

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON AUGUST 28/29,  
2015 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

	MEMBERSHIP	
✓	Colin Kelly	• Official Trustee
✓	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
x	Rachelle McDonald	• Advisory Committee Member – Susa Creek
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
x	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Donna Barrett	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance

CALL TO ORDER		Colin Kelly, Official Trustee called the meeting to order at 5:40 p.m.
OPENING PRAYER		Elmer Gullion, Advisory Committee Member gave the opening prayer.
RECESS		The meeting recessed for dinner at 5:45 p.m. The meeting reconvened at 6:30 p.m.
ADOPT AGENDA	23890/15	<p>Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended with the following change:</p> <p>Presentations 7:15 p.m. Attendance &amp; CEU 7:45 p.m. Tell Them From Me (TTFM)</p> <p>August 29, 2015 9:00 a.m. Education Quarterly Report 9:30 a.m. Organization Chart Discussion</p> <p>CARRIED</p>
MINUTES – JUNE 26, 2015 MEETING	23891/15	<p>Colin Kelly, Official Trustee moved that the Board of Trustees approve the minutes as amended:</p> <p>New Staff Orientation August 2015 request should read: Colin Kelly, Official Trustee requests that Bigstone Cree First Nation be added to the New Staff Orientation Program and that a representative from the M.D. of Opportunity #17 be invited to bring welcome greetings.</p> <p>June 26, 2015 – Regular Meeting</p> <p>CARRIED</p>

PRESENTATION  
ATTENDANCE &  
CEU

Don Tessier, Associate Superintendent presented a comparison in attendance between 2014 and 2015 across the division and the number of CEU credits high school students earned in 2014 – 2015 to the board.

PRESENTATION  
TELL THEM FROM  
ME (TTFM)

Don Tessier, Associate Superintendent presented the student results from the Tell Them From Me (TTFM) survey.

Colin Kelly, Official Trustee requests that administration work with the principals who were involved in the Tell Them From Me Surveys to share the information they have received from their students with their local school board committees, parents and community.

Colin Kelly, Official Trustee requests that administration put together an adhoc committee to address mental health issues within our schools.

RECESS

The meeting recessed at 8:09 p.m.

Don Tessier, Associate Superintendent, Trudy Rasmuson, Secretary-Treasurer, Wes Oginski, Director of Human Resources, David Cox, Division Facility Manager, Krystal Potts, Executive Assistant and Melanie Mantai, Executive Secretary Finance left the meeting at 8:09 p.m.

RECESS

The meeting reconvened at 8:30 p.m.

The meeting recessed at 10:00 p.m. on August 28, 2015  
The meeting reconvened at 9:15 a.m. on August 29, 2015

OPENING  
PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

PRESENTATION  
EDUCATION  
QUARTERLY  
REPORT

Donna Barrett, Superintendent of Schools presented the Quarterly Education Report to the board.

RECESS

The meeting recessed at 10:15 a.m.  
The meeting reconvened at 10:33 a.m.

PRESENTATION  
ORGANIZATION  
CHART DISCUSSION

This item has been tabled for the board to discuss at the end of the meeting.

EDUCATION  
QUARTERLY  
REPORT

23892/15

Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.

CARRIED

FINANCE QUARTERLY REPORT	23893/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Finance Quarterly Report, as presented and attached.
		CARRIED
ZONE 1 2015 FRIENDS OF EDUCATION AWARD	23894/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the nomination of Sustainable Communities Initiative for the 2015 Friends of Education Award and invite the nominee to attend the 2015 Friends of Education Awards Banquet on September 24, 2015 in Peace River, Alberta.
		CARRIED
LOCALLY DEVELOPED COURSES ABNORMAL PSYCHOLOGY 35 AND RELIGIOUS STUDIES 15-25- 35	23895/15	Colin Kelly, Official Trustee moved that the Board of Trustees recommend that Northland School Division No. 61 approve the locally developed courses Abnormal Psychology 35 and Religious Studies 15-25.
		TABLED
		Colin Kelly, Official Trustee requests administration bring to the October 2/3, 2015 Regular Board meeting, additional information on these courses which will include where the courses were developed and Section 9 (1) (a) of the Northland Act.
JOB DESCRIPTION – DIVISIONAL FACILITIES MANAGER	23896/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Divisional Facilities Manager, as amended and attached.
		CARRIED
JOB DESCRIPTION – CONSTRUCTION PROJECT FOREMAN	23897/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Construction Project Foreman, as attached.
		CARRIED
JOB DESCRIPTION – EXECUTIVE SECRETARY FINANCE	23898/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, changes in the job description for the position of Executive Secretary Finance, as attached.
		CARRIED

JOB DESCRIPTION – SCHOOL CUSTODIAN	23899/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the revisions to the job description for the position of School Custodian, as attached.  TABLED  Colin Kelly, Official Trustee requests administration share the draft Job Description – School Custodian along with the custodian check lists with the Maintenance Committee for feedback and bring back to the October 2/3, 2015 Regular Board meeting.
JOB DESCRIPTION – HOUSING COORDINATOR	23900/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the revisions to the job description for the position of Housing Coordinator, as attached.  TABLED  Colin Kelly, Official Trustee requests administration share the draft Job Description – Housing Coordinator with the Maintenance Committee for feedback and bring back to the October 2/3, 2015 Regular Board meeting.
JOB DESCRIPTION – STUDENT DATA AND EDUCATION TECHNOLOGY COACH	23901/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the newly created job description for the position of Student Data and Education Technology Coach, as attached.  CARRIED
RECESS		The meeting recessed for lunch at 12:04 p.m. The meeting reconvened at 12:57 p.m.
PROCEDURE 516 – DISPOSAL OF DIVISIONAL PROPERTY	23902/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 516, Disposal of Divisional Property, with the exception items will not go to auction but will be tendered with notices sent around the division.  CARRIED
PROCEDURE 500 – BUDGET	23903/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 500, Budget  CARRIED
APPENDIX 2 – SCHEDULE OF RATES – SALARY SCHEDULES	23904/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the updated Appendix 2 – Schedule of Rates Salary Schedules to reflect the 2% that was approved for support staff in the June 2015 Budget as per board motion #23873/15.  CARRIED

DISPOSAL OF  
UNITS #609 AND  
#645

23905/15

Colin Kelly, Official Trustee moved that the Board of Trustees approve the disposal of Unit #609 – 2009 GMC Envoy and Unit #645, 2004 Chevrolet Trailblazer and request that these vehicles be advertised for tender in all communities.

CARRIED

TRANSFER OF 2  
MOBILE HOUSING  
UNITS TO THE  
LUBICON LAKE  
BAND

23906/15

Colin Kelly, Official Trustee moved that the Board of Trustees approve the transfer of mobile housing units #224 and #229 to the Lubicon Lake Band in exchange for demolishing unit #123.

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED

23907/15

Colin Kelly, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
ADCS	June 29, 2015
Desmarais	June 17, 2015
Gift Lake	June 18, 2015
Keg River	June 9, 2015
	July 15, 2015
Little Buffalo	June 18, 2015
Peerless Lake	June 18, 2015

CARRIED

Colin Kelly, Official Trustee requests administration draft a plan including expenses and timelines and submit it to Robin Guild, LSBC Wabasca Chair for the St. Theresa School Parking Lot.

ADMINISTRATIVE  
ACTION –  
CURRENT LSBC  
MEETING  
MINUTES  
RECEIVED

23908/15

Colin Kelly, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
ADCS	June 29, 2015		As Presented
Desmarais	June 17, 2015	“A motion was made”	Exclude
Gift Lake	June 18, 2015		As Presented
Keg River	June 9, 2015		As Presented
	July 15, 2015		As Presented
Little Buffalo	June 18, 2015	22/15/15	Exclude
Peerless Lake	June 18, 2015	Comment g: win Card:	As Presented

CARRIED

COVERING MOTION, IN LIEU DAYS FOR ADMINISTRATION	23909/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2014-2015 in-lieu days for administrators.
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CARRIED

COVERING MOTION, ANNUAL EDUCATION RESULTS REPORT/ ANNUAL REPORT	23910/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2013-2014 Annual Education Results Report, 2014–2015 Annual Plan.
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CARRIED

COVERING MOTION, ORGANIZATIONAL PLANS	23911/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.
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CARRIED

SUPERINTENDENT’S REPORT	23912/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent’s Report as presented and attached.
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CARRIED

CHAIRMAN’S REPORT	23913/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman’s Report as presented and attached.
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CARRIED

SECRETARY – TREASURER’S REPORT	23914/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer’s Report as presented and attached.
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CARRIED

REPORTS FOR INFORMATION	23915/15	<p>Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:</p> <ul style="list-style-type: none"> <li>- Recruitment &amp; Staffing Update</li> <li>- Construction Projects Update</li> <li>- Mobile Home Projects Update</li> <li>- List of Acronyms</li> <li>- Payment of Account</li> </ul>
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CARRIED

Don Tessier, Associate Superintendent, Trudy Rasmuson, Secretary-Treasurer, Wes Oginski, Director of Human Resources, David Cox, Division Facility Manager, Krystal Potts, Executive Assistant and Melanie Mantai, Executive Secretary Finance left the meeting at 3:35 p.m.

PRESENTATION  
ORGANIZATION  
CHART DISCUSSION

This item was discussed.

ADJOURN

The meeting adjourned at 4:00 p.m.

CLOSING PRAYER

Elmer Gullion, Advisory Committee Member gave the closing prayer.

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Colin J. Kelly, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance