

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD TRUSTEES REGULAR MEETING AT DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

S	BOARD	L.S.B.C.
✓	Steve Noskey	• Chairperson
✓	Julia Cardinal	• Leann Gauchier, Bishop Routhier
✓	Julia Cardinal	• Athabasca Delta
×	Shirley Klassen	• Lynn Noskey, Bishop Routhier
×	Shirley Klassen	• Anzac
✓	Chris Noskey	• Karen Noskey, Bishop Routhier
✓	Chris Noskey	• Bishop Routhier
✓	Clifford Cardinal	• Hilma Supernault, Bishop Routhier
✓	Clifford Cardinal	• Calling Lake
✓	Ivan Alook	• Kathy Anderson, Gift Lake
✓	Ivan Alook	• Chipewyan Lake
×	Shirley Tremblay	• Ken Shaw, Gift Lake
×	Shirley Tremblay	• Conklin
×	Ernie Grach	• Howard Shaw, Gift Lake
×	Ernie Grach	• Desmarais
✓	Harry Supernault	• Sharon Anderson, Gift Lake
✓	Harry Supernault	• East Prairie
✓	Shelley Bartman	• Belinda Halabisky, Keg River
✓	Shelley Bartman	• Elizabeth
	Vacant	• Noreen Noskey, Little Buffalo
	Vacant	• Fort McKay
✓	Inier Cardinal	• William Skinner, Red Earth
✓	Inier Cardinal	• Gift Lake
✓	Jeff Chalifoux	• Louise Benson, Red Earth
✓	Jeff Chalifoux	• Grouard
✓	Diahann Polege Aulotte	• Amy Phelps, Red Earth
✓	Diahann Polege Aulotte	• J. F. Dion
×	Jules Nokohoo	• Desmond Wogan, Red Earth
×	Jules Nokohoo	• Janvier
✓	Ken Tupper	• Emile Houle, Trout Lake
✓	Ken Tupper	• Keg River
✓	Lorraine McGillivray	• Paul Yellowknife, Trout Lake
✓	Lorraine McGillivray	• Paddle Prairie
✓	James Alook	• Alfred Muskwa, Trout Lake
✓	James Alook	• Peerless Lake
×	Shayne Taron	•
×	Shayne Taron	• Pelican Mountain
✓	Cheryl Wogan	•
✓	Cheryl Wogan	• Red Earth Creek
×	Rachelle McDonald	•
×	Rachelle McDonald	• Susa Creek
✓	Elmer Gullion	•
✓	Elmer Gullion	• Trout Lake
✓	Robin Guild	•
✓	Robin Guild	• Wabasca
		•

ALTERNATES	
Joe Karakuntie	• Susa Creek
Virginia Denney	• Desmarais

S	ADMINISTRATION
✓	Pier De Paola, Superintendent of Schools
✓	Dennis Walsh, Secretary-Treasurer
✓	Shelley Willier, Assistant Superintendent
✓	Rick Baier, Director of Business Affairs
✓	Ann Rosin, Administrative Assistant
✓	Susan Cosh, Secretary

GUESTS	
✓	Mike Guindon, former Secretary-Treasurer

CALL TO ORDER

The Chairperson called the meeting to order at 9:05 a.m.

OPENING PRAYER

Steve Noskey gave the opening prayer.

OATH OF OFFICE

Rick Baier administered the Oath of Office to the following trustees:

Joe Karakuntie, Susa Creek
Virginia Denney, Desmarais

ADOPT AGENDA

22451/09

Elmer Gullion moved that the Board of Trustees adopt the agenda with the following additions:

- E. 3. (c) Appendix 2, Policy Manual – Schedule of Rates
- F. 1. (b) Contract of Employment – Secretary-Treasurer
 - (c) Organizational Chart
 - (d) Job Descriptions
 - (e) Staffing of Positions
 - (f) Assistant Superintendent – Evaluation
 - (g) In-Lieu Days
 - (h) Boarding Home Manual
 - (i) Procedure 320, Financial Support for Education Placement Outside of the Division
 - (j) Request from U of A for Study of Healthy School Environments – Selected Schools
 - (k) Request for Masters Research – Social Studies Teachers
 - (l) Inclusion of Casual Employees in Teacher Training Program
- F. 2. (a) 2009/2010 Budget
 - (b) Procedure 523 – Capital Purchases
 - (c) Authority to Transfer Funds
 - (d) Teacher Training Leave Agreement
 - (e) Signing Authority
 - (f) Purchase of Laptop Computers – Training
 - (g) Purchase of Laptop Computers – Corporate Board Members
 - (h) Purchase of Video Conferencing Equipment

- (i) Purchase of I-Series Server
- (j) Maintenance Contract
- (k) Tender fro J.F. Dion Tractor
- (l) Lac La Biche Maintenance Shop Lease
- (m) RFP Fleet Vehicle Leasing
- (n) Rental of Portable Kitchen Unit – Elizabeth School
- (o) Consultant – Elizabeth School Kitchen
- (p) Accounts Receivable from Federal Government and First Nations

CARRIED

MINUTES –
REGULAR
MEETING

22452/09 Cheryl Wogan moved that the Board of Trustees approve the Minutes of the Regular Meeting of June 19, 2009 as presented.

CARRIED

MINUTES –
SPECIAL MEETING

22453/09 Jeff Chalifoux moved that the Board of Trustees approve the minutes of the Special Meeting via Conference call on July 15, 2009, as attached.

CARRIED

STRATEGIC
PLANNING NOTES

22454/09 Jeff Chalifoux moved that the Board of Trustees receive as information, the Strategic Planning Meeting notes, as attached.

CARRIED

INTRODUCTION
OF DENNIS WALSH

The Chairman introduced Dennis Walsh, Secretary Treasurer (Director of Finance) at this time.

THANK YOU –
MIKE GUINDON

The Chairman thanked Mike Guindon, former Secretary-Treasurer, for assisting in the preparation of the 2009/2010 budget, and for attending this meeting.

PRESENTATION
BY JACKIE
SANDER ON
BEHALF OF THE
ADMINISTRATORS'
ASSOCIATION

Jackie Sander, President of the Administrators' Association presented the Board with a letter outlining their support of the current practice of granting in-lieu days to principals.

IN-LIEU DAYS –
SEPTEMBER
AGENDA ITEM

22455/09

Harry Supernault moved that the Board of Trustees request the administration to place the discussion of In-Lieu Days for principals on the Board Agenda for September.

CARRIED

SUPT.S REPORT

22456/09

Robin Guild moved that the Board of Trustees approve the Superintendent's Report as presented and attached.

CARRIED

RECESS

The meeting recessed from 10:50 a.m. to 11:15 a.m.

CHAIRMAN'S
REPORT

22457/09

Julia Cardinal moved that the Board of Trustees approve the Chairman's Report as presented and attached.

CARRIED

DISPOSAL OF
RECORDS

22458/09

Robin Guild moved that the Board of Trustees approve the disposal of records in accordance with Procedure 110, as attached.

CARRIED

DISPOSAL OF
ASSETS

22459/09 Cheryl Wogan moved that the Board of Trustees approve the disposal of fixed assets in accordance with Section 200 of the School Act and Board practice, excluding Bishop Routhier items (pages 145 & 146), as attached.

CARRIED

PROCEDURE 424,
STAFF VACATIONS
AND HOLIDAYS

22460/09 Jeff Chalifoux moved that the Board of Trustees receive as information, Procedure 424, Staff Vacations and Holidays, as attached, and that this procedure be reviewed by our legal department..

CARRIED

CONFLICT OF
INTEREST

The following trustees declared a conflict of interest and left the meeting at this time:

Steve Noskey, Chairman
Elmer Gullion, Trout Lake
Chris Noskey, Bishop Routhier (Vice- Chair)

APPENDIX 2,
POLICY MANUAL –
SCHEDULE OF
RATES

22461/09 Inier Cardinal moved that the Board of Trustees approve the housekeeping changes to Appendix 2 of the Policy Manual – Schedule of Rates, as attached.

CARRIED

The following trustees rejoined the meeting at this time:

Steve Noskey, Chairman
Elmer Gullion, Trout Lake
Chris Noskey, Bishop Routhier (Vice- Chair)

Dennis Walsh left the meeting at this time.

CONTRACT OF
EMPLOYMENT –
SECRETARY
TREASURER

22462/09 Cheryl Wogan moved that the Board of Trustees enter into a contract with Dennis Walsh for the position of Secretary-Treasurer, effective August 17, 2009.

CARRIED

Dennis Walsh returned to the meeting at this time.

JOB
DESCRIPTIONS

22463/09 Cheryl Wogan moved that the Board of Trustees approve the following job descriptions:

- Supervisor of Instruction: Elementary Programming
- Supervisor of Instruction: Secondary and Alternate Programming
- Education Mentor/Coach – Elementary
- Education Mentor/Coach – Secondary
- Education Mentor/Coach – AISI
- I.T. Help Desk
- Safety Officer

CARRIED

RECESS

The meeting recessed for lunch at 11:55 a.m. and reconvened at 12:55 p.m.

ORGANIZATIONAL
CHART

22464/09 Chris Noskey moved that the Board of Trustees approve the Organizational Chart, as attached.

CARRIED

STAFFING –
SUPERVISOR OF
ABORIGINAL
PROGRAMS

22465/09 Inier Cardinal moved that the Board of Trustees authorize the administration and the Personnel Committee to proceed with staffing for the Supervisor of Aboriginal Programs.

CARRIED

STAFFING OF
POSITIONS

- 22466/09 Inier Cardinal moved that the Board of Trustees authorize the administration to proceed with staffing the positions as follows:
- Elementary Education Coach (hire)
 - AISI Education Coach (hire)
 - Secondary Education Coach (subject to budget approval)
 - I.T. Help Desk (subject to budget approval)
 - Safety Officer (subject to budget approval)

CARRIED

Shelley Willier left the meeting at this time.

ASSISTANT
SUPERINTENDENT
– EVALUATION

- 22467/09 Cheryl Wogan moved that the Board of Trustees approve the evaluation of the Assistant Superintendent.

CARRIED

Shelley Willier rejoined the meeting at this time.

IN LIEU DAYS

- 22468/09 Robin Guild moved that the Board of Trustees review the practice of granting in-lieu days to principals.

CARRIED

Local Board Committees to review Procedure 430 regarding the granting of in-lieu days.

BOARDING HOME
MANUAL

- 22469/09 Julia Cardinal moved that the Board of Trustees approve the Boarding Home Manual on an interim basis, as attached.

CARRIED

PROCEDURE 320,
FINANCIAL
SUPPORT FOR
EDUCATION
PLACEMENT
OUTSIDE OF THE
DIVISION

22470/09 Robin Guild moved that the Board of Trustees approve housekeeping changes to Procedure 320, Financial Support for Education Placement Outside of the Division, as attached.

CARRIED

REQUEST FROM U
OF A FOR STUDY –
HEALTHY SCHOOL
ENVIRONMENTS

22471/09 Cheryl Wogan moved that the Board of Trustees approve the request from Shauna Downs of the University of Alberta to have selected schools throughout Northland School Division participate in a study evaluating healthy school environments for children, subject to approval by the Local School Board Committee and that the University share the results.

CARRIED

Steve Noskey left the meeting at this time.
Chris Noskey chaired the meeting.

REQUEST TO DO
MASTERS
RESEARCH

22472/09 Inier Cardinal moved that the Board of Trustees approve the request from Sue Mills to contact social studies teachers within Northland School Division No. 61, in order to complete her Masters of Education degree.

CARRIED

CONFLICT OF
INTEREST

Jeff Chalifoux declared conflict of interest and left the meeting at this time.

INCLUSION OF
CASUAL
EMPLOYEES IN
THE TEACHER
TRAINING
PROGRAM

22473/09 Inier Cardinal moved that the Board of Trustees approve the inclusion of two casual labour employees in the Teacher Training program, and that they be paid at the same rate as the other employees whom we have budgeted for.

CARRIED

Jeff Chalifoux rejoined the meeting at this time.

PROCEDURE 523 –
CAPITAL
PURCHASES

22474/09 Harry Supernault moved that the Board of Trustees receive as information, Procedure 523, Capital Purchases as recommended by the Auditor's in the Management Letter, and as attached.

CARRIED

AUTHORITY TO
TRANSFER FUNDS

22475/09 Harry Supernault moved that the Board of Trustees authorize the administration to transfer funds from Capital Reserves to Operating Reserves, in accordance with revised Procedure 523, Capital Purchases.

CARRIED

CONFLICT OF
INTEREST

The following trustees declared conflict of interest and left the meeting at this time:.

Jeff Chalifoux, Grouard
Lorraine McGillivray, Paddle Prairie

TEACHER
TRAINING LEAVE
AGREEMENT

22476/09 Julia Cardinal moved that the Board of Trustees approve the addendum to Clause 3 of the Teacher Training Leave Agreement as follows:

“The return service subsidy will be calculated at 70% of the budgeted average teacher assistant salary (\$40,264) or current salary, whichever is in the best interest of the employee, and continuation of ASEBP benefits.”

CARRIED

The following trustees rejoined the meeting at this time:

Jeff Chalifoux, Grouard
Lorraine McGillivray, Paddle Prairie
Steve Noskey, Chairman

SIGNING
AUTHORITY

22477/09 Harry Supernault moved that the Board of Trustees approve an interim policy on signing authority for the jurisdiction until a delegation of authority matrix can be presented for approval, as attached.

CARRIED

PURCHASE OF
LAPTOP
COMPUTERS –
TRAINING

22478/09 Cheryl Wogan moved that the Board of Trustees ratify the administrative action in the purchase of 25 laptop computers to a maximum cost of \$36,500, plus gst, with funds coming from CTS equipment funding.

CARRIED

PURCHASE OF
LAPTOP
COMPUTERS –
BOARD

22479/09 Julia Cardinal moved that the Board of Trustees authorize the administration to proceed with the purchase of 23 laptop computers for use by the Local School Board Committee, up to a maximum of \$1,000 each, including gst, with funds coming from the Technology and Furniture Reserve.

CARRIED

PURCHASE OF
VIDEO
CONFERENCING
EQUIPMENT

22480/09 Harry Supernault moved that the Board of Trustees ratify the administrative action of purchasing twenty-one (21) TL 33 video conferencing monitors at a cost of \$67,200 plus gst, from Matrix Video Communications Corporation, with funds coming from Instructional Reserves.

CARRIED

I-SERIES SERVER

22481/09 Inier Cardinal moved that the Board of Trustees approve the purchase of an I-Series Server, including a 3 year maintenance contract, licensing and installation from Bellamy for a maximum of \$34,000 + gst with funds coming from equipment reserves.

CARRIED

MAINTENANCE
CONTRACT

22482/09 Robin Guild moved that the Board of Trustees enter into an agreement with Jac Fehr at \$40.00 per hour plus expenses at Northland rates, for preventative maintenance in Area 3 schools and to coordinate IMR projects at J.F. Dion and Paddle Prairie, with funds coming from current maintenance salaries and assigned project costs.

CARRIED

IN CAMERA – 1:45
P.M.

22483/09 Jeff Chalifoux moved that the Board of Trustees go In-Camera with Trustees only.

CARRIED

REGULAR
FORMAT – 2:30
P.M.

22484/09 Jeff Chalifoux moved that the meeting return to regular format.

CARRIED

RECESS

The meeting recessed from 2:30 p.m. – 2:35 p.m.

TENDER FOR J.F.
DION TRACTOR

22485/09 Jeff Chalifoux moved that the Board of Trustees authorize the administration to proceed to tender for the replacement of unit #663 (Tractor) at J.F. Dion, using the same specifications as the last tractor tender.

CARRIED

LAC LA BICHE
MAINTENANCE
SHOP LEASE

22486/09 Elmer Gullion moved that the Board of Trustees authorize the administration to enter into a five year lease with 66840 Alberta Ltd., at \$1,800 per month, plus gst, with funds coming from current year operations.

RFP – FLEET
VEHICLE LEASING

22487/09 Robin Guild moved that the Board of Trustees authorize the administration to develop an RFP for fleet vehicle leasing.

CARRIED

RENTAL OF
PORTABLE
KITCHEN UNIT –
ELIZABETH
SCHOOL

22488/09 Julia Cardinal moved that the Board of Trustees approve the rental of a portable camp kitchen at \$3,000 per month plus initialization and de-initialization fees each, from Northgate Trailer Industries, with funds coming from School Food Services surplus.

CARRIED

TENDER FOR
ELIZABETH
SCHOOL KITCHEN

22489/09 Chris Noskey moved that the Board of Trustees authorize the administration to proceed to tender for the Elizabeth School Kitchen.

CARRIED

CONSULTANT –
ELIZABETH
SCHOOL KITCHEN

22490/09 Robin Guild moved that the Board of Trustees ratify the administrative action of engaging N53 Architecture as Consultants for the Elizabeth School Kitchen project, at a cost of \$60,000 + gst, with funds coming from capital projects.

CARRIED

INFORMATION
ITEM – ACCOUNTS
RECEIVABLE

22491/09 Cheryl Wogan moved that the Board of Trustees receive as information, the Accounts Receivable from Federal Government and First Nations, as attached.

CARRIED

2009-2010 BUDGET

22492/09 Jeff Chalifoux moved that the Board of Trustees approve the 2009-2010 budget, as attached.

CARRIED

LSBC MEETING
MINUTES
RECEIVED

22493/09 Harry Supernault moved that the Board of Trustees receive the Local School Board Committee Minutes as listed below:

<u>Committee</u>	<u>Date</u>
Anzac	May 4, 2008 (Sp.)
	May 26, 2008
	June 4, 2009
	June 7, 2009 (Sp.)
	June 14, 2009 (Sp.)
	June 22, 2009 (Sp.)
ADCS	May 21, 2009
	June 10, 2009
Bishop Routhier	May 11, 2009
	June 9, 2009 (Sp.)
Calling Lake	March 4, 2009
	May 13, 2009
	June 15, 2009
Conklin	June 2, 2009
Desmarais	June 10, 2009
East Prairie	June 3, 2009
	July 6, 2009
Elizabeth	June 3, 2009
	June 12, 2009 (Sp.)

Gift Lake	May 19, 2009
Grouard	June 8, 2009
	June 15, 2009 (Sp.)
	June 25, 2009
Janvier	January 21, 2009
	February 25, 2009
Keg River	June 23, 2009
Little Buffalo	May 12, 2009
	June 17, 2009
Paddle Prairie	June 10, 2009
	June 17, 2009 (Sp.)
	July 1, 2009 (Sp.)
Peerless Lake	May 20, 2009
Pelican Mtn.	June 2, 2009
Red Earth Creek	June 9, 2009
Susa Creek	June 15, 2009
Trout Lake	June 22, 2009
Wabasca	June 2, 2009

CARRIED

ADMINISTRATIVE
ACTION – L.S.B.C.
MINUTES

22494/09 Robin Guild moved that the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined below and authorize the Superintendent and Chairman of Pelican Mountain (Shayne Taron) to recommend administrative action and to exclude the Special Meetings of Grouard dated June 15, 2009 and June 25, 2009: -

<u>Committee</u>	<u>Motion No.</u>	<u>Action Taken</u>
ADCS	268/05/09	Administration
	276/06/09	Administration
	279/06/09	Exclude
	280/06/09	Exclude
Anzac		As Presented
Bishop Routhier		As Presented
Calling Lake	3195-15-09	Clarification
Conklin		As Presented
Desmarais	4115/09	FMT
East Prairie	09:06:529	Clarification
Elizabeth		As Presented
Grouard	1232	SFS
	1230	Clarification
Gift Lake		As Presented
Keg River		As Presented
Little Buffalo	073/08/09	Computer Services

	074/08/09	Revenue Acct.
Janvier		As Presented
Paddle Prairie	122:08/09	Education Cmt.
	125:08/09	Human Resources
	124:08/09	Clarification
Peerless Lake	1848/09	Exclude
	1851/09	Clarification
Pelican Mtn.		As Presented
Red Earth Creek		As Presented
Susa Creek		As Presented
Trout Lake		As Presented
Wabasca		As Presented

CARRIED

COVERING
MOTION – IN-LIEU
DAYS FOR
ADMINISTRATORS

22495/09 Elmer Gullion moved that the Board of Trustees receive as information and refer to administration all Local School Board Committee motions relating to the 2008/09 in-lieu days for administrators:

<u>Committee</u>	<u>Date</u>	<u>Motion #</u>
Calling Lake	Jun 15/09	3194-06-15-09
Paddle Prairie	Jul 1/09	131:08/09
Susa Creek	Jun 15/09	153/09

CARRIED

COVERING
MOTION – THREE
YEAR
EDUCATIONAL
PLANS

22496/09 Robin Guild moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions relating to the 2009/2010 Three-Year Educational Plans.

<u>Committee</u>	<u>Date</u>	<u>Motion #</u>
Calling Lake	June 15/09	3193-15-09
Conklin	June 2/09	0034-09
Desmarais	June 10/09	4114/09
Grouard	June 8/09	1229
Little Buffalo	June 17/09	085-08-09
Red Earth Creek	June 9, 2009	2009-06-1221

CARRIED

COVERING
MOTION –
ORGANIZATIONAL
PLANS

22497/09 Inier Cardinal moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions relating to the Organizational Plan.

<u>Committee</u>	<u>Date</u>	<u>Motion #</u>
Calling Lake	March 4/09	3165-03-04-09

CARRIED

INFORMATION
ITEMS

22498/09 Jeff Chalifoux moved that the Board of Trustees receive the following information items:

- a) Upcoming Conferences
- b) Capsle Call for Papers – Calgary 2010 and Capsle Comments Newsletter
- c) Payment of Accounts
Cheque No. 261831 – 262666 - \$2,924,231.75
Cheque No. 400018315 - 4000189544
\$2,965,195.34

CARRIED

CHANGE IN VENUE
FOR SEPTEMBER
BOARD MEETING

22499/09 Robin Guild moved that the Board of Trustees change the September, 2009 Board Meeting location from Bishop Routhier school to Divisional Office.

CARRIED

ADJOURN

The meeting adjourned at 4:30 p.m.

Steve Noskey, Chairman of the Board

Dennis Walsh, Secretary-Treasurer