

**MINUTES OF THE REGULAR BOARD OF
TRUSTEES MEETING OF NORTHERN GATEWAY
REGIONAL DIVISION NO. 10 HELD IN THE BOARD
ROOM OF THE DIVISION OFFICE IN WHITECOURT,
ALBERTA ON DECEMBER 10TH, 2013**

OPENING

A. OPENING

**CALL TO ORDER
ROLL CALL**

1. CALL TO ORDER

The December 10th, 2013 meeting was called to order by Chair Muir at 10:03 a.m.

ROLL CALL

Chair Judy Muir, Trustees Jim Govenlock, Cindy Granley, Jim Hailes, Sherry Jeffreys, Albert Schalm, Terry Slemko, Beverly Smith, Gerry Steinke and Administrators Kevin Andrea, Superintendent of Schools, Michelle Brennick, Deputy Superintendent and Michael Gramatovich, Secretary-Treasurer.

Lisa Bakos, Communications Officer, and Barry Kerton, Reporter for the Whitecourt Star, were present at this time.

ADDITIONS TO THE AGENDA

2. ADDITIONS TO THE AGENDA

- E.7.a) School Registers
- E.7.b) Yellowhead Regional Library Report
- G.2.a) Expense Account
- G.2.b) ATA Negotiations Update

ACCEPTANCE OF AGENDA

3. ACCEPTANCE OF AGENDA

2751-13

Moved by Trustee Govenlock – that the agenda for the December 10th, 2013 Regular Board Meeting be adopted as amended.

Motion Carried

**DRAFT MINUTES OF THE
NOVEMBER 20TH, 2013
REGULAR BOARD**

**C. DRAFT MINUTES OF THE NOVEMBER 20TH, 2013
REGULAR BOARD MEETING**

MEETING

2752-13

Moved by Trustee Jeffreys – that the draft minutes of the November 20th, 2013 Regular Board Meeting be adopted.

Motion Carried

ACTION ITEMS

TOWN OF FOX CREEK INVITATION

2753-13

D. ACTION ITEMS

TOWN OF FOX CREEK INVITATION

Moved by Trustee Hailes – that the Board accept the Town of Fox Creek Council and Administration’s invitation to attend a dinner meeting in Fox Creek on January 16th, 2014.

Motion Carried

TRUSTEE PROFESSIONAL DEVELOPMENT PROPOSAL

2754-13

TRUSTEE PROFESSIONAL DEVELOPMENT PROPOSAL

Moved by Trustee Steinke – that the Board approve the Trustee professional development schedule as presented.

Trustee Govenlock asked for a recorded vote.

Trustee Muir	in favor
Trustee Schalm	in favor
Trustee Steinke	in favor
Trustee Smith	in favor
Trustee Hailes	in favor
Trustee Slemko	in favor
Trustee Jeffreys	in favor
Trustee Govenlock	opposed
Trustee Granley	opposed

Motion Carried

2755-13

Moved by Trustee Hailes – that the Board Chair and Board Representatives have the ability to attend all the spring and fall meetings for ASBA and PSBAA.

Motion Defeated

2756-13

Moved by Trustee Steinke – that the Trustee Professional Development Proposal be referred to the Policy Committee to recommend policy related to attendance at the said noted conventions.

Motion Carried

**INFORMATION ITEMS/
REPORTS**

E. INFORMATION ITEMS/REPORTS

ASBA/PSBAA UPDATE

ASBA/PSBAA UPDATE

A.S.B.A.
Report attached.

A.S.B.A. Workshop is being held on January 19th -22nd , 2014. The first two days will be an orientation session for new trustees and Board Chairs. The last two days are on engaging communities and are open to all trustees. Trustees are to let Wendy Robertson know if they are interested in attending.

Maurice Fritze session – individual trustees will make decision whether they wish to attend.

The ASBA Strategic Plan 2014-17 was deferred from the November 20th, 2014 Regular Board Meeting. The Board needs to complete a survey. Forward ideas to Chair Muir and she will fill out the survey on behalf of the Board.

**SUPERINTENDENT’S
REPORT**

SUPERINTENDENT’S REPORT

- Information was given out on the education property tax. This overview will help trustees give responses to the public when asked questions. The seniors tax deferral is the only big change.
- All trustees should go online and read the Inspiring Education report. This is Alberta Education’s vision for the future. There are sections in it that speak directly to

governance. The link to the report will be sent out and hard copies have been ordered.

- Administration had a meeting with the Greater Edmonton Zone Director from Alberta Education to go over Northern Gateway Public Schools Three Year Education Plan. Alberta Education is pleased with the plan and they have used it as a sample for other divisions. A two-page summary will be given to trustees at the January 14, 2014 Board Meeting.
- Superintendent Andrea had a meeting with the Deputy Minister in regards to a new replacement school for Onoway High School.
- Superintendent Andrea has been working on the C-10 report for Alberta Education that is due on January 31, 2014 regarding how many of Northern Gateway's schools will not be able to meet the 907 instructional hour cap. The report will come to the Board before January 31 so that they can see how all of the schools are doing. Thirty-four of sixty-two collective agreements have been settled to date.
- Superintendent Andrea attended a meeting for all superintendents with the Deputy Minister. All of the Assistant Deputy Ministers gave a message. Budget 2014 will not be good.
- Alberta Education has asked for feedback on the Regulatory Review. Biggest concerns are home education and transportation.
- Alberta Education has working committees across the province looking into every aspect of schools and school Boards. They are looking at results based budgeting – how is the province getting a return on their investment.
- Bullying as defined in the new School Act requires a sustained relationship between the bully and the victim.
- Full day/every day ECS is still a priority with this government.
- The government is looking at expanding the Mental Health Projects in the province. Northern Gateway Public Schools has two of these programs.
- There will be eight curriculum redesign projects announced by Alberta Education in the new year. Northern Gateway Public Schools has put in a proposal in partnership with two other divisions.
- All diploma exams will be available online by 2016-17.
- A request has been sent to get clarification on what is required by Northern Gateway Public Schools in relation to the New West Trade Agreement – formerly TILMA.
- Assistant Superintendent Sheila Ranslam is on medical leave until the New Year.

DEPUTY SUPERINTENDENT'S REPORT

DEPUTY SUPERINTENDENT'S REPORT

- The CASS Zone 2/3 meeting scheduled for Friday, December 6th, 2013 was changed to Thursday, December 5th, 2013 to accommodate the meeting for all superintendents with the Deputy Minister. There were a number of Alberta Education staff at the CASS Zone 2/3 meeting speaking about the changes coming in education. CASS Zone 2/3 members requested a workshop style meeting to get more information on all of the issues.

Human Resources

- The number of certificated staff was up 2 FTE on November 30th, 2013 from October 31st, 2013. The number of non-certificated staff also increased over the last month due to the approval of PUF and coded students. Northern Gateway Public Schools student population has increased as well.
- Currently we have a large number of staff on medical leaves which means there are a significant number of temporary contracts.
- Principal evaluations are being conducted.
- Central Office is down three staff members. Will have a conversation with Superintendent Andrea to decide on a go forward plan.
- Northern Gateway Public Schools rebranding proposal has been sent to the Superintendent for approval. The new website being created for Northern Gateway Public Schools by Box Clever has been put on hold until the rebranding is complete.
- At the end of the student conference – SOAR – students created six word stories which are displayed on an easel in the boardroom. Data gathered from SOAR was incorporated into the Three Year Education Plan.
- CASA is having its summer conference in Alberta this year – CASS has decided to cancel its annual summer conference and support the CASA conference.

BOARD COMMITTEE MEETING DATES

BOARD COMMITTEE MEETING DATES

- Policy Committee Meeting
January 7th, 2014
9:30 a.m.
- Communications Committee Meeting
January 7th, 2014

12:30 p.m.

- Advocacy Committee Meeting
January 9th, 2014
9:30 a.m.

APPOINTMENTS & DELEGATIONS

BOARD PRESENTATIONS

UPDATE ON COMMUNITY ENGAGEMENT ACTIVITIES THROUGH THOUGHTSTREAM

B. APPOINTMENTS & DELEGATIONS

BOARD PRESENTATIONS

- Former trustees Barb Maddigan and Anne Nichol were brought in at 11:43 a.m. for presentations.
- Chair Muir recognized both for their dedicated service.
- Barb Maddigan was given a gift on behalf of the Board – Anne Nichol had donated her gift to Oscar Adolphson Primary School in the spring.
- Superintendent Andrea thanked both on behalf of Central Office staff for their years of service.
- Barb Maddigan and Anne Nichol were invited by Chair Muir to stay for Christmas lunch with the Board and Central Office staff.

UPDATE ON COMMUNITY ENGAGEMENT ACTIVITIES THROUGH THOUGHTSTREAM

Michelle Brennick, Deputy Superintendent

- Administration has been working on having more community engagement over the last twelve months. Have been using ThoughtStream as a way to gather data from the community engagement events.
- The timelines for two of the ThoughtStream surveys done in Northern Gateway Public Schools were put up on the screen.
There are three separate processes to each ThoughtStream survey.
First, participants in the survey are asked for their ideas in answer to specific questions.
Second, the ideas are compiled.
Third, the ideas are sent out to participants to be prioritized.
A final report of the survey is sent to the division.
- Preliminary data gathered from the ThoughtStream surveys was incorporated into the Three Year Education Plan strategies.
- Will look at the top five ideas and see if they are addressed in the Three Year Education Plan.

- A link will be added to the Northern Gateway Public Schools website that will take the public to a ThoughtStream Northern Gateway Public Schools web page to see the entire report.
- The public report will be a combination of both ThoughtStream surveys completed so far.
- Participants in each survey will receive a copy of their report before Christmas – the Board will be given all reports before that time.
- The Communications Committee will decide what needs to be sent out to the general public.

INFORMATION ITEMS/REPORTS

FINANCE

TRUSTEE EXPENSE CLAIMS

EMAIL FROM EDUCATION DEPUTY MINISTER

E. INFORMATION ITEMS/REPORTS (continued)

FINANCE

- Michael Gramatovich presented to the Board the following finance reports:
 - Bank Statements as at October 31st, 2013.
 - Fall 2013 Update to the 2013/14 Budget

TRUSTEE EXPENSE CLAIMS

- Trustee expense claims are being sent in without being signed.
- Proper expense claim form is not being used.
- The form on the website is correct and will do calculations automatically.
- Claims that are emailed need to have receipts attached.
- Forms can be signed, scanned and sent in – Northern Gateway Public Schools has a statement embedded in an administrative procedure that states electronic documents are considered originals.
- VISA statements must have original receipts sent in.

EMAIL FROM EDUCATION DEPUTY MINISTER

- Email from Deputy Minister: Frequently Asked Questions Regarding the 907 Instructional Hours Provisions is attached for information.

- A link to Ministerial Order #033/2013 is given on the last page of the email.

**CENTRAL SERVICES
STAFFING UPDATE
FOR 2013**

CENTRAL SERVICES STAFFING UPDATE FOR 2013

- The Northern Gateway Public Schools Organizational Review done in May 2009 by Warren Phillips is attached for information.
- Attachments were added to the end of the report showing updated staff assignments.
- Central Services staffing is up one position from 2009.
- Central Services staffing is up two positions if Leslee Jodry's position is filled.

**ADDITIONAL REPORT
ITEMS**

ADDITIONAL REPORT ITEMS

SCHOOL REGISTERS

SCHOOL REGISTERS

- Trustee Slemko reported that as principals clean out their schools registers become available.
- A Board motion was made that allows the Onoway Historical Guild to store registers from schools in Northern Gateway that no other society has requested.
- Recently the Onoway Historical Guild was contacted by the Grande Prairie Archives and asked for all registers from the Greenview district, which they were provided.

**YELLOWHEAD REGIONAL
LIBRARY REPORT**

YELLOWHEAD REGIONAL LIBRARY REPORT

- Report is attached for information.
- Trustee Slemko reported that there is an ongoing GST discussion between Yellowhead Regional Library and the government.
- The library wants the same exemptions as municipalities.
- Trustee Slemko was asked to get the total budget amount for the Yellowhead Regional Library.
- School enrolment in the Yellowhead Regional Library area is declining, but municipal population is increasing.

BOARD HIGHLIGHTS

F. BOARD HIGHLIGHTS

The following items will be communicated to our communities:

- Christmas lunch for Board of Trustees and Central Office Staff
- Community Engagement Update
- Past trustee presentations
- Hilltop Review
- Merry Christmas

IN-CAMERA ITEMS

G. IN-CAMERA ITEMS

2757-13

Moved by Trustee Schalm – that the Board go in-camera at 1:50 p.m. and that Kevin Andrea, Mike Gramatovich, and Michelle Brennick be invited to remain.

Motion Carried

Trustee Steinke left the boardroom at 2:02 p.m. due to a conflict of interest.

Trustee Steinke returned to the boardroom at 2:19 p.m.

HILLTOP JR/SR HIGH SCHOOL REVIEW REPORT

HILLTOP JR/SR HIGH SCHOOL REVIEW REPORT

- Jennifer Deyenberg, Learning Services Coordinator entered the boardroom at 2:19 p.m. for the Hilltop School Review Report.
- Kurt Hewson video conferenced into the meeting at 2:20 p.m.
- Concluded at 2:45 p.m.

Jennifer Deyenberg left the boardroom at 2:45 p.m.

2758-13

Moved by Trustee Hailes – that the Board come out of in-camera at 3:19 p.m.

Motion Carried

2759-13

Moved by Trustee Hailes – that the Board accept the Hilltop Jr/Sr High School Review Report.

Motion Carried

ADJOURNMENT

H. ADJOURNMENT

2760-13

Moved by Trustee Schalm - that the meeting be adjourned at 3:21 p.m.

Motion Carried

Board Chair

Secretary-Treasurer