

**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 JANUARY 14<sup>TH</sup>, 2014**

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**OPENING**

**A. OPENING**

**CALL TO ORDER  
ROLL CALL**

**1. CALL TO ORDER**

The January 14<sup>th</sup>, 2014 meeting was called to order by Chair Muir at 10:06 a.m.

**ROLL CALL**

Chair Judy Muir, Trustees 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.

Randy Lovich, Director of Maintenance, and Barry Kerton, Reporter for the Whitecourt Star, were present at this time.

Trustee Jim Govenlock was absent from the meeting.

**ADDITIONS TO THE AGENDA**

**2. ADDITIONS TO THE AGENDA**

D.5.a) Change April 8<sup>th</sup>, 2014 Board Meeting to April 9<sup>th</sup>, 2014

G.2.a) Negotiation Updates

G.2.b) Capital Report

**ACCEPTANCE OF AGENDA**

**3. ACCEPTANCE OF AGENDA**

2761-14

Moved by Trustee Jeffreys – that the agenda for the January 14<sup>th</sup>, 2014 Regular Board Meeting be adopted as amended.

Motion Carried

**APPOINTMENTS &  
DELEGATIONS**

**B. APPOINTMENTS & DELEGATIONS**

Randy Lovich, Director of Maintenance  
Maintenance Report:

Snow:

- ongoing snow removal and spreading of rock chip/ice melt.
- contractor has been hired to start removing snow from school roofs.
- snow has been removed from the roofs of the older schools first, with the other schools to follow.

Schools/Sites:

- Hilltop Modernization of two classrooms, to be completed by January 30<sup>th</sup>, 2014.
- Rich Valley staff lounge renovation will be summer project.
- Fox Creek School receiving quotes on new Cardlock keying system of school. Installed new doors between kindergarten rooms.
- Phase II of David Ovans Demolition 75% complete.
- Pat Hardy paved parking lot 95% complete, lights to be installed, new handicap washroom 98% complete, new chain link fence by new parking lot and south side of school.
- Grasmere new controller for heating system was installed.
- Whitecourt Central School new chain link fence on south side of playground.
- Installed equipment in sensory rooms at Pat Hardy and Onoway Elementary.

Randy Lovich, Director of Maintenance, completed his report at 10:16 a.m. and left the meeting.

Michelle Brennick, Deputy Superintendent, left the meeting at 10:16 a.m.

**DRAFT MINUTES OF THE  
DECEMBER 10<sup>TH</sup>, 2013  
REGULAR BOARD  
MEETING**

2762-14

**C. DRAFT MINUTES OF THE DECEMBER 10<sup>TH</sup>, 2013  
REGULAR BOARD MEETING**

Moved by Trustee Schalm – that the draft minutes of the December 10<sup>th</sup>, 2013 Regular Board Meeting be adopted.

Motion Carried

**ACTION ITEMS**

**D. ACTION ITEMS**

Michelle Brennick, Deputy Superintendent, returned to the meeting at 10:27 a.m.

**LOCALLY DEVELOPED  
COURSES**

2763-14

**LOCALLY DEVELOPED COURSES**

Moved by Trustee Slemko – that the Board authorize the use of the following Locally Developed Courses acquired from Alexis Band from September 1<sup>st</sup>, 2012 – August 31<sup>st</sup>, 2015: Nakoda/Nakota Language and Culture 15-12Y (5 credits), and Nakota/Nakota Language and Culture 25-12Y (5 credits), and Nakota/Nakota Language and Culture 35-12Y (5 credits). Resources used to teach the courses are listed in the Learning Resources of the Course Details.

Motion Carried

**NORTHWEST REGIONAL  
SKILLS CANADA  
COMPETITION**

2764-14

**NORTHWEST REGIONAL SKILLS CANADA  
COMPETITION**

Moved by Trustee Hailes – that the Board approve the financial request in the amount of \$2,000.00 from Northwest Regional Skills Canada and administration to report back to the Board with the number of participants from Northern Gateway.

Motion Carried

**POLICY COMMITTEE  
MEETING RECORD**

2765-15

**POLICY COMMITTEE MEETING RECORD**

Moved by Trustee Granley – that the Board approve the Trustee Professional Growth and Development schedule as amended:

1. ASBA: All trustees can attend Spring/Fall General Meetings.
2. PSBAA: as per attached schedule for trustees. Board Chair can attend Spring/Fall General Meetings.
3. Additional Professional Development Sessions capped at \$2500.00 per year per trustee. This amount does not include travel or honoraria. These additional PD sessions must follow the following criteria:
  1. Out of the Division
  2. Within the Province
  3. Sponsored by ASBA/PSBAA or Government of Alberta.
4. Any trustee can put forth to the Board a request for Professional Development.
5. Board Chair to decide/approve of trustees adjusting scheduled conferences/sessions with each other and inform the Secretary-Treasurer.

Motion Carried

**POLICY 2  
“ROLE OF THE  
BOARD”**

2766-14

**POLICY 2 – “ROLE OF THE BOARD”**

Moved by Trustee Granley – that the Board affirm Policy 2 – “Role of the Board” as amended.

Motion Carried

**POLICY 8  
“COMMITTEES OF  
THE BOARD”**

2767-14

**POLICY 8 – “COMMITTEES OF THE BOARD”**

Moved by Trustee Granley – that the Board affirm Policy 8 “Committees of the Board” as amended.

Motion Carried

**POLICY 1  
“DIVISION  
FOUNDATION  
STATEMENTS”**

**POLICY 1 “DIVISION FOUNDATIONAL STATEMENTS”**

2768-14

Moved by Trustee Granley – that the Board affirm Policy 1 “Division Foundational Statements” as presented.

Motion Carried

**POLICY 3  
“ROLE OF THE  
TRUSTEE”**

**POLICY 3 “ROLE OF THE TRUSTEE”**

2769-14

Moved by Trustee Granley – that the Board affirm Policy 3 “Role of the Trustee” as amended.

Motion Carried

**COMMUNICATIONS  
PLAN**

**COMMUNICATIONS PLAN**

2770-14

Moved by Trustee Jeffreys – that the Board accept the Communications Plan as amended.

Motion Carried

**ADDITIONAL ACTION  
ITEMS**

**ADDITIONAL ACTION ITEMS**

**APRIL 8<sup>TH</sup>, 2014  
BOARD MEETING**

**APRIL 8<sup>TH</sup>, 2014 BOARD MEETING**

2771-15

Moved by Trustee Steinke – that the Board approve to move the April 8<sup>th</sup>, 2014 Regular Board meeting to April 9<sup>th</sup>, 2014.

Motion Carried

**INFORMATION ITEMS/  
REPORTS**

**E. INFORMATION ITEMS/REPORTS**

**ASBA/PSBAA UPDATE**

**ASBA/PSBAA UPDATE**

ASBA

No report.

PSBAA

- February 6<sup>th</sup> – 8<sup>th</sup>, 2014 is the Public School Boards Council Meeting. As part of the February Council Meeting, they will be hosting a half day presentation regarding Separate School District Expansion in Alberta on the morning of Saturday, February 8<sup>th</sup>, 2014.
- On Wednesday, March 12<sup>th</sup>, 2014, Maureen Towns will be facilitating a Government Seminar with the focus on The Education Act and Governance Responsibilities of Public School Boards.

**SUPERINTENDENT'S  
REPORT****SUPERINTENDENT'S REPORT**

- Administration advised trustees they need to let him know if they will be attending the ATA Luncheon at Teachers' Convention in February, 2014.
- The best estimate for the release date of the Budget is early March. Budget is predicted to be a difficult one.
- Student/Teacher/Parent surveys will be sent out in January and February of 2014. Parent surveys are mailed from Alberta Education and returned directly to Alberta Education. In small schools (fewer than 120 students in grades 4-12) survey has been expanded to include parents of all students in grades 4 and above. In larger schools, the survey will continue to include only parents of students in grades 4, 7 and 10.
- Changes to administration of Diploma Exams are: Increased opportunities for students to write diploma exams; Removal of barriers to increase student access to diploma exams; and Increase local autonomy and decision making.
- Alberta Education is revising the provincial curriculum, which includes programs of study, assessments, and learning and teaching resources, as well as the processes for developing these components of curriculum. Northern Gateway has put forth a proposal to participate in the curriculum redesign, but has had no response to date.
- Randy Billey has been promoted to the Director of Greater Edmonton Services Branch.
- The 3<sup>rd</sup> Annual Alberta Rural Education Symposium is being held on March 2<sup>nd</sup> – 4<sup>th</sup>, 2014 in Canmore, Alberta. The keynote speakers are: Dr. Ken Coates, Dr. Lloyd Axworthy, and the Honourable Jeff Johnson, Minister of Education.

- The Provincial Regional Collaborative Service Delivery model continues to work effectively with all partnerships.
- At the December 11<sup>th</sup>, 2013 Administrators meeting, the Regional Library Services was discussed as to what the cost and benefits are and what schools are using the service.
- Technology within our Division will be changing in the future as we move away from First Class to Google mail. First Class is still officially our email until the move over to Google mail. The plan is to roll out to Google this spring.
- Administration met with Tara Baker from the Community Lunch Box Program. Tara has taken it upon herself to run the program. Four of Northern Gateway's schools participate in the program: Pat Hardy Primary School, Central Elementary School, Percy Baxter School and Hilltop High School, with the hopes of expanding to the Fox Creek and Mayerthorpe communities. Tara has made a request to the Board for financial support or to make this a mandatory school fee. Administration to get feedback from school administrators and stakeholders on this school fee proposal.
- There have been a few school bus cancellations this winter due to extreme weather conditions. There is a process that the Director of Transportation must follow and an article on this process was sent out in school newsletters for information to parents.

## **DEPUTY SUPERINTENDENT'S REPORT**

## **DEPUTY SUPERINTENDENT'S REPORT**

- Administration passed out a report showing the student/teacher ratio and support staff/student ratio – attached for information.
- Staffing Cycle will be out to staff by the end of January 2014 and the process continues from this point forward.
- Administration will be evaluating the three new principals this year; this is a lengthy process.
- Thoughtstream has provided Northern Gateway with its report on the Sharing and Shaping – NGPS of Tomorrow; A Comprehensive Approach and the Voices and Vision: NGPS of Tomorrow 2013 – 2016 event. Thoughtstream has compiled everyone's thoughts and has provided the Priorities Alignment Document for our information. This information will be shared at the January 28<sup>th</sup>, 2014 Board Meeting.

- Thoughtstream information can be shared at School Councils meetings.
- C2 Committee – we are getting information on this from Thoughtstream from Certificated staff.
- School Improvement Plans should be posted on the school web pages, those that have not done so will be posting shortly.
- Administration met with Insight Marketing last week on the rebranding process for Northern Gateway Public Schools. They walked us through the process - asking what is the vision for Northern Gateway? The purpose behind the rebranding is to get a Corporate presence behind what Northern Gateway is about – moving forward with reshaping our jurisdiction. The budget for the rebranding is approximately \$50,000.00.

**FINANCE**

**FINANCE**

- Michael Gramatovich presented to the Board the following finance reports:
  - Bank Statements as at November 30<sup>th</sup>, 2013.
  - Site Finance Reports as at December 31<sup>st</sup>, 2013.

**TOWN OF FOX CREEK MEETING**

**TOWN OF FOX CREEK MEETING**

The Town of Fox Creek advised they had to cancel our January 10<sup>th</sup>, 2014 meeting with them and asked us to provide some alternate dates to reschedule.

Administration to provide the following alternate dates to the Town of Fox Creek: February 25<sup>th</sup>, 2014, March 11<sup>th</sup>, 2014 and March 18<sup>th</sup>, 2014.

**YELLOWHEAD REGIONAL LIBRARY**

**YELLOWHEAD REGIONAL LIBRARY**

Letter provided for information.

**DRAFT – SCHOOL YEAR  
CALENDARS**

**DRAFT – SCHOOL YEAR CALENDARS**

Administration reviewed the Draft of the 2014/15; 2015/16 and the 2016/17 School Year Calendars. Easter Breaks need to be switched to align with the current Collective Bargaining Agreement. Draft Calendars to be shared with School administrators; School Councils and the President of the ATA Local. Calendars will be brought back to a February Board meeting.

**COMMUNICATIONS  
COMMITTEE MEETING  
RECORD**

**COMMUNICATIONS COMMITTEE MEETING RECORD**

The January 7<sup>th</sup>, 2014 Communications Committee Meeting Record was provided for information. No changes to the record at this time.

**COMMUNICATION FROM  
TWILIGHT COLONY**

**COMMUNICATION FROM TWILIGHT COLONY**

Letter provided for information.

**ENROLMENT REPORT**

**ENROLMENT REPORT**

Report provided for information.

**SUSPENSION REPORT**

**SUSPENSION REPORT**

Report provided for information.

**ADDITIONAL REPORT  
ITEMS**

**ADDITIONAL REPORT ITEMS**

Nil

**BOARD HIGHLIGHTS**

**F. BOARD HIGHLIGHTS**

The following items will be communicated to our communities:

- Locally Developed Courses
- Policy
- School Year Calendars - Draft
- April Board Meeting Rescheduled
- Northwest Regional Skills Canada Competition
- Director of Maintenance Report

**IN-CAMERA ITEMS**

**G. IN-CAMERA ITEMS**

2772-14

Moved by Trustee Schalm – that the Board go in-camera at 2:36 p.m. and that Kevin Andrea, Mike Gramatovich, and Michelle Brennick be invited to remain.

Motion Carried

Trustee Steinke left the boardroom at 2:46 p.m. due to a conflict of interest.

2773-13

Moved by Trustee Granley – that the Board come out of in-camera at 2:59 p.m.

Motion Carried

**ADJOURNMENT**

**H. ADJOURNMENT**

2774-14

Moved by Trustee Hailes - that the meeting be adjourned at 3:00 p.m.

Motion Carried

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Board Chair

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Secretary-Treasurer