

MINUTES

Northern Gateway Public Schools Board of Trustees

Regular Board Meeting

Division Office Board Room – Whitecourt, Alberta

May 27, 2025 – 10:00 a.m.

OPENING

Call to Order and Roll Call

A. OPENING

1. Call to Order and Roll Call

The May 27, 2025, Regular Board Meeting was called to order by Board Chair Gerry Steinke at 10:02 a.m.

Present at this time: Board Chair Gerry Steinke, Vice-Chair Diane Hagman, Trustees Jim Hailes, Christine Peck, Deb Koloski, Judy Muir, Linda Wigton, Barb Maddigan, and Les Urness; and Administrators Kevin Bird, Superintendent; Leslee Jodry, Deputy Superintendent; Tamara Spong, Secretary-Treasurer; and Nancy Whittaker, Recording Secretary.

Lisa Bakos, Communications Officer and Tammy Davis, Director of Learning were present at this time.

O Canada

2. O Canada

A recording of O Canada was presented by Addison Watson, Hilltop High School student.

Truth and Reconciliation Statement

3. Truth and Reconciliation Statement

Vice-Chair Diane Hagman read the Truth and Reconciliation Statement.

Acceptance of the Agenda

4. Acceptance of the Agenda

The May 27, 2025, Regular Public Board Meeting Agenda was accepted as presented.

Acceptance of the Minutes

5. Acceptance of the Minutes of the April 15, 2025, Regular Public Board Meeting

The Minutes of the April 15, 2025, Regular Public Board Meeting were accepted as presented.

DELEGATIONS

B. DELEGATIONS

Nil

STAFF/ADMINISTRATION REPORTS/PRESENTATIONS

C. STAFF/ADMINISTRATION REPORTS and PRESENTATIONS

Nil

COMMITTEE REPORTS

D. BOARD COMMITTEE REPORTS

Support Staff/Contractors Compensation Committee

1. Support Staff/Contractors Compensation Committee

Committee Chair Judy Muir gave a written and verbal summary of the Group Benefits Insurance Plan Administrative Committee meeting held on May 7, 2025.

Policy Committee

2. Policy Committee

Committee Chair Christine Peck presented the April 22, 2025 Meeting Record and recommendations. The Committee would like Board approval to develop a professional development budget for Trustees.

Board Motion 5097-25 regarding mileage rates was reviewed by the Committee at their meeting and no changes to policy are recommended at this time.

5121-25

Moved that the Board reaffirm Policy 7 Board Operations, and Appendix A Trustee Claim Rates, as amended.

Motion Carried

5122-25

Moved that the Board reaffirm Policy 8 Committees of the Board, as amended.

Motion Carried



5123-25

Moved that the Board reaffirm Policy 2, Appendix A, Annual and Term Work Plans, as amended.

Motion Carried

5124-25

Moved that the Board direct the Policy Committee to develop a framework for a professional development allowance.

Motion Carried

ACTION ITEMS

E. ACTION ITEMS

2025 – 28 Three-Year Education Plan

1. 2025 – 28 Three-Year Education Plan

Tammy Davis, Director of Learning, presented the final changes to the Three-Year Education Plan.

5125-25

Moved that the Board approve the 2025 – 28 Three-Year Education Plan, as presented.

Motion Carried

The approved plan will be posted to the NGPS website on Friday, May 30, 2025.

2025 – 26 Division Budget

2. 2025 – 26 Division Budget

Secretary-Treasurer Tamara Spong presented a summary of the budget to the Trustees and answered questions regarding federal funding and surpluses. The Board reviewed the budget in greater detail at their May 20th Finance Committee Meeting.

5126-25

Moved that the Board approve the 2025 – 26 Division Budget, as presented.

Motion Carried

Bylaw 1-25 Voting Stations First Reading

3. Bylaw 1-25 Voting Stations

Tamara Spong presented *Second Reading* of Bylaw 1-25, relating to the provision of more than one voting station in wards and/or subdivisions and the locations of those voting stations.

5127-25

Moved that Bylaw No. 1-25 Voting Stations receive Second Reading by the Board.

Motion Carried

**Bylaw 2-25 Voting Hours
First Reading**

5128-25

4. Bylaw 2-25 Voting Hours

Tamara Spong presented *Second Reading* of Bylaw 2-25, establishing voting hours at voting stations within the Division.

Moved that Bylaw No. 2-25 Voting Hours receive Second Reading by the Board.

Motion Carried

Voting by Special Ballot

5129-25

5. Voting by Special Ballot

Moved that the Board authorize voting by special ballot as per Section 77.1 (1) of the Local Authorities Election Act, and that the applications for special ballots be made by any one of the methods outlined in Section 77.1 (2).

Motion Carried

Envelopes for Special Ballots

5130-25

6. Envelopes for Special Ballots

Moved that the outer envelope for voting by special ballot be received by the Returning Officer no later than Friday, October 17, 2025, 4:00 p.m., at the Division Office, Whitecourt, Alberta.

Motion Carried

Advance Vote

5131-25

7. Advance Vote

Moved that the Board provide for holding of an advanced vote for the upcoming School Board Election, with dates, times, and locations determined by the Returning Officer.

Motion Carried

Institutional Vote

5132-25

8. Institutional Vote

Moved that the Board provide for holding of an institutional vote for the upcoming School Board Election, with dates, times, and locations determined by the Returning Officer.

Motion Carried

2025 – 26 Meeting Dates

9. 2025 – 26 Meeting Dates

Superintendent Bird presented the proposed meeting dates for the next school year.

Trustees had roundtable discussion regarding frequency of meetings and some concerns were expressed where meetings were greater than 4 weeks apart. Trustees also discussed the importance of having the Board meet before school commences in September.

5133-25

Moved that the Board direct Administration to adjust the meeting calendar so that there are no more than 30 days between Regular Board Meetings.

A request was made to allow for leniency.

Motion Amendment
5134-25

Moved that the wording of Board Motion 5133-25 be amended by adding the words "as much as practical".

Motion Amendment Carried

Motion 5133-25 Carried as Amended

5135-25

Moved that the Board direct Administration to add a Regular Board Meeting prior to the start of the school year.

Motion Carried

Board Motion 5087-25

10. Board Motion 5087-25

A recommendation to withdraw Board Motion 5087-25 was put forward by Trustee Wigton as the information requested by ASBA does not apply to NGPS.

5136-25

Moved that Board Motion 5087-25 be withdrawn.

Motion Carried Unanimously

Fox Creek School Field Trip

11. Fox Creek School 2026 International Field Trip to Italy

Fox Creek School requested approval in principle for a destination and itinerary change due to rising costs of their previously approved trip to Spain (Board Motion 5068-24).

5137-25

Moved that the Board approve, in principle, the Fox Creek International Field Trip to Italy from March 22 to March 30, 2026.

Motion Carried

INFORMATION/REPORTS

ASBA and Zone 2/3

PSBAA/PSBC

RCASB

Superintendent's Report

Financial/Enrolment Reports

Board Work Plans

F. INFORMATION AND REPORTS

1. Alberta School Boards Association and Zone 2/3

Trustee Wigton gave a verbal report of the May ASBA Zone 2/3 meeting. Trustees Wigton and Hailes attended the awards evening and commented on the quality of the nominees.

2. Public School Boards' Association of Alberta

Trustee Peck reported on the PSBAA Research Presentation meeting held April 25 regarding the polling done by Janet Brown on public education. Boards are asked to use the information in the election process, parent council meetings, etc. and to reference Janet Brown as the researcher.

3. Rural Caucus of Alberta School Boards

Vice-Chair Hagman reported that the RCASB Spring General Meeting will be held in conjunction with this year's ASBA and PSBAA SGMs. Attendance is limited to two persons per Division – Superintendent Bird and Vice-Chair Hagman will attend.

4. Superintendent's Report

A new survey has been released by the Ministry regarding the availability of explicit materials in school libraries. The Superintendent will be making amendments to administrative procedures regarding library resources..

Superintendent Bird presented his report for May to the Trustees for information and answered questions regarding the Division's 'non-negotiables', and the Career Exposure Summer Camps.

5. Financial and Enrolment Reports

The financial and enrolment reports for April were presented by Secretary-Treasurer Tamara Spong. Vice-Chair Hagman requested that the 'report by program' be adjusted by adding a column with the prior year's percentages in order to compare year-to-year. Major events expenses were reviewed by the Board.

6. Board Annual and Term Work Plans

The Work Plans are up to date.

Motion Review Cycle

Trustee Reports

Trustee Hailes

Trustee Peck

Trustee Koloski

Trustee Muir

Vice-Chair Hagman

Trustee Wigton

Trustee Maddigan

Trustee Urness

7. Motion Review Cycle

The Motion Review Cycle is up to date.

8. Trustee Reports

Town of Fox Creek councillors report their activities monthly to the executive assistant which is then shared before council meetings. Perhaps a concept for Trustees to consider (Policy Committee).

Attended the Policy Committee meeting, Children's Health Fair meeting – the Fair was well-attended, ASCA spring conference and PSBAA research presentation. Attended GSD, Rural Caucus Meeting by Zoom, and Regional Municipalities Meeting (highlights were RCMP report and upcoming election discussion). Also attended the GSD/Finance meeting.

Attended school council meetings in Sangudo and Darwell, as well as school visits. Attended the ASCA conference and noted that parents appreciated the networking opportunity. Attended the Group Benefits meeting, the new teacher induction ceremony, the Rural Municipalities meeting, GSD/Finance meeting and CUPE negotiations.

Attended Rich Valley school council meeting, new teacher induction ceremony, Regional Municipalities meeting and school visits. Attended Group Benefits and CUPE meetings.

Attended Policy Committee meeting, school visits, Elmer Elson School Council meeting and GSD meeting.

Attended Pat Hardy and Percy Baxter school council meetings. Parents are asking about bus trackers. Attended Hilltop High School and gave recognition to Janelle Cardinal, Honouring Spirit: Indigenous Award nominee. Attended Zone 2/3 Awards night and will be visiting Pat Hardy when they recognize the Edwin Parr and Honouring Spirit awards nominees.

Attended Percy Baxter and Hilltop school council meetings. Parents inquired about the possibility of online meetings. Trustee Maddigan gave some details about the results of the recent student voice survey.

Attended Harry Gray and Oscar Adolphson school council meetings, school visits, GSD meeting and CUPE negotiations.

Upcoming Events

9. Upcoming Events

- June 1 RCASB General Meeting
- June 2, 3 ASBA Spring General Meeting
- June 3, 4, 5 PSBAA Spring General Assembly
- June 17 Regular Board Meeting

Graduation Dates

- June 14 @ 1 pm – Hillside High School
- June 21 @ 3 pm – Fox Creek School
- June 26 @ 1 pm – Mayerthorpe High School
- June 26 @ 1 pm – Hilltop High School
- June 27 @ 1:30 pm – Onoway High School

TOPICS FOR FUTURE DISCUSSIONS

G. TOPICS FOR FUTURE DISCUSSIONS

Nil

REQUESTS FOR INFORMATION

H. REQUESTS FOR INFORMATION FROM ADMINISTRATION (BY BOARD MOTION)

Nil

MEETING HIGHLIGHTS

I. MEETING HIGHLIGHTS

- Approval of the Three-Year Education Plan
- Approval of the Division Budget
- Upcoming School Board Election Bylaws and Resolutions
- Fox Creek School International Trip Change
- Career Exposure Summer Camps
- Library Materials Survey
- Graduation Ceremony Dates

CLOSED SESSION

5138-25

J. CLOSED SESSION

Moved that the Board move to Closed Session at 1:45 p.m.

Motion Carried

Electronic recording was stopped at 1:45 p.m.

Consultant Charmaine Brooks (Brooks Educational Consulting) joined the Closed Session from 2:00 p.m. to 3:50 p.m.

Superintendent Kevin Bird, Deputy Superintendent Leslee Jodry and Secretary-Treasurer Tamara Spong rejoined the meeting at 3:55 p.m.

Trustee Hailes excused himself from Closed Session during the Support Staff/Contractor Compensation Report due to conflict of interest and then rejoined the meeting. Chair Steinke and Trustees Muir, Wigton and Urness excused themselves from the meeting during the TEBA update due to conflict of interest and then rejoined the meeting.

5139-25

Moved that the Board move out of Closed Session at 4:32 p.m.

Motion Carried

5140-25

Moved that the Board receive the Superintendent Evaluation Report as per Board policy requirements.

Motion Carried

ADJOURNMENT

K. ADJOURNMENT

The meeting adjourned at 4:33 pm.

Board Chair

Secretary-Treasurer