

# MINUTES

## Northern Gateway Public Schools Board of Trustees

### Regular Board Meeting

Division Office Board Room – Whitecourt, Alberta

June 17, 2025 – 10:00 a.m.

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#### OPENING

##### Call to Order and Roll Call

#### A. OPENING

##### 1. Call to Order and Roll Call

The June 17, 2025, Regular Board Meeting was called to order by Board Chair Gerry Steinke at 10:00 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, and Barb Maddigan; and Administrators Kevin Bird, Superintendent; Leslee Jodry, Deputy Superintendent; Tamara Spong, Secretary-Treasurer; and Nancy Whittaker, Recording Secretary. Trustee Les Urness was absent from the meeting.

Lisa Bakos, Communications Officer was present at this time.

##### O Canada

##### 2. O Canada

A recording of O Canada was presented by Whitecourt Central School students.

##### Truth and Reconciliation Statement

##### 3. Truth and Reconciliation Statement

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

##### Additions to the Agenda

##### 4. Additions to the Agenda

1. Policy meeting record and recommendations added to Board Committee Reports by Committee Chair Christine Peck.

2. Locally Developed Course 'Foundations in Industry Workplace Safety' 35 (5 credits) added to Action Items by Superintendent Bird.

**Acceptance of the Agenda**

**5. Acceptance of the Agenda**

The June 17, 2025, Regular Public Board Meeting Agenda was accepted as amended.

**Acceptance of the Minutes**

**6. Acceptance of the Minutes of the May 27, 2025, Regular Public Board Meeting**

The Minutes of the May 27, 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**

**Community Engagement Committee**

**1. Community Engagement Committee**

Committee Chair Linda Wigton reviewed the CEC Meeting Record of June 10, 2025, highlighting a change of date to the Staff Appreciation Evening to Thursday, October 9, 2025. Trustees indicated an understanding of the need to change the date.

Trustees had roundtable discussion regarding a monetary award for two retirees who have not completed ten years of service. The Committee is following Administrative Procedure 417 and will present a certificate and write-up, but not the monetary award.

5141-25

Moved that Administrative Procedure 417 be amended so that all retirees are recognized with a monetary award of ten dollars per year, regardless of years of service.

Motion Defeated

## Policy Committee

## 2. Policy Committee

Committee Chair Christine Peck presented the June 16, 2025, Meeting Record and recommendations. The Committee was directed by Board Motion 5124-25 to develop a framework for a professional development allowance. A new Appendix B was presented and, after roundtable discussion, the following amendment was made to section 4: *The allowance is bankable over a four-year election cycle, and non-transferable.*

5142-25

Moved that the Board affirm Policy 2, Appendix B, Additional Trustee Professional Development, as presented.

Motion Carried

5143-25

Moved that the Board reaffirm Policy 2 Role of the Board, as amended.

Motion Carried

## ACTION ITEMS

## E. ACTION ITEMS

### 2025 – 26 Meeting Dates

### 1. 2025 – 26 Meeting Dates

Superintendent Bird presented the proposed meeting dates for the next school year with adjustments per Board Motions 5133-25 and 5135-25.

5144-25

Moved that the Board approve, in principle, the 2025 – 26 Board Meeting dates, Results Review dates, and GSD dates, as presented.

Motion Amendment

Moved that the Board approve, in principle, the 2025 – 26 Board Meeting Dates, Results Review dates and GSD dates, with the August 28 meeting being changed to a GSD meeting.

Motion Amendment to the Amendment  
5145-25

Moved that the Board approve, in principle, the 2025 – 26 Board Meeting dates, Results Review dates, and GSD dates, with the August 28 meeting being either a Regular Board Meeting or a Governance, Strategy and Development Meeting, at the discretion of the Board Chair and the Superintendent.

Amendment to the Amendment Carried  
Motion 5144-25 Carried as Amended

**Bylaw 1-25 Voting Stations  
Third and Final Reading**

5146-25

**2. Bylaw 1-25 Voting Stations**

Tamara Spong presented *Third and Final 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.

Moved that Bylaw No. 1-25 Voting Stations receive Third and Final Reading by the Board.

Motion Carried

**Bylaw 2-25 Voting Hours  
Third and Final Reading**

5147-25

**3. Bylaw 2-25 Voting Hours**

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

Moved that Bylaw No. 2-25 Voting Hours receive Third and Final Reading by the Board.

Motion Carried

**Rates for Election Officers**

5148-25

**4. Rates for Election Officers**

Moved that the Board approve election officer rates as determined by the Returning Officer.

Motion Carried

**Locally Developed Courses**

5149 -25

**5. Locally Developed Courses**

The following Locally Developed Courses were presented by Superintendent Bird for approval by the Board:

Moved that the Board approve the use of the following Locally Developed Courses, at no cost to our Division: Workplace Essential Skills 25 (5 credits); and Workplace Essential Skills 35 (5 credits).

Motion Carried

5150-25

Moved that the Board approve the use of the following Locally Developed Courses, at no cost to our Division: Forensic Studies 25 (3 credits); and Forensic Studies 35 (3 & 5 credits).

Motion Carried

- 5151-25 Moved that the Board approve the use of the following Locally Developed Course, at no cost to our Division: Classical Mythology 15 (3 credits).  
Motion Carried
- 5152-25 Moved that the Board approve the use of the following Locally Developed Courses, at no charge to our Division: Leadership, Character & Social Responsibility 15 (3 & 5 credits); Leadership, Character & Social Responsibility 25 (3 & 5 credits); and Leadership, Character & Social Responsibility 35 (3 & 5 credits).  
Motion Carried
- 5153-25 Moved that the Board approve the use of the following Locally Developed Courses, at no charge to our Division: Creative Writing and Publishing 15 (3 & 5 credits); Creative Writing and Publishing 25 (3 & 5 credits); and Creative Writing and Publishing 35 (3 & 5 credits).  
Motion Carried
- 5154-25 Moved that the Board approve the use of the following Locally Developed Course, at no charge to our Division: Foundations in Industry Workplace Safety 35 (5 credits).  
Motion Carried

## INFORMATION/REPORTS

### ASBA and Zone 2/3

## F. INFORMATION AND REPORTS

### 1. Alberta School Boards Association and Zone 2/3

Trustee Wigton presented a report from the May Zone 2/3 meeting, including information about two position statements that will be brought to the Fall General Meeting. There were no objections to the position statements by the Trustees.

Trustee Wigton will request clarification from ASBA regarding upcoming awards.

Trustees had roundtable discussion regarding the ASBA SGM and expressed frustration with the debate process for position statements.

5155-25

Moved that the Board send a letter to ASBA requesting that they create a system where position statements are presented with the opportunity for open debate, but not for amendment.

Motion Carried

The letter will be sent to ASBA and Alberta school boards.

PSBAA/PSBC

2. **Public School Boards' Association of Alberta**

Trustee Peck reported that the recent PSBAA spring assembly was well attended. There was no business portion, but professional development sessions were excellent.

RCASB

3. **Rural Caucus of Alberta School Boards**

Vice-Chair Hagman attended the Rural Caucus General Meeting with Superintendent Bird and gave a report on the proceedings to the Trustees for information.

Superintendent's Report

4. **Superintendent's Report**

Superintendent Bird presented his report to the Trustees. Changes to Administrative Procedures 740, 205 and 176 were presented and Superintendent Bird answered questions as appropriate.

Financial/Enrolment Reports

5. **Financial and Enrolment Reports**

The financial and enrolment reports were presented by Secretary-Treasurer Tamara Spong. As requested by Trustees, a comparison to last year was included in the financial report.

Board Work Plans

6. **Board Annual and Term Work Plans**

The Work Plans are up to date.

Motion Review Cycle

7. **Motion Review Cycle**

The Motion Review Cycle is up to date.

Trustee Reports

8. **Trustee Reports**

Congratulations to the following Trustees for their long-service recognition from PSBAA: Trustee Muir (36 years), Trustee Maddigan (20 years), Vice-Chair Hagman (8 years), Trustee Wigton (8 years), and Trustee Hailes (12 years).

Trustee Hailes	Attended ASBA and PSBAA conventions.
Trustee Peck	Attended the conventions and Rural Caucus meeting as Director. Attended Policy Committee Meeting. Looking forward to graduations and awards this month.
Trustee Koloski	Attended both conventions, Elmer Elson school council and volunteer appreciation tea. Attended Community Engagement Committee and Support Staff/Contractor Compensation Committee meetings.
Trustee Muir	Enjoyed the professional development sessions at the conventions, attended Community Engagement and Support Staff/Contractor Compensation Committee meetings.
Vice-Chair Hagman	Attended conventions as well as Policy Committee meeting. Did not attend Elmer Elson school council, but will attend the graduation ceremony at Mayerthorpe High School.
Trustee Wigton	Attended Pat Hardy and Percy Baxter awards ceremonies where Honouring Spirit Award nominee Bohdon Mercredi and winner Riley Mitchell were recognized, as well as the Edwin Parr nominee, Makayla Chamzuk. Attended ASBA and PSBAA conferences, and Community Engagement Committee meeting.
Trustee Maddigan	Attended Whitecourt Central School award ceremony to celebrate Honouring Spirit Award nominee Madison Cardinal.
Chair Steinke	Attended Valleyview High School graduation for 55 graduates. Attended online meeting with Board Chairs, Superintendents and the Minister, dealing with the library resources issue. Trustee Wigton reported to the Minister at PSBAA the concerns of NGPS regarding allocations for special needs students. <i>A follow up letter will be sent from the Board.</i>

## Upcoming Events

## 9. Upcoming Events

### Graduation Dates

- 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
- August 28 – GSD/Regular Board Meeting
- September 16 – Regular Board Meeting
- September 22 – Nomination Day

**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 2025 – 26 Board Meeting Dates
- Passing of Bylaws 1-25 and 2-25
- Approval of various Locally Developed Courses
- Career Exposure Summer Camps
- Educational Agreement with Sturgeon Lake Cree Nation
- Trustee Long Service Recognition Awards

**CLOSED SESSION**

**J. CLOSED SESSION**

5156-25

Moved that the Board move to Closed Session at 1:21 p.m.

**Motion Carried**

*Electronic recording was stopped at 1:21 p.m.*

Superintendent Kevin Bird, Deputy Superintendent Leslee Jodry and Secretary-Treasurer Tamara Spong were invited to stay.

Trustee Hailes excused himself from Closed Session during the CUPE and Support Staff/Contractor Compensation Reports due to conflict of interest and then rejoined the meeting. Chair Steinke and Trustees Muir, Wigton and Deputy Superintendent Jodry excused themselves from Closed Session during the TEBA update due to conflict of interest and then rejoined the meeting. Superintendent Bird and Deputy Superintendent Jodry left the Closed Session during the Superintendent's contract discussion, and then rejoined the meeting.

5157-25

Moved that the Board move out of Closed Session at 3:57 p.m.

**Motion Carried**



5158-25

Moved that the Board accept the CUPE Memorandum of Agreement, as presented.

Motion Carried

*Trustee Jim Hailes abstained from the vote.*

5159-25

Moved that the Board approve the recommendation from the Support Staff/Contractor Compensation Committee as presented, with any required funds coming from Division reserves.

Motion Carried

*Trustee Jim Hailes abstained from the vote.*

5160-25

Moved that the Board make an offer of a 5-year appointment to Kevin Bird for the position of Superintendent of Schools/CEO of the Northern Gateway School Division, conditional on receipt of Ministerial approval.

Motion Carried

## ADJOURNMENT

## K. ADJOURNMENT

The meeting adjourned at 4:06 pm.

*Original Signed*

*Original Signed and Sealed*

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Board Chair

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Secretary-Treasurer