

MINUTES

Northern Gateway Public Schools Board of Trustees

Regular Board Meeting

Division Office Board Room – Whitecourt, Alberta

September 16, 2025 – 10:00 a.m.

OPENING

Call to Order and Roll Call

A. OPENING

1. Call to Order and Roll Call

The September 16, 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, Les Urness, and Barb Maddigan; and Administrators Kevin Bird, Superintendent; Tamara Spong, Secretary-Treasurer; and Nancy Whittaker, Recording Secretary. Trustee Linda Wigton and Leslee Jodry, Deputy Superintendent, were absent from the meeting.

Lisa Bakos, Communications Officer; Tammy Davis, Director of Learning; and Beth Jager, Director of Learning were present, and there was one guest in the gallery.

O Canada

2. O Canada

A recording of O Canada was presented by Rich Valley 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

Nil

Acceptance of the Agenda

5. Acceptance of the Agenda

The September 16, 2025, Regular Public Board Meeting Agenda was accepted as amended.

Acceptance of the Minutes

6. Acceptance of the Minutes of the June 17, 2025, Regular Public Board Meeting

The Minutes of the June 17, 2025, Regular Public Board Meeting were accepted as presented.

DELEGATIONS

B. DELEGATIONS

Nil

STAFF/ADMINISTRATION REPORTS/PRESENTATIONS

C. STAFF/ADMINISTRATION REPORTS and PRESENTATIONS

1. **Tammy Davis, Director of Learning**, presented details about her summer opportunity working with *IT for Dominica*, a program that has been advancing education on the small island in the Caribbean since 2001. The program provides professional development to educators, learning technologies to schools, and technical supports.
2. **Beth Jager, Director of Learning**, presented her report on this past summer's Career Exposure Summer Camps. There were several new programs and attendance has increased every year. Thank you to sponsors RBC Foundation, Pembina, Town of Whitecourt, Woodlands Operations Learning Foundation, Careers the Next Generation, Schaffer's Custom Welding and Woodlands County. Trustee Peck suggested that the PowerPoint be presented at PSBAA provincial meetings.

Tammy Davis and Beth Jager left the meeting at 10:49 a.m.

COMMITTEE REPORTS

Community Engagement Committee

D. BOARD COMMITTEE REPORTS

1. Community Engagement Committee

Superintendent Bird confirmed that the Employee Recognition Evening will be held, as planned, on October 9.

Audit Committee

2. Audit Committee

Committee Chair Christine Peck presented the September 12, 2025, Meeting Record and recommendation to renew the contract with Metrix Group LLP for five years.

5161-25

Moved that the Board accept the recommendation from the Audit Committee to renew the contract with Metrix Group LLP.

Motion Carried

ACTION ITEMS

E. ACTION ITEMS

Regular Board Meeting

1. Regular Board Meeting - October 7, 2025

Superintendent Bird requested that the Board consider a change to the start time of the October 7, 2025 Regular Board Meeting to 1:00 p.m. Administration is required to attend election training in the morning of October 7.

5162-25

Moved that the October 7, 2025 Regular Board Meeting be rescheduled to start at 1:00 p.m. to accommodate Administration's attendance at election training in Whitecourt.

Motion Carried

Trustee Linda Wigton joined the meeting virtually at 11:19 a.m.

New Trustee Orientation

2. New Trustee Orientation Discussion

Board Chair Steinke suggested a change to the Orientation Day for new and returning Trustees. Orientation is currently scheduled on the same day as the Organizational Meeting and the Regular Meeting. Trustees had roundtable discussion and agreed that the current date and time would not be sufficient for proper orientation.

5163-25

Moved that the Trustee Orientation Meeting be conducted on October 28th, 2025, and that the Organizational and Regular Board Meetings be changed to Thursday, October 30th, 2025.

Motion Carried

INFORMATION/REPORTS

ASBA and Zone 2/3

PSBAA/PSBC

RCASB

Superintendent's Report

Financial/Enrolment Reports

Board Work Plans

Motion Review Cycle

F. INFORMATION AND REPORTS

1. Alberta School Boards Association and Zone 2/3

Trustee Wigton provided a report from the June ASBA Zone 2/3 Meeting.

2. Public School Boards' Association of Alberta

Trustees Peck and Muir attended the August PBSC Meeting in Red Deer and had an opportunity to tour schools in the area.

3. Rural Caucus of Alberta School Boards

Vice-Chair Hagman reported that the next RCASB meeting will be on November 16, 2025, prior to the Fall ASBA FGM. The meeting will be open to all Board members.

4. Superintendent's Report

Superintendent Bird provided a labour update and presented his report to the Trustees. Changes to Administrative Procedures 262 and 295 were outlined and Superintendent Bird answered questions as appropriate. A draft school visits schedule was included for further discussion by the new Board. The new sign for the Valleyview replacement school was presented.

5. Financial and Enrolment Reports

The financial and enrolment reports for June and July were presented by Secretary-Treasurer Tamara Spong. Questions regarding school budgets and current enrolment were answered by Administration.

Trustee Wigton left the meeting at 12:07 p.m.

6. Board Annual and Term Work Plans

The Work Plans are up to date with the exception of the Fall PSBAA AGM agenda review as it is not available at this time. School visits scheduling was deferred to the new Board.

7. Motion Review Cycle

The Motion Review Cycle is up to date.

Trustee Reports

Trustee Hailes

Trustee Peck

Trustee Koloski

Trustee Muir

Vice-Chair Hagman

Trustee Maddigan

Trustee Urness

Chair Steinke

8. Trustee Reports

Trustee Hailes requested further discussion on the life skills class and whether this is offered online or in-class.

Attended the MLA Meeting on August 21 and appreciated the open conversations with Ministers Long and Loewen. Attended the school library materials ministerial order information session. Attended and reported on PSBC meeting. Attended Onoway Jr/Sr council meeting and will be attending Onoway Elementary council tonight.

Attended the MLA meeting and the Mayerthorpe High School graduation.

Attended the PSBC meeting with Trustee Peck as well as the Onoway Jr/Sr and Grasmere council meetings. Parents are thankful for the before- and after-school care.

Attended graduation ceremonies and the MLA meeting.

Has items to discuss in Closed Session.

Attended the Hillside graduation ceremony, the GSD meeting on August 28th and the Audit Committee Meeting on September 12th.

Participated in the Board Chair/Superintendent meetings with the Minister and is pleased to see clarity in regard to classroom library collections.

Upcoming Events

9. Upcoming Events

- September 22 – Nomination Day
- October 7 – Regular Board Meeting (1 pm start)
- October 9 – Annual Employee Recognition Evening
- October 20 – Election Day
- October 28 – Trustee Orientation
- October 30 – Organizational and Regular Board Meetings
- November 16 – Rural Caucus General Meeting
- November 16 to 18 – ASBA Fall General Meeting
- November 19 to 21 – PSBAA Fall Conference and AGM
- November 25 – Regular Board Meeting
- November 26 to 27 – Results Reviews

TOPICS FOR FUTURE DISCUSSIONS

REQUESTS FOR INFORMATION

MEETING HIGHLIGHTS

CLOSED SESSION

5164-25

5165-25

ADJOURNMENT

G. TOPICS FOR FUTURE DISCUSSIONS

1. Life Skills Course (Trustee Hailes)

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

Nil

I. MEETING HIGHLIGHTS

- IT for Dominica Presentation
- Career Exposure Summer Camps Presentation
- New Valleyview Replacement School Sign and Update
- Labour Update
- Changes to Administrative Procedures 262 and 295

J. CLOSED SESSION

Moved that the Board move to Closed Session at 1:03 p.m.

Motion Carried

Electronic recording was stopped at 1:03 p.m.

Superintendent Kevin Bird and Secretary-Treasurer Tamara Spong were invited to stay.

Chair Steinke and Trustees Muir and Urness were excused from Closed Session during the TEBA update and returned to the meeting at 1:43 p.m.

Moved that the Board move out of Closed Session at 1:54 p.m.

Motion Carried

K. ADJOURNMENT

The meeting adjourned at 1:55 pm.

Board Chair

Secretary-Treasurer

[Minutes](#)

Regular Board Meeting

September 16, 2025

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