

## **Minutes of the Regular Public Board of Trustees Meeting of Northern Gateway Public Schools**

August 24<sup>th</sup>, 2021 – 10:00 a.m.

Division Office Board Room in Whitecourt, AB

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### **Opening**

#### **A. Opening**

### **Call to Order and Roll Call**

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

The August 24<sup>th</sup>, 2021 meeting was called to order by Chair Wigton at 10:00 a.m.

Chair Linda Wigton, Trustees Barb Maddigan, Diane Hagman, Jim Hailes, Judy Muir, Christine Peck, Anita Portsmouth, Gerry Steinke, and Administrators Kevin Bird, Superintendent, Leslee Jodry, Assistant Superintendent, Tamara Spong, Secretary-Treasurer, and Gloria Kirsch, Recording Secretary, were present at this time.

Lisa Bakos, Communications Officer, and Malcolm Heaven, Network Administrator, were present at this time.

Trustee Sherry Jeffreys was absent from the meeting.

Chair Linda Wigton welcomed new Superintendent Kevin Bird to his first Board Meeting.

### **Treaty Land Acknowledgement**

#### **2. Treaty Land Acknowledgement**

Trustee Barb Maddigan read the Treaty Land Acknowledgement

**Additions/Deletions  
to the Agenda**

**3. Additions/Deletions to the Agenda**

N/A

**Acceptance of Agenda**

**4. Acceptance of Agenda**

4471-21

Moved by Trustee Portsmouth – that the agenda for the August 24<sup>th</sup>, 2021 Regular Public Board Meeting be adopted.

Motion Carried

**Appointments and  
Delegations**

**B. Appointments and Delegations**

N/A

**Draft Minutes of the  
June 15<sup>th</sup>, 2021  
Regular Public Board  
Meeting**

**C. Draft Minutes of the June 15<sup>th</sup>, 2021  
Regular Public Board Meeting**

4472-21

Moved by Trustee Portsmouth– that the draft minutes of the June 15<sup>th</sup>, 2021 Regular Public Board Meeting be adopted.

Motion Carried

**Draft Minutes of the  
June 29<sup>th</sup>, 2021  
Special Board Meeting**

**Draft Minutes of the June 29<sup>th</sup>, 2021  
Special Board Meeting**

4473-21

Moved by Trustee Hagman– that the draft minutes of the June 29<sup>th</sup>, 2021 Special Board Meeting be adopted.

Motion Carried

**Action Items**

**Locally Developed Courses**

4474-21

**D. Action Items**

**1. Locally Developed Courses**

Moved by Trustee Peck – that the Board approve to reauthorize the use of the following Locally Developed Course acquired from the St. Albert School Division from September 1, 2021 – August 31, 2025 (at no cost to the Board): Calculus Advanced (2021) 35 (3 credits). Resources used to teach the course are listed in the Learning Resources of the Course Details.

And that the Board approve to reauthorize the use of the following Locally Developed Course acquired from the Parkland School Division from September 1, 2021 – August 31, 2025 (at no cost to the Division): Literature and Composition (2021) 25 (3 credits). Resources used to teach the course are listed in the Learning Resources of the Course Details.

And that the Board approve to authorize the use of the following Locally Developed Courses acquired from the Calgary School Division from September 1, 2021 – August 31, 2025 (at no cost to the Division): Academic Achievement through English Language Development 15 (5 credits), Academic Achievement through English Language Development 25 (5 credits) and Academic Achievement through English Language Development 35 (5 credits). Resources used to teach the course are listed in the Learning Resources of the Course Details.

Motion Carried

**Voting by Special Ballot**

4475-21

**2. Voting by Special Ballot**

Moved by Trustee Hailes – that the Board authorize voting by special ballot under Section 77.1 (1) of the Local Authorities Election Act and that the application for special ballots be made by any one of the methods outlined under Section 77.1 (2).

Motion Carried

**Envelopes for Special Ballots**

4476-21

**3. Envelopes for Special Ballots**

Moved by Trustee Hagman – that the outer envelope for voting by special ballot be received by the Returning Officer no later than Friday, October 15<sup>th</sup>, 2021, 4:00 p.m., Division Office, Whitecourt, Alberta.

Motion Carried

**Rates for Election Officers**

4477-21

**4. Rates for Election Officers**

Moved by Trustee Muir – that the amended rates be approved for the October 18<sup>th</sup>, 2021 general election, advance voting and institutional voting – prorated as per Board Policy 7 Section 10.

**PSBAA Long Service Awards Presentation**

**5. PSBAA Long Service Awards Presentation**

Trustee Peck presented certificates from PSBAA for eight years of service as public school trustees to Trustee Gerry Steinke and Trustee Sherry Jeffreys.

**Streaming Board Meetings**

**6. Streaming Board Meetings**

Trustees discussed whether or not to continue streaming Board Meetings via You Tube.

All trustees agreed that it is a transparent and open communication that should continue.

**Information/Reports**

**ASBA**

**ASBA Zone 2/3**

**PSBAA**

**Standing Committee Reports**

**Policy Committee Report**

**E. Information/Reports**

**1. ASBA**

Chair Linda Wigton had nothing to report.

**ASBA Zone 2/3**

Zone 2/3 Bylaws were sent to trustees for review. If there are any concerns with any of the bylaws, trustees are asked to let Trustee Hailes know and he will pass them along at the next meeting.

**2. PSBAA**

Trustee Peck sent a report to trustees with notes from the last meeting. Other reports from the meeting can be found on the PSBAA website.

PSBAA had a security breach on their website. It has been resolved.

Trustee Steinke will not be returning to PSBAA next year. Thank you for your service, Trustee Steinke!

**3. Standing Committee Reports**

**Policy Committee Report**

The policy on school closure was to be dealt with. It has been discussed at two meetings. Currently gathering funding formula information.

The criteria in Policy 15 – School Operational Viability is the issue. Will have a policy revision ready for the September Board Meeting.

## **Audit Committee Report**

## **Superintendent's Report**

## **Audit Committee Report**

Will have the Audit Committee terms of reference ready for the September Board Meeting.

### **4. Superintendent's Report**

Thank you for the kind welcome!

The Alberta School Council Engagement Grant will provide each school council with \$500.00 to improve engagement with parents.

Provided trustees with information on the Summer Boot Camps – the number of students who attended and the variety of courses offered.

Shared with the trustees the reorganization occurring in Division Office. One position is not being filled. A Human Resources Officer position and an Executive Assistant to the Secretary-Treasurer position will be filled. The Human Resources Officer will oversee HR paperwork and process. Professional staff are typically hired by the schools so by educators who know what they are looking for. Principals are responsible for evaluating their staff. Administrator evaluations will be done by the Superintendent and the Assistant Superintendent.

Northern Gateway Back to School Plan is comprised of three pillars.

Pillar 1 – stay home if you are sick

Pillar 2 – nimble response – the key will be responding to what happens on the ground and responding to mental health issues

Pillar 3 – prepare for changes

The plan follows government regulations.

Masking on buses will continue.

Masking is optional and supported in schools.

The detailed plan has been shared with trustees.

Is Northern Gateway planning any education on vaccines, masking, etc.?

Nothing official is being done by the Division.

Vaccines will be available for students 12-18 years of age with parental permission.

AHS information on vaccinations in schools was provided to trustees.

AHS will only come to schools when there are sufficient number of students wanting to receive the vaccine.

The Superintendent has had discussion with most principals regarding their re-entry plans for their schools.

The Division will get direction from the government on how to handle hot spots in our communities.

Northern Gateway teachers are set up with Google classrooms to accommodate any students required to stay home.

Any students who come to school ill will be masked and parents will be expected to pick them up.

Suggestion that a message be sent home to all parents making expectations clear.

The Northern Gateway Back to School document will be shared with schools and posted on the Division website.

## **Financial Reports**

### **5. Financial Reports**

Division Finance Report for the end June showed a \$4.7 million surplus.

Transactions for July showed less expenditures for Transportation as buses weren't running. Maintenance was busy over the summer and their expenditures for August will increase.

## **Rural Caucus of Alberta School Boards Report**

### **6. Rural Caucus of Alberta School Boards Report**

Letter from the Chair of the Rural Caucus was shared with trustees in the Board package.

The budget was approved.

Elections are coming up.

Will be discussing whether meetings will be held in person or electronically at the next meeting.

The Rural Caucus Symposium is scheduled for March 6-8, 2022.

There is a Board Meeting scheduled for March 8 so depending on how many trustees wish to attend the symposium it may have to be rescheduled. Will wait until trustee have a chance to look at their schedules before a decision is made.

## **Correspondence**

### **7. Correspondence**

Letter from the Minister of Education regarding financial information provided by the Division. The Division request to put \$2,997,837.00 in reserve spending was approved.

Trustee Steinke requested the details of the funds in reserve spending. The Secretary-Treasurer will send the information out to trustees.

## **Board Annual Work Plan**

### **8. Board Annual Work Plan**

One item was to be presented to trustees at this meeting that was not in the Board package – the year end suspension report. This report will be



added to the next Board Meeting package.

### **Motion Review Cycle**

#### **9. Motion Review Cycle**

The motion review cycle is up to date.

### **Trustee Reports**

#### **10. Trustee Reports**

Trustee Peck reported that PSBAA is providing posters and pamphlets stating the organizations belief statements to each member school division. The posters will be given to schools to post on their bulletin boards and the pamphlets will be distributed to all trustees.

Trustee Peck reported that she is pleased with the Northern Gateway Back to School Plan as she had had a number of parents asking questions about COVID protocols.

Trustee Hailes reported that a new power plant is being built in Fox Creek. The Tim Horton's is almost complete.

Trustee Muir reported that she had parents asking questions regarding COVID protocols for going back to school as well.

Trustee Muir reported that the new Rich Valley gym is finished.

Trustee Wigton reported that she had concerns regarding COVID and back to school as well.

### **Upcoming Events**

#### **11. Upcoming Events**

The next regular Board meetings were listed.

School Awards dates were listed.

### **Additional Report Items**

#### **12. Additional Report Items**

Nil

4478-21

Moved by Trustee Portsmouth – that the Board accept Information/Reports E2-E8 and E10 as information.

Motion Carried

**Topics for Future Discussions**

**F. Topics for Future Discussions**

N/A

**Requests for Information**

**G. Requests for Information**

1. Trustee Steinke requested the details of the \$2,997,837.00 put in reserve spending.

**Meeting Highlights**

**H. Meeting Highlights**

1. Locally Developed Courses Approved
2. School Board Election
3. Presentation of PSBAA Long Service Awards
4. Alberta School Council Engagement Grant
5. Career Exposure Summer Boot Camp 2021
6. Back to School Plan

**In-Closed Session**

**I. In-Closed Session**

4479-21

Moved by Trustee Portsmouth – that the Board move into Closed Session at 11:22 a.m. and Kevin Bird, Superintendent; Leslee Jodry, Assistant Superintendent and Tamara Spong, Secretary-Treasurer were invited to stay.

Motion Carried

Electronic recording of meeting discontinued at 11:22 a.m.

4480-21

Moved by Trustee Hailes – that the Board move out of Closed Session at 12:11 p.m.

Motion Carried

**Adjournment**

**J. Adjournment**

4481-21

Moved by Trustee Maddigan – that the meeting be adjourned at 12:12 p.m.

Motion Carried

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Board Chair

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Secretary-Treasurer