

## Superintendent's Report

### Valleyview School Project

On November 16<sup>th</sup>, the Division and the Valleyview schools hosted an idea evening for the new school project. The event was held at OAP where the students had already placed their ideas on chart paper around the gym. Participants viewed the student submissions and then completed their own ideas sheet in discussion groups. Beyond the student submissions, we received a further 62 idea collection sheets. Participants were also invited to add their thoughts to wall displays on preserving legacy, outdoor space, community use, and project connections. This wealth of ideas will be combined into a report which will be used as inspiration for the design team. An initial floor design is scheduled to be presented to the community mid-winter.

On November 21<sup>st</sup>, Chair Steinke, Trustee Urness, and I were able to attend the MD of Greenview Committee of the Whole meeting and present updates to the current school project. By all accounts the submission was well received, and we are expecting a letter confirming their intent to continue on the road to have a connection between the school and the MD of Greenview Multiplex to the benefit of our shared students and community members.

### Administration Meeting

On November 15<sup>th</sup>, the administrators group met with Tom Hierck, author of more than 40 books and an international keynote speaker. Mr. Hierck focuses his work on academic and behavioral components, curriculum design, and school culture. He has been a teacher, administrator, district leader, university lecturer and provincial education ministry project manager. With us Mr. Hierck focused on promoting pro-social relationships in schools, awareness of student need, solutions-based planning, and the value of an apple at the right time and in the right way. His message is brought home by his own story of being a learner in need and the teachers who made the difference for him. His message was well received with tremendous positive feedback both to the Division and to Mr. Hierck himself.

### Remembrance Day Ceremonies

Each year Remembrance Day Ceremonies are conducted at our schools emphasizing the importance of the day by honouring all those who willingly faced hardship and fear so that we can live in the peace we enjoy. It was noted by many that this year took on new significance given various world events. At the event I was able to attend students were well informed and respectful.

## **Mental Health First Aid**

Mental Health First-Aid Training is being offered in communities across the division for our staff. Mental Health First Aid is a training course designed to teach and practice skills to recognise and help someone who is experiencing a decline in their mental well-being or is in a mental health crisis. The evidence behind the program demonstrates that it builds mental health literacy, decreases stigmatizing attitudes, and helps individuals identify, understand, and respond to signs of mental illness. Canadian statistics show that one in five Canadians will experience a mental health problem this year.

## **Percy Baxter Exterior Wall Issue**

Recently we discovered that the south facing wing walls at Percy Baxter Middle School have considerable moisture damage. Fortunately, the gym walls do not appear to be affected. While there is no safety or health concern, the structure it will need to be repaired. We've had the appropriate experts come in and a plan is being developed. Costing and cost recovery as well as timelines will be available soon.

## Board Policy 2 – Appendix A

# Board Annual and Term Work Plans

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## ANNUAL WORK PLAN

### SEPTEMBER

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting in Non-election Years (August/September)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set School Tour Schedule
- Review PSBAA AGM Agenda
- Host Annual Employee Appreciation Evening (September or October)
- Review Year-end Suspension Report
- [ASBA Awards Deadline](#)

### OCTOBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review Annual School Council Reports (Policy 2, Section 2.7)
- Review ASBA Proposed Position Statements
- Host Annual Employee Appreciation Evening (September or October)
- [ASBA Long Service Awards Deadline](#)

### NOVEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Conduct School Results Review (November/December)
- Review Alberta Education Assurance Report
- Review School Operational Viability Report (Policy 15)
- Approve Audited Financial Statements (Policy 2, Section 4.7)
- Receive the Annual Community Engagement Plan

### DECEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct School Results Review (November/December)
- Conduct Committee of the Whole Meeting (following Results Review)
- Identify Goals for Advocacy Plan



## JANUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

## FEBRUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct First Finance Committee Meeting
- Receive the Advocacy Plan
- Contribute to the Three-Year Educational Planning Process
- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)

## MARCH

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting (following school tours)
- Approve Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- [ASBA Edwin Parr and PSBAA Awards Deadline](#)

## APRIL

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Approve School Calendar (Policy 2, Section 5)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.10)

## MAY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony
- Set Board Workshop Dates

## JUNE

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Receive the Superintendent's Annual Review of the SLQS
- Conduct Committee of the Whole Meeting
- [ASBA Awards Deadline](#)



## TERM WORK PLAN

### DECEMBER – Year 3

- Review and Confirm Ward Boundaries (Policy 19, Section 4)

## AWARDS DEADLINES

### Alberta School Boards Association (ASBA)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

### Public School Boards' Association of Alberta

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

Reference:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action

## 2023 - 24 Board Motions

Date	Motion Number	Motion Details	Motion Status	Action
<b>Organizational Meeting</b>				
12-Sep-23	<b>4851-23</b>	Moved by Trustee Linda Wigton: That elections, if necessary, be made by way of secret ballot.	Carried	Completed
12-Sep-23	<b>4852-23</b>	Moved by Trustee Barb Maddigan: That the ballots for any voting be destroyed after each election.	Carried	Completed
12-Sep-23	<b>4853-23</b>	Moved by Trustee Jim Hailes: That the candidates leave the room so that the Board can have a discussion in caucus.	Defeated	n/a
12-Sep-23	<b>4854-23</b>	Moved by Trustee Linda Wigton: That the Board move to drawing a name to break the tie.	Carried	Completed
12-Sep-23	<b>4855-23</b>	Moved by Trustee Deb Koloski: That Standing Committee positions and Board representatives on organizations are filled on a volunteer basis in order of preference by each Trustee.	Carried	Completed
12-Sep-23	<b>4856-23</b>	Moved by Trustee Barb Maddigan: That the Board accept the new Committee appointments for 2023 - 24.	Carried	Completed
12-Sep-23	<b>4857-23</b>	Moved by Board Vice-Chair Diane Hagman: That the Whitecourt Community Association be removed from the list of organizations on which the Board has representation.	Withdrawn	n/a
12-Sep-23	<b>4858-23</b>	Moved by Board Vice-Chair Diane Hagman: That the Board direct the Policy Committee to add detail to Policy 9, Section 3 Whitecourt Community Association, that distinguishes that association from other community associations.	Carried	Completed
12-Sep-23	<b>4859-23</b>	Moved by Trustee Barb Maddigan: That the Board accept the new representatives to organizations for 2023 - 24.	Carried	Completed
12-Sep-23	<b>4860-23</b>	Moved by Board Vice-Chair Diane Hagman: That the Board support Trustee Deb Koloski to continue to attend meetings of the Health Recruitment and Retention Committee Northeast Zone.	Carried	Completed
12-Sep-23	<b>4861-23</b>	Moved by Trustee Judy Muir: That Regular Meetings of the Board be held at the Division Office in Whitecourt, commencing at 10:00 a.m.	Carried	Completed
12-Sep-23	<b>4862-23</b>	Moved by Trustee Linda Wigton: That the Trustee honorarium rate be set at \$30 per hour, with a maximum 12 hours per day, for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4863-23</b>	Moved by Trustee Jim Hailes: That the reimbursement for travel, accommodations, and meals for Trustees and Staff be maintained at the current rates for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4864-23</b>	Moved by Trustee Barb Maddigan: That the Board Chairperson annual honorarium be set at \$5350.00 for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4865-23</b>	Moved by Trustee Deb Koloski: That the Committee Chairperson honorarium be set at \$60.00 per Committee Meeting for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4866-23</b>	Moved by Trustee Barb Maddigan: That the Communication Allowance for internet, cell phone and other technology use be set at \$75.00 per month for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4867-23</b>	Moved by Trustee Linda Wigton: That the Preparation Time Allowance for months in which Board Meetings are held, be set at \$240.00 per month for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4868-23</b>	Moved by Trustee Deb Koloski: That the Board’s contributions for benefit premiums for Trustees be set at 100% of a plan offered by the School Division, for the 2023-24 school year.	Carried	Completed
12-Sep-23	<b>4869-23</b>	Moved by Trustee Jim Hailes: That an Ad Hoc Committee be set up to review health benefit plans for Trustees.	Defeated	n/a
12-Sep-23	<b>4870-23</b>	Moved by Board Vice-Chair Diane Hagman: That the Board direct the Policy Committee to look at clarifying language about benefits and health spending accounts for Trustees in the Policy Handbook.	Carried	Completed
12-Sep-23	<b>4871-23</b>	Moved by Trustee Judy Muir: That the Health Spending Account for Trustees be set at \$725.00 for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	<b>4872-23</b>	Moved by Trustee Judy Muir: That the Health Spending Account of \$725.00 per year for Trustees be set up for those over the age of 70 and administered through Central Services.	Carried	Completed
12-Sep-23	<b>4873-23</b>	Moved by Trustee Jim Hailes: That the Voluntary Accidental Death & Dismemberment rate remain the same at \$500,000 for a Family Plan at the Board’s expense.	Carried	Completed
12-Sep-23	<b>4874-23</b>	Moved by Trustee Barb Maddigan: That the meeting be adjourned at 12:09 p.m.	Carried	Completed

**Regular Meeting**

12-Sep-23	<b>4875-23</b>	Moved by Trustee Barb Maddigan: That the Agenda for the September 12, 2023, Regular Public Board Meeting be adopted as amended.	Carried	Completed
12-Sep-23	<b>4876-23</b>	Moved by Board Vice-Chair Diane Hagman: That the draft Minutes of the June 20, 2023, Regular Board Meeting be approved as presented.	Carried	Completed
12-Sep-23	<b>4877-23</b>	Moved by Trustee Deb Koloski: That the annual Results Review dates be set for November 29 and November 30, 2023.	Carried	Completed
12-Sep-23	<b>4878-23</b>	Moved by Trustee Christine Peck: That the Policy Committee be directed by the Board to review current policy and bring recommendations to the Board on how agendas and attachments are made available to the public.	Carried	Completed
12-Sep-23	<b>4879-23</b>	Moved by Trustee Linda Wigton: That the Northern Gateway Board of Trustees approve transportation provision for students who live in the Sangudo School catchment area and who are presently enrolled at Mayerthorpe Jr/Sr High School, grade 7 – 9 program. Motion Amendment: Moved by Trustee Linda Wigton: That the Northern Gateway Board of Trustees approve transportation provision for students who live in the Sangudo School catchment area and who are presently enrolled at Mayerthorpe Jr/Sr High School, grade 7 – 9 program, and such action shall not apply to new registrants.	Deferred Motion Defeated October 17, 2023	n/a
12-Sep-23	<b>4880-23</b>	Moved by Trustee Christine Peck: That the Board overrule the Chair regarding placement of the transportation issue on the Agenda.	Defeated	n/a
12-Sep-23	<b>4881-23</b>	Moved by Trustee Diane Hagman: That the Motion (4879-23) be deferred until the Board can gather more information, community engagement and feedback until after the Sangudo Community Engagement Committee meeting on October 16, 2023.	Carried	Completed
12-Sep-23	<b>4882-23</b>	Moved by Trustee Jim Hailes: That the Board of NGPS put forward a nomination for Marilyn Dennis as President of ASBA.	Carried	Completed
12-Sep-23	<b>4883-23</b>	Moved by Trustee Linda Wigton: That the Board send letters of congratulations to the MLAs, the Minister of Education and the Premier, on their recent appointments.	Carried	Completed
12-Sep-23	<b>4884-23</b>	Moved by Trustee Christine Peck: That the Board extend an invitation to the three MLAs that represent our Division, to attend the Employee Recognition Evening on September 29, 2023.	Carried	Completed
12-Sep-23	<b>4885-23</b>	Moved by Trustee Jim Hailes: That the Board accept Information and Reports D1 – D13 as information.	Carried	Completed
12-Sep-23	<b>4886-23</b>	Moved by Trustee Linda Wigton: That the Board move to Closed Session at 3:06 p.m.	Carried	Completed
12-Sep-23	<b>4887-23</b>	Moved by Trustee Barb Maddigan: That the Board move out of Closed Session at 4:27 p.m.	Carried	Completed
12-Sep-23	<b>4888-23</b>	Moved by Trustee Barb Maddigan: That the meeting be adjourned at 4:28 p.m.	Carried	Completed
17-Oct-23	<b>4889-23</b>	Moved by Trustee Barb Maddigan: That the Agenda for the October 17, 2023, Regular Public Board Meeting be adopted as amended.	Carried	Completed
17-Oct-23	<b>4890-23</b>	Moved by Trustee Linda Wigton: That the draft Minutes of the September 12, 2023 Organizational Meeting be approved as presented.	Carried	Completed
17-Oct-23	<b>4891-23</b>	Moved by Trustee Deb Koloski: That the draft Minutes of the September 12, 2023 Regular Board Meeting be approved as presented.	Carried	Completed
17-Oct-23	<b>4892-23</b>	Moved by Trustee Barb Maddigan: That Policy 7, Section 6.2.3 is amended by adding: ‘and posted with supporting documentation on the Division’s website.’. <b>Motion Amendment</b> by Trustee Linda Wigton: That Section 6.2.3 is not amended, and a new Section 6.2.4 is added: ‘A record of the approved minutes and supporting documentation will be available on the Division’s website.’	Carried	Completed
17-Oct-23	<b>4893-23</b>	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 7, Section 10, as amended.	Carried	Completed
17-Oct-23	<b>4894-23</b>	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 9, as amended.	Carried	Completed
17-Oct-23	<b>4895-23</b>	Moved by Vice-Chair Diane Hagman: That the Board make no changes to policy regarding how agendas and attachments are made available to the public.	Carried	Completed
17-Oct-23	<b>4896-23</b>	Moved by Trustee Barb Maddigan: That the Board direct the Secretary-Treasurer to administer the Oath of Office for the Trustee-elect of Ward 3, Subdivision 2, prior to November 7, 2023, if and when the Trustee-elect is available.	Carried	Completed
17-Oct-23	<b>4897-23</b>	Moved by Trustee Linda Wigton: That the Board move the Annual Board Workshop to December 18, 2023.	Carried	Completed
17-Oct-23	<b>4898-23</b>	Moved by Vice-Chair Diane Hagman: That the Board direct the Policy Committee to insert language into policy that authorizes annual school tours.	Carried	Completed
17-Oct-23	<b>4899-23</b>	Moved by Vice-Chair Diane Hagman: That the Secretary-Treasurer provide the Board with information regarding the financial impact from the budget increase for Yellowhead Regional Library services.	Defeated	n/a

17-Oct-23	<b>4900-23</b>	Moved by Trustee Deb Koloski: That the Board accept Information and Reports F1 – F16 as information.	Carried	Completed
17-Oct-23	<b>4901-23</b>	Moved by Trustee Barb Maddigan: That the Board move to Closed Session at 4:03 p.m.	Carried	Completed
17-Oct-23	<b>4902-23</b>	Moved by Trustee Jim Hailes: That the Board move out of Closed Session at 4:11 p.m.	Carried	Completed
17-Oct-23	<b>4903-23</b>	Moved by Trustee Deb Koloski: That the meeting be adjourned at 4:12 p.m.	Carried	Completed
7-Nov-23	<b>4904-23</b>	Moved by Trustee Barb Maddigan: That the Agenda for the November 7, 2023, Regular Public Board Meeting be adopted as amended.	Carried	Completed
7-Nov-23	<b>4905-23</b>	Moved by Trustee Barb Maddigan: That the draft Minutes of the October 17, 2023 Regular Board Meeting be approved as presented.	Carried	Completed
7-Nov-23	<b>4906-23</b>	Moved by Trustee Judy Muir: That Trustee Wigton be removed from the Audit Committee, Chair Steinke be removed from the Community Engagement Committee, and Trustee Muir be removed from the PSBAA Council as alternate, and that Trustee Les Urness be appointed as the representative on those Committees.	Carried	Completed
7-Nov-23	<b>4907-23</b>	Moved by Trustee Deb Koloski: That Trustee Christine Peck represents the Board on the Onoway Children’s Health Fair Planning Committee, and that her expenses be compensated.	Carried	Completed
7-Nov-23	<b>4908-23</b>	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 3, as amended.	Carried	Completed
7-Nov-23	<b>4909-23</b>	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 4, as amended.	Carried	Completed
7-Nov-23	<b>4910-23</b>	Moved by Trustee Christine Peck: That the Division operate all schools in 2024 – 25. <b>Amended Motion:</b> Moved by Trustee Christine Peck: That the Board accept the Annual School Operational Viability Report dated November 2023, as presented.	Carried as Amended	Completed
7-Nov-23	<b>4911-23</b>	Moved by Trustee Jim Hailes: That the Board accept Information and Reports E1 – E8 as information.	Carried	Completed
7-Nov-23	<b>4912-23</b>	Moved by Vice-Chair Hagman: That the Board receive an update on the review process of school transportation areas.	Carried	Pending
7-Nov-23	<b>4913-23</b>	Moved by Trustee Barb Maddigan: That the Board move to Closed Session at 12:14 p.m.	Carried	Completed
7-Nov-23	<b>4914-23</b>	Moved by Trustee Jim Hailes: That the Board move out of Closed Session at 2:07 p.m.	Carried	Completed
7-Nov-23	<b>4915-23</b>	Moved by Trustee Linda Wigton: That the meeting be adjourned at 2:07 p.m.	Carried	Completed



## Board Motions - Pending or Ongoing

Date	Motion Number	Motion Details	Motion Status	Action
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### 2021

14-Dec-2021	<b>4540-21</b>	Moved by Trustee Steinke: That the Board operate SCS for the 2022-2023 school year with the provision that Administration develop a 3-5 year plan of revitalization of the school considering a comprehensive consultation with the school and the community, and further that the Board commit to operate the school from 2023-2025 barring any extra ordinary circumstances that would require additional program funding beyond the 2021-2022 allotment. <b>Motion Amendment:</b> Trustee Hailes: That the funding allocated come out of instructional reserves.	Motion Carried as Amended	Ongoing
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### 2022

12-Apr-2022	<b>4617-22</b>	Moved by Trustee Diane Hagman: That administration provide a report regarding the availability of programming of junior kindergarten and preschool/playschool in our communities.	Carried	Pending
24-May-2022	<b>4643-22</b>	Moved by Trustee Gerry Steinke: That the Board encourage replacement school discussions with partner organizations in the Valleyview area and with the provincial government that will advance the concept of sharing or adding additional facilities for the mutual benefit of students and the community-at-large.	Carried	Ongoing
29-Nov-22	<b>4729-22</b>	Moved by Trustee Linda Wigton: That Administration provides Trustees with some information on how the schools are generating and using school-based funds.	Carried	Pending
29-Nov-22	<b>4735-22</b>	Moved by Trustee Linda Wigton: That Administration begins to work on practices that will best structure future Trustee elections to avoid issues.	Carried	Ongoing
20-Dec-22	<b>4747-22</b>	Moved by Trustee Linda Wigton: That the Board receives a report on the impacts of the new Code of Professional Conduct for Teachers and Teacher Leaders, when more information is available.	Carried	Pending

### 2023

21-Mar-23	<b>4785-23</b>	Moved by Trustee Deb Koloski: That the Board continue to operate Sangudo Community School from 2023 – 2025, barring any extraordinary circumstances that would require additional program funding beyond the 2021 – 2022 allotment. <b>Motion Amendment:</b> Moved by Trustee Deb Koloski: That the Board continue to operate the Sangudo Community School as a K-9 school, from 2023 – 2025, barring any extraordinary circumstances that would require additional program funding beyond the 2021 – 2022 allotment.	Motion Carried as Amended	Ongoing
9-May-23	<b>4811-23</b>	Moved by Trustee Gerry Steinke: That the Board enter into a discussion regarding new policy development at a Committee of the Whole meeting.	Carried	Pending
7-Nov-23	<b>4912-23</b>	Moved by Vice-Chair Hagman: That the Board receive an update on the review process of school transportation areas.	Carried	Pending

