

MINUTES

Northern Gateway Public Schools Board of Trustees

Regular Board Meeting

Division Office Board Room – Whitecourt, Alberta

November 26, 2024 – 10:00 a.m.

OPENING

Call to Order and Roll Call

A. OPENING

1. Call to Order and Roll Call

The November 26, 2024, 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, Board Vice-Chair Diane Hagman, Trustees Jim Hailes, Judy Muir, Barb Maddigan, Deb Koloski, Les Urness, Christine Peck and Linda Wigton; and Administrators Kevin Bird, Superintendent; Leslee Jodry, Deputy Superintendent; Tamara Spong, Secretary-Treasurer; and Nancy Whittaker, Recording Secretary. Director of Learning Tammy Davis joined the meeting at 10:10 a.m.

Communications Officer Lisa Bakos and Hilltop High School Teacher Pam Mehl with Grade 12 Students Abbygail Wilson and Makayla Beanet, were in attendance at this time.

Katrina Zack, President of ATA Local 43 was present in the gallery (Delegation).

O Canada

2. O Canada

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

Truth and Reconciliation Statement

3. Truth and Reconciliation Statement

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

Additions/Deletions to the Agenda

4. Additions/Deletions to the Agenda

Nil

Acceptance of the Agenda

5. Acceptance of the Agenda

The Agenda for the November 26, 2024 Regular Public Board Meeting was accepted as presented.

Acceptance of the Minutes

6. Acceptance of the November 5, 2024, Regular Public Board Meeting Minutes

The Minutes of the November 5, 2024 Regular Public Board Meeting were accepted as presented.

STAFF/ADMINISTRATION REPORTS/PRESENTATIONS B.

STAFF/ADMINISTRATION REPORTS and PRESENTATIONS

Grade 12 Hilltop Jr/Sr High School Students Abbygail Wilson and Makayla Beanet presented a slide show created and edited by Teacher Pam Mehl and student Kyle Benedict Penuela. The students shared experiences from their Europe/D-Day 80 Trip earlier this year.

Pam Mehl, Abbygail Wilson and Makayla Beanet left the meeting at 10:50 a.m.

Beth Jager, Director of Learning – Secondary joined the meeting at 10:55 a.m.

DELEGATIONS

C. DELEGATIONS

Superintendent Kevin Bird introduced Katrina Zack, President of ATA Local 43 who presented Draft AP 652 Responsible Use of Artificial Intelligence to Support Instruction. NGPS is the first school division in Alberta to draft an administrative procedure dealing with AI. The AP will be put in place immediately and is being shared with other divisions.

STAFF/ADMINISTRATION REPORTS/PRESENTATIONS

STAFF/ADMINISTRATION REPORTS and PRESENTATIONS (continued)

Tammy Davis, Director of Learning presented a slideshow of the Draft 2023 – 24 Annual Education Results Report (AERR) to the Trustees for information and answered questions as appropriate.

5054-24

Moved that the Board accept the Draft 2023 – 24 Annual Education Results Report, as presented.

Motion Carried

Tammy Davis left the meeting at 1:08 p.m.

COMMITTEE REPORTS

D. BOARD COMMITTEE REPORTS

Milly McGregor, Assistant Secretary-Treasurer, joined the meeting at 1:12 p.m.

Audit Committee

1. Audit Committee

Committee Chair Christine Peck reviewed the Audit Committee Meeting Record and Auditor's Presentation. Trustees had questions regarding the surplus and the amount of Carbon Tax the Division paid last year.

5055-24

Moved that the Board accept the Audited Financial Statements for the fiscal year ended August 31, 2024, as presented.

Motion Carried

Milly McGregor left the meeting at 1:36 p.m.

Community Engagement Committee

2. Community Engagement Committee

Committee Chair Linda Wigton presented the Meeting Record, Annual Community Engagement Plan and the School Visits Schedule for 2025.

Next year's Employee Recognition Evening is scheduled for October 3, 2025.

Policy Committee

3. Policy Committee

Committee Chair Christine Peck reported that the Committee has completed a review of all policies for the current term. The Meeting Record and recommended policy changes will be presented at the next Regular Board Meeting.

Advocacy Committee

4. Advocacy Committee

The Committee will consider ways to alert the provincial government about the need for competitive support staff compensation.

ACTION ITEMS

Bylaw 1-24

5056-24

Bylaw 2-24

5057-24

Bylaw 3-24

5058-24

Bylaw 4-24

5059-24

Bylaw 5-24

5060-24

E. ACTION ITEMS

1. Bylaw 1-24 Arrangement of Electoral Wards and Trustees

Moved that Bylaw 1-24 Arrangement of Electoral Wards and Trustees receive Second Reading by the Board.

Motion Carried

2. Bylaw 2-24 Receipt of Nomination Papers

Moved that Bylaw 2-24 Receipt of Nomination Papers for the Office of School Trustee at Locations Other than the Jurisdiction Office, receive Second Reading by the Board.

Motion Carried

3. Bylaw 3-24 Deposit for Nominations

Moved that Bylaw 3-24 Deposit for Nominations, receive Second Reading by the Board.

Motion Carried

4. Bylaw 4-24 Criminal Record Checks

The Trustees had roundtable discussion regarding a new bylaw requiring criminal record checks as part of nomination packages. Secretary-Treasurer Spong answered questions regarding disclosure of information and what is posted on NGPS website.

Moved that Bylaw 4-24 Criminal Record Checks, receive First Reading by the Board.

Motion Carried

5. Borrowing Bylaw 5-24

Moved that Borrowing Bylaw 5-24 receive First Reading by the Board.

Motion Carried

The Trustees discussed whether Bylaws should be included in the Trustee Handbook and posted on the Division's website.

5061-24

Moved that the Board direct the Policy Committee to look at how the Board can increase awareness of Bylaws and what they contain.

Motion Carried

Livestream Pilot Project

6. Board Meeting Livestream Pilot Project

Trustees had roundtable discussion on whether to continue with livestreaming of Board Meetings and change Board Policy.

5062-24

Moved that the Board no longer livestream Regular Board Meetings, and that only the recording be provided as per policy.

Motion Carried

INFORMATION/REPORTS F.

INFORMATION AND REPORTS

ASBA and Zone 2/3

1. Alberta School Boards Association and Zone 2/3

Trustee Wigton informed the Board on which position statements were passed at the ASBA FGM: cyber security funding, grant funding proportional to inflation, rural student inequities (NGPS), Tobacco/Smoking/Vaping Reduction Regulation, 2SLGBTQIA rights. The Artificial Intelligence Policy Guideline was provided to Trustees for information.

PSBAA/PSBC

2. Public School Boards' Association of Alberta

Trustee Peck gave a synopsis of the recent PSBC meeting, and a full report will be provided at a later date.

Rural Caucus FGM

3. Rural Caucus Fall General Meeting

Vice-Chair Hagman provided a written report from the meeting held prior to the ASBA FGM on November 17, 2024, and gave a verbal summary of the meeting. Trustee Peck was elected as a Director for a two-year term.

5063-24

Moved that those Trustees who attended the Rural Caucus Fall General Meeting be compensated for their expenses.

Motion Carried

5064-24

Moved that the Board direct the Policy Committee to add Trustee attendance at Rural Caucus general meetings into policy as a professional development opportunity.

Motion Carried

Superintendent's Report

4. Superintendent's Report

Superintendent Bird presented his report to the Trustees for information. The Results Reviews Schedule was provided.

Town of Fox Creek Council Meeting Invitation

5. Town of Fox Creek Council Meeting Invitation

The Town of Fox Creek Council has invited the Board to attend their council meeting on January 13th at 6:15 p.m. Attendance will be confirmed at the December 17th Regular Board Meeting.

Financial/Enrolment Reports

6. Financial and Enrolment Reports

Secretary-Treasurer Spong informed the Board that the Division paid \$191,363.00 in Carbon Tax for 2023 – 24, which comes out of operations and maintenance budgets. The financial and enrolment reports for October were presented.

Board Work Plans

7. Board Annual and Term Work Plans

The Work Plans are up to date.

Motion Review Cycle

8. Motion Review Cycle

The Motion Review Cycle is up to date.

Trustee Reports

9. Trustee Reports

Trustee Urness

Attended ASBA Fall General Meeting.

Trustee Maddigan

Attended TEBA AGM and will discuss in Closed Session.

Trustee Wigton

Attended ASBA FGM, Percy Baxter and Hilltop High School Councils. Compass survey was well received.

Vice-Chair Hagman

Attended Rural Caucus FGM and ASBA FGM. Appreciated professional development around artificial intelligence. Attended Mayerthorpe Jr/Sr High School Advisory Committee, no parent council again this year although parents are interacting with the Principal. Attended Policy Committee Meeting.

Trustee Muir	Attended Rich Valley, Onoway, and Darwell School Councils, PSBC meeting, attended GORD (Grasmere, Onoway, Rich Valley and Darwell) CTS.
Trustee Koloski	Attended a very touching Remembrance Day service at Darwell school. Attended the Advocacy Committee Meeting, the Rural Caucus and ASBA FGM (benefitted from the 'preparing for elections' breakout session), and Sangudo, Darwell and Elmer Elson School Council meetings. Darwell had an excellent book fair, raising over \$3000 in three days.
Trustee Peck	Attended the Onoway Children's Fair planning meeting. The next event will be different than past fairs. Attended the Onoway Elementary School Remembrance Day, No Stone Left Unturned, service. A grade 7 student from Rich Valley wrote a poem and was invited to speak at the legislature. The OJSH Remembrance Day ceremony was back to being held at the school. School council is sponsoring the Evening of Enchantment. Attended ASBA, PSBC and Rural Caucus FGM where, as a Director, will be starting some social media on Facebook and Instagram.
Trustee Hailes	Attended Remembrance Day ceremony and council meeting. Would like to discuss providing physical therapy at a future Board meeting. Trustees had roundtable discussion regarding health care provisions in schools.
Chair Steinke	Involved with Valleyview Chamber of Commerce, preparing a draft for a bursary for three recent graduates to take training and get paid a scholarship with a promise to return to Valleyview to work (Come Back to Valleyview Bursary).

Upcoming Events

10. Upcoming Events

- November 27 and 28 – Results Reviews
- December 17 – Regular Board Meeting
- December 17 – Results Review Debriefing
- January 21, 2025 – Regular Board Meeting
- February – GSD Meeting (date to be determined)
- February 18, 2025 – Regular Board Meeting
- March 2 to 4, 2025 – Rural Education Symposium

Trustees considered including a Board Workshop/Professional Development date setting/discussion at the GSD meeting in February.

TOPICS FOR FUTURE DISCUSSIONS

REQUESTS FOR INFORMATION

MEETING HIGHLIGHTS

CLOSED SESSION

5065-24

5066-24

ADJOURNMENT

G. TOPICS FOR FUTURE DISCUSSIONS

Health Care Responsibilities

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

I. MEETING HIGHLIGHTS

- New Truth and Reconciliation Statement
- Hilltop High School Europe/D-Day 80 Presentation
- Artificial Intelligence Presentation and AP
- Draft AERR Presentation
- Audit Committee Report and Motion to Approve the Audited Financial Statements for Period Ending August 31, 2024
- Board Meeting Livestreaming

J. CLOSED SESSION

Moved that the Board move to Closed Session at 3:59 p.m.

Motion Carried

Secretary-Treasurer Tamara Spong was invited to stay.

Electronic recording stopped at 3:59 p.m.

Trustees Wigton, Urness and Muir, Superintendent Bird, Deputy Superintendent Jodry and Board Chair Steinke excused themselves from the TEBA update in Closed Session due to conflicts of interest.

Moved that the Board move out of Closed Session at 4:14 p.m.

Motion Carried

K. ADJOURNMENT

The meeting adjourned at 4:14 p.m.

Board Chair

[Minutes](#)

Regular Board Meeting

Secretary-Treasurer

November 26, 2024

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