

**MINUTES OF THE REGULAR BOARD OF  
TRUSTEES MEETING OF NORTHERN GATEWAY  
REGIONAL DIVISION NO. 10 HELD IN THE BOARD  
ROOM OF THE DIVISION OFFICE IN WHITECOURT,  
ALBERTA ON JUNE 28<sup>TH</sup>, 2011**

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**OPENING**

**A. OPENING**

**CALL TO ORDER  
AND ROLL CALL**

**1. CALL TO ORDER AND ROLL CALL**

The June 28<sup>th</sup>, 2011 meeting was called to order by Chair Muir at 10:06 a.m.

Trustees Peter Gilchrist, Jim Govenlock, Albert Schalm, Jim Hailes, Barbara Maddigan, Terry Slemko, Anne Nichol, Cheryl Miner and Administrators Kevin Andrea, Superintendent, Michelle Brennick, Deputy Superintendent and Michael Gramatovich, Secretary-Treasurer, were present when Chair Muir called the meeting to order.

Lisa Becic, Communications Officer and Randy Lovich, Director of Maintenance, were present at this time.

**ADDITIONS/DELETIONS  
TO THE AGENDA**

**2. ADDITIONS/DELETIONS TO THE AGENDA**

**ACCEPTANCE OF AGENDA**

**3. ACCEPTANCE OF AGENDA**

2177-11

Moved by Trustee Miner – that the agenda for the June 28<sup>th</sup>, 2011 Regular Board Meeting be adopted as presented.

Motion Carried

**APPOINTMENTS &  
DELEGATIONS**

**B. APPOINTMENTS & DELEGATIONS**

Randy Lovich – Director of Maintenance:

IMR Summer Projects:

- new camera system at Hillside High School is 99% complete.
- four schools will be undergoing re-roofing projects over the summer: Harry Gray, Oscar Adolphson, Whitecourt Central and Percy Baxter. 3 tenders have been awarded. The Percy Baxter tender is going to the June 28<sup>th</sup>, 2011 Board meeting for Board approval.

Schools/Sites:

- ongoing repairs to monthly maintenance requests
- Smart board and projector installations are ongoing
- grounds maintenance has been started; majority of summer students will start the week of June 27<sup>th</sup>, 2011
- Sangudo High School renovations are well under way. Bus loop construction will commence the first week of July. The playground equipment moving contractor has been retained and playground equipment will be moved when the bus loop is completed.
- the move over from David Ovans school is 90 % completed

New Division Office:

- should be 97% complete by July 15<sup>th</sup>, 2011
- paving of the parking lot to commence July 18<sup>th</sup>, 2011

Rhett Czaban, Director of Transportation, entered the meeting at 10:27 a.m.

Randy Lovich, Director of Maintenance, met with Barry Gylander, Public Works Supervisor, Town of Mayerthorpe, to discuss digging and sloping the ditch properly in the front of the Mayerthorpe High School.

Randy Lovich, Director of Maintenance, completed his report and left the meeting at 10:35 a.m.

Rhett Czaban, Director of Transportation:

- Bus Driver Contracts are due back to Division Office by June 30<sup>th</sup>, 2011.

- No negative feedback so far on the changed ride times; this may still come in September when school starts.
- Transportation administration will continue to review existing school bus routes and ride times in preparation for next year.
- Mr. Czaban was asked to provide a current list of students being grandfathered. This practice needs to start being phased out.

Administration advised they need to review all transportation policies, practices and administrative procedures.

**ENCANA:**

Trustees Maddigan and Govenlock met with Sam Shaw, Encana Natural Gas Inc.

Encana is looking for participants who want to be part of a pilot project – running school busses on natural gas. This project would involve running 4 busses on natural gas. Encana would provide two new busses and retro-fit two of our existing busses to run on natural gas. This potential project would run in the Valleyview area.

Administration to meet with Sam Shaw to discuss this proposal.

Rhett Czaban, Director of Transportation, completed his report and left the meeting at 11:02 a.m.

**DRAFT MINUTES OF THE  
JUNE 14<sup>TH</sup>, 2011  
REGULAR BOARD  
MEETING**

2178-11

**C. DRAFT MINUTES OF THE JUNE 14<sup>TH</sup>,  
2011 REGULAR BOARD MEETING**

Moved by Trustee Maddigan – that the draft minutes of the June 14<sup>th</sup>, 2011 Regular Board Meeting be adopted.

Motion Carried

**ACTION ITEMS**

**D. ACTION ITEMS**

**2011 – 2012 BUDGET REPORT**

**2011 – 2012 BUDGET REPORT**

2179-11

Moved by Trustee Schalm – that the Board approve the Budget Report for the 2011/2012 school year as presented.

Motion Carried

**SANGUDO NAME THE SCHOOL CONTEST**

**SANGUDO NAME THE SCHOOL CONTEST**

2180-11

Moved by Trustee Gilchrist – that the Board accept the name Sangudo Community School as the new name for the Sangudo K-9 school.

Motion Carried

**ADDITIONAL ACTION ITEMS**

**ADDITIONAL ACTION ITEMS**

Nil

**INFORMATION ITEMS/ REPORTS**

**E. INFORMATION ITEMS/REPORTS**

**ASBA**

**ASBA**

Trustee Slemko reported:

Zone 2/3 General Meeting – June 24, 2011:

1. Chair’s Report
  - Four policy positions have been sent to ASBA for the FGM.
  - Dates for Zone 2/3 meetings for 2011/12 have been set.
2. Chair’s Report
  - Developing a template for press releases
  - Issues next year
3. Edwin Parr Committee
  - Pay attention to criteria
  - Sit down/buffet style meal
  - Candidates will be interviewed via videoconferencing

4. Healthy School Communities
  - Ongoing dialogue with interest groups
  - Aim is to establish a Healthy School Policy
5. Northern Lights
  - Role of school councils
    - Advocacy
    - Fundraising

#### ASBA Report:

1. Zone Director
  - Trustee Brower is leaving
  - SGM went smoothly
  - Evaluations re: SGM – please remember to send in
2. President
  - Has attended Edwin Parr ceremony in all zones
  - Met with ATA re-collaboration and perhaps another media campaign like “Stop The Cuts”
  - SGM keynote speakers – best ever
  - Must communicate with MLAs, etc. re: sufficient/sustainable/predicable funding.
3. Alberta Education – David Woloshyn
  - Action on Curriculum – curriculum standards and process redesign project
  - Action on Inclusion – pilot project
  - Collaborative practices – interactive website
  - Review of Teaching Quality Standard has resulted in a draft of Professional Practice Competencies for Teachers

#### Professional Development:

Grande Yellowhead presented the Palisades Project – an outdoor education center program.

## PSBAA

## PSBAA

Chair Muir reported the next PSBC meeting is taking place from August 18<sup>th</sup> – 20<sup>th</sup>, 2011 in Brooks, Alberta.

#### Items to be discussed at the meeting:

Fee Schedule and Draft 2012 budget  
2011 – 2013 Association Work Plan  
Association Bylaw Review 2011/2012  
Charter School Request  
Education Act Working Session

Inclusivity  
Three Year Calendar  
Host Board for a Travel Meeting

**SUPERINTENDENT'S  
REPORT**

**SUPERINTENDENT'S REPORT**

- Administration met with Mike Paonessa, Education Manager and Dave Woloshyn, Director, Zone 2/3 Services, on June 27<sup>th</sup>, 2011, to review Northern Gateway's 2010 – 2011 school year.
- Administration reviewed and answered questions trustees had arising from the administrators' meeting record.
- Administrative Procedure 366 – High School Graduation Ceremonies – Criteria for the Valedictorian will be discussed at the August 25<sup>th</sup>, 2011 administrators' meeting.

**DEPUTY  
SUPERINTENDENT'S  
REPORT**

**DEPUTY SUPERINTENDENT'S REPORT**

- Jackie Mines will assume the assistant principal position at Pat Hardy Elementary School, beginning with the 2011- 2012 school year.
- The advertisement for an assistant principal for Whitecourt Central School was posted on June 27<sup>th</sup>, 2011.
- The advertisement for the .6 Tech Assistant position for the Valleyview area closed on June 27<sup>th</sup>, 2011.
- The secretarial position for Hillside School closes on June 30<sup>th</sup>, 2011.
- The Guide to Schools booklet was handed out to trustees and will be given out to principals at the August 25<sup>th</sup>, 2011 Administrators' meeting.
- Learning Services will be down 1 FTE for the 2011-2012 school year.

**FINANCE**

**FINANCE**

Michael Gramatovich presented to the Board the Monthly Bank Statements for the period ending May 31<sup>st</sup>, 2011.

**BOARD OF TRUSTEES  
2011/2012 DATES**

**BOARD OF TRUSTEES 2011/2012 DATES**

Northern Gateway Board of Trustees 2011/2012 dates provided for information.

Add Transportation to the Board workshop agenda.

**ALBERTA EDUCATION  
LETTER**

**ALBERTA EDUCATION LETTER**

Letter provided for information.

**ALBERTA EDUCATION/  
THINKING OUTSIDE THE  
BOOKS**

**ALBERTA EDUCATION/THINKING OUTSIDE THE  
BOOKS**

In keeping with the Minister's commitment to involve more community in education, Alberta Education has developed a newsletter focusing on the interesting events and activities that are happening in education across the province. Newsletter provided for information.

**LIBRARY MEETING  
REPORTS**

**LIBRARY MEETING REPORTS**

Fox Creek Municipal Library:

Agreement is reviewed annually. Administration advised staff will be cut back for the 2011/2012 school year. Agreement will be shared with the Sangudo Municipal Library to help develop a new agreement with them.

Sangudo Municipal Library:

The current library agreement needs to be reviewed and revised.

**MD OF GREENVIEW  
MEETING REPORT**

**MD OF GREENVIEW MEETING REPORT**

Trustee Gilchrist advised the MD of Greenview is interested in taking over the Sunset House property. They believed the property was legally in their name, but the land title search showed it is in Northern Gateway's name. There is 6 acres of land which has services and supernet. Administration will continue discussions with the MD of Greenview to see if they are interested in purchasing the property.

**BOARD MEETING  
RECESSED**

The Board meeting recessed at 2:07 p.m. for trustees to tour the new Division Office.

**BOARD MEETING  
RESUMED**

The Board meeting resumed at 3:05 p.m.

**DISPOSITION OF  
PROPERTY**

**DISPOSITION OF PROPERTY**

A letter has been sent seeking the Minister's approval for private sale of the old Division Office. Administration advised all indications show the letter of approval is coming.

Same process must be followed for David Ovans School. Infrastructure requires two independent appraisals on the building before the process could begin.

**SUNSET HOUSE SCHOOL  
FINAL CELEBRATION  
REPORT**

**SUNSET HOUSE SCHOOL FINAL CELEBRATION  
REPORT**

Sunset House School celebrated the past year's academic achievements and said good bye to the community school that has closed its doors for the last time. Over 200 people – former and current students, teachers, parents, employees and community members attended the June 18<sup>th</sup> farewell. Administration and trustees attended the celebration. Congratulations go out to Judy Rieu and staff for putting a lot of energy and thought into the evening.

**BOARD CHAIR EMAIL  
NO. 14**

**BOARD CHAIR EMAIL NO. 14**

Provided for information is Jacquie Hansen's board chairs email.

**TENDERS 2011  
RE-ROOFING PROGRAM**

**TENDERS 2011 RE-ROOFING PROGRAM**

Tender quotation information provided for the 2011 re-roofing projects for Whitecourt Central School, Harry Gray Elementary School and Oscar Adolphson School.

**ENROLMENT REPORT**

**ENROLMENT REPORT**

The Enrolment Report for the period ending May 31<sup>st</sup>, 2011 was presented to the Board.

**SUSPENSION REPORT**

**SUSPENSION REPORT**

Administration presented the Division Cumulative Suspension Report from September 09/10 to May 31/11.

**TRUSTEE REPORTS**

**TRUSTEE REPORTS**

Terry Slemko

Two more one-room schools received signage; Greencourt and Stanger. Trustee Schalm attended the ceremony for Greencourt and Trustee Miner attended the ceremony for Stanger.

Trustee Slemko attended the Onoway Elementary School Grade 7 Band Concert finale for term three.

The Onoway History Book is now available for purchasing. Cost is \$80.00 per book – if interested you can contact Terry Slemko.

Peter Gilchrist

Trustee Gilchrist attended the Hillside High School graduation ceremony. This was the largest grad class in 15 years.

Albert Schalm

Trustee Schalm attended the signage unveiling ceremony for the Greencourt one-room school.

Trustee Schalm attended the Mayerthorpe High School graduation ceremony on June 25<sup>th</sup>, 2011 and the Elmer Elson Elementary Magic Show on June 27<sup>th</sup>, 2011.

Cheryl Miner

Trustee Miner attended the Mayerthorpe High School graduation ceremony on June 25<sup>th</sup>, 2011.

Judy Muir

Chair Muir attended the Rich Valley School Awards ceremony.

**ADDITIONAL REPORT ITEMS**

**ADDITIONAL REPORT ITEMS**

**BOARD HIGHLIGHTS**

**F. BOARD HIGHLIGHTS**

The following items will be communicated to our communities:

1. Sunset House School Farewell
2. School Transitions
3. Results: Sangudo Name the School Contest
4. Disposition of Property
5. Board of Trustees meets with MLA VanderBurg
6. 2011 Roofing Projects
7. High School Graduation Ceremonies
8. 2011 – 2012 Budget Report

**IN-CAMERA ITEMS**

**IN-CAMERA ITEMS**

2181-11

Moved by Trustee Miner – that the Board go in-camera at 3:30 p.m. and that Kevin Andrea, Michelle Brennick and Michael Gramatovich be invited to remain.

Motion Carried

MLA George VanderBurg, entered the meeting at 4:03 p.m. and left the meeting at 4:37 p.m.

Michael Gramatovich, Secretary-Treasurer, left the meeting at 4:50 p.m.

2182-11 Moved by Trustee Schalm– that the Board come out of in-camera at 5:20 p.m.

2183-11 Moved by Trustee Maddigan – that the Board accept the amended School Based Support Staff Terms of Employment and Addendum as presented.

Motion Carried

2184-11 Moved by Trustee Govenlock – that the Board accept the recommendations of the Support/Admin. Compensation Committee as follows:

Deputy Superintendent – Increase to salary of 4.56% effective September 1<sup>st</sup>, 2011

Assistant Superintendent – Adjustment of \$5000.00 plus an increase to salary of 4.56% effective September 1<sup>st</sup>, 2011

Director of Transportation – Increase to salary of 2.00% effective September 1<sup>st</sup>, 2011.

Secretary-Treasurer – Adjustment Amt = SIPP (It is agreed that an amount of money equal to the 2011-2012 registered Supplementary Income Pension Plan contribution calculation will be transferred into a Retirement Savings Plan as directed by the recipient plus an increase to salary of 2.00% effective September 1<sup>st</sup>, 2011.

LS Coordinator – Student Services – Increase to salary of 4.56% effective September 1<sup>st</sup>, 2011.

Network Administrator – Increase to salary of 2.00% effective September 1<sup>st</sup>, 2011.

LS Coordinator – AISI – Increase to salary of 4.56% effective September 1<sup>st</sup>, 2011.

Director of Learning Services – Increase to salary of 4.56% effective September 1<sup>st</sup>, 2011.

Director of Maintenance – Increase to salary of 2.00% effective September 1<sup>st</sup>, 2011.

Assistant Secretary-Treasurer – Adjustment of \$5000.00 plus an increase to salary of 2.00% effective September 1, 2011.

Superintendent of Schools – Adjustment of \$10,000.00 plus an increase to salary of 4.56% effective September 1<sup>st</sup>, 2011.

All staff will have 96% of their benefit premiums paid by the Board, and their Health Spending Accounts will be increased to \$350.00 per year.

(The following to be attached to the Deputy Superintendent, Assistant Superintendent, Director of Learning Services, Secretary-Treasurer, Assistant Secretary-Treasurer, Network Administrator, Director of Maintenance and Director of Transportation Contracts)

#### Leaves of Absence

- The Board recognizes that an employee may require time off to attend to personal affairs. It therefore will approve two (2) days per school year. These days will be at no loss of salary or benefits and must be used within the current school year with no provision for accumulation from year to year, subject to the following provisions:
  - (a) Personal leave must be applied for at least three (3) days in advance of the leave being taken. Applications must be approved by the Superintendent.
  - (b) Personal leave shall not be granted to extend the Christmas break or spring recess.
  - (c) All personal leave days shall be taken as half or full days.
  
- Temporary leave of absence necessitated by critical illness or death of a relative of the employee shall be granted by the Board with salary and benefits according to the following:
  - a) In the event of the death of the employee's spouse or child, a time up to and including five (5) days;

- b) In the event of critical illness on the part of the employee's spouse or child, a time up to and including five (5) working days;
- c) In the event of critical illness or death of a relative of the employee a time up to and including four (4) working days provided such relative is a parent, brother, sister, parent of spouse, grandparent, grandchild, son-in-law, daughter-in-law or a relative who is a member of the employee's household;
- d) In the event of the death of the employee's brother-in-law, sister-in-law or grandparent of spouse a time up to one (1) working day;
- e) Additional leave under this section may be granted upon application to the Superintendent;
- f) For purposes of this section, medical documentation supporting the employee's requirement to be in attendance may be required for critical illness.

Motion Carried

2185-11

Moved by Trustee Schalm – that the Board accept for the re-roofing project at Percy Baxter School the lowest tender received from True-West Company Ltd. in the amount of \$269,986.00 + GST, subject to Ministerial approval.

Motion Carried

**ADJOURNMENT**

**I. ADJOURNMENT**

2186-11

Moved by Trustee Nichol - that the meeting be adjourned at 5:25 p.m.

Motion Carried

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Board Chair

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Secretary-Treasurer