



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

Regular Board Meeting Minutes

Thursday, December 7, 2023

9:00 am – 4:00 pm

Meeting Platform: In-Person/Zoom

Edmonton, AB

Attendees:

<p>Board Members:</p> <ol style="list-style-type: none"> Councillor Shayne Letendre, Loon River First Nation (Zoom) Councillor Cody Letendre, Loon River First Nation (Zoom) Chief Billy Joe Laboucan, Lubicon Lake Band Councillor Vera Laboucan, Lubicon Lake Band Councillor Timothy Sawan, Lubicon Lake Band (Zoom) Chief Gilbert Okemow, Vice Chair, Peerless Trout First Nation Councillor Corrine Alook, Peerless Trout First Nation Councillor Julianne Noskiye, Peerless Trout First Nation Councillor Darren Auger, Chair, Whitefish Lake First Nation (Zoom) Councillor Frank Whitehead, Woodland Cree First Nation (Zoom) Councillor Derek Auger, Woodland Cree First Nation Felicia Ochs, Woodland Cree First Nation 	<p>KTCEA Staff:</p> <ol style="list-style-type: none"> Dr. Daphne Mai'Stoina, Superintendent Pearl Calahasen, Deputy Superintendent Kimberly Carifelle, Associate Superintendent Corporate Services Gwena Cunningham, Associate Superintendent Learning Services & Academic Success Gord Atkinson, Associate Superintendent Facilities & Operations Carmen Parent, Strategic Projects Specialist Yvonne Noskey, Finance Director Jay Calahasen, Communications Manager Rosalie Bisailon, Executive Assistant Jenna Calahasen, Health & Safety Manager
<p>Absent / Regrets:</p> <ol style="list-style-type: none"> Chief Ivan Sawan, Loon River First Nation Councillor Clifford Laboucan, Whitefish Lake First Nation 	<p>KTC Leadership, Admin Staff & Other Guests:</p> <ol style="list-style-type: none"> Christopher Smeaton, Board Mentor Katherina Richard, MNP

1. Call to Order

Chair, Darren Auger

- **Motion 2023-07-12 # 1: The December 7, 2023 Board meeting was called to order at 9:01 am.**
- **Moved by Councillor Frank Whitehead, Seconded by Councillor Cody Letendre.**
- **All in favour, motion carried.**

2. Opening Prayer

Chief Gilbert Okemow

3. Introductions/Roll Call

4. Board of Declaration - manâtisiwin (recording)

Jay Calahasen



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5. Approval of Agenda

- **Motion 2023-07-12 # 2: The Board approved the December 7th, 2023 Board meeting agenda as presented.**
- **Moved by Councillor Julianne Noskiye, Seconded by Councillor Frank Whitehead.**
- **All in favour, motion carried.**

6. Approval of September 8, 2023 Minutes

- **Motion 2022-08-09 # 3: The Board approved the September 8, 2023 Board meeting minutes as presented.**
- **Moved by Councillor Frank Whitehead, Seconded by Councillor Shayne Letendre.**
- **All in favour, motion carried.**

7. Action Items

7.1. Swearing in of New Board Member

Felicia Ochs introduced herself and was sworn in by Finance Director Yvonne Noskey as a new Board member for Woodland Cree First Nation.

7.2. Approval of the 2023 Financial? Audit

The 2023 KTCEA Audit Findings were presented by Katherina Richard of MNP. A report of the findings was presented to the Board.

- **Motion 2023-07-12 #4: The Board approved the August 2023 Audit as presented.**
- **Moved by Councillor Darren Auger, Seconded by Councillor Cody Letendre.**
- **All in favour, motion carried.**

7.3. Superintendent Evaluation Committee

- **Motion 2023-07-12 #5: The Board adopted the recommendations in the Superintendent Evaluation Report dated October 27, 2023, as presented.**
- **Moved by Councillor Shayne Letendre, Seconded by Councillor Corrine Alook.**
- **All in favour, motion carried.**



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8. Policy Update

8.1. Policy Streamlining - Presentation by Christopher Smeaton

In the streamlining process, Board Mentor Chris Smeaton is recommending the Board reduce the number of policies from 46 down to 21.

8.2. Review of Policies 1, 2, 3

8.2.1 Policy 1 Legal Foundations and KTCEA Vision, Mission and Values

8.2.2 Policy 2 Board Governance and Responsibilities

8.2.3 Policy 3 Respectful, Caring, and Safe Schools and Workplaces

8.3. Policy Review – Next Steps

Administration will verify with legal counsel about the best placement for the “legal foundations” section currently at the front section of the Board Policy Manual (either in the Articles of Association or in the Policy Manual).

A work plan including timelines and costs for the Policy Manual Streamlining project will be developed and presented to the Board Policy Committee in January or February. The Committee will review the work plan and provide recommendations to the Board on the next steps. The end goal is to have the updated Board Policy Manual in place by September 2024.

9. New Board Processes and Agenda

An outline of a new process and agenda style were presented to the Board.

10. Administrative Procedures

The following Administrative Procedures were shared with the Board for their information:

10.1. AP 319 Pediculosis (Head Lice)

Lice is no longer considered a health hazard or sign of poor hygiene. Health Centres are no longer completing lice checks at the schools as research shows that lice checks do not decrease the cases of lice in a school. Lice checks and treatment are to happen at the home. This is also for liability. Students suspected of having head lice will be notified in a confidential manner. The Principal is to contact the parent. If parents require additional support, they can contact the Health Centre regarding treatment options.

10.2. AP 111 Elders Advisory Committee

There is strong encouragement to all staff to meaningfully involve elders in the work of KTCEA. Their guidance will help us realize our vision. The Elders Advisory Committee will be selected by the KTC Chiefs and Councils for a two-year term to meet 4 times a year. A report following their meetings will be presented to the Board. A draft Terms of Reference was shared with the Board and will be presented to the Elders Advisory Committee in January for their feedback.



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10.3. AP 431 Addressing Employee Concerns or Complaints

Employees are encouraged to address their concerns with the person directly. If the concern is not resolved, they can submit a written complaint. If an employee is not satisfied with KTCEA's decision on step 1, they may resubmit the concern to the Branch Director within 10 days of receipt of the response. If the employee is still not satisfied, they have the option to take the complaint to the Superintendent. The Superintendent's decision is final.

10.4. AP 695 Animals in School

AP 695 provides guidelines for how we use animals in classroom instruction, how we deal with stray animals at the school, and service animals. This is a safety issue that was previously identified as important by the Board. Animals are not permitted to roam freely in the school building or on school grounds. Unescorted animals, poisonous animals, and wild animals are not permitted at schools.

Unaccompanied or stray dogs sighted at our schools should be reported immediately to the school office. School staff will contact local authorities and/or the First Nation for assistance in managing and removing a stray dog from school grounds, to ensure staff and students remain safe at school.

11. Information Items

11.1. Operations & Facilities Update – Safety and Security of Schools

Health & Safety Manager Jenna Calahasen gave a presentation of KTCEA protocols, lock down drills, and hold and secure procedures. Hour Zero training is taking place for Principals, Teachers, and EA's. The Board requested a parent handbook be developed and training provided on emergency procedures. The Board suggested to set up an evening training session with police and Directors of Emergency management at each school. Training could involve PAC's. Emergency training was recommended to be included as part of new employee orientation.

11.2. Corporate Services Update

Associate Superintendent Kim Carifelle provided an overview of Human Resources including the current teaching position vacancies and statistics, staff incentives and training initiatives provided over the past few months. Going forward, exit interviews will be completed before an employee leaves so we can learn and incorporate the feedback. .

11.3. Learning Services Update

Associate Superintendent Gwena Cunningham provided an update on Learning Services. A Student Mental Health Summit was held on Nov. 3, 2023 and a donation from ATB covered all the costs. We are partnering with KTC Administration for Spring Symposium. There is Equine Therapy available, and the next LBL camp is in January. The principal handbook has been released. Once student assessments are completed they will be presented to the Board.



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11.4. Superintendent Update

Superintendent Daphne Mai'Stoina provided an update on each of the schools, community meetings, Chief and Council meetings, meetings with Provincial Boards, ASBOA membership, the ISC Strategic Planning Meeting, the staff Christmas gathering, and school Christmas conferences. As part of her update Jay Calahasen provided an overview of the Strategic Communications Plan. The Superintendent shared that a Board workshop on Educational Services Agreements was being planned in the early months of 2024 for the Board. Wildcat Consulting (Brian Wildcat) will be facilitating the workshop.

- **Motion 2023-07-12 # 6: The Board approved the Superintendents Report as presented.**
- **Moved by Councillor Darren Noskey, Seconded by Councillor Timothy Sawan.**
- **All in favor, motion carried.**

12. Comments and Announcements

Chief Billy Joe Laboucan wants the Board to consider a few new programs in its planning including bison and cattle management and hockey academy. Chief Billy Joe encouraged KTCEA to continue working closely with other First Nations Education partners, in addition to provincial boards.

13. Closing Prayer

Chief Gilbert Okemow

14. Adjournment

- **Motion 2023-07-12 # 7: The Board declared the meeting adjourned.**
- **Moved by Councillor Darren Auger, Seconded by Councillor Corrine Alook.**
- **All in favor, motion carried.**