



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

Regular Board Meeting

Thursday October 6, 2022

Meeting Platform: In-Person/ZOOM

KTCEA Central office in Red Earth

9:00am-3:00pm

Attendees:

<p>Board Members:</p> <ol style="list-style-type: none"> Chief Ivan Sawan, Chair, Loon River First Nation Councilor Shayne Letendre, Loon River First Nation Councilor Cody Letendre, Loon River First Nation Chief Billy Joe Laboucan, Lubicon Lake Band Jason Laboucan, Lubicon Lake Band Chief Gladys Okemow, Peerless Trout First Nation Councilor Judy Sinclair, Peerless Trout First Nation Councilor Darren Auger, Vice Chair, Whitefish Lake First Nation Frank Whitehead, Woodland Cree First Nation 	<p>KTCEA Staff:</p> <ol style="list-style-type: none"> Dr. Daphne Mai'Stoina, Superintendent Pearl Calahasen, Deputy Superintendent Carmen Parent, Strategic Projects Specialist Yvonne Noskey, Director of Finance Kimberly Carifelle, Project Coordinator Melbourne Disbrowe, Communications Coordinator Brandon Okemow, Executive Assistant
<p>Absent / Regrets:</p> <ol style="list-style-type: none"> Chief Isaac Laboucan Avirom, Woodland Cree First Nation Councilor Corrine Alook, Peerless Trout First Nation Councilor Timothy Sawan, Lubicon Lake Band Chief Albert Thunder, Whitefish Lake First Nation Councilor Derek Auger, Chair, Woodland Cree First Nation Councilor Corrine Alook, Peerless Trout First Nation 	<p>KTC Leadership, Admin Staff & Other Guests:</p> <ol style="list-style-type: none"> Carol Dillman

Regular Board Meeting Minutes

1. Meeting Called to Order
2. Opening Prayer
3. Introductions / Roll Call

9:30 am Vice Chair, Darren Auger
 9:35 am Chief Gladys Okemow
 Board Vice Chair Darren Auger

- 2022-10-06 # 1: Motion to accept the September 8, 2022 Agenda as presented with changes.
- Moved by Chair Derek Auger. Seconded by Chief Ivan Sawan. All in favor, motion carried.



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4. Reading of the Minutes:

Yvonne Noskey, Director of Finance

- **2022-10-06 # 2:** The Board approved the Meeting Minutes of September 8, 2022 as read by Yvonne Noskey.
- Moved by Chief Gladys Okemow, Seconded by Councilor Shayne Letendre. All in favor, motion carried.

5. Superintendent's Report:

- School Updates: All schools are currently open. Recently we have had two temporary school closures at Little Buffalo and Cadotte Lake schools due to incidents in the community for Woodland Cree. Sports tournaments are back in place and student participation is high.

Student attendance and registration numbers are higher than expected.

- Our school buses are full.
- Students are returning in pre-COVID enrollment numbers.
- This is really positive news.

Staffing and teacher shortages remain a concern with teachers difficult to find due to a teacher shortage being experienced across Alberta and Canada.

- Staff specialists have been reassigned to school classrooms
- Some classes are combined with EAs supported by teachers
- Teachers and school staff are feeling stressed and stretched thin

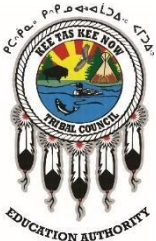
- Diploma Exams: An update on Alberta Education's changes to the Diploma exam weighting for this school year.
 - For the 2022-2023 school year, Diploma Exams will have a weighting of 20% in calculating a student's final marks.
 - This a temporary change from the normal 30% weighting for these exams.
 - In 2021-2022 diploma exams were cancelled for the first semester and weighted at 10% for the rest of the year. The previous year the exams were optional.

Diploma exams are written by students completing 30-level high school core courses, such as Science 30, Biology 30, English Language Arts 30-1 or 30-2, etc.

- Nominal Roll: The last instructional day of September of a school year is the census date for Nominal Roll. Nominal Roll is our official student count with ISC for the school year.

- It is used to calculate our core funding as well as our enhanced funding from Alberta Education.
- We do not get funding for students who register after September 30.
- The Projected NR for KTCEA in 2022-2022 is **1250**

We are carefully reviewing PowerSchool registrations to ensure there are no errors or duplications before we submit the final NR. We had 1272 students registered in PowerSchool on Sept 29, 2022 and are projecting to have approximately 1250 on the final NR. Last year's NR was: 1121



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Submission of NR must be sent to ISC by October 15.

- HR Update: We do know that parents are concerned about the teacher vacancies. This is a frustration and concern we share as well. It is also being experienced in other school boards across Alberta. Many school boards are offering signing bonuses and are poaching teachers from each other. We are asking other school boards to respect that our teachers need to give us a full month of notice. This is an issue we can also raise at the next College of Alberta School Superintendents meeting. We also need to maintain high standards for the teachers we hire – our students deserve this. If we hire the wrong staff, this can cause issues, legal fees and the costs of replacing them on short notice. We will also review our teacher contracts. Over the past few weeks, we interviewed and made offers to 5 individuals who started this week and next week (Oct 3 and Oct 11) on October 3rd.
 - 2 teachers at Cadotte Lake School (Grades 2 and 8)
 - 2 teachers at Little Buffalo School (K4/K5 and Grades 4/5)
 - 1 teacher at Kateri School (Grade 3/4)

A slide was shared showing where teachers are still needed for all KTCEA schools. An email was also sent out to board members with this information. For Little Buffalo and Cadotte, with the highest need, our specialists from Student Services/C&I are covering some classroom vacancies. Other vacancies are addressed by combining classrooms and having EAs supervised by teachers.

There was a discussion regarding the traditional practices leave. HR will be looking further into this and information will be provided at the next board meeting.

- Administration will be exploring innovative ways of retaining teachers, including providing incentives to teachers who are long term employees.
- Curriculum and Instruction Update: Curriculum and instruction staff have visited each school to present updates on the KTCEA Common Consistent Curriculum, to remind staff about the resources and lesson plans to support this, and give an update on the new K-3 curriculum for Numeracy and English Language Arts. Two of our schools have their parent advisory councils (PACs) in place. These are Little Buffalo School and Kateri School. Both will hold their first PAC meetings in October. The remaining four schools will be holding PAC elections this month to have their PACs in place before the end of October:
 - Clarence Jaycox School
 - Atikameg School
 - Elizabeth Quintal School
 - Cadotte Lake School

The PACs are chaired by the school principals. These meetings are an important way for parents, Elders and community members to engage with the school, hear updates, get involved in school activities or ask questions of the principal and school staff.

- Board members asked that a leadership program (teaching skills on diplomacy, negotiation at HS level) be developed through CCC. An update will be provided at the next meeting.



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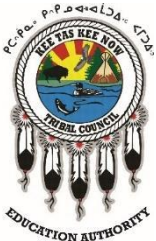
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- Land Based Learning Update: We have Land Based Lead Teachers established at each school to support LBL. Next week, we are hosting the Mamawhitowin Conference with NRLC on Oct 12/14 at Lubicon Camp. The focus is on LBL with Provincial Teachers and KTCEA teachers. We also have a Fall CTS/LBL Credit camp with SAIT for High School students Oct 24-28 at Lubicon Camp. The camp will include:
 - SAIT CTS/LBL Dual Credit program applications for second semester start.
 - Introduction to Drones and Orienteering.Our LBL specialist has ordered a set of taxidermy animals for each school to assist with LBL programming. These will include fish, marten, squirrel, muskrat, beaver, deer, and bear. These are expected to arrive in December. Professional Learning Communities (PLCs) on LBL are held monthly with all teachers. This is also in partnership with NRLC. The focus for October will be Moose call making. An Elder Advisory Committee meeting is planned for October (will include Elders, Cree instructors and LBL leads from each school). Elders provide guidance to help plan LBL camps, prioritize Cree and LBL in our curriculum, and update a list of local knowledge holders.
- Capital Services Update:
 - Capital Assets Management Administrative Procedures: KTCEA will implement policies, procedures and internal controls over capital asset acquisitions, amortization, tracking and disposals to ensure capital assets are accurately recorded, properly classified and appropriately safeguarded. Once a year, the existence of all capital assets will be verified. The Director of Capital Services will identify capital assets to be disposed of and the Director of Finance will determine the method of disposal. Once fair market value is determined, changes to capital asset values will be presented to the Superintendent and/or the Board who will authorize the write-down and/or disposal. KTC members may be given equal opportunity to purchase or make a bid for assets that will be disposed of. If there are no KTC Members interested in the purchase of assets that will be disposed of, KTCEA employees may be given an equal opportunity to purchase or make a bid for the assets. A notice of assets for sale shall be posted in a public place. Results of offers to purchase shall be presented to the Superintendent and/or the Board who will decide which offer, if any, will be accepted. The Superintendent will authorize the disposal or write down of capital assets with a net book value of up to 20K. The Board will authorize the disposal or write down of capital assets with a net book value higher than 20K.
 - School Bus Fleet: A slide shared showed a summary of plans for fleet management. Our older busses (busses 1-16) no longer meet our criteria for student safety. The buses that we want to eliminate are in very poor condition, have high kilometers and have high repair costs. They are not road worthy.



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- Buses 4, 6 need to be returned to Whitefish Lake First Nation. These buses were rented/leased by NSD before KTCEA. We will return them when Whitefish is ready to accept them.
- Buses 7, 8, 9, 12, 13, 16 –these are the buses that are required to be disposed. We recommend that these be put into auction “as is where is”. Richie Brothers could do an assessment to estimate the value, but we expect the value is less than \$3,000 per bus.
- Buses 10, 11, 17, 18,19, 20 – these are the buses we use and need as spares
- Buses 21-34 - these are the buses that are currently in use.
- Bus replacement plan for this year:
 - 2 buses to be purchased this year
 - The bottom two from In Use will move to spare.
 - The 2 current spares will move our list of buses that need to be disposed.
- HVAC Cleaning: Above All Duct Cleaning Services is our contractor. Little Buffalo, Clarence Jaycox, Cadotte Lake and Atikameg schools were all steam cleaned as part of COVID response in Spring/Summer 2021. The recommended service is every 4 years. Air balancing is a term used to determine if proper airflow is coming through the HVAC systems. KTCEA has not undertaken airflow audits. This would be part of any upcoming work to improve the HVAC systems as requested through ISC.
- S-Endorsement Training: Capital Services offered S-endorsement training September 23 – 25 at the Central office. This training is required within the first year of operating a school bus. 5 staff from several KTC communities completed the training. We do plan to offer more training in the coming months, possibly in other communities.
- Warehouse Expansion: Capital Services has prepared a briefing for the Board's consideration for warehouse expansion. This is to improve food delivery and logistics to reduce costs and improve service to schools. The board previously approved a budget of \$550K to expand our current warehouse plus cost to add office space, this would total \$809K. An opportunity has come up to purchase and renovate an existing warehouse space (also on Forestry Road) would cost \$630K, to result in a cost savings of \$179K from the original plan. Another option, which needs further research, would be to lease new space with a build to suit agreement and lease option (this could potentially cost up to \$2M with a long-term lease). Additional recommendations will be presented at the next meeting.
- Graduation: Student Services has reached out to some venues to identify options for a KTCEA –wide graduation celebration but have run into challenges confirming dates and bookings this fall for the number of people we were hoping to include (400). At this point we may need to look at moving the celebration to later in the school year. While we can cover the venue and dinner costs for the event, KTCEA will not be able to cover the costs of travel and accommodation for 400 people. It is also challenging to find a venue for 400 people. We will explore other options to accommodate a larger group, such as Northern Lakes College, or Elks Rodeo Grounds in High Prairie and come back to the Board with a proposal and options at the next meeting.



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- 2021-2022 Community Report:

Limited copies were printed for the Board's review today

- This report covers KTCEA's activities in the previous school year
- It is our third report to the community and also to our government funders.

Once approved, we will add the following final details before final printing:

- Cree translations of statements from Board Chair/Superintendent (in progress)
- Two board member photos (we can take photos today if Cody and Clifford are here in person)
- Consolidated Budget Expenditures for 2021-2022 (coming in October)
- Minor corrections and edits

Final report submission:

- Our deadline to submit this report to Alberta and ISC is November 30..
- We print these for distribution to the community in early November.

As with the last two reports, the report contains an update on our progress on each of the five board priorities.

- **2022-10-06 #3: The Board approves the 2021-2022 community report.**
- **Moved by Chief Joe Laboucan, Seconded by Councilor Judy Sinclair. All in favor, motion carried.**

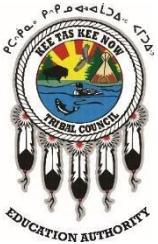
- 2022-2025 Strategic Plan: The draft Strategic plan is provided in your packages. In August we had a facilitated session in Calgary as part of the Board Strategic planning.
- The consultant group, pipikwan pehtakwan (pee-pee-gwan pee-tah-gwan) led board members through a facilitated discussion and provided a 'what we heard' report.
- The Plan incorporates the thoughts and guidance provided by the Board at the Strategic Planning session in August.
- The board provided key direction to inform the 2022-2025 Strategic Plan.
We took this direction and developed the attached draft plan, which we will now walk through with you.
- We need to ensure the Strategic Plan is communicated to staff as soon as possible. We will proceed with "approval in principle" in the absence of any responses. A formal motion will be brought forward at the next board meeting in December. Approval in Principle will be sent to board members by email.

- **2022-10-06 #4: The Board approves the 2022-2025 strategic plan.**
- **Moved by Chief Joe Laboucan, Seconded by Councilor Judy Sinclair. All in favor, motion carried.**

6. Finance Report

Yvonne Noskey presented the Year To Date financials for information.

Finance is reviewing the wages for custodians, cooks and bus drivers and will be presenting recommendations to the board.



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7. Adjournment:

Closing Prayer: Chief [Billy Joe Laboucan](#)

Awaiting Board Approval