



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

Regular Board Meeting

Thursday, December 3, 2020, 9:45 am – 3:00 pm

Virtual Remote Meeting – Google Meet

Attendees:

<p>Board Members:</p> <ol style="list-style-type: none"> 1. Chief Ivan Sawan, Chair, Loon River First Nation 2. Councilor Tyler Letendre, Loon River First Nation 3. Councilor Shayne Letendre, Loon River First Nation 4. Chief Billy Joe Laboucan, Lubicon Lake Band 5. Councilor Jason Laboucan, Lubicon Lake Band 6. Chief Gladys Okemow, Peerless Trout First Nation 7. Councilor Corrine Alook, Peerless Trout First Nation 8. Councillor Judy Sinclair, Peerless Trout First Nation 9. Chief Albert Thunder, Whitefish Lake First Nation 10. Councilor Darren Auger, Whitefish Lake First Nation 11. Chief Isaac Laboucan Avirom, Woodland Cree First Nation 12. Councilor Derek Auger, Vice Chair, Woodland Cree First Nation 13. Councilor Joseph Whitehead Jr., Woodland Cree First Nation 	<p>KTCEA Staff:</p> <ol style="list-style-type: none"> 1. Dr. Daphne Mai'Stoina, Superintendent 2. Pearl Calahasen, Deputy Superintendent 3. Carmen Parent, Strategic Projects Specialist 4. Yvonne Noskey, Director of Finance 5. Adam Noskey, Intermediate Accountant 6. Melbourne Disbrowe, Communications Coordinator 7. Gord Atkinson, Director of Capital Services 8. Theresa Brown, Director of Student Services 9. Terry Lynn Cook, Director of Curriculum & Instruction 10. Melvina Thunder, Human Resources Director 11. Melva White, Human Resources Manager 12. Colin Kelly, Board Mentor 13. Allan Langevin, Principal Mentor 14. Elijah Ogato, IT Technician 15. Heather L'Hirondelle, Executive Assistant
<p>Absent / Regrets:</p> <ol style="list-style-type: none"> 1. Councilor Richard Laboucan, Whitefish Lake First Nation 2. Councilor Timothy Sawan, Lubicon Lake Band 	<p>KTC Admin Staff & Other Guests:</p> <ol style="list-style-type: none"> 1. Al Rollins, KTC Chief Executive Officer 2. Dan Smith, KTC Chief Operations Officer 3. Jon Garcia, MNP Auditor 4. Katrina Christianson, MNP Auditor

Regular Board Meeting Minutes

1. **Meeting Called to Order** **10:15 am Chair Ivan Sawan**
2. **Opening Prayer** **10:15 am Chief Gladys Okemow**
3. **Introductions / Roll Call** **Chair Ivan Sawan**
 - Swearing in of New Board Member **Secretary Treasurer Yvonne Noskey**
 - New board member from Peerless Trout First Nation, Councilor Judy Sinclair
4. **Approval of December 3, 2020 Agenda:** **Chair Ivan Sawan**

- [2020 -12 - 03 #1: Motion to approve the December 3, 2020 Agenda as presented with the addition of discussion on Board Honorarium.](#)
 - [Moved by Councilor Joe Whitehead Jr. Seconded by Tyler Letendre. All in favor, motion carried.](#)
5. **Reading of the Minutes from November 4, 2020** **Yvonne Noskey, Director of Finance**
 - No changes

- [2020 -12 - 03 #2: Motion to approve the Minutes of November 4, 2020 as read.](#)
 - [Moved by Councilor Joe Whitehead Jr. Seconded by Chief Billy Joe Laboucan. All in favor, motion carried.](#)



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Meeting Information and changes to the schedule:

- The Superintendent noted the documents for the meetings have been emailed to all the attendees.
- The Chairman informed the attendees that the Whitefish Lake First Nation Board Members will be delayed to the meeting and there will be no decisions made until there is equal KTC First Nation representation. Any motions required will be set aside until a quorum is met.
- The Superintendent updated the Board on the changes to the schedule. The Governance training which had been scheduled as a full day in-person meeting on December 2nd will be scheduled into January 2021. This change is due to the new Covid gathering restrictions recently made by the Province and AHS.

Business Arising from the Minutes:

- Councilor Joe Whitehead Jr. suggested the process and summary of the minutes be more detailed with the titles and names of the people speaking and more write up on the board discussion.

6. Superintendent's Report:

Follow-up from the November 4 Board Meeting:

- Interagency collaboration on mental health with KTCCFS and Health and having monthly meetings. We will be connecting with our mental health workers and CFS staff with initiatives in the community.
- Neechi training was discussed with some shared funding but at this point the contribution will be in-kind from KTC Health and KTCEA as we have targeted funding where the funding is for specific projects.
- Addressing staff concerns we have developed an electronic staff survey with 17 questions to gauge employee satisfaction on several areas to improve and update our practices. All information will remain confidential, only utilizing data from numerical responses for report purposes. We would re-survey the staff at regular intervals. The survey will be implemented in January 2021 with more information to follow at the February 2021 meeting.
- The draft procedures 4.8 Process for Addressing Employee Concerns & 4.9 Concerns and Complaints Process for Non-KTCEA employees was presented. The HR staff have developed these procedures together with the HR consultant.
 - Councilor Joe Whitehead Jr. requested to be involved in all aspects of policy and procedures review within KTCEA as it reflects also on Woodland Cree Chief and Council and Tribal Council.
- The initial draft process consists of the HR staff compiling information for review to the Policy Committee made up of one Board Member per Nation with an administrative lead from KTCEA. The final draft from the committee will then presented to the full board for approval. The new members have been added to the subcommittee list.
- Transportation services requires the S endorsement for the bus drivers on their license. We will send the drivers to attend these courses within KTCEA or the surrounding area. MELT is only required for new drivers in the future.



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The Sports and Physical education program has been incorporating activities called movement breaks as part of the curriculum for their grades. A strategy is being developed by the sports coordinator and school reps; we are also looking at purchasing equipment for the new program.

- The development of Cree language resources is progressing and we have received a Cree language grant through Heritage Canada that will help develop the syllabics program.
- KTCEA is also looking to develop other Cree language resources specific to KTC Communities. Our goal is to move towards Cree immersion.
- Finance is also researching options for a Cree Language Bonus similar to the one offered at NSD. The Cree language is one of the pillars of KTCEA and we acknowledge the importance of recognizing Cree speakers. This incentive will encourage more staff to start and continue to use the Cree language.
- Information and recommendations on the EA Salaries and Cree language bonus will be presented by Finance at the January board meeting.

Covid 19 Update:

- The Covid measures announced by Alberta were presented with those that are specific to education. These include:
 - Grade 7-12 shifting to at-home learning beginning November 30 with in-person classes resuming January 11.
 - Early Childhood Services to Grade 6 at-home learning after scheduled winter break until January 11.
 - Employers should consider working from home, when possible.
- KTCEA School closures dates and restrictions were presented for each school.
 - Atikameg School:
 - School closed to all students starting November 30 with At-home learning for K-12 students and staff will continue to work from the school.
 - Cadotte Lake School:
 - School closed to all students and staff starting November 30 with at-home learning for K-12 students.
 - Staff are required to work from home until further notice (with the exception of the maintenance staff who will continue to monitor the buildings).
 - Clarence Jaycox School:
 - School closed to all students and staff starting December 3.
 - At-home learning for K-12 students.
 - Staff are required to work from home until further notice (with exemption of maintenance staff who will continue to monitor the building).
 - Elizabeth Quintal School:
 - School closed to all students starting November 30
 - At-home learning for K-12 students
 - Limited access will be provided to staff upon approval from PTFN. Staff must contact the school Principal.



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- Kateri School:
 - School closed starting November 30 with at-home learning for K-12 students.
 - Limited access will be provided to staff upon approval from PTFN. Staff must contact the school Principal.
- Little Buffalo School:
 - School closed to all students starting November 30.
 - At-home learning for K-12 students.
 - Staff can continue to work from the school or can work from home.
- Health & Safety Coordinator has suspended all visits to conduct assessments until further notice and will monitor the cases day by day and she is readily available as needed.

KTCEA Continuity Plan: (revised)

- Provides direction on how students will continue to learn while *in-school* classes are cancelled. It also outlines the specific roles, responsibilities and expectations of Principals, Teachers, Educational Assistants and Specialists.
- The objective is to facilitate grade progression, provide every student with a report card based on outcomes.
- Teachers are expected to be available from 9 to 3 pm. and maintain regular contact with every student and parents by phone, mail, or other remote means and share instructional plans and schedules.
- At this time, students are not going to be able to realistically complete all the learning outcomes. Priority outcomes are to be identified by the teachers through PLC's to ensure there is continuity of education.
- For K-6: The priority is on the literacy, numeracy and science outcomes of the curriculum, with common lessons developed and assigned by teachers to the students. The average hours for the assigned work is 5 hours a week per student.
- For Grades 7-9: The priority is on meeting literacy, numeracy, science and social studies. An average of 10 hours per week of work is assigned for the students.
- For grades 10-12. The priority is on delivering core courses. Teachers will assign an average of 3 hours a week per student.
- We are going to ensure that students have the ability to logon to Google Classroom. We are requiring that teachers take attendance on Google Classroom so that students are not left out.

Working from Home Protocol:

- This protocol sets clear expectations for staff and outlines key policies/procedures including on confidentiality, employee code of conduct and use of KTCEA equipment. It also provides good practices for healthy home work environments.



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Student Participation:

- The participation rates for the schools on Oct 3, 27th and November 26th as reported by the Principals are:
 - Atikameg, Little Buffalo and Cadotte Lake are just under 50%, while student participation at Kateri and Elizabeth Quintal School are 98 and 99%.
- The increase in participation rates was due to schools being open to students and we will continue to monitor these rates. We do expect the numbers to fall with the closing of the schools and
- The next assessment will be in December and the information will be provided at the next meeting.

Capital Services Update:

IT & Connectivity:

- The connectivity needs at all locations vary with some lacking devices and/ or proper internet service. KTCEA is offering to provide short term internet connectivity solutions to families of students. This includes identifying the best option (e.g. internet hubs/cell phone hot spots) and paying the upfront and monthly costs for these. Some families have also chosen not to have their children learn online and they will receive paper learning packages.
- The IT Department is reporting some devices have been damaged or lost since the start of the school year. KTCEA has 1480 devices for the schools with additional devices on order for those reporting shortages.

O & M:

- For schools that are closed to students and open to staff:
 - Custodians and maintenance switch to day-shifts with their regular cleaning and sanitizing routines.
- For schools closed to students and staff:
 - The school will be cleaned and sanitized prior to re-opening.
- Maintenance staff will have conduct regular daily checks of the building.

Food Services:

- Food Services would like to distribute perishable foods that we have in stock to those Nations who are interested. Pearl Calahasen has sent an email to the Chiefs to request working with Gord Atkinson on the distribution of these foods.
- KTCEA would like to continue providing students with food during December, even though our schools are closed. Some of the options for this are as follows:
 - Option 1: Make hampers for students and deliver them to a central location or to homes - depending on each community's DEM protocols.
 - Option 2: Supplementing existing hampers that Nations are planning to provide to their families.
 - Please let us know your preference by contacting Gord Atkinson.



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Human Resources Update:

- The HR department continues to research and meet with various universities for the ATEP program. An environmental scan was completed to determine the number of potential students.
- A total of 30 applicants are interested in taking the program with some who will be needing upgrading.
- Three options of possible institutions to provide the training were presented to the Board; these are:
 - Option A - University of Alberta
 - Option B - University of Calgary
 - Option C - First Nations University of Canada.
- The FN University of Canada is willing to work with us to develop a program and timeline so staff are still able to work. They will also ensure that the program is modified for Alberta provincial curriculum. The university will assess and potentially recognize the courses taken previously for transfer into the Education program.
- The U of A program has a strong cultural component. CILLDI and other courses maybe transferable into the ATEP.
- The U of C doesn't offer an ATEP program and lack the cultural component in their community based programming.
- The recommendation to the Board based on the HR Staff research and findings is to engage in more discussion with the First Nation University of Canada and the University of Alberta on these education programs.

- 2020-12-03 # 3: Motion to allow the continuation of the research and negotiations with the two recommended universities on providing an education program. One member of the personnel committee is to be involved in the continuous meetings.
- Moved by Councilor Tyler Letendre. Seconded by Councilor Joe Whitehead. All in favor, motion carried.

Student Services Update:

- There is a virtual plan in place for providing the inclusive education services. We are using the secure platform Teleroo World which allows families to access and connect with care-providers who need clinical services. These include:
 - Speech-language services
 - Occupational therapy
 - Physical therapy
 - Psychology
 - Autism consultant



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Early Learning Update:

- The K4 student resources have been delivered to all of the five schools.
- K4/5 lesson planning and progress reporting continues along with the PLC's and PD's to support the teachers and principals; and continued collaboration with Inclusive Education team.

Student Services: Moving Forward

- Students with special needs will continue to receive supports and the teacher will be responsible for continuing the education programming with the support of the Inclusive Education coordinator for at home learning.
- Principals will be responsible for the decision on whether students with disabilities will return to school for schools open to teachers.

Curriculum & Instruction Update:

- The "Think About It Curriculum" program will be delivered in January to the Grades 7 to 9 students. This framework works with local NNADAP and Health workers to bring awareness and education to addiction.

Community and At Home Specialist:

- This specialist supports those students who are learning from home. They provide training and support at biweekly meetings to the Grade 4-6 PLCs and to teachers and parents; and ensure Google Classroom is in place.
- They also provide support to the School Parent Advisory Committees in scheduling, setting up training and hosting meetings. Committee training will resume in January for those who had been rescheduled due to the shutdown.

Literacy:

- Staff are providing training and support to the teachers on accessing the online platform Learning A-Z. This program provides virtual and printable books for resource materials and can be used for in class or online using Google Classroom.
- The Literacy PLC is in development and will begin meeting December 8, 2021.
- We are purchasing the book: *Marvel Indigenous Voices #1* by indigenous illustrator Kyle Charles for all students from Grades 8 to 12. Gwena Cunningham will be hosting a question and answer session in late January for the students with the illustrator.

Subcommittee Update:

- The subcommittee list of members was presented to the Board. Each committee has one representative as chosen from each Nation, and the KTCEA Board Chair or Vice Chair will be ex-officio of each subcommittee.
- The following changes to the committees was requested by the members: Councilor Derek stepped down from the Policy Committee and was replaced by Councilor Joe Whitehead Jr.



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- The administrative leads of each of these committees will be coordinating introductory meetings in January to develop the terms of reference and next steps.

- 2020-12-03 # 4: Motion to approve the Superintendent's report as presented.
- Moved by Councilor Derek Auger. Seconded by Councilor Darren Auger. All in favor, motion carried.

Finance Update:

Financial Statements presentation by MNP

- Jon Garcia and Kristina Christianson presented the 2019-2020 Draft Audited Financial Statements to the Board.
- A clean audit opinion was given by MNP, and no subsequent events were identified.
- Chief Ivan Sawan requested a report on the Covid expenses and how much funding was received from ISC to offset these costs and how this has affected Jordan's Principle funding. MNP noted that ISC has given no response as yet, however, these costs will be reflected in the next fiscal year.

- 2020-12-03 # 5: Motion to accept the 2019-2020 Draft Audited Financial statements as presented by MNP.
- Moved by Councilor Joseph Whitehead Jr. Seconded by Councilor Jason Laboucan. All in favor, motion carried.

Additions to the Agenda: Board Remuneration

- The Superintendent presented some background and the Policy 2F Remuneration for Board members and recommended rates from other school jurisdictions; KTCEA previously used the same rates as KTC Administration. Research on this had been previously presented to the Board but this item was not revisited.
- Board Members discussed the Board Remuneration and agreed to change the Board Remuneration rates, effective December 3, 2020...

- 2020-12-03 # 6: Motion to approve the increase of the Board Honoraria to \$ 750 per meeting plus mileage. The Chair and Vice Chair positions will receive a higher rate per meeting.
- Moved by Councilor Joe Whitehead Jr. Seconded by Councilor Derek Auger. All in favor, motion carried.

Community Update: No concerns were presented.

Opening / Adjournment:

- 2020-12-03 # 7A: Motion to open the Board Meeting at 10:30 am.
- 2020-12-03 # 7B: Motion to adjourn the meeting at 2:00 pm.
- Moved by Councilor Joe Whitehead Jr. Seconded by Jason Laboucan. All in favor, motion carried.

- **Closing Prayer**

2:00 pm Chief Albert Thunder