



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

Regular Board Meeting

Wednesday, November 4, 2020, 9:00 am – 4:00 pm

Fantasyland Hotel, West Edmonton, AB

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. Councilor Timothy Sawan, Lubicon Lake Band 7. Chief Gladys Okemow, Peerless Trout First Nation 8. Councilor Corrine Alook, Peerless Trout First Nation 9. Chief Albert Thunder, Whitefish Lake First Nation 10. Councilor Richard Laboucan, Whitefish Lake First Nation 11. Councilor Darren Auger, Whitefish Lake First Nation (Call-In) 12. Chief Isaac Laboucan Avirom, Woodland Cree First Nation 13. Councilor Derek Auger, Woodland Cree First Nation 14. 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. Caitlin Elm, Communications Manager 7. Melbourne Disbrowe, Communications Coordinator 8. Gord Atkinson, Director of Capital Services 9. Theresa Brown, Director of Student Services 10. Terry Lynn Cook, Director of Curriculum & Instruction 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"> 15. Al Rollins, KTC Chief Executive Officer 	<p>KTC Admin Staff & Other Guests:</p> <ol style="list-style-type: none"> 16. Dan Smith, KTC Chief Operations Officer

Regular Board Meeting Minutes

1. **Meeting Called to Order** 9:15 am Chair Ivan Sawan
2. **Opening Prayer** 9:16 am Chief Albert Thunder
3. **Introductions / Roll Call** Board Chair
 - Swearing in of New Board Member Secretary Treasurer
 - New member from Woodland Cree First Nation is Joseph Whitehead Jr.
4. **Review of November 4, 2020 Agenda:** Board Chair

- 2020-11-04 #1: Motion to approve the November 4, 2020 Agenda as presented with the addition of 1. Governance and 2. Education Assistant salary increase request.
 - Moved by Chief Albert Thunder. Seconded by Jason Laboucan. All in favor, motion carried.
5. **Reading of the Minutes from October 8, 2020** Yvonne Noskey, Director of Finance
 - No changes or corrections

- 2020-11-04 #2: Motion to approve the Minutes of October 8, 2020 as read.
 - Moved by Chief Billy Joe Laboucan. Seconded by Tyler Letendre. All in favor, motion carried.

 - **Business Arising from the Minutes:**



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- Board members had questions on the Mental Health initiatives taking place in the schools.
 - The Director of Student Services explained the various incentives and sessions being provided from the Mental Health team that are building relationships in the community. We have been doing these initiatives since September. Examples are the pumpkin carving contest, online talent show, and working with individual, small and large group sessions, and also ongoing initiatives such as the Zones of Regulation and Equine Therapy.
- What is the timeline to get a therapist in Atikameg School?
 - A Mental Health team member will be meeting with the Principal on this next week, to ensure that the incoming therapist is a good fit for the school.
- Board member mentioned the First Nations University has appointed a person to work with KTCEA on the ATEP program. Contact will be made and meetings will be setup to include the Superintendent, HR staff and KTC Chiefs.
- Board members agreed that there are concern regarding the Mental Health Initiatives; more collaboration with KTC CFS and Health interagency meetings to prevent the overlap of services. KTC CFS has allocated \$100K to a project and recommended the KTCEA surplus to match these funds.
 - KTCEA will continue to meet with CFS together with Health to look at partnering and coming up with a solid plan in this area of concern.
 - Work on the interagency planning at the KTC level is ongoing.
- Board members also mentioned changes in the social programs which allow for youth to access funding for youth hockey programs. A Warrior program has been started at one First Nation to assist in the mental health of the youth using holistic ways.
- The importance of how the language is taught was mentioned; we should be adopting our own rules and use this to assist in the teaching of the Cree Language. Everyday life etiquette is not included in the program; and needs to be added. KTCEA needs to develop our own resources for the language program using the stories from our communities.
- The Cree Language instructors need their own space in the schools to teach.
 - An environmental scan was completed at the schools and we have found we are losing the language. We need to be more proactive in the teaching of the language; and the best way to do this is through an immersion program. Orthography and syllabics need to be included with the written concepts.
 - KTCEA will do more on ensuring the program encompasses more quality learning as we move forward with Cree language instruction.

6. Superintendent Update:

- KTCEA Restart plan updates were presented to the Board.
 - Safety audits and education assessments to gauge staff wellness and instruction are continuing at the schools.
 - Teachers have established regular contact with parents and students; strategies are being developed to improve the attendance. Long range plans with multi-delivery methods of



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learning is being implemented together with ensuring the Common Consistent Curriculum is being followed.

- Five schools have now completed the re-entry phasing and K to 12 students are attending.
 - Cadotte Lake School has grades K to 6 attending, with Grades 7 to 12 students re-entering Nov. 3, 2020.
 - Government of Alberta announced new changes to the list of symptoms for youth. These new changes apply to KTCEA students.
 - Student attendance is gradually increasing. In some schools, participation is at near normal levels. In-person learning has been more effective for the students.
 - Prior to the Christmas break we will be working with teaching staff to prepare 1-2 weeks of lesson plans before leaving for holidays so that lessons can be delivered using alternate methods (virtual learning, learning packages). This approach ensures we do not negatively impact instructional hours. The first day of class begins on January 3.
- Nominal Roll
 - Student registrations have increased from last year by a total of 64 students. The 2020-2021 student count is 1131.
 - All school staff attendance data was presented for September and October with all levels improving across all schools.
 - Additional Health and Safety information
 - Protocols and guidelines were developed to address specific school events such as Halloween, Remembrance Day, Christmas concerts and staff gatherings.
 - Adherence to the safety measures is being closely monitored by our Health and Safety Coordinator and this will continue for the remainder of the school year.
 - Fall Community meetings 2020
 - The Superintendent presented 3 options for the hosting of community meetings.
 - The Board approved **Option 2**: Only key staff to attend each of the community meetings in person. All others would attend and present information virtually. Some information would be available in hard copy for community members. Support from each Chief and Council would be sought in advance of the meeting.
- 2020-11-04 #3: Motion to approve Option 2 for hosting the Community Meetings as presented by the Superintendent.
 - Moved by Timothy Sawan. Seconded by Jason Laboucan. All in favor, motion carried.
- Community Use of Schools
 - Requests for the use of the school facilities are coming in; mainly for use of the gym. KTCEA recognizes that the schools are community buildings and we want to open the schools for community use as soon as possible.
 - We are developing protocols for community use of schools for no contact sports or events. We will review requests from communities, taking into consideration the staff, students, community safety and follow local Nation protocols together with the provincial.



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- Board members recommended the First Nations to decide on the use of the school facilities and follow the protocols in place.
- The Superintendent noted this process is included in the administrative agreement and community use is at the Nations discretion.
- Community Report 2019-2020
 - The Superintendent presented the report to the Board and provided a brief introduction.
 - This is the first community report produced from KTCEA; and it will be provided to all communities and to both governments as it is also an accountability report as part of the REA funding and Audited Financial report. The due date for the report is November 30 of each year.
 - The Community Report is based on the five priorities of the board: Student Success, Governance, Staff Attraction, Assets and Partnerships.
- Comments from the Board:
 - A Board member recommended the use of a staff survey as a way of benchmarking the progress of the organization in the area of staff retention.
 - There are concerns that KTCEA is not receiving proper information from the school staff; where some staff are not comfortable speaking to the Directors. More feedback is needed from the staff and a process is needed. Creating a pamphlet on how you move up the change of command and a suggestion / comment box for staff was recommended.
 - KTCEA will look more into this and providing training through the PD's; and more information to follow at the next board meeting.
 - The video of the Restart plan was shown to the Board.
- 2020-11-04 #4: The Board moves to approve the 2019-20 KTCEA Community Report as presented by the Superintendent.
- Moved by Darren Auger. Seconded by: Richard Laboucan. All in favor, motion carried.
- ATEP:
 - The HR staff continue to meet with various Universities and colleges to provide educational opportunities for the EA's. There are approximately 30 applicants interested in the ATEP program and working towards the B.Ed. and another 8 looking at other education options.
- Organizational Chart changes requested:
 - The Superintendent requested the position of Community and Elder Engagement Coordinator position be reinstated into the organizational chart. This position is currently vacant and normal recruiting procedures will be conducted.
- 2020-11-04 #5: The Board motions to approve the reinstatement of the Community and Elder Engagement Coordinator to the Organizational Structure.
- Moved by Chief Albert Thunder. Seconded by: Corrine Alook. All in favor, motion carried.
- Capital Services:
 - The new supply order system will now allow for shipments to go directly to the schools.



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- Recycling bins have been setup and the teaching staff are working on recycling lesson plans for the students.
- Smartboards are still being installed in as many classes as possible.
- Transportation:
 - Temperature monitoring kits and PPE supplies are available for all buses.
 - We currently have a shortage of spare bus drivers; and we also continue to recruit for bus monitors.
 - Board members recommended S-Endorsement training for the drivers; and to work with Penny Laboucan at KTC to assist.
- Food Services:
 - The new delivery truck is now operational and in service.
 - Staff are receiving training on the online food ordering system.
- Inclusive Education:
 - New routines and protocols are being used in providing the support services such as OT, PT and Mental Health. The team has met with teachers using google meet to discuss supports for the students moving forward during covid.
- Early Learning:
 - Indigenous themed resources have been ordered for the home reading program.
 - Backpacks have been delivered to the schools for the K4 program.
 - The K5 curriculum mapping has been shared and is being revised with the K4 teachers.
- Career Counselling:
 - KTCEA has 38 students from all the schools who are on track to graduate this year.
 - Attendance and retention strategies continue to be explored.
- Sports Program:
 - The students still have to do the Daily Physical Activities; we have adjusted for this.
 - Board members commented on the sports programming and were concerned on how this has been affecting the students with the limiting of sports.
 - Outdoor activity and other alternatives are needed for the students.
 - The tournaments have been stopped and we are looking into alternate ways of providing physical education. We will have more information on the sports program at the next meeting.
 - The Board recommended timelines on restarting the sports program and potentially using the LBL Camp for sports activities.
- Curriculum and Instruction:
 - As we move forward in implementing the Common Consistent Curriculum using the Project Charter; many project goals are already in progress or completed. The project ensures the curriculum will be aligned with the Cree language, community values, identity and history of KTCEA.
 - We are also partnering with KTC Health in using the “Think About It” curriculum for the grade 7 to 9 levels. This program teaches the students about addictions and drug awareness.



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- KTCEA continues to be proactive in the curriculum discussions with Alberta Education.
- PLC's are ongoing for the staff and are assisted by both the C & I and Student Services specialists.
- Fine Arts, CTS, Numeracy and Science:
 - An environmental scan is being developed using a survey to identify the school needs, storage and resources for the Fine Arts programs.
 - Equipment has been ordered and setup for some of the schools; and teachers are getting ready to offer some activities. There are some full CTS courses also being offered in the schools.
 - In Numeracy and Science, we have purchased a Mathletics license for all the schools and created a Numeracy PLC. The Numeracy & Science specialist position is vacant and we are currently advertising.
- Literacy:
 - E- Libraries have been purchased for the Grade 7 – 12 students; and schools will be receiving kits and lesson plans to support comprehension development with students.
 - In-school support staff for the literacy program are currently in Cadotte, Little Buffalo and Elizabeth Quintal Schools.
 - The Borrow a Book program is in development and the Joyful Literacy initiative is continuing.
- Cree Instruction:
 - The Cree program is working on lists of words for the seasonal rounds, the long-range plan for Cree Language and culture guides.
- Board Policy Manual:
 - The Board approved the policy manual in principle at the October 8th meeting; and to include wording for the Arbitration and Mediation policy. to read "KTCEA will endeavor to address disputes, difference and/or claims internally whenever possible using an internal dispute resolution process and local facilitators."
 - A committee has been established at the KTC level to provide direction and process for Arbitration and Mediation at the local level. Training will be given to the KTC members appointed to this committee. KTCEA will participate and provide support to the committee.

- 2020-11-04 #6: The Board motions to approve the wording for the Arbitration and Mediation policy to read "KTCEA will endeavor to address disputes, difference and/or claims internally whenever possible using an internal dispute resolution process and local facilitators."
- Moved by Derek Auger. Seconded by Darren Auger. All in favor, motion carried.

- 2020-11-04 #7: Motion to approve the Superintendent's report as presented.
- Moved by Jason Laboucan. Seconded by Richard Laboucan. All in favor, motion carried.



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Land Based Learning Presentation by Jason Bigcharles:

- A total of 7 of 13 camps had been completed before the pandemic arrived. Equine training was being done during this time; and we were to begin a new structure and proposed program.
- We are lacking Elder Knowledge holder support at this time with the COVID 19 restrictions.
- We have been working with students virtually and sharing learning videos with the students; such as the moose calling video we have developed. 50 students participated, but overall they want to attend the camps.
- We are looking at more teacher involvement in the program using a mentoring approach; this will help them pick up the skills needed and engage the staff.
- The books and materials being used are relevant to the Nations and making the connections together with the CCC and AB Education required outcomes. These processes were developed together with AB Education and KTCEA with integrating the LBL Curriculum into the camps program.
- The Draft KTCEA Curriculum Framework was presented. This framework is formed no different than the Alberta curriculum; the focus was made up of four foundations, as per the Elders' recommendations. The Cree Specialist will be putting in the language lesson portion for the LBL curriculum. The team has come together on the writing of this curriculum and we hope to keep moving forward in this. PLC meetings also assist to connect the LBL with the curriculum.
- The following are current and future projects that we are working on:
 - Meeting with SAIT on a butcher and chef program for students to learn how to process moose; and awarding them with CTS credits. This is planned for May and June 2020.
 - SAIT is also offering an AV technician program along with this; to have the students learn how to film, produce and edit the LBL teachings, while earning high school credits.
 - We are also looking at a Dual Credit program which allows students to graduate with their high school diploma as well as a post-secondary course credits.
 - LBL Kits are near completion; these materials will assist teachers in the virtual classroom setting. PDs are offered to teachers on learning some of the skills associated with LBL.
- The Royal Alberta museum would like to showcase KTCEA, in how they have started and where we are now. Requests for support for the display will be coming to the board in the near future.

LBL Comments from the Board:

- Board members recommended the elders to be included and assist in the LBL program and meet with the students using virtual video conferencing.
- The use of progressive teaching videos to teach students was also recommended; similar to the moose hunting trip video; which may also include teachings on how to hunt, recognize and identify traditional uses of animals in our culture.
- Peerless Trout First Nation hunting trip videos on You Tube will also be included as a resource in the LBL Program.

- 2020-11-04 #4: Motion to approve the Land Based Learning Presentation by Jason Bigcharles.
- Moved by: Chief Albert Thunder. Seconded by: Richard Laboucan. All in favor, motion carried.



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Financial Update:

- The finance report was presented to the Board by each department and noted the surpluses and deficits in each area.
- Yvonne Noskey and presented the MNP service agreement. The Draft Yearend Financial Statements will be presented at the next board meeting in December.

- 2020-11-04 #4: Motion to approve the Finance Report as presented by the Director of Finance.
- Moved by: Darren Auger. Seconded by: Tyler Letendre. All in favor, motion carried.

Additions to the Agenda & Community Update:

1. Education Assistant Salary Increase request:
 - Board members expressed the current salaries for the Education Assistants are deemed low. They currently receive approximately \$ 900 every two weeks, and they are barely making it by.
 - The Superintendent and HR department will address this concern.
 - The Salary Grids that were established were at par with the province and NSD, this includes certified and uncertified staff and the top salary was chosen. NSD paid the EAs on a ten month base, where as KTCEA pays on a twelve month base; with the Salary broken into 26 pay periods versus 24 pay periods in a year. This spacing maybe the reason for the perception of a lower salary.
 - NSD was giving grant incentives for those staff who were fluent speakers in Cree, in the amount of \$1500 per year. This can be reviewed and brought back to the board for further discussion.
 - Board recommended the location factors and cost of living be included in the adjustments to the salaries for the EA's. The certification and grids must be looked into for the support staff.
2. Governance:
 - Board members expressed concerns on the governance model, and noted changes have been made to the other KTC entities on this topic.
 - KTCEA Board governance training is proposed to take place on December 2, 2020 with the Board mentor facilitating this session.

Adjournment:

- 2020-11-04 #9: Motion to adjourn the meeting at 3:00 pm.
- Moved by Jason Laboucan. Seconded by Chief Billy Joe Laboucan. All in favor, motion carried.

- Closing Prayer

3:00pm Darren Auger