



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY
Regular Board Meeting
December 4 – 5, 2019
Executive Royal Hotel West, Edmonton AB

DAY TWO: December 5, 2019

Attendees:

Board Members:

Chief Ivan Sawan, Chair, Loon River First Nation
Councilor Darren Auger, Vice Chair, Whitefish Lake First Nation
Chief Billy Joe Laboucan, Lubicon Lake Band
Councilor Timothy Sawan, Lubicon Lake Band
Chief Gladys Okemow, Peerless Trout First Nation
Councilor Corrine Alook, Peerless Trout First Nation
Councilor Gilbert Okemow, Peerless Trout First Nation
Councilor Frank Whitehead, Woodland Cree First Nation
Councilor Derek Auger, Woodland Cree First Nation
Chief Albert Thunder, Whitefish Lake First Nation
Councilor Tyler Letendre, Loon River First Nation
Councilor Shayne Letendre, Loon River First Nation

KTCEA & KTC Staff:

Pearl Calahasen, Deputy Superintendent
Al Rollins, CEO KTC Administration
Yvonne Noskey, Director of Finance
Theresa Brown, Director of Students Services
Gord Atkinson, Director of Capital
Melvina Thunder, Human Resources Manager
Caitlin Elm, Communications Manager
Melbourne Disbrowe, Communications Coordinator
Heather L'Hirondelle, Executive Assistant
Carmen Parent, Strategic Project Specialist
Dan Smith, Senior Policy Advisor

Regrets:

Chief Isaac Laboucan-Avirom, Woodland Cree First Nation
Councilor Jason Laboucan, Lubicon Lake Band
Daphne Mai'Stoina, KTCEA Superintendent

Consultants:

Colin Kelly, Board Mentor
Jon Garcia, Auditor MNP
Annette Arcand, Auditor MNP

REGULAR BOARD MEETING MINUTES

1. Meeting Called to Order

December 5, 2019 9:10 am

2. Opening Prayer

Gilbert Okemow

3. Introductions

4. Reading of the Minutes

Yvonne Noskey, Director of Finance

- Regular Board Meeting October 16, 2019
- Corrections to the Minutes:
 - Page 2 Chair Ivan Sawan clarified the statements regarding Loon River Minor Hockey was a general discussion on entertaining the idea of having KTCEA involved with the organization.
 - Page 4 KTCE should read KTCEA

- *2019-12-05 #1: Motion to approve the October 16, 2019 Board Meeting Minutes*
- *Moved by Frank Whitehead. Seconded by Chief Albert Thunder. All in favor; Motion carried.*

- Reminder Note: CEO Al Rollins clarified the KTCEA Quorum is 9 from the Board – 60% of Members must be present. All Board Members representing each First Nation do not have to be present. The focus is to have all the First Nations Board of Directors at the meetings.



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5. Approval of the December 5, 2019 Agenda

- Changes: Deputy Superintendent will be presenting the Superintendent's Report
- Additions:
 - Audit Review - MNP Jon Garcia
 - Communications Update – Caitlin Elm
- Deferred Items for the next Board Meeting January 9, 2020
 - Identification of Sub-Committee Members and appointment of new members
 - Strategic Planning Review & Update

- *2019-12-05 #2: Motion to approve the December 5, 2019 Agenda*
- *Moved by Chief Albert Thunder. Seconded by Gilbert Okemow. All in favor; Motion carried.*

6. Business Arising from the Minutes:

Land Based Learning discussion:

- Chief Billy Joe Laboucan requested meetings to be setup regarding Land Based Learning curriculum implementation for the High School program.
- Chief Ivan Sawan noted that the government considers the Land Based Learning program as a recreational activity; in order to change this we must further develop the programming.
- The HR Department has continued recruiting for the Director of Curriculum and Instruction; this position will be responsible for the LBL Curriculum Implementation. The LBL team has begun having meetings to assist in this area; they include the Outdoor Education, LBL Curriculum, and Cree Language Specialists.
- Chief Ivan suggested the LBL Committee to set up goal setting meetings to make this initiative our own.

7. Superintendent's Update:

Pearl Calahasen, Deputy Superintendent

Topics of Discussion:

- KTCEA Internal Network – School Principals, Specialists, Directors, Superintendent Office
- Community Links - School Parent Advisory Circle & Land Based Learning Elder Advisory Committee, KTCEA Annual Community Meetings
- KTCEA Branch Plan Development – Human Resources, Financial
- KTCEA Annual Audit – Draft Review
- Professional Development - College of Alberta School Superintendents Association – CASS Annual Fall Conference, World Indigenous Peoples Conference on Education



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- KTCEA Organizational Chart – Recommended Changes
- Provincial Initiatives Updates
- Federal Initiatives/Funding Updates
- Other - First Nation/external relations
- School Attendance Strategy

Questions & Discussion:

WIPCE

- Yvonne Noskey presented the WIPCE information and proposed sending the KTCEA staff interested in attending. This event will be held in Australia in November 2020. This trip would be cost shared with the professional development yearly allocated budget amount and the staff member.
- Chief Billy Joe Laboucan suggested that graduating students from the schools to be included in this trip.
- Darren Auger requested a budget and itinerary for the WIPCE trip.
- Chief Albert Thunder recommended the administration make such requests to the Board prior to planning for approval as the budget and policies must be followed to ensure over spending does not occur.
- KTCEA administration has also submitted a request to do a presentation at the WIPCE conference.
- More thorough information will be provided at the next board meeting.

Attendance

- Chief Ivan Sawan spoke on the how sports affects attendance and also the grade levels and course content.
- Pearl Calahasen explained that student succession planning and data collection is ongoing. The objectives are to graduate students academically and not socially. Principals meet on a monthly basis and work together to collaborate and share information to improve the attendance levels.

- *2019-12-05 #3: Motion to approve the Superintendent's Report as presented by Pearl Calahasen, Dan Smith and Yvonne Noskey*
- *Moved by Frank Whitehead. Seconded by Chief Billy Joe Laboucan. All in favor; Motion carried.*

Student Services Presentation:

- Theresa Brown presented her report to the Board

- *2019-12-05 #4: Motion to approve the Director of Students Services Report as presented.*
- *Moved by Darren Auger. Seconded by Frank Whitehead. All in favor; Motion carried.*



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Human Resources Presentation: Melvina Thunder

- Powerpoint Presentation
- Melvina Thunder presented her report to the Board.
- Recommended Changes
 - Eliminate lead inclusive education teacher and change to inclusive education coordinator
 - Combine fleet and emergency response/business continuity into one
- Update on positions
 - New hires – superintendent office (project coordinator), Finance, HR

- *2019-12-05 #5: Motion to approve the Human Resource Report as presented.*
- *Moved by Derek Auger. Seconded by Shayne Letendre. All in favor; Motion carried.*

Capital Services Presentation: Gord Atkinson

- Powerpoint presentation
- New School Food Services menu has been developed for the 2019/2020 School Year; traditional meals are now being served. We have implemented a food delivery schedule which matches the new menu. The number of meals served per month is approximately 20,000.
- Two new buses will be arriving in December.
- Transportation procedures manual has been developed.
- We will be using environmentally friendly products in the schools for the custodial work. Core area cleaning will be done during the Christmas Break.
- The IT department has multiple projects happening; these include network and wifi improvements and data backup systems design to transportation software and department support.
- There are 72 Housing units; a renovation / replacement analysis is underway with the Capital plan and we hope to complete this by April 2020.
- We are using a tracking system to manage and prioritize the work requests.

- *2019-12-05 #6: Motion to approve the Capital Services Report as presented.*
- *Moved by Timothy Sawan. Seconded by Darren Auger. All in favor; Motion carried.*

Finance Presentation: Yvonne Noskey & Kim Carifelle

- Powerpoint presentation
- Introductions of new staff members



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- The financial reporting for the 2018/2019 year has been completed – ending August 31, 2019
- We are implementing the OHS module in Atrieve for WCB incident reporting; this will be in real time.
- Explained the processing steps taken in Accounts Payable and Payroll.
- We have been working on the Financial Management plan assessment with MNP assisting.

- *2019-12-05 #7: Motion to approve the Finance Report as presented by Yvonne Noskey & Kim Carifelle*
- *Moved by Corrine Alook. Seconded by Darren Auger. All in favor; Motion carried.*

Communications Update: Caitlin Elm & Melbourne Disbrowe

- Powerpoint presentation
- Caitlin Elm explained the work happening in the department; updating of the website and social media. We are also working on developing a guide and information backup plan for the website.

- *2019-12-05 #8: Motion to approve the Communications Report as presented by Caitlin Elm*
- *Moved by Chief Gladys Okemow. Seconded by Frank Whitehead. All in favor; Motion carried.*

AUDIT Presentation: Jon Garcia MNP

- Powerpoint presentation.

- *2019-12-05 #9: Motion to approve the 2018/2019 Audit Report for as presented by MNP Auditor Jon Garcia*
- *Moved by Chief Albert Thunder. Seconded by Corrine Alook. All in favor; Motion carried.*

Audit Report:

- Al Rollins recommend the copies of the 2018/2019 Audited Statements remain with the Board Members
- Colin Kelly noted that Northland School Division is required to post their Financial Statements online and suggested the KTCEA Audit Report be posted on the website.
- The Board directed the administration to post the Audited statements online.



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- *2019-12-05 #10: Motion to approve the posting of the 2018/2019 Audited Financial Statements on the KTCEA website.*
- *Moved by Chief Gladys Okemow. Seconded by Chief Billy Joe Laboucan. All in favor; Motion carried.*

Meeting adjourned at 4:30 pm

- *2019-12-05 #11: Motion to adjourn the meeting.*
- *Moved by Frank Whitehead. Seconded by Tyler Letendre. All in favor; Motion carried.*

Closing Prayer : Chief Albert Thunder

Next Meeting Date: January 9, 2020 – KTCEA Head Office