

# KEE TAS KEE NOW TRIBAL COUNCIL

## Education Authority Regular Board Meeting

4:00 pm – 8:00 pm October 16, 2019  
 KTCEA Head Office, Loon River First Nation, AB

<b>PRESENT:</b>	<b>Name:</b>	<b>Title:</b>
<b>Board Members:</b>	Ivan Sawan Billy Joe Laboucan Gladys Okemow Isaac Laboucan Avirom (late) John W. Cardinal Edna Boucher Jason Laboucan Timothy Sawan Gilbert Okemow Corrine Alook Shayne Letendre Tyler Letendre	Chairperson, Loon River First Nation Chief Director, Lubicon Lake Band Chief Director, Peerless Trout First Nation Chief Director, Woodland Cree First Nation Chief Director, Woodland Cree First Nation Councilor Director, Woodland Cree First Nation Councilor Director, Lubicon Lake Band Councilor Director, Lubicon Lake Band Councilor Director, Peerless Trout First Nation Councilor Director, Peerless Trout First Nation Councilor Director, Peerless Trout First Nation Councilor Director, Loon River First Nation Councilor Director, Loon River First Nation Councilor
<b>KTCEA Staff:</b>	Dr. Daphne Mai'Stoina Pearl Calahasen Yvonne Noskey Gord Atkinson Theresa Brown Kim Carifelle Carmen Parent Heather L'Hirondelle Dan Smith Melvina Thunder	Superintendent Deputy Superintendent Secretary Treasurer Director of Capital Services Director of Student Services Intermediate Accountant Structural Readiness Coordinator Executive Assistant Senior Policy Advisor Human Resources Manager
<b>Elders:</b>	Virginia Laboucan Larry Ominayak	Elder, Lubicon Lake Band Elder, Lubicon Lake Band
<b>Consultants:</b>	Audrey Breaker	High School Redesign – Virtual Classroom Consultant
<b>Absent / Regrets:</b>	Albert Thunder Darren Auger Richard Laboucan	Director, Whitefish Lake First Nation Chief Vice Chair, Whitefish Lake First Nation Councilor Director, Whitefish Lake First Nation Councilor

➤ Meeting Called to Order @ 4:30 pm

Topic	Discussion
<b>OPENING PRAYER</b>	Delivered by Billy Joe Laboucan
<b>CHAIR</b>	Chief Ivan Sawan
<b>AGENDA</b>	<p><b><u>Motion # 01-10-16-2019</u></b></p> <p>Moved by: Chief Gladys Okemow to accept the October 16, 2019 Agenda as presented.</p> <p>Seconded by: Gilbert Okemow. All in Favor. CARRIED.</p>
<b>MINUTES</b>	<p>Minutes of September 5, 2019 read by Daphne Mai'Stoina and Yvonne Noskey</p> <p><b><u>Motion # 02-10-16-2019</u></b></p> <p>Moved by: Chief Billy Joe Laboucan to accept the minutes as presented.</p> <p>Seconded by: Shayne Letendre. All in Favor. CARRIED.</p>
<b>Business Arising from the Minutes:</b>	<p>Comments from Board Members regarding the local hockey program, costs and sports shared projects</p> <ul style="list-style-type: none"> <li>○ Most KTC Nations participate in the Loon River Minor Hockey organization. The league provided an avenue for northern communities to participate with other teams in Alberta.</li> <li>○ KTC CFS do provide support to the children of the member Nations with prevention funding. Reimbursement maybe provided to the parents incurring certain costs for this activity. KTCEA does not provide funding for the hockey program provided by the Loon River Minor Hockey League.</li> <li>○ Interested students in the hockey program are to approach KTC CFS for sponsorship fees.</li> <li>○ Should KTCEA collaborate with the league in rebranding and possibly assisting in the program? Costs may include new clothing, logo changes and possible administration.</li> <li>○ Development of summer sports program with reps from each community and expand into other types of sports leagues such as baseball.</li> </ul>
<b>Superintendent's Report:</b>	<p><b><u>Discussion and comments on Superintendent's Monthly Report to the Board:</u></b></p> <ul style="list-style-type: none"> <li>○ The October 16, 2019 meeting Agenda items are from the approved Board Work Plan with the dates and costs specified.</li> <li>○ Debriefing from Daphne, Dan and Ivan who attended the AFN Forum on Education Transformation conference in Calgary. All participated in presenting information on KTCEA and the REA video and process. Other First Nations from across Canada are requesting visits to KTCEA for more information on the organization and the REA process.</li> </ul>

## **KTCEA School Updates included :**

### Successes:

- High School Redesign Conference
- SAIT trip
- Meet the Teacher night
- S-PACs success
- Zones of Regulation
- Grad Fundraising
- Orange shirt day
- Land Based Learning
- Student increases
- Student Leadership – student council
- Student lunch and talk
- Dual Credit opportunities
- Teacher appreciation
- Elder meeting

### Challenges and addressing of the issues:

- HR will be doing another recruitment drive in November to hire more staff as needed.
- The PAC's have had poor parent turn out initially, more meetings will be setup and we are hoping for more interest.
- Some space and technical issues for the High School Redesign program.
- High School Transition
- PASI
- The recent lockdowns & drills have identified infrastructure issues such as no phone availability, PA systems not working and some windows not being up to code.
- LBL camp supervision
- Bus routing issues – Transportation manager looking into this.
- Survey program (Survey Monkey) has been used for the Specialists to measure how effective they are in the school.
- We will be advertising for the 4-12 Literacy as the Specialist has been on leave.

### Nominal Roll Update:

- School count is now 1093 for all KTCEA; this is an increase of 100 which is mostly High School students. Compared the increase in the students coming back to school from previous year.

### School Parent Advisory Circles:

- The Terms of Reference and PAC documents presented, the scope is to provide advice and information to the Principal from the PAC. Parents are requesting to meet monthly for the PAC. The meetings are scheduled to meet quarterly in the PAC Policies.
- The Community, Parent and Engagement Coordinator will provide the reports on the PAC's. There will be training to follow and the PAC meetings minutes will be forwarded to the Board for review.

### Organizational Chart Discussion & Questions:

- Review and discussion on the Organizational Chart on the changes and hires that have been completed.
- Orange in the chart is paid from the Structural Readiness Funding
- Capital Services is largest department with 16 staff; this includes Transportation, Operations and Maintenance, Food Services and Information Technology.
- Some positions have been combined, such as the Fleet Maintenance & Safety Coordinator.
- Our schools have been underfunded for some many years. Our children deserve better results. KTCEA is now starting to provide services they should have received 40 years ago; this makes up for many years of underfunding.
- Question: Tell us about the hiring process?
  - Personnel committee members are part of the interviews. Resume's come in to Human Resources, they are compiled, pre-screened according to the requirements, applicants are contacted and interviews are scheduled. Decisions are usually made by committee consensus.
- Question: Salary grid, have we reviewed them all? Have we looked at the casual employee hourly wage?
  - We are now providing \$17 dollars/hour for casual employees. Later in the agenda today, we will also be reviewing the salary grids.
- Question from Chair: Are you measuring the staff and evaluating them at the office as well?
  - Yes, we are looking into this through a consultant and this will be in place this year.
- Superintendent explained the staffing needs of the schools. Recruitment in November is coming, also the Cohort Program from the University of Alberta is started with Dan Smith and Pearl Calahasen working on this (MES & ATEP program).
- Sports Program Information:
  - Superintendent presented the update on the Sports Program, Volleyball League, Arctic Winter games. Also working on building the capacity in training our own referees.
- Operations and Maintenance :
  - Complete facility assessment for the Cadotte Lake School will be done
- KTCE Finance Department: Budgets need to be approved:
  - Explained the various pots of funding using pie charts. How much going into the schools, and the allocations of the various areas.

	<p><b>Change of KTCEA Fiscal Year:</b></p> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li>○ During negotiations of the Regional Education Agreement (REA) with Canada, we requested that the KTCEA fiscal year be September 1<sup>st</sup> to August 31<sup>st</sup> as this would allow the organization to: <ul style="list-style-type: none"> <li>● better compare revenues and expenditures with other school authorities in Alberta;</li> <li>● create a cycle that facilitates student and school-centred planning and reporting;</li> </ul> </li> <li>○ Article 17.1 of the KTCEA Articles of Association states that “unless otherwise amended by an Ordinary Resolution of the Board, the fiscal year of the Company shall be April 1<sup>st</sup> to March 31<sup>st</sup>.”</li> </ul> <p><b><u>Motion # 03-10-16-2019</u></b></p> <p>Moved by: Gilbert Okemow to change the KTCEA Fiscal Year is changed from April 1 to March 31 to September 1 to August 31 to better support organizational planning and reporting.</p> <p>Seconded by: Chief Billy Joe Laboucan. All in Favor. CARRIED.</p>
	<p><b>Approval of September to August 2019-2020 Budget</b></p> <p>Note: Per Student Enhancement (PSE) funding is based on the number of students enrolled and will increase as more students are added. The life of PSE funding is 10 years, Structural Readiness is year to year. The \$ 24.8 M stated is for 10 years; including the additional funding, the total funding per student will be approximately \$ 32,000.</p> <p><b><u>Motion # 04-10-16-2019</u></b></p> <p>Moved by Corrine Alook to approve the September to August 2019-2020 Total Budget in the amount of \$ 34,801,519.43 as presented by the Superintendent.</p> <p>Seconded by: Tyler Letendre. All in Favor. CARRIED.</p>
	<p><b><u>Communication Manager Update: Caitlin Elm</u></b></p> <ul style="list-style-type: none"> <li>○ Provided background on herself and Melbourne, the new Communications Coordinator. Discussed the development of a Communications Strategy Framework which will be guided by the following priorities: building relationships with the community, creating pathways and sharing information. Also provided an update on the website.</li> <li>○ We now have access to the website and can make the changes ourselves which will allow us to provide updates in “real time” and so that it can be a better tool for community.</li> <li>○ Working on a draft social media procedures document, so that we have uniformity and professionalism.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Our short term goals are to be capture all the good stories and successes of our children and teachers and staff. We want to develop some more videos for the future- KTCEA Informational, sports, foods and graduation.</li> <li>○ The video from the REA Signing in July was presented to the Board.</li> </ul> <p><b>Motion # 05-10-16-2019</b>  Moved by: Tyler Letendre to approve the Regional Education Agreement Video to be posted on the KTCEA Website.  Seconded by: Gilbert Okemow. All in Favor. CARRIED.</p>
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	<p style="text-align: center;"><b>Break for supper at 6:00 pm to 6:40 pm</b></p> <p><b>Staff Retention and Incentive Discussion:</b></p> <ul style="list-style-type: none"> <li>○ Proposed: Paying out the absences for those staff not missing days, this would be done at the end of June. This may encourage staff not to miss.</li> <li>○ Question: Chief Isaac Laboucan Avirom - Are absences managed based on the type of leaves such as bereavement? <ul style="list-style-type: none"> <li>● Yes, they are labeled as the type of leave being taken.</li> <li>● Full five days are allowed for bereavement.</li> <li>● The leave module in the Atrieve system to track the leaves for all the schools, this will be done electronically. This will be implemented in the near future.</li> </ul> </li> <li>○ Chair Ivan Sawan noted the absences are affecting the education of the children.</li> <li>○ Board Member Edna Boucher stated some staff are not getting along and the staff are stressed out, and they are using this leave. School issues are not addressed is what is happening. School staffing relationships need improvement. <ul style="list-style-type: none"> <li>● Daphne noted all the PD Staff meeting minutes are to be sent in for the meetings at the school.</li> </ul> </li> <li>○ Chief Isaac Laboucan Avirom suggested that bereavement should be looked at differently than the regular medical leave. <ul style="list-style-type: none"> <li>● Daphne noted the support staff are the ones taking a lot of leaves versus the teachers and agreed a closer look at the data is needed.</li> </ul> </li> <li>○ Chair Ivan Sawan suggested an annual review to be done in other schools to address the staff absences and those who are not interested in being there as well. <ul style="list-style-type: none"> <li>● Evaluations are coming this year. Data will be presented at the next board meeting – without identifying the names of the staff.</li> <li>● Chief Isaac recommended the staff be asked about incentives and what they would like.</li> </ul> </li> </ul>
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	<p><b>Current Group Insurance breakdown of percentage of rates:</b></p> <ul style="list-style-type: none"> <li>○ Teachers pay 20% of the Employee portion of Contribution with KTCEA paying carrying the Employer portion at 80%. This is only for the Teachers and Support staff in the schools.</li> <li>○ Central Administration staff pay 50% Employee portion and the KTCEA pays 50% Employer portion.</li> <li>○ Director of Finance proposed the administration staff be placed at the same rate as school staff. Motion to change effective November 1, 2019</li> </ul> <p><b><u>Motion # 06-10-16-2019</u></b>  Moved by Jason Laboucan to change the Group Insurance Employer and Employee contribution percentages for the Administration to 20% Employee and 80% Employer; the same as the School Teaching and Support staff.</p> <p>Seconded by Chief Isaac Laboucan Avirom. All in Favor. CARRIED.</p>
	<p><b>Discussion and Comments on Proposed Salary Grids:</b></p> <ul style="list-style-type: none"> <li>○ Question: Isaac Laboucan Avirom - What are we doing at the Nation Levels? for the labor rates; what are we competing with from the school to the Nation? <ul style="list-style-type: none"> <li>● Jason Laboucan noted the Lubicon Lake Band minimum labor rate is \$18 i</li> <li>● Casual Hourly rate - \$ 17.00 previous motion.</li> <li>● Proposed to use the NSD rates (NSD – as per the chart provided by Finance) to be followed.</li> <li>● Rates are based on training., MNP looked at the rates from the market level.</li> </ul> </li> </ul> <p><b><u>Motion # 07-10-16-2019</u></b>  Moved by: Gilbert Okemow to accept the proposed rates as provided by the Director of Finance.</p> <p>Seconded by: Jason Laboucan. All in Favor. CARRIED.</p>
	<p>Discussion and proposed increase on bussing rates for drivers:</p> <ul style="list-style-type: none"> <li>○ Regular bus drivers are not compensated for extra trips because they have a contract in place.</li> <li>○ The current rate is \$ 150.00 for Bussing of School Trips; regulations allow for 13 hours on the road.</li> <li>○ Proposed the bussing rates for drivers – Class 1-2 with S endorsement.</li> <li>○ Bussing monitors rates and other drivers – see chart provided by Finance.</li> </ul>

	<p><b><u>Motion # 08-10-16-2019</u></b>  Moved by: Gilbert Okemow to accept the proposed bussing rates as presented by the Director of Finance.</p> <p>Seconded by: Chief Isaac Laboucan Avirom. All in Favor. CARRIED.</p>
	<p>Presentation and Update on the Mihkowapikwany Camp.</p> <ul style="list-style-type: none"> <li>○ Shianne McDermott provided information on the various stages and background of the building and development of the camp.</li> <li>○ An engineering firm has been recently hired to assist in this development; and funding has been received for a feasibility study from the Government of Alberta. Other organizations have also contributed to the building of the Camp. Funding received to date is \$490,000</li> <li>○ This project began 22 months ago and it will continue to meet the objective of providing a cultural teachings &amp; traditional learning environment for all students of KTC.</li> <li>○ Chair Ivan Sawan requested a cost estimate for the funding needed as the REA has terms for the possibility of assisting with this type of space.</li> <li>○ Dan Smith noted that MESC has this as a learning space and suggested to follow up from Community Infrastructure in December. More information to follow on this project and the funding that may be available.</li> <li>○ Daphne noted that it is mandatory for teachers and support staff to attend the camps and it is suggested in their contracts.</li> <li>○ Shianne noted that extra staff can be made available for the Camps as needed.</li> <li>○ Question: Chair Ivan Sawan – Can this area be designated as other than a reserve lands, to ease the access of funding? <ul style="list-style-type: none"> <li>● Shianne will be meeting the Lubicon Lake Band Council on Camp area designation.</li> </ul> </li> </ul> <p>Note: Elders Advisory meeting taking place on October 22 regarding the Land Based Learning Camp.</p>
<b>NEXT MEETING DATE</b>	December 4 – 5, 2019 (No meeting in November due to elections at Woodland Cree First Nation)
<b>ADJOURNMENT</b>	<p><b><u>Motion # 09-10-16-2019</u></b></p> <p>Moved by: Chief Gladys Okemow to adjourn the meeting.</p> <p>Seconded by: Jason Laboucan. All in Favor. CARRIED.</p>
<b>CLOSING PRAYER</b>	Daphne Mai'Stoina