



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 19-06

AGENDA

Location: Executive Royal Hotel - West Edmonton, 10010 – 178th Street
Room: Emerald A Room
Date & Time: Friday, June 14, 2019; 11:15 a.m. to 5:00 p.m.
Note: If agenda is ahead of schedule, items will be moved up

Page No

A. CALL TO ORDER (11:15 a.m.)

1. Recognition of Traditional Lands
2. Opening Prayer, Cultural Reflection or Reflection
3. Approval of Agenda
4. In-Camera (11:20 a.m. – noon)

B. CONSENT AGENDA (1:00 p.m. – 1:15p.m.)

1. Board Meeting Minutes, April 26, 2019	01
2. Special Board Meeting, May 18, 2019.....	07
3. Business Arising from Previous Meetings - Board Action Items.....	09
4. Trustee Expense Summary for the period ending May 31, 2019	10
5. Enrolment Reports for June (Associate Superintendent HR, W. Oginski)	11
6. Peerless Trout First Nation Schools Update (Secretary-Treasurer T. Rasmuson)	15
7. Association Reports	
8. Committee and/or Board Representative Reports	
9. Trustee Community Reports	
10.1 Cathy Wanyandie, Ward 2	16
10.2 Rubi-Helen Shirley, Ward 9.....	17
10.3 Karen Telford, Ward 11.....	18
10. Board Advisor Report	19

C. ACTION ITEMS (1:15 p.m. – 2:00 p.m.)

1. ASBA Zone 1 Friend of Education Award	
2. ASBA Zone 1 Appreciation Award	
3. Quarterly Financial Results (Secretary-Treasurer T. Rasmuson).....	20
4. 2019-2020 June Budget Approval	31
5. Proposed School Closure – Pelican Mountain	42
6. Proposed School Closure – Calling Lake Outreach	43
7. Acting Superintendent Contract (Secretary-Treasurer T. Rasmuson).....	44
8. Policy 8 - Board Committees (2 nd reading) (Secretary-Treasurer T. Rasmuson)	45
9. Policy 7 Appendix C – Trustee Expense & Corporate Card Guidelines (Housekeeping) (Secretary-Treasurer T. Rasmuson).....	55
10. Approval of Tender for Smartboards (Secretary-Treasurer T. Rasmuson).....	65
11. Approval of Tender for ADCS Siding Installation (Secretary-Treasurer T. Rasmuson)	66
12. Approval of Tender for New Buses (Secretary-Treasurer T. Rasmuson).....	67
13. Policy 7 Board Governance & Operations – Trustee Days (Secretary-Treasurer T. Rasmuson).....	68

D. RECESS (2:00 p.m. – 2:15 p.m.)

E. MONITORING REPORTS (2:15 p.m. – 4:50 p.m.)

1. Board Chair Highlights
2. Superintendent Highlights
3. Area 2 Central Associate Superintendent Report (Area Associate Superintendent N. Spencer-Poitras)
4. Occupational Health and Safety Report (OHS Manager S. Elle).....
5. Area 3 Central Associate Superintendent Report (Area Associate Superintendent T. Stensland).....



NORTHLAND SCHOOL DIVISION NO. 61
REGULAR BOARD MEETING NO. 19-02

Page No.

6. FNMI Department Report (Director L. Cardinal-Roy).....	89
7. IT Department Report (Network Administrator J. Juneau) via teleconference	94
8. Personnel Department Report (Associate Superintendent HR W. Oginski).....	97
9. School Food Services Report (SFS Manager E. Hunt)	99
10. Director of Student Engagement, Attendance and Completion Report (Director D. Tessier)	102

F. ADJOURNMENT & CLOSING CULTURAL REFLECTION (3:30 p.m.)

*** Board Assessment Tool (survey link will be sent to Trustees after meeting)**

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES REGULAR MEETING
ON APRIL 26, 2019 AT SAWRIDGE INN &
CONFERENCE CENTRE, EDMONTON, ALBERTA

MEMBERSHIP		
✓	Maddy Daniels	• Chair Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
x	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
x	Loretta Gladue	• Trustee Ward 8
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Vice-Chair Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Gord Atkinson	• Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Wesley Oginski	• Associate Superintendent of Human Resources
✓	Shelley Willier	• Area 1 Associate Superintendent
✓	Nancy Spencer-Poitras	• Area 2 Associate Superintendent
✓	Tim Stensland	• Area 3 Associate Superintendent
✓	Don Tessier	• Director of Student Engagement, Attendance, and Completion
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant

CALL TO ORDER Chair Daniels called the meeting to order at 1:42 p.m.

OPENING PRAYER,
CULTURAL
REFLECTION OR
REFLECTION Chair Daniels gave the opening prayer, cultural reflection or reflection.

ADOPT AGENDA 24821/19 Trustee Yellowknee moved that the Board of Trustees acknowledge that Trusees have reviewed and receive the consent agenda items as information

9-0
CARRIED

IN-CAMERA
SESSION 24822/19 Trustee Guild moved that the meeting go in-camera at 1:45 p.m.

9-0
CARRIED

REGULAR SESSION	24823/19	Trustee Yellowknee moved that the meeting revert to regular session at 2:27 p.m.
		9-0 CARRIED
ADOPT CONSENT AGENDA	24824/19	Trustee Anderson moved that the Board of Trustees adopt the consent agenda as approved.
		9-0 CARRIED
ENROLMENT REPORT	24825/19	Trustee Yellowknee moved that the Board of Trustees accept as information, the March 2019 student enrolment report.
		9-0 CARRIED
		Trustee Guild left the meeting at 2:45 p.m. Trustee Guild joined the meeting at 2:51 p.m.
SUPERINTENDENT EVALUATION PROCESS REVIEW COMMITTEE RECOMMENDATION	24826/19	Trustee Yellowknee moved that the Board of Trustees approve the process for Superintendent Annual Evaluation and performance reviews as outlined on the attached document "Process, Criteria and Parameters for Superintendent Annual Evaluation and Performance Reviews".
		9-0 CARRIED
POLICY 8 BOARD COMMITTEES	24827/19	Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 8, Board Committees as amended, with the addition of a standing "Superintendent Performance Review Committee".
		9-0 CARRIED
APPOINT POLICY 8 BOARD COMMITTEE MEMBERS	24828/19	Trustee Shirley moved that the Board of Trustees appoint Trustees Guild, Gladue, and Wanyandie to the Superintendent Performance Review Committee.
		9-0

		CARRIED
POLICY 7 APPENDIX C – TRUSTEE EXPENSE AND CORPORATE CARD GUIDELINES	24829/19	Trustee Yellowknee moved that the Board of Trustees approve the third reading of Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines, as attached. 9-0 CARRIED
NSD RULES OF ORDER	24830/19	Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 7 Appendix D Rules of Order, as amended. Amendments: Reword item 1.6.1 so results the count of the vote does not have to be announced. Item 1.4.2.2 omit the word “to” after Chair. CARRIED
	24831/19	Trustee Guild moved that the Board of Trustees approve second reading of Policy 7 Appendix D Rules of Order. CARRIED
	24832/19	Trustee Anderson moved that the Board of Trustees approve third and final reading of Policy 7 Appendix D Rules of Order based on Policy 10 Policy Making guidelines that the circulation period may be waived based on other parameters, which, in this case, is that this Appendix directs the rules during board meetings, so asking for feedback is not required. CARRIED
POLICY 7 BOARD GOVERNANCE AND OPERATIONS, POLICY 7 – SCHEDULE OF RATES	24833/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 7 Board Governance and Operations and Policy 7 Appendix A Schedule of Rates, as attached. CARRIED
BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES	24834/19	Trustee Wanyandie moved that the Board of Trustees approve first reading of Policy 2 Appendix D Board & Superintendent Communication Guidelines, as attached. CARRIED

	24835/19	Vice-Chair Nokohoo moved that the Board of Trustees approve second reading of Policy 2 Appendix D Board and Superintendent Communication Guidelines
		CARRIED
	24836/19	Trustee Yellowknee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix D Board & Superintendent Communication Guidelines based on Policy 10 Policy Making guidelines that the circulation period may be waived based on other parameters, which, in this case, is that this Appendix directs work between the Board and Superintendent, therefore asking for feedback is not required.
		CARRIED
ALIGNMENT OF POLICIES WITH BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES	24840/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 2 Role of Board, Policy 3 Role of Trustee, Policy 3 Appendix B Trustee Working Relationship Guidelines, Policy 5 Role of Chair, Policy 12 Role of Superintendent, as attached.
		CARRIED
POLICY 9, BOARD REPRESENTATIVES	24841/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 9 Board Representatives, as attached.
		CARRIED
POLICY 21 COMMUNITY VOICE AND COMMUNITY ENGAGEMENT	24842/19	Trustee Guild moved that the Board of Trustees approve the housekeeping changes to Policy 21, as attached.
		CARRIED
		Recess 3:33 p.m. – 3:49 p.m.
MONITORING REPORTS	24843/19	Trustee Yellowknee moved that the Board of Trustees receive the following items as information: <ul style="list-style-type: none"> • Board Chair Highlights • Superintendent Highlights • Area 1 West Associate Superintendent Report • Transportation Department Report

CARRIED

IN-CAMERA
SESSION

24844/19 Trustee Yellowknee moved that the meeting go in-camera 4:29 pm.

CARRIED

In-camera session recessed at 6:30 pm.

In-camera session reconvened at 8:30 am, Saturday, April 27, 2019.

SUPERINTENDENT
TERMINATION

24845/19 Trustee Guild moved that the Board terminates the Superintendent’s contract of employment, and brings his status as the Superintendent of Schools and all other ancillary functions to an end, effective April 27, 2019, by providing the Superintendent with 12 months’ pay in lieu of notice of termination in accordance with his contract of employment.

CARRIED UNANIMOUSLY

ACTING
SUPERINTENDENT

24846/19 Trustee Yellowknee moved that the Board appoint Candidate X as Acting Superintendnet, subject to ministerial approval, from April 27, 2019 until such time a superintendent is appointed.

CARRIED

Recess 9:45 am to 10:15 am

ADJOURNMENT

Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 10:15 am.

CARRIED

Maddy Daniels, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Krystal Potts, Executive Assistant

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON
MAY 18, 2019 AT THE EXECUTIVE ROYAL HOTEL, IN
EDMONTON, AB.

MEMBERSHIP		
✓	Maddy Daniels	• Chair Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
✓	Jesse Lamouche	• Trustee Ward 4
X	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
X	Loretta Gladue	• Trustee Ward 8
✓	Rubi Sakeskanip	• Trustee Ward 9
✓	Jules Nokohoo	• Vice – Chair, Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Trudy Rasmuson	• Secretary-Treasurer
X	Wesley Oginski	• Associate Superintendent of Human Resources
X	Shelley Willier	• Area 1 Associate Superintendent
X	Nancy Spencer-Poitras	• Area 2 Associate Superintendent
X	Tim Stensland	• Area 3 Associate Superintendent
X	Don Tessier	• Director of Student Attendance, Attendance, and Completion
X	Curtis Walty	• Communications Coordinator

CALL TO ORDER

Chair Daniels called the meeting to order at 10:10a.m.

OPENING PRAYER,
CULTURAL
REFLECTION OR
REFLECTION

Trustee Yellowknee gave the opening prayer, cultural reflection or reflection.

ADOPT AGENDA

24847/19

Trustee Yellowknee moved that the Board of Trustees accept the agenda as presented.

CARRIED

IN CAMERA SESSION

24848/19

Trustee Yellowknee moved that the meeting go in-camera at 10:13 a.m.

CARRIED

REGULAR SESSION

24849/19

Trustee Yellowknee moved that the meeting revert to regular session at 12:40 p.m.

CARRIED

APPOINTMENT OF
ACTING
SUPERINTENDENT

24850/19 Trustee Lamouche moved that the Board of Trustees make an offer of employment for the position of Acting Superintendent of Schools of Northland School Division No. 61 to Candidate A, conditional on receipt of ministry approval, mutual agreement of a of contract, and a criminal record check and child intervention record check both satisfactory to the Board.

CARRIED UNANIMOUSLY

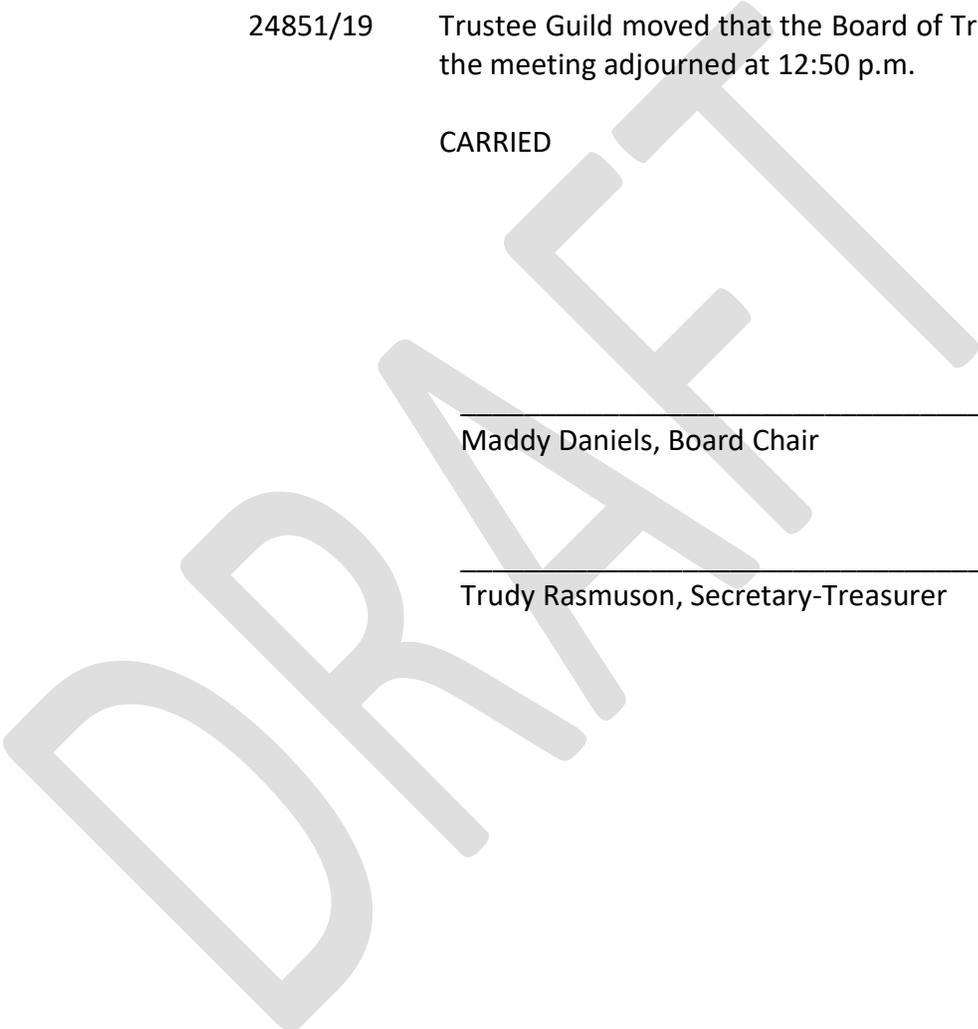
ADJOURN

24851/19 Trustee Guild moved that the Board of Trustees declare the meeting adjourned at 12:50 p.m.

CARRIED

Maddy Daniels, Board Chair

Trudy Rasmuson, Secretary-Treasurer



Meeting	Date of	Assigned To	Agenda Item	Task	Due Date	Status	Action
2 Board	1/18/2019	Shelley	Hillview Viability Study	Set up a meeting with the East Prairie Settlement around Hillview viability and set up community meetings. Work with the Trustees and Associate Superintendent	3/1/2019	In progress	EPMS reorganized and so original meeting in March was cancelled. I requested a meeting for April 9th, 16th, or 23rd. These dates were not available as the Settlement was having reorganization, budget and membership meetings. I further requested April 30th
4 Board	5/24/2018	Trudy	Combining of Wards 6 & 7.	Administration to begin the process of seeking Ministerial approval to combine Wards 6 & 7, which would have one ward with 2 trustees.	5/1/2021	In Progress	Alberta Education will move forward with combining Wards 6 & 7, if the Minister directs them to. Currently, the Act allows the division to combine wards, but there would only be one trustee elected in the combined ward. To combine the wards and have two trustees elected to the new ward would require opening up the NSD Act, which Alberta Education would prefer not to do.

TRUSTEE EXPENSE SUMMARY				
AS OF May 31, 2019				
			BUDGET	
	YTD	BUDGET	REMAINING	% SPENT
Trustee Remuneration	\$189,595.94	\$194,450.00	\$4,854.06	97.50%
Trustee Employee Benefits	\$32,131.54	\$36,000.00	\$3,868.46	89.25%
PD/School Council Development	\$18,702.25	\$6,000.00	-\$12,702.25	311.70%
Legal Fees	\$21,708.24	\$3,000.00	-\$18,708.24	723.61%
Professional Services	\$304.80	\$0.00	-\$304.80	0.00%
Advertising	\$951.30	\$0.00	-\$951.30	0.00%
ASBA/PSBA Fees	\$32,915.37	\$40,000.00	\$7,084.63	82.29%
Office Supplies	\$1,116.69	\$3,600.00	\$2,483.31	31.02%
Printing and Binding	\$2,596.61	\$3,600.00	\$1,003.39	72.13%
Postage	\$187.20	\$600.00	\$412.80	31.20%
Travel and Subsistence - Trustees	\$198,687.95	\$194,450.00	-\$4,237.95	102.18%
Insurance (liability)	\$199.38	\$250.00	\$50.62	79.75%
Telephone	\$4,380.85	\$4,800.00	\$419.15	91.27%
Awards	\$5,845.69	\$35,000.00	\$29,154.31	16.70%
Furniture and Equipment	\$9,780.01	\$0.00	-\$9,780.01	0.00%
	\$519,103.82	\$521,750.00	\$2,646.18	99.49%
TOTALS	\$519,103.82	\$521,750.00	\$2,646.18	99.49%
TO BE EXPENSED:				
May expenses to be paid in June	\$15,000.00			
Increase in budget due to honoraria increase		\$12,000.00		
TOTALS	\$534,103.82	\$533,750.00	-\$353.82	100.07%
Note: The trustee budget is over 100% spent, using a 12-month board work cycle.				
The budget should be at about 75% spent, so is over by \$114,787.				
However, if a 10-month working cycle is used, then the year is 90% complete. 90% spent would be \$480,375. which would mean the budget is over by \$53,728.. This would also mean that board expenses would only be incurred September through June, with no expenses (or very few) in July and August.				

Northland Monthly Enrollment Update for 2018-2019*by Area*

	September	October	November	December	January	February	March	April	May	March	June
AREA 1											
Bishop Routhier	61	60	59	59	59	59	58	56			
Gift Lake	149	150	147	144	146	148	149	149			
Grouard Northland	73	73	73	73	69	70	67	66			
Hillview School	17	16	15	15	15	19	19	20			
Paddle Prairie	121	120	117	118	116	116	109	112			
Susa Creek	45	45	45	45	49	49	48	48			
Total	466	464	456	454	454	461	450	451			

AREA 2

Calling Lake	119	119	121	120	120	120	113	115			
Calling Lake Outreach School	1	1	1	1	3	3	3	3			
Career Pathways School	63	62	68	70	82	93	101	91			
Chipewyan Lakes	29	31	31	31	30	31	30	27			
Pelican Mountain	16	13	17	18	17	18	21	21			
Mistassiniy School	240	237	218	218	220	211	207	203			
St. Theresa	305	305	309	315	323	322	325	328			
Total	773	768	765	773	795	798	800	788			

AREA 3

Athabasca Delta Community School	215	221	222	223	222	225	226	207			
Anzac Community School	83	83	81	82	82	82	83	82			
Bill Woodward School	131	131	124	123	125	125	124	126			
Conklin	31	31	33	34	33	33	35	35			
Elizabeth School	115	115	116	117	115	111	112	112			
Father R. Perin	82	81	81	76	75	74	72	70			
Ft McKay	46	44	44	44	48	46	49	48			
J.F. Dion	84	86	86	86	85	85	83	83			
Total	787	792	787	785	785	781	784	763			

TOTAL	2026	2024	2008	2012	2034	2040	2034	1946	0	0	0
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ENROLMENT REPORT FOR APRIL BY AREA

1-May-19

AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Bishop Routhier	0	8	7	10	10	7	8	6	0	0	0	0	0	0	0	56
Gift Lake	0	13	12	20	18	17	15	17	13	10	14	0	0	0	0	149
Grouard Northland	0	9	8	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	3	3	3	5	3	0	0	0	0	0	0	0	20
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
Susa Creek	0	7	5	6	2	12	3	5	4	4	0	0	0	0	0	48
Total	1	43	41	53	49	60	60	43	34	26	24	1	11	5	0	451

AREA 2

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake	1	11	12	17	6	8	8	13	7	10	12	5	3	2	0	115
Calling Lake Outreach School	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	3
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	40	24	27	0	91
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
Mistassiniy School	0	0	0	0	0	0	0	0	36	28	40	44	26	29	0	203
St. Theresa	0	49	58	48	50	41	36	46	0	0	0	0	0	0	0	328
Total	1	70	73	69	63	58	49	60	44	38	57	94	54	58	0	788

AREA 3

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	14	25	16	15	18	16	15	9	15	19	17	18	10	0	207
Anzac Community School	0	29	17	17	14	5	0	0	0	0	0	0	0	0	0	82
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	11	15	13	12	13	14	14	10	10	0	0	0	0	0	112
Father R. Perin	0	11	7	11	10	6	6	9	5	4	1	0	0	0	0	70
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
J.F. Dion	1	10	11	7	10	11	7	11	8	7	0	0	0	0	0	83
Total	1	87	85	69	71	67	73	71	54	56	37	32	33	27	0	763

1-May-19	3	192	192	181	173	178	174	168	132	120	118	127	98	90	0	1946
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ENROLMENT REPORT FOR MAY

May-19

Secondary	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	14	25	16	15	18	16	15	9	15	19	17	18	10	0	207
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Calling Lake	1	11	12	17	6	8	8	13	7	10	12	5	3	2	0	115
Calling Lake Outreach School	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	3
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	40	24	27	0	91
Mistassinin School	0	0	0	0	0	0	0	0	36	28	40	44	26	29	0	203
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
Total	1	31	44	41	28	46	61	45	82	75	91	124	98	90	0	857

Elementary	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Anzac Community School	0	29	17	17	14	5	0	0	0	0	0	0	0	0	0	82
Bishop Routhier	0	8	7	10	10	7	8	6	0	0	0	0	0	0	0	56
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	11	15	13	12	13	14	14	10	10	0	0	0	0	0	112
Father R. Perin	0	11	7	11	10	6	6	9	5	4	1	0	0	0	0	70
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
Gift Lake	0	13	12	20	18	17	15	17	13	10	14	0	0	0	0	149
Grouard Northland	0	9	8	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	3	3	3	5	3	0	0	0	0	0	0	0	20
J.F. Dion	1	10	11	7	10	11	7	11	8	7	0	0	0	0	0	83
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
St. Theresa	0	49	58	48	50	41	36	46	0	0	0	0	0	0	0	328
Susa Creek	0	7	5	6	2	12	3	5	4	4	0	0	0	0	0	48
Total	2	169	155	150	155	139	121	129	50	45	27	3	0	0	0	1145

May 2019 Enrolment Report	3	200	199	191	183	185	182	174	132	120	118	127	98	90	0	2002
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ENROLMENT REPORT FOR MAY BY AREA

1-May-19

AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
Bishop Routhier	0	8	7	10	10	7	8	6	0	0	0	0	0	0	0	56
Gift Lake	0	13	12	20	18	17	15	17	13	10	14	0	0	0	0	149
Grouard Northland	0	9	8	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	3	3	3	5	3	0	0	0	0	0	0	0	20
Susa Creek	0	7	5	6	2	12	3	5	4	4	0	0	0	0	0	48
Total	1	43	41	53	49	60	60	43	34	26	24	1	11	5	0	451

AREA 2

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake	1	11	12	17	6	8	8	13	7	10	12	5	3	2	0	115
Calling Lake Outreach School	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	3
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	40	24	27	0	91
Mistassiniy School	0	0	0	0	0	0	0	0	36	28	40	44	26	29	0	203
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
St. Theresa	0	49	58	48	50	41	36	46	0	0	0	0	0	0	0	328
Total	1	70	73	69	63	58	49	60	44	38	57	94	54	58	0	788

AREA 3

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	14	25	16	15	18	16	15	9	15	19	17	18	10	0	207
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Anzac Community School	0	29	17	17	14	5	0	0	0	0	0	0	0	0	0	82
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	11	15	13	12	13	14	14	10	10	0	0	0	0	0	112
Father R. Perin	0	11	7	11	10	6	6	9	5	4	1	0	0	0	0	70
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
J.F. Dion	1	10	11	7	10	11	7	11	8	7	0	0	0	0	0	83
Total	1	87	85	69	71	67	73	71	54	56	37	32	33	27	0	763

1-May-19	3	200	199	191	183	185	182	174	132	120	118	127	98	90	0	2002
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NORTHLAND SCHOOL DIVISION NO. 61

INFORMATION TO THE BOARD OF TRUSTEES

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: UPDATE ON PEERLESS TROUT FIRST NATION SCHOOLS

REFERENCE(S):

ATTACHMENTS:

BACKGROUND:

The Peerless Trout First Nations in the communities of Peerless Lake and Trout Lake, are in the process of completing two new schools, which will replace the two schools owned by Northland School Division in those communities.

A Band Council Resolution was passed by the Band Council on May 8, 2019:

Therefore, be it resolved that the PTFN Council confirm that the Nation wants the old Northland School Division facilities be demolished and the sites be fully reclaimed so there are no environmental hazards or concerns.

This resolution provide direction for the division to proceed with the process for demolishing the two schools, as soon as the new schools are open and the old schools are no longer required.

Further updates as to the process and progress will be provided to the Board as they unfold.



NORTHLAND SCHOOL DIVISION NO. 61
TRUSTEE REPORT TO THE BOARD

TO:	THE BOARD OF TRUSTEES	DATE:	JUNE 14, 2019
SUBMITTED BY:	Cathy Wanyandie, Ward 2		
SUBJECT:	May 2019 Report		

SUMMARY:

Just a quick update of what's happening at Susa Creek.

I went to Vancouver for the Capsle conference. I found the sessions informative and I enjoyed most of them. I think that we at NSD should look into Legacy Schools. This was presented at the conference by Mike Downie. The DWF Legacy Schools program is an opportunity for classrooms/schools to lead the movement in awareness of the history and impact of the Residential School System on Indigenous Peoples. Educators will use a Legacy School's Toolkit and educational support resources to engage students, staff and the school community, and as the catalyst for their commitment to the work of reconciliation

We held principal interviews in Susa Creek on May 15 and I'm hopeful that our "Candidate A" will accept the position and bring leadership and teamwork back to our school to ensure a healthy work environment and a great place for our kids to learn.

We have our long-term service award recipient dinner planned for June 13,2019.



NORTHLAND SCHOOL DIVISION NO. 61
TRUSTEE REPORT TO THE BOARD

TO:	THE BOARD OF TRUSTEES	DATE:	JUNE 14, 2019
SUBMITTED BY:	Rubi Shirley, Ward 9 Trustee		
SUBJECT:	May 2019 Report		

SUMMARY:

May 3, 2019 - Special Meeting in Edmonton.

Meeting with parents regarding school teacher concerns.

Meeting with School.

May 23, 2019 - Board meeting in Edmonton.

Submitted by Rubi



NORTHLAND SCHOOL DIVISION NO. 61
TRUSTEE REPORT TO THE BOARD

TO:	THE BOARD OF TRUSTEES	DATE:	JUNE 14, 2019
SUBMITTED BY:	Karen Telford, Ward 11 Trustee		
SUBJECT:	May and June 2019 Report		

SUMMARY:

April 29 & 30/19 - Attended School Council Meetings at JF Dion and Elizabeth Schools

May 2/19 - Participated in Executive Secretary to the Board Interviews via google hangouts

May 3/19 - Committee of the Whole Meeting in Edmonton

May 4-7/19 - Attended CAPSLE Conference: a few highlights for me were Mike Downie's keynote on Walking the Path of Truth & Reconciliation and information on Legacy Schools. Teaching Culture and Religion fostering understanding, without enforcing ideology.

May 14/19 - Planning meeting for Long Service Awards Elizabeth

May 16/19 - Planning meeting for Long Service Awards JF Dion

May 21/19 - Board Advocacy Committee Meeting in person in Edmonton

May 24/19 - Committee of the Whole Meeting St. Albert

May 30/19 - Attended Staff Meeting to provide brief report to Elizabeth School Staff & attended Long Service Awards at JF Dion, 1 retiree and a few long service recipients

June 3 & 4/19 - Alberta School Board Association, Spring General Meeting & Provincial Youth Mental Health Summit in Red Deer

June 4/19 Attended Long Service Awards at Elizabeth School, 1 retiree and a number of long service recipients

Upcoming: JF Dion & Elizabeth School Council Meetings, End of School Year Activities



NORTHLAND SCHOOL DIVISION NO. 61

BOARD ADVISOR REPORT TO THE BOARD

TO:	THE BOARD OF TRUSTEES	DATE:	JUNE 14, 2019
SUBMITTED BY:	LOIS BYERS, BOARD ADVISOR		
SUBJECT:	APRIL 18 - JUNE 6, 2019		

SUMMARY:

- Various discussions with Chair, other trustees, Acting Supt and senior admin. on process
- Attend Board meetings and COTW:
 - assist with presentation of a number of policies re changes and alignment with new appendices.
 - assist with process during the meetings.
- Assist with changes to Policy 7, Appendix C Trustee Expense Guidelines re layovers for trustees, conference errors.
- Assist with finalizing all changes to policies from April board meeting for posting on website.
- Advocacy Committee: assist with background research for some items for next meeting.
- Assist with review of agendas for May and June board meetings & COSC.
- Participate in agenda review meetings
- Attend COTW re superintendent contract
- Work on workshop format for beginning discussions re central office/sub office
- Attend Advocacy Committee in Edmonton
- Attend Special Meeting in Edmonton
- Prepare for Board, Special and COTW meetings
- Prepare forms for board committees and representatives for use at organization meeting; compile data and forward to chair
- Update and review Board Positive Path Forward Action Plan with Communications Manager for Advocacy Committee review and then June COTW package.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: UNAUDITED FINANCIAL REPORT FOR SEPTEMBER 1, 2018 TO MAY 31, 2019

ORIGINATOR: BOARD WORK PLAN

REFERENCE(S) & ATTACHMENTS: POLICY 2, APPENDIX A BOARD WORK PLAN
Q2 FINANCIAL UPDATE 2017/2018

RECOMMENDATION:

THAT the Board of Trustees approve the Third Quarter Financial Statement for 2018-2019, as attached.

BACKGROUND:

Policy 2 – Role of the Board, Section 5, Fiscal Accountability, establishes that the Board of Trustees will monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses.

CURRENT SITUATION/KEY POINTS

See attached commentary in Q3 package.



NORTHLAND SCHOOL DIVISION NO. 61

**Q3
Financial
Update**

2018/2019

This document provides year-to-date results and comparisons to first quarter budget figures

Report to the
Board of Trustees
As of May 31, 2019

2018-2019 Q3 COMMENTARY

Revenue

There are no major changes regarding expected revenue for the 2018-2019 school year. The entire Five-Year Investment Grant has been received, but not all has been recorded as revenue. Only the money spent from the grant can be recorded as revenue - the unspent balance becomes part of deferred revenue. Some federal students were reclassified as provincial students, so the provincial revenue has increased, and the federal revenue has decreased.

Expenses

Each department (with the exception of the schools) has been assessed in terms of where it is with its budget, and where it expects to end the year. The next page outlines the results of that assessment.

The November budget was submitted to the board with a deficit of \$1,064,171. The two largest projected year-end deficits will come from the Facilities department and housing, both of which are under-funded and are trying to keep aging buildings and infrastructure running. The projected deficit is \$1,648,171, but may be subject to change, due to the following circumstances:

- The wildfires may impact operational results, due to loss of revenue (housing) and additional costs of evacuations (busing, schools helping to feed and house evacuees).
- The federal calculation will not be complete until year-end, and, historically, has caused revenue swings of up to \$1 million.

Further information regarding the effect of the \$1.6 million deficit can be found in the 2019-2020 budget, Changes to Accumulated Surplus.

**NORTHLAND SCHOOL DIVISION
PROJECTED 2018-2019 DEFICIT**

Operating deficit as per November budget	\$ (1,064,171)	
Projected deficits:		
CTS lab	\$ (40,000)	The 2019-2020 budget was increased by \$5,000, with a commitment that a plan will be drawn up to keep the project on budget, and to use the trailers effectively throughout the division. to be covered by 2017-2018 unspent Five-Year Investment Grant, so will not be included in the projected operating deficit. The 2019-2020 budget was not increased. There will be increased monitoring of this department, with a requirement to provide a plan as to how the funding is going to be used.
Literacy	\$ (112,000)	
Board Superintendent's Office	\$ (70,000)	This is partly due to the payout of the former Superintendent. Increased repair expenses - POM funding does not provide enough funds for the maintenance of NSD schools.
Facilities	\$ (500,000)	
Housing	\$ (500,000)	\$150,000 of this is to be covered by 2017-2018 unspent Five-Year Investment Grant, so will not be included in the projected operating deficit.
Pedagogical	\$ (70,000)	to be covered by 2017-2018 unspent Five-Year Investment Grant, so will not be included in the projected operating deficit.
FNMI	\$ (200,000)	to be covered by unspent 2018-2019 targeted grants, so will not be included in the projected operating deficit.
Numeracy	\$ (40,000)	to be covered by 2017-2018 unspent Five-Year Investment Grant, so will not be included in the projected operating deficit.
Projected surpluses		
System Computers	\$ 300,000	This is a result an unfilled position and some operating expenses (SmartBoard replacements) being capitalized instead of expensed.
Boarding Allowances	\$ 100,000	The process for approving boarding applications was changed two years ago, and this money is unspent. The 2019-2020 budget has been reduced by this amount.
Inservice and Training	\$ 70,000	Assorted categories are under budget.
Associate Superintendents	\$ 150,000	This is unspent Five-Year Investment Grant, so will not be included in the calculation of the operating deficit.
Projected Year-End operating deficit	<u>\$ (1,648,171)</u>	

Note: There are estimates as of May 31, 2019, so may be subject to change.

The evacuation of several of our communities due to the wildfires may impact the final operating results of the division. Our insurance company will be visiting the affected communities to assess the smoke (and possible fire) damage to the schools and teacherages. The results of these assessments are unknown at this point. The impact of the federal calculation is, at the point, unknown. Historically, the calculation can cause up to a \$1 million impact on operating results, either positively or negatively. The division's percentage of federal students is lower this year, from about 38% to 32%, so the assumption of the impact of the federal calculation may be reduced from previous years. However, the full impact will not be known until the year-end audit is complete.

NORTHLAND SCHOOL DIVISION NO. 61
STATEMENT OF REVENUES AND EXPENSES
For The 9 Month Period Ended May 31, 2019

	Annual Budget		Year To Date		
	Spring Budget	Fall Budget	Fall Budget	Actual	Variance Favorable/ (Unfavorable)
REVENUES					
Government of Alberta					
Alberta Education	\$ 43,046,582	\$ 40,441,990	\$ 30,331,493	\$ 32,461,031	\$ 2,129,539 ¹
Federal Revenue	13,925,827	15,419,869	11,564,902	11,052,491	\$ (512,411) ¹
Other Sales and Services	4,248,028	4,257,363	3,193,022	2,668,005	\$ (525,017) ²
Investment Income	60,000	60,000	45,000	171,807	\$ 126,807
Gifts and Donations	311,300	502,227	376,670	105,369	\$ (271,301) ³
Fundraising/other	450,000	450,000	337,500	695,806	\$ 358,306 ⁴
	<u>\$ 62,041,737</u>	<u>\$ 61,131,449</u>	<u>\$ 45,848,587</u>	<u>\$ 47,154,509</u>	<u>\$ 1,305,922</u>
EXPENSES BY OBJECT					
Certificated Salaries and Benefits	\$ 23,904,281	\$ 23,414,127	\$ 17,560,595	\$ 17,122,424	\$ 438,171 ⁵
Uncertificated Salaries and Benefits	15,987,625	16,126,582	12,094,937	12,655,339	\$ (560,403) ⁶
Services, Contracts and Supplies	18,562,116	18,777,219	14,082,914	15,687,012	\$ (1,604,098) ⁷
Capital & Debt Services	4,032,354	3,428,238	2,571,179	3,369,469	\$ (798,291) ⁸
Fundraising	450,000	450,000	337,500	0	\$ 337,500 ⁹
	<u>\$ 62,936,376</u>	<u>\$ 62,196,166</u>	<u>\$ 46,647,125</u>	<u>\$ 48,834,244</u>	
OPERATING SURPLUS/(DEFICIT)	<u>\$ (894,639)</u>	<u>\$ (1,064,717)</u>	<u>\$ (798,538)</u>	<u>\$ (1,679,735)</u>	<u>\$ (2,187,120)</u>
EXPENSES BY PROGRAM					
Instruction	\$ 41,541,749	\$ 40,145,898	\$ 30,109,424	\$ 30,555,172	\$ (445,749) ¹⁰
Plant Operations and Maintenance	9,272,364	9,622,353	\$ 7,216,765	\$ 8,564,288	\$ (1,347,523) ¹¹
Transportation	3,568,539	4,073,019	\$ 3,054,764	\$ 2,896,450	\$ 158,314 ¹²
Board and System Administration	3,450,564	3,376,943	\$ 2,532,707	\$ 2,758,955	\$ (226,248) ¹³
External Services	5,103,160	4,977,953	\$ 3,733,465	\$ 4,059,379	\$ (325,914) ¹⁴
	<u>\$ 62,936,376</u>	<u>\$ 62,196,166</u>	<u>\$ 46,647,125</u>	<u>\$ 48,834,244</u>	<u>\$ (2,187,120)</u>
TOTAL					

Revenue

- 1 After the federal nominal role was completed in January, some federal students were counted as provincial students.
- 2 The provincial Five-year Investment Grant was received, but only a portion (the amount spent) was taken in as revenue. Another adjustment will be made at year-end, to increase the revenue to match what was spent.
- 3 Just a timing issue. Grant/donations are booked when received, but reported quarterly. This item will be under and over budget throughout the year, based on when the granting-agency forwards the funding to NSD. Some grants/donations are recorded at year-end, depending on the situation.
- 4 Some additional other revenue was received that did not have a budget.
- 5 There have been unfilled certificated positions at the schools, and some continue to remain unfilled.
- 6 See General Note under the detailed expense page - this item has to do with summer savings.
- 7 This overage has to do with the facilities and housing departments running over budget - repairs and maintenance are over budget.
- 8 This is the cost of amortization - the actual cost is higher than budgeted.
- 9 Fundraising expenses are calculated at year-end
- 10 Some instruction costs are 10-month expenses, some 12. This overage is related to the budget reported in a 12-month cycle, with the 10-month expenses included, so the overage will disappear over the summer.
- 11 The department is over budget due to dealing with unplanned maintenance and repairs. This deficit will be reduced to \$0.5 million by year-end.
- 12 The overage relates to a work alone project for \$150,000 that has not been fully implemented yet.
- 13 Deficits caused by a deficit in the board budget and the Superintendent's budget (see next page for more details)
- 14 Deficit is related to housing. Further details in Statement of Income and Expenses for Housing.

- 7 This department is over budget, due to wages actually paid being higher than budgeted, and travel being higher than budgeted. Numeracy project costs are also part of this budget, but did not have a separate budget item. Between the three items, year-end deficit costs are projected to be at about \$100,000. However, these costs may be recouped from last year's unspent Investment Grant.
- 8 System Computers is under budget due to one item specifically - there is a position in the department that remains unfilled due to no qualified candidates. In addition, about \$200,000 was budgeted for new SmartBoard replacements in some schools (see board package for board approval for the purchase). The purchase of the SmartBoards will come out of the capital budget, not operating, so the year-end surplus for this department should be around \$300,000.00
- 9 Testing and Achieving is slightly under budget, and the Director reports that all the money will be spent by year-end.
- 10 There are some items in this area that have budgets, but are not being used, or utilized less than in the past. For example, there is a budget for boarding home expenses for \$133,000; however, only about \$20,000 is going to be expensed. As well, there were no applicants for educational leave, so that amount (\$75,000) will remain unspent. Some of these items will be eliminated in the 2019-2020 budget.
- 11 Actual travel costs are less than budgeted.
- 12 There needs to be a small surplus in Business Services to pay for the year-end audit (\$30,000)
- 13 Facilities is over budget, but some reclassification of projects into IMR or capital expenditures will take place over the next couple of weeks. The Division Facility Manager David Cox estimates he will finish the year \$0.5 million over budget. This overage is due to unforeseen repairs to schools.
- 14 The overage relates to a work alone project for \$150,000 that has not been fully implemented yet.
- 15 The budget variance relates to housing, and will be discussed later.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Expenses by Decision Unit
For The 9 Month Period Ended May 31, 2019

	Annual Fall Budget	Year To Date			
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	% Change
Schools	\$ 24,153,178	\$ 18,114,884	\$ 18,640,509	\$ (525,626)	-2.90% 1
Governance					
Corporate Board	541,750	406,313	\$ 528,015	(121,703)	-29.95% 2
Education Executive					
Superintendent	615,979	461,984	620,173	(158,189)	-34.24% 3
Public Relations	158,447	118,835	131,771	(12,936)	-10.89%
Superintendent Office & PR	\$ 774,426	\$ 580,820	\$ 751,944	\$ (171,125)	-29.46%
Instructional Services-Central					
Area Superintendents	\$ 809,250	\$ 606,938	\$ 514,295	92,643	15.26%
CTS Mobile	25,000	18,750	57,585	(38,835)	-207.12% 4
First Nations, Metis and Inuit	640,320	480,240	754,262	(274,022)	-57.06% 5
Literacy	361,559	271,169	409,419	(138,250)	-50.98% 6
Occupational Health and Safety	263,463	197,597	195,077	2,520	1.28%
Pedagogical	1,016,900	762,675	833,062	(70,387)	-9.23% 7
System Computers	1,320,935	990,701	879,006	111,695	11.27% 8
Testing and Achievement	3,627,540	2,720,655	2,628,000	92,655	3.41% 9
	\$ 8,064,967	\$ 6,048,725	\$ 6,270,706	\$ (314,623)	-5.20%
Instructional Services-Schools	7,927,752	\$ 5,945,814	5,643,956	301,858	5.08% 10
Human Resources	618,188	\$ 463,641	436,998	26,643	5.75% 11
Business Services	1,442,580	\$ 1,081,935	1,041,998	39,937	3.69% 12
Facility Services	9,622,353	\$ 7,216,765	8,564,288	(1,347,523)	-18.67% 13
Student Transportation	4,073,019	\$ 3,054,764	2,896,450	158,314	5.18% 14
External Services	4,977,953	\$ 3,733,465	4,059,379	(325,914)	-8.73% 15
	<u>\$ 62,196,166</u>	<u>\$ 46,647,125</u>	<u>\$ 48,834,243</u>	<u>\$ (2,187,119)</u>	<u>-4.69%</u>

Notes:

General note: Support staff wages are calculated differently than other staff members. The division is expensing the 10-month support staff wages over 10 months, but withholding some money from each paycheque to be able to pay the staff during the summer. So, instead of the salary expense being expensed over 12 months, it is being expensed over ten months, which will affect the quarterly YTD figures, by overstating the salary expense to some of the support staff, and understating the expense the final quarter. It's like a forced savings account for the summer months.

- 1 Slightly over budget this quarter, but should even out by year-end, as little spending over the summer.
- 2 The corporate board is over their budget, but there will be fewer expenses over the summer, so the deficit should be less. Projecting a year-end deficit of approximately \$70,000.
- 3 Generally, the Superintendent budget is under budget. However, with the payout in April, it is over budget, with projected year-end deficit of at least \$94,000.
- 4 CTS mobile is over budget due to a staff member being charged against the budget, which wasn't budgeted for. Expect a year-end deficit of about \$40,000.00
- 5 FNMI is over budget because of some grant expenses. When the budget was developed in November, it wasn't known if the unused portion of the Collaboration grants were going to be returned to the province or distributed to our partners. In reality, neither happened, and the division was encouraged to use the money for the original purpose. So, the department has been spending the grant money, but there was no budget for those grants. At year-end, whatever is spent on the three grants will be brought in as deferred revenue, so, although the expenses are higher, there will be offsetting revenue.
- 6 Literacy will close the year with a deficit over \$100,000. This will be covered by the unspent Five-Year Investment Grant, so will not affect the overall deficit.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for External Services
For The 9 Month Period Ended May 31, 2019

	Annual Fall Budget	Year To Date				% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)		
External Services						
Alberta Mental Health Project Revenue	\$ 470,503	\$ 352,877	\$ 251,669	\$ (101,208)		-28.68%
Alberta Mental Health Project Expenses						
Salaries and Benefits	\$ 383,176	\$ 287,382	\$ 241,738	\$ 45,644		15.88%
Services, Contracts and Supplies	\$ 87,327	\$ 65,495	\$ 27,732	\$ 37,763		57.66%
Total Expenses	\$ 470,503	\$ 352,877	\$ 269,470	\$ 83,407		
OPERATING SURPLUS/(DEFICIT)	\$ -	\$ -	\$ (17,801)	\$ (17,801)		
School Food Services Revenue	\$ 3,566,400	\$ 2,674,800	\$ 2,414,816	\$ (259,984)		-9.72%
School Food Services Expenses						
Salaries and Benefits	\$ 1,211,837	\$ 908,878	\$ 1,090,293	\$ (181,415)		-19.96%
Services, Contracts and Supplies	\$ 2,354,563	\$ 1,765,922	\$ 1,259,181	\$ 506,741		28.70%
Total Expenses	\$ 3,566,400	\$ 2,674,800	\$ 2,349,474	\$ 325,326		
OPERATING SURPLUS/(DEFICIT)	\$ -	\$ -	\$ 65,342	\$ 65,342		
Housing Revenue	\$ 941,050	\$ 705,788	\$ 782,837	\$ 77,050		10.92%
Housing Expenses						
Salaries and Benefits	\$ 196,135	\$ 147,101	\$ 171,686	\$ (24,585)		-16.71%
Services, Contracts and Supplies	\$ 744,915	\$ 558,686	\$ 1,268,746	\$ (710,060)		-127.09%
Total Expenses	\$ 941,050	\$ 705,788	\$ 1,440,432	\$ (734,645)		
OPERATING SURPLUS/(DEFICIT)	\$ -	\$ -	\$ (657,595)	\$ (657,595)		

Notes:

Alberta Mental Health Project is a project in which we recover the expenses incurred in the program. If the money is not spent, it is not recovered as income. The difference between the income and expenses is a result of the timing of the revenue and expenses - the expense are incurred, then the invoice for those expenses is issued. So, the invoicing for the services is always behind the payment for the expenses.

School Food Services has budgeted historically for a deficit of around \$200,000. The revenue is slightly behind schedule, and all the expenses, with the exception of depreciation and wages, are paid over 10 months, which will cause the expenses to be higher than that quarter, until year-end. The revenue line is below budget, as SFS's share of the Five-year grant revenue (\$350,000 total, with \$262,500 for this quarter) has not yet been allocated to SFS.

Housing revenue and expense items are analyzed in further detail on the following page.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for Housing
For The 9 Month Period Ended May 31, 2019

	Annual Fall Budget	Year To Date				% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)		
REVENUE						
Rent	\$ 583,050	\$ 437,288	\$ 548,424	\$ 111,137	25.41%	1
Supported Amortization	\$ 358,000	\$ 268,500	\$ 234,413	\$ (34,087)	-12.70%	
TOTAL REVENUE	\$ 941,050	\$ 705,788	\$ 782,837	\$ 77,050	10.92%	
EXPENSES						
Salaries and Benefits	\$ 196,135	\$ 147,101	\$ 171,686	\$ (24,585)	-16.71%	2
Casual Labour	\$ -	\$ -	\$ 556	\$ (556)		
Legal Services	\$ 4,000	\$ 3,000	\$ 5,349	\$ (2,349)	-78.30%	
Professional Services	\$ 3,000	\$ 2,250	\$ 3,949	\$ (1,699)	-75.51%	
Advertising	\$ 900	\$ 675	\$ 130			
Office Supplies	\$ 600	\$ 450	\$ 541	\$ (91)	-20.22%	
Printing and Binding	\$ 300	\$ 225	\$ 395	\$ (170)	-75.56%	
Postage	\$ 200	\$ 150	\$ 42	\$ 108	72.00%	
Travel and Subsistence	\$ 5,600	\$ 4,200	\$ 6,688	\$ (2,488)	-59.24%	
Insurance	\$ 78,750	\$ 59,063	\$ 63,692	\$ (4,630)	-7.84%	
Repair and Maintenance	\$ 10,100	\$ 7,575	\$ 480,654	\$ (473,079)	-6245.27%	3
Electricity	\$ 47,800	\$ 35,850	\$ 33,146	\$ 2,704	7.54%	
Sewer	\$ 16,850	\$ 12,638	\$ 11,212	\$ 1,426	11.28%	
Water	\$ 24,900	\$ 18,675	\$ 15,528	\$ 3,147	16.85%	
Propane/Gas	\$ 108,300	\$ 81,225	\$ 89,339	\$ (8,114)	-9.99%	
Rent - Other properties	\$ 50,000	\$ 37,500	\$ 149,831	\$ (112,331)	-299.55%	4
Copier	\$ -	\$ -	\$ -	\$ -		
Telephone	\$ 500	\$ 375	\$ 2,617	\$ (2,242)	-597.87%	
Taxes	\$ 50,711	\$ 38,033	\$ 16,472	\$ 21,561	56.69%	
Vehicle	\$ 1,800	\$ 1,350	\$ 13,118	\$ (11,768)	-871.70%	5
Software	\$ -	\$ -	\$ -	\$ -		
Furniture and Equipment	\$ -	\$ -	\$ 35,159	\$ (35,159)		6
Interest	\$ -	\$ -	\$ -	\$ -		
Depreciation	\$ 340,604	\$ 255,453	\$ 340,328	\$ (84,875)	-33.23%	
TOTAL EXPENSES	\$ 941,050	\$ 705,788	\$ 1,440,432	\$ (735,190)		
Net surplus (deficit)	\$ -	\$ -	\$ (657,595)			
Net surplus (deficit) cash basis			\$ (551,680)			

Notes:

- 1 Rent, so far, is higher than budgeted. The budget was set earlier in the year, after the teachers were hired for the year. Since school started, additional teachers have been hired that require housing. As well, there has been about \$12,000 in propane/gas rebates that were not budgeted for, and more rent is collected as a result of furnishing some units (versus unfurnished units)
- 2 Salaries are higher than budgeted, but to date, the cost has been for the Housing Construction Foreman, whose salary will be expensed against the housing grant money that will either be part of the Five-year Investment Plan or there will be grant money that will be separate from the investment money. The amount of the housing money is expected to be about \$6 million, the amount to implement the housing plan over five years. As well, the housing coordinator will be working about 60% time for Business Services, to support the board, so that portion of her wage will be a Business Services expense.
- 3 There was little budgeted for R&M, as the budget for housing is expected to be as balanced as possible, and it is one of the discretionary items that can be reduced, if necessary. This line item is over budget due to the three units that were renovated in Fort Chipewyan. Of the \$473,000 overage, \$150,000 will be covered by the Five Year Investment Grant for the

Fort Chipewyan renovations.

- 4 This is money paid to Schroeder Oilfield, for rent subsidies on the units, empty units, and rent on the land that the five "emergency" mobile homes are on. As well, if there is any other units rented (eg: temporary housing for teachers to finish off renovations to their permanent units). NSD is looking at sub-letting the Shroeder units, to reduce expenses. "emergency" mobile homes are on. As well, if there is any other units rented (eg: temporary housing for teachers to finish off renovations to their permanent units). NSD is looking at sub-letting the Shroeder units, to reduce expenses. However, sub-letting can be tricky, as the units may be needed after the five "emergency" mobile homes have been sold. The rents were lowered in the townhouse units to attract teachers, but no teachers to date have taken the division up on the lower rent.
- 5 There was not enough budgeted for vehicle, likely due to the necessity of balancing the budget.
- 6 Furniture has been purchased for some of the units, and they are rented as furnished, for higher rents. As well, these units can be used for substitute teachers, instead of hotels, which will lower costs.

NORTHLAND SCHOOL DIVISION
Accounts Receivable over 90 days over \$10,000
as of May 31, 2019

NAME/ORGANIZATION	AMOUNT	DATE	DESCRIPTION OF SERVICE
Lubicon First Nation	\$19,138.48	August 31, 2012	mold remediation
Little Buffalo Settlement	\$25,000.00	August 31, 2015	transfer of two housing units
MD of Opportunity	\$54,000.00	November 30, 2015	employee cost-sharing
Gift Lake Metis Settlement	\$20,027.32	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$15,452.04	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$30,139.15	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$13,242.41	August 31, 2018	School shared use ageement

Note - this is the second report of this type to the board. It is a requirement under the Signing Authority Chart, passed in October, where it states that administration will bring to the board, as information, any tuition arrears over 90 days. This will be included as a part of the Financial Quarterly Report, and will include those items over \$10,000.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: APPROVAL OF THE 2019-2020 SPRING BUDGET

REFERENCE(S): POLICY 2 ROLE OF THE BOARD

ATTACHMENTS: 2019-2020 BUDGET PACKAGE

RECOMMENDATION:

THAT the Board of Trustees approve the 2019-2020 spring budget as presented.

BACKGROUND:

Policy 2, Role of the Board, section 5, Fiscal Accountability, states that the board “approve the annual budget and allocation of resources to achieve desired results.”

RISK ANALYSIS:

No risks are perceived in regards to the process of determining the budget. There are risks inherent in the budget itself – revenue and expense projections are wrong, the budget does not allocate resources effectively to achieve the results the board is looking for, there are impacts to the budget that the board is unaware of and that the board does not understand the process, the budget itself or how the budget impacts results.



NORTHLAND SCHOOL DIVISION NO. 61

**Final
Spring
Budget
report**

2019/2020

This document outlines the projected revenue and expenses for the spring budget.

Report to the
Board of Trustees

June 14, 2019

Our students love to come to school in Northland

2019-2020 Spring Operating Budget

Operating results

At this point, the division working with a \$1,226,358 deficit for the 2019-2020 school year.

Staffing at the schools has been reviewed, and certificated staff levels at the schools has been determined. Overall, certificated staff has been reduced by 1.5 FTE, to bring the PTR to 13.47.

Four educational assistants were added to the instructional budget from the Five Year Investment Grant - three to schools, and one for a school in the fall.

The May deficit of \$1,463,086 was determined by:

- Operating deficit of \$913,086
- Add: principals' allowance increase of \$250,000
- Add: housing deficit of \$300,000

The board reviewed the projected budget in May, and asked administration to review department budgets and see what savings could be found. The review identified \$236,728 in budget reductions, with little impact to departments. In fact, some of the adjustments may enhance services to schools and students.

The changes from the May budget as a result of the review are on the next page.

Other items:

- The wildfires may impact operational results, due to loss of revenue (housing) and additional costs of evacuations (busing, schools helping to feed and house evacuees).
- The federal calculation will not be complete until year-end, and, historically, has caused revenue swings of up to \$1 million, which will impact reserves.
- The provincial budget will not be released until this fall. Speculations have run the gamut - loss of the Five-Year Investment Grant, reduction of reserves and reduction in operating funds have all been suggested as avenues for the provincial government to reduce spending. None of these scenarios have been taken into account in this budget.

Options to fund the deficit:

- Fund the deficit from the reserves. The last page of the budget package outlines the changes to Accumulated Surplus. If this year's deficit and next year's deficit is funded by reserves, then the closing reserve balance as of August 31, 2020 will be \$1.862 million, or 2.8% of the budget.
- Fund the deficit from a combination of budget reductions and reserves.
- Fund the deficit by balancing the budget:
 - 2% cut from every department budget, including schools, would eliminate the deficit.
 - 3% cut from all departments except schools, would eliminate the deficit.
 - 5.4% cut from all non-instructional departments would eliminate the deficit, but may also cause some staff layoffs due to the large amount of budget reductions required.

Summary

Administration recommends that the operating deficit be funded by reserves. It is also recommends that during the November budgeting process that further investigation be done in terms of reducing department budgets. The November budget allows administration the advantage of seeing year-end results, and actual September enrolment numbers in order to more accurately project division revenues, in addition to providing staff the time to properly assess the impact of reductions.

Changes from May budget	Amounts	Comments
May, 2019 projected deficit	\$913,086	
Add: increase in principal's allowance	\$211,777	as per the local agreement
Add: budget adjustments due to budget software clean up	\$81,695	cleaning up formulas, making sure everything was calculating properly
Add: increase to ADCS travel	\$2,000	as per the collective agreement
Add: increase to CTS budget	\$5,000	a plan is to be drawn up in order to use the trailers effectively
Add: increase to Pedagogical budget	\$200,000	Five-Year Investment Grant/budget was too low for the services being provided
Add: increase to teacher inservice	\$100,000	Five-Year Investment Grant/ felt there is a need to provide training to teachers
Add: increase to numeracy budget	\$100,000	Five-Year Investment Grant/initiative didn't have a budget
Add: four educational assistants	\$179,200	Five-Year Investment Grant/as per board priority
Add: housing repairs	\$300,000	repairs are always over budget by about this amount
Less: decrease to unallocated 5 year investment grant	-\$229,200	Five-Year Investment Grant/funds used above
Less: Associated Superintendents budget	-\$150,000	Five-Year Investment Grant/funds used above
Less: School Food Services budget	-\$200,000	Five-Year Investment Grant/funds used above
Less: supplies	-\$40,000	not used
Less: educational leave	-\$75,000	not used
Less: removal of Chip Lake travel	-\$1,200	not used
Less: removal of interschool transportation	-\$1,000	not used
Less: removal of Alberta Distance Learning	-\$35,000	no charge for ADL materials
Less: reduction in Testing and Achieving	-\$20,000	general reduction. Director to find where to save the money.
Less: office space rent	-\$15,000	This is budgeted in the individual departments.
Less: Boarding home allowances	-\$100,000	The process for boarding homes was changed a couple of years ago - less usage
Projected deficit	\$1,226,358	

NORTHLAND SCHOOL DIVISION NO. 61
2019-2020 SPRING BUDGET
STATEMENT OF REVENUES AND EXPENSES

	2019/2020 <u>Spring Budget</u>	2018/2019 <u>Fall Budget</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>	
REVENUES					
Government of Alberta					
Alberta Education	\$ 30,562,366	\$ 28,249,548	\$ 2,312,818	7.57%	
Other Government of Alberta	12,081,900	12,192,441	\$ (110,541)	-0.91%	
	<u>42,644,266</u>	<u>40,441,989</u>	<u>2,202,277</u>	<u>5.16%</u>	1
Federal Revenue	15,481,768	15,419,869	\$ 61,899	0.40%	2
Other Sales and Services	4,257,363	4,257,363	\$ -	0.00%	
Investment Income	60,000	60,000	\$ -	0.00%	
Gifts and Donations	502,227	502,227	\$ -	0.00%	
Fundraising	450,000	450,000	\$ -	0.00%	
	<u>63,395,624</u>	<u>61,131,448</u>	<u>2,264,176</u>	<u>3.57%</u>	
EXPENSES					
Instruction					
Schools	24,098,039	24,153,178	\$ (55,139)	-0.23%	3
School-Based Education Expenses	14,801,222				
Central Services Instructional Supports	3,405,177	15,992,719	\$ (12,587,542)	15.30%	4
	<u>42,304,438</u>	<u>40,145,897</u>	<u>\$ 2,158,541</u>	<u>5.10%</u>	
Operations & Maintenance	9,693,183	9,622,353	\$ 70,830	0.73%	5
Transportation	4,073,019	4,073,019	\$ -	0.00%	
Board and System Administration	3,473,388	3,376,943	\$ 96,445	2.78%	6
External Services	5,077,953	4,977,953	\$ 100,000	1.97%	7
	<u>64,621,981</u>	<u>62,196,165</u>	<u>\$ 2,425,816</u>	<u>3.75%</u>	
OPERATING SURPLUS/(DEFICIT)	<u>(1,226,357)</u>	<u>(1,064,717)</u>	<u>(161,640)</u>		

Notes:

- 1 Base funding and the Five-year investment grant were both increased due to enrolment changes. The amount Alberta Education provides the division also increased; however, that flows directly to the First Nations, so the expense matches the revenue.
- 2 Federal tuition rate increase due to change in enrolment.
- 3 There was some targeting funding for the schools last year that has been taken out of the spring budget - Donations and Classroom Improvement Fund.
- 4 Increase in expenses due to increase in the Five-Year Investment Grant and an increase to the reciprocal agreement money in revenue, so there is a corresponding increase in the expense (money flows directly from Alberta Education, to the Division, to the First Nations)
- 5 Reimbursement for work done for housing by maintenance has been removed from the budget, as maintenance does not provide repair and maintenance services for housing.
- 6 Increase to the Corporate Board budget - \$20,000 due to the increase in honoraria, and \$20,000 for election (\$20,000 each year until \$80,000 is reached by election year). As well, additional board support has been added (administrative assistant for booking travel, hotel rooms and conference bookings). \$10,000 was added to the Communications budget, at the request of the board.
- 7 Increase to housing for repairs and maintenance (\$300,000), decrease to School Food Services (\$200,000) of the Five-Year Investment Fund to be allocated elsewhere in the division.

NORTHLAND SCHOOL DIVISION NO. 61
2019/2020 SPRING BUDGET
SCHOOL EXPENSES

	2019-2020	2018/2019	\$
	Spring Budget	Fall Budget	Change
Home Education	20,266	20,266	-
Anzac	1,292,424	1,274,247	18,177
Athabasca Delta	2,745,407	2,873,553	(128,146)
Bill Woodward	1,255,746	1,302,841	(47,095)
Bishop Routhier	651,567	767,529	(115,962)
Calling Lake	1,314,484	1,222,788	91,696
Career Pathways	668,269	689,646	(21,377)
Chipewyan Lakes	519,244	389,873	129,371
Conklin	503,270	491,628	11,642
Elizabeth	1,381,816	1,441,452	(59,636)
Father R. Perin	1,053,258	986,283	66,975
Fort McKay School	655,014	789,481	(134,467)
Gift Lake School	1,891,987	1,802,383	89,604
Grouard	883,265	891,419	(8,154)
Hillview	337,655	323,586	14,069
J.F. Dion	993,466	1,002,910	(9,444)
Mistassiniy	2,181,112	2,483,191	(302,079)
Paddle Prairie	1,177,495	1,115,692	61,803
Pelican Mountain	362,631	341,227	21,404
St. Theresa	3,745,566	3,464,731	280,835
Susa Creek	464,097	478,452	(14,355)
	\$ 24,098,039	\$24,153,178	\$ (73,316) 1

1 School budgets were adjusted to reflect enrolment, which changed the funding to schools for day-to-day operations. However, the Classroom Improvement Fund of \$268,000 school donation accounts, and the reduction of some certificated staff were removed which resulted in a net reduction in school budgets.

The school donation accounts will be added back in the fall budget, after year-end results have been finished. As well, about \$400,000 for Land-Based Learning from the Five-Year Investment Grant is included in the above budgets.

Further details regarding school staffing, see School Staffing worksheet.

In June, EAs were added to Calling Lake, Paddle Prairie and Father R. Perin school budgets, and an increase to the principals' allowance was added, as per the collective agreement.

NORTHLAND SCHOOL DIVISION NO. 61
2019/2020 SPRING BUDGET
SCHOOL STAFFING (FTEs)

	2019/2020 Spring Budget		2018/2019 Actual Staffing		Change in FTE		Pupil to Teacher Ratio
	FTE		FTE				
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated	
Athabasca Delta	19	5.5	19	6	0	-0.5	11.89
Anzac	7.5	4.1	7.5	5	0	-0.9	14.27
Bill Woodward	7.5	4	8.5	4.5	-1	-0.5	14.80
Bishop Routhier	4	3	5	3.5	-1	-0.5	14.25
Calling Lake	9	4	8.5	3	0.5	1	14.22
Career Pathways	4	2.5	3	2.5	1	0	15.75
Chipewyan Lakes	3	2	2	2	1	0	11.00
Conklin	3	2	3	3	0	-1	12.33
Elizabeth	9	6.6	9	5.6	0	1	12.56
Father R. Perin	7	3.6	6	1.6	1	2	12.14
Fort McKay School	3	3	5	3	-2	0	15.33
Gift Lake School	12	9	12	9	0	0	12.25
Grouard	6	3	6	3	0	0	12.00
Hillview	2	1.25	2	2.25	0	-1	11.50
J.F. Dion	6	5.16	6	5.16	0	0	14.50
Mistassiniy	16	5	19	6	-3	-1	14.00
Paddle Prairie	8	3.9	7	2.9	1	1	15.00
Pelican Mountain	2	1.6	2	1.9	0	-0.3	9.50
St. Theresa	23	22	22	22	1	0	14.13
Susa Creek	3	1.9	3	2.1	0	-0.2	16.00
	154.00	93.11	155.50	94.01	-1.50	-0.9	13.47

Notes: Adjustments to the certificated staffing were made as a result of students numbers and right-sizing the staff complement. In some schools, based on their complex needs, certificated staff levels remained at current levels.

A similar process was used with the uncertificated staff, and three additional educational assistants were added to three schools. At this point, there has not been any right-sizing of the educational assistant staffing at the schools. Those numbers may be adjusted in the fall, depending on the student needs at individual schools.

One educational assistant position has been left in the budget for a school with an emergent fall request.

	Total 19-20 Budget	Amount of budget from Five Year Investment Grant	Amount of budget from operational revenue
School-Based Education Expenses			
Teachers Retirement Fund	\$2,700,000		\$2,700,000
Teacher Training	\$113,401		\$113,401
Educational Leave	\$0		\$0
1/3 share of JF Dion Liaison	\$24,000		\$24,000
School-Generated Funds expense	\$500,000		\$500,000
School-Based Donation	\$150,000		\$150,000
Travel - ADCS	\$11,000		\$11,000
Northland Games	\$15,000		\$15,000
Reciprocal tuition from Alberta Education	\$4,000,000		\$4,000,000
Awards	\$22,200		\$22,200
Boarding Home Program (details in the following pages)	\$33,200		\$33,200
CTS Mobile (details in the following pages)	\$30,000		\$30,000
Inservice and Training (details in the following pages)	\$971,500	\$550,000	\$421,500
Literacy (details in the following pages)	\$361,559	\$160,000	\$201,559
Pedagogical (details in the following pages)	\$1,310,100	\$1,200,000	\$110,100
Substitutes (details in the following pages)	\$781,722	\$300,000	\$481,722
Testing and Achieving (Special Ed.) (details in the following pages)	\$3,607,540	\$1,200,000	\$2,407,540
Numeracy	\$100,000	\$100,000	\$0
Total	\$14,801,222	\$3,480,000	\$11,221,222
Central Services Instruction Supports			
Printing and Binding	\$20,000		\$20,000
Liability	\$64,000		\$64,000
Office Space	\$0		\$0
Amortization	\$345,409		\$345,409
Associate Superintendents (details in the following pages)	\$659,250	\$425,000	\$234,250
First Nation Metis Inuit (details in the following pages)	\$640,320		\$640,320
Occupational Health and Safety (details in the following pages)	\$263,463		\$263,463
System Computers (details in the following pages)	\$1,320,935	\$100,000	\$1,220,935
Printing and Binding - committees	\$21,000		\$21,000
Five-Year Investment Grant Uncommitted (details in the following pages)	\$69,800	\$285,554	-\$215,754
Telephone	\$1,000		\$1,000
Total	\$3,405,177	\$810,554	\$2,594,623
TOTALS	\$18,206,399	\$4,290,554	\$13,815,845

Five Year Investment Grant 2019-2020			
Outcome 1	Alberta's students are successful	Budget amount	Included in departments
	Associate Superintendents	\$ 275,000	Associate Superintendents
	Professional Learning through Coaching	\$ 1,200,000	Pedagogical
	Attendance Improvement (DAL)	\$ 150,000	Associate Superintendents
	Technology Plan	\$ 100,000	System Computers
	Flexible Learning	\$ 147,115	1 FTE to Career Pathways \$107,115, \$40,000 for supplies at schools.
	High School Literacy	\$ 160,000	Literacy
	Numeracy	\$ 100,000	Numeracy
	Schools - 4 additional educational assistants	\$ 179,200	Paddle Prairie, Calling Lake, Father R Perin and one for fall needs
Outcome 2	The systemic education achievement gap between First Nations, Metis and Inuit students and all other students is eliminated.		
	Land-based Learning and Culture Camp	\$ 409,050	Allocated to the schools in 2018-2019
	Language and Culture Instruction	\$ 250,000	Supplementing LA instructors
Outcome 3	Alberta's education system is inclusive		
	Assistant Supervisors of Student Services	\$ 300,000	Testing and Achieving
	Family Wellness Workers	\$ 850,000	Testing and Achieving
	Staff Wellness Project	\$ 50,000	Testing and Achieving
	School Food Services	\$ 150,000	School Food Services
Outcome 4	Alberta has excellent teachers, and school and school authority leaders.		
	Professional Development for EAs	\$ 100,000	Inservice and Training
	Leadership Development	\$ 200,000	Inservice and Training
	Professional Learning for Community Based Ed.	\$ 150,000	Inservice and Training
	Teacher Training	\$ 100,000	Inservice and Training
Key Priorities			
	Itinerant Subs	\$ 300,000	Substitutes
	Principal Meetings	\$ 180,000	\$60,000 went to teacher convention, so principal meetings \$120,000
	School Councils/Community Meetings (Northland Act)	\$ 150,000	\$30,000 directly to the schools, \$40,000 to ward councils, \$80,000 to board
	Pupil/Teacher Ratio adjustments	\$ 170,000	0.5 FTE at Anzac, two EAs in St. Theresa
	Work alone/vehicle trackers	\$ 150,000	Transportation
	Not yet assigned to an outcome	\$ 56,354	
	Total funds budgeted	\$ 5,876,719	

CHANGES TO ACCUMULATED SURPLUS

	Unrestricted Surplus	2018-2019	
		Operating Reserves	Capital Reserves
as of August 31, 2018	\$ 3,497,524		\$ 2,260,445
less: School Generated Funds	\$ (380,189)		
Net 2018-2019 amortization (depreciation)	\$ 1,000,000		
Projected 2018-2019 deficit	\$ (1,648,171)		
Capital projects for 2018-2019			\$ (1,966,400)
Projected balance, Aug. 31, 2019	\$ 2,469,164	\$ -	\$ 294,045

	Unrestricted Surplus	2019-2020	
		Operating Reserves	Capital Reserves
as of August 31, 2019	\$ 2,469,164		\$ 294,045
less: School Generated Funds	\$ (380,189)		
Net 2018-2019 amortization (depreciation)	\$ 1,000,000		
Budgeted 2019-2020 deficit	\$ (1,226,358)		
Capital projects for 2019-2020 (not yet determined)			\$ (1,200,000)
Transfer to Capital Reserves (to balance)	\$ (905,955)		\$ 905,955
Projected balance, Aug. 31, 2020	\$ 1,862,617	1 \$ -	\$ -

January budget meeting:

Operating reserves	\$1,800,000
Capital projects	\$1,200,000
Deficit funding/construction projects	\$800,000
	<u>\$3,800,000</u>

Notes

1 This is the amount projected to be in reserves at the end of next year. However, there are some assumptions that may not come to pass:

The August 31, 2019 balance may be higher or lower, depending on what the year-end results are for 2018-2019

As well, the federal calculation can cause revenue to swing up to \$1 million increase or decrease, again depending on the results.

The School Generated Funds amount may differ, although it may not be substantial.

The amortization amount may differ.

This is assuming the entire deficit is being funded by reserves. If the division makes cuts, and the deficit is lower, less reserves are required.

The results of the wildfires on the 2018-2019 operating results is unknown.

The impact of the yet-to-be-announced provincial budget is unknown.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PROPOSED SCHOOL CLOSURE – PELICAN MOUNTAIN

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the continuation of the instructional program at Pelican Mountain School for the 2019-2020 school year, subject to Ministerial Approval, section 7(2) of the *Closure of Schools Regulation* which states, “Notwithstanding subsection (1), on the written request of the board, the Ministers may extend the school closure procedures beyond one school year.”

BACKGROUND:

The viability study was presented to the board at the January, 2019 board meeting. As a result of the study, the following motion was made:

24774/19 – Trustee Guild makes a Notice of Motion at the January 18, 2019 Regular Board meeting – to consider a school closure of Pelican Mountain school grades K-6 and this motion will be decided upon by the end of May, 2019.

Discontinuing busing for Sandy Lake elementary students to St. Theresa School in Wabasca in the 2019-2020 school year may increase the enrolment at the school. Therefore, the recommendation allows for the school to remain open for another year, so the impact of the busing situation can be assessed.

RISK ANALYSIS:

No risks are perceived.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PROPOSED SCHOOL CLOSURE – CALLING LAKE OUTREACH

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the closure of Calling Lake Outreach, as of June 30, 2019.

BACKGROUND:

The viability study was presented to the board at the January, 2019 board meeting. As a result of the report, the following motion was made:

24774/19 – Trustee Anderson makes a Notice of Motion at the January 18, 2019 Regular Board meeting – to consider a school closure of Calling Lake Outreach and this motion will be decided upon by the end of May, 2019.

In order to receive funding for outreach schools, the schools must be in a building separate from the K-12 school. The building that was used as the outreach school was returned to the landlord, and the students are being instructed in the K-12 school. Therefore, the school closure process was initiated to formally close the outreach.

RISK ANALYSIS:

No risks are perceived.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: ACTING SUPERINTENDENT CONTRACT

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the contract for the Acting Superintendent.

BACKGROUND:

The Acting Superintendent (Candidate X) was appointed at the May 18 special board meeting. However, in order for the appointment to be approved by the Minister, a proposed contract needed to be submitted with the application. The Board Chair met with a labor lawyer, and drafted a contract. At the last COTW, the contract was reviewed by the board in attendance. It has since been completed, and been submitted to the Ministry.

The contract was presented in its final form at the June 14, 2019 in-camera meeting, where it was recommended to the board for approval.

RISK ANALYSIS:

No risks are perceived.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: POLICY 8 – BOARD COMMITTEES

ORIGINATOR: BOARD ADVISOR, L. BYERS

REFERENCE(S) & ATTACHMENTS: POLICY 8 – BOARD COMMITTEES

RECOMMENDATION:

THAT the Board of Trustees approve the second reading of Policy 8, Board Committees with revisions as attached.

BACKGROUND:

Wording has been added to the Committee of the Whole (COTW) to ensure the Superintendent is involved in the calling of additional COTW meetings. This would generally be understood but this makes it clearer.

RISK ANALYSIS:

No risks are perceived.

Policy 8

BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair and Executive Secretary to the Board and Corporate Services if they are unable to attend a meeting as soon as possible so an alternate can be arranged and briefed.

Standing Committees

Standing committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. Agenda Review Committee
 - 1.1 Purpose
 - 1.1.1 To make decisions regarding agenda items for regular Board meetings.
 - 1.2 Powers and Duties
 - 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
 - 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.
 - 1.3 Membership
 - 1.3.1 Board Chair.
 - 1.3.2 Vice-Chair
 - 1.3.3 One (1) trustee on a rotational basis.

- 1.3.4 Superintendent and/or designate(s).
- 1.3.5 The Board Chair shall be the chair of Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.

1.4 Meetings

- 1.4.1 Approximately two (2) weeks prior to each regular Board meeting.

2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below.

2.1 Purpose

- 2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

2.2 Powers and Duties

- 2.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

2.3 Membership

- 2.3.1 All trustees
- 2.3.2 Superintendent and/or designate.
- 2.3.3 Other administration personnel as required
- 2.3.4 The Board Vice-Chair shall be the chair.

2.4 Meetings

- 2.4.1 Generally will be held monthly in conjunction with the Board meeting.
- 2.4.2 **In consultation with the Superintendent**, additional meetings may be called by the Board Chair as required (e.g. discussion re info from TEBA; information needs to be disseminated and discussed, etc.):
 - 2.4.2.1 At least a quorum number of the trustees must be able to take part in the meeting (e.g. 6 of 11).

3. Student Expulsion Committee

3.1 Purpose

- 3.1.1 To make decisions regarding the recommendations for the expulsion of any student in accordance with relevant sections of the School Act.

3.2 Powers and Duties

- 3.2.1 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
- 3.2.2 Inform the Board of the action taken by the Committee.
- 3.2.3 The Superintendent shall ensure that conflict of interest and personal

bias are discussed with potential members of the expulsion committee before agreeing to sit on the expulsion committee.

- 3.2.4 The Superintendent shall ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.
- 3.3 Membership
 - 3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
 - 3.3.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee and appointing the chair.
 - 3.3.1.1 The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.
 - 3.3.2 Superintendent and/or designate(s) as a resource person to the Board.
- 3.4 Meetings
 - 3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.
- 4. Board Advocacy Committee
 - 4.1 Purpose
 - 4.1.1 Guide and support the ongoing advocacy efforts of the Board
 - 4.1.2 Oversee the implementation of the Board Positive Path Forward Action Plan.
 - 4.2 Powers and Duties
 - 4.2.1 Develop an action plan to support the Board’s identified advocacy plan and Board Positive Path Forward Action Plan.
 - 4.2.2 Identify key messages to support the advocacy plan.
 - 4.3 Membership
 - 4.3.1 Maximum two (2) trustees; one (1) alternate
 - 4.3.2 Director of Communications
 - 4.3.3 Superintendent or designate, as required
 - 4.3.4 Secretary-Treasurer, as required
 - 4.3.5 Committee members will determine the committee chair at their first meeting.
 - 4.3.6 The Director of Communications shall ensure the first meeting is called after the Organizational Meeting.
 - 4.4 Meetings
 - 4.4.1 As called by the Committee Chair
- 5. Local Bargaining Committee
 - 5.1 Purpose

- 5.1.1 To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
- 5.2 Powers and Duty
 - 5.2.1 Report to the Board from time to time and gather input from the Board
 - 5.2.2 Maintain confidentiality of negotiation proceedings
 - 5.2.3 Present a tentative agreement to the Board for their consideration.
- 5.3 Membership
 - 5.3.1 Maximum three (3) trustees
 - 5.3.2 May include TEBA Representative
 - 5.3.3 Superintendent or designate, if required
 - 5.3.4 Associate Superintendent of Human Resources
 - 5.3.5 Secretary-Treasurer
 - 5.3.6 The Board will appoint the Committee Chair and Vice-Chair
- 5.4 Meetings
 - 5.4.1 To be called by the Committee Chair.
- 6. Professional Improvement Leave Selection Committee
 - 6.1 Purpose
 - 6.1.1 To review teacher applications for professional leave for the following school year.
 - 6.1.2 This committee is part of the local collective agreement.
 - 6.2 Power and Duties of Board Representative
 - 6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.
 - 6.2.2 Represent the interest of the Board and its priorities.
 - 6.3 Membership/Representation
 - 6.3.1 One (1) trustee; one (1) alternate
 - 6.3.2 Superintendent
 - 6.3.3 One (1) teacher from the ATA local.
 - 6.4 Meetings
 - 6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent
- 7. Attraction and Retention Committee
 - 7.1 Purpose
 - 7.1.1 To facilitate communication between the Board and the Local Teachers' Association.
 - 7.1.2 To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing,

isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.

- 7.1.3 This committee is part of the local collective agreement.
- 7.2 Power and Duties of Board Representative
 - 7.2.1 To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
 - 7.2.2 Represent the interest of the Board and its priorities.
 - 7.2.3 Provide a report to the Board after each meeting.
 - 7.2.4 The Superintendent or designate shall ensure the first meeting is called.
 - 7.2.5
- 7.3 Membership/Representation
 - 7.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
 - 7.3.2 Superintendent or designate
 - 7.3.3 Associate Superintendent of Human Resources
 - 7.3.4 The committee members shall determine the chair at their first meeting.
- 7.4 Meetings
 - 7.4.1 No less than two (2) per year to be called by the Committee Chair.
 - 7.4.2 The first meeting of the committee will occur no later than November of any school year.
- 8. Teaching and Learning Committee
 - 8.1 Purpose
 - 8.1.1 To facilitate communication between the Board and the Local Teachers' Association.
 - 8.1.2 To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
 - 8.1.2.1 Examining and providing feedback for proposed Board policy; and
 - 8.1.2.2 Exploring innovative professional practices specific to Northland schools.
 - 8.1.2.3 This committee is part of the local collective agreement.
 - 8.2 Power and Duties of Representative
 - 8.2.1 Represent the interest of the Board and its priorities.
 - 8.2.2 Provide a report to the Board after each meeting.
 - 8.3 Membership/Representation
 - 8.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
 - 8.3.2 Superintendent or designate

- 8.3.3 Associate Superintendent of Human Resources
- 8.3.4 The committee shall determine their chair at their first meeting
- 8.3.5 The Superintendent or designate shall ensure the first meeting of each school year is called.
- 8.4 Meetings
 - 8.4.1 No less than two (2) per year to be called by the Committee Chair
 - 8.4.2 The first meeting of the committee will occur no later than November of any school year.
- 9. Occupational Health & Safety (OH&S) Committee
 - 9.1 Purpose
 - 9.1.1 Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.
 - 9.1.2 Provide on OHS compliance in the Division and make recommendations to the Executive Team for action.
 - 9.2 Powers and Duties of Representative
 - 9.2.1 Attend OH&S meetings as required.
 - 9.2.2 Represent the interest of the Board and its priorities.
 - 9.2.3 Support the work of the OH&S Committee.
 - 9.2.4 Provide a report to the Board after each meeting.
 - 9.3 Membership
 - 9.3.1 Board representative: One (1) trustee; one (1) alternate
 - 9.3.2 Cross-organizational representatives from all major operations of the Division.
 - 9.3.3 Superintendent or designate
 - 9.3.4 Safety Officer
 - 9.3.5 Other members as required by the Act.
 - 9.3.6 Committee members shall determine the committee chair at their first meeting.
 - 9.3.7 The Superintendent shall ensure the first meeting is called.
 - 9.4 Meetings
 - 9.4.1 As called by the Committee Chair to ensure meet the requirements of the Occupational Health and Safety Act.
- 10. Student Scholarship and Bursaries Committee
 - 10.1 Purpose
 - 10.1.1 To review student scholarship and bursary applications and select recipients.
 - 10.2 Powers and Duties
 - 10.2.1 Attend scheduled meeting prior to May 30 every school year to select recipients.

- 10.2.2 Bring the committee's selection to the June Board meeting for information.
- 10.3 Membership
 - 10.3.1 One (1) trustee; one (1) alternate
 - 10.3.2 Superintendent or designate
 - 10.3.3 Director of First Nation, Metis and Inuit Learner Success
- 10.4 Meetings
 - 10.4.1 One (1) meeting every year, prior to May 30.

11. Wellness Committee

- 11.1 Purpose
 - 11.1.1 To develop, implement and evaluate a comprehensive workplace health promotion program.
- 11.2 Powers and Duties of Board Representative
 - 11.2.1 Attend meetings as required.
 - 11.2.2 Represent the interests of the Board and its priorities.
 - 11.2.3 Provide a report to the Board after each meeting.
- 11.3 Membership
 - 11.3.1 One (1) trustee, one (1) alternate
 - 11.3.2 Superintendent or designate
 - 11.3.3 Director of Student Services
 - 11.3.4 The committee shall select their chair at the first meeting
 - 11.3.5 The Superintendent or designate shall ensure the first meeting is called.
- 11.4 Meetings
 - 11.4.1 As scheduled.

12. Superintendent Performance Review Committee

- 12.1 Purpose
 - 12.1.1 Provide regular feedback following the Annual Evaluation;
 - 12.1.2 To work together to strengthen the Superintendent's ability to meet the goals and vision of the Board;
 - 12.1.3 Strengthen the Superintendent/Board team;
 - 12.1.4 Identify any issues or concerns and work to set-up processes to resolve them.
- 12.2 Powers and Duties
 - 12.2.1 Performance reviews shall be in keeping with Policy 12 Role of Superintendent, Appendix A, item 13 which says the Board shall ensure feedback is provided through regular performance reviews following the Annual Evaluation.

- 12.2.1.1 Such feedback will be timely, completed three times per year, based on the growth goals and areas identified in the Annual Evaluation Report, supported by specific examples, and will focus on areas over which the Superintendent has authority.
 - 12.2.2 The Quarterly Education Report shall be used as a basis for evidence for performance reviews.
 - 12.2.3 A consultant external to NSD shall be contracted to facilitate the performance reviews including the writing of the report and ensuring required processes are followed and completed.
 - 12.2.3.1 The committee may ask the consultant to gather feedback from the senior leadership team (Associates and/or Directors) for one performance review per year and shall inform the Superintendent prior to doing so.
 - 12.2.4 The committee shall solicit input from other trustees prior to each performance review.
 - 12.2.5 The Superintendent Performance Review Committee may meet privately to prepare Board positions for any performance review.
 - 12.2.6 Notwithstanding item 12.2.4 above, the Superintendent shall be a part of all formal discussions of the performance review and the report.
 - 12.2.7 A written report shall be generated from each performance review session which incorporates and moves forward from the previous performance review report. This report shall be shared with the Board in-camera at the next regular Board meeting.
 - 12.2.8 The final performance review shall occur in August prior to the Annual Superintendent Evaluation and the report from this review shall be used to inform the Annual Superintendent Evaluation and report.
- 12.3 Membership
- 12.3.1 Three trustees appointed annually either at the Board Organizational Meeting or after the Annual Evaluation
 - 12.3.2 Superintendent
 - 12.3.3 External consultant/facilitator
 - 12.3.4 The committee shall appoint their chair annually
- 12.4 Meetings
- 12.4.1 Following the Annual Evaluation, there will be three performance reviews over the school year, the last of which is to be completed in August, prior to the next Annual Evaluation.
 - 12.4.2 As called by the committee chair
 - 12.4.3 Committee chair shall ensure all required performance reviews are completed as outlined.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act
Occupational Health and Safety Act
[Highlights of changes effective June 1, 2018](#)
Collective Agreement



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: POLICY 7 APPENDIX C - TRUSTEE EXPENSE AND CORPORATE CARD GUIDELINES

ORIGINATOR: BOARD OF TRUSTEES

REFERENCE(S) POLICY 7 - BOARD GOVERNANCE AND OPERATIONS

RECOMMENDATION:

That the Board of Trustees approve the housekeeping changes in Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines, as attached.

BACKGROUND:

This draft Trustee Expense and Corporate Card Guidelines was developed after conversations with the Board Chair, Superintendent, and Secretary-Treasurer. The guidelines were developed in order to help trustees understand what is considered a board expense, and to guide staff when reviewing trustee claims. The guidelines were discussed at the February Committee of the Whole meeting, with third reading at the April board meeting. At that meeting, there were some additional items that were identified, and have been incorporated into the attached Appendix C – sections 2.18 and 2.19 (in yellow). They relate to the circumstance in which a trustee travels to an event, then it is discovered that the registration for the event was not made, and the situation in which a trustee has a layover day or part day.

RISK ANALYSIS:

It is important that everyone involved in submitting and reviewing claims understand what is considered a board expense. This reduces the amount of uncertainty around the process, and provides consistency when dealing with claims.

Policy 7 Appendix C

TRUSTEE EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

This Appendix provides guidelines for the claiming reimbursement and payment of travel, meal and other expenses and/or allowances. It is intended to ensure trustees are properly reimbursed for expenses incurred while on Northland School Division (NSD) Board business through fair and reasonable practices and also enable the efficient review of expenses by finance staff.

EXPENSE GUIDELINES

1. GENERAL GUIDELINES:

- 1.1. Reimbursement may only be made in respect of expenses and/or allowances incurred in relation to approved NSD Board business.
- 1.2. Travel, meal and other expenses and/or allowances must be necessary and economical with due regard for health, safety and security.
- 1.3. Alcohol must not be purchased through any Division processes (NSD corporate credit card billed directly to the division, direct billing system or expense claims system, etc.)
- 1.4. There should always be a focus on accountability and transparency.
- 1.5. The Board, by motion, may grant an exemption from all or part of this Appendix in extenuating circumstances that are well documented, excluding alcohol.
- 1.6. Personal expenses are any expenses NOT allowed by this appendix.
- 1.7. When administration requests trustee(s) to attend an administrative sponsored event, expenses for trustee(s) shall be covered by administration's budget and honorariums by the Board's budget. Trustees' acceptance of the request shall be guided by policy.

2. PROCEDURES:

- 2.1. This Appendix applies regardless of how an expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system or expense claims system, etc.).
- 2.2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
- 2.3. The approved expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or

- occasion giving rise to the claim has been incurred, unless approved by the Board.
- 2.5. No claim shall be paid, unless approved by the Board, if:
 - 2.5.1. It is more than 60 days since the expense occurred;
 - 2.5.2. It is not within the “electoral term of the Board” that the expense occurred or;
 - 2.5.3. The trustee is no longer duly elected.
 - 2.6. A trustee is required to submit a signed expense claim to start the reimbursement process.
 - 2.6.1. By signing an expense claim, a trustee is attesting that the expense was incurred in relation to NSD Business and has not been claimed previously.
 - 2.6.2. Special oversight should be exercised when completing an expense claim to ensure expenses charged to a corporate credit card or direct billed to NSD are not also claimed on an expense claim.
 - 2.7. All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
 - 2.8. Receipts must be provided for all expenses that contain details regarding the good or service purchased, itemized costs for each item, with a total, which includes the GST, if applicable.
 - 2.8.1. If a receipt is not available:
 - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
 - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair in the case of the Chair.
 - 2.8.2. Receipts may be submitted electronically (scanned, faxed, picture from mobile phone).
 - 2.9. When a discount, credit or bonus for travel is received that reduces the original travel cost at the time the expense is incurred, only the net expense may be claimed.
 - 2.10. A reimbursement must be repaid to the extent the related expense is credited or refunded.
 - 2.11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
 - 2.12. It is the responsibility of both the approver and the trustee to work out appropriate arrangements that would meet the test of being fair and equitable.
 - 2.13. In cases where the trustee comes to the location of the Board meeting,

conference, or workshops, but does not attend the meeting(s) for any reason, the Board will not pay honoraria and the trustee will be responsible to repay all expenses associated with the member's travel to that meeting through their honorarium claim(s).

- 2.14. In cases where a trustee does not attend a Board meeting, conference or workshop and costs are incurred by the Board, the trustee is responsible to repay those costs through their honorarium claim(s).
 - 2.14.1. If a trustee does not attend a conference and costs are incurred by the Board, the trustee is not eligible to attend any further professional development until all costs are repaid.
 - 2.14.2. If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
- 2.15. In cases where a trustee does not attend all sessions of the conference or workshop they are attending they may only claim honorarium for the time they actually attended sessions.
- 2.16. In cases where cost are incurred to the Board due to trustees making changes to any travel arrangements or reservations the trustee is responsible to repay the costs through their honorarium claim(s).
- 2.17. Given the administration time required to book conferences and all logistics surrounding attending a conference and cancelling a conference, if a trustee does not attend a conference or workshop on more than one occasion they shall only be allowed to attend further conferences or workshops by Board motion.
- 2.18. In cases where a logistical error is made by administration such as not registering a trustee for a conference, an error in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
- 2.19. In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events, rather than travel home and back, the trustee shall be paid up to one full day honoraria and may claim expenses.

3. Expense Claim Process

- 3.1. Expense claims must be submitted in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed. Generally nine days are required to complete all processes, however errors could cause delays.
- 3.2. Review Process:
 - 3.2.1. Expense claims are to be submitted to the Executive Secretary to the Board and Corporate Services for review against policy.
- 3.3. Correction Process:
 - 3.3.1. The Executive Secretary to the Board and Corporate Services will inform the trustee and provide explanation to the trustee of any errors or

- omissions;
 - 3.3.2. The trustee will make the correction(s) and resubmit the expense claim to the Executive Secretary to the Board and Corporate Services;
 - 3.3.3. If the trustee does not agree with the correction they may request the Board Chair to review it;
 - 3.3.4. If there is still disagreement it will be taken to the Board for a decision.
- 3.4. Approval Process:
- 3.4.1. After the review process is complete the expense claim shall be sent to the Board Chair for approval, or Vice-Chair if for the Chair;
 - 3.4.2. Once approved, the expense claim shall be submitted by the Executive Secretary to the Board and Corporate Services for payment.
4. Travel
- 4.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Secretary to the Board and Corporate Services.
 - 4.2. If booking on own, trustee should share the information with the Executive Secretary to the Board and Corporate Services to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while travelling.
 - 4.3. If a trustee wishes to bring friends or family members on a trip, the trustee will be responsible for making the arrangements and paying for the additional costs. There should be no additional costs to the division as a result of the extra guests.
 - 4.4. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
 - 4.4.1. Air or rail fare.
 - 4.4.2. Automobile rental.
 - 4.4.3. Excess baggage charges where extra equipment is required because of duties being performed.
 - 4.4.4. Charges for electronic communication, faxes related to NSD business only if receipted.
 - 4.4.5. Charges for business related phone calls.
 - 4.4.6. Inter-municipal bus fares, including airport bus
 - 4.4.7. Internet connectivity in hotels or other public places if unable to use hotspot on NSD cell phone.
 - 4.5. Flights
 - 4.5.1. Air travel shall be by economy class unless otherwise approved by Board motion or the trustee pays the difference in the fare.
 - 4.5.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.
 - 4.6. Other Travel Routes or Modes of Transportation

- 4.6.1. If a trustee chooses to travel in a manner that that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation and pay the difference personally.
- 4.7. Travel Outside of Canada
 - 4.7.1. When travelling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.
 - 4.7.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.
 - 4.7.3. A trustee shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
 - 4.7.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.
 - 4.7.5. If a trustee becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
 - 4.7.6. A trustee may claim the expense of travel immunizations.
- 4.8. Travel by Third Party Vehicle, including car rentals
 - 4.8.1. A trustee may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice and may include a gratuity of up to 15 percent as shown on the receipt.
 - 4.8.2. A trustee may claim the expense of hiring a taxi and may only claim the expense of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
 - 4.8.3. A trustee may claim the expense of renting a vehicle.
 - 4.8.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
 - 4.8.3.2. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.
- 4.9. Travel by Trustee Vehicle
 - 4.9.1. If a trustee uses their private vehicle to travel for NSD business they shall be paid a vehicle mileage allowance at the rate set out in Policy 7 Appendix A Schedule of Rates.
- 5. Meal Expenses
 - 5.1. When travelling on NSD business, a trustee may claim either:
 - 5.1.1. The actual expense of the meal (with receipt); or
 - 5.1.2. The meal allowance as set out in Policy 7 Appendix A Schedule of

Rates (no receipt required).

- 5.1.3. If a trustee eats only once during the day (as evidenced by a receipt), and is over the meal limit amount for that meal, the trustee should claim the three meal allowances instead of the one large meal.
- 5.2. The actual expense of a meal is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.
- 5.3. When a trustee is travelling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
 - 5.3.1. For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later.
 - 5.3.2. For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later.
 - 5.3.3. For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- 5.4. A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee, unless the trustee declines the meal because of a pre-authorized:
 - 5.4.1. Dietary restriction; or
 - 5.4.2. Business reason.
- 5.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
- 5.6. If a meal is included in the expense of airfare, a trustee cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal may be claimed as per guidelines.
- 5.7. Any “room service” charges added to the cost for meals will not be reimbursed:
 - 5.7.1. Unless there is a valid reason the meal could not be obtained elsewhere or,
 - 5.7.2. The room service charge plus the cost of the meal is equal to or less than the meal allowance.
6. Accommodation Expenses
 - 6.1. When a trustee is travelling on NSD business, and overnight accommodation away from the trustee’s residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
 - 6.2. If a trustee wishes a larger or upgraded room from a standard room they shall be reimbursed for the cost of a standard room only unless required for business reasons.

7. Laundry Expenses
 - 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.

8. Hosting Expenses
 - 8.1. The main purpose of an individual trustee hosting an event should be:
 - 8.1.1. To engage with the community toward the ultimate goal of improving student success or;
 - 8.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.

 - 8.2. Hosting may not include meeting with people about responsibilities that are outside of the Board's role. Any request to meet about an administrative responsibility area must involve the area Associate Superintendent and is not claimable through the trustee hosting budget. Trustee General Duty Days cover meeting with community members.

 - 8.3. A "hosting summary" form must be submitted with any hosting expense claims that outlines the purpose of the event, people in attendance and outcome.

9. Business Expenses
 - 9.1. Office-type supplies required by a trustee to fulfil their requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
 - 9.1.1. Trustees must check with the Executive Secretary to the Board and Corporate Services before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier the item(s) can be obtained through at a reduced cost.

 - 9.2. Any other business expenses must be approved by the Board Chair or Vice-Chair for the Chair.

CORPORATE CREDIT CARD GUIDELINES

1. **GENERAL GUIDELINES:**
 - 1.1. At their request, trustees may be provided with a corporate credit card to assist with ease of travel and fulfilling the requirements of their position.

 - 1.2. The card may be used for any allowable expenses outlined in this appendix.

 - 1.3. The card may not be used for personal expenses with the following exceptions which will be charged back on the next honorarium claim:
 - 1.3.1. If necessary, fuel may be purchased for travel for NSD business, which will then be deducted from the trustees expense claim and the mileage allowance paid.
 - 1.3.2. Emergency vehicle repairs, with pre-approval of the Chair, or Vice-Chair

in the instance of the Chair, which will be deducted from the trustees' next expense claim.

- 1.3.3. Emergency roadside assistance.
- 1.4. ALL expenditures charged to a corporate credit card must be supported by original bills or vouchers as well as the customer copy of the credit card receipt.
- 1.5. Details as to the trustee duties incurring the expense should be detailed on the receipt.
- 1.6. No cash advance is allowed through the corporate credit card.
- 1.7. The "Trustee Corporate Credit Card Agreement" must be signed by trustees receiving a corporate credit card. Cardholders are expected to know and observe the agreement as a condition of accepting and using the corporate card.
- 1.8. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the Secretary to the Board and Corporate Services immediately.
- 1.9. Along with the "Trustee Corporate Credit Card Agreement", this Appendix and all Board Policies apply to the use of a corporate credit card.
- 1.10. The Chair, or Vice-Chair in the case of the Chair, are responsible for ensuring proper use of trustee corporate credit cards.
- 1.11. The Secretary/Treasurer shall immediately inform the Chair, or Vice-Chair in the case of the Chair, of any use by a trustee of their corporate credit card that is outside policy, including non-provision of receipts, and the Chair, or Vice-Chair in the case of the Chair, shall take immediate action with the trustee involved.
- 1.12. Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
- 1.13. As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
- 1.14. The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
- 1.15. Any outstanding charges on the account must be resolved through the trustees honoraria claim prior to the end of an electoral term.

2. Suspension of a Corporate Credit Card

- 2.1. The Chair, in consultation with the Vice-Chair, and the Vice-Chair in consultation with one other trustee in the case of the Chair, have the right to request the immediate return and/or suspension/cancellation of a card:

- 2.1.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)
- 2.1.2. Any other actions that are considered to constitute a general mishandling of the card such as, but not limited to:
 - 2.1.2.1. Excessive administration time is required to reconcile the credit card statement against the trustee expense claim.
 - 2.1.2.2. Claiming expenses on their expense form that were charged to their credit card.
- 2.2. The following process shall be enacted by the Chair, or Vice-Chair in the case of the Chair, if receipts are not provided, although consideration may be given if the offenses are sometime apart:
 - 2.2.1. The first time a receipt is not provided:
 - 2.2.1.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
 - 2.2.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card could be cancelled.
 - 2.2.2. The second time a receipt is not provided:
 - 2.2.2.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
 - 2.2.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card will be cancelled should this occur again.
 - 2.2.3. The third time a receipt is not provided the credit card will be suspended.
- 2.3. Suspension of a card will be for the remainder of the electoral term unless the Chair, or Vice-Chair in the case of the Chair, decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed. Additional requirements can be added as well, such as signing an additional agreement.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: APPROVAL OF TENDER TO PURCHASE SMARTBOARDS

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the purchase of 21 SmartBoards from SMART Technologies in the amount of \$188,454 plus GST.

BACKGROUND:

The Calgary Board of Education (CBE) completed an RFP last year for their classrooms, and SMART Technologies won. One of the stipulations that CBE had was that the vendor winning the tender had to extend its pricing to all the Alberta school boards. The division requested quotes under that stipulation. The most the department will pay for the SmartBoards is in the recommendation. However, they may cost less, depending on the hardware requirements.

The IT department has the budget for this purchase – a set amount of SmartBoards are replaced on an annual basis.

RISK ANALYSIS:

There is a risk that there may be a less expensive option; however, the division is taking advantage of CBE's buying power, and is confident that this option will provide value for money.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: APPROVAL OF TENDER FOR SIDING INSTALLATION AT ATHABASCA DELTA COMMUNITY SCHOOL

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve awarding the contract to replace the siding at Athabasca Delta Community School to RC Construction in the amount of \$294,500 plus GST.

BACKGROUND:

The siding at ADCS needs to be replaced. There is a problem with water entering the walls and a higher risk of fire without the siding in place.

The replacement siding is on-site and was purchased earlier. This quote is for installation only.

The other quotes received were:

West and Beyond	\$497,424	
Dynamo Coating	\$360,200	
Arctic Builders	\$338,850	
Corgan Industrial	\$241,883	This bid was received after the deadline.

The replacement of the siding was not approved in the fall budget. The school had some renovation work completed on it last fall as a result of some capital funding provided by INAC several years ago. However, during the renovations, it became clear that the current siding had deteriorated to the point that it had to be replaced. At this point, this project will be funded with IMR.

RISK ANALYSIS:

There is an increased risk of the building deteriorating, catching on fire or burning more quickly without fire resistant and moisture repellant siding.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PURCHASE OF FOUR NEW SCHOOL BUSES

REFERENCE(S) & ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the purchase of four (4) 64-passenger school buses from The Bus Centre in the amount of \$505,744.04, including GST.

BACKGROUND:

Every year, the division replaces four buses. Specifications are confirmed, and the tender is publicly put on offer. Every year is different in terms of the number of tenders and the companies putting the tenders together. The tenders are received, and criteria is used to ensure that each tender meets the specifications the division requires.

The winning tender was The Bus Centre, for \$550,744.04 (\$126,436 per bus). This was the lowest quote of the tenders that met specifications.

The results of the other tenders received are as follows:

- 1) Dynamic Bus Sales (Quote #1 Factory) \$124,136.23 Inc. GST + \$17,279 for extras = \$142,279.18
Over Budget
- 2) Dynamic Bus Sales (Quote #1 Stock) \$125,240.06 Inc. GST + \$17,279 for extras = \$143,383.01
Over Budget
- 3) Dynamic Bus Sales (Quote #2 Factory) \$115,269.00 Inc. GST + \$1,679 for extras = \$117,031.95
Does not meet specification with no options to upgrade
- 4) Dynamic Bus Sales (Quote #2 Stock) \$121,746.00 Inc. GST + \$1,679 for extras = \$123,508.95
Does not meet specification with no option to upgrade
- 5) Western Canada IC Bus (Quote #1 Factory) \$116,350.76 Inc. GST + \$2,400 for extras = \$124,799.51
Does not meet specification with no option to upgrade
- 6) Western Canada IC Bus (Quote #1 Stock) \$116,350.76 Inc. GST + \$2,400 for extras = \$118,870.76
Does not meet specification with no option to upgrade
- 7) The Bus Centre (Quote #1 Stock) \$115,121.21 Incl. GST
Does not meet specifications with no options to upgrade

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: POLICY 7 – BOARD GOVERNANCE AND OPERATIONS

ORIGINATOR: BOARD OF TRUSTEES

REFERENCE(S) POLICY 7 - BOARD GOVERNANCE AND OPERATIONS

RECOMMENDATION:

BACKGROUND:

A review of the policy was requested, particularly section 14 Trustee Compensation and Expenses, so all trustees are clear about what is covered under Trustee General Duty Days, and under what circumstances honorariums are paid.

RISK ANALYSIS:

14.4.14 Trustee General Duty Days

14.4.14.1 General Duty Days are to cover time for reading materials and preparing for board and/or committee meetings, working with community members on individuals concerns, short visits to schools, etc.

14.4.14.2 The Board Chair is entitled to claim up to five (5) Trustee Duty days per month for time spent engaging in official Division business as directed by the Board through policy or motion.

14.4.14.3 All other trustees are entitled to two (2) General Trustee Duty days per month, plus a maximum of four (4) additional days annually if the trustee is a member of a committee that requires significant additional reading, research and report writing. The committee will provide consensus of who and how many days are claimed.

14.4.15 Other activities where the Board places an obligation on the trustee(s) to attend and/or participated.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 14, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: MONITORING REPORTS

**REFERENCE(S) &
ATTACHMENTS:**

RECOMMENDATION:

THAT the Board of Trustees accept as information the Monitoring Reports as presented and attached.

BACKGROUND:

The monitoring reports are a requirement of the board's oversight role. The reports included are:

- Board Chair Highlights
- Superintendent Highlights
- Area 2 Central Associate Superintendent Report
- Area 3 West Associate Superintendent Report
- Occupational Health and Safety Report
- FNMI Department Report
- IT Department Report
- Personnel Department Report
- School Food Services Report
- Director of Student Engagement, Attendance and Completion Report



OHS Report to the Board of Trustees - May 2019

Contract with Hour Zero Crisis Consulting

The Division signed a three year contract with Hour Zero Crisis Consulting in April for a comprehensive Emergency Response Planning system. The system includes online training modules for staff and students, communication templates, metrics for task completion, and integration for first responders. Work on an implementation plan is underway.

Spring Site Visits

The OHS Manager and Safety Officer will complete spring site visits on May 26th. The purpose of these visits was to complete site safety inspections, update site maps (safety equipment, egress routes, utility shutoffs, etc.), develop a confined/restricted space inventory, catalog fall hazards for roof access, and provide the OHS Manager a closer look at the school facilities and the related safety issues. Many of the safety issues identified are related to fire code concerns, but playgrounds and facilities issues also occur regularly. Some of the common safety issues include:

- Over 20% of the classroom walls covered with artwork and posters.
- Storage in mechanical rooms.
- Janitorial supplies, old parts, various other items are obstructing mechanical room access or emergency egress.
- Shelving over 5 ft. high is not anchored to the wall.
- Excessive use of extension cords and power bars, and power bars plugged into other power bars or extension cords.
- Playground surfacing not in compliance with CSA standard.
 - If sand used it is packed and weeds growing, giving a hard surface.
 - Where pea gravel used, the level goes down as gravel carried away. 1 ft deep is the minimum needed.
- Playgrounds not maintained.

School Bus Working Alone

A year-to-year contract for working alone services was signed in March with Aware360/Telus for ten units with an option in June for up to 50 more. The deployment is currently delayed due to the mounting units for the bus being backordered.

Safety Perception Survey 2019 Report

Summary

The Safety Perception Survey is a repeatable benchmark used to gain insight into staff perceptions and understanding of health and safety within Northland School Division. As the first occurrence of this survey it is the baseline by which future improvements will be measured.

Respondents were asked which area they worked in, what their role in Northland is, responded to a series of twelve statements (rated as Strongly Agree to Strongly Disagree), and were given an opportunity to provide feedback at the end.

Overall the responses show that the Division needs to improve in the areas of communication, awareness, and training (with a focus on violence and harassment). By area the most frequent response of Strongly Agree or Agree to the statements were from Central Office. By role the most frequent response of Strongly Agree or Agree to the statements were from Administrators (Principals, Vice Principals). By role the most frequent response of Strongly Disagree or Disagree to the statements were from Certified Staff (Classroom Teacher). These results were not unexpected.

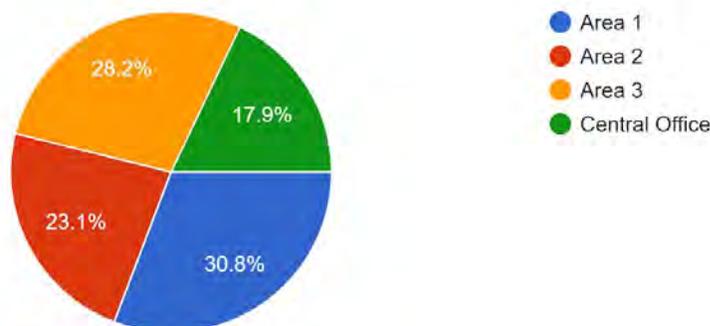
What follows is an overview of the respondents work location and roles, and an overview of the results by question. Tables summarizing responses overall, by area, and by role start on p.7.

Overview of Respondents

A total of 78 responses were collected over a two week period from February 25th to March 11th with the breakdown of work location and roles shown below.

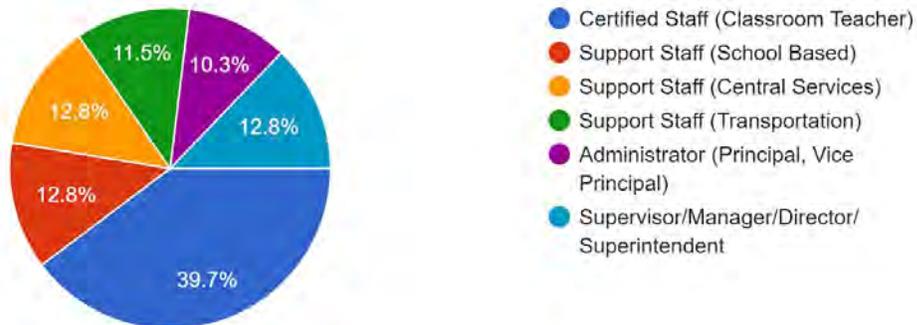
Where do you work in Northland?

78 responses



What is your role in Northland?

78 responses



Overview of Responses

Respondents choose Strongly Agree or Agree overall on average 60.5% of the time to the statements included in the survey. By assigning a linear scale value of five (5) for Strongly Agree to one (1) for Strongly Disagree an average response rating of 3.69 was calculated.

To the statement “I understand my health & safety rights and responsibilities”, 79.5% of respondents chose Strongly Agree or Agree with a rating of 4.14. Compared to the overall average this demonstrates a clear disconnect between the other survey statements (discussion to follow) and the respondents’ understanding of their rights and responsibilities. The individual is a key part of the health and safety Internal Responsibility System described in the OHS legislation, so there is a need to improve awareness of what a person’s OHS rights and responsibilities entail. When respondent role is considered, it becomes clear that the safety presentation at the February Principals Meeting had a positive impact on the Administrator Strongly Agree or Agree response rate of 100% compared to other roles.

To the statement “Safety is clearly and consistently communicated in Northland”, 41.0% of respondents chose Strongly Agree or Agree with a rating of 3.26. By role the lowest group was Certified Staff with 22.6% responding as Strongly Agree or Agree with a rating of 2.77. The OHS Manager and Communication Coordinator engaged in several conversations prior to this report being written with the goal of increasing communication reach to staff. The implementation of the Joint Work Site Health & Safety Committees and Representatives in the fall should also further the reach of OHS communications. During spring school visits several Administrators shared that they had taken what they learned from the safety presentation at the February meeting back to their staff. Conversations with school staff also reveal a perception of information overload when it comes to emails.

To the statement “In Northland, safety is at least as important as the quality of the student education experience”, 55.1% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “Safety excellence compliments education excellence”, 65.4% of respondents chose Strongly Agree or Agree with a rating of 3.95. These statements point to a culture where safety has not been a part of the conversation with staff, but that they believe

safety can be a part of the Northland culture and contribute to the education experience. Anecdotal evidence from conversations would seem to bear this out. When safety is included as part of the day to day it can lead to efficiency from reduced time lost to injury, and the elimination of duplicated work to address safety deficiencies. Students can also be included in safety discussions to ensure their safety and contribute to their development as an informed and safe worker that positively contributes to their future employer.

To the statement “Workers are involved in the decisions affecting their safety”, 53.8% of respondents chose Strongly Agree or Agree with a rating of 3.51. To the statement “Where I work, I feel free to report safety concerns”, 65.4% of respondents chose Strongly Agree or Agree with a rating of 3.81. The implementation of Joint Work Site Health & Safety Committees and Representatives in the 2019/20 school year will support the staff in this area. Part of the awareness needs to include not only how to be involved and report, but also what are reasonable decisions based on the health or safety issue.

To the statement “Safety training is a priority within Northland”, 55.1% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “The safety training I receive is effective and useful to me”, 52.6% of respondents chose Strongly Agree or Agree with a rating of 3.42. These responses are slightly lower than the overall online safety training course completion rating of approximately 65%. Training records also show that leadership has not fulfilled its duty to complete the training, nor has any follow-up been conducted to improve the numbers significantly since the start of the school year. New training options that improve the relevance, focus, and delivery method of identified training needs are being considered.

Harassment and violence provisions were greatly expanded in the June 2018 update of the Alberta OHS Code. Given that this is one of the more likely hazards to present itself in a school setting, a determination of staff awareness around these situations is invaluable. Overall that awareness is below expectation, and the need to address this is acute within Northland. There is also some question, based on the respondent feedback, about how this applies to staff-student interactions and how teachers are being supported.

To the statement “I know what to do if I experience harassment or discrimination in Northland”, 67.9% of respondents chose Strongly Agree or Agree with a rating of 3.85. To the statement “I understand that harassment or discrimination complaints will be investigated”, 66.7% of respondents chose Strongly Agree or Agree with a rating of 3.81.

To the statement “I know what to do if I experience violence in Northland”, 59.0% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “I understand that violence will be investigated in Northland”, 64.1% of respondents chose Strongly Agree or Agree with a rating of 3.72.

Final revisions and approval of Administrative Procedures 170 and 176 are the next step for addressing violence and harassment in Northland. One of the Safety Department priorities for the fall is to implement a Division-wide violence and harassment training program for staff, and to work with Student Services to address the staff-student concerns.

Participant Feedback

Participants were asked for additional feedback about health and safety within the Division. Specifically, "Tell us more about your experience of health and safety. What needs work? What works well? What would you like to see added? What would you like to know about?"

The unedited comments are presented as reported to the survey, and most comments are organized into one of four themes: OHS Communications, Violence & Harassment, Safety Training, and Facilities.

Theme: OHS Communications

At Principal's Meeting highlight one safety issue for discussion then Cascade discussion results down to school staffs
A better report from O H & S
As a division, I think there's room for improvement with respect to crisis communications. Having support from our new Occupational Health and Safety Manager will help improve upon crisis communications. What I think we need to do is communicate all the procedures related to Occupational Health and Safety. Perhaps we look at doing an internal communication campaign to increase awareness. An external communication campaign with stakeholders would be an excellent way to sharing what NSD is doing to ensure the health and safety of students and staff.
Thank you for putting this survey together :)
I have had excellent experiences with health and safety. We talk about issues at our monthly staff meetings, give reminders for health and safety and I have participated in health and safety courses. We still need to get our OHS committee started, so that one person can be trained to lead the investigation of incidents.
Follow up on safety concerns needs to be improved. Not just major issues, but smaller ones. Curtains in classrooms is something that people at my school have been asking for since I started working here nearly a decade ago and unless the teacher has bought them we are improvising using paper. Simple things such as replacing poor desk chairs (student and teacher) that are falling apart and are broken leave people sitting precariously and jeopardizing their backs. As well, 4 teachers that I know of, and myself all have desks with jagged metal parts. Currently the solution is putting tape over the edges, but as my metal part is under my desk, I often don't realize the tape has been taken off until after I have caught my pants on it. A larger concern more recently is the lack of clear communication surrounding procedures for lock downs. This needs to be made much clearer to new admin. It is my understanding based on the new OH&S laws that we need Health and Safety committees/officers for each school. To my knowledge this has not been put into place. The very fact that most OH&S procedures are brushed over at staff meetings and often not discussed in the past year or two is of growing concern as more issues seem to be popping up in the school that are left forgotten or pushed aside. I do think it was a good idea that we all did online training for OH&S, and I thank you for that, but I also think that refreshers, particularly for those in charge, is necessary.
I would love to learn more about my responsibilities on safety, as well as knowing the proper steps to take incase of any future situations.

Theme: Violence & Harassment

<p>I think that safety, for both teachers and students, is not being taken seriously, because if it was we would have more supports in schools (mental health supports, counselors, etc). As well as we have students who are continuously violent and bully their peers so badly that they are afraid to come to school, that they transfer to a different school, a different division, and at times, different towns. I love this division. But I don't think we are doing enough to protect everyone in it.</p>
<p>Information regarding bullying needs to be addressed in the future - too many employees of Northlands are victims of bullying from Teachers who, in their frustrations, like to use their union as a threat to get their own way.</p>
<p>I would like to know about proper protocol and consequences for students who exhibit violence. Who is responsible for providing these consequences? Is there a policy?</p>
<p>What about when the violence is done by a student?</p>
<p>I think that the violence from students towards teachers is not properly addressed. We have many teachers who come in day after day and deal with violent students (towards teachers and other students) and are told there is nothing we can do about it.... one year I went home and cried everyday. I was all by myself, had no help, and nothing was done, and yes my principal was informed of every incident.</p>
<p>Not enough staff when children become violent.</p>
<p>The safety system is non-existent. Students are allowed to verbally abuse staff and students and there are no consequences. There are not enough staff members to ensure that all students' needs are met to being able to ensure the safety of others. There are too many barriers to getting things done. It feels as if we are a jack in the box waiting for the top to pop.</p>
<p>We need qualified support for aggressive students integrated into our classrooms. We need to see something being done once we have reported incidents.</p>
<p>Addition of online courses has been helpful....efficiency and proximity due to distance variables and cost of training.</p>
<p>Student aggressiveness towards teachers has been kept "under the rug" or "given a blind eye" yet if a teacher is perceived as confrontational or non-caring it is investigated; message is the staff member is the one at fault.</p>
<p>I had cause to report a physical hit from a student to the ATA since I have come to teach here but did not as I was on a temporary/probational contract then; but I have spoken to Member Services at ATA on more than one occasion in the last ten years. Many teachers feel this same way. We cannot retain staff in some schools. Correlation???</p>
<p>Guardians' should come in to the school appropriately with respect if we are going to be a safe & caring school. They should also not come in during school hours or functions to pull kids aside to be "talked" to involving personal issues. Staff should not be verbally abused.</p>

Theme: Safety Training

<p>The on-line safety course was beneficial.</p>
<p>Safety training should be more job specific - some safety training's that were mandatory have not been beneficial or useful to all positions. Safety concepts should also be a focus at orientation with NSD policy and procedures being read and outlined with supervisors, relating to employees, reporting and students. Working alone safety</p>

requirements need more thought and expansion for those who regularly work in or travel in isolation.

Would like to see an outside monitor talk to staff to ensure the standards are the same across the district. Especially with regard to threat violence from students.

Theme: Facilities

The overall safety within our school's structure. Heating and cooling systems are not reliable and need huge replacements. Carbon monoxide leaks, leaking roofs that take months and months to fix while students and teachers have to work around such dangerous situations. It takes too long for such structural unsafe building problems to be fixed, and often they are not fixed to a high standard.

New alternative seating is needed for students; student desks are falling apart. Teaching seating needs to be addressed. The school is kept too cold; students and teachers cannot concentrate. Teacher's should be able to lock doors from the inside in case of lockdowns.

Because of the lack of blinds in the classroom I am unable to clearly focus or even see students clearly at certain times if the day. Poor shade/Lighting also makes using the whiteboard or smart board ineffectual

Need more safety courses
 Need the fence more secure in the school yard
 Need move parking staff by the school bus lane it is too narrow
 Need more snow removed in the bus lane ice builds up too much
 Need more ice melt on sidewalk by bus lane all the way
 Safety for kids to run & walk on the sidewalk

Uncategorized Comments

Time constraints for a work day, working all day then travelling long distances in the evening or early morning is unsafe and very tiring

If I have any issues or concerns, I know who to contact.

Doors to classrooms, Gym, Labs, Shop, etc. need to be closed & locked securely, when not being supervised - too many staff do not check if it is closed & locked properly.

Sometimes insurance coverage limits cultural activities. It would be beneficial to enhance coverage or make knowing how to work with coverage to be able to execute these activities while adhering to regulations

I'm not sure if things are done right away if we do need help it takes too long to hear what end results became not hearing anything from the head office is hard we need more done on our children that are misbehaving in the parents need to be told they are not to come and yell at staff because their children are lying about staff.

Breakdown of Responses

All Responses	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	3.59	4	55.1%	19.2%	25.6%
Safety excellence compliments education excellence.	3.95	4	65.4%	10.3%	24.4%
I understand my health & safety rights and responsibilities.	4.14	4	79.5%	9.0%	11.5%
Workers are involved in the decisions affecting their safety.	3.51	4	53.8%	28.2%	17.9%
I know what to do if I experience harassment or discrimination in Northland.	3.85	4	67.9%	12.8%	19.2%
I understand that harassment or discrimination complaints will be investigated.	3.81	4	66.7%	14.1%	19.2%
Safety training is a priority within Northland.	3.59	4	55.1%	14.1%	30.8%
The safety training I receive is effective and useful to me.	3.42	4	52.6%	21.8%	25.6%
Safety is clearly and consistently communicated in Northland.	3.26	3	41.0%	25.6%	33.3%
Where I work, I feel free to report safety concerns.	3.81	4	65.4%	17.9%	16.7%
I know what to do if I experience violence in Northland.	3.59	4	59.0%	26.9%	14.1%
I understand that violence will be investigated in Northland.	3.72	4	64.1%	15.4%	20.5%

Responses By Area

Area 1	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.58	4	58.3%	25.0%	16.7%
Safety excellence compliments education excellence.	4.00	4	70.8%	16.7%	12.5%
I understand my health & safety rights and responsibilities.	4.08	4	83.3%	12.5%	4.2%
Workers are involved in the decisions affecting their safety.	3.38	3.5	50.0%	29.2%	20.8%
I know what to do if I experience harassment or discrimination in Northland.	3.58	4	58.3%	20.8%	20.8%
I understand that harassment or discrimination complaints will be investigated.	3.79	4	70.8%	16.7%	12.5%
Safety training is a priority within Northland.	3.54	4	62.5%	20.8%	16.7%
The safety training I receive is effective and useful to me.	3.25	3	45.8%	25.0%	29.2%
Safety is clearly and consistently communicated in Northland.	3.25	3	37.5%	25.0%	37.5%
Where I work, I feel free to report safety concerns.	3.67	4	62.5%	29.2%	8.3%
I know what to do if I experience violence in Northland.	3.67	4	62.5%	29.2%	8.3%
I understand that violence will be investigated in Northland.	3.75	4	66.7%	20.8%	12.5%

Northland School Division No. 61

Area 2	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.89	4	66.7%	5.6%	27.8%
Safety excellence compliments education excellence.	3.89	4	61.1%	11.1%	27.8%
I understand my health & safety rights and responsibilities.	4.11	4	77.8%	11.1%	11.1%
Workers are involved in the decisions affecting their safety.	3.78	4	61.1%	22.2%	16.7%
I know what to do if I experience harassment or discrimination in Northland.	3.94	4	72.2%	11.1%	16.7%
I understand that harassment or discrimination complaints will be investigated.	3.78	4	55.6%	22.2%	22.2%
Safety training is a priority within Northland.	3.83	3.5	50.0%	5.6%	44.4%
The safety training I receive is effective and useful to me.	3.89	4	55.6%	5.6%	38.9%
Safety is clearly and consistently communicated in Northland.	3.61	3.5	50.0%	16.7%	33.3%
Where I work, I feel free to report safety concerns.	4.06	4.5	72.2%	11.1%	16.7%
I know what to do if I experience violence in Northland.	3.72	4	61.1%	16.7%	22.2%
I understand that violence will be investigated in Northland.	3.83	4	66.7%	16.7%	16.7%

Northland School Division No. 61

Area 3	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	2.95	3	22.7%	19.2%	58.0%
Safety excellence compliments education excellence.	3.59	3	45.5%	10.3%	44.3%
I understand my health & safety rights and responsibilities.	4.09	4	77.3%	9.0%	13.8%
Workers are involved in the decisions affecting their safety.	3.14	3	40.9%	28.2%	30.9%
I know what to do if I experience harassment or discrimination in Northland.	3.68	4	63.6%	12.8%	23.5%
I understand that harassment or discrimination complaints will be investigated.	3.68	4	68.2%	14.1%	17.7%
Safety training is a priority within Northland.	3.18	3	36.4%	14.1%	49.5%
The safety training I receive is effective and useful to me.	2.82	3	36.4%	21.8%	41.8%
Safety is clearly and consistently communicated in Northland.	2.73	3	22.7%	25.6%	51.6%
Where I work, I feel free to report safety concerns.	3.36	3	45.5%	17.9%	36.6%
I know what to do if I experience violence in Northland.	3.14	3	45.5%	26.9%	27.6%
I understand that violence will be investigated in Northland.	3.36	4	54.5%	15.4%	30.1%

Northland School Division No. 61

Central Office	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.21	4	85.7%	0.0%	14.3%
Safety excellence compliments education excellence.	4.50	5	92.9%	0.0%	7.1%
I understand my health & safety rights and responsibilities.	4.36	5	78.6%	7.1%	14.3%
Workers are involved in the decisions affecting their safety.	4.00	4	71.4%	7.1%	21.4%
I know what to do if I experience harassment or discrimination in Northland.	4.43	5	85.7%	0.0%	14.3%
I understand that harassment or discrimination complaints will be investigated.	4.07	4	71.4%	0.0%	28.6%
Safety training is a priority within Northland.	4.00	4	78.6%	0.0%	21.4%
The safety training I receive is effective and useful to me.	4.07	4	85.7%	7.1%	7.1%
Safety is clearly and consistently communicated in Northland.	3.64	4	64.3%	7.1%	28.6%
Where I work, I feel free to report safety concerns.	4.43	4.5	92.9%	0.0%	7.1%
I know what to do if I experience violence in Northland.	4.00	4	71.4%	14.3%	14.3%
I understand that violence will be investigated in Northland.	4.07	4	71.4%	0.0%	28.6%

Responses by Role

Administrator (Principal, Vice Principal)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.13	4.5	75.0%	12.5%	12.5%
Safety excellence compliments education excellence.	4.38	5	75.0%	12.5%	12.5%
I understand my health & safety rights and responsibilities.	4.88	5	100.0%	0.0%	0.0%
Workers are involved in the decisions affecting their safety.	4.38	4.5	87.5%	0.0%	12.5%
I know what to do if I experience harassment or discrimination in Northland.	4.63	5	100.0%	0.0%	0.0%
I understand that harassment or discrimination complaints will be investigated.	4.63	5	100.0%	0.0%	0.0%
Safety training is a priority within Northland.	4.63	5	100.0%	0.0%	0.0%
The safety training I receive is effective and useful to me.	4.38	4.5	87.5%	0.0%	12.5%
Safety is clearly and consistently communicated in Northland.	4.13	4.5	75.0%	12.5%	12.5%
Where I work, I feel free to report safety concerns.	4.75	5	100.0%	0.0%	0.0%
I know what to do if I experience violence in Northland.	4.88	5	100.0%	0.0%	0.0%
I understand that violence will be investigated in Northland.	4.75	5	100.0%	0.0%	0.0%

Northland School Division No. 61

Certified Staff (Classroom Teacher)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	2.90	3	25.8%	35.5%	38.7%
Safety excellence compliments education excellence.	3.61	4	51.6%	12.9%	35.5%
I understand my health & safety rights and responsibilities.	3.90	4	77.4%	9.7%	12.9%
Workers are involved in the decisions affecting their safety.	2.97	3	35.5%	41.9%	22.6%
I know what to do if I experience harassment or discrimination in Northland.	3.39	4	58.1%	22.6%	19.4%
I understand that harassment or discrimination complaints will be investigated.	3.58	4	64.5%	19.4%	16.1%
Safety training is a priority within Northland.	3.10	3	35.5%	19.4%	45.2%
The safety training I receive is effective and useful to me.	2.84	3	32.3%	35.5%	32.3%
Safety is clearly and consistently communicated in Northland.	2.77	3	22.6%	35.5%	41.9%
Where I work, I feel free to report safety concerns.	3.16	3	45.2%	32.3%	22.6%
I know what to do if I experience violence in Northland.	3.00	3	41.9%	38.7%	19.4%
I understand that violence will be investigated in Northland.	3.10	3	48.4%	25.8%	25.8%

Supervisor/Manager/ Director/Superintendent	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.00	4	80.0%	10.0%	10.0%
Safety excellence compliments education excellence.	4.60	5	100.0%	0.0%	0.0%
I understand my health & safety rights and responsibilities.	4.00	4	70.0%	10.0%	20.0%
Workers are involved in the decisions affecting their safety.	3.70	4	60.0%	10.0%	30.0%
I know what to do if I experience harassment or discrimination in Northland.	4.30	4.5	80.0%	0.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	4.00	4	80.0%	0.0%	20.0%
Safety training is a priority within Northland.	3.70	4	70.0%	10.0%	20.0%
The safety training I receive is effective and useful to me.	3.80	4	70.0%	20.0%	10.0%
Safety is clearly and consistently communicated in Northland.	3.60	4	70.0%	20.0%	10.0%
Where I work, I feel free to report safety concerns.	4.20	4.5	80.0%	10.0%	10.0%
I know what to do if I experience violence in Northland.	4.10	4.5	70.0%	10.0%	20.0%
I understand that violence will be investigated in Northland.	4.20	4	80.0%	0.0%	20.0%

Northland School Division No. 61

Support Staff (Central Services)	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.90	4	70.0%	10.0%	20.0%
Safety excellence compliments education excellence.	3.90	4	70.0%	10.0%	20.0%
I understand my health & safety rights and responsibilities.	4.30	5	80.0%	10.0%	10.0%
Workers are involved in the decisions affecting their safety.	3.40	3.5	50.0%	40.0%	10.0%
I know what to do if I experience harassment or discrimination in Northland.	3.70	4	60.0%	20.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	3.40	3	40.0%	20.0%	40.0%
Safety training is a priority within Northland.	3.20	3	40.0%	30.0%	30.0%
The safety training I receive is effective and useful to me.	3.00	3.5	50.0%	30.0%	20.0%
Safety is clearly and consistently communicated in Northland.	2.90	3	30.0%	40.0%	30.0%
Where I work, I feel free to report safety concerns.	3.70	4	60.0%	10.0%	30.0%
I know what to do if I experience violence in Northland.	3.20	3	50.0%	50.0%	0.0%
I understand that violence will be investigated in Northland.	3.40	3	40.0%	20.0%	40.0%

Northland School Division No. 61

Support Staff (School Based)	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	4.10	5	70.0%	10.0%	20.0%
Safety excellence compliments education excellence.	4.20	5	70.0%	10.0%	20.0%
I understand my health & safety rights and responsibilities.	4.10	4.5	80.0%	10.0%	10.0%
Workers are involved in the decisions affecting their safety.	3.80	5	60.0%	30.0%	10.0%
I know what to do if I experience harassment or discrimination in Northland.	4.00	4.5	70.0%	10.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	3.90	5	70.0%	20.0%	10.0%
Safety training is a priority within Northland.	4.00	4.5	70.0%	10.0%	20.0%
The safety training I receive is effective and useful to me.	3.80	4	60.0%	10.0%	30.0%
Safety is clearly and consistently communicated in Northland.	3.50	3	40.0%	20.0%	40.0%
Where I work, I feel free to report safety concerns.	4.30	5	80.0%	10.0%	10.0%
I know what to do if I experience violence in Northland.	3.80	4	70.0%	20.0%	10.0%
I understand that violence will be investigated in Northland.	4.20	5	80.0%	10.0%	10.0%

Northland School Division No. 61

Support Staff (Transportation)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.11	4	77.8%	0.0%	22.2%
Safety excellence compliments education excellence.	3.78	4	55.6%	11.1%	33.3%
I understand my health & safety rights and responsibilities.	4.33	5	77.8%	11.1%	11.1%
Workers are involved in the decisions affecting their safety.	4.22	5	77.8%	11.1%	11.1%
I know what to do if I experience harassment or discrimination in Northland.	4.22	5	66.7%	0.0%	33.3%
I understand that harassment or discrimination complaints will be investigated.	4.00	5	55.6%	11.1%	33.3%
Safety training is a priority within Northland.	4.22	5	66.7%	0.0%	33.3%
The safety training I receive is effective and useful to me.	4.22	5	66.7%	0.0%	33.3%
Safety is clearly and consistently communicated in Northland.	3.89	4	55.6%	0.0%	44.4%
Where I work, I feel free to report safety concerns.	4.33	5	77.8%	11.1%	11.1%
I know what to do if I experience violence in Northland.	4.11	5	66.7%	11.1%	22.2%
I understand that violence will be investigated in Northland.	4.22	5	77.8%	11.1%	11.1%



Reporting Period:
March, April, May
& June 2019

FIRST NATION, METIS AND INUIT LEARNER SUCCESS

BOARD REPORT

CREE AND DENE LANGUAGE PROFESSIONAL DEVELOPMENT



During March, April and May, Cree and Dene Language Instructors worked very hard at their Professional Development.

This year they focused on learning to use Google Slides, Google Forms, Google Classroom and Screencastify as well as improving their skills with Google Docs.

The instructors will apply these tools to calibrate and create resources to use with their students.



The Language Instructors gathered in Edmonton for the last of their training sessions May 13 – 18.

Near the end of the last PD session, we closed with a supper and presented Certificates of Completion. For those who could not attend this Professional Development workshop, a Certificate of Appreciation for teaching the sacred Cree and Dene languages was delivered to them.



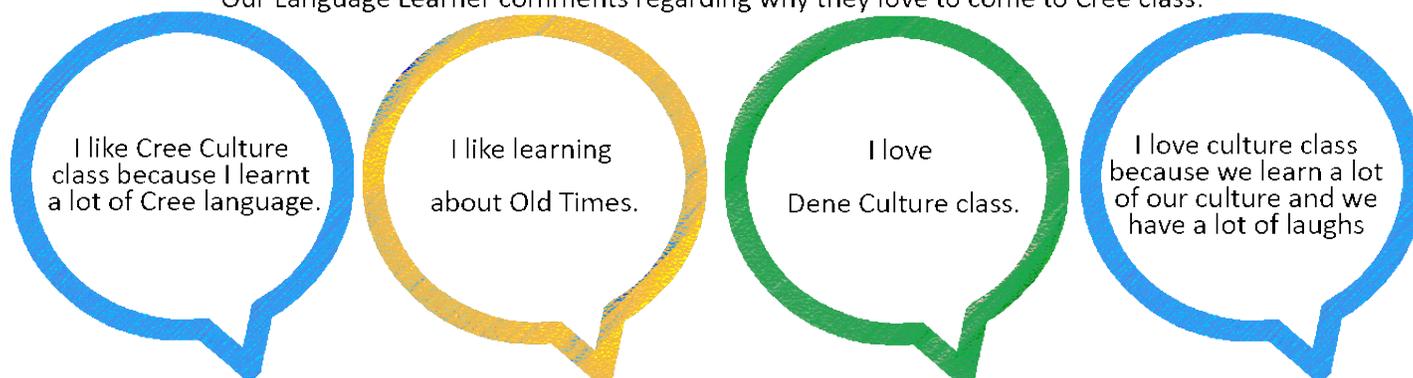
On May 16 and 17 the Cree and Dene Language Instructors enjoyed a workshop facilitated by Dr. Neyooxet Greymorning entitled “Giving the Gift of Language”. This workshop provides advanced tools and knowledge that aid the Acceleration of Second Language Acquisition.

Stephen Greymorning is an Arapaho linguist, scholar, and author. He is also known as Neyooxet, which is one of his Arapaho names. Dr. Greymorning has been very active in the field of Indigenous Language preservation.

SCHOOL VISITS

SCHOOL NAME	MONTH	PURPOSE
Athabasca Delta Community School	March 2019	Cree and Dene Classrooms: Attendance, Cree prayer, greeting each other in Cree, calendar, sing days of the week, review seasons, play color bingo, students call back in colors, as they leave class they use one Cree exit word. Attended the Teacher Appreciate night
Conklin School	March 2019	Cree Classroom: Held sharing circle and had an oral quiz on numbers. Also working on a St. Patrick activity, learning the colors.
Anzac School	March 2019	Cree Classroom: Grade 5 class is the largest class. All classes had a land based learning day. Fish Fry outside.
Paddle Prairie School	March 2019	TQS Presentation to New Principals
Paddle Prairie School	March 2019	Indigenous Alberta Workshop Foundational Knowledge
Calling Lake School	April 2019	Cree Classroom: Prayer in Cree, attendance, greeting each other, numbers, colors, color bingo and T.P.R concept; walk, stop, dance, jump. Students really love the different animal puppets.
Pelican Mountain School/ Sandy Lake	April 2019	Cree Classroom: Instructor's long range plans are completed. Class room is filled with posters and visuals with for students. Teaches about the moss-bag, swing and snow shoes. Attended an Elder luncheon.
St. Theresa School/Wabasca	April 2019	K-1 Classroom: Students sang the Spring Song and worked on a project. Classroom is filled with visuals for student learning. At the end of class they sang "I will see you again" in Cree. students were watching Wapos Bay 2-6 Classroom: Using the Accelerated Second Language Acquisition method. Students reviewed Syllabic charts. Lots of visual and written words throughout the classroom.
Paddle Prairie	April 2019	Residential School Legacy workshop
St. Theresa School	April 2019	Career Pathways Outreach School
Susa Creek School	May 2019	Classroom: Well organized, has long range plans, reviewed student's written workbooks. Met with students during break.
Paddle Prairie	May 2019	Classroom: Students worked on Mother's Day cards and were preparing for a Mother's Day Tea. Very organized class. Reviewed resources used in classes. Class sang "I will see you again".
Conklin School	May 2019	Instructor on medical leave. Presented her with Certificate of Completion for all the work she did with Google Docs.
Elizabeth School	May 2019	Foundational knowledge training
Calling Lake School	May 2019	Blanket Exercise Presentation
Elizabeth School	May 2019	TQS and Cohort Idea (Distribute Foundational Knowledge Binders to Staff)
Fort Mckay School	May 2019	Cree and Dene Classrooms: The school has three classes in the afternoon. Shared the Strawberry Teachings to students and introduce them to 4 Cree words. Played the Stick Game to reinforce the numbers and skills in numeracy. Students always ready to learn new words in Cree.
Grouard School	June 2019	Cree class grade 6-9 practicing Hand games – for upcoming tournament. Excellent resources and visuals throughout classroom.
Bishop Routhier School	June 2019	Classroom grade 3 review calendar, greeting each other, counting up to 40. They sang the Hello song. Grade 2 were very active and eager learners. They knew their numbers and all domestic and wildlife animals.
June School Visits (Tentative): J.F. Dion School, Gift Lake School, Little Buffalo School, Cadotte Lake School, Kateri School –Trout, Peerless Lake School, Clarence Jaycox School- Loon, Atikameg School (KTC Schools).		

Our Language Learner comments regarding why they love to come to Cree class:



I like Cree Culture class because I learnt a lot of Cree language.

I like learning about Old Times.

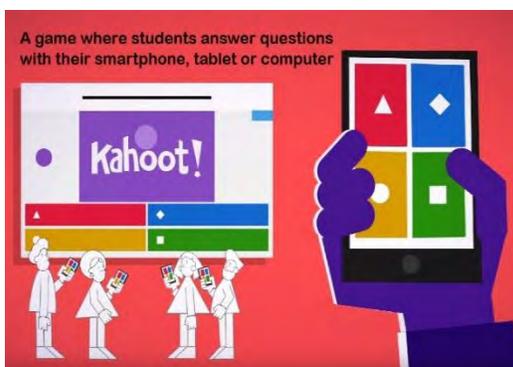
I love Dene Culture class.

I love culture class because we learn a lot of our culture and we have a lot of laughs

ORGANIZATIONAL MEETINGS

ORGANIZATION	MEETING PURPOSE
The Alberta Rural Education Symposium	Attended "Schools and Communities - Partners in Action" March 4, 5 & 6. Held at the Fantasyland Hotel in West Edmonton Mall.
NSD Meeting	Review of the Every Season Learning Calendar PowerPoint Presentation with Board Chair and Trustee.
ATC	<u>Governance & Policy Development</u> : Bi-Annual Education Committee meetings, Youth Belonging Engagement, Youth Council Meeting, Elder Governance Engagement.
ATC	<u>Excellence in Education</u> : Community Education- Community Specific Elder Resource list (ADCS, Anzac, Fr. Perin, Fort McKay, Conklin), Mentorship Program in Winter Semester.
ATC	<u>Accessible Education</u> : Boarding Home Program, Post-Secondary Education, and Special Education.
ATC	<u>Collaborations & Communication</u> : Education Service Agreements- Offer Support to First Nations.
ATC	<u>Language</u> : Spring Learning Education Resources
Meeting with Associate Superintendent regarding TCOA	The Traditional Celebration of Achievement recognizes and honors the First Nations, Metis, and Inuit (FNMI) graduates of the Wood Buffalo region. Students from Fort McMurray, Fort Chipewyan, Fort McKay, Anzac, Janvier, and Conklin honored.
Evergreen School Division	Presented 'The Metis Experience' to Evergreen School Division Staff
NSD Meeting	Workshop presentation on the Every Season Learning Calendar for Board of Trustees and Executive team.
NSD Meeting	Workshop presentation presented Every Season Learning Calendar to the School Councils, Board of Trustees, Elders and community members.
NSD Principals Meeting in Edmonton	Presented 'The Metis Experience'.
June School Presentations (Tentative): Mistassiniy -Cohort Training, Fort Chip- NSD Blanket Exercise Workshop, Career Pathways -Land Based Learning Links, Calling Lake School and Community -NSD Blanket Exercise Workshop, Hillview School -The Metis Experience Workshop.	

CONFERENCES, WORKSHOPS AND PRESENTATIONS



The Blanket Exercise
As individuals step onto and off blankets they learn about the historical experiences of Indigenous peoples.



As a result of our ongoing presentations and workshops an increased number of school staff, students and community members have experienced the NSD Blanket Exercise. Our Language Instructors are also becoming more comfortable and experiencing the advantages of adapting the Kahoot game in the classroom.

Building on this success, the First Nations, Metis, Inuit Learner Success team busily prepared new workshops. Our new and existing topics were presented at various locations during March, April and May.

Our team members also served as hosts or presenters at conferences, post-secondary institutions and community gatherings as requested.

The following is a list of some of the topics presented at various locations:

- NSD Blanket Exercise Workshop
- Indigenous Alberta: The Footsteps of Our Ancestors
- The History of the TQS
- Myths and Facts TQS
- First Nations Metis Inuit Foundational Knowledge
- Cohort Training
- Teacher Quality Standards
- Land based Learning Links
- Residential School Legacy
- Talking Sticks - Linking to the Curriculum
- The Metis Experience Workshop

PARTICIPATION IN CONFERENCES

The First Nations, Metis, Inuit Learner Success team attend conferences and informative gathers to learn from others and to present the strides our division has made. The following conferences were attended in March, April and May.

- “Think Indigenous International Education Conference” – presented land based learning, concept-based learning curriculum, professional learning communities, using traditional Aboriginal games and Indigenous teaching methodologies.
- At the FNMI and CASS conference hosted three sessions.
- Myths and facts workshop, TQS for U of A students.
- Presented on the Teacher Quality Standards and Land based Learning - Talking Sticks linking to the curriculum at the Athabasca Tribal Council conference.

SUBMISSIONS TO FUTURE CONFERENCES

Submissions were made and the team has been accepted to present at the “Indspire’s 2019 National Gathering for Indigenous Education”, held in Toronto, Ontario during November 2019.

GRANT-BASED PROJECTS

Indigenous Languages in Education (ILE) grants were approved for two proposals. These proposals were submitted in partnership with NSD and KTCEA. Funds were received the end of March.

Project 1: Cree and Dene Language Teachers’ Instruction Kits

At future Professional Development days, time will be allotted to gather information regarding what Cree and Dene Language resources instructors want to include in a ‘Language Instructor Kit’ (i.e. community profile, posters, word lists).

Project 2: Syllabic and Sound Building Blocks

A Request for Quotes (RFQ) resulted in responses from five professional printers in Edmonton. Capital Color Press was the only printer willing to complete the order as described in the RFQ. This printing company has advanced technology so also offered to provide lamination to keep the blocks sturdy and safe for children.

Many images based on a Cree Syllabic Chart have been created in Photoshop. Images of animals, dancers and elements from nature are also being prepared for the blocks. Each block will have two syllabic symbols, the corresponding sounds and two images that engage young imaginations.

In April, Dene instructors were given copies of a draft Dene syllabics chart and are currently working with their Elders for final approval. We are awaiting approval before creating images for Dene building blocks.



Sample wooden blocks were ordered from a manufacturer in Burnaby, British Columbia. This order allowed us check the uniformity of machine cuts, color of wood grains and smoothness of sanding. These samples arrived and their product quality meets Health Canada’s safety guide for wooden toys which states “wooden toys must be smoothly finished”.

Next steps include:

- Gather feedback to establish regional Syllabic Charts from Cree and Dene Language Instructors.
- Send sample blocks and images to selected printers to create Cree and Dene prototypes for review.
- Create more images and edit existing images for color effectiveness on wood grains (based on printer and prototype feedback from leadership).

IN CONCLUSION

Our team would like to thank all the Principals and their staff for supporting Indigenous Languages in their schools. This has been a very productive year for the First Nations, Metis, Inuit Learner Success team and for Indigenous Language Instructors. This year we are especially moved by the United Nations’ observation of 2019 as the International Year of Indigenous Languages. We are looking forward to continuing our work to advance learner successes next year.



Information Technology

Staffing

- 4 full time staff; Network Administrator, Systems Analyst, 2 Field Technicians
- Will be looking to hire a field tech for Area 1 and for Area 3 as well as an Helpdesk Technician to cover all 3 areas.
- Technology coaches have been discussed in previous years, this role would be beneficial to help teachers fully utilize the technology in the classroom as well training when new technology becomes available.

Technology Inventory

Chromebooks

- How close are we to a 1:1 ratio?
- As of June 1, 2019 we have slightly more chromebooks than we have students

Windows Devices

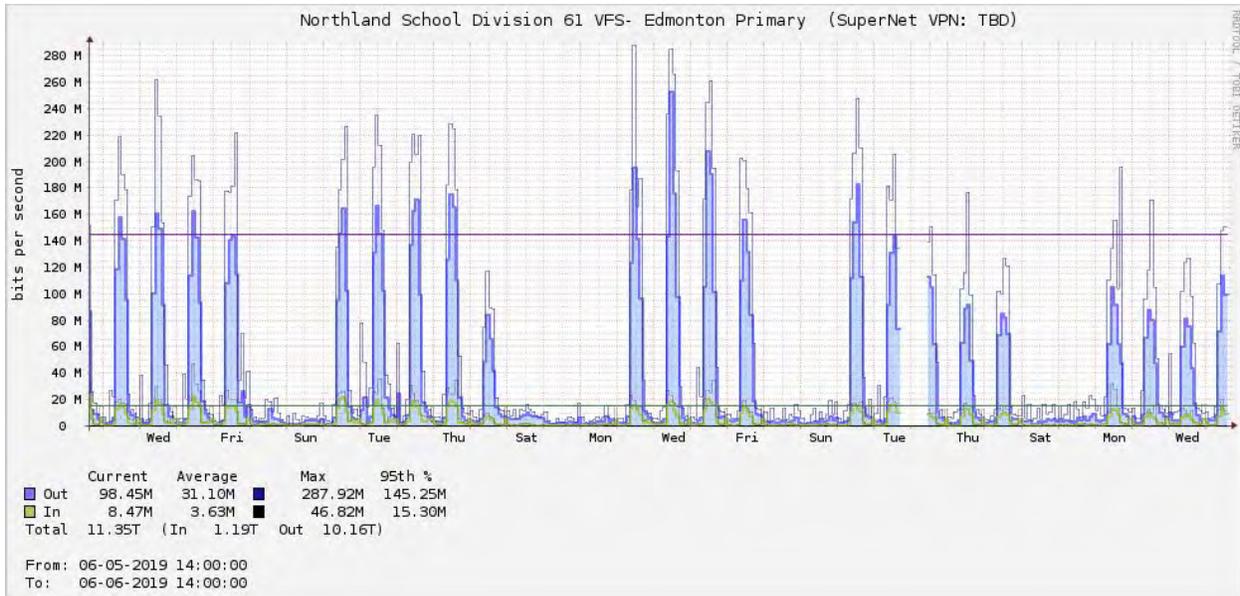
- Roughly 700 Windows devices, this number has been reduced significantly over the past few years (roughly 1300 devices 5 years ago)

Smart Boards / Projectors

- 1 in every classroom, many are in need of repair and replacement.

Bandwidth usage

- Internet Provider is Cybera. Cybera is a not-for-profit organization responsible for driving Alberta's economic growth through the use of digital technology. Its core role is to oversee the development and operations of Alberta's cyberinfrastructure - the advanced system of networks and computers that keeps government, educators, not-for-profits, and entrepreneurs at the forefront of technological change.



Internet Traffic through Cybera

- Bell Canada is the provider for the Alberta Supernet. They were awarded the contract in the summer of 2018 and purchased Axia as a result. Approximately 13,000 Terabytes of traffic flow through the NSD network during a month.

Projects over the past year

myBlueprint digital portfolio

- Integration with Maplewood will allow the students to have better integration with their academic portfolio and maplewood records.

Identity Access Manager

- This piece of software will help Northland become more efficient with the account creation process. As information is entered into SRB for new hires or into Maplewood for new students, IAM will create the user accounts in both our Microsoft and Google environments.

GoGuardian

- a powerful content filtering tool built specifically for school environments. Administrators can receive reports of inappropriate internet usage, as well self-harm notifications for behaviour that is identified as concerning, based on parameters we can fully customise.

Projects over the next year

Chromebooks

- Ensure students are using their own account to sign into Chromebooks, continued professional development/communication to help teachers understand the risks of students using the teacher accounts.
- Continue to distribute Chromebooks from schools that have too many to those that are short. This will include assessing which Chromebooks need to be repaired or replaced. Also, we need to look at the infrastructure in the schools to support the increase in devices. Additional access points may need to be purchased and installed in places that do not have enough coverage. Our goal is 1 access point per classroom.

Smartboard Replacements

- I have quotes for purchasing Smart MX275 Interactive displays for 21 classrooms. These are 75" interactive screens, they do not require projectors.

Helpdesk Software and additional staff

- Helpdesk Ticketing system has been purchased and is nearly ready for use. We will need to provide some training resources on how to access the system and create a ticket. This will provide us with an accurate way to respond to technology issues within a reasonable timeframe and with the proper parts and tools.
- We are still searching for an area 1 technician

Disaster Recovery

- Business continuity, with the wildfires, structure fires and floods we have experienced in the past number of years, we are working to further develop and build out DR plans.
- This will identify critical services that must be running as soon as possible, such as the financial software. Also we will need to identify other secondary services that will need to be running within 2-3 business days.

Working with Maintenance

- Building Management systems (HVAC) upgrades and remote connectivity
- Avigilon Door access Controls and Security Cameras
- Intercom/Sound system upgrades (Grouard, Susa, ADCS)
- Assess and improve security camera reliability, possible upgrades and some schools



Human Resources

June 2019
UPDATE

Northland Community Based Teacher Education Program

Through the Investment Fund, four Northland staff will start their first year in the University of Calgary's Werklund School of Education.

- Val Lagimodiere (Elizabeth)
- Kate McEvoy (Wabasca)
- Pamela Tremblay (Conklin)
- Gerald Young (St. Theresa)

Northland has invested in a second cohort of five more school based staff who will start the University of Calgary's Bridging Program. These are:

- Melissa Campbell (Anzac)
- Shawna Ghostkeeper (Paddle Prairie)
- June Laboucane (Fishing Lake)
- Madison MacDonald (Fishing Lake)
- Crystal Orr (Wabasca)



Alberta's Professional Quality Standards

The foundation for Alberta's education system is built on the talent, the skill and the ongoing commitment to learning demonstrated by teachers, school leaders, school jurisdiction leaders and superintendents who work every day to help students succeed.

Since 1997, the professional practice and certification of all Alberta teachers has been guided by the *Teaching Quality Standard (TQS)*, holding teachers accountable to the profession and to the Minister.

Together with education stakeholders, Alberta Education has revised and updated the TQS to describe contemporary competencies for our teachers. As well, for the first time in Alberta, a *Leadership Quality Standard (LQS)* describes the competencies expected of school leaders and school jurisdiction leaders, while a *Superintendent Leadership Quality Standard (SLQS)* define the competencies expected of Alberta school superintendents.

The new standards take effect **September 1, 2019**. Alberta Education has worked with education stakeholders to support educators in learning about the new standards and in preparing for their official implementation.

Northland's Senior Leadership has worked with its principals, supervisors and teachers towards understanding, implementing and meeting the new standards for all professional staff.

Resources have been developed internally, as well with our provincial partners, including the College of Alberta School Superintendents. The Alberta Teachers' Association, and Alberta's Universities.

Any new principal, supervisor, director, associate superintendent or superintendent must have the relevant leadership certificate or begin acquiring it within 18 months of starting the position.

Presented by **Wes Oginski**
Associate Superintendent of Human Resources



Northland Aspiring Leadership Cohort

School leadership has a key role in improving classroom practice, informing school policies and making connections beyond the walls of the school building. Successful rethinking of our schools requires leadership at all levels to lead change.

In February 2018, 17 teachers from across Northland committed to

And participated in the first Aspiring Leadership Cohort.

In February 2019, another 6 Northland teachers joined the second cohort of the Aspiring Leadership Program.

They are participating in monthly Google Classroom sessions building their knowledge and skills in the areas of the Leadership Quality Standard, as well as volunteering to

participate in a summer leadership boot camp.

This program continues through to next February, when we will start a third cohort.



Mentoring the Next Generation

Human Resources has had the privilege to have started initiatives to support the next generation of Northland leaders and teachers.

Mr. Rick Horon and Mr. Guy Spencer are Assistant Supervisors who provide mentorship and coaching to new principals in Northland School Division. They also lead the Aspiring Leaders cohorts learning sessions.

Ms. Anne Sheasgreen and Elaine Ward are Assistant Supervisors who support and coach our employees in the Community Based Teacher Education Program.

Recruitment

Spring of every school year is busy once budgets are released and our schools and departments can determine their staffing needs.

In September 2018, Northland had 155.5 teachers in 20 schools. After some adjustments for enrollments, our schools are planning to staff with 154 teachers in its 20 schools.

Staffing Facts (June 2019)

As of June 7, 2019, Northland has:

- 8 leadership positions posted (6 Principals and 2 Pedagogical Supervisors);
- Posted 16 teacher vacancies;
- 8 teacher retirements;
- 2 leaves;
- 2 teachers returning from KTCEA; and
- 15 teacher resignations





**SCHOOL FOOD SERVICES DEPARTMENT REPORT
PRESENTED BY: EMILY HUNT, OPERATIONS MANAGER**

School Food Services operates as a division of Northland School Division No. 61 and had an annual budget of approximately 3.26 million dollars for the 2017-2018 school year.

An administrative staff comprised of one operations manager and one program consultant, as well as part time support from accounting and payroll worked with twenty-three Northland programs, three non-profit associations and three other school divisions to provide nutritionally balanced school lunches for approximately 2,566 students per instructional day.

The objectives of the lunch programs are:

1. To improve the health and educational potential of Indigenous children in the designated areas by providing $\frac{1}{3}$ to $\frac{1}{2}$ of the average student's daily food requirements according to Canada's Food Guide to Healthy Eating. Currently School Food Services also follows the Alberta Nutrition Guidelines for Children and Youth.
2. To provide employment and training to local residents.

The menu for the lunch programs is divided into a morning nutrition break and lunch. The nutrition break is designed to enhance student performance, improve attendance and reduce the number of students arriving late. Factors considered for menu planning include budget, equipment available, results from surveys, input from cooks, and seasonal availability. Cooks are hired locally. All permanent cooks have food safety training, provided by either health inspectors or the operations manager. WHMIS training is also required for all school food services staff. The chemical supplier for the division is to provide WHMIS training but this has not been happening on a consistent basis. The operations manager became certified to teach the updated WHMIS program so that the general section can be taught on PD days and the site-specific training can be done during program visits. Grocery order training, and basic nutrition training are also provided by the program consultant and operations manager. Hands on training, such as knife skills, weighing, measuring, following recipes, portion control and time management are taught during initial training, and reinforced through regular program visits. One of the challenges has been getting the staff to complete the required modules found in the PublicSchoolWORKS reporting and training program. This is because many of the staff do not know how to use computers. We have been working with the IT staff to get email accounts set up for the cooks, as well as to teach them how to access and complete this training and also assist them to set up accounts with ASEBP which allows them to access their health spending accounts. We also worked with Complete Purchasing Services to develop a program that enables the cooks to place grocery orders. This gives them the opportunity to select items for surprise day and choose an alternate item if the regular item is out of stock. Once they submit the order it comes to the program consultant for that program, who checks the order, adds a purchase order number and places the order with Complete Purchasing Services. This



SCHOOL FOOD SERVICES DEPARTMENT REPORT
PRESENTED BY: EMILY HUNT, OPERATIONS MANAGER

reduces the occurrence of faxes not being received and allows the program consultant more time for management duties.

In the 2017/18 school year, 455, 266 lunches were served with an average of 2,699 lunches prepared each instructional day. The average food cost per lunch was \$2.77 and the average labour cost per lunch was \$4.59. The average total cost per lunch excluding administration was \$7.99. The all- inclusive cost per lunch was \$8.66.

One challenge during the current school year is the introduction of the new Canada Food Guide, which has significant changes from the previous one. Some of these changes include the fact that there is no longer a separate dairy group. Dairy items are now included in the protein group. There are no portion guidelines. At present, there is a picture of a plate on which is represented half a plate of vegetables and fruit, one quarter plate of protein items and one quarter plate of whole grain items. There is a strong focus on eating more plant - based proteins. The challenge for School Food Services is that plant based proteins include nuts and many of our schools do not allow nuts due to severe allergies. Other foods in this group include legumes, which the students are not fond of, and tofu, which does not always go over well. Another challenge is that plant based proteins are not complete proteins, meaning that they do not contain all the essential amino acids that the body requires to carry out its functions. Knowledge of complimentary proteins is required to ensure that adequate protein requirements are being met.

After requests from many areas of food service, the Federal Government is going to be providing further guidelines in the fall of 2019, which will include portion guidelines for institutions such as long- term care facilities, health care and school lunch programs. In the interim, the health promotion coordinators have advised us to continue following the current Alberta Healthy Nutrition Guidelines. Based on suggestions in the new Canada's Food Guide we are making some changes to the menu for the upcoming school year. We are reducing juice and chocolate milk to once per week. We are using more whole fruit and fruit smoothies, and we will be serving water as a beverage at some meals as there is a strong focus on drinking more water. We attended food shows to see if there were items we could include in the lunch programs. We will be able to get samples of such items as lentil pasta to see how the students receive these.

The remote location of the programs can provide challenges from a number of perspectives. It is often difficult to get qualified staff. Grocery delivery can be costly and difficult during inclement weather. This year Sysco informed us in August that they would no longer deliver to Chipewyan Lake as the camps in the area had closed down. No other carrier would go there. The solution is that Sysco now ships the groceries to Fort McMurray and McMurray Aviation flies them in to Chipewyan Lake once per month. Every two weeks perishables are picked up in Wabasca and brought out by the principal, or the SFS operations manager. KTC took over operation of Peerless Lake, Trout Lake and Little Buffalo in September. We had been paying a delivery company to



SCHOOL FOOD SERVICES DEPARTMENT REPORT
PRESENTED BY: EMILY HUNT, OPERATIONS MANAGER

deliver to this area as the grocery supplier won't. KTC also added Cadotte Lake, Loon Lake, and Atikameg schools to this run, which meant that the delivery had to be split into two routes and our delivery schedule no longer worked. It also caused billing issues as KTC and School Food Services are billed separately. We were able to convince Sysco to deliver to Red Earth School. That meant that KTC and School Services could have separate runs and reduced the cost of delivery by a sufficient amount to offset the delivery cost to Chipewyan Lake.

One thing that we are proud of is the fact that School Food Services reached its forty-fifth anniversary in October 2018. It is the only fully funded lunch program in Alberta. Despite recessions and declining resources, it has proved worthwhile and continued to receive funding. We are also very proud of the staff and have several staff members who have dedicated many years to the lunch programs, with one staff member having thirty-eight years of service. We are hopeful that School Food Services will continue to contribute to the success of Northland School Division No. 61 for many years to come.

**STUDENT ENGAGEMENT, ATTENDANCE AND COMPLETION REPORT
PRESENTED BY: DON TESSIER, DIRECTOR**

First Nine Months Attendance Review and Actions Moving Forward

Following a review and analysis of attendance patterns for the first nine months of the 2017-2018 and 2018-2019 school years, a few observations are proffered:

1. The following chart shows that there is no significance difference in division attendance patterns when comparing the first eight months of 2017-2018 with 2018-2019.

First Nine-Month Overall Attendance Comparison for 2017-2018 and 2018-2019

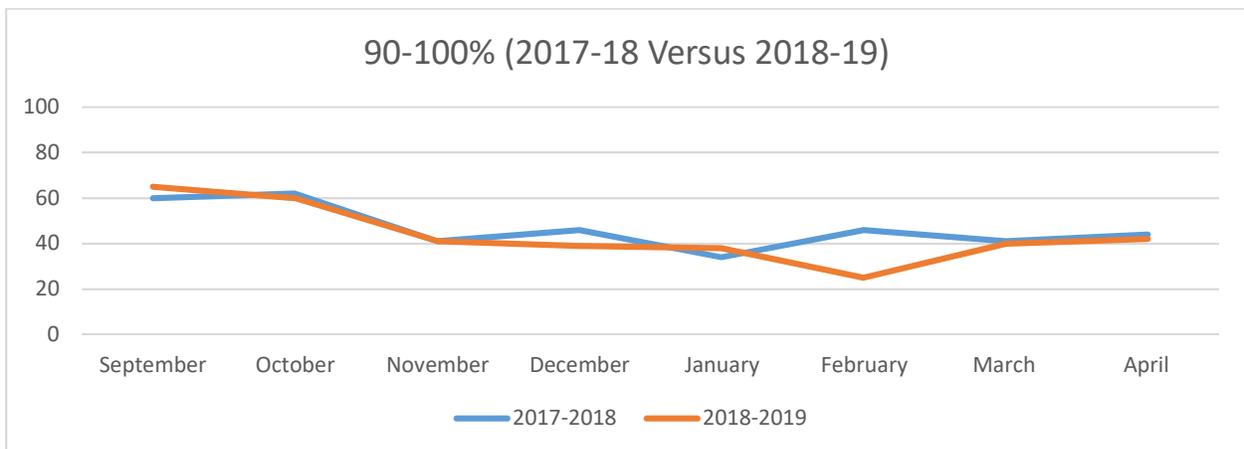
Year	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Overall Average to Date
2017-2018	87%	85%	79%	78%	77%	79%	78%	80%	79%	80%
2018-2019	88%	88%	81%	80%	83%	71%	80%	78%	80%	81%

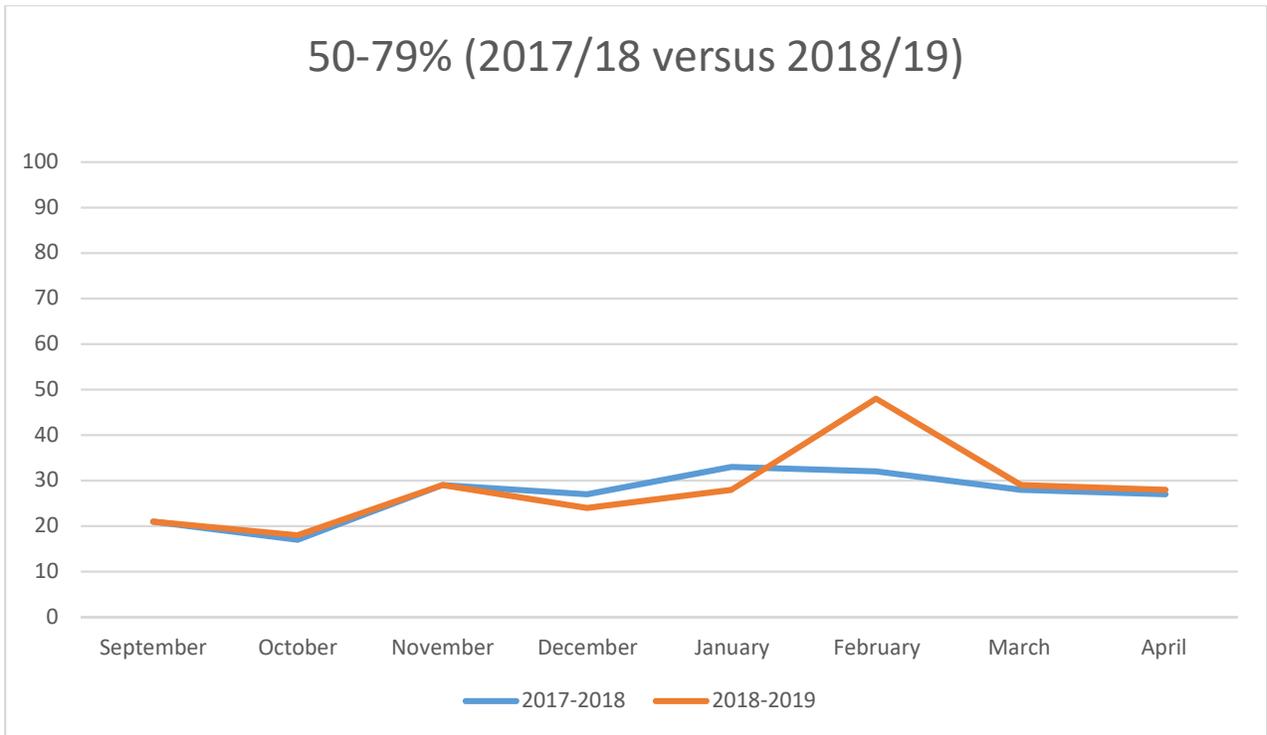
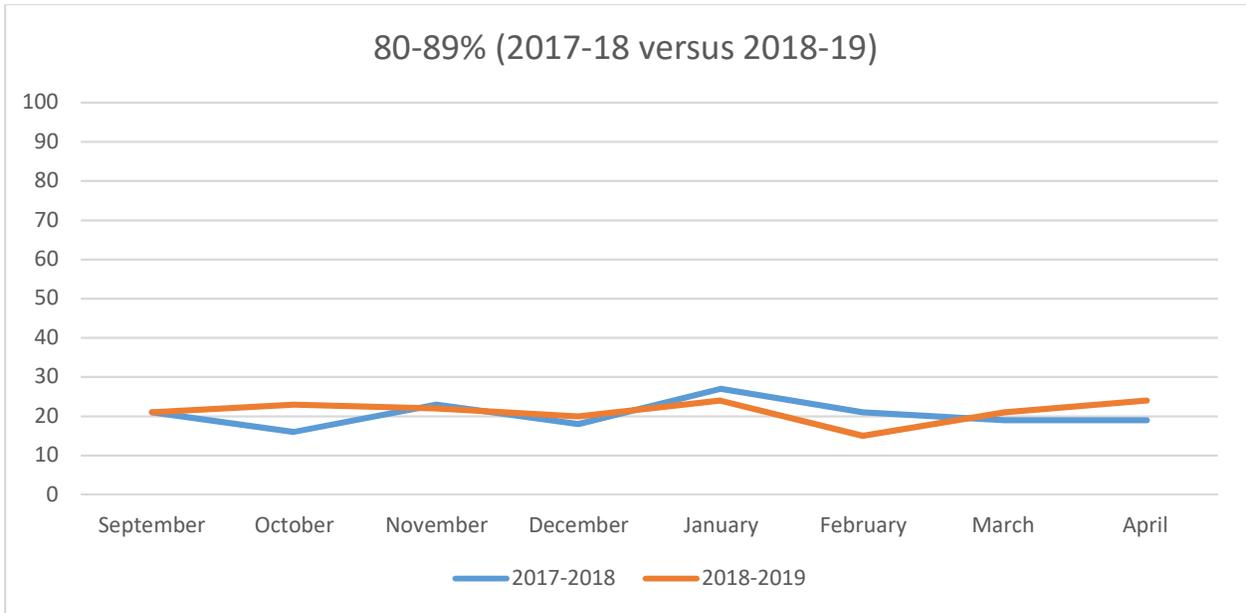
* February 2019 was the lowest recorded attendance February in more than five years.

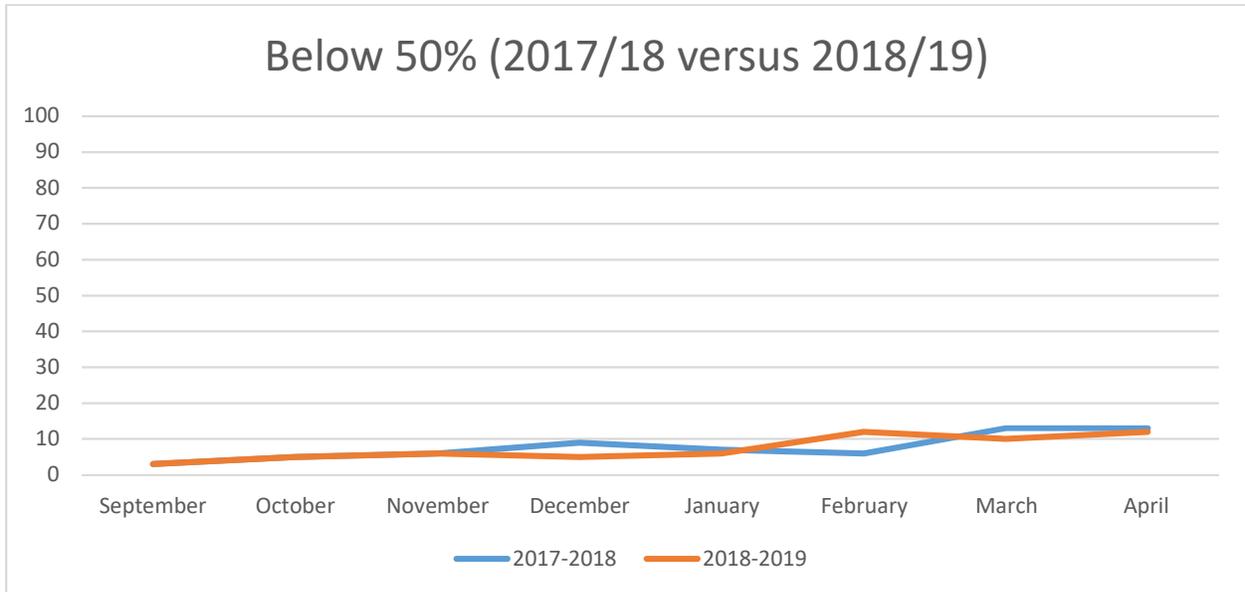
First Nine-Month Comparison of Division Attendance by Category for 2017-2018 and 2018-2019

Year	90-100%	80-89%	50-79%	Below 50%
2017-2018	44%	21%	27%	8%
2018-2019	46%	22%	24%	8%

2. The following line graphs chart Division-wide attendance patterns for the first eight months of 2017-2018 compared with 2018-2019.







3. Although Division attendance patterns have remained relatively the same for first six-months when compared to the previous school year, there are a number of schools whose attendance have shown significant improvement in students achieving 90-100% and 80-89%. As well, a few schools have shown improvement in reducing the number of students attending below 50%.

Schools Showing Attendance Improvement in the '90-100%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Hillview	+2%	-3%	+5%	+23%	+22%	+43%
Chipewyan L.	+1%	-2%	+48%	+11%	+42%	+25%
Mistassiniy	+1%	+6%	+5%	+5%	+6%	-22%
Pelican	+1%	-11%	+14%	+12%	+6%	0%
J. F. Dion	+1%	+31%	+11%	-5%	+10%	-3%

Schools Showing Attendance Improvement in the '80-89%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Hillview	+1%	+5%	-17%	-18%	+14%	+21%
Chipewyan L.	+2%	+34%	+5%	+13%	+16%	-13%

Schools Showing Attendance Improvement in the 'Below 50%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
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Gift Lake	-1%	-2%	-1%	-2%	-8%	-5%
Hillview	0%	0%	-7%	-8%	0%	+7%
Mistassiniy	-1%	-7%	-15%	-25%	-15%	-3%
Pelican	0%	+8%	-7%	0%	-6%	-6%
ADCS	-1%	-7%	-12%	-11%	-11%	-2%

Actions Moving Forward

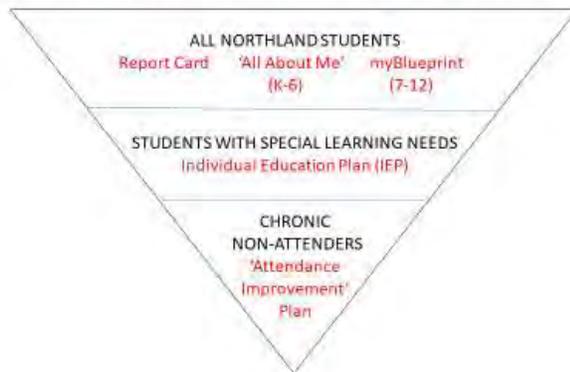
1. Kindergarten Attendance

School attendance patterns establish early in a child’s history. Students with poor attendance at the kindergarten level usually continue to have below attendance patterns in grade school. Although not always the case, the cycle of poor attendance in kindergarten tends to continue throughout the child’s school career. The Director of Student Engagement, Attendance and Completion will work closely with school administrators, staff and parents to support early engagement with parents as to the benefits of regular school attendance at the Kindergarten level and throughout grade school.

2. School administration will meet with parents whose children are chronic non-attenders whereby a re-engagement plan will be developed and implemented to support ongoing student success.

3. All chronic non-attenders require a return to school success plan.

All NSD61 Students Require A Success Plan



4. School Community Liaison Workers (SCLW) and Family Wellness Workers (CWW) are actively engaged in tracking the daily attendance of chronic non-attenders. Where possible, these workers will contact families and arrange to have child brought to school.

5. Parent Gatherings - Continue to work with school staff, administrators and school councils to organize evening gatherings to speak to parents about the importance of regular school attendance.

6. Continue to work with school administration and staff on the meeting the goals and strategies outlined in the ‘Attendance Improvement Standard Progress Report’.

**Monthly Gift Card Winners and their Attendance Patterns –
Month of Win and Month Following Win**

Month	School	Student	Grade	Percent Attendance Month of Win / Following Month of Win	Difference
September 2018	Chip Lake	A	Grade 3	100% / 100%	0
	Anzac	B	Grade 4	94% / 100%	+6%
	Bill Woodward	C	Grade 7	97% / 80%	-13%
	Paddle Prairie	D	Grade 10	94% / 100%	+6%
October 2018	Grouard	E	Grade 2	90% / 100%	+10%
	St. Theresa	F	Grade 4	94% / 86%	-8%
	ADCS	G	Grade 8	100% / 97%	-3%
	Mistassiniy	H	Grade 11	100% / 94%	-6%
November 2018	J.F. Dion	I	Grade 3	100% / 93%	-7%
	Elizabeth	J	Grade 6	100% / 100%	0
	Mistassiniy	K	Grade 9	100% / 92%	-8%
	ADCS	L	Grade 11	100% / 93%	-7%
December 2018	Elizabeth	M	Grade 2	100% / 82%	-18%
	Fort McKay	N	Grade 4	93% / 90%	-3%
	Calling Lake	O	Grade 7	100% / 97%	-3%
	ADCS	P	Grade 11	93% / 97%	+4%
January 2019	Elizabeth	Q	Grade 3	95% / 94%	-1%
	St. Theresa	R	Grade 6	100% / 64%	-36%
	ADCS	S	Grade 8	97% / 57%	-40%
	Mistassiniy	T	Grade 12	100% / 92%	-8%
February 2019	Bishop Routhier	U	Grade 2	100% / 67%	-33%
	Fort McKay	V	Grade 6	100% / 100%	0
	Susa Creek	W	Grade 7	100% / 85%	-15%
	Calling Lake	X	Grade 10	100% / 52%	-48%
March 2019	Elizabeth	Y	Grade 3	100% / 85%	-15%
	J.F. Dion	Z	Grade 5	100% / 78%	-22%
	Conklin	AA	Grade 8	94% / 92%	-2%
	Bill Woodward	BB	Grade 10	94% / 62%	-32%

Is the Reward Program Making a Difference?

Based on conversations I have had with students, teachers, school administrators and parents, they are saying that the gift cards are an encouragement to attend school on a regular basis.

Students who have maintained an average of between 90-100% for the month are eligible to win monthly gift card rewards (one in each grade division). In any given month, there 800-900 students eligible for gift card awards.

Students with the greatest growth in attendance for the year will be eligible for a gift card.

Of the students who have won monthly gift cards, the majority remain high attending students.

At this early stage, it is difficult to say definitively whether the rewards program is working for all students.

A few attendance observations:

- There are fewer numbers of students with attendance patterns below 40% (from single digit to “0” in a few schools)
- The division-wide attendance award programs are encouraging schools to promote and further enhance their local school attendance and academic initiatives
- As of the end of April 2019, five schools are in contention (i.e. school plaque and a chance to win \$3000) for overall attendance averages above 88% for the 2018-2019 school year:
 - Hillview 88% (May = 79%, June = __)
 - Susa Creek 87% (May = 74%, June = __)
 - **Pelican Mnt. 90%** (**May = +8%, June = __**)
 - Elizabeth 86% (May = 85%, June = __)
 - **J.F. Dion 89%** (**May = 87%, June = __**)
- Four schools are in contention for a \$1000 school award for the top two schools with the highest growth in attendance over the previous school year:
 - Hillview +10% (May = -3%, June = __)
 - Mistassiniy +6% (May = +16%, June = __)
 - Pelican Mountain +6% (May = +8%, June = __)
 - ADCS +7% (May = +15%, June = __)

