



**BOARD MEETING NO. 14 – 05  
CENTRAL OFFICE, PEACE RIVER  
MAY 29, 2014**

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**A. CALL TO ORDER**

1. Opening Prayer

**B. GENERAL BUSINESS**

1. Adopt Agenda
2. Adopt Minutes
  - 2.1 May 1, 2014 Regular Meeting ..... 7

**C. PRESENTATIONS**

- 9:30 a.m. "Tell Them From Me" Survey Results (Don Tessier)
- 10:30 a.m. Technology Presentation (Sherrie Buchner)
- 11:15 a.m. Proposal for RFP for Managed Print, Copy, Scan & Fax Services  
(Sherrie Buchner, Jason Juneau, Patty Johnson)

**D. NEW BUSINESS**

1. Superintendent's Report ..... 15
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    - 1.1.2 Alberta Teacher Workload Study ..... 19
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**E. BOARD COMMITTEES**

**1. EDUCATION COMMITTEE**

1.4

**2. PERSONNEL COMMITTEE**

- 2.1 Procedure 418, Staff Educational Leave (Divisional Office) ..... 105
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- 2.3 Procedure 422, Support Staff Education Leave (Field Based) ..... 113
- 2.4 Procedure 434, Salary Administration ..... 117

**3. FINANCE MAINTENANCE TRANSPORTATION COMMITTEE**

- 3.1 2014-2015 Budget..... 121

**4. COMMITTEE INFORMATION ITEMS**

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- 4.2.1 Update - Division Website Design Feedback..... 129

**4.3 PERSONNEL COMMITTEE**

- 4.3.1 C2 Committee Update..... 137
- 4.3.2 Update – Northland Collegial Leadership Program ..... 145
- 4.3.3 Update – Northland Staff Supervision and Evaluation  
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**4.4 FINANCE MAINTENANCE COMMITTEE**

4.4.1

**5. AD HOC COMMITTEE**

- 5.1. Attendance Focus Group



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3. Local School Board Committee Minutes Received  
Administrative Action Follow Up
4. Covering Motion – In-Lieu Days for Administrators
5. Covering Motion – Annual Education Results Report/Annual Plan
6. Covering Motion – Organizational Plans
7. Anzac Gregoire Lake Local School Board Committee Meeting – (April  
30, 2014) ..... 161
8. Athabasca Delta Local School Board Committee Meeting Minutes – No  
Minutes Received
9. Bishop Routhier Local School Board Committee Meeting Minutes – No  
Minutes Received
10. Calling Lake Local School Board Committee Meeting Minutes – No  
Minutes Received
11. Chipewyan Lake Local School Board Committee Meeting Minutes –  
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2014) ..... 173
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Minutes Received
14. East Prairie Local School Board Committee Meeting Minutes – No  
Minutes Received



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| 25. | Pelican Mountain Local School Board Committee Meeting Minutes – No Minutes Received  |     |
| 26. | Susa Creek Local School Board Committee Meeting Minutes – (March 11, April 23, 2014).....  | 223 |
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| 28. | Wabasca Local School Board Committee Meeting Minutes – No Minutes Received   |     |





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**G. IN CAMERA SESSION**

**H. INFORMATION ITEMS**

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| 1. Board Directed Action Items.....               | 235 |
| 2. Transportation Report for 2012-13 .....        | 239 |
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| 4. Transportation Plans for 2014-15.....          | 247 |
| 5. Acronyms .....                                 | 251 |
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**1 I. CLOSING PRAYER**

**2 J. ADJOURN**



**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES REGULAR MEETING ON MAY 1, 2014 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.**

| MEMBERSHIP |                  |                                       |
|------------|------------------|---------------------------------------|
| ✓          | Colin Kelly      | • Chairman                            |
| x          | Jeff Chalifoux   | • Advisory Board Member - Grouard     |
| ✓          | Elmer Gullion    | • Advisory Board Member – Trout Lake  |
| x          | Julia Cardinal   | • Advisory Board Member – ADCS        |
| ✓          | Ken Shaw         | • Advisory Board Member – Gift Lake   |
| ✓          | Donna Barrett    | • Superintendent of Schools           |
| ✓          | Don Tessier      | • Associate Superintendent            |
| ✓          | Roxane Guindon   | • Acting Secretary-Treasurer          |
| x          | Dennis Walsh     | • Secretary-Treasurer                 |
| ✓          | David Cox        | • Division Facility Manager           |
| ✓          | Wes Oginski      | • Director of Human Resources         |
| ✓          | Delores Pruden   | • Director of FNMI Education          |
| ✓          | Krystal Potts    | • Executive Assistant                 |
| ✓          | Melanie Mantai   | • Executive Secretary - Finance       |
| ✓          | Curtis Walty     | • Communications Coordinator          |
| GUESTS     |                  |                                       |
| ✓          | Bernard Woodfine | • Principal, Conklin Community School |

**CALL TO ORDER**

The Chairman called the meeting to order at 9:23 a.m.

**OPENING PRAYER**

Elmer Gullion gave the opening prayer.

**ADOPT AGENDA**

23593/14 Colin Kelly moved that the Board of Trustees adopt the agenda as presented.

CARRIED

**MINUTES –  
MARCH 17, 2014  
MARCH 20, 2014**

23594/14 Colin Kelly moved that the Board of Trustees approve the minutes as follows:

March 17, 2014 – Special Meeting  
March 20, 2014 – Regular Meeting

CARRIED

Box Clever Representatives, Stefen Girard and Steven Mebs joined the meeting at 9:30 a.m.

Literacy Supervisor, Gail Sajo, joined the meeting at 9:30 a.m.

PM  
BENCHMARKS

Literacy Supervisor, Gail Sajo presented the fall 2013 and winter 2014 results from the PM Benchmarks Assessments done on Northland School Division students from K-12. In the twenty-two schools that were able to provide two rounds of data, we were able to see substantial growth across the board.

Conklin Local School Board Committee Chair, Margaret Quintal and Conklin Local School Board Committee Member Verna Qunital-Janvier joined the meeting at 9:40 a.m.

Literacy Supervisor, Gail Sajo left the meeting at 10:40 a.m.

RECESS

The meeting recessed from 10:40 a.m. – 10:53 a.m.

DIVISIONAL  
WEBSITE

Box Clever Representatives, Stefen Girard & Steve Mebs joined Communications Coordinator, Curtis Walty to present the newest design for the Northland School Division website to the Northland Board. Box Clever and First Nations, Métis and Inuit (FNMI) Consultant Michael Auger worked with Northland to create a design that captures both our FNMI cultural values and our students. Each school will have a website that is linked to the Divisional website. The website will be unveiled at the Administrators meeting on May 9, 2014.

CONKLIN  
COMMUNITY  
SCHOOL  
PRESENTATION

Conklin Principal, Bernard Woodfine gave a presentation to the Board on Conklin Community School. The presentation was an overview of Conklin Community School, which included the exciting initiatives the school is doing to encourage student attendance and success.

RECESS

The meeting recessed for lunch at 12:03 p.m. and reconvened at 1:14 p.m.

**SUPERINTENDENT'S  
REPORT**

23595/14 Colin Kelly moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

**CHAIRMAN'S  
REPORT**

23596/14 Colin Kelly moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

**SECRETARY –  
TREASURER'S  
REPORT**

23597/14 Colin Kelly moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

**RECESS**

The meeting recessed from 2:30 p.m. – 2:38 p.m.

**WHAT WE  
HEARD REPORT,  
POLICY ONE**

23598/14 That the Board of Trustees accept for information the What We Heard Report, Policy One, as attached

CARRIED

**POLICY ONE,  
BOARD  
PHILOSOPHY  
MANDATE, CORE  
PURPOSE,  
VISION BELIEFS  
AND VALUES**

23599/14 That the Board of Trustees table Policy One, Board Philosophy Mandate, Core, Purpose, Vision Beliefs and Values.

CARRIED

**DIVISION  
WEBSITE DESIGN  
FOR  
NORTHLAND  
SCHOOL  
DIVISION**

23600/14 That the Board of Trustees recommend the approval in principle, of version Homepage B with Banners 2 as the concept for the Northland School Division website and direct management to review the website design with Administrators and bring feedback to the May 29, 2014 Regular Board Meeting.

CARRIED

|  |          |  |
|--|----------|--|
| 2014 – 2015 ECS<br>PLANS   | 23601/14 | That the Board of Trustees receive the Early Childhood Services Plans for 2014 – 2015, as information.                                 |
|  |          | CARRIED  |
| PROCEDURE 418<br>STAFF<br>EDUCATIONAL<br>LEAVE<br>(DIVISIONAL<br>OFFICE) | 23602/14 | That the Board of Trustees accept the attached changes to Procedure 418 – Staff Educational Leave (Divisional Office), as information. |
|  |          | CARRIED  |
| PROCEDURE 420<br>PARAPROFESSI-<br>ONAL STAFF<br>EDUCATION<br>LEAVE       | 23603/14 | That the Board of Trustees accept the attached changes to Procedure 420 – Paraprofessional Staff Education Leave, as information.      |
|  |          | CARRIED  |
| PROCEDURE 422<br>SUPPORT STAFF<br>EDUCATION<br>LEAVE                     | 23604/14 | That the Board of Trustees accept the attached changes to Procedure 422 – Support Staff Education Leave (Field Based), as information. |
|  |          | CARRIED  |
| PROCEDURE 434<br>SALARY<br>ADMINISTRATION                                | 23605/14 | That the Board of Trustees accept the attached changes to Procedure 434 – Salary Administration, as information.                       |
|  |          | CARRIED  |
| PRINCIPAL/VICE-<br>PRINCIPAL TERM<br>APPOINTMENTS                        | 23606/14 | That the Board of Trustees exclude the recommendation to develop a procedure for Principal/ Vice-Principal Term Appointments.          |
|  |          | CARRIED  |

FACILITY  
EQUIPMENT  
INVENTORY  
PROCESS FOR  
EQUIPMENT  
UNDER \$5,000

23607/14 That the Board of Trustees approve the Facility Inventory Process for Equipment under \$5,000.00, as presented.

CARRIED

PURCHASE OF  
2521  
MISTASSINIY  
ROAD FROM THE  
MD OF  
OPPORTUNITY  
NO. 17

23608/14 That the Board of Trustees recommend the purchase of 2521 Mistassiniy Road, Plan 90208383, Block 2, Lot 6, 1.5 acre residential lot for \$24,360.00 plus GST, from the MD of Opportunity No. 17 with funds coming from Capital Reserves.

CARRIED

DISPOSAL OF  
BUSSES #523,  
536 AND #539

23609/14 That the Board of Trustees recommend the disposal of Bus #532, #536 and #539 which are aged as per board policy and no longer economically viable for Northland School Division.

CARRIED

COMMITTEE  
INFORMATION  
ITEMS

23610/14 Colin Kelly moved that the Board of Trustees receive the following Committee information items:

- Edwin Parr Nomination
- C2 Committee Update
- Capital Plan 2015-2018
- Little Buffalo Update

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED

23611/14 Colin Kelly moved that the Board of Trustees receives the Local School Board Committee meeting minutes as information, as listed below:

| LSBC NAME           | DATE OF MEETING   |
|---------------------|-------------------|
| Anzac/Bill Woodward | April 8, 2014     |
| Athabasca Delta     | March 3, 2014     |
| Calling Lake        | November 20, 2013 |
|                     | January 22, 2014  |
|                     | February 25, 2014 |
|                     | March 12, 2014    |
| Elizabeth           | March 3, 2014     |
| Fort McKay          | March 18, 2014    |
| Gift Lake           | March 12, 2014    |

|                |                  |
|----------------|------------------|
| Grouard        | January 2, 2014  |
|                | March 13, 2014   |
| J.F. Dion      | March 3, 2014    |
| Keg River      | February 4, 2014 |
|                | March 4, 2014    |
| Paddle Prairie | March 24, 2014   |
| Trout Lake     | March 10, 2014   |
| Wabasca        | March 12, 2014   |

## CARRIED

ADMINISTRATIVE  
ACTION – LSBC  
MEETING  
MINUTES  
RECEIVED

23612/14 Colin Kelly moved that the Board of Trustees approve the action taken by the Administration with respect to Local Board Minutes received, as outlined below:

| Committee    | Motion No.    | Action Taken   |
|--------------|---------------|----------------|
| ADCS         | 586-03-03-14  | Exclude        |
| ADCS         | 587-03-03-14  | Exclude        |
| Calling Lake | Comment       | Administration |
| Calling Lake | 3373-02-05-14 | Administration |
| Calling Lake | 3365-01-22-14 | Exclude        |
| Calling Lake | 3373-03-12-14 | Exclude        |
| Gift Lake    | 359-14        | Administration |
| Gift Lake    | 360-14        | Exclude        |
| Grouard      | 1594          | Exclude        |
| Grouard      | 1595          | Exclude        |
| J.F. Dion    | Comment       | Exclude        |
| Keg River    | 4401          | Exclude        |
| Keg River    | 4409          | Exclude        |
| Keg River    | 4410          | Exclude        |

## CARRIED

INFORMATION  
ITEMS

23613/14 Colin Kelly moved that the Board of Trustees receive as information the following:

- a) List of Acronyms
- b) Payment of Accounts

|                       |                 |
|-----------------------|-----------------|
| Cheque Numbers        |                 |
| 290222 – 290900       | \$ 4,235,042.25 |
| 400027246 – 400027509 | \$ 1,182,688.46 |
| Total                 | \$ 5,417,730.71 |

## CARRIED

ADJOURN

The meeting adjourned at 4:17 p.m.

CLOSING PRAYER

Elmer Gullion gave the closing prayer.



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Colin J. Kelly, Official Trustee

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Roxane Guindon, Acting Secretary-Treasurer

DRAFT



## Superintendent's Report May 29, 2014

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### May, 2014

|    |  |
|----|--|
| 1  | Peace River – Corporate Board Meeting  |
| 2  | Peace River – Divisional Leadership Team Meeting   |
| 2  | Peace River – Edwin Parr Evaluation at Good Shepherd School  |
| 5  | Peace River – Budget Meeting   |
| 7  | Grande Prairie – Edwin Parr Evaluation at Peace Wapiti Academy and Grande Prairie Public School Division |
| 8  | Peace River – Recognition Breakfast and Administrators' Meeting  |
| 8  | Peace River – Long Service and Recognition Awards Ceremony   |
| 9  | Peace River – Administrators' Meeting  |
| 12 | Kinuso – Edwin Parr Evaluation at Kinuso School  |
| 14 | High Prairie – ASBA Zone 1 Meeting   |
| 15 | Wabasca – Edwin Parr Evaluation at St. Theresa School  |
| 15 | Calling Lake – Meeting with Calling Lake School Community Partnership                                    |
| 21 | Peace River – Committee Meetings and Agenda Review   |
| 21 | Wabasca – Meeting with Parent Group at Mistassiniy   |
| 22 | Wabasca – Mistassiniy, St. Theresa, and Career Pathways School Visits                                    |
| 26 | Fort McKay – Fort McKay School Visit   |
| 26 | Anzac – Bill Woodward and Anzac Local School Board Committee Meeting                                     |
| 29 | Peace River – Corporate Board Meeting  |

# THE HISTORY OF THE CITY OF BOSTON

The history of the city of Boston is a subject of great interest and importance. It is a city of many centuries, and its history is a record of the growth and development of one of the most important cities in the world. The city has been the seat of many great events, and its history is a record of the progress of the human race. The city has been the home of many great men, and its history is a record of the achievements of the human mind. The city has been the center of many great movements, and its history is a record of the struggles of the human spirit. The city has been the birthplace of many great ideas, and its history is a record of the progress of the human race. The city has been the home of many great men, and its history is a record of the achievements of the human mind. The city has been the center of many great movements, and its history is a record of the struggles of the human spirit. The city has been the birthplace of many great ideas, and its history is a record of the progress of the human race.

WE'RE CHANGING THE WAY WE THINK  
BECAUSE THE WORLD IS CHANGING.



## INSPIRING EDUCATION

What is Inspiring Education?

### Initiatives

#### Task Force for Teaching Excellence

Teachers

Leaders

System

Curriculum Redesign

Student Learning Assessments

High School Success

Learning and Technology Policy Framework

Ministerial Order on Student Learning

The Education Act and Regulation Review

Speak Out: Alberta Student Engagement Initiative

Inspiration in Action

Featured Education Partner

Blog

Forums

Newsletter Signup

Inspiring Education Resources



28 May 2014

Task Force Report feedback deadline extended to June 15 – take a look & share your thoughts!  
<http://t.co/wxMPEKwI> #AbEd

@AlbertaEd



28 May 2014

Thanks to all who joined Minister @JeffJohnsonMLA for last night's School Council teleconference! Audio here: <http://t.co/JAbDMhCQ9/> #AbEd

Alberta.ca > Education > Inspiring Education > Task Force for Teaching Excellence

Log In / Sign Up

A|A

## INITIATIVES

### TASK FORCE FOR TEACHING EXCELLENCE

*Inspiring Education* envisions an education system that supports students into the future; an education system that explores new ways to support educators and ensure every student benefits from an excellent teacher.

To best support these students, we need to examine the roles and responsibilities of teachers and educators. So, Alberta's Minister of Education established a Task Force for Teaching Excellence, a dedicated group of educators, school leaders, educational consultants and community leaders who used their combined knowledge and experience to make recommendations to achieve teaching excellence and to ensure the best chance of success for every student.

Extensive research from Alberta and top-performing education systems around the world and significant consultation with close to 3,000 Albertans, informed the Task Force as it made bold recommendations to build capacity and empower teachers and leaders.

On May 27, 2014, Education Minister Jeff Johnson, together with Brad Vonkeman, President of the Alberta School Councils' Association, and Claudine Lajoie, President of the Fédération des parents francophones de l'Alberta, joined parents to hear an update and learn more about the recommendations of the Task Force. Parents also had an opportunity to share what they consider to be priorities for ensuring that for every child, in every class, there is an excellent teacher.

For those who were unable to join us, you can still listen to an audio recording of the event online.

Blog: read Premier Hancock's thoughts on the Task Force for Teaching Excellence

Blog: read Education Minister Jeff Johnson's Task Force blog update

Letter: read Task Force Chair Glenn Feltham's letter to Albertans

Letter: read Task Force Member Ron Young's letter to teachers

Video: learn about the Task Force for Teaching Excellence

Video: the student voice on the Task Force for Teaching Excellence

### REPORT

Task Force for Teaching Excellence Part 1: Report to the Minister of Education, Government of Alberta

Task Force for Teaching Excellence Part 2: What We Heard – Community and Stakeholder Consultation

Task Force for Teaching Excellence Part 1 & 2: Full Report

### RECOMMENDATIONS

TEACHERS

LEADERS

SYSTEM

For a quick summary of all the recommendations in one place, check out our placemat reference.

### HAVE YOUR SAY

Alberta Education is committed to a collaborative approach in gathering perspectives on the Task Force for Teaching Excellence report before decisions are made in responding to the recommendations.

Take our survey – available online until June 15th, 2014.

Provide feedback at [EDC-TeachingExcellence@ed.gov.ab.ca](mailto:EDC-TeachingExcellence@ed.gov.ab.ca) or share your thoughts on the discussion board.



## TEACHERS

- **RECOMMENDATION 1: TEACHING PRACTICE STANDARDS** That the Teaching Quality Standard be revised to align with *Inspiring Education* and with the recommendations of this report.
- **RECOMMENDATION 5: ADMISSION TO TEACHER PREPARATION PROGRAMS** That Alberta's teacher preparation programs be encouraged to look beyond grades, when making decisions, to consider other relevant criteria in the spirit of *Inspiring Education*.
- **RECOMMENDATION 6: ALIGNMENT OF TEACHER PREPARATION PROGRAMS WITH INSPIRING EDUCATION** That the Ministry facilitate an annual discussion among Alberta's teacher preparation institutions on alignment of their programs with *Inspiring Education*.
- **RECOMMENDATION 8: PRACTICUMS** That practicum in Alberta's teacher preparation programs: (8.1) Provide exposure to the field of teaching in the first year, or prior to entering a program; and (8.2) Provide high-quality opportunities throughout with an extension beyond the current minimum of 10 weeks, leading to greater professional independence and awareness.
- **RECOMMENDATION 9: INTERNSHIPS/ARTICLING** That the Ministry consider the introduction of a mandatory one-year paid internship/articling program for all beginning teachers on completion of a teacher preparation program.
- **RECOMMENDATION 10: MENTORSHIP** That a provincewide mentorship framework be introduced to support teachers in the first three-to-five years of their career.
- **RECOMMENDATION 11: TEACHER'S ANNUAL PROFESSIONAL LEARNING PLAN** That the teacher's annual professional learning and growth plan is jointly developed with the principal or designate, is aligned with the goals of the school, the district and the community, and demonstrates professional growth, currency, and competency, leading to teaching excellence.
- **RECOMMENDATION 13: TEACHING SUPPORT** That the Ministry improve the availability of technology and related support, access to and adequacy of specialized supports and services for students (particularly during the early grades) and increased efficiency of process and access supports.
- **RECOMMENDATION 14: SUPPORTS IN THE LEARNING ENVIRONMENT** That teachers be provided appropriate time for planning, collaborating, sharing best practices, and empowering innovation.

## LEADERS

- **RECOMMENDATION 2: SCHOOL LEADER PRACTICE STANDARDS** That the Ministry of Education adopt practice standards for school leaders.
- **RECOMMENDATION 3: DISTRICT LEADER PRACTICE STANDARDS** That the Ministry of Education adopt practice standards for district leaders.
- **RECOMMENDATION 15: SELECTION PROCESS FOR SCHOOL LEADERS** That the Ministry collaborate with school authorities and education stakeholders to develop a provincewide framework for the selection process of school leaders, reflecting best practice and aligning with the competencies defined in the practice standards for school leaders.
- **RECOMMENDATION 16: SCHOOL LEADERSHIP PREPARATION** That new school leaders complete a mandatory leadership program with a core curriculum based on the practice standard for school leaders and the responsibilities defined in legislation.
- **RECOMMENDATION 17: MENTORSHIP PROGRAM FOR SCHOOL LEADERS AND DISTRICT LEADERS** That a provincial mentorship framework be introduced for school leaders and district leaders.
- **RECOMMENDATION 18: GROWTH, SUPERVISION AND EVALUATION FOR SCHOOL LEADERS AND DISTRICT LEADERS** That the Ministry of Education develop a framework for "Growth, Supervision and Evaluation" for school leaders and district leaders aligned with the competencies defined in their respective practice standards and *Inspiring Education*.
- **RECOMMENDATION 23: PRINCIPAL PERFORMANCE** That the Ministry of Education develop a provincewide system to provide principals with annual written feedback on their practice to assure leadership excellence in accordance with the school leader practice standard. While the system should be provincewide, it should accommodate any unique circumstances of the individual school or school authority.

## SYSTEM

- **RECOMMENDATION 4: REVIEW OF PRACTICE STANDARDS** That the standards for teachers, school leaders and district leaders be reviewed and updated on a regular basis.
- **RECOMMENDATION 7: ALTERNATIVE PATHWAYS TO TEACHING AND LETTERS OF AUTHORITY** To bring people with diversity of skills, expertise and background into Alberta classrooms: (7.1) That alternate pathways to teaching certification be developed; and (7.2) That the use of Letters of Authority be revised to increase their effectiveness and to facilitate the employment of non-certified instructors in an area of specialization.
- **RECOMMENDATION 12: RECOGNIZING AND MOTIVATING TEACHERS** That the Ministry recognize teachers who consistently demonstrate teaching excellence and mastery according to the Teaching Quality Standard. These individuals would be invited to contribute their expertise in areas such as: mentorship of other teachers, leadership in teacher collaboration, support of student teachers during their practicum and/or articling/internship, and citizenship roles which advance the interests of students
- **RECOMMENDATION 19: SEPARATION OF REVIEW OF CONDUCT AND COMPETENCE** That conduct and competence be dealt with through separate structures, including separate practice review processes. This would apply to both teachers and school leaders.
- **RECOMMENDATION 20: ASSURING PROPER CONDUCT OF TEACHERS AND SCHOOL LEADERS** That the practice review process for addressing issues of teacher and school leader conduct be significantly revised to assure greater openness, transparency, timeliness and efficiency.
- **RECOMMENDATION 21: MAINTENANCE OF CERTIFICATION FOR TEACHERS** That the Ministry of Education introduce a system of maintenance of certification for teachers to assure career-long professional growth, currency and competency. Evaluation for the purposes of maintenance of certification would occur every five years (following the interim certification period).
- **RECOMMENDATION 22: MAINTENANCE OF DESIGNATION FOR SCHOOL LEADERS** That the Ministry of Education establish a framework for the maintenance of administrative designation for principals every five years to assure leadership excellence.
- **RECOMMENDATION 24: EMPOWERING PRINCIPALS** That principals be empowered to effectively undertake the human resource function related to teachers in accordance with the recommendations in this report.
- **RECOMMENDATION 25: THE REGULATORY (GOVERNANCE) MODEL** That the professional regulatory model for teachers be modified to implement the recommendations of this report. The Task Force believes that this can be achieved through collaborative transformation of the existing model in which the Alberta's Teachers' Association continues to have both union and professional functions.

# Teaching Excellence

"For every child, in every class, there is an excellent teacher."

## **Alberta Teacher Workload Study**

### **Fact Sheet**

During the 2014/15 school year, a teacher workload study is being carried out by R.A. Malatest & Associates Ltd. on behalf of the Alberta Ministry of Education, the Alberta Teachers' Association (ATA), and the Alberta School Boards' Association (ASBA). The study is being conducted under section C3 of the Framework Agreement legislated by the *Assurances for Students Act*. The purpose of the study is to assess the current workloads of teachers, school administrators, and central office staff.

This FAQ document has been prepared to answer some common questions about the study.

For additional information about the study, or to address any questions or concerns that are not answered by this document, please contact Malatest's teacher workload study contact coordinator, Tim Sevenhuysen, at 1-877-665-6252, extension 225, or email [t.sevenhuysen@malatest.com](mailto:t.sevenhuysen@malatest.com).

### **Purpose of the Study**

#### **Who is organizing and conducting the study?**

The teacher workload study is being conducted by R.A. Malatest & Associates Ltd., an independent research firm, on behalf of the Alberta Ministry of Education, the Alberta Teachers Association, and the Alberta School Boards Association.

#### **Who is R.A. Malatest & Associates Ltd.?**

R.A. Malatest & Associates Ltd. is a Canadian market research and program evaluation firm with five offices located across the country, located in Edmonton, Victoria, Ottawa, Toronto, and Halifax. Malatest is a full-service research organization with more than 75 full-time research staff. The firm is a Gold Seal member of the Marketing Research Intelligence Association (MRIA), as well as a member of the Canadian Evaluation Society.

Malatest has been contracted by the Alberta Ministry of Education, in consultation with the ATA and the ASBA, to complete the teacher workload study as an independent third party.

### **What is the purpose of the study?**

The purpose of the teacher workload study is to assess the current workloads of teachers, school administrators, and central office staff across Alberta. The study will gather data about the amount of time school staff and central office staff spend on various work activities, including activities that take place outside of the standard working day.

The study is being conducted under section C3 of the Framework Agreement legislated by the *Assurances for Students Act*, and has the support of the Government of Alberta, the ATA, and the ASBA.

### **How will the study's findings be reported and used?**

Malatest will provide the data collected through the teacher workload study to Alberta Education for review and analysis. Any personally identifiable information will be removed from the data before it is provided to Alberta Education, to ensure participant anonymity and confidentiality.

Malatest will produce a final report which outlines the data collected and makes comparisons between different groups of teachers, school administrators, and central office staff. For example, the workloads of teachers in rural and urban communities may be compared.

Malatest will not make any recommendations to Alberta Education, the ATA, or the ASBA based on the findings of the study. The final use of the data will be determined by Alberta Education, the ATA, and the ASBA.

## **Methods of the Study**

### **What is unique about this study?**

The teacher workload study will be the first study of its type and scope conducted in Canada. As a province-wide time and motion study, this will be the first Canadian study to capture detailed workload data about teachers and school administrators over an entire school year across an entire province. The large scope of the study will allow for detailed comparisons of workloads for teachers in different areas in the province who teach at different grade levels and in different types of schools. This level of detail and comparison has not been possible in previous Canadian studies. The teacher workload study will be able to answer questions about teacher and school administrator workloads on a much more comprehensive scale than has previously been possible.

### **What research activities are included in the Teacher Workload Study?**

There are several research activities involved in the teacher workload study.

#### *Time and Motion Study*

The time and motion study will collect daily work activities information from teachers and school administrators across the province. Each participant will report their work activities in detail each day for one week per month. In addition, participants will report on any school-related work they completed over the summer.



#### *Central Office Staff Workload Surveys*

Central office staff will complete two workload surveys during the school year. The first will take place in November 2014, and the second will take place in May 2015. These surveys will ask central office staff to provide details about the work activities they complete, including any working time completed outside of the standard work day.

#### *Workload Experience Survey*

Teachers, school administrators, and central office staff will complete the workload experience survey in May 2015. The workload experience survey will allow participants to provide feedback about their workloads. For example, the survey may include questions about how manageable school staff's workloads are, and how well central office staff and school administrators are able to help teachers manage their workloads.

#### *Focus Groups*

A total of five focus groups will be held over the course of the teacher workload study. The first group will be used to provide feedback on the usability of the time and motion study online reporting tool. The second group will take place at the midpoint of the time and motion study to provide feedback on the study and discuss the preliminary findings. The final three groups will be held towards the end of the school year to provide context and additional detail about the findings of the study. The focus groups will be held in different communities across Alberta.

### **What kinds of work activities will be included in the study?**

Teachers and school administrators often spend many hours working outside of the classroom. One of the main goals of the study is to understand how much time school staff spend on these kinds of activities.

The study will gather information not only about instructional time and work activities completed during the school day, but also the additional work that school staff have to complete outside of the school day, such as grading student assignments, attending meetings, participating in committees, volunteering for extracurricular activities, going on field trips, and more.

### **Why are teachers and school administrators being asked to participate every month for 10 months?**

Malatest is collecting workload information from teachers and school administrators each month for 10 months so that participants' workloads can be tracked over time. This will allow for comparison of workloads at different times of the year, to see what times of the year teachers and school administrators are busiest.

### **How will my privacy and confidentiality be protected?**

All of the data collected by Malatest will be protected under the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act* and the *Canadian Personal Information Protection and Electronic Documents Act (PIPEDA)*. The data Malatest provides to Alberta Education, the ATA, and the ASBA will not include any personally identifiable information, to protect participants' privacy and confidentiality.

Any reports based on the findings from the study will only use aggregated data, so that individual responses cannot be identified.

For more information about how Malatest protects the privacy and confidentiality of research participants, you can read Malatest's privacy policy at <http://malatest.com/Privacy.htm>.

## **How to Participate**

### **How can teachers, school administrators, and central office staff participate in the study?**

All full-time teachers and school administrators (principals and vice principals) who work within the public school, Catholic school, or Francophone school systems and all central office staff who are part of their respective ATA Bargaining Unit will have an equal opportunity to be selected to participate in the study. This does not include teachers entering their first year of full-time teaching, because it will not be possible to recruit these teachers before the school year begins.

Teachers, school administrators, and central office staff will be randomly selected to participate from across the province; not everyone will receive an invitation. The random selection of participants will ensure that the study is representative by the teacher population. If you do not receive an invitation to the study, you will not be eligible to participate.

### **How will I know if I have been selected to participate?**

If you have been randomly selected to participate in the study, you will receive an invitation email telling you that you have been selected. The invitation email will include a unique identifier code and a link to the study webpage, where you can register to participate. Those selected for the pilot study will be contacted in May 2014 and those selected for the full study will be contacted in June 2014.

After you have registered for the study, you will be given further information about how to participate.

### **Why should I participate in the study?**

Your participation in the study will help Alberta Education, the ATA, and the ASBA make informed decisions about policies and practices related to school staff workloads and tasks, based on accurate, reliable data. The availability of high quality data on the workloads of teachers, school administrators, and central office staff will inform other actions that should be taken to support the education system in the future.

In addition, to thank the teachers, school administrators, and central office staff who participate in the study, prize draws are being offered, including monthly draws for iPads and a grand prize draw for a trip for two to any Air Canada destination in Canada or the continental United States.



&lt;&lt;DATE&gt;&gt;

&lt;&lt;ADDRESS 1&gt;&gt;

&lt;&lt;ADDRESS 2&gt;&gt;

&lt;&lt;ADDRESS 3&gt;&gt;

Dear &lt;&lt;NAME&gt;&gt;,

We are writing to inform you that during the 2014/15 school year, a teacher workload study will be carried out by R.A. Malatest & Associates Ltd. on behalf of the Alberta Ministry of Education, the Alberta Teachers Association, and the Alberta School Boards Association. This study will assess the current workloads of teachers, administrators, and central office staff. It is being conducted under section C3 of the Framework Agreement legislated by the *Assurances for Students Act*.

We are asking for your support for this important project. We would appreciate it if you informed the school administrators within your jurisdiction about this study to encourage participation.

To prepare for the teacher workload study, which runs from June 2014 to June 2015, a pilot study will be conducted. The pilot study will occur between May 26<sup>th</sup> and June 1<sup>st</sup>, with teachers and administrators contacted by May 19<sup>th</sup>. Teachers and administrators will be randomly selected to participate in the pilot study and the teacher workload study.

Administrators from your jurisdiction may approach you with questions about the study. A frequently asked questions (FAQ) document has been provided to help you answer these questions.

A member of the Malatest project team will be available to answer any questions or concerns you may have about the study. To contact Malatest, please call 1-877-665-6252 and enter extension 223 to reach me, Eleanor Hamaluk. You may also email [e.hamaluk@malatest.com](mailto:e.hamaluk@malatest.com).

Thank you very much for supporting this critical research.

Kind regards,

Eleanor Hamaluk  
Vice President – Research  
R.A. Malatest & Associates Ltd.





# Chairman's Report

## May 29, 2014

P. 25

### April, 2014

|         |             |  |
|---------|-------------|--|
| 28      | Edmonton    | ASBA Expert Panel, Literacy Initiative |
| 29 (PM) | Peace River | Travel                                 |
| 30      | Peace River | Office – Budget Review Meeting         |

### May, 2014

|    |                |  |
|----|----------------|--|
| 1  | Peace River    | Corporate Board Meeting  |
| 5  | Edmonton       | Teacher Excellence Task Force Report   |
| 6  | Edmonton       | Meeting with CEO, Kee Tas Kee Now Tribal Council                             |
| 7  | Edmonton       | Meeting with the Chief, Lubicon Band and CEO, Kee Tas Kee Now Tribal Council |
| 8  | Peace River    | Long Service Awards and Recognition Ceremony                                 |
| 9  | Peace River    | Administrators' Meeting  |
|    | Peace River    | Office   |
|    | Leduc          | Travel   |
| 13 | Edmonton       | Treaty 8 First Nations of Alberta  |
| 14 | High Prairie   | Zone 1, ASBA   |
|    | Peavine        | Bishop Routhier School Visit   |
| 15 | Grouard        | Meeting with Northern Lakes College  |
|    | Atikameg       | Meeting with Director of Education, Whitefish Lake First Nation              |
|    | Wabasca        | Contact with LSBC Chair  |
|    | Leduc          | Travel   |
| 16 | Fort Chipewyan | School Maintenance Tour with AANDC   |
| 20 | Peavine        | Settlement Council Meeting   |
|    | Peace River    | Travel   |
| 21 | Peace River    | Agenda Review  |
| 27 | Grouard        | Community Visit  |
| 28 | Edmonton       | Meeting with ADM, Education  |
|    | Peace River    | Travel   |

### Committed Dates

#### May, 2014

|    |             |                         |
|----|-------------|-------------------------|
| 29 | Peace River | Corporate Board Meeting |
| 30 | Grouard     | Northland Games         |

#### June, 2014

|   |          |                             |
|---|----------|-----------------------------|
| 2 | Red Deer | ASBA Spring, AGM            |
| 3 | Red Deer | ASBA Spring, AGM            |
| 4 | Red Deer | Inspiring Education Session |



**NORTHLAND SCHOOL DIVISION NO. 61**  
**BOARD REPORT**  
**2013/2014 SCHOOL YEAR**  
**PERIOD ENDING - MAY 28, 2014**

**ELECTIONS**

|                                 | ACTUAL           | BUDGET            | VARIANCE          |
|---------------------------------|------------------|-------------------|-------------------|
| REMUNERATION TRUSTEES           | -                | -                 | -                 |
| EMPLOYEE BENEFITS--TRUSTEES     | -                | -                 | -                 |
| POSTAGE--ELECTIONS              | 29.52            | -                 | (29.52)           |
| INSERVICE--ELECTIONS            | -                | -                 | -                 |
| RENUMERATION--ELECTIONS         | 54,022.50        | 30,000.00         | (24,022.50)       |
| TRAVEL & SUBSISTENCE--ELECTIONS | 2,777.84         | 140,000.00        | 137,222.16        |
| PRINTING & BINDING--ELECTIONS   | 3,521.24         | 10,000.00         | 6,478.76          |
| ADVERTISING--ELECTIONS          | 19,399.69        | 20,000.00         | 600.31            |
| OFFICE SUPPLIES--ELECTIONS      | 725.82           | 10,000.00         | 9,274.18          |
| <b>SUB-TOTAL</b>                | <b>80,476.61</b> | <b>210,000.00</b> | <b>129,523.39</b> |

**COMMITTEES**

|  |                  |                  |                  |
|--|------------------|------------------|------------------|
| RENUMERATION TRUSTEES                          | -                | -                | -                |
| EMPLOYEE BENEFITS - TRUSTEES                   | -                | -                | -                |
| TRAVEL & SUBSISTENCE-PERSONNEL                 | -                | -                | -                |
| TRAVEL & SUBSISTENCE-EDUCATION                 | -                | -                | -                |
| TRAVEL & SUBSISTENCE-FINANCE                   | -                | -                | -                |
| TRAVEL & SUBSISTENCE-NEGOTIATION               | 2,453.44         | -                | (2,453.44)       |
| TRAVEL & SUBSISTENCE-PAC                       | -                | -                | -                |
| TRAVEL & SUBSISTENCE-AD HOC                    | -                | 40,000.00        | 40,000.00        |
| TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE      | 305.27           | 15,000.00        | 14,694.73        |
| TRAVEL & SUBSISTENCE-KTC PARTNERSHIP           | -                | -                | -                |
| TRAVEL & SUBSISTENCE-MARTIN ABORIGINAL INITIAT | -                | -                | -                |
| TRAVEL & SUBSISTENCE-POLICY REVIEW             | 20,371.41        | -                | (20,371.41)      |
| TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT     | -                | -                | -                |
| TRAVEL & SUBSISTENCE - RED EARTH TRANSFER      | -                | -                | -                |
| <b>SUB-TOTAL</b>                               | <b>23,130.12</b> | <b>55,000.00</b> | <b>31,869.88</b> |

**OTHER EXPENSES**

|                                      |                   |                   |                   |
|--------------------------------------|-------------------|-------------------|-------------------|
| REMUNERATION TRUSTEES                | -                 | -                 | -                 |
| RENUMERATION - RECRUITMENT           | -                 | -                 | -                 |
| REMUNERATION TRUSTEES - RETREAT      | -                 | -                 | -                 |
| EMPLOYEE BENEFITS - TRUSTEES         | 2,502.80          | -                 | (2,502.80)        |
| EMPLOYEE BENEFITS - RECRUITMENT      | -                 | -                 | -                 |
| PROFESSIONAL SERVICES                | 93,089.60         | 200,000.00        | 106,910.40        |
| IN-SERVICE - BOARD                   | -                 | 110,000.00        | 110,000.00        |
| IN-SERVICE - BOARD (ORIENTATION)     | 47,426.62         | 100,000.00        | 52,573.38         |
| IN-SERVICE - N.S.D. P.D. - TRUSTEES  | -                 | -                 | -                 |
| LEGAL FEES - BOARD TRUSTEES          | 11,169.19         | 10,000.00         | (1,169.19)        |
| RENUMERATION ALTERNATES              | -                 | -                 | -                 |
| VISA PURCHASES - TRUSTEE             | 996.57            | -                 | (996.57)          |
| TELEPHONE - TRUSTEE                  | 1,200.61          | 5,000.00          | 3,799.39          |
| TELEPHONE - VICE CHAIRMAN            | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - BOARD/OTHER   | 75,893.22         | 110,000.00        | 34,106.78         |
| TRAVEL & SUBSISTANCE - PSBA          | -                 | -                 | -                 |
| TRAVEL & SUBSISTANCE - ASBA          | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - TRUSTEE       | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - VICE CHAIRMAN | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - RECRUITMENT   | -                 | -                 | -                 |
| A.S.B.A. & P.S.B.A. FEES - BOARD     | 43,324.25         | 38,000.00         | (5,324.25)        |
| PRINTING & BINDING                   | 8,916.10          | 2,000.00          | (6,916.10)        |
| INSURANCE - BOARD OF TRUSTEES        | 178.79            | 250.00            | 71.21             |
| ADVERTISING - BOARD                  | 175.63            | 5,000.00          | 4,824.37          |
| OFFICE SUPPLIES                      | 2,741.49          | 500.00            | (2,241.49)        |
| AWARDS                               | 23,642.71         | 16,500.00         | (7,142.71)        |
| POSTAGE - BOARD                      | 1,134.48          | 4,000.00          | 2,865.52          |
| FURNITURE& EQUIPMENT                 | -                 | 5,000.00          | 5,000.00          |
| <b>SUB-TOTAL</b>                     | <b>312,392.06</b> | <b>606,250.00</b> | <b>293,857.94</b> |

|              |                   |                   |                   |
|--------------|-------------------|-------------------|-------------------|
| <b>TOTAL</b> | <b>415,998.79</b> | <b>871,250.00</b> | <b>455,251.21</b> |
|--------------|-------------------|-------------------|-------------------|

THE UNIVERSITY OF CHICAGO  
 DIVISION OF THE PHYSICAL SCIENCES  
 DEPARTMENT OF PHYSICS  
 530 CHICAGO, ILL. 60637

RECEIVED  
 1964  
 12/15/64

TO THE DIRECTOR  
 DIVISION OF THE PHYSICAL SCIENCES  
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FROM  
 J. J. KATZ  
 DEPARTMENT OF PHYSICS  
 UNIVERSITY OF CHICAGO

SUBJECT  
 RESEARCH REPORT  
 NO. 1000

ABSTRACT  
 This report describes the results of a study of the properties of a certain class of materials. The study was carried out in the Department of Physics, University of Chicago, during the summer of 1964.

1. INTRODUCTION  
 The purpose of this study was to determine the effect of certain factors on the properties of a certain class of materials. The results of the study are presented in this report.

2. EXPERIMENTAL METHOD  
 The experimental method used in this study was the method of least squares. This method was used to determine the values of the parameters of the equation which describes the properties of the materials.

3. RESULTS  
 The results of the study are presented in this section. The values of the parameters of the equation are given in Table I. The results show that the properties of the materials are affected by the factors studied.



**NORTHLAND SCHOOL DIVISION NO. 61**  
**LOCAL SCHOOL BOARD COMMITTEE REPORT**  
**2013/2014 SCHOOL YEAR**  
**PERIOD ENDING - MAY 28, 2014**

|                                  | <b>Future<br/>Pay Out</b> | <b>Paid<br/>During Yr.</b> | <b>Total Pd. &amp;<br/>Committed</b> | <b>Budget</b>    | <b>Difference</b> | <b>Percent<br/>Expended</b> |
|----------------------------------|---------------------------|----------------------------|--------------------------------------|------------------|-------------------|-----------------------------|
| <b><u>Anzac</u></b>              |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,902.32                  | 2,821.38                   | 4,723.70                             | 4,920.00         | 196.30            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 5,032.00         | 5,032.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 211.34                     | 211.34                               | 250.00           | 38.66             |                             |
| <b>Total</b>                     | <b>1,902.32</b>           | <b>3,032.72</b>            | <b>4,935.04</b>                      | <b>10,202.00</b> | <b>5,266.96</b>   | <b>48.4%</b>                |
| <b><u>Athabasca Delta</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,202.38                  | 2,018.28                   | 3,220.66                             | 4,920.00         | 1,699.34          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 5,340.00         | 5,340.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 109.73                     | 109.73                               | 250.00           | 140.27            |                             |
| <b>Total</b>                     | <b>1,202.38</b>           | <b>2,128.01</b>            | <b>3,330.39</b>                      | <b>10,510.00</b> | <b>7,179.61</b>   | <b>31.7%</b>                |
| <b><u>Bishop Routhier</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,221.94                  | 3,526.22                   | 4,748.16                             | 4,920.00         | 171.84            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 1,992.00         | 1,992.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 1,171.65                   | 1,171.65                             | 250.00           | (921.65)          |                             |
| <b>Total</b>                     | <b>1,221.94</b>           | <b>4,697.87</b>            | <b>5,919.81</b>                      | <b>7,162.00</b>  | <b>1,242.19</b>   | <b>82.7%</b>                |
| <b><u>Calling Lake</u></b>       |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 2,201.87                  | 1,804.44                   | 4,006.31                             | 4,920.00         | 913.69            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 3,060.00         | 3,060.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>2,201.87</b>           | <b>1,804.44</b>            | <b>4,006.31</b>                      | <b>8,230.00</b>  | <b>4,223.69</b>   | <b>48.7%</b>                |
| <b><u>Chipewyan Lakes</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 735.50                    | 1,947.90                   | 2,683.40                             | 4,920.00         | 2,236.60          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 2,740.00         | 2,740.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>735.50</b>             | <b>1,947.90</b>            | <b>2,683.40</b>                      | <b>7,910.00</b>  | <b>5,226.60</b>   | <b>33.9%</b>                |
| <b><u>Conklin</u></b>            |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,455.38                  | 3,583.64                   | 5,039.02                             | 4,920.00         | (119.02)          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 4,144.00         | 4,144.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>1,455.38</b>           | <b>3,583.64</b>            | <b>5,039.02</b>                      | <b>9,314.00</b>  | <b>4,274.98</b>   | <b>54.1%</b>                |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget   | Difference | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|----------|------------|---------------------|
| <b><u>Dr. Mary Jackson</u></b>   |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,471.00          | 3,694.35           | 5,165.35                 | 4,920.00 | (245.35)   |                     |
| Travel & Subsistence             |                   |                    | -                        | 2,184.00 | 2,184.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 886.84             | 886.84                   | 250.00   | (636.84)   |                     |
| Total                            | 1,471.00          | 4,581.19           | 6,052.19                 | 7,354.00 | 1,301.81   | 82.3%               |
| <b><u>East Prairie</u></b>       |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,229.75          | 3,696.19           | 4,925.94                 | 4,920.00 | (5.94)     |                     |
| Travel & Subsistence             |                   | 2,145.44           | 2,145.44                 | 2,128.00 | (17.44)    |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,229.75          | 5,841.63           | 7,071.38                 | 7,298.00 | 226.62     | 96.9%               |
| <b><u>Elizabeth</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,206.25          | 2,761.62           | 3,967.87                 | 4,920.00 | 952.13     |                     |
| Travel & Subsistence             |                   |                    | -                        | 3,816.00 | 3,816.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,206.25          | 2,761.62           | 3,967.87                 | 8,986.00 | 5,018.13   | 44.2%               |
| <b><u>Father R Perin</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,221.56          | 3,687.40           | 4,908.96                 | 4,920.00 | 11.04      |                     |
| Travel & Subsistence             |                   |                    | -                        | 4,144.00 | 4,144.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 1,031.46           | 1,031.46                 | 250.00   | (781.46)   |                     |
| Total                            | 1,221.56          | 4,718.86           | 5,940.42                 | 9,314.00 | 3,373.58   | 63.8%               |
| <b><u>Fort McKay</u></b>         |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 735.50            | 2,206.50           | 2,942.00                 | 4,920.00 | 1,978.00   |                     |
| Travel & Subsistence             |                   |                    | -                        | 4,144.00 | 4,144.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 735.50            | 2,206.50           | 2,942.00                 | 9,314.00 | 6,372.00   | 31.6%               |
| <b><u>Gift Lake</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,218.00          | 3,502.51           | 4,720.51                 | 4,920.00 | 199.49     |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,292.00 | 2,292.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,218.00          | 3,502.51           | 4,720.51                 | 7,462.00 | 2,741.49   | 63.3%               |
| <b><u>Grouard</u></b>            |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,471.00          | 2,673.35           | 4,144.35                 | 4,920.00 | 775.65     |                     |
| Travel & Subsistence             |                   | 2,404.90           | 2,404.90                 | 2,028.00 | (376.90)   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,471.00          | 5,078.25           | 6,549.25                 | 7,198.00 | 648.75     | 91.0%               |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget   | Difference | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|----------|------------|---------------------|
| <b><u>J.F. Dion</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,229.75          | 3,690.88           | 4,920.63                 | 4,920.00 | (0.63)     |                     |
| Travel & Subsistence             |                   | 38.38              | 38.38                    | 4,052.00 | 4,013.62   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 824.26             | 824.26                   | 250.00   | (574.26)   |                     |
| Total                            | 1,229.75          | 4,553.52           | 5,783.27                 | 9,222.00 | 3,438.73   | 62.7%               |
| <b><u>Kateri</u></b>             |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,206.25          | 2,045.69           | 3,251.94                 | 4,920.00 | 1,668.06   |                     |
| Travel & Subsistence             |                   | 2,043.48           | 2,043.48                 | 2,416.00 | 372.52     |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | -                  | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,206.25          | 4,089.17           | 5,295.42                 | 7,586.00 | 2,290.58   | 69.8%               |
| <b><u>Little Buffalo</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,700.50          | 3,498.86           | 5,199.36                 | 4,920.00 | (279.36)   |                     |
| Travel & Subsistence             |                   | -                  | -                        | 1,880.00 | 1,880.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 800.00             | 800.00                   | 250.00   | (550.00)   |                     |
| Total                            | 1,700.50          | 4,298.86           | 5,999.36                 | 7,050.00 | 1,050.64   | 85.1%               |
| <b><u>Mistassiniy</u></b>        |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,692.69          | 3,115.70           | 4,808.39                 | 4,920.00 | 111.61     |                     |
| Travel & Subsistence             |                   | 371.12             | 371.12                   | 2,836.00 | 2,464.88   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 954.02             | 954.02                   | 250.00   | (704.02)   |                     |
| Total                            | 1,692.69          | 4,440.84           | 6,133.53                 | 8,006.00 | 1,872.47   | 76.6%               |
| <b><u>Paddle Prairie</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,692.66          | 3,030.28           | 4,722.94                 | 4,920.00 | 197.06     |                     |
| Travel & Subsistence             |                   | 400.00             | 400.00                   | 2,288.00 | 1,888.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | -                  | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,692.66          | 3,430.28           | 5,122.94                 | 7,458.00 | 2,335.06   | 68.7%               |
| <b><u>Peerless Lake</u></b>      |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,218.00          | 3,774.35           | 4,992.35                 | 4,920.00 | (72.35)    |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,340.00 | 2,340.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 560.00             | 560.00                   | 250.00   | (310.00)   |                     |
| Total                            | 1,218.00          | 4,334.35           | 5,552.35                 | 7,510.00 | 1,957.65   | 73.9%               |
| <b><u>Pelican Mountain</u></b>   |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 988.50            | 2,055.05           | 3,043.55                 | 4,920.00 | 1,876.45   |                     |
| Travel & Subsistence             |                   | -                  | -                        | 3,096.00 | 3,096.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 550.78             | 550.78                   | 250.00   | (300.78)   |                     |
| Total                            | 988.50            | 2,605.83           | 3,594.33                 | 8,266.00 | 4,671.67   | 43.5%               |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget            | Difference       | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|-------------------|------------------|---------------------|
| <b><u>St. Theresa</u></b>        |                   |                    |                          |                   |                  |                     |
| Quarterly Honorarium             | 1,471.00          | 3,922.01           | 5,393.01                 | 4,920.00          | (473.01)         |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,860.00          | 2,860.00         |                     |
| In - Service                     |                   | -                  | -                        |                   | -                |                     |
| Prior Year Carryover             |                   | -                  | -                        |                   | -                |                     |
| Casual Labour, Supplies & Awards |                   | 894.89             | 894.89                   | 250.00            | (644.89)         |                     |
| Total                            | 1,471.00          | 4,816.90           | 6,287.90                 | 8,030.00          | 1,742.10         | 78.3%               |
| <b><u>Susa Creek</u></b>         |                   |                    |                          |                   |                  |                     |
| Quarterly Honorarium             | 1,218.00          | 2,853.78           | 4,071.78                 | 4,920.00          | 848.22           |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,984.00          | 2,984.00         |                     |
| In - Service                     |                   | -                  | -                        |                   | -                |                     |
| Prior Year Carryover             |                   | -                  | -                        |                   | -                |                     |
| Casual Labour, Supplies & Awards |                   | 1,147.55           | 1,147.55                 | 250.00            | (897.55)         |                     |
| Total                            | 1,218.00          | 4,001.33           | 5,219.33                 | 8,154.00          | 2,934.67         | 64.0%               |
| <b>GRAND TOTAL</b>               | <b>29,689.80</b>  | <b>82,456.22</b>   | <b>112,146.02</b>        | <b>181,536.00</b> | <b>69,389.98</b> |                     |

|                                    |    |           |
|------------------------------------|----|-----------|
| TOTAL NUMBER OF LSBC WITHIN BUDGET | 22 | 69,389.98 |
| TOTAL NUMBER OF LSBC OVER BUDGET   | 0  | -         |
| TOTAL NUMBER OF LSBC               | 22 | 69,389.98 |

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# HOT NEWS

A.S.B.A.  
Alberta School Boards  
Association

May 1, 2014

Published by the ASBA and distributed to members and friends of the association.

## Highlights

Alberta Ed plans  
Inspiring Education day June 4  
4 of 19 reps on advisory committee  
have school board connection

Please distribute to trustees,  
superintendent and the secretary-  
treasurer. For more information contact  
Suzanne Lundrigan at 1.780.451.7122.

## Forward

Know someone who might be interested  
in the email? Forward this email to a  
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## Unsubscribe

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## Get your grad speech

ASBA has 12 grad speech templates available for trustees  
to use. Contact **Noreen Pownall** to get yours. All the best  
with your speeches.

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## New video available

### *Superintendent contracts: Do's and don'ts*

Featuring Education consultant **Terry Gunderson** and  
Lawyer **Angela Town**, the ASBA's newest video offering is  
*Superintendent contracts: Do's and don'ts*. Download the  
link and watch it in the comfort of your board room. Fee:  
\$50 plus GST. Contact **Elaine Pallister**.

Also available:

*Recruit/hire your dream team*

*Peace in the Valley: Mediating trustee relationships*

*Secrets, privacy and transparency for trustees*

*A school board's duty to accommodate*

*In camera meetings: What – if anything – should be  
private?*

*Trustee code of conduct: how to develop?*

*Developing a social networking*

*policy for your school jurisdiction*

*Student expulsion: how to avoid getting sued*

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## June 4, Sheraton Red Deer

### *Inspiring Education symposium*

Save the date! Alberta Education is planning an *Inspiring  
Education* symposium for school boards on June 4 at the  
Sheraton Red Deer. This is the day following the ASBA  
SGM. Given fiscal constraints, Alberta Education is not  
charging a registration fee and attendance at this event is  
voluntary. As details become available we will share them  
with you.

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## Got talent? Perform at the cabaret

Open to all Spring Conference registrants! We are hosting an "Open-mic" talent show on the evening of Monday June 2 at the Spring General Meeting. Add your name to the performance roster before May 15, 2014. Contact **Suzanne Lundrigan**.

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### Minister appoints new advisory committee on teacher development

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Four of the 19 people on the new Teacher Development and Practice Advisory Committee have connections to the ASBA and school boards. This committee will advise the minister of education about issues relating to the teaching profession and continuing improvement of teaching in Alberta.

**Heather Welwood** is past president of the ASBA and she is currently a consultant for the association. Former superintendent **Jim Gibbons** is a consultant for the ASBA. **Michele Mulder** is a past president of the ASBA. She is currently the executive director of the Alberta School Councils' Association. **Becky Kallal** is a former trustee with Edmonton Catholic Schools. She served as that school board's representative on the ASBA's provincial board. The president of the Alberta Teachers Association will chair the committee. Committee members and their bios are posted [here](#).

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### What's new @ [www.asba.ab.ca](http://www.asba.ab.ca)

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Using public engagement to hire a new Superintendent (PDF-132K) *May Communications Now*

#### Job postings

Innovation and Inspiring Education Consultant – Grasslands Public Schools (PDF-71K) Closing date: May 2, 2014

Principal and Vice-Principal – Grasslands Public Schools (PDF-37K) Closing date: May 2, 2014

Director of Human Resources - Palliser Regional Schools (PDF-72K) Closing date: May 2, 2014

Director of Learning - Palliser Regional Schools (PDF-71K) Closing date: May 2, 2014

Superintendent - Cleaview Public Schools (PDF-130K) Closing date: May 9, 2014

Assistant Superintendent - North Vancouver School District (PDF-64K) Closing date: July 25, 2014

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### In the news...

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Each day the ASBA posts education headlines  
on the ASBA website.

P. 35

**Recent headlines**

BC to retool K to 12 to prep students for trades

4/29/2014, Vancouver Sun

9 year deal for New York teachers?

4/30/2014, New York Times

Ottawa-area high school

students to be breathalyzed at prom

4/30/2014, CBC News

Aboriginal students develop

entrepreneurial schools in new Ont. HS program

4/30/2014, Sudbury Star

Audit finds issues with Toronto trustee expenses

4/29/2014, Star.com

Staples: A new and happy twist on old school closures

4/15/2014, Edmonton Journal

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CALENDAR PAST EDITIONS CONTACT US

# HOT NEWS

A.S.B.A.  
Alberta School Boards  
Association

May 15, 2014

Published by the ASBA and distributed to members and friends of the association.

## Highlights

Teaching Excellence task force sessions added to SGM program

Vice-president heads review of ASBA membership fees

Report: Improving Zone/ASBA communications

Is your MLA on govt. committee that deals with education

STAR Catholic student wins first Shining Student Award

Please distribute to trustees, superintendent and the secretary-treasurer. For more information contact Suzanne Lundrigan at 1.780.451.7122.

## Forward

Know someone who might be interested in the email? Forward this email to a friend.

## Unsubscribe

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## June 4 Sheraton Red Deer Alberta Education offers Inspiring Education Symposium

Alberta Education is offering an *Inspiring Education Symposium* in Red Deer on June 4 (day after the ASBA Spring General Meeting). Topics include: the Ministerial Order for Student Learning; the Learning and Technology and Policy Framework and Curriculum Redesign.

Program and registration  
Register before May 29.

**Note:** Alberta Education is not charging a registration fee and attendance at this event is voluntary.

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## Schedule change for SGM Presentation from Teacher Excellence Task Force added

Fast on the heels of the *Excellence in Teaching Task Force* releasing its report, we have invited the task force to present its findings at the Spring General Meeting. They will present twice on Tuesday June 3. To make space for this session, we have cancelled the *Grade debate* session.

If you have already registered for SGM – and want to attend this new session – please go to the SGM online registration.

You will need your email and password (which you selected) to change your session.

Technical difficulties? Contact **Noreen Pownall** at 1.780.451.7102 and she will help you through the process.

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## SGM Keynote to focus on Trust and trustees

Based on interviews with ASBA President **Helen Cleese** and Executive Director **David Anderson**, SGM keynote speaker **Lea Brovedani** provided these thoughts about

how trustees can build trust with each other and their communities. Read Trust and trustees, by Lea Brovedani.

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### **New model for teacher bargaining to be presented in September**

As recommended by the Working Group developing a new model for bargaining with teachers, the ASBA Board of Directors has allowed more time for the development of a model. Ultimately any new model will be presented to school boards for their consideration

The Working Group will present a progress report during the business session at the SGM.

While a specific model has yet to emerge, through the consultation process, school boards have coalesced around the common interests and guiding principles that will guide the development of a new bargaining model.

#### **Working Group: New model for teacher bargaining**

Tammy Henkel (Zone 1)  
 Ron McKay (Zone 2/3)  
 Dorcas Kilduff (Zone 2/3)  
 Barb Johnson (Zone 4)  
 Colleen Munro (Zone 5)  
 Terry Riley (Zone 6)  
 Linda Wellman (Calgary Catholic)  
 Lynn Ferguson (Calgary Public)  
 John Acheson (Edmonton Catholic)  
 Ray Martin (Edmonton Public)

#### **ASBA staff:**

Scott McCormack  
 Mac McDonald  
 Heather Tkachuk

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### **ASBA membership fee formula to be reviewed**

Vice-president **Michael Janz** and representatives of a metro school board, a small school board and a trustee from Medicine Hat Public Schools will review the formula used to assess membership fees to school boards. Medicine Hat Public Schools asked for this review. This task force will report back to the ASBA Fall General Meeting.

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### **Report: Improving Zone/ASBA communications**

Zone 6 Director **Peter Grad** reported on the findings of his Zone-based discussion about how to improve

communications within the ASBA. He presented these observations and recommendations to the ASBA Board of Directors.

*Communications challenges/observations:*

- Not all trustees are getting the President's "Board Chairs" emails.
- Survey timing: Are we creating survey overload?
- Who does what? Need to clarify expectations. From the board of directors to Zones to board chairs to school boards to individual trustees we must educate stakeholders and define roles to help all of us communicate better.
- Use more technology to enhance communications.

*Recommendations:*

- Remind the membership that board chairs e-mails are intended for all trustees. Consider sending the board chairs e-mail further afield (e.g. send them to vice-chairs and zone chairs).
- Consider the timing of ASBA surveys. Advise school boards that they may not necessarily have to meet to complete a survey. Board participation in surveys will help the association be more "nimble". A 50 per cent response rate on a survey is unacceptable if we wish to be taken seriously.
- Develop workshops to clarify roles. These workshops would/could be repeatable, especially in election years.
- Explore recording meetings and videoconferences to allow those who aren't able to attend to "catch-up".
- Revisit the communications topic periodically.

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## Who is on the Cabinet Policy committee that looks at Education?

As reported in the May 2, 2014 Armet Report, education is dealt with by the Cabinet Policy Committee On Families & Communities. The committee's work is similar to the all-party legislative committee on Families and Communities but is made up only of government caucus members.

**Jacquie Fenske** (Fort Saskatchewan-Vegreville) chairs the committee and **Naresh Bhardwaj** (Edmonton-Ellerslie), Assoc. Minister of Services for Persons with Disabilities is vice chair.

**Cabinet members:**

**Doug Griffiths**

(Battle River-Wainwright) Minister of Service Alberta

**Fred Horne** (Edmonton-Rutherford) Minister of Health

**Jeff Johnson**



(Athabasca-Sturgeon-Redwater) Minister of Education  
**Manmeet Bhullar**  
(Calgary-Greenway) Minister of Human Services  
**Heather Klimchuk** (Edmonton-Glenora) Minister of Culture  
**Jonathan Denis**  
(Calgary-Acadia) Minister of Justice & Solicitor General  
**Dave Rodney**  
(Calgary-Lougheed) Assoc. Minister of Wellness  
**Sandra Jansen** (Calgary-North West)  
Assoc. Minister of Family & Community Safety  
**Dave Quest**  
(Strathcona-Sherwood Park) Assoc. Minister of Seniors  
**Rick Fraser**  
(Calgary-South East) Assoc. Minister For Regional  
Recovery & Reconstruction of High River & Public Safety

Other members:

**Cathy Olesen** (Sherwood Park) Chair, All-Party  
Legislative Committee on Families & Communities  
**Christine Cusanelli** (Calgary-Currie)  
**Alana DeLong** (Calgary-Bow)  
**Yvonne Fritz** (Calgary-Cross)  
**Mary Anne Jablonski** (Red Deer-North)  
**Matt Jeneroux** (Edmonton-South West)  
**Genia Leskiw** (Bonnyville-Cold Lake)  
**Peter Sandhu** (Edmonton-Manning)  
**George VanderBurg** (Whitecourt-Ste. Anne)

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### 8 boards work with marketing firm: save money

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Through an ASBA pilot project, eight school boards worked with Incite (a marketing firm) to develop and implement plans to deal with a local issue.

Because the school boards signed up as a cohort, they each saved money. For less than \$10,000 per board, each school board had access to services which would have cost \$35,000 if they had hired the marketing firm on an individual basis.

Find out what the school boards thought of this approach. Read the results report here. (PDF-233K)

We are offering a second opportunity to work with Incite in September. Want to find out more? Attend Incite Marketing's session at the Spring General Meeting. For more information contact **Suzanne Lundrigan**.

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### STAR Catholic student wins first Indigenous Shining Student Award

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Congratulations **Latiya Northwest**,

a Grade 11 student at St. Augustine School in Ponoka.

She is the inaugural recipient of the new Indigenous Shining Student Award that recognizes a First Nations, Métis or Inuit student who demonstrates leadership and inspires others through an aboriginal perspective, embracing and respecting all cultures.

Twenty-nine students were nominated for the award, created by the *Education partners: FNMI Student Success and Wellbeing Task Force*. This task force is a partnership of the Alberta School Boards Association, the Alberta School Councils' Association, the Alberta Teachers' Association, the College of Alberta School Superintendents and Alberta Education's FNMI Field Services Branch. Xerox Canada sponsored the award.

"We established this award to shine a spotlight on FNMI student success in Alberta," said task force co-chair Sharilyn Anderson. "Latiya's nominators described her as a confident, dedicated student, who is fluent in Cree and proud of her culture, who sets a strong example for the girls at her school," said Anderson. As the 2014 award recipient, Northwest will attend a youth conference on leadership and change.

Congratulations to these students who received honourable mentions:

**Jason Bigcharles** Grade 12, E.W. Pratt High School,  
High Prairie, High Prairie School Division  
**Jacey Solway** Grade 12, Bassano School,  
Bassano, Grasslands School Division.

Primetime interview with Latiya Northwest.

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#### What's new @ [www.asba.ab.ca](http://www.asba.ab.ca)

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Agenda Board of Directors May 8-9 (PDF-1.41M)  
Highlights Board of Directors May 8-9 (PDF-114K)  
Draft minutes Board of Directors Mar 13 (PDF-180K)  
Strategic plan second report: May 2014 (PDF-136K)

#### **Job postings**

Secretary-Treasurer - Northland School Division (PDF-35K) Closing date: June 9, 2014

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#### In the news...

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Each day the ASBA posts education headlines on the ASBA website.

#### Recent headlines

Kamloops school board under pressure

to ban *The perks of being a wallflower*  
5/13/2014, CBC News  
Video: Breathalyzers before prom  
rankle these Canadian high schoolers  
5/14/2014, Globe and Mail  
School board chair in New York  
resigns: described parent as 'chubby wubby'  
5/14/2014, Boston.com  
Principal on teaching excellence  
task force supports recommendations  
5/13/2014, Bonnyville Nouvelle  
Fullan: No single teacher can help  
students: put the sticks and carrots away  
5/13/2014, Globe and Mail  
Truro mom fights dress code after shorts deemed too  
short  
5/13/2014, CBC News  
Spending report divides Toronto  
District School Board trustees  
5/9/2014, Globe and Mail  
Teachers pan task force report  
5/10/2014, St. Albert Gazette  
Education report requires open mind  
5/10/2014, The Lethbridge Herald  
Editorial: Ensuring competency of  
teachers deserves an A for effort  
5/7/2014, Calgary Herald  
Ottawa begins pilot program to  
test school bus cams to nab drivers who don't stop  
5/7/2014, Ottawa Citizen  
Task force report has merit: School districts  
5/6/2014, Daily Herald-Tribune

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For members of the Alberta School Boards Association

# Communications Now

## May 2014

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| Write media releases that get noticed.....                    | 3  |
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| Prevent panic about communicable disease at your school ..... | 7  |
| Sample crisis letters for student death.....                  | 10 |
| <b>In <i>Weblinks</i></b>                                     |    |
| Stars of Alberta Volunteer Awards .....                       | 18 |
| <b>In <i>Resources for Families</i></b>                       |    |
| How to avoid overindulging your children                      |    |

## Using public engagement to hire a new Superintendent

You hope for stability in the leadership in your school jurisdiction, but change is inevitable. Eventually your Superintendent retires or accepts another opportunity elsewhere.

When this occurs, your decision about who to hire next is critical. The hiring process you use is key to making a choice that is best for the students and staff in your jurisdiction.

When you think about that process, you might want to consider using public engagement strategies, if you haven't already done so.

"It takes time to engage people," says Jim Gibbons, a Senior Education Consultant with ASBA, "but it is very much worth it."

Gibbons, who helps boards do CEO searches, says there are significant benefits to including public engagement in a hiring process. "The community and staff come to trust the board more, when they know

they've been heard," says Gibbons. "Also, it gives a board confidence in its decision. It confirms what they already know, or helps them clarify something they didn't understand before."

A number of Alberta school jurisdictions are seeing success using public engagement in CEO searches. Rocky View Schools recently went through the process.

In the spring of 2013, Rocky View trustees learned they would need to find a new superintendent. Given that the search was starting fairly late in the school year, the board was eager to make a decision quickly. Nonetheless, the school board took the time to engage with stakeholders.

"It has been our practice to engage with our community when we're making big decisions," said board chair Colleen Munro, "so it was just a given that we would ask in this situation. It's just what we do."

Rocky View's board worked with Gibbons to formulate questions they would ask stakeholders, and decided to employ an online survey tool, called *Thoughtstream*®. *Thoughtstream* allowed Rocky View to gather input fairly quickly. Also, because the software can group responses into themes, it allowed Rocky View to ask open ended questions without being overwhelmed with data.

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**Communications Now** is prepared for the Alberta School Boards Association by the Washington State School Directors' Association and edited for use in Alberta. Members of the ASBA may reproduce and distribute this package as part of a local communications program. Contact ASBA Communications at 1.780.482.7311.



## Communications Now

The questions focused on:

1. Strengths needed in a superintendent
2. Challenges that would be faced by the new leader
3. Key leadership competencies required

“We kept our questions fairly broad intentionally,” said Munro, “and that gave us the rich feedback we were looking for. It allowed people to elaborate on their ideas.”

In the end, trustees weren’t surprised with the responses they received. “What I think was surprising to me was how tuned in we are to people’s ideas,” says Munro. “The responses told us we were on the right track, and gave us confidence in our decision.”

If the board had to go back and do it again, Munro says the only thing she’d change is the timeline.

Unfortunately that wasn’t something the board had control over, but additional time would have allowed more time for face-to-face meetings and discussions.

Still, the board is pleased with its decision and Munro would recommend other school boards consider using public engagement when hiring a superintendent.

“I would tell any other board absolutely go ahead and try it,” she says. “It’s really valuable.”

\*The ASBA has a license for *Thoughtstream*, so all member boards can have access to the tool when searching for a Superintendent.

*Contributed by Laurette Woodward, Communications Consultant*

**Communications Now** features school board public engagement initiatives in a bid to share best practices. Contact Suzanne Lundrigan at 780.451.7122 or [slundrigan@asba.ab.ca](mailto:slundrigan@asba.ab.ca) to arrange to have a writer describe your school board’s project.

ASBA resources on public engagement are here: [www.asba.ab.ca/public-engage-tools.asp](http://www.asba.ab.ca/public-engage-tools.asp)





## Communications Now

### Media releases that get noticed

Reporters are showered with media releases daily, if not hourly. While stories about your school jurisdiction may be more interesting to a reporter than a company's product release, all that competition means you still have an uphill battle for media attention.

### What are journalists looking for?

"Every publication is different, but for the most part, journalists are always looking for a *story*," said Stacey Kennelly, associate editor at Diablo magazine and managing editor at Napa Sonoma magazine. "We want characters and tension, and a beginning, middle, and end."

In the communications office, you may not have a lot of choice in the stories you tell, so how do you make an announcement worth press attention of another award ceremony? The secret is finding a story in it.

Anne Yeager, an investigative journalist, said, "The story needs to be human. We need a character, a boy, a girl, or a teacher who is launching a project that makes waves."

"We love the underdog," said Steve Long, evening co-anchor at WHBF TV (CBS 4 News) in Davenport, Iowa.

Most likely, no matter whom you are writing about, there is something incredible about them that you don't know. Make sure you find out what that incredible thing is so you can put it in your press release.

### Headlines, headlines, headlines!

With all those press releases in your reporter's email inbox, they are only going to click on something that catches their eye. This is one of those cases where spending an extra few minutes brainstorming headlines is really worth your time.

What is most sensational about your story? Put it in the headline! "We need a headline that will make parents and communities pay attention," Yeager said. For example, "Talking, Not Teasing: School Jurisdictions Launch Anti-Bullying Peer Groups."

### Don't waste time

Get right to the point in the first paragraph. A reporter is likely to read the first paragraph and skim the rest, so make sure that the important points of the story are right up front. What is happening? Who, where, and why?

### Include quotes whenever possible

With content generated abundantly on the Internet, there is still something incredibly powerful about quotations. They have weight and authority, and if you are good at pulling out the high points in what people say, they can bring real insight to your topic.

When determining which story is good for a press release, find interview subjects with compelling, personal stories. "Don't jump on a bandwagon to share a story about raising money for Hurricane Sandy unless there is a direct story that will move us," she said. "Look for stories like the boy whose family lost everything and his friend has taken it upon himself to raise money."

### Proofread

Perhaps this should go without saying, but your press release should be a layer cake of spelling and grammar perfection. Depending on the publication you are courting, it is quite possible that your press release could pass rapidly across the editor's desk with only minimal editing. If that happens, a spelling error could easily be missed – make sure that doesn't happen to you.

Once the story is printed, someone will be sure to tell the reporter about the mistake and now you're the person whose work can't be trusted. Building relationships with the press takes time and effort. Keep those relationships healthy by only sending them your best work.



## Communications Now

### Provide access to more information

Limit your press release to one page if possible, but show people how to learn more. Providing relevant links to your school jurisdiction's website where prospective writers can learn more about your mission, student body, and what you've already accomplished, is a crucial element to the release.

Many teachers have their own websites where they detail the projects they are working on. Putting a link to that website can be a great help to the reporter. But be careful not to be pushy. "We don't want you to suggest an angle for us," Kennelly said. "That drives me crazy, personally, as I am not here to write free ads, and it's my job to decide what's most important."

### Think about who might be interested

It's easy to rely on your standard list of email addresses for your press releases, but if you have a great story, you might need to think outside the box.

Juliette Kemp, a journalist in the United Kingdom notes, "What might be a story in one quarter won't cut the mustard somewhere else. A school's new state-of-the-art, landmark design science lab might actually only pick up a few column inches on the business or education page of the local newspaper but get a four-page photo spread with Architect Magazine or Young Scientists Reader."

Think about who would be most interested in your story. What at first seems like a local story might have a niche audience you haven't thought of.

Of course, once your press release is done, don't forget to make sure the subject line of your email to the journalist is snappy as well. They aren't going to read it if they don't open it.

### But truly, storytelling is most important

When it comes right down to it, a reporter is just like a reader – they want to be surprised, informed and entertained. Ask yourself, what is the story and why should we care?

"Tell me about the student that is volunteering at the soup kitchen, or selling handmade bracelets for her friend who is ill and doesn't have medical insurance," Long said. He wants "people" stories. "Tell me about the teacher whose family got help from a homeless shelter and got back on their feet. Tell me about the family who has relatives back in the Ukraine right now and is coping with the violence." What reporters are looking for is stories with heart.

And finally, reporters have one more requirement, at least according to Yeager. "We need a happy ending."

Long agrees. "We spend a lot of time talking about schools closing down, cutting programs, laying off teachers – we have to do that. It's our responsibility. But, if you're looking to pitch us a story, think personal. If you hear something around school that makes you say "Wow," we might say "Wow!" too."

*Contributed by Megan J. Wilson, commercial freelance writer and blogger*



## Communications Now

### Sample Graduation speech

Thank you, *(Name of person who introduced you)*.

*(Thank other appropriate presenters and dignitaries.)*

I really like your class motto.... "What lies behind us and what lies before us are tiny matters compared to what lies within us.

Life is all about character and integrity.

Let me share with you a couple words of advice. This year it will seem a little peculiar – I am going to ask you to fail. If that seems odd, remember these words from author and motivational speaker Dr. Willie Jolley:

#### **A setback is only a set up for a comeback**

I am going to ask you to fail over and over again. Phil Knight, the founder of Nike, said that the trouble with America is that we are afraid to make mistakes, so we are too cautious. It is okay to make mistakes; you just need to learn from those mistakes and move forward. If we are afraid of making mistakes, we will never try anything new.

This is important, so I will repeat it. We have all made many mistakes, but the key is to learn from those mistakes.

Let your dreams, not your regrets or fears, take command of your life. It's better to attempt to do something great and fail than attempt to do nothing and succeed at doing nothing. Every successful person is someone who failed yet never regarded himself as a failure.

People who always take care never get anywhere. My advice to you is to take chances.

We must reach out beyond our presumed abilities. We have more ability and capacity than we can ever use. Albert Einstein famously said, "If we did all the things we are capable of, we would literally astound ourselves. He said, even at his most productive, he

only used about 10 percent of his abilities.

#### **A setback is only a setup for a comeback.**

Successful athletes are inspirational examples of how success is the result of getting up one more time than you fall. These famous athletes were not afraid to fail.

Walter Payton, "Sweetness," the great running back for the Chicago Bears, rushed for over nine miles of yardage; yet he was knocked down every four and a half yards.

Wayne Gretsky, "The great one," the greatest hockey player of all time, not only had his jersey number retired for his team, but the National Hockey League retired his number for all teams – no hockey player can ever have the number 99. He was inducted into the National Hockey League Hall of Fame the year he retired rather than having to wait the traditional five years.

Gretsky had two words of advice:

1. He said he didn't skate to where the hockey puck was; he skated to where he thought it would be next. Don't follow the crowd – go to where the next opportunity might be.
2. He also said that you miss 100% of the shots you don't take – don't be afraid to take the shot.

When Wayne was a boy, his father took him out on the ice and told him to take the long shots at the goal. He would tell his father that it is too far away and he wouldn't be able to make it. He tried over and over again. He became the greatest hockey player of all time.

Don't be afraid of failure.

I have had failures in my life. Some of you have had failures in your lives. In fact, there might have been fewer failures if some of you had studied more and played video games less.



## Communications Now

**A set-back is only a setup for a comeback.**

My challenge to you is to not be afraid of failure. You know you will have failures, just learn from those failures and move on.

I leave you with a poem by Maureen Weiner. This poem, "Dream," has this line in it, "don't be afraid to try."

We have a dream inside ourselves,  
A gift to us at birth,  
To guide us and protect us  
On our journey on this earth;  
We all have something special  
Each one of us unique;  
You have to find the courage  
To find the peace you seek.  
So dream your dream and live your dreams;  
Don't be afraid to try.  
Just take your soul by the hand  
And let your spirit fly.

Thank you and congratulations.

*Contributed by Ed John, Principal of West Salem High School  
in Salem, Oregon.*



## Communications Now

### Prevent panic about communicable disease at your school

Nothing makes parents more nervous than a threat to the health of their child. If not handled correctly, one incident of a student with a potentially dangerous health issue can result in unnecessary panic and a news media firestorm.

Health-related issues require doing the right thing right away. Solid information and good communications practices can turn a potential disaster into increased trust in your jurisdiction because of your care for students and management of tough situations.

### Time-tested tips for communicating

#### Work quickly

Rumors will quickly fill the void when you fail to provide information. Quick, decisive action will increase confidence that you are acting appropriately. This is especially important in cases of a communicable disease or condition.

Get the facts, consider your options, and decide quickly which actions you will and will not take to control communications about this situation.

Although you need to protect student confidentiality, you can provide some facts and safety tips. Work with your health region contacts to offer the following to parents:

- Facts about the condition
- Symptoms that indicate a student should stay at home
- What students and families can do to help prevent the spread of the disease
- What your school is doing to protect the health of all students

#### Immediately find out what you are dealing with

Whether this is one student with an antibiotic resistant superbug, or an outbreak of whooping cough in many students, you need reliable information about the health issue. Depending on the issue, you will have to be ready to answer questions

and provide facts about precautions the school is taking, why a student is or is not in school, or what the school is doing to protect students.

#### Do your homework

Work with local representatives of Alberta Health Services, and refer to other trusted health sources such as Health Canada ([www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)), for information about the disease or condition and how to handle it in a public setting.

In the case of a communicable disease, it is helpful to understand steps schools and families should take to ensure other students are not infected. The health region may provide ready-to-print fact sheets, as well as medical information.

#### Other information you will need includes:

- How many students are infected or affected? Are they located in the same classroom or school or spread across the jurisdiction?
- Is this disease or condition communicable? If so, how is it spread? How does that pertain to a school situation?
- Is this a community-wide health problem, such as an area outbreak of whooping cough?

#### Be sensitive to families

Work with impacted families especially if the medical condition affects only one or a few students with special needs or requires steps to protect other students.

Clarify with them whether the student will attend school. If the student will have to be away from school for a significant amount of time, discuss other ways to help the student continue his/her learning.

While assuring the parents that you will protect the identity of their child, tell them in advance about any communications that will go to all parents.



## Communications Now

### **If it isn't yours, don't speak to it**

This is the number one rule of communications professionals when faced with a crisis that extends beyond the expertise or jurisdiction of schools. There are situations where Alberta Health will assume the lead role in communicating about communicable diseases.

If this is so, you can expect them to issue news statements and supply fact sheets and letters to parents. If that happens, you will want to work closely with their staff, perhaps issuing joint statements. In those statements, emphasize what the school is doing to protect all students.

### **Make sure those who need to know, do know**

Needless to say, some staff members need all of the facts. Provide adequate information to staff that have to make modifications because of a student's condition or need to respond to questions from parents and students.

Be sure to remind them about confidentiality requirements related to student information and FOIP laws, and set expectations with them as to what they should and shouldn't be saying when they are asked questions.

### **Stay legal**

Before communicating in any way, review your own jurisdiction policies and FOIP.

### **If you need to disseminate important information, use many channels**

Reaching the right people with the right information will be critical to controlling rumors and preventing negative reactions. You will want to use several ways to reach the people who need information. This may include a letter home to parents and use of social media. A sample letter follows this article.



## Communications Now

### Communicable disease in school Sample letter to families

*Note: This letter is a sample of the type of letter which might be sent to families if a student or staff member has a communicable disease such as whooping cough.*

Dear \_\_\_\_ school families:

We were notified today that one of our students has been diagnosed with a case of whooping cough. We are working with Alberta Health Services representatives, and they assure us this is an isolated case. However, whooping cough is contagious and we want to be sure it does not spread to other students. The affected student will be staying home from school until they are no longer contagious. We will work with AHS staff to take any needed precautions at school.

As usual, please do not send your child to school if she has a fever or other symptoms that might signal the onset of a more severe illness. More information about whooping cough from AHS is attached. It describes whooping cough symptoms and ways to protect your family from the spread of this disease.

If you have questions about the disease itself, please call AHS at (phone number) \_\_\_\_\_. If you have questions or concerns about how \_\_\_\_ school is handling this or any other matter, please do not hesitate to contact me at \_\_\_\_\_ or through my email, \_\_\_\_\_.

Sincerely,

\_\_\_\_\_, Principal

*Contributed by Gay Campbell, communications consultant*



## Communications Now

### **Letter templates for your crisis arsenal Part 2**

When stocking your crisis communication toolbox, it is helpful to have a letter on hand for just about any occasion. When a crisis hits, you won't have to search for messages to send to your school community.

This packet of sample letters, compiled by the North Clackamas School District in Oregon, will help you get the facts out fast.

These messages can be tailored for website messages, social media and personalized to parents from your school principals.

Adapt these nine handy word documents and post on a secure intranet site for principals to use.

- Child Safety Tips
- Construction Asbestos
- Illness Alert
- Student Death
- National Tragedy
- School Break-In
- Stranger Alert

*Contributed by Shannon Priem, communications consultant*





## Communications Now

### From the principal: Tips on keeping your child safe

(Date)

Dear (school name) parents and guardians:

I wanted to draw your attention to something I believe is important for everything child. No particular incident prompted this letter. We are sending this to you to encourage conversation with your child at a time you think is best, and only as you see fit.

The single most effective way to protect your child is communicating with them. Open communication between parents and children are vital components of family safety. We encourage you to really talk with your children. When they are comfortable discussing sensitive matters with you, they are more likely to tell you when they have been put in an uncomfortable situation by a stranger.

Here are some safety rules to share with your children:

- Be aware of the common lures and don't accept a ride from a stranger.
- If someone follows you on foot or in a car, stay away from him or her.
- You DO NOT need to go near a car to talk to people inside.
- Grown-ups who need help should not be asking children for help; they should be asking other grown-ups.
- No one should be asking you for directions or to look for a lost puppy or telling you that your mother or father is in trouble and that he or she will take you to them.
- If someone tries to take you somewhere, quickly get away from them and yell or scream, "This man is trying to take me away!" or, "This person is not my mother (or father)."
- It is safer to be with other people when going places or playing outside, so always use the buddy system.
- If someone tries to touch you in ways that make you feel uncomfortable, or frightened, tell them "NO" and go tell a grown-up you trust what happened.
- Know it is NOT your fault if someone touches you in a way that is NOT okay. You do not have to keep it secret.

Sincerely,

(Principal name)  
Principal



## Communications Now

### From the principal: Upcoming construction at school

(Date)

Dear (school name) parents and guardians:

This spring break, you'll notice some construction projects at our school. This is the official start of the renovation. These include (*examples*):

- Demolition of the old covered area.
- Excavation of the front of the building.
- Excavation for the new media center (north side).
- Removal of asbestos floor tiles in the hallways. The area will be fully contained, cleaned and tested to confirm no possible health exposures to staff and students.

The planning and work will be closely monitored to ensure student safety and create a minimum impact on student learning. The general contractor, (name), will oversee all work.

As always, please feel free to contact me by phone or email with any questions and watch our website for updates. You can also contact us at \_\_\_\_\_ if you would like more information about asbestos removal.

Email and phone info:

Sincerely,

(Principal name)  
Principal



## Communications Now

### From the principal: Respiratory infection/caution

(Date)

Dear (school name) parents and guardians:

We have had several students with upper respiratory illnesses in the past week. Some have progressed to pneumonia. This illness can be spread person-to-person in the air. We want to try to keep our community as healthy as possible, and we need your help.

#### What you can do

Please keep your child home from school if they are sick and especially if they have a fever more than 38 degrees (101 degrees Fahrenheit), a frequent cough, vomiting or diarrhea. Your child should stay home for at least 24 hours until they are symptom-free without the use of medication.

If your child stays home, please call the office (number), to report the absence and provide a brief reason why they are out sick. This will help us track the type of symptoms students are having. *(If you have a secure, online web function for this, explain that here).*

#### Two more important ways to help prevent the spread of illness:

- Frequent hand-washing using soap, warm water and friction for 30 seconds or hand sanitizer if water is not available.
- Cover your cough. Sneeze or cough into a clothed, bent arm so no air escapes. If you don't have sleeves, use a tissue and then wash your hands.

#### When to contact your doctor if you are concerned about your child's health:

- If a fever over 38 degrees lasts more than three days, if a cough lasts more than one week.
- If you experience shortness of breath, prolonged vomiting or diarrhea three days or more.

#### What we are doing

In response to this health concern, a custodial crew came in over the weekend and intensively cleaned the school, including changing air filters and disinfecting desktops, doorknobs and common areas, in an effort to stop germs from spreading. We are also working closely with Alberta Health Services to follow up on this unusual number of upper respiratory infections (or flu-like symptoms).

If you have questions, learn more on our website (www.) or contact me at (email and phone).

Sincerely,

Principal



## Communications Now

**From the principal:**

**Death of a student: meningitis**

(Date)

Dear (school name) parents and guardians:

We are very sad to inform you that one of our students died over the weekend. The student, a (grade) grader, died last night from meningococcal disease.

Our students are dealing not only with the death of a classmate and friend but also the fear of the disease. I would like to share some basic information to help calm fears and inform parents. Meningococcal disease is caused by bacteria called *Neisseria meningitis*. Infection with this bacteria may lead to "poisoning of the blood," (septicemia), meningitis, and rarely death.

### **How is it spread?**

By direct contact, including respiratory droplets from the nose and throat of the infected person. The bacteria that cause meningococcal are very common. Fortunately none of the bacteria are as contagious as things like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningococcal has been. The contact must be close and prolonged.

### **What are the signs and symptoms?**

Because the symptoms can be similar to flu, it can be difficult to diagnose. Sudden onset of fever, intense headache, nausea, and often vomiting, joint/muscle pain, stiff neck and frequently a rash that is red and pinpoint or reddish purple, like a rug burn, often occur. The rash is a sign that the bacteria is in the blood and spreading rapidly.

### **Treatment:**

Prompt medical attention and antibiotics.

### **Prevention:**

Close contacts of persons with meningococcal disease can receive an oral antibiotic, which decreases the risk of subsequent development of the disease.

Most of us will carry these bacteria at some stage in our lives without developing any illness. Only a tiny portion of the population will develop meningitis or septicemia if they come into contact with the bacteria. The bacteria are very weak. They survive for only a short period of time outside the body, so they cannot live long in the air and are not carried on household objects such as clothes, furniture or books. Although not very common, it can develop rapidly so it is vital for everyone to know the signs and symptoms of the disease. Please keep this in mind if your child complains of the symptoms listed. If you have questions about your child's symptoms, please call Health Link Alberta at 1-866-408-5465.

Sincerely,

(Principal name)  
Principal



## Communications Now

### From the principal: National tragic event

(Date)

Dear (school name) parent and guardians:

In the aftermath of the tragic events that unfolded on (date), we want to share with you that we are working hard to maintain the routines of school here at (name of school). The staff has been wonderful! They have listened, reassured and nurtured your children – and each other.

We are also sharing some strategies you could use to help your children understand the day's events and cope with their feelings. Here are some tips:

- Maintain your composure. Kids model behavior.
- Reassure your children that they're safe.
- Keep to your normal routines. Children need a sense of stability.
- Talk about the tragedy in an age-appropriate manner. Be patient. It's common for children to ask the same questions about death and disaster over and over.
- Help children to express their feelings. If they don't know the words to say how they feel inside, try to help them put their feelings into words and/or use creative ways, such as art, writing or music, to communicate.
- Listen. Ask questions.
- Make yourself available. Your children may need extra attention from you. Make time for them.
- Explain that there are people who hate for different reasons, and that hatred is never acceptable.
- Tell your children you love them, and offer plenty of hugs and kisses.

We are here for you. Please let us know if we can do anything else to help. We're listening.

Sincerely,

(Principal name)  
Principal



## Communications Now

### From the principal: School break-In letter

(Date)

Dear (school name) parent and guardians:

Because we take student confidentiality very seriously, we need to make you aware of an incident that happened on the (School) campus this past weekend. There was a break-in at the school and someone stole several items, including a satellite radio, speakers, and two laptop computers.

One of the computers was taken from the student management area, and it contained information from our school photography company. The stolen information includes student names, home addresses and photographs, as well as student identification numbers and grade levels for all enrolled students.

Fortunately, no credit card or payment information or parent names were on the stolen computer and a student identification number alone is not enough to access student records.

Our staff is deeply concerned about this incident and we recommend that you pay extra attention to your personal information, mail and accounts to ensure that they have not been used for suspicious activity or identity theft.

I apologize for any inconvenience. The (Name) RCMP office is investigating this matter, and the school is offering a \$500 reward for any information that leads to an arrest. If you learn any pertinent details, please contact the RCMP's tip line at (phone) or call me at (phone).

Sincerely,

(Principal name)  
Principal



## Communications Now

### From the principal: Stranger alert

(Date)

Dear (school name) parent and guardians:

We have had (number) reports in the past (number) weeks of a stranger (white male) in our front drive area and on (school name) grounds, talking with two different students and inviting the students to leave with him.

Both the students reported this immediately to the office. These incidents have been reported to the police, and police are taking them seriously. Police will be patrolling the area and are looking for the “(color)” vehicle that was described by the first student. As of this time, no one has been arrested.

We’ve alerted our staff, increased visibility of our security personnel, and reminded our students of the importance of following safe routes between classes and to and from school. Please take some time to review with your children precautions they should remember to stay safe at all time.

- Tell an adult immediately if they see someone or something that makes them worry or feel uncomfortable.
- Stay with friends. Don’t travel alone.
- Always get the teacher’s permission to leave a class.
- Always stay in well-supervised areas.

Student safety is our first priority. If you have any information that will help police in their investigation, call 911 or give us a call at (phone number). We will make sure the information is shared with the investigating deputy.

Sincerely,

(Principal name)  
Principal



## Communications Now

### Weblinks

#### Education Week 2014

Theme: We are Teachers

May 5 – 9, 2014

Shine a light on Alberta's education system  
[www.teachers.ab.ca/News%20Room/IssuesandCampaigns/Pages/Education-Week.aspx](http://www.teachers.ab.ca/News%20Room/IssuesandCampaigns/Pages/Education-Week.aspx)

#### Canada Writes Competition

Celebrate William Shakespeare's 450<sup>th</sup> birthday this spring.

CBC's Canada Writes is celebrating, through a writing challenge for Canadians aged 12 and older. Canadians are asked to take a classical Shakespeare character, bring him / her to a context, and write a soliloquy. For example, a reluctant Petruchio on a blind date or depressed Ophelia talking with a telemarketer.

The challenge is open from April 14 – May 9, 2014  
For more information:  
<http://www.cbc.ca/books/canadawrites/2014/03/celebrating-shakespeares-450th-with-new-writing-challenge-and-ya-fiction.html>

#### Alberta Seniors' Week

June 2-8, 2014

Theme: "Seniors Rock!"

Take the opportunity to celebrate the seniors in your community. Seniors make a difference in the lives of Albertans every day. From supporting family members and friends to assisting charities and volunteering in schools, seniors are deeply involved in our communities and their contributions benefit Albertans of all ages.

For ideas and / or information:  
[www.seniors.gov.ab.ca/SeniorsWeek/](http://www.seniors.gov.ab.ca/SeniorsWeek/)

#### Stars of Alberta Volunteer Awards

The Stars of Alberta Volunteer Awards recognize extraordinary Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members.

There are three categories for awards including youth, adult and senior. There will be two awards for each category making a total of six awards, to be presented on or around International Volunteer Day on December 5.

Nomination forms available in May with a nomination deadline in September 2014.  
<http://culture.alberta.ca/voluntarysector/stars/default.aspx>



**Secretary-Treasurer's Report**  
**For the Period Ending May 31, 2014**  
**Presented by Dennis Walsh Secretary-Treasurer**

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**Introduction**

In our year to date, for the period ending April 30, 2014, Northland School Division's operating costs are in line with the operating budget.

**Current Activity****Budget 2014-2015**

The Budget has been completed and will be finalized if given Board approval at this meeting. The Division is projecting a deficit of (\$.....) based on \$\_\_\_\_\_ in revenue and \$\_\_\_\_\_ in expenditures. The highlights of the budget include the following:

**Budget Highlights, Plans & Assumptions:****Significant Business and Financial Risks:****Facility Equipment Inventory Process for Equipment under \$5,000**

Inventory count sheets have been sent to all schools and we are in the process of scheduling the inventory counts to be completed at Central Office, Maintenance, Housing, Transportation and School Food Services.

**Human Resource and Financial Management System**

All departments have completed their "Live" training for the new system. The project is on schedule to have the implementation completed by the end of May.

**RFP for Division**

If approved at today's Board meeting, this RFP will be a proposal for Managed Print, Copy, Scan & Fax Services. Currently we have over 21 different printers, copiers, scanners etc. This RFP would allow the division to streamline the process and have one brand of each of the different services we require.

**Collective Bargaining**

The Collective Agreement between Northland School Division and The Alberta Teachers' Association, September 1, 2012 – August 31, 2016 has been approved by both parties. The final agreement has been signed by both Chairman, Dr. Colin Kelly, Secretary-Treasurer, Dennis Walsh and has been sent to the ATA for signing.

**Policy Review**

During the summer and fall we will be reviewing policies related to \_\_\_\_, \_\_\_\_\_.???

**Conclusion**

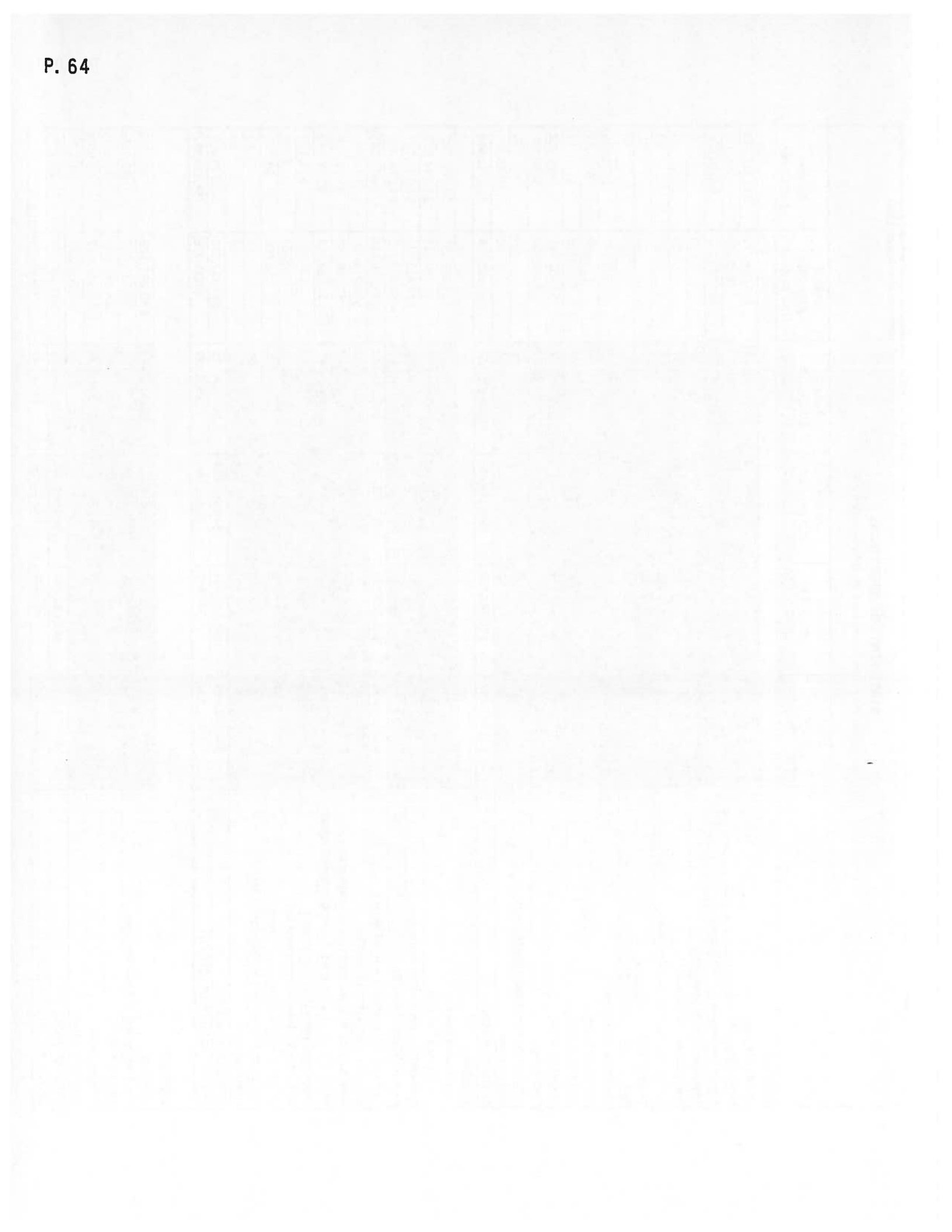
Firstly, I would like to thank Assistant Secretary-Treasurer Roxane Guindon for the outstanding job she did for the division as Acting Secretary-Treasurer while I was away on medical leave.

Our priorities over the next month continue to be the conversion from Bellamy to SRB, including training on the new system, the recruitment of a new Secretary-Treasurer and the Facility Equipment Inventory Process for Equipment under \$5,000.

## STATEMENTS OF OPERATIONS

For the Period Ending April 30, 2014 (in dollars)

|   | Actual<br>2011-2012<br>(Restated) | Actual<br>2012-2013 | Actual<br>YTD April 30<br>2013-2014 | Budget<br>2013-2014<br>June Approved | Budget<br>2013-2014<br>Nov. Revised | Balance<br>Remaining |
|---|-----------------------------------|---------------------|-------------------------------------|--------------------------------------|-------------------------------------|----------------------|
| <b>REVENUES</b>                                     |                                   |                     |                                     |                                      |                                     |                      |
| Alberta Education                                   | \$37,455,386                      | \$37,200,087        | \$23,835,063                        | \$35,840,506                         | \$36,676,777                        | \$12,841,713         |
| Other - Government of Alberta                       | \$1,095,583                       | \$966,929           | \$504,978                           | \$80,022                             | \$600,000                           | \$95,022             |
| Federal Government and First Nations                | \$20,845,936                      | \$20,862,392        | \$16,158,687                        | \$21,459,628                         | \$20,293,271                        | \$4,134,584          |
| Other Alberta school authorities                    | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Out of province authorities                         | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Alberta Municipalities-special tax levies           | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Property taxes                                      | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Fees  | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Other sales and services                            | \$565,572                         | \$656,887           | \$2,188,600                         | \$1,730,185                          | \$1,597,785                         | (\$590,815)          |
| Investment income                                   | \$39,891                          | \$10,292            | \$40,562                            | \$10,000                             | \$10,000                            | (\$30,562)           |
| Gifts and donations                                 | \$693,754                         | \$665,555           | \$111,095                           | \$247,964                            | \$222,878                           | \$111,782            |
| Rental of facilities                                | \$1,000,651                       | \$973,522           | \$582,946                           | \$1,052,648                          | \$1,052,648                         | \$469,702            |
| Fundraising   | \$347,164                         | \$251,134           | \$0                                 | \$450,000                            | \$450,000                           | \$450,000            |
| Gains (losses) on disposal of capital assets        | \$1,260                           | \$156,458           | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Other revenue                                       | \$0                               | \$0                 | \$689,509                           | \$0                                  | \$0                                 | (\$689,509)          |
| <b>TOTAL REVENUES</b>                               | <b>\$62,045,197</b>               | <b>\$61,743,256</b> | <b>\$44,111,440</b>                 | <b>\$60,870,953</b>                  | <b>\$60,903,359</b>                 | <b>\$16,791,918</b>  |
| <b>EXPENSES</b>                                     |                                   |                     |                                     |                                      |                                     |                      |
| Certificated salaries                               | \$21,544,783                      | \$21,031,068        | \$13,882,183                        | \$21,442,507                         | \$21,352,159                        | \$6,782,882          |
| Certificated benefits                               | \$4,218,552                       | \$4,092,469         | \$3,163,382                         | \$4,181,647                          | \$4,162,486                         | \$1,014,522          |
| Non-certificated salaries and wages                 | \$13,536,225                      | \$13,282,741        | \$8,378,375                         | \$11,381,492                         | \$12,412,748                        | \$4,038,131          |
| Non-certificated benefits                           | \$2,959,078                       | \$2,916,643         | \$1,838,712                         | \$3,040,196                          | \$2,912,775                         | \$1,074,945          |
| <b>SUB - TOTAL SALARIES AND BENEFITS</b>            | <b>\$42,258,638</b>               | <b>\$41,322,920</b> | <b>\$27,262,653</b>                 | <b>\$40,045,842</b>                  | <b>\$40,840,168</b>                 | <b>(\$667,035)</b>   |
| Services, contracts and supplies                    | \$16,204,273                      | \$15,450,160        | \$10,037,215                        | \$16,458,786                         | \$16,218,764                        | \$7,044,280          |
| Amortization of supported tangible capital assets   | \$3,138,632                       | \$3,197,543         | \$2,134,598                         | \$2,998,969                          | \$2,998,969                         | \$915,188            |
| Amortization of unsupported tangible capital assets | \$995,957                         | \$1,609,872         | \$1,138,502                         | \$1,027,049                          | \$1,027,049                         | \$879,949            |
| Supported interest on capital debt                  | \$40,429                          | \$23,193            | \$14,448                            | \$28,901                             | \$28,901                            | \$14,453             |
| Unsupported interest on capital debt                | \$650                             | \$433               | \$0                                 | \$784                                | \$784                               | \$784                |
| Other interest and finance charges                  | \$4,690                           | \$29,008            | \$2,229                             | \$8,000                              | \$8,000                             | \$5,771              |
| Losses on disposal of tangible capital assets       | \$33,167                          | \$67,735            | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| Other expense                                       | \$0                               | \$0                 | \$0                                 | \$0                                  | \$0                                 | \$0                  |
| <b>TOTAL EXPENSES</b>                               | <b>\$62,676,435</b>               | <b>\$61,695,864</b> | <b>\$40,589,644</b>                 | <b>\$60,568,331</b>                  | <b>\$61,122,635</b>                 | <b>\$21,770,905</b>  |
| <b>OPERATING SURPLUS (DEFICIT)</b>                  | <b>(\$631,238)</b>                | <b>\$47,392</b>     | <b>\$3,521,796</b>                  | <b>\$302,622</b>                     | <b>(\$219,276)</b>                  | <b>(\$4,978,987)</b> |
| <b>EXPENSES</b>                                     |                                   |                     |                                     |                                      |                                     |                      |
| Instruction   | \$40,504,149                      | \$39,872,808        | \$25,489,987                        | \$38,500,949                         | \$39,261,126                        | 35.23%               |
| Plant operations and maintenance                    | \$9,968,293                       | \$9,696,288         | \$6,994,734                         | \$8,952,563                          | \$9,029,030                         | 30.12%               |
| Transportation                                      | \$3,753,651                       | \$3,721,237         | \$2,414,197                         | \$3,801,463                          | \$3,678,263                         | 33.87%               |
| Administration                                      | \$3,173,874                       | \$3,233,159         | \$2,366,644                         | \$3,706,302                          | \$3,547,887                         | 35.95%               |
| External services                                   | \$5,274,639                       | \$5,172,372         | \$3,324,083                         | \$5,607,039                          | \$5,606,329                         | 41.17%               |
| <b>TOTAL EXPENSES</b>                               | <b>\$62,674,606</b>               | <b>\$61,695,864</b> | <b>\$40,589,644</b>                 | <b>\$60,568,316</b>                  | <b>\$61,122,635</b>                 | <b>34.91%</b>        |
| <b>OPERATING SURPLUS (DEFICIT)</b>                  | <b>(\$629,409)</b>                | <b>\$47,392</b>     | <b>\$3,521,796</b>                  | <b>\$302,636</b>                     | <b>(\$219,276)</b>                  |                      |



28-May-2014 03:20 PM

NAME - CUSTOMER NO.

NORTHLAND SCHOOL DIVISION  
RECEIVABLES  
Aged Trial Balance as at 28-May-2014

PAGE 1

|                                  | CURRENT | 31 to<br>60 | 61 to<br>90 | 91 to<br>120 | > 120      | NET                         |
|----------------------------------|---------|-------------|-------------|--------------|------------|-----------------------------|
| MIKISEW CREE FIRST NATIONS       |         |             |             |              |            |                             |
| < BALANCE                        | 1       | 248,573.14  | 0.00        | 491,689.76   | 249,482.56 | 907,729.46 1,897,474.92 BAL |
| ATHABASCA CHIPEWYAN FIRST NATION |         |             |             |              |            |                             |
| < BALANCE                        | 2       | 71,773.40   | 0.00        | 0.00         | 0.00       | 17,362.00 89,135.40 BAL     |
| WOODLAND CREE BAND #474          |         |             |             |              |            |                             |
| < BALANCE                        | 3       | 63,541.24   | 63,541.24   | 176,120.18-  | 103,485.51 | 533,586.25 588,034.06 BAL   |
| INDIAN AND NORTHERN AFFAIRS      |         |             |             |              |            |                             |
| < BALANCE                        | 7       | 230,027.84  | 0.00        | 0.37         | 0.00       | 14,810.02 244,838.23 BAL    |
| LESSER STAVE LAKE INDIAN REGION  |         |             |             |              |            |                             |
| < BALANCE                        | 8       | 8,788.68    | 8,788.68    | 0.00         | 8,788.68   | 0.00 26,366.04 BAL          |
| BIGSTONE CREE NATION EDUCATION   |         |             |             |              |            |                             |
| < BALANCE                        | 9       | 695,373.98  | 695,373.98  | 0.00         | 0.00       | 0.00 1,390,747.96 BAL       |
| LUBICON LAKE BAND                |         |             |             |              |            |                             |
| < BALANCE                        | 11      | 184,095.94  | 178,434.10  | 0.00         | 0.00       | 0.00 362,530.04 BAL         |
| INDIAN EDUCATION AUTHORITY       |         |             |             |              |            |                             |
| < BALANCE                        | 13      | 0.00        | 0.00        | 0.00         | 0.00       | 61,333.22 BAL               |
| CHIPEWYAN PRAIRIE FIRST NATION   |         |             |             |              |            |                             |
| < BALANCE                        | 14      | 113,474.06  | 0.00        | 0.00         | 0.00       | 0.00 113,474.06 BAL         |
| PEERLESS TROUT FIRST NATION      |         |             |             |              |            |                             |
| < BALANCE                        | 87      | 392,881.86  | 0.00        | 0.00         | 0.00       | 0.00 392,881.86 BAL         |

|           |         |              |            |            |            |              |              |
|-----------|---------|--------------|------------|------------|------------|--------------|--------------|
| RUN TOTAL | DOLLARS | 2,008,530.14 | 946,138.00 | 315,569.95 | 361,756.75 | 1,534,820.95 | 5,166,815.79 |
| ACCOUNTS  |         | 9            | 4          | 3          | 3          | 5            | 10           |



## Education Quarterly Report to the Board for May, 2014

### Purpose:

A key purpose of the Northland Quarterly Education Report is to chronicle progress of Northland School Division No. 61 as a school division with a special purpose focused on excellence in First Nations and Metis education.

| Quarterly Content for May, 2014                                   |  |  |
|---|--|--|
| 1. Superintendent's Message                                       | Bulletin #1  |  |
| 2. Divisional Priorities  | Bulletin #2  |  |
| 3. Enrolment, Staffing Positions and Staff and Student Attendance | Bulletin #3<br>Bulletin #4<br>Bulletin #5<br>Bulletin #6<br>Bulletin #7<br>Bulletin #8 | Student Enrolment<br>Student Monthly Attendance<br>Student Attendance by Division<br>Staff Attendance<br>Staffing Update<br>School Visits by Staff         |
| 4. School and Division Success Stories                            | Bulletin #9<br><br>Bulletin #10<br><br>Bulletin #11<br>Bulletin #12<br>Bulletin #13    | Calling Lake Students Travel to Ottawa<br><br>Long Service and Recognition Awards<br>Regional Spelling Bee 2014<br>Edwin Parr 2014<br>Kateri Lego Robotics |







## May, 2014 Quarterly Report

### Superintendent's Update

A great deal has been accomplished in the third quarter of the year. **Professional development** to support our **focus on literacy** has continued. The third of three area professional development sessions was completed. As a result of this work every teacher and school leader in Northland has had the support of three full days of professional development to support the literacy initiative. The second round of **literacy benchmark data** from all students was submitted and analyzed. While there is still much work to do, the data shows **positive trends** in the number of students reading at grade level. School, classroom and individual student results were reviewed with school principals. Guidance was provided to assist schools to identify and celebrate successes and to make plans to address areas of concern. An external **review of the literacy program** was conducted and preliminary findings were shared with school and central leaders at the May administrators meetings. This information will guide planning for the upcoming year.

A pilot of a **literacy observation tool** continues at St. Theresa and later in the year school principals from other schools will have the opportunity for guided use of the document.

Several **proposals for outreach programs** for high school students were submitted to Alberta Education and one was approved in Calling Lake. We will continue to work with other interested high schools to make this type of programming available wherever feasible.

**CTS learning materials** have been distributed to junior and senior high school programs via the new trailers purchased through the Cenovus donation.

Work continued to **strengthen language and cultural programming** for students across the division. Student continue to attend culture camps and work to develop local resources has continued.

Following the March board meeting an **attendance focus group** was established. As well, the administration has met with members of the Auditor General's office who are gathering information to prepare a report on student attendance. They met with administrators in early May to gather input about expectations for attendance, successful strategies, and barriers. They plan to meet with members of some Northland communities at a later time.

All schools have had the opportunity to view the sample of the new **Student Learner Assessments**.

## THE 1910-1911 REPORT

## STATE OF NEW YORK

The following is a summary of the report of the State of New York for the year 1910-1911. The report is divided into two main parts: the first part contains the report of the Governor, and the second part contains the report of the State Comptroller. The Governor's report is a general statement of the condition of the State, and the State Comptroller's report is a detailed statement of the State's finances. The Governor's report is a general statement of the condition of the State, and the State Comptroller's report is a detailed statement of the State's finances.

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## May, 2014 - Quarterly Report

### Divisional Priorities

| AERR Priority  | Funding Source  | Progress  | Next Steps  |
|--|-----------------|---|---|
| Compilation of an inventory of local community resources | Grant 2013-0277 | <p>There are four local community resource inventories being developed at seven schools:</p> <p><b>School: Calling Lake School</b></p> <ul style="list-style-type: none"> <li>• Elder and Parent contact is taking place for different events.</li> <li>• Plan to host parenting workshops.</li> <li>• Members of the community are engaged in planning and implementation.</li> <li>• Parents are included in the planning and facilitation of different activities.</li> <li>• Student served the Elders on the day of the feast honoring Elders.</li> <li>• Bannock making taught and facilitated by a local female Elder/retired teacher.</li> <li>• Metis Jigging.</li> <li>• Family Appreciation Night.</li> <li>• Documented Elder Stories, community resource people with completed classroom activities/presentations.</li> <li>• Community Engagement Meeting between school and local community.</li> </ul> <p><b>School: Chipewyan Lake School</b></p> <ul style="list-style-type: none"> <li>• Cree Language Instructor or the Principal contacts parents, Elders, and other community members by phone or by visit.</li> <li>• Parents accompanied the students participating in the Regional Science Fair held at Bishop Routhier School.</li> <li>• Young parent with a toddler comes in to help with office work.</li> <li>• Young teen school age parents are also welcomed to go to the school to use the computers.</li> <li>• Drum making workshop at the school.</li> <li>• Ice fishing facilitated by the Cree Language Instructor and her family members.</li> <li>• Open House at the school.</li> <li>• Technology Night for adults at the school.</li> <li>• Round Dance at the school on January 29, 2014.</li> </ul> | <ul style="list-style-type: none"> <li>• FNMI Partnership Consultant will return to each school to plan and schedule community engagement meeting(s) between the school and the local community.</li> <li>• Review and validate the names on the inventory, continue including names of community resource people and get contact information.</li> <li>• Develop a Land-Based, seasonally determined Cultural Program for the school.</li> </ul> |

|  |  |   |  |
|--|--|---|--|
|  |  | <p><b>School: Pelican Mountain School</b></p> <ul style="list-style-type: none"> <li>• Talk to parent's face to face, phone calls, text positive messages, notes home all with positive messages.</li> <li>• Lunches for Elders at the school on a monthly basis are aimed for.</li> <li>• Attendance awards.</li> <li>• Visitor sign-in and sign-out sheet at the front entrance.</li> <li>• Sports Day with traditional activities i.e. bannock making, tea making and other activities.</li> <li>• Bazaar (Flea Market) in the school.</li> <li>• Scheduled to go to the Kapaskwatinak Cultural Centre for cultural learning and to the Grouard cultural program.</li> </ul> <p><b>School: Career Pathways School</b></p> <ul style="list-style-type: none"> <li>• The planning of the Memorial Feast at the Mistassiniy School included Career Pathways students and staff, co-planning occurred, and Elders were invited.</li> <li>• Career Pathways students having received Food Preparation &amp; Safety Certification, assisted with pre-preparation of food for the Memorial Feast.</li> <li>• Trapping skills, cosmetology, hide tanning, and video on teen parenting.</li> <li>• Bold Eagle Program – two male students have been declared as suitable candidates.</li> <li>• 10 students completed HEROES training.</li> <li>• Students attended Skills Canada Trade Show.</li> <li>• Two students sat as youth representatives at April 2014 Community Action Team (CAT) meeting.</li> <li>• BCN Community Wellness has completed presentations with the students.</li> <li>• There will be 12 Career Pathways School students graduating on August 30, 2014.</li> </ul> <p><b>School: Mistassiniy School</b></p> <ul style="list-style-type: none"> <li>• The planning of the Memorial Feast at the Mistassiniy School included Career Pathways students and staff, co-planning occurred, and Elders were invited.</li> <li>• NSD "Policy One" presentation to the Desmarais Local School Board Committee.</li> <li>• Residential boarding and mission school presentation by a local female Elder.</li> <li>• Parent Support Group was formed.</li> </ul> |  |
|--|--|---|--|

|   |                        |  |  |
|---|------------------------|--|--|
|   |                        | <p><b>School: St. Theresa School</b></p> <ul style="list-style-type: none"> <li>• CENOVUS Energy presentation a St Theresa School – funding to support NSD No. 61 programming.</li> <li>• NSD “Policy One’ presentation to the Wabasca Local School Board Committee.</li> </ul> <p><b>School: Oski Pasikoniwew Kamik</b></p> <ul style="list-style-type: none"> <li>• Memorial Feast for BCN Education Authority’s Education Committee Members.</li> <li>• Documented Elder Stories, community resource people with completed classroom activities/presentations.</li> <li>• Received templates to use as part of the FNMI Strategic Planning Process identifying areas to be addressed as part of the FNMI Partnership Consultant position, work is in progress.</li> </ul> |  |
| Increase emphasis on Land Based Experiential Education                                      | Grant 2013-0277        | <p>Indigenous languages are rich. When students are taught the language that describes the land, they are being taught specific concepts relating to the land. Specific language is used to refer to mother earth. It is the language that teaches the connection to the land of their ancestors. When students are taught the language of the land, they are being taught the indigenous worldview on being stewards of the land.</p> <ul style="list-style-type: none"> <li>• Seven schools have included approximately 40 parents in land based teachings.</li> <li>• Teachers do nature walks with resource people and students.</li> <li>• Seven schools have included traditional music in school program.</li> </ul>  | <ul style="list-style-type: none"> <li>• Students are being provided an enrich approach that is relevant to their heritage.</li> <li>• Providing land based experiential education is a method to improve the learning environment.</li> <li>• Evidence has shown that achievement is enhanced when students’ interests and choices are considered and the need to provide learning experiences that are responsive to the local community and culture of the student population.</li> </ul> |
| Development of strategies to assist in building relationships between teachers and parents. | FNMI – Grant 2013-2077 | <p>Building relationships between teachers and parents. 13 schools responded out of 22. Four schools participated in cultural camps.</p> <ul style="list-style-type: none"> <li>• Bake sales</li> <li>• Parent volunteers for culture camps</li> <li>• Staff and parent BBQ</li> <li>• Sports day – traditional activities</li> <li>• Teachers and community held a flea market</li> <li>• Bannock making</li> <li>• Develop school cultural program with community members</li> <li>• School and community PD</li> <li>• Mini winter carnival</li> </ul>  | <ul style="list-style-type: none"> <li>• A community resource list developed for schools</li> <li>• Family support center</li> <li>• Family appreciation day</li> <li>• Students record stories from Elders</li> <li>• Interview Elders</li> <li>• Record local stories in local language and translate them</li> <li>• Healthy families’ resource fair</li> <li>• Family literacy day</li> </ul>  |



|   |                 |   |   |
|---|-----------------|---|---|
|   |                 | <ul style="list-style-type: none"> <li>• Celebrate all mothers on Mother's Day</li> <li>• Celebrate fathers</li> <li>• Have monthly suppers with parents</li> <li>• Technology lessons for parents</li> </ul> <p>Approximately 80% of parents are contacted through home visits by administration, teachers and school liaison. Many parents are contacted through texting or Facebook. Few are contacted through written format.</p> <p>Phone calls home is the most utilized form of communication between home and school. All Administrators and teachers contact parents by phone on a regular basis.</p> <p>All schools have face to face Parent/Teacher interviews three times per year.</p> <p>All schools have regular monthly newsletters. About 30% of schools are starting to send out bilingual newsletters (Cree and English).</p> <p>All schools have monthly events and invite parents and community on a monthly basis. Some of the events are feasts, open houses, information night, talent shows, and tea and bannock day for Elders.</p> | <ul style="list-style-type: none"> <li>• Tea and bannock day</li> <li>• Student drummer group</li> <li>• Metis dance workshop</li> <li>• Kapaskwatinak culture center Education activities</li> <li>• Local people identify trees etc.</li> <li>• Fish fry with community</li> <li>• Staff attend treaty days</li> <li>• Hold a fall feast.</li> <li>• Give opportunity for parents to provide regular feedback</li> <li>• Plan a cultural camp with the community</li> <li>• Invite Aboriginal role models to share stories</li> <li>• Honor students on successes</li> <li>• Use the environment as a classroom to teach connections</li> <li>• Ensure land based learning is incorporated as part of long range plan</li> <li>• Local craftsman taught canoe making</li> <li>• Making dream catchers</li> <li>• Snow shoe making</li> <li>• Had a round dance</li> <li>• School newsletter in Cree</li> <li>• Host Metis music nights</li> </ul> |
| Strengthen Instructional Leadership     | Grant 2013-0278 | Principal Walkthrough Training Program being piloted May 29 <sup>th</sup> and June 20 <sup>th</sup> , 2014. Plans to review and revise for training/supporting administrators in 2014-2015.   |   |
| Complete revisions to the Policy Manual | Grant 2012-0535 | <p>Draft versions of Policy One were discussed at Orientations Sessions for Local School Board Committees in February and March. First Reading took place at the March 20<sup>th</sup>, 2014 Board meeting.</p> <p>Policy One was tabled at the May 1, 2014 Board meeting to provide opportunities for further consultation</p>   |   |
|   |                 |   |   |

|  |  |  |
|--|--|--|
| Implement an Orientation for Local School Board Committees | <p>Local School Board Orientations were completed as per the schedule:</p> <p><b>January 31 &amp; Feb 1/14</b><br/> <b>Mistassiniy School – Wabasca</b></p> <ul style="list-style-type: none"> <li>- Calling Lake</li> <li>- Chipewyan Lake</li> <li>- Desmarais</li> <li>- Pelican Mountain</li> <li>- Wabasca</li> </ul> <p><b>February 7 &amp; 8/14 - Grouard School</b></p> <ul style="list-style-type: none"> <li>- Bishop Routhier</li> <li>- Hillview</li> <li>- Gift Lake</li> <li>- Grouard</li> </ul> <p><b>February 21 &amp; 22, 2014</b><br/> <b>Peace River</b></p> <ul style="list-style-type: none"> <li>- Trout Lake</li> <li>- Peerless Lake</li> <li>- Little Buffalo</li> <li>- Keg River</li> <li>- Paddle Prairie</li> </ul> <p><b>February 28 &amp; March 1/14</b><br/> <b>Bill Woodward School – Anzac</b></p> <ul style="list-style-type: none"> <li>- Anzac</li> <li>- Conklin</li> <li>- Janvier</li> <li>- Fort McKay</li> <li>- Fort Chipewyan</li> </ul> <p><b>March 7 &amp; 8, 2014 – Edmonton</b></p> <ul style="list-style-type: none"> <li>- Elizabeth</li> <li>- J. F. Dion</li> <li>- Susa Creek</li> </ul> |  |
| Superintendent's visits to schools and classrooms          | <p>The superintendent has visited the following schools this year:</p> <p>Athabasca Delta Community School<br/> Bill Woodward<br/> Bishop Routhier<br/> Calling Lake<br/> Career Pathways<br/> East Prairie<br/> Elizabeth<br/> Fort McKay<br/> Gift Lake Elementary School<br/> Gift Lake Jr. High School<br/> Grouard<br/> J.F. Dion<br/> Keg River<br/> Little Buffalo<br/> Mistassiniy<br/> Paddle Prairie<br/> St. Theresa<br/> Trout Lake</p>  |  |

|  |                                |  |  |
|--|--------------------------------|--|--|
| Development of additional measures to document student engagement and student progress | Grant 2013-0276 Literacy Grant | <p><b>"Tell Them From Me" Student Survey Update</b></p> <p>All participating schools have access to "Tell Them From Me" (TTFM) student survey responses.</p> <p>School administrators have looked at the results themselves and shared the results with their staff. Many of the schools already have had the opportunity to share the results with their boards and students. All schools plan to meet with students to discuss how programming will change to address student TTFM feedback.</p> <p>The administration and staff will be using the information gleaned to help with planning for next year. They focused in areas where they were doing well to celebrate, and picked areas where they were not doing as well to make plans for improvement.</p> <p>The Literacy Evidence Gathering Tool has been field tested over a period of several months at St. Theresa School. The teachers report that the report template is cumbersome to use in the Adobe format. They appear to have had a great deal of difficulty manoeuvring and collating data gleaned. The Literacy Coordinator and Executive Assistant are working on a Google Doc that will be more user-friendly. We have targeted mid-June as the date for another field test of the new Google Doc format.</p> |  |
| Research and report on strategies to improve student attendance                        |                                | <p>With Board direction in March 2014, an Attendance Focus Group was organized to review our current practices and offer actionable recommendations for Division-wide attendance improvements. The Focus Group is made up of school administrators, Board advisors and has teacher representation. The Attendance Focus Group met for the first time on April 9<sup>th</sup>, 2014 to discuss a draft terms of reference, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Tracking practices at Central Office and the school level,</li> <li>(b) An examination of best practices in other school jurisdictions,</li> <li>(c) Student voice through "Tell Them From Me" (TTFM) surveys and home visits conducted in the Wabasca area,</li> <li>(d) An examination of attendance literature,</li> </ul>   |  |



|   |  |   |  |
|---|--|---|--|
|   |  | <p>(e) An examination of relevant sections of the <i>Alberta School Act</i>, Northland Procedure 301, and the role and responsibilities of School Community Liaison Worker,</p> <p>(f) Survey feedback from school administrators and teachers on best ways to improve student attendance at the Division and school community levels,</p> <p>(g) Establish a Northland School Division attendance target, and</p> <p>(h) An examination of how attendance information is shared at Central Office and within our school communities.</p> |  |
| Develop indicators of quality teacher performance in Northland School Division. |  | Northland Focus Group formed and met May 25 <sup>th</sup> , 2014. Began to develop descriptors of 'what is good teaching and leading in a Northland school/community.'  |  |
| Review of Literacy Program  |  | Dr. Sloan visited 18 schools and interviewed school administrators and literacy leads. On April 28, 2014 he arranged for representation of Northland School Division to meet with an expert panel share successful practices. Preliminary findings and recommended actions were shared with school administrators and division leaders at the May 8 <sup>th</sup> , 2014 administrators meeting.  |  |







# ATTENDANCE PERCENTAGE BY GRADE, BY SCHOOL FOR THE MONTH OF April 2014

| SCHOOL           | ECS | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|------------------|-----|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|
| ANZAC            | 85  | 89      | 84      | 93      |         |         |         |         |         |         |          |          |          |
| ATHABASCA DELTA  | 59  | 66      | 68      | 63      | 68      | 60      | 70      | 54      | 67      | 56      | 68       | 78       | 64       |
| BILL WOODWARD    |     |         |         |         | 90      | 90      | 85      | 92      | 90      | 86      | 96       | 93       |          |
| BISHOP ROUTHIER  | 70  | 80      | 88      | 81      | 86      | 91      | 84      |         |         |         |          |          |          |
| CALLING LAKE     | 74  | 85      | 75      | 74      | 66      | 82      | 77      | 74      | 73      | 57      | 72       | 65       | 74       |
| CAREER PATHWAYS  |     |         |         |         |         |         |         |         |         |         | 79       | 79       | 84       |
| CHIPEWYAN LAKE   | 75  |         | 96      | 36      | 74      | 100     | 36      | 36      | 66      | 100     | 100      |          |          |
| CONKLIN          | 77  | 82      | 94      | 91      | 100     | 88      | 80      | 97      | 97      |         |          |          |          |
| DR. MARY JACKSON | 83  | 81      | 93      | 91      | 87      | 89      | 87      | 87      | 87      |         | 87       |          |          |
| ELIZABETH        | 83  | 80      | 87      | 90      | 85      | 85      | 86      | 83      | 81      |         |          |          |          |
| FATHER R. PERIN  | 77  | 66      | 73      | 67      | 88      | 52      | 67      | 62      | 74      | 73      |          |          |          |
| FORT MCKAY       | 62  | 82      | 80      | 81      | 83      | 78      | 80      | 86      | 78      |         |          |          |          |
| GIFT LAKE        | 76  | 79      | 84      | 80      | 83      | 82      | 80      | 65      | 68      | 64      |          |          |          |
| GROUARD          | 73  | 87      | 89      | 84      | 85      | 76      | 86      | 52      | 89      | 89      |          |          |          |
| HILLVIEW-EAST PR | 98  | 73      | 92      | 98      | 90      | 95      | 91      |         |         |         |          |          |          |
| J. F. DION       | 94  | 90      | 87      | 94      | 84      | 99      | 98      | 61      |         |         |          |          |          |
| KATERI           | 74  | 85      | 93      | 86      | 91      | 73      | 71      | 86      | 39      | 57      | 48       | 78       | 85       |
| LITTLE BUFFALO   | 58  | 74      | 59      | 78      | 62      | 77      | 57      | 67      | 66      | 57      | 55       | 62       | 84       |
| MISTASSINIY      |     |         |         |         |         |         |         | 76      | 67      | 64      | 56       | 48       | 53       |
| PADDLE PRAIRIE   | 73  | 81      | 79      | 65      | 65      | 77      | 73      | 68      | 79      | 61      | 59       | 78       | 68       |
| PEERLESS LAKE    | 86  | 91      | 88      | 84      | 82      | 82      | 90      | 91      | 78      | 83      | 85       | 82       | 77       |
| PELICAN MOUNTAIN | 76  | 41      | 79      | 74      | 80      | 100     | 90      |         |         |         |          |          |          |
| ST. THERESA      | 74  | 81      | 82      | 84      | 79      | 81      | 81      |         |         |         |          |          |          |
| SUSA CREEK       | 85  | 59      | 74      | 87      | 89      | 83      | 85      | 94      | 75      |         |          |          |          |



**Student Attendance by Division**  
for the Month of April, 2014

| School           | ECS | Div 1 | Div 2 | Div 3 | Div 4 |
|------------------|-----|-------|-------|-------|-------|
| Anzac            | 85  | 87    |       |       |       |
| ADCS             | 74  | 74    | 69    | 67    | 62    |
| Bill Woodward    |     |       | 86    | 93    | 92    |
| Bishop Routhier  | 65  | 81    | 86    |       |       |
| Calling Lake     | 75  | 83    | 80    | 72    | 64    |
| Chipewyan Lake   | 59  | 92    | 82    | 78    | 92    |
| Conklin          | 76  | 91    | 88    | 92    |       |
| Dr. Mary Jackson | 87  | 89    | 85    | 80    | 80    |
| Elizabeth        | 92  | 90    | 93    | 88    |       |
| Fr. R. Perin     | 70  | 61    | 63    | 60    |       |
| Fort McKay       | 70  | 83    | 81    | 74    |       |
| Gift Lake        | 78  | 83    | 83    | 75    |       |
| Grouard          | 80  | 87    | 87    | 85    |       |
| Hillview         | 89  | 85    | 92    |       |       |
| J.F. Dion        | 89  | 86    | 89    | 64    |       |
| Kateri           | 72  | 88    | 81    | 69    | 63    |
| Little Buffalo   | 61  | 68    | 70    | 66    | 70    |
| Mistassiniy      |     |       |       | 71    | 44    |
| Pelican Mountain | 83  | 79    | 86    |       |       |
| Paddle Prairie   | 79  | 84    | 80    | 81    | 71    |
| Peerless Lake    | 89  | 89    | 88    | 89    | 79    |
| St. Theresa      | 80  | 84    | 83    |       |       |
| Susa Creek       | 86  | 84    | 87    | 82    |       |
| All Schools      | 79  | 83    | 83    | 75    | 57    |





# Staff Attendance (Based on Leave Applications)

February 1, 2014 to April 30, 2014

|                      | # of Staff | Calendar Days | Possible Days | Actual Days Recorded | Actual Attendance | # of P.D. Days Taken | # of "Other" Days Taken | % Attendance | % Absent | % Absent for PD | % of Other |
|----------------------|------------|---------------|---------------|----------------------|-------------------|----------------------|-------------------------|--------------|----------|-----------------|------------|
| Certificated Staff   | 197        | 56            | 11032         | 1107.5               | 9924.5            | 64                   | 1043.5                  | 90%          | 10%      | 0.58%           | 9.46%      |
| Uncertified Staff    | 176        | 56            | 9856          | 879.5                | 8976.5            | 51                   | 828.5                   | 91%          | 9%       | 0.52%           | 8.41%      |
| Maintenance Staff    | 55         | 60            | 3300          | 187.5                | 3112.5            | 2                    | 185.5                   | 94%          | 6%       | 0.06%           | 6%         |
| Central Office Staff | 43         | 60            | 2580          | 113                  | 2467              | 0                    | 113                     | 96%          | 4%       | 0.00%           | 4%         |

## Types of Leaves:

Annual Leave  
 ATA  
 Casual Sick Days  
 Compassionate  
 Conference  
 Critical Care Leave  
 Evergreen  
 Family Care Days  
 FNMI  
 Leave – Other  
 Lieu Days

## Maintenance includes:

Area Maintenance Workers  
 Custodial Staff

## Central Office Staff includes:

Ped Supervisors



## Staffing Update - May 15, 2014

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|                  | Certified Staff | Certified Staff - NL | Early Childhood Instructors | ECS - PUF | Teacher Assistants | Special Assistants | School Community Liaison Worker | Family Community Liaison Advisor | Library Assistant | Native Language Instructor | Clerical | Total by School |
|------------------|-----------------|----------------------|-----------------------------|-----------|--------------------|--------------------|---------------------------------|----------------------------------|-------------------|----------------------------|----------|-----------------|
| Anzac            | 6               | 0                    | 0                           | 0         | 1                  | 0                  | 0                               | 0.25                             | 0.5               | 0.25                       | 1        | 9               |
| ADCS             | 18              | 0                    | 0                           | 0         | 1                  | 4                  | 1                               | 0                                | 0                 | 2                          | 1        | 27              |
| Bill Woodward    | 8               | 0                    | 0                           | 0         | 0                  | 4.2                | 1                               | 0                                | 0.5               | 0                          | 1        | 14.7            |
| Bishop Routhier  | 5               | 0                    | 0                           | 0         | 0                  | 4                  | 0                               | 0                                | 0                 | 0                          | 1        | 10              |
| Calling Lake     | 12              | 0                    | 0                           | 0         | 0                  | 4                  | 0                               | 0                                | 0                 | 1                          | 1        | 18              |
| Career Pathways  | 2               | 0                    | 0                           | 0         | 1                  | 0                  | 0                               | 0                                | 0                 | 0                          | 0        | 3               |
| Chipeewyan Lake  | 2               | 0                    | 0                           | 0.6       | 0.58               | 0                  | 0                               | 0                                | 0                 | 0.33                       | 0.27     | 3.78            |
| Conklin          | 4               | 0                    | 0                           | 0         | 1                  | 0                  | 0                               | 0                                | 0                 | 0                          | 1        | 6               |
| Dr. Mary Jackson | 2               | 0                    | 1                           | 1         | 1                  | 1                  | 0                               | 0                                | 0                 | 0                          | 1        | 7               |
| Elizabeth        | 9.4             | 0                    | 1                           | 1.8       | 1                  | 0                  | 0                               | 0                                | 0                 | 1                          | 1        | 15.2            |
| Father R. Perin  | 7               | 0                    | 0                           | 0         | 0                  | 0.6                | 0                               | 0                                | 0                 | 0                          | 0.6      | 8.2             |
| Fort McKay       | 7               | 1                    | 0                           | 0         | 4.5                | 0.5                | 0                               | 0                                | 0                 | 1                          | 1        | 15              |
| Gift Lake        | 13              | 0                    | 1                           | 0         | 2                  | 4.5                | 1                               | 0                                | 1                 | 1                          | 1        | 24.5            |
| Grouard          | 7               | 1                    | 0                           | 1         | 3                  | 1                  | 1                               | 0                                | 0                 | 0                          | 1        | 15              |
| Hillview         | 3               | 0                    | 0                           | 0         | 1.5                | 0                  | 0                               | 0                                | 0.2               | 0.5                        | 0.8      | 6               |
| J.F. Dion        | 5.58            | 0                    | 0                           | 0.4       | 0                  | 0.74               | 1                               | 0                                | 0                 | 0                          | 1        | 8.72            |
| Kateri           | 7               | 0                    | 0                           | 0         | 1                  | 1                  | 0                               | 0                                | 0                 | 1                          | 1        | 11              |
| Little Buffalo   | 12              | 0                    | 0                           | 0         | 1                  | 4                  | 1                               | 0                                | 0                 | 1                          | 1        | 20              |
| Mistassini       | 20              | 0                    | 0                           | 0         | 3                  | 3                  | 0                               | 2                                | 0                 | 1                          | 2        | 31              |
| Paddle Prairie   | 8               | 0                    | 0                           | 0         | 2                  | 1                  | 0                               | 0                                | 0                 | 0.5                        | 1        | 12.5            |
| Peerless Lake    | 10              | 0                    | 0                           | 0         | 1                  | 2                  | 1                               | 0                                | 0                 | 1                          | 1        | 16              |
| Pelican Mountain | 2               | 0                    | 0                           | 0         | 0.75               | 0                  | 0                               | 0                                | 0                 | 0.25                       | 0        | 3               |
| St. Theresa      | 22              | 0                    | 1                           | 5         | 6                  | 4.5                | 0                               | 1                                | 1                 | 2                          | 2        | 44.5            |
| Susa Creek       | 3.6             | 0                    | 0                           | 1         | 1                  | 0                  | 0                               | 0                                | 0                 | 0.4                        | 0.85     | 6.85            |
| Totals           | 195.58          | 2                    | 4                           | 10.8      | 33.33              | 40.04              | 7                               | 3.25                             | 3.2               | 14.23                      | 22.52    | 335.95          |



| <b>School Visits by Department</b><br><b>September 1, 2013 - April 30, 2014</b> |                   |                               |               |
|---|-------------------|-------------------------------|---------------|
|   | <b>Management</b> | <b>Learning Services Team</b> | <b>Totals</b> |
| Anzac   | 1                 | 16                            | 17            |
| ADCS  | 11                | 26                            | 37            |
| Bill Woodward   | 2                 | 13                            | 15            |
| Bishop Routhier   | 3                 | 10                            | 13            |
| Career Pathways   | 19                | 23                            | 42            |
| Calling Lake  | 10                | 18                            | 26            |
| Chipewyan Lake  | 1                 | 7                             | 8             |
| Conklin   | 4                 | 16                            | 20            |
| Dr. Mary Jackson  | 3                 | 6                             | 9             |
| East Prairie/Hillview   | 3                 | 16                            | 19            |
| Elizabeth   | 1                 | 11                            | 13            |
| Fort McKay  | 7                 | 23                            | 30            |
| Fr. R. Perin  | 10                | 15                            | 25            |
| Gift Lake   | 15                | 25                            | 39            |
| Grouard   | 2                 | 12                            | 14            |
| J.F. Dion   | 1                 | 9                             | 11            |
| Kateri  | 7                 | 10                            | 17            |
| Little Buffalo  | 4                 | 10                            | 15            |
| Mistassiniy   | 16                | 22                            | 33            |
| Paddle Prairie  | 1                 | 3                             | 4             |
| Peerless Lake   | 6                 | 6                             | 12            |
| Pelican Mountain  | 1                 | 15                            | 16            |
| St. Theresa   | 10                | 21                            | 31            |
| Susa Creek  | 2                 | 6                             | 8             |

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## Calling Lake Students Travel to Ottawa



Grade 10 and 11 students from Calling Lake School experienced a trip of a lifetime in Ottawa!

Sharon Loonskin and Jocelyn Arther, Calling Lake School Teachers, organized an exchange through the YMCA Youth Exchanges Canada Program with Nepean High School. The exchange began with Nepean students visiting Calling Lake in April. Before arriving in the northern Alberta community, Nepean students studied Aboriginal History. The visit gave students a taste of First Nations, Métis and Inuit (FNMI) culture through the lens of students, parents and community members in Calling Lake.

From May 4th until May 10th, Calling Lake students explored many sites such as Nepean High School, Canadian War Museum, Parliament Hill, Canadian Museum of Civilization, Canada Science and Technology Centre Museum and a chance to venture into Montreal.

"I am so proud of the effort and time my staff put into organizing this trip for our students," said Cheryl Saddleback, Calling Lake School Principal. "Our students really took ownership of the opportunity as well. They were great hosts and created some wonderful friendships with

the students in Ottawa. It is so important to create and embrace opportunities for our students.”

The field trip was showcased on CBC News on May 5th. See the link below to view the story online!

<http://www.cbc.ca/news/aboriginal/ottawa-and-calling-lake-students-forge-powerful-partnership-1.2632838>





## NSD61 Long Service and Recognition Awards



Northland School Division (NSD61) hosted the 2014 Long Service and Recognition Awards on May 8, 2014. The event is held every year to recognize teachers, principals and support staff for special achievements and for years of service

### **Excellence in Teaching Award**

Kirk Keating, Teacher, Bill Woodward School (Anzac)

Judy Meyer, Teacher, Mistassiniy School (Wabasca-Desmarais)

Robert Rowland, Teacher, St. Theresa School (Wabasca-Desmarais)

### **Edwin Parr Teacher Award**

Deborah McLeod-Gladue, St. Theresa School (Wabasca-Desmarais)

Ashley Jones, Bill Woodward School (Anzac)

Arlene Eldridge, Little Buffalo School (Little Buffalo)

### **20 Years of Service**

Julie Mercredi, Teacher, Fort McKay School (Fort McKay)

Laurie Collins, Teacher, Elizabeth School (Elizabeth Métis Settlement)

Lorraine Ridsdale, Teacher, Paddle Prairie School (Paddle Prairie)

Christine Brown, Teacher, St. Theresa School (Wabasca-Desmarais)

Don Tessier, Associate Superintendent

Emily Hunt, School Food Services Operations Manager

Bryan Parker, Plumber

### **25 Years of Service**

Rose Carifelle, Special Assistant, Bishop Routhier School (Peavine Métis Settlement)

Connie Toft, Teacher, Calling Lake School (Calling Lake)

Doris Christian, Bus Driver, Dr. Mary Jackson School (Keg River)

Laura Collins, Native Language Instructor, Elizabeth School (Elizabeth Métis Settlement)

Doreen Gladue, Caretaker, Kateri School (Trout Lake)

Pauline Yellowknee, Teacher Assistant, Kateri School (Trout Lake)

Donna Yellowknee, Teacher Assistant, Kateri School (Trout Lake)

Sophie Gladue, Native Language Instructor, Mistassiniy School (Wabasca-Desmarais)

Nandia Narine, Teacher, St. Theresa School (Wabasca-Desmarais)

Shelley Stevenson, Acting Principal, St. Theresa School (Wabasca-Desmarais)

Susan Chartrand, Teacher, Susa Creek School (Susa Creek)

### **30 years of Service**

Norbert Halcrow, Caretaker, Grouard Northland School (Grouard)

### **35 years of Service**

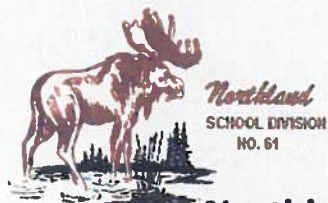
Eileen Auger, Teacher Assistant, St. Theresa School (Wabasca-Desmarais)

Rosalynn Gladue, Library Assistant, St. Theresa School (Wabasca-Desmarais)

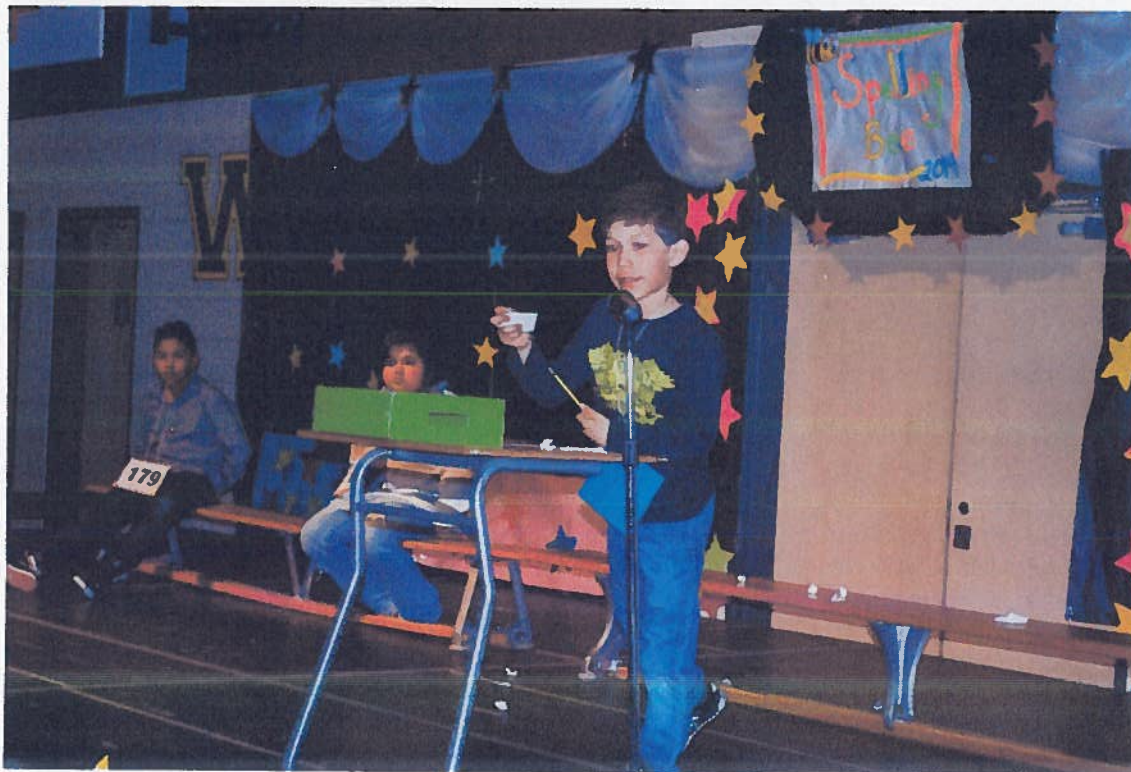
### **Retirement**

Peter Patrick, Teacher, Grouard Northland School (Grouard)

Eliza Gullion, Native Language Instructor, Kateri School (Trout Lake)



## Northland School Division No. 61 Regional Spelling Bee



Dinner, D-I-N-N-E-R!

That is what Sidney Roasting spelled correctly to win in the grade 3 category at Northland School Division's (NSD61) Regional Spelling Bee at St. Theresa School in Wabasca-Desmarais! Over 50 Kindergarten to Grade 6 students from 5 schools competed in the event; 4 from NSD61 and Bigstone Cree Nations Oskî Pasikoniwew Kamik (OPK) School. The four NSD61 schools included St. Theresa School in Wabasca, Hillview School in East Prairie, Dr. Mary Jackson School in Keg River and Peerless Lake School. Students from each school qualified for the Regional Spelling Bee after placing 1st or 2nd in their local Spelling Bee. Congratulations to all participants, organizers and winners!

### Kindergarten

1st – Darbi Bissell (St. Theresa)

2nd- Ashley Auger (St. Theresa), Paula Houle (Peerless Lake)



**Grade 1**

1st- Jacob Dunham (St. Theresa)

2nd- Zach Bileal (St. Theresa)

3rd- Amaris Noskiye (OPK)

**Grade 2**

1st- Kaidon Gagnon (St. Theresa)

2nd- Youtin Alook (St. Theresa)

3rd- Halle Alook- Gullion (OPK)

**Grade 3**

1st- Sidney Roasting (St. Theresa)

2nd- Madison Hamelin (Dr. Mary Jackson)

3rd- Dru Gladue (OPK)

**Grade 4**

1st- Madison Cardinal (Peerless Lake)

2nd- Draven Muskego (OPK)

3rd- Caleigh Taron-McGrath (St. Theresa)

**Grade 5**

1st- Bethany Orr (OPK)

2nd- Justin Gladue (OPK)

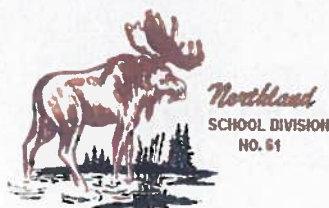
3rd- Alex Dunham (St. Theresa)

**Grade 6**

1st - Rae-Lynn Anderson (Hillview)

2nd- Sammy Auger (St. Theresa)

3rd- Eliana Desgroseillers (Dr. Mary Jackson)



## **Wabasca-Desmarais Educator Nominated for Edwin Parr Teacher Award**



Northland School Division No.61 (NSD61) is pleased to announce that Deborah Gladue-McLeod, St. Theresa School Teacher, has been selected as NSD61's 2014 Edwin Parr Teacher Award Nominee. The Edwin Parr Teacher Award recognizes first year teachers that demonstrate exemplary dedication and commitment in the field of education.

"I am extremely honoured to be chosen as the Edwin Parr Nominee for Northland School Division", said Gladue-McLeod.

Deborah, who started out as a teacher assistant with NSD61, teaches grade 1 at St. Theresa School. She was one of 20 first year NSD61 teachers to graduate from the Aboriginal Teachers Education Program (ATEP) in 2013.

"Mrs. Gladue-McLeod has developed a great rapport with parents and developed communication connections with them by making phone calls home, visiting homes, meeting with parents at school and sending newsletters," said Shelley Stevenson, St. Theresa School Acting Principal. "She strives to make each student succeed at their level. Students feel loved and safe in her classroom."

Deborah has been praised for developing lesson plans to help students succeed and make connections.

"Family is essentially the most important need in my eyes and making those connections for students has been a top priority," said Gladue-McLeod. "I try to meet all learning styles because if my students express themselves best through drawing or by explaining themselves verbally, then it is always honoured and respected. Just because someone cannot read or write doesn't mean they are not capable of learning and that is why I have my students demonstrate their learning through projects, presentations or simulations."

Deborah, who is originally from Wabasca, is always willing to volunteer her time.

"Mrs. Gladue-McLeod volunteers at school functions such as sporting events and carnivals," said Stevenson. "She is also part of the Mentorship Program where staff members are mentoring other students. She works hard for the benefit of all students in our school."

Deborah says she is thankful to many institutions for her success and believes that ATEP has helped her develop into the teacher she has become.

"NSD61 has always been supportive in my determination to pursue my career when I wanted to become a teacher assistant and then a teacher," said Gladue-McLeod. "I am thankful to the University of Alberta, Northland School Division and Northern Lakes College for developing ATEP. I am also thankful to Bigstone Cree Nation."

Deborah was recognized at the NSD61 Long Service and Recognition Awards at the Sawridge Inn in Peace River on May 8<sup>th</sup>. She was accompanied by Ashley Jones from Bill Woodward School (Anzac) and Little Buffalo School's Arlene Eldridge who were both in the running for the nomination. Deborah will also be recognized at the Alberta School Boards Association (ASBA) Zone One Awards Luncheon in the fall.



P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
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 Fax: 780-624-5914

[www.northland61.ab.ca](http://www.northland61.ab.ca)  
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## Kateri School Students Shine in Lego Robotics Tournament

*For immediate release – May 28, 2014*



Northland School Division No.61 (NSD61) is celebrating a true Cinderella story!

Kateri School, located in Trout Lake, overcame the odds to earn a third place finish at Fort McMurray Public School's 4<sup>th</sup> Annual Lego Robotics Tournament!

The Kateri Wolves made the nine hour trek to compete against 27 schools in the Fort McMurray region. The event saw students in grades 4 to 9 design and program Lego robots to emulate human like challenges such as time trial racing and sumo wrestling.





P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
 Phone: 780-624-2060 or 1-800-362-1360  
 Fax: 780-624-5914

[www.northland61.ab.ca](http://www.northland61.ab.ca)  
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The achievement is truly remarkable considering students had a short period of time to prepare for the event. Andrea Horton, Kateri School Teacher says she is very proud of the kids.

"It was really short notice so more rational people probably would have said are you crazy not this year but we said ok let's do it," said Horton. "The kids have really taken to it; we have a few who have a natural aptitude for it. Everyone has worked very hard and I couldn't be more proud of the kids."

Paul Neethling, Technology Specialist for Kee Tas Kee Now Tribal Council (KTC), started introducing Lego robotics to NSD61 and KTC schools during the 2012-2013 school year. Neethling says the kids accomplished a feat that they will never forget.

"I am so proud of these kids," said Neethling. "These students overcame challenging circumstances to achieve success! They practiced three days a week and worked very hard to make sure the programming and design for each robot was just right."

Neethling believes Lego Robotics has the potential to play an important role in 21<sup>st</sup> Century learning for our students and support Inspiring Education and the student-centred learning competencies of the Learning and Technology Policy Framework.

"[Lego Robotics] provides an exceptional opportunity for hands on learning," said Neethling. "The most important purpose of Lego Robotics is it gives students a view of what the engineering world looks like. In the engineering world, you need strong skills in math, science and literacy. You need to be able to read instructions, you need to be able to communicate your ideas when writing programs and you need to be able to solve problems and create solutions."

Lillian Noskiye was one of many parents to attend the event. She says she has witnessed the benefits of kids learning Lego Robotics.

"I really like the idea of [students] coming out to an event like the [Lego Robotics Tournament]," said Noskiye. "The kids are able to interact with other schools and learn different cultures. I like the technology part of Lego robotics because it gives them more hands on learning. It teaches them a little bit of everything."





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Tyler Yellowknee was one of 11 students who represented the Kateri Wolves in Fort McMurray. He says he is proud of how everyone performed in the tournament and explained that Lego Robotics has helped him think about his future.

"[Lego Robotics] makes me feel like a mechanic," said Yellowknee. "Lego Robotics has helped me think about becoming a mechanic someday."

For media enquiries contact:

Curtis Walty, Communications Coordinator  
Office: 1-780-624-2060 extension: 6183  
Cell: 1-780-219-1870



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2013**

**PRESENTED BY:**      SHERRIE BUCHNER, SUPERVISOR OF TECHNOLOGY, JASON JUNEAU, IT  
NETWORK ADMINISTRATOR, PATTY JOHNSON, PURCHASING  
ACCOUNTS CLERK

**SUBJECT:**            PROPOSAL FOR RFP FOR MANAGED PRINT, COPY, SCAN AND FAX  
SERVICES

---

**ORIGINATOR:**      DENNIS WALSH, SECRETARY-TREASURER

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees authorize administration to proceed with the development and posting of an RFP for a managed print, copy, scan and fax solution for Northland School Division No. 61. |

\*\*\*\*\*

**CURRENT SITUATION:**

We learned in the Current State Assessment that the division had 221 devices, including:

- Ink jet printers,
- personal and workgroup printers,
- black & white and colour printers
- Fax machines
- Scanners

There are 126 models, meaning that every second print, copy, scan or fax device is different from all the rest.

There were 13 brands, including Brother, Canon, Epson, HP, Lexmark, Ricoh, Samsung, Toshiba, Xerox and others.

The local School Tech Contact (STC) and/or IT Services are expected

to maintain most of these as many companies cannot or do not include service in the contract or warranty.

Northland IT Services are expected to maintain networking, emailing, and faxing features on all brands and models and were usually not involved in the purchase choice.

#### **BACKGROUND:**

They calculated back in March 2012 that the annual cost for the print, scanner and fax devices, service and consumables (mainly ink and toner) was estimated to be \$409,747.

The numbers are difficult to verify as some schools use Expense accounts, Furniture & Equipment accounts, Donations, School Generated Funds, AND the Printing Cost account to pay for consumables and devices.

Many teachers bring in their own printers and charge the school for ink and toner.

#### **OPTIONS:**

1. supports **standardizing and centralizing** purchasing of networked and shared printing, copying, faxing and scanning multi-function devices with a single vendor.
2. supports **posting an RFI or RFP** on Alberta Purchasing Connection for a managed print, copy, scan & fax solution for Northland School Division by Finance in partnership with IT Services and a Print/copy/scan/fax solution committee.
3. supports the **Purchasing Department managing** and overseeing print, copy, scan and fax device purchasing and payments.
4. supports continuous communication with schools to consciously **reduce the volume of printing** across the division, led by Communications.
5. supports **removal of old devices** and keeping personal printers at home

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 418 – STAFF EDUCATIONAL LEAVE (DIVISIONAL OFFICE)

---

**ORIGINATOR:** PERSONNEL COMMITTEE

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees accept the attached changes to Procedure 418 – Staff Educational Leave (Divisional Office), in principle. |

\*\*\*\*\*

**CURRENT SITUATION:** Procedure 418 currently provides ½ tuition reimbursement up to a maximum of \$1,500.00 per school year, upon successful completion and with prior approval from the Superintendent of Schools, to central office staff not covered under the collective agreement

**BACKGROUND:** The practice in Northland School Division has been to parallel benefits from the Northland Teachers' Collective Agreement. The last settlement changed the tuition benefit for teachers from ½ coverage to 75% coverage.

**OPTIONS:**



**Procedure 418****Staff Educational  
Leave (Divisional  
Office)**

---

**Background**

It is important that positions in divisional office be staffed with well-qualified staff in order that the best educational opportunities will be provided to the students and the communities. In order that staff members are given an opportunity to complete their educational studies, opportunities for educational leave will be provided when it is deemed to be in the best interests of the division.

**Procedures**

1. Support for staff development shall be as follows:
  - 1.1 Fees for evening and/or home study courses, relevant to the employee's position, will be reimbursed to the employee at ~~1/2~~ **75%** the cost of tuition, to a maximum of \$1,500.00 per year upon proof of successful completion of the course and a receipt for cost. The staff member must have written approval from the superintendent prior to commencement of the coursework for reimbursement of fees.
  - 1.2 A return service commitment to a maximum of one year may be required as a condition of financial assistance.
2. The prime consideration for the granting of any educational leaves shall be based upon the educational needs of the division.
3. Support for education leave shall be as follows:
  - 3.1 Staff members wishing to be considered for educational leave must submit their request to the superintendent by February 28 of the year in which the leave is to commence.
  - 3.2 Requests for leaves must specify the nature of the program for which the leave is being requested and its application to the staff member's responsibilities.
4. Educational leaves may be granted for a period of up to one year. A further leave request may be considered if additional time is warranted in order to complete the program.



1970-1971  
1972-1973  
1974-1975  
1976-1977

1978-1979  
1980-1981  
1982-1983  
1984-1985

1970-1971

The first year of the project was spent in the field collecting data on the distribution and abundance of the various species of fish in the study area. This was done by using a variety of methods including trawling, casting nets, and hand catching.

1972-1973

In the second year of the project, the focus was on the analysis of the data collected in the first year. This involved a detailed examination of the distribution and abundance of the various species of fish, and the relationship between these factors and the environmental conditions of the study area.

1974-1975

The third year of the project was spent in the field collecting data on the distribution and abundance of the various species of fish in the study area. This was done by using a variety of methods including trawling, casting nets, and hand catching.

In the fourth year of the project, the focus was on the analysis of the data collected in the third year. This involved a detailed examination of the distribution and abundance of the various species of fish, and the relationship between these factors and the environmental conditions of the study area.

The fifth year of the project was spent in the field collecting data on the distribution and abundance of the various species of fish in the study area. This was done by using a variety of methods including trawling, casting nets, and hand catching.

In the sixth year of the project, the focus was on the analysis of the data collected in the fifth year. This involved a detailed examination of the distribution and abundance of the various species of fish, and the relationship between these factors and the environmental conditions of the study area.

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 420 – PARAPROFESSIONAL STAFF EDUCATION LEAVE

---

**ORIGINATOR:** PERSONNEL COMMITTEE

| <b>RECOMMENDATION</b>   |
|---|
| That the Board of Trustees accept the attached changes to Procedure 420 – Paraprofessional Staff Education Leave, in principle. |

\*\*\*\*\*

**CURRENT SITUATION:** Procedure 420 currently provides ½ tuition reimbursement up to a maximum of \$1,500.00 per school year, upon successful completion and with prior approval from the Superintendent of Schools, to paraprofessional staff members.

**BACKGROUND:** The practice in Northland School Division has been to parallel benefits from the Northland Teachers' Collective Agreement. The last settlement changed the tuition benefit for teachers from ½ coverage to 75% coverage.

**OPTIONS:**

BOARD OF TRUSTEES

FOR THE YEAR 1911

REPORT OF THE BOARD

TO THE STOCKHOLDERS

OF THE

AMERICAN TRADING COMPANY

FOR THE YEAR 1911

THE BOARD OF TRUSTEES

OF THE

AMERICAN TRADING COMPANY

REPORTS TO THE STOCKHOLDERS

OF THE

AMERICAN TRADING COMPANY

FOR THE YEAR 1911

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AMERICAN TRADING COMPANY

REPORTS TO THE STOCKHOLDERS

OF THE

AMERICAN TRADING COMPANY

FOR THE YEAR 1911

**Procedure 420****Paraprofessional  
Staff Education  
Leave**

---

**Background**

Educational leave may be granted to Teacher Assistants, Library Assistants, School/Community Liaison Workers, Native Language Instructors, Special Assistants and Early Childhood Instructors who wish to pursue upgrading courses, college level courses leading to a certificate or diploma, or university level courses leading to a B.Ed.

**Procedures**

1. Upgrading courses will be supported in accordance with the following:
  - 1.1 Fees for evening and/or home study courses, relevant to the employee's position, will be reimbursed to the employee at ~~1/2~~ **75%** the cost of tuition, to a maximum of \$1,500.00 per year upon proof of successful completion of the course and a receipt for cost. The staff member must have written approval from the Superintendent prior to commencement of the coursework for reimbursement of fees.
  - 1.2 A return service commitment to a maximum of one year may be required as a condition of financial assistance.
2. Educational leave for paraprofessionals that wish to enter a college, or university acceptable to the Superintendent shall be in accordance with the following:
  - 2.1 In order for an individual to qualify for support, the following conditions must apply:
    - 2.1.1 A current employee of the Board in a paraprofessional capacity
    - 2.1.2 Have a successful record of performance of duties
    - 2.1.3 Obtain support from the Local School Board Committee
    - 2.1.4 The written application to the Superintendent is submitted by February 28 of the year in which the leave is to commence.
3. Subject to budget availability, education leave may be granted to a maximum of four applicants in each academic year.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 422 – SUPPORT STAFF EDUCATION LEAVE (FIELD BASED)

---

**ORIGINATOR:** PERSONNEL COMMITTEE

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees accept the attached changes to Procedure 422 – Support Staff Education Leave (Field Based), in principle. |

\*\*\*\*\*

**CURRENT SITUATION:** Procedure 422 currently provides ½ tuition reimbursement up to a maximum of \$1,500.00 per school year, upon successful completion and with prior approval from the Superintendent of Schools, to school based support staff not covered under the collective agreement.

**BACKGROUND:** The practice in Northland School Division has been to parallel benefits from the Northland Teachers' Collective Agreement. The last settlement changed the tuition benefit for teachers from ½ coverage to 75% coverage.

**OPTIONS:**



CONSTITUTION

ARTICLE I

SECTION 1

ALL LEGISLATIVE POWERS SHALL BE VESTED IN A SENATE AND HOUSE OF REPRESENTATIVES, WHICH SHALL BE CALLED THE CONGRESS OF THE UNITED STATES.

THE HOUSE OF REPRESENTATIVES SHALL BE COMPOSED OF MEMBERS ELECTED BY THE PEOPLE OF THE SEVERAL STATES, AND THE ELECTIONS SHALL BE IN EACH STATE IN SUCH MANNER AS THE LEGISLATURE THEREOF MAY DETERMINE.

NO REPRESENTATIVE SHALL HOLD HIS OFFICE LONGER THAN TWO YEARS, BUT HE MAY BE RE-ELECTED.

NO REPRESENTATIVE SHALL, WHEN ELECTED, BE UNDER THE AGE OF TWENTY-ONE YEARS, SEVEN YEARS SHALL HAVE ELAPSED SINCE HE WAS BORN, AND HE SHALL, WHEN ELECTED, BE A NATURAL-BORN CITIZEN OF THE UNITED STATES, AND SHALL, WHEN ELECTED, BE A RESIDENT OF THE STATE IN WHICH HE SHALL BE REPRESENTED.

THE HOUSE OF REPRESENTATIVES SHALL CHOOSE A SPEAKER, AND CLERK, AND MAY DETERMINE THE RULES OF ITS PROCEEDINGS, AND THE ELECTIONS, QUALIFICATIONS, AND DISQUALIFICATIONS OF ITS MEMBERS, AND THE TIME OF MEETING, AND THE PLACE OF MEETING, AND THE ADJOURNMENT, AND MAY CONDEMN AND PUNISH MEMBERS FOR MISBEHAVIOR, AND MAY EXPEL A MEMBER.

THE HOUSE OF REPRESENTATIVES SHALL HAVE THE SOLE POWER OF IMPEACHMENT, AND THE TRIAL OF IMPEACHMENTS SHALL BE IN THE SENATE.

THE HOUSE OF REPRESENTATIVES SHALL HAVE THE SOLE POWER TO BRING IMPEACHMENTS, AND THE TRIAL OF IMPEACHMENTS SHALL BE IN THE SENATE.

**Procedure 422****Support Staff  
Education Leave  
(Field Based)**

---

**Background**

Qualified personnel should occupy all support staff positions. Therefore there is a need to provide opportunities for educational leave in order that staff members may complete educational studies that will enhance their competencies and provide them with opportunities for career advancement.

**Procedures**

1. Support for upgrading courses shall be as follows:
  - 1.1 Fees for evening and/or home study courses, relevant to the employee's position, will be reimbursed to the employee at ~~1/2~~ **75%** the cost of tuition, upon proof of successful completion of the course and a receipt for cost. The staff member must have written approval from the superintendent prior to commencement of the coursework for reimbursement of fees.
  - 1.2 A return service commitment to a maximum of one year may be required as a condition of financial assistance.
2. Support for education leave shall be as follows:
  - 2.1 The key consideration for all education leave shall be the education needs of the division.
  - 2.2 All requests for education leaves must be supported by the immediate supervisor before consideration can be given.
  - 2.3 Employees requesting education leave shall obtain support from the Local School Board Committee.
  - 2.4 Requests for education leave shall be submitted to the superintendent by February 28 of the year in which the leave is to commence.
  - 2.5 Education leave may be granted to two applicants in each school year, subject to budget availability.
  - 2.6 Education leave requests will be granted for a period of up to one year. A further leave request may be considered on completion of the original leave, if additional time is warranted for program completion.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 434 – SALARY ADMINISTRATION

---

**ORIGINATOR:** PERSONNEL COMMITTEE

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees accept the attached changes to Procedure 434 – Salary Administration, in principle. |

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

- Changes to Procedure 424 in March 2013 redefined vacation allocation for all central office staff. Support staff and professional staff, as well as new and experienced personnel now have experience in the same or similar position in other organizations recognized for vacation allocations.
- Northland's procedure of recognizing non-NSD experience for grid placement has been applied inconsistently over the years.
- The general practice has been to recognize up to 3 years of experience when placing people on grids. This has not been applied consistently. Some people have had no recognition of previous experience, while others have been granted additional experience beyond the three years.
- Additional experience can be recognized if the experience took place in NSD at a different time or with approval of the superintendent. There is not recognition for direct

experience in the same position elsewhere, nor recognition for similar experience in other organizations.

- The most significant impact of this policy has been to staff being recruited to positions in Northland's central office services.
- Compensation may also be used as an incentive to attract experienced essential personnel, such as Directors, Executive Assistants and Plumbers.

#### **OPTIONS:**



## Procedure 434

### Salary Administration

The Board believes that it should establish criteria that are well known to employees relative to salary determination.

#### Guidelines

The following apply to all staff: support, casual, paraprofessionals, **and professional** (except those **covered defined** under the Collective Agreement).

#### 1. Initial Salary Placement

1.1 Grade Placements represent salary ranges for various categories of personnel.

1.1.1 Newly appointed personnel are placed according to the salary level (grade) as determined in the job description.

1.2 Step Placements represent salary ranges for recognition of experience in the position or in an equivalent position.

~~1.2.1 Newly appointed personnel are placed according to previous experience up to a maximum of three years.~~

~~1.2.1.1 Additional experience can be recognized if experience was completed in Northland School Division at a different time or upon the approval of the Superintendent.~~

#### 2. Performance Increments

2.1 Each grade classification has a minimum and maximum salary range (steps). As detailed above, new employees generally start near the minimum of the range and are entitled to move through the range by being granted performance increments. The procedure for granting performance increments is as follows:

2.1.1 Employees are eligible for a performance increment:

2.1.1.1 on completion of probation if detailed in the offer of employment.





## Procedure 434

### Salary Administration

---

- 2.1.1.2 On September 1<sup>st</sup>, providing an increment has not been granted in the preceding three months, and the employee has held the position for three complete months.
- 2.1.2 Increments shall be granted by the Superintendent on the recommendation of the employee's Supervisor.
  - 2.1.2.1 Generally, one increment is granted; however, if the employee's responsibilities have changed significantly, two increments may be granted.
  - 2.1.2.2 Total annual increments awarded shall never exceed two.

## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DENNIS WALSH, SECRETARY-TREASURER

**SUBJECT:** 2014-2015 BUDGET

---

**ORIGINATOR:** FINANCE, MAINTENANCE, TRANSPORTATION COMMITTEE

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees approve the 2014-2015 budget as attached. |

\*\*\*\*\*

**CURRENT SITUATION:** This budget must be submitted by May 31, 2014.

**BACKGROUND:**

School Jurisdiction Code: 1280

# **BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2015**

[School Act, Sections 147(2)(b) and 276]

NORTHLAND SCHOOL DIVISION NO 61

Legal Name of School Jurisdiction

(780) 624-2060 (Telephone) (780) 624-5914 (Fax)

Telephone and Fax Numbers

**BOARD CHAIR**

Dr. Colin J. Kelly

Name

Signature

**SUPERINTENDENT**

Dr. Donna Barrett

Name

Signature

**SECRETARY TREASURER or TREASURER**

Dennis M. Walsh, C.M.A.

Name

Signature

**Certified as an accurate summary of the year's budget as approved by the Board  
of Trustees at its meeting held on**

May 29, 2014

Date

c.c. Alberta Education  
c/o Robert Mah, Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5

E-MAIL: Robert.Mah@gov.ab.ca (780-427-3855)

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Color coded cells:

blue cells: require the input of data/descriptors wherever applicable.  
 salmon cells: contain referenced juris. Information - protected

Grey cells: data not applicable - protected  
 white cells: within text boxes REQUIRE the input of points and data.

## HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2014/2015 BUDGET REPORT

The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will support the jurisdiction's plans.

### **Budget Highlights, Plans & Assumptions:**

1. Northland School Division will continue to place sustained emphasis on strengthening language (English and Aboriginal) by multiple strategies that are tailored to the contextual needs of each community. Northland leadership will establish baseline data for these areas and will train all staff in effective teaching of research based strategies.
2. Implement the recommended actions from the external literacy review completed May, 2014.
3. Staff will be provided with school based and online professional learning opportunities to support the 3rd year of the Northland literacy initiative experiential learning and culturally appropriate programming.
4. Resources will be directed to support capacity building in Indigenous languages and cultural programming including land based learning and curriculum weaving.
5. Schools are supported to work with staff and their school communities using school based data to determine priorities, develop plans, and monitor progress to improve outcomes for students in literacy, numeracy, attendance, and successful course completion through the use of culturally relevant programming.
6. The New Teacher Orientation/Teacher Mentorship Program will support new/beginning teachers to become familiar with the Northland context and to provide quality teacher and learning opportunities for all students. All schools will host a community engagement day in August and focus on Community Engagement throughout the year.
7. Pedagogical Supervisors will provide job embedded professional development to improve instruction and build capacity of principal and literacy leads.
8. Northland for the second year will coordinate a district wide initiative to upgrade school libraries.
9. We will continue our commitment to maintaining a safe and caring learning environment for students and staff, by implementing the recommendations of the 2013 maintenance review.
10. Resources will be directed to strengthen CTF/CTS programming including dual credit programming.
11. Northland School Division will begin implementation of Alberta Education's Learning and Technology Policy Framework.
12. Northland will have implemented a new Human Resources and Financial Management system (SRB) to improve processes for human resources and financial management. Our contract with Bellamy will expire the end of August 2014. Mybudgetfile a program that was purchase last year was used by Northland for the first time in preparing our 2014 – 2015 budget.
13. Northland School Division will launch the new division website.
14. Staffing in School Food Services reflects the jurisdiction ratio of cooks to students based on the projected enrolments.
15. Instructional Programming accounts for 63.6% of the total expense.
16. Working with the Auditor General's office to improve community based strategies on improving division attendance.
17. Leadership staff will work on our community based partnerships with our First Nation and Metis communities.
18. Further develop alternative programming to enhance High School completion.

### **Significant Business and Financial Risks:**

The current budget reflects Northland School Division's efforts to implement recommendations in the Northland Inquiry Team Report (2010) supporting improvements in the division. However, efforts are constrained by current funding as follows:

- The major financial burden on the school division will be the salary increase based on grid movement for Certified and Uncertified Staff of approximately \$1,000,000 and the substitute and teacher replacement cost which is budgeted at \$550,000 for 2014 – 2015.
- Our use of Extended Disability Benefits (EDB) has increased over the past several years. For the period ending December 31, 2013 EDB increased by 20%.
- Utilities cost, electricity and propane have increased by over 44% and 33% respectively from 2013 – 2014 actual.
- Insurance cost has increased by approximately 35% compared to 2012 – 2013.
- There will be a significant unfunded liability of \$1,000,000 for maintenance to teacher's residences.
- There is potential for a significant reduction in Federal Revenue if several of our schools come under First Nation control.
- We continue to provide in excess of 475 hours of instructional time for ECS students; however, current funding for ECS makes this a challenge.
- Maintenance funding is status quo. However, as the building infrastructure continues to deteriorate there is increased potential for unexpected emergencies. - These situations create health and safety issues and disrupt the education of students who have no alternate location for instruction when schools are not operational.



School Jurisdiction Code: 1280

**BUDGETED STATEMENT OF OPERATIONS**  
for the Year Ending August 31

|   | Approved<br>Budget<br>2014/2015 | Fall Budget<br>Update<br>2013/2014 | Actual<br>2012/2013 |
|---|---------------------------------|------------------------------------|---------------------|
| <b>REVENUES</b>                           |                                 |                                    |                     |
| Alberta Education                         | \$36,668,698                    | \$36,992,443                       | \$37,200,087        |
| Other - Government of Alberta             | \$930,824                       | \$0                                | \$966,929           |
| Federal Government and First Nations      | \$20,966,822                    | \$20,293,271                       | \$20,862,392        |
| Other Alberta school authorities          | \$0                             | \$0                                | \$0                 |
| Out of province authorities               | \$0                             | \$0                                | \$0                 |
| Alberta Municipalities-special tax levies | \$0                             | \$0                                | \$0                 |
| Property taxes                            | \$0                             | \$0                                | \$0                 |
| Fees                                      | \$0                             | \$0                                | \$0                 |
| Other sales and services                  | \$1,274,650                     | \$2,279,255                        | \$656,887           |
| Investment income                         | \$40,000                        | \$10,000                           | \$10,292            |
| Gifts and donations                       | \$450,000                       | \$222,878                          | \$665,555           |
| Rental of facilities                      | \$957,530                       | \$1,052,648                        | \$973,522           |
| Fundraising                               | \$0                             | \$0                                | \$251,134           |
| Gains on disposal of capital assets       | \$0                             |                                    | \$156,458           |
| Other revenue                             | \$0                             | \$0                                | \$0                 |
| <b>TOTAL REVENUES</b>                     | <b>\$61,288,324</b>             | <b>\$60,850,495</b>                | <b>\$61,743,256</b> |
| <b>EXPENSES</b>                           |                                 |                                    |                     |
| Instruction                               | \$39,379,882                    | \$39,327,747                       | \$39,872,808        |
| Plant operations & maintenance            | \$9,438,207                     | \$9,029,030                        | \$9,696,288         |
| Transportation                            | \$3,572,677                     | \$3,878,263                        | \$3,721,237         |
| Administration                            | \$3,774,411                     | \$3,428,402                        | \$3,233,159         |
| External Services                         | \$5,287,162                     | \$5,606,329                        | \$5,172,372         |
| <b>TOTAL EXPENSES</b>                     | <b>\$61,452,339</b>             | <b>\$61,069,771</b>                | <b>\$61,695,864</b> |
| <b>ANNUAL SURPLUS (DEFICIT)</b>           | <b>(\$164,015)</b>              | <b>(\$219,276)</b>                 | <b>\$47,392</b>     |

**BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)**  
for the Year Ending August 31

|                                      | Approved<br>Budget<br>2014/2015 | Fall Budget<br>Update<br>2013/2014 | Actual<br>2012/2013 |
|--------------------------------------|---------------------------------|------------------------------------|---------------------|
| <b>EXPENSES</b>                      |                                 |                                    |                     |
| Certificated salaries                | \$20,940,642                    | \$21,556,506                       | \$21,031,067        |
| Certificated benefits                | \$4,351,911                     | \$4,150,964                        | \$4,092,469         |
| Non-certificated salaries and wages  | \$13,306,891                    | \$12,219,849                       | \$13,282,741        |
| Non-certificated benefits            | \$3,642,980                     | \$2,912,849                        | \$2,916,643         |
| Services, contracts, and supplies    | \$14,683,930                    | \$16,165,900                       | \$15,450,160        |
| <b>Capital and debt services</b>     |                                 |                                    |                     |
| Amortization of capital assets       |                                 |                                    |                     |
| supported                            | \$3,272,623                     | \$2,998,969                        | \$3,192,543         |
| unsupported                          | \$1,208,400                     | \$1,027,049                        | \$1,609,872         |
| Interest on capital debt             |                                 |                                    |                     |
| supported                            | \$0                             | \$28,901                           | \$23,193            |
| unsupported                          | \$0                             | \$784                              | \$433               |
| Other interest and finance charges   | \$45,162                        | \$8,000                            | \$29,008            |
| Losses on disposal of capital assets | \$0                             |                                    | \$67,735            |
| Other expense                        | \$0                             | \$0                                | \$0                 |
| <b>TOTAL EXPENSES</b>                | <b>\$61,452,339</b>             | <b>\$61,069,771</b>                | <b>\$61,695,864</b> |

## PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the Year Ending August 31

|   | (1)<br>ACCUMULATED<br>OPERATING<br>SURPLUS<br>(2+3+4+7) | (2)<br>INVESTMENT IN<br>TANGIBLE<br>CAPITAL<br>ASSETS | (3)<br>ENDOWMENTS | (4)<br>ACCUMULATED<br>SURPLUS FROM<br>OPERATIONS<br>(5+6) | (5)<br>UNRESTRICTED<br>SURPLUS | (6)<br>INTERNALLY RESTRICTED<br>OPERATING<br>RESERVES | (7)<br>CAPITAL<br>RESERVES |
|---|---|---|-------------------|---|--------------------------------|---|----------------------------|
| Actual balances per AFS at August 31, 2013                | \$10,052,128  | \$8,465,499   | \$0               | \$247,204   | \$247,204                      | \$0   | \$1,339,425                |
| <b>2013/2014 Estimated Impact to AOS for:</b>             |   |   |                   |   |                                |   |                            |
| Estimated surplus(deficit)                                | (\$219,276)   |   |                   | (\$219,276)   | (\$219,276)                    |   |                            |
| Estimated Board funded capital asset additions            |   | \$1,181,488   |                   | (\$1,181,488)   | (\$1,181,488)                  | \$0   | \$0                        |
| Estimated Disposal of unsupported tangible capital assets | \$0   | \$0   |                   | \$0   | \$0                            |   | \$0                        |
| Estimated amortization of capital assets (expense)        |   | (\$4,026,018)   |                   | \$4,026,018   | \$4,026,018                    |   |                            |
| Estimated capital revenue recognized - Alberta Education  |   | \$3,020,254   |                   | (\$3,020,254)   | (\$3,020,254)                  |   |                            |
| Estimated capital revenue recognized - Other GOA          |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Estimated capital revenue recognized - Other sources      |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Estimated changes in Endowments                           | \$0   |   | \$0               | \$0   | \$0                            |   |                            |
| Estimated Unsupported debt principal repayment            |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Estimated reserve transfers (net)                         |   |   |                   | \$0   | \$0                            | \$0   | \$0                        |
| Estimated Assumptions/Transfers of Operations (Explain)   | \$0   | \$0   |                   | \$0   | \$0                            | \$0   | \$0                        |
| Estimated Balances for August 31, 2014                    | \$9,832,852   | \$8,641,223   | \$0               | (\$147,796)   | (\$147,796)                    | \$0   | \$1,339,425                |
| <b>2014/2015 Budget projections for:</b>                  |   |   |                   |   |                                |   |                            |
| Budgeted surplus(deficit)                                 | (\$164,015)   |   |                   | (\$164,015)   | (\$164,015)                    |   |                            |
| Projected Board funded capital asset additions            |   | \$0   |                   | \$0   | \$0                            | \$0   | \$0                        |
| Budgeted Disposal of unsupported tangible capital assets  | \$0   | \$0   |                   | \$0   | \$0                            |   | \$0                        |
| Budgeted Amortization of capital assets (expense)         |   | (\$4,481,023)   |                   | \$4,481,023   | \$4,481,023                    |   |                            |
| Budgeted capital revenue recognized - Alberta Education   |   | \$3,272,623   |                   | (\$3,272,623)   | (\$3,272,623)                  |   |                            |
| Budgeted capital revenue recognized - Other GOA           |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Budgeted capital revenue recognized - Other sources       |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Budgeted changes in Endowments                            | \$0   |   | \$0               | \$0   | \$0                            |   |                            |
| Budgeted Unsupported debt principal repayment             |   | \$0   |                   | \$0   | \$0                            |   |                            |
| Projected reserve transfers (net)                         |   |   |                   | \$0   | \$0                            | \$0   | \$0                        |
| Projected Assumptions/Transfers of Operations (Explain)   | \$0   | \$0   |                   | \$0   | \$0                            | \$0   | \$0                        |
| Projected Balances for August 31, 2015                    | \$9,668,837   | \$7,432,823   | \$0               | \$896,589   | \$896,589                      | \$0   | \$1,339,425                |

## ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS SUMMARY- 2014/2015 BUDGET REPORT

The following explains the anticipated changes to Unrestricted Surplus, Investment in Tangible Capital Assets, Endowments, Operating Reserves and Capital Reserves for 2013/2014 and 2014/2015 and breaks down the planned additions to unsupported capital. Additional space is provided in the next tab.

**Reason for Changes in Unrestricted Surplus; Investment in Tangible Capital Assets; Endowments; Operating Reserves; and Capital Reserves**  
**2013/2014**

See Next Tab

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS  
for the Year Ending August 31**

The following explains the anticipated changes to Unrestricted Surplus, Investment in Tangible Capital Assets, Endowments, Operating Reserves and Capital Reserves for 2013/2014 and 2014/2015 and breaks down the planned additions to unsupported capital.

**Reason for Changes in Unrestricted Surplus; Investment in Tangible Capital Assets; Endowments; Operating and Capital Reserves 2014/2015**

**Planned Changes to Board Funded Tangible Capital Assets  
2013/2014**

The following is a list of some of the major capital expenditures for the 2013-2014 budget totalling \$1,181,488:

|                                    |           |
|------------------------------------|-----------|
| Wireless for 15 schools            | \$ 91,000 |
| Student Safety - Volp redundancy   | \$ 39,000 |
| Mint-trailers and CTS Kits         | \$115,000 |
| HR and Finance Management System   | \$300,000 |
| 4 - New School Buses               | \$355,000 |
| School Food Services New Equipment | \$167,000 |
| Parking Lot at St Theresa          | \$100,000 |
| Other Equipment                    | \$ 14,488 |

**2014/2015**

The following is a list of some of the major capital expenditures for the 2014 - 2015 budget totalling \$636,100:

|                             |           |
|-----------------------------|-----------|
| 4 - School Buses            | \$400,000 |
| 3 - Trucks for Maintenance  | \$136,000 |
| Tractor/Snowblower          | \$ 27,000 |
| Landscaping unit for Bobcat | \$ 8,500  |
| HVAC Duct Cleaning unit     | \$ 13,600 |
| Video Conferencing upgrade  | \$ 13,000 |
| Server Replacements         | \$ 38,000 |

**Other Information:**



**PROJECTED STUDENT STATISTICS  
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS**

|  | Budgeted<br>2014/2015<br>(Note 2) | Actual<br>2013/2014 | Actual<br>2012/2013 | Notes   |
|--|-----------------------------------|---------------------|---------------------|---|
| <b>GRADES 1 TO 12</b>  |                                   |                     |                     |   |
| <b>Eligible Funded Students:</b>   |                                   |                     |                     |   |
| Grades 1 to 9  | 1,198                             | 1,163               | 1,153               | Head count  |
| Grades 10 to 12  | 80                                | 85                  | 131                 | Note 3  |
| Total  | 1,278                             | 1,248               | 1,284               | Grades 1-12 students eligible for base instruction funding from Alberta Education.                  |
| <b>Other Students:</b>   |                                   |                     |                     |   |
| Total  | 1,091                             | 1,064               | 1,111               | Note 4  |
| Total Net Enrolled Students  | 2,369                             | 2,312               | 2,395               |   |
| Home Ed and Blended Program Students   | 9                                 | 5                   | 11                  | Note 5  |
| Total Enrolled Students, Grades 1-12   | 2,378                             | 2,317               | 2,406               |   |
| <b>Of the Eligible Funded Students:</b>  |                                   |                     |                     |   |
| Severely Disabled Students served  | 155                               | 155                 | 83                  | Total eligible funded severely disabled student FTEs; including Code 40s (excluding Code 47s).      |
| <b>EARLY CHILDHOOD SERVICES (ECS)</b>  |                                   |                     |                     |   |
| Eligible Funded Children   | 174                               | 166                 | 189                 | ECS children eligible for ECS base instruction funding from Alberta Education.                      |
| Other children   | 93                                | 110                 | 108                 | ECS children not eligible for ECS base instruction funding from Alberta Education.                  |
| Total Enrolled Children - ECS  | 267                               | 276                 | 297                 |   |
| Program Hours  | 997                               | 997                 | 997                 | Minimum: 475 Hours  |
| FTE Ratio  | 1.049                             | 1.049               | 1.049               | Actual hours divided by 950   |
| FTE's Enrolled, ECS  | 280                               | 290                 | 312                 |   |
| <b>Of the Eligible Funded Children:</b>  |                                   |                     |                     |   |
| Severely Disabled Children served  | 26                                | 26                  | 21                  | Total eligible funded severely disabled children FTEs, including Code 40 children in program units. |
| <b>NOTES:</b>  |                                   |                     |                     |   |
| 1) Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.  |                                   |                     |                     |   |
| 2) Budgeted enrolment is to be based on best information available at time of the 2014/2015 budget report preparation.   |                                   |                     |                     |   |
| 3) The # of FTE grade 10-12 students is determined by taking the total # of students' credits / 35; where 35 CEU's = 1 FTE.  |                                   |                     |                     |   |
| 4) Other Grade 1-12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or INAC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.                     |                                   |                     |                     |   |
| 5) Because they are funded separately, Home Education students are not included with total net enrolled students. In the blended program, funding per student is pro-rated on the percentage of the student's program which is taken at school and at home; home education students are assigned a weighting of 0.25 FTE for base funding. |                                   |                     |                     |   |

School Jurisdiction Code:

1280

**PROJECTED STAFFING STATISTICS  
FULL TIME EQUIVALENT (FTE) PERSONNEL**

|  | Budgeted<br>2014/2015 | Actual<br>2013/2014 | Actual<br>2012/2013 | Notes   |
|--|-----------------------|---------------------|---------------------|---|
| <b>CERTIFICATED STAFF</b>                  |                       |                     |                     |   |
| School Based                               | 198.0                 | 197.6               | 200.8               | Teacher certification required for performing functions at the school level.                        |
| Non-School Based                           | 10.0                  | 11.0                | 18.0                | Teacher certification required for performing functions at the system/central office level.         |
| Total Certificated Staff FTE               | 208.0                 | 208.6               | 218.8               | FTE for personnel possessing a valid Alberta teaching certificate or equivalency.                   |
| Certificated Staffing Change due to:       |                       |                     |                     |   |
| Enrolment Change                           | -                     | -                   | -                   | If negative change impact, the small class size initiative is to include any/all teachers retained. |
| Other Factors                              | 8.4                   | 10.2                | 14.4                | Descriptor (required):  |
| Total Change                               | 8.4                   | 10.2                | 14.4                | Year-over-year change in Certificated FTE   |
| Breakdown, where total change is Negative: |                       |                     |                     |   |
| Continuous contracts terminated            | -                     | -                   | -                   | FTEs  |
| Non-permanent contracts not being renewed  | -                     | -                   | 20.0                | FTEs  |
| Other (retirement, attrition, etc.)        | -                     | -                   | 4.0                 | Descriptor (required):  |
| Total Negative Change in Certificated FTEs | -                     | -                   | 24.0                | Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.        |
| <b>NON-CERTIFICATED STAFF</b>              |                       |                     |                     |   |
| Instructional                              | 112.9                 | 115.1               | 120.2               | Personnel providing instruction support for schools under 'Instruction' program areas.              |
| Non-Instructional                          | 184.2                 | 172.6               | 144.7               | Personnel in Transportation, Board & System Admin., O&M and External service areas.                 |
| Total Non-Certificated Staff FTE           | 297.1                 | 287.6               | 264.9               | FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.               |
| Non-Certificated Staffing Change due to:   |                       |                     |                     |   |
| Enrolment Change                           | -                     | -                   | -                   | FTEs  |
| Other Factors                              | 9.5                   | 22.8                | 36.9                | Descriptor (required):  |
| Total Change                               | 9.5                   | 22.8                | 36.9                | Year-over-year change in Non-Certificated FTE   |



## **EDUCATION COMMITTEE**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** CURTIS WALTY

**SUBJECT:** DIVISION WEBSITE DESIGN FOR NORTHLAND SCHOOL DIVISION  
FEEDBACK

### **INFORMATION**

\*\*\*\*\*

#### **Education Committee Meeting Recommendations and Suggestions from May 21, 2014:**

##### **Top Banner:**

- Request was made to replace black banner on top of Division website to green.

***NOTE: Box Clever suggests replacing black with light brown (drum hide colour). This would allow us to bring back the original colours of the Northland logo (darker brown for moose and green for reeds and trees). It would be more challenging to showcase the reeds and trees with a green Top Banner.***

- Change font color from white to black.
- Change font colour of bus, three lines and the word menu from white to black.
- Change colour of Northland moose to a darker brown and the reeds and trees to green. It will look the same as the Northland School Division logo.

**Four squares:**

- Move Red to where Yellow is currently located.
- Move Yellow to where Red is currently located.
- After Red is moved to where Yellow is located, change the colour of the infinity symbol to white.
- The Métis Sash located in the four squares will be colored. Box Clever will draw the sash with the Métis Sash colours (red, white, blue, green, yellow).
- The drum located in the four squares will be coloured the same as the drum in Upcoming Events section.
- The feathers located in the four squares will be coloured the same as the feathers in Our Schools section.

## **Feedback from the May 9, 2014 Administrators' Meeting**

### **Homepage A:**

- Northland logo has increased in size and remains in the left hand corner.
- Water, reeds and trees are once again apart of the Northland logo.
- Banner at the top of the page has changed from black to blue.
- The menu structure remains the same as previous design presented on May 1<sup>st</sup> to the Northland Board. The word MENU was added to make it more intuitive for visitors.

### **Homepage B:**

- Northland logo has increased in size and remains in the left hand corner.
- Water, reeds and trees are once again apart of the Northland logo.
- The menu structure remains the same as previous design presented on May 1<sup>st</sup> to the Northland Board. The word MENU was added to make it more intuitive for visitors.

### **Homepage C:**

- Northland logo has increased in size and remains in the left hand corner.
- Water, reeds and trees are once again apart of the Northland logo.
- Division news square colour has changed from black to blue.
- The menu structure remains the same as previous design presented on May 1<sup>st</sup> to the Northland Board. The word MENU was added to make it more intuitive for visitors.

### **Why Moose was not placed in the middle?**

On May 12, 2014, Micheal Auger responded to the suggestion of putting the Moose in the middle of the opening page. Auger said it would weaken the overall presentation of the circular, inclusive and balanced theme that it has currently.

## Design Concept Explanation

### Homepage Screen

- Divided into four quadrants of the Learning Wheel
- The four corner colours represent the divisions of the wheel, each with their own teachings (cycle of life, youth to elders, four seasons)
- These colours are tied together by the wheel at the centre of the page
- Each quadrant has a symbolism relating to First Nations culture from the region, and also Métis culture (population is roughly 40% First Nations, 60% Métis in the division)
  - **Métis Sash** (replaces drum) (top left) - Community, teachings, stories
  - **Drum** (replaces lunar cycle) (top right) - Passing of time
  - **Eagle and Hawk feathers** (bottom left) - Parent and child or teachers and students
  - **Infinity Symbol** (bottom right) - Métis culture, unity of two cultures
- Behind each of the four coloured sections is a subtle hint of the four seasons (spring, summer, fall, winter clockwise from bottom right), as well as photography that is representative of the geographic region
- Circular imagery shown throughout the page ties into the Learning Wheel, also conveys thought of nature, cycle of life, rings of a tree, sweet grass

### Navigation Bar

- Navigation bar has changed from black to light brown (drum hide colour).
- Northland School Division logo and title in the top left
- Northland logo has increased in size. Water, reeds and trees are once again apart of the Northland logo.
- School Bus status in the far right (displaying if the buses are on time or delayed)
- Navigation icon in the top right corner (three lines). The word MENU was added to make it more intuitive for visitors.

### Page Sections

- Four sections that each tie into the large buttons at the top of the page (Division News, Upcoming Events, Our Schools, Our Division)
- Each section's icon is also tied to the symbols at the top of the page
- Background colours are similar tone as the hide of a drum. Earthy colours.



## Footer

- Rings/circular symbolism repeats itself at the bottom of the page
- Important information relevant to Northland School Division

## BACKGROUND:

- **October 2012:** Redesign of Corporate website and development of school websites became a top priority for Communications Department.
- **October 2012:** Communications Coordinator and Supervisor of Technology started researching school division websites and First Nations, Métis and Inuit websites.
- **October/November, 2012:** Communications Coordinator started travelling to communities to meet school staff and gather input for new Division website and school websites. Brian Dewar, Little Buffalo School Principal, Little Buffalo teachers and students, Anne-Marie Byrne, former Principal at Dr. Mary Jackson School Principal (now Chipewyan Lake School Principal), Dr. Mary Jackson teachers, students and parents, Jill Gaudet, Paddle Prairie School Principal, Shawna Ghostkeeper, Paddle Prairie, Paddle Prairie School teachers and parents, Geoff Petley-Jones, Principal, Anzac Community School and Bill Woodward School, Leonard Oliver, Teacher, currently manages websites for Anzac and Bill Woodward School, Ruth Ryan, Principal, Fort McKay School, Hilda Orr-Desjarlais
- **November, 2012:** Communications Coordinator gathered input for Division website from Central Office staff. Superintendent (Donna Barrett), Associate Superintendent (Don Tessier), former Executive Assistant (Ann Rosin), Ken Shaw, Local School Board Committee and Advisory Committee, Transportation Department (Carmen Smith), IT Services (Sherrie Buchner), IT Services (Jason Juneau), Records Management Clerk (Marj Lubbers), Executive Assistant (Krystal Potts), Director of FNMI Education (Delores Pruden), Finance (Dennis Walsh), Health and Safety (Andrew Irwin), School Food Services, Learning Services Team
- **November, 2012:** Communications Coordinator and Supervisor of Technology investigated Request for Proposals (RFP's) from various web designers.
- **November, 2012:** Communications Coordinator and Supervisor of Technology reviewed Proposals from other school divisions to help form a **Vision and List of Deliverables** for the Northland School Division website.
- **January, 2013:** Communications Coordinator and Supervisor of Technology started drafting an RFP. The RFP includes the **Vision and List of Deliverables**.
- **March, 2013:** RFP document was reviewed by Finance Maintenance and Transportation Committee and sent for approval at Corporate Board Meeting.

- **March 21, 2013:** Official Trustee Colin Kelly moved that the Board of Trustees approve the Request for Proposal for a new Division website and individual school websites.
- **April 2013:** Communications Coordinator and Supervisor of Technology started working with departments on structure for content.
- **April 2013:** Information was published in "The Communique" to staff about the Northland School Division website redesign.
- **May 14, 2013:** RFP was posted on the Alberta Purchasing Connection website. 14 proposals were reviewed by Website Committee (Sherrie Buchner, Supervisor of Technology, Curtis Walty, Communications Coordinator, Jason Juneau, Network Administrator, Jill Gaudet, Principal, Paddle Prairie School, Terrylynn Cook, Pedagogical Supervisor).
- **June 18, 2013:** The Finance, Maintenance and Transportation Committee reviewed the Website Committee's recommendation to accept a tender from Box Clever, an Edmonton-based web designer.
- **June 27, 2013:** Colin Kelly moved that the Board of Trustees accept the tender from Box Clever to develop a new Division website and individual school websites.
- **September 5, 2013:** Northland School Division and Box Clever signed website agreement.
- **September 30, 2013:** First website kickoff meeting with Box Clever and a Northland Website Committee (Sherrie Buchner, Supervisor of Technology, Delores Pruden, Director of FNMI Education, Curtis Walty, Communications Coordinator, Jason Juneau, Network Administrator, Wes Oginski, Director of Human Resources, Susanne Jones, Transportation Secretary).
- **October 11, 2013:** First Division website wireframe was presented to Website Committee and Donna Barrett for feedback.
- **November 1, 2013:** Communications Coordinator updated schools on the website design process in "The Communique" and Achimowin (Division Newsletter).
- **November 27, 2013:** Northland Board reviewed the proposed Division website and provided feedback.
- **February 7, 2014:** Northland Board and Advisory Committee reviewed the Division website and provided feedback.
- **March, 2014:** Micheal Auger was hired to assist Box Clever in the cultural aspects in Division website design. Micheal is a multimedia artist and a multimedia producer providing services to a wide variety of clients such as Alberta Education, Bigstone Cree

Nation and Health Canada. He is a proud member of Bigstone Cree Nation and grew up on the shores of Lesser Slave Lake.

- **April 15, 2014:** Education Committee reviewed Division website revisions. Feedback was gathered by Box Clever and Micheal Auger.
- **April 25, 2014:** Revision presented to Donna Barrett, Superintendent of Schools.
- **May 1, 2014:** Division website revisions are to be presented the Northland Board.
- **May 9, 2014:** Division website was presented to the Northland Administrators'.
- **May 21, 2014:** Division website revisions presented to Education Committee.
- **May 21, 2014:** Official Trustee requested revisions to the Division website. Recommendations and suggestions will be presented at the Board Meeting on May 29, 2014.



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** C2 COMMITTEE UPDATE

**ORIGINATOR:** PERSONNEL COMMITTEE

### ***INFORMATION ITEM***

\*\*\*\*\*

Northland School Division No. 61 is required by section C2 of the Quality Assurance for Students Act to meet and discuss issues and strategies to improve teacher efficacy in Northland School Division.

The Northland C2 committee meeting was held Monday April 28, 2014 and it was agreed to distribute a link to all teachers to request further input into the Staff Appreciation and Recognition priority.

The link was launched at the May 9<sup>th</sup>, 2014 Administrator's Meeting and we are seeking input up to May 31<sup>st</sup>, 2014.

REPORT OF THE

COMMISSIONER OF THE

REVENUE

FOR THE YEAR 1914

IN THE STATE OF NEW YORK

ALBANY, N. Y.

1915

PRINTED

BY THE

STATE

PRINTING OFFICE

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To: All Principals

Date: May 23, 2014

From: Northland C2 Co-Chairs

Shelley Hamelin, Principal – Hillview School

Wesley Oginski, Director of Human Resource

---

## Northland C2 Appreciation and Recognition Feedback

Northland's C2 Committee needs your help to better understand what direction and strategies Northland School Division and your Local ATA should look at to address the priority area of Staff Appreciation and Recognition. We have created a Google Form we are asking Northland Teachers to go to and provide suggestions.

The link is:

[https://docs.google.com/a/nsd61.ca/forms/d/12h5JV9rInFaY-P4b239GlpT1giyoLtTgCwfZroKuMgQ/viewform?usp=send\\_form](https://docs.google.com/a/nsd61.ca/forms/d/12h5JV9rInFaY-P4b239GlpT1giyoLtTgCwfZroKuMgQ/viewform?usp=send_form)

Once the form is completed and submitted, you will be able to see other comments. The form is anonymous, but you can see other suggestions after you have submitted your comments.

Northland's C2 Committee is asking School Principals to encourage teaching staff to participate and contribute to the Google Doc. The form will also be e-mailed early next week. The more information we receive the richer the information we have to work with.

Please add to this form by May 31<sup>st</sup>, 2014.

Thank you for your help and support in moving Northland's C2 priorities forward.



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[The following text is extremely faint and largely illegible due to the quality of the scan. It appears to be a multi-paragraph document, possibly a letter or a report, with several lines of text visible across the middle and lower portions of the page.]

# NORTHLAND SCHOOL DIVISION JOINT C2 ACTION PLAN

| Outcome                              | Context  | Goal   | Strategy   | Person Most Responsible   | Others                                    | Resources -                                |           | Timelines & Milestone Events   |
|--------------------------------------|--|--|--|---|---|--|-----------|--|
|                                      |  |  |  |   |   | Internal                                   | External  |  |
| Staff Recognition and Appreciation   | recognition of good news and accolades, awards, days-in-lieu   | Increase Teacher Efficacy                          | (a) Gather more information; survey &/or focus group ; (b) Hospitality Room + Feedback mechanism;  | (a) Quality of Work Life Committee; (b) Superintendent          | NSD Leadership Team, Principals, Teachers | NSD net; Google; NSD Support staff         |           | Jan 20 & May 11<br>(b) Feb 13-14                                     |
| Technology Implementation            | frustration with server and email transition, support for educational use  | Manage Teacher Workload                            | (a) "How to" Webinars; (b) Archive Webinars (c) Increase Tech Support Staffing (Help Desk & IT Field Tech); (d) IT Committee to ID tech in-service needs and staff competencies  | (a, b & c) IT dept; (d) IT Committee                            | IT dept & committee                       | IT Dept                                    | tbd; NRLC | (a, b) Nov -ongoing  |
| Jurisdiction Assessment Requirements | concern related to validity of PM Benchmark<br>Fall reporting too early, frequency of reporting, ability to complete reporting without release | Manage Teacher Workload; Increase Teacher Efficacy | (a) Extend 1st PM Assessment timeline to align with 1st report period; (b) More responsive Literacy PD (optional, archived; detailed descriptions); (c) Report Card review; (d) Determine alignment of PM Benchmarks with PATs | (a, b, d) Literacy Supervisor & Leads; (b) Assessment Committee | IT dept; Learning Services Team           | Learning Services Team; IT; Literacy Leads | NRLC      | (a) October-Nov/13;<br>(b, d) Nov - ongoing;<br>(c) Jan2014-Jan2015; |

| Outcome                    | Context   | Goal   | Strategy  | Person Most Responsible     | Others  | Resources - Internal                       | Resources - External | Timelines & Milestone Events |
|----------------------------|---|--|---|-----------------------------|---|--|----------------------|------------------------------|
|                            |   |  |   |                             |   |  |                      |                              |
| Community Engagement       | desire for guidelines and expectations, concern of time commitment; clarification of what community engagement is/means | Manage Teacher Workload; Increase Teacher Efficacy | Work with ATA Local to deepen understanding of Community Engagement Model and NSD FNMI Action Plan to provide examples and types of activities to engage; (b) Further data collection with clarification with school leadership, LSBC, community & NSD leadership | C2 Committee; Principals    | school leadership, LSBC, community & NSD leadership | Community, LSBC                            |                      | (a, b, c) Nov/13-June/14     |
| Literacy Lead Expectations | Concern of time allocation & workload for mandated position; Clarification of expectations of role                      | Manage Teacher Workload                            | Determine what is working, where the struggles are and suggestions with improvement   | Literacy Supervisor & Leads |   | Learning Services Team; IT; Literacy Leads |                      | Nov-ongoing                  |

| Outcome                          | Context   | Goal                               | Strategy   | Person Most Responsible  | Others        | Resources - Internal   | Resources - External | Timelines & Milestone Events |
|----------------------------------|---|------------------------------------|--|--------------------------|---------------|------------------------|----------------------|------------------------------|
| <u>Actions Underway</u><br>Forms | Length of forms; complexity; meaningfulness   | Revisions being made to some forms | Revise selected forms and seek feedback                          | Associate Superintendent | Principals    | Learning Services Team |                      | Oct-ongoing                  |
| Principals as Landlords          | Principals are on-site representatives of jurisdiction but conducting check-ins/outs and managing leases is extraordinary to role | Move to QWL Committee              | Have QWL review and provide guidance as per collective agreement | Superintendent           | QWL Committee | HR, Housing Manager    |                      | Nov-ongoing                  |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| <b>Parking Lot Items</b>               |  |  |  |  |  |  |  |  |
| School Professional Substitute Account | Concerns as to how incentive program works; confusion as to who/how applies                  |  |  |  |  |  |  |  |
| Calendar                               | Loss of Local calendars and days-in-lieu; concern regarding scheduling PD, PLC and exam days |  |  |  |  |  |  |  |



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** UPDATE – NORTHLAND COLLEGIAL LEADERSHIP PROGRAM  
**ORIGINATOR:** PERSONNEL COMMITTEE

***INFORMATION ITEM***

\*\*\*\*\*

Northland has received support from Alberta Education to implement a Collegial Leadership Program with Northland Administrators. Funds are available to support principals and vice-principals in establishing networks with peers in Northland to improve their Instructional Leadership practices, specifically in the supervision of the Literacy initiative

Workshops are being organized for May and June to support up to eight Principals.

Plans are being made to continue support next year.

**Activities to Date:**

- Collegial Leadership Program launched February 11<sup>th</sup>, 2014. Interested principals were asked to apply for support by February 28<sup>th</sup>. 3 proposals have come forward but were focused more on teacher support.
- A Literacy Leadership Workshop has been developed instead. Based on feedback from the Associate Superintendent and the Division Literacy Supervisor, up to a dozen Principals are being selected to attend a workshop at St. Theresa School May 28<sup>th</sup> and 29<sup>th</sup>, and June 19<sup>th</sup> and 20<sup>th</sup>.

BOARD OF DIRECTORS

MEMBERS

CHARTER

ARTICLE I

SECTION 1.01

SECTION 1.02

SECTION 1.03

SECTION 1.04

SECTION 1.05

SECTION 1.06

SECTION 1.07

SECTION 1.08

SECTION 1.09

SECTION 1.10

SECTION 1.11

SECTION 1.12

SECTION 1.13

SECTION 1.14

SECTION 1.15



# NORTHLAND SCHOOL DIVISION SUPPORTS

| <b>System Outcomes:</b> <ol style="list-style-type: none"> <li>1. Northland School Division demonstrates continuous improvement.</li> <li>2. The culture of teaching and learning in Northland School Division is student-centred.</li> </ol> |  |  |   |
|---|--|--|---|
| <b>Action:</b> Supporting the Implementation of the Northland School Division Instructional Leadership plan.  |  |  |   |
| Activities and Strategies   | Outputs  | Measures   | Program Outcomes  |
| Collegial development of a culturally responsive classroom literacy look-for guide for instructional walk-throughs  | <ul style="list-style-type: none"> <li>- Enhance understanding of rationale for look-for items</li> <li>- Increased clarity for supervision</li> <li>- Common expectations across division for classroom practice</li> </ul> | <ul style="list-style-type: none"> <li>- Guide that provides outcomes for literacy and cultural responsiveness</li> <li>- Principal satisfaction with process and document</li> <li>- Principals provide evidence of how they are using guide</li> </ul> | School instructional leadership is strengthened   |
| Develop an implementation process for working with school staff to use guide  | <ul style="list-style-type: none"> <li>- Principals develop an implementation plan for their school</li> <li>- Common expectations across division for supervisory practice</li> </ul>                                       | <ul style="list-style-type: none"> <li>- Staff satisfaction with process</li> <li>- Evidence that instructional practices align with guide</li> </ul>  | Teacher classroom effectiveness increases with their culturally responsive literacy instruction |
| Develop a feedback process to follow-up instructional walk-throughs   | <ul style="list-style-type: none"> <li>- Principals provide follow-up with their supervision</li> </ul>  | <ul style="list-style-type: none"> <li>- Evidence of student engagement               <ul style="list-style-type: none"> <li>o Stamina (sustained reading)</li> <li>o Attendance</li> <li>o Student progress</li> </ul> </li> </ul>                      | Teachers succeed in addressing the needs of all students in their classrooms                    |
| Principals form communities of practice within the jurisdiction to support their implementation and use of the instructional walk-through guide   | <ul style="list-style-type: none"> <li>- Principals collaborate</li> </ul>   |  |   |



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** UPDATE - NORTHLAND STAFF SUPERVISION AND EVALUATION REVIEW

**ORIGINATOR:** PERSONNEL COMMITTEE

***INFORMATION ITEM***

\*\*\*\*\*

A working group of up to three administrators, three teachers and three paraprofessional staff from within Northland School Division, as well as a Northland Supervisor and up to three community representatives and advisory board members are to form this focus group.

The Board approved the revised Terms of Reference for the Northland Review of Teacher and Administrator Quality Indicators used in Supervision and Evaluation in February 2014.

A focus group meeting has been arranged to take place Monday, May 26<sup>th</sup>, 2014. The focus group will include advisors, school principals with a community member, Native Language Instructors and the Directors of FNMI Learning and Human Resources. The members include:

- Jill Gaudet, Principal, Paddle Prairie School and guest
- Barb Laderoute, Principal, Gift Lake School and guest
- Elaine Ward, Principal, J.F. Dion School and guest
- Elmer Gullion, Trout Lake
- Ken Shaw, Gift Lake
- Doreen Bachelor, Teacher, Dr. Mary Jackson School
- Sharon Loonskin, Teacher, Calling Lake School

The focus group will also take into consideration the Task Force Report on Teacher Excellence.

# BOARD OF TRUSTEES

DATE: MAY 19, 1961

TO: ALL MEMBERS OF THE BOARD  
FROM: THE BOARD OF TRUSTEES

SUBJECT: RESOLUTION NO. 10-61

RE: RESOLUTION

RESOLUTION NO. 10-61

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## TEACHERS

- RECOMMENDATION 1: TEACHING PRACTICE STANDARDS That the Teaching Quality Standard be revised to align with *Inspiring Education* and with the recommendations of this report.
- RECOMMENDATION 5: ADMISSION TO TEACHER PREPARATION PROGRAMS That Alberta's teacher preparation programs be encouraged to look beyond grades, when making decisions, to consider other relevant criteria in the spirit of *Inspiring Education*.
- RECOMMENDATION 6: ALIGNMENT OF TEACHER PREPARATION PROGRAMS WITH INSPIRING EDUCATION That the Ministry facilitate an annual discussion among Alberta's teacher preparation institutions on alignment of their programs with *Inspiring Education*.
- RECOMMENDATION 8: PRACTICUMS That practicum in Alberta's teacher preparation programs: (8.1) Provide exposure to the field of teaching in the first year, or prior to entering a program; and (8.2) Provide high-quality opportunities throughout with an extension beyond the current minimum of 10 weeks, leading to greater professional independence and awareness.
- RECOMMENDATION 9: INTERNSHIPS/ARTICLING That the Ministry consider the introduction of a mandatory one-year paid internship/articling program for all beginning teachers on completion of a teacher preparation program.
- RECOMMENDATION 10: MENTORSHIP That a province-wide mentorship framework be introduced to support teachers in the first three-to-five years of their career.
- RECOMMENDATION 11: TEACHER'S ANNUAL PROFESSIONAL LEARNING PLAN That the teacher's annual professional learning and growth plan is jointly developed with the principal or designee, is aligned with the goals of the school, the district and the community, and demonstrates professional growth, currency, and competency, leading to teaching excellence.
- RECOMMENDATION 13: TEACHING SUPPORT That the Ministry improve the availability of technology and related support, access to and adequacy of specialized supports and services for students (particularly during the early grades) and increased efficiency of process and access supports.
- RECOMMENDATION 14: SUPPORTS IN THE LEARNING ENVIRONMENT That teachers be provided appropriate time for planning, collaborating, sharing best practices, and empowering innovation.

## LEADERS

- RECOMMENDATION 2: SCHOOL LEADER PRACTICE STANDARDS That the Ministry of Education adopt practice standards for school leaders.
- RECOMMENDATION 3: DISTRICT LEADER PRACTICE STANDARDS That the Ministry of Education adopt practice standards for district leaders.
- RECOMMENDATION 15: SELECTION PROCESS FOR SCHOOL LEADERS That the Ministry collaborate with school authorities and education stakeholders to develop a province-wide framework for the selection process of school leaders, reflecting best practice and aligning with the competencies defined in the practice standards for school leaders.
- RECOMMENDATION 16: SCHOOL LEADERSHIP PREPARATION That new school leaders complete a mandatory leadership program with a curriculum based on the practice standard for school leaders and the responsibilities defined in legislation.
- RECOMMENDATION 17: MENTORSHIP PROGRAM FOR SCHOOL LEADERS AND DISTRICT LEADERS That a provincial mentorship framework be introduced for school leaders and district leaders.
- RECOMMENDATION 18: GROWTH, SUPERVISION AND EVALUATION FOR SCHOOL LEADERS AND DISTRICT LEADERS That the Ministry of Education develop a framework for "Growth, Supervision and Evaluation" for school leaders and district leaders aligned with the competencies defined in their respective practice standards and *Inspiring Education*.
- RECOMMENDATION 21: PRINCIPAL PERFORMANCE That the Ministry of Education develop a province-wide system to provide principals with annual written feedback on their practice to assess leadership excellence in accordance with the school leader practice standard. While the system should be province-wide, it should accommodate any unique circumstances of the individual school or school authority.

# Teaching Excellence

"For every child, in every class, there is an excellent teacher."

## SYSTEM

- RECOMMENDATION 4: REVIEW OF PRACTICE STANDARDS That the standards for teachers, school leaders and district leaders be reviewed and updated on a regular basis.
- RECOMMENDATION 7: ALTERNATIVE PATHWAYS TO TEACHING AND LETTERS OF AUTHORITY To bring people with diversity of skills, expertise and background into Alberta classrooms: (7.1) That alternate pathways to teaching certification be developed; and (7.2) That the use of Letters of Authority be revised to increase their effectiveness and to facilitate the employment of non-certified instructors in an area of specialization.
- RECOMMENDATION 12: RECOGNIZING AND MOTIVATING TEACHERS That the Ministry recognize teachers who consistently demonstrate teaching excellence and mastery according to the Teaching Quality Standard. These individuals would be invited to contribute their expertise in areas such as: mentorship of other teachers, leadership in teacher collaboration, support of student teachers during their practicum and/or mentoring/leadership, and citizenship roles which advance the interests of students.
- RECOMMENDATION 19: SEPARATION OF REVIEW OF CONDUCT AND COMPETENCE That conduct and competence be dealt with through separate structures, including separate practice review processes. This would apply to both teachers and school leaders.
- RECOMMENDATION 20: ASSESSING PROPER CONDUCT OF TEACHERS AND SCHOOL LEADERS That the practice review process for addressing issues of teacher and school leader conduct be significantly revised to secure greater openness, transparency, timeliness and efficiency.
- RECOMMENDATION 21: MAINTENANCE OF CERTIFICATION FOR TEACHERS That the Ministry of Education introduce a system of maintenance of certification for teachers to ensure career-long professional growth, currency and competency. Evaluation for the purposes of maintenance of certification would occur every five years (following the interim certification period).
- RECOMMENDATION 22: MAINTENANCE OF DESIGNATION FOR SCHOOL LEADERS That the Ministry of Education establish a framework for the maintenance of administrative designation for principals every five years to assure leadership excellence.
- RECOMMENDATION 24: EMPOWERING PRINCIPALS That principals be empowered to effectively undertake the human resource function related to teachers in accordance with the recommendations in this report.
- RECOMMENDATION 26: THE REGULATORY GOVERNANCE MODEL That the professional regulatory model for teachers be modified to implement the recommendations of this report. The Task Force believes that this can be achieved through collaborative transformation of the existing model in which the Alberta's Teachers' Association continues to have both union and professional functions.



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

| <b>RECOMMENDATION</b>  |
|--|
| That the Board of Trustees receives the Local School Board Committee Minutes as outlined on the attached list: |

\*\*\*\*\*



STATE OF TEXAS

COUNTY OF DALLAS

FILE NO. 101

IN RE: THE ESTATE OF

JOHN W. WATKINS, DECEASED

vs. THE STATE OF TEXAS

and

JOHN W. WATKINS, JR.,  
Plaintiff,  
vs.  
THE STATE OF TEXAS,  
Defendant.

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD MEETING AS OF MAY 20, 2014**

| LSBC NAME           | DATE(S) OF MEETING   | DATE(S) RECEIVED |
|---------------------|--|------------------|
| Anzac/Bill Woodward | Apr 30, 2014   | May 6, 2014      |
| Athabasca Delta     |  |                  |
| Bishop Routhier     |  |                  |
| Calling Lake        |  |                  |
| Chipewyan Lake      | Mar 26, Apr 10, May 1, 2014                                  | May 2, 2014      |
| Conklin             | Apr 22, 2014   | May 1, 2014      |
| Desmarais           |  |                  |
| East Prairie        |  |                  |
| Elizabeth           | May 5, 2014  | May 15, 2014     |
| Fort McKay          | Apr 24, 2014   | Apr 28, 2014     |
| Gift Lake           |  |                  |
| Grouard             | Apr 14, 2014   | Apr 29, 2014     |
| J.F. Dion           | Apr 7, May 5, 2014   | May 13, 2014     |
| Janvier             |  |                  |
| Keg River           |  |                  |
| Little Buffalo      | May 15, 2014   | May 16, 2014     |
| Paddle Prairie      | May 12, 2014   | May 13, 2014     |
| Peerless Lake       | Nov 27, 2013/ Jan 9, Jan 21, Feb 20, Mar 13,<br>Apr 16, 2014 | May 9, 2014      |
| Pelican Mountain    |  |                  |
| Susa Creek          | Mar 11, Apr 23, 2014   | May 12, 2014     |
| Trout Lake          | April 14, 2014   | May 14, 2014     |
| Wabasca             |  |                  |

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
NOT RECEIVED AS OF MAY 20, 2014**

| Local School Board | Last Minutes Submitted |
|--------------------|------------------------|
| Athabasca Delta    | Mar 3, 2014            |
| Bishop Routhier    | Dec 2, 2013            |
| Calling Lake       | March 12, 2014         |
| Desmarais          | Nov 13, 2013           |
| East Prairie       | Nov 4, 2013            |
| Gift Lake          | Mar 12, 2014           |
| Janvier            | Feb 4, 2014            |
| Keg River          | Mar 4, 2014            |
| Pelican Mountain   | Nov 4, 2013            |
| Wabasca            |                        |



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ADMINISTRATIVE ACTION –  
LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as attached.

## STATEMENT OF THE WITNESSES

STATE OF NEW YORK

IN SENATE

January 10, 1907

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE

PASSED MAY 1, 1896, AND AMENDED MAY 1, 1897

AND A RESOLUTION PASSED BY THE SENATE

PASSED MAY 1, 1896, AND AMENDED MAY 1, 1897

AND A RESOLUTION PASSED BY THE SENATE

PASSED MAY 1, 1896, AND AMENDED MAY 1, 1897

ALBANY: J. B. LIPPINCOTT & COMPANY, PRINTERS, 1907.

100-100000-1

| Meeting                  | Date of Meeting | Agenda Item    | Task   | Due Date  | Status      |
|--------------------------|-----------------|----------------|--|-----------|-------------|
| LSBC MOTION (04/10/2014) | 5/21/2014       | Chip Lake      | Comment: The issue of unregistered (and insured) students attending school sessions was discussed  | 5/29/2014 | Complete    |
| LSBC MOTION (03/26/2014) | 5/21/2014       | Chip Lake      | Comment #6. Chris Turpin agree to contact several distance education providers regarding coursed which might be available to be held at the school.  | 5/29/2014 | Complete    |
| LSBC MOTION (04/22/2014) | 5/21/2014       | Conklin        | Presentation: SCYBER Staff - proposal presented for Internet Access SonciWall Restraint Device.  | 5/29/2014 | Complete    |
| LSBC MOTION 05/05/2014)  | 5/21/2014       | Elizabeth      | 2014.05.801: That the resignations of Mr. Anger and Mrs. MacDonald be accepted. Check to make sure that we have received them at Central Office.   | 5/29/2014 | Complete    |
| LSBC MOTION (04/24/2014) | 5/21/2014       | Fort McKay     | Fire Suppression system for Kitchen recommendation. Check into the trailer the stove is currently house in and see if that could be turned into a kitchen facility.  | 5/29/2014 | Complete    |
| LSBC MOTION (05/05/2014) | 5/21/2014       | J.F. Dion      | #306-05/14: motion to approve purchase of a new stage and curtains, cost not to exceed \$14,000.00. Check to ensure money is in the budget.  | 5/29/2014 | Complete    |
| LSBC MOTION (05/15/2014) | 5/21/2014       | Little Buffalo | 22/13/14: Motion that Dewar call the Health Inspector to check on the bad smells in hallway by ECS and Grade 7 room and to find out how bad the water and mould damage is to the grade 6 room and hallway and if it is unacceptable to move those two classes immediately. | 5/29/2014 | Complete    |
| LSBC MOTION (05/15/2014) | 5/21/2014       | Little Buffalo | 23/13/14: Motion that Dewar terminate that present custodian.  | 5/29/2014 | Complete    |
| LSBC MOTION (02/20/2014) | 5/21/2014       | Peerless Lake  | 113-13/14: NSD Transportation Department should continue with prior arrangements between contractor bus driver Charles Orr to continue to off-set maintenance costs.   | 5/29/2014 | Complete    |
| LSBC MOTION (01/21/2014) | 5/21/2014       | Peerless Lake  | 108/13/14: Motion to approve the rental of a unit from Peerless Lake Teacherage to Melewka Structure & Design as requested. Are we renting the unit and for how much?  | 5/29/2014 | In Progress |
| LSBC MOTION (01/09/2014) | 5/21/2014       | Peerless Lake  | 6. Old Business: School Generated Funds (SGF). Speak to principal re: having a structure set up for the funds.   | 5/29/2014 | In Progress |
| LSBC MOTION (04/23/14)   | 5/21/2014       | Susa Creek     | 35/14: Moved to have NSD 61 provide an AED device for school   | 5/29/2014 | In Progress |
| LSBC MOTION (03/11/2014) | 5/21/2014       | Susa Creek     | School Food Services: Sheldon Coates students being bussed for hot lunch, program to look at hot lunch being delivered to the students for 10.00 and extra compensation for the cooks for the extra students   | 5/29/2014 | In Progress |
| LSBC MOTION (01/31/2014) | 4/15/2014       | Calling Lake   | Minutes of January 23 & 31 are the same  | 4/27/2014 | In Progress |
| LSBC MOTION (01/23/2014) | 4/15/2014       | Calling Lake   | Minutes of January 23 & 31 are the same  | 4/27/2014 | In Progress |

| Meeting                  | Date of Meeting | Agenda Item | Task  | Due Date  | Status      |
|--------------------------|-----------------|-------------|---|-----------|-------------|
| LSBC MOTION (03/12/2014) | 4/15/2014       | Gift Lake   | Motion 359-14 - Clarification - Dale moves to support request for a new school playground development plan from Northland in consultation with the local school board and administration.   | 4/27/2014 | Complete    |
| LSBC MOTION (03/12/2014) | 4/15/2014       | Gift Lake   | Motion 360-14 - Clarification - to support request from Gift Lake D-6 program for a swimming proposal to be developed and implemented for the months of April to June as part of the gym program once we are returned to Gift Lake. | 4/27/2014 | Complete    |
| LSBC MOTION (1/13/2014)  | 3/20/2014       | Chip Lake   | Comment - regarding the Role of Board Members on employee roles, for example is an employee able to just order stuff.   | 6/17/2014 | In Progress |
| LSBC MOTION (1/13/2014)  | 2/27/2014       | Chip Lake   | Comment - request made to the LSB by Shelley Yellowknee to rent the vacant teacher trailer.   |           | Complete    |
| LSBC MOTION (1/13/2014)  | 2/27/2014       | Elizabeth   | Wes to review with David Anger: Comment - The question for providing for a tutor for High School students arose from the last minutes. We would like to arrange for a tutor to support students.                                    |           | Complete    |
| LSBC MOTION (2/3/2014)   | 2/27/2014       | Grouard     | Motion 1599 - moves to approve the housing request for the Gift Lake resident for health reasons and educational reasons until the new Gift Lake School is ready.   | 6/17/2014 | In Progress |
| LSBC MOTION (2/3/2014)   | 2/27/2014       | Grouard     | Comment - bring list of High school students - tutor - Administration   |           | In Progress |
| LSBC MOTION (2/3/2014)   | 2/27/2014       | J.F. Dion   | Motion 272 - Administration School Buses will not be expected to run when temperatures drop to -35 with wind chill included in that temperature   |           | Complete    |
| LSBC MOTION (1/13/2014)  | 2/27/2014       | J.F. Dion   | Comment - driver smoking on the bus - administration Donna  |           | Complete    |



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ANZAC LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 30, 2014

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

THE BOARD OF TRUSTEES

OF THE UNIVERSITY

OF THE STATE OF CALIFORNIA

RESOLUTION NO. 1000, 1960-1961

APPROVED

AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES, HELD AT THE UNIVERSITY OF CALIFORNIA, BERKELEY, CALIFORNIA, ON MAY 10, 1961.

BY THE VOTE OF

THE BOARD OF TRUSTEES, THE FOLLOWING RESOLUTION WAS ADOPTED:

**Anzac and Bill Woodward School Board**

**Meeting Agenda**

**April 30, 2014**

**6:00 pm**

**Time started: 6:10 pm**

**Time ended: 7:30 pm**

**1. Opening Pleasantries**

Called order at 6:10 pm (Brian, Dave, Geoff, Jamie).

**2. Custodians**

The custodians are mainly showing up for the hours of their shifts. They appear to be doing their jobs around the school, but there are still many improvements that can be made. Fairly satisfied with the cleaning that is being done at this point, just concerned about them starting to create their own hours again. Shoveling needed to be completed and was not done during the last storm. Talk to David about what the principal is able to do in order to manage the custodians.

**3. Budget**

Reviewed Anzac and Bill Woodward staffing and student numbers.

Concern was made that Anzac and Bill Woodward are projecting more students and a grade 12, but was given a lower budget than last year.

We are awaiting a review by Don and Wes to see if the dollar amounts change. We are concerned that we will have to cut positions when there will be more needs within the school. If a change is not made then they will ask Donna to come for a meeting in Anzac.

Concerned about whether or not Janvier will be bused to Anzac, if so the budget will have to change. We would like to be asked about having students from Janvier come to Anzac rather than being told.

**4. Adjournment**

Meeting adjourned at 7:30pm.

**FILED IN  
DOCUSHARE**



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CHIPEWYAN PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- MARCH 26, 2014
- APRIL 10, 2014
- MAY 1, 2014

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

MEMORANDUM

TO THE BOARD OF TRUSTEES

FROM THE BOARD OF TRUSTEES

SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

March 26, 2013

## Chipewyan Lake Local School Board Minutes

### Attendance:

|                  |             |
|------------------|-------------|
| Jason Yuck       | Chairperson |
| Ida Noskiye      |             |
| Eva Yellowknee   | Absent      |
| Anne-Marie Byrne | Principal   |
| Chris Turpin     | Teacher     |

Meeting called to order at 5:15pm by Jason Yuck.

Adopted minutes from last-meeting were good.

### Other Business:

#### 1. Resource person

Mary Yellowknee is going to consult with Harriet Beaver for the moosehide resource activity.

#### 2. Proposals were put in to numerous companies, to get money for our May field trip.

#### 3. Request for gym for people to camp, from out of town during the ministry weekend.

Motion;2014-03-26

Moved by Ida Noskiye, JASON seconded it.

#### 4. Concern was expressed about the washer/dryer has not been installed, Ann marie said she would re-enter it on her maintenance list.

4.Plans are underway on trips to High-Prairie,for the regional\science on April 16.

5.School news-letter-for both Cree and English languages will be sent out March 27<sup>th</sup>.

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6. Chris Turpin agree to contact several distance education providers regarding courses which might be available to be held at the school. Also our school will be getting wifi.

7. The letter by Cora Webber-Pillwax was discussed and signed. This will be forwarded to Minister J. Johnston.

8. was expressed about the factr that the person hired to be the bus driver does not have her class 4 license. (And therefore is NOT driving). Anne-Marie will contact Carmen Smith about readvertising this position.

The meeting adjourned at 6:50 p.m. by Jason Yuck.



Chipewyan Lake School  
School Board Meeting April 10, 2014

Attendance- Jason Yuck (Chairperson)  
Eva Yellowknee (Board member)  
Ida Noskiye (Secretary Treasurer)  
Anne-Marie Byrne (Principal)  
Chris Turpin (Teacher)

Called to order by Jason Yuck at 7:20pm.

Minutes from the last meeting were adopted as read.

The following items have been addressed:

- Washer/Dryer had been installed.
- May fieldtrip is being planned. Proposals for funding have been prepared and submitted to various agencies. The school is hoping to attend the Multicultural Children's Fair in St. Albert during the last week in May.
- Chris looked into Distance Education opportunities available through Northlands School Division (Randy Chernepeski) and Portage College. The community will have to determine they wish to access.
- There's a small engine repair trailer and Chris and Jason going to get a few guys to work some courses with it.

Jason adopted the minutes from last minutes and Eva seconded the motion.

1. Copies of the March/April Achimowin magazine were distributed to Board members. The Superintendent's message encouraging input by Local School Boards regarding the Draft Board Philosophy, Mandate, Core Purpose, Vision, Beliefs and Values, were distributed along with actual Draft copies of Policy One for

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- discussion and feedback. Members thought that there was little to discuss considering this Policy.
2. Members were given copies of the new Procedure 320 dealing with Financial Support for Educational Placement Outside District 61. These copies will be added to the District Procedure Manual.
  3. The Northland District Calendar for 2014-15 was presented.
  4. The schedule for the Provincial Achievement testing was considered and discussed.
  5. The new financial software for the District was discussed- My Financial Budget Software System. Basically the school budget remains the same as last year.
  6. Copies of the DRAFT Instructional Planning Documents were distributed and perused. This document will be ready for the May meeting's agenda.

The students will be attending the Science Fairs in Wabasca on Friday, April 11. Parents are providing transportation. And Roy Yellowknee has volunteered to drive the bus so that the students can attend the Regional Fair at Bishop Routhier on April 16 in Peavine.

The issue of unregistered (and insured) students attending school sessions was discussed.

The meeting was adjourned by Eva Yellowknee at 8:55 p.m. and seconded by Jason Yuck.

**Chipewyan Lake School  
School Board Meeting May 1, 2014**

**Attendance-** Jason Yuck (Chairperson)  
Eva Yellowknee (Board member)(Abs.)  
Ida Noskiye (Secretary Treasurer)  
Anne-Marie Byrne (Principal)  
Chris Turpin (Teacher)

Called to order by Chairperson Jason Yuck at 7:10pm.

Minutes from the last meeting were adopted as read. Jason moved and Ida seconded.

The following items were discussed:

- It was decided that the committee should express thanks to Roy Yellowknee for his assistance throughout the year with driving the bus to our swimming expeditions and science fairs.
- It was noted that the new bus driver (Wanda Yellowknee) has been hired and the bus has operating the past few weeks.
- The issue of fuel for the bus has been investigated and local administration is working with Carmen Smith (Bus Supervisor for the District) to provide solution.
- The PAT schedule was provided and discussed.
- The May 26<sup>th</sup> Field Trip to the International Children's Festival in St. Albert was discussed and approved. It was noted that the Northland Games were being held in Grouard May 30<sup>th</sup> but it was felt that this would conflict with the Field Trip. Moved by Jason and seconded by Ida that the school attend the Field Trip only. It was also noted that Rita Yellowknee would be coming along as parent chaperone

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- A new Automated External Defibrillator has been installed at the school and the local board would receive in servicing at the June board meeting.
- The Organizational Plan for the 2014/2015 School Year was discussed and approved with Jason moving the motion and Ida seconding. **Motion # 2014-05-01**

The meeting adjourned at 8:27PM

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CONKLIN COMMUNITY LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- APRIL 22, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

THE BOARD OF DIRECTORS

OF THE COMPANY

RESOLVED THAT

THE FOLLOWING

BE APPOINTED TO THE BOARD OF DIRECTORS

OF THE COMPANY

FOR THE TERM

ENDING AT THE ANNUAL MEETING

OF THE COMPANY

**CLSB  
Conklin Local School Board  
Meeting Minutes  
April 22, 2014**

**Present:**

Margaret Quintal  
Linda Novak  
Kathryn Quintal  
Verna Quintal-Janvier  
Bernard Woodfine – School Principal

**Excused Regrets:**

Stacey Atkinson

**Delegates:** Sarah Louttit, Phillip Reck

**Opening Prayer:** Margaret Quintal

**Call to order:**

Margaret Quintal called the meeting to order at 7:25 p.m. at Conklin Community School.

**Motion # 0142-14**

Linda Novak motions to adopt March 13, 2014 special meeting minutes as presented.  
Seconded by Kathryn Quintal  
All in favor, motion carried

**Presentation by SCYBER Staff – Sarah and Phillip**

Proposal presented for Internet Access SonicWall TZ-205 Restraint Device. The local school board is in full support of the proposal. Conklin Elearning staff to approach Sunchild for financial support to cover the costs.

Bernard provided a brief update on school recycling funds.

Bernard provided a brief update on Pitney Bowes postage meter contract.

**Motion # 0143-14**

Kathy Quintal motions to approve the proposal for Conklin Community School ECS to Grade 2 class field trip to Edmonton/St. Albert on May 28 to May 30, 2014.  
Seconded by Linda Novak  
All in favor, motion carried

Brief discussion regarding presentation to Northlands on May 1, 2014

Reviewed 2014-2015 School Year Calendar

**Motion # 0144-14**

Kathy Quintal motions to support the baby sitting proposal, Bernard to submit funding proposal to Conklin Community Enhancement Society.  
Seconded by Margaret Quintal  
All in favor, motion carried

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**Motion # 0145-14**

Margaret Quintal motions to go in-camera at 9:30 p.m. to include principal.  
Seconded Verna Quintal-Janvier  
All in favor, motion carried

**Motion # 0146-14**

Verna Quintal-Janvier motions to come out of in-camera at 10:10 p.m.  
Seconded by Kathy Quintal  
All in favor, motion carried

**Motion # 0147-14**

Verna Quintal-Janvier motions to adjourn the meeting at 10:13 p.m.  
Seconded by Margaret Quintal  
All in favor, motion carried



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ELIZABETH LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- MAY 5, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

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**MINUTES  
ELIZABETH COMMUNITY SCHOOL  
LOCAL SCHOOL COMMITTEE MEETING  
May 5, 2014**

**PRESENT:**

|                 |             |
|-----------------|-------------|
| Gwen Lepine     | Member      |
| Crystal Demmons | Member      |
| David Anger     | Principal   |
| Tracy Jacknife  | Member      |
| Sheila Thompson | Member      |
| Shelley Bartman | Chairperson |

**ABSENT:**

Call to order at 5:45

David Anger opened the meeting in prayer.

**RECOMMENDATION #: 2014.05.800**

RECOMMENDED by Tracy Jacknife /SECONDED by Gwen Lepine THAT, the Minutes for the April 7, 2014 meeting be accepted as presented. CARRIED.

Mr. Anger presented the principal's report. Student numbers for enrollment, attendance, student discipline as well as past and future events planned for Elizabeth School were shared as information.

The Principal's Report was accepted by consensus.

Mr. Anger submitted his resignation letter to the LSBC.

Mrs. MacDonald's resignation letter was submitted on her behalf to the LSBC.

**RECOMMENDATION #: 2014.05.801**

RECOMMENDED by Sheila Thompson /SECONDED by Crystal Demmons THAT, the resignations of Mr. Anger and Mrs. MacDonald be accepted. CARRIED.

**RECOMMENDATION #: 2014.05.802**

RECOMMENDED by Crystal Demmons /SECONDED by Gwen Lepine THAT, the expenses for a dinner and gifts for a celebration for staff members leaving Elizabeth School come from the LSBC budget, expenses not to exceed \$1200.00. CARRIED.

Shelly Bartman left the meeting at 6:40

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Mr. Anger reminded and invited the LSBC to provide the Board with feedback for the draft Northland School Division Policy 1 document. The document was provided to LSBC members.

**RECOMMENDATION #: 2014.05.803**

RECOMMENDED by Gwen Lepine /SECONDED by Sheila Thompson THAT, the expenses held for the grade 6 Dene Day on April 25 come from the FNMI budget. Funds not to exceed to \$500.00. CARRIED

**RECOMMENDATION #: 2014.05.804**

RECOMMENDED by Tracy Jacknife /SECONDED by Crystal Demmons THAT, Elizabeth School cover the cost of providing lunch for visiting Cold Lake Elementary students on June 11 to promote and expose the surrounding community to our school and Settlement. Expenses to come from the FNMI budget. CARRIED

**RECOMMENDATION #: 2014.05.805**

RECOMMENDED by Crystal Demmons /SECONDED by Tracy Jacknife THAT, ECS classes be cancelled on June 3 for the Ages and Stages Pre School Screening day happening at Elizabeth School. CARRIED

**RECOMMENDATION #: 2014.05.806**

RECOMMENDED by Gwen Lepine /SECONDED by Sheila Thompson THAT, Elizabeth School send each student on an FNMI field trip to Ft George/Buckingham House. Funds are to come from the FNMI budget and are not to exceed \$6000.00. CARRIED

**RECOMMENDATION #: 2014.05.807**

RECOMMENDED by Crystal Demmons /SECONDED by Tracy Jacknife THAT, the final (June) meeting for the Elizabeth LSBC be a supper meeting, expenses to come from the Elizabeth LSBC budget. CARRIED.

Next meeting is set for June 2, 2014 @ 5:30

Meeting adjourned at 7:00

## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** FORT MCKAY LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- APRIL 24, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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**Fort McKay  
Local School Board Committee  
Meeting Minutes  
April 24, 2014  
12:30 PM**

**Call LSB Meeting to Order @ 12:25 PM**

**Board Members Present:**

Janet McDonald  
Tina Black  
Shelley Harte

**Administration Present:**

Ruth Ryan

**Absent:**

**Additions to Agenda...**

**1. Approval of Agenda**

Adopt Agenda: Shelley Harte moved to adopt the agenda as presented.

**2. Approval of Previous Minutes**

Adopt Minutes: Tina Black moved to adopt minutes of March 18, 2014.

**3. Business Arising from the Minutes....nothing at this time**

**4. Maintenance Report-**

See report  
Fire Inspection Report

**5. Correspondence –**

- Letter from Northland given to Janet

**6. Principal's Report ... see attachment** Janet McDonald moved to adopt the Principal's Report as presented.

**7. FMS Counselling Update-** Patricia Gloade's last day was April 22, 2014(retired) and Paulette Boen is on holidays until the end of April.

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Family Support – One counsellor, Aliyah came to the school on Tuesday, April 22<sup>nd</sup> ...they are supposed to be coming to the school twice a week starting this week

#### **8. New Business –**

Went in Camera @12:45 until 1:15 PM

- Budget ...the 2014 -2015 budget was discussed
- TA's / Certified Staff...this was discussed
- PAT – new dates were discussed
- AERR discuss...this was discussed...the Health Fair was a great success bringing the community into the school
- Northland Calendar 2014- 2015 – spring break...this was discussed
- Recommendation to hire TA from the Band Funding...Review Resumes...the resumes were reviewed, but there was no recommendation to hire anyone at this time
- Crome books were discussed and it was suggested that more I pads might be an alternative for the student...
- Policy 1... this was discussed
- Awards...June...this was discussed
- Fire Suppression system for Kitchen- recommendation SGF....there was no recommendation made because \$6000.00 is a lot to spend and the kitchen may still not pass safety/fire regulations
- Field Trips/ Edmonton...this has been cancelled
- U School – Industry has provided funding for students to go to U School for a week in Edmonton during the 2014-2015 year. A recommendation was made by Shelly Harte to allow Carol Ann Legge to apply to the University of Alberta for U School for a week during the 2014-2015 year

#### **Additions to Agenda:**

- 
- 
- 

#### **9. Any other business**

**Next Meeting Date: May 21st, 2014**

**Adjournment**



**Fort McKay School  
Local School Board Committee Recommendations  
April 24, 2014**

- 08-14      Recommendation to adopt the agenda as presented.  
                 Moved by Shelley Harte
- 09-14      Recommendation to approve the previous minutes from March 18, 2014  
                 Moved by Tina Black
- 10-14      Recommendation to accept the Principal's Report as presented.  
                 Moved by Janet McDonald
- 11-14      Recommendation to allow Carol Ann Legge, a certified teacher, put in an  
                 application to take a class of students to Edmonton for a week for U- School at the  
                 University of Alberta for the 2014-2015 year.  
                 Moved by Shelley Harte



## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** GROUARD LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 14, 2014  
- APRIL 14, 2014 (SPECIAL MEETING)

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

DATE THIS TO BE

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Grouard local School Board

Regular Meeting

April 14, 2014

Present: Darcy Halcrow, Paul Cardinal and Veronica Courtorielle

Absent: Jesse Lamouche

Visitors: Fern Halcrow and Lydia Halcrow

Call to Order @ 6:30

#1073 Paul moves to adopt the agenda. All in Favour. Carried

#1074 Paul moves to adopt the minutes from March 13, 2014

#1075 Paul moves to approve the Principal's report and the acting chairperson's report. All in favour. Carried

#1076 Darcy moves to excuse Jesse from tonight's meeting. All in favour. Carried

Policy one was presented as information to the Board members will provide responses to jesse or donna.

#1077 Darcy moves to go In Camera with the Principal at 8:17. All in favour. Carried

#1078 Darcy moves to come out of Camera at 9:39 with the Principal. All in favour. Carried.

Meeting adjourned at 9:45

Next meeting: May 6, 2014

**FILED IN  
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Grouard local School Board

Special Meeting

April 14, 2014

Present: Darcy Halcrow, Paul Cardinal and Veronica Courtorielle

Absent: Jesse Lamouche

Visitors:

Call to Order @ 9:45

#1080 Paul moves to hire candidate A as the Special Assistant until the end of June 2014. All in Favour.  
Carried

Meeting adjourned at 10:50

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## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** J. F. DION LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 7, 2014  
- MAY 5, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

# BOARD OF DIRECTORS

MEMBER NAME

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**J.F. Dion  
Local School Board Meeting  
April 7, 2014**

**Present:**

**School Board Members:** Joan Daniels, Kristen Lindsay, Carlene Gladue.

**Principal:** Elaine Ward.

**Call to Order:** Meeting called to order at 5:15 p.m.

**Opening Prayer** led by Elaine Ward.

**Motion to Adopt Agenda:**

**Motion: #296-04/14,** Kristen/ Carlene, All in Favor.

**Motion to Adopt March 3, 2014 Minutes:**

**Motion: #297-04/14,** Carlene/ Kristen. All in Favor.

**Business arising from minutes:**

No business arising.

**New Business:**

Motion to go "In Camera"

**Motion: #298-04/14,** Kristen/ Carlene, All in Favor.

Motion to go out of "In Camera."

**Motion: #299-04/14,** Kristen/ Carlene, All in Favor.

**Lunch Program:**

Nothing new with the lunch program.

**Principal's Report:**

The Principal provided us with an update on the stage purchase

Motion to approve: Principal's Report as presented.

**Motion: #300-04/14, Kristen/ Carlene, All in Favor.**

**Chairperson's Report:**

Motion to approve: Chairperson's Report as presented.

**Motion: #301-04/14, Kristen/ Carlene, All in Favor.**

**Budget:**

We had a budget discussion.

**Correspondence:**

We reviewed all correspondence.

**Member/Parent/Board Concerns:**

Motion to assign \$500.00 for year end awards budget.

**Motion: #302-04/14, Kristen/ Carlene, All in Favor.**

**Next Meeting Date:**

Next regularly scheduled LSB meeting set for May 5, 2014 at 5:00 p.m.

**Adjournment:**

Motion to adjourn meeting at 6:45 p.m.

**Motion: #303-04/14, Kristen/ Carlene, All in Favor.**

**J.F. Dion  
Local School Board Meeting  
May 5, 2014**

**Present:**

**School Board Members:** Joan Daniels, Kristen Lindsay, Carlene Gladue, Tyler Gladue.

**Call to Order:** Meeting called to order at 5:15 p.m.

**Opening Prayer** led by Joan Daniels.

**Motion to Adopt Agenda:**

**Motion: #304-05/14,** Kristen/ Tyler, All in Favor.

**Motion to Adopt April 7, 2014 Minutes:**

**Motion: #305-05/14,** Carlene/ Kristen. All in Favor.

**Business arising from minutes:**

No business arising.

**New Business:**

Motion to approve purchase of a new stage and curtains, cost not to exceed \$14,000.00.

**Motion: #306-05/14,** Kristen/ Carlene, All in Favor.

Motion to approve the 2014/2015 Instructional Organizational Plan.

**Motion: #307-05/14,** Kristen/ Tyler, All in Favor.

Motion to approve the overnight field trip for Grades 6/7, to Skills AB, on May 14/15.

**Motion: #308-05/14,** Kristen/ Tyler, All in Favor.

**Lunch Program:**

Nothing new with the lunch program.

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**Principal's Report:**

Motion to approve proposed Certified Kindergarten Teacher for the 2014/15 school year.

**Motion: #309-05/14, Kristen/ Tyler, All in Favor.**

Motion to approve: Principal's Report as presented.

**Motion: #310-05/14, Kristen/ Tyler, All in Favor.**

**Chairperson's Report:**

Motion to approve: Chairperson's Report as presented.

**Motion: #311-05/14, Kristen/ Carlene, All in Favor.**

**Budget:**

We had a budget discussion.

**Correspondence:**

We reviewed all correspondence.

**Member/Parent/Board Concerns:**

A Board Member had a concern that was passed on to the Principal for further review.

**Next Meeting Date:**

Next regularly scheduled LSB meeting set for June 2, 2014 at 5:00 p.m.

**Adjournment:**

Motion to adjourn meeting at 6:35 p.m.

**Motion: #312-05/14, Kristen/ Carlene, All in Favor.**

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- MAY 15, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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AGENDA: May 15, 2014

**LBS BOARD MEETING**

Meeting called to order at 7:20 PM

**Attendance:**

Larry Ominayak  
Bryan Laboucan  
Dwight Gladue  
Troy Laboucan  
Eve Calliou  
Brian Dewar-Principal

**Absent**

**1. Old business**

- i. NSD/KTC/PRSD/NLC educational partnership for trades
- ii. New portables unfinished and ramp
- iii. Grounds and ball diamonds
- iv. Roofs in hallway and grade 6 room
- v. Edwin Parr Award
- vi. Radio

**2. Open position**

- a. Custodian

**Motion 15/13/14**

That the position be posted immediately and training be set up before the end of the year to get summer work done properly

**3. Community Supper**

**Motion 16/13/14**

- a. That we host a community supper once the portables are ready tentative date is June 18. Dewar is to ensure that Donna and Kelly are invited

**4. CTS update welding, millwright, electrical, construction, carpentry, culinary arts, media, photography**

- a. Need CTS trailer for welding and electrical and carpentry

**5. Victoria field trip**

**6. Trip for next year to Drumheller and Fort Whoop Up**

**Motion 17/13/14**

That the trip be approved for May of 2015 for the grade 3 and 4 classes

**7. End of year trips**

- a. All classes are participating in year end trips

**8. Staffing**

- a. Went over staffing concerns and classroom student teacher and student adult ratios

**9. Budget deficit position**

- a. Grants
- b. SGF funds
- c. Fundraising
- d. Nutrition Fund

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10. Literacy programme
  - a. We are stepping up the level of the Literacy. All classes from K to 9 are participating
11. Education Leave
  - a. Was granted to Carla Laboucan
12. Days in Lieu
  - a. Postponed at Dewar's request until June 5, 2014
13. PAT's
  - a. Overview of Pat's

New Business

**Motion 18/13/14**

That the wheelchair ramp be located on the east end of the school

**Motion 19/13/14**

That the deficiencies in the new kitchen be rectified

**Motion 20/13/14**

That the roofs in the old grade 6 room and hallway be remediated immediately

**Motion 21/13/14**

That Dewar get the budget balanced for the 2014/15 school year and report back on June 5, 2014

**Motion 22/13/14**

That Dewar call the Health Inspector to check on the bad smells in hallway by ECS and Grade 7 room and to find out how bad the water and mould damage is to the grade 6 room and hallway and if it is unacceptable to move those two classes immediately.

**Motion 23/13/14**

That the principal's report be accepted as presented.

In Camera:

**Motion 23/13/14**

That Dewar terminate the present custodian since it is now 9:30 and she has not arrived and has to put in seven hours and has not been doing so

Meeting adjourned at 8:55 PM

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- MAY 12, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

MEMORANDUM

TO THE BOARD OF TRUSTEES

FROM THE BOARD OF TRUSTEES

SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR BOARD MEETING  
May 12, 2014**

**In Attendance:** Candice Calliou , Chairperson  
Priscilla Christian, Board Member  
Kristen Ghostkeeper, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary

**Absent:** Doreen Poitras, Secretary/Treasurer(medical)  
Nelson Auger, Board Member(family emergency)

**Call to Order:** The meeting was called to order at 3:30 p.m. Doreen and Nelson are absent for excusable reasons.

**Agenda:**

**Motion #069:13/14** Kristen Ghostkeeper moved to accept the agenda as presented. **Carried.**

**Minutes:**

**Motion #070:13/14** Candice Calliou moved to approve the minutes of the March 24, 2014 regular board meeting, as read. **Carried.**

**Principal's Report:**

**Motion #071:13/14** Priscilla Christian moved to approve the Field Trip to Machesis Lake for Grade 4-6 Science Camp, on May 27/14. **Carried.**

**Motion #072:13/14** Kristen Ghostkeeper moved to approve the Field Trip to Grouard for Northland Games May 30/14. **Carried.**

**Motion #073:13/14** Candice Calliou moved to accept the Principal's report as information. **Carried.**

**Old Business:**

**Portables** – the Principal reported that they will be going to Gift Lake School.

**East Coast Trip** – The Principal reported what has been taking place to date, and will know if the trip will be taking place, by the June meeting.

**In Camera Session:**

**Motion #074:13/14** Candice Calliou moved to go in camera with the Principal, at 4:00 p.m. **Carried.**

**Motion #075:13/14** Candice Calliou moved to return to regular format at 4:20 p.m. **Carried.**

**Meeting Dates:**

**Regular Board Meeting** – Wednesday, June 11, 2014 at 3:30 p.m.

**Adjournment:** The meeting adjourned at 4:21 p.m.

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**Signatures:**

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**Candice Calliou, Chairperson**

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**Reta Nooskey, Recording Secretary**

## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PEERLESS LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- NOVEMBER 27, 2013
- JANUARY 9, 2014
- JANUARY 21, 2014
- FEBRUARY 20, 2014
- MARCH 13, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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Peerless Lake School Local School Board Committee Meeting  
November 27, 2013  
7:00 pm

Board Present: Marcel Noskiye, Laurel Noskiye, Marie Alook (arrived at 6:47PM)

Absent: Louie Cardinal, William Houle

Admin: Audrey Anderson

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1. Meeting called to order: Marcel Noskiye called the meeting to order at 6:15PM.
2. **Motion#87-13/14:** Adopt Agenda: Laurel Noskiye moved to adopt the agenda and to add 2 items: 1. Community gym use; 2. Technology motion-discussion on past motion. Marcel Noskiye seconded. Carried.
3. **Motion #88-13/14:** Adopt minutes: Laurel Noskiye moved to adopt the minutes. Seconded by Marcel Noskiye. Carried.
4. Chairman's report: report not available.
5. **Motion#89-13/14:** Principal's report: Laurel Noskiye moved to approve principal's report. Seconded by Marcel Noskiye. Carried.
6. Old business:
  - a. **Motion #90-13/14:** Secretary Honorarium: Laurel Noskiye moved to continue with current honorarium. Seconded by Marcel Noskiye. Carried.
  - b. Recommendation: To fax housing letters to Bob Friedel at NSD.
  - c. Next Meeting—December 12, 2013 @ 7:00 p.m. and all other LSBC meetings will be held every 2<sup>nd</sup> Thursday at 7:00 pm
  - d. LSBC Budget—Direction to contact NSD to get print out of current budget.
  - e. **Motion#91-13/14:** Community Gym Use: To revamp current rules for adult gym use and post in gym. Also add to current gym use form: date and times, add rules. Adults requesting gym use form to do so during business hours. Marie Alook moves to change gym use format for daily gym use. Seconded by Laurel Noskiye. Carried.
7. **Motion#92-13/13:** Adjournment: Motion made by Marcel Noskiye to adjourn meeting at 8:46 pm. Seconded by Laurel Noskiye. Carried.

**FILED IN  
DOCUSHARE**

1. The first part of the document is a letter from the President of the United States to the Congress.

2. The second part is a report from the Secretary of the Treasury.

3. The third part is a report from the Secretary of the Interior.

4. The fourth part is a report from the Secretary of the Navy.

5. The fifth part is a report from the Secretary of the War.

6. The sixth part is a report from the Secretary of the State.

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13. The thirteenth part is a report from the Secretary of the War.

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17. The seventeenth part is a report from the Secretary of the War.

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19. The nineteenth part is a report from the Secretary of the Army.

20. The twentieth part is a report from the Secretary of the Navy.

21. The twenty-first part is a report from the Secretary of the War.

22. The twenty-second part is a report from the Secretary of the State.

23. The twenty-third part is a report from the Secretary of the Army.

24. The twenty-fourth part is a report from the Secretary of the Navy.

25. The twenty-fifth part is a report from the Secretary of the War.

26. The twenty-sixth part is a report from the Secretary of the State.

27. The twenty-seventh part is a report from the Secretary of the Army.

28. The twenty-eighth part is a report from the Secretary of the Navy.

29. The twenty-ninth part is a report from the Secretary of the War.

30. The thirtieth part is a report from the Secretary of the State.

Peerless Lake Local School Board Committee Meeting  
December 12, 2013 @7pm

Board Members Present: Marie Alook, Louie Cardinal, Marcel Noskiye

Admin: Audrey Anderson, Corrine Alook – RS

Absent: William Houle, Laurel Noskiye

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1. Call to Order: Louie Cardinal called the meeting to order @ 7:29PM.
2. Adopt Agenda. **Motion#93-13/14**: Marie Alook moved to adopt the agenda. Seconded by Marcel Noskiye. Carried.
3. Adopt Minutes. **Motion#94-13/14**: Marcel Noskiye moved to adopt minutes with addition added: Housing. Seconded by Marie Alook. Carried.
4. Chairman's report. **Motion#95-13/14**: housing as info only. Marie Alook moved to accept chairman's report. Seconded by Marcel Noskiye. Carried.
5. Principal's report (attached). **Motion#96-13/14**: Marie Alook moved to accept principal's report. Seconded by Marcel Noskiye. Carried.
6. Old Business: nothing to report.
7. New Business:
  - a. LSB Budget: as info only
  - b. PLS AERR for 12/13 and AEP for 13/14: LSB to review it more. Tabled until next meeting. **Motion#97-13/14**: Moved by Marie Alook. Seconded by Marcel Noskiye. Carried.
  - c. Skating rink: Discussion only.
  - d. SGF: As info only and Ask Robert Molcak to next meeting.
  - e. Vent cleaning: As info only.
  - f. Other: Housing: - a letter /recommendation to be sent to Colin Kelly, Donna Barrett, David Cox, Bob Friedel and the advisory committee regarding the policy of renting housing to locals.
    - Professional dress code- discussion only
8. Next Meeting: December 17<sup>th</sup> @ 5pm with Donna Barrett – Roles and Responsibilities of LSB and conflict of interest and a Board Meeting after.
9. Adjournment: **Motion #98-13/14**: Moved by Marie Alook to adjourn at 9:45pm.

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Peerless Lake Local School Board Committee Meeting  
January 9, 2014  
Time: 4:00PM

Board members present: Louie Cardinal, Marie Alook, Marcel Noskiye  
Administration Present: Audrey Anderson, Donna Barrett, Corrine Alook- RS  
Absent: William Houle, Laurel Noskiye

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1. Meeting called to order: Louie Cardinal called the meeting to Order @ 4:37PM.
2. Adopt Agenda: **Motion#100-13/14**: Marcel Noskiye moved to adopt the agenda.  
Seconded by Marie Alook. Carried.
3. Adopt Minutes: **Motion#101-13/14**: Moved by Marie Alook to adopt the minutes.  
Seconded by Marcel Noskiye. Carried.
4. Chairman's report: No report
5. Principal's report: **Motion#102-13/14**: Moved by Marcel to accept principal's report as info. Seconded by Marie Alook. Carried.
6. Old Business:
  - a. School Generated Fund – as info only presented by Robert Molcak
  - b. AEP 13/14. **Motion#103-13/14**: Moved by Marie Alook to move to a later date.  
Seconded by Marcel Noskiye. Carried.
  - c. Vent cleaning; As info only
7. New Business:
  - a. Donna Barrett- working on a schedule to get all LSBC committee to an orientation.
  - b. SCLW- report attached- as info
  - c. AQ Testing report- as info only
  - d. Attendance data- as info only
8. In – Camera: **Motion#104-13/14**: Moved by Marie Alook to go to in-camera at 6:23pm.  
Seconded by Marcel Noskiye. Carried.
9. Out of camera: **Motion#105-13/14**: Moved by Marie Alook to go to regular format at 7:12pm. Seconded by Marcel Noskiye. Carried.
10. Next Meeting: Thursday, February 20, 2014 @ 7PM.
11. Adjournment: **Motion#106-13/14**: Moved by Marie Alook to adjourn at 7:14PM.

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THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

CHICAGO, ILL.

TO THE PHYSICS DEPARTMENT, UNIVERSITY OF CHICAGO

FROM THE PHYSICS DEPARTMENT, UNIVERSITY OF CHICAGO

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January 21, 2014

Verbal Motion: Laurel Noskiye, Marie Alook, Louie Cardinal, Marcel Noskiye

Motion#108/13-14: Laurel Noskiye recommended to approved the rental of a unit from Peerless Lake Teacherage to Melewka Structure & Design as requested. Seconded by Marie Alook. Carried.

**FILED IN  
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Peerless Lake School Local School Board Committee Meeting Minutes  
February 20, 2014  
Time: 7:00 pm

Board Members Present: Marie Alook, William Houle, Marcel Noskiye, Louis Cardinal, Chairperson  
Administration Present: Wes Oginsky, NSD Director of Human Resources, Audrey Anderson  
Absent: Laurel Noskiye & Corrine Alook (Recording Secretary)

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1. Meeting called to Order at 7:17 pm
2. Adopt Agenda: **Motion#109-13/14:** Marcel Noskiye moved to adopt agenda with following additions: LSBC Budget, Bus-cold weather, Busing (contractor), Busing. Seconded by Marie Alook. CARRIED.
3. Adopt Minutes: **Motion#110-13/14:** Marie Alook moved to adopt minutes. Seconded by Marcel Noskiye. CARRIED.
4. Chairman's Report: No report.
5. Principal's Report: **Motion#111-13/14:** Marie Alook moved to accept Principal's Report as information with further clarification on attendance section on school report cards (Marie Alook). Seconded by William Houle. CARRIED.
6. Old Business:
  - a. Annual Education Plan for 2013-2014—**Motion#112-13/14:** Moved by Marie Alook to accept AERR Plan 2013-2014 and direction provided to principal to provide quarterly reports to LSBC. Seconded by William Houle. CARRIED.
  - b. Attendance Reports—Louis would like to have attendance reports with students names and their attendance at each meeting. Principal advised to contact Donna Barrett.
7. New Business:
  - a. Grade 9 PAT results—shared as information only.
  - b. SCLW—All reports require motions.
  - c. Wes Oginsky—principal evaluation surveys (in camera)
  - d. LSBC Budget—information shared by Louis.
  - e. Buses re: Cold weather—Question brought forward by Marcel. There was discussion regarding NSD policy and/or bus driver manual that all bus drivers are to use their discretion when the temperature has dropped to/below -35 and weather conditions need to be taken into consideration.
  - f. Buses (contractor)—**Motion#113-13/14:** Moved by Louie Cardinal that NSD Transportation Department should continue with prior arrangements between

**FILED IN  
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Contractor Bus Driver Charles Orr to continue to off-set maintenance costs.  
Seconded by Marcel Noskiye. CARRIED.

8. In Camera: **Motion#114-13/14:** Moved by Marcel Noskiye to go in camera at 8:35 pm.  
Seconded by William Houle. CARRIED.
9. Out of Camera: **Motion#115-13/14:** Moved by William Houle to go out of camera at 8:55 pm. Seconded by Marcel Noskiye. CARRIED.
10. Next Meeting: Scheduled for Thursday, March 13, 2014 @ 7:00 pm.
11. Adjournment: **Motion#116-13/14:** Moved by Louie Cardinal to adjourn meeting at 8:55 pm.  
Seconded by Marie Alook. CARRIED.

Peerless Lake Local School Board Committee Meeting  
 March 13, 2014  
 "No Quorum until 7:30pm"

Board Present: Louie Cardinal, Marie Alook, Laurel Noskiye(7:30pm)

Administration: Audrey Anderson

Absent: Marcel Noskiye, William Houle.

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1. Meeting called to order: Louie Cardinal called the meeting to order at 6:30pm.
2. **Motion # 117-13/14:** Adopt agenda: Marie Alook moved to adopt the agenda.  
 Seconded by Louie Cardinal.
3. **Motion #118-13/14:** Adopt Minutes: Marie Alook moved to adopt the minutes.  
 Seconded by Louie Cardinal.
4. Chairman's report: No report.
5. **Motion #119-13/14:** Principals Report: Marie Alook moved to approve Principals report.  
 Seconded by Louie Cardinal.
6. Old Business: a) attendance/report cards - discussion only.
7. New Business:
  - A) **Motion #120-13/14:** SCLW's Report- moved by Marie Alook to approve the report.  
 Seconded by Louie Cardinal. Carried
  - B) **Motion #121-13/14:** ECS Fieldtrip May 28-30, 2014. Moved by Marie Alook to approve ECS fieldtrip. Seconded by Louie Cardinal.
  - C) Alberta Ed – Walking together FMNI- discussion only.
  - D) **Motion #122-13/14:** Cosmetology - Laurel Noskiye moved to approve to provide Angela Purres an honorarium of \$250.00 for providing CTS in-service. Seconded by Marie Alook.  
 Carried.
  - E) Numeracy PD Jump Math, March 26th for Elem. Staff: Recommendation to speak to Head office and go ahead with it.
  - F) Rink and Hazards: Louie Cardinal will talk to Mr. Cox.
8. **Motion #124 -13/14:** In Camera: Marie Alook moved to go to in-camera at 7:37pm.  
 Laurel Noskiye seconded. Carried.
9. **Motion #125 -13/14:** Out of camera: laurel Noskiye moves to go out of camera at 8:10pm. Carried.
10. Next meeting: April 10<sup>th</sup> at 7:00pm.
11. **Motion #126 -13/14:** Laurel Noskiye moved to adjourn the meeting at 8:10pm.  
 Seconded by Marie Alook.

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**Peerless Lake Local School Board Committee Meeting**  
**April 16, 2014**  
**Time: 5:00PM**

Board Members Present: Louie Cardinal, William Houle, Marie Alook

Administration Present: Audrey Anderson

Absent: Marcel Noskiye, Laurel Noskiye

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1. Meeting called to order by Louie Cardinal at 5:12PM.
2. Adopt Agenda: **Motion#127-13/14**: William Houle moved to adopt the agenda. Seconded by Marie Alook. Carried.
3. Adopt Minutes: **Motion #128-13/14**: Marie Alook moved to adopt previous minutes with corrections. Seconded by William Houle. Carried.
4. Chairman's Report: No report.
5. Principal's report: To be included in the next meeting.
6. Old Business:
  - a. Louie Cardinal- Rink
  - b. Audrey- Jump math as info only
7. New Business
  - a. Northland Games- May 30, 2014
8. In-Camera: **Motion#129-13/14**: Marie Alook moved to go in-camera at 5:32PM. Seconded by William Houle. Carried.
9. Out of camera: **Motion#130-13/14**: Marie Alook moved to come out of in-camera at 7:00PM. Seconded by William Houle. Carried.
10. Next Meeting: Thursday May 15, 2014 at 7:00PM.
11. Adjournment: **Motion# 131-13/14**: Moved by Marie Alook to adjourn at 7:07PM.

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## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** SUSAN CREEK LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- MARCH 11, 2014  
- APRIL 23, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE  
MEETING  
March 11/14

PRESENT: Rachelle McDonald, Chairperson  
Charles McDonald, Member (excusable absence)  
Robert Wanyandie, Member  
Cathy Wanyandie, Member  
Maryanne Moberly, Secretary/Treasurer

OTHERS: Mark McGimpsey, Principal  
Tammy Smith, Recording Secretary  
Maria DeBoer, School Food Services

CALL TO ORDER: Rachelle called the meeting to order at 6:58 p.m.

OPENING PRAYER: Robert gave the opening prayer.

ADOPT AGENDA: 26/14 Rachelle moved to adopt the meeting agenda with three additions to the agenda.  
Carried.

ADOPT PAST MINUTES: Discussion was held on the past meeting minutes regarding the cultural content at our school. Rachelle feels that crafts shouldn't be the focus point of the Aboriginal curriculum.. there should be more to it than just that. While most activities that we do are fun for all students such as archery, bannock on a stick, bannock making in general, gathering fruit for teas or jam making, learning about edible plants.

27/14 Rachelle moved to adopt the S.C.L.S.B.C. meeting minutes of February 18/14 as presented.  
Carried.

PRINCIPAL'S REPORT: Written.

28/14 Cathy moved to accept the written Principal's Report as presented.  
Carried.

**FILED IN  
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S.C.L.S.B.C. March 11/14

## SCHOOL FOOD SERVICES:

Maria shared with the local board the changes upcoming to the hot lunch program for the Sheldon Coates students only. Currently the Sheldon Coates students are bussed up and back to school by the GYRD bus. GYRD has been charging us \$25.00 per day and now they want to increase that amount to \$30.00 per day. To make this more cost effective NSD 61 wants to instead have their lunch delivered to them at Sheldon Coates by the current hot lunch person. Our current hot lunch delivery person said they would do it for an extra \$10.00. With this extra packing and sorting the hot lunch cooks would also like to be compensated as this will add on to their duties and time. The local board asked about maybe the local taxi service would do it for a flat fee each day, or a reliable parent that already has a child attending Sheldon Coates.

(Tammy and Maria left room)

## IN-CAMERA SESSION:

|       |   |
|-------|---|
| 29/14 | Rachelle moved to begin the In-Camera Session at 7:41 pm.<br>Carried. |
| 30/14 | Rachelle moved to end the In-Camera Session at 8:30 pm.<br>Carried.   |

RECORDING  
SECRETARY:

|       |   |
|-------|---|
| 31/14 | Cathy moved to increase the recording secretaries rate of pay to \$50.00 per meeting effective immediately.<br>Carried. |
|-------|---|

## NEXT MEETING DATE:

April 15/14 @ 6:30 pm..

## ADJOURNMENT:

The meeting was adjourned at 8:35 p.m.

SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE  
MEETING  
April 23/14

PRESENT: Rachelle McDonald, Chairperson  
Charles McDonald, Member  
Robert Wanyandie, Member  
Cathy Wanyandie, Member  
Maryanne Moberly, Secretary/Treasurer

OTHERS: Mark McGimpsey, Principal  
Tammy Smith, Recording Secretary (arrived @ 6:45 pm)

CALL TO ORDER: Rachelle called the meeting to order at 6:41 p.m.

OPENING PRAYER: Robert gave the opening prayer.

ADOPT AGENDA: 32/14 Charles moved to adopt the meeting agenda.  
Carried.

ADOPT PAST MINUTES: 33/14 Rachelle moved to adopt the S.C.L.S.B.C. meeting  
minutes of March 11/14 as presented.  
Carried.

PRINCIPAL'S REPORT: Written.

34/14 Cathy moved to accept the written Principal's  
Report as presented.  
Carried.

A.E.D. DEVICES: Charles thought it would be a good idea if the  
school had a wall A.E.D. device at the school for  
emergency purposes as we are 10 minutes from  
town.

35/14 Charles moved to have NSD 61 provide an A.E.D.  
device for our school.  
Carried.

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S.C.L.S.B.C. April 23/14

HOT LUNCH  
FACILITY USE  
REQUEST:

We received a letter from the AWN anniversary celebration planning committee requesting the use of our hot lunch kitchen facility at the rec centre. The celebration will be taking place in late August and won't conflict with school lunches.

36/14 Cathy moved to approve the use of the kitchen facility only.  
Carried.

BOARD POLICY  
DRAFT:

Mark shared the draft of the board philosophy policy that is currently in the draft state. A brief discussion was held on this.

GRADE 6-8  
EDMONTON FIELD TRIP:

The grade 6-8 students will be travelling to Edmonton May 13-15/14 to attend the AB skills competition as part of their CTS program. Students will also be touring the U of A, the AB Legislature, and participating in some other activities.

37/14 Charles moved to have the gr. 6-8 class go on the planned field trip to Edmonton. With extra monies needed for this trip to come out of the Susa Creek School Cultural based budget-not to exceed \$1000.  
Carried.

S.C.L.S.B.C. April 23/14

STAFF GIFT: 38/14 Cathy moved to purchase a gift for a staff member not to exceed \$125. Monies for this to come out of the S.C.L.S.B.C. based budget.  
Carried.

(Tammy left @ 7:39 pm)

IN-CAMERA SESSION: 39/14 Rachelle moved to begin the In-Camera Session @ 7:40 p.m.  
Carried.

40/14 Charles moved to end the In-Camera Session @ 7:46 pm  
Carried.

NEXT MEETING DATE: May 12/14 @ 6:30 pm..

ADJOURNMENT: The meeting was adjourned at 7:58 p.m.





## **BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TROUT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 14, 2014

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





**KATERI LOCAL SCHOOL BOARD COMMITTEE  
REGULAR MEETING  
April 14, 2014**

**ATTENDANCE**

**Present**

- |                      |                |
|----------------------|----------------|
| 1. Elmer Gullion     | (Board Chair)  |
| 2. Julianne Noskiye  | (Board Member) |
| 3. Shane Metsikassus | (Board Member) |
| 4. Reg Bellefontaine | (Principal)    |

**Absent**

- |                       |                |
|-----------------------|----------------|
| 1. Caroline Bigstone  | (Board Member) |
| 2. Conrad Metsikassus | (Board Member) |

**CALL TO ORDER**

The Chairman called the meeting to order at 7:05 pm

**MOTION #895616** To adopt agenda,  
Moved by Shane  
Carried

**MINUTES OF PREVIOUS MEETING:**

Tabled

**CHAIRMAN'S REPORT:**

Elmer presented information on the progress of the political and policy structure of Northland School Division. It was also noted that all Trout Lake LSBC members were present for the teacher interviews in March and that each will receive the standard honorarium.

**MOTION #895617** To offer Candidate A the term position of grade 2/3 teacher from April 7 to June 27, 2014.  
Moved by Elmer Gullion  
Carried (Unanimously)

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**MOTION #895618** To accept the Chairman's Report as information.  
**Moved by Julie**  
**Carried**

**PRINCIPAL'S REPORT:**

The Principal reported on general information relating to the functioning of the school during his first week at the school.

**MOTION #895619** To accept the Principal's Report as information.  
**Moved by Shane Metsikassus**  
**Carried**

**GYM USE:**

There was a discussion of how to allocate the gym for community use. It was decided that the school would be available for use by adults only between 7:00 p.m. and 9:00 p.m. unless the gym was needed for a school sponsored activity.

**NEXT MEETING:**

May 5, 2014 7:00 p.m.

**ADJOURNMENT**

The meeting was adjourned at 8:55 p.m.

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ADMINISTRATIVE ACTIONS – BOARD DIRECTIVES

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

That the Board of Trustees receive as information the action taken by Administration with respect to Board Directives, as attached.

ATTORNEY GENERAL

DEPT. OF JUSTICE

WASHINGTON, D.C.

OFFICE OF THE ATTORNEY GENERAL

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C.

OFFICE OF THE ATTORNEY GENERAL

WASHINGTON, D.C.

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UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C.

| Meeting | Date of Meeting | Agenda Item  | Task   | Due Date  | Status      |
|---------|-----------------|--|--|-----------|-------------|
| BOARD   | 5/21/2014       | Peerless Lake  | Meet with principal and set up a structure for School Generated Funds at Peerless Lake   | 6/26/2014 | In Progress |
| BOARD   | 5/21/2014       | Purchase of 2521 Mistassiniy Road                    | Bob is going to check with the MD of Opportunity - how long it will be till they reclaim the lagoon.   | 5/23/2014 | Completed   |
| BOARD   | 5/21/2014       | Purchase of 2521 Mistassiniy Road                    | Speak to the MD in regards to the lagoon and the time frame that the M.D. would be taking it over.   | 6/17/2014 | In Progress |
| BOARD   | 5/1/2014        | ADHOC Transportation Committee                       | Speak with Carmen and follow up with items to be implemented and find out if the committee is finished.  | 5/20/2014 | Complete    |
| BOARD   | 5/1/2014        | Closing Schools and buses at -35                     | Speak to Kateri regarding closing the schools and buses at -35   | 5/20/2014 | Complete    |
| BOARD   | 5/1/2014        | Conklin School                                       | Have Conklin share some of their initiatives with schools i.e. Cree Word of the Day  | 5/20/2014 | Complete    |
| BOARD   | 5/1/2014        | Curriculum Redesign                                  | Grant proposal for Literacy Benchmarks with Alberta Education  | 5/29/2014 | In Progress |
| BOARD   | 5/1/2014        | Gift Lake Roofs                                      | Find out the costs associated with the roofs (Addition portables - Gift Lake) some would've been contracted out and some was paid hourly and report back to Donna for Colin. | 5/20/2014 | In Progress |
| BOARD   | 5/1/2014        | Northern Lakes College                               | Set up meeting with President for next steps in Martin Lakes Camp  | 6/17/2014 | In Progress |
| BOARD   | 5/1/2014        | Pearl Calahassen                                     | Little Buffalo School follow up  | 5/20/2014 | In Progress |
| BOARD   | 5/1/2014        | Smart School   | Contact Smart School   | 5/20/2014 | In Progress |
| BOARD   | 5/1/2014        | Wabasca Teacherages                                  | Follow up with condo owner to see if it would be feasible to rent condo units (sign a lease for 5 years). Contact Felix Schroder, Shroder Oilfield Services                  | 6/17/2014 | Complete    |
| BOARD   | 5/1/2014        | Website Redesign                                     | Bring new website to the May 9 Administrators' Meeting requesting feedback and bring feedback back to the May 29, 2014 Regular Board Meeting                                 | 5/20/2014 | Complete    |
| BOARD   | 4/15/2014       | Policy One feedback email                            | Donna to speak to Dafydd and Delores to speak to Nora in regards to the "Feast" at Mistassiniy on April 25, 2014.  | 4/17/2014 | Complete    |
| BOARD   | 3/20/2014       | Attendance Report                                    | Form a focus group for discussions on attendance. Develop a terms of reference and have it ready for the Agenda Review on April 15, 2014.                                    | 4/15/2014 | In Progress |
| BOARD   | 3/20/2014       | Board Action Item                                    | Administration to develop a procedure relating to the storage of email documents.  | 10/2014   | In Progress |
| BOARD   | 3/20/2014       | HVAC Systems   | Have a conversation with Michael Edigar regarding the issues and concerns we have with the HVAC systems in schools.  | 6/17/2014 | In Progress |
| BOARD   | 3/20/2014       | Northlakes College                                   | Review a list of principals that use this program.   | 6/17/2014 | Complete    |
| BOARD   | 3/20/2014       | Update - NSD Staff Supervision and Evaluation Review | Review ad for the Leadership Program and have a discussion with staff regarding Culture Camps and volunteering.  | 6/17/2014 | Complete    |
| BOARD   | 2/27/2014       | Mistassiniy High School Students                     | Breakdown attendance with Maplewood of Mistassiniy HS students with a focus on the students that are not attending   | 5/1/2014  | Complete    |

## ACTION ITEMS

P. 238

| Meeting | Date of Meeting | Agenda Item   | Task   | Due Date  | Status   |
|---------|-----------------|---|--|-----------|----------|
| BOARD   | 2/27/2014       | Pilot Schools   | Have conversations with Pilot Schools and draft a formal process for feedback from SLA's | 4/30/2014 | Complete |
| BOARD   | 1/23/2014       | Tell Them From Me Survey Results                        | Present Survey Results to Board  | 1/29/2014 | Complete |
| BOARD   | 1/22/2014       | Information Items - Costs and Revenues for High Schools | Keep working on spreadsheet and provide updates  | 2/18/2014 | Ongoing  |

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TRANSPORTATION REPORT 2012-2013

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That the Board of Trustees receive as information the Transportation Report for 2012-2013, as attached.

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## **Northland School Division Transportation Report, 2012-2013**

In 2012-2013 Northland transported 2646 students 1,303,400 km to 48 schools on regular school bus routes. Northland busses also provided transportation for 270 field trips travelling approximately 102,000 km. Room and board was paid for 19 students who were boarded out of division.

2012- 2013 was an extremely challenging year for transportation. There were mechanical issues, weather issues and a critical driver shortage all of which contributed significantly to route cancellations. To measure the significance of the driver shortage problem, the transportation department compiled statistics on the non-operational days due to driver absence. In 2012-2013 there was a 10% vacancy rate. Based on 62 routes transporting 180 days it translated to 1,116 bus days or 112 days per month whereby busses did not operate due solely to an absence of drivers.

In 2012-2013 the transportation department embarked upon a number of initiatives.

### **Busses**

- 62 busses comprised the Northland fleet. Three new busses were purchased as replacement units to better serve the needs in Wabasca and one new bus was purchased to replace a bus that was written off in an accident. This bus was placed in Gift Lake to accommodate students travelling to Grouard. Three old busses were disposed of via auction.
- The school bus storage yard was reclaimed in Wabasca with the installation of a gravel base and an electrical plug in rail to accommodate up to 10 busses. A portion of the garage was reclaimed for the storage of supplies. New signage was installed indicating Northland Maintenance and Transportation Shop
- A lead hand position was developed and hired for Wabasca/Demerais to assist drivers and schools with repairs, spare busses, supplies and paperwork. The position was filled however the candidate subsequently resigned and it was Feb 2013 before the current candidate was hired.
- All Wabasca/Demerais busses were directed to the High Prairie School bus garage for semi-annual CVIP's and major repairs. Less substantial repairs and warranty repairs were directed to a repair facility in Slave Lake
- New school bus repair facilities were sourced in Ft McMurray and Cold Lake.
- A commitment to purchase only busses with hydraulic brakes was established.

### **Routes**

- In 2012-2013 Northland School Division Transportation operated a total of 62 bus routes. 20 were contract routes and 42 were Northland routes
- An additional Northland school bus route was established in the community of Elizabeth to meet the needs of the community
- Eight bus monitors were hired to serve the needs of students Northland routes

### **Drivers**

- The following driver incentives were implemented: reimbursement/payment for driver medicals, written and road testing and license upgrades. Driver incentive draws and contests were established.
- A driver recruitment and retention committee was established to address severe driver shortfalls in the jurisdiction. Recruitment and Retention strategies were developed.
- Seven Northland drivers received their School Bus Driver 'S' certification.
- Spring principal/driver meetings were organized to discuss concerns, procedures, issues and to recognize drivers with an appreciation gift.

- Monthly transportation newsletters directed to the school bus drivers to disseminate information and address the needs and concerns of drivers. The newsletters also outline transportation department standards and protocols and offer helpful seasonal tips to drivers.
- Independent driver trainers were contracted to train drivers within their communities as well as larger centers.

**Schools, Students and Parents**

- Transportation Bulletins were developed. These were distributed to all the families served by transportation and posted on the website in order to dispense transportation information to stakeholders
- Transportation fridge magnets were designed and distributed with route and driver information for families.
- Information and safety promotional items for students were distributed to all Northland schools at start up and for "School Bus Safety Week" in October
- Nine Northland schools were served by the "Safely on Board" Bus Ridership Program

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TRANSPORTATION REPORT 2013- APRIL 2014

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That the Board of Trustees receive as information the Transportation Report for 2013- April 2014, as attached.

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## **Northland School Division Transportation Report, 2013-to April 2014**

In 2013-2014 Northland transported 2592 students 1,226,640 km to 45 schools on regular school bus routes. To the end of April Northland busses also provided transportation for 67 field trips. Room and board was paid for 19 students who were boarded out of division.

To date the 2013-2014 operational year has progressed relatively well. 2012-2013 initiatives began to positively impact the overall operation. Transportation continued to compile statistics on route cancellations and expanded the data to include mechanical and inclement weather cancellations. In 2013-2014 to March 1, 4% of route cancellations were due to an absence of drivers. Based on 57 routes transporting students for 110 days it translates to 250 bus days in total or 42 days per month whereby busses did not operate due to driver absence. This is a significant reduction from 2012-2013

In 2013-2014 the transportation department stayed the course, following 2012-2013 plans and adding the following initiatives:

### **Busses**

- 62 busses comprised the Northland fleet. Four new busses were purchased as replacement units to serve the needs in Gift Lake, Peerless Lake, Elizabeth and Ft McKay. Three busses are slated for disposal.
- A driver was recruited in the High Prairie area to assist the Wabasca lead hand with transporting busses and to assist local drivers with repairs and spare busses.
- A new school bus repair facility was sourced in Ft McMurray.

### **Routes**

- In 2013-2014 Northland operated a total of 57 bus routes. 16 contract routes and 41 Northland routes
- Five routes were discontinued and/or combined with other routes
- A 5% increase in rates was added to the Northland contract route rates
- Nine bus monitors were hired to serve the needs of students on Northland routes

### **Drivers**

- The following driver incentives were implemented: "Hot Market Bonus" \$100.00 per month, payable at the end of June, following a minimum 6 months continuous service, up to 10 months per year.
- The schools were instrumental in encouraging school staff to apply and train as school bus drivers. A number of staff members were trained to act as regular and spare school bus drivers
- Bus driver paperwork was simplified with the change in carrier status from Federal to Provincial
- The local Transit bus was sourced in Ft Chipewyan to transport students thereby reducing the number of Northland drivers required
- Six Northland drivers received their School Bus Driver 'S' certification
- Six Northland drivers completed the School Bus Driver 'S' Refresher
- Spring principal/driver meetings are scheduled

### **Schools, Students and Parents**

- The NSD website is under development with a section for "Bus delays and cancellations"
- Eight schools were served by the "Safely on Board" Bus Ridership Program



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TRANSPORTATION PLANS 2014-2015

---

That the Board of Trustees receive as information the Transportation Plans for 2014-2015, as attached.

\*\*\*\*\*

FOURTH OF JULY

WEDNESDAY

1864

NEW YORK

THE NEW YORK PUBLIC LIBRARY

ASTOR LENOX TILDEN FOUNDATION

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## Northland Transportation Department Recommendations for 2014-2015

1. Implement the driver/Northland Contractor return bonus as outlined in the Driver Recruitment and Retention Strategies. \$100 bonus paid at the end of September to all returning Northland drivers and Northland rate contractors (approved).
2. Implement the proposed new Field Trip rate combining bus rental cost and fuel providing field trip equity for all schools.
3. Approve the Transportation Department Staffing proposal providing for the continued safe operation of the Northland fleet thereby ensuring student safety and timely transportation. Proposed staffing would support drivers with evaluations and training, support schools and the department with recruitment and retention, support the division with policy proposals and provide opportunities to network with Northland Communities regarding transportation for the students.
4. Develop a cell phone application to better communicate bus schedule disruptions and cancellations to stakeholders
5. Investigate further the purchase of four propane busses for the Trout Lake/Peerless Lake area to circumvent the inconsistent fuel supply in the communities.
6. Develop consistent clean fuel supplies for the communities of Keg River, Paddle Prairie and Chipewyan Lake.
7. Enter into a further agreement with Mikisew First Nation for the transport of the ADCS students from Alison Bay and Doghead.
8. Develop a Transportation Section for the Procedures manual
9. Develop a standardized Inclement Weather Policy for recommendation to the board.
10. Develop a standardized Walk Limit procedure for recommendation to the board.
11. Review and update assorted transportation procedures for recommendation to the board.
12. Review and update the current Field Trip Manual
13. Review and update the current Transportation Manual, the Safety and Maintenance Plan (bus/transportation) and the Preventative Maintenance Plan (bus/transportation)



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LIST OF ACRONYMS

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That the Board of Trustees receive as information a list of acronyms, as attached.

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BOARD OF TRUSTEES

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## NORTHLAND SCHOOL DIVISION NO. 61 ACRONYMS

|       |   |   |
|-------|---|---|
| AANDC | Aboriginal Affairs and Northern Development Canada                      |   |
| ACV   | Aboriginal Content Validation   |   |
| AI    | Alberta Infrastructure  |   |
| AISI  | Alberta Initiative for School Improvement                               |   |
| ARCQE | Alberta Research Consortium for Quality Education                       |   |
| AERR  | Annual Education Results Report   |   |
| AOTC  | Assembly of Treaty Chiefs   |   |
| ASBA  | Alberta School Boards Association                                       |   |
| ASEBP | Alberta School Employee Benefit Plan                                    |   |
|       | EAS   | Experience Adjustment System                    |
|       | EDB   | Extended Disability Benefits                    |
|       | EDB-NS  | EDB Non-Surcharge Pool                          |
|       | EDB-S   | EDB Surcharge Pool                              |
|       | RITE  | Retirement Incentive for Teachers and Employees |
| ASBOA | Association of School Business Officials of Alberta                     |   |
| ASETS | Aboriginal Strategies Employment Training Services                      |   |
| ATA   | Alberta Teachers Association  |   |
| ATC   | Athabasca Tribal Council  |   |
| CASS  | College of Alberta School Superintendents                               |   |
| CEFPI | Council of Facility Planners International                              |   |
| CEP   | Community Enhancement Program   |   |
| CEU   | Credit Enrollment Unit  |   |
| CTS   | Career and Technology Strand  |   |
| DDC   | Direct Digital Control (Computerized heating and air handling controls) |   |
| DLT   | Division Leadership Team  |   |
| ERP   | Enterprises Resource Planning Software                                  |   |
| EYE   | Early Years Evaluation  |   |
| FMT   | Finance Maintenance Transportation                                      |   |
| FNMI  | First Nation Métis & Inuit  |   |

|        |   |
|--------|---|
| HVAC   | Heating Ventilation & Air Conditioning (Air Handling Units)   |
| IMR    | Infrastructure Maintenance Renewal Program  |
| IT     | Information Technology  |
| KCEC   | Kapaskwatinak Cultural Educational Centre   |
| KKP    | Kweskipta Kipimatsowin Program  |
| KTC    | Kee Tas Kee Now Tribal Council  |
| LSBC   | Local School Board Committee  |
| MD     | Municipal District  |
| NLC    | Northern Lakes College  |
| NSD    | Northland School Division No. 61  |
| OH & S | Occupational Health and Safety  |
| OPK    | Oski Pasikoniwew Kamik  |
| OSLI   | Oil Sands Leadership Initiative   |
| PASI   | Provincial Approach to Student Information  |
| PAT    | Provincial Achievement Tests  |
| PMR    | Principal Monthly Report  |
| PO&M   | Plant Operations & Maintenance (Costs or revenues related to facility maintenance)                                      |
| PSBA   | Public School Boards Association  |
| PTR    | Pupil Teacher Ratio   |
| PUF    | Program Unit Funding  |
| RAP    | Registered Apprenticeship Program   |
| RFP    | Request for Proposal  |
| RFQ    | Request for Qualifications  |
| RTU    | Roof Top Unit   |
| SCCM   | System Center Configuration Manager   |
| SLA    | Student Learning Assessments  |
| SWALE  | Shallow-sided, sloped channels intended for the conveyance of surface runoff towards the nearest street, lane, or ditch |
| TLE    | Treaty Land Entitlement   |
| WWAH   | When We Are Healthy   |

|     |                              |
|-----|------------------------------|
| YAP | Youth Apprenticeship Program |
|-----|------------------------------|





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 29, 2014**

**PRESENTED BY:** DENNIS WALSH, SECRETARY-TREASURER

**SUBJECT:** PAYMENT OF ACCOUNTS

---

**ORIGINATOR** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

| <b><i>INFORMATION ITEM</i></b>  |
|---|
| Attached is a list of accounts approved for payment in accordance with Board Motion 11329/82 and 11515/82 – 11517/82 inclusive. |

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**Pay Period: April 26, 2014 - May 28, 2014**

|                                       |     |
|---------------------------------------|-----|
| Total number of cheques issued        | 539 |
| Total number direct deposit transfers | 363 |

|                 |                              |
|-----------------|------------------------------|
| NET GRAND TOTAL | <u><u>\$1,322,403.56</u></u> |
|-----------------|------------------------------|



## N O R T H L A N D S C H O O L D I V I S I O N

DATE 28-May-2014 02:52 PM

## SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: &lt;START&gt; TO END DATE: &lt;END&gt;

| CHEQUE #   | BANK | MICR #     | VENDOR # | VENDOR NAME                              | ISSUE DATE | AMOUNT    |
|--|------|------------|----------|--|------------|-----------|
| COMPUTER PREPARED CHEQUES : ISSUED BETWEEN <START> AND <END> |      |            |          |  |            |           |
| 0001000001   | 0001 | 0000290901 | 525      | JEWELLERY BOX & GIFTWARE (P.R.) LTD.     | 06-May-14  | 9,051.00  |
| 0001000002   | 0001 | 0000290902 | 111      | MCGRAW-HILL RYERSON LIMITED              | 06-May-14  | 2,083.76  |
| 0001000003   | 0001 | 0000290903 | 1263     | PEACE COUNTRY CO-OP                      | 06-May-14  | 175.12    |
| 0001000004   | 0001 | 0000290904 | 1230     | PEACE GARDEN RESTAURANT                  | 06-May-14  | 344.43    |
| 0001000005   | 0001 | 0000290905 | 7536     | PEACE RIVER BROADCASTING CORP. LTD       | 06-May-14  | 609.00    |
| 0001000006   | 0001 | 0000290906 | 6739     | SAWRIDGE INN - PEACE RIVER               | 06-May-14  | 140.61    |
| 0001000007   | 0001 | 0000290907 | 9458     | SUPER 8 PEACE RIVER                      | 06-May-14  | 139.47    |
| 0001ET0001   | 0001 | *****      | 9133     | CUNNINGHAM, EVELYN                       | 06-May-14  | 700.00    |
| 0001ET0002   | 0001 | *****      | EM14135  | FRIESEN, HOLLY                           | 06-May-14  | 159.44    |
| 0001ET0003   | 0001 | *****      | EM11136  | GEISSER-SMITH, CARMEN                    | 06-May-14  | 260.33    |
| 0001ET0004   | 0001 | *****      | 9378     | HERMAN, MICHELLE                         | 06-May-14  | 700.00    |
| 0001ET0005   | 0001 | *****      | 8142     | LAMOUCHIE, DENNIS                        | 06-May-14  | 700.00    |
| 0001ET0006   | 0001 | *****      | 8713     | NAHACHICK, SHIRLEY                       | 06-May-14  | 1,400.00  |
| 0001ET0007   | 0001 | *****      | EM10390  | PORTERFIELD, RANDY                       | 06-May-14  | 39.78     |
| 0001ET0008   | 0001 | *****      | EM10185  | RITCEY, STEPHANIE                        | 06-May-14  | 330.00    |
| 0001ET0009   | 0001 | *****      | EM10878  | TESSIER, DONALD                          | 06-May-14  | 585.00    |
| 0002000001   | 0001 | 0000290908 | 402      | CANADA BREAD WEST (MCGAVINS) #4065       | 06-May-14  | 222.87    |
| 0002000002   | 0001 | 0000290909 | 7836     | HENDRIX RESTAURANT EQUIPMENT             | 08-May-14  | 235.90    |
| 0002000003   | 0001 | 0000290910 | 347      | MC MURRAY AVIATION                       | 08-May-14  | 712.43    |
| 0002000004   | 0001 | 0000290911 | 5202     | MICHEL'S SUPER A FOODS                   | 08-May-14  | 6.42      |
| 0002000005   | 0001 | 0000290912 | 5892     | MINISTER OF FINANCE OF ALBERTA           | 08-May-14  | 200.00    |
| 0002000006   | 0001 | 0000290913 | 2277     | REVENUE CANADA                           | 08-May-14  | 14,232.16 |
| 0002000007   | 0001 | 0000290914 | 5870     | RONA                                     | 08-May-14  | 29.67     |
| 0002000008   | 0001 | 0000290915 | 319      | RUSSELL FOOD EQUIPMENT                   | 08-May-14  | 522.11    |
| 0002000009   | 0001 | 0000290916 | 8951     | STANDARD LIFE                            | 08-May-14  | 1,590.12  |
| 0002000010   | 0001 | 0000290917 | 8891     | VIKING REFRIGERATION LTD                 | 08-May-14  | 4,119.27  |
| 0002000011   | 0001 | 0000290918 | 570      | WAWANESA LIFE                            | 08-May-14  | 398.56    |
| 0002000012   | 0001 | 0000290919 | EM13786  | YELLOWKNEE, RICHARD.                     | 08-May-14  | 90.00     |
| 0002000013   | 0001 | 0000290920 | EM13442  | YELLOWKNEE, WANDA                        | 08-May-14  | 151.71    |
| 0002ET0001   | 0001 | *****      | 350      | ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN     | 08-May-14  | 10,045.13 |
| 0002ET0002   | 0001 | *****      | 6899     | DEBOER, MARIA                            | 08-May-14  | 1,103.69  |
| 0002ET0003   | 0001 | *****      | 8744     | GFS PRAIRIES INC                         | 08-May-14  | 18,466.72 |
| 0002ET0004   | 0001 | *****      | 5081     | SYSCO FOOD SERVICES OF EDMONTON          | 08-May-14  | 19,374.38 |
| 0003000001   | 0001 | 0000290921 | 40       | ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C | 08-May-14  | 1,311.16  |
| 0003000002   | 0001 | 0000290922 | 43       | ALBERTA DISTANCE LEARNING CNTR           | 08-May-14  | 609.71    |
| 0003000003   | 0001 | 0000290923 | 315      | ALBERTA SCHOOL BOARDS ASSOCIATION        | 08-May-14  | 8,737.05  |
| 0003000004   | 0001 | 0000290924 | 808      | ALOOK, EDWARD                            | 08-May-14  | 26.88     |
| 0003000005   | 0001 | 0000290925 | 4635     | ALOOK, LORNA V.                          | 08-May-14  | 53.76     |
| 0003000006   | 0001 | 0000290926 | 8749     | CARDINAL, TRALLINA                       | 08-May-14  | 249.60    |
| 0003000007   | 0001 | 0000290927 | 3012     | CHESS & MATH ASSOCIATION                 | 08-May-14  | 113.09    |
| 0003000008   | 0001 | 0000290928 | 9020     | CHRISTIE LITES SALES                     | 08-May-14  | 1,482.35  |
| 0003000009   | 0001 | 0000290929 | 1262     | COURTORIELLE, WILLIAM                    | 08-May-14  | 52.00     |
| 0003000010   | 0001 | 0000290930 | 8321     | CUNNINGHAM, CHARLOTTE                    | 08-May-14  | 528.00    |
| 0003000011   | 0001 | 0000290931 | 8241     | CUSTOM COMPUTER ENGRAVING                | 08-May-14  | 378.00    |
| 0003000012   | 0001 | 0000290932 | 7553     | DIGITAL CONNECTION OFFICE SYSTEMS        | 08-May-14  | 168.97    |
| 0003000013   | 0001 | 0000290933 | 5287     | DIRECT ENERGY REGULATED SERVICES         | 08-May-14  | 1,890.65  |
| 0003000014   | 0001 | 0000290934 | 8678     | DT'S MAINTENANCE REPAIR & OVERHAUL       | 08-May-14  | 1,055.50  |
| 0003000015   | 0001 | 0000290935 | 5170     | EAST PRAIRIE METIS SETTLEMENT            | 08-May-14  | 160.00    |
| 0003000016   | 0001 | 0000290936 | 18       | EDMONTON PUBLIC SCHOOLS                  | 08-May-14  | 5,126.01  |

## N O R T H L A N D S C H O O L D I V I S I O N

PAGE 2

SUMMARY - ISSUED CHEQUE REPORT  
 START DATE: <START> TO END DATE: <END>

DATE 28-May-2014 02:52 PM

| CHEQUE #   | BANK | MICR #     | VENDOR # | VENDOR NAME                             | ISSUE DATE | AMOUNT     |
|------------|------|------------|----------|---|------------|------------|
| 0003000017 | 0001 | 0000290937 | 8537     | FORT MCKAY STRATEGIC SERVICES LP        | 08-May-14  | 648.17     |
| 0003000018 | 0001 | 0000290938 | 6229     | GOLDEN ARROW SCHOOL BUSES LTD           | 08-May-14  | 4,935.28   |
| 0003000019 | 0001 | 0000290939 | 2268     | GRANDE PRAIRIE COMPOSITE HIGH SCHOOL    | 08-May-14  | 272.00     |
| 0003000020 | 0001 | 0000290940 | 699      | GREYHOUND COURIER EXPRESS               | 08-May-14  | 22.24      |
| 0003000021 | 0001 | 0000290941 | 8523     | HALTER'S AUTOMOTIVE                     | 08-May-14  | 309.75     |
| 0003000022 | 0001 | 0000290943 | 1660     | HIGH PRAIRIE SCHOOL DIVISION #48        | 08-May-14  | 28,228.14  |
| 0003000023 | 0001 | 0000290944 | 1258     | HOLLYHOCKS & HONEYUCKLE                 | 08-May-14  | 275.41     |
| 0003000024 | 0001 | 0000290945 | 9260     | JIFFY LUBE #1035                        | 08-May-14  | 155.83     |
| 0003000025 | 0001 | 0000290946 | 2152     | K. MOSURE & SONS                        | 08-May-14  | 2,525.25   |
| 0003000026 | 0001 | 0000290947 | 5926     | LAC LA BICHE TRANSPORT LTD.             | 08-May-14  | 55.17      |
| 0003000027 | 0001 | 0000290948 | 9381     | LIZOTTE, DION                           | 08-May-14  | 107.00     |
| 0003000028 | 0001 | 0000290949 | 9338     | LOON RIVER TRUCK WASH LTD.              | 08-May-14  | 62.42      |
| 0003000029 | 0001 | 0000290950 | 8770     | MANOSSA, BASIL                          | 08-May-14  | 11.56      |
| 0003000030 | 0001 | 0000290951 | 1317     | MARIGOLD ENTERPRISES                    | 08-May-14  | 226.27     |
| 0003000031 | 0001 | 0000290952 | 16       | MARSHALL AUTOMOTIVE (P.R.) LTD.         | 08-May-14  | 68.20      |
| 0003000032 | 0001 | 0000290953 | 5941     | MCLENNAN ROSS LLP                       | 08-May-14  | 1,499.66   |
| 0003000033 | 0001 | 0000290954 | 30       | NELSON EDUCATION LTD.                   | 08-May-14  | 26,644.86  |
| 0003000034 | 0001 | 0000290955 | 611      | NORTHERN AIR CHARTER                    | 08-May-14  | 5,122.53   |
| 0003000035 | 0001 | 0000290956 | 4222     | NORTHERN SUNRISE COUNTY                 | 08-May-14  | 121.71     |
| 0003000036 | 0001 | 0000290957 | 9530     | NOSKIYE, PAULETTE                       | 08-May-14  | 403.80     |
| 0003000037 | 0001 | 0000290958 | 9161     | NOSKIYE, VIOLA                          | 08-May-14  | 38.76      |
| 0003000038 | 0001 | 0000290959 | 6233     | OKEMOW, FRED                            | 08-May-14  | 70.00      |
| 0003000039 | 0001 | 0000290960 | 1263     | PEACE COUNTRY CO-OP                     | 08-May-14  | 167.88     |
| 0003000040 | 0001 | 0000290961 | 9411     | PEDERSON, JEN                           | 08-May-14  | 178.92     |
| 0003000041 | 0001 | 0000290962 | 7668     | REGISTRATIONS ARE US                    | 08-May-14  | 37.80      |
| 0003000042 | 0001 | 0000290963 | 5951     | RONA HOME CENTRE #245                   | 08-May-14  | 27.23      |
| 0003000043 | 0001 | 0000290964 | 3417     | RYAN, RUTH ANNE                         | 08-May-14  | 54.06      |
| 0003000044 | 0001 | 0000290965 | 865      | SCHOOL DISTRICT #59 (PEACE RIVER SOUTH) | 08-May-14  | 5,975.20   |
| 0003000045 | 0001 | 0000290966 | 1439     | SMART APPLE MEDIA                       | 08-May-14  | 832.21     |
| 0003000046 | 0001 | 0000290967 | 460      | SOPER'S SUPPLY LTD.                     | 08-May-14  | 172.22     |
| 0003000047 | 0001 | 0000290968 | 9525     | STAA                                    | 08-May-14  | 600.00     |
| 0003000048 | 0001 | 0000290969 | 7531     | TALLMAN, RAYMOND                        | 08-May-14  | 37.00      |
| 0003000049 | 0001 | 0000290970 | 102      | TELUS MOBILITY INCORPORATED             | 08-May-14  | 5,585.43   |
| 0003000050 | 0001 | 0000290971 | 3545     | THE BUS CENTRE                          | 08-May-14  | 184,794.22 |
| 0003000051 | 0001 | 0000290972 | 6094     | THE NORTH WEST COMPANY                  | 08-May-14  | 4,880.83   |
| 0003000052 | 0001 | 0000290973 | 8747     | THE PROPHET CORPORATION                 | 08-May-14  | 737.37     |
| 0003000053 | 0001 | 0000290974 | 3344     | TULLOCH, BRENDA                         | 08-May-14  | 198.00     |
| 0003000054 | 0001 | 0000290975 | 1891     | U.S. BANCORP CANADA CO.                 | 08-May-14  | 91,591.43  |
| 0003000055 | 0001 | 0000290976 | 4067     | VENTURE BUILDING SUPPLIES INC.          | 08-May-14  | 212.46     |
| 0003000056 | 0001 | 0000290977 | 1843     | WABASCA HOME HARDWARE                   | 08-May-14  | 780.67     |
| 0003000057 | 0001 | 0000290978 | 751      | WESCLEAN - (EDM)                        | 08-May-14  | 10,981.90  |
| 0003000058 | 0001 | 0000290979 | 26       | WINTERGREEN LEARNING MATERIALS          | 08-May-14  | 605.87     |
| 0003000059 | 0001 | 0000290980 | 8630     | WOLSELEY MECHANICAL GROUP               | 08-May-14  | 498.35     |
| 0003ET0001 | 0001 | *****      | EMI10113 | ADAMS, ANNETTE                          | 08-May-14  | 54.06      |
| 0003ET0002 | 0001 | *****      | 9541     | ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN    | 08-May-14  | 1,262.00   |
| 0003ET0003 | 0001 | *****      | EMI10309 | BREWER, MARSHA                          | 08-May-14  | 953.61     |
| 0003ET0004 | 0001 | *****      | EMI13154 | CARDINAL, GWEN                          | 08-May-14  | 62.70      |
| 0003ET0005 | 0001 | *****      | 27       | HALFORDS                                | 08-May-14  | 3,296.75   |
| 0003ET0006 | 0001 | *****      | EMI12806 | JOHNSON, PATTY                          | 08-May-14  | 761.25     |
| 0003ET0007 | 0001 | *****      | 6929     | KAZIUK, BARB                            | 08-May-14  | 72.32      |
| 0003ET0008 | 0001 | *****      | 4531     | LENAY, KAREN                            | 08-May-14  | 30.13      |

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| CHEQUE #   | BANK | MICR #     | VENDOR # | VENDOR NAME                          | ISSUE DATE | AMOUNT    |
|------------|------|------------|----------|--------------------------------------|------------|-----------|
| 0003ET0009 | 0001 | *****      | 3288     | MARTENS, DONNA-MAY                   | 08-May-14  | 37.00     |
| 0003ET0010 | 0001 | *****      | 4613     | MCCALLUM, VINCENT                    | 08-May-14  | 66.30     |
| 0003ET0011 | 0001 | *****      | 3364     | MILLENIUM CABINS INC.                | 08-May-14  | 471.33    |
| 0003ET0012 | 0001 | *****      | 9297     | RECK, KIMBERLEY                      | 08-May-14  | 169.38    |
| 0003ET0013 | 0001 | *****      | 9279     | SADDLEBACK, CHERYL                   | 08-May-14  | 447.25    |
| 0003ET0014 | 0001 | *****      | 1199     | SANDER, JACQUELINE                   | 08-May-14  | 669.04    |
| 0003ET0015 | 0001 | *****      | 7808     | SCRATCH, CYNTHIA                     | 08-May-14  | 497.25    |
| 0003ET0016 | 0001 | *****      | 162      | ST. THERESA SCHOOL                   | 08-May-14  | 1,008.98  |
| 0003ET0017 | 0001 | *****      | 8338     | STEVENS, BENJAMIN                    | 08-May-14  | 2,777.42  |
| 0003ET0018 | 0001 | *****      | ENIL1720 | THOMAS, DAFYDD                       | 08-May-14  | 124.44    |
| 0003ET0019 | 0001 | *****      | 3786     | YELLOWKNEE, EVA                      | 08-May-14  | 25.50     |
| 0003ET0020 | 0001 | *****      | 9123     | YELLOWKNEE, ROSIE                    | 08-May-14  | 10.80     |
| 0004000001 | 0001 | 0000290981 | 8507     | ALTAGAS UTILITIES INC                | 12-May-14  | 8,925.11  |
| 0004000002 | 0001 | 0000290982 | 6160     | ANDERSON, GLEN                       | 12-May-14  | 37.00     |
| 0004000003 | 0001 | 0000290983 | 8015     | ANDREWS, MADELINE                    | 12-May-14  | 37.00     |
| 0004000004 | 0001 | 0000290984 | 244      | ATCO ELECTRIC LTD.                   | 12-May-14  | 61.46     |
| 0004000005 | 0001 | 0000290985 | 7718     | BE RESCUE TOWING AND HAULING         | 12-May-14  | 2,016.00  |
| 0004000006 | 0001 | 0000290986 | 628      | CADOTTE STORE                        | 12-May-14  | 1,196.83  |
| 0004000007 | 0001 | 0000290987 | 8087     | CARDINAL, SOPHIE                     | 12-May-14  | 25.00     |
| 0004000008 | 0001 | 0000290988 | 7078     | CHRISTENSEN, NICKY                   | 12-May-14  | 33.66     |
| 0004000009 | 0001 | 0000290989 | 1394     | CHRISTIAN, DORIS                     | 12-May-14  | 37.00     |
| 0004000010 | 0001 | 0000290990 | 9485     | CHRISTIAN, TANVA                     | 12-May-14  | 700.00    |
| 0004000011 | 0001 | 0000290991 | 8964     | CYBERA INC.                          | 12-May-14  | 630.00    |
| 0004000012 | 0001 | 0000290992 | 10004    | DELORME, DEIDRA                      | 12-May-14  | 282.78    |
| 0004000013 | 0001 | 0000290993 | 5287     | DIRECT ENERGY REGULATED SERVICES     | 12-May-14  | 21,669.29 |
| 0004000014 | 0001 | 0000290994 | 8982     | DLUGOSZ, GAYLE                       | 12-May-14  | 3,000.00  |
| 0004000015 | 0001 | 0000290995 | 3252     | EPCOR ENERGY SERVICES (ALBERTA) INC. | 12-May-14  | 302.55    |
| 0004000016 | 0001 | 0000290996 | 529      | FRESON BROS.                         | 12-May-14  | 25.20     |
| 0004000017 | 0001 | 0000290997 | 9214     | GOULET, CORRINE                      | 12-May-14  | 615.21    |
| 0004000018 | 0001 | 0000290998 | 9339     | KONGSRUD, HEIDI                      | 12-May-14  | 217.68    |
| 0004000019 | 0001 | 0000290999 | 9120     | KOOTENAY PUMPING SYSTEMS (1985) LTD  | 12-May-14  | 93.19     |
| 0004000020 | 0001 | 0000291000 | 9377     | LABOUCANE, CYNTHIA                   | 12-May-14  | 700.00    |
| 0004000021 | 0001 | 0000291001 | 7369     | MARTEN, BONNIE                       | 12-May-14  | 70.00     |
| 0004000022 | 0001 | 0000291002 | 8367     | NAHACHICK, DOREEN                    | 12-May-14  | 144.00    |
| 0004000023 | 0001 | 0000291003 | 373      | NORTH EAST GAS CO-OP                 | 12-May-14  | 1,120.44  |
| 0004000024 | 0001 | 0000291004 | 5157     | NOSKEY, NORMA                        | 12-May-14  | 50.00     |
| 0004000025 | 0001 | 0000291005 | 521      | PEACE WAPITI SCHOOL DIVISION NO. 76  | 12-May-14  | 1,785.20  |
| 0004000026 | 0001 | 0000291006 | 9272     | POSITIVE BEHAVIOR SUPPORT, INC       | 12-May-14  | 1,697.24  |
| 0004000027 | 0001 | 0000291007 | 9484     | REDWOOD, LUANA                       | 12-May-14  | 110.00    |
| 0004000028 | 0001 | 0000291008 | 292      | REIN, KENT                           | 12-May-14  | 200.00    |
| 0004000029 | 0001 | 0000291009 | 10002    | RICHARDS, JANICE                     | 12-May-14  | 54.06     |
| 0004000030 | 0001 | 0000291010 | 5951     | RONA HOME CENTRE #245                | 12-May-14  | 25.62     |
| 0004000031 | 0001 | 0000291011 | 3242     | SINCLAIR, AGNES                      | 12-May-14  | 37.00     |
| 0004000032 | 0001 | 0000291012 | 6533     | SYLOGIST LTD.                        | 12-May-14  | 5,069.66  |
| 0004000033 | 0001 | 0000291013 | 539      | TOWN OF PEACE RIVER                  | 12-May-14  | 191.10    |
| 0004000034 | 0001 | 0000291014 | 720      | VARDY, SHARON                        | 12-May-14  | 54.06     |
| 0004000035 | 0001 | 0000291015 | 1843     | WABASCA HOME HARDWARE                | 12-May-14  | 1,916.56  |
| 0004000036 | 0001 | 0000291016 | 79       | XEROX CANADA LTD.                    | 12-May-14  | 7,625.88  |
| 0004000037 | 0001 | 0000291017 | 7388     | YELLOWKNEE, MARY                     | 12-May-14  | 83.82     |
| 0004000038 | 0001 | 0000291018 | 10001    | YELLOWKNEE, SHELLY                   | 12-May-14  | 72.42     |
| 0004ET0001 | 0001 | *****      | 8745     | ANDERSON, JAMES                      | 12-May-14  | 700.00    |

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| CHEQUE #   | BANK | MICR # | VENDOR # | VENDOR NAME                              | ISSUE DATE | AMOUNT    |
|------------|------|--------|----------|--|------------|-----------|
| 0004ET0002 | 0001 | *****  | 6159     | CARDINAL, DENNIS R.                      | 12-May-14  | 37.00     |
| 0004ET0003 | 0001 | *****  | EMI3018  | CARDINAL, INIER                          | 12-May-14  | 100.00    |
| 0004ET0004 | 0001 | *****  | 1492     | CARDINAL, ROSIE                          | 12-May-14  | 360.00    |
| 0004ET0005 | 0001 | *****  | 6969     | CDW CANADA INC.                          | 12-May-14  | 735.32    |
| 0004ET0006 | 0001 | *****  | 3960     | COURTOREILLE, WILFRED                    | 12-May-14  | 50.00     |
| 0004ET0007 | 0001 | *****  | 9336     | FOURNIER, MARK                           | 12-May-14  | 2,100.00  |
| 0004ET0008 | 0001 | *****  | 6457     | GAUCHIER, TEASA                          | 12-May-14  | 285.60    |
| 0004ET0009 | 0001 | *****  | 7558     | GAUDETTE, CASEY                          | 12-May-14  | 300.00    |
| 0004ET0010 | 0001 | *****  | 1513     | LABOUCANE, RHONDA                        | 12-May-14  | 766.53    |
| 0004ET0011 | 0001 | *****  | 9095     | LADEROUTE, RANDI                         | 12-May-14  | 700.00    |
| 0004ET0012 | 0001 | *****  | 5019     | LAGIMODIERE, VALERIE                     | 12-May-14  | 64.77     |
| 0004ET0013 | 0001 | *****  | EMI0237  | LANDRY, JAMIE MR                         | 12-May-14  | 664.13    |
| 0004ET0014 | 0001 | *****  | EMI3362  | MARTEN, MISSIE                           | 12-May-14  | 70.00     |
| 0004ET0015 | 0001 | *****  | EMI2621  | MCWEN, MAI-LYNN                          | 12-May-14  | 54.06     |
| 0004ET0016 | 0001 | *****  | 2172     | MERCREDI, JULIE                          | 12-May-14  | 54.06     |
| 0004ET0017 | 0001 | *****  | 9312     | MURRAY, TRACEY                           | 12-May-14  | 700.00    |
| 0004ET0018 | 0001 | *****  | EMI0185  | RITCEY, STEPHANIE                        | 12-May-14  | 3,828.67  |
| 0004ET0019 | 0001 | *****  | 3820     | SAWAN, RANDALL                           | 12-May-14  | 37.00     |
| 0004ET0020 | 0001 | *****  | 10000    | SUPERIOR PROPANE                         | 12-May-14  | 16,521.19 |
| 0004ET0021 | 0001 | *****  | EMI1923  | TOFT, CONNIE                             | 12-May-14  | 90.78     |
| 0004ET0022 | 0001 | *****  | EMI2430  | VOGEL, KATHY                             | 12-May-14  | 72.83     |
| 0004ET0023 | 0001 | *****  | 600      | WARD, ELAINE                             | 12-May-14  | 33.66     |
| 0004ET0024 | 0001 | *****  | 7915     | WHITEKNIFE, MARINA                       | 12-May-14  | 700.00    |
| 0004ET0025 | 0001 | *****  | 4809     | YELLOWKNEE, RITA M.                      | 12-May-14  | 7.80      |
| 0005ET0001 | 0001 | *****  | 7693     | ANDERSON BUSING                          | 13-May-14  | 700.00    |
| 0005ET0002 | 0001 | *****  | 9306     | ANDERSON, JAY                            | 13-May-14  | 700.00    |
| 0005ET0003 | 0001 | *****  | 1715     | BIGSTONE CREE NATION EDUCATION AUTHORITY | 13-May-14  | 48,133.26 |
| 0005ET0004 | 0001 | *****  | 776      | CHRISTENSEN BUSING                       | 13-May-14  | 1,800.00  |
| 0005ET0005 | 0001 | *****  | 2994     | DESJARLAIS BUSES                         | 13-May-14  | 1,800.00  |
| 0005ET0006 | 0001 | *****  | 4884     | NOSKEY BUS LINES                         | 13-May-14  | 4,000.00  |
| 0005ET0007 | 0001 | *****  | 2461     | ORR, CHARLES                             | 13-May-14  | 1,400.00  |
| 0005ET0008 | 0001 | *****  | 3617     | SHAW, MARTHA                             | 13-May-14  | 700.00    |
| 0005ET0009 | 0001 | *****  | 9451     | WRITE WAY COMMUNICATIONS                 | 13-May-14  | 1,800.00  |
| 0006000001 | 0001 | *****  | 6983     | CHALIFOUX, JEFF                          | 13-May-14  | 6,704.00  |
| 0007000001 | 0001 | *****  | 3846     | GULLION, ELMER                           | 14-May-14  | 1,500.00  |
| 0007000002 | 0001 | *****  | 1017     | SHAW, KENNETH RUSSELL                    | 14-May-14  | 715.48    |
| 0008000001 | 0001 | *****  | 5004     | 1176976 ALBERTA LTD.                     | 14-May-14  | 476.44    |
| 0008000002 | 0001 | *****  | 10007    | 1562621 ALBERTA LTD.                     | 15-May-14  | 30.92     |
| 0008000003 | 0001 | *****  | 6907     | ACCORD ANSWERING SERVICE                 | 15-May-14  | 108.49    |
| 0008000004 | 0001 | *****  | 40       | ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C | 15-May-14  | 315.00    |
| 0008000005 | 0001 | *****  | 469      | ALBERTA ASSESSMENT CONSORTIUM            | 15-May-14  | 27.06     |
| 0008000006 | 0001 | *****  | 808      | ALOOK, EDWARD                            | 15-May-14  | 5,500.00  |
| 0008000007 | 0001 | *****  | 4635     | ALOOK, LORNA V.                          | 15-May-14  | 13.44     |
| 0008000008 | 0001 | *****  | 1149     | ALOOK, MARIE                             | 15-May-14  | 33.60     |
| 0008000009 | 0001 | *****  | 3805     | ANDERSON, SHARON                         | 15-May-14  | 253.00    |
| 0008000010 | 0001 | *****  | 2863     | ARTHUR, JOCELYN                          | 15-May-14  | 241.25    |
| 0008000011 | 0001 | *****  | 8417     | AUGER, KEVIN S.                          | 15-May-14  | 58.20     |
| 0008000012 | 0001 | *****  | 9423     | AUGER, NELSON                            | 15-May-14  | 178.44    |
| 0008000013 | 0001 | *****  | 3789     | AUGER, SHELLY                            | 15-May-14  | 80.42     |
| 0008000014 | 0001 | *****  | 9351     | BABEY, SUSAN                             | 15-May-14  | 253.00    |
| 0008000015 | 0001 | *****  | 8757     | BEAVER, RONALD                           | 15-May-14  | 188.70    |
| 0008000016 | 0001 | *****  |          |  | 15-May-14  | 241.25    |

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|------------|------|------------|----------|-------------------------------------|------------|----------|
| 0008000016 | 0001 | 0000291227 | 1115     | BELCOURT, GORDON                    | 15-May-14  | 241.25   |
| 0008000017 | 0001 | 0000291228 | 6682     | BIGSTONE STORE LTD.                 | 15-May-14  | 225.05   |
| 0008000018 | 0001 | 0000291056 | 7868     | BIGSTONE, ANGELA                    | 15-May-14  | 26.25    |
| 0008000019 | 0001 | 0000291057 | 1081     | BIGSTONE, CAROLINE                  | 15-May-14  | 80.42    |
| 0008000020 | 0001 | 0000291058 | 6683     | BIM'S CAR TRUCK WASH & GRAVEL SALES | 15-May-14  | 506.89   |
| 0008000021 | 0001 | 0000291059 | 9404     | BISSELL, THOMAS                     | 15-May-14  | 241.25   |
| 0008000022 | 0001 | 0000291060 | 6979     | BLACK, TINA                         | 15-May-14  | 241.25   |
| 0008000023 | 0001 | 0000291061 | 9512     | BORS, STAN                          | 15-May-14  | 134.40   |
| 0008000024 | 0001 | 0000291062 | 921      | BOSKOYOUS, SANDRA                   | 15-May-14  | 264.75   |
| 0008000025 | 0001 | 0000291063 | 9319     | BOX CLEVER                          | 15-May-14  | 2,349.90 |
| 0008000026 | 0001 | 0000291064 | 2640     | CALLING LAKE MOOSEHORN MARKET       | 15-May-14  | 521.30   |
| 0008000027 | 0001 | 0000291065 | 1099     | CALLIQU, CANDICE                    | 15-May-14  | 253.00   |
| 0008000028 | 0001 | 0000291066 | 8425     | CALLIQU, EVE                        | 15-May-14  | 241.25   |
| 0008000029 | 0001 | 0000291067 | 10009    | CANADA MUNICIPAL JOBS INC           | 15-May-14  | 152.25   |
| 0008000030 | 0001 | 0000291068 | 346      | CANADA WIDE                         | 15-May-14  | 1,357.35 |
| 0008000031 | 0001 | 0000291069 | 4489     | CARDINAL, HEATHER                   | 15-May-14  | 241.25   |
| 0008000032 | 0001 | 0000291070 | EM11960  | CARDINAL, LORRAINE C.               | 15-May-14  | 241.25   |
| 0008000033 | 0001 | 0000291071 | 8429     | CARDINAL, LOUIE AUGUST              | 15-May-14  | 203.20   |
| 0008000034 | 0001 | 0000291072 | 8703     | CARDINAL, RUSSELL                   | 15-May-14  | 253.00   |
| 0008000035 | 0001 | 0000291073 | 831      | CARLSON, VIOLET                     | 15-May-14  | 475.00   |
| 0008000036 | 0001 | 0000291074 | 2322     | CHALIFOUX, JONI                     | 15-May-14  | 253.00   |
| 0008000037 | 0001 | 0000291075 | 8806     | CHRISTIAN, PRISCILLA                | 15-May-14  | 370.00   |
| 0008000038 | 0001 | 0000291076 | 1737     | CLAIRE'S HOUSE OF FRAMES            | 15-May-14  | 80.42    |
| 0008000039 | 0001 | 0000291077 | 6976     | COURTOREILLE, KIM                   | 15-May-14  | 6,034.35 |
| 0008000040 | 0001 | 0000291078 | 8404     | CUNNINGHAM, BRAD                    | 15-May-14  | 253.00   |
| 0008000041 | 0001 | 0000291079 | 6419     | CUNNINGHAM, DON                     | 15-May-14  | 241.25   |
| 0008000042 | 0001 | 0000291080 | 6219     | D'LUGOS, JOANNE                     | 15-May-14  | 241.25   |
| 0008000043 | 0001 | 0000291081 | 1503     | DAVIDSON, BEATRICE ANN              | 15-May-14  | 156.82   |
| 0008000044 | 0001 | 0000291082 | 6977     | DEMONS, CRYSTAL                     | 15-May-14  | 259.59   |
| 0008000045 | 0001 | 0000291083 | 8301     | DESJARLAIS, RHONDA                  | 15-May-14  | 241.25   |
| 0008000046 | 0001 | 0000291084 | 7046     | DEUCE DISPOSAL LTD.                 | 15-May-14  | 241.25   |
| 0008000047 | 0001 | 0000291085 | 5287     | DIRECT ENERGY REGULATED SERVICES    | 15-May-14  | 452.81   |
| 0008000048 | 0001 | 0000291086 | 3226     | DOBKO BRIAN                         | 15-May-14  | 2,171.55 |
| 0008000049 | 0001 | 0000291087 | 7539     | DUNLEAVY, ELIZABETH                 | 15-May-14  | 1,000.00 |
| 0008000050 | 0001 | 0000291088 | 813      | ESSO TASTY EXPRESS                  | 15-May-14  | 852.12   |
| 0008000051 | 0001 | 0000291089 | 9425     | FISCHER, MICHAEL                    | 15-May-14  | 42.53    |
| 0008000052 | 0001 | 0000291090 | 9190     | FONTAINE, EDGAR                     | 15-May-14  | 241.25   |
| 0008000053 | 0001 | 0000291091 | 3953     | FRASER, SHEILA                      | 15-May-14  | 281.50   |
| 0008000054 | 0001 | 0000291092 | 9395     | GAUCHIER, GREG                      | 15-May-14  | 79.78    |
| 0008000055 | 0001 | 0000291093 | 5546     | GAUCHIER, LEEANN                    | 15-May-14  | 253.00   |
| 0008000056 | 0001 | 0000291094 | 8805     | GHOSTKEEPER, KRISTEN                | 15-May-14  | 253.00   |
| 0008000057 | 0001 | 0000291095 | 2139     | GIFT LAKE DEVELOPMENT CORPORATION   | 15-May-14  | 160.84   |
| 0008000058 | 0001 | 0000291096 | 8418     | GLADUE, CARLENE                     | 15-May-14  | 2,236.82 |
| 0008000059 | 0001 | 0000291097 | 1077     | GLADUE, DWIGHT G.                   | 15-May-14  | 253.00   |
| 0008000060 | 0001 | 0000291098 | 838      | GLADUE, FRIEDA                      | 15-May-14  | 253.00   |
| 0008000061 | 0001 | 0000291099 | 9140     | GLADUE, TYLER                       | 15-May-14  | 42.54    |
| 0008000062 | 0001 | 0000291100 | 1093     | GREVEYES, KAREN                     | 15-May-14  | 241.25   |
| 0008000063 | 0001 | 0000291101 | 699      | GREYHOUND COURIER EXPRESS           | 15-May-14  | 241.25   |
| 0008000064 | 0001 | 0000291102 | 9111     | GRIMSHAW REGISTRY                   | 15-May-14  | 44.48    |
| 0008000065 | 0001 | 0000291103 | 3100     | GUILD, ROBIN                        | 15-May-14  | 168.90   |
| 0008000066 | 0001 | 0000291104 | 3846     | GULLION, ELMER                      | 15-May-14  | 253.00   |

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| CHEQUE #  | BANK | MICR #     | VENDOR # | VENDOR NAME                           | ISSUE DATE | AMOUNT    |
|-----------|------|------------|----------|---------------------------------------|------------|-----------|
| 000800067 | 0001 | 0000291105 | 9394     | GULLION, MICHAEL ROBERT               | 15-May-14  | 241.25    |
| 000800068 | 0001 | 0000291106 | 3811     | HAGGERTY, JOAN                        | 15-May-14  | 253.00    |
| 000800069 | 0001 | 0000291107 | 8414     | HARTE, SHELLY LYNN                    | 15-May-14  | 241.25    |
| 000800070 | 0001 | 0000291108 | 1660     | HIGH PRAIRIE SCHOOL DIVISION #48      | 15-May-14  | 20,723.02 |
| 000800071 | 0001 | 0000291109 | 105      | HOULE, WILLIAM                        | 15-May-14  | 241.25    |
| 000800072 | 0001 | 0000291110 | 9426     | HOUSE, DUSTIN                         | 15-May-14  | 241.25    |
| 000800073 | 0001 | 0000291111 | 8106     | HUNT, DOROTHY JOYCE                   | 15-May-14  | 250.00    |
| 000800074 | 0001 | 0000291112 | 6454     | IRON MOUNTAIN CANADA                  | 15-May-14  | 151.24    |
| 000800075 | 0001 | 0000291113 | 342      | JACKNIFE, TRACY                       | 15-May-14  | 224.46    |
| 000800076 | 0001 | 0000291114 | 6994     | JUNKIN, JEFF                          | 15-May-14  | 253.00    |
| 000800077 | 0001 | 0000291115 | 8138     | KHAN COMMUNICATION SERVICES, INC.     | 15-May-14  | 16,551.49 |
| 000800078 | 0001 | 0000291116 | 5859     | KIVA GROUP CORP.                      | 15-May-14  | 4,573.80  |
| 000800079 | 0001 | 0000291117 | 5826     | L&P DISPOSALS                         | 15-May-14  | 720.83    |
| 000800080 | 0001 | 0000291118 | 4602     | L'HIRODELLE, KAREN                    | 15-May-14  | 241.25    |
| 000800081 | 0001 | 0000291119 | 5441     | LABOUCAN, BRYAN                       | 15-May-14  | 241.25    |
| 000800082 | 0001 | 0000291120 | 8424     | LABOUCAN, TROY                        | 15-May-14  | 241.25    |
| 000800083 | 0001 | 0000291121 | 2565     | LABOUCANE, STACEY                     | 15-May-14  | 241.25    |
| 000800084 | 0001 | 0000291122 | 8122     | LAC LA BICHE COUNTY                   | 15-May-14  | 87.86     |
| 000800085 | 0001 | 0000291123 | 1846     | LADEROUTE, DALE                       | 15-May-14  | 241.25    |
| 000800086 | 0001 | 0000291124 | 5907     | LEPINE, GWEN                          | 15-May-14  | 241.25    |
| 000800087 | 0001 | 0000291125 | 9398     | LINDSAY, KRISTEN                      | 15-May-14  | 200.00    |
| 000800088 | 0001 | 0000291126 | 425      | MACDOUGALL, SUSAN                     | 15-May-14  | 87.64     |
| 000800089 | 0001 | 0000291127 | 10008    | MANITOULIN                            | 15-May-14  | 802.74    |
| 000800090 | 0001 | 0000291128 | 9215     | MARTIN, JOSCELYN                      | 15-May-14  | 227.57    |
| 000800091 | 0001 | 0000291129 | 8040     | MARTHUR, MICHAEL                      | 15-May-14  | 160.84    |
| 000800092 | 0001 | 0000291130 | 8435     | MCDONALD, CHARLES                     | 15-May-14  | 253.00    |
| 000800093 | 0001 | 0000291131 | 336      | MCDONALD, JANET                       | 15-May-14  | 253.00    |
| 000800094 | 0001 | 0000291132 | 3652     | MCDONALD, RACHELLE                    | 15-May-14  | 160.84    |
| 000800095 | 0001 | 0000291133 | 9401     | MCDONALD, CONRAD                      | 15-May-14  | 80.42     |
| 000800096 | 0001 | 0000291134 | 9400     | METSIKASSUS, SHANE                    | 15-May-14  | 253.00    |
| 000800097 | 0001 | 0000291135 | 334      | MOBERLY, MARYANNE                     | 15-May-14  | 32.00     |
| 000800098 | 0001 | 0000291136 | 8472     | MOHAWK CANADA LIMITED                 | 15-May-14  | 253.00    |
| 000800099 | 0001 | 0000291137 | 9428     | MOSURE, DELORES                       | 15-May-14  | 1,380.23  |
| 000800100 | 0001 | 0000291138 | 981      | MUNICIPAL DISTRICT OF BIG LAKES       | 15-May-14  | 9,901.64  |
| 000800101 | 0001 | 0000291139 | 656      | MUNICIPAL DISTRICT OF OPPORTUNITY #17 | 15-May-14  | 837.00    |
| 000800102 | 0001 | 0000291140 | 9344     | NEW WATER LTD.                        | 15-May-14  | 253.00    |
| 000800103 | 0001 | 0000291141 | 8443     | NOKOHO, MARTHA                        | 15-May-14  | 1,194.67  |
| 000800104 | 0001 | 0000291142 | 248      | NORTH PEACE GAS CO-OP                 | 15-May-14  | 510.15    |
| 000800105 | 0001 | 0000291143 | 9523     | NORTHERN SPEECH SERVICES              | 15-May-14  | 4,938.39  |
| 000800106 | 0001 | 0000291144 | 4222     | NORTHERN SUNRISE COUNTY               | 15-May-14  | 84.33     |
| 000800107 | 0001 | 0000291145 | 5024     | NOSKIYE, JULIANNE                     | 15-May-14  | 241.25    |
| 000800108 | 0001 | 0000291146 | 2532     | NOSKIYE, LAUREL                       | 15-May-14  | 313.67    |
| 000800109 | 0001 | 0000291147 | 8628     | NOSKIYE, MARCEL                       | 15-May-14  | 20.40     |
| 000800110 | 0001 | 0000291148 | 9161     | NOSKIYE, VIOLA                        | 15-May-14  | 241.25    |
| 000800111 | 0001 | 0000291149 | 3877     | NOVAK, LINDA AGNES                    | 15-May-14  | 241.25    |
| 000800112 | 0001 | 0000291150 | 1076     | OMINAYAK, LARRY ANGUS                 | 15-May-14  | 241.25    |
| 000800113 | 0001 | 0000291151 | 8423     | OMOTH, KATHY                          | 15-May-14  | 253.00    |
| 000800114 | 0001 | 0000291152 | 1471     | PEACE RIVER FORD SALES INC            | 15-May-14  | 184.08    |
| 000800115 | 0001 | 0000291153 | 2456     | PEERLESS LAKE SCHOOL                  | 15-May-14  | 267.53    |
| 000800116 | 0001 | 0000291154 | 2672     | PEERLESS LAKE STUDENTS ASSOCIATION    | 15-May-14  | 1,990.62  |
| 000800117 | 0001 | 0000291155 | 9429     | PICHE, LEISHA                         | 15-May-14  | 241.25    |
| 000800118 | 0001 | 0000291156 | 5825     | PITNEYWORKS                           | 15-May-14  | 41.10     |

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|------------|------|------------|----------|---------------------------------------|------------|------------|
| 0008000119 | 0001 | 0000291157 | 7831     | POITRAS, DOREEN                       | 15-May-14  | 168.66     |
| 0008000120 | 0001 | 0000291158 | 249      | PRAIRIE RIVER GAS CO-OP               | 15-May-14  | 8,147.87   |
| 0008000121 | 0001 | 0000291159 | 3790     | PRINZ, VICTOR                         | 15-May-14  | 241.25     |
| 0008000122 | 0001 | 0000291160 | 8422     | PROCHINSKY, WALLACE V.                | 15-May-14  | 241.25     |
| 0008000123 | 0001 | 0000291161 | 1403     | PULORATOR COURIER LTD.                | 15-May-14  | 82.26      |
| 0008000124 | 0001 | 0000291162 | 2395     | QUINTAL, KATHRYN                      | 15-May-14  | 241.25     |
| 0008000125 | 0001 | 0000291163 | 8438     | KATHBONE, ANTHONY                     | 15-May-14  | 241.25     |
| 0008000126 | 0001 | 0000291164 | 349      | RECEIVER GENERAL FOR CANADA           | 15-May-14  | 130,500.00 |
| 0008000127 | 0001 | 0000291165 | 982      | REGIONAL MUNICIPALITY OF WOOD BUFFALO | 15-May-14  | 4,679.79   |
| 0008000128 | 0001 | 0000291166 | 10005    | RICOH CANADA INC                      | 15-May-14  | 4,366.77   |
| 0008000129 | 0001 | 0000291167 | 2409     | RIMAR HOLDINGS LTD                    | 15-May-14  | 38.38      |
| 0008000130 | 0001 | 0000291168 | 2616     | RUGE, CHRISTOPH                       | 15-May-14  | 98.32      |
| 0008000131 | 0001 | 0000291169 | 6739     | SAWRIDGE INN - PEACE RIVER            | 15-May-14  | 909.06     |
| 0008000132 | 0001 | 0000291170 | 3466     | SHAJACHAN HOLDINGS LTD                | 15-May-14  | 511.07     |
| 0008000133 | 0001 | 0000291171 | 6981     | SHAW, HOWARD                          | 15-May-14  | 241.25     |
| 0008000134 | 0001 | 0000291172 | 1017     | SHAW, KENNETH RUSSELL                 | 15-May-14  | 253.00     |
| 0008000135 | 0001 | 0000291173 | 805      | SMITH, TAMMY                          | 15-May-14  | 73.55      |
| 0008000136 | 0001 | 0000291174 | 605      | SOUTH PEACE NEWS                      | 15-May-14  | 205.07     |
| 0008000137 | 0001 | 0000291175 | 31       | SPECTRUM EDUCATIONAL SUPPLIES LTD.    | 15-May-14  | 160.23     |
| 0008000138 | 0001 | 0000291176 | 34       | SPORTFACTOR INC.                      | 15-May-14  | 21.16      |
| 0008000139 | 0001 | 0000291177 | 3905     | SUTHERLAND, PRISCILLA                 | 15-May-14  | 120.87     |
| 0008000140 | 0001 | 0000291178 | 10006    | THE LEARNING BAR                      | 15-May-14  | 4,725.00   |
| 0008000141 | 0001 | 0000291179 | 5948     | THOMPSON, SHEILA                      | 15-May-14  | 160.84     |
| 0008000142 | 0001 | 0000291180 | 634      | UFA CO-OPERATIVE LIMITED              | 15-May-14  | 87.12      |
| 0008000143 | 0001 | 0000291181 | 9431     | WALKER, VICTORIA                      | 15-May-14  | 241.25     |
| 0008000144 | 0001 | 0000291182 | 8433     | WANYANDIE, CATHY                      | 15-May-14  | 160.84     |
| 0008000145 | 0001 | 0000291183 | 9430     | WANYANDIE, ROBERT                     | 15-May-14  | 241.25     |
| 0008000146 | 0001 | 0000291184 | EM18162  | WASON, SHANNON                        | 15-May-14  | 109.14     |
| 0008000147 | 0001 | 0000291185 | 812      | WASTE MANAGEMENT                      | 15-May-14  | 1,374.62   |
| 0008000148 | 0001 | 0000291186 | 22       | WESCLEAN - (GP)                       | 15-May-14  | 502.95     |
| 0008000149 | 0001 | 0000291187 | 1736     | WORKER'S COMPENSATION BOARD-ALBERTA   | 15-May-14  | 30,030.00  |
| 0008000150 | 0001 | 0000291188 | 79       | XEROX CANADA LTD.                     | 15-May-14  | 4,010.57   |
| 0008000151 | 0001 | 0000291209 | 7388     | YOUNG, KELLY                          | 15-May-14  | 6.00       |
| 0008000152 | 0001 | 0000291210 | 10003    | YUCK, JASON                           | 15-May-14  | 4,500.00   |
| 0008000153 | 0001 | 0000291211 | 9392     | ALOOK, CORINNE                        | 15-May-14  | 253.00     |
| 0008000154 | 0001 | 0000291212 | 3765     | ALOOK, MAGGIE                         | 15-May-14  | 240.00     |
| 0008000155 | 0001 | 0000291213 | EM11080  | ANDERSON, AUDREY MARY                 | 15-May-14  | 100.00     |
| 0008000156 | 0001 | 0000291214 | 5371     | ATKINSON, STACEY                      | 15-May-14  | 146.40     |
| 0008000157 | 0001 | 0000291215 | 7139     | AUGER, SHIRLEY                        | 15-May-14  | 241.25     |
| 0008000158 | 0001 | 0000291216 | 4502     | AXIA SUPERNET LTD.                    | 15-May-14  | 175.00     |
| 0008000159 | 0001 | 0000291217 | 5882     | BARTMAN, SHELLEY                      | 15-May-14  | 21,753.90  |
| 0008000160 | 0001 | 0000291218 | 3796     | BEAUVAIS, MELISA                      | 15-May-14  | 168.66     |
| 0008000161 | 0001 | 0000291219 | 8471     | BELLEFONTAINE, REG                    | 15-May-14  | 195.00     |
| 0008000162 | 0001 | 0000291220 | 281      | CARDINAL, CHARLENE                    | 15-May-14  | 3,811.64   |
| 0008000163 | 0001 | 0000291221 | 337      | CARDINAL, GLORIA                      | 15-May-14  | 62.98      |
| 0008000164 | 0001 | 0000291222 | 9278     | CARFELLE, KAYLA                       | 15-May-14  | 250.86     |
| 0008000165 | 0001 | 0000291223 | 9399     | CUNNINGHAM, DAVIS                     | 15-May-14  | 700.00     |
| 0008000166 | 0001 | 0000291224 | 4217     | CUNNINGHAM, JOLENE                    | 15-May-14  | 241.25     |
| 0008000167 | 0001 | 0000291225 | 8737     | DANIELS, JOAN                         | 15-May-14  | 700.00     |
| 0008000168 | 0001 | 0000291226 | 602      | DAUK, MARGARET                        | 15-May-14  | 253.00     |
| 0008000169 | 0001 | 0000291227 | 3489     |                                       | 15-May-14  | 16.72      |

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|------------|------|--------|----------|---------------------------------------|------------|----------|
| 0008ET0017 | 0001 | *****  | 6899     | DEBOER, MARIA                         | 15-May-14  | 190.08   |
| 0008ET0018 | 0001 | *****  | 1545     | ELIZABETH SCHOOL                      | 15-May-14  | 100.00   |
| 0008ET0019 | 0001 | *****  | 3829     | FONTAINE, ALICE                       | 15-May-14  | 253.00   |
| 0008ET0020 | 0001 | *****  | 279      | GIFT LAKE SCHOOL FUND                 | 15-May-14  | 375.00   |
| 0008ET0021 | 0001 | *****  | 5294     | GRACH, ERNIE                          | 15-May-14  | 241.25   |
| 0008ET0022 | 0001 | *****  | 27       | HALFORDS                              | 15-May-14  | 1,971.80 |
| 0008ET0023 | 0001 | *****  | EMI3072  | HAMELIN, SHELLY                       | 15-May-14  | 193.40   |
| 0008ET0024 | 0001 | *****  | 9314     | HARFORD, BREANNA L                    | 15-May-14  | 814.72   |
| 0008ET0025 | 0001 | *****  | 5466     | HERMAN, LAURETTE                      | 15-May-14  | 241.25   |
| 0008ET0026 | 0001 | *****  | EMI0814  | HORON, RICK                           | 15-May-14  | 706.70   |
| 0008ET0027 | 0001 | *****  | 620      | HOULE, JUNE                           | 15-May-14  | 171.36   |
| 0008ET0028 | 0001 | *****  | EMI0068  | JOUDREY, BRUCE                        | 15-May-14  | 31.76    |
| 0008ET0029 | 0001 | *****  | 330      | LABOUCAN, DONNA                       | 15-May-14  | 296.97   |
| 0008ET0030 | 0001 | *****  | 443      | LADEROUTE, BARBARA MS.                | 15-May-14  | 17.33    |
| 0008ET0031 | 0001 | *****  | 5019     | LAGMODIERE, VALERIE                   | 15-May-14  | 165.25   |
| 0008ET0032 | 0001 | *****  | EMI0237  | LANDRY, JAMIE MR                      | 15-May-14  | 416.81   |
| 0008ET0033 | 0001 | *****  | 5008     | MACDONALD, LEANNE                     | 15-May-14  | 66.84    |
| 0008ET0034 | 0001 | *****  | 3364     | MILLENIUM CABINS INC.                 | 15-May-14  | 2,088.48 |
| 0008ET0035 | 0001 | *****  | 1431     | MISTASSINIY SCHOOL                    | 15-May-14  | 8,522.62 |
| 0008ET0036 | 0001 | *****  | 2932     | MOLCAK, ROBERT                        | 15-May-14  | 270.61   |
| 0008ET0037 | 0001 | *****  | 8713     | NAHACHICK, SHIRLEY                    | 15-May-14  | 270.96   |
| 0008ET0038 | 0001 | *****  | 3785     | NOSKIYE, IDA                          | 15-May-14  | 253.00   |
| 0008ET0039 | 0001 | *****  | 3088     | O'CONNOR, DANIELLE                    | 15-May-14  | 57.21    |
| 0008ET0040 | 0001 | *****  | EMI1200  | PARKER, RAY                           | 15-May-14  | 515.00   |
| 0008ET0041 | 0001 | *****  | 2597     | PRUDEN-BARRIE, DELORES                | 15-May-14  | 1,790.00 |
| 0008ET0042 | 0001 | *****  | 650      | QUINTAL, MARGARET A.                  | 15-May-14  | 253.00   |
| 0008ET0043 | 0001 | *****  | 6433     | QUINTAL-JANVIER, VERA                 | 15-May-14  | 253.00   |
| 0008ET0044 | 0001 | *****  | 7345     | RENAUD, LORRIE                        | 15-May-14  | 83.99    |
| 0008ET0045 | 0001 | *****  | 9279     | SADLERBACK, CHERYL                    | 15-May-14  | 85.58    |
| 0008ET0046 | 0001 | *****  | 9416     | SAHLIN, BRENDA                        | 15-May-14  | 901.60   |
| 0008ET0047 | 0001 | *****  | 7805     | SALCO, MIKE                           | 15-May-14  | 39.33    |
| 0008ET0048 | 0001 | *****  | 1199     | SANDER, JACQUELINE                    | 15-May-14  | 4,025.52 |
| 0008ET0049 | 0001 | *****  | 9296     | SHWETZ, KANESA                        | 15-May-14  | 40.00    |
| 0008ET0050 | 0001 | *****  | 7245     | SINOTTE, RONNIE                       | 15-May-14  | 102.75   |
| 0008ET0051 | 0001 | *****  | 162      | ST. THERESA SCHOOL                    | 15-May-14  | 951.60   |
| 0008ET0052 | 0001 | *****  | 8338     | STEVENS, BENJAMIN                     | 15-May-14  | 283.34   |
| 0008ET0053 | 0001 | *****  | 9295     | TURPIN, CHRIS                         | 15-May-14  | 122.42   |
| 0008ET0054 | 0001 | *****  | 8267     | TWIDALE, AMANDA L.                    | 15-May-14  | 33.70    |
| 0008ET0055 | 0001 | *****  | 149      | VALLEY PRINTERS & SIGNS LTD           | 15-May-14  | 268.07   |
| 0008ET0056 | 0001 | *****  | 9134     | WALTY, CURTIS                         | 15-May-14  | 707.68   |
| 0008ET0057 | 0001 | *****  | 600      | WARD, ELAINE                          | 15-May-14  | 146.87   |
| 0008ET0058 | 0001 | *****  | EMI0066  | WOODFINE, BERNARD                     | 15-May-14  | 829.62   |
| 0008ET0059 | 0001 | *****  | 3786     | YELLOWKNEE, EVA                       | 15-May-14  | 256.25   |
| 0008ET0060 | 0001 | *****  | 4809     | YELLOWKNEE, RITA M.                   | 15-May-14  | 6.00     |
| 0008ET0061 | 0001 | *****  | 9123     | YELLOWKNEE, ROSIE                     | 15-May-14  | 6.00     |
| 0009000001 | 0001 | *****  | 656      | MUNICIPAL DISTRICT OF OPPORTUNITY #17 | 23-May-14  | 5,338.72 |
| 0010000001 | 0001 | *****  | 6323     | CAN-WEST CORPORATE AIR CHARTERS       | 21-May-14  | 506.10   |
| 0010000002 | 0001 | *****  | 402      | CANADA BREAD WEST(MCGAVINS) #4065     | 21-May-14  | 121.25   |
| 0010000003 | 0001 | *****  | 693      | FRESON BROS. (HP)                     | 21-May-14  | 78.52    |
| 0010000004 | 0001 | *****  | 5202     | MICHEL'S SUPER A FOODS                | 21-May-14  | 26.32    |
| 0010ET0001 | 0001 | *****  | 2901     | CUNNINGHAM, SANDRA                    | 21-May-14  | 12.56    |

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| 0010ET0002 | 0001 | *****      | 8744     | GFS PRAIRIES INC                         | 21-May-14  | 8,780.09  |
| 0010ET0003 | 0001 | *****      | 1642     | HUNT, EMILY                              | 21-May-14  | 1,058.64  |
| 0010ET0004 | 0001 | *****      | 5081     | SYSO FOOD SERVICES OF EDMONTON           | 21-May-14  | 9,729.74  |
| 0011000001 | 0001 | 0000291234 | 868      | ABORIGINAL MULTI-MEDIA SOCIETY           | 23-May-14  | 504.00    |
| 0011000002 | 0001 | 0000291235 | 40       | ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C | 23-May-14  | 1,097.29  |
| 0011000003 | 0001 | 0000291236 | 5305     | ALBERTA HUNTER EDUCATION INSTRUCTORS' AS | 23-May-14  | 183.75    |
| 0011000004 | 0001 | 0000291237 | 353      | ALBERTA TEACHERS ASSOCIATION             | 23-May-14  | 105.00    |
| 0011000005 | 0001 | 0000291238 | 8679     | ALL-PRO TRUCK & TRAILER REPAIR           | 23-May-14  | 2,883.55  |
| 0011000006 | 0001 | 0000291239 | 8507     | ALTAGAS UTILITIES INC                    | 23-May-14  | 15,117.67 |
| 0011000007 | 0001 | 0000291240 | 9291     | ANDERSON, CORRIE                         | 23-May-14  | 518.50    |
| 0011000008 | 0001 | 0000291241 | 244      | ATCO ELECTRIC LTD.                       | 23-May-14  | 65.40     |
| 0011000009 | 0001 | 0000291242 | 3789     | AUGER, SHELLY                            | 23-May-14  | 220.00    |
| 0011000010 | 0001 | 0000291243 | 7718     | BE RESCUED TOWING AND HAULING            | 23-May-14  | 3,150.00  |
| 0011000011 | 0001 | 0000291244 | 8876     | BELL CANADA                              | 23-May-14  | 75.08     |
| 0011000012 | 0001 | 0000291245 | 9466     | C & D CONTRACTING                        | 23-May-14  | 178.50    |
| 0011000013 | 0001 | 0000291246 | 6186     | CARDINAL, LORRAINE J.                    | 23-May-14  | 160.84    |
| 0011000014 | 0001 | 0000291247 | 9403     | CARDINAL, PAUL                           | 23-May-14  | 241.25    |
| 0011000015 | 0001 | 0000291248 | 6983     | CHALIFOUX, JEFF                          | 23-May-14  | 518.20    |
| 0011000016 | 0001 | 0000291249 | 10013    | CIRA ONTARIO                             | 23-May-14  | 50.00     |
| 0011000017 | 0001 | 0000291250 | 839      | COLLINS, LAURA                           | 23-May-14  | 687.90    |
| 0011000018 | 0001 | 0000291251 | 9402     | COURTOREILLE, VERONICA                   | 23-May-14  | 241.25    |
| 0011000019 | 0001 | 0000291252 | 9424     | DASHCAVICH, TANYA                        | 23-May-14  | 241.25    |
| 0011000020 | 0001 | 0000291253 | 8301     | DESJARLAIS, RHONDA                       | 23-May-14  | 220.00    |
| 0011000021 | 0001 | 0000291254 | 5287     | DIRECT ENERGY REGULATED SERVICES         | 23-May-14  | 1,126.76  |
| 0011000022 | 0001 | 0000291255 | 8678     | DT'S MAINTENANCE REPAIR & OVERHAUL       | 23-May-14  | 740.23    |
| 0011000023 | 0001 | 0000291256 | 3252     | EPCOR ENERGY SERVICES (ALBERTA) INC.     | 23-May-14  | 56.77     |
| 0011000024 | 0001 | 0000291257 | 7238     | EVERGREEN STATIONERS                     | 23-May-14  | 88.13     |
| 0011000025 | 0001 | 0000291258 | 3373     | FAS GAS OIL LTD                          | 23-May-14  | 19,525.06 |
| 0011000026 | 0001 | 0000291259 | 4071     | FLAGHOUSE INC.                           | 23-May-14  | 5,170.46  |
| 0011000027 | 0001 | 0000291260 | 7235     | FLETT, DOUG                              | 23-May-14  | 37.00     |
| 0011000028 | 0001 | 0000291261 | 10012    | GOVERNMENT OF ALBERTA                    | 23-May-14  | 8,772.36  |
| 0011000029 | 0001 | 0000291262 | 1525     | GRANDE PRAIRIE SCHOOL DISTRICT #2357     | 23-May-14  | 3,070.50  |
| 0011000030 | 0001 | 0000291263 | 3323     | GREGOIRE RV TRUCK WASH LTD               | 23-May-14  | 36.54     |
| 0011000031 | 0001 | 0000291264 | 3846     | GULLION, ELMER                           | 23-May-14  | 610.00    |
| 0011000032 | 0001 | 0000291265 | 3811     | HAGGERTY, JOAN                           | 23-May-14  | 622.90    |
| 0011000033 | 0001 | 0000291266 | 9396     | HALCROW, DARCY                           | 23-May-14  | 241.25    |
| 0011000034 | 0001 | 0000291267 | 2583     | HEAVY EQUIPMENT REPAIR                   | 23-May-14  | 746.38    |
| 0011000035 | 0001 | 0000291268 | 730      | JELLETT, CHRISTINE                       | 23-May-14  | 421.48    |
| 0011000036 | 0001 | 0000291269 | 5517     | JULIAN PACKER                            | 23-May-14  | 25,500.00 |
| 0011000037 | 0001 | 0000291270 | 10011    | K3 PROMOTIONS INC.                       | 23-May-14  | 189.00    |
| 0011000038 | 0001 | 0000291271 | 10015    | KOROLUK, PERRY                           | 23-May-14  | 353.59    |
| 0011000039 | 0001 | 0000291272 | 4602     | L'HIRONDELLE, KAREN                      | 23-May-14  | 622.90    |
| 0011000040 | 0001 | 0000291273 | 3807     | LAMOUICHE, JESSE                         | 23-May-14  | 168.66    |
| 0011000041 | 0001 | 0000291274 | 9438     | LEFFERSON, DANIELLE                      | 23-May-14  | 157.32    |
| 0011000042 | 0001 | 0000291275 | 5683     | MARCEL, DOROTHY                          | 23-May-14  | 300.00    |
| 0011000043 | 0001 | 0000291276 | 347      | MCNORRAN AVIATION                        | 23-May-14  | 7,082.12  |
| 0011000044 | 0001 | 0000291277 | 9427     | MERCREDI, DANNY                          | 23-May-14  | 160.84    |
| 0011000045 | 0001 | 0000291278 | 2642     | MEYER, JUDY                              | 23-May-14  | 396.48    |
| 0011000046 | 0001 | 0000291279 | 859      | MONAHAN FORD SALES                       | 23-May-14  | 92.81     |
| 0011000047 | 0001 | 0000291280 | 5157     | NOSKEY, NORMA                            | 23-May-14  | 50.00     |
| 0011000048 | 0001 | 0000291281 | 374      | PADDLE PRAIRIE GAS CO-OP                 | 23-May-14  | 1,920.94  |

## N O R T H L A N D S C H O O L D I V I S I O N

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## SUMMARY - ISSUED CHEQUE REPORT

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START DATE: &lt;START&gt; TO END DATE: &lt;END&gt;

| CHEQUE #   | BANK | MICR #     | VENDOR # | VENDOR NAME                             | ISSUE DATE | AMOUNT    |
|------------|------|------------|----------|---|------------|-----------|
| 0011000049 | 0001 | 0000291282 | 1471     | PEACE RIVER FORD SALES INC              | 23-May-14  | 1,299.58  |
| 0011000050 | 0001 | 0000291283 | 8509     | PITNEY BOWES                            | 23-May-14  | 86.25     |
| 0011000051 | 0001 | 0000291284 | 3790     | PRINZ, VICTOR                           | 23-May-14  | 220.00    |
| 0011000052 | 0001 | 0000291285 | 1403     | PURULATOR COURIER LTD.                  | 23-May-14  | 74.05     |
| 0011000053 | 0001 | 0000291286 | 9439     | REGNER, KATHY                           | 23-May-14  | 136.80    |
| 0011000054 | 0001 | 0000291287 | 6739     | SAWRIDGE INN - PEACE RIVER              | 23-May-14  | 12,831.69 |
| 0011000055 | 0001 | 0000291288 | 865      | SCHOOL DISTRICT #59 (PEACE RIVER SOUTH) | 23-May-14  | 5,975.20  |
| 0011000056 | 0001 | 0000291289 | 6054     | SCHOOL SPECIALTY CANADA                 | 23-May-14  | 584.99    |
| 0011000057 | 0001 | 0000291290 | 9440     | SCHREIBER, LORIE                        | 23-May-14  | 79.80     |
| 0011000058 | 0001 | 0000291291 | 1017     | SHAW, KENNETH RUSSELL                   | 23-May-14  | 538.60    |
| 0011000059 | 0001 | 0000291292 | 9437     | SIPMA, BRAD                             | 23-May-14  | 68.40     |
| 0011000060 | 0001 | 0000291293 | 605      | SOUTH PEACE NEWS                        | 23-May-14  | 205.07    |
| 0011000061 | 0001 | 0000291294 | 31       | SPECTRUM EDUCATIONAL SUPPLIES LTD.      | 23-May-14  | 1,458.67  |
| 0011000062 | 0001 | 0000291295 | 34       | SPORTFACTOR INC.                        | 23-May-14  | 411.60    |
| 0011000063 | 0001 | 0000291296 | 8378     | SUN MEDIA                               | 23-May-14  | 566.69    |
| 0011000064 | 0001 | 0000291297 | 8496     | SUNCOR ENERGY PRODUCTS PARTNERSHIP      | 23-May-14  | 2,204.88  |
| 0011000065 | 0001 | 0000291298 | 2995     | SYZYGY RESEARCH & TECHNOLOGY LTD.       | 23-May-14  | 1,050.00  |
| 0011000066 | 0001 | 0000291299 | 10010    | TAYLOR PRINTING                         | 23-May-14  | 767.55    |
| 0011000067 | 0001 | 0000291300 | 6094     | THE NORTH WEST COMPANY                  | 23-May-14  | 887.02    |
| 0011000068 | 0001 | 0000291301 | 8039     | THE NORTHERN STORES FINANCIAL SERVICES  | 23-May-14  | 183.46    |
| 0011000069 | 0001 | 0000291302 | 1619     | THE PAINT SPOT                          | 23-May-14  | 945.32    |
| 0011000070 | 0001 | 0000291303 | 9347     | TOTEM OUTDOOR OUTFITTERS                | 23-May-14  | 651.63    |
| 0011000071 | 0001 | 0000291304 | 634      | UFA CO-OPERATIVE LIMITED                | 23-May-14  | 23,584.66 |
| 0011000072 | 0001 | 0000291305 | 1068     | VOYAGEUR, CLARIS FAYE                   | 23-May-14  | 84.33     |
| 0011000073 | 0001 | 0000291306 | 751      | WESCILEAN - (EDM)                       | 23-May-14  | 4,129.46  |
| 0011000074 | 0001 | 0000291307 | 9539     | WEST KEG CONTRACTING                    | 23-May-14  | 1,617.00  |
| 0011000075 | 0001 | 0000291308 | 1800     | ZEE MEDICAL, INC.                       | 23-May-14  | 97.49     |
| 0011000076 | 0001 | 0000291309 | EM12318  | ANGER, DAVID                            | 23-May-14  | 887.43    |
| 0011000077 | 0001 | 0000291310 | 62       | AUGER, RITA                             | 23-May-14  | 37.00     |
| 0011000078 | 0001 | 0000291311 | 9278     | CARDINAL, GLORIA                        | 23-May-14  | 545.00    |
| 0011000079 | 0001 | 0000291312 | 3689     | CARDINAL, INIER                         | 23-May-14  | 1,399.86  |
| 0011000080 | 0001 | 0000291313 | 1935     | CARDINAL, JULIA MARGARET                | 23-May-14  | 241.25    |
| 0011000081 | 0001 | 0000291314 | 969      | CDI COMPUTER DEALERS INC.               | 23-May-14  | 8,967.19  |
| 0011000082 | 0001 | 0000291315 | EM11477  | COLLINS, LAURIE                         | 23-May-14  | 659.34    |
| 0011000083 | 0001 | 0000291316 | 4189     | COLVILLE, CRYSTAL                       | 23-May-14  | 750.00    |
| 0011000084 | 0001 | 0000291317 | 3960     | COURTOREILLE, WILFRED                   | 23-May-14  | 50.00     |
| 0011000085 | 0001 | 0000291318 | 9107     | DANCO, TARAS                            | 23-May-14  | 750.00    |
| 0011000086 | 0001 | 0000291319 | EM10719  | DEWAR, BRIAN                            | 23-May-14  | 1,579.33  |
| 0011000087 | 0001 | 0000291320 | 7384     | EVOLUTION PRESENTATION TECHNOLOGIES     | 23-May-14  | 1,668.45  |
| 0011000088 | 0001 | 0000291321 | EM10894  | FOSTER, LINDA                           | 23-May-14  | 457.18    |
| 0011000089 | 0001 | 0000291322 | 279      | GIFT LAKE SCHOOL FUND                   | 23-May-14  | 606.97    |
| 0011000090 | 0001 | 0000291323 | 8564     | GUINDON, ROXANE                         | 23-May-14  | 1,233.75  |
| 0011000091 | 0001 | 0000291324 | 7297     | HAROLDSON, LEE                          | 23-May-14  | 228.50    |
| 0011000092 | 0001 | 0000291325 | 620      | HOULE, JUNE                             | 23-May-14  | 132.60    |
| 0011000093 | 0001 | 0000291326 | EM12806  | JOHNSON, PAITY                          | 23-May-14  | 61.20     |
| 0011000094 | 0001 | 0000291327 | EM10068  | JOUDREY, BRUCE                          | 23-May-14  | 509.52    |
| 0011000095 | 0001 | 0000291328 | EM12100  | LAGIMODIERE, TRACY                      | 23-May-14  | 72.00     |
| 0011000096 | 0001 | 0000291329 | 9196     | MACPHERSON, LILLIAN                     | 23-May-14  | 263.90    |
| 0011000097 | 0001 | 0000291330 | 9163     | MARTEN, LAURA                           | 23-May-14  | 3,250.00  |
| 0011000098 | 0001 | 0000291331 | EM12941  | MCLEOD, TERRI-LYNN                      | 23-May-14  | 899.32    |
| 0011000099 | 0001 | 0000291332 | 3364     | MILLENTUM CABINS INC.                   | 23-May-14  | 855.71    |
| 0011000100 | 0001 | 0000291333 | 3794     | PAHLKE, GORDON & LINDA                  | 23-May-14  | 751.68    |

CANCEL 26-May-14

## N O R T H L A N D S C H O O L D I V I S I O N

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SUMMARY - ISSUED CHEQUE REPORT  
START DATE: <START> TO END DATE: <END>

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| CHEQUE #   | BANK | MICR #     | VENDOR # | VENDOR NAME                     | ISSUE DATE | AMOUNT    |
|------------|------|------------|----------|---------------------------------|------------|-----------|
| 0011ET0026 | 0001 | *****      | EM10390  | PORTERFIELD, RANDY              | 23-May-14  | 348.88    |
| 0011ET0027 | 0001 | *****      | 9331     | RICH-CARIFELLE, KRISTEN         | 23-May-14  | 700.00    |
| 0011ET0028 | 0001 | *****      | 7808     | SCRATCH, CYNTHIA                | 23-May-14  | 750.00    |
| 0011ET0029 | 0001 | *****      | 8977     | SEWEPAGAHAM, WILLIAM (BILL)     | 23-May-14  | 568.00    |
| 0011ET0030 | 0001 | *****      | 162      | ST. THERESA SCHOOL              | 23-May-14  | 1,180.44  |
| 0011ET0031 | 0001 | *****      | EM11720  | THOMAS, DAVIDD                  | 23-May-14  | 872.98    |
| 0011ET0032 | 0001 | *****      | 9003     | TWEEDLE, JENNIFER               | 23-May-14  | 750.00    |
| 0011ET0033 | 0001 | *****      | 9355     | YELLOWKNEE, NORA                | 23-May-14  | 389.98    |
| 0012000001 | 0001 | 0000291309 | 6323     | CAN-WEST CORPORATE AIR CHARTERS | 23-May-14  | 1,012.20  |
| 0012000002 | 0001 | 0000291310 | 6519     | COLD LAKE FOODS                 | 23-May-14  | 16.99     |
| 0012000003 | 0001 | 0000291311 | 5869     | HYDRO BLAST LTD.                | 23-May-14  | 1,937.25  |
| 0012000004 | 0001 | 0000291312 | 347      | MCNURRAY AVIATION               | 23-May-14  | 1,344.01  |
| 0012000005 | 0001 | 0000291313 | 319      | RUSSELL FOOD EQUIPMENT          | 23-May-14  | 4.73      |
| 0012000006 | 0001 | 0000291314 | 570      | WAWANESA LIFE                   | 23-May-14  | 627.56    |
| 0012ET0001 | 0001 | *****      | 8744     | GFS PRAIRIES INC                | 23-May-14  | 4,681.14  |
| 0012ET0002 | 0001 | *****      | 5081     | SYSCO FOOD SERVICES OF EDMONTON | 23-May-14  | 9,769.62  |
| 0013000001 | 0001 | 0000291315 | 6983     | CHALIFOUX, JEFF                 | 23-May-14  | 473.32    |
| 0013000002 | 0001 | 0000291316 | 3846     | GULLION, ELMER                  | 23-May-14  | 616.12    |
| 0013000003 | 0001 | 0000291317 | 1017     | SHAW, KENNETH RUSSELL           | 23-May-14  | 526.36    |
| 0014000001 | 0001 | 0000291318 | 75       | HOLTBY HOLDINGS LTD             | 27-May-14  | 4,287.50  |
| 0014ET0001 | 0001 | *****      | 8062     | 668040 ALBERTA LTD.             | 27-May-14  | 1,890.00  |
| 0014ET0002 | 0001 | *****      | 7693     | ANDERSON BUSING                 | 27-May-14  | 6,959.81  |
| 0014ET0003 | 0001 | *****      | 9306     | ANDERSON, JAY                   | 27-May-14  | 6,679.61  |
| 0014ET0004 | 0001 | *****      | 969      | CDI COMPUTER DEALERS INC.       | 27-May-14  | 8,967.19  |
| 0014ET0005 | 0001 | *****      | 776      | CHRISTENSEN BUSING              | 27-May-14  | 6,507.81  |
| 0014ET0006 | 0001 | *****      | 2994     | DESJARLAIS BUSES                | 27-May-14  | 17,717.37 |
| 0014ET0007 | 0001 | *****      | 4884     | NOSKEY BUS LINES                | 27-May-14  | 7,389.57  |
| 0014ET0008 | 0001 | *****      | 2461     | ORR, CHARLES                    | 27-May-14  | 1,581.21  |
| 0014ET0009 | 0001 | *****      | 3617     | SHAW, MARTHA                    | 27-May-14  | 9,326.38  |

TOTALS FOR BANK - 0001

1,341,272.39

TOTAL CANCELLED CHEQUES

18,868.83

NET CHEQUE TOTAL

1,322,403.56

TOTAL NUMBER OF CHEQUES

539

TOTAL NUMBER OF CHEQUES WITH MICR

363

GRAND TOTAL

1,341,272.39

CANCELLED TOTAL

18,868.83

NET GRAND TOTAL

1,322,403.56

GRAND TOTAL NUMBER OF CHEQUES

539

GRAND TOTAL NUMBER OF CHEQUES WITH MICR

363

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR



**NORTHLAND SCHOOL DIVISION NO. 61**  
**BOARD REPORT**  
**2013/2014 SCHOOL YEAR**  
**PERIOD ENDING - MAY 28, 2014**

**ELECTIONS**

|                                 | ACTUAL           | BUDGET            | VARIANCE          |
|---------------------------------|------------------|-------------------|-------------------|
| REMUNERATION TRUSTEES           | -                | -                 | -                 |
| EMPLOYEE BENEFITS--TRUSTEES     | -                | -                 | -                 |
| POSTAGE--ELECTIONS              | 29.52            | -                 | (29.52)           |
| INSERVICE--ELECTIONS            | -                | -                 | -                 |
| RENUMERATION--ELECTIONS         | 54,022.50        | 30,000.00         | (24,022.50)       |
| TRAVEL & SUBSISTENCE--ELECTIONS | 2,777.84         | 140,000.00        | 137,222.16        |
| PRINTING & BINDING--ELECTIONS   | 3,521.24         | 10,000.00         | 6,478.76          |
| ADVERTISING--ELECTIONS          | 19,399.69        | 20,000.00         | 600.31            |
| OFFICE SUPPLIES--ELECTIONS      | 725.82           | 10,000.00         | 9,274.18          |
| <b>SUB-TOTAL</b>                | <b>80,476.61</b> | <b>210,000.00</b> | <b>129,523.39</b> |

**COMMITTEES**

|  |                  |                  |                  |
|--|------------------|------------------|------------------|
| RENUMERATION TRUSTEES                          | -                | -                | -                |
| EMPLOYEE BENEFITS - TRUSTEES                   | -                | -                | -                |
| TRAVEL & SUBSISTENCE-PERSONNEL                 | -                | -                | -                |
| TRAVEL & SUBSISTENCE-EDUCATION                 | -                | -                | -                |
| TRAVEL & SUBSISTENCE-FINANCE                   | -                | -                | -                |
| TRAVEL & SUBSISTENCE-NEGOTIATION               | 2,453.44         | -                | (2,453.44)       |
| TRAVEL & SUBSISTENCE-PAC                       | -                | -                | -                |
| TRAVEL & SUBSISTENCE-AD HOC                    | -                | 40,000.00        | 40,000.00        |
| TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE      | 305.27           | 15,000.00        | 14,694.73        |
| TRAVEL & SUBSISTENCE-KTC PARTNERSHIP           | -                | -                | -                |
| TRAVEL & SUBSISTENCE-MARTIN ABORIGINAL INITIAT | -                | -                | -                |
| TRAVEL & SUBSISTENCE-POLICY REVIEW             | 20,371.41        | -                | (20,371.41)      |
| TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT     | -                | -                | -                |
| TRAVEL & SUBSISTENCE - RED EARTH TRANSFER      | -                | -                | -                |
| <b>SUB-TOTAL</b>                               | <b>23,130.12</b> | <b>55,000.00</b> | <b>31,869.88</b> |

**OTHER EXPENSES**

|                                      |                   |                   |                   |
|--------------------------------------|-------------------|-------------------|-------------------|
| REMUNERATION TRUSTEES                | -                 | -                 | -                 |
| RENUMERATION - RECRUITMENT           | -                 | -                 | -                 |
| REMUNERATION TRUSTEES - RETREAT      | -                 | -                 | -                 |
| EMPLOYEE BENEFITS - TRUSTEES         | 2,502.80          | -                 | (2,502.80)        |
| EMPLOYEE BENEFITS - RECRUITMENT      | -                 | -                 | -                 |
| PROFESSIONAL SERVICES                | 93,089.60         | 200,000.00        | 106,910.40        |
| IN-SERVICE - BOARD                   | -                 | 110,000.00        | 110,000.00        |
| IN-SERVICE - BOARD (ORIENTATION)     | 47,426.62         | 100,000.00        | 52,573.38         |
| IN-SERVICE - N.S.D. P.D. - TRUSTEES  | -                 | -                 | -                 |
| LEGAL FEES - BOARD TRUSTEES          | 11,169.19         | 10,000.00         | (1,169.19)        |
| RENUMERATION ALTERNATES              | -                 | -                 | -                 |
| VISA PURCHASES - TRUSTEE             | 996.57            | -                 | (996.57)          |
| TELEPHONE - TRUSTEE                  | 1,200.61          | 5,000.00          | 3,799.39          |
| TELEPHONE - VICE CHAIRMAN            | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - BOARD/OTHER   | 75,893.22         | 110,000.00        | 34,106.78         |
| TRAVEL & SUBSISTANCE - PSBA          | -                 | -                 | -                 |
| TRAVEL & SUBSISTANCE - ASBA          | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - TRUSTEE       | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - VICE CHAIRMAN | -                 | -                 | -                 |
| TRAVEL & SUBSISTENCE - RECRUITMENT   | -                 | -                 | -                 |
| A.S.B.A. & P.S.B.A. FEES - BOARD     | 43,324.25         | 38,000.00         | (5,324.25)        |
| PRINTING & BINDING                   | 8,916.10          | 2,000.00          | (6,916.10)        |
| INSURANCE - BOARD OF TRUSTEES        | 178.79            | 250.00            | 71.21             |
| ADVERTISING - BOARD                  | 175.63            | 5,000.00          | 4,824.37          |
| OFFICE SUPPLIES                      | 2,741.49          | 500.00            | (2,241.49)        |
| AWARDS                               | 23,642.71         | 16,500.00         | (7,142.71)        |
| POSTAGE - BOARD                      | 1,134.48          | 4,000.00          | 2,865.52          |
| FURNITURE& EQUIPMENT                 | -                 | 5,000.00          | 5,000.00          |
| <b>SUB-TOTAL</b>                     | <b>312,392.06</b> | <b>606,250.00</b> | <b>293,857.94</b> |

|              |                   |                   |                   |
|--------------|-------------------|-------------------|-------------------|
| <b>TOTAL</b> | <b>415,998.79</b> | <b>871,250.00</b> | <b>455,251.21</b> |
|--------------|-------------------|-------------------|-------------------|

THE UNIVERSITY OF CHICAGO  
 DIVISION OF THE PHYSICAL SCIENCES  
 DEPARTMENT OF CHEMISTRY

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**NORTHLAND SCHOOL DIVISION NO. 61**  
**LOCAL SCHOOL BOARD COMMITTEE REPORT**  
**2013/2014 SCHOOL YEAR**  
**PERIOD ENDING - MAY 28, 2014**

|                                  | <b>Future<br/>Pay Out</b> | <b>Paid<br/>During Yr.</b> | <b>Total Pd. &amp;<br/>Committed</b> | <b>Budget</b>    | <b>Difference</b> | <b>Percent<br/>Expended</b> |
|----------------------------------|---------------------------|----------------------------|--------------------------------------|------------------|-------------------|-----------------------------|
| <b><u>Anzac</u></b>              |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,902.32                  | 2,821.38                   | 4,723.70                             | 4,920.00         | 196.30            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 5,032.00         | 5,032.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 211.34                     | 211.34                               | 250.00           | 38.66             |                             |
| <b>Total</b>                     | <b>1,902.32</b>           | <b>3,032.72</b>            | <b>4,935.04</b>                      | <b>10,202.00</b> | <b>5,266.96</b>   | <b>48.4%</b>                |
| <b><u>Athabasca Delta</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,202.38                  | 2,018.28                   | 3,220.66                             | 4,920.00         | 1,699.34          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 5,340.00         | 5,340.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 109.73                     | 109.73                               | 250.00           | 140.27            |                             |
| <b>Total</b>                     | <b>1,202.38</b>           | <b>2,128.01</b>            | <b>3,330.39</b>                      | <b>10,510.00</b> | <b>7,179.61</b>   | <b>31.7%</b>                |
| <b><u>Bishop Routhier</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,221.94                  | 3,526.22                   | 4,748.16                             | 4,920.00         | 171.84            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 1,992.00         | 1,992.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           | 1,171.65                   | 1,171.65                             | 250.00           | (921.65)          |                             |
| <b>Total</b>                     | <b>1,221.94</b>           | <b>4,697.87</b>            | <b>5,919.81</b>                      | <b>7,162.00</b>  | <b>1,242.19</b>   | <b>82.7%</b>                |
| <b><u>Calling Lake</u></b>       |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 2,201.87                  | 1,804.44                   | 4,006.31                             | 4,920.00         | 913.69            |                             |
| Travel & Subsistence             |                           |                            | -                                    | 3,060.00         | 3,060.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>2,201.87</b>           | <b>1,804.44</b>            | <b>4,006.31</b>                      | <b>8,230.00</b>  | <b>4,223.69</b>   | <b>48.7%</b>                |
| <b><u>Chipewyan Lakes</u></b>    |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 735.50                    | 1,947.90                   | 2,683.40                             | 4,920.00         | 2,236.60          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 2,740.00         | 2,740.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>735.50</b>             | <b>1,947.90</b>            | <b>2,683.40</b>                      | <b>7,910.00</b>  | <b>5,226.60</b>   | <b>33.9%</b>                |
| <b><u>Conklin</u></b>            |                           |                            |                                      |                  |                   |                             |
| Quarterly Honorarium             | 1,455.38                  | 3,583.64                   | 5,039.02                             | 4,920.00         | (119.02)          |                             |
| Travel & Subsistence             |                           |                            | -                                    | 4,144.00         | 4,144.00          |                             |
| In - Service                     |                           |                            | -                                    |                  | -                 |                             |
| Prior Year Carryover             |                           |                            | -                                    |                  | -                 |                             |
| Casual Labour, Supplies & Awards |                           |                            | -                                    | 250.00           | 250.00            |                             |
| <b>Total</b>                     | <b>1,455.38</b>           | <b>3,583.64</b>            | <b>5,039.02</b>                      | <b>9,314.00</b>  | <b>4,274.98</b>   | <b>54.1%</b>                |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget   | Difference | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|----------|------------|---------------------|
| <b><u>Dr. Mary Jackson</u></b>   |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,471.00          | 3,694.35           | 5,165.35                 | 4,920.00 | (245.35)   |                     |
| Travel & Subsistence             |                   |                    | -                        | 2,184.00 | 2,184.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 886.84             | 886.84                   | 250.00   | (636.84)   |                     |
| Total                            | 1,471.00          | 4,581.19           | 6,052.19                 | 7,354.00 | 1,301.81   | 82.3%               |
| <b><u>East Prairie</u></b>       |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,229.75          | 3,696.19           | 4,925.94                 | 4,920.00 | (5.94)     |                     |
| Travel & Subsistence             |                   | 2,145.44           | 2,145.44                 | 2,128.00 | (17.44)    |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,229.75          | 5,841.63           | 7,071.38                 | 7,298.00 | 226.62     | 96.9%               |
| <b><u>Elizabeth</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,206.25          | 2,761.62           | 3,967.87                 | 4,920.00 | 952.13     |                     |
| Travel & Subsistence             |                   |                    | -                        | 3,816.00 | 3,816.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,206.25          | 2,761.62           | 3,967.87                 | 8,986.00 | 5,018.13   | 44.2%               |
| <b><u>Father R Perin</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,221.56          | 3,687.40           | 4,908.96                 | 4,920.00 | 11.04      |                     |
| Travel & Subsistence             |                   |                    | -                        | 4,144.00 | 4,144.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 1,031.46           | 1,031.46                 | 250.00   | (781.46)   |                     |
| Total                            | 1,221.56          | 4,718.86           | 5,940.42                 | 9,314.00 | 3,373.58   | 63.8%               |
| <b><u>Fort McKay</u></b>         |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 735.50            | 2,206.50           | 2,942.00                 | 4,920.00 | 1,978.00   |                     |
| Travel & Subsistence             |                   |                    | -                        | 4,144.00 | 4,144.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 735.50            | 2,206.50           | 2,942.00                 | 9,314.00 | 6,372.00   | 31.6%               |
| <b><u>Gift Lake</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,218.00          | 3,502.51           | 4,720.51                 | 4,920.00 | 199.49     |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,292.00 | 2,292.00   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,218.00          | 3,502.51           | 4,720.51                 | 7,462.00 | 2,741.49   | 63.3%               |
| <b><u>Grouard</u></b>            |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,471.00          | 2,673.35           | 4,144.35                 | 4,920.00 | 775.65     |                     |
| Travel & Subsistence             |                   | 2,404.90           | 2,404.90                 | 2,028.00 | (376.90)   |                     |
| In - Service                     |                   |                    | -                        |          | -          |                     |
| Prior Year Carryover             |                   |                    | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   |                    | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,471.00          | 5,078.25           | 6,549.25                 | 7,198.00 | 648.75     | 91.0%               |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget   | Difference | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|----------|------------|---------------------|
| <b><u>J.F. Dion</u></b>          |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,229.75          | 3,690.88           | 4,920.63                 | 4,920.00 | (0.63)     |                     |
| Travel & Subsistence             |                   | 38.38              | 38.38                    | 4,052.00 | 4,013.62   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 824.26             | 824.26                   | 250.00   | (574.26)   |                     |
| Total                            | 1,229.75          | 4,553.52           | 5,783.27                 | 9,222.00 | 3,438.73   | 62.7%               |
| <b><u>Kateri</u></b>             |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,206.25          | 2,045.69           | 3,251.94                 | 4,920.00 | 1,668.06   |                     |
| Travel & Subsistence             |                   | 2,043.48           | 2,043.48                 | 2,416.00 | 372.52     |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | -                  | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,206.25          | 4,089.17           | 5,295.42                 | 7,586.00 | 2,290.58   | 69.8%               |
| <b><u>Little Buffalo</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,700.50          | 3,498.86           | 5,199.36                 | 4,920.00 | (279.36)   |                     |
| Travel & Subsistence             |                   | -                  | -                        | 1,880.00 | 1,880.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 800.00             | 800.00                   | 250.00   | (550.00)   |                     |
| Total                            | 1,700.50          | 4,298.86           | 5,999.36                 | 7,050.00 | 1,050.64   | 85.1%               |
| <b><u>Mistassiniy</u></b>        |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,692.69          | 3,115.70           | 4,808.39                 | 4,920.00 | 111.61     |                     |
| Travel & Subsistence             |                   | 371.12             | 371.12                   | 2,836.00 | 2,464.88   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 954.02             | 954.02                   | 250.00   | (704.02)   |                     |
| Total                            | 1,692.69          | 4,440.84           | 6,133.53                 | 8,006.00 | 1,872.47   | 76.6%               |
| <b><u>Paddle Prairie</u></b>     |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,692.66          | 3,030.28           | 4,722.94                 | 4,920.00 | 197.06     |                     |
| Travel & Subsistence             |                   | 400.00             | 400.00                   | 2,288.00 | 1,888.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | -                  | -                        | 250.00   | 250.00     |                     |
| Total                            | 1,692.66          | 3,430.28           | 5,122.94                 | 7,458.00 | 2,335.06   | 68.7%               |
| <b><u>Peerless Lake</u></b>      |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 1,218.00          | 3,774.35           | 4,992.35                 | 4,920.00 | (72.35)    |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,340.00 | 2,340.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 560.00             | 560.00                   | 250.00   | (310.00)   |                     |
| Total                            | 1,218.00          | 4,334.35           | 5,552.35                 | 7,510.00 | 1,957.65   | 73.9%               |
| <b><u>Pelican Mountain</u></b>   |                   |                    |                          |          |            |                     |
| Quarterly Honorarium             | 988.50            | 2,055.05           | 3,043.55                 | 4,920.00 | 1,876.45   |                     |
| Travel & Subsistence             |                   | -                  | -                        | 3,096.00 | 3,096.00   |                     |
| In - Service                     |                   | -                  | -                        |          | -          |                     |
| Prior Year Carryover             |                   | -                  | -                        |          | -          |                     |
| Casual Labour, Supplies & Awards |                   | 550.78             | 550.78                   | 250.00   | (300.78)   |                     |
| Total                            | 988.50            | 2,605.83           | 3,594.33                 | 8,266.00 | 4,671.67   | 43.5%               |

|                                  | Future<br>Pay Out | Paid<br>During Yr. | Total Pd. &<br>Committed | Budget            | Difference       | Percent<br>Expended |
|----------------------------------|-------------------|--------------------|--------------------------|-------------------|------------------|---------------------|
| <b><u>St. Theresa</u></b>        |                   |                    |                          |                   |                  |                     |
| Quarterly Honorarium             | 1,471.00          | 3,922.01           | 5,393.01                 | 4,920.00          | (473.01)         |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,860.00          | 2,860.00         |                     |
| In - Service                     |                   | -                  | -                        |                   | -                |                     |
| Prior Year Carryover             |                   | -                  | -                        |                   | -                |                     |
| Casual Labour, Supplies & Awards |                   | 894.89             | 894.89                   | 250.00            | (644.89)         |                     |
| Total                            | 1,471.00          | 4,816.90           | 6,287.90                 | 8,030.00          | 1,742.10         | 78.3%               |
| <b><u>Susa Creek</u></b>         |                   |                    |                          |                   |                  |                     |
| Quarterly Honorarium             | 1,218.00          | 2,853.78           | 4,071.78                 | 4,920.00          | 848.22           |                     |
| Travel & Subsistence             |                   | -                  | -                        | 2,984.00          | 2,984.00         |                     |
| In - Service                     |                   | -                  | -                        |                   | -                |                     |
| Prior Year Carryover             |                   | -                  | -                        |                   | -                |                     |
| Casual Labour, Supplies & Awards |                   | 1,147.55           | 1,147.55                 | 250.00            | (897.55)         |                     |
| Total                            | 1,218.00          | 4,001.33           | 5,219.33                 | 8,154.00          | 2,934.67         | 64.0%               |
| <b>GRAND TOTAL</b>               | <b>29,689.80</b>  | <b>82,456.22</b>   | <b>112,146.02</b>        | <b>181,536.00</b> | <b>69,389.98</b> |                     |

|                                    |    |           |
|------------------------------------|----|-----------|
| TOTAL NUMBER OF LSBC WITHIN BUDGET | 22 | 69,389.98 |
| TOTAL NUMBER OF LSBC OVER BUDGET   | 0  | -         |
| TOTAL NUMBER OF LSBC               | 22 | 69,389.98 |

