



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 16 – 01

### AGENDA

Time: 5:30 p.m. January 22, 2016, 9:00 a.m. January 23, 2016

Location: Divisional Office, Peace River

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#### A. CALL TO ORDER

1. Opening Prayer

#### B. GENERAL BUSINESS

1. Approval of Agenda
2. Adopt Minutes
  - 2.1 November 20, 2015 .....5
  - 2.2 November 25, 2015 .....17

#### C. PRESENTATIONS

- 7:15 p.m. St. Theresa School Attendance/Achievement Results (Mandi MacLennan, Principal).19  
7:45 p.m. Elizabeth School Attendance/Achievement Results (Rick Horon, Principal).....35  
8:15 p.m. Year-end Financial Results (Trudy Rasmuson, Secretary-Treasurer)

#### D. RECESS

#### E. ACTION ITEMS

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### I. CLOSING PRAYER

### J. ADJOURNMENT

*"Every student is a lifelong learner and successful in life"*





MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON NOVEMBER  
20/21, 2015 AT THE DIVISIONAL OFFICE, PEACE RIVER,  
ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
x	Kim Courtoreille	• Advisory Committee Member – Desmarais
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Donna Barrett	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantal	• Executive Secretary - Finance
GUESTS		
✓	Crystal Colville	• Little Buffalo Principal
✓	Jenica Cardinal	• Little Buffalo Student
✓	Dominic Laboucan	• Little Buffalo Student
✓	Dwight Gladue	• Little Buffalo, Board Chair
✓	Brian Dewar	• Community Member

## CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:53 p.m.

## OPENING PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

## INTRODUCTIONS

Colin Kelly, Official Trustee welcomed guests and introductions were made.

## RECESS

The meeting recessed for dinner at 5:58 p.m.  
The meeting reconvened at 6:40 p.m.

**ADOPT AGENDA**

23953/15 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended:

Change title of Little Buffalo Attendance/Achievement Results Presentation to Little Buffalo School, Attendance/Achievement Results & Culture Camp Presentation.

**CARRIED**

**MINUTES –  
OCTOBER 2/3,  
2015 MEETING**

23954/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the October 2/3, 2015 minutes as amended:

Move: Presentation School Redesign to 8:00 p.m.  
to:

Move: Regional/ Virtual High School Feasibility Study to 8:00 p.m.

**CARRIED**

**LITTLE BUFFALO  
SCHOOL  
PRESENTATION  
ATTENDANCE/  
ACHIEVEMENT  
RESULTS AND  
CULTURE CAMP**

Crystal Colville, Little Buffalo School Principal along with students Jenica Cardinal and Dominic Laboucan presented information to the Board on the Attendance/Achievement Results and the Culture Camp that was held at Little Buffalo School.

**RECESS**

The meeting recessed at 8:05 p.m.

Crystal Colville, Little Buffalo School Principal, Brian Dewar and students Jenica Cardinal and Dominic Laboucan left the meeting.

The meeting reconvened at 8:23 p.m.

**CALLING LAKE  
SCHOOL  
PRESENTATION  
ATTENDANCE/  
ACHIEVEMENT  
RESULTS**

Gloria Cardinal, Calling Lake School Principal presented information to the Board on the Attendance and Achievement Results at Calling Lake School by Video Conference.

**COMMUNITY  
ENGAGEMENT  
TEAM REPORT**

Colin Kelly, Official Trustee, Advisory Group Members and Administrative Staff viewed the Community Engagement Team Video.

**RECESS**

The meeting recessed at 9:25 p.m. on November 20, 2015.

The meeting reconvened at 9:05 a.m. on November 21, 2015.

Stephanie Sutherland, Supervisor of Student Services joined the meeting.

**OPENING  
PRAYER**

Louis Cardinal, Advisory Committee Member gave the opening prayer.

**AGENDA  
AMENDMENT**

23955/15 Colin Kelly, Official Trustee moved that the Board of Trustees amend the agenda and move item 2.3 Draft Policy Sexual Orientation and Gender Identity to 1.1.

**CARRIED**

**DRAFT POLICY –  
SEXUAL  
ORIENTATION  
AND GENDER  
IDENTITY**

23956/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information the Draft Policy, Sexual Orientation and Gender Identity, as attached.

Colin Kelly Official Trustee requests administration to:

- Research First Nation, Métis & Inuit jurisdictions outside the province to see if there are any that have an established policy on sexual orientation and gender identity.
- Have legal review the Draft Sexual Orientation and Gender Identity Policy.
- Send a copy of the Draft Sexual Orientation and Gender Identity Policy to all LSBC members requesting feedback by January 15, 2016.

**CARRIED**

**EDUCATION  
QUARTERLY  
REPORT**

23957/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.

**CARRIED**

**FINANCIAL  
QUARTERLY  
REPORT**                      23958/15    Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Financial Quarterly Report, as presented and attached.

CARRIED

**OFFICIAL NAMING  
OF CAREER  
PATHWAYS  
SCHOOL**                      23959/15    Colin Kelly, Official Trustee moved that the Board of Trustees recommend that Mistassiniy Outreach be officially named Career Pathways School effective immediately.

CARRIED

**RECESS**                      The meeting recessed at 10:30 a.m.  
The meeting reconvened at 10:45 a.m.  
Stephanie Sutherland, Supervisor of Student Services left the meeting at 10:30 a.m.

**RECESS**                      The meeting recessed at 10:53 a.m.  
The meeting reconvened at 11:15 a.m.

**COMMUNITY  
ENGAGEMENT  
TEAM REPORT**                      23960/15    Colin Kelly, Official Trustee directs administration on behalf of the Board to forward a copy of the Community Engagement Team Report to all Local School Board Committee Members to solicit a response.

CARRIED

**2014-2015 AERR  
AND 2015-2018  
EDUCATION PLAN**                      23961/15    Colin Kelly, Official Trustee move that the Board of Trustees approve the 2014-2015 AERR and 2015-2018 Education Plan, as attached.

Colin Kelly, Official Trustee requests that administration do the following:

- Research what Eaglesham School is doing in Land Based Learning and compare it to what Northland School Division is currently doing.
- Provide an opportunity to the Advisory Committee Members to visit Marten Lake.

CARRIED

**JOB DESCRIPTION  
– DIVISIONAL  
FACILITIES  
MANAGER**

23962/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the newly created job description for the position of Divisional Facilities Manager, as attached.

CARRIED

**JOB DESCRIPTION  
– STUDENT DATA  
AND EDUCATION  
TECHNOLOGY  
COACH**

23963/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the newly created job description for the position of Student Data and Education Technology Coach, as attached.

CARRIED

**JOB DESCRIPTION  
– HOUSING  
COORDINATOR**

23964/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the revisions to the job description for the position of Housing Coordinator, as attached.

CARRIED

**JOB DESCRIPTION  
– SCHOOL  
CUSTODIAN**

23965/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the revisions to the job description for the position of School Custodian, as attached with the following changes:

Page 1 - #2 keep - in a, page 4 - Other Considerations – last point should be Occupational Health & Safety Training.

CARRIED

**RECESS**

The meeting recessed for lunch at 12:05 p.m.  
The meeting reconvened at 12:52 p.m.

**JOB DESCRIPTION  
– FIELD SERVICE  
TECHNICIAN**

23966/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the newly created job description for the position of Field Service Technician, as attached.

Colin Kelly, Official Trustee requests administration review the title for Job Description – Field Service Technician to ensure it is accurate for the position.

CARRIED

**PROCEDURE 415 –  
TEACHER  
GROWTH,  
SUPERVISOR AND  
EVALUATION**

23967/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information, revisions to Procedure 415 – Teacher Growth, Supervision and Evaluation, as attached.

CARRIED

**ACTING PRINCIPAL  
DESIGNATION**

23968/15 Colin Kelly, Official Trustee moved that the Board of Trustees change to one year term designations for new principals and use the "Acting" designation for those principals who are appointed after the school year starts.

CARRIED

**PROCEDURE 516 –  
DISPOSAL OF  
DIVISIONAL  
PROPERTY**

23969/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 516, Disposal of Divisional Property.

CARRIED

**PROCEDURE 500 –  
BUDGET**

23970/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 500, Budget.

CARRIED

**PROCEDURE 504 –  
UNCOLLECTIBLE  
ACCOUNTS**

23971/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 504, Uncollectible Accounts.

CARRIED

**PROCEDURE 505 –  
DONATIONS**

23972/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 505, Donations.

CARRIED

**PROCEDURE 524 –  
INVESTMENT  
PROCEDURE**

23973/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 524, Investment Procedure.

Colin Kelly, Official Trustee requests administration review Procedure 524 – Investment Procedure and bring a revised procedure back to the January 2016 Finance, Maintenance and Transportation Committee Meeting.

TABLED

**USED SCHOOL  
VEHICLES TENDER**

23974/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following bids for the used vehicles that were put up for tender and recommend Northland School Division No. 61 keep the 2006 Chevrolet Silverado Half-Ton located in Fort Chipewyan and not accept Kevin Auger's bid for \$500.00.

Location	Vehicle	Name	Bid
Ft. Chipewyan	06 Chevrolet Silverado Half-Ton	Kevin Auger	\$500.00
Peace River	09 GMC Envoy	Kevin Auger	\$400.00
Peace River	04 Trailblazer		\$0
Ft. McMurray	99 Chevrolet Giradian 20 Passenger Bus		\$0

CARRIED

**RECESS**

The meeting recessed at 1:40 p.m.  
The meeting reconvened at 1:45 p.m.

**2015-2016  
NOVEMBER  
REVISED BUDGET**

23975/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2015-2016 November Revised Budget, as presented.

CARRIED

**RESERVES PLAN**

23976/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the Reserves Plan, as attached; and Colin Kelly, Official Trustee requests that follow up



information be included in the Secretary-Treasurer's Quarterly Reports.

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED

23977/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Anzac/Bill Woodward	September 22, 2015 October 22, 2015
ADCS	October 19, 2015
Chipewyan Lake	November 3, 2015
Desmarais	October 14, 2015
East Prairie	September 9, 2015
Elizabeth	September 21, 2015 October 26, 2015
Fort McKay	October 22, 2015
Gift Lake	October 2, 2015
J.F. Dion	October 6, 2015
Janvier	October 5, 2015
Keg River	September 23, 2015
Little Buffalo	October 13, 2015 November 9, 2015
Paddle Prairie	June 17, 2015 September 16, 2015 October 19, 2015
Peerless Lake	September 17, 2015 October 22, 2015
Pelican Mountain	September 1, 2015 October 1, 2015
Susa Creek	September 22, 2015
Trout Lake	November 2, 2015
Wabasca	October 13, 2015

CARRIED

ADMINISTRATIVE  
ACTION –  
CURRENT LSBC  
MEETING  
MINUTES  
RECEIVED

23978/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Anzac/Bill Woodward	Sept. 22, 2015 Oct. 22, 2015	Old Business	Administration As Presented
ADCS	Oct. 19, 2015	Principal's Report	Administration
Chipewyan Lake	Nov. 3, 2015	11.3.15.5	Administration
Desmarais	Oct. 14, 2015	4014/15	Exclude



East Prairie	Sept. 9, 2015	Principals Report (j)	Exclude
Elizabeth	Sept. 21, 2015		As Presented
	Oct. 26, 2015		
Fort McKay	Oct. 22, 2015		As Presented
Gift Lake	Oct. 2, 2015	420.15	Exclude
Grouard	08/16/2015		Exclude
	08/27/2015		Exclude
	08/20/2015		Exclude
	08/19/2015		Exclude
J.F. Dion	Oct. 6, 2015		As Presented
Janvier	Oct. 5, 2015		As Presented
Keg River	Sept. 23, 2015		As Presented
Little Buffalo	Oct. 13, 2015		As Presented
	Nov. 9, 2015		As Presented
Paddle Prairie	Jun. 17, 2015		As Presented
	Sept. 16, 2015	008:15/16	Administration
		006:15/16	Administration
		005:15/16	Administration
	Oct. 19, 2015		As Presented
Peerless Lake	Sept. 17, 2015		As Presented
	Oct. 22, 2015		As Presented
Pelican Mountain	Sept. 1, 2015		As Presented
	Oct. 1, 2015		As Presented
Susa Creek	Sept. 22, 2015		As Presented
Trout Lake	Nov. 2, 2015	895708	Exclude
		895707	Exclude
		895706	Exclude
Wabasca	Oct. 13, 2015		As Presented

CARRIED

COVERING  
MOTION, IN LIEU  
DAYS FOR  
ADMINISTRATION

23979/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2015-2016 in-lieu days for administrators.

CARRIED

COVERING  
MOTION, ANNUAL  
EDUCATION  
RESULTS REPORT/  
ANNUAL REPORT

23980/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2014-2015 Annual Education Results Report, 2015-2016 Annual Plan.

CARRIED

COVERING MOTION, ORGANIZATIONAL PLANS	23981/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.  CARRIED
SUPERINTENDENT'S REPORT	23982/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.  CARRIED
CHAIRMAN'S REPORT	23983/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.  CARRIED
SECRETARY – TREASURER'S REPORT	23984/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.  CARRIED
REPORTS FOR INFORMATION	23985/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items: <ul style="list-style-type: none"><li>- C2 Update</li><li>- Conklin community School Project Beaver Pilot</li><li>- By-election Update</li><li>- List of Acronyms</li><li>- Payment of Account</li></ul> Colin Kelly, Official Trustee request administration ensure that Northland School Division No. 61 has adequate liability coverage on any outdoor rinks located on Northland School Division No. 61 property.  CARRIED
ADJOURN		The meeting adjourned at 3:57 p.m.

**CLOSING PRAYER**

Louis Cardinal, Advisory Committee Member gave the closing prayer.

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Colin J. Kelly, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT



**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD  
OF TRUSTEES SPECIAL MEETING ON NOVEMBER 25, 2015 IN PEACE  
RIVER, ALBERTA**

	MEMBERSHIP	
✓	Colin Kelly	• Official Trustee
✓	Donna Barrett	• Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Roxane Guindon	• Assistant Secretary-Treasurer
✓	Melanie Mantai	• Executive Secretary

**CALL TO ORDER**

Colin Kelly Official Trustee called the meeting to order at 12:24 p.m.

**WAIVER**

23986/15 Colin Kelly Official Trustee moved that the Board of Trustees waive Section 67 (4) of the School Act.

**CARRIED**

**AUDITED FINANCIAL  
STATEMENTS**

23987/15 Colin Kelly Official Trustee moved that the Board of Trustees approve the Audited Financial Statements ending August 31, 2015, as attached.

**CARRIED**

**ADJOURN**

The meeting adjourned at 12:25 p.m.

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Colin J. Kelly, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance





PRESENTATION TO THE BOARD

ST. THERESA SCHOOL  
AN UPDATE: LITERACY,  
ATTENDANCE APPLE SCHOOLS

PRESENTED BY: MANDI MACLENNAN, PRINCIPAL

JANUARY 22, 2016

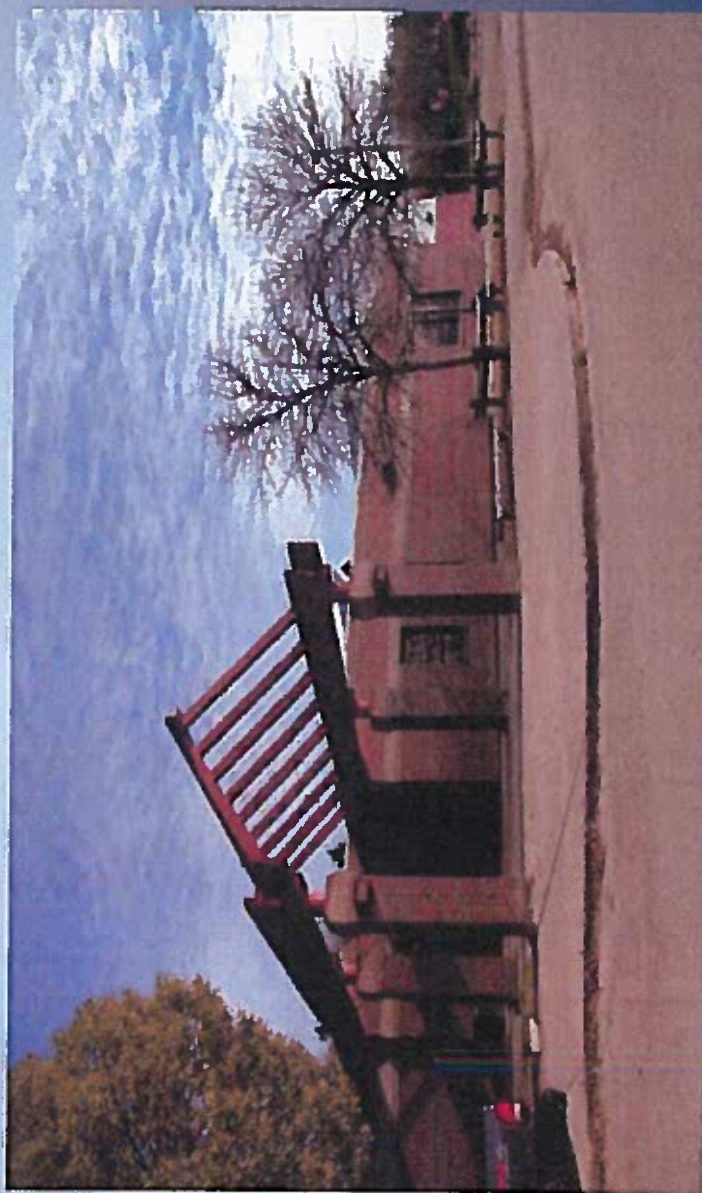






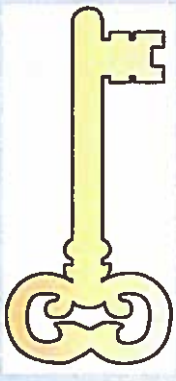
# St. Theresa School

An Update: Literacy, Attendance, and  
Apple Schools



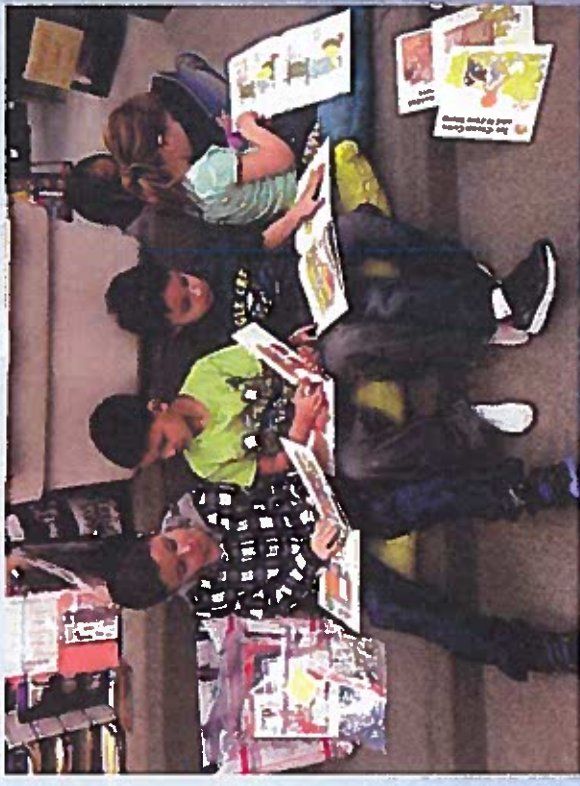


# “Literacy is the Key” Initiative



- Focused School Literacy Plan with the following goals:

1. Weaving of FNMI resources and approaches into classroom practice.
2. Developing Oral Language Competency
3. Daily 5 Structure & Classroom Environment
4. Extending and Deepening CAFÉ Strategies
5. Developing Writing Structures
6. Reading level growth tracked and targets set
7. Content Area Competencies
8. Planning with the End in Mind
9. Small Group Guided Instruction
10. Sharing with Parents/Home/Community





# Highlights from the Literacy Initiative

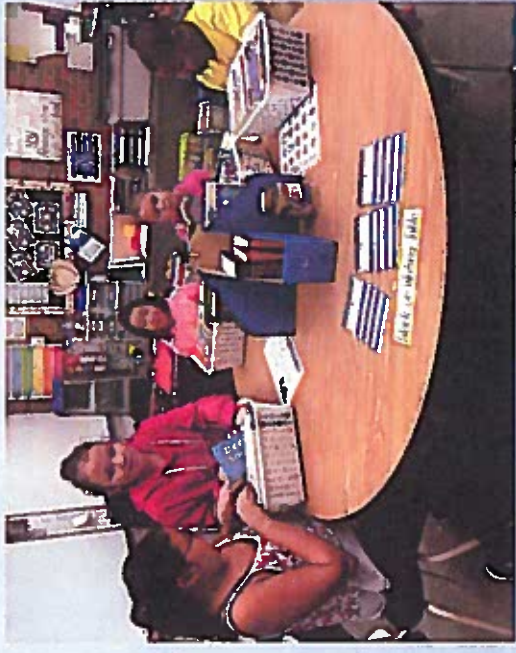
- Full Time Literacy Lead Teacher
- We are becoming a resource rich school when it comes to literacy (FNMI resources, levelled readers, writing resources, classroom libraries, school library, read-alouds across the curriculum, listening centers, etc.)
- Staff book Study of "Our Words, Our Ways" and staff incorporating strategies best suited to our FNMI learners into their instruction and sharing of strategies at staff meetings
- Family Literacy Nights
- Special events such as our book fairs, "Reading Fair," "Back to School Book Bingo," and both the local and regional spelling bees
- Speech program
- PD aligned closely with goals- (PM Writing/Whole School Write/Literacy Sharing, Guided Reading)





## Literacy Highlights Continued...

- Daily "Book Bonus" to get books into the homes
- Homework/Home Reading Programs & a 1/week Homework Club
- Regular supervisory visits & walkthroughs
- Dedicated literacy day during August orientation
- PLC dedicated to Differentiated Instruction
- Lunchtime Literacy Clubs
- Writing contests/opportunities
- Monthly assemblies always have a literacy portion (as do staff meetings and LSBC meetings)





# Attendance(Consistent Progress)

<u>Month</u>	<u>2012</u>	<u>2013</u>	<u>14/15</u>	<u>15/16</u>
<u>Sept</u>	88%	89.5%	91.2%	89.8%
<u>Oct</u>	87%	87%	88.93%	89.59%
<u>Nov</u>	84%	84%	87.59%	86.72%
<u>Dec</u>	80%	79%	80.01%	85.8%
<u>Jan</u>	68.5%	82%	82.55%	
<u>Feb</u>	76.6%	80.2%	84.49%	
<u>March</u>	74.48%	81.3%	83.59%	
<u>April</u>	81.6%	81.7%	84.72%	
<u>May</u>	81.81%	80.9%	89.17%	
<u>June</u>	75%	76.4%	82.66%	

# Perfect Attendance Rates

Month	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>
<u>August</u>	—	—	—	—
<u>Sept</u>	97	109	119	127
<u>Oct</u>	81	90	102	121
<u>Nov</u>	52	81	115	96
<u>Dec</u>	70	56	73	114
<u>Jan</u>	74	64	76	
<u>Feb</u>	56	73	104	
<u>March</u>	55	58	76	
<u>April</u>	70	71	92	
<u>May</u>	60	41	135	
<u>June</u>	11	10	75	





## Attendance-Continued

- September, 2014 90% Attendance or more: 170 not including perfect attenders. 289 total with 90% and higher attendance; that is 71% of students in the school have 90% and higher attendance.
- October, 2014 90% or more: 193 not including perfect attenders. 295 total with 90% and higher attendance; that is 71.4% of students in the school have 90% and higher attendance.
- November, 2014 90% or more: 120 not including perfect attenders. 235 total with 90% and higher attendance; that is 56.8% of students in the school have 90% and higher attendance.
- December, 2014 90% or more: 106 not including perfect attenders. 179 total with 90% and higher attendance; that is 57.07% of students in the school have 90% and higher attendance.
- January, 2015 90% or more: 91 not including perfect attenders. 167 total with 90% and higher attendance; that is 40.16% of students in school have 90% and higher attendance.
- February, 2015 90% or more: 96 not including perfect attenders. 200 total with 90% and higher attendance; that is 49% of students in school have 90% and higher attendance.
- March, 2015 90% and more: 131 not including perfect attenders. 204 total with 90% and higher attendance; that is 50% of students in school have 90% and higher attendance.
- April, 2015 90% and more: 112 not including perfect attenders. 204 total with 90% and higher attendance; that is 50% of students in school have 90% and higher attendance.
- May, 2015 90% and more: 146 not including perfect attenders. 281 total with 90% and higher attendance; that is 67.71% of students in school have 90% and higher attendance.
- June, 2015 90% and more: 71 not including perfect attenders. 146 total with 90% and higher; that is 35.2% of students in school had 90% and higher attendance.
- September, 2015: 90% and more: 98 not including perfect attenders. 225 total with 90% and higher; that is 54.1% of students in school had 90% and higher attendance.
- October, 2015: 90% and more: 179 not including perfect attenders. 300 total with 90% and higher; that is 72.64% of students in school have 90% and higher attendance. ☺
- November, 2015: 90% and more: 148 not including perfect attenders. 244 total with 90% and higher; that is 58.99% of students in school have 90% and higher attendance.
- December, 2015: 90% and more: 176 not including perfect attenders. 292 total with 90% and higher; that is 70.7% of students in school have 90% and higher attendance.



## Attendance Initiative Highlights

- Trophies for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> highest classes in the school given out at monthly assemblies
- Certificates & gift cards given to students at monthly assemblies for students who have "Most Improved Attendance"
- Different certificates (Eagle, Bear, Buffalo) given out to students who have 90-94% attendance, 95-99% attendance, and perfect attendance.
- Monthly perfect attendance celebrations (see pictures)
- Draws for parents of students who have 90% and higher attendance each month
- Individual teachers also track progress of their class and offer incentives such as sundae parties, pizza parties, etc.
- End of the year prizes for perfect attenders i.e. bikes
- Monthly letters to parents of students who have missed 20% or more of the month



# Attendance Initiative Highlights

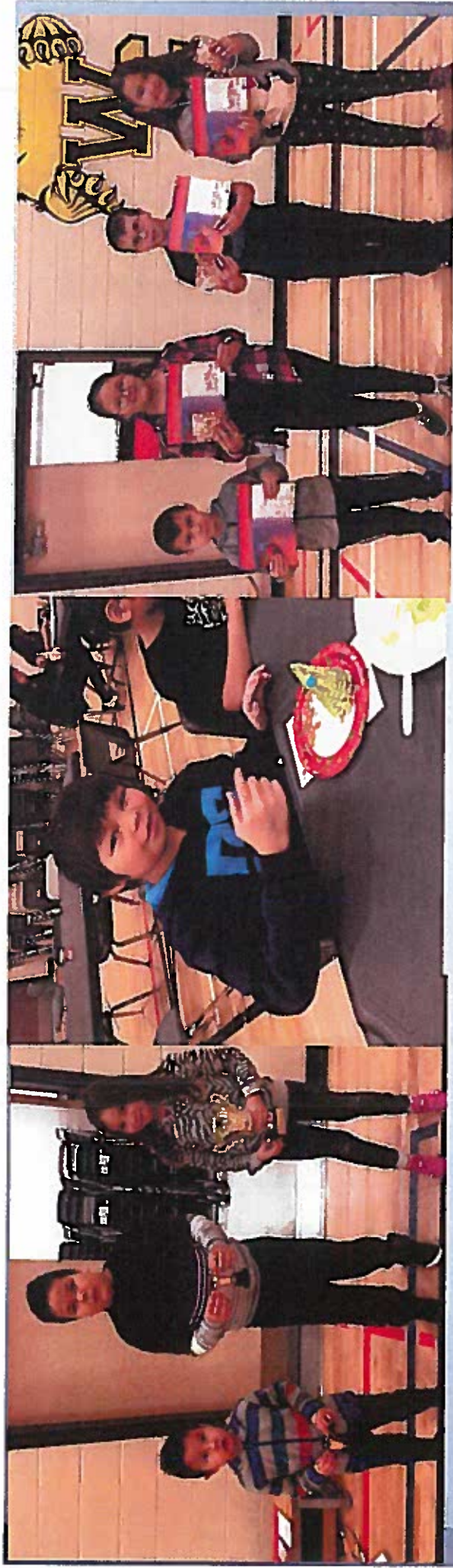
- We switched our staff budget planning to allow us to have a 2<sup>nd</sup> Family Liaison position who works solely with cultural/language support and attendance
- Creation of an attendance intervention record to track home visits, phone calls, and strategies that the parents and school have attempted
- Dedicated time at staff meetings to discuss attendance concerns and successes
- PR around the topic of attendance- newsletters, NSD board, Facebook, webpage, word of mouth, and at school events
- Staff are doing an excellent job at contacting parents regarding attendance and maintaining accurate records of these contacts, so that admin can use them as cross-references for attendance interventions



## Attendance Initiative Highlights

- Working with staff to improve student engagement (Daily 5, centers approach, hands-on learning, Heroes Program, inclusive models of learning (i.e. differentiated instruction), Animated Literacy, etc.
- Offering a wide-variety of extracurricular activities to students both after school and at lunch
- "Student of the Month"- 4 students presented awards at each monthly assembly for high or improved academic achievement. Also featured on Facebook and on our special bulletin board by the office. Connections to attendance are usually drawn when they announced.
- Student Council, "Caught Being Nice" campaign, spirit days, and PALS are all building student leadership in our school and student interest in education
- Parental/community engagement activities such "Grandparents' Tea, Cultural Cookout Weeks, presentations from Elders, Literacy presentation from parents about "Life in the Philippines," Carnivals, etc.

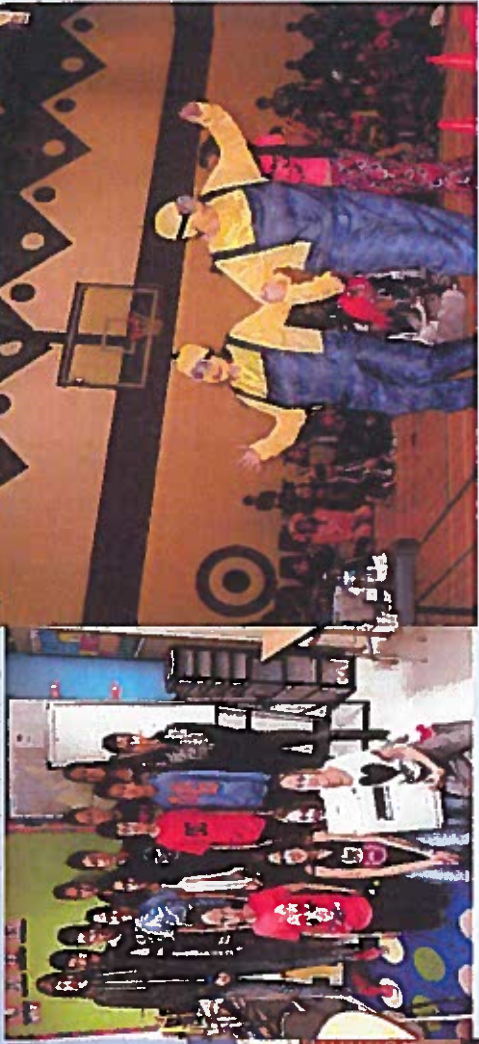
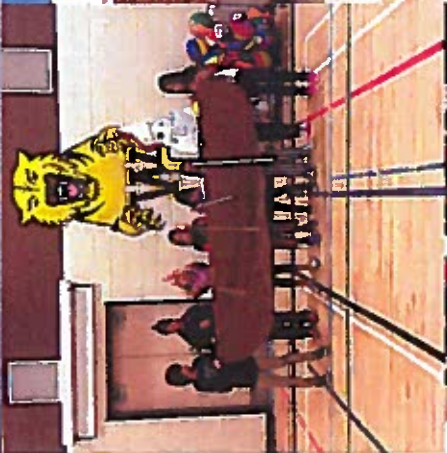




# Pictures of Attendance Highlights







More pics!



# Apple Schools Initiative

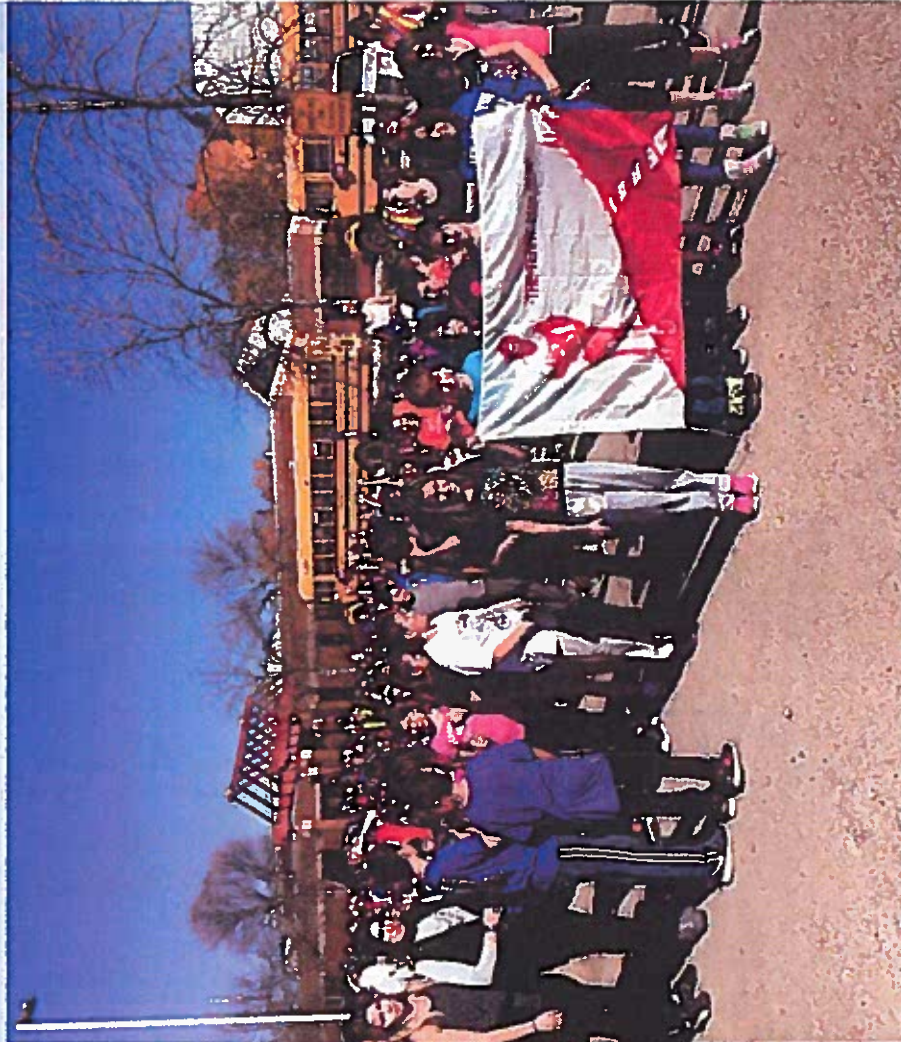


Alberta Project Promoting  
active Living & healthy Eating

- Currently in our 5<sup>th</sup> year of the initiative and almost completely autonomous (funding)
- Highlights to date: staff and students reporting improved health behaviors (eating, exercise, and mental health), canteen list has been cleaned up considerably, PALS program active at the school, whole school choreographed dances at assemblies, monthly themes provide topics for morning announcements/assemblies/class activities, students introduced to new healthy foods through taste testing, staff provided with quality resources, etc.
- “Stay Hydrated” campaign with St. Theresa water bottles



# Apple School Pictures





PRESENTATION TO THE BOARD

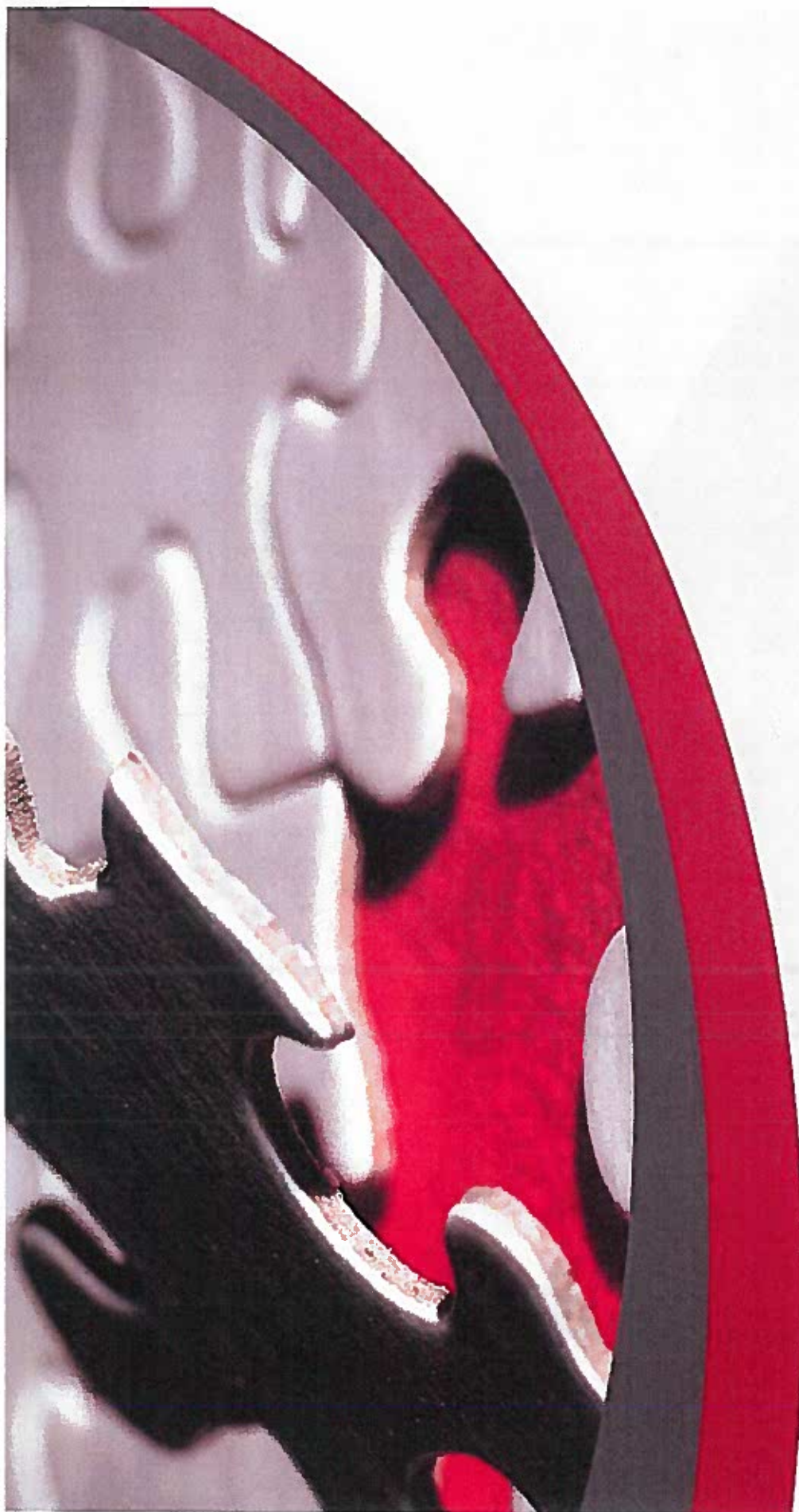
ELIZABETH SCHOOL  
PUTTING THE PIECES OF THE  
PUZZLE TOGETHER

PRESENTED BY: RICK HORON, PRINCIPAL

MAY 22, 2015

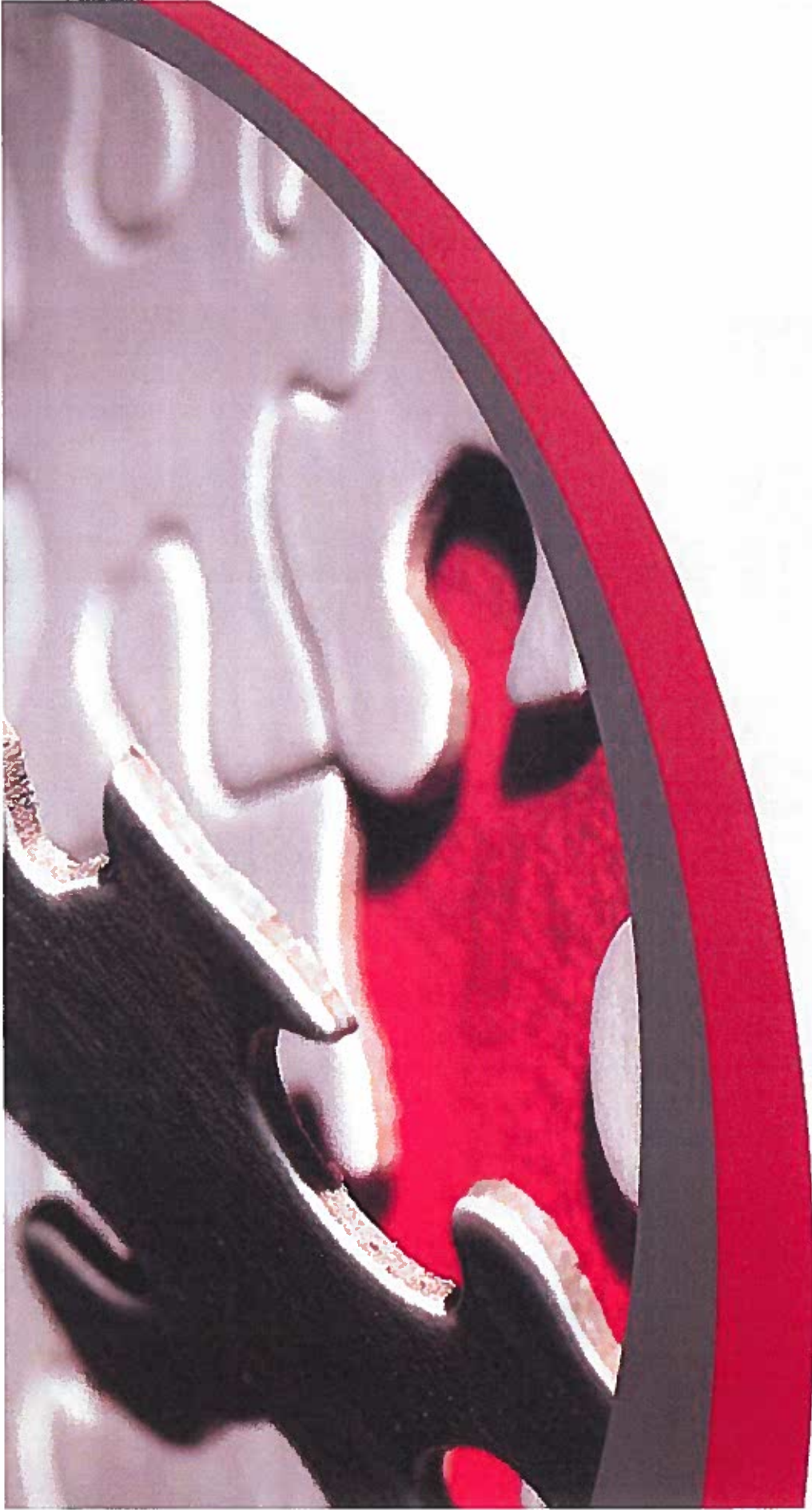






# Elizabeth School Highlights

**“Putting the Pieces of the Puzzle Together”**



## Accomplishments

“Pieces of the puzzle that are working but we continue to improve upon”



# Parental Contact

## • Facebook



## • Remind



## • Web Page

**Like Us!**

Follow Us

Subscribe to get Texts about School News and Events!

Remind

Elizabeth School

Assembly this evening at 5:30pm

Elizabeth School

Family Bingo

Click here to see the article

Christmas concerts

Click here to see the article

Elizabeth School present award for student attendance

Click here to see the article

**Christmas concerts**

Click here to see the article

**Family Bingo**

Click here to see the article

**Elizabeth School present award for student attendance**

Click here to see the article

## • Newsletters

**ELIZABETH SCHOOL NEWS**

**December**

1 - Early Release (PAC)

2 - Assembly

3 - Student News 1-3pm

4 - Student News 1-3pm

5 - Student News 1-3pm

6 - Student News 1-3pm

7 - Student News 1-3pm

8 - Student News 1-3pm

9 - Student News 1-3pm

10 - Student News 1-3pm

11 - Student News 1-3pm

12 - Student News 1-3pm

13 - Student News 1-3pm

14 - Student News 1-3pm

15 - Student News 1-3pm

16 - Student News 1-3pm

17 - Student News 1-3pm

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25 - Student News 1-3pm

26 - Student News 1-3pm

27 - Student News 1-3pm

28 - Student News 1-3pm

29 - Student News 1-3pm

30 - Student News 1-3pm

31 - Student News 1-3pm

**November**

1 - Early Release (PAC)

2 - Assembly

3 - Student News 1-3pm

4 - Student News 1-3pm

5 - Student News 1-3pm

6 - Student News 1-3pm

7 - Student News 1-3pm

8 - Student News 1-3pm

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25 - Student News 1-3pm

26 - Student News 1-3pm

27 - Student News 1-3pm

28 - Student News 1-3pm

29 - Student News 1-3pm

30 - Student News 1-3pm

31 - Student News 1-3pm

**Please Join Us For**

**"Parent Engagement Night"**

**November 26 "4:00 to 8:00 pm"**

www.PresentationPro.com

**Accountability Pillar Overall Summary**  
**Annual Education Results Reports - Oct 2015**  
**School: 1808 Elizabeth Community School**



Measure Category	Measures Category Evaluation	Measure	Elizabeth Community School			Alberta			Measure Evaluation		
			Current Result	Prev Year Result	Prev 3 Yr Average	Current Result	Prev Year Result	Prev 3 Yr Average	Achievement	Improvement	Overall
Safe and Caring Schools	Excellent	Safe and Caring	90.3	89.9	87.5	89.2	89.1	88.9	Very High	Maintained	Excellent
		Program of Studies	81.7	82.2	80.9	81.3	81.3	81.2	Very High	Maintained	Excellent
Student Learning Opportunities	n/a	Education Quality	93.6	92.5	94.0	89.6	89.2	89.5	Very High	Maintained	Excellent
		Drop Out Rate	*	*	n/a	3.4	3.3	3.3	*	*	*
		High School Completion Rate (3 yr)	n/a	n/a	n/a	76.4	74.9	74.6	n/a	n/a	n/a
		PAT: Acceptable	63.6	63.1	58.5	73.0	73.1	73.9	Very Low	Maintained	Concern
Student Learning Achievement (Grades K-6)	Concern	PAT: Excellence	9.8	0.0	1.5	18.8	18.4	18.9	Very Low	Maintained	Concern
		Diplomas: Acceptable	n/a	n/a	n/a	84.2	85.5	84.6	n/a	n/a	n/a
Student Learning Achievement (Grades 10-12)	n/a	Diplomas: Excellence	n/a	n/a	n/a	21.0	21.1	20.0	n/a	n/a	n/a
		Diploma Exam Participation Rate (4+ Exams)	n/a	n/a	n/a	64.9	50.5	54.4	n/a	n/a	n/a
		Rutherford Scholarship Eligibility Rate	n/a	n/a	n/a	61.2	60.9	61.3	n/a	n/a	n/a
		Transition Rate (6 yr)	n/a	n/a	n/a	69.8	59.2	59.0	n/a	n/a	n/a
		Work Preparation	94.4	93.3	79.6	82.0	81.2	80.4	Very High	Improved	Excellent
Preparation for Lifelong Learning, World of Work, Citizenship	n/a	Citizenship	87.7	91.9	88.1	83.6	83.4	83.1	Very High	Maintained	Excellent
		Parental Involvement	90.2	91.2	90.2	80.7	80.6	80.2	Very High	Maintained	Excellent
Continuous Improvement	Excellent	School Improvement	88.6	83.3	89.2	79.6	79.8	80.1	Very High	Maintained	Excellent

det:

www.PresentationPro.com

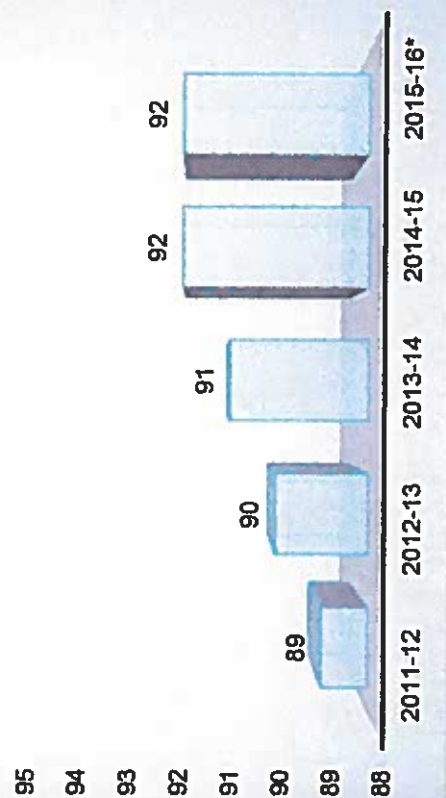


# Attendance

## Awards



## Attendance Percentages



[www.PresentationPro.com](http://www.PresentationPro.com)

# Attendance

- **What's Working**
  - ✓ Inviting, Caring atmosphere
  - ✓ Relevant teaching
  - ✓ Reward Program
    - ✓ Pizza lunches
    - ✓ Perfect Attendance Race
    - ✓ Recognition at Assemblies
- **Challenges**
  - Social Issues (17 student's in care)
  - Apathy about school
  - Head lice, scabies, etc.
  - Baby sitting issues



## Community Partnerships (on the Settlement)

- Close working relationship with the LSBC
- Planning sessions with the Elizabeth Settlement and Metis General Council on Education through the LTA.
- Developing a PCA with co-operation with the Settlement Council
- Regular meetings with Elizabeth Council
- Partnership with EIP (Early Intervention Program), ECD (Early Childhood Development) & Parent Link
- Headstart Program





## Community Partnerships (Surrounding Area)

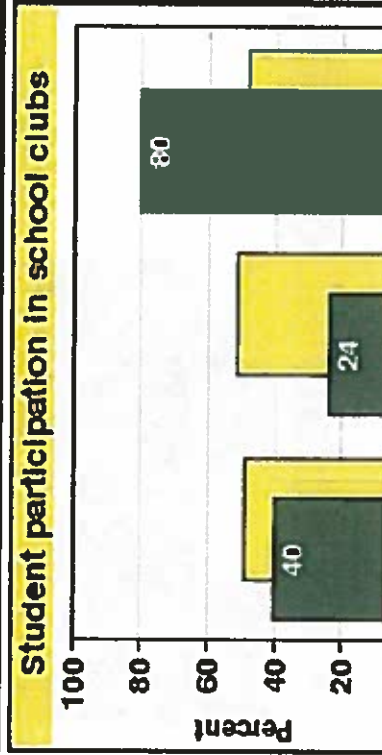
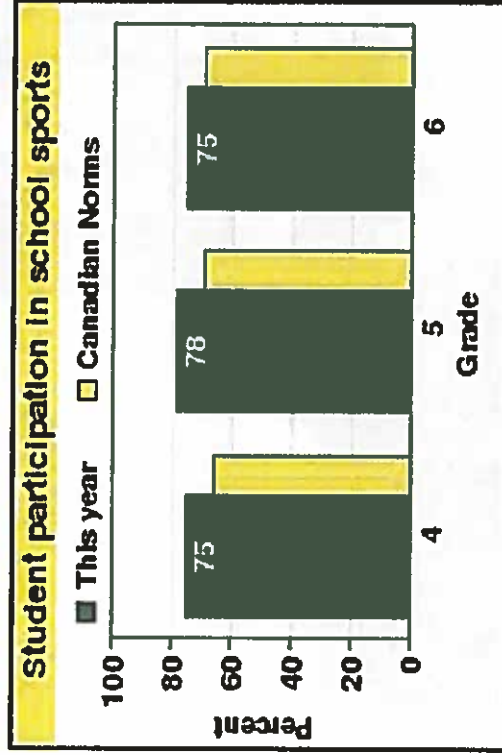
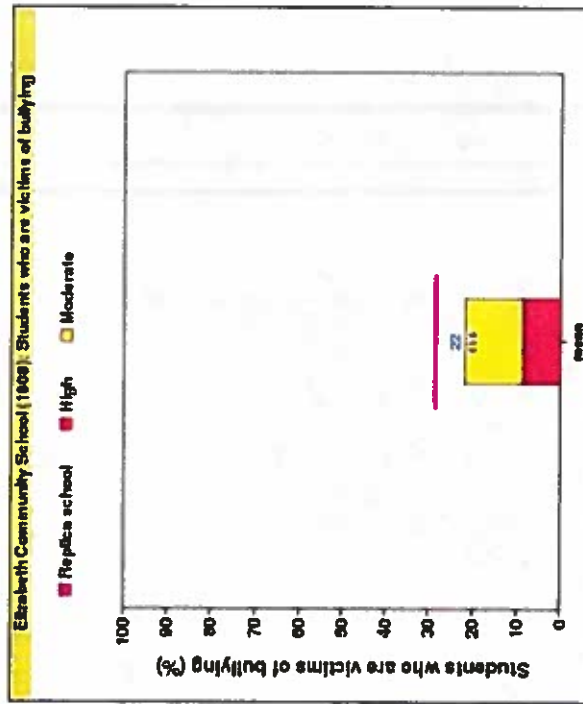
- Ages and Stages (Pre-School Screening)
- Bridges Program for Transitions (with Assumption and Cold Lake High Schools).
- Regular Inter-Agency meetings
- Cultural exchanges with Lakeland Catholic
  - Fishing Camp/Metis Day/Concert (Susan Aglukark)
- Leadership Team
  - Partner with Kikino School



# School Partnerships (Students)

- Tell Them From Me

Bully-Victim



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# Cultural Activities'

## • Metis Days



## • Proclamation Day





# Cultural Activities

## • Virtues Program



## • Fiddling Program



[www.PresentationPro.com](http://www.PresentationPro.com)



# Community Events

## • Assemblies



## • Family Bingos

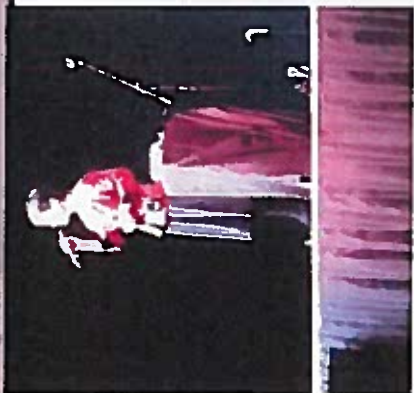


www.PresentationPro.com



# Community Events

## • Christmas Concert



[www.PresentationPro.com](http://www.PresentationPro.com)



# Community Events

- Remembrance Day • Family Christmas Dinner



[www.PresentationPro.com](http://www.PresentationPro.com)



# Community Events

## • Self-Esteem Building/Anti-Bullying



www.Presentation



## Other Community Events

- **Other events**
  - **Welcome back bar-b-que**
  - **Parent Engagement night**
    - Interviews, meal, entertainment for kids, showcase of the school
  - **Dene Days – (With Fort Chipewyan)**
  - **Earth Rangers**
  - **Spirit Days**
    - Jersey day, Pyjama day, hat day, etc.
  - **Community Service**
    - Terry Fox Run, Women and Men's Shelters, Food Bank, etc.



# Interschool Sports

- Lakeland Sports Association



- Our Neighbour – JF Dion School



- Track & Field



- Cross Country Run
- Floor Hockey
- Ball Games



# Extra Curricular Activities

- School Dances
- Student Parties



- Celebrations





# CTF Classes

**Beauty Culture**



**Photography**



**Woodworking**



**Technology**





# Field Trips



[www.PresentationPro.com](http://www.PresentationPro.com)



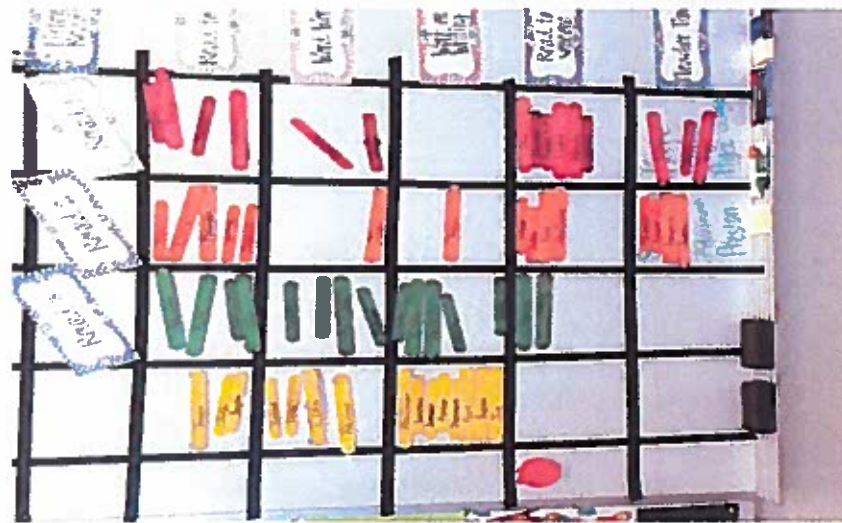
# Field Trips

- **Grade 3 to 6**
  - Reading Give it a Shot (Oil King Game)
- **ECS/Grade**
  - Fish Farm & Petting Zoo
- **Grade 2**
  - Ukrainian Cultural Village
- **Grade 3 & 4**
  - Space Sciences Center
- **Grade 5 to 9**
  - Birch Bay Ranch
- **Grades 2 to 8**
  - Susan Aglukark Concert
- **Grades 1 to 8**
  - Swimming at JJ Parr Pool



# Academics

## • Daily Five





# Academics

- 





# Academics

- Small Group Instruction
- Home Reading Program







# Literacy Activities

- Drop Everything & Read

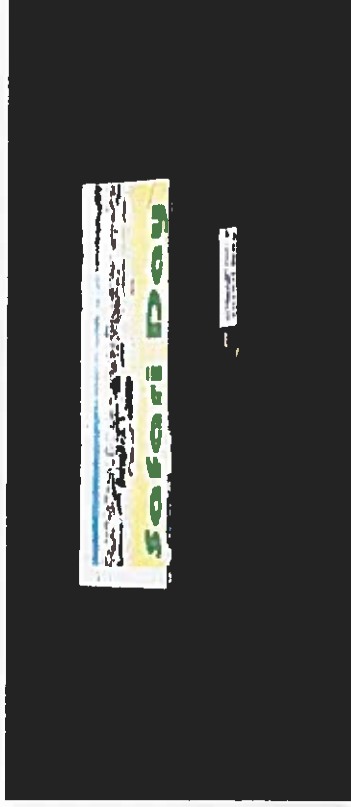


- Author visit



www.Present

- Special Celebrations



- Parent Literacy Nights





# Resources

- Resources



www.Present

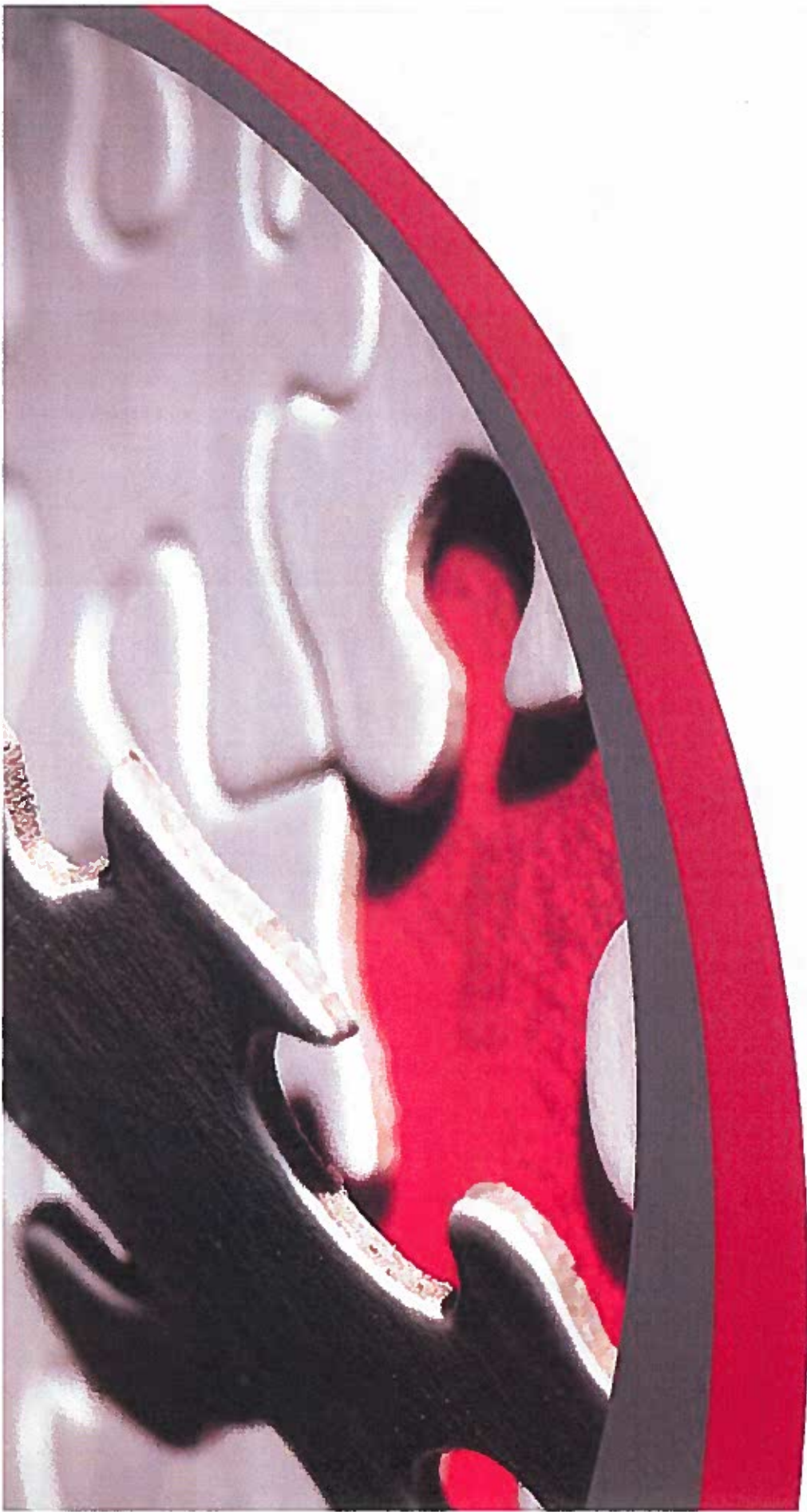




# Safety



www.Present

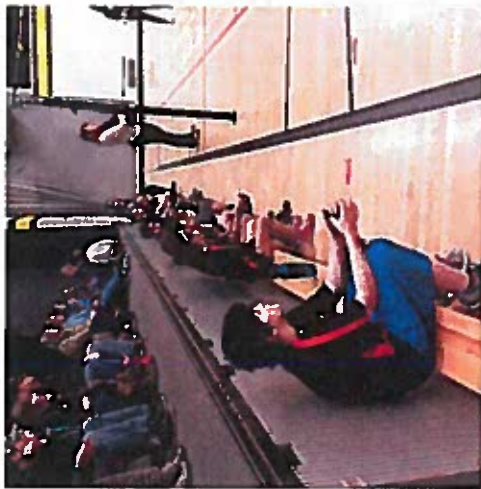


## Challenges

“What issues do we face to complete the puzzle?”



# Our Gym



w.PresentationPro.com

# Elizabeth School Gym

- The school's gym is a single station gym which measures 32' x 42' = 1344sq. ft. (125 m<sup>2</sup>,) whereas the average two station school gyms in comparable schools and districts are 275-300 m<sup>2</sup>.
- Safety issues have arisen – in each of the last two years a junior high school boy has broken his wrist while falling in to the wall from the boundary line.
- We are unable to accommodate spectators.
- Christmas concert is split into three show to accommodate all
- Our secretary hosts settlement youth 3 nights a week for sports, but it's crowded for them





- Competing with Cold Lake Schools
- Stable and qualified staff
- More extra-curricular activities
- Opportunities for youth
- Students in care ie: 17 out of 140
- Liaison for Transitioning (to follow students to Cold Lake)
- Transportation (beyond school and home)
- Funding
  - Staff (Special needs)
  - Supplies
  - Playground



# QUESTIONS?

Thank you for your time.  
Elizabeth School  
Rick Horon - Principal





# FINANCIAL OVERVIEW

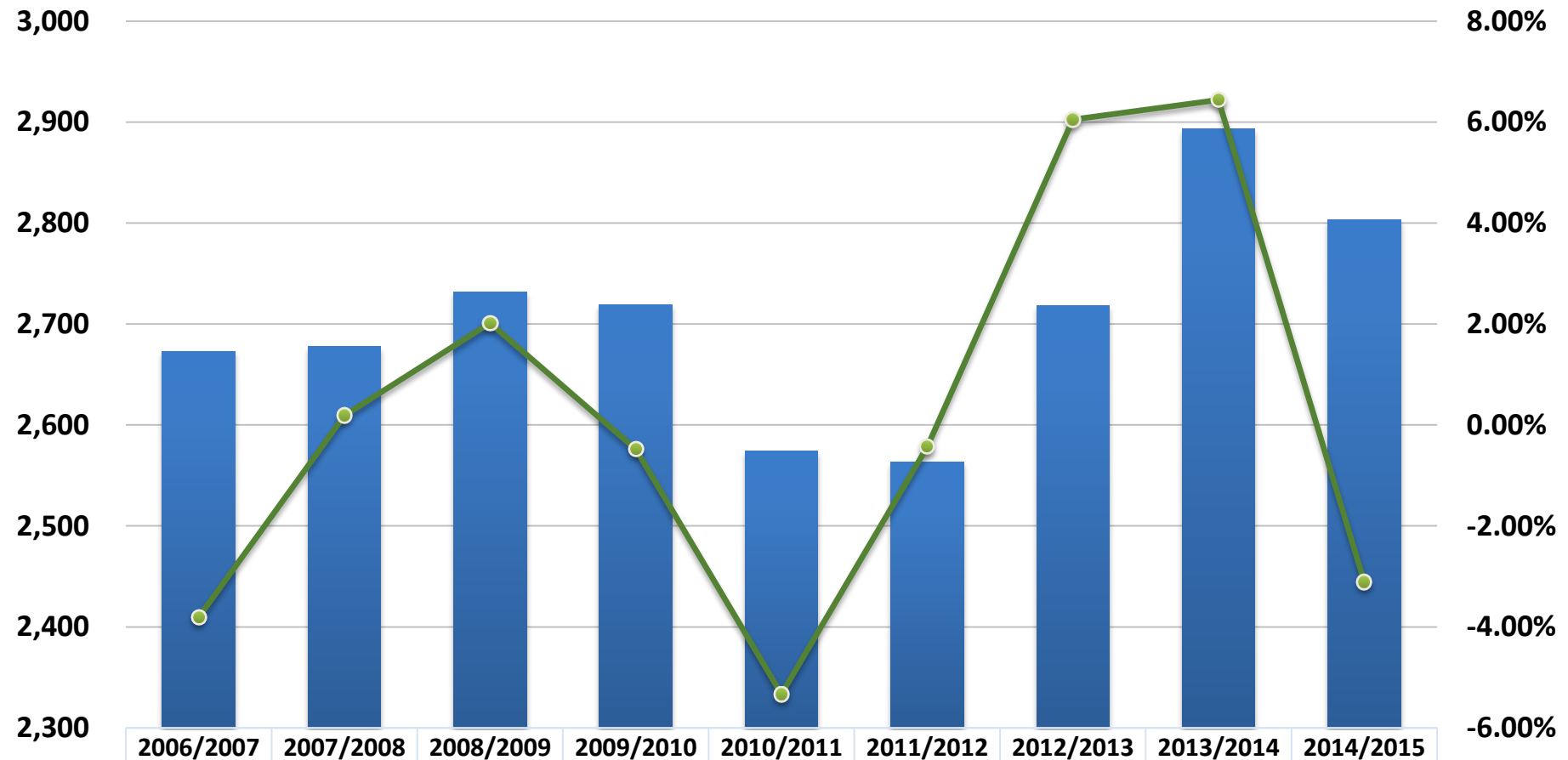
YEAR END (AUGUST 2015)

PRESENTATION TO THE BOARD

JANUARY 22, 2016

# ENROLMENT

## STUDENT ENROLMENT VS PERCENT OF INCREASE/DECREASE IN ENROLMENT

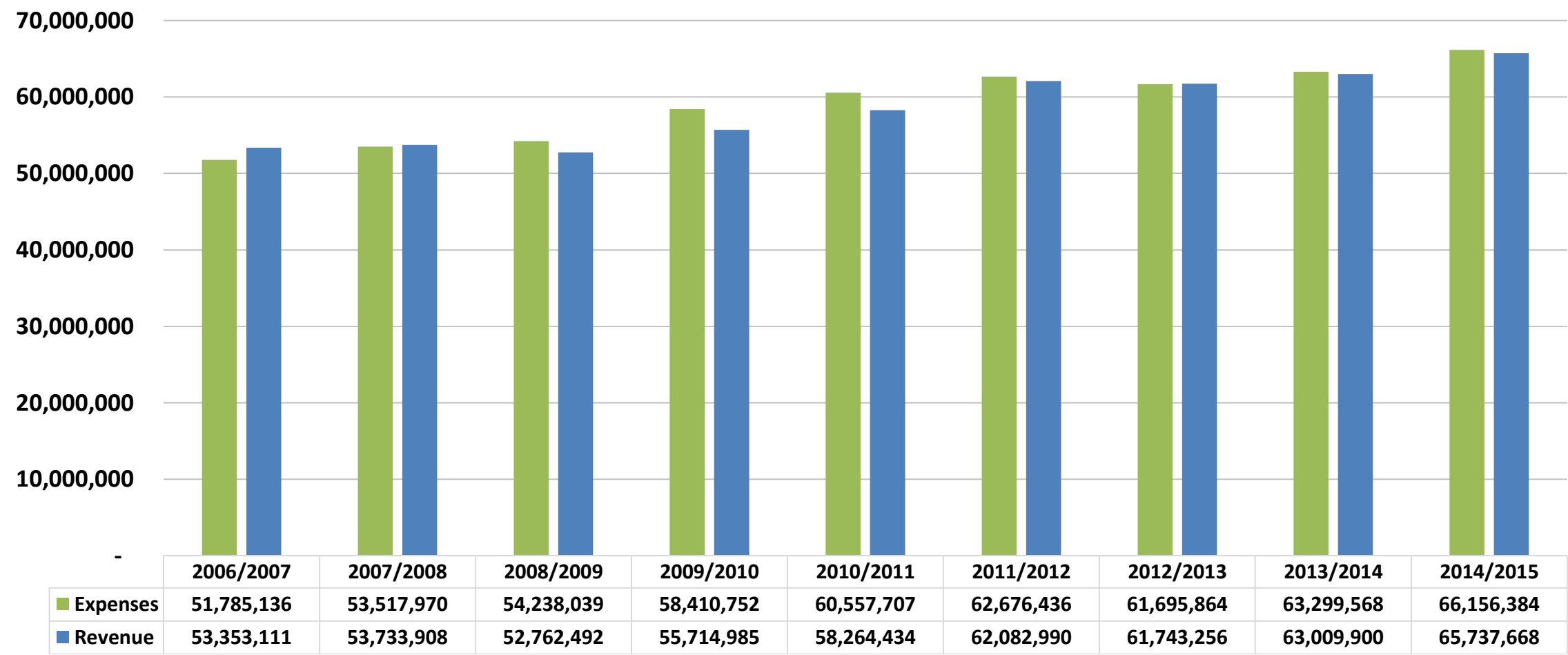


Total FTE (Graph 1)	2,673	2,678	2,732	2,719	2,574	2,563	2,718	2,893	2,803
%change from previous year	-3.81%	0.19%	2.02%	-0.48%	-5.33%	-0.43%	6.05%	6.44%	-3.11%



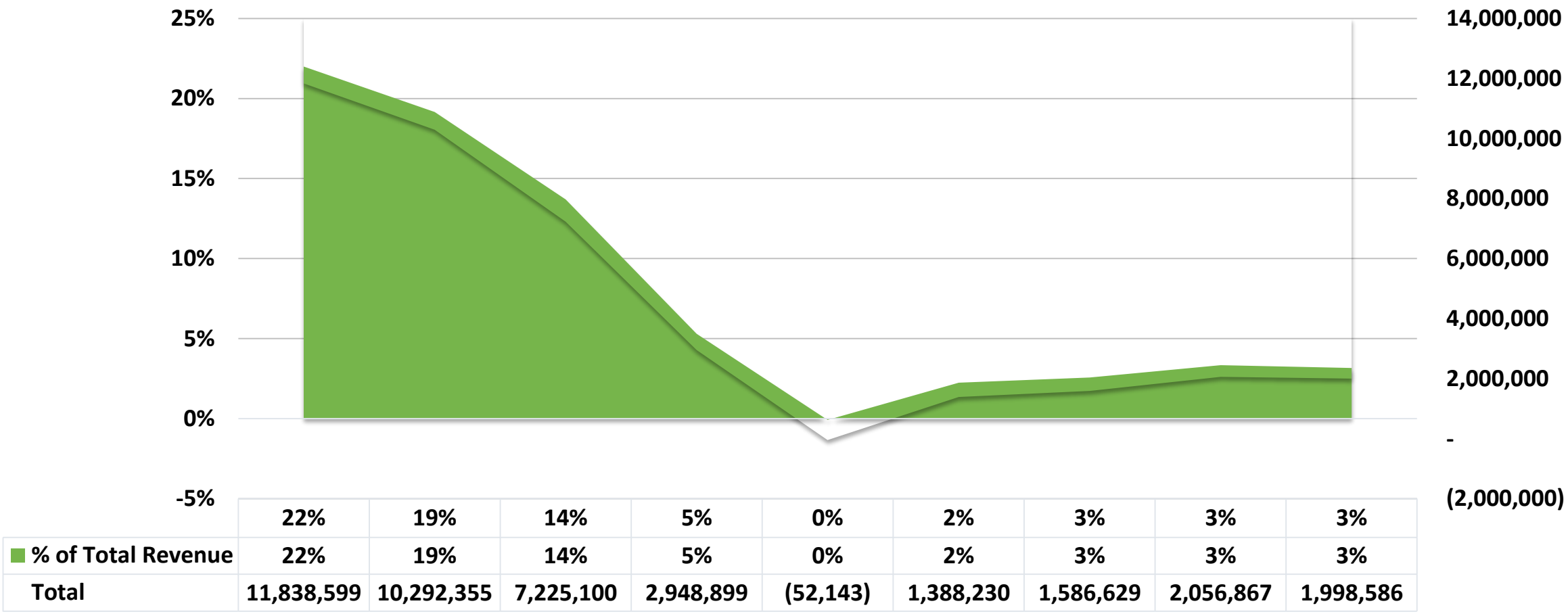
# FINANCIAL HEALTH

## EXPENSES VS REVENUE



# FINANCIAL HEALTH

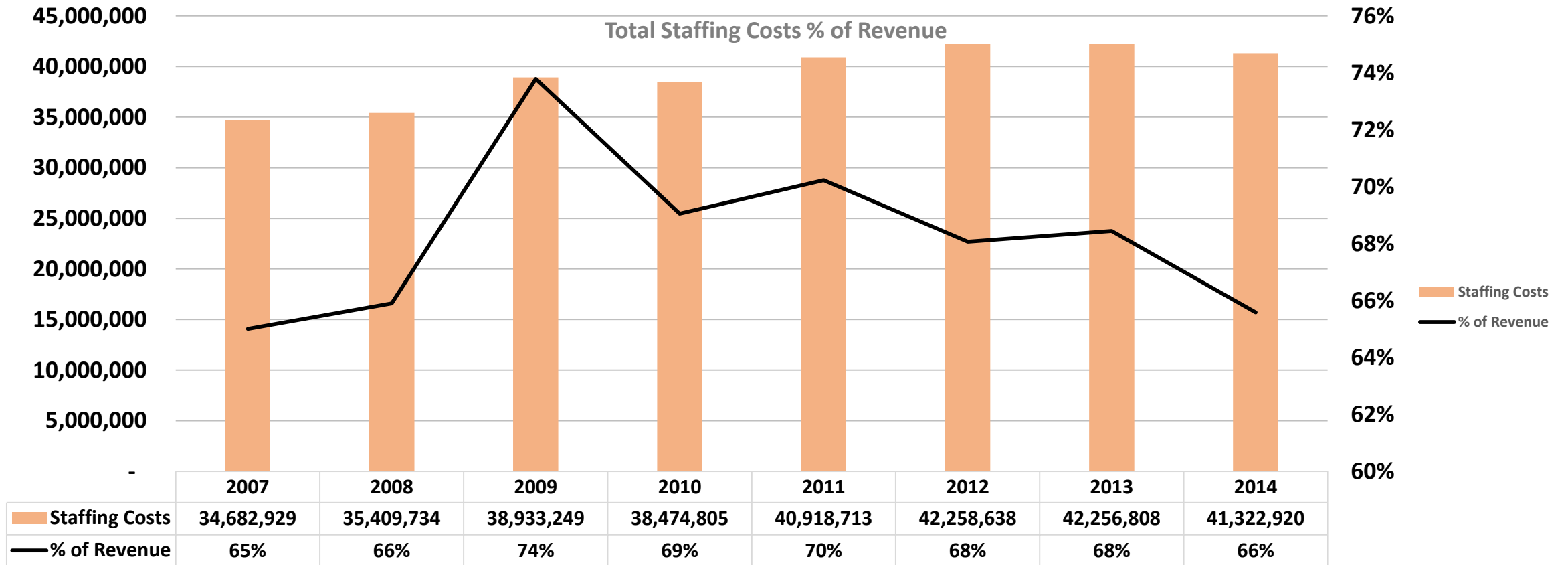
TOTAL RESERVES AS A PERCENTAGE OF TOTAL REVENUE





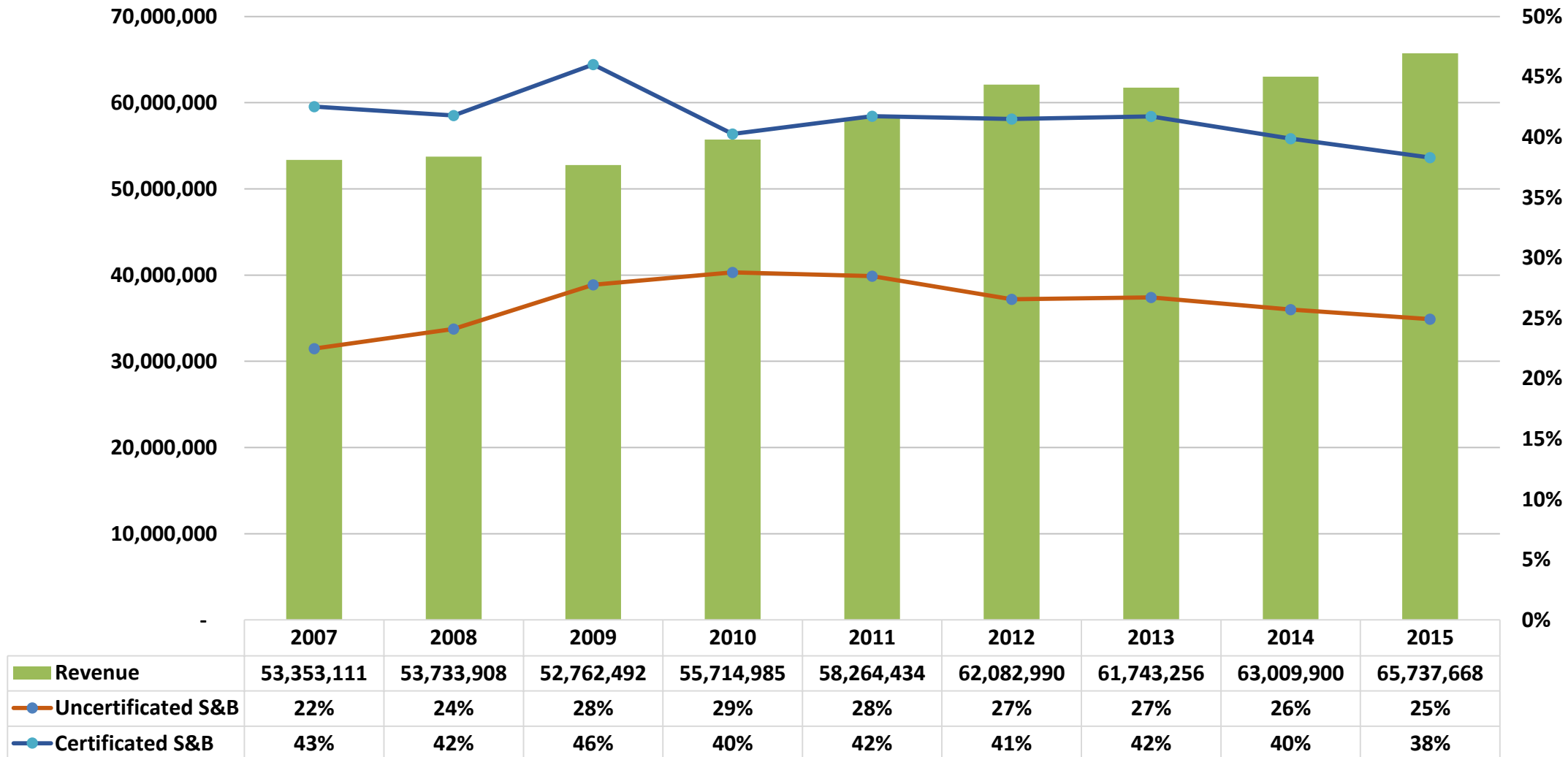
# SPENDING TRENDS

## PERCENTAGE OF TOTAL REVENUE VS TOTAL STAFFING COSTS



# SPENDING TRENDS

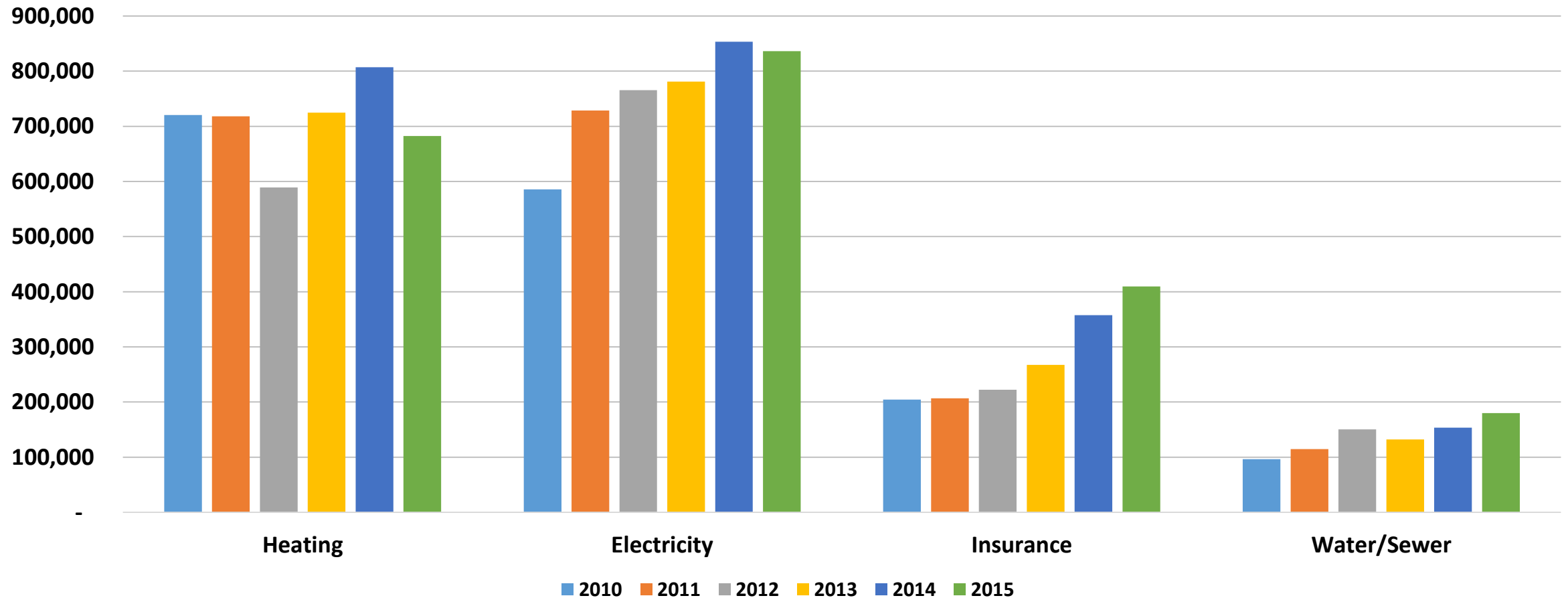
PERCENTAGE OF TOTAL REVENUE VS CERTIFICATED & UNCERTIFICATED SALARIES AND BENEFITS





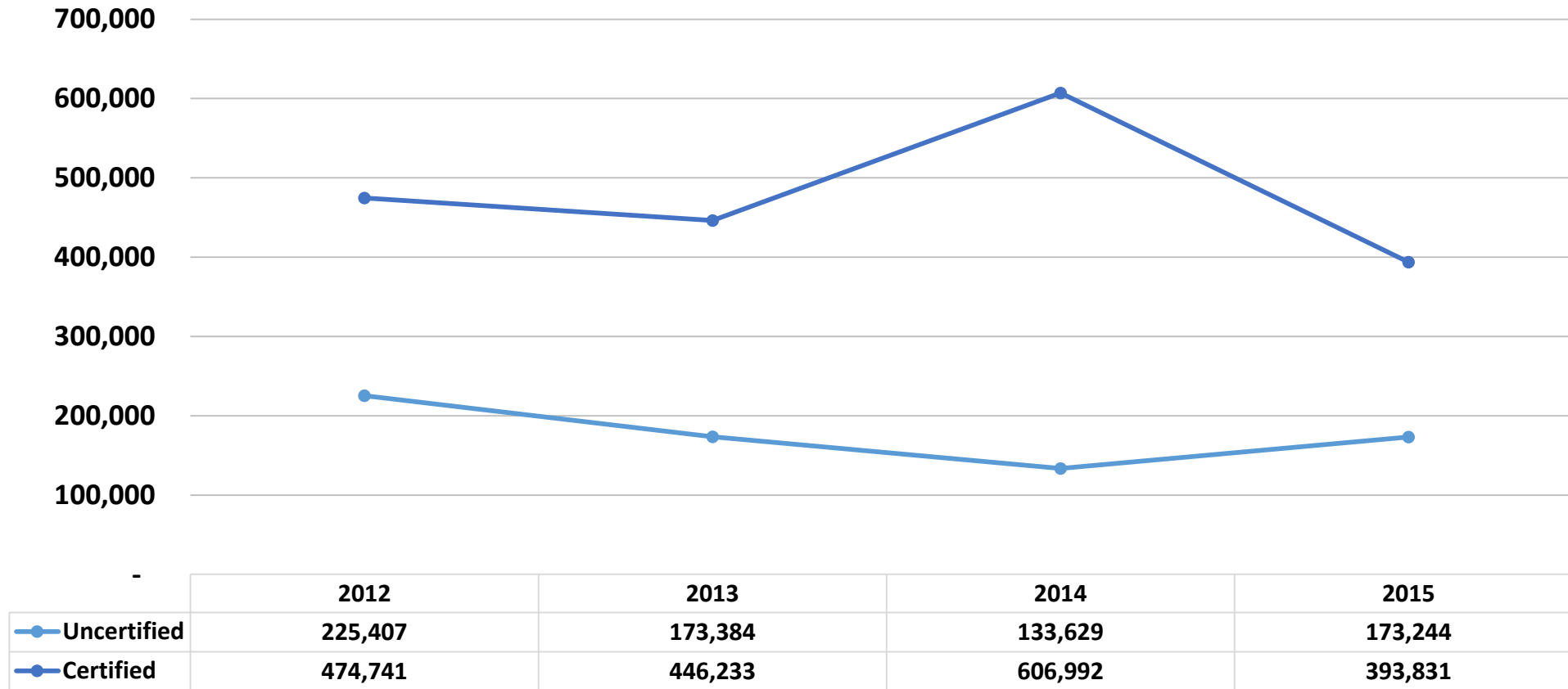
# SPENDING TRENDS

## UTILITY COSTS

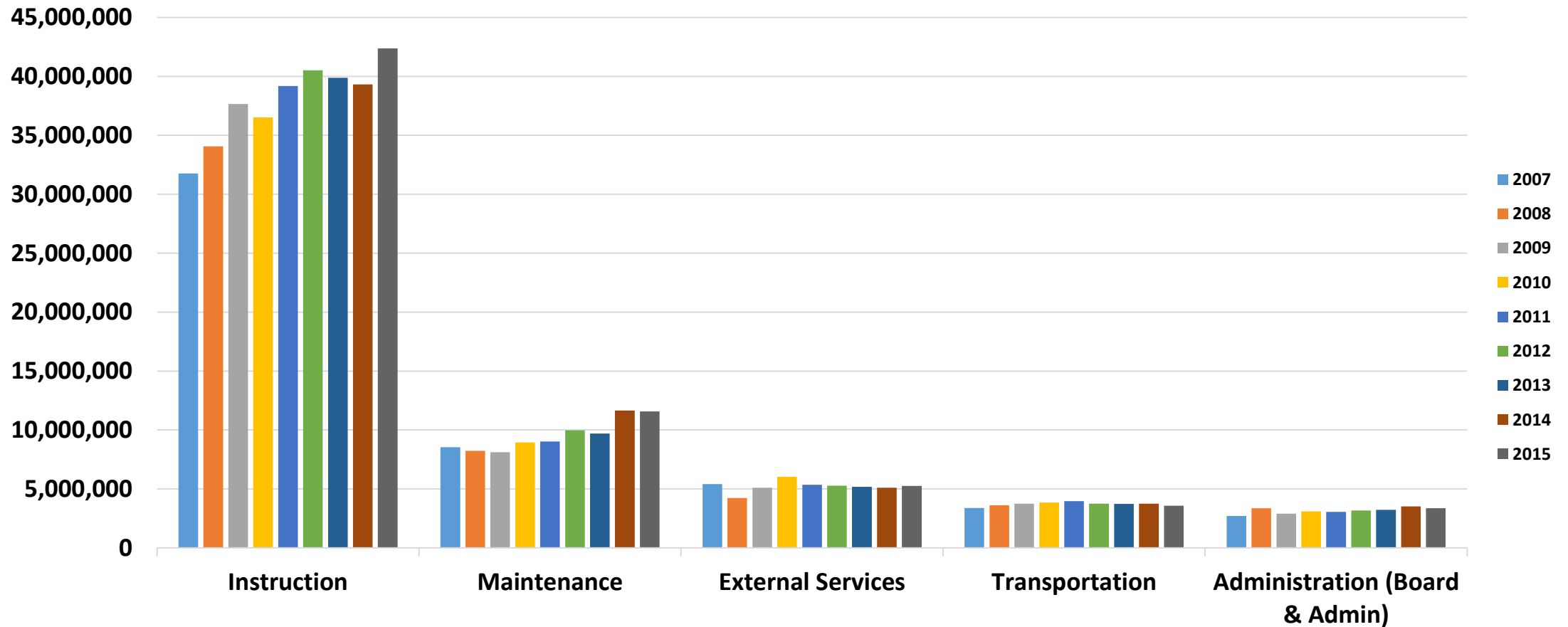


# SPENDING TRENDS

## CERTIFICATED SUBSTITUTE TEACHER AND UNCERTIFICATED SUBSTITUTE COSTS



# EXPENSES BY FUNCTION





# QUESTIONS ?





## BOARD OF TRUSTEES

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** NEW SCHOOL BUSES PURCHASE TENDER ACCEPTANCES

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY-TREASURER

### **RECOMMENDATION**

That the Board of Trustees accept the tenders from The Bus Centre for the purchase of four new school busses, with funding coming from the approved 2015-2016 Transportation Budget:

<u>Company</u>	<u>Passenger Size</u>	<u>Number of Busses</u>	<u>Bid Amount</u>
The Bus Centre	54 passenger	1	\$95,870.00 +gst
The Bus Centre	66 passenger	2	\$104,235.00 +gst
The Bus Centre	70 passenger	1	\$105,927.00 +gst

\*\*\*\*\*

**CURRENT SITUATION:** Invitation to participate in Northland's tender for the purchase of new school busses was advertised and were received by the Secretary-Treasurer on January 6, 2016. The Bus Centre was chosen because there was not additional charges for the requested options, the busses come fully equipped with all options that were requested.

#### Other Tenders Received:

##### **54 Passenger**

Kirkman Bus Sales - \$108,805.00 +gst

Western Canada Bus - \$98,989.00 +gst

##### **66 Passenger**

Kirkman Bus Sales - \$110,045.00 +gst

Western Canada Bus - \$99,789.00 +gst

##### **70 Passenger**

Kirkman Bus Sales - \$107,440.00 +gst

Western Canada Bus - \$99,789.00 +gst





## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

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

**ORIGINATOR:** EDUCATION COMMITTEE

<b>RECOMMENDATION</b>
<p>That the Board of Trustees receive Policy One, Board Philosophy Mandate, Core Purpose, Vision Beliefs and Values, as information.</p>

\*\*\*\*\*

### **BACKGROUND**

Northland School Division No. 61 is taking an important step to lead the way in First Nations, Metis and Inuit (FNMI) education in Alberta. Policy One has been changed to reflect with NSD61's approach to educational programming and to align with the Education Act. We are inviting feedback from Local School Board Committees, parents, staff, and community members.







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# NORTHLAND SCHOOL DIVISION 61

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## POLICY ONE

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# NORTHLAND SCHOOL DIVISION 6: POLICY ONE

## PREAMBLE

A policy simply describes the way things are done. Policies set the direction for an organization. Alberta school division policies ensure leaders, staff, children and parents understand **where they are going, how to get where they are going and why it is important to get there.**

95% of learners in Northland are of First Nation and Métis Ancestry.

## BACKGROUND

Northland School Division 61 is an Alberta school system located in the northern half of Alberta. The Division is recognized as being culturally and geographically unique because its student population is primarily First Nation and Métis learners. Twenty-four schools serve approximately two thousand nine hundred (2900) students and employ five hundred (500) staff. Included in the division's geographic service area are six Métis Settlements, other Metis communities, eleven First Nation communities and other non-Indigenous communities. Most of the communities in Northland School Division 61 are remote or inaccessible from towns or main centers of population. The overall geographic locations include diverse terrain such as agricultural parklands, mountainous foothills, boreal forests, the Canadian Shield and northern prairies.



## VISION

Northland School Division No 61 is committed to offering specific activities and subjects taught in such a way as to complement the unique identities, backgrounds, strengths, and talents of young learners. Education and lifelong learning are viewed as a partnership between parents, teachers, administrators and the community. Each partner has a role in the education of the children of Northland.

Northland School Division 61 Leadership will:

## NORTHLAND SCHOOL DIVISION 6: POLICY ONE

- Actively promote and establish respectful relationships with community leaders and their representatives following the principle of 'good relations'.
- Develop shared goals and strategies to reach the division's vision of excellence.
- Identify best practices and implement the most appropriate methods and strategies.
- Promote and protect the division's vision on a daily basis.
- Be known for providing First Nation and Métis education excellence.
- Be recognized by other provincial and national school jurisdictions as an innovative, world class education leader.
- Engage community members in the education of their children.

Northland School Division 61 Students will:

- **Contribute to a safe, respectful, welcoming and caring school environment.**
- Feel empowered and have a clear vision of where they come from, who they are and where they want to go.
- Learn in a child-friendly, gender-sensitive, safe, caring, motivating and respectful environment.
- **Value education and become lifelong learners as they enter post-secondary, the workforce or in serving their communities.**
- Carry their education beyond Grade 12 to become globally competitive.
- Feel self-reliant, responsible, caring and contributing members in their communities and the larger society.
- Experience learning using the land as a teaching tool that reflects their community (i.e. trap line, animal husbandry, gardening and harvest of wild foods).

Our youth are lifelong learners who have different learning styles. Some achieve better in experientially based learning environments.



## NORTHLAND SCHOOL DIVISION 6: POLICY ONE

Northland School Division 61 Teachers Administrators and Staff will:

- Facilitate learning with caring, honor and respect.
- Nurture every student's learning style.
- Be culturally knowledgeable and competent.
- Know the history and protocols of communities they serve.
- Understand and respect diversity, leadership, kinship connections and social influencers in communities they serve.
- Ensure learning occurs in an enabling and supportive environment **that is gender-sensitive, safe, caring motivating and respectful.**

Northland School Division 61 Parents, Elders, Community Members will:

- Recognize the school is an opportunity to complement to their role in their children's education.
- Actively engage in supporting their children's education.
- Share responsibility for developing life-long learners.
- Engage as active partners in educating their children.
- **Monitor the academic progress of their children and emphasize the importance of education and lifelong learning.**

### MISSION STATEMENT

Northland School Division 61's mission is to effectively respond to the uniqueness of its student population and the cultural diversity in the communities it serves by providing culturally rich, collaborative, learner/child focused education. Learners will be provided with opportunities to gain knowledge, skills and attitudes that promote self-reliance, self-confidence and caring.

## NORTHLAND SCHOOL DIVISION 6: POLICY ONE

"The Creator loans  
us children to raise  
them to be the best  
they can be."

Elder Pauline Ominyak

### VALUES

Northland School Division No 61 is guided by the core values of loving kindness, respect, kinship, building relationships, perseverance and determination, working diligently, integrity, trust and taking responsibility for outcomes.

The following values are the result of collaboration among First Nation, Métis, Cree, and Dene representatives in the region (Source: *Cree Language and Culture: 12-year Program Guide to Implementation*).

Cree	Dene	English Translation
Kisewatisowin (kiseh-wah-tisoo-win)	Naderglena	Loving kindness or compassion extended to all humans.
Wāhkohtōwin		Kinship, relationships
Māmawohkama		Central to the doctrine of 'good relations' describing how to conduct oneself when working together
Mīyo-wīcehtowin		Getting along together
Manācitōwin		Respecting each other
Ahkamītamowin		Perseverance and determination
Kāyawatisew		Working diligently. Active movement to achieve goals

## NORTHLAND SCHOOL DIVISION 6: POLICY ONE

		Trust
		Accountability and taking responsibility
		Integrity

### MANDATE

The primary mandate of Northland School Division 61 is to provide direction and allocate resources in support of education programming for youth from kindergarten through to grade 12 in northern Alberta's schools. The following principles guide the Division's decision-making when teaching the Alberta curriculum:

- Maintain a 'Kids First' approach.
- **Use the Community Engagement Framework when working with communities.**
- Provide safe and caring learning environments where students' past, present and future is honored.
- Parents, Elders and community members feel welcomed at the school.
- **Historical, social and cultural content relevant to First Nation and Métis experiences will be central to mandated instruction and programming.**
- Instruction and programs balance maintaining high academic standards with honoring heritage and community diversity.
- Instruction styles, materials and learning environments are rooted in cultural background and language.
- Facilitators and instructors understand students are significantly different in their interests, learning styles, ability and prior learning experiences so they apply diverse learning techniques that meet learner needs.



- **Land-based learning techniques are highly valued for the** transfer of indigenous knowledge and for providing opportunities to understand the land, the seasons and the surrounding environment.
- Elders, learners, teachers, parents, families and staff are honored and respected for their roles and contributions to learner success.
- Learning environments are responsive to the holistic needs of students with consideration for their community's social and cultural influences.
- Responsibility is taken for ensuring learner, parent and community input regarding the learning environment, subject matter, cultural content and academic successes are maintained, measured and shared.

### GLOSSARY OF TERMS

Key to understanding a policy is understanding the nuances of terminology describing a policy. The definitions provided here reflect the content of this document. In other documents the terms may have different or more in-depth meanings.

**Denè** – A First Nation tribe located in Northern Alberta who speaks an Athabaskan language. They were called Chipewyan by the Cree. Denè (Chipawyans) are situated in Fort McKay, Fort Chipewyan and Anzac.

**Culture** – Culture is a broad concept describing “the way life was and the way life is”. The term ‘culture’ represents a culmination of the history, beliefs, language and values of a group of people. Culture is a collection of customs, practices, protocols and roles that make a group of people distinct from others.

**Family** – The term ‘family’ includes an all-encompassing set of relatives including extended family members such as grandparents, uncles, aunts and cousins.

## NORTHLAND SCHOOL DIVISION 6: POLICY ONE

**First Nations** – This term was adopted by Aboriginal peoples in Canada in the 1970s to replace the word 'band' when referring their communities. The term can include both status and non-status peoples. Each First Nation shares a common heritage and cultural practices.

**'Kid's First'** – A slogan for the Community Engagement Framework Committee which consists of Minister appointed Elders and other community grassroots people. It is a non-political statement reflecting the idea of considering the well-being of the whole child in all decision making.

**Métis** – According to the Métis Nation of Alberta, "Métis means a person who self-identifies as a Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation ancestry and is accepted by the Metis Nation."

**Métis Settlement** – In the Province of Alberta, the 1955 and 1970 Métis Settlement Act provided land for Métis peoples. The Federation of Metis Settlements/Settlements Association acts as the political voice and pursues goals.

**Protocols** – Respectful codes of behavior considered to be appropriate when communicating with First Nations and Métis peoples. Each community (and groups within communities) have their own set of protocols.

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** DRAFT POLICY – SEXUAL ORIENTATION AND GENDER IDENTITY  
**ORIGINATOR:** EDUCATION COMMITTEE

### **RECOMMENDATION**

That the Board of Trustees approve in principle, the draft policy, Sexual Orientation and Gender Identity, as attached.

\*\*\*\*\*

### **BACKGROUND**

Following the November 20/21, 2015 Board meeting, copies of the draft policy were sent to the Local School Boards with a request for feedback. Feedback received to date is attached.





**Policy # TBD****DRAFT  
Sexual  
Orientation and  
Gender Identity**

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The Board is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community. This includes those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer (LBGTQ) or questioning their sexual orientation, gender identity, or gender expression. The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school.

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta School Act. These rights shall be supported, and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The Board will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

The Board believes that all sexual and gender minority students, staff and families have the right to:

- be treated fairly, equitably, and with dignity and respect;
- have their confidentiality protected and respected;
- self-identification and determination;
- freedom of conscience, expression, and association;
- be fully included and represented in an inclusive, positive, and respectful manner by all school personnel;
- have equitable access to the same supports, services, and protections provided to heterosexual students and families;



**DRAFT**  
**Sexual**  
**Orientation and**  
**Gender Identity**

- 
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
  - have their unique identities, families, cultures, and communities included, valued and respected within all aspects of the school environment.

The Board is committed to implementing measures that will:

- Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.
- Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
- Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities.
- Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that sexual and gender minorities and their families are welcomed and treated with respect and dignity in all aspects of the school community.





## Policy # TBD

### **DRAFT Sexual Orientation and Gender Identity**

#### **Policy**

1. Students and staff who identify as lesbian, gay, bisexual, transgender and/or queer (LGBTQ) shall be treated fairly, equitably, with respect and have their confidentiality protected.
2. Employees of Northland School Division shall not tolerate harassment, bullying, intimidation or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.
3. The principal shall support student groups, including Gay-Straight Alliances or Queer-Straight Alliances, where interest by students has been expressed. Students may select a respectful and inclusive name for the group, in consultation with the school principal.
4. The principal shall promote and provide inclusive education, professional development opportunities and support for staff to support same-gender parented families and students who are LGBTQ.
5. The principal shall appoint and publicly identify a staff member to serve as a safe contact on LGBTQ issues in their school community. The safe contact shall inform the school community about available district and community supports and resources.
6. The principal will ensure the safety, health and educational needs of students who identify as transgender, transsexual or gender queer and promote best practices, including universal design of washrooms, preferred name and pronouns, information contained on the student record, and access to locker room facilities, field trips, and extracurricular activities consistent with a student's lived gender identity or gender expression.
7. Students who identified as LGBTQ are encouraged to report any incident or victimization, harassment, discrimination, intimidation or bullying to the school principal/safe contact person.



**Policy # TBD**

**DRAFT  
Sexual  
Orientation and  
Gender Identity**

- 
8. The principal shall ensure satisfactory resolution to any conflict that may arise in the process of providing reasonable accommodation and inclusive practices in keeping with the best interests of the student.
  9. The principal shall ensure that all students, staff and families are aware of this policy, promote equality and non-discrimination with respect to gender, gender identity, gender expression and/or sexual orientation.

## FEEDBACK: DRAFT POLICY - SEXUAL ORIENTATION AND GENDER IDENTITY

December 15, 2015 – Received from Anzac/Bill Woodward LSBC

Re: Policy Draft- Sexual Orientation and Gender Identity

Upon review of the Northland School Division No. 61 policy drafted to specifically address sexual orientation and gender identity issues, a number of significant concerns and questions arise.

In the second paragraph of page 1 of the draft, it states that "All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment..." and continues to list three existing acts which currently protect these rights, as it states, are guaranteed by the Canadian Charter of Rights and Freedoms.

It goes on to identify that the Board "will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression."

This wording begs the question: what kinds of harassment does the Board tolerate? The correct answer, of course, is none at all. Creation of additional specific policy for these groups (which the Board, in the next sentence calls sexual and gender "minority" students, staff, and families) creates the very separation, stigma, and anxiety associated with identifying oneself as LGBTQ; it creates a culture of toleration, not acceptance, not inclusion. It singles out these groups over others. It is not appropriate to create and implement policy on the basis of "unique" identities, as "unique" and "minority" are the language of "different", requiring special treatment, and special policy.

Further, all nine numbered points of the policy in the draft are completely, totally, and utterly redundant. Promotion of a welcoming and inclusive learning and working environment with respect to sexual orientation and gender identity should be done in keeping with the same spirit of welcome inclusion of other groups.

This policy draft appears to be a knee-jerk reactionary policy, in light of recent, media-published issues faced by the Fort McMurray Catholic School Board and their policies and decisions surrounding sexual orientation and gender identity, which are their own. Optics are important. One can easily understand the impulse to be seen responding, to be seen doing something to address an important issue like discrimination. However, what is unclear is if, and how, the existing acts and policies of Northland School Division No. 61 are inadequate.

Questions on that point arise, such as are there any known instances, or anything documented anywhere in the school division, of a principal's actions, a staff member's actions, or students actions (such as bullying) on the basis of sexual orientation or gender identity, where inadequate measures were taken (or no action was taken) to address the issue? Are there any known instances where there was improper conduct on the part of a representative of the Board in this school division, where there was no recourse or inadequate response? Are there any known instances where specific policy was required to script a response to harassment, bullying, intimidation or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression, where there was insufficient policy



## FEEDBACK: DRAFT POLICY - SEXUAL ORIENTATION AND GENDER IDENTITY

to refer to for direction? Are there any known instances where the Board encountered unique hurdles or circumstances in dealing with discrimination against these particular groups? If so, how are these kept track of and reported and recorded, and where was there a shortfall in the way discrimination on any basis is currently treated in the school community? Are there any known instances where sexual and gender "minority" students, staff, and families did not have equitable access to the same supports, services, and protections provided to heterosexual students and families?

Nor is it clear whether Northland School Division No. 61 is faced by any unique challenges, demographically, geographically, or otherwise, that would set it apart from other school divisions. For instance, is there a bigger bullying problem here in general, to be addressed? Or are there perhaps greater numbers of LGBTQ-identifying students in this division than other areas? If so, how is this known and recorded and kept track of? Is this policy draft created to follow suit with similar or new policies implemented by other school division boards, in keeping with best practices?

Policies drafted to apply to, direct, and govern the behavior of school principals, school staff, and students are important, particularly when they deal with media-sensitive and personal issues such as harassment, prejudice, and discrimination, and should be a measured response.

This policy draft appears reactionary and is covered, as acknowledged on page 1 of the draft, by rights guaranteed under three other acts. There are no parts of this policy that are unique to sexual orientation, gender identity, or gender expression, that are not covered by those acts. It follows that a culture of inclusion and mutual respect for all is expected and fostered such that all members of the school community in Northland School Division No. 61, as elsewhere, feel accepted, supported, and welcomed. Common sense dictates that this applies to all groups whether they identify as sexual and gender "minorities" or other groups, and additional specific policy is redundant, unnecessary and not justified, and indeed risks causing more damage than benefit.

## BOARD OF TRUSTEES

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** 2015-2016 GROUARD NORTHLAND SCHOOL JUNIOR HIGH CLOSURE

**ORIGINATOR:** EDUCATION COMMITTEE

### **RECOMMENDATION**

That the Board of Trustees recommends administration commence the process in accordance with the School Act to consider the closure of Grouard Northland School junior high at the end of the 2015-16 school year.

\*\*\*\*\*

### **BACKGROUND**

Grouard Northland School serves students from kindergarten to grade 9.

#### **Rationale for Considering Closure:**

The enrolment of the junior high has remained low for a number of years. The challenge is to offer junior high programming for a small number of students.

#### **Gr. 7-9 Grouard Northland School Enrolment:**

2015-16	8 Students
2014-15	18 Students
2013-14	23 Students
2012-13	26 Students
2011-12	32 Students
2010-11	26 Students

#### **Required Process and Proposed Timeline:**

The School Act and Closure of Schools Regulation outline a specific process for Boards to follow in the closure process. The school closure process is required to be completed within a school year. The proposed timelines will allow this to occur and provide

sufficient notice to families so that they can make plans for registration for September 2016.

1. Pass a motion at a regular board meeting indicating its intent to consider closure of a school. (January 2016)
2. Notify the parents of every child and student enrolled in the school who in the opinion of the board will be significantly affected by the closure of the school. (March 2016)
3. Notify parents and the community of the board's intention to host a public meeting to discuss the possible closure of Grouard Northland School junior high. (mid-April 2016)
4. Host a public meeting to discuss the closure of the school including the rationale for and implications of the school closure. In addition the discussion will outline implications if the school is not closed. (early May 2016)
5. Board decision on closure. (late May –early June 2016)



## BOARD OF TRUSTEES

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** CLASSROOM CHAMPIONS RESEARCH PROPOSAL

**ORIGINATOR:** EDUCATION COMMITTEE

### **RECOMMENDATION**

That the Board of Trustees approve the research request by Classroom Champions to collect data from Bill Woodward Schools with a copy of the research required to be sent to Central Office.

\*\*\*\*\*

**CURRENT SITUATION:** NSD recognizes the importance of contributing to research based practices in education.

**BACKGROUND:** Classroom Champions is an education organization focused on learning, growing and improving. Anzac School is an enthusiastic supporter of Classroom Champions. Six classes at Anzac and Bill Woodward Schools are matched with an Olympic Athlete who mentors students in the life long skills and goal setting, resilience and perseverance. The staff are supporters of the program and are seeing a difference.

Classroom Champions would like to partner with the school and the school division to investigate further where the program is most effective and how it can get even better. This research will focus on understanding how and how well the program is working for students, teachers and communities, so that the organization can continue to provide high quality programming and support, continuous learning, and improvement.

As part of this research, Classroom Champions asks that the School Division provide the research information to the Program participants and nonparticipants based on existing records and provide one time aggregate data after the end of the school year.

The research proposal is attached.

**OPTIONS:**

Review the request once the ethics review has been completed.



Rhiannon MacDonnell, PhD  
Head of Research, Classroom Champions  
Suite 400, 119 14th Street NW  
Calgary, AB, Canada T2N 1Z6  
rhiannon@classroomchampions.org

Dr. Donna Barrett  
Superintendent, Northland School Division No. 61  
P.O. Bag 1400  
9809-77th Avenue  
Peace River, AB T8S 1V2

**Re: Classroom Champions and Northland School Division Research Partnership**

Dear Dr. Barrett,

Following a conversation between our team and Wes Oginski, I wanted to follow up with the information he requested, as well as to share with you a bit more about Classroom Champions.

We are excited to partner with you to increase the impact Classroom Champions is having in Northland School Division, and are thrilled to be seeing the inspiring work of students and teachers shared on our private online Community from the classrooms of these teachers:

Anzac Community School:

- Hilary Banks, grade 4
- Leonard Oliver, grade 3
- Annie Claveau, grades 5,6
- Rachel Conrod, grades 1,2

Bill Woodward School:

- Kirk Keating, grades 7-12
- Sean Ethier, grade 9

They are telling us that Classroom Champions has a great effect in their classes, including positive impacts on students' social and emotional skills, classroom culture, attendance, and grades, as well as teacher engagement and leadership, and are excited to embark on this research process with you to better understand the meaningful impact we are having in Northland School Division. Below I outline several key points of information requested by Mr. Oginski, which I submit to you for your and the Board's consideration.

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** HOUSING COORDINATOR JOB DESCRIPTION  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b>RECOMMENDATION</b>
That the Board of Trustees approve, the revisions to the job description for the position of Housing Coordinator, as attached.

\*\*\*\*\*







**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

**IDENTIFYING INFORMATION**

POSITION TITLE: ~~Facilities Manager—Housing~~  
**Housing Coordinator**

CLASSIFICATION TITLE: Administration

DEPARTMENT: Facilities & Maintenance

IMMEDIATE SUPERVISOR'S TITLE: ~~Director of Business Services~~  
**Secretary-Treasurer**

POSITION SUPERVISES: ~~Area Maintenance Supervisors~~  
~~Maintenance Secretary~~

REASON FOR SUBMISSION:              X               
Creation Change Update

**Date: July 6, 2015**

**POSITION SUMMARY**

The ~~Facilities Manager—Housing~~ **Housing Coordinator**, in collaboration with the ~~Director of Business Affairs~~, school administrators, and jointly with the ~~Facilities Manager—Projects~~ **Division Facility Manager** plans for all future housing facilities and ensures the viability, from a maintenance perspective, of all divisional housing and ~~Mobile CTS~~ facilities in a professional and confidential manner.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Maintenance services for the housing and ~~Mobile CTS~~ equipment;
2. The long and short term planning of the department in consultation with central office, field staff, Board Committees;



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

3. Compliance with all Building code and Fire Safety Regulations, Occupational Health and Safety requirements in ~~all Divisional buildings~~ **all division-owned housing**;
4. The joint development of a maintenance **housing** budget with the Facilities Manager—~~Projects for assigned areas and services~~;
5. Supervision of Area Maintenance Supervisors and Maintenance Secretary;
6. ~~Assists the Director of Business Affairs~~ **Division Facility Manager** with the development and implementation of long and short term plans for the Division;

**Develops long-range plans and processes to**

**6.1 Review housing equity across communities**

**6.2 Achieve a reduction of housing obligations to Northland School Division.**

7. ~~Develops a system of preventative maintenance and repairs services for the Division, including engineering, mechanical, electrical and other related systems, in accordance with Code and regulatory requirements in consultation with the Area Maintenance Supervisors;~~

**Utilizes the system of preventative maintenance and repairs for the housing units, using maintenance repair requests and tracking software — specifically maintenance connections.**

8. Provides an ongoing review of policy implementation and development relative to facility **housing** maintenance, in consultation with the Director of Business Affairs—**Division Facility Manger**;
9. Is responsible for ~~the joint evaluation of Area Maintenance Supervisors,~~ and **input into the Maintenance Secretary's appraisal**;
10. ~~Makes recommendations for training programs and in services for the maintenance staff;~~





**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

- 
11. Jointly Monitors the quality of services related to facilities **housing** and makes related recommendations to the ~~Director of Business Affairs~~  
**Division Facility Manager;**
  12. Ensures that all pertinent documents are prepared, including design drawings, building development permits, cost estimates, purchase orders, bid specifications, for capital and major R & M projects in assigned area;
  13. Monitors the work of contractors for capital and R & M projects in assigned area;
  14. Reviews and authorizes purchase orders and invoices for **housing** maintenance expenditures, capital building projects, and the major R & M projects in assigned area **with Division Facility Manager;**
  15. Ensures the inspection of facilities **housing** and the preparation of reports concerning the status of all Northland School Division Housing buildings ~~and Mobile CTS equipment;~~
  16. Liaises with:
    - 16.1 Alberta Labour Safety Branch concerning compliance with building(s), fire and safety codes in assigned area.
  17. Participates in Finance/Maintenance/Transportation Committee in an advisory capacity when requested;
  18. ~~Jointly calls meetings with Area Maintenance Supervisors~~ **Meets regularly with Division Facilities Manager** to review and discuss pertinent departmental issues;
  19. Attends Northland Board meetings, providing answers to directed queries concerning maintenance, housing or capital projects, as requested;
  20. Attends the following meetings, upon request:
    - 20.1 Local School Board Committees
    - 20.2 Settlement Offices
    - 20.3 Alberta Building Services



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

- 
- 20.4 Consultant reviews
  - 20.5 Project deficiency reviews
  - 20.6 Quality of Work Life
  - 21. ~~In the absence of the Facilities Manager—Projects assumes the respective duties.~~ **New staff orientation and administrative meetings.**
  - 22. Carries out additional duties as assigned by the ~~Director of Business Affairs~~ **Secretary-Treasurer.**
  - 23. Jointly work in collaboration with the Area Maintenance Supervisors to address maintenance concerns and ensures adherence to the appropriate standards within budget constraints.
  - 24. Inspects each residence with maintenance personnel annually (or more frequently if required) to review condition of housing unit and to establish maintenance priorities and projects that may be required.
  - 25. **Ensures efficient check-ins/outs in a timely manner by maintaining qualified local community personnel.**
  - 26. **Ensures leases, utility information and tenant check-in/check-outs are up-to-date.**
  - 27. **Ensures that tenants understand their responsibilities.**
  - 28. Conducts accommodation inspections reports and/or ensures that all required inspections are completed.
  - 29. Works collaboratively to resolve tenant concerns.
  - 30. Develops and maintains a three-year housing plan, which must be updated annually.
  - 31. Ensure that housing leases are current for all residences.



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

---

### **OTHER CONSIDERATIONS**

1. Proficient in Microsoft Office Professional, with an excellent command of Excel and Word. Working knowledge of Microsoft Access Database is desirable **and Maintenance Connection.**
2. Strong working knowledge of the Government of Alberta Residential Tenancies Act.
3. Working knowledge of the tendering process in a public service agency setting.
4. Excellent interpersonal skills.





## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** SCHOOL CUSTODIAN JOB DESCRIPTION  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

### **RECOMMENDATION**

That the Board of Trustees approve, the revisions to the job description for the position of School Custodian, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**



## IDENTIFYING INFORMATION

Date: August 2004

~~This position is responsible to maintain his/her local school in a clean and tidy manner by fulfilling the minimum requirements as set out in the School Cleaning Standards.~~

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Sweeps, cleans, and maintains the school building in a neat and tidy condition **including washing and waxing of floors to maintain high standards.**
2. **Ensures** Maintains washrooms **are** in a clean and sanitary condition **at all times, wastepaper is removed and they are supplied with essential materials including:**
  - 2.1 **Paper towels**
  - 2.2 **Toilet paper**
  - 2.3 **Soap**





## School Custodian

---

3. ~~Ensures that washrooms are supplied at all times with paper towels, toilet paper, and soap, and that the wastepaper is removed.~~
4. Ensures that porches, steps, and walks ~~within a minimum of ten feet from all school buildings~~ are kept free from snow and ice during the winter months.
5. Ensures the school grounds are kept in a tidy condition, **grass and weeds are cut as required, and removes** ~~and sees that all rubbish is removed.~~
6. ~~Cuts grass and weeds in the school grounds as required.~~
7. Replaces light bulbs and fluorescent tubes as required.
8. Unplugs toilets and sinks that require only the use of a plunger or snake.
9. Assists the maintenance ~~men~~ **personnel** when required to do so.
10. Informs the **Principal and** maintenance department of any repairs identified during the course of their normal duties.
11. Receives technical advice from Maintenance department on use of cleaning products and equipment.
12. Washes windows inside and out once in the spring as soon as weather permits, and once in the fall ~~before freeze-up.~~
13. Makes all minor repairs to school buildings **when and where applicable.**
14. ~~Washes and waxes the school floors to maintain a high standard of cleaning.~~
15. Responsible for maintaining an adequate inventory of approved janitor supplies at all times.



## School Custodian

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16. Co-operates fully with all other school personnel **and maintenance staff.**
17. The caretaker's duties must be performed to the satisfaction of the School Principal and the maintenance staff.
18. Ensures that the School will be ready for normal use prior to the commencement of the school day.
19. ~~Keeps all chalk rails clean.~~ **Upon request, clean chalk rails and boards.**
20. Ensures that all windows and doors are locked at the close of the day, **and the alarm is set prior to leaving the building.**
21. Checks periodically **monthly** ~~and keeps in repair~~ all fire equipment, panic bolts, and sees that all exit doors operate freely **and reports to Principal/Maintenance staff any deficiencies.**
22. Is present at fire drills and takes all precautions against fires **hazards** in the school buildings **and on school grounds.**
23. Must maintain their storage area in a clean and tidy manner at all times.
24. Ensures all duties ~~not already mentioned in this position description but~~ included in the Minimum School Cleaning Standards Checklist are completed.
25. ~~Assists Maintenance department by completing monthly inspections of playground equipment and advising the department of any conditions that require attention.~~
26. **Complete all** ~~All other janitorial duties~~ **custodial requirements** related to the school as may be assigned ~~from time to time~~ by the School Principal.
27. Walk through with the principal quarterly.



## School Custodian

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### **OTHER CONSIDERATIONS**

- Ability to perform duties to an acceptable standard.
- Willingness to take training courses in the use of custodial products and equipment to assist them in providing a positive educational environment including those courses as described in Policy GEA, Support Staff Classification.
- WHMIS training.
- Understanding of the potential hazards of the products used in the performance of his/her duties.
- **Assists Maintenance department by completing monthly inspections of playground equipment and advising the department of any conditions that require attention.**
- **Operational Health & Safety Training**

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** FIELD SERVICE TECHNICIAN JOB DESCRIPTION  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b>RECOMMENDATION</b>
That the Board of Trustees approve in principle, the newly created job description for the position of Field Service Technician, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





## IDENTIFYING INFORMATION

Date: October 1, 2015

## Page 1 of 2



## Field Service Technician

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8. Assessing maintenance issues thoroughly and making appropriate recommendations/briefings as required,
9. Building positive relationships with the Northland School division personnel and the general public,
10. Driving to remote locations to conduct inspections and making repairs.

### **OTHER CONSIDERATIONS**

1. Must work flexible shifts and be able to adapt to changing work schedules.
2. Possess a valid Driver's License.

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PROCEDURE 415 – TEACHER GROWTH, SUPERVISOR AND EVALUATION

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b>RECOMMENDATION</b>
<p>That the Board of Trustees approve in principle, revisions to Procedure 415 – Teacher Growth, Supervision and Evaluation, as attached.</p>

\*\*\*\*\*

**CURRENT SITUATION:** Teacher supervision and evaluation is guided by Alberta Education Policy 2.1.5 – Teacher Growth, Supervision and Evaluation. It requires that the division, senior administrative staff, principals and the teachers work together to provide positive, dynamic and optimum learning experiences for students. School boards must implement local policy that is consistent with the Alberta Education policy.

**BACKGROUND:** A review of NSD's Procedure 415 regarding Teacher Growth, Supervision and Evaluation was conducted to ensure that the appropriate procedures are followed in accordance with Alberta Education Policy 2.1.5, "Teacher Growth, Supervision and Evaluation" which sets out the policy requirements which must be adhered to.

**OPTIONS:**







## Procedure 415

### Teacher Growth, Supervision and Evaluation

#### Background

Alberta Education Policy 2.1.5 – Teacher Growth, Supervision and Evaluation, requires that the division, senior administrative staff, principals and the teachers work together to **achieve the teaching quality standard, and ensure responsibility and accountability amongst teachers employed with the division in order to** provide positive, dynamic and optimum learning experiences for students. Teacher growth is best facilitated and guided by timely feedback from all members of the learning community.

#### Procedures

1. All divisional certificated education staff shall become familiar with the requirements of Alberta Education Policy 2.1.5, Teacher Growth, Supervision and Evaluation. The policy may be accessed and reviewed on the Alberta Education website at:  
     [http://www.learning.gov.ab.ca/k\\_12/legislation](http://www.learning.gov.ab.ca/k_12/legislation)
  - 1.1 All divisional certificated educational staff shall become familiar with Northland School Division No. 61 Procedure 415 Teacher Growth, Supervision and Evaluation.
2. This procedure will apply to all teachers employed by the Division.
3. ~~A teacher may appeal an evaluation in accordance with Board Policy 13, Appeals.~~
3. Details about the implementation of these procedures shall be reported upon in the board's annual report.

#### Teacher Growth

4. Each teacher employed by the school division will create and submit an annual growth plan to their principal/supervisor or designate on or before October 31<sup>st</sup> of each school year **which plan.**
  - 4.1 (i) reflects goals and objectives based on an assessment of learning needs by the individual teacher,



## Procedure 415

### Teacher Growth, Supervision and Evaluation

- (ii) shows a demonstrable relationship to the teaching quality standard, and
- (iii) takes into consideration the education plans of the school, the school division and the Government
- 4.2 All growth plans submitted will be reviewed by the principal/supervisor or designate to ensure that the plan complies with procedure 4.1.
- 4.3 Teachers who do not complete an annual growth plan that complies with 4.1, after reasonable time and assistance are provided, may **face disciplinary action up to and including having** have their contract terminated.
- 4.4 **Unless a teacher agrees, the content of a teacher professional growth plan must not be part of the evaluation process set out under section 5, 6 and 7.**
- 4.5 **Notwithstanding section 4.4, a principal may identify behaviours or practices that may require an evaluation provided that the information identified is based on a source other than the information in the professional growth plan of the teacher.**

#### Supervision

- 5. **The purpose of supervision by the principal is:**
  - 5.1 **To provide support and guidance to teachers;**
  - 5.2 **To observe and receive information from any source about the quality of teaching a teacher provides to students; and**
  - 5.3 **To identify the behaviours or practices of a teacher that for any reason may require an evaluation.**
- 6. The supervision of members of the teaching staff is **an** and ongoing process and shall be guided by the following:
  - 6.1 Supervision shall be conducted on a continuous basis in order to ensure that a teacher's teaching meets the requirements of the teaching quality standards.



## Procedure 415

### Teacher Growth, Supervision and Evaluation

- 6.2 Relevant information obtained by the principal, ~~or superintendent~~, about the quality of teaching that the teacher provides shall be shared with the teacher.
- 6.3 The principal ~~or superintendent~~, will provide guidance and support to a teacher in order to improve the quality of instruction. **Such assistance may vary depending on** ~~that meets~~ the teacher's learning needs and educational circumstances.
- 6.4 Supervision is developmental and teachers **are expected** ~~should be willing to receive or act on~~ receive collegial advice and assistance in order to improve professional performance, identify areas of strength and provide opportunities for further growth.
- 6.5. When, **on the basis of information received through supervision**, a principal ~~or the superintendent~~, believes that a teacher's teaching may not meet the requirements of the teaching quality standard, the following steps may be undertaken:
  - 6.5.1. The principal ~~or the superintendent~~, may work directly with the teacher, **as part of the principal's program of supervision**, to provide assistance in order to change behaviours or practices that may be problematic, or
  - 6.5.2. An evaluation may be initiated in accordance with item 7 below.

### Evaluation

- 7. All teachers are expected to meet the Teaching Quality Standard throughout their careers. However, teaching practices will vary because each teaching situation is different and in constant change. Reasoned judgment must be used to determine whether the Teaching Quality Standard is being met in a given context.

Teachers who hold an Interim Professional Certificate must possess the Knowledge, Skills and Attributes Related to Interim Certification (Interim KSA's), and apply them appropriately toward student learning. Teachers who hold a Permanent Professional Certificate must demonstrate, in their practice, professional repertoires that are expanded beyond the Interim





## Procedure 415

### Teacher Growth, Supervision and Evaluation

**KSA's as set out in the Teaching Quality Standard.**

**During evaluation observations the principal or assigned evaluator will observe the teacher's teaching and, if appropriate, other activities relating to the teacher's assignment.**

The evaluation of a teacher by a principal or assigned evaluator shall be conducted in accordance with the following:

- 7.1. Within 60 days of a written request of a teacher who holds a continuing contract and a permanent professional teaching certificate;
- 7.2. For the purposes of gathering information related to a specific employment decision regarding a teacher who does not hold a continuing contract or a permanent professional teaching certificate;  
~~During evaluation observations the principal or assigned evaluator will observe the teacher's teaching and, if appropriate, other activities relating to the teacher's assignment. There shall be a minimum of two evaluation observation visits during the evaluation process.~~
- 7.3. For purposes of assessing the growth of the teacher in specific areas of practice, or;
- 7.4. When, on the basis of information received through supervision, the principal or superintendent has reason to believe that the teaching of the teacher may not meet the teaching quality standard. In such a case, there shall be a minimum of two evaluation observation visits during the evaluation process.
- 7.5. **A recommendation by an authorized individual that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract must be supported by the findings of two or more evaluations of the teacher.**
- 7.6. **On initiating an evaluation, the principal must communicate all of the following to the teacher:**



## Procedure 415

### Teacher Growth, Supervision and Evaluation

**7.6. On initiating an evaluation, the principal must communicate all of the following to the teacher:**

**7.6.1 The reasons for and purposes of the evaluation;**

**7.6.2 The process, criteria and standards to be used;**

**7.6.3 The timelines to be applied; and**

**7.6.4 The possible outcomes of the evaluation.**

**7.7. As soon as possible, after each evaluation observation, the principal or assigned evaluator will meet with the teacher to discuss the evaluation observation and will provide the teacher with a copy of an evaluation report. The principal or assigned evaluator will indicate whether the teacher exceeds, meets or does not meet each of the KSA's TQS or the Interim KSA's. If any of the KSA's TQS or the Interim KSA's are not being met, the teacher will be informed that remediation is required and a program of assistance, consistent with the necessary remediation, will be offered to the teacher.**

**7.8. If, as a result of an evaluation, a principal determines that remediation is required as the teacher's teaching does not meet the teaching quality standard, the principal must:**

**7.8.1 Issue a notice of remediation to the teacher;**

**7.8.2 Offer a program of assistance to the teacher that is consistent with the notice of remediation; and**

**7.8.3 Undertake a subsequent evaluation within 100 school days to determine if the remediation has resulted in the meeting, or exceeding, of the teaching quality standard. If the principal concludes that the teacher's**



## Procedure 415

### Teacher Growth, Supervision and Evaluation

**7.9 Should it be determined that the teacher's behaviour or practice at the end of the remediation process still does not meet the teaching quality standard, the principal must recommend one of the following:**

**7.9.1 An additional period of remediation to the teacher;**

**7.9.2 A change of assignment;**

**7.9.3 A combination of additional remediation and change of assignment; or**

**7.9.4 Termination of the teacher's contract of employment.**

**7.9.5 Where a teacher's contract of employment has not been terminated as noted in 7.9.4, above, then additional evaluations will be conducted as provided for under these procedures.**

~~7.9. If, after an evaluation observation, remediation is required, the subsequent evaluation observation must be conducted within 100 school days to determine if the remediation has resulted in the meeting, or exceeding, of the teaching quality standard.~~

~~7.10. The teacher shall be given an opportunity to appeal any written comments on the report, and the evaluation, together with the teacher's comments, shall be placed in the teacher's personnel file~~

7.10 A principal or assigned evaluator shall be knowledgeable in evaluation procedures, have an acceptable record of teaching and have an ability to relate professionally to the teacher being evaluated.

7.11. Before proceeding with the evaluation, a principal or assigned evaluator shall meet with the teacher to communicate information about the nature of the evaluation **as set out in section 7.6 of this procedure** and to obtain information about the teacher's



## Procedure 415

### Teacher Growth, Supervision and Evaluation

teaching assignment and professional context. **Whenever possible, a teacher shall be involved in the development of the evaluation process.**

7.12. ~~Whenever possible, a teacher shall be involved in the development of the process, including data collection procedures, criteria, standards and timelines.~~

7.12 As soon as possible upon the completion of the final evaluation observation, the principal or assigned evaluator shall draft a final report and shall include the principal or assigned evaluator's recommendations pertaining to the teacher's employment, certification or remediation.

7.12.1 The final evaluation report must be completed and received by the teacher a minimum of 30 days prior to the last day of school.

**7.13 A teacher may request a review of the final evaluation report:**

7.13.1 **A request for review of an evaluation must be made to the Superintendent in writing not later than 30 calendar days after the receipt of the final evaluation report.**

7.13.2 **The request shall outline the reasons for which the request is being made.**

7.13.3 **Upon receipt of the request, the Superintendent shall appoint an individual acceptable to both the teacher and the Superintendent to conduct a review of the evaluation or request and render a written decision within 21 calendar days.**

7.13.4 **The Superintendent's decision is final.**

7.13.5 **In the event that the Superintendent finds that a re-evaluation is warranted, the**





## Procedure 415

### Teacher Growth, Supervision and Evaluation

**Superintendent shall identify a new evaluator and the time and manner of any re-evaluation. The new evaluator shall not be given the previous report. The Superintendent's decision in choosing a new evaluator is final.**

**7.13.6 In the event of a re-evaluation, the new evaluator's report is final.**

**7.14 This procedure does not restrict:**

**7.14.1 A principal from recommending disciplinary or other action, as appropriate, where the principal has reasonable grounds for believing that the actions or practices of a teacher endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school authority, or**

**7.14.2 The board of the Superintendent from taking action or exercising any right or power under the *School Act*.**

~~7.15 Should it be determined that the teacher's behaviour or practice at the end of an evaluation process still does not meet the teaching quality standard, one of the following actions shall be undertaken:~~

~~7.12.1 An additional period of remediation is offered the teacher.~~

~~7.12.2 A change of assignment is given.~~

~~7.12.3 A combination of additional remediation and change of assignment is offered.~~

~~7.12.4 A recommendation is made to the Board to terminate the teacher's contract of employment.~~

~~7.12.5 Where a teacher's contract of employment has not been terminated as noted in 7.12.4, above, then additional~~

**Procedure 415****Teacher Growth,  
Supervision and  
Evaluation**

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~~evaluations will be conducted as provided for under these procedures.~~

~~7.13—A teacher may appeal a final evaluation report:~~

~~7.13.1 To the superintendent in writing not later than 30 calendar days after the receipt of the final evaluation report.~~

~~7.13.2 The appeal shall outline the basis for upon which the appeal is being made.~~

~~7.13.3 Upon receipt of the appeal, the superintendent shall appoint an individual acceptable to both the teacher and the superintendent to conduct a re-evaluation.~~

~~7.13.4 The re-evaluation shall be conducted in the manner outlined in these procedures.~~



## **BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT: PROCEDURE 504, UNCOLLECTIBLE ACCOUNTS**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

### **RECOMMENDATION**

That the Board of Trustees approve in principle, the attached changes to Procedure 504, Uncollectible Accounts.

\*\*\*\*\*







## Procedure 504

### Uncollectable Delinquent Accounts

#### Background

Over the course of the year it is recognized that after having made a significant effort to collect funds owing the division some accounts will be deemed to be **uncollectable delinquent**. These **uncollectable delinquent** accounts will be deleted from the accounting records in accordance with the following procedures.

#### Procedures

1. In order to deem an Account Receivable **uncollectable delinquent**, the secretary-treasurer will:
  - 1.1 Contact the debtor by telephone or letter requesting payment in full, or the establishment of an acceptable repayment schedule.
  - 1.2 Contact the debtor by telephone when possible, in the event of non-payment or default in the repayment schedule.
  - 1.3 If no response to Step 2, forward a double-registered *Demand for Payment* letter to the debtor, allowing ten working days only from the date of delivery of the Demand Letter by the Post Office to the debtor, for payment to be made in full.
  - 1.4 If no response to the Demand Letter is received within the ten-day time limit, the secretary-treasurer may file a claim in Small Debts **Claims** Court or request the division's lawyer to institute collection proceedings.
  - 1.5 Refer the account to a collection agency prior to initiating action in Small Debts **Claims** Court.
2. Should the account remain uncollected, and the chances for collection are not positive, the secretary-treasurer shall:
  - 2.1 For accounts up to \$1,000.00, bring the matter to the attention of the superintendent who has the authority to declare the account **uncollectable delinquent** and approved for write off.



## Procedure 504

### **Uncollectable Delinquent Accounts**

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- 2.2 For accounts in excess of \$1,000-00, bring the matter before the board and seek approval to declare the account **uncollectable delinquent** and approved for write off.
- 2.3 **Accounts in excess of \$50,000, over 90 days in arrears, will be reported to the Finance, Maintenance and Transportation Committee, with a recommendation for the process for collecting the outstanding amount.**
- 2.4 **Accounts, or portion of an account over 120 days in arrears at year-end will be expensed to doubtful accounts.**

## **BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT: PROCEDURE 505, DONATIONS**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

### **RECOMMENDATION**

That the Board of Trustees approve in principle, the attached changes to Procedure 505, Donations.

\*\*\*\*\*

**CURRENT SITUATION:**







## Procedure 505

### Donations/ Grants/ School Generated Funds (SGF)

#### Background

The division is a registered charitable organization and may accept donations from individuals, groups, or organizations and issue receipts for tax deductions to donors.

#### Procedures

1. All cash donations received as donations eligible for income tax deduction must be for the benefit of all students within the division and for the advancement of education, specifically:
  - 1.1 The establishment of student or staff scholarships, or other awards;
  - 1.2 The purchasing of capital equipment and furnishings; or
  - 1.3 The enhancement of co – or extra-curricular programs.
2. All donations are to be directed to the secretary-treasurer and with the request that they be considered as a valid donation. If the secretary-treasurer has any concerns with the donation, discussion shall be held with the superintendent and a decision reached on whether the donation is charitable or is in the best interests of the division.
3. **Amounts of \$5,000 or more must be sent to Central Office. Amounts less than \$5,000 requiring a tax receipt should be forwarded to Central Office.**
4. Gifts of books, equipment, furnishings and other materials that are suitable for the advancement of education are welcome. These donations will be valued as follows:
  - 4.1 At the fair market value of the property if it is readily determinable; or
  - 4.2 In the absence of a readily-determinable fair market value, the secretary-treasurer shall either set the value or obtain an independent appraisal of the value of the donated property.

**Procedure 505****Donations/  
Grants/  
School  
Generated  
Funds (SGF)**

- 
5. The following types of payments cannot be considered as donations eligible for income tax deductions:
    - 5.1 Tuition fees or other payments for which any right, privilege, benefit or advantage may accrue to the donor.
    - 5.2 Payments to be used to purchase the services of staff, tutors or similar persons, or to purchase books and other instructional materials which are normally paid for by way of fee or rental.
    - 5.3 Instructional materials fees, or rental of books, equipment, or musical instruments.
    - 5.4 Where amounts cannot be identified as having been made by a particular donor.
    - 5.5 Donations of services or commodities.
    - 5.6 Amounts paid for tickets for card parties, bingo, lotteries, social functions, graduations, or similar activities.
  6. All funds received will be processed through the division's regular accounting system, specifically identified and appropriately recorded.
  7. Receipts for income tax purposes shall not be issued for donations of less than \$100.00.
  8. All receipts will be in the format prescribed by Canada ~~Customs and~~ Revenue Agency and will be issued by the secretary-treasurer.
  9. An individual administrator may wish to acknowledge a particular donation in some appropriate manner.

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PROCEDURE 501, BUDGET TRANSFERS

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

<b>RECOMMENDATION</b>
That the Board of Trustees, receive as information, the attached changes to Procedure 501, Budget Transfers.

\*\*\*\*\*

**CURRENT SITUATION:**







## Procedure 501

### Budget Transfers Reserves

#### Background

~~From time to time it is necessary to transfer funds from one account to another. In order to ensure that this occurs in an organized and acceptable manner the following procedures shall be followed.~~

#### Procedures

##### 1. ~~Capital Accounts~~

- ~~1.1 The capital equipment identified in the budget is to be used as a guideline and the administration may request permission from the superintendent to substitute the purchase of such capital equipment with some other type of equipment.~~
- ~~1.2 Any transaction relating to the above will require the prior approval of the superintendent prior to any transfer or purchase being initiated.~~
- ~~1.3 The superintendent's approval is limited to \$10,000.00 per item.~~
- ~~1.4 When a transfer of operating funds to capital is required, the budget authority must demonstrate to the superintendent the need for such equipment and that funds are available within their budget.~~
- ~~1.5 All transactions of this type approved by the superintendent will be reported to the Finance Committee as information.~~

##### 2. ~~Computer Technology Assets~~

- ~~The annual amortization recorded on school based computer technology assets shall be transferred to a designated school operating reserve account for each individual school.~~

##### 3. ~~Annual Amortization of Assets~~

- ~~The annual amortization recorded on assets that need future replacement shall be transferred to the appropriate capital reserve accounts.~~

#### Background

**Reserves (restricted and unrestricted) are built over time, as a result of operating surpluses and the transfer of annual amortization. The**



## Procedure 501

### Budget Transfers Reserves

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reserves are in place to fund unexpected expenses (eg. mold remediation), operating deficits and the purchase of capital assets. It is important to set aside reserves and plan for their use, to mitigate risk and reduce the effects of funding fluctuations, unexpected expenses and purchase assets.

#### 1. Capital Accounts

- 1.1 The capital equipment identified in the budget is to be used as a guideline and the administration may request permission from the superintendent to substitute the purchase of such capital equipment with some other type of equipment.
- 1.2 Any transaction relating to the above will require the prior approval of the superintendent prior to any transfer or purchase being initiated.
- 1.3 The superintendent's approval is limited to \$10,000.00 per item.
- 1.4 When a transfer of operating funds to capital is required, the budget authority must demonstrate to the superintendent the need for such equipment and that funds are available within their budget.
- 1.5 All transactions of this type approved by the superintendent will be reported to the Finance Committee as information.

#### Procedures

##### 1. Unrestricted Surplus

- a. These reserves are built through budget surpluses, and are not restricted in any manner.
- b. The recommended level of unrestricted reserves is between 2%-8% of operating costs. (eg. Operating costs of \$65 million require an unrestricted reserve of between \$1.3 - \$5.2 million).



## **Procedure 501**

### **Budget Transfers Reserves**

---

- c. External services can build up their own unrestricted Reserves (eg. Housing and School Food Services). The reserves built up by these services are for their exclusive use, and not to be "borrowed" to fund any other deficits.**
- d. Funds from the Unrestricted Reserve can be moved to the Restricted Reserve for a specific purpose.**
- e. Unrestricted Reserves may contain a School Generated Funds or school donation component. This part of the reserve is not available for Divisional planning, as those funds are to be used at the schools.**

#### **2. Restricted Capital Reserves**

- a. These reserves are built through the transfer of the annual depreciation expense to the fund, if the unrestricted surplus is in a positive position.**
- b. Funds in this reserve account cannot be used to fund operational expenses, and are to be used for the purchase of capital assets only.**
- c. Additional funds can be transferred from the Unrestricted Reserve if there is a need. Transfers from the Restricted Reserve to the Unrestricted Reserve need the approval of the Minister of Education.**

#### **3. Restricted Operating Reserves**

- a. These funds may be put aside from the unrestricted surplus, in order to invest in a project that may save money in the future, but is not considered a capital project.**

#### **4. Investment in Tangible Capital Assets**



**Procedure 501****Budget Transfers  
Reserves**

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**This category relates to the amount of assets owned by the Division, less the accumulated depreciation, less any capital asset loans.**

**a. Investment in tangible capital assets are calculated as follows:**

- i. Carryforward of previous year**
- ii. Add: purchases**
- iii. Subtract: proceeds of sales**
- iv. Subtract: depreciation**
- v. Add: repayment of loan principal**

**It is the transfer of the depreciation expense noted above to the Restricted Reserves that allows the Division to put capital aside to purchase assets.**

- 5. Annually, the secretary-treasurer will present a plan for use of the reserves to the Board of Trustees for approval.**
- 6. Any transfers or use of reserve funds must be approved by the Board of Trustees.**



## Procedure 501

### Budget Transfers Reserves

#### **EXAMPLE** **Reserve Plan Template**

##### **Unrestricted Surplus**

Unrestricted Reserve, Aug. 31, 20XX	\$000,000.00
Less: School Generated Funds	<u>(\$000,000.00)</u>
Unrestricted Reserve, Aug. 31, 20XX	\$000,000.00

##### **Deductions from reserve:**

Allowance for bad debts (20XX-20XX)	<u>(\$000,000.00)</u>
Projected Unrestricted Reserve, Aug. 31, 20XX	<u>(\$000,000.00)</u>

\* Note – NSD used the Unrestricted Reserve from School Food Services to fund historical Division deficits. School Food Services were \$2.2 million. Recommend that the Division place \$150,000 (4.8% of School Food Services operating costs) aside from its Unrestricted Capital Reserve to start to replace the \$2.2 million.

##### **Restricted Capital Reserve**

Restricted Capital Reserve, Aug. 31, 20XX	\$0,000,000.00
Less: Project #1	(\$000,000.00)
Less: Project #2	(\$000,000.00)
Less: 50% of Project #3	(\$000,000.00)
Less: # Replacement Items	(\$000,000.00)
Less: # Replacement Items	(\$000,000.00)
Projected Restricted Capital Reserve, Aug. 31, 20XX	\$0,000,000.00
Less: transfer to unrestricted surplus to bring to 0.	<u>(\$000,000.00)</u>
Projected Restricted Capital Reserve, Aug. 31, 20XX	\$000,000.00

\* Note – NSD used the Restricted Capital Reserve from School Food Services and Housing to fund historical Division deficits (mold remediation). School Food Services reserve was \$0.6 million and housing reserve was \$0.5 million. Recommend that the Division place \$200,000 aside to start to replace the School Food Services reserve, and \$250,000 to replace the housing reserve.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PROCEDURE 502, SITE BASED BUDGETING

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

<b>RECOMMENDATION</b>
That the Board of Trustees, receive as information, the attached changes to Procedure 502, Site Based Budgeting.

\*\*\*\*\*

**CURRENT SITUATION:**







## Procedure 502

### Site-Based Budgeting

#### Background

It is believed that staff should have opportunities for involvement in the decisions that affect them and their students. By implementing a system of site-based budgeting throughout the division it is hoped that collaboration, communication and team-building within the school community will be encouraged and supported.

#### Procedures

1. Funds shall be allocated to each school site based upon the following considerations:
  - 1.1 The number of students, needs of the student population, and student programs.
  - 1.2 The need for an equitable as possible distribution, taking into consideration sparsity of population and distance from major supply centers.
  - 1.3 Distributed in as few blocks as possible organized around the major categories of instruction, support and capital.
  - 1.4 Determined in consultation with ~~these~~ **school principal** at each site.
2. The information on which allocations are based shall be clear, consistent and easily obtainable from the secretary-treasurer.
3. Funds ~~in the category entitled "instruction"~~ **allocated to schools** are intended to be used at the schools for the costs of:
  - 3.1 Personnel – administrative, teaching, and support for salaries and benefits and professional development.
  - 3.2 Operating - learning resources, instructional supplies, furniture & equipment, postage and printing.**
  - ~~3.2 Learning resources.~~
  - ~~3.3 Instructional supplies.~~
  - ~~3.4 Equipment and furnishings (purchase, repair, maintenance and replacement).~~



## Procedure 502

### Site-Based Budgeting

- ~~3. Funds in the maintenance block shall be allocated as follows:~~
  - ~~5.1 Plant operations such as utility costs, and custodial supplies and services.~~
  - ~~5.2 Plant maintenance and ongoing repairs.~~
- 4. Funds allocated to other departments (non-schools) shall be used for operating costs, including salaries and depreciation.**
- 5. The capital funds will be allocated as outlined in the Three Year Capital Plan and approved by Alberta Infrastructure.**
- 6. School principals and other managers shall be held accountable for budgeting the funds allocated to the school or to their department. The principals and site managers are expected to plan for balanced budgets. Any budget deficits are to be approved by the superintendent.**
- 7. External services, such as School Food Services and Housing receive funding outside the instructional grant process. Both services are expected to bring in balanced budgets, with no support to be provided from instructional dollars.**
- 8. School Surpluses**
  - 1.1 Schools will be allowed to hold reserves of 5% or \$15,000 (whichever is greatest) of their \*transferrable budget. Any amount over the threshold will be transferred back to Central Office.**
  - 1.2 Those schools that hold reserves over \$5,000 will be required to submit a plan for the use of the reserve.**
- 9. School Deficits**
  - 1.1. Schools reporting a deficit at year-end will be required to repay the deficit over the next two years. The superintendent has the authority to waive the repayment. Schools wishing to waive repayment must submit their**



## Procedure 502

### Site-Based Budgeting

rationale to the superintendent by October 31 of the following fiscal year.

**\*Transferrable budget refers to the dollars allocated from Central Office, for the operation of the schools. The transferrable budget does not include targeted dollars or donations/grant/school-generated funds that are to be used for a specific purpose.**

- ~~6. The capital funds will be allocated as outlined in the Three Year Capital Plan and approved by Alberta Infrastructure.~~
- ~~7. School principals and other site managers shall be held accountable for budgeting the funds allocated to the school or to their site. The principals and site managers are expected to plan for balanced budgets. Exceptions:~~
  - ~~7.1 When efficiencies result in savings, surpluses can be carried over to the next budget year.~~
  - ~~7.2 When deficits are incurred because of unforeseen costs, site managers and principals shall submit a plan outlining how the budget will be balanced in the following year or to a maximum of three years to the Secretary Treasurer for approval.~~
- ~~8. Staff members wishing to purchase items from the school budget shall prepare a Purchase Requisition Form.~~
- ~~9. The Requisition Form shall be checked for accuracy and shall include:~~
  - ~~9.1 The catalogue numbers and what is ordered.~~
  - ~~9.2 The price of the item including the GST.~~
  - ~~9.3 A signature and date.~~
- ~~10. The Requisition Form must be submitted to the principal for approval and processing.~~
- ~~11. Any unsolicited gifts or items received by any member of the Division shall be reported to the secretary treasurer who shall then authorize either the return of such items to the supplier with an appropriate letter, or such other~~

**Procedure 502****Site-Based  
Budgeting**

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~~disposition as is deemed appropriate within the board policy of maintaining total independence and freedom from undue influence with the division.~~

- ~~12. Solicitation of gifts is strictly prohibited.~~
- ~~13. Any supplier may submit samples for evaluation but only in conformance with procedures established by the assistant Secretary Treasurer to ensure the following:~~
- ~~13.1 All suppliers are afforded equal opportunity.~~
  - ~~13.2 Samples are evaluated under controlled equal conditions.~~
  - ~~13.3 A detailed report on each sample is provided by the user to the secretary treasurer, who will communicate the appropriate findings to the supplier.~~



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PROCEDURE 508, REIMBURSEMENT OF EXPENSES

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

**RECOMMENDATION**

That Board of Trustees receive as information, the attached changes to Procedure 508, Reimbursement of Expenses.

\*\*\*\*\*

**CURRENT SITUATION:**





## Procedure 508

### Reimbursement of Expenses

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#### Background

It is recognized that on occasion, staff members will be required to incur expenses as a result of work related activities. Staff members incurring such expenses shall be reimbursed in accordance with the following procedures.

#### Procedures

1. In order to facilitate the reimbursement of staff expenses, all travel claims are due monthly and must be submitted within 30 calendar days after the expenses have been incurred.
2. Authorization of Travel
  - 2.1 Travel may be authorized when it is determined that the purpose for travel cannot be adequately met through correspondence, telephone or electronic communications.
  - 2.2 Air travel may be authorized by the immediate supervisor of the employee when the matter is urgent or is necessary to utilize time efficiently.
  - 2.3 Car rentals require prior approval by the immediate supervisor of the employee.
3. Accommodation and Meals
  - 3.1 When an employee is required to travel on divisional business expenses may be claimed in accordance with the Schedule of Rates.
    - 3.1.1 Reimbursement up to a maximum established by the board plus applicable tax, per night for receipted accommodation.
    - 3.1.2 The Superintendent may authorize payment of amounts in excess of the maximum established by the board upon review of extenuating circumstances. These over-expenditures will be reported to the board as information.
    - 3.1.3 Unreceipted claims will be reimbursed at a rate established by the board.
  - 3.2 Reimbursement for meals shall be at the rates established by the board.



## Procedure 508

### Reimbursement of Expenses

#### 4. Transportation

4.1 An employee who travels on board business may claim the following expenses provided receipts are submitted:

- 4.1.1 Bus fare.
- 4.1.2 Taxi fare.
- 4.1.3 Parking charges.
- 4.1.4 Airfare.
- 4.1.5 Excess baggage charges where extra equipment is required because of the duties being performed.
- 4.1.6 Charges for faxes related to official business, with receipts attached to claim
- 4.1.7 Charges for official phone calls with receipts attached to claim.
- 4.1.8 Automobile rentals, if prior approval for rental has been obtained from the immediate supervisor.
- 4.1.9 Travel insurance when travelling outside of Canada.

4.2 The Superintendent may authorize paying amounts for items not stated in items from 4.1.1 to 4.1.8, upon review of extenuating circumstances.

#### 5. Out of Province Travel

The allowance pursuant to Section 4.1 may apply for travel outside the Province of Alberta or outside Canada.

5.1 Travel must be approved by the superintendent prior to travelling.

5.2 Reimbursement will be provided in Canadian dollars.

#### 6. Mileage

A divisional employee must use a divisional vehicle when one is available. This also includes in-town travel. Should a divisional vehicle not be available, an employee may be authorized to use his/her own vehicle on divisional business and will be reimbursed in accordance with the Schedule of Rates.

**Procedure 508****Reimbursement  
of Expenses**

- 
- 6.1 An employee who is authorized by the immediate supervisor to use his/her own vehicle on divisional business may claim mileage at divisional rates.
- 6.2 If an employee's insurance company decides that business coverage is required, the Division will reimburse the employee the additional insurance cost for transporting students in their private vehicle upon production of a receipt from the insurance company.
- 6.3 An employee may choose to use his/her personal vehicle because of personal commitment, either before or after the divisional business. In such circumstances, the employee will be reimbursed at one half of the divisional rate.
7. Moving Allowances
- 7.1 An employee who is required to change his/her home because of transfer, initiated by the administration, shall be entitled to claim reimbursement for the following expenses:
- 7.1.1 The cost of transportation of household effects from the former to the new home, including packaging, crating, loading, and shipping if required. No allowance may be claimed for moving the following and similar items: bricks, cement blocks, stones, fuels, pets, cars, boats, trailers, ski-doo's and building products.
- 7.1.2 Expenses shall be reimbursed to a maximum of \$650.00 supported by receipts.
- 7.1.3 Where the division does not provide housing, and the employee owns and is required to sell his/her residence, real estate agent fees up to 7% of the selling price of his/her residence, provided such claim is supported by a receipt and the employee lists the residence for sale within six months of the date of notification of transfer.
- 7.1.4 Where the division does not provide housing, and the employee owns and is required to sell his/her residence and/or purchase a new residence, legal fees up to a maximum \$600.00 per transfer, provided such claim is supported by receipt(s) and the legal expense(s) are





## Procedure 508

### Reimbursement of Expenses

incurred within one year of the date of notification of transfer.

7.1.5 Subsistence allowance as outlined in Section 3 where the employee's family cannot accompany him/her and it is necessary to obtain temporary single accommodation. Payment for periods in excess of 30 days must be authorized by the superintendent.

7.1.6 Subsistence allowance as outlined in Section 3 for the employee and allowances as indicated below upon production of receipts for his/her family up to a maximum of 14 days where the family accompanies the employee on transfer and it is necessary to establish his/her family in temporary accommodation.

7.1.6.1 \$5.70 per day for each child up to and including nine years of age

7.1.6.2 \$8.20 per day for each other member

7.2 New employees who have accepted employment with Northland School Division No. 61 and must relocate from another town, city or province, will be granted a relocation allowance. Included will be temporary employees who have accepted employment for five (5) or more consecutive months.

In the event that an employee resigns for personal reasons within one year of the date of relocation, the employee shall be responsible for reimbursing Northland School Division No. 61 with half the paid relocation allowance.

7.2.1 Calgary and north of Calgary - \$1,000.00

7.2.2 South of Calgary, Saskatchewan and BC - \$1,600.00

7.2.3 Other provinces - \$2,500.00

The above amounts are payable only once unless a six month time period has elapsed between employment dates.

## 8. Time Off

An employee who, as a result of a transfer, is required to move personal effects to another locality, shall be allowed up to a maximum of three work days leave with pay for this purpose.



## Procedure 508

### Reimbursement of Expenses

#### 9. Hospitality and Community Relations Expenditures

The Division will pay expenses necessarily incurred during the course of participating in community relations, hosting of guests, working meetings, or maintaining teamwork and morale within a working group.

9.1 The board chair, superintendent, associate superintendent, and secretary-treasurer may claim hospitality expenses for working meeting expenses and hosting or community relations expenses.

9.1.1 Working meeting expenses are expenses incurred for non-alcoholic beverages and or reasonable meals ordered for divisional employees during meetings which involve the conduct of divisional business. Working meeting expenses also include expenses incurred for luncheon or dinner meetings involving managers, staff or established divisional committees for the purpose of maintaining teamwork and morale.

9.1.2 Hosting or community relations expenses are incurred where department managers host guests not employed by the division and hospitality is necessary or desirable as a matter of courtesy or to facilitate the conduct of division's business.

9.2 Documentation should include the business purpose of the expenses, the names of persons involved, and include receipts for items purchased and the cost of meals and beverages (including a gratuity to a maximum of 15% of the cost of the meal, and GST of 5%).

#### 10. Medical Expenses

An employee, who becomes ill and requires medical attention and/or hospitalization when travelling on divisional business outside of Canada, shall be reimbursed on production of receipts for such charges that are in excess of the reimbursement allowed by the A.H.C.I.C. and A.S.E.B.P. Extended Health Care Benefits.

#### 11. Expenses - Interviews

The board authorizes reimbursement for all reasonable expenses (not to exceed 50% of divisional rates set by the board) to assist candidates to attend interviews.



## Procedure 508

### Reimbursement of Expenses

#### 12. Traveling Expenses - Temporary Teachers

When a teacher is hired on a temporary contract for a period of one month or less (20 teaching days), the board will pay costs of travel as determined and approved by the Superintendent.

#### 13. Northern Travel Benefit

13.1 The requirements of Canada Customs and Revenue Agency, Local Authorities Pension Plan and the Alberta Teachers' Retirement Fund shall be adhered to when a Northern Travel Benefit is reported on an employee's annual T4 slip.

13.2 For those eligible employees, casual employees are not eligible, who live in the designated area defined by Canada Customs and Revenue Agency, a portion of the annual salary shall be considered to be a travel assistance benefit.

13.3 The amount of the annual salary that is reported in the appropriate box of the annual T4 slip is equal to 10% of gross salary to a maximum of \$3,000.00.

13.4 The provision of this benefit shall not add to the salary and/or benefit costs to the employer.

#### 14. Public Disclosure of Information

14.1 Expense claims and supporting documentation shall be publicly disclosed for the following positions and extends to individuals appointed to these positions in an acting role.

14.1.1 All members of the corporate board

14.1.2 The superintendent of schools

14.1.3 Expense reports will be posted online to the Northland School Division website on a monthly basis within 10 business days past the first of the month.



## Procedure 508

### Reimbursement of Expenses

#### 15. Board Honorarium and Travel Expense

##### 15.1 Purpose

To eliminate barriers to payment because of our diverse geographic boundaries and the unavailability of financial institutions in some school districts.

To facilitate the payment of board honorariums and travel expenses to board members and trustees.

##### Scope:

This procedure applies to payments of Board honorarium and travel expenses for Trustees.

##### 15.2 Guidelines

Board members will have the option of choosing one of three methods of payment for reimbursement of travel expenses, travel advances and payment of honoraria:

##### 15.2.1. Direct Deposit

Direct Deposits are completed on a weekly basis (usually Friday).

##### 15.2.2. Cheque

Cheques are completed and mailed on a weekly basis (usually Friday).

##### 15.2.3. Debit MasterCard for any ATM/Bank Machine

Central Office will electronically transfer funds to the Debit MasterCard upon receipt of travel claim form for travel advance, travel expense form for travel expenses incurred and a signed form of attendance at Corporate Board meetings. This method is the fastest method of payment.



## Procedure 508

### Reimbursement of Expenses

#### 15.3 Procedures

##### 15.3.1. Direct Deposit

Complete a direct deposit form and attach a void cheque showing the account for the direct deposit.

##### 15.3.2. Cheques

On receipt of travel claim advances and travel expense claims, Central Office will check for errors and/or omissions. Payment of board honorariums will be based on board attendance as indicated on the board attendance form. A cheque will be issued on the next cheque run, which is usually Friday.

##### 15.3.3. Debit MasterCard

Funds will be electronically transferred to Debit MasterCard upon confirmation of eligible expenses.

~~The following are some of the features of this Debit Card:~~

~~15.3.3.1 Can be used for any purchases where MasterCard is accepted~~

~~15.3.3.2 PIN number is given for personal use at any ATM/Bank machine~~

~~15.3.3.3 Credit check is not required to be issued a Debit card.~~

~~15.3.3.4 Can load onto card from Central Office any claim amount that is greater than \$100.00.~~

~~15.3.3.5 A cash withdrawal fee of \$1.50 at Bank of Montreal ATMs and \$2.75 at all others.~~

~~15.3.3.6 Over the counter cash withdrawals are \$3.00 at Bank of Montreal and \$4.00 at all other financial institutions.~~

~~15.3.3.7 A four dollar (\$4.00) deposit will be made at each transfer to cover the most expensive cost of one withdrawal. All other withdrawals will be a the cardholder expense.~~



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PROCEDURE 511, BUS RENTALS

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

<b>RECOMMENDATION</b>
That the Board of Trustees, receive as information, the attached changes to Procedure 511, Bus Rentals.

\*\*\*\*\*

**CURRENT SITUATION:**





## Procedure 511

### Bus Rentals

#### Background

School busses are necessary for the safe transportation of students and therefore are not normally available for rental to other agencies except under special circumstances.

#### Procedures

- ~~1. Any group or individual wishing to rent a school bus must obtain approval from the board.~~
- ~~2. The request shall be submitted to the secretary treasurer in writing and specify the details of the request.~~
- ~~3. The secretary treasurer shall bring the request to the attention of the Finance/Maintenance/Transportation Committee.~~

- 1. The request shall be submitted to the division in writing and specify the details of the request.**
- 2. Depending on the timelines outlined in the request, there are two methods for approving the request:**
  - a. Administration can approve the request and report the approval to the board at the next board meeting; or**
  - b. Request approval for the rental from the board at the next board meeting.**

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**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT: PROCEDURE 524, INVESTMENT PROCEDURE**

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

**RECOMMENDATION**

That the Board of Trustees receive as information, the attached changes to Procedure 524, Investment Procedure.

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**CURRENT SITUATION:** This item was tabled at the November 20/21, 2015 Regular Board meeting with a request that the procedure be reviewed and brought back to the January FMT meeting.







## Procedure 524

### Investment Procedure

The Investment Policy establishes guidelines governing the investment of cash reserves for the Northland School Division No. 61 that may accumulate from operating and capital surplus, and normal operating cash flow. Cash available for investment shall be defined as any funds not required for the daily operation of the Division. The cash available shall be identified by the secretary-treasurer, **following the liquidity management guidelines.**

#### Guidelines

1. The investment power of the Division comes from section 60(2)(d) of the School Act (2000), Chapter S-3. In summary, the Board may invest only in investments authorized by Section 5 of the Trustee Act or as otherwise permitted by the Minister.
2. The investment objective is to maximize returns within an acceptable level of risk. The Division will only invest in low risk or safe investments to ensure that the original investment will be returned. This includes investments within the categories of cash/cash equivalents and fixed income investments.
3. Investments may be made in:
  - Government obligations (ie: Treasury Bills ~~Notes~~, Debentures and/or Bonds) issued directly or indirectly by the Federal Government ~~or an agency (Canadian and U.S.)~~ or the government of any province of Canada ~~or any municipal corporation in any province of Canada.~~
  - Canadian Chartered Bank Securities, being Deposit Receipts, Term Notes, Certificates of Deposit, ~~Bankers Acceptances, bond and Mortgage-backed securities.~~
4. A review of the investments and the rate of return will be completed semi annually.
5. The Finance, Maintenance and Transportation Committee will review this policy annually to determine the continued appropriateness of the investment policy.

**Procedure 524****Investment  
Procedure**

- 
- 6. The superintendent is authorized to place investments on behalf of the Division, within the parameters of this policy. This authority can be delegated as appropriate, however, the superintendent is responsible for all investment purchases and should review all investments made by the delegate on a regular basis.**
  - 7. No investments can be made outside this procedure, without prior approval of the Board of Trustees and the Minister of Education.**
  - 8. In order to ensure a diversified investment portfolio, the exposure to any single counterparty, excluding where the counterparty is the Government of Canada or a Provincial Government, is not to exceed 20% of the total investment portfolio.**
  - 9. Maturity limits will be set under the liquidity procedure, to ensure that deposit mature as cash demands require. No deposit will be made for more than a 5-year term.**
  - 10. A report will be provided to the board, as part of the secretary-treasurer's quarterly report, summarizing the value of the investments held:**
    - In each investment category.**
    - For each of the following terms:**
      - Under 1 year**
      - 1-5 years**
    - The % of the investment portfolio held per category and term.**
    - If all investments in the category meet the investment rating requirements outlined in the procedure.**

**BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT

**SUBJECT:** REQUEST FOR KITCHEN EQUIPMENT UPGRADE AT JOUSSARD

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

<b>RECOMMENDATION</b>
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That the Board of Trustees approve School Food Services request to upgrade kitchen equipment at Joussard in the amount of \$41,000 + gst with funds coming from the School Food Services Reserves.
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**CURRENT SITUATION:**

The old kitchen was very small so there was not a lot of room for equipment. All of the pieces of equipment were moved over to the new school as well as all of the refrigeration equipment. The school did not have a dishwasher as all there was room for was a three compartment sink. The range hood, fire suppression and all electrical and gas hookups were provided as part of the new school construction. For the new Northland schools Alberta Education provided the space, flooring etc, but all of the equipment was paid for by SFS.





## BUDGET

### KITCHEN EQUIPMENT UPGRADE/REPLACEMENT AT JOUSSARD

<b>Baker's Table</b> Custom fabricated stainless steel with maple top bank of three drawers on right hand side with room for 3 ingredient bins underneath	<b>\$ 5,500</b>
<b>Stainless Steel Prep Table</b> Comes with vegetable prep sink under counter shelving	<b>\$ 7,500</b>
<b>Blodgett Convection Oven</b>	<b>\$ 8,000</b>
<b>Hobart AM 15 Corner Dishwasher</b> Includes dishwasher, soiled and clean stainless steel tabling stainless steel wall cladding	<b>\$20,000</b>
<b>Total Amount Requested</b>	<b>\$41,000</b>



**BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

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

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**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:

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**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD MEETING AS OF JANUARY 12, 2016**

167

<b>LSBG NAME</b>	<b>DATE(S) OF MEETING</b>	<b>DATE(S) RECEIVED</b>
Anzac/Bill Woodward	Nov 17, Dec 15, 2015	Nov 26, 2015, Jan 7, 2016
Athabasca Delta	Nov 19, 2015	Dec 1, 2015
Bishop Routhier		
Calling Lake	Sep 24, Oct 26, Nov 30, 2015	Dec 2, 2015
Chipewyan Lake	Dec 1, 2015	Dec 15, 2015
Conklin		
Desmarais		
East Prairie	Nov 18, 2015	Dec 18, 2015
Elizabeth	Nov 26, 2015	Dec 1, 2015
Fort McKay	Nov 19, Dec 9, 2015	Nov 20, Dec 15, 2015
Gift Lake	Nov 10, Dec 16, 2015	Nov 10, Dec 18, 2015
Grouard	Oct 14, Nov 15, Dec 14/21/26, 2015 Jan 4, 2016	Dec 7, 2015, Jan 12, 2016
J.F. Dion	Dec 1, 2015	Dec 4, 2015
Janvier	Nov 3, Dec 1, 2015	Nov 16, Dec 2, 2015
Keg River		
Little Buffalo	Dec 8, 2015	Dec 15, 2015
Paddle Prairie	Oct 19, Nov 9, Nov 10, Dec 14, 2015	Nov 17, Dec 15, 2015
Peerless Lake	Nov 19, Nov 25, Dec 1, 2015	Dec 10, 2015
Pelican Mountain	Nov 24, Dec 2, 2015	Jan 7, 2016
Susa Creek	Oct 8, Nov 30, 2015	Dec 2, Dec 15, 2015
Trout Lake	Dec 1, 2015	Dec 3, 2015
Wabasca	Nov 10, Dec 8, 2015	Nov 12, Dec 15, 2015

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF JANUARY 12, 2016**

<b>Local School Board</b>	<b>Last Minutes Submitted</b>
Anzac/Bill Woodward	
Athabasca Delta	
Bishop Routhier	May 4, 2015
Calling Lake	
Chipewyan Lake	
Conklin	Sep 9, 2015
Desmarais	Oct 14, 2015
East Prairie	
Elizabeth	
Fort McKay	
Gift Lake	
Grouard	
J.F. Dion	
Janvier	
Keg River	Sep 23, 2015
Little Buffalo	
Paddle Prairie	
Peerless Lake	
Pelican Mountain	Oct 21, 2015
Susa Creek	
Trout Lake	
Wabasca	





## BOARD OF TRUSTEES

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

**DATE: JANUARY 22, 2016**

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

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

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined below:

\*\*\*\*\*

Committee	Minutes	Action Taken/ Motion
ADCS	LSBC (11/19/15)	<b>Pull Comment/Refer to Administration:</b> House 85 requires paint and couches. New flooring in house 86.
ADCS	LSBC (11/19/15)	<b>Pull Comment/Refer to Administration:</b> Housing and School –House 88 to be renovated over holidays.
ADCS LSBC	LSBC (11/19/15)	<b>Pull Comment/Refer to Administration:</b> School needs a new bell system. Request placed and an email went out by Kerri and one by Don Tessier. Al came this week to fix it and it didn't work. New system needs to be installed.
Anzac/Bill Woodward	LSBC (11/17/15)	<b>Pull Comment/Refer to Administration:</b> Absent: 468 Representative.
Calling Lake	LSBC (9/24/15)	<b>Pull Motion/Refer to Administration:</b> Motion 15.09.03 fencing concern - due to concerns regarding uncontrollable access and usage of access roads to teacherages, yards, and school grounds, especially after school hours, it is moved that gates and fencing be installed to ensure safety of staff and students.
Calling Lake	LSBC (11/30/15)	<b>Pull Motion/Refer to Administration:</b> Motion: 15.11.04 moved that a Career and Employment Counselor be hired for the Calling Lake School. 2 in favor; 1 opposed.
Calling Lake	LSBC (11/30/15)	<b>Pull Motion/Refer to Administration:</b> Motion: 15.11.03 (Career Counselor/Mentoring discussion- Pre-trades program) moved that the LSBC is provided a copy of Bigstone Cree Nation and Northland School Division tuition agreement.
Calling Lake	LSBC (9/24/15)	<b>Pull Motion/Refer to Administration:</b> Motion 15.09.05 (request for staff support re: rent costs) moved that the staff request be forwarded by the principal to the superintendent for follow-up action and address of the concern.
Calling Lake	LSBC (9/24/15)	<b>Pull Motion/Refer to Administration:</b> Motion 15.09.02 moved that the following dates be sent into NSD central office regarding our by election:

Committee	Minutes	Action Taken/ Motion
Calling Lake	LSBC (9/24/15)	<b>Pull Motion/Refer to Administration:</b> Motion 15.09.01 moved that the resignation of Gwen Cardinal be accepted
Chip Lake	LSBC (12/1/15)	<b>Pull Comment/Refer to Administration:</b> V. Business arising from minutes a) Discussion/approval of transference of LSBC 2014-15 unused budget to school literacy program.
Chip Lake	LSBC (12/1/15)	<b>Pull Comment/Refer to Administration:</b> b) School Budget - Discussion about using transferable funds in order to hire a part-time secretary. Patrick said he would make some inquiries.
Chip Lake	LSBC (12/1/15)	<b>Pull Comment/Refer to Administration:</b> IV. Open Issues a) LSBC Budget – Budget reviewed. Discussion about how inaccessible re-imbursement set-up is for some members.
Chip Lake	LSBC (12/1/15)	<b>Pull Motion/Refer to Administration:</b> Motion 12.1.15.2 moved that the 2015-16 A.E.P. literacy plan be amended to include the following student targets: 25% be a t grade level, 25% be approaching grade level, and 50% increase by at least 1 grade level.
East Prairie	LSBC (11/18/15)	<b>Pull Comment/Refer to Administration:</b> Principal's Report – j) Maintenance... there is a small leak in the gym roof.
Fort McKay	LSBC (12/9/15)	<b>Pull Motion/Refer to Administration:</b> Motion 46-15 recommendation to transfer...
J.F. Dion	LSBC (12/1/15)	<b>Pull Motion/Refer to Administration:</b> Motion 424-12/15 – Motion requesting school cameras and flag pole to be fixed.
J.F. Dion	LSBC (12/1/15)	Motion 423-12/15 – Motion to request 8 hours per day retro from May 2015 rollover for the lunch program cook.
Little Buffalo	LSBC (12/8/15)	<b>Pull Motion/Refer to Administration:</b> Motion 10/15/16 – The Local School board is not in agreement with the ward system. The ward system does not encourage community engagement. Communities will not have a say on issues that affect them directly.
Paddle Prairie	LSBC (12/14/15)	<b>Pull Motion/Refer to Administration:</b> Motion 037:15/16 moved to have cubbyholes built and put into the ECS and Gr. 1-2 classrooms, to help with the clutter.
Paddle Prairie	LSBC (11/9/15)	<b>Pull Motion/Refer to Administration:</b> Motion 30:15/16 moved that security cameras be installed on the busses.
Paddle Prairie	LSBC (12/14/15)	<b>Pull Motion/Refer to Administration:</b> 034:15/16 – moved to retain our EA in Jr/Sr high until June for the other code 40 students.
Peerless Lake	LSBC (11/25/15)	<b>Pull Motion/Refer to Administration:</b> Motion 66-15/16 - moved to approve principals 5 in lieu days.
Pelican Mtn.	LSBC (12/2/15)	<b>Pull Comment/Refer to Administration:</b> Comment – 2. Bussing – What to do in freezing rain?
Trout Lake	LSBC (12/1/15)	<b>Exclude Motion/Refer to Administration:</b> Motion 895719 – to support the requested educational leave of absence with pay for Janet Yellowknee for the period effective January 4, 2016 – June 30, 2016.

## BOARD OF TRUSTEES

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

**DATE:       JANUARY 22, 2016**

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

**SUBJECT:**             COVERING MOTION  
IN-LIEU DAYS FOR ADMINISTRATORS

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

<b>RECOMMENDATION</b>
<p>That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to the 2015-2016 in-lieu days for administrators.</p>

\*\*\*\*\*

**CURRENT SITUATION:**   One covering motion receiving in-lieu days for administrators will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
Peerless Lake	Dec 1/15	66-15/16





## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** COVERING MOTION  
ANNUAL EDUCATION RESULTS REPORT/ANNUAL PLAN

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

### **RECOMMENDATION**

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relates to the 2014-2015 Annual Education Results Report, 2015–2016 Annual Plan.

\*\*\*\*\*

**CURRENT SITUATION:** One covering motion receiving organization plan motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
J.F. Dion	Dec 1/15	#429-12/15
Janvier	Dec 1/15	15-52
Wabasca	Dec 8/15	3070/12/15

12

13

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** COVERING MOTION  
 ORGANIZATION PLANS

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

<b>RECOMMENDATION</b>
<p>That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to Organizational Plans.</p>

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**CURRENT SITUATION:** One covering motion receiving organizational plans motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
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## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** ANZAC/BILL WOODWARD LOCAL SCHOOL BOARD COMMITTEE  
MEETING MINUTES

- NOVEMBER 17, 2015
- DECEMBER 15, 2015

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







## ANZAC And BILL WOODWARD SCHOOL BOARD

Meeting Agenda  
November 17, 2015  
6:30 p.m.  
Bill Woodward School

Attendance : Bryan, Geoff , Jamie , Dave.

Absent: Cindy, Julie, 468 Representative.

\*\*\*\*\*NO QUORUM\*\*\*\*\*

### **ONLY PAT RESULTS WERE DISCUSSED**

1. Opening Pleasantries
2. Motion to go in Camera @ 7:03 for discussion of PAT Results
  - a. Out of camera 8:15 pm
3. Additions to the Agenda
  - a)
  - b)
  - c)
4. Review of Last Months Meeting
  - a. Approval of Last month's Minutes
5. Correspondence
  - a. Maintenance Issues
  - b.
6. Old Business
  - a. Heating issues in the School
  - b. Concrete Issues – Concrete is Spalling and Grates are loose, missing and a safety hazard.
  - c. Taxable Benefits Program – Get information on comparable rates on local rentals.
  - d. Housing maintenance needs to be brought up to a reasonable level.
  - e. Update on Pride wall, Chairs and Scoring table (not to exceed \$18,000 from Nexen Monies
  - f.
7. Principals Report
  - a.

**FILED IN  
DOCUSHARE**

8. New Business

- a. Pride Wall : Bryan
- b.
- c.

9. Announcements:

10. next meeting Dec 15<sup>th</sup>.

11. Adjournment : pm



## ANZAC And BILL WOODWARD SCHOOL BOARD

Meeting Agenda  
December 15, 2015  
6:30 p.m.  
Bill Woodward School

Attendance : Dave , Geoff, Jaime , Julie , Bryan

Regrets: Cindy

Absent: Cleo

1. Opening Pleasantries
2. Additions to the Agenda:
3. Review of Last Months Meeting
  - a. Approval of November's Minutes:
  - b. Approval of October's Minutes: **Motion 4013:** Bryan made a motion to pass Octobers minutes, Dave second ; minutes carried
4. Correspondence
  - a. Copies of the Northlands School Division Board Highlights – reviewed
  - b.
5. Old Business
  - a. Heating issues in the School : Resolved
  - b. Concrete Issues – Concrete is Spalling and Grates are loose, missing and a safety hazard. – In progress > MAAR has been created said Geoff.
  - c. Taxable Benefits Program – Get information on comparable rates on local rentals.- Request for property appraisals to determine market value.
  - d. Housing maintenance needs to be brought up to a reasonable level.
  - e. Update on Pride wall, Chairs and Scoring table (not to exceed \$18,000 from Nexen Monies – Funds spent 16355.00
  - f.
6. Principals Report
  - a. Reviewed
  - b.
  - c.

**FILED IN  
DOCUSHARE**

## 7. New Business

- a. Recommendations for the report of the Northland School Division Community Engagement Team – Reviewed as a board , to be discussed again in January.
- b. Draft Policy Sexual Orientation and Gender Identity – Julie to write a response letter to NLSB with feedback regarding this Drafted policy by January 15<sup>th</sup>,2016.
- c. Metis Settlements Long Term Governance and Funding Arrangement Community Engagement Sessions Aggregated Report. Reviewed by local board, Geoff has a copy.
- d. Meeting attendance – In camera 7:52 – out of Camera 7:57. Dave is going to reach out to member of local school board Cindy about her lack of attendance.
- e. 468 Representative- Geoff is going to send another email for 468 representation
- f.
- g.

8. Announcements: none

9. next meeting Jan 19th.

10. Adjournment 8:00pm



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** ADCS LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- NOVEMBER 19, 2015

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

1.2

1.1

1.0

**Athabasca Delta Community School  
Local School Board Meeting Minutes  
Monday November 19, 2015**

**Attending:**

Julia Cardinal  
Tania Dashcavich  
Kerri Ceretzke  
Wes Silliker  
Elder Rose Wabasca

Jenny Piche  
Danny Mercredi  
Lorraine Cardinal  
Mike Mercredi

**Regrets:** Claris Voyageur

1. Prayer: 6:42 p.m. Elder Rose
2. Review of the Agenda 723-15-11-23  
Addition: Elder Rose and Outreach  
Motion by: Dan Mercredi  
Approved
3. Approval of the October Minutes 724-15-11-23  
Motion by: Lorraine Cardinal  
Approved
4. Principal's Report

**Staffing**

- Counselor position has started
- Inclusion Position – Carrie Tompkins will begin Jan 4 2016
- Shell funds secured. 3 EA II positions secured. Postings to go around town.
- EA II motions shelved
- Kitchen staff Leave – Melissa Marten 728-15-11-23  
Motion By: Danny Mercredi  
Approved

**Budget**

- No questions

**Housing & School**

- House 88 to be renovated over holidays.
- House 85 requires paint and couches. New flooring in house 86 necessarily.
- School needs a new bell system. Request placed and an email went out by Kerri and one by Don Tessier. Al came this week to fix it and it didn't work. New system needs to be installed.

**FILED IN  
DOCUSHARE**

**Kitchen**

- No kitchen report.

6. Chair's Report
7. Community Liaison Report – Jenny Piche to Present
  - Report was distributed. Stats on # of calls, home visits, etc. was requested.
  - Clarification between Jenny and Ruby's roles asked.
8. PAT Presentation & Handouts
  - Need to improve literacy to bring up marks.
  - Participation will go up with exams moved to May.
9. AERR Approval 729-15-11-23  
 Motion by: Danny Mercredi  
 Approved
10. Elder Rose Wabasca
  - Supporting healing with the girls at Outreach
  - Sponsored by Nunee and Experiential Learning
12. In Camera 7:29 p.m. 730-15-11-23 Danny Mercredi  
7:59 p.m. 731-15-11-23 Danny Mercredi
19. Adjournment
20. Next Meeting: January 18, 2016

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** CALLING LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- SEPTEMBER 24, 2015
- OCTOBER 26, 2015
- NOVEMBER 30, 2015

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





## Calling Lake Local School Board Meeting September 24<sup>th</sup> 2015

**Present:** Gwen Schmidt, Gloria Anderson, Louise Gambler, Cora Pillwax  
Gloria Cardinal: Principal, Danny Cardinal, community member

### Agenda items:

1. Student count to date
2. Bigstone update
3. Outreach program update
4. "FNMI" – PD and Activities
5. Calling Lake – Haunted school stories?  
Concerns: Fencing
6. Attendance Initiative: Update
7. Public input
8. By-election items

### **Motion: 15.09.01**

Moved that the resignation of Gwen Cardinal be accepted. Gwen Schmidt, seconded by Louise Gambler. Carried.  
Carried.

### **Motion: 15.09.02**

Moved that the following dates be sent in to NSD central office regarding our by-election:

October 9<sup>th</sup> - Posters

October 23<sup>rd</sup> 12 PM: Closing date and time for Nominations to be submitted and received by the School Secretary.

November 9<sup>th</sup> 2015, 9 AM – 7 PM: Voting

Moved by Louise Gambler and Gwen Schmidt. Carried.

### Discussion:

1. Student count is at 128 registered. Next meeting LSBC would like information on:
2. families,
3. associated FN/Bands,
4. Cost per FN student for tuition to NSD,
5. Provincial student funding per student re: FNMI funds to Calling Lake and also total to NSD
6. School budget
7. Outreach program:
  - 12 students supporting themselves financially, living at home mostly, 17 or 18 years old (age 16 – 22).; Review of the Outreach program by Nathan Freed (CTF project previously)
  - Career pathways query in relation to Outreach program? Teacher does this.

**FILED IN  
DOCUSHARE**

- Bigstone comes in to Outreach program for Wellness and the CALM course. Bigstone had delegated authority to a group of councilors including Gloria Anderson to meet with the Minister of Education.

A Bigstone membership meeting is scheduled for September 29<sup>th</sup> 2015 at the complex.

Gloria Anderson appointed to serve on several Bigstone committees: HRDC, Social Development, Education, Bigstone Financial, and HR.

**Community Member:**

Danny Cardinal expressed concerns regarding the need for a development process for a Cree curriculum for the school.

**Fencing concern:**

**Motion: 15.09.03**

Due to concerns regarding uncontrollable access and usage of access roads to teacherages, yards, and school grounds, especially after school hours, it is moved that gates and fencing be installed to ensure safety of staff and students. Gloria A. & Louise G. CARRIED.

**Attendance committee:**

Attendance assembly once a month. Incentives and awards established for students with over 80 % attendance for the month. Who is to be responsible for these incentives is to be determined still.

**Response to Danny Cardinal proposal for a Calling Lake School Cree Language Initiative:**

**Motion: 15.09.04**

Moved that the LSBC supports this initiative and will work with a community member volunteer who will work with community members to establish a plan for development of a program advisory group to head up this initiative. Gloria Anderson and Gwen Schmidt. Carried.

Board member volunteers will work with Danny as the community volunteer: Gwen, Cora, Gloria. Meetings will take place every two weeks.

Next LSBC meeting: October 26<sup>th</sup> 2015 630 PM.

**Request for staff support re: rent costs.**

**Motion: 15.09.05**

Moved that the staff request be forwarded by the Principal to the Superintendent for follow-up action and address of the concern. Moved by Louise Gambler and seconded Gloria Anderson. Carried.

**Adjournment:** Moved that the meeting be adjourned By Gloria Anderson and seconded by Gwen Schmidt. Carried.

## Calling Lake Local School Board Meeting October 26<sup>th</sup> 2015

**Present:** Louise Gambler, Gwen Schmidt, Gloria Anderson,  
**Staff:** Principal Gloria Cardinal, Superintendent Donna Barrett  
**Community member:** Clifford Cardinal  
Cora arrived at 7:15 PM

Discussion centered on the potentiality of establishing a pilot program at the Calling Lake School to address the development of a "culturally responsive curriculum". Many questions and answers shared. The idea was well received and well supported, with the clear consensus that the community had the school-based and community – based resources to continue to work in the direction of community-based culturally responsive school and learning experiences for our children and youth. If NSD would be willing to support the enhancement and acceleration of such programming and curricular development, the LSBC would be sending forward a proposal to request funding that would enable that to happen. The superintendent left the meeting having committed the support of NSD to provide funds for such an effort, and with the serious commitment to receiving such a proposal.

**Motion: 15.10.01** Moved that a proposal and budget be developed to be circulated and discussed via email, then sent to the superintendent. Gloria Anderson & Gwen Schmidt. Carried.

The concept is to buy time for the Indigenous teachers to focus some of their time, i.e. half time, on curriculum and program development initiatives that would promote school student success through a more community and culturally - based program and curricula, particularly in the core areas of languages, humanities, social studies and science.

Adjournment at 1030 PM.

Next meeting November 26<sup>th</sup> 2015 at 6:30 PM.

**FILED IN  
DOCUSHARE**



## **Calling Lake Local School Board meeting November 30, 2015**

**Attendance:** Cora Weber-Pillwax, Gwen Schmidt, Gloria Cardinal, Louise Gambler,

Principal: Gloria Anderson,

Community member: Danny Cardinal

**Agenda:** Created by the group through discussion and consensus.

### **Previous Minutes.**

Review previous minutes. Secretary to correct minutes and send to chairperson.

### **Motion: 15.11.01**

Moved that the minutes for September 24, 2015 and October 26, 2015 be accepted & approved with corrections. Louise Gambler seconded by Gloria Anderson. Carried

### **Business arising:**

Incentives for attendance. Teachers buy small gifts for their students for attendance incentives: 80% + receive a certificate, 90% + receive gift.

### **Bigstone Cree Nation Update**

Letter sent to Minister of Education, David Eggan. BCN is requesting and meeting to discuss Education concerns. No Response from the Minister's Office just confirmation of letter received.

December 11, 2015 Meeting called by Bigstone Cree Education Director. Colin Kelly, and Donna Barrett and MD representatives invited as well as Education Authority from Bigstone.

LSBC input through Gloria Anderson: What is the role of the MD in this meeting? Is there another board of education at Calling Lake? Inform that Calling Lake Local School Board is discussing strategies oriented to program transformation and a revamping of the High School program in order to address the low rates of High School completions as well as the very low attendance and participation by school-aged youth. The community will be fully involved in the process once initiated.

### **Principal Report**

- Attendance – discussion on attendance issues.
- Discussion of educational conference focusing on high school programming; include a youth component.
- Complete application for Calling Lake Community Trust Proposal both on and off reserve, seek funding support from NSD and Alberta and Canada governments.
- Tentative conference date March or April 2016.

**FILED IN  
DOCUSHARE**

- P.A.T.S : Short discussion. Information will be discussed at the next meeting. LSBC pointed out that teachers need to be sharing and discussing PATS results with parents about their child's/children's marks on the PATS.
- Donation – Calling Lake School is seeking a small monetary donation from LSBC for Christmas gift and candy bags for students.
- Distribute copies of Christmas activities planned for the school (community dinner, Christmas concert)

**Motion: 15.11.02** Moved by Gwen Schimdt seconded by Louise Gambler that the LSBC donates \$100 to the school for Christmas gift bags for students. Carried.

**Other topics:**

Head start – Bigstone is looking for a facility to use to start a head start program in Calling Lake. Discussion.

Career Counselor/Mentoring – discussion. Pre-Trades program discussion

**Motion: 15.11.03**

Moved by Louise Gambler seconded by Gloria Anderson that the LSBC is provided a copy of Bigstone Cree Nation and Northland School Division tuition agreement. Carried.

**Motion: 15.11.04**

Moved by Gloria Anderson seconded by Louise Gambler that a Career and Employment Counselor be hired for the Calling Lake School. 2 in favour; 1 opposed. Carried.

**Motion: 15.11.05**

Moved by Gloria Anderson seconded by Louise Gambler that the LSBC approach Bigstone Cree Nation, and Bigstone Health Commission to cost share in this position. Carried.

**Community Language Initiative: Member report**

Project has not started yet as volunteer is waiting for the motion to be approved formally. The principal will draft a letter to Danny Cardinal as the community member and will include the motion so that he and others can be informed accurately about the purpose of the initiative. Board volunteers and Danny will meet in 2 weeks to discuss progress.

Community member visited MLA to discussed the governance concerns in NSD generally, and the position of the local school board committee in terms of educational authority.

**Letter to Minister**

Chairperson had sent a letter to the Minister of Education. No response to date. Chairperson talked to Nathan Freed as the ministerial representative addressing issues in NSD.

LSBC Chair will request a meeting with Minister of Education, or the Assistant Deputy Minister, and the Minister of Job Skills and Training.



**Motion: 15.11.06**

Moved by Louise Gambler seconded by Gloria Anderson that the Calling Lake School hosts a spelling bee competition for all grade levels. Carried.

Next LSBC meeting will focus on high school planning strategy.

Next meeting of LSBC: December 10, 2015 at 700 PM at the Calling Lake School.

**Motion: 15.11.07**

Moved by Louise Gambler seconded by Gloria Anderson that the LSBC go in-camera for discussion at 9:21 PM. Carried.

**Motion: 15:11:08**

Moved that the LSBC move out-of-camera at 10:15 PM.

Meeting declared adjourned by chair at 10-20 PM.



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** CHIPEWYAN LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- DECEMBER 1, 2015

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



## **Chipewyan Lake School LSBC Minutes**

December 1, 2015

5:00 p. m.

- I. Call to order
  - Jason Yuck, Chairperson called the meeting to order at 5:09 p.m.
- II. Roll call
  - Present: Jason Yuck, Lee-Anne Young, Ida Noskiye ,Patrick Lambton
  - Absent: None
- III. Approval of minutes from last meeting
  - Jason Yuck moved that minutes be accepted. Lee-Anne Young second. **Carried (12.1.15.1)**
- IV. Open issues (Updates)
  - a) LSBC Budget
    - Budget reviewed. Discussion about how inaccessible re-imbursement set-up is for some members.
  - b) School Budget
    - Budget reviewed. Discussion about using transferable funds in order to hire a part-time secretary. Patrick said he would make some inquiries.
  - c) Boiler issues
    - A couple of weeks of very cold and very hot temperatures in the school. The situation seems to be improving with maintenance working on the issues.
  - d) Student Attendance
    - 80% for November; (84 K-6; 69 % 7-9)
    - Attendance committee will convene this evening and discuss further.
  - e) Parent/Teacher interviews (Nov. 25)
    - Almost 100% student representation by an adult (only 1 student did not have an adult come to school for an interview, retrieve report card, and have a meal). Gym night was also open, so a lot of students attended as well.
    - By all measures a very successful evening.
  - f) Current Staffing
    - Best estimates for the regular teacher's return (Bill Sewpegaham's replacement time) is until the end of January.
  - g) MD grant
    - \$2000.00 end of the year grant from the M.D. will be given to be used for school improvement/student success.

## CHLS LSBC Minutes – December 2015

## V. Business arising from minutes

- a) Discussion/Approval of transference of LSBC 2014\_15 unused budget to school literacy program
  - Patrick spoke with Donna B. and Maureen C. The matter is still open. More discussion is necessary.
  - L.S.B.C. members encouraged Patrick to pursue the matter further, especially as it relates to student literacy intervention options.

## VI. New business

- a) Christmas planning (date, time, gifts, Santa, meal)
  - Thursday December 17; 11:00 a.m. Concert; 12:00 Dinner; 1:00 p.m. Santa/Student Gifts.
- b) Discussion/grades 4-9 trip
  - Because Lee is still away and Bill will be away also, the trip has been postponed until Lee's return.
  - Gifts for Santa and elders will be added to student gifts.
- c) Amended AEP 2015\_16 (Literacy targets) (motion)
- h) Jason Yuck moved that the 2015-16 A.E.P. literacy plan be amended to include the following student targets: 25% be at grade level, 25% be approaching grade level, and 50% increase by at least 1 grade level. Second Ida Noskiye. **Carried (12.1.15.2)**
- d) In-School cultural funding planning guide (motion)
  - Lee-Anne Young moved that the In-school funding planning guide be approved as presented (form #I305-07-10). Ida Noskiye second. **Carried (12.1.15.3)**
- e) Attendance Improvement Planning Document (review, amend, motion)
  - Lee-Anne Young moved that the 2015-16 A.E.P. attendance plan be amended to include the following student targets: the number of students achieving 90-94% increase by 5%, and the number of student achieving 95-100% increase by 5%, and every other student's attendance increase by 5%. Jason Yuck second. **Carried (12.1.15.4)**

-

## VII. Adjournment

- 7:45 p.m.



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** EAST PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- NOVEMBER 18, 2015

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



November 18, 2015 @ 4:30 pm

Regular School board Meeting at Hillview School

**Present:** Karen L'Hirondelle – board member, Joan Haggerty – board member, Rhonda Walter-Desjarlais – board member, Karen Lemay – Acting Principal

**Absence:** Shelly Auger – Chairperson (notified Karen L in advance to state her absence),  
Vic Prinz – board member (notified Karen L in advance – going to be late)

**1. Call To Order**

Karen L calls the meeting to order at 4:46 pm

**2. Adopt Agenda**

Karen L'H moves to adopt the agenda. 3 in favour – Motion Carried **MOTION 15.11.076**

**3. Read & Adopt Minutes**

Karen L said that she had to submit the minutes to Corporate already even though they were not adopted. Rhonda moves to adopt the September 9, 2015 minutes with revisions. 3 in favour – Motion Carried **MOTION 15.11.077** Changes are 5.d) change can to can't, 5. j) change Tessiray to Tessier, 7) 144 should read 14

**NOTE:** Vic joined the meeting

Karen Lemay handed the chair over to Vic.

**4. Business Arising from Previous Minutes**

- Karen Lemay is in the classroom for K-3 until the teacher returns. They hired two TA's to assist during this time.

Karen L'H moves to go into camera. 4 in favour – Motion carried **MOTION 15.11.078**

Karen L'H moves to come out of camera. 4 in favour – Motion carried **MOTION 15.11.079**

- Class 2 course people need to express their desire to take it and if cost is an issue, arrangements can be made. It's a one to one training. It's ongoing so no deadline. Eligibility is to have a class 5 graduated driver's license, they have to commit to driving the bus. Rhonda said that Shelly A said they have to do volunteer hours as NLSD is paying the cost. Karen L is to look into all the criteria and let the board know at the next meeting.
- Swimming – Don Tessier said we can't charge anything to parents for swimming.
- Karen said they have started the safe and caring initiatives so the bus drivers couldn't join in late.
- Tribes – They had their first meeting they will advertise and talked about fundraising.
- Radio – Karen L has not had a chance to talk to Paul. He came in on a day she was absent.

**FILED IN  
DOCUSHARE**

## 5. Principal's Report

- a) Student enrollment – 29 students, 3 of them came late so they are not part of the financial count. (K-4, 1-2,2-4, 3-1, 4-3, 5-8, 6-7)
- b) Attendance: 89.94% in October up from 84.1% in September. Attendance Initiative – had first meeting last month. Prizes sent out for September. Karen L is going to do October's here shortly.
- c) Budget – any money left over as of August 31 will show up on this year's budget. After the budget is approved in November of each year. Karen L doesn't have the school generated fundraising total right now. Current local school board budget is \$6,722.00 carry forward of \$924. School 2016-16 budget is \$324,101.75  
  
Joan asked Karen LH if she received an honorarium for the October 1-2, 2015 Education LTA meeting in Edmonton. She said yes. Joan commented that she attended as an East Prairie staff member and would have been paid to go from East Prairie. She said she did but she didn't apply for Northland to honorarium and she didn't know about it.
- d) Academics: Benchmark is all completed at the end of September. Showing lots of growth with the student reading levels. We increased by 9% from 2014 to 2015. PAT presentation was done while in committee.
- e) Annual Education Results Report (AERR) Karen L went through the different measure categories and reviewed it. Consensus of the committee to approve so Vic signed off on it.
- f) FMNI - In School cultural funding. Last year's allocation was \$2,600 plus all the funds were used up. Rhonda moves to approve the 2015-16 allocation and uses of the FMNI funds. 4 in favour Motion carried **MOTION 15.11.080**
- g) Field trips – swimming went good. She has not paid the bills yet. Snaring today and Jason would go check tomorrow to see if anything was caught. In December Jason will bring in fresh rabbits and do demonstrations on skinning. Karen L has to check out the liability with food.
- h) Tribes – final training next Friday, November 27, 2015 so no school on Nov 27 and Nov 30/15
- i) Monthly Family Engagement – Halloween was successful, need more supervision in the hallways and/or lock the doors to the other classrooms.

This Friday they are having a tea and cookies event from 1-3 open to the public. Parent teacher interviews is December 2. Report cards go home on November 26.

School Christmas concert is December 17 at 1 pm. Karen LH asked why it can't be in the evening so parents or family members working can attend. Karen L said because it's a lot to

ask staff to work in the evening. Joan said that when they have events during the day and the parents are not able to attend then it has an emotional impact on the students especially when they see other student's family there. Karen L said she needs to look after her teachers and in the evening sometimes students don't attend. The music they do in the concert also fits under their music curriculum.

NOTE: October 2 was custodian appreciation day & they recognized Elvin.

- j) Maintenance – sidewalk is in. Karen L put the drain request back in. there is a small leak in the gym roof.
- k) Bussing – still looking for spare drivers as there is a lot of double bus runs. Concern about some of the bus driver's attitudes and behaviours towards students and parents. Concern on town bus drivers not waiting for students. The drivers need to wait at least 1-2 minutes with a complete stop for students. Especially concerns with wildlife in the area and the weather. Joan said that last week a parent had a concern so she got the parent to phone Northlands from the office and the Transportation person said students are to be outside at the bus pickup waiting. Discussion on the wait time for drivers, as they don't even stop they do a slow roll which doesn't give enough time for the student to get out of the house door and/or time for the driver to even see the student coming. Rod is doing a great job, he is working with parents/families to achieve the education goal and the time he takes and invests is being shown and felt in the community
- l) Educational boarding request – Karen L had sent the application to head office but they want a committee decision in the minutes.

Karen L'H moves to go into camera. 4 in favour – Motion carried **MOTION 15.11.081**

Joan moves to come out of camera. 4 in favour – Motion carried **MOTION 15.11.082**

Karen moves to not approve the request based on procedure 320 1-1.1 and based on the introduction. 4 in favour – Motion carried **MOTION 15.11.083**

## 6. LSBC Concerns

Karen LH

- Pictures from Lifetouch. Karen L said some parents prepaid so that's why they are staying with them. Next year go with a local. Picture date scheduled for November 25, 2015. This company wasn't able to give the families a discount but they will provide a school banner.

Joan

- The attendance initiative has no budget allocated. Karen L said they take it out of general supplies.

- LTA mtg honorarium – when we were going we had to submit our names to Karen L. Joan asked Karen L if she sent in Shelly & Karen's names. Karen couldn't remember, she said she thinks she sent them in stating that they would be attending but under a different capacity.

Vic

- Traditional artifacts – have the items been resolved. Karen L said she will ask an elder or ask George D to come do it since he will be home on December 4-6, 2015.
- Doorbell is working only in the front lobby. Doors should be locked while no one is in the front.

7. Next Meeting

January 13, 2016 at 4:30pm      This date lands on family literacy night

8. Adjournment

Meeting adjourned at 6:40 pm.

Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** ELIZABETH LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- NOVEMBER 26, 2015

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



**MINUTES  
ELIZABETH COMMUNITY SCHOOL  
LOCAL SCHOOL BOARD COMMITTEE MEETING  
November 26, 2015**

<b>PRESENT:</b>	Shelley Bartman	Member/Chairperson
	Crystal Demmons	Member
	Gwen Lepine	Member
	Tracy Jacknife	Member
	Rick Horon	Principal
<b>ABSENT:</b>	Sheila Thompson	Member

**GUESTS:** N/A

Call to Order at 4:35 PM.

Meeting opened with a prayer by Tracy Jacknife

**RECOMMENDATION#:** 2015.11.850 Recommended by Gwen Lepine/SECONDED by Crystal Demmons THAT,

The agenda be adopted with additions:

- 11. Gym Information
- 12. PAC Committee

**RECOMMENDATION#:** 2015.11.851 Recommended by Gwen Lepine/SECONDED by Crystal Demmons THAT,

The minutes from the October 26 LSBC meeting be adopted as presented:

**RECOMMENDATION#:** 2015.11.852 Recommended by Crystal Demmons /SECONDED by Gwen Lepine THAT, the principal's report be accepted.

Discussions were held on the following:

**Staffing** – The school staffing updates were given by the principal.

**Calendar** – The school calendar was reviewed with important upcoming dates

**Head lice** – Continuing problem discussed.

**School Bus Safety** Thurs. Nov 5

**Official Apology for Residential Schools** – plaque in the hallway

**Volleyball** – Girl's team playing in town tournament

**"Tatanka" You're Just Right:** (Self-Esteem Building)

**Science Fair**

**Student Dance**

**School Bingo**

**Virtue Program**

**Parent Engagement Night** (Face Painter/Science Fair Display/Stew & Bannock)

**Partnership with Lakeland Catholic**

**FILED IN  
DOCUSHARE**

Bridges  
Fish Camp  
Metis Day

**Skiing** (2 dates to be booked - 1 for lower grades and 1 for upper grades)

**Attendance Committee – Rick, Shelly, and LSBC** discussed attendance issue with a couple students in the school who had several absences without cause or notice..

Family dynamics plays a big role in poor attendance, as well as regular illnesses for this time of the year and issues with Head Lice which took many students away from school.

All other student absences were accounted for as excused.

**RECOMMENDATION#:** 2015.11.852 Recommended by Gwen Lepine/SECONDED by Crystal Demmons **THAT,**

The LSBC accept the AERR as presented by the principal

**RECOMMENDATION#:** 2015.11.853 Recommended by Crystal Demmons/SECONDED by Gwen Lepine **THAT,**

The LSBC accept the 2015 PAT results as presented by the principal

**RECOMMENDATION#:** 2015.11.854 Recommended by Tracy Jacknife/SECONDED by Gwen Lepine **THAT,**

The LSBC accept the 2015 In-School Cultural Plan as presented by the principal

**RECOMMENDATION#:** 2015.11.855 Recommended by Crystal Demmons /SECONDED by Gwen Lepine to adopt the attendance report

The LSBC has asked to have a meeting with Kathy Lepine from the Elizabeth Settlement Council to establish direction for working on the playground and new gym on December 07.

Tracy Jacknife has volunteered to draft a letter to carry the merits of the present school and lobby for a new gym and playground.

Next meeting December 15 at 4:30 pm

Meeting adjourned at 6:05 pm

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** FORT MCKAY LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- NOVEMBER 19, 2015
- DECEMBER 9, 2015

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





**Fort McKay  
Local School Board Committee  
Meeting Minutes  
Nov. 19, 2015  
4:00 PM**

**Call LSB Meeting to Order @3:55 PM**

**Board Members Present:**

Tina Black  
Shelley Harte  
Janet McDonald

**Administration Present:**

Ruth Ryan

**Absent:**

**Additions to Agenda...**

**1. Approval of Agenda**

Adopt Agenda: Janet McDonald moved to adopt the agenda as presented.

**2. Approval of Previous Minutes**

Adopt Minutes: Shelley Harte moved to adopt minutes of October 22, 2015.

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

**4. Maintenance Report-**

See report- Locking of the front door was discussed and the request that was put into Northland for a door bell or intercom system- safety issue

**5. Correspondence – Letter to Family Support ...this was discussed**

**6. Principal's Report ... see attachment – Tina Black moved adopt the Principal's Report as presented.**

**7. FMS Counselling Update- Vivian- this was discussed**

**FILED IN  
DOCUSHAPE**

## **8. New Business –**

In Camera @4:15 – out of camera @4:45

- Staffing- This was discussed
- TA's Band Employees- this was discussed
- Custodians –recommendation- this was discussed and Janet McDonald made the recommendation...
- Speech – this was discussed
- Library – this was discussed
- ROE – Vera – Grade 1 /2 class- this was discussed and Roots of Empathy will start Nov. 24<sup>th</sup>...
- In-School Cultural Funding- Shelley Harte made the Recommendation to approve the budget
- Extend day – 3 min breaks- this was discussed and Tina made the recommendation to extend the day from 3:15 to 3:30 to accommodate the teachers' request starting January 4, 2016. Janet McDonald recommended to approve this..
- Instructional Delivery Plan...discussed
- Fort McKay School grades ECS-grade 8...we will invite Dayle Hyde to our next LSB Meeting to discuss
- Linda Gallup – corporate art display...Patrina...discussed
- AERR –discussed- Shelley Harte recommended to approve
- Proud to be Metis-Bev Lambert- this was discussed and Ruth will discuss this further with our Culture Instructor
- Keg – Dec.6, 2015...this was discussed/ pizza night Tina Black recommended to approve
- Online courses- Autism...this was discussed

## **Additions to Agenda:**

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- 

## **9. Any other business**

**Next Meeting December 9, 2015**

**Adjournment @ 5:00PM**

**Fort McKay School  
Local School Board Committee Recommendations  
Nov. 19, 2015**

- 33-15      Recommendation to adopt the agenda as presented.  
                 Moved by Janet McDonald
- 34-15      Recommendation to approve the previous minutes from Oct.22, 2015.  
                 Moved by Shelley Harte
- 35-15      Recommendation to accept the Principal's Report as presented.  
                 Moved by Tina Black
- 36-15      Recommendation to hire Theresa and Rod Adams to replace our current custodian  
                 who is on leave.  
                 Moved by Janet McDonald
- 37-15      Recommendation to approve the in-school cultural budget.  
                 Moved by Shelley Harte
- 38-15      Recommendation to extend our current school day by 15 minutes to accommodate  
                 the teachers' request of adding 3 minutes between each class changes in the  
                 afternoon.  
                 Moved by Janet McDonald
- 39-15      Recommendation to pay for staff dinner at the Keg out of LSB's budget.  
                 Moved by Tina Black
- 40-15      Recommendation to approve AERR as presented.  
                 Moved by Shelley Harte
- 41-15      Recommendation to pay for pizza parties out of LSB's budget.  
                 Moved by Tina Black



**Fort McKay  
Local School Board Committee  
Meeting Minutes  
Dec.9, 2015  
4:00 PM**

**Call LSB Meeting to Order @3:45**

**Board Members Present:**

Tina Black  
Shelley Harte  
Janet McDonald

**Administration Present:**

Ruth Ryan

**Absent:**

**Additions to Agenda...nothing at this time**

**1. Approval of Agenda**

Adopt Agenda: Janet McDonald moved to adopt the agenda as presented.

**2. Approval of Previous Minutes**

Adopt Minutes: Tina Black moved to adopt minutes of November 19, 2015.

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

**4. Maintenance Report-**

See report- furnaces are being looked at and parts are ordered

**5. Correspondence – Letter from Northland**

**6. Principal's Report ... see attachment** Shelley Harte moved to adopt the Principal's Report as presented.

**7. FMS Counselling Update-** Vivian visited the school three times in November.

**8. New Business –**

In Camera@4:00- 4:10PM

- Staffing- O.5 position /Puf funding/Tina Black made the recommendation to hire for this position
- Recycling –Joslyn Creek Lodge /Ruth Lake...Janet McDonald suggested the arena could participate in this recycling program

**FILED IN  
DOCUSHARE**

- Raffle/ Christmas Concert/Bake Sale will take place on the night of the Concert- Wed. Dec. 16th
- Fort McKay Band – Hockey package donation- raffle- The Band will make a cash donation to the school instead of the raffle donation
- Attendance Report/Initiatives...this was discussed
- Elders' room/ stories/beading, etc.- this was discussed
- Instructional Delivery Plan...this was discussed and the revised plan will be sent into Northland with the extra 15 minute recess added to the afternoon
- Fort McKay School grades ECS-grade 8 – the LSB will invite the Director of Education to next meeting to discuss this item...
- Lena Gallup /Cultural Display...Petrina ordered the display case for the cultural items for the school
- AERR -discussed

**Additions to Agenda:**

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**9. Any other business...nothing at this time**

**Next Meeting January 19, 2016**

**Adjournment @4:20 PM**



**Fort McKay School  
Local School Board Committee Recommendations  
Dec.9, 2015**

- 42-15      Recommendation to adopt the agenda as presented.  
                 Moved by Janet McDonald
- 43-15      Recommendation to approve the previous minutes from Nov. 19, 2015.  
                 Moved by Tina Black
- 44-15      Recommendation to accept the Principal's Report as presented.  
                 Moved by Shelley Harte
- 45-15      Recommendation to hire "Candidate A," for 0.5FTE Educational Assistant II  
                 (PUF)  
                 Until June 29, 2016.  
                 Moved by Tina Black
- 46-15      Recommendation to transfer  
                 Moved by Janet McDonald  
                 Shelley Harte  
                 Tina Black



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** GIFT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- NOVEMBER 10, 2015  
- DECEMBER 16, 2015

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

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Gift Lake Local School Board Meeting

November 10, 2015

Present: Dale Laderoute, Ken Shaw, Gordon Belcourt, Barb Laderoute

Regrets: Howard Shaw

Call meeting to order at 4:25 P.M.

421.15 Gordon moves to accept agenda as presented. Seconded by Dale. AIF. Carried.

422.15 Dale moves to approve minutes as read. Seconded by Gordon. AIF. Carried.

423.15 Gordon moves to go in-camera at 4:30. Seconded by Dale. AIF. Carried.

424.15 Dale moves to go out of camera at 4:42. Seconded by Gordon. AIF. Carried.

425.15 Gordon moves to table all gym use requests until security issues are addressed.

Ken. AIF. Carried.

426.15 Gordon moves to approve In-school cultural proposal as presented. Seconded by Dale.

AIF. Carried.

427.15 Dale moves to accept Basketball criteria as information to support our teachers for the Gift Lake sports program. Seconded by Gordon. AIF. Carried.

428.15 Dale moves to proceed with student led conferences for the first term. Seconded by Gordon. AIF. Carried.

429.15 Gordon moves to support the head lice policy and procedure for the Gift Lake school. Seconded by Dale. AIF. Carried.

430.15 Gordon moves to approve planned daytrip to Edmonton by the travel option group. Seconded by Dale. AIF. Carried.

431.15 Dale moves to adjourn at 5:23. Seconded by Gordon. AIF. Carried.

Next meeting date is set for January 11, 2016.

**FILED IN  
DOCUSHARE**





Gift Lake School Board Special Meeting  
December 16, 2015

Present:       Ken Shaw  
                  Dale Laderoute  
                  Gordon Belcourt  
                  Howard Shaw  
                  Gail Lamouche  
                  Barb Laderoute

Organizational Meeting

Barb called the meeting to order at 12:12 PM.

Swearing in of new school board member happened at this time. Gail Lamouche was sworn in to be a part of the school board. As part of the procedure this was done before we called for an organizational meeting to nominate for Chair, Vice-Chair and Secretary-Treasurer.

Barb called for nominations for Chairperson.  
Howard nominates Ken. Seconded by Dale. Ken accepted nomination.  
3 calls were made to ask for more nominations.  
Dale moves for nominations to cease.

Ken Shaw is the Chairperson for the Gift Lake School board.

Ken took over the meeting at this time.

Ken called for nominations for Vice-Chair.  
Dale nominates Howard.  
Seconded by Gordon.  
Howard accepts.

Howard is Vice-Chair for the Gift Lake School board.

Ken called for nominations for Secretary Treasurer.  
Dale nominates Gail.  
Seconded by Gordon.  
Gail accepts.

Regular Board meeting

433.15       Dale moves to follow up request regarding letter that was sent to Gift Lake Council for a joint meeting between council and school board/administration to deal with school and community issues that affect attendance. The request will be made to the interim

**FILED IN  
DOCUSHARE**

council secretary to arrange for a meeting in January. Seconded by Howard. AIF. Carried.

Dale moves to adjourn the meeting. Seconded by Gordon. AIF. Carried.

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** GROUARD LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- OCTOBER 4, 2015
- NOVEMBER 15, 2015
- DECEMBER 14, 2015
- DECEMBER 21, 2015
- DECEMBER 26, 2015
- JANUARY 4, 2016

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

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**Grouard Northland School Local School Board Committee**

**Meeting Motions/ Recommendations**

**October 14, 2015**

**Grouard Northland School**

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**Motion 10-14-2015- 11**

The Grouard Northland Local School Board Committee approves the agenda with changes, new meeting dates.

Mover: Shawn Auger

Second: Veronica (Jacqueline) Courteraille

    X     CARRIED

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**Motion 10-14-2015- 12**

The Grouard Northland Local School Board Committee adopts the September 16, 2015 minutes as read.

Mover: Shawn Auger

Second: Jesse Lamouche

    X     CARRIED

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**Motion 10-14-2015 – 13**

The Grouard Northland Local School Board moves to go to an IN CAMERA session at 8:00 PM.

Mover: Shawn Halcrow

Second: Veronica (Jacqueline) Courteraille

    X     CARRIED

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**Motion 10-14-2016-14**

The Grouard Northland Local School Board moves to come out of the IN CAMERA session at 8:45 PM.

Moved: Shawn Auger

Second: Veronica (Jacqueline) Courteraille

    X     CARRIED

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**Motion 10-14-2015- 15**

The Grouard Northland Local School Board receives the reports as information: Budget, PATs, Literacy, EYE, Attendance Initiative, as presented.

Mover: Darcy Halcrow

Seconded: Jesse Lamouche

☒ CARRIED

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**Motion 10-14-2015-16**

The Grouard Northland Local School Board Committee approves the WWAH School Use Application form for the 2015-2016 school year.

Mover: Darcy Halcrow

Seconded: Shawn Auger

☒ CARRIED

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**Motion 10-14-2015-17**

The Grouard Northland Local School Board Committee moves to approve the Religion Class application from Father Bill for the 2015-2016 school year.

Mover: Shawn Auger

Seconded: Darcy Halcrow

☒ CARRIED

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**Motion 10-14-2015-18**

The Grouard Northland School Board Committee approves the Archery Club School Use Application for the 2015-2016 School year.

Mover: Jesse Lamouche

Seconded: Veronica (Jacqueline) Courterille

☒ CARRIED

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**Motion 10-14-2015-19**

The Grouard Northland School Board Committee moves to change the regular meeting dates to the second Monday of each month, if that does not work the meeting will move to the third Monday in the month.

Mover: Jesse Lamouche

Seconder: Darcy Halcrow

  X   CARRIED

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**Grouard Northland School  
Local School Board Committee  
Meeting**

**November 15, 2015 at 7 PM**

**Grouard Northland School**

Attendance: Veronica Courtoreille, Becky Cloutier, Shawn Auger, Shelly Hamelin

Absent: Jesse Lamouche, Darcy Halcrow

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**AGENDA**

1. Swearing in of new Local School Board Member
2. Call to Order at 7:27pm
  - Approval of Agenda
3. Approval of Previous Meeting Minutes
  - October 14, 2015
  - Business Arising
4. Reports
  - Budget, School and LSBC
  - Enrolment
  - Bussing
5. Principal / Staff Report
  - School Calendar
  - School Use Requests
  - Community Calls/Concerns
  - LSBC Community Calls/Concerns
6. Unfinished Business for Decision and Action
  - Motions to add and remove signers, close bank accounts, amended motions
7. New Business
  - PAT Presentation
  - Children and Family Services
8. Next Meeting Date: December 7, 2015
9. Adjournment at 11:00 PM

**FILED IN  
DOCUSHARE**

Grouard Northland School Local School Board Committee

Meeting Motions/ Recommendations

November 15, 2015

Grouard Northland School

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Motion 11-15-2015- 20

The Grouard Northland Local School Board Committee approves the agenda with additions of PAT presentation and Children and Family Services

Mover: Veronica (Jacqueline) Courteraille

Second: Becky Cloutier

  X   CARRIED

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Motion 11-15-2015- 21

The Grouard Northland Local School Board Committee adopts the October 14, 2015 minutes as amended: Motion 10-14-2015-13 Mover: Shawn Auger (not Halcrow)

Mover: Shawn Auger

Second: Veronica (Jacqueline) Courteraille

  X   CARRIED

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Motion 11-15-2015- 22

The Grouard Northland Local School Board Committee receives the reports as information: Budget, School and LSBC, Enrolment and Bussing, as presented.

Mover: Veronica (Jacqueline) Courteraille

Second: Becky Cloutier

  X   CARRIED

FILED IN  
DOCUMENTS

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Jacqueline Courteraille  
Shawn Auger

**Motion 11-15-2015- 23**

The Grouard Northland Local School Board Committee approves the application for a Recreation Night by Michelle and Wade Deering for the 2015-16 school year.

Mover: Shawn Auger

Seconder: Veronica (Jacqueline) Courtereille

\_\_X\_\_ CARRIED

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**Motion 11-15-2015- 24**

The Grouard Northland Local School Board Committee directs Shelly Hamelin to close the Royal Bank of Canada, Grouard Northland School Bingo Society Account and the Grouard Northland School Bingo Society (Casino) Account and transfer amounts to the Grouard Northland School Principal's Account.

Mover: Veronica (Jacqueline) Courtereille

Seconder: Shawn Auger

\_\_X\_\_ CARRIED

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**Motion 11-15-2015- 25**

The Grouard Northland Local School Board Committee directs Shelly Hamelin to close the Royal Bank of Canada Northland Games Committee Account and transfer amount to the Grouard Northland School Principal's Account.

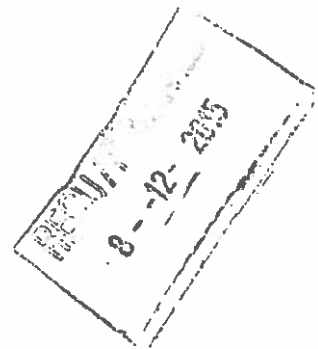
Mover: Shawn Auger

Seconder: Veronica (Jacqueline) Courtereille

\_\_X\_\_ CARRIED

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Jacqueline Courtoreille  
Shenandoah  
0000



**Grouard Northland School  
Local School Board Committee  
Meeting**

**December 14, 2015 at 6 PM**

**Grouard Northland School**


**Attendance:** Jacqueline (Veronica) Courterille, Shawn Auger, Jesse Lamouche, Becky Cloutier, Shelly Hamelin, Donna Barrett, Lorraine Cardinal-Roy

**Absent:**

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**AGENDA**

- Interviews for Cree Language Instructor 6- 10 pm
- LSBC Committee Meeting
  1. Call to Order
    - Approval of Agenda
  2. Approval of Previous Minutes
    - August 16, 19, 20, 27, 2015 (to be amended)
    - November 15, 2015 (TABLED)
  3. Reports
    - FNMI Budget
    - GLBTQ Policy
    - Attendance (Community Attendance Meeting on January 6, 2016)
  4. Other
    - In-Camera
  5. Next Meeting Date (January 11, 2016 at 5:30 pm)
  6. Adjournment at 12:10 AM, December 15, 2015



01-11-2016

Darcy Halcrow

**Grouard Northland School Local School Board Committee**

**Meeting Motions/ Recommendations**

**December 14, 2015**

**Grouard Northland School**

**Motion 12-14-2015- 01\_\_\_\_\_**

The Grouard Northland Local School Board Committee recommends accepting agenda as presented.

**Mover: Shawn Auger**

**Seconder: Darcy Halcrow**

**X CARRIED      NOT CARRIED**

**Motion 12-14-2015- \_\_\_\_\_ 02\_\_\_\_\_**

The Grouard Northland Local School Board Committee amends the August Local School Board Committee Meeting Minutes as follows:

**AMENDED August 19, 2015 Meeting: (Motion 08-19-2015-001)** The Grouard Northland Local School Board Committee recommends accepting the Instructional Planning Document for the 2015-16 school year, with the amended school start time of 8:35 am; and afternoon recess to be moved to 12:15 – 12:30pm.

**Mover: Darcy Halcrow**

**Seconder: Veronica (Jacqueline) Courteraille**

**Carried.**

**AMENDED August 19, 2015 Meeting: (Motion 08-19-2015-002)** The Grouard Northland School Board Committee recommends accepting the Instructional Planning Document, with the amended timetable of 8:35 am – 3:15 pm.

**Mover: Shawn Auger**

**Seconder: Veronica (Jacqueline) Courteraille**

**Carried.**



**AMENDED AUGUST 20, 2015 Meeting: (Motion 08-20-2015-001)** The Grouard Northland Local School Board Committee recommends that the School Principal offers the position of School Secretary to Candidate B, pending reference checks and start date negotiation.

**Mover: Veronica (Jacqueline) Courteraille**

**Second: Darcy Halcrow**

**Carried.**

**AMENDED AUGUST 20, 2015 Meeting: (Motion 08-20-2015-002)** The Grouard Northland Local School Board Committee recommends that the School Principal offer Candidate A, a casual position as secretary until Candidate B can start.

**Mover: Shawn Auger**

**Second: Darcy Halcrow**

**Carried.**

**AMENDED AUGUST 27, 2015 Meeting: (Motion 08-27-2015-001)** The Grouard Northland Local School Board Committee recommends that the School Principal offer the position of School Secretary to Candidate C, pending reference checks and start date negotiation. If Candidate C refuses, then the job offer is to be extended to Candidate A. Further that casual employment positions in the school are to be offered to Candidate B if any arise.

**Mover: Veronica (Jacqueline) Courteraille**

**Second: Jesse Lamouche**

**Carried.**

**Mover: Shawn Auger**

**Second: Darcy Halcrow**

**X   CARRIED           NOT CARRIED**

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**Motion 12-14-2015-   03**

The Grouard Northland Local School Board Committee recommends approving the purchase of LSBC meals from the LSBC Budget for the 2015-2016 school year.

**Mover: Jesse Lamouche**

**Second: Veronica (Jacqueline) Courteraille**

**X   CARRIED    NOT CARRIED**

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**MOTION 12-14 2015- 04**

The Grouard Northland Local School Board Committee recommends that Candidate D be hired for the position of Native Language Instructor.

Mover: Becky Cloutier

Seconder: Shawn Auger

1 Abstention. 1 No Vote/ Conflict of Interest.

Carried.

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**Motion 12-14-2015-05**

The Grouard Northland Local School Board Committee recommends moving In-Camera at 11:31pm.

Mover: Shawn Auger

Seconder: Darcy Halcrow

Carried.

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**Motion 12-14-2015-06**

The Grouard Northland Local School Board Committee recommends moving out of In-Camera at 12:09 am on December 15, 2015.

Mover: Shawn Auger

Seconder: Darcy Halcrow

Carried.

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**Motion 12-14-2015-07**

The Grouard Northland Local School Board Committee recommends adjournment of the meeting at 12:10 am, on December 15, 2015.

Mover: Becky Cloutier

Seconder: Jesse Lamouche

Carried.

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**Grouard Northland School  
Local School Board Committee  
Meeting**

**December 21, 2015 at 1:30 PM**

**Grouard Northland School**

**Attendance:** Jacqueline (Veronica) Courteraille, Shawn Auger, Jesse Lamouche

**Absent:** Becky Cloutier, Darcy Halcrow

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**AGENDA**

**1. Recommendation for PUF TA**

- a. Following the conclusion of a round of interviews for this position. A meeting was convened to rank the candidates and recommend one to fill the vacancy.


**Motion 12-21-2015-001**

The Grouard Northland Local School Board Committee does move to recommend that Candidate D be offered the position of PUF Teacher Assistant, until the end of the current school year and pending all submission of required documents.

**Moved:** Jesse Lamouche

**Seconder:** Jacqueline (Veronica) Courteraille

**Carried.**

  
01-11-2016

Darcy Halcrow



Grouard Northland School  
Local School Board Committee

Meeting

December 26, 2015 at 5 PM

Grouard Northland School

Attendance: Jacqueline (Veronica) Courteraille, Darcy Halcrow, Shawn Auger, Jesse Lamouche, Becky Cloutier. *Becky Cloutier*

Absent: *Becky Cloutier*

AGENDA

1. Use of School Facilities Approval

- a. Elise Auger is requesting use of the school gym, tables and chairs for a Memorial Dinner on Dec. 29, 2015 from 1 5 Pm.

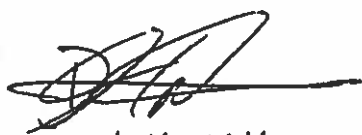
Motion 12 26-2015-001

The Grouard Northland Local School Board Committee does approve the Use of School Facilities form submitted by Elise Auger for the date and time noted in the application.

Moved: Shawn Auger

Seconded: Jacqueline (Veronica) Courteraille

Carried.



Darcy Halcrow

01-11-2016



**Grouard Northland School  
Local School Board Committee  
Meeting**

**January 4, 2016 at 5 PM**

**Grouard Northland School**

Attendance: Jacqueline (Veronica) Courtereille, Darcy Halcrow, Shawn Auger, *Becky Cloutier, Jesse*  
 Absent: *Lamouche* ~~Jesse Lamouche, Becky Cloutier~~

**AGENDA**

1. Amendment to School Calendar
  - a. Principal is seeking approval to change two previously scheduled PLC days (January 21 and Feb. 16, 2016) to one full day PLC (January 11, 2016). This is to accommodate the trainer delivering the in class portion of the Non Violent Crisis Intervention Training program.

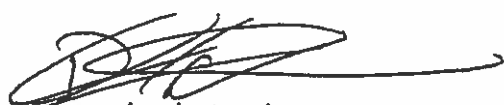
**Motion 01-04-2016-001**

The Grouard Northland Local School Board Committee does approve the change to the school calendar so that the calendar now has January 11, 2016 off for students. January 21 and Feb. 16, 2016 will be full days for students and staff.

**Mover: Jacqueline (Veronica) Courtereille**

**Seconded: Shawn Auger**

**Carried.**

  
 01-11-2016

Darcy Halcrow





## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** J.F. DION LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- DECEMBER 1, 2015

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



**J.F. Dion  
Local School Board Meeting  
December 1, 2015**

**School Board Members:** Joan Daniels, Ray Durocher, Kristen Lindsay.

**Principal:** Elaine Ward.

**Call to Order:** Meeting called to order at 4:18pm

**Opening Prayer:** led by Elaine Ward

**Motion to Adopt Agenda:**

**Motion: #421-12/15, Kristen/Ray. All in Favor.**

**Motion to Adopt November 3, 2015 Minutes:**

**Motion: #422-12/15, Ray/Kristen. All in Favor.**

**Business arising from minutes:**

No business arising.

**New Business:**

No New Business.

**Lunch Program:**

We discussed that the lunch program cook is still on 7.5 hours despite having over 80 students.

Motion to request 8 hours per day retro from May 2015 rollover for the lunch program cook.

**Motion: #423-12/15, Kristen/Ray. All in Favor.**

**Principles Report:**

Motion requesting school cameras and flag pole to be fixed.

**Motion: #424-12/15, Ray/Kristen. All in Favor.**

Motion to continue with Skye Durocher as temporary EA1 to December 18, 2015

**Motion: #425-12/15, Ray/Kristen. All in Favor.**

Motion to hire Karissa Gladue as .75 PUF EA11.

**Motion: #426-12/15, Kristen/Ray. All in Favor.**

**FILED IN  
DOCUSHARE**

Motion to accept Principal report as presented.

**Motion: #427-12/15, Kristen/Ray. All in Favor.**

**Chairpersons Report:**

Motion to approve: Chairpersons Report as presented.

**Motion: #428-12/15, Kristen/Ray. All in Favor.**

**Budget:**

We had a discussion on the budget

**Correspondence:**

We reviewed the correspondence.

Motion to approve AERR for 2015-2016.

**Motion: #429-12/15, Kristen/Ray. All in Favor.**

**Member/Parent/Board Concerns:**

Concerns were reviewed and discussed.

**Next Meeting Date:**

Next Regularly scheduled Meeting Date is January 5, 2016

**Adjournment:**

Motion to adjourn meeting at 5:45 P.M.

**Motion: # 430-12/15, Kristen/Ray . All in Favor.**

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** JANVIER LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- NOVEMBER 3, 2015  
- DECEMBER 1, 2015

---

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







## Local School Board Meeting Tuesday November 3, 2015

Members attending: Martha, Viki, Alice , Laurette

Father R. Perin

- Start
- Opening Prayer

### New Business

- **Breakfast Program update**  
Promised \$4000 ATC funding for program  
Promised \$2000 RCMP foundation funding for program  
Starts Monday November 9
- **Anti-bullying program**  
RCMP foundation is partnering with us to offer the WITS, LEADS and COURAGE programs
- **Student Behaviours**  
LSB received update of student behaviours to date and what the school has been doing to manage the behaviours. Teachers are using a new checklist system where students see that they are checked literally and figuratively for behaviours.
- **Elder Program**  
Discussion about the use of elders in the school culminated with a plan to invite strong male and female elders into the school starting November 18. The elders will meet as a group with the principal to plan that days discussions with students.

Motion to approve this program 15-48

- **School Improvement plan (AERR)**  
AERR presented to the LSB for study and follow-up discussion at next meeting for approval or modifications.

**FILED IN  
DOCUSHARE**





## Local School Board Meeting Tuesday December 1, 2015

Members attending: Martha, Viki, Alice, Principal

Father R. Perin

- Start 5:00 pm
- Opening Prayer

### New Business

- Review minutes from last meeting and adoption 15-49
- Cultural Funding Planning Guide motion to approve 15-50
- Motion approved for use of Bus during Christmas Concert night 15-51
- Motion to approve AERR as presented at last meeting in November 15-52
- Motion to approve field trips for all grades in the New Year to Fort McMurray 15-53
- Updates
  - (i) Breakfast program: Discussion re having variety of muffins as part of the program
  - (ii) Cultural events: Discussion re arranging motivational speakers with aboriginal content. Group discussed possible presenters and this will be pursued for the New Year. Group felt that events such as presenters and also aboriginal dance could be integrated into current Dene class.
  - (iii) Christmas Concert will be a community Concert...
    - ...School Bus will be available
    - ...Held at Community Hall
    - ...Cenovus will cater
    - ...Alice will approach local companies to get donations for prize draws and fundraising during the concert
  - (iv) School has started a recycling program and will approach various businesses for collection
  - (v) Student report cards will be released to parents on December 10
    - ...School has door prizes in place
    - ...Parents will get invitation
  - (vi) Second Stat Oil Christmas Gala Monday December 7: all invited

**FILED IN  
DOCUSHARE**



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- DECEMBER 8, 2015

---

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



AGENDA: December 8, 2015

LBS BOARD MEETING

Meeting called to order at

Attendance:

Dwight Gladue Chair

Bryan Laboucan

Cheryl McMann

Larry Ominayak

Crystal Colville –Principal

Absent:

Troy Laboucan

Bryan Laboucan

Meeting called to order at 7:34 pm

Agenda:

1. Old Business:

a. Attendance – pizza party for perfect attendance 28 students attended. 52 students from k-7 with 90% or higher attendance in November. 10 parents came to the ice cream parties to celebrate their child's attendance. Grade 8-12 there was 6 with 100% and 5 with 90%.

2. Cultural Camp – 10 students went for the week, they will return Wednesday Dec 9/15.

3. Parent Handbook – will be discussed at the January meeting.

4. In- school cultural funding – see attached form.

Motion -09/15/16 made by Dwight, seconded by Larry to accept the In school cultural funding planning guide for the 2015/2016 school year.

5. List of subs – currently 12 different community members on the sub list

6. Ward System – Discussion on recommendation #38: that the provincial government amend the Northland School Division Act to establish a nine-member Board of Trustees; seven elected by direct election (ward system), one other a First Nation's representative nominated pursuant to an Education Agreement (with Treaty 8) and one other a Metis representative nominated by Metis Settlements General council, both of the latter appointed to the board by the Minister of Education.

Motion – 10/15/16 made by Dwight, seconded by Larry – The Local School board is not in agreement with the ward system. The ward system does not encourage community engagement. Communities will not have a say on issues that affect them directly.

**FILED IN  
DOCUSHARE**



7. Staff Christmas party – Wednesday Dec 9, 2015 at 6:00 pm at TJ in town. Everyone is invited.

8. Christmas concert Dec 16 at 5:30 pm for the

9. Graduation Coach – Lynn Bakewell will be starting after January 4, 2016. The band has hired her she will be working with student from grades 8-12 looking at what they need to graduate and what they should be taking in order to go to post-secondary later.

10. Trade Coordinator – Bill Smith – has started. The band has hired him to work with students from grades 8-12 to look at trades they might be interested in and how to get them what they need to be able to look at those careers later.

11. Penn West – donated 3 computers to the school.

Went in Camera at 8:09 pm

11. Parent concerns:

12. Staffing

Out of Camera at 8:32 pm

Meeting adjourned at 8:35 pm

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

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

- OCTOBER 19, 2015
- NOVEMBER 9, 2015
- NOVEMBER 10, 2015
- DECEMBER 14, 2015

---

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



**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR MONTHLY MEETING  
OCTOBER 19, 2015**

**In Attendance:** Candice Calliou, Chairperson  
Kristin Ghostkeeper, Secretary/Treasurer  
Priscilla Christian, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary

**Absent:** Doreen Poitras, Board Member  
Nelson Auger, Board Member

**Call to Order:** The meeting was called to order at 3:45 p.m.

**Agenda:**

**Motion #14:15/16** Kristin Ghostkeeper moved to approve the agenda as presented. **Carried.**

**Minutes:**

**Motion #15:15/14** Kristin Ghostkeeper moved to approve the minutes of the September 16, 2015 regular board meeting as read. **Carried.**

**Principal's Report:**

**Motion #16:15/16** Candice Calliou moved to accept PAT presentation as information. **Carried.**

**Motion #17:15/16** Priscilla Christian moved to approve the implementation of the Kinder Start Program as presented. **Carried.**

**Motion #18:15/16** Candice Calliou moved to approve the Trickster Theatre Workshop of Nov. 30 Dec. 4 as presented. **Carried.**

**Motion #19:15/16** Kristin Ghostkeeper moved to accept the Principal's Report as information. **Carried.**

**Board Member Concerns:**

\*there was a concern that people did not know what was happening with the Board and it was suggested that the minutes of the LSBC be included in the school generated Newsletter. The Principal agreed to implement this.

\*there was discussion on perfect attendance and how to achieve it. Suggestions were cash prizes for both Elementary and Junior Senior classes, twice a year. Another was buttons to be given each month to the student with perfect attendance.

**Motion #20:15/16** Kristin Ghostkeeper moved to have four cash prizes of \$250.00 each to given out in the school year to Elementary and JuniorSenior classes, two in December and two in June, for perfect attendance, to be paid out of LSBC budget. **Carried.**

\*it was suggested to continue the skill building programs in which the students built or made projects to be presented to the community. In order to do this the Principal stated there would need to be a qualified teacher to teach it or a volunteer from the community supervised by a teacher. The Principal would also have to look at the curriculum, budget and scheduling.

**\*Motion #21:15/16** Priscilla Christian moved to go in camera with the Principal at 4:50 p.m. **Carried.**

**Motion #22:15/16** Candice Calliou moved to return to regular format at 5:00 p.m. **Carried.**

## PP Local School Board Committee

October 19, 2015

**Meeting Dates:** Regular Board Meeting – Monday, November 09, 2015 at 3:30 p.m.

Attendance Committee Meeting – Tuesday, October 27, 2015 At 3:30 p.m. Candice Calliou is a committee member and Reta Nooskey volunteered to do minutes.

**Adjournment:** The meeting adjourned at 5:01 p.m.

**Signatures:**

  
Candice Calliou, Chairperson

  
Reta Nooskey, Recording Secretary

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR MONTHLY MEETING  
NOVEMBER 09, 2015**

**In Attendance:** Candice Calliou, Chairperson  
Kristin Ghostkeeper, Secretary/Treasurer  
Priscilla Christian, Board Member  
Nelson Auger, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary

**Absent:** Doreen Poitras, Board Member

**Call to Order:** The meeting was called to order at 3:40 p.m.

**Agenda:**

**Motion #23:15/16** Kristin Ghostkeeper moved to approve the agenda as presented. **Carried.**

**Minutes:**

**Motion #24:15/16** Kristin Ghostkeeper moved to approve the minutes of the October 19, 2015 regular board meeting as read. **Carried.**

**Business Arising:** the Principal reported that Notice to recruit members to the Attendance Committee was put in the school Newsletter and at the Council meeting, two of the councillors had expressed interest.

**Principal's Report:**

**Motion #25:15/16** Priscilla Christian moved the School no longer loan tables/chairs out to the Community. **Carried.**

**Motion #26:15/16** Nelson Auger moved that the Bussing Policy for Paddle Prairie School be that the busses do not run after -35C. **Carried.**

**Motion #27:15/16** Candice Calliou moved to accept the Principal's Report as information. **Carried.**

**Board Member Concerns:**

**Motion #28:15/16** Priscilla Christian moved to go in camera with the Principal at 4:05 p.m. **Carried.**

**Motion #29:15/16** Candice Calliou moved to go in camera with the Principal at 4:50 p.m. **Carried.**  
It was agreed that the Principal would contact Pat, the Hot Lunch Coordinator about setting up a meeting with the LSBC regarding menu issues.

**Motion #30:15/16** Nelson Auger moved that security cameras be installed on the busses. **Carried.**

**Meeting Dates:** Regular Board Meeting – Monday, December 14, 2015 at 3:30 p.m.  
Interviews for temporary EA position – Tuesday, November 10, 2015 at 3:30 p.m.

**Adjournment:** The meeting adjourned at 5:05 p.m.

**Signatures:**

  
Candice Calliou, Chairperson

  
Reta Nooskey, Recording Secretary





**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
SPECIAL BOARD MEETING  
NOVEMBER 10, 2015**

**In Attendance:** Candice Calliou, Chairperson  
Nelson Auger, Board Member  
Doreen Poitras, Board Member  
Jill Gaudet, Principal

**Absent:** Priscilla Christian, Board Member (in conflict)  
Kristen Ghostkeeper, Secretary/Treasurer (in conflict)

The special meeting was called to order at 3:40 p.m and interviews were conducted.

**Motion #031:15/16** Doreen Poitras moved to hire Candidate "P" as Educational Assistant 2, starting on November 16, 2015 effective until the student is no longer attending PP School. **Carried.**

The meeting adjourned at 4:30 p.m.

**Signatures:**



**Candice Calliou, Chairperson**

**FILED IN  
DOCUSHARE**



**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR MONTHLY MEETING  
December 14, 2015**

**In Attendance:** Candice Calliou, Chairperson  
Kristin Ghostkeeper, Secretary/Treasurer  
Priscilla Christian, Board Member  
Nelson Auger, Board Member  
Doreen Poitras, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary  
Pat Storm, Hot Lunch Program

**Call to Order:** The meeting was called to order at 3:37 p.m.

**Agenda:**

**Motion #032:15/16** Priscilla Christian moved to approve the agenda as presented. **Carried.**

**Visitor:**

**Pat Storm, Hot Lunch Program Supervisor** – Pat met with the Board in regards to concerns that had been noted. There was discussion on the menu- both presentation and ordering. Other concerns were voiced and will be addressed. Pat was asked about any up coming Food Safety Courses to be put on by the HLP. She said there are none in the near future but she will pass the request onto Emily Hunt.

**Minutes:**

**Motion #033:15/14** Kristin Ghostkeeper moved to approve the minutes of the November 09, 2015 regular board meeting and November 10, 2015 special board meeting as read. **Carried.**

**Principal's Report:**

**Motion #034:15/16** Doreen Poitras moved to retain our EA in Jr/Sr high until June for the other Code 40 students. **Carried.**

**Motion #035:15/16** Nelson Auger moved to offer a work experience program for gr. 9-12 when placements are available. **Carried.**

**Motion #036:15/16** Priscilla Christian moved to accept the Principal's Report as information. **Carried.**

**Board Member Concerns:**

**Motion #037:15/16** Priscilla Christian moved to have cubbyholes built and put into the ECS and Gr.1-2 classrooms, to help with the clutter. **Carried.**

**Meeting Dates:** Regular Board Meeting – Monday, January 11, 2016 at 3:30 p.m.

**Adjournment:** The meeting adjourned at 4:40 p.m.

**Signatures:**

\_\_\_\_\_  
Candice Calliou, Chairperson

\_\_\_\_\_  
Reta Nooskey, Recording Secretary

Regular Board Meeting

**FILED IN  
DOCUSHARE**

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## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PEERLESS LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- NOVEMBER 19, 2015
- NOVEMBER 25, 2015
- DECEMBER 1, 2015

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



Peerless Lake Local School Board Committee Meeting  
November 19, 2015

Board Members Present: Louie Cardinal, Marie Alook, Marcel Noskiye, William Houle and Laurel Noskiye

Administration: Connie Molcak, Corrine Alook-RS

---

1. Call the meeting to Order: Louie Cardinal called the meeting to order at 8:08PM.
2. Adopt the Agenda: Motion# 56-15/16: Marie Alook moved to adopt the agenda. William Houle seconded. Carried.
3. Adopt the minutes: Motion#57-15/16: Marcel Noskiye moved to adopt the previous minutes. Seconded by Marie Alook. Carried.
4. Chairman's report: Verbal: Motion#58-15/16: William Houle moved to accept report. Seconded by Marcel Noskiye. Carried.
5. Principal's report: Verbal: Motion#59-15/16: William Houle moved to accept report. Seconded by Marie Alook. Carried.
6. New business:
  - a. School policies Booklet: Motion#60-15/16: laurel Noskiye moved to approved of the school policy booklet. Seconded by William Houle. Carried.
7. Next meeting: December 3, 2015 @8pm
8. Meeting adjourned: Louie Cardinal Adjourned the meeting at 9:55PM.

**FILED IN  
DOCUSHARE**





Peerless Lake. 27

November 25, 2015

Melanie Susanne

Motion#61-15/16: Marie Alook moved to approve High School students to attend the Martin Lakes winter camp from November 30 to December 8, 2015. Seconded by Marcel Noskiye. Carried.

FILED IN  
DOCUSHARE



Local School Board Committee Meeting  
December 1, 2015  
8PM

Present: Louie Cardinal, Laurel Noskiye, Marcel Noskiye, Marie Alook(8:25pm)

Absent: William Houle

Administration: Connie Molcak, Corrine Alook

---

Call the meeting to Order: Louie Cardinal called the meeting to order at 8:10PM.

Adopt Agenda: Motion#62-15/16: Laurel Noskiye moved to adopt the agenda. Seconded by Marcel Noskiye. Carried.

Adopt minutes: Motion#63-15/16: Laurel Noskiye moved to accept previous minutes. Seconded by Marcel Noskiye. Carried.

Chairman's report: info only- verbal: Motion#64-15/16: Laurel Noskiye moved to accept chairman's report. Seconded by Marcel Noskiye. Carried.

Principal's report: info only – verbal- Motion#65-15/16: Laurel Noskiye moved to accept principal's report. Seconded by Marcel Noskiye. Carried.

In lieu days: Motion#66-15/16: Laurel Noskiye moved to approve principals 5 in-lieu days. Seconded by Marcel Noskiye. Carried.

Next Meeting: Jan 21, 2016

Meeting adjourned at 8:55 pm.

**FILED IN  
DOCUSHARE**



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** PELICAN MOUNTAIN LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- NOVEMBER 24, 2015
- DECEMBER 2, 2015

---

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





LSBC Pelican Mountain School  
Organizational Meeting/Regular Monthly Meeting  
November 24, 2015

Attendance: Linda-Principal, Violet-Board Chair, Sandra and Heather

Call meeting to order 7:05 pm by Violet.

1. **New Business**-need a motion to buy Christmas gifts for students. Violet makes a motion to purchase 25 Christmas gifts for students at \$30.00 limit each and 2 Ipads for Attendance, Sandra seconded. **Motion #2211242015**
2. **Board chairpersons' Report**-maintenance report received.
3. **Principal's Report**-attendance is good, going to an AERR on Nov. 26, Agnes has been rehired, Youth Centre will be using gym 2 nights a week, Head start will be starting soon, Christmas concert will be scheduled in December.
4. **Other business-**

Next meeting-Dec. 2, 2015

Adjournment-at 7:40 pm

**FILED IN  
DOCUSHARE**



LSBC Pelican Mountain School  
Organizational Meeting/Regular Monthly Meeting  
December 2, 2015

Attendance: Linda-Principal, Violet-Board Chair, Sandra and Heather  
Adoption of the Agenda-Violet makes a motion to adopt the Agenda, Sandra seconds.  
**Motion#231222015**

**Business Arising:**

1. Christmas Concert: December 17, 2015 at 6 pm
2. Gifts from LSB-get 2 x 50.00 gift cards, plus 1 Ipad from school generated funds and the draw for the Ipad will be at the end of the year for attendance.

Call meeting to order 7:00 pm by Violet.

1. **New Business**-Child safety-unannounced visitors-To request buzzers at the front entrance; inquire about hiring a secretary for the safety of the students.
2. **Bussing**-What to do in case of freezing rain?
3. **Gym use by community members**-discussed.
4. **Chair person's Report**-n/a
5. **Principal's Report**-Attendance dropped down at 87%, Bank Deposit, Gifts purchased.
6. **Other business**-

Next meeting-January 13, 2016  
Adjournment-at 8:42 pm

**FILED IN  
DOCUSHARE**



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** SUSAN CREEK LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- OCTOBER 8, 2015  
- NOVEMBER 30, 2015

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



**SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE  
SPECIAL MEETING (S/A interviews)  
October 8, 2015**

**PRESENT:** Charles McDonald, Member  
Rachelle McDonald, Chairperson (arrived @ 3:45 p.m.)  
Cathy Wanyandie, Member (via phone)

**OTHERS:** Mark McGimpsey, Principal

**Interviews for the special assistant position. Four candidates were interviewed.**

**3:10 p.m. – 4:20 p.m. conduct interviews.**

**80/15 Rachelle moved to hire candidate 'A' for the 1.00 FTE special assistant position. Start date will be October 13, 2015 – June 29, 2016. Carried.**

**Adjourned @ 6:00 p.m.**

**FILED IN  
DOCUSHARE**





**SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE  
MEETING  
November 30/15**

**PRESENT:** Rachelle McDonald, Chairperson  
Cathy Wanyandie, Member (excusable absence)  
Maryanne Moberly, Secretary/Treasurer  
Charles McDonald, Member (excusable absence)  
Robert Wanyandie, Member

**OTHERS:** Mark McGimpsey, Principal  
Tammy Smith, Recording Secretary

**CALL TO ORDER:** Rachelle called the meeting to order at 3:54 p.m.

**OPENING PRAYER:** Robert gave the opening prayer.

**ADOPT AGENDA:** 81/15 Rachelle moved to adopt the meeting agenda.  
Carried.

**ADOPT PAST MINUTES:** 82/15 Maryanne moved to adopt the S.C.L.S.B.C. meeting  
minutes of Sept. 22/15 presented.  
Carried.

**FILED IN  
DOCUSHARE**

S.C.L.S.B.C. Sept. 22/15

**PRINCIPAL'S  
REPORT:**

Written.

83/15

Maryanne moved to accept the written Principal Report.  
Carried.

**HEART MATH:**

We were fortunate to have a Heart Math program donated to us by the Heart Math Company through our grief counsellor to use with students and staff. We are hoping to get two more so that more students have access to this wonderful little tool.

**SKI TRIP:**

The grade 4 – 8 students will be going to Marmot Basin skiing on Dec. 15/15.

**CHRISTMAS  
CONCERT:**

We will be hosting our Christmas Concert on Wednesday, Dec. 16<sup>th</sup> @ 6:00 p.m.

**NEXT MEETING DATE:**

January 28/16 @ 6:00 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 5:00 p.m.

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** TROUT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- DECEMBER 1, 2015

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





# Kateri School



## Local School Board Committee Meeting

December 1st, 2015

**In Attendance:** Elmer Gullion (Chairperson)  
Shane Metsikassus  
Conrad Metsikassus

Julianne Noskiye  
Caroline Bigstone  
Jennifer Nanooch (A. Principal)

**Guests:** None

**Meeting called to order at 7:04 PM by Elmer Gullion**

Conrad arrived 7:06 PM

**Opening Prayer** Conrad Metsikassus

**Motion #895716** Motion to adopt amended agenda  
By: Conrad Metsikassus  
Carried Unanimously

**Motion #895717** Motion to accept the minutes of November 2, 2015.  
By: Caroline Bigstone  
Carried Unanimously

**Motion #895718** Motion to accept the November 2015 principal's report.  
By: Julianne Noskiye  
Carried Unanimously

**Motion #895719** Motion to support the requested educational leave of absence with pay for Janet Yellowknee for the period effective January 4<sup>th</sup> until the end of June 2016.  
By: Shane Metsikassus  
Carried Unanimously

**Motion #895720** Motion to accept the 2015-2016 In-School Cultural Fund as presented.  
By: Caroline Bigstone  
Carried Unanimously

**Motion #895721** Motion to approve Martin Lakes KTC/CTS Careers/Culture Camp Field Trip for the grades 10-12 students for the period beginning December 2<sup>nd</sup>, 2015 and returning December 9<sup>th</sup>, 2015.  
By: Shane Metsikassus  
Carried Unanimously

**Motion #895722** Motion to accept the Finance Report for the period ending October 31, 2015.  
By: Shane Metsikassus  
Carried Unanimously

**FILED IN  
DOCUSHARE**

*Discussion about dogs following students to school. School to send home a note asking parents to please tie up the dogs.*

***Motion #895723***

Motion to adjourn.  
By: Caroline Bigstone

*Meeting adjourned at 8:05 PM*

*Next meeting date: January 12, 2015 at 7:00 PM*



## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** WABASCA LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- NOVEMBER 10, 2015
- DECEMBER 8, 2015

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



**Wabasca Local School Board Committee Meeting**

**St. Theresa School**

**November 10, 2015**

**ATTENDANCE:**

**Mandi MacLennan**

**Shelley Stevenson**

**Robin Guild**

**Jeff Junkin**

**Anthony Rathbone**

**Robert Gullion**

**Thomas Bissell**

**June Houle**

1. **CALL MEETING TO ORDER:** Robin called the meeting to order at 7:00 p.m.
  
2. **ADOPTION OF AGENDA:** Recommendation 3058/11/15.  
Anthony moved to adopt the agenda as presented. Carried.
  
3. **ADOPTION OF MINUTES:** Recommendation 3059/11/15.  
Robert moved to accept the minutes of October 13 meeting as presented. Carried.
  
4. **CHAIRPERSON'S REPORT:** Recommendation 3060/11/15.  
Jeff moved to accept the Chairperson's report as Information. Carried.
  
5. **ASSISTANT PRINCIPAL'S REPORT:** Recommendation 3061/11/15.  
Anthony moved to accept the Assistant Principal's report as Information. Carried.
  
6. **PRINCIPAL'S REPORT:** Recommendation 3062/11/15.  
Thomas moved to accept the Principal's report as Information. Carried.
  
7. **NEXT MEETING:** December 8<sup>th</sup> Christmas supper meeting at Wood Buffalo Inn at 6:30 p.m.

**FILED IN  
DOCUSHARE**

**8. ADJOURN MEETING: Recommendation 3063/11/15.**

Robert moved to adjourn the meeting at 7:37 p.m. Carried.

**TOPICS OF DISCUSSION:**

Mandi, Shelley and Robert attended the Auditor General's meeting. The report was released last March.

Maplewood should be able to do a lot more for the parents and schools.

Administration attended the Inclusive Education Conference.

IPP, creating and approving them

Speech and Language

Vulnerable Reader's Summit

Whole School Write Process – all students are involved.

Stick it to the Staff fundraiser – donation box is set up in the office.

Apple snack – healthy food

Christmas Concert will be held for 2 days on the 15<sup>th</sup> and 16<sup>th</sup>.

Cultural cookout was a success.

The Cree language is being used in the homeroom classroom.

FNMI books –new titles

Remembrance Day Service – Very well organized, good job Virginia

Student Council – lots of activities planned, still doing the "You've been Mugged".

The skit on Virtues was written and performed by the Student Council – Awesome job

Caught being nice – this is also fostering good behavior with the students.

Staffing – we need 3 teachers

Northland Games will be hosted in Wabasca for this year's school year.

PAT results

Shelley will email Mistassiniy to invite the Desmarais Local School Board and the Administration to the Christmas Dinner meeting.

# Wabasca Local School Board Meeting

Wood Buffalo Bar & Grill

December 8, 2015

## ATTENDANCE:

Mandi MacLennan

Robin Guild

Anthony Rathbone

Robert Gullion

Thomas Bissell

Jeff Junkin

June Houle

## ABSENT:

Shelley Stevenson

1. CALL MEETING TO ORDER: Robin called the meeting to order at 7:37 p.m.
2. ADOPTION OF AGENDA: Recommendation 3064/12/15.  
Anthony moved to adopt the agenda as presented. Carried.
3. ADOPTION OF MINUTES: Recommendation 3065/12/15.  
Robert moved to accept the minutes from November 10 meeting as presented. Carried.
4. CHAIRPERSON'S REPORT: Recommendation 3066/12/15  
Jeff moved to accept the Chairperson's report as Information. Carried.
5. PRINCIPAL'S REPORT: Recommendation 3067/12/15.  
Thomas moved to accept the Principal's report as Information. Carried.
6. CORRESPONDENCE: Recommendation 3068/12/15.  
Robert moved to accept the correspondence as Information. Carried.
7. AERR: Recommendation 3069/12/15.  
Anthony moved to accept the AERR as presented. Carried.
8. Next meeting: January 12, 2016.
9. ADJOURN MEETING: Recommendation 3070/12/15.  
Anthony moved to accept the AERR as presented. Carried.

## TOPICS OF DISCUSSION:

Corporate Board Meeting

Edmonton Journal

Attendance

Lice issues for attendance – need more information on letters sent home

Mandi will send home a letter regarding policy.

Magnetic Combs in the school?

Tea tree oil, Dawn and vinegar mix is another that works for head lice.

**FILED IN  
DOCUSHARE**

AERR

Next year's calendar

Gifts to Board members

Gifts from Robin





## Superintendent's Report January 23, 2016

### November, 2015

23	Peace River	Teleconference with Director of Education, Bigstone Cree Nation
24	Peace River	KTC/NSD Partnership Principals Meeting
25	Peace River	Exit Conference with Office of the Auditor General
26	Trout Lake	Kateri School Visit
	Peerless Lake	Peerless Lake School Visit
		Peerless Lake Local School Board Committee Meeting
27	Wabasca	Meeting with Mistassiniy School Principal and Community Education Engagement Coordinator

### December, 2015

1	Edmonton	Meeting with Alberta Education
2	Peavine	Meeting with Bishop Routhier Principal
3	Edmonton	KTC/NSD Partnership Meeting
		ATA Meeting
4	Edmonton	ASBA Meeting
8	Wabasca	Marten Lake Camp Visit
9	Wabasca	Marten Lake Camp Visit
		Transitions Project Teleconference
		Mental Health Ad Hoc Committee Meeting
10	Peavine	Meeting at Bishop Routhier School
11	Peace River	Moving Forward with High School Re-design Teleconference with Alberta Education
14	Wabasca	Meeting with Bigstone Cree Nation and MD of Opportunity No. 17
15	East Prairie	Hillview School Visit
	Gift Lake	Gift Lake School Visit
18	Peace River	Office of the Auditor General Teleconference

### January, 2016

5	Peace River	Leadership Team Meeting
6	Peace River	Meeting with Cadotte Lake School Principal and Woodland Cree First Nation
7	Fort McMurray	Athabasca Tribal Council Meeting
8	Edmonton	Northland School Division Financial and Program Evaluation Committee Meeting
11	High Prairie	Transitions Planning Meeting
12	Peace River	Committee Meetings and Agenda Review
20	Calling Lake	Calling Lake Outreach Review with Alberta Education
21	Edmonton	Long Term Agreement Meeting
22-23	Peace River	Corporate Board Meeting







Donna Barrett &lt;donna.barrett@nsd61.ca&gt;

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**Budget 2015 and First Nations Education Initiatives**1 message

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Education Deputy Minister &lt;EducationDeputyMinister@gov.ab.ca&gt;

Wed, Jan 6, 2016 at 12:54 PM

Cc: Carl Amrhein - Health &lt;Carl.Amrhein@gov.ab.ca&gt;, David Morhart &lt;David.Morhart@gov.ab.ca&gt;

To: Superintendents of Public, Separate and Francophone School Boards  
First Nations Education Directors  
MOU Senior Officials

The Government of Alberta remains committed to achieving the common vision of the *Memorandum of Understanding for First Nations Education in Alberta* (MOU). Under this vision, First Nations students are achieving or exceeding the full educational outcomes, levels and successes of all other students in Alberta.

We are also focused on fulfilling the mandate set out by Honourable Rachel Notley, Premier of Alberta, with respect to the *United Nations Declaration on the Rights of Indigenous Peoples*.

I am pleased to advise you that the Government of Alberta is moving forward to support these priorities with \$74 million in funding over three years. This funding will help, in part, implement Alberta's commitment under the MOU to improve opportunities and education outcomes for First Nations students. This funding commitment includes \$20 million that will be made available to individual First Nations, First Nations organizations that provide education services and provincial school authorities to support one-time, three-year projects that focus on capacity building and collaboration in education. This funding is intended to enhance, but not replace federal funding for First Nations education.

Alberta Education is also working with partners to expand Regional Collaborative Service Delivery (RCSD) to interested First Nations communities. RCSD is a partnership between Alberta Education, school authorities, Alberta Health Services, Alberta Human Services, and community stakeholders. These partners work together to improve access to supports, build capacity within communities and to support the co-ordination and integration of services.

Collaborative planning workshops for First Nations and other stakeholders are being planned in nine locations across the province for early in the new year. These workshops will provide information about Education Services Agreement Standards, collaborative plans, the Building Collaboration and Capacity in Education (BCCE) Grant Program and the expansion of RCSD to interested First Nations. Ministry staff will be in contact shortly to provide further information and to extend an invitation for you to attend.

I look forward to our continued collaboration to support improved outcomes for First Nations students.

1/6/2016

Northland School Division No. 61 Mail - Budget 2015 and First Nations Education Initiatives

Sincerely,

Lorna Rosen

Deputy Minister of Education

**Attachments:**

- 1) Fact Sheet: Regional Collaborative Service Delivery
- 2) Fact Sheet: Building Collaboration and Capacity in Education

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**2 attachments**

 **Fact Sheet - Regional Collaborative Service Delivery.pdf**  
242K

 **Fact Sheet - Building Collaboration and Capacity in Education.pdf**  
102K

# Building Collaboration and Capacity in Education

## What is the Building Collaboration and Capacity in Education Grant Program<sup>1</sup>?

It is a one-time conditional grant funding opportunity for three-year projects that focus on:

- supporting collaborative planning; and
- supporting First Nations capacity to participate in provincial initiatives.

## What is the purpose of this grant program?

The purpose is to increase opportunities for First Nations students to receive co-ordinated education programs and services that are responsive to their needs by enhancing collaboration, co-ordination and capacity building among education stakeholders. This supports the Government of Alberta's commitments under the *Memorandum of Understanding for First Nations Education in Alberta* to pursue targeted and strategic funding opportunities to increase the success of First Nations students who reside in a First Nations community and attend a provincial school.

## Who can apply?

Funding to support **collaborative planning** is available to:

- individual First Nations operating a band-operated school(s);
- First Nations organizations providing education services (e.g., Tribal Councils); and
- public, separate and charter school authorities that have existing education services agreements for First Nations students who live on reserve and attend provincial schools.

Funding to support First Nations school authorities' **capacity to participate in provincial initiatives** is available to:

- individual First Nations operating band-operated schools; and
- First Nations organizations providing education services (e.g., Tribal Councils).

## How much funding is available?

- A total of \$20 million over three years is available through the Building Collaboration and Capacity in Education Grant Program.

## What is the application deadline?

The deadline for applications and proposals is **March 1, 2016**.

## Is it possible to partner with other First Nations or provincial school authorities on a submission?

Yes. Individual First Nations, First Nations organizations providing education services and provincial school authorities are able to collaborate and partner on the submission of a joint application and proposal. Funding for joint proposals may be pooled in order to maximize resources.

## I'm interested in applying. Where can I find an application form?

The first step in the application process is to contact:

First Nations Education Initiatives Branch  
First Nations, Métis and Inuit Education  
Division, Alberta Education  
Phone: 780-644-8415 (dial 310-0000 first  
for toll-free access in Alberta)  
Email: [EDC.FNEI@gov.ab.ca](mailto:EDC.FNEI@gov.ab.ca)

<sup>1</sup> The program will be reviewed annually to ensure it is meeting its stated purpose and objectives.



# Regional Collaborative Service Delivery

## What is Regional Collaborative Service Delivery?

Regional Collaborative Service Delivery (RCSD) is an approach to ensure children, youth and families have access to supports they need to be successful at school and in the community.

It is a partnership among school authorities, Alberta Health Services, Alberta Human Services and other community stakeholders. These partners work together to identify and meet the needs of children and youth within a given region. There are 17 RCSD regions across the province.

Supports and services available in a particular region depend on what service priorities have been identified by the regional partners. Supports can include, but are not limited to mental health supports, speech-language therapy and occupational therapy.

## What does Regional Collaborative Service Delivery do?

RCSD is an approach to more effectively meet the learning needs of children and youth and to support their well-being. Its purpose is to support regions in providing streamlined, co-ordinated and enhanced access to supports and services for children and youth

to be successful in school and in their community.

The goal is to ensure that children and youth have access to the right supports at the right time. This is achieved by:

- improving access to supports;
- building capacity within communities;
- including school staff, service providers and families; and
- by improving integration and co-ordination of services.

## How does Regional Collaborative Service Delivery work?

RCSD partners collaborate within the 17 provincial regions. Partners include school authorities, Alberta Health Services, Alberta Human Services (including Child and Family Services, Family Support for Children with Disabilities and Persons with Developmental Disabilities) and community organizations and stakeholders that deliver supports and services.

Priorities vary according to identified regional needs and plans. All regional collaborative supports must improve a child or youth's ability to take part in his or her educational program or community.

## Who does Regional Collaborative Service Delivery support?

The approach is intended to better meet the needs of the following demographics:

- Children and youth who are registered with Alberta Education in Early Childhood Services (ECS) to Grade 12.
  - Children and youth with complex needs\* between the ages of 0 and 20 years old.
  - Children and youth (from birth to 20 years old) with a low-incidence disability, including:
    - Blind or Visually Impaired (BVI);
    - Deaf or Hard of Hearing (DHH);
    - Deafblind (DB); and
    - Complex Communication Needs (CNN).
  - School staff, families and service providers who need cross-sector training or skill development in relation to collaboratively supporting children and youth in school and in the community.
- \* Children and youth with complex needs are those who, due to the severity of their impairment(s), require significant extraordinary care and who require services from more than one government ministry. This may include children and youth:
- with multiple impairments, complex mental health and health issues and/or severe behavioural needs;
  - who have utilized all available resources with limited success;
  - who require fiscal and human resources that strain the capacity of any one ministry; and
- for whom there are questions about the safety of the child, youth, family or public.

## How is Regional Collaborative Service Delivery funded?

The Government of Alberta provides funding for RCSD.

Funding is distributed to each region through a funding allocation aimed at supporting collaboration and enhancing supports for children and youth.

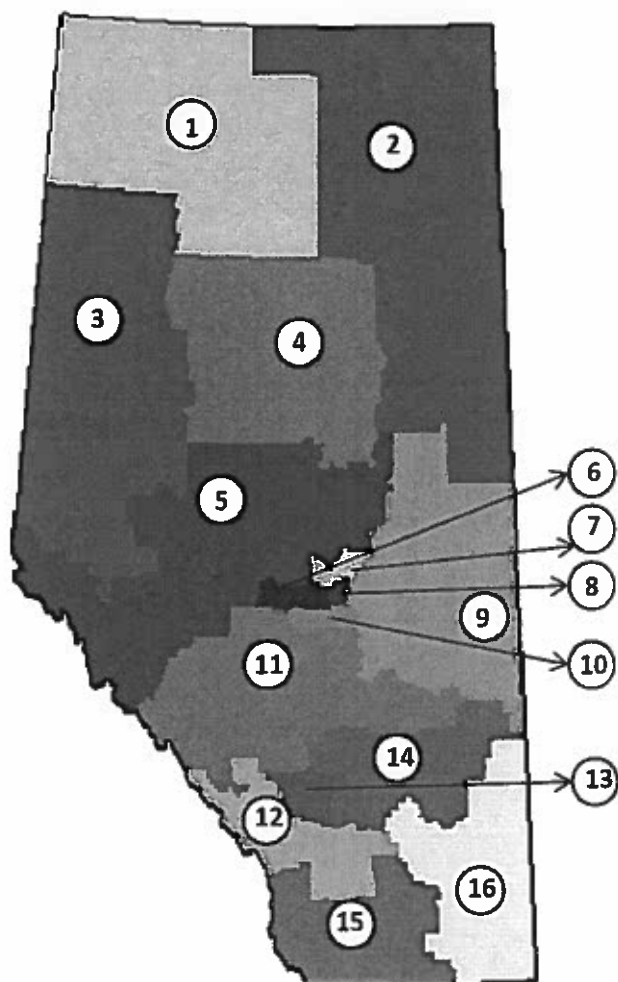
## How can I learn more about Regional Collaborative Service Delivery?

### TEACHERS AND SCHOOL ADMINISTRATORS

Contact your school authority representative or RCSD regional manager. Please see next page for contact information.

### PARENTS

Please talk to your child's teacher, school administrator or local service provider about the supports that may be available for your child. If your child is not enrolled in school, contact your RCSD regional manager.



## Regions and Regional Managers

1. Northern Lights RCSD
2. Wood Buffalo RCSD
3. Peace Country RCSD
4. Northern Lakes RCSD
5. Aspen Collaborative Services RCSD
6. Parkland and Area RCSD
7. St. Albert and Sturgeon RCSD
8. City of Edmonton RCSD
9. Eastern Edge RCSD
10. Leduc and Area RCSD
11. Central Alberta RCSD
12. Bow River RCSD
13. Calgary and Area RCSD
14. Central East Collaborative RCSD
15. Southwest Alberta RCSD
16. Southeastern Alberta RCSD
17. Réseau RCSD (Francophone)





AR92029

December 15, 2015

Ms. Kerri Ceretzke, Principal  
Athabasca Delta Community School  
Box 59  
Fort Chipewyan AB T0P 1B0

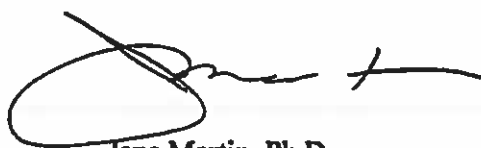
Dear Ms. Ceretzke:

It was a pleasure to meet with you, the students, and the Executive of the Northland School Division in October of this year. The discussions were meaningful and insightful and we look forward to continued success of current and future programs with the Athabasca Delta Community School.

In appreciation of your welcoming hospitality, and in remembrance of our visit, I present as our gift to you: the *Turtle Island Voices* grades 1, 7 and 8 texts, including the Grade 1 Teacher's Guide.

Thank you once again for being such gracious hosts during our time at Fort Chipewyan, and please feel free to contact my office at any time should you require any assistance or further information.

Sincerely,



Jane Martin, Ph.D.  
Assistant Deputy Minister  
First Nations, Métis and Inuit Education

cc: Ms. Donna Barrett, Superintendent  
Northland School Division No. 61

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DOCUSHARE



AR92029

December 15, 2015

Ms. Crystal Colville, Principal  
Little Buffalo School  
General Delivery  
Cadotte Lake AB T0H 0N0

Dear Ms. Colville:

It was a pleasure to meet with you, the students, and the Executive of the Northland School Division in October of this year. The discussions were meaningful and insightful and we look forward to continued success of the current and future programs with Little Buffalo School.

In appreciation of your welcoming hospitality, and in remembrance of our visit, I present as our gift to you: the *Turtle Island Voices* grades 1, 7 and 8 texts, including the Grade 1 Teacher's Guide.

Thank you once again for being such gracious hosts during our time at Little Buffalo, and please feel free to contact my office at any time should you require any assistance or further information.

Sincerely,

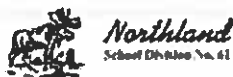


Jane Martin, Ph.D.  
Assistant Deputy Minister  
First Nations, Métis and Inuit Education

cc: Ms. Donna Barret, Superintendent  
Northland School Division No. 61

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DOCUMENTS





Donna Barrett <donna.barrett@nsd61.ca>

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## Holiday Greetings from the Minister of Education

1 message

Education Minister <Education.Minister@gov.ab.ca>

Wed, Dec 16, 2015 at 2:06 PM

This is a special time of year and it's important to celebrate with family and friends. We should also pause and reflect on the year that has passed as we prepare to ring in the new.

As I look back over 2015, I am pleased with the progress we have made in improving the quality of education in our province. Much of the credit goes to you, our partners. I know there is still much work to be done.

As a ministry, we will be focusing on these key priorities as we head into 2016:

- Working in partnership with our stakeholders to ensure safe, caring and respectful schools for all students.
- Preparing for the new students who will be joining our schools as refugee families arrive in Alberta.
- Working collaboratively to ensure that reconciliation is addressed across all future K–12 curricula in close partnership with First Nations, Métis and Inuit communities.
- Moving forward with anticipated and much-needed school building projects across the province.
- Ensuring our programs of study and assessment continue to meet the needs of our students.

I know this coming year will bring new opportunities to build on our ongoing efforts as we ensure every student is educated for future success. Together we are making a difference in the lives of Alberta's students.

Best wishes for a safe and happy holiday season and a very happy new year.

Sincerely,

David Eggen  
Minister of Education  
MLA, Edmonton-Calder

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1/15/2016

Northland School Division No. 61 Mail - Excellence in Teaching Awards



Donna Barrett &lt;donna.barrett@nsd61.ca&gt;

## Excellence in Teaching Awards

1 message

Education Minister &lt;Education.Minister@gov.ab.ca&gt;

Fri, Jan 15, 2016 at 10:15 AM

**To: Board Chairs of Public, Separate, Francophone and Charter School Boards**

It is my great pleasure to announce this year's Excellence in Teaching Awards. As a former teacher I understand the important role that Alberta's teachers play in inspiring our students and preparing them for bright futures.

I have enjoyed working with people who are enthusiastic about what they do. In my conversations with staff and education partners over the past few years, what has resonated for me is the strong passion for education and the desire to make a difference in the lives of young people in our province.

On December 4, nominations opened for the 2016 Excellence in Teaching Awards. Parents, students, colleagues, principals, superintendents and all Albertans are encouraged to nominate a teacher or principal who demonstrates excellence in the profession. We want to recognize educators that inspire students and colleagues with their creative, innovative, and effective teaching practices. Nominations for pre-kindergarten teachers are also being accepted.

Please take this opportunity to show your appreciation for the leadership of great teachers in your schools by acknowledging their contributions.

If you have any questions regarding the program, visit Alberta Education's website, email [edc.excellenceinteaching@gov.ab.ca](mailto:edc.excellenceinteaching@gov.ab.ca) or call toll-free 1-866-590-1660.

Sincerely,

David Eggen

Minister

cc: Superintendents of Public, Separate, Francophone and Charter School Boards

Executive Directors of the following Associations:

Alberta School Councils' Association

Fédération des parents francophones de l'Alberta

1/15/2016

Northland School Division No. 61 Mail - Excellence in Teaching Awards

Alberta Teachers' Association

Alberta School Boards Association

Communications Contacts at School Divisions

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# Shining Student Award

Indigenous



2016

Education Partners

First Nation, Métis and Inuit

Student Recognition

Alberta School Boards Association © Alberta School Councils' Association © Alberta Teachers' Association  
© College of Alberta School Superintendents

## Eligibility

This annual recognition is awarded to a student of First Nations, Métis or Inuit heritage, who demonstrates leadership and inspires others, through embracing and respecting an aboriginal perspective or world view from an aboriginal perspective, by:

- © Pursuing his/her goal or dream despite challenges
- © Persevering in his/her studies
- © Maintaining a positive outlook on his/her future opportunities
- © Promoting his/her heritage and culture
- © Providing leadership within a cultural perspective
- © Embracing and respecting the heritage of all

## Criteria

The First Nations, Métis or Inuit student is enrolled in Grade 10–12 program in

- ✧ a school operated by a school board
- ✧ a school operated by a First Nations Education Authority
- ✧ a private or charter school

and who exemplifies the characteristics listed above.

## Guidelines


The student can be nominated by a student, teacher, principal, superintendent, trustee, or school staff.

Nominations must be received by March 30 and include:

- ✧ a letter outlining why the individual is deserving of recognition
- ✧ at least one additional letter of recommendation

Nominations will be considered by a committee comprised of one representative from each of the education partner organizations - Alberta School Boards Association (ASBA), Alberta School Councils' Association (ASCA), Alberta Teachers' Association (ATA), College of Alberta School Superintendents (CASS) and Alberta Education FNMI Field Services Branch and one person appointed by the Task Force.

The successful candidate will receive opportunity to attend a youth conference on leadership and change. Financial support will include registration cost, travel and accommodation, and reasonable expenses to attend. The recipient will also be recognized in their home community or school at a locally arranged event.

Sponsored by **xerox** 

# Nomination Form

Submission deadline is 4:30 pm on March 30, 2016

Nominee's Full Name:

School Name:

Location:

Nominee's Address:

City/Town:

Postal Code:

Phone Number:

Alt Phone or Fax Number:

Email Address:

Grade:

This nominee is:

☐ Métis

☐ First Nations

☐ Inuit

Nominator's Full Name:

Title/Position:

Nominator's Address:

City/Town:

Postal Code:

Phone Number:

Alt Phone or Fax Number:

Email Address:

**Submission Checklist:** For each nomination be sure to provide:

- ☐ 1 completed nomination form
- ☐ 1,000 word (max) double-spaced letter for nomination
- ☐ 1 additional signed letter of support
- ☐ Optional COPIES of supporting documents (*certificates, awards, etc.*)

Mail completed Nomination package to:

Indigenous Shining Student Award

Education Partners c/o ASBA

1200, 9925-109 Street

Edmonton, AB T5K 2J8

Or email to: [brian.callaghan@crps.ca](mailto:brian.callaghan@crps.ca)

For more information contact:

Brian Callaghan

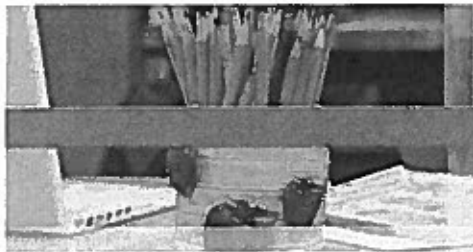
780.451.7105

[brian.callaghan@crps.ca](mailto:brian.callaghan@crps.ca)



- © Alberta School Boards Association
- © Alberta School Councils' Association
- © Alberta Teachers' Association
- © College of Alberta School Superintendents

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# the Director's Report

JANUARY 2016

FIELD SERVICES

## 2016 Language Teacher Bursary: Application Deadline February 10

Certificated teachers who teach languages other than English and who are interested in a summer 2016 program abroad in a language immersion/language teaching methodology may apply for a bursary through the Language Teacher Bursary Program. For more information and application forms, go to <http://alis.alberta.ca/et/fo/pay/scholarships/info.html?EK=874>. Note: Only individuals who have not received these bursaries within the last five years may apply.

**Bursary Application Deadline:** The provincial deadline is February 10, 2016; however, local deadlines may be earlier. Applicants requiring further information may contact Alberta Scholarship Programs at 780-427-8640. Dial 310-0000 first for toll-free access in Alberta.

## Inclusive Education Policy Framework

An *Inclusive Education Policy Framework* is currently being developed in consultation with key department staff and education stakeholders from across the province beginning in January 2016.

This *Inclusive Education Policy Framework*, in concert with the *Inclusive Education Policy* statement in the *Guide to Education*, will provide guidance and direction for school authorities and government to create a shared vision of an inclusive education system. This will contribute to ensuring that Alberta continues to have one of the best education systems in the world, so that all learners achieve their full potential.

This policy framework will create a roadmap that provides a set of principles, policy directions, outcomes and recommended actions that reflect the values of inclusive education. Inclusion is not just about learners with disabilities or exceptionalities. It is an attitude and approach that embraces diversity and learner differences, and promotes genuine equality of opportunities for all learners in Alberta.

For further information, please contact Leah Dushenski, Senior Manager, School Accreditation and Standards, at [Leah.Dushenski@gov.ab.ca](mailto:Leah.Dushenski@gov.ab.ca) or at 780-427-6894. Dial 310-0000 first for toll-free access in Alberta.

## Supporting Every Student Learning Series

### New Release - Brain development and the effect of early experiences on lifelong learning and health

Understanding how children's brains develop and how they are impacted by adversity and toxic stress has important implications for creating welcoming, caring, respectful and safe learning environments. The *Supporting Every Student Learning Series*, <http://www.research4children.com/theme/common/page.cfm?i=10003043>, through the Alberta Centre for Child, Family & Community Research, has released a three part webinar, featuring Dr. Nicole Sherren, focusing on:



1. How to Build a Brain (<https://vimeo.com/143398435>)
2. The Biology of Early Adversity (<https://vimeo.com/143398436>)
3. Outcomes Associated With Early Adversity (<https://vimeo.com/143398434>)

The November release of videos and accompanying conversation guides provides professional learning opportunities on brain development and the effect of early experiences on lifelong learning and health.

Upcoming webinars will focus on how welcoming, caring, respectful and safe learning environments support:

- reducing bullying behaviour and why this matters; and
- Children, youth and families who are refugees.

More information is available on the Alberta Centre for Child, Family & Community Research, <http://www.research4children.com/>.

For further information, please contact Dena Davis, Senior Manager, School and Community Supports for Children and Youth Branch, at [Dena.Davis@gov.ab.ca](mailto:Dena.Davis@gov.ab.ca) or at 780-422-6547. Dial 310-0000 first for toll-free access in Alberta.

## Welcoming Syrian Families

Albertans have been coming together to support Syrian refugee families. The Alberta Government will continue to work closely with federal, provincial, municipal and community partners to welcome Syrian refugees.

The federal government is posting ongoing updates regarding the Syrian refugee initiative that you may find helpful and informative:

<http://www.cic.gc.ca/english/refugees/welcome/milestones.asp>

[http://www.cic.gc.ca/english/refugees/welcome/map.asp?\\_ga=1.242073536.3794073.1442000734](http://www.cic.gc.ca/english/refugees/welcome/map.asp?_ga=1.242073536.3794073.1442000734)

The Alberta Government also has a webpage that may be helpful for those wanting more information about Alberta's response plan:

<http://alberta.ca/syrian-refugees.cfm>

Alberta Education will continue to work with school authorities to ensure refugee students have the supports they need to settle into Alberta's school system.

In preparation for incoming Syrian students, please refer to the following *Teaching Refugees and Students with Limited Formal Schooling* website at <http://teachingrefugees.com/>.

If you have additional questions, regarding educational programming, please contact Margaretha Ebberts, Director, Central Services, at [Margaretha.Ebberts@gov.ab.ca](mailto:Margaretha.Ebberts@gov.ab.ca) or 780-427-5381. Dial 310-0000 first for toll-free access in Alberta.

# Inclusive Education Policy Framework: Creating a Shared Vision

## INCLUSIVE EDUCATION POLICY FRAMEWORK

An *Inclusive Education Policy Framework* is currently being developed in consultation with key education stakeholders from across the province.

This *Inclusive Education Policy Framework*, in concert with the *Inclusive Education Policy* statement in the *Guide to Education*, will provide guidance and direction for school authorities and government to create a shared vision of an inclusive education system. This will contribute to ensuring that Alberta continues to have one of the best education systems in the world, so that all learners achieve their full potential.

This policy framework will be enabling rather than prescriptive. It will create a roadmap that provides a set of principles, policy directions, outcomes and recommended actions that reflect the values of inclusive education.

Inclusion is not just about learners with disabilities or exceptionalities. It is an attitude and approach that embraces diversity and learner differences, and

promotes genuine equality of opportunities for all learners in Alberta.

Every learner has unique needs. Some learners have profound and ongoing needs; others have short-term and/or situation-based needs. This calls for flexible and responsive learning environments.

An inclusive education system that responds to the needs of all learners addresses factors that contribute to the achievement gap and other negative impacts that result from poverty, social exclusion, marginalization, underachievement and mental health issues.

Educational partners have a responsibility and a duty to uphold the rights and freedoms entrenched in the *Canadian Charter of Rights and Freedom* and the *Alberta Human Rights Act*. This includes equal access to education as well as the right of individuals to belong, to be included, and to full access to resources and opportunities.

## Proposed engagement plan

### Phase one: Inform and consult

(January to February 2016)

Gather stakeholder feedback on the draft policy framework

### Phase two: Collaborate and revise

(March to April 2016)

Small working group reviews feedback to inform revision of draft

### Phase three: Validate

(May 2016)

Initial stakeholders (from phase one) review and validate revised draft



## Policy Directions

Informed by research, and based on best practices, the draft framework currently includes the following six policy directions.



### Policy Direction 1: Learner-Centred Decision-Making

Decisions focus on the needs of learners by establishing high expectations, reducing barriers, and creating responsive learning opportunities.



### Policy Direction 2: Engaging Families and Communities

Parents and community partners have meaningful opportunities to participate in, and support, the success of all learners.



### Policy Direction 3: Evidence-Based Practice

Teachers, school leaders and other education professionals review, share and apply research supporting evidence-based instructional and inclusive practices.



### Policy Direction 4: Professional Learning and Collaboration

Teachers, school leaders and other education professionals develop and apply knowledge, skills and attributes that enable them to create flexible and responsive learning environments.



### Policy Direction 5: Leadership and Vision

Education leaders, at all levels, create a shared vision, promote a culture of collaboration, and build capacity to anticipate, value and support diverse learning needs.



### Policy Direction 6: Access to Supports and Services

All learners have equitable access to evidence-based supports that reduce barriers and enhance learning in school, at home and in the community.

Each of the six policy directions, and their related outcomes and recommended actions, are mutually supportive and interdependent.

#### For information, contact:

Leah Dushenski | Senior Manager  
School Accreditation and Standards Branch  
[Leah.Dushenski@gov.ab.ca](mailto:Leah.Dushenski@gov.ab.ca)

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### December 2015 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	32 (37%)	22 (26%)	4 (5%)	14 (16%)	5 (6%)	2 (2%)	7 (8%)	86
ADCS	73 (31%)	17 (7%)	27 (12%)	23 (10%)	22 (9%)	18 (8%)	53 (23%)	233
Bill Woodward School	51 (45%)	21 (19%)	17 (15%)	10 (9%)	7 (6%)	2 (2%)	5 (4%)	113
Bishop Routhier School	21 (33%)	10 (16%)	9 (14%)	5 (8%)	4 (6%)	3 (5%)	11 (17%)	63
Calling Lake School	29 (25%)	21 (18%)	18 (16%)	23 (20%)	10 (9%)	6 (5%)	8 (7%)	115
Chipewyan Lake School	7 (23%)	5 (17%)	5 (17%)	0 (0%)	6 (20%)	2 (7%)	5 (17%)	30
Conklin Community School	24 (60%)	10 (25%)	3 (8%)	0 (0%)	2 (5%)	0 (0%)	1 (3%)	40
Dr. Mary Jackson School	16 (46%)	1 (3%)	12 (34%)	4 (11%)	2 (6%)	0 (0%)	0 (0%)	35
Elizabeth School	75 (54%)	26 (19%)	18 (13%)	12 (9%)	3 (2%)	3 (2%)	2 (1%)	139
Father R. Perin School	17 (21%)	15 (19%)	22 (27%)	10 (12%)	13 (16%)	1 (1%)	3 (4%)	81
Fort McKay School	39 (44%)	8 (9%)	11 (12%)	12 (13%)	8 (9%)	5 (6%)	6 (7%)	89
Gift Lake School	46 (26%)	28 (16%)	41 (23%)	30 (17%)	18 (10%)	6 (3%)	9 (5%)	178
Grouard Northland School	33 (38%)	15 (17%)	17 (20%)	13 (15%)	4 (5%)	1 (1%)	4 (5%)	87
Hillview School	15 (48%)	0 (0%)	4 (13%)	7 (23%)	4 (13%)	0 (0%)	1 (3%)	31
JF Dion School	38 (44%)	11 (13%)	19 (22%)	11 (13%)	4 (5%)	2 (2%)	2 (2%)	87
Kateri School	27 (29%)	15 (16%)	15 (16%)	12 (13%)	5 (5%)	6 (6%)	14 (15%)	94
Little Buffalo School	32 (18%)	25 (14%)	25 (14%)	40 (22%)	11 (6%)	12 (7%)	36 (20%)	181
Mistassiniy School	41 (12%)	33 (10%)	80 (23%)	40 (12%)	38 (11%)	32 (9%)	82 (24%)	346
Paddle Prairie School	50 (41%)	22 (18%)	18 (15%)	10 (8%)	11 (9%)	7 (6%)	3 (2%)	121
Peerless Lake School	49 (40%)	15 (12%)	17 (14%)	13 (11%)	13 (11%)	4 (3%)	12 (10%)	123
Pelican Mountain School	11 (46%)	5 (21%)	3 (13%)	2 (8%)	0 (0%)	1 (4%)	2 (8%)	24
St. Theresa School	140 (34%)	70 (17%)	81 (20%)	65 (16%)	21 (5%)	16 (4%)	17 (4%)	410
Susa Creek School	29 (59%)	1 (2%)	12 (24%)	6 (12%)	1 (2%)	0 (0%)	0 (0%)	49

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	42 (34%)	1 (1%)	2 (2%)	3 (2%)	8 (7%)	6 (5%)	60 (49%)	122
Calling Lake Outreach School	3 (18%)	4 (24%)	0 (0%)	0 (0%)	0 (0%)	1 (6%)	9 (53%)	17





## DIVISION ATTENDANCE DECEMBER 2015

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	93	47	45	36	25	16	24	286
Gr. 1	84	57	50	35	20	12	15	273
Gr. 2	103	40	48	32	15	7	29	274
Gr. 3	102	39	48	40	17	7	10	263
Gr. 4	103	38	42	31	15	4	8	241
Gr. 5	90	37	38	41	13	6	9	234
Gr. 6	94	36	37	39	16	10	15	247
Gr. 7	75	31	38	22	21	14	19	220
Gr. 8	57	24	47	23	14	8	23	196
Gr. 9	28	21	41	25	21	12	32	180
Gr. 10	24	14	18	10	15	15	32	128
Gr. 11	14	8	17	16	12	14	35	116
Gr. 12	28	4	9	12	8	4	32	97
Student Totals	895	396	478	362	212	129	283	2755

\*Does not include Outreach



### 2015-2016 Division Attendance

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
September 2014	1347 (48%)	347 (12%)	470 (17%)	272 (10%)	149 (5%)	82 (3%)	146 (5%)	2807
September 2015	1445 (52%)	305 (11%)	450 (16%)	249 (9%)	127 (5%)	79 (3%)	116 (4%)	2771
October 2014	1168 (42%)	390 (14%)	496 (18%)	294 (10%)	170 (6%)	84 (3%)	204 (7%)	2806
October 2015	1229 (45%)	245 (9%)	516 (19%)	287 (10%)	152 (6%)	101 (4%)	228 (8%)	2758
November 2014	793 (28%)	456 (16%)	579 (21%)	316 (11%)	235 (8%)	133 (5%)	271 (10%)	2783
November 2015	873 (32%)	399 (14%)	603 (22%)	303 (11%)	184 (7%)	121 (4%)	270 (10%)	2753
December 2014	596 (21%)	439 (16%)	531 (19%)	355 (13%)	290 (10%)	161 (6%)	426 (15%)	2798
December 2015	895 (32%)	396 (14%)	478 (17%)	362 (13%)	212 (8%)	129 (5%)	283 (10%)	2755

\*Does not include Outreach



# Chairman's Report

## January 23, 2016

### November, 2015

20-21	Peace River	Corporate Board Meeting
25	Edmonton	Office of the Auditor General of Alberta Exit Conference 2014-2015 Financial Audit
26	Peace River	Central Office
	High Prairie	Overnight
27	Gift Lake	School Visit
		Construction Deficiencies Review
		Conference Call – Bill 8
30	Edmonton	Meeting with the Superintendent of Schools
		Meeting with McLennan - Ross Legal

### December, 2015

1 (PM)	Edmonton	Meeting with the Deputy Minister of Education
3	Edmonton	Meeting with Kee Tas Kee Now CEO and Superintendent Re: Partnership
4	Edmonton	Alberta School Boards Association (ASBA)/Alberta Education Bill 8 Public Education Collective Bargaining Act Meeting
9	Peace River	Office
10	Peace River	Office
15	Janvier	School/Community Visit
	Fort McMurray	Overnight
16	Fort McMurray	Meeting with the Director of Education, Fort McKay First Nation
18 (AM)	Edmonton	Meeting with McLennan – Ross Legal

### January, 2016

8	Edmonton	Meeting with Maintenance Personnel
11	Gift Lake	Gift Lake Education Centre Joint Use Agreement Meeting
12	Peace River	Committee Meetings and Agenda Review
	Grande Prairie	Travel
13	Grande Prairie	Zone 1 Alberta School Board Association Meeting
14	Edmonton	Meeting with Kee Tas Kee Now CEO
		Meeting with Maintenance Personnel Regarding Gift Lake Education Centre
15	Edmonton	Meeting with Maintenance Personnel and Follow-up to Infrastructure Meeting
		Meeting with Gift Lake Métis Settlement Chairperson and Council
18	Edmonton	Trustee Representative Teachers' Employer Bargaining Association (TEBA) Meeting
19	Gift Lake	Meeting with Group2 and Marshall-Lee Contractors Representatives Re: Gift Lake Education Centre



**NORTHLAND SCHOOL DIVISION NO. 61**  
**LOCAL SCHOOL BOARD COMMITTEE REPORT**  
**2015/2016 SCHOOL YEAR**  
**PERIOD ENDING - JANUARY 15, 2016**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Anzac</u></b>						
Quarterly Honorarium	4,171.75	662.91	4,834.66	4,920.00	85.34	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	7,879.00	7,879.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	4,171.75	662.91	4,834.66	18,081.00	13,246.34	26.7%
<b><u>Athabasca Delta</u></b>						
Quarterly Honorarium	3,654.00	751.18	4,405.18	4,920.00	514.82	
Travel & Subsistence		-	-	5,340.00	5,340.00	
In - Service			-		-	
Prior Year Carryover			-	9,265.00	9,265.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,654.00	751.18	4,405.18	19,775.00	15,369.82	22.3%
<b><u>Bishop Routhier</u></b>						
Quarterly Honorarium	3,930.50	1,229.75	5,160.25	4,920.00	(240.25)	
Travel & Subsistence		1,500.00	1,500.00	1,992.00	492.00	
In - Service			-		-	
Prior Year Carryover			-	3,477.00	3,477.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,930.50	2,729.75	6,660.25	10,639.00	3,978.75	62.6%
<b><u>Calling Lake</u></b>						
Quarterly Honorarium	3,689.25	1,149.34	4,838.59	4,920.00	81.41	
Travel & Subsistence		-	-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-	10,040.00	10,040.00	
Casual Labour, Supplies & Awards		542.66	542.66	250.00	(292.66)	
Total	3,689.25	1,692.00	5,381.25	18,270.00	12,888.75	29.5%
<b><u>Chipewyan Lakes</u></b>						
Quarterly Honorarium	2,241.75	747.25	2,989.00	4,920.00	1,931.00	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-	10,124.00	10,124.00	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	2,241.75	747.25	2,989.00	18,034.00	15,045.00	16.6%
<b><u>Conklin</u></b>						
Quarterly Honorarium	3,689.25	1,068.92	4,758.17	4,920.00	161.83	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	9,367.00	9,367.00	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	3,689.25	1,068.92	4,758.17	18,681.00	13,922.83	25.5%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	3,930.50	988.50	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-	2,644.00	2,644.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,930.50	988.50	4,919.00	9,998.00	5,079.00	49.2%
<b><u>East Prairie</u></b>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence		1,500.00	1,500.00	2,128.00	628.00	
In - Service			-		-	
Prior Year Carryover			-	2,528.00	2,528.00	
Casual Labour, Supplies & Awards		300.00	300.00	250.00	(50.00)	
Total	3,689.25	3,029.75	6,719.00	9,826.00	3,107.00	68.4%
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	3,654.00	972.84	4,626.84	4,920.00	293.16	
Travel & Subsistence		600.00	600.00	3,816.00	3,216.00	
In - Service			-		-	
Prior Year Carryover			-	7,487.00	7,487.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,654.00	1,572.84	5,226.84	16,473.00	11,246.16	31.7%
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	4,144.00	4,144.00	
In - Service		-	-		-	
Prior Year Carryover		-	-	4,269.00	4,269.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	1,229.75	4,919.00	13,583.00	8,664.00	36.2%
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	2,206.50	735.50	2,942.00	4,920.00	1,978.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	11,961.00	11,961.00	
Casual Labour, Supplies & Awards		1,331.96	1,331.96	250.00	(1,081.96)	
Total	2,206.50	2,067.46	4,273.96	21,275.00	17,001.04	20.1%
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	3,412.75	1,057.17	4,469.92	4,920.00	450.08	
Travel & Subsistence		-	-	2,292.00	2,292.00	
In - Service			-		-	
Prior Year Carryover			-	4,874.00	4,874.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,412.75	1,057.17	4,469.92	12,336.00	7,866.08	36.2%
<b><u>Grouard</u></b>						
Quarterly Honorarium	3,206.76	1,700.50	4,907.26	4,920.00	12.74	
Travel & Subsistence		2,428.34	2,428.34	2,028.00	(400.34)	
In - Service			-		-	
Prior Year Carryover			-	5,713.00	5,713.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,206.76	4,128.84	7,335.60	12,911.00	5,575.40	56.8%



	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence		900.00	900.00	4,052.00	3,152.00	
In - Service			-		-	
Prior Year Carryover			-	6,658.00	6,658.00	
Casual Labour, Supplies & Awards		101.60	101.60	250.00	148.40	
Total	3,689.25	2,231.35	5,920.60	15,880.00	9,959.40	37.3%
<b><u>Kateri</u></b>						
Quarterly Honorarium	4,424.75	249.08	4,673.83	4,920.00	246.17	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-	7,710.00	7,710.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	4,424.75	249.08	4,673.83	15,296.00	10,622.17	30.6%
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	3,654.00	1,218.00	4,872.00	4,920.00	48.00	
Travel & Subsistence		85.70	85.70	1,880.00	1,794.30	
In - Service			-		-	
Prior Year Carryover			-	288.00	288.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,654.00	1,303.70	4,957.70	7,338.00	2,380.30	67.6%
<b><u>Mistassiniy</u></b>						
Quarterly Honorarium	3,689.25	1,218.00	4,907.25	4,920.00	12.75	
Travel & Subsistence		-	-	2,836.00	2,836.00	
In - Service			-		-	
Prior Year Carryover			-	1,040.00	1,040.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	1,218.00	4,907.25	9,046.00	4,138.75	54.2%
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	3,942.25	743.33	4,685.58	4,920.00	234.42	
Travel & Subsistence	-	1,350.00	1,350.00	2,288.00	938.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	6,907.00	6,907.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	3,942.25	2,093.33	6,035.58	14,365.00	8,329.42	42.0%
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	2,340.00	2,340.00	
In - Service			-		-	
Prior Year Carryover			-	1,474.00	1,474.00	
Casual Labour, Supplies & Awards		(1,087.24)	(1,087.24)	250.00	1,337.24	
Total	3,689.25	142.51	3,831.76	8,984.00	5,152.24	42.7%
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	2,241.75	747.25	2,989.00	4,920.00	1,931.00	
Travel & Subsistence		278.04	278.04	3,096.00	2,817.96	
In - Service			-		-	
Prior Year Carryover			-	6,343.00	6,343.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,241.75	1,025.29	3,267.04	14,609.00	11,341.96	22.4%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>St. Theresa</u></b>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-	1,237.00	1,237.00	
Casual Labour, Supplies & Awards		260.50	260.50	250.00	(10.50)	
Total	3,689.25	1,490.25	5,179.50	9,267.00	4,087.50	55.9%
<b><u>Susa Creek</u></b>						
Quarterly Honorarium	3,689.25	743.34	4,432.59	4,920.00	487.41	
Travel & Subsistence		93.61	93.61	2,984.00	2,890.39	
In - Service			-		-	
Prior Year Carryover			-	8,084.00	8,084.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	836.95	4,526.20	16,238.00	11,711.80	27.9%
<b>GRAND TOTAL</b>	<b>77,874.51</b>	<b>32,316.78</b>	<b>110,191.29</b>	<b>310,905.00</b>	<b>200,713.71</b>	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	200,713.71
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	200,713.71

**NORTHLAND SCHOOL DIVISION NO. 61**  
**BOARD REPORT**  
**2015/2016 SCHOOL YEAR**  
**PERIOD ENDING - JANUARY 15, 2016**

**ELECTIONS**

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	60.00	-	(60.00)
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	658.75	-	(658.75)
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	342.14	-	(342.14)
PRINTING & BINDING--ELECTIONS	524.22	-	(524.22)
ADVERTISING--ELECTIONS	1,322.59	-	(1,322.59)
OFFICE SUPPLIES--ELECTIONS	-	-	-
<b>SUB-TOTAL</b>	<b>2,907.70</b>	<b>80,000.00</b>	<b>77,092.30</b>

**COMMITTEES**

REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	4,527.17	30,000.00	25,472.83
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	328.17	-	(328.17)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	7,861.88	-	(7,861.88)
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	200.00	-	(200.00)
<b>SUB-TOTAL</b>	<b>12,917.22</b>	<b>30,000.00</b>	<b>17,082.78</b>

**OTHER EXPENSES**

REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	1,243.72	4,000.00	2,756.28
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	1,679.19	200,000.00	198,320.81
IN-SERVICE - BOARD	93.16	60,000.00	59,906.84
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	1,484.51	25,000.00	23,515.49
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	960.32	-	(960.32)
TELEPHONE - TRUSTEE	167.02	3,000.00	2,832.98
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	21,345.57	40,000.00	18,654.43
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - RETREAT	-	-	-
A S B.A. & P.S.B.A. FEES - BOARD	34,179.36	38,000.00	3,820.64
PRINTING & BINDING	986.99	3,500.00	2,513.01
INSURANCE - BOARD OF TRUSTEES	169.28	250.00	80.72
ADVERTISING - BOARD	639.42	3,000.00	2,360.58
OFFICE SUPPLIES	184.99	5,000.00	4,815.01
AWARDS	134.33	25,000.00	24,865.67
POSTAGE - BOARD	15.24	4,000.00	3,984.76
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
<b>SUB-TOTAL</b>	<b>63,283.10</b>	<b>411,750.00</b>	<b>348,466.90</b>
<b>TOTAL</b>	<b>79,108.02</b>	<b>521,750.00</b>	<b>442,641.98</b>





**PUBLIC SCHOOL BOARDS'**  
ASSOCIATION OF ALBERTA

03 December 2015

Honourable David Eggen  
Minister of Education  
228 Legislature Building  
10800 - 97 Avenue  
Edmonton AB T5K 2B6

Dear Minister Eggen,

**Re: Education Act**

On behalf of the Members of the Public School Boards' Association of Alberta I am pleased to provide this letter confirming our Association's position regarding the *Education Act*. Our work on the *Education Act* began in 2009 and included a comprehensive review of the existing *School Act / Regulations* along with the creation of policy positions, several of which we are pleased to see included in the *Education Act*. I would be remiss if I did not express, just as I shared in our 22 October 2015 Meeting, our Members' disappointment that we were not included in the 30 October 2015 Education Act consultations.

The comments which follow provide a summary of our Members' and Association's beliefs regarding fundamental provisions that must remain and/or be included in the *Education Act* and *Regulations*.

**THE CONTINUED COSTS OF CHOICE**

Our Members believe that Public Schools are the first choice of our communities where all our children learn and live the values of democracy together. We recognize that the current economy in Alberta is a factor to be considered within the context of balancing the learning needs of our children with limited resources. We believe that the continued fracturing of Education dollars to fully fund four education systems and to partially fund private schools is not sustainable. Given that the Government of Alberta provides each and every Alberta child, equal opportunity of access to a quality public education, that houses multiple choices, our Members do not believe that private schools, whose mandate is exclusive in nature, should receive any public funding.

Therefore we urge Government to limit the scope of unfettered choice, through the following amendments to the *Education Act Preamble*:

*WHEREAS the Government of Alberta believes in and is committed to one publicly funded education system that provides a choice of educational opportunities to students and that honors the rights guaranteed under the Constitution of Canada in respect of minority language and minority denominational education through the dimensions of Public, Separate and Francophone Schools.*

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~~WHEREAS the Government of Alberta is committed to providing choice to students in education programs and methods of delivery.~~

#### ESTABLISHMENT OF SEPARATE SCHOOL DISTRICTS

All of Alberta's communities deserve the transparent and principled method of community engagement which models the publicly accountable process enshrined in the *Education Act* for the *Establishment of Separate School Districts in Alberta*.

We believe that the new community based provisions, negotiated by representatives from the Public School Boards' Association of Alberta, Alberta Catholic School Trustees Association and Alberta Education represent a milestone achievement and will have a direct and positive impact on growing vibrant Public Schools within Alberta's diverse communities.

The *draft Regulation* that was shared with Education Stakeholders in January 2015 did not reflect or respect the principles contained within the *Separate School District Expansion Framework* (attached). I have attached our detailed analysis of the *draft Regulation*, along with proposed revisions to the *Regulation*. We believe that our proposed revisions to the *Establishment of Separate School Districts Regulation* provides alignment with the *Establishment of Separate School Districts Framework*.

We want to model for our children, engaged and respectful dialogue, anchored in shared values – as leaders and adults we must do what is best for all of our children.

#### HOME EDUCATION

The right to home schooling must be balanced with improved and consistent monitoring of Education standards, teaching practices and adherence to curriculum. Our children cannot afford to have Education systems operating out of sight of the Education Ministry.

Where parents are working in concert and collaboration with Public School Boards, children are actively engaged in Home Education programs that align with the expectations established by the Minister. In circumstances where strong partnerships with Public School Boards do not exist, we are gravely concerned that children remain uneducated. We believe you share our position that not educating a child is not a choice.

Finally, *Section 20(3)* of the *Education Act*, states that the Minister may make regulations respecting Home Education Programs in Alberta. The *draft Regulation* shared with Education stakeholders in January 2015 was inadequate and did not protect the best interests of all children. The *Home Education Regulation* must be written to ensure that all of Alberta's children are protected and assured access to an educational program in alignment with the Minister's expectations. We have attached a copy of our Association's Home Education Policy for reference.

#### TRANSPORTATION

We urge you to strike *Section 59(2)*. This Section of the *Education Act*, provides the authority to "direct a Board to cooperate with another Board regarding the transportation of students." Cooperative busing agreements are not the solution to the growing concerns within Transportation. The current funding

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formula for Transportation is the issue. The formula has been adjusted too many times since the introduction of the Renewed Funding Framework.

The threshold for funding should be 1.6 km and the funding support for Transportation must match the growing needs, distances travelled and costs associated with the safe transportation of Alberta's children.

**SHARED INSTRUCTIONAL SPACES**

The Public School Boards' Association of Alberta supports the sharing of school facility and instructional space when it is in the best interests of the children and families of our communities.

We believe that it is possible to create an inclusive Education system that respects both the Constitutional rights of minority faith rate payers and the Charter rights of all Albertans. It is fiscally prudent and possible for Public, Francophone and Separate Schools to share instructional space, particularly in locations where the establishment of an additional stand-alone Francophone and / or Separate School causes the fracturing of families, communities and limited resources to support our children.

As leaders within the communities that we serve, we must model for our children the values that we wish them to embrace – integrity, service to others, collaboration and compassion. If we fail to do this we will have failed our children.

Sincerely,

Arlene Hrynyk, President  
Public School Boards' Association of Alberta

cc: Member Board Chairs, Public School Boards' Association of Alberta  
Executive Committee, Public School Boards' Association of Alberta  
Mary Lynne Campbell, Executive Director, Public School Boards' Association of Alberta  
File

Enclosures

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## Framework for Establishing a Separate School District in Alberta

Electors **initiate** a desire to establish a separate school district.

- An elector(s) (petitioners) of the minority faith initiate conversation with the ministry and/or applicable separate school district to gain an understanding of the separate school district establishment process.

**Communication** to the ministry, operating separate school district in the region, affected public school district and municipality.

- The petitioner(s) in writing, advise the ministry of their intent to proceed with the establishment process and provide a copy to the affected operating separate school district, public school district and municipalities.

**Defining the geographical area** for establishment.

- Petitioner(s) organize a meeting with the separate school district and public school district to discuss the geographic area for establishment and notify the separate school district and public school district, in writing, of the meeting date, time, and location.
- The separate school district and public school district must appoint a representative to attend the meeting.
- If the petitioner(s), the separate school district and the public school district, within the timelines set out in the legislation, agree on a geographic area for establishment that meets the requisite criteria, they must notify the Minister in writing, in a form acceptable to the Minister.
- The Minister may, if he is satisfied that the criteria have been met, confirm that the geographical area for establishment be the agreed upon geographical area.
- If the petitioner(s), separate school district and public school district are unable to agree on a geographic area for establishment or the Minister is not satisfied that the criteria have been met, the legislation will define the area based on historical 4x4 public school districts contiguous with the petitioners' resident historical 4x4 public school district lands.
- The ministry will provide the legal land descriptions to all involved.

Electors conduct **census** (possibly new process to determine if in the minority).

- One census will be taken in the geographical area for establishment.
- A census method will be addressed through ministry policy, rather than legislation, and may involve a more modernized process (mailing, telephone, municipal census data, Federal census data).

If in the minority faith, the electors **petition** the Minister, in the prescribed form, to establish a separate school district.

- A minimum of three electors are required to petition the Minister.
- A copy of the petition must be forwarded to the public and separate school districts affected.

A public information meeting is held to **engage the community** in a discussion regarding the establishment of a separate school district.

- Representatives of the affected parties organize a public information meeting in the community.
- Advertise in local newspaper the date, time and location of the meeting.
- Public and separate boards are given the opportunity to attend and present at meeting.

Minority faith exercise their right by way of a **vote**.

- This vote must be separate from the information meeting.
- There must be a vote of the separate school electors only.
- The vote would be run as a general election, as described in the *Local Authorities Election Act*.
- 25% of the number of eligible minority faith electors identified in the petition must vote to meet quorum.
- Majority required for the vote outcome to be effective will be set at 50% plus 1.

Minister **establishes** separate school district by ministerial order.

- The returning officer, within 10 days from the vote date, sends the Minister information supporting the establishment.
- A completion deadline date (end of February) will be prescribed in legislation for establishments to be effective for the next school year.
- The Minister shall establish the separate school district if all the criteria have been met and the vote is in favour.



# Establishment of Separate School Districts' Regulation: Proposed Revisions



**PUBLIC SCHOOL BOARDS'**  
ASSOCIATION OF ALBERTA

***Division 1 - Separate School Establishment Area***

***Section 1 - Intention to establish***

*1 For the purposes of Section 101 of the Act, the initiating separate school electors shall provide the Minister with the notification referred to in section 100(a) on or before October 30 of the year prior to the year that the proposed separate school district is to be established.*

**ANALYSIS:**

While we believe that this section of the *Regulation*, which corresponds to section 100 in the *Education Act*, has been included in the *Regulation* in response to the *Framework Concept #2*, that the petitioners advise the Minister of their intent to proceed with the establishment process, Section 1 provides the date by which this must happen. However, Section 1 does not provide the date by which the initiating separate school electors must provide a copy of the notification to the separate school division, the public school division, and the municipalities.

We are pleased to see that the provisions in Section 1 of the *Regulation* are in agreement with the spirit of the *Framework* and the consensus of the *External Working Group*, however a date by which the school divisions and the municipalities are notified of the intention to proceed with the establishment process must be included in the *Regulation* to assure alignment with the *Framework* and *External Working Group* consensus.

**PROPOSED REVISION:**

**Section 1 - For the purposes of Section 101 of the Act, the initiating separate school electors shall provide**

- (a) the Minister with the notification referred to in section 100(a), and**
- (b) the operating separate school division, the public school division, and the municipality or municipalities in which the public school district is located with the notification referred to in section 100(b)**

**on or before October 30 of the year prior to the year that the proposed separate school district is to be established.**

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**Section 2 - Determining the separate school establishment area**

*2(1) The initiating separate school electors, the operating separate school division and the public school division shall act in good faith in determining the separate school establishment area under section 101 of the Act.*

*(2) In determining the separate school establishment area, the following restrictions apply:*

- (a) any public school district that is to be part of the separate school establishment area must include the entire public school district;*
- (b) the separate school establishment area must not exceed the area within either the operating separate school division or the public school division in which the initiating separate school electors reside;*
- (c) the separate school establishment area must be contained within one separate school region.*

*(3) For the purposes of section 101(3) of the Act, the initiating separate school electors, the operating separate school division and the public school division shall on or before December 7 of the year prior to the year that the proposed separate school district is to be established notify the Minister*

- (a) of the separate school establishment area determined under subsection (2), or*
- (b) that those parties were not able to determine the separate school establishment area.*

**ANALYSIS:**

We believe that Section 2 of the *Regulation* and section 101 of the Act have been put in place in response to *Framework Concept #3*. This *Concept* sets out a new approach to defining the geographic area of the separate school establishment area, and moves away from the practice of a historical 4 x 4 public school district, or a combination of these as chosen by the separate school board and amalgamated by the Minister, as the only geographic area suitable for establishment.

We are pleased to see that the general spirit of *Framework Concept #3* is honoured in section 2 of the *Regulation*.

**Geographic area** - With respect to the geographic area that may be considered, we understand that the majority of the defining provisions are in the *Education Act* in section 101. There are restrictions in section 101, in that the separate school establishment area must meet the requirements of the regulations, and that if the parties cannot agree within the time limits set out in the regulations, the Minister will declare the separate school establishment area to be the area set out in subsection 101(3) of the Act. Section 2(2) of the *Regulation*, sets out restrictions, concerning the separate school establishment area.

We believe these are common sense restrictions, prevent the splitting up historical public school districts, thus prevent the separate school establishment area from being in more than one public school division or one separate school region.

We are satisfied that the *Regulation* honours the spirit of the *Framework* and subsequent discussions as they relate to the geographic area which may be defined as the separate school establishment area, thus offer no proposed revision (at this time) with respect to the description of the geographic area of the separate school establishment area.

However, the details surrounding how a meeting to determine the separate school establishment area is initiated and the timeframes for action do not reflect various aspects of the *Framework* or the decisions of the *External Working Group*.

**Initiating the separate school establishment area discussion** - The *Framework* provided that the petitioners will organize a meeting with the separate school division and public school division to discuss the geographic area for establishment, and notify the divisions, in writing, of the date, time and place of the meeting. The *Act*, in section 101(1), provides that the "initiating separate school electors, the operating separate school division, and the public school division must meet" to collectively determine the boundaries of the separate school establishment area. The *Act* is silent as to who must organize the meeting, as is the *Regulation*.

Strictly speaking, we believe that the *Regulation* does not adhere to the details of *Framework Concept #3*, thus propose revisions to section 2(2) below.

**Timeframe for holding a meeting** - The *Regulation* does not provide a timeframe within which a meeting must be held. The *Regulation* does provide, in subsection 2(3), that the initiating separate school electors, the separate school division, and the public school division must notify the Minister by December 7 either that the proposed separate school establishment area has been determined or that the parties were unable to determine the separate school establishment area.

The requirement to notify the Minister by December 7 cannot be equated with a timeframe within which to hold a meeting.

Therefore, we believe that the *Regulation* is not in complete alignment with the requirement to provide timelines as contained in *Framework Concept #3*. There is a clear reference in the third bullet of *Framework Concept #3* to "timelines set out in legislation".

A revision to section 2 of the *Regulation* is proposed. While this revision focusses on the timeframe within which a meeting to define the separate school establishment area must be held, we recommend that it also address the issue of who is to initiate a meeting.

**PROPOSED REVISION:**

Subsection 2(1) of the *Regulation* may be deleted or retained. Add the following subsections to the *Regulation*, with renumbering as required:

2(1) The initiating separate school electors shall, in cooperation with the operating separate school division and the public school division, organize a meeting with those school divisions to determine the separate school establishment area under section 101 of the *Act*.

2(2) The initiating separate school electors shall notify the operating separate school division and the public school division in writing of the time, date and location of the meeting referred to in subsection 2(1), at least 5 days prior to the meeting.

2(3) The meeting shall take place

- (a) within 21 days of the day on which the notice was provided under section 1, or
- (b) November 14,

whichever is earlier.

2(4) Renumbered subsection 2(3).

2(5) Renumbered subsection 2(2).

### ***Division 2 - Community Information Meeting***

#### ***Section 3 - Timing of the community information meeting***

*3 A community information meeting to be held under section 103 of the Act must be held not less than 3 weeks before a vote is held under section 104 of the Act.*

**ANALYSIS:**

One of the key outcomes specific to the review of this *Regulation* articulated within the *Terms of Reference* is “enhanced transparency and opportunity for community information sharing”. The community information meeting is the primary vehicle by which this enhanced transparency and community information sharing will occur and as such, is one of the critically important pillars of the new establishment process.

The timeframe provided for the community information meeting is contrary to the spirit of *Framework Concept #6*, as well as the key outcome noted above. It was agreed by the *External Working Group* that the last date on which an information meeting could be held should be in the regulations.

The purpose of a community information meeting is to allow the entire community, defined more broadly than those living in the separate school district establishment area (see section 8 below), to be informed about the effects and process of a separate school district establishment.

In addition, as the entire timeframe is currently structured, there could be up to four months between the required notice to the Minister and the community information meeting, December 7 to April 8.

This time could be better utilized by the community if the events (notice to Minister, community information meeting, vote) were more evenly spread out. This holds true even if the date for the vote is moved to the end of March or even the end of February (see section 12 below). There is no justification for holding the community information meeting so late in the process.

#### **PROPOSED REVISION:**

**Provide that the community information meeting be held not less than 30 days before a vote is held under section 104 of the Act, by deleting “3 weeks” and replacing it with “30 days”.**

#### ***Section 4 - Notice of community information meeting***

*4 Notice of a community information meeting must be given in accordance with Part 2 of the Petitions and Public Notices Regulation.*

*The draft Petitions and Public Notices Regulation, which is a regulation made under the authority of the Education Act, requires that public notice be given by*

- (a) publishing the notice at least once a week for 2 consecutive weeks in at least one newspaper that has general circulation in the area in which the municipalities, school divisions and districts interested in the matter are situated, and*
- (b) posting the notice for 10 business days in at least 2 areas that the person who is required to give the notice considers appropriate.*

#### **ANALYSIS:**

We believe that the notice required by the *Petition and Public Notices Regulation* aligns with *Framework Concept #6*, which states that the notice could be to “advertise in the local newspaper the date, time and location of the (community information) meeting”. We do however propose one amendment for further clarity below:

#### **PROPOSED REVISION:**

- renumber the existing section as section 4(1)
- add section 4(2) Proof of the notice shall be provided to the Minister with the attendance record and minutes of the meeting is described in section 6(2).

***Section 5 - Co-chairs of community information meeting***

***5(1) A community information meeting must be co-chaired by***

***(a) a representative selected from the operating separate school division, and***

***(b) a representative selected from the public school division.***

***(2) If both co-chairs are not selected pursuant to subsection (1), the operating separate school division and the public school division shall select a third party as the chair of the community information meeting.***

***(3) If the operating separate school division and the public school division are not able to agree on a third party to chair the community information meeting, they shall immediately advise the Minister in writing who shall then appoint a chair of the meeting.***

***(4) If a chair is required to be selected under subsection (2) or appointed under subsection (3), the selection or appointment of the chair must occur at least 3 weeks before the community information meeting.***

***(5) If a chair is selected under subsection (2) or appointed under subsection (3), any reference to the co-chairs in sections 6 and 7 shall be read as a reference to the chair.***

**ANALYSIS:**

The Association does not support the provision that the community meeting be co-chaired by representatives from the operating separate school division and the public school division. As noted earlier one of the key outcomes for the review of this *Regulation* is "enhanced transparency and opportunity for community information sharing". In order to assure a fully transparent meeting, unencumbered by any perceived or pre-existing bias, the meeting must be chaired by a third party, whom has no affiliation with either the operating separate school division or public school division.

**PROPOSED REVISION:**

**5(1) A community information meeting must be chaired by a third party selected by and agreeable to the operating separate school division and public school division;**

**(2) If the operating separate school division and the public school division are not able to agree on a third party to chair the community information meeting, they shall immediately advise the Minister in writing, who shall then appoint a chair of the meeting;**

**(3) If a chair is required to be appointed under subsection (2), the appointment of the chair must occur at least 3 weeks before the community information meeting.**

***Section 6 - Appointment of secretary and approval of records and minutes***

*6(1) The co-chairs shall appoint a secretary to record attendance and the minutes of a community information meeting.*

*(2) The co-chairs shall approve the attendance record and minutes, and provide a copy of each document to the Minister.*

**ANALYSIS:**

Further to our comments and proposed revisions to Section 4 and Section 5, thus Section 6 must also be revised, to be in alignment with the *Terms of Reference and Framework*.

**PROPOSED REVISIONS:**

**6(1) The chair shall appoint a secretary to record attendance and the minutes of a community information meeting.**

**6(2) The chair shall approve the attendance record and minutes, and provide a copy of each document and the proof of notice of meeting as required in section 4(2) to the Minister within 10 days of the meeting.**

***Section 7 - Reading the petition***

*7(1) At the commencement of a community information meeting, the co-chairs shall read the petition referred to in section 102 of the Act.*

*(2) After the petition is read, the co-chairs shall provide a reasonable time for questions and answers regarding the petition and the potential implications of establishing a separate school district.*

**ANALYSIS:**

Section 7 appears to articulate the entire format of the community information meeting, which is that the co-chairs will read the petition and then provide a reasonable time for questions and answers. It does not indicate to whom the questions should be directed, and who is required to answer the questions. While the section does not prohibit a presentation from each of the boards, it also does not state that it is permissible. *Framework Concept #6* indicates that the public and separate boards will have the opportunity to present at the community information meeting. Throughout the discussions of the *External Working Group*, it was taken as a given that each of the school divisions would have the opportunity to make a presentation with respect to the petition and the implications of an establishment. The *External Working Group* did reach consensus on a number of general principles relating to presentations and information provided at the community information meeting:



- the community information meeting is an information meeting and not a decision making meeting;
- people will be at the community information meeting to seek information for their purposes;
- it is an opportunity for everyone to hear the same messages and information; and
- it is necessary that the *Regulation* provide structures to make sure the information is presented and there is an opportunity to ask questions.

The lack of clarity with respect to the opportunity for the school divisions to make presentations is not in keeping with the *Framework* and the discussions of the *External Working Group*.

In addition, section 7 does not require that the petitioners read the petition or present at the community information meeting. This issue was raised consistently throughout the *External Working Group* meetings and must be addressed in *Regulation*.

#### PROPOSED REVISIONS:

- rename section 7 to read “Conduct of the meeting”
- revise section 7(1) by deleting “the co-chairs” and substituting “one or more of the petitioners”. There may be more success in achieving this revision if a provision that allows a petitioner to ask a community member to assist him or her is added.
- add a new subsection 7(2) which will provide an opportunity for the school divisions to make a presentation about the petition and the establishment. The new subsection must require that any person making a presentation is not the Chair.
- Re-number subsection 7(2) to 7(3). Add a provision that clarifies that the petitioners and presenters will be present to answer questions.

#### ***Section 8 - Participation at meeting***

*8 The following persons are eligible to attend and participate at a community information meeting:*

- (a) residents in the separate school establishment area, including the petitioners;*
- (b) a representative of the operating separate school division;*
- (c) a representative of the public school division;*
- (d) a representative of the Minister.*

## ANALYSIS:

This section is perhaps the most problematic section in the *Regulation*. The language used is ambiguous. Instead of opening the door to broad community attendance at and participation in the community information meeting, section 8 could be interpreted restrictively.

The principles of the *Framework* clearly state that the purpose of the meeting is to engage the community in a discussion regarding the establishment of a separate school district. The discussions at the *External Working Group* meetings clearly anticipated broad community involvement in the community information meeting.

One of the key outcomes of the *Terms of Reference* developed with respect to the review of this *Regulation* is “enhanced transparency and opportunity for community information sharing”; this in addition to “improved notification to affected stakeholders”. In communities where the potential loss of students may result in the closure of a local school, how does the exclusion of those affected stakeholders achieve the Government’s outcomes of enhanced transparency and opportunity for community sharing?

The word “eligible” to attend and participate is confusing. Is the intent to limit the attendance only to those persons listed in (a) to (d)? If these persons are eligible to attend, does that make everyone else ineligible to attend? As this section is so ambiguous, and could be interpreted as a limiting provision, the descriptions of the people who are eligible to attend are restrictive, and not within the principle of participation of the wider community. These descriptions must be reviewed through this lens.

Additionally, “participate” is not defined. This is likely to include asking questions, but does it also include making a presentation?

Section 8(a) lists “residents in the separate school establishment area, including the petitioners” as eligible to attend the community information meeting. Limiting the residents who may attend and participate to the residents of the separate school establishment area was not considered or promoted at any stage of the development of the *Regulation* or the *Framework*.

Sections 8(b), (c), and (d) refer to “a representative” of each of the operating separate school division, the public school division, and the Minister. It is not necessary to limit the representative to one each. It is also unclear what the role of the representatives would be at the meeting.

If section 8 is not exhaustive, and is being used to encourage a variety of people to attend, a number of community members have been omitted.

## PROPOSED REVISIONS:

**Attendance and participation at meeting** (title is changed from “participation at meeting”)

**8(1) A community information meeting shall be open to the public, and any person interested in attending the meeting and participating in the meeting may attend and participate.**

**(2) Any person who attends the meeting as a representative of the Minister, a school division, a municipality, a school council, or other organization shall identify themselves as a representative of the organization on the attendance record.**

**(3) Any person who wishes to make a presentation at the meeting shall note on the attendance record their desire to make a presentation. The Chair will determine the number and length of presentations at their discretion.**

### ***Division 3 - Vote Respecting Establishment of Separate School District***

#### **ANALYSIS:**

The majority of the principles set out in *Framework Concept #7, "Minority faith exercise their right by way of a vote"*, are articulated in the *Education Act*, in sections 104 to 106. While the *Act* does not refer the conduct of the vote to the *Local Authorities Election Act*, the process described in the *Act* and the *Regulation* for holding the vote generally follows the process outlined in the *Local Authorities Election Act*.

#### ***Section 12 - Timing of vote***

*12 A vote must be taken not later than April 30 of the year in which the separate school district is to be established.*

#### **ANALYSIS:**

*Framework Concept #8, "Minister establishes separate school district by ministerial order"*, provides as follows:

- A completion deadline date (end of February) will be prescribed in legislation for establishments to be effective for the next school year.

A deadline date of April 30 does not align with the principles of the *Framework*, nor does it honour the discussions held at the *External Working Group* meetings. As the end of February is explicitly mentioned in the *Framework*, February 28 is the only date which would truly align with the principles of the *Framework*.

In addition to not aligning with the principles of the *Framework*, April 30 does not properly reflect the discussion at the *External Working Group* meetings. Although there was no consensus on the date, some accommodation should be made between the furthest apart dates, which were February 28 and April 30; to choose one endpoint without any

accommodation for the other endpoint does not honour the process of developing the *Regulation* and details contained in it.

**PROPOSED REVISIONS:**

**Section 12:** delete “April 30” and replace with “March 31”.

***Section 13 - Conduct of vote***

*13(1) A separate school elector who wishes to vote shall sign in the presence of the returning officer or a deputy returning officer a declaration in the form prescribed by the Minister stating that the elector is a separate school elector.*

*(2) A person who has not signed a declaration referred to in subsection (1) is not entitled to vote.*

*(3) The vote shall be conducted by a poll.*

*(4) The poll referred to in subsection (3) shall be taken by secret ballot.*

*(5) The returning officer or deputy returning officer shall preside over the taking of the poll.*

**ANALYSIS:**

The provisions in section 13 address the principle listed in *Framework Concept #7* that the vote respecting establishment must be a vote of separate school electors only, and provide a mechanism (the declaration) by which the returning officer may confirm that the voter is a separate school elector.

The real issue with this section is in relation to the understanding of the meaning of “separate school elector” and the training that the returning officer has had with respect to that meaning. The *Education Act* provides in section 98(d) that a separate school elector is an individual who declares that that individual is a member of the minority faith. This differs from the wording in the *School Act*, which provided that a separate school elector is a person of the minority faith.

Under the *Education Act*, the person’s declaration as to faith is determinative of the issue. It is important in the training for returning officers, and on the declaration in the form prescribed by the Minister, that it is made clear that the declaration of the voter determines his or her faith. As long as the individual declares himself to be of the minority faith, he is a separate school resident. No revision is proposed with respect to section 13 of the *Regulation* however it is important in the training for returning officers, and on the declaration in the form prescribed by the Minister, that it is made clear that the **declaration of the voter** determines his or her faith.

***Section 15 – Ineligible voter***

~~15 If the returning officer or a deputy returning officer on reasonable and probable grounds believes that a person is not eligible to vote, the returning officer must note in the voting register the reason for the belief and initial it.~~

**ANALYSIS:**

This section implicitly gives the returning officer the authority to determine that someone is ineligible to vote, and deny that person the opportunity to vote.

The concerns raised, in the analysis of section 13 with respect to the training and knowledge of the returning officer are applicable to section 15 as well. Given that each voter will be required to complete a declaration there is no need for a returning officer or a deputy returning officer to make a decision. Section 15 should be struck.

***Section 16 - Voting hours***

*16(1) Every voting station shall remain open on voting day for 4 consecutive hours or for such longer period as the returning officer directs.*

*(2) Promptly at the end of the period for which a voting station is to remain open, the deputy returning officer shall declare the voting station closed.*

*(3) If, when a voting station is declared closed, there is a separate school elector in the voting station who wishes to vote, the elector shall be permitted to do so, but no other person shall be allowed to enter the voting station for that purpose.*

**ANALYSIS:**

Section 16(1) provides for each voting station to remain open on voting day for 4 consecutive hours or for such longer period as the returning office directs. Framework Concept #7 states that the vote would be run as a general election, as described in the Local Authorities Election Act (Section 46(1)). This provision was suggested to ensure that eligible voters are afforded the opportunity to exercise their right to vote; imposing a limitation of 4 consecutive hours or another period as determined by the returning officer does not reflect the language or spirit of the Framework.

**PROPOSED REVISION:**

**Replace Section 16(1), 16(2), 16(3) with language which reflects the language contained within Section 46(1) of the Local Authorities Election Act**

**16 Every voting station shall be kept continuously open on voting day from 10 a.m. until 8 p.m.**

The *Framework* does not specifically address the issue of the public school division being notified about the vote respecting establishment. It was, however, discussed at various *External Working Group* meetings. Greater communication with the public board and other communities is one of the key outcomes referred to in the *Terms of Reference*.

Section 16 of the *Regulation* does not address notifying the public school division; this is required by section 105(c) of the *Education Act*, which requires that notice of a vote respecting establishment must be served on the public school division at least 10 days prior to the date of the vote. We expect that the provision of at least 10 days prior to the date of the vote, would apply as well to an advance vote, as permitted in section 17, below.

#### ***Section 17 - Advance vote***

*17 The returning officer may, if he or she considers it necessary to do so, hold an advance vote in a manner determined by the returning officer.*

#### ***Section 18 - Wording of question***

*18 The wording of the question on the ballot is: Do you favour the establishment of the proposed separate school district within the exiting relevant school district boundaries?*

#### **ANALYSIS:**

The wording proposed in section 18 is confusing, and adds new terminology to the process. It should be clarified, and the term “separate school establishment area” should be used in the question.

#### **PROPOSED REVISION:**

Delete “relevant school district boundaries” and replace with “separate school establishment area”.



**PUBLIC SCHOOL BOARDS'**  
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## Home Education Policy Statement

The Public School Boards' Association of Alberta believes that Public School Education is the first choice for Alberta's children. In those circumstances where parents / guardians choose to access a Home Education Program, the Association believes that the student(s) must be registered in a Home Education Program provided by a Public School Jurisdiction.

Where parents / guardians choose to access programming from a private or independent service provider, Alberta Education Regulations governing Home Education Programs must provide for the protection of the educational, social, emotional well-being of students, so as to ensure that all students have access to a quality educational program.

The Association also believes that the following principles must be enshrined in Regulation(s) which govern all Home Education Programs:

### Program Requirements

All Home Education Programs must:

- follow the Alberta Education Program Guide, Programs of Study, and Curriculum without exception;
- align with the Public School Jurisdiction's policies related to *programming / student assessment and evaluation / reporting student progress*. If the Home Education Program is not delivered by a Public School Jurisdiction, then the Program must align with the policies of the Public School Jurisdiction in which the student is a resident;
- meet the requirements of the *Education Act* including the provisions within *Section 16 Diversity and Respect*; and
- provide the parent/guardian with copies of the Alberta Education Regulation(s) and resident Public School Jurisdiction related policies.

### Student Evaluation and Assessment

All Home Education Programs must:

- ensure student participation in the Provincial Achievement and Diploma Exam programs. The only exception to student participation is that which is defined by the Alberta Education regarding Student Exemption from provincial exams;
- ensure that Home Education provincial achievement results are not included in the Public School Jurisdiction results, but are reported by Alberta Education as a

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- separate cohort;
- ensure that students enrolled in grades other than those for which Provincial Achievement / Diploma Exams exist, write final examinations provided by Alberta Education and supervised by the resident Public Board; and
- ensure that all examinations are written under the direct supervision of a certified teacher.

### **Private / Independent Service Providers**

All Home Education providers receiving public funds in support of Home Education Programs must:

- provide Alberta Education with a detailed report which clearly accounts for the expenditure of those dollars;
- account to Alberta Education for dollars given to parents / guardians for whom English is not the spoken or first language;
- adhere to Alberta Education requirements to ensure that parents/guardians for whom English is not a spoken or first language have support available to ensure that they are able to make an informed decision; and
- on 30 September each year, provide the Resident Public School Board with a list of students whom have registered for a Home Education Program.

### **Alberta Education**

Alberta Education must:

- establish requirements which will ensure that parents / guardians for whom English is not a spoken or first language have access to supports to ensure they are able to make informed consent on behalf of their child(ren);
- closely monitor all Home Education Programs to ensure that all legislated and regulatory requirements are being met by private and independent service providers;
- ensure that Home Education provincial achievement results are not included in the Public School Jurisdiction results, but are reported by Alberta Education as a separate cohort;
- collaborate with and support Public School Jurisdictions in ensuring that all Home Education students have access to a quality Home Education Program; and

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- ensure that students under the age of 17, whom are employed are also enrolled in and are receiving a quality educational program that aligns with the Education Act, Regulations and all relevant Alberta Education policies.

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## Alberta education minister aims to restore elected Northlands school board in 2017

David Eggen says he hopes problem-plagued district will have its first elected board since 2010

Michelle Bellefontaine · [CBC News December 27, 2015](#)



Education Minister David Eggen wants to restore the elected board of trustees in the Northlands School Division. (CBC)

93 shares

Education Minister David Eggen wants to hold elections in the Northlands School Division in 2017, which will give the northern school district its first elected board of trustees since 2010.

The division has been run by an official trustee since former education minister Dave Hancock fired all 23 members of the Northlands board in January 2010.

- [Student attendance on the rise across troubled Northland school division](#)
- [Troubled northern Alberta schools still bottom of pack](#)
- [Changes recommended for troubled school division](#)
- [Northern school board dismissed](#)

Hancock made the move over concerns about low student achievement and a high turnover of staff. A majority of students in the district are indigenous.

In a year-end interview with CBC, Eggen says he is aiming for the district to have elections in the 2017 municipal elections.

"It's what people want to do up there, of course. Again, we want to work together on equal footing," he said.

"It's a real sore spot that they've been under suspension for five years and there's so many things we can do to improve student outcomes there if we really try."

In spring 2015, Auditor General Merwan Saher called school attendance rates in the district "unacceptably low. " One-third of students had chronic problems with school absences.

The education department is working on solutions with the departments of human services and aboriginal affairs.

In October, officials from the education department and Northlands School Division told MLAs on the public accounts committee a new attendance improvement initiative is showing results.

Fifteen of 24 schools saw improvements and overall attendance in schools increased by two per cent in the last school year.

Eggen also wants to work with the federal government on ways to improve educational outcomes for Alberta indigenous students, whether they live on or off a reserve.

Although education is a provincial responsibility, schools on reserves are funded by the federal government. However, on-reserve students only receive half the funding of their provincial counterparts. Eggen wants that to change.

"Lots of students will live on reserve and go to off-reserve school," he said. "If artificial boundaries are getting in the way of quality education and completion rates for students, then yeah, there's something I can do about it."

1/15/2016

Northland School Division No. 61 Mail - January 12 HotNews



*Northland*  
School Division No. 61

Krystal Potts <krystal.potts@nsd61.ca>

## January 12 HotNews

1 message

ASBA <npownall@asba.ab.ca>  
Reply-To: npownall@asba.ab.ca  
To: "Northland SD No. 61" <krystal.potts@nsd61.ca>

Tue, Jan 12, 2016 at 11:46 AM

Published by the Alberta School Boards Association

No Images? [Click here](#)



January 12, 2016

### Highlights

#### Indigenous Shining Student Award

Register for Shaping the Future 2016

Published by the ASBA for school trustees, the superintendent and the secretary-treasurer.

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#### Contact

Heather Massel  
ASBA  
1200, 9925-109 Street

#### Indigenous Shining Student Award

Do you know a high school student of First Nations, Métis or Inuit heritage who demonstrates leadership and inspires others, through embracing and respecting an aboriginal perspective or world view from an aboriginal perspective?

If so, consider nominating them for the **2016 Indigenous Shining Student Award**. ASBA has sent a nomination package to all Alberta school board chairs and superintendents. You can also download the nomination form [here](#). The closing date is **March 30, 2016**. For more information, contact **Brian Callaghan**, Education Consultant at 1.780.451.7105.

The award, sponsored by **Xerox**, is presented on behalf of the **Education Partners' Task Force on First Nations, Métis and Inuit Student Success and Wellbeing**.

Other awards – Nomination forms

Edmonton AB T5K 2J8  
Ph: 1.780.451.7122

## coming soon!

The ASBA recognizes excellence in teaching, long-serving trustees, outstanding school boards and Albertans who serve and contribute to public education in our province. Mark your calendar for January 20, 2016 and check the ASBA website for nomination packages for the **Edwin Parr Teacher Award**, the **Friends of Education Award**, the **Honourary Life Membership Award**, **Long Service awards**, the **Premier's Award for School Board Excellence and Innovation**, the **Public Engagement Award** and the **Zone Appreciation Award**. For more information, contact **Teresa Ergezinger**, Administrative Assistant, Corporate Services at 1.780.451.7129.

## Register for Shaping the Future 2016

If you're a school trustee or senior school administrator looking for strategies to support your board in promoting positive mental health within your schools, you'll want to know that **Shaping the Future 2016**, the **Mindfulness and Mental Health Pre-Conference**, is still open for registration. This event, sponsored by Ever Active Schools and the ASBA, will be held in Kananaskis on Thursday, January 28, 2016. Noted Edmonton pediatrician **Dr. Tami Masterson** is the keynote speaker. For more information or to register, visit the Ever Active Schools website.

## Communications Now – tips on holding an open house

If your school board is looking at holding an open house in the near future, you'll want to include a review of the December/January *Communications Now* publication in your planning activities. Despite the best efforts and hard work of organizers and volunteers, the best open houses can get derailed by special interest

groups with a very different agenda. Make sure all of your audiences get to have their say, and ensure they feel they were included and heard in your public event.

See the full index of Communications Now articles [here](#).

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

Job postings

Direction Générale – Conseil scolaire du Nord-Ouest No 1 (PDF-74K)

Closing date: January 15, 2016

Superintendent of Schools – School District No. 73Kamloops/Thompson (PDF-198K)

Closing date: January 16, 2016

Superintendent of Schools – Living Waters Catholic Regional Division (PDF-113K)

Closing date: January 23, 2016

Secretary-Treasurer – Revelstoke School District No. 19 (PDF-27K)

Closing Date: January 29, 2016

Superintendent/CEO – North Vancouver School District (PDF-281K)

Closing date: February 5, 2016

Superintendent of Schools – Mission Public Schools (PDF-276K)

Closing date: February 12, 2016

## Education in the News

Want to know what's making the headlines in education news? Every day we review the top stories from around Canada and post them for you on the ASBA website. Bookmark our home page and check it often to stay informed.

**Here's what's in the news lately:**

**New school boundaries set**

11/01/16, Daily Herald-Tribune

**Ottawa schools grapple with the Exam  
Question: Are they a) outdated or b)  
essential?**

08/01/2016, Ottawa Citizen

**Ontario school boards warn parents to  
update their kids' immunization records or  
face suspension**

08/01/2016, National Post

**EIPS looking forward to new school**

07/01/16, Sherwood Park News

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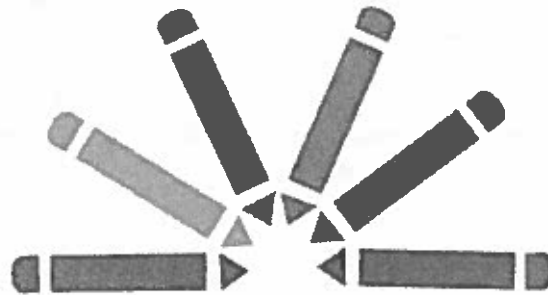
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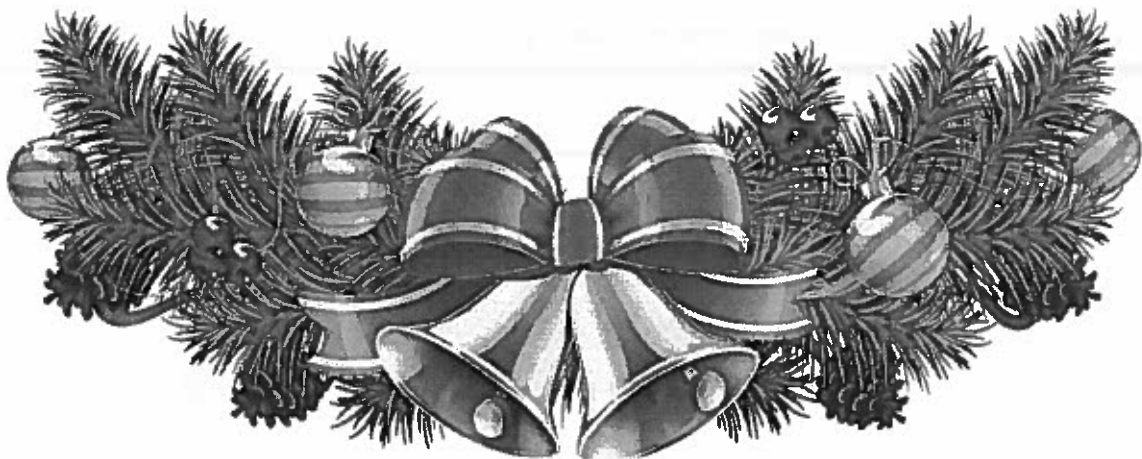


# PUBLIC SCHOOL BOARDS'

## ASSOCIATION OF ALBERTA

# THE ADVOCATE

DECEMBER 2015



**Wishing you all the joys of the Holiday Season and every happiness throughout the coming year, from all of the Staff at the Association.**

## Association Holiday Hours

The Association Office will be closed for the Holiday Season from 3:00 p.m. Wednesday 23 December 2015 to Friday 01 January 2016 inclusive. The Office will re-open at 8:00 a.m. on Monday 04 January 2016.

Should Members require assistance during this time period, please feel welcome to contact Mary Lynne Campbell via Email ([execdir@public-schools.ab.ca](mailto:execdir@public-schools.ab.ca)) or Cell (780 940 6724).

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## Governance Seminar February 2016

On Thursday 04 February 2016 the Association is hosting a one day Governance Seminar entitled: **Collective Agreement Negotiations in the Public Education Sector of Alberta**, facilitated by Dave Johnson.

The Governance Seminar will take place at the DoubleTree by Hilton Hotel West Edmonton, 16615 109 Ave NW, Edmonton, AB T5P 4K8.

**Register for the Governance Seminar now by clicking on the following link:**

[Register Here](#)

[Save the Date Flyer](#)

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## February 2016

## News

### Lois Hole Hospital for Women Foundation

Click below to read an Article regarding our Donation to the Lois Hole Hospital for Women Foundation.

[View Contacts](#)

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### Government & MLA Contacts

If you need the contact information for Premier Notley, Cabinet or any MLAs, just click on the link below, all information is just a click away.

[View Contacts](#)

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### Association Four Year Calendar

Our Four Year Calendar provides you with an outline of our Upcoming Events for 2016 - 2019.

[View Calendar](#)

## Public School Boards Council Meeting

The February 2016 Council Meeting will officially kick off with Dinner and Conversation with David Staples, Columnist, Edmonton Journal on Thursday 04 February 2016 beginning with a cash bar at 5:30 p.m., followed by a plated dinner at 6:00 p.m.

The morning of Friday 05 February 2016 our Council Meeting will begin with breakfast at 8:00 a.m. followed by the Business Meeting and our meeting will adjourn at 4:00 p.m.

The Council Meeting will then resume on Saturday 06 February at 9:00 a.m. and adjourn at 11:30 a.m.

Reminder to Council Representatives to please forward your Division's Lord's Prayer or religious instruction policies, on or before 05 January 2016, to: [gensec@public-schools.ab.ca](mailto:gensec@public-schools.ab.ca)

The meeting will take place at the DoubleTree by Hilton Hotel West Edmonton, 16615 109 Ave NW, Edmonton, AB T5P 4K8.

**Register for the Council Meeting now by clicking on the following link:**

[Register Here](#)

[Hotel Reservations](#)

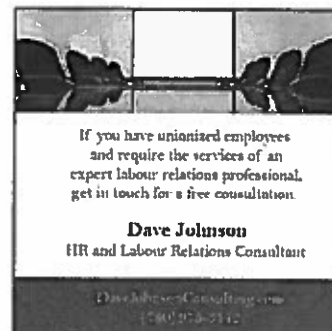
## Upcoming Events

## Sponsors



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**February 2016 - Governance Seminar****04 February 2016 - DoubleTree by Hilton Hotel, West Edmonton**[Register Here](#)**February 2016 - Public School Board Council Meeting****04 - 06 February 2016 - DoubleTree by Hilton Hotel, West Edmonton**[Register Here](#)**April 2016 - Public School Board Council Meeting****14 - 16 April 2016 - DoubleTree by Hilton Hotel, West Edmonton****Registration Opening Soon**

Arlene Hrynyk President - Rick Massini First Vice President - Linda Mywaart Second Vice President

Cathy Hogg Director - Kathleen Linder Director



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JANUARY 2016

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### Governance Seminar: February 2016

On Thursday, 04 February 2016, the Association is hosting a one day Governance Seminar titled: **Collective Agreement Negotiations in the Public Education Sector of Alberta**. This Seminar will be facilitated by Dave Johnson. [Click here to visit the PSBAA website for more information.](#)

The Governance Seminar will take place at the DoubleTree by Hilton Hotel West Edmonton at 16615 109 Avenue NW, Edmonton, AB.

**Please register on or before 22 January 2016.**

**Register for the Governance Seminar**

**Council Meeting:  
February 2016**

**Government & MLA  
Contacts**

The February 2016 Council Meeting will take place on Thursday 04 February 2016 and adjourn on Saturday 06 February 2016.

**Please RSVP your attendance to the Council Meeting on or before 22 January 2016.**

**RSVP your attendance to the Council Meeting**

Do you need contact information for Premier Notley, Cabinet or an MLA? We have all the information you need available on the PSBAA website.

Are there other ways we can support you in your conversations with government? Reply to this email to let us know how.

**Find the contact information you are looking for**

## Other news

- [Learn more about our donation to the Lois Hole Hospital for Women Foundation](#)
- [See our Four Year Calendar for an outline of our upcoming events in 2016 through 2019](#)

## Need a to book your hotel for an upcoming meeting?

[Click here to reserve your next stay at the DoubleTree by Hilton West Edmonton.](#)



*The leading provider of school-emergency solutions.  
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An advertisement for MLT (MacPherson Leslie Thorne) featuring a man in a suit and bow tie wearing a paper airplane hat. The text reads: "Good governance isn't this complicated." followed by "Good board governance practices help you establish policies that empower your teachers. Our practical advice will take you to the top of the class." Below this, it says "Contact Eleanor Olszewski 780.969.3509 | eolszewski@mlt.com". At the bottom, the MLT logo is shown with the names "MACPHERSON LESLIE THORNE" underneath. The website "www.mlt.com" and locations "Regina | Saskatoon | Calgary" are listed at the very bottom.



**A · S · B · A**  
Alberta School Boards  
Association

For members of the Alberta School Boards Association

# Communications Now

## December 2015 – January 2016

Rebranding your school to improve public perceptions and increase enrolment..... 4

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### In *Resources for Families*

Setting limits on screen time

## Hold an open house for calm and fair public involvement

Have you witnessed a special interest group dominate a public hearing or meeting? Most seasoned school board trustees have. School jurisdictions can minimize disruption and conflict with effective communication channels and designing smoothly operating decision-making processes.

If your community expresses frustration at decision points, you may want to consider hosting a school board open house. As the steward of your taxpayers' investment in education, you owe it to anyone who elected you to make it as easy as possible to engage with you – without letting certain groups dominate, monopolize your limited time, or drive others away.

You can level the playing field with an old-fashioned open house, especially for issues that you anticipate might be contentious, like budget cuts or boundary decisions.

## What is an open house?

An open house, or open forum, is an opportunity to share the facts and get input in an informal, non-threatening setting. It is designed to accommodate different communication styles – comfortable communicators as well as introverts who do not like the spotlight. It allows participants to be outspoken or discretely leave a note.

The format is not a big open meeting with a formal agenda where people line up at the microphone. That's the typical public meeting format. In an open house, participants may drop in at their convenience and stay as long as they like. Leaving a comment is not required. It's okay to just come learn and say nothing. Knowledgeable staff are on hand to greet people, share information, explain details and answer questions.

## Key features of an open house

- Don't set a time for people to arrive; tell invitees they are welcome to drop in at any point during the timespan of the open house – usually about two hours.
- Consider offering refreshments, possibly hosted by a high school culinary class.
- You can do more than one open house on the same topic, giving the public more choices that fit into their schedule to attend.

Also, with an open house, there are no formal presentations or discussions – just casual, face-to-face discussions and displays, handouts or exhibits. Be sure to have staff on hand to explain them.

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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.



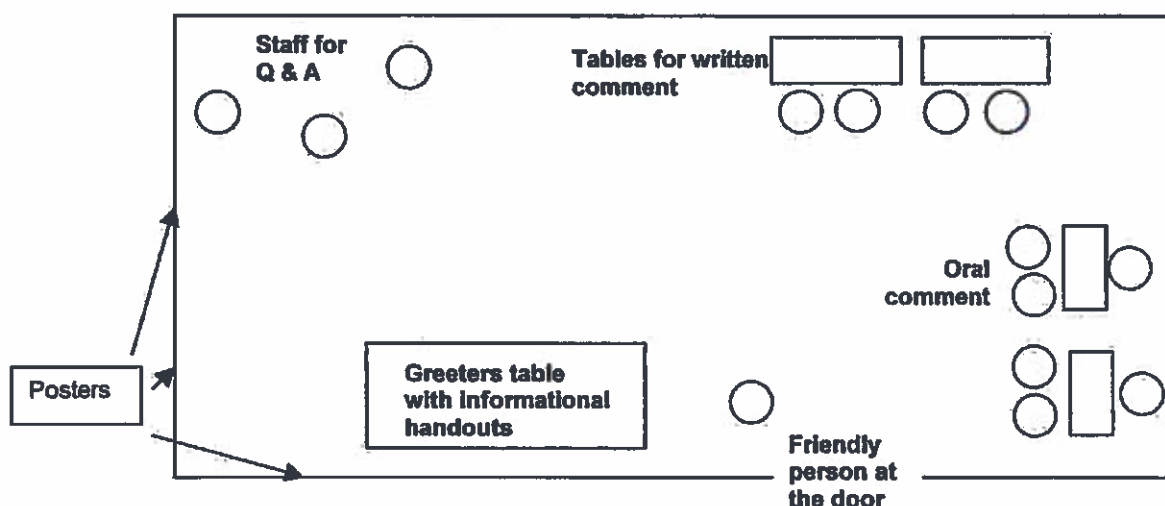
## Communications Now

There are no audience seats – just tables with chairs and staff/board members available to answer questions and take feedback.

Attendees are encouraged to give opinions, comments and preferences, orally or in writing. Include one table with laptops opened to a site with background

information about the topic/issue you're gathering feedback on. Encourage people to leave comments online by including an email address. Or post an online poll to get input about whether the event was effective. This may appeal more to younger "tech savvy" citizens and parents, but it shouldn't replace face-to-face discussions.

### Open Forum Room Arrangement



### Information sharing

- Information is presented buffet style, allowing people to circulate as they wish to different areas – such as to view graphics, charts and related documents – on the wall, on tables or in displays.
- Staff are present to answer questions.
- Written take-home materials or postcards with websites addresses are available.
- Decision-makers (board members) attend to allow citizens who are uncomfortable with “going on the record” to simply sit and talk. There should be a method of capturing comments and opinions by decision-makers. Make a transcript of comments or feedback summaries available to interested citizens after the event.

### Why is this model useful?

Open forums are done in an informal, friendly atmosphere where decision-makers sit face to face with citizens rather than behind a table facing a larger audience.

They encourage participation to “go deeper” into the community, rather than staging traditional forums that are more suited to those who are comfortable speaking at hearings or board meetings.

It's an inexpensive but effective way to disseminate information and get feedback prior to formal board discussion and voting.

Participants have many opportunities to get information and clarifying answers straight from the





## Communications Now

source, rather than rely later on rumors, second-guessing or on social media posts and news stories.

They help school board trustees focus on issues, not political positions. This focus allows participants to consider strategies to help propose solutions.

### Inviting participants

Use normal communication channels to invite community members to an open house. Use news releases, fliers, posting on Facebook/twitter, jurisdiction and school-based newsletters.

Include the fact that you take public comment at each board meeting, too, which will send the message that you always seek public opinion and operate with transparency.

Always include your website and contact information. Also, your website should have an online poll that the public can take if unable to attend the open house.

Trustees can also send personal invitations, whether through old-fashioned letter, phone calls or posting on your own social media. Superintendents should send invites to their key communicator network, if they have one.

### Follow up

Assign someone – usually a staff member – to take notes at each table. Include at least one table where people can write comments that they can leave anonymously or, preferably, with their names, so you can follow up personally with them. Provide comment cards that allow a choice, but encourage people to leave their names if they'd like you to follow up.

### On the record?

Check with your jurisdiction's legal counsel to confirm exactly what information emerging from an open house is considered public record. Be sure to tell participants at the open house how you plan to share information from the meeting (and how it will influence your board's decision).

You may post updates during the open house, either as part of a display or in conversations.

It is a good idea to make the results of the open houses public. Your citizens – taxpayers – should have access to concerns, input and comments made during these sessions because board members are likely to use this information to make decisions affecting their schools.

*Contributed by Shannon Priem, APR, communications consultant; and Claudia Stewart, APR, communications director, Newburg (Oregon) School District.*



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### Rebranding your school to improve public perceptions and increase enrolment

*This article is a parent's first-hand account of how he used his expertise in marketing to help revitalize and reverse declining enrollment at his neighborhood high school. The Go Mad! – Madison High School Open Enrollment Marketing Campaign received the Golden Medallion Award this year from the National School Public Relations Association. Read more about the campaign on NSPRA's website: <http://bit.ly/1Q2ScWC>.*

When I was in tenth grade I returned to my neighborhood high school, which I had transferred out of my freshman year because it was, by most accounts, a “bad” school. Although I had never actually visited the school, I was told I could expect less rigor, less opportunity, and more of the kind of disruptive, good-grades-are-for-losers attitude among the student body that would hinder my chances of thriving academically and getting into a good college.

Fortunately, after schlepping all the way across town every day for a year to attend the “good” high school, I finally visited my neighborhood high school. A few teachers there encouraged me to ignore the conventional “wisdom” and actually pay attention to what the school had to offer.

That’s when I discovered it was the only high school in town to offer four years of Latin – taught by a Rhodes Scholar, no less. It had by far the strongest theater program in town, the speech-debate team was a state contender, and the students were just, well, kids. There were some who were overachieving, some barely attending, and everything in between.

I ended up having a great experience at my neighborhood high school. I was challenged, there were more opportunities than I could possibly take advantage of, and I met many wonderful people whose friendship I enjoy to this day, some 30 years later.

Indeed, even before I graduated, I came to understand that I was having a much better high

school experience than I likely could have had at the “good” school, which, due to its stellar reputation, was woefully overcrowded.

How absurd, then, that my neighborhood high school should have been so maligned, so widely considered sub-par and a place to be avoided, even if it meant driving all the way across town every morning and starting over with a whole new cohort. Such is the power of image, of unexamined collective opinion, to shape our perceptions and, as the case may be, misdirect us away from something good.

Twenty-five or so years later, as my oldest child neared high-school age, my wife and I faced a dilemma, or so we thought. Do we send our son to the “bad” neighborhood high school or do we cook up some scheme to get him enrolled at one of the “better” neighborhood schools?

What was bad about Madison, our neighborhood school? It wasn’t at all clear. Some people said it was “rough,” full of gangs and otherwise disruptive kids. Some said it lacked academic rigor and opportunity. Others simply cited Madison’s reputation itself, as if a commonly held negative opinion was reason enough to avoid the place.

But few of the people eager to share their low opinions of Madison had ever actually been inside the school. And when my wife and I pressed them for specifics, their response was generally along the lines of, “I don’t really know the specifics...but everyone knows Madison is a bad school.” In other words, it’s bad because it’s bad. Total hearsay.

Meeting with the principal and a handful of teachers quickly disabused us of this prejudice. Here were these bright, totally engaged educators eager to tell my wife and me about all the cool things they were doing at Madison, how invested they were in their students’ success, and how pleased they were to work there.

We learned about innovative new Career and Technical Education (CTE) programs and Madison’s impressive range of Advanced Placement (AP) courses (many unique to Madison), their award-winning music teacher,



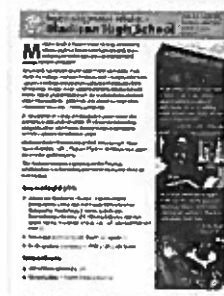
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the longest continuously published student newspaper in Oregon, and two 3D printers.

And this is to say nothing of the remarkably collegial, mutually supportive atmosphere we witnessed among students. It was the opposite of what we had come to expect based on what we had heard.

We enrolled our son, and my wife and I got involved with the school council to try and compensate in some small way for the fact that our school district, like so many in this country, is woefully underfunded. The need was especially acute at Madison, which, like a couple of the district's other high schools, had a disproportionately high percentage of students who qualified for free-and-reduced lunch.

### A branding problem



*Madison's old visual identity looked dated, homemade, and incoherent, at best—not the image Madison needed to project to counteract negative perceptions of the school.*

So, why were so many would-be Madison parents applying for transfers or lying about their addresses to get their kids out of Madison? You guessed it: the prevailing – and apparently unexamined – perception that Madison was a bad school.

We had a branding problem. The prevailing Madison narrative was inaccurate and, on the whole, negative. And it had been allowed to fester uncorrected and to proliferate throughout the neighborhood -- indeed, the city -- to the point where Madison was “bad” simply because it was “bad.”

As president of Madison's school council, I asked principal Petra Callin what the most pressing problem was at the school and her answer was unequivocal: under-enrollment. Although it had been designated a “comprehensive” neighborhood high school by the district, Madison was losing a huge portion – nearly 50 per cent – of eighth-graders from its feeder schools. This meant that Madison was perpetually in danger of dipping below the “viability” enrollment number and thus losing critical funds from the district. A downward spiral was looming, and, ultimately, this meant that despite an abundance of high school-age students within Madison's boundaries, Madison could one day be shuttered.

What could be done? How could we begin chipping away at this undeserved reputation and replace it with real insight into the myriad ways that Madison is, in fact, a really good school – Portland's “best kept secret,” as one parent reviewer put it?

As a branding guy, the answer was obvious to me: We needed to re-brand Madison high school. More specifically, we needed to rewrite the Madison story and develop a new visual identity that would immediately signify that Madison was worth a second look or, for some, a first look.



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# MADISON HIGH SCHOOL

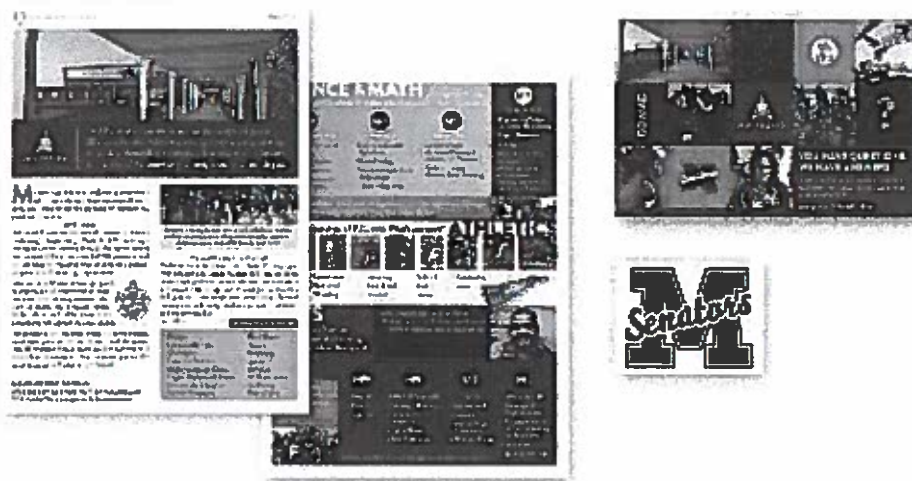
*Madison's new "logo" is intended to help convey the school's commitment to academic rigor and preparation for college.*

Fixing the Madison narrative would be a fairly straight-forward project. First, we needed to make it clear that, as a comprehensive high school, Madison offered all of the same core programs as the other comprehensive schools.

Beyond that, it was a matter of identifying what made Madison special: welcoming, mutually supportive atmosphere; more AP classes than any other Portland public high school; CTE programs in Sustainable Agriculture, Engineering, and Biological Sciences; low student-teacher ratio; etc. Then articulating these "selling points" in a way that would resonate with skeptical (I won't say *prejudiced*) parents and students.

Principal Callin and I spent a long afternoon working out the bones of a messaging platform. This would serve as the foundation for Madison's new "marketing" materials, which I would produce with the help of the district's print shop.

But Madison's story also needed visual punch, a bit of eye candy to call attention to the new narrative and perhaps convey a sense of investment and revitalization. So I set to work designing a comprehensive visual-identity system for the school, with a level of refinement that would explicitly contradict, or at least *undermine*, whatever negative misperceptions the viewer had of Madison high school.



*Madison's polished new marketing materials begin shifting perceptions of the school almost immediately.*



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Overhauling a school's "look" may sound like a superficial undertaking. In the context of perpetual budget shortfalls, where there may not be enough textbooks or graphing calculators to go around, it may even seem extravagant. However, based on my professional experience re-branding private companies, I knew that a polished and cohesive visual identity could have a profoundly positive effect not only on outsiders' perceptions of Madison, but also on the Madison community's collective self-image.

Well-designed newsletters, course catalogs, campus signage, team uniforms, bumper stickers, and other

Madison materials would send a subtle but unequivocal message that Madison had reason to be proud and wanted people to know about it.

Plus, Madison could get all of the design work for free. As a Madison parent, I was happy to do it. And the district, acknowledging that Madison doesn't have the benefit of a large, parent-funded foundation to bridge the gaps left by short-sided voters, offered to foot the bill for any production costs – printing, etc. – beyond the norm.



*A comprehensive new visual-identity system gave Madison teachers and administrators an easy way to spruce up their communications and signal the school's investment in students' success.*

Madison's "brand revitalization" – *Go MAD!* – effort is only about 18 months old. But already there are signs of improvement. At our first school council meeting this year, principal Callin reported that this year's freshman class is the largest she's seen during her six-year tenure.

And two parents who had recently moved to Portland explained they had looked into all of Portland's public high schools and had chosen Madison based on all the good things they heard and read about it. This would have been unlikely just two short years ago.



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*Madison's new "look" has been applied to a wide variety of student swag. The popularity of these items seems to indicate an increase in school pride among students.*

Most of the credit for these apparent and, admittedly, incremental shifts in the way Madison is perceived is due to principal Callin and her staff, who have worked tirelessly over the past six years to shore up Madison's course offering and secure vital funding for attractive, college- and career-oriented programs like its three CTE tracks. But the fruits of their labors are perhaps slightly more visible now and more likely to be perceived at all because a concerted effort was also made to articulate and broadcast Madison's advantages and then present them with a degree of visual style and polish that makes it difficult to believe the "bad school" narrative.

*Contributed by Brian Rupp, co-founder of audio branding company, Brand Timbre. His extensive branding experience includes work for corporate clients such as Kodak, Intel, Microsoft, and Portland's own award-winning public transit agency, TriMet. He is a Madison High School parent in Portland, Ore.*





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### Creating a successful social media policy

Social media is a hot issue in school administration today. Jurisdictions and schools are developing unique ways to use social media to reach out to the community, engage students outside the classroom, and even provide new and exciting teaching material by connecting students across the globe for live discussions of current events. (*See Communicating effectively through social media, October 2015 issue*).

The other side of this coin is, of course, privacy concerns when students and teachers are engaging with each other and the world outside the classroom.

### Safety is the first priority

Cyber security experts suggest starting with social tools developed specifically for education. Leslie Bowman, an online professor and author with a background in private security focusing on child abuse and school violence prevention, says this is step one. She advocates using social media in K-12 classrooms with the caveat that the sites are private, secure, education-oriented and supervised, and monitored by teachers or administrators.

Social media sites designed for classroom use, such as Edmodo or Edutopia, provide a protected social environment similar to the classroom, where young students can share ideas and collaborate on projects under the watchful eye of the teacher. These tools also help students learn online etiquette.

### Consider the legal issues

Bowman says there is legal liability to consider when allowing students to go online during school. When most people think of social media, she said, the sites that immediately come to mind are Facebook, Twitter, and Pinterest, which are open to anyone. (Read more:

[www.scholastic.com/browse/article.jsp?id=3758300](http://www.scholastic.com/browse/article.jsp?id=3758300))

“With stalking and bullying and sexual predators, you just don't want to have K-12 students doing collaborative projects on public social-media sites,” she said.

The minimum age for most social media accounts is 13 years. This prohibits websites from collecting information on children younger than 13 years without parental permission. The minimum age to open an account on Facebook, Twitter, Instagram, Pinterest, Tumblr, Kik, and Snapchat is 13. For Vine, Tinder and Yik Yak, it's 17. For YouTube the age is 18, but a 13-year-old can sign up with a parent's permission. Despite these clearly stated and published age restrictions, large and growing numbers of children 12 and under are using social media networks, often with their parent's knowledge and consent. <http://buff.to/1vW69NS>

According to *The Social Age Study* by knowthenet.org.uk, approximately 59 per cent of children have already used a social network by the time they are 10. Facebook has the most users under the age of 13 – 52 percent of 8 to 16-year-olds admit they ignore Facebook's age restriction. <http://bit.ly/1xoVmo>

Nearly three-quarters of teens have or have access to a smartphone. Aided by convenience and constant access provided by mobile devices, 92 per cent of teens report going online daily, including 24 per cent who say they go online “almost constantly,” according to an April 2015 Pew Research Center study.

[www.pewinternet.org/2015/04/09/teens-social-media-technology-2015](http://www.pewinternet.org/2015/04/09/teens-social-media-technology-2015)

Facebook is the most popular and frequently used social media platform among teens, with 71 per cent of all teens using the site. Half of teens use Instagram and four-in-ten use Snapchat.

School jurisdictions are missing out on opportunities to engage with students and parents if they're not using social media as an outreach tool. Parents of schoolchildren use social media more than ever before, with 74 per cent of parents using Facebook and 94 per cent of those parents sharing, posting and commenting, as opposed to simply viewing and scrolling. *Parents and Social Media*, Pew Research, July 2015, [www.pewinternet.org/files/2015/07/Parents-and-Social-Media-FIN-DRAFT-071515.pdf](http://www.pewinternet.org/files/2015/07/Parents-and-Social-Media-FIN-DRAFT-071515.pdf)



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### Expand your policy beyond the classroom

What all this social media use means is that a dedicated social media website for students is only one of the elements necessary for the protection of students, staff and board members. A robust social media policy needs to consider all interactions that take place on social media sites where parents, students and teachers congregate.

What is the school jurisdiction policy on teachers communicating on Facebook with students? What about former students? And what is the policy for tagging student athletes in postings of school photos of sports events? Your staff needs to be able to access the school's policy on these questions easily.

Steven Anderson, author of *How to Create Social Media Guidelines for Your School* published in collaboration with Edutopia and Facebook, offers good advice. Anderson, also the director of instructional technology for North Carolina's Winston-Salem/Forsyth County Schools, suggests a simple seven-step process to create the right plan for your jurisdiction.

1. Consider your jurisdiction's culture.
2. Organize a broad-based team.
3. Research various viewpoints on the issue, both nationally and locally.
4. Draft a policy.
5. Get feedback from your community as well as your school board and school attorney.
6. Introduce the new policies to the community.
7. Review the document periodically to keep up with the rapidly changing social media environment.

### Educate parents

Also, a certain amount of parent education needs to be a part of the plan. Parents need to be aware of the risks of youth using social media, such as being subject to cyberbullying and online harassment, placing inappropriate content online, Facebook

depression and decreased sleep. The American Academy of Pediatrics recommends no more than 2 hours of screen time per day, which includes time spent watching television, playing video games, or surfing the net. (See Insights for Parents in this issue.)

Social media is a rich and varied landscape with an almost unlimited environment for learning. This limitless landscape includes risks. With the help of your community, you are in a position to create a social media policy that protects your students from abuse, your teachers from having to guess at how to interact with students, and your school jurisdiction from risk.

*Contributed by Megan J. Wilson, freelance writer and communications consultant, Los Angeles, Calif.*





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### Think outside the box to engage volunteers

The stronger your volunteer program, the stronger the community support for your school will be. People support things they have ownership in. A volunteer program can encourage a sense of ownership for parents and non-parents. It can help educate people whose only knowledge of schools is based on their own long-ago experiences.

Think of it as an interactive public relations activity, one that will help tell your school's story to broad audiences through a variety of activities while helping to improve students' academic achievement.

Volunteer engagement can be difficult. The demands of modern life continue to reduce free time. Volunteer activities compete with family, work, hobbies and limited do-nothing time. There are likely many people who would like to help out but just don't have the time to participate in traditional volunteer activities within the school building.

How can you develop or revamp a volunteer program to include opportunities for those who want to help your school and students but are unable to make major time commitments?

The ideas in this tip sheet are designed to spark "outside the box" thinking about creating a volunteer program and engaging community members in non-traditional ways. Every contribution of time and talent they make will directly – or indirectly – impact student success.

### Generate ideas

#### Survey your current volunteers

What brings them to your school? What do they do at or for your school? Why do they do it? How long have they volunteered? How many hours a week do they volunteer? What restructuring suggestions do they have for you? Do they have ideas for other ways volunteers could be involved?

#### Solicit ideas from all staff members

Have a brainstorming session at an all-staff meeting to generate ideas about volunteer tasks. Include grounds and maintenance staff, custodians, bus drivers, educational assistants, administrative assistants and teachers in this session. All ideas should be listed on whiteboards or flip charts. Keep in mind that the volunteer will want to feel he/she has made a meaningful contribution. And because this is a brainstorming session don't discount or rule out any ideas—refining ideas comes later.

A few out-of-the-box ideas to use to kick off that brainstorming:

- Are there non-monetary rewards for a volunteer who is helping at your school? For example, could someone seeking clerical work use some volunteer work hours in the school office to make their resume more current while performing much needed office assistance?
- Are there college students looking for internships who could provide valuable volunteer assistance in the classroom, technology lab, library, health room or other areas?
- Do you have volunteer tasks that someone could do at home? Are there projects that could be completed by a stay-at-home parent such as newsletters, flyers or school website updates?
- Can local businesses commit a certain amount for their employees to volunteer at your school? Could they commit to a set number of hours for a month?
- Do you have a horticulture or gardening club in the community that could adopt some planting beds on your school grounds or work with students to plant and maintain the beds?
- Does a local company have a community service day when they paint, clean, build or plant? If so, could your school be the recipient of their labor one year?
- Could a leadership development training company in town offer training to the officers of your



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parent groups or help your staff in a goal/mission setting exercise?

- Is there a quilting store in town that would donate some time to setting up an afternoon quilting class after school?
- Could you develop a volunteer activity to use the talents of retired professionals in your community or a program to link the senior center and the classroom?
- Are there ways to tap into the cultural and ethnic diversity resources in your community and bring speakers into the school who might lead a session on their culture's foods, lifestyles, music, etc.?

### Put the plan into action

Once the brainstorming and research is completed, analyze the results and draft a plan that has both traditional volunteer activities and incorporates a few new ideas. In its introductory stages, keep the plan manageable both in type of volunteer activities and the number of volunteers you hope to involve.

Once you've got a tentative list of activities, make note of staff time involved in supervision, and/or training of volunteers as well as the labor requirements involved.

Further refine your list by number of hours required. Include short, one-time activities like reading a book on Dr. Seuss Day for one hour, a three-hour field trip chaperone activity and once-a-week, long-term commitment activities such as being a mentor or a lunchroom supervisor.

For each task, include a few sentences explaining what is expected of the volunteer and any special requirements, including second languages and security background checks. Note where the task would be performed, whether in the classroom, on school campus or away from the school.

### Get the word out

Once you have a plan, begin publicizing your needs to your parent and non-parent communities. Talk about opportunities for involvement everywhere you go, whether standing in the grocery store checkout line or speaking before the school council or Rotary Club.

Talk about it at business organizations, the senior center, churches and religious organizations, civic and social organizations. Develop flyers to promote volunteer opportunities and have businesses display them in your community. Meet with the CEO of any large companies in your area – talk about ways they or the corporation could become involved in your school.

Don't forget that some of the easiest volunteer recruitment is in asking a person face-to-face if they could lend a hand.

Once the program gets under way, it will need to be nurtured. Volunteers need to feel like their efforts are making a difference. Have volunteer name badges for those who are in the school. Make a point to greet them and ask how the experience is going every time you see them. Send thank you notes or letters of thanks to all, especially those you don't see regularly who are performing tasks away from the school. A quick phone call just to say thanks will always be appreciated.

### Give back – volunteering works both ways

There is no better recruitment tool for enlarging your volunteer pool than getting out into the community and being a volunteer yourself. When you think you don't have the time, just think about those who make time for your school and then try to find a few hours in your schedule to give back.

Make your volunteer presence known – offer to cook pancakes at a civic fundraiser breakfast; get a team of school staff members to run in a charity race or help with a local environmental cleanup effort. Once people see representatives of your school giving their time to help in the community, they will be more willing to share their time at your school.

*Contributed by Jackie Smith, communications consultant*



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### Weblinks

#### International Volunteer Day

December 5, 2015

A day to celebrate and promote the contributions of volunteers. The day was established by the United Nations in 1985. For more information, as well as resources:

<http://www.unv.org/what-we-do/intl-volunteer-day.html>

#### Family Literacy Day

January 27, 2016

The initiative was first celebrated in Canada in 1999. Parents are encouraged to spend at least 15 minutes together with their children in a learning activity.

For more information: [www.familyliteracyday.ca](http://www.familyliteracyday.ca)

#### Winter Walk Day

February 3, 2016

Albertans are encouraged to walk to school or at school, improving people's physical activity level. For more information, including details about incentives, or to register your event:

<http://shapeab.com/programmevents/winter-walk-day/>

Additional resources:

<http://www.saferoutestoschool.ca/winter-walk-day>

#### Safer Internet Day

February 9, 2016

Safer Internet Day is organized in February each year to promote safe and more responsible use of online technology and mobile phones, especially among children and young people across the world.

<http://humanservices.alberta.ca/abuse-bullying/bullying-events.html>

#### Emerald Award Nominations due

Deadline is February 19, 2016

This award recognizes classrooms, schools or school boards within the formal education system, educational curricula and programs as well as post-secondary programs. It acknowledges nominees that have gone beyond normal practices and shown leadership and creativity in educating students about environmental matters.

Another category – youth – recognizes young people for initiatives that contribute to the future environmental well-being of Alberta.

For more information and applications:

[www.emerald.foundation.ca](http://www.emerald.foundation.ca)

#### Pink Shirt Day

February 24, 2016

People are invited to wear pink on February 24<sup>th</sup> to “symbolize that we will not tolerate bullying anywhere.” Pink Shirt Day was inspired by two Nova Scotia high school students who stood up for a peer who was being bullied for wearing a pink shirt.

For more information about organizing events and fundraising:

<http://pinkshirtday.ca/#>

<http://humanservices.alberta.ca/abuse-bullying/bullying-events.html>

#### Random Acts of Kindness Day

February 17, 2016

For more information:

<http://humanservices.alberta.ca/abuse-bullying/bullying-events.html>





A monthly publication provided by your child's school in recognition of your role as a partner in education.

# Resources for Families

## Setting limits on screen time

A 2014 Nielsen study found that adults spend an average of 11 hours per day with electronic media. That includes radio, TV, smartphones, Internet, game consoles and DVDs or Blu-Ray. <http://on.mash.to/1bfe8Si>

In Canada, adults spent 39 hours a month browsing the web, and 25-40 year old Canadians spend about 110 hours a month using electronic devices.

<http://www.theglobeandmail.com/technology/mobile/video-and-mobile-use-doubles-canadians-time-spent-online-firm-says/article21551994/>

Additional studies have shown that children are following in the footsteps of their parents. The American Academy of Pediatrics (AAP) estimates that today's children spend an average of seven hours a day on electronic media.

The Canadian Pediatric Society's position on the maximum amount of time a child should spend in front of the television between 1-2 hours per day. AAP takes an even stronger stance, saying that allowable "screen time" shouldn't just take in television, but all devices; smartphones, computers, gaming devices, tablets, etc.

While there is still discussion between experts about the appropriate amount of screen time, experts all agree that it is wise to limit the time children spend on digital activities while finding a balance with other activities.

## Making wise choices for our children's media diet

Some guidelines for media consumption in your family could include:

- Monitoring entertainment to ensure age appropriate use and avoiding inappropriate content such as violence, sexual content or tobacco and alcohol use.
- Establishing "screen-free" zones at home, defined as no TVs in the bedroom and turning off television during dinner and homework time. <http://bit.ly/1LXkyCm>

Additional guidelines and resources are at:

- Caringforkids.cps.ca, sponsored by the Canadian Pediatric Society
- SafetyNet.org, sponsored by the American Academy of Pediatrics.

Topics on these sites include:

- How can I set limits on my children's screen time?
- How can I help my child develop healthy electronic media habits? [http://www.caringforkids.cps.ca/handouts/limiting\\_screen\\_time\\_at\\_home](http://www.caringforkids.cps.ca/handouts/limiting_screen_time_at_home)
- Talking to Kids and Teens about Social Media and Sexting
- Keeping Kids Safe in Cyberspace
- The Internet and Your Family
- Media Time Family Pledge <http://safetynet.aap.org/>

## Harmful effects of too much screen time

There are many reasons to step back from electronics. Reducing use of electronic devices through reasonable limits could make a big difference in students' academic and social



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skills by freeing up more time for studies and other pursuits.

There is another important reason to look at the big picture of students' digital activity. Too much digital time may impact our ability to focus.

Consider this headline: "Thanks Social Media – Our Average Attention Span is Shorter than Goldfish."

According to one research group, "the average attention span of a human being has dropped from 12 seconds in 2000 to eight seconds in 2013. This is one second less than the attention span of a goldfish. That's right, goldfish have an attention span of 9 seconds – 1 second more than you and I."

[www.digitalistmag.com/sales-marketing/thanks-social-media-average-attention-span-now-shorter-goldfish-01251966](http://www.digitalistmag.com/sales-marketing/thanks-social-media-average-attention-span-now-shorter-goldfish-01251966)

The scientists suggest that the external stimulation from sites like LinkedIn, Facebook, YouTube, Twitter, Pinterest, Instagram, Snapchat and more every day, is causing us to divide our attention.

"Attention span is the amount of concentrated time on a task without becoming distracted. Most educators and psychologists agree that the ability to focus attention on a task is crucial for the achievement of one's goals. It's no surprise attention spans have been decreasing over the past decade with the increase in external stimulation.

Additional statistics on attention spans:

- 25 per cent of teenagers report forgetting important details about their friends and family.
- Seven per cent of people forget their own birthdays from time to time.
- The average office worker checks their email 30 times every hour.
- Typical mobile users check their phones more than 150 times per day.
- Content on the internet tripled between 2010 and 2013.
- Social media sharing has doubled from 2011 to 2013."

### Emotional impact of a lot of screen time

In addition to social media-related distractions, other side-effects of too much screen time include increased narcissism, antisocial behavior and aggressive tendencies, susceptibility to anxiety and increased depression, and lower grades among students who check their statuses too often.

[www.apa.org/news/press/releases/2011/08/social-kids.aspx](http://www.apa.org/news/press/releases/2011/08/social-kids.aspx)

### Balance is the key

Social media interactions can be positive if there are limits on online activity. The Pew Research Center's Report, *Teens, Technology and Friendships*, suggests that social media can have positive effects on teens' actual social lives. Many teens report making new friendships online – 57 per cent have developed a friendship through a social platform. Friendships can be strengthened through social media environments.

[www.pewinternet.org/files/2015/08/Teens-and-Friendships-FINAL2.pdf](http://www.pewinternet.org/files/2015/08/Teens-and-Friendships-FINAL2.pdf)

## Secretary-Treasurer's Report

### For the Period Ending December 31, 2015

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#### INTRODUCTION

Happy New Year! In our year-to-date, for the period ending December 31, 2015, Northland School Division's operating costs are in line with the operating budget. The Federal Revenue may still be adjusted, depending on the finalization of the nominal role (confirmation of federal student numbers). We are not expecting any substantial adjustment to our provincial revenues.

#### REVENUE

- Revenue received to date is in line with historical numbers.
- YTD revenue represents approximately 30% of the June budget (and we are 30% into the fiscal year).

#### EXPENSES

- Expenses are also in line with historical data.
- YTD expenses represents 30% of the June budget, but maintenance expenses are lower until the summer.

#### OTHER BUSINESS

##### Receivables

- Mikisew is continuing to pay the current invoices, and we have a verbal agreement to begin repaying the outstanding receivable, starting in April, at \$125,000 per month September – June for two years.

##### 2015-2016 year-end procedures

- The Finance department held a meeting in January, and has developed a plan to finalize the year-end financial statements according to the timeline set the by the Office of the Auditor General. After the plan has been approved, procedures and processes will be developed to ensure that we meet the timelines.

#### Conclusion

- Our priorities over the next month will be the preparation of the January update and the start of the 2016-2017 budget process





## STATEMENTS OF OPERATIONS

For the Period Ending December 31, 2015 (in dollars)

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual YTD Dec 31 2015-2016	Budget 2015-2016 June Approved	Budget 2015-2016 Nov. Revised	Balance to be received or spent
<b>REVENUES</b>							
Alberta Education	\$37,200,087	\$38,136,250	\$39,642,357	\$11,779,731	\$35,134,527	\$37,358,938	\$23,354,796
Other - Government of Alberta	\$966,929	\$774,716	\$477,229	\$147,237	\$930,824	\$930,824	\$783,587
Federal Government and First Nations	\$20,862,392	\$20,838,515	\$22,080,036	\$8,864,472	\$22,175,563	\$22,486,874	\$13,311,091
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$656,887	\$1,162,953	\$1,160,007	\$1,275,035	\$3,822,439	\$1,329,483	\$2,547,404
Investment income	\$10,292	\$67,600	\$77,530	\$0	\$40,000	\$40,000	\$40,000
Gifts and donations	\$665,555	\$801,935	\$1,205,389	\$26,045	\$0	\$450,000	(\$26,045)
Rental of facilities	\$973,522	\$832,864	\$883,937	\$323,536	\$1,045,540	\$1,045,540	\$722,004
Fundraising	\$251,134	\$394,866	\$375,109	\$0	\$0	\$0	\$0
Gains (losses) on disposal of capital assets	\$156,458	\$200	\$94,037	\$91,201	\$0	\$0	(\$91,201)
Other revenue	\$0	\$0	\$0	\$121,832	\$1,014,417	\$0	\$892,585
<b>TOTAL REVENUES</b>	<b>\$61,743,256</b>	<b>\$63,009,899</b>	<b>\$65,995,631</b>	<b>\$22,629,090</b>	<b>\$64,163,310</b>	<b>\$63,641,659</b>	<b>\$41,534,221</b>
<b>EXPENSES</b>							
Certificated salaries	\$21,031,068	\$20,878,113	\$20,617,010	\$7,095,936	\$21,740,258	\$20,995,435	\$14,644,322
Certificated benefits	\$4,092,469	\$4,390,192	\$4,569,529	\$1,484,666	\$4,742,909	\$4,630,577	\$3,258,242
Non-certificated salaries and wages	\$13,282,741	\$12,583,963	\$13,408,813	\$4,473,225	\$12,976,830	\$13,089,026	\$8,503,605
Non-certificated benefits	\$2,916,643	\$2,805,020	\$2,968,222	\$1,017,040	\$3,214,034	\$3,309,589	\$2,196,994
<b>SUB - TOTAL SALARIES AND BENEFITS</b>	<b>\$41,322,920</b>	<b>\$40,657,288</b>	<b>\$41,563,574</b>	<b>\$14,070,867</b>	<b>\$42,674,030</b>	<b>\$42,024,627</b>	<b>\$28,603,164</b>
Services, contracts and supplies	\$15,450,160	\$16,819,764	\$17,667,159	\$4,135,264	\$16,946,083	\$17,007,445	\$12,810,819
Amortization of supported tangible capital assets	\$3,192,543	\$3,526,233	\$3,208,958	\$1,191,419	\$3,562,723	\$3,443,090	\$2,371,304
Amortization of unsupported tangible capital assets	\$1,609,872	\$2,232,457	\$1,200,256	\$403,778	\$1,208,944	\$1,208,400	\$805,166
Supported interest on capital debt	\$23,193	\$9,178	\$0	\$0	\$6,838	\$0	\$6,838
Unsupported interest on capital debt	\$433	\$216	\$0	\$0	\$324	\$0	\$324
Other interest and finance charges	\$29,008	\$2,430	\$954	\$919	\$38,000	\$41,137	\$37,081
Losses on disposal of tangible capital assets	\$67,735	\$52,002	\$22,935	\$0	(\$80,029)	\$0	(\$80,029)
Other expense	\$0	\$0	\$2,492,548	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$61,695,864</b>	<b>\$63,299,567</b>	<b>\$66,156,384</b>	<b>\$19,802,247</b>	<b>\$64,356,913</b>	<b>\$63,724,699</b>	<b>\$44,554,666</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$47,392</b>	<b>(\$289,668)</b>	<b>(\$160,753)</b>	<b>\$2,826,843</b>	<b>(\$193,603)</b>	<b>(\$83,040)</b>	<b>(\$3,020,446)</b>
<b>EXPENSES</b>							
Instruction	\$39,872,808	\$39,307,282	\$42,362,054	\$12,412,260	\$40,823,304	\$40,261,986	\$27,849,776
Plant operations and maintenance	\$9,696,288	\$11,647,020	\$11,576,495	\$3,590,287	\$10,646,054	\$10,401,915	\$6,811,628
Transportation	\$3,721,237	\$3,741,924	\$3,581,793	\$1,145,831	\$3,582,035	\$3,579,355	\$2,433,524
Administration	\$3,233,159	\$3,510,503	\$3,370,913	\$1,063,206	\$3,793,603	\$3,997,735	\$2,934,529
External services	\$5,172,372	\$5,092,839	\$5,265,129	\$1,590,662	\$5,511,916	\$5,483,708	\$3,893,046
<b>TOTAL EXPENSES</b>	<b>\$61,695,864</b>	<b>\$63,299,568</b>	<b>\$66,156,384</b>	<b>\$19,802,247</b>	<b>\$64,356,913</b>	<b>\$63,724,699</b>	<b>\$43,922,452</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$47,392</b>	<b>(\$289,668)</b>	<b>(\$160,753)</b>	<b>\$2,826,843</b>	<b>(\$193,603)</b>	<b>(\$83,040)</b>	<b>(\$2,388,232)</b>



# Accounts Receivable Federal Government and First Nations

Monthly Billing REG rate ECS Rate

	Student Counts		Prior to & 2004/2005	Outstanding Aug-2012 2011/2012	Outstanding Aug-2013 2012/2013	Outstanding Aug-2014 2013/2014	Outstanding Aug-2015 2014/2015	Outstanding Oct-2015 2015/2016	Mhts O/S	Total Outstanding																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			</
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Total Outstanding

61,333.22 (0.00) 10,028.48 1,241,276.48 928,725.74 1,343,296.67 2,241,363.92

Altabasca Chip	77,641.02	Nov 2015
Peerless Trout	431,297.63	Nov 2015
INAC	278,258.21	Nov 2015
Lubicon	221,402.87	Nov 2015
Chipewyan Prairie	119,507.42	Nov 2015
Mikisew Cree	285,284.44	Oct 2015
Altabasca Chip	77,641.02	Dec 2015
Peerless Trout	431,297.63	Dec 2015
INAC	278,258.21	Dec 2015
Lubicon	221,402.87	Dec 2015
Chipewyan Prairie	119,507.42	Dec 2015
Bigstone Cree	772,725.99	Nov 2015

Bigstone #'s does not include Career Pathways  
Career Pathway is being paid by CEU's earned by the students  
Liaison - Bigstone Cree  
Liaison - Mikisew paid by INAC

3,314,224.73

Northland School Division  
Federal Accounts Receivable

## Aged Summary

Months Outstanding	ACFN	Indian Education Authority	Mikisew	Peorless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
Dec-15	-	-	285,284.44	-	772,725.99	-	-	0.45	-	-	1,058,010.88
Nov-15	-	-	285,284.44	-	-	-	-	0.45	-	-	285,284.89
Oct-15	-	-	-	-	-	-	-	0.45	-	-	0.45
Sep-15	-	-	-	-	-	-	-	0.45	-	-	0.45
Aug-15	79,654.70	-	303,816.20	(262,234.70)	(114,969.91)	(68,340.80)	-	(135,844.10)	(161,079.92)	-	(358,998.53)
Jul-15	-	-	-	-	-	-	-	-	-	-	-
Jun-15	-	-	-	-	36,450.26	-	-	1.35	-	-	36,451.61
May-15	-	-	-	-	-	-	0.50	-	-	-	0.50
Apr-15	-	-	-	-	-	-	-	-	-	-	-
Mar-15	-	-	505,552.24	-	-	-	-	-	-	-	505,552.24
Feb-15	-	-	248,573.14	-	-	-	-	-	-	-	248,573.14
Jan-15	-	-	248,573.14	-	-	-	0.50	-	-	-	248,573.64
Dec-14	-	-	248,573.14	-	-	-	-	-	-	-	248,573.14
Nov-14	-	-	-	-	-	-	-	-	-	-	-
Oct-14	-	-	-	-	-	-	-	-	-	-	-
Sep-14	-	-	-	-	-	-	-	-	-	-	-
Aug-14	-	-	222,000.60	-	-	-	-	-	-	-	222,000.60
Jul-14	-	-	-	-	-	-	-	-	-	-	-
Jun-14	-	-	248,573.14	-	-	-	-	0.30	-	-	248,573.44
May-14	-	-	248,573.14	-	-	-	-	-	-	-	248,573.14
Apr-14	-	-	-	-	-	-	-	-	-	-	-
Mar-14	-	-	249,482.56	-	-	-	-	-	-	-	249,482.56
Feb-14	-	-	249,482.56	-	-	-	-	-	-	-	249,482.56
Jan-14	-	-	23,164.18	-	-	-	-	-	-	-	23,164.18
Dec-13	-	-	-	-	-	-	-	-	-	-	-
Nov-13	-	-	-	-	-	-	-	-	-	-	-
Oct-13	-	-	-	-	-	-	-	-	-	-	-
Sep-13	5,208.60	-	-	-	-	-	-	-	-	-	5,208.60
Apr-13	-	-	-	-	-	-	-	-	-	-	-
Mar-13	-	-	-	-	-	-	-	-	-	-	-
Feb-13	-	-	-	-	-	-	-	-	-	-	-
Jan-13	-	-	-	-	-	-	-	-	-	-	-
Oct-12	-	-	-	-	-	-	-	-	-	-	-
Sep-12	-	61,333.22	-	-	-	-	-	-	-	-	-
Dec 2005 & older	-	-	-	-	-	-	-	-	-	-	61,333.22
	84,863.30	61,333.22	3,366,932.92	(262,234.70)	694,206.34	(68,340.80)	1.00	(135,840.65)	(156,260.04)	(0.00)	3,584,660.59
Current	-	-	285,284.44	-	772,725.99	-	-	0.45	-	0.00	1,058,010.88
30 days	-	-	285,284.44	-	-	-	-	0.45	-	0.00	285,284.89
60 days	-	-	-	-	-	-	0.50	0.45	-	0.00	0.95
90 days	-	-	-	-	-	-	-	0.45	-	0.00	0.45
120 days	79,654.70	-	303,816.20	(262,234.70)	(114,969.91)	(68,340.80)	-	(135,844.10)	(161,079.92)	0.00	(358,998.53)
180 days	-	-	-	-	36,450.26	-	-	1.35	-	0.00	36,451.61
181 - 365	-	-	1,251,271.66	-	-	-	0.50	0.30	-	0.0	1,251,272.46
1 yr - 2 yr	5,208.60	-	1,241,276.18	-	-	-	-	-	4,819.88	0.00	1,251,304.66
Over 2 yr	-	61,333.22	-	-	-	-	-	-	-	0.00	61,333.22
Current	84,863.30	61,333.22	3,366,932.92	(262,234.70)	694,206.34	(68,340.80)	1.00	(135,840.65)	(156,260.04)	-	3,584,660.59
Long Term	-	-	-	-	-	-	-	-	-	-	-
Total Aging	84,863.30	61,333.22	3,366,932.92	(262,234.70)	694,206.34	(68,340.80)	1.00	(135,840.65)	(156,260.04)	-	3,584,660.59

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 23, 2016**

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

**SUBJECT:** ACCESS TO NLC MOBILE TRADES TRAILER AT PEERLESS LAKE  
AND KATERI SCHOOLS FOR MARCH TO JUNE, 2016

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
<p>That the Board of Trustees receives as information a proposal for Peerless Lake and Kateri Schools to share access to a Northern Lakes College Mobile Trades trailer for the months of March through to June 2016.</p>

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**CURRENT SITUATION:** Peerless Lake and Kateri Schools have limited access to CTS/CTF optional programming. A trades trailer outfitted for pre-trades programming (i.e. small engine repair, woodworking, welding) would provide students with a broader range of optional course offerings.

The community of Peerless Lake has requested access to a Northern Lakes College mobile trades trailer. While the trailer is located in the community for use by the community, Peerless Lake School and Kateri School could have partial access to the trailer for optional CTS/CTF programming.

**BACKGROUND:** A preliminary estimate of costs follows:

- This budget assumes that a community has arranged with NLC to bring the trailer in and NSD61 wishes to access the instructors and labs while it is in Peerless Lake.

- The high cost estimate is \$10,000.00 per month. This would include approximately \$5000.00 for instruction, \$3000.00 for materials and supplies and \$2000.00 for overhead such as power and fuel, travel costs such as bringing in materials and supplies, coordination etc.
- There is a meeting slated for mid-January in Trout Lake to discuss a possible offering with the second trailer from March to June.
- Until we have actually run one of these offerings we are using best guesses.
- The NSD61 Welding Lab could be relocated to Paddle Prairie in early spring for use by Paddle Prairie School and Dr. Mary Jackson School for woodworking and/or small engine repair etc. If approved for relocation, the NSD61 trailer will require a suitable instructor.

## **OPTIONS:**

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** DRAFT 2016-2017 NORTHLAND SCHOOL YEAR CALENDAR

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
<p>That the Board of Trustees receive as information the attached draft version of the Northland School Division 2016-2017 School Year Calendars.</p>

\*\*\*\*\*

**CURRENT SITUATION:** The 'Northland School Division 2016-2017 School Year Calendar' has received feedback from the C2 committee. Some of the suggestions offered have been incorporated into the current draft version.

I would like to get a wider audience perspective on this current version – a fan out to all principals would be the intended course of action.

**BACKGROUND:**

**Feedback from ATA Local:**

Might be wise to end on the Wednesday before Christmas (Dec. 21) and come back on a Wed. (Jan. 4). Working until the 23rd will be quite challenging for a lot of teachers. It may be useful to get some feedback from teachers. I like the little later start to the year.

**Feedback from School Principals:**

Calendar "B" looks good to me  
I liked the whole week for organizational days that we had this year. I think we should start after Labour day. A lot of parents



don't go school shopping until the first weekend in September and we won't have full attendance for only 2 days.

Christmas break should start earlier. I know I travel home and I don't want to be driving on Christmas Eve. I think we should get out on December 21st and return to school on January 4th.

Why do we have to go so late in June? Elementary students are "done" by mid June. I think we should get out June 23rd.

Both calendar versions look good. The start and end dates are in line with Lakeland Catholic and Northern Lights School Divisions draft 2016-17 calendars.

One thing that I would suggest, after listening to some discussions from the ATA, the local PD days should be renamed to reflect locally developed or divisional mandated in-service rather than PD.

Both seem fine to me assuming schools can use a family day or 2 at the front end of Christmas Break. I am assuming that a significant portion of teacher's book flights or travel home and as the schedule is for example, I would have to book a flight on the 24th of December next year. That is an issue with both calendars but I do think both breaks are good.

## OPTIONS:





# Draft Northland School Division No.61 2016-2017 SCHOOL YEAR CALENDAR "A"



## 2016

### August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-26 - New Teacher Orientation  
22(pm)-23 - New Principal Orientation  
25 - Admin Meeting  
29-31 - Organizational Days

### September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 - School Begins  
5 - Labor Day

### October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TBA - Administrators' Meetings  
10 - Thanksgiving Day

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 - Remembrance Day  
7 - 10 Mid-Term Break

### December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22-30 - Christmas Break

## 2017

### January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-4 - Christmas Break  
5 - School Resumes

### February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

14-15 - Admin Meetings  
15 - Convention Travel Day  
16-17 - ATA Convention  
20 - Alberta Family Day

### March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - 31 - Spring Break

### April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14, 17 - Statutory Holiday  
(Good Friday, Easter Monday)

### May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4-5 - Administrators' Meetings  
(Peace River)

22 - Victoria Day

### June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28<sup>th</sup> - Last Day for Students  
29 - Organizational Day for Staff

176 Instructional Days (Green)  
194 Operational Days

**Please add to your calendar:**

- 6 Locally Developed In-services / Professional Development
- 3 Family Days (includes Metis Proclamation Day and Treaty/Farmers' Day)
- 1 Day-In-Lieu for Parent/Teacher Interviews
- Up to the equivalent of 1 half-day early dismissal per month for PLCs when deemed appropriate. PLEASE DO NOT deduct early dismissal time for PLCs from the 176 days. Please record PLC early dismissal hours in "Deduct Early Dismissal Hours" section below the calendar and add PLC dates/time in the textbox.

NOTE: Schools will follow common Christmas (Dec 22, 2016 – Jan 4, 2017) and Spring Break (March 27 - 31, 2017); however to align holidays with neighboring jurisdictions some exceptions will be made on a case by case basis.

There is an expectation that schools will organize Community Engagement Events.  
Minimum Hours of Instruction: Elementary (1-9) = 950 hours; High School = 1000 hours.

## 2016-2017 Draft Calendar Notes:

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- The last diploma examination (i.e. Science 30) is scheduled for June 28<sup>th</sup>, 2017.

Creating a school culture around regular June attendance patterns may be difficult for some schools but certainly not impossible. The latter part of June could be devoted a different programming model designed to keep students engaged in the learning process. By way of example, an engaging programming model could include ideas like: (a) a reading boot camp for delayed students, (b) advance high school study camps for those students who are writing diploma examination, (c) credit recovery for other students, (d) independent study and special project-based learning (e) mini CTF/CTS sessions could be organized through Randy Chernipeski's assistance, and/or (f) in-depth cultural camps. These programming ideas could engage students and garner their interests in a number of different subject areas when attendance is seen as problematic.

- The Framework Agreement between the Province of Alberta, the ATA and the ASBA under Part 'B' Instructional Time (3a) – reads in part "... Any school board that does not currently have a limit on Instruction Time in their Collective Agreement..."

Northland School Division does have a limit on instruction time in the Collective Agreement where Section 3.2 states:

**"3.2 A teacher will not be assigned duties in excess of *thirty hours per week*, of which, *whenever possible*, a *maximum of twenty three and one third hours* will be devoted to instruction of pupils.**

The remainder of the assignable hours will provide for supervision of students, extra-curricular school activities and such professional activities as in-service sessions, staff meetings, committee work and parent teacher interviews."



# Draft Northland School Division No.61 2016-2017 SCHOOL YEAR CALENDAR "B"



## 2016

### August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-26 - New Teacher Orientation  
22(pm)-23 - New Principal Orientation  
25 - Admin Meeting  
29-31 - Organizational Days

### September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 1 - School Begins  
5 - Labor Day

### October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TBA - Administrators' Meetings  
10 - Thanksgiving Day

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 - Remembrance Day

### December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22-30 - Christmas Break

## 2017

### January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2-4 - Christmas Break  
January 5 - School Resumes

### February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

7-8 - Admin Meetings  
15 - Convention Travel Day  
16-17 - ATA Convention  
13 - Alberta Family Day

### March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27-31 - Spring Break

### April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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S	M	T	W	T	F	S
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## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** INTERNATIONAL TRAVEL

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
That the Board of Trustees receive as information the international field trip request form from Mistassiniy School, as attached.

\*\*\*\*\*

**BACKGROUND:**

**CURRENT SITUATION:**

**OPTIONS:**







## FIELD TRIP REQUEST FORM / PERMIT

**FIELD TRIP  
NUMBER**

ISSUED BY  
TRANS. DEPT.

- THIS FORM MUST BE COMPLETED EVEN IF YOU ARE NOT USING A SCHOOL BUS. THIS PAGE IS YOUR AUTHORITY TO TAKE THE STUDENTS OUT OF SCHOOL
- APPROVED COPY OF THIS FORM MUST BE CARRIED ON THE BUS DURING THE TRIP
- FIELD TRIP NUMBER MUST BE NOTED ON ALL RECEIPTS, EXPENSE CLAIMS & TIME SHEETS
- THE ACTUAL KM'S DRIVEN AND ACTUAL EXPENSES, JUSTIFIED BY RECEIPTS IS TO BE COMPLETED AND SENT TO DIVISIONAL OFFICE WITHIN 10 DAYS. IF NOT RECEIVED, COSTS AND KILOMETERS WILL BE ESTIMATED.
- IF USING A NSD SCHOOL BUS, USE ONE FORM PER DAY
- MAKE AS MANY COPIES OF APPROVED FORM AS REQUIRED

### SCHOOL INFORMATION

SCHOOL: Mistassiniy SPONSORING TEACHER: Trisha Vadnais  
EDUCATIONAL ☒ SPORTS ☐ CULTURAL ☒ LSBC MOTION #: 4018/15  
SUBMIT 1 WEEK IN ADVANCE SUBMIT 1 WEEK IN ADVANCE SUBMIT 1 MONTH IN ADVANCE

### ACTIVITIES INFORMATION

DESTINATION(S): Wabasca - Edmonton - Hong Kong - Bangkok - Edmonton - Wab.  
DEPARTURE DATE: March 25, 2016 DEPARTURE TIME: TBD  
RETURN DATE: April 5, 2016 RETURN TIME: TBD  
CLASS(ES) OR GRADE(S) INVOLVED: 10-12  
PURPOSE OF ACTIVITY (DESCRIBE): to experience a different culture & global citizenship  
DESCRIPTION OF ACTIVITIES IN DETAIL (IE: SWIMMING, SKATING ETC.) (ATTACH EXTRA PAGE IF NEEDED)  
1. see attached  
2. \_\_\_\_\_

### SUPERVISOR DETAILS

# OF STUDENTS: 5 # OF TEACHERS: 2 # OF OTHER SUPERVISORS: 0 RATIO: 3 : 1

### TRANSPORTATION DETAILS

NSD SCHOOL BUS NUMBER: N/A NSD SCHOOL BUS DRIVER NAME: \_\_\_\_\_  
ALTERNATIVE TRANSPORTATION (DESCRIBE): \_\_\_\_\_

FIELD TRIP PRINCIPAL APPROVAL: M. Hood DATE: Jan 4/16

### DRIVER SECTION (SUBMIT THIS FORM ALONG WITH TIME LOG FOR PAYMENT)

ODOMETER START: \_\_\_\_\_ ODOMETER END: \_\_\_\_\_  
DRIVING HRS TO DESTINATION: \_\_\_\_\_ STANDBY HRS: \_\_\_\_\_ DRIVING HRS BACK: \_\_\_\_\_ TOTAL: \_\_\_\_\_  
PRINCIPAL APPROVAL UPON COMPLETION OF TRIP: \_\_\_\_\_

### CENTRAL OFFICE USE

### APPROVALS

TRANSPORTATION DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR NATIVE PROGRAMS \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

### COMPLETED FIELD TRIP EXPENSES

TOTAL KM'S: \_\_\_\_\_ @ \$1.10/KM = \_\_\_\_\_





## NORTHLAND SCHOOL DIVISION NO.61

### Parent Information and Approval for Off-Site Activities

The information on this form is collected pursuant to the FOIP Act, Sections 32(c), 37(b) & 38(c) to be used to organize and coordinate a school field trip.

**SCHOOL INFORMATION:** School Name: Mistassiniy School  
Staff Member/Supervisor in Charge of Trip: Trisha Vadnais

#### **ACTIVITIES INFORMATION:**

Destination (include overnight details if required):

Date(s): March 25, 2016 - April 5, 2016

Class(es) or Grade(s) Involved: 10-12

Purpose of Activity: Experience a different culture and Global citizenship

Description of Activities (ie swimming, skating, etc):

1. see attached.
- 2.

Special Considerations (ie bag lunch/skates/swimsuit):

- 1.
- 2.

Charges to Student: cost of trip and spending money

#### **SUPERVISION DETAILS:**

Number of Supervisors to be taken on trip: 2

Names of Supervisor(s): Trisha Vadnais, Jon Vadnais

#### **TRANSPORTATION DETAILS:**

Method of Transport: ☐ NSD Bus ☐ NSD Vehicle ☐ Charter Bus ☐ Rental ☐ Private Vehicle

Name of Bus Driver:

Route Details: Wabasca → Edmonton → Hong Kong → Bangkok, Edmonton, Wabasca

Departure Time: TBD

Return Time: TBD

#### **Other Information continued . . .**

Emergency Procedures / Arrangements and Contingency Plans:

1. cell phone number provided by supervisor
- 2.
- 3.



**PARENT APPROVAL FOR:**

**STUDENT NAME:** \_\_\_\_\_

**NOTE: Parents must have ultimate authority in approving whether or not their child (if under the age of 18 years old) goes on the trip:**

- \_\_\_\_\_ I approve of my son's/daughter's attendance on this field trip and the planning regarding this trip and give permission for participation accordingly. I have also read the attached student conduct expectations.
- \_\_\_\_\_ I am prepared to volunteer for this trip as a supervisor.
- \_\_\_\_\_ Telephone number where I can be reached on the day of the trip (if this is different than I have already provided the school as my usual home number).

Information about my child that field trip personnel need to know for this excursion:

(Medical or other) \_\_\_\_\_

Alberta Health Care No. \_\_\_\_\_

Treaty No. (if applicable) \_\_\_\_\_

DATE \_\_\_\_\_, 20\_\_\_\_ Parent Signature: \_\_\_\_\_

**STUDENT CONFIRMATION (high school students only)**

I concur with participating in this activity and will abide by all relevant rules, procedures and directions and assume the inherent risks associated with this activity.

DATE \_\_\_\_\_, 20\_\_\_\_ Student Signature: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions about the collection, use or disclosure of information collected on this form, please contact the School Division's FOIP Coordinator. The phone number is (780) 624-2060 and fax is (780) 624-5914.



## CONSENT TO PARTICIPATE

### Acknowledge of Participant:

I, the undersigned Participant, understand that I am responsible to act in a safe and reasonable fashion, to follow the instruction of all supervisors, and to obey and comply with safety regulations as directed by supervisors and facility staff where applicable. I will be solely responsible for myself, will wear a seatbelt and available and will not disturb or distract the driver of any vehicle I am riding in. At sports events and other activities it is my responsibility to obtain and wear appropriate safety equipment unless it is provided in the activity. I will not endanger the safety of others or myself while traveling or participating in fieldtrips, sports events and other activities.

### Acknowledgement of Parent or Guardian;

I, the undersign parent or guardian of the participant, hereby authorize and give consent to the Participant's involved in the fieldtrip activities including any use of private or public vehicle or divisional transport to travel to and from activities or to the nearest suitable medical or hospital facility in the event that emergency or other medical treatment not available at the site deemed necessary. I hereby give consent to and the authorize such emergency or other medical treatment of the Participant as may be deemed advisable in the event of accident, injury or illness during the fieldtrip, sports event or other activities.

### ACKNOWLEDGEMENT and SIGNATURE

I understand that this is a legal agreement that is binding upon myself and heirs, executors, administrators, successors and assigns. I have read and understand the term of this agreement and I acknowledge that by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that my child or I may have.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness to Signature of Participant

\_\_\_\_\_  
Witness to Signature of Parent/ Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sincerely,

\_\_\_\_\_  
(Teacher's Name)



## General Field Trip Checklist

All parts must be completed prior to final approval for Field Trip from Northland School Division #61. This completed checklist must be signed by the Principal and submitted to Division Office before a field trip number will be issued.

	Task	Person Responsible	Date Completed
<input checked="" type="checkbox"/>	Description of trip	T. Vadnais	Dec. 4, 2016
<input checked="" type="checkbox"/>	Curricular outcome of trip (where necessary)	J. Vadnais	"
<input checked="" type="checkbox"/>	Required funds for trip	T. Vadnais	"
<input checked="" type="checkbox"/>	Risk Assessment of trip	T. Vadnais	"
<input checked="" type="checkbox"/>	Risk Management for trip	T. Vadnais	"
<input checked="" type="checkbox"/>	Disclosure letter written with all required components	T. Vadnais	"
<input checked="" type="checkbox"/>	Consent Letter written with all required components	T. Vadnais	"
<input checked="" type="checkbox"/>	Field Trip approval from Local School Board Committee	T. Vadnais	Dec. 9 Nov.
<input checked="" type="checkbox"/>	Disclosure letters sent to parents	T. Vadnais	Dec. 9
<input checked="" type="checkbox"/>	Parent meetings held with attendance taken	T. Vadnais	Nov. 27
<input checked="" type="checkbox"/>	Consent letters sent, returned signed at least 48 hours prior to departure on field trip (only those students with properly signed Consent Forms may go on the Field Trip)	T. Vadnais	"
<input checked="" type="checkbox"/>	What is the Supervisor/student ratio?	3 : 1	Dec. 23, 2016
<input checked="" type="checkbox"/>	Will there always be a female supervisor for female students and a male supervisor for male students?	T. Vadnais	Dec. 23, 2016
<input checked="" type="checkbox"/>	What are the sleeping arrangements?	T. Vadnais	Dec. 23, 2016
<input checked="" type="checkbox"/>	How are individuals being monitored after hours/during sleep hours?	T. Vadnais	"
<input checked="" type="checkbox"/>	Has all the information regarding the various locations to be visited been obtained?	T. Vadnais	Dec. 23, 2016
<input checked="" type="checkbox"/>	Have local sources been contacted for the local perspective on the locations and activities?	T. Vadnais	"
<input checked="" type="checkbox"/>	Appropriate Field Trip forms sent to Transportation Department at Division Office for approval	T. Vadnais	"
<input checked="" type="checkbox"/>	Driver information received and forwarded to Division Office	T. Vadnais	"
<input checked="" type="checkbox"/>	Auto insurance requirements have been met	T. Vadnais	"

Michael  
Principal Signature

Jan 4/16  
Date





## Medical Considerations for Risk Assessment

	TASK	PERSON RESPONSIBLE	DATE COMPLETED
<input checked="" type="checkbox"/>	Have medical histories and records been compiled and kept with the supervisors in case of an emergency?	T. Vadnais	Jan 4, 2015
<input checked="" type="checkbox"/>	Have the staff members that will be going on the trip undertaken the administration of medication, or is this a new responsibility for them?	T. Vadnais	"
<input checked="" type="checkbox"/>	Will the staff have access to health records on the trip?	T. Vadnais	"
<input checked="" type="checkbox"/>	Are records being maintained when medication is being administered?	T. Vadnais	"
<input checked="" type="checkbox"/>	Is the medication secured? If so, how?	T. Vadnais	"
<input checked="" type="checkbox"/>	Is the medication clearly labeled and organized?	T. Vadnais	"
<input checked="" type="checkbox"/>	Is there a first aid kit on each bus? Will it be updated prior to the trip?	T. Vadnais	"
<input checked="" type="checkbox"/>	If an individual has to be hospitalized out of country, what special arrangements are in place? Additional Insurance?	T. Vadnais	"
<input checked="" type="checkbox"/>	How are individuals being monitored after hours/during sleep hours?	T. Vadnais	"
<input checked="" type="checkbox"/>	Have permission slips/consent forms been signed by the parents/guardians?	T. Vadnais	"
<input checked="" type="checkbox"/>	Have informed consent forms been obtained from parents/guardians?	T. Vadnais	"
<input checked="" type="checkbox"/>	Have appropriate insurance requirements been met?	T. Vadnais	"





**Think  
&Drive**

## School Bus Safety

	TASK	PERSON RESPONSIBLE	DATE COMPLETED
<input type="checkbox"/>	Has the bus been inspected and serviced prior to trip?	N/A	
<input type="checkbox"/>	Is the bus equipped with the appropriate safety features and equipment?	"	
<input type="checkbox"/>	Is the driver experienced in first aid?	"	
<input type="checkbox"/>	Is there a first aid kit on each bus? Will it be updated prior to each trip?	"	
<input type="checkbox"/>	Is the driver qualified to drive the bus – what experience does the driver have?	"	
<input type="checkbox"/>	Is the appropriate driver information on file with Division Office?	"	
<input type="checkbox"/>	Have appropriate auto insurance requirements been met?	"	

### **Regular Bus Operators/Spare Bus Operators**

- Current Driver Abstract
- Copy of Driver's License
- Copy of Medical Certificate if a holder of a Class 1 or 2 license
- Criminal Record check and Child Welfare check

### **Casual Drivers (Private Vehicles)**

- Class 4 license is required for all volunteer drivers who are reimbursed to transport students
- Current Driver Abstract
- Copy of Driver's License
- Criminal Record check and Child Welfare check
- Letter from Insurance Company showing proof of 2 million liability and 6a endorsement

	TASK	PERSON RESPONSIBLE	DATE COMPLETED
<input checked="" type="checkbox"/>	Is there a cell phone or radio on board in case of emergencies?	T. Vadnais	
<input type="checkbox"/>	Have emergency responses been both established and practiced such as evacuation procedures from the bus, emergency medical procedures, etc?		

Hi Donna,

The departure time and return time are TBD (to be determined). I will submit more information as I receive it from EF tours, approximately 60 days before departure date which is March 25, 2016. This will also apply to a more detailed itinerary.

Sincerely,

Trisha Vadnais





Education First

## ***Educational Tours***

BURMA RAILWAY  
KANCHANABURI, THAILAND

# ***Battle of Hong Kong & River Kwai***

12 days | Hong Kong | Thailand

Canada's  
History Tours

# Battle of Hong Kong & River Kwai

Experience some of the history behind these exciting Eastern cities. Navigate around one of the world's most densely populated spots as you tour Hong Kong, snapping shots of its expansive skyline and watching the Symphony of Lights on the Avenue of Stars. Bangkok continues with hustle and bustle, while Kanchanaburi offers a ride on the Death Railway with a stop at the stirring JEATH War Museum.

## DAY 1: FLY OVERNIGHT TO HONG KONG

## DAY 2: HONG KONG

- Meet your Tour Director at the airport

## DAY 3: HONG KONG

- Take a guided tour of Hong Kong: Aberdeen; Repulse Bay; John Osborn Memorial
- Take a guided tour of Jardine's Lookout: Hong Kong Museum of Coastal Defence; Sai Wan War Cemetery

## DAY 4: HONG KONG

- Take the Peak Tram up to Victoria Peak
- Visit Stanley Market; St. Stephen's Beach; Stanley Military Cemetery
- Visit the Man Mo Temple
- Participate in Dim Sum tasting

## DAY 5: HONG KONG

- Take a ride on the Star Ferry to Kowloon
- Watch "A Symphony of Lights"
- **Optional:** Lantau Island

## DAY 6: HONG KONG | BANGKOK

- Take a morning flight to Bangkok
- Arrive in Bangkok
- Enjoy Thai dinner with classical dancers

## DAY 7: BANGKOK

- Take a guided tour of Bangkok: Temple of the Dawn; Temple of the Emerald Buddha
- Visit the Grand Palace
- Take a boat tour of the Chao Phraya River and Thonburi klongs

## DAY 8: AYUTTHAYA | BANGKOK

- Take an excursion to Ayutthaya
- Visit the Summer Palace of King Rama IV
- Return to Bangkok by boat

## DAY 9: BANGKOK | KANCHANABURI

- Travel to Ratchaburi
- Visit the Damnoen Saduak Floating Market
- Visit the JEATH War Museum and World War II Cemetery
- Travel to Kanchanaburi

## DAY 10: KANCHANABURI

- See the Sai Yok Yai Waterfall
- Travel through the National Park
- See the Hell Fire Pass Memorial
- Travel to Tham Kasae
- Take a train ride on the Death Railway

## DAY 11: BANGKOK

- Return to Bangkok

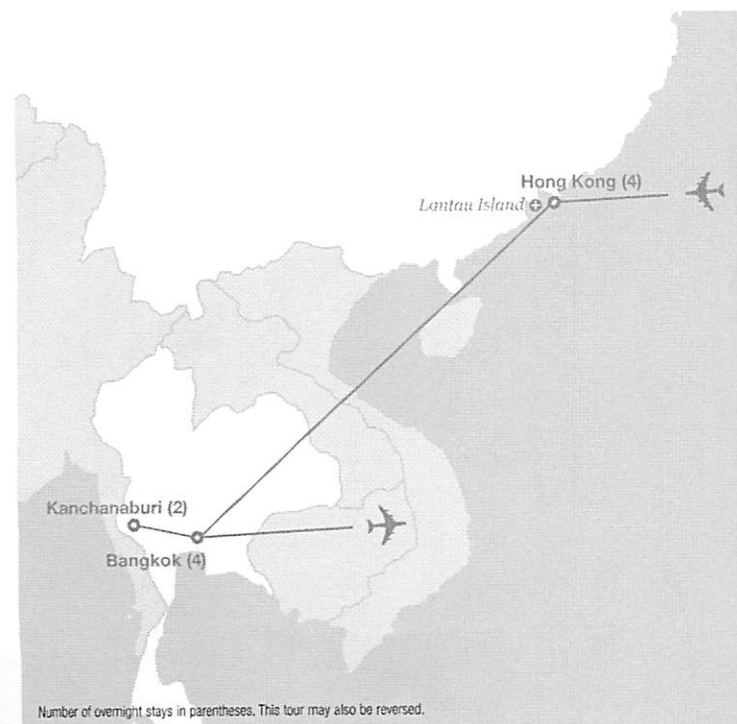
## DAY 12: DEPART FOR HOME

## EVERYTHING YOU GET

- Round-trip flights; Internal flights
- Full-time bilingual Tour Director
- Comfortable motor coach
- 10 overnight stays in hotels with private bathrooms
- Breakfast and dinner daily
- 2 sightseeing tours led by licensed local guides; 1 sightseeing tour led by your Tour Director

**Entrance to:** Hong Kong Museum of Coastal Defense; Sai Wan Cemetery; Man Mo Temple; Dim Sum Tasting; Star Ferry Ride; Chao Phraya River and klongs boat tour; Grand Palace; Summer Palace of King Rama IV; Saiyoke Yai Waterfall & National Park; Death Railway ride; JEATH War Museum; Damnoen Saduak Floating Market

**+** You can add optional activities to your tour. Additional costs apply.



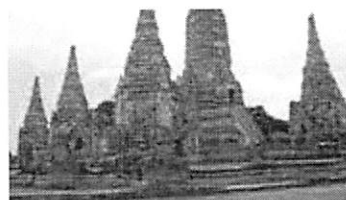
## TOP THINGS TO SEE ON TOUR:



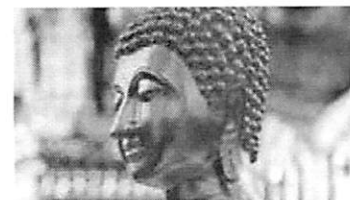
Star Ferry



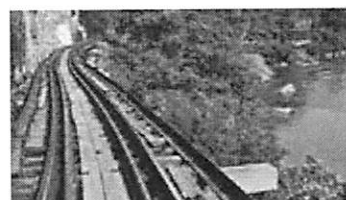
Grand Palace



Ayutthaya



Wat Phra That Doi Suthep

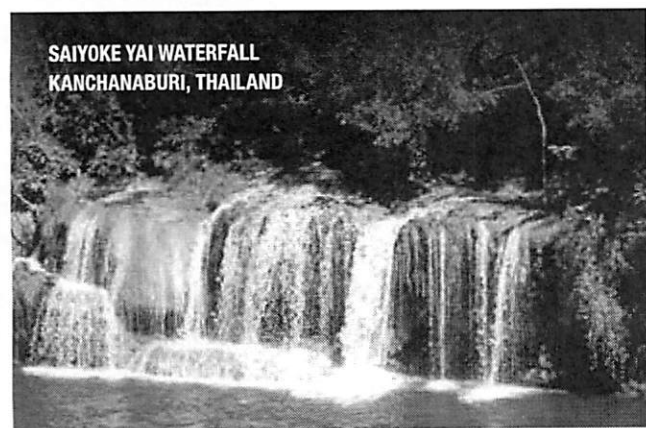


Death Railway





**VICTORIA HARBOUR  
HONG KONG, CHINA**



**SAIYOKE YAI WATERFALL  
KANCHANABURI, THAILAND**



**GRAND PALACE  
BANGKOK, THAILAND**

**HONG KONG** | Canada has strong historical ties with this former British Crown Colony. It was here where Canadian soldiers first engaged in World War II fighting on the ground, defending Hong Kong against a Japanese attack in December, 1941. See how Hong Kong has changed since then by delighting in its fast pace, gleaming skyline and beautiful harbour vistas! Explore the city on a guided tour that includes Aberdeen, famous for its floating village and scenic harbour, and continue to Repulse Bay, once used as a pirate base. You'll also visit vibrant Stanley Market and admire Man Mo Temple before boarding a ferry to Kowloon. There you'll enjoy "A Symphony of Lights," a colourful display of lights and lasers beaming from atop skyscrapers to synchronized music, celebrating Hong Kong's diversity and energy.

**KANCHANABURI** | This town lies at the point where the Khwae Noi and Khwae Yai rivers converge to form the Mae Klong. Its mountain setting keeps it much cooler than the other provinces of central Thailand. Trek through the stunning Saiyoke Yai Waterfall and National Park and then experience the infamous Death Railway, built by Asian forced labourers and Allied Prisoners of War in 1943. You will take a ride on the route that was used to bring supplies and troops to Burma. You will stop at the Hell Fire Pass Memorial to reflect on the thousands of Asian labourers and Allied POWs who died as a direct result of the project. You will also experience the JEATH War Museum to see the story of Death Railway unravel before you and then visit the Don Ruk war cemetery, which contains remains of more than 6,000 prisoners who built the Death Railway.

**BANGKOK** | From gleaming silver skyscrapers to ancient jewel-box temples and serene Buddhist monasteries, Thailand seems resolved to straddle two millennia. Ancient traditions govern the behaviour of a modern people, and the timeless merges with the contemporary. Experience this enduring and spirited culture in Bangkok. Boat along the Chao Phraya River and Thonburi klongs (canals), where ornate homes and gilded temples once earned Bangkok the name "the Venice of the East." Visit the Grand Palace, an enormous royal compound bordered by high walls built to separate kings from commoners. Gaze upward at the golden spires of this architectural masterpiece, and enter the Royal Chapel (Wat Phra Kaew) that houses the most sacred Emerald Buddha.

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**Enrol by fax**  
1-800-556-6046



**Mail your Enrolment Form to:**  
EF Educational Tours  
60 Bloor Street West, Suite 501  
Toronto, ON M4W 3B8

EF Educational Tours  
407 McGill Street, Suite 400  
Montréal, QC H2Y 2G3  
(for Québec residents)

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.*

—CHARLOTTE, DAUGHTER TRAVELLED JUNE 2014



Tour review

## THE WORLD LEADER IN INTERNATIONAL EDUCATION

Your teacher has partnered with EF because of our unmatched experience and worldwide presence, as well as our commitment to providing students with life-changing travel opportunities that are immersive and affordable. For 50 years, we've worked with educators across the globe to help millions of people become citizens of the world by breaking down barriers of language, culture and geography.

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- **All of our educational itineraries feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director** is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



EducationFirst

## **BOARD OF TRUSTEES**

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** NEW TWO-YEAR RELATIONSHIP AGREEMENT CENOVUS  
ENERGY INC. AND NORTHLAND SCHOOL DIVISION NO. 61

**ORIGINATOR:** EDUCATION COMMITTEE

### **INFORMATION**

That the Board of Trustees receive as information a new relationship agreement between Cenovus Energy Inc. and Northland School Division No. 61 over a two-year term for the 2016-2017 and 2017-2018 school years.

\*\*\*\*\*

**BACKGROUND:** The Three-Year partnership agreement (2013-2016) between Cenovus Energy Inc. and Northland School Division No. 61 ended July 15, 2015. Under this agreement, NSD61 received a \$900,000 donation (spread over 3 years) to support division-wide literacy and CTS/CTF projects and initiatives. Third year donation support continues through the 2015-2016 school year.

**CURRENT SITUATION:** Based on a proposal submission, Cenovus Energy Inc. is agreeable to enter into a new relationship agreement with NSD61 for a two-year term for the 2016-2017 and 2017-2018 school years.

The terms of this agreement are outlined in attached 'Relationship Agreement Cenovus Energy Inc. and Northland School Division No. 61'. Specifically, this new relationship agreement provides for a Cenovus Energy Inc. donation of \$250,000 spread over a two year period – 2016-2017 (\$125,000) and 2017-2018 (\$125,000) with monies apportioned accordingly: Literacy = 50%, CTS/CTF = 39%, and Attendance = 11%.

For its part, NSD61 will use the sponsorship funds to support the following division priorities:

#### Literacy

- (a) Purchase kindergarten and grade 1 classroom literacy resource materials.
- (b) Purchase additional First Nations, Metis and Inuit resources
- (c) Training and PD for kindergarten and grade 1 teachers
- (d) 10 teachers to attend Daily 5/Café workshops in February 2016
- (e) Staff PD for school data analysis
- (f) Costs related to the sharing of best practices by administrators and teachers

#### CTS/CTF

- (a) Seed money for larger CTS projects like sheds and garages as fundraisers for reinvestment in other projects
- (b) To support career related camps and fairs to build awareness and build student and staff capacity

#### Attendance

- (a) To support the attendance initiative by establishing an elders program in each school community

#### Under the terms of this agreement, NSD61 will

- provide news release information using various media, draft communication to our schools and school communities,
- work with Cenovus Energy Inc. to host a partnership announcement in Fall 2016 at Conklin Community School or Father R. Perin School,
- provide engagement opportunities for CTS or Literacy events in NSD schools where Cenovus Energy operates,
- provide at least three photos of NSD programs in action which Cenovus Energy Inc. will use in its publication and news releases, and
- use Cenovus Energy Inc. logo where appropriate and with Cenovus agreement

#### OPTIONS:

## **Relationship Agreement**

### **Cenovus Energy Inc. and Northland School Division No. 61**

This Agreement is made and entered into by and between Cenovus Energy Inc. (hereinafter referred to as "Cenovus") and Northland School Division No. 61 (hereinafter referred to as "Northland School Division No. 61") a registered charitable organization (107783110RR0001).

NOW, THEREFORE, in consideration of the premises and the mutual agreements contained herein and the mutual benefits to be derived from this Agreement, the parties hereby agree as follows:

**1. Payment of Donation:**

Cenovus shall make a donation in the amount of \$250,000.00 Canadian dollars to Northland School Division No. 61 upon signing of this Agreement to be used over a two year term for the 2016/2017 and 2017/2018 school years.

**2. Purpose of Donation/Sponsorship:**

The Cenovus donation will be used for the following purpose:

- ☐ Literacy = 50%
- ☐ CTS/CTF = 39%
- ☐ Attendance = 11%

Funding for Literacy Initiative will support the following priorities:

Purchase materials for kindergarten and grade one classrooms specifically for the continued progress of the Literacy Initiative at these grade levels. Items such as individual whiteboards, magnetic letters, leveled reading resources.

- ☐ Purchase additional First Nations, Métis and Inuit resources for reading.
- ☐ Training and PD in particular for Kindergarten and grade one teachers.
- ☐ Support for 10 teachers to attend the Daily 5/Café workshops on February, 2016 in Edmonton.
- ☐ PD for schools on utilizing their data to implement positive changes in student achievement.
- ☐ Classroom visits by administrators to share best practices.
- ☐ Providing opportunities for teachers to visit successful kindergarten and grade one classrooms within NSD. Teachers need to see success in a similar environment to where they are currently working.

Funding for CTS and CTF will enhance ability to expand addressing the following priorities:

- ☐ Resources – Several schools are ready for larger projects with their students, such as building ice houses, sheds and garages. Funding will be used as seed



money to start the process and then buildings will be sold, auctioned or raffled and funds reinvested in next project.

☐ Career experiences for students – hands on projects, mini skills events, Northland School Division (NSD)/Kee Tas Kee Now Tribal Council (KTC) to offer camps that include cultural, CTS and career content to at risk high school students. The funds will also help provide increased ability to support introduction and visits to post-secondary technical and university institutions.

☐ Capacity building by adding to knowledge and skills of staff for CTS Grades 10 – 12 and CTF Grades 5 – 9. PD ranging from onsite mentoring, CTF/CTS Council of ATA events, sharing between NSD schools and collaboration with other school divisions, industry and Alberta Education.

Funding for Attendance Improvement Initiative priorities:

☐ The Attendance Improvement Committee recommends that a community Elders program be established in each community to support student attendance and achievement efforts. Community elders are highly respected and are community knowledge holders. An elders program can be a vital aspect of any school attendance improvement initiative.

**3. Term of Agreement:**

This Agreement shall be effective as of July 16<sup>th</sup>, 2016 shall continue until July 16<sup>th</sup>, 2018 (hereinafter the "Term") unless this Agreement is terminated earlier pursuant to the provisions hereof.

**4. Obligations of Northland School Division No. 61:**

As consideration for the Cenovus donation, Northland School Division No. 61 agrees to provide the following:

- a) Cenovus Recognition as discussed:
  - a. Northland School Division website, social media, relevant media articles/releases where applicable
  - b. Acknowledgement of support in school newsletters where applicable
  - c. Acknowledgement of support drafted in a letter to individual Northland School Division Principals and Staff
  - d. Use of Cenovus stickers as provided by Cenovus on relevant Literacy and CTS materials where appropriate
- b) Work with Cenovus to provide employee volunteer & engagement opportunities for CTS or Literacy events in NSD schools where CVE operates (ie. Conklin, Janvier, Cold Lake, Wabasca)
- c) Work with Cenovus to host a partnership announcement in Fall of 2016 at a school in Conklin or Janvier in conjunction with a community engagement / literacy event.
- d) Northland School Division No. 61 shall secure at least three photos of its program in action which it shall authorize Cenovus to use in Cenovus's communications and publications materials. A signed

release form authorizing the use of each photograph for Cenovus's purposes must accompany the photographs. A copy of a Form of Release is attached as Appendix "A" hereto. The photos must be acceptable to Cenovus, acting reasonably, for the purposes for which they are intended to be used. If they are not acceptable for Cenovus's use, then Cenovus and Northland School Division No. 61 shall meet to discuss photos which are acceptable to Cenovus and such photos shall be provided to Cenovus with appropriate releases all in accordance with this Agreement.

**5. Use of Cenovus Energy Logo:**

Cenovus will supply Northland School Division No. 61 with the Cenovus logo and the standards required by Cenovus whenever such logo is used by Northland School Division No. 61. Any use of the Cenovus logo must conform to the approved logo standards attached hereto as Appendix "B". Northland School Division No. 61 will supply Cenovus with its logo and standards required by Northland School Division No. 61 for its use.

**6. Approval Process:**

All promotional material which Northland School Division No. 61 intends to use and which refers to Cenovus or uses the Cenovus logo shall be submitted to the Cenovus key contact (as provided in Article 11 below) for approval. Approval will be provided within five working days. Any changes required will be reviewed within five working days. The same process will apply to any materials created by Cenovus and referencing Northland School Division No. 61. Cenovus agrees to use Northland School Division No. 61 standard program descriptions and craft all related promotional materials in consultation with Northland School Division No. 61.

**7. Annual Meetings:**

Cenovus and Northland School Division No. 61 will hold at least two annual meetings (approximately 6 months and 12 months after signing this agreement) at a mutually convenient date, time and place to discuss progress of the Literacy Initiative / CTS Programming / Attendance Initiative, and ways in which Cenovus staff might assist with and add value to the Literacy Initiative / CTS Programming / Attendance Initiatives. At one of the meetings, Northland School Division No. 61 shall provide Cenovus with a report that includes all information required to be provided to Cenovus by this Agreement. Northland School Division No. 61 will organize the meeting.

**8. Measuring and Reporting:**

Northland School Division No. 61 shall provide Cenovus with a report, by July 20th of each year with respect to Literacy Initiative / CTS Programming / Attendance Initiative in Alberta which shall include, but not be limited to, the following:

- a) Any publicity or media exposure enjoyed by Northland School Division No. 61 during the year and any benefits which Cenovus may have enjoyed from publicity or media exposure and its involvement with the Literacy Initiative / CTS Programming / Attendance Initiative;
- b) Reports and statistics demonstrating progress of each initiative, with consideration for Reporting Questionnaire outlined in Appendix C
- c) Research findings on the benefits of the Literacy Initiative / CTS Programming / Attendance Initiative Support program;
- d) Anecdotes and stories of experiences of those participating in the program and the effect the Literacy Initiative / CTS Programming / Attendance Initiative has had on them personally;
- e) Feedback from students participating in the Literacy Initiative / CTS Programming / Attendance Initiatives.
- f) Existing reports / data prepared for Northland School Division where relevant

**9. Termination:**

In the event either party to this Agreement fails to perform any obligation hereunder, or violates any provision of this Agreement, the other party may give notice to such party of such failure and demand the performance of such party's obligations hereunder or compliance with the terms and conditions hereof with a reasonable period of time, which period shall not exceed seven (7) days, (hereinafter referred to as the "Notice"). In the event the party receiving the Notice does not correct, remedy, or cease such failure or violation within the time specified in the Notice, the other party may terminate this Agreement (the "Termination"). All obligations of the parties hereto that had not been incurred as of the date of the Termination shall cease.

In the event that Cenovus's rights under this Agreement are terminated by Northland School Division No. 61 pursuant to this section, the Cenovus donation shall be prorated based on the number of months remaining in the Term. The amount of the Northland School Division No. 61 donation to be refunded to Cenovus shall be immediately paid to Cenovus or its successors or assignees.

For greater certainty, the amount to be refunded to Cenovus shall be calculated as follows:

Number of months remaining in the Term divided by the number of months supported multiplied by the amount of the Cenovus donation.

**10. Indemnification:**

Each party hereto shall indemnify and hold the other party and its employees, directors and officers (hereinafter the "indemnified parties") harmless from any and all losses, claims, actions, damages, and expenses arising out of or resulting from a breach of this Agreement by the



indemnifying party or any of its officers, directors or employees under this Agreement. In the event that any suit based upon any such breach is brought against the indemnified parties, the indemnifying party, upon notice of the commencement thereof, shall defend the same at its sole cost and expense; and if final judgment be adverse to the indemnified parties or the indemnified parties and the indemnifying party jointly, the indemnifying party shall be severally liable for such judgment and shall forthwith ensure that the judgment is satisfied..

**11. Notices:**

Any notice or communication to be given by one party to the other under this Agreement must be in writing; and if given by registered or certified mail, such notice or communication shall be deemed to have been given and received when a registered or certified letter containing such notice or communication, properly addressed, with postage prepaid, is deposited in the Canadian mail, but if given otherwise than by registered or certified mail, it shall be deemed to have been given when received by the party to whom it is addressed. Such notices or communications shall be delivered or sent as follows:

To: Andrea Ruste  
Cenovus Energy Inc.,  
421 7 Ave SW  
PO Box 766  
Calgary, AB T2P 0M5

To: Don Tessier  
Northland School Division No. 61  
9809 - 77 Avenue  
Bag 1400  
Peace River, AB T8S 1V2  
Canada

**12. Amendments:**

No addition to, deletion from or other modification of any of the provisions of this Agreement shall not be valid unless made in writing and signed by an authorized representative of each of the parties hereto.

**13. Jurisdiction:**

This Agreement shall be construed pursuant to the laws of the Province of Alberta.

**14. Waivers:**

No waiver of full performance by either party shall be construed or operate as a waiver of any subsequent default of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees or changes for any period after default shall not be deemed a waiver of any right or

acceptance of defective performance.

**15. Confidentiality:**

The terms and conditions of this agreement shall not be disclosed to any third parties without prior written consent of both parties.

**16. First right of refusal:**

Cenovus Energy will be given first right of refusal to continue supporting the program after the end of this agreement. Proposal must be received 90 days prior to the start of the program or event and confirmation of support will be provided no later than 30 days after receiving the proposal.

**17. Entire Agreement:**

The parties to this Agreement acknowledge that it is a negotiated agreement, and that they have had the opportunity to have this Agreement reviewed by their respective legal counsel. This Agreement constitutes the entire agreement between the parties hereto respecting the subject matter hereof, and there are no understandings or agreements between them respecting the subject matter hereof, written or oral, other than as set forth herein.

In Witness whereof, the parties hereto have executed this Agreement by having their duly authorized representative(s) sign his/her/their name(s) in the respective spaces provided below this December X, 2015.

**For: Cenovus Energy Inc.**

**For: Northland School Division No. 61**

**By:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name of Signer)

\_\_\_\_\_  
(Print Title of Signer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name of Signer)

\_\_\_\_\_  
(Print Title of Signer)

\_\_\_\_\_  
(Date)

### Appendix A

#### Photo/video authorization and release

**Please print clearly**

**Name of Grantor:**  
18)

(or child's parent/guardian)

**Company/Organization:**

**Child's Name: (if under**

**Address:**

**City and Province:**

**Postal Code:**

**Telephone Number:**

**Fax Number:**

**E-Mail:**

I HEREBY AUTHORIZE AND GRANT TO Cenovus Energy Inc. (hereinafter "Cenovus"), including its affiliates, branches, subsidiaries and/or partnerships including their respective predecessors, successors and assigns as well as their respective directors, officers, agents, servants and employees the worldwide right in perpetuity to photograph, film, videotape or audiotape the following subject matter for any and all reasonable purposes including, without limitation, for print, publication, broadcasting, electronic and digital transmission, cable casting, duplication, distribution and stock footage.

**DESCRIPTION OF SUBJECT MATTER:** (mark the appropriate box with an "X")

my person ☐ voice ☐ child ☐ house ☐ business location ☐

or as described below:

I represent that this right will not infringe or otherwise violate any right of another person, and I hereby release, indemnify and save harmless Cenovus from and against all claims arising from a breach of this representation. I also waive any copyright, including, without limitation, any moral rights I have or may have in the subject matter.

I also hereby consent to Cenovus's collection and use of the above subject matter, as well as to the collection by and/or disclosure of such subject matter to, persons employed by or contracted with Cenovus, who may reasonably require such subject matter for the purposes identified herein. To the extent that Cenovus contracts third parties for such purposes, I hereby confirm that my consent extends to such authorized third parties.

Please sign and print names as indicated.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.  
(city) (date)

Relationship Agreement  
Cenovus Energy and Northland School Division No. 61  
Appendix B

Page 8

CENOVUS ENERGY LOGO STANDARDS – PROFESSIONAL AUGUST 2000



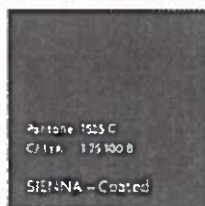
The Cenovus Energy logo is the most visible element of our brand. It is a graphic reflection of our company's commitment to fresh, progressive thinking — new ideas, new technologies, and new approaches to our business. It must be correctly represented at all times in accordance with the logo standards. The standards provide information on the various applications, guidelines for usage, and direction on how it should be applied.

This one-pager provides an overview of the standards. A complete manual is available on request.

Contact Communications at: [communications@cenovus.com](mailto:communications@cenovus.com)

These colours will vary widely when produced on printers that are not calibrated. The pantone numbers indicate the true colours. Uncoated paper should always be used for print jobs because it aligns with our commitment to the environment and better matches our brand.

## PRIMARY COLOURS



## SECONDARY COLOURS



## LOGO CLEAR SPACE



## MINIMUM LOGO SIZE



The entire logo must be legible. For those applications that require use of a smaller logo, please contact Communications.

## PRIMARY LOGO APPLICATION



## ONE COLOUR LOGO APPLICATION



## SECONDARY LOGO APPLICATION



## BLACK &amp; WHITE LOGO APPLICATION



Merchandise with the Cenovus logo should follow these standards. Where it is not possible to purchase items in the primary or secondary palette, neutral colours such as unbleached cotton are acceptable. Tons on tone embroidery is acceptable on clothing.

### **Appendix C: Cenovus Energy – Partner Reporting**

Please answer the questions appropriate to your program supported by Cenovus.

1. How many individual participants benefited from your Cenovus supported project? How many families benefited from your Cenovus supported project? How many students benefited from your Cenovus supported project?
2. How many total activities did you undertake?
3. How much media coverage did you receive for the Cenovus supported program? Please provide 3 copies.
4. Have you provided the required photographs of the program for Cenovus's potential use?
5. How many and who were key community leaders who attended or knew about the program and the support from Cenovus?
6. What was the geographic reach of the program?
7. How many Cenovus employees participated/benefited from the program?
8. How many volunteers and volunteer hours were involved/contributed to the execution of the program?
9. What was the impact on participants of the program – feedback received (survey information as well as anecdotal)?
10. What were the program goals and were the goals achieved? What were the indicators of goals achieved?

11. Were you able to leverage additional dollars as a result of our donation/support?
12. Were there any jobs created as a result of our support (e.g. hires to complete the project)?
13. What would you describe as the leveraging effect of our donation/support of your program/activity? What else happened beyond your program that was an added benefit?
14. Did our support of your initiative enable/encourage collaboration with others in the community? Describe who and how.
15. Did our support enable a community innovation?
16. Did the Cenovus support enable you to expand your organization's ability to generate revenue?
17. Has the support from Cenovus helped advance your organization and improved your ability to deliver mission-based results?
18. Where there other outcomes you would like to report that are not listed in this form?

## BOARD OF TRUSTEES

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

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** STUDENT CLASSROOM ACCOMMODATION FOR K-6 IN  
WABASCA

**ORIGINATOR:** EDUCATION COMMITTEE

### INFORMATION

That the Board of Trustees receive as information the student classroom accommodation for K-6 in Wabasca.

\*\*\*\*\*

December 17, 2015 ALL STUDENTS		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total	Home Schoolers	E.C.S.	Grand Total Enrollment
SCHOOL																	
2010-11	ST. THERESA	56	68	64	60	51	54							353	2	69	424
2011-12	ST. THERESA	53	65	62	54	57	55							346		68	414
2012-13	ST. THERESA	52	44	60	54	48	49							307		81	388
2013-14	ST. THERESA	79	41	52	60	54	42							328	5	53	386
2014-15	ST. THERESA	60	66	47	48	59	60							340		68	408
2015-16	ST. THERESA	65	55	64	49	46	64							343		71	414

Grade	Classes
Kindergarten	3
One	3
Two	3
Three	3
Four	2
Five	3
Six	3

14



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** UPDATE ON EDUCATIONAL SERVICE AGREEMENTS

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
That the Board of Trustees receive as information the update on the Educational Services Agreements, as attached.

\*\*\*\*\*



## PROPOSED DRAFT STANDARDS FOR EDUCATION SERVICES AGREEMENTS

Pursuant to the new *Education Act*, s. 63, the ministry has developed draft standards for Education Services Agreements. These agreements enable First Nations students living on reserve to attend public, separate, charter and francophone schools. Section 63 states the following:

63. (1) In this section, “Indian” means Indian as defined in the *Indian Act* (Canada).
- (2) The Minister may, by order, establish requirements or standards that apply to education services agreements between a board and
  - (a) the Government of Canada or an agent of the Government of Canada, or
  - (b) a council of a band as defined in the *Indian Act* (Canada) or a person authorized by the council of a band,
 for the education of Indian children.
- (3) Where a board enters into an agreement with respect to the education of Indian children pursuant to subsection (2), the agreement must meet the requirements or standards established by the Minister.
- (4) The *Regulations Act* does not apply to an order made under subsection (2).

### STANDARDS

WHEREAS students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self;

WHEREAS the Government of Alberta is committed to encouraging the collaboration of all partners in the education system to ensure the educational success of First Nations students;

WHEREAS the Government of Alberta is committed to ensuring that all students learn about the histories, cultures and perspectives of First Nations, including treaties and the legacy of residential schools;

WHEREAS section 63 of the *Education Act* provides that the Minister may, by order, establish requirements or standards that apply to Education Services Agreements;

THEREFORE, all Education Services Agreements between school boards and First Nations and/or the Government of Canada, for the purpose of enabling First Nation students residing on reserve to attend public, separate, charter and francophone schools, shall specify:

#### 1. Program and Service Delivery

- 1.1 the scope of education programs, supports and services to be provided including any supports and services for students with special needs or “at risk” students
- 1.2 any opportunities for students to learn an indigenous language
- 1.3 how First Nations culture(s) and perspective(s) will be integrated into education programs, school activities and school environments
- 1.4 how student transportation will be addressed
- 1.5 the school board/First Nation collaborative plan to enhance learning through mutually agreed-upon strategies, community engagement and shared responsibility (to be attached to the Education Services Agreement).
- 1.6 processes for monitoring student attendance and strategies for resolving attendance issues

**2. Management Processes**

- 2.1 the roles and responsibilities of each party in implementing the agreement
- 2.2 process and mechanisms to resolve disputes between the parties
- 2.3 strategies to ensure that the First Nation has meaningful opportunities to inform school board decisions
- 2.4 the commencement date and term of the agreement

**3. Financial Accountabilities and Reporting**

- 3.1 how the school board will report on Education Service Agreement student progress to the First Nation
- 3.2 processes for determining student eligibility under any student enrollment caps that have been established by the First Nation
- 3.3 tuition fee calculations according to allocation criteria as determined by the Minister and as outlined in the annual *Funding Manual for School Authorities*
- 3.4 a tuition fee payment schedule, including a process for addressing any arrears
- 3.5 processes for the school board to share its complete audited financial statements with the First Nation

**\* Note:**

- *Fee calculations for Education Services Agreements students will be based on two annual student counts: September 30<sup>th</sup> and February 28<sup>th</sup>. Tuition fees will be adjusted yearly according to the provincial jurisdiction funding profiles in place for the school year. Other school fees must be consistent with legislation and ministry and school authority policies and may not exceed school fees charged for provincial students.*
- *School boards will forward copies of all new and amended Education Services Agreements for the upcoming school year to the Minister of Education by May 15<sup>th</sup>.*

(This note is not part of the standards but will appear in Alberta Education's Funding Manual).

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

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

**SUBJECT:** WELLNESS FUND LETTER OF AGREEMENT

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
That the Board of Trustees receive as information the Wellness Fund Letter of Agreement, as attached.

\*\*\*\*\*

**BACKGROUND:**

**CURRENT SITUATION:**

**OPTIONS:**





CENTRE FOR HEALTH PROMOTION STUDIES  
SCHOOL OF PUBLIC HEALTH

3-300 Edmonton Clinic Health Academy  
11405 – 87 Ave  
Edmonton, Alberta  
Canada T6G 1C9  
Tel: 780.492.5918  
Fax: 780.492.0364  
[www.publichealth.ualberta.ca](http://www.publichealth.ualberta.ca)

December 2015

Direct line: 780-691-0596

Alberta Healthy School Community Wellness Fund  
University of Alberta  
3-250 Edmonton Clinic Health Academy  
11405 87Ave  
Edmonton AB T6G 1C9

Dear Sir/Madam,

**Re: Wellness Fund Project**

If you have received this request it is because your school or district has been funded to implement a comprehensive school health initiative by the **Alberta Healthy School Community Wellness Fund**.

As part of our ongoing efforts to support this work, we are hoping you will agree to share your data from the *Tell Them From Me* Survey that your schools have completed.

**We will only be using the data as a provincial snapshot of improved student health outcomes. Individual school data will not be used for any reason in the reporting for the Wellness Fund.** The collected information will also help us understand what is happening with comprehensive school health across Alberta and will be used to inform future direction and support for school communities.

Thank you in anticipation of your assistance.

Yours sincerely,

Libby Coldbeck  
Project Coordinator  
Alberta Healthy School Community Wellness Fund



I agree to allow the Alberta Healthy School Community Wellness Fund access to our school/district *Tell Them From Me* data, to be utilized as stated above.

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

School/District \_\_\_\_\_

Date \_\_\_\_\_





3-300 Edmonton Clinic Health Academy  
11405 – 87 Ave  
Edmonton, Alberta  
Canada T6G 1C9  
Tel: 780.492.4039  
Fax: 780.492.0364  
[www.publichealth.ualberta.ca](http://www.publichealth.ualberta.ca)

December 11, 2015

File #322

Donna Barrett, Superintendent  
Northland School Division  
P.O. Box 1400, 9809 77 Avenue  
Peace River, AB T8S 1V2

Dear Curtis:

**RE: Healthy School Communities Project**

I am pleased to confirm approval of **\$60 000** for **Healthy School Communities Project**, submitted to the Alberta Healthy School Community Wellness Fund (AHSCWF), which is an initiative funded by Alberta Health and administered by the University of Alberta under the direction of Dr. Jane Springett for the period from **December 2015 to June 2017**.

Funding will be dispersed in two equal payments; the first of **\$30 000** on receipt of this Letter of Agreement, the second payment of **\$30 000** will be made after receipt of a satisfactory interim report due June 30, 2016 and subject to funding.

This letter of agreement is between the University of Alberta, School of Public Health and Northland School Division No.61. As the grant recipient and sponsoring organization for the project, you will be responsible and accountable for the administration of the grant according to the following:

**Project Obligations and Responsibilities:**

**Funding:**

- All funding must be used as proposed in the application form or according to the amendments outlined in this letter.
- The Wellness Fund Project Coordinator must approve changes to the scope, budget or timelines of the project, before those changes are initiated.
- **Unused grant funds must be returned** to the Wellness Fund within 30 days of the project end date. The cheque should be made out to The University of Alberta.
- As part of the Grant process you are required to meet with Wellness Fund staff to review the progress of the project. Please advise any change to the project's key contact person.

- Projects are strongly encouraged to allocate fund for a representative to attend the Comprehensive School Health *Shaping the Future* Conference in January 2016. The representative will be expected to attend the pre-conference offered by the Wellness Fund. Further information on this conference will be provided to you at a later date.
- Funding for the project must be acknowledged on all reports, resources, and presentations by indicating that the project was funded by the Government of Alberta through the Alberta Healthy School Community Wellness Fund.
- The Grant Recipient shall keep full and accurate accounts of the costs of the project including receipts, payroll records, and other supporting documentation in accordance with Generally Accepted Accounting Principles. The University of Alberta or an auditor appointed by the University of Alberta may inspect the accounts and the supporting documentation at any reasonable time.

### Reporting

- All projects will be required to update their Action Plan on-line periodically (eg. After completion of each action).
- All projects will be required to complete assessment modules of the Healthy School Planner (HSP) Tool based on the identified needs of the school community. The HSP is free and available from the Pan Canadian Joint Consortium for School Health. <http://www.jcsh-cces.ca/>
- All projects will be required to submit an Interim Reporting and Reflection Tool by **June 30, 2016** and an end of year Reporting and Reflection Tool by **June 30, 2017**. Interim and Final Reporting and Reflection Tools will be provided by the Wellness Fund.
- The final report will include an analysis of the project's outcomes, lessons learned, a complete financial statement detailing the "proposed" and "actual" revenues and expenses prepared in accordance with Generally Accepted Accounting Principles, and a copy of the future action plan for the project.
- Grant recipients that are late submitting the final project report will be contacted by the Project Coordinator a maximum of three times to arrange a new deadline. If the grant recipient continues to be non-compliant or non responsive, the AHSCWF will require return of the full amount of the grant. Future grant applications from non-compliant applicants will not be considered.

### General Conditions

- All funding is contingent upon the continued support of the Government of Alberta.
- Applicants are required to partner with Alberta Health Services

- The Grant Recipient acknowledges that this agreement and all reports and other records submitted to the University of Alberta will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* or *Health Information Act*, as applicable.
- The Grant Recipient will ensure that all applicable certification requirements (Human Ethics, Animal Care, and Biohazard) have been met prior to the start of the research project. Copies of any applicable certifications must be provided to Dr. Jane Springett.

### FUNDING CONDITIONS

Upon receipt of this letter of agreement signed by the Grant Recipient, the School of Public Health through the Wellness Fund agrees to release the amount of approved funding according to the following details:

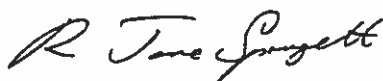
#### Budget

- ☐ Approved as submitted in the grant application.
- ☒ As submitted in the grant application with the following condition(s):
- Subject to submission of appropriately amended action plan and budget as per conversation.

Please note that Libby Coldbeck is the Wellness Fund Coordinator responsible for your project file. If you have questions regarding your grant, or if she can be of assistance throughout your project, please contact her by phone: 780-691-0596 or 403-718-6395 or e-mail: [elizabeth.coldbeck@ualberta.ca](mailto:elizabeth.coldbeck@ualberta.ca)

We wish you every success in your endeavor and sincerely thank you for your efforts to improve the health and wellness of children and youth in Alberta School Communities.

Sincerely,



Jane Springett, PhD  
Director and Professor

We hereby acknowledge and agree with the terms and conditions set out in this letter of agreement.

Grant Recipient:

University of Alberta:

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
Research Services Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The cheque should be made payable to:

\_\_\_\_\_



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2015**

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

**SUBJECT:** RECRUITMENT & STAFFING UPDATE

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

### ***INFORMATION ITEM***

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NSD, on average, hires 25-35 teachers and 4-6 principals/vice-principals. Most hiring has been occurring late in the school year as hiring notices are not posted until the division and school budgets are confirmed.

At the September 2015 NSD Board meeting, the Board approved recruitment in Alberta, BC, Saskatchewan, Ontario and Nova Scotia this year. Arrangements have been made for recruitment teams to attend teacher career fairs in January. The details follow.

As well, the Director of HR has approval to recommend up to 10 candidates for early contracts with positions to be determined later. This will be done in consultation with the HR teams, as well as through confirmation of references.

**January 2016 Career Fair Schedule:**

DATE	LOCATION	MINIMUM NORTHLAND REPRESENTATIVES
January 20 & 21, 2016	Faculty of Education <u>(Lakehead University – Thunder Bay)</u> <i>Interviews conducted on 2<sup>nd</sup> day</i>	- Wes Oginski, Barb Laderoute, Gloria Cardinal, Julia Cardinal, Kayla Landry (confirmed)
January 22, 2016	Faculty of Education (University of Saskatchewan)	- Elaine Ward, Joan Daniels
January 23 & 24, 2016	Bachelor of Education Programs (Cape Breton University, Mount Saint Vincent University, Saint Francis Xavier University, and Université Sainte Anne) <i>Interviews conducted on 2<sup>nd</sup> day</i>	- Wes Oginski, Barb Laderoute, Julia Cardinal, Kayla Landry, Jamie Landry (confirmed)
January 25, 2016	Faculty of Education (University of Alberta)	- Don Tessier, Jill Gaudet (confirmed) - Candice Calliou (tbd)

## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: JANUARY 22, 2016**

**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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## 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	
CCES	Conklin Community Enhancing Society	
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
MFWSR	Moving Forward With High School Redesign
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: JANUARY 22, 2016**

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

**SUBJECT:** PAYMENT OF ACCOUNTS

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**ORIGINATOR** TRUDY RASMUSON, SECRETARY-TREASURER

<b>INFORMATION ITEM</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: November 7, 2015 – January 15, 2016**



## 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: 07-Nov-2015 TO END DATE: 15-Jan-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 07-Nov-2015 AND 15-Jan-2016						
0192000001	0001	0000297008	447	ALL WEST GLASS - PR	12-Nov-15	428.72
0192000002	0001	0000297009	8781	AUGER, CINDY L.	12-Nov-15	394.56
0192000003	0001	0000297010	8417	AUGER, KEVIN S.	12-Nov-15	75.00
0192000004	0001	0000297011	8861	BERNIER DIESEL & AUTO REPAIR & PERFORMAN	12-Nov-15	3,829.04
0192000005	0001	0000297012	9528	C. STEWART CONTRACTING LTD.	12-Nov-15	1,092.00
0192000006	0001	0000297013	10489	CARDINAL, ADELINE	12-Nov-15	150.00
0192000007	0001	0000297014	7461	CARDINAL, RON	12-Nov-15	150.00
0192000008	0001	0000297015	9072	CASTLE ROCK CONTRACTING LTD	12-Nov-15	840.00
0192000009	0001	0000297016	1394	CHRISTIAN, DORIS	12-Nov-15	74.00
0192000011	0001	0000297018	3438	CRYSTAL CLEAR WATER SALES	12-Nov-15	60.00
0192000012	0001	0000297019	5645	DESJARLAIS, MARLENE	12-Nov-15	52.50
0192000013	0001	0000297020	5287	DIRECT ENERGY REGULATED SERVICES	12-Nov-15	3,918.69
0192000014	0001	0000297021	9526	DUCHARME, WALTER	12-Nov-15	37.00
0192000015	0001	0000297022	10492	EBEN CONSTRUCTION LTD	12-Nov-15	525.00
0192000016	0001	0000297023	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	12-Nov-15	223.16
0192000017	0001	0000297024	3771	FLETT, PAULINE	12-Nov-15	365.00
0192000018	0001	0000297025	10105	GLOBALXPERS	12-Nov-15	173.25
0192000019	0001	0000297026	3100	GUILD, ROBIN	12-Nov-15	200.00
0192000020	0001	0000297027	5578	HUNTER MOTORS LTD.	12-Nov-15	73.45
0192000021	0001	0000297028	10482	INTEGRA TIRE PEACE RIVER	12-Nov-15	227.69
0192000022	0001	0000297029	4566	JANVIER, KAREN	12-Nov-15	59.39
0192000023	0001	0000297030	3503	MATRIX VIDEO COMMUNICATIONS CORP	12-Nov-15	5,003.25
0192000024	0001	0000297031	10488	MONTGRAND, IRWIN	12-Nov-15	100.00
0192000025	0001	0000297032	10490	MORINVILLE PUBLIC SCHOOL	12-Nov-15	117.00
0192000026	0001	0000297033	3415	OKEMOW, LAURIE	12-Nov-15	37.00
0192000027	0001	0000297034	516	PEACE RIVER GLASS	12-Nov-15	378.00
0192000028	0001	0000297035	2856	PEACE RIVER TOWING	12-Nov-15	236.25
0192000029	0001	0000297036	9411	PEDERSON, JEN	12-Nov-15	80.64
0192000030	0001	0000297037	5825	PITNEYWORKS	12-Nov-15	56.54
0192000031	0001	0000297038	349	RECEIVER GENERAL FOR CANADA	12-Nov-15	115,000.00
0192000032	0001	0000297039	7668	REGISTRATIONS ARE US	12-Nov-15	22.05
0192000033	0001	0000297040	450	ROGER'S LOCK LIMITED	12-Nov-15	1,251.60
0192000034	0001	0000297041	6054	SCHOOL SPECIALTY CANADA	12-Nov-15	994.22
0192000035	0001	0000297042	8951	STANDARD LIFE	12-Nov-15	10.50
0192000036	0001	0000297043	1824	STEVENSON, SHELLEY	12-Nov-15	333.54
0192000037	0001	0000297044	8366	STRATHCONA HIGH SCHOOL	12-Nov-15	181.00
0192000038	0001	0000297045	2809	THE FEVER	12-Nov-15	274.43
0192000039	0001	0000297046	7734	THE LUBE SHOP	12-Nov-15	54.57
0192000040	0001	0000297047	6094	THE NORTH WEST COMPANY	12-Nov-15	354.57
0192000041	0001	0000297048	1891	U.S. BANCORP CANADA CO.	12-Nov-15	158,832.31
0192000042	0001	0000297049	10491	WABASCA & REGION ATOSKE ACTION GROUP	12-Nov-15	1,200.00
0192000043	0001	0000297050	1843	WABASCA HOME HARDWARE	12-Nov-15	231.62
0192000044	0001	0000297051	812	WASTE MANAGEMENT	12-Nov-15	1,616.61
0192000045	0001	0000297052	6633	WILDFONG'S MOBILE GLASS LTD.	12-Nov-15	518.70
0192000046	0001	0000297053	1736	WORKER'S COMPENSATION BOARD-ALBERTA	12-Nov-15	26,130.00
0192ET0001	0001	*****	8663	AIR LIQUIDE CANADA INC	12-Nov-15	156.80
0192ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	12-Nov-15	935.16
0192ET0003	0001	*****	7693	ANDERSON BUSING	12-Nov-15	700.00
0192ET0004	0001	*****	10467	ANDERSON, AL RHEAL	12-Nov-15	700.00

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0192ET0005	0001	*****	5580	ANDERSON, TAMMY LYNN	12-Nov-15	700.00
0192ET0006	0001	*****	8015	ANDREWS, MADELINE	12-Nov-15	37.00
0192ET0008	0001	*****	7336	BEDFORD, STACEY	12-Nov-15	925.12
0192ET0009	0001	*****	10445	BELCOURT, JOSEPHINE	12-Nov-15	700.00
0192ET0010	0001	*****	10087	BEST, ROSALIND	12-Nov-15	468.00
0192ET0011	0001	*****	7868	BIGSTONE, ANGELA	12-Nov-15	518.00
0192ET0012	0001	*****	10107	BILYEA, JACKIE	12-Nov-15	37.00
0192ET0013	0001	*****	EM10067	BYRNE, ANNE-MARIE	12-Nov-15	467.90
0192ET0014	0001	*****	337	CARDINAL, CHARLENE	12-Nov-15	497.16
0192ET0015	0001	*****	1366	CARDINAL, PRISCILLA	12-Nov-15	554.14
0192ET0016	0001	*****	EM11462	CARDINAL, SOPHIE	12-Nov-15	150.00
0192ET0017	0001	*****	831	CARLSON, VIOLET	12-Nov-15	241.31
0192ET0018	0001	*****	8973	CATTERSON, DIANNE	12-Nov-15	372.73
0192ET0019	0001	*****	9329	CERETZKE, KERRI	12-Nov-15	103.13
0192ET0020	0001	*****	589	CHALIFOUX, EDWARD	12-Nov-15	134.64
0192ET0021	0001	*****	641	CHERNIPESKI, MAUREEN	12-Nov-15	1,530.00
0192ET0022	0001	*****	776	CHRISTENSEN BUSING	12-Nov-15	1,800.00
0192ET0023	0001	*****	4189	COLVILLE, CRYSTAL	12-Nov-15	1,204.27
0192ET0024	0001	*****	7420	COURTORIELLE, REANNA	12-Nov-15	385.22
0192ET0025	0001	*****	925	CUNNINGHAM, LINDA	12-Nov-15	400.00
0192ET0026	0001	*****	8964	CYBERA INC.	12-Nov-15	446.25
0192ET0027	0001	*****	3338	DELL CANADA INC.	12-Nov-15	8,292.90
0192ET0028	0001	*****	2994	DESJARLAIS BUSES	12-Nov-15	4,000.00
0192ET0029	0001	*****	9303	ETHIER, SEAN	12-Nov-15	750.00
0192ET0030	0001	*****	529	FRESON BROS.	12-Nov-15	33.19
0192ET0031	0001	*****	EM14135	FRIESEN, HOLLY	12-Nov-15	1,295.04
0192ET0032	0001	*****	10423	GAMBLER, DAWN	12-Nov-15	60.00
0192ET0033	0001	*****	6457	GAUCHIER, TEASA	12-Nov-15	342.72
0192ET0034	0001	*****	8744	GFS PRAIRIES INC	12-Nov-15	16,856.14
0192ET0035	0001	*****	5894	GILLIS, GERARD	12-Nov-15	130.56
0192ET0036	0001	*****	3951	GLADUE, DEBORAH S.	12-Nov-15	394.56
0192ET0037	0001	*****	EM13003	GRAINGER, LORNA	12-Nov-15	750.00
0192ET0038	0001	*****	8564	GUINDON, ROXANE	12-Nov-15	216.54
0192ET0039	0001	*****	EM11861	GULLION, VIVIAN	12-Nov-15	500.00
0192ET0040	0001	*****	EM11201	HALCROW, CHRISTOPHER	12-Nov-15	431.25
0192ET0041	0001	*****	7566	HAMELIN, YVONNE	12-Nov-15	493.92
0192ET0042	0001	*****	2583	HEAVY EQUIPMENT REPAIR	12-Nov-15	2,314.71
0192ET0043	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	12-Nov-15	32,806.01
0192ET0044	0001	*****	1258	HOLLYHOCKS & HONEYSUCKLE	12-Nov-15	87.15
0192ET0045	0001	*****	EM10814	HORON, RICK	12-Nov-15	599.44
0192ET0046	0001	*****	8106	HUNT, DOROTHY JOYCE	12-Nov-15	490.99
0192ET0047	0001	*****	9088	IRWIN, J. ANDREW	12-Nov-15	784.29
0192ET0048	0001	*****	10424	KANGAS, MARJO	12-Nov-15	1,235.60
0192ET0049	0001	*****	2886	KASTELIC, CAROL	12-Nov-15	846.42
0192ET0050	0001	*****	8837	KEATING, KIRK	12-Nov-15	750.00
0192ET0051	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	12-Nov-15	7,745.00
0192ET0052	0001	*****	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	12-Nov-15	303.98
0192ET0053	0001	*****	10152	LADEROUTE, DAPHNE	12-Nov-15	700.00
0192ET0054	0001	*****	EM11159	LADEROUTE, JOYCE	12-Nov-15	313.60
0192ET0055	0001	*****	9095	LADEROUTE, RANDI	12-Nov-15	700.00
0192ET0056	0001	*****	410	LITTLE BUFFALO SCHOOL	12-Nov-15	475.00

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0192ET0057	0001	*****	10317	LJ SYSTEMS	12-Nov-15	3,010.61
0192ET0058	0001	*****	EM13002	MACIACH, MICHAEL	12-Nov-15	271.32
0192ET0059	0001	*****	10008	MANITOULIN	12-Nov-15	44.13
0192ET0060	0001	*****	7875	MARSHALL, PAULINE	12-Nov-15	700.00
0192ET0061	0001	*****	3288	MARTENS, DONNA-MAY	12-Nov-15	37.00
0192ET0062	0001	*****	347	MCMURRAY AVIATION	12-Nov-15	1,212.15
0192ET0063	0001	*****	3364	MILLENIUM CABINS INC.	12-Nov-15	979.65
0192ET0064	0001	*****	4652	NORTHERN DIGITAL SERVICES	12-Nov-15	267.75
0192ET0065	0001	*****	4884	NOSKEY BUS LINES	12-Nov-15	1,400.00
0192ET0066	0001	*****	10417	OKEMASIS SAFETY TRAINING	12-Nov-15	2,851.10
0192ET0067	0001	*****	8775	OLIVER, LEONARD J.	12-Nov-15	17.38
0192ET0068	0001	*****	2461	ORR, CHARLES	12-Nov-15	700.00
0192ET0069	0001	*****	EM11200	PARKER, RAY	12-Nov-15	423.00
0192ET0070	0001	*****	EM18264	PATRICK, GAIL	12-Nov-15	2,176.65
0192ET0071	0001	*****	521	PEACE WAPITI SCHOOL DIVISION NO. 76	12-Nov-15	2,282.94
0192ET0072	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	12-Nov-15	133.84
0192ET0073	0001	*****	10485	PETRO CANADA	12-Nov-15	328.05
0192ET0074	0001	*****	10076	PRAIRIE DISPOSAL LTD.	12-Nov-15	291.95
0192ET0076	0001	*****	10126	RASMUSON, TRUDY	12-Nov-15	278.88
0192ET0077	0001	*****	292	REIN, KENT	12-Nov-15	255.00
0192ET0078	0001	*****	6578	SCHOOL HOUSE PRODUCTS INC.	12-Nov-15	3,652.95
0192ET0079	0001	*****	63	SHAW, BILL	12-Nov-15	37.00
0192ET0080	0001	*****	6692	SILVERTIP ENTERPRISE LTD.	12-Nov-15	392.86
0192ET0081	0001	*****	7245	SINOTTE, RONNIE	12-Nov-15	248.54
0192ET0082	0001	*****	EM10373	STORMS, PATRICIA	12-Nov-15	215.00
0192ET0083	0001	*****	10000	SUPERIOR PROPANE	12-Nov-15	4,840.31
0192ET0084	0001	*****	783	SUTHERLAND, KYLA	12-Nov-15	700.00
0192ET0085	0001	*****	EM10185	SUTHERLAND, STEPHANIE	12-Nov-15	303.97
0192ET0086	0001	*****	7665	SYNERGY MARKETING (MRG INC)	12-Nov-15	1,727.25
0192ET0087	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	12-Nov-15	20,064.21
0192ET0088	0001	*****	EM10427	TAIT, STEVEN	12-Nov-15	17.29
0192ET0089	0001	*****	EM10878	TESSIER, DONALD	12-Nov-15	695.00
0192ET0090	0001	*****	8503	THE CAT RENTAL STORE (EDM)	12-Nov-15	72.67
0192ET0091	0001	*****	EM13899	TREMBLAY, PAMELA	12-Nov-15	115.00
0192ET0092	0001	*****	9134	WALTY, CURTIS	12-Nov-15	725.72
0192ET0093	0001	*****	EM11144	WATSON, JOHN	12-Nov-15	315.00
0192ET0094	0001	*****	2942	WHEELER, PEGGY	12-Nov-15	818.43
0193000001	0001	0000297054	10022	1789135 AB LTD	19-Nov-15	26.25
0193000002	0001	0000297055	43	ALBERTA DISTANCE LEARNING CNTR	19-Nov-15	4,080.65
0193000004	0001	0000297057	1149	ALOOK, MARIE	19-Nov-15	253.00
0193000005	0001	0000297058	8507	ALTAGAS UTILITIES INC	19-Nov-15	48.51
0193000006	0001	0000297059	4983	ATCO ELECTRIC (FM)	19-Nov-15	11,338.33
0193000007	0001	0000297060	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	19-Nov-15	93.14
0193000008	0001	0000297061	EM11665	AUGER, SHIRLEY	19-Nov-15	412.30
0193000009	0001	0000297062	10215	AYERS, BETTY-LOU	19-Nov-15	2,703.00
0193000010	0001	0000297063	1289	B.G.E. SERVICE & SUPPLY LTD	19-Nov-15	1,301.58
0193000011	0001	0000297064	1192	BADGER, JOE	19-Nov-15	250.00
0193000012	0001	0000297065	9208	BALDOR ELECTRIC CANADA INC.	19-Nov-15	983.22
0193000013	0001	0000297066	2911	BARTLE & GIBSON - FT M	19-Nov-15	152.52
0193000014	0001	0000297067	454	BARTLE & GIBSON - PR	19-Nov-15	495.72
0193000015	0001	0000297068	8757	BEAVER, RONALD	19-Nov-15	241.25

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0193000016	0001	0000297069	1115	BELCOURT, GORDON	19-Nov-15	241.25
0193000017	0001	0000297070	9404	BISSELL, THOMAS	19-Nov-15	241.25
0193000018	0001	0000297071	6979	BLACK, TINA	19-Nov-15	241.25
0193000019	0001	0000297072	10189	BLUE ROSE CONTRACTING	19-Nov-15	1,050.00
0193000020	0001	0000297073	921	BOSKOYOUS, SANDRA	19-Nov-15	253.00
0193000021	0001	0000297074	1099	CALLIOU, CANDICE	19-Nov-15	529.50
0193000022	0001	0000297075	402	CANADA BREAD WEST (MCGAVINS) #4065	19-Nov-15	149.04
0193000023	0001	0000297076	8429	CARDINAL, LOUIE AUGUST	19-Nov-15	883.52
0193000024	0001	0000297077	10486	CLEANHARBORS ENERGY & INDUSTRIAL SERVICE	19-Nov-15	7,415.58
0193000025	0001	0000297078	1618	COLLEGE OF ALBERTA SCHOOL SUPERINTENDENT	19-Nov-15	3,780.00
0193000027	0001	0000297080	8404	CUNNINGHAM, BRAD	19-Nov-15	241.25
0193000028	0001	0000297081	4217	CUNNINGHAM, DAVIS	19-Nov-15	241.25
0193000029	0001	0000297082	6419	CUNNINGHAM, DON	19-Nov-15	241.25
0193000030	0001	0000297083	9209	DALYN DISPOSALS LTD.	19-Nov-15	6,002.85
0193000031	0001	0000297084	602	DANIELS, JOAN	19-Nov-15	253.00
0193000032	0001	0000297085	10494	DARREL'S BOBCAT SERVICE (1988)	19-Nov-15	6,000.00
0193000033	0001	0000297086	5287	DIRECT ENERGY REGULATED SERVICES	19-Nov-15	861.80
0193000034	0001	0000297087	10244	DURONCHER, RAYMOND	19-Nov-15	241.25
0193000035	0001	0000297088	78	E.W.PRATT HIGH SCHOOL	19-Nov-15	10,075.00
0193000036	0001	0000297089	9141	FALHER FARM SUPPLY	19-Nov-15	722.13
0193000037	0001	0000297090	3618	FEHR BUILDING MATERIALS LTD	19-Nov-15	239.20
0193000038	0001	0000297091	9425	FISCHER, MICHAEL	19-Nov-15	253.00
0193000039	0001	0000297092	7235	FLETT, DOUG	19-Nov-15	37.00
0193000040	0001	0000297093	693	FRESON BROS. (HP)	19-Nov-15	715.77
0193000041	0001	0000297094	9395	GAUCHIER, GREG	19-Nov-15	253.00
0193000042	0001	0000297095	8418	GLADUE, CARLENE	19-Nov-15	253.00
0193000043	0001	0000297096	1077	GLADUE, DWIGHT G.	19-Nov-15	595.00
0193000044	0001	0000297097	9140	GLADUE, TYLER	19-Nov-15	241.25
0193000045	0001	0000297098	1093	GREYEVES, KAREN	19-Nov-15	241.25
0193000046	0001	0000297099	699	GREYHOUND COURIER EXPRESS	19-Nov-15	47.68
0193000047	0001	0000297100	3100	GUILD, ROBIN	19-Nov-15	1,060.60
0193000048	0001	0000297101	9394	GULLION, ROBERT MICHAEL	19-Nov-15	241.25
0193000049	0001	0000297102	8414	HARTE, SHELLY LYNN	19-Nov-15	241.25
0193000050	0001	0000297103	4297	HIGH PRAIRIE ELEMENTARY	19-Nov-15	154.00
0193000051	0001	0000297104	10497	HOMESWOOD HEALTH INC	19-Nov-15	2,616.39
0193000052	0001	0000297105	105	HOULE, WILLIAM	19-Nov-15	241.25
0193000053	0001	0000297106	5578	HUNTER MOTORS LTD.	19-Nov-15	125.95
0193000054	0001	0000297107	3864	JACKNIFE TIMBER LTD.	19-Nov-15	1,008.00
0193000055	0001	0000297108	6994	JUNKIN, JEFF	19-Nov-15	253.00
0193000056	0001	0000297109	5859	KIVA GROUP CORP.	19-Nov-15	8,248.44
0193000057	0001	0000297110	4602	L'HIRONDELLE, KAREN	19-Nov-15	241.25
0193000058	0001	0000297111	5441	LABOUCAN, BRYAN	19-Nov-15	241.25
0193000059	0001	0000297112	8424	LABOUCAN, TROY	19-Nov-15	241.25
0193000060	0001	0000297113	1846	LADERROUTE, DALE	19-Nov-15	241.25
0193000061	0001	0000297114	5741	LEARNING NETWORK EDUCATIONAL SERVICES	19-Nov-15	1,782.57
0193000062	0001	0000297115	9398	LINDSAY, KRISTEN	19-Nov-15	241.25
0193000063	0001	0000297116	4567	LLOYD SADD INSURANCE BROKERS	19-Nov-15	406,362.44
0193000064	0001	0000297117	7545	M.D. OF OPPORTUNITY NO. 17	19-Nov-15	5,108.44
0193000065	0001	0000297118	336	MCDONALD, JANET	19-Nov-15	253.00
0193000066	0001	0000297119	10245	MCMANN, CHERYL	19-Nov-15	241.25
0193000067	0001	0000297120	10243	MOORE, MATTHEW	19-Nov-15	241.25



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0193000068	0001	0000297121	9428	MOSURE, DELORES	19-Nov-15	253.00
0193000069	0001	0000297122	9156	MOUNT SAINT VINCENT UNIVERSITY	19-Nov-15	300.00
0193000070	0001	0000297123	8367	NAHACHICK, DOREEN	19-Nov-15	37.00
0193000071	0001	0000297124	2441	NATIVE REFLECTIONS	19-Nov-15	715.94
0193000072	0001	0000297125	5078	NEOPOST CANADA LTD.	19-Nov-15	129.02
0193000073	0001	0000297126	8443	NOKOHOO, MARTHA	19-Nov-15	253.00
0193000074	0001	0000297127	341	NOOSKEY, RETA	19-Nov-15	150.00
0193000075	0001	0000297128	248	NORTH PEACE GAS CO-OP	19-Nov-15	885.35
0193000076	0001	0000297129	10396	NORTHERN AIR CHARTER (P.R.) INC	19-Nov-15	5,082.11
0193000077	0001	0000297130	233	NOSKEY, YVONNE	19-Nov-15	100.00
0193000078	0001	0000297131	2532	NOSKIYE, LAUREL	19-Nov-15	241.25
0193000079	0001	0000297132	8628	NOSKIYE, MARCEL	19-Nov-15	241.25
0193000080	0001	0000297133	4489	OAR, HEATHER	19-Nov-15	241.25
0193000081	0001	0000297134	1076	OMINAYAK, LARRY ANGUS	19-Nov-15	241.25
0193000082	0001	0000297135	8423	OMOTH, KATHY	19-Nov-15	241.25
0193000083	0001	0000297136	10180	PEACE FIRE EXTINGUISHER & SAFETY LTD	19-Nov-15	621.60
0193000084	0001	0000297137	9429	PICHE, LEISHA	19-Nov-15	241.25
0193000085	0001	0000297138	10263	PLEASANT HOMES LTD.	19-Nov-15	18,776.05
0193000086	0001	0000297139	8422	PROCHINSKY, WALLACE V.	19-Nov-15	241.25
0193000087	0001	0000297140	10493	PRUDEN, DELORIS	19-Nov-15	218.75
0193000088	0001	0000297141	1403	PURULATOR COURIER LTD.	19-Nov-15	10.78
0193000089	0001	0000297142	2395	QUINTAL, KATHRYN	19-Nov-15	241.25
0193000090	0001	0000297143	650	QUINTAL, MARGARET A.	19-Nov-15	253.00
0193000091	0001	0000297144	8438	RATHBONE, ANTHONY	19-Nov-15	241.25
0193000092	0001	0000297145	9192	REAY, VALERIE J	19-Nov-15	900.00
0193000093	0001	0000297146	2409	RIMAR HOLDINGS LTD	19-Nov-15	258.32
0193000094	0001	0000297147	5951	RONA HOME CENTRE #245	19-Nov-15	56.68
0193000095	0001	0000297148	6246	SAFELY ON BOARD	19-Nov-15	4,882.35
0193000096	0001	0000297149	6525	SCHOOLHOUSE PUBLICATIONS INC.	19-Nov-15	359.14
0193000097	0001	0000297150	3466	SHAJACHAN HOLDINGS LTD	19-Nov-15	535.60
0193000098	0001	0000297151	6981	SHAW, HOWARD	19-Nov-15	241.25
0193000099	0001	0000297152	1017	SHAW, KENNETH RUSSELL	19-Nov-15	836.60
0193000100	0001	0000297153	9079	SLAVE LAKE INN AND CONFERENCE CENTRE	19-Nov-15	511.30
0193000101	0001	0000297154	7412	STAPLES #338	19-Nov-15	3,232.79
0193000102	0001	0000297155	8	TELUS COMMUNICATIONS INCORPORATED	19-Nov-15	256.03
0193000103	0001	0000297156	7734	THE LUBE SHOP	19-Nov-15	272.16
0193000104	0001	0000297157	6094	THE NORTH WEST COMPANY	19-Nov-15	221.10
0193000105	0001	0000297158	8747	THE PROPHET CORPORATION	19-Nov-15	1,589.69
0193000106	0001	0000297159	10242	TREMBLAY, SHIRLEY ANN	19-Nov-15	241.25
0193000107	0001	0000297160	1843	WABASCA HOME HARDWARE	19-Nov-15	2,615.03
0193000108	0001	0000297161	9431	WALKER, VICTORIA	19-Nov-15	241.25
0193000109	0001	0000297162	10295	WALMART STORE #3640	19-Nov-15	39.02
0193000110	0001	0000297163	6633	WILDFONG'S MOBILE GLASS LTD.	19-Nov-15	553.35
0193000111	0001	0000297164	79	XEROX CANADA LTD.	19-Nov-15	111.68
0193000112	0001	0000297165	10498	YOUNG, IRENE	19-Nov-15	241.25
0193000113	0001	0000297166	9392	YUCK, JASON	19-Nov-15	253.00
0193ET0001	0001	*****	6907	ACCORD ANSWERING SERVICE	19-Nov-15	315.00
0193ET0002	0001	*****	3677	ACKLANDS GRAINGER	19-Nov-15	76.24
0193ET0003	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	19-Nov-15	5,354.89
0193ET0004	0001	*****	7777	ALEXANDER, BRIAN	19-Nov-15	66.65
0193ET0005	0001	*****	9287	ARMSTRONG'S COMMUNICATION LTD	19-Nov-15	141.75

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0193ET0006	0001	*****	3789	AUGER, SHELLY	19-Nov-15	253.00
0193ET0008	0001	*****	2889	BARTLE & GIBSON -EDM	19-Nov-15	820.23
0193ET0009	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	19-Nov-15	640.53
0193ET0010	0001	*****	7250	BREATHE EASY DUCT CLEANING LTD.	19-Nov-15	15,435.00
0193ET0011	0001	*****	9370	BRUSTER P.H.C.LTD.	19-Nov-15	1,433.25
0193ET0012	0001	*****	EM10067	BYRNE, ANNE-MARIE	19-Nov-15	104.72
0193ET0013	0001	*****	9278	CARDINAL, GLORIA	19-Nov-15	927.90
0193ET0014	0001	*****	4597	CARDINAL, RAYMOND	19-Nov-15	100.00
0193ET0015	0001	*****	EM11034	CARDINAL, VIRGINIA	19-Nov-15	121.90
0193ET0016	0001	*****	831	CARLSON, VIOLET	19-Nov-15	253.00
0193ET0017	0001	*****	6969	CDW CANADA INC.	19-Nov-15	296.14
0193ET0018	0001	*****	224	CHARLIE'S SECURITY	19-Nov-15	177.45
0193ET0019	0001	*****	925	CUNNINGHAM, LINDA	19-Nov-15	260.00
0193ET0021	0001	*****	7416	DEVICH, RAELENE	19-Nov-15	434.56
0193ET0022	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	19-Nov-15	10,871.40
0193ET0023	0001	*****	215	DIPPER OILFIELD DEVELOPMENT	19-Nov-15	1,137.15
0193ET0024	0001	*****	8982	DLUGOSZ, GAYLE	19-Nov-15	1,600.00
0193ET0025	0001	*****	10033	ECCO SUPPLY	19-Nov-15	122.14
0193ET0026	0001	*****	6273	ENMAX CORPORATION (NEW)	19-Nov-15	69,358.50
0193ET0027	0001	*****	EM10305	ETHIER, ASHLEY	19-Nov-15	1,106.25
0193ET0028	0001	*****	10093	EVANS, BRIAN	19-Nov-15	1,000.00
0193ET0029	0001	*****	3829	FONTAINE, ALICE	19-Nov-15	253.00
0193ET0030	0001	*****	3193	FORT MCMURRAY HOME HARDWARE	19-Nov-15	22.03
0193ET0031	0001	*****	5546	GAUCHIER, LEEANN	19-Nov-15	253.00
0193ET0032	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	19-Nov-15	494.90
0193ET0033	0001	*****	8744	GFS PRAIRIES INC	19-Nov-15	3,608.51
0193ET0034	0001	*****	5294	GRACH, ERNIE	19-Nov-15	241.25
0193ET0035	0001	*****	3811	HAGGERTY, JOAN	19-Nov-15	253.00
0193ET0036	0001	*****	8523	HALTER'S AUTOMOTIVE	19-Nov-15	166.95
0193ET0037	0001	*****	5466	HERMAN, LAURETTE	19-Nov-15	241.25
0193ET0038	0001	*****	EM10814	HORON, RICK	19-Nov-15	1,126.20
0193ET0039	0001	*****	620	HOULE, JUNE	19-Nov-15	179.52
0193ET0040	0001	*****	EM10078	JELLETT, CHRISTINE	19-Nov-15	86.18
0193ET0041	0001	*****	EM10068	JOUDREY, BRUCE	19-Nov-15	55.08
0193ET0042	0001	*****	10426	KRAHN, TIMOTHY	19-Nov-15	200.00
0193ET0043	0001	*****	5826	L&P DISPOSALS	19-Nov-15	795.43
0193ET0044	0001	*****	8122	LAC LA BICHE COUNTY	19-Nov-15	77.60
0193ET0045	0001	*****	5926	LAC LA BICHE TRANSPORT LTD	19-Nov-15	86.23
0193ET0046	0001	*****	2525	LAMOUCHE, GAIL	19-Nov-15	80.42
0193ET0047	0001	*****	10478	LILLEE ELECTRIC & CONTROLS LTD	19-Nov-15	504.00
0193ET0048	0001	*****	10091	LOBEL, RACHEL	19-Nov-15	1,000.00
0193ET0049	0001	*****	10008	MANITOULIN	19-Nov-15	87.58
0193ET0050	0001	*****	10106	MATTHEWS, CHRISTIE	19-Nov-15	750.00
0193ET0051	0001	*****	347	MCMURRAY AVIATION	19-Nov-15	532.44
0193ET0052	0001	*****	10099	MCRAE, JENNIFER	19-Nov-15	750.00
0193ET0053	0001	*****	3364	MILLENIUM CABINS INC.	19-Nov-15	601.94
0193ET0054	0001	*****	8481	MILNE, DAWN	19-Nov-15	750.00
0193ET0055	0001	*****	4577	MOBERLY, ALICE	19-Nov-15	225.00
0193ET0056	0001	*****	10496	MORINE, JERRI-LYNN	19-Nov-15	1,400.00
0193ET0057	0001	*****	EM11106	NAHACHICK, VINA	19-Nov-15	152.64
0193ET0058	0001	*****	30	NELSON EDUCATION LTD.	19-Nov-15	1,017.50

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0193ET0059	0001	*****	9344	NEW WATER LTD.	19-Nov-15	1,331.25
0193ET0060	0001	*****	5650	NORTHERN PLUMBING & HEATING	19-Nov-15	1,050.00
0193ET0061	0001	*****	EM12291	NOSKEY, NORMA	19-Nov-15	88.60
0193ET0062	0001	*****	3785	NOSKIYE, IDA	19-Nov-15	253.00
0193ET0063	0001	*****	10417	OKEMASIS SAFETY TRAINING	19-Nov-15	1,203.64
0193ET0064	0001	*****	3468	ORICH, CHRIS	19-Nov-15	750.00
0193ET0065	0001	*****	10173	P3 MARKETING SOLUTIONS INC	19-Nov-15	3,935.35
0193ET0066	0001	*****	551	PARKER, BRYAN	19-Nov-15	95.00
0193ET0067	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	19-Nov-15	50.65
0193ET0068	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	19-Nov-15	142.52
0193ET0069	0001	*****	249	PRAIRIE RIVER GAS CO-OP	19-Nov-15	18.38
0193ET0070	0001	*****	3790	PRINZ, VICTOR	19-Nov-15	241.25
0193ET0071	0001	*****	6433	QUINTAL-JANVIER, VERNA	19-Nov-15	253.00
0193ET0072	0001	*****	4587	RECOVERY AUTOMOTIVE	19-Nov-15	1,831.46
0193ET0073	0001	*****	10430	REILLY, ERIN	19-Nov-15	1,014.96
0193ET0074	0001	*****	7345	RENAUD, LORRIE	19-Nov-15	750.00
0193ET0075	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	19-Nov-15	518.84
0193ET0076	0001	*****	8994	SEA-CAN CONTAINERS (1989)LTD.	19-Nov-15	162.75
0193ET0077	0001	*****	EM11297	SINCLAIR, AGNES	19-Nov-15	69.90
0193ET0078	0001	*****	5181	SPARKSMAN TRANSPORTATION LTD.	19-Nov-15	25,306.50
0193ET0079	0001	*****	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	19-Nov-15	1,265.94
0193ET0080	0001	*****	162	ST. THERESA SCHOOL	19-Nov-15	2,000.00
0193ET0081	0001	*****	8378	SUN MEDIA	19-Nov-15	850.16
0193ET0082	0001	*****	10000	SUPERIOR PROPANE	19-Nov-15	3,797.96
0193ET0083	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	19-Nov-15	1,500.10
0193ET0084	0001	*****	10433	TIMINSKY, SHAYLA	19-Nov-15	78.00
0193ET0085	0001	*****	340	TREMBLAY, WENDY	19-Nov-15	80.42
0193ET0086	0001	*****	EM10468	VIJENDREN, VIJEN	19-Nov-15	750.00
0193ET0087	0001	*****	8891	VIKING REFRIGERATION LTD	19-Nov-15	874.65
0193ET0088	0001	*****	600	WARD, ELAINE	19-Nov-15	358.97
0193ET0089	0001	*****	751	WESCLEAN - (EDM)	19-Nov-15	3,554.56
0193ET0090	0001	*****	8734	WILTER AUTO & IND SUPPLY	19-Nov-15	31.31
0193ET0091	0001	*****	EM10066	WOODFINE, BERNARD	19-Nov-15	224.75
0194000001	0001	0000297167	1714	RECEIVER GENERAL FOR CANADA	25-Nov-15	2,846.27
0194ET0001	0001	*****	7693	ANDERSON BUSING	25-Nov-15	8,907.62
0194ET0002	0001	*****	10467	ANDERSON, AL RHEAL	25-Nov-15	7,120.42
0194ET0003	0001	*****	EM11947	BABEY, SUSAN	25-Nov-15	188.70
0194ET0004	0001	*****	776	CHRISTENSEN BUSING	25-Nov-15	6,789.91
0194ET0005	0001	*****	2994	DESJARLAIS BUSES	25-Nov-15	15,969.28
0194ET0006	0001	*****	8301	DESJARLAIS-WALTER, RHONDA	25-Nov-15	241.25
0194ET0007	0001	*****	4884	NOSKEY BUS LINES	25-Nov-15	5,214.32
0194ET0008	0001	*****	2461	ORR, CHARLES	25-Nov-15	1,771.41
0195000001	0001	0000297168	4	A & J TOWING	26-Nov-15	652.05
0195000002	0001	0000297169	43	ALBERTA DISTANCE LEARNING CNTR	26-Nov-15	1,819.90
0195000003	0001	0000297170	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	26-Nov-15	1,432.00
0195000004	0001	0000297171	1378	ALBERTA MOTOR PRODUCTS	26-Nov-15	372.39
0195000005	0001	0000297172	353	ALBERTA TEACHERS ASSOCIATION	26-Nov-15	25,655.20
0195000006	0001	0000297173	2716	ALDER RIDGE EXCAVATING	26-Nov-15	2,572.50
0195000007	0001	0000297174	8507	ALTAGAS UTILITIES INC	26-Nov-15	15,804.26
0195000008	0001	0000297175	244	ATCO ELECTRIC LTD.	26-Nov-15	58.48
0195000009	0001	0000297176	8417	AUGER, KEVIN S.	26-Nov-15	567.15

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0195000010	0001	0000297177	10190	AUGER, ROSIE M	26-Nov-15	189.72
0195000011	0001	0000297178	454	BARTLE & GIBSON - PR	26-Nov-15	157.81
0195000012	0001	0000297179	8876	BELL CANADA	26-Nov-15	156.23
0195000013	0001	0000297180	8861	BERNIER DIESEL & AUTO REPAIR & PERFORMAN	26-Nov-15	1,416.23
0195000014	0001	0000297181	2640	CALLING LAKE MOOSEHORN MARKET	26-Nov-15	566.31
0195000015	0001	0000297182	402	CANADA BREAD WEST(MCGAVINS) #4065	26-Nov-15	35.31
0195000016	0001	0000297183	5601	CARDINAL, MARI-AGNES	26-Nov-15	26.86
0195000017	0001	0000297184	1618	COLLEGE OF ALBERTA SCHOOL SUPERINTENDENT	26-Nov-15	1,260.00
0195000018	0001	0000297185	4956	CORAL ENGINEERING LTD	26-Nov-15	625.28
0195000019	0001	0000297186	6976	COURTOREILLE, KIM	26-Nov-15	253.00
0195000020	0001	0000297187	10342	COURTOREILLE, WILLIAM CHARLES	26-Nov-15	107.00
0195000021	0001	0000297188	5287	DIRECT ENERGY REGULATED SERVICES	26-Nov-15	844.54
0195000022	0001	0000297189	3567	DOODY, THERESA	26-Nov-15	750.00
0195000023	0001	0000297190	10495	DOUBLETHINK INC	26-Nov-15	367.50
0195000024	0001	0000297191	10139	EAGLE ELECTRICAL & CONTROLS LTD	26-Nov-15	252.78
0195000025	0001	0000297192	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	26-Nov-15	269.05
0195000026	0001	0000297193	10158	FLEETCOR CANADA MASTERCARD	26-Nov-15	81.84
0195000027	0001	0000297194	1610	FORT VERMILION SCHOOL DIVISION NO.52	26-Nov-15	16,563.40
0195000028	0001	0000297195	10503	GLADUE, RUTH	26-Nov-15	1,400.00
0195000029	0001	0000297196	699	GREYHOUND COURIER EXPRESS	26-Nov-15	47.84
0195000030	0001	0000297197	7981	HEWEY, MARYANNE	26-Nov-15	378.00
0195000031	0001	0000297198	75	HOLTBY HOLDINGS LTD	26-Nov-15	4,287.50
0195000032	0001	0000297199	2432	HP & DIST REG WASTE AUTHORITY	26-Nov-15	1,548.32
0195000033	0001	0000297200	357	INDUSTRIAL-ALLIANCE	26-Nov-15	787.26
0195000034	0001	0000297201	6933	IYINIW EDUCATION & TRAINING INSTITUTE	26-Nov-15	475.00
0195000035	0001	0000297202	1426	KNOWBUDDY MARKETING	26-Nov-15	866.88
0195000036	0001	0000297203	10500	LAURENTIAN ATHLETICS INDUSTRIES LTD.	26-Nov-15	79.80
0195000037	0001	0000297204	5741	LEARNING NETWORK EDUCATIONAL SERVICES	26-Nov-15	2,700.00
0195000038	0001	0000297205	355	LOCAL AUTHORITIES PENSION PLAN	26-Nov-15	146,373.79
0195000039	0001	0000297206	425	MACDOUGALL, SUSAN	26-Nov-15	200.00
0195000040	0001	0000297207	10329	MARTEN, VICTORIA	26-Nov-15	84.00
0195000041	0001	0000297208	1948	MIKISEW TECHNICAL SERVICES	26-Nov-15	375.00
0195000042	0001	0000297209	10419	MOBERLY, ANNIE	26-Nov-15	107.00
0195000043	0001	0000297210	1814	NORALTA REWIND	26-Nov-15	2,258.35
0195000044	0001	0000297211	1990	NOSKIYE, ROSEMARIE	26-Nov-15	193.00
0195000045	0001	0000297212	374	PADDLE FRAIRIE GAS CO-OP	26-Nov-15	1,728.78
0195000046	0001	0000297213	3373	PARKLAND INDUSTRIES LTD	26-Nov-15	15,822.69
0195000047	0001	0000297214	1471	PEACE RIVER FORD SALES INC	26-Nov-15	3,616.23
0195000048	0001	0000297215	8374	PEAVINE INN & SUITES	26-Nov-15	421.83
0195000049	0001	0000297216	950	PRAIRIE AUTO & INDUSTRIAL SUPPLY LTD.	26-Nov-15	92.39
0195000050	0001	0000297217	1275	PRAIRIE RIVER JUNIOR HIGH SCHOOL	26-Nov-15	1,470.00
0195000051	0001	0000297218	349	RECEIVER GENERAL FOR CANADA	26-Nov-15	511,058.98
0195000052	0001	0000297219	1714	RECEIVER GENERAL FOR CANADA	26-Nov-15	1,578.24
0195000053	0001	0000297220	1265	RED EARTH MOTEL LTD.	26-Nov-15	151.51
0195000054	0001	0000297221	8597	SELECT EQUIPMENT RENTALS (ST. ALBERT)	26-Nov-15	1,117.23
0195000055	0001	0000297222	4387	SMITH, JESSE	26-Nov-15	3,045.00
0195000056	0001	0000297223	6427	SOLUTION TREE EDUCATION INC.	26-Nov-15	1,390.71
0195000057	0001	0000297224	5413	STAN LADEROUTE CONSTRUCTION	26-Nov-15	1,900.00
0195000058	0001	0000297225	9457	STAPLES #332	26-Nov-15	70.31
0195000059	0001	0000297226	7412	STAPLES #338	26-Nov-15	9,280.75
0195000060	0001	0000297227	8496	SUNCOR ENERGY PRODUCTS PARTNERSHIP	26-Nov-15	23.57

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0195000061	0001	0000297228	3143	SUPREME OFFICE PRODUCTS LTD	26-Nov-15	2,411.55
0195000062	0001	0000297229	2809	THE FEVER	26-Nov-15	76.10
0195000063	0001	0000297230	6094	THE NORTH WEST COMPANY	26-Nov-15	112.27
0195000064	0001	0000297231	8039	THE NORTHERN STORES FINANCIAL SERVICES	26-Nov-15	94.95
0195000065	0001	0000297232	5134	TRICKSTER THEATRE	26-Nov-15	2,100.00
0195000066	0001	0000297233	683	UNIVERSITY OF TORONTO PRESS	26-Nov-15	860.36
0195000067	0001	0000297234	570	WAWANESA LIFE	26-Nov-15	531.42
0195000068	0001	0000297235	3236	YELLOWKNEE, DONNA	26-Nov-15	37.00
0195ET0001	0001	*****	8062	668040 ALBERTA LTD.	26-Nov-15	2,173.50
0195ET0002	0001	*****	10415	914246 ALTA. LTD.	26-Nov-15	3,971.10
0195ET0003	0001	*****	3677	ACKLANDS GRAINGER	26-Nov-15	265.92
0195ET0004	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	26-Nov-15	49,978.95
0195ET0005	0001	*****	170	ALBERTA NATIVE NEWS	26-Nov-15	57.75
0195ET0006	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	26-Nov-15	2,594.42
0195ET0007	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	26-Nov-15	174,242.61
0195ET0008	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	26-Nov-15	3,814.67
0195ET0009	0001	*****	7957	ANDERSON, IRIS	26-Nov-15	700.00
0195ET0010	0001	*****	10163	ARCTIC BUILDERS	26-Nov-15	24,981.32
0195ET0011	0001	*****	10484	ARTS & HERITAGE FOUNDATION OF ST. ALBERT	26-Nov-15	84.00
0195ET0012	0001	*****	10499	BELCOURT, JACKIE	26-Nov-15	2,225.00
0195ET0013	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	26-Nov-15	330.00
0195ET0014	0001	*****	9370	BRUSTER P.H.C.LTD.	26-Nov-15	5,763.36
0195ET0015	0001	*****	EM10067	BYRNE, ANNE-MARIE	26-Nov-15	750.00
0195ET0016	0001	*****	2174	CALLING LAKE SCHOOL FUNDRAISING	26-Nov-15	100.00
0195ET0017	0001	*****	6159	CARDINAL, DENNIS R.	26-Nov-15	107.00
0195ET0018	0001	*****	4597	CARDINAL, RAYMOND	26-Nov-15	300.00
0195ET0019	0001	*****	9329	CERETZKE, KERRI	26-Nov-15	1,671.04
0195ET0020	0001	*****	224	CHARLIE'S SECURITY	26-Nov-15	1,225.64
0195ET0021	0001	*****	EM18313	COLE, LILY	26-Nov-15	2,399.76
0195ET0022	0001	*****	4189	COLVILLE, CRYSTAL	26-Nov-15	1,942.31
0195ET0023	0001	*****	10376	COUTURIER, LYNNE	26-Nov-15	80.00
0195ET0024	0001	*****	925	CUNNINGHAM, LINDA	26-Nov-15	400.00
0195ET0025	0001	*****	10501	DASHCAVICH, TRISTAN	26-Nov-15	292.60
0195ET0026	0001	*****	7553	DIGITAL CONNECTION OFFICE SYSTEMS	26-Nov-15	522.29
0195ET0027	0001	*****	5170	EAST PRAIRIE METIS SETTLEMENT	26-Nov-15	320.00
0195ET0028	0001	*****	10033	ECCO SUPPLY	26-Nov-15	743.72
0195ET0029	0001	*****	18	EDMONTON PUBLIC SCHOOLS	26-Nov-15	4,603.17
0195ET0030	0001	*****	5244	EXECUTIVE ROYAL INN - WEST EDMONTON	26-Nov-15	1,805.72
0195ET0031	0001	*****	EM10894	FOSTER, LINDA	26-Nov-15	243.08
0195ET0032	0001	*****	1577	FRED'S HEATING	26-Nov-15	1,691.55
0195ET0033	0001	*****	529	FRESON BROS.	26-Nov-15	12.99
0195ET0034	0001	*****	8744	GFS PRAIRIES INC	26-Nov-15	23,666.60
0195ET0035	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	26-Nov-15	71,619.77
0195ET0036	0001	*****	5894	GILLIS, GERARD	26-Nov-15	391.68
0195ET0037	0001	*****	10405	GRIFFITHS, WARREN	26-Nov-15	430.00
0195ET0038	0001	*****	EM13072	HAMELIN, SHELLY	26-Nov-15	144.54
0195ET0039	0001	*****	EM10814	HORON, RICK	26-Nov-15	376.20
0195ET0040	0001	*****	4127	JAVA DOMAIN LTD.	26-Nov-15	653.11
0195ET0041	0001	*****	EM10068	JOUDREY, BRUCE	26-Nov-15	59.16
0195ET0042	0001	*****	EM11159	LADERROUTE, JOYCE	26-Nov-15	63.46
0195ET0043	0001	*****	10148	LADERROUTE, KRISTEL	26-Nov-15	750.00

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0195ET0044	0001	*****	8255	LAMBTON, PATRICK	26-Nov-15	87.00
0195ET0045	0001	*****	8590	LANDRY, KAYLA	26-Nov-15	1,158.40
0195ET0046	0001	*****	4531	LEMAY, KAREN	26-Nov-15	750.00
0195ET0047	0001	*****	356	LONDON LIFE	26-Nov-15	5,140.39
0195ET0048	0001	*****	EM13002	MACIACH, MICHAEL	26-Nov-15	750.00
0195ET0049	0001	*****	8943	MACKAY, COLIN	26-Nov-15	224.40
0195ET0050	0001	*****	10008	MANITOULIN	26-Nov-15	530.05
0195ET0051	0001	*****	EM10490	MANTAI, MELANIE	26-Nov-15	55.77
0195ET0052	0001	*****	EM13362	MARTEN, MISSIE	26-Nov-15	788.02
0195ET0053	0001	*****	10502	MCKINLEY, ROBERT ALAN	26-Nov-15	1,400.00
0195ET0054	0001	*****	5028	MERRIER, GEORGE	26-Nov-15	575.00
0195ET0055	0001	*****	5029	MERRIER, MARTINA	26-Nov-15	200.00
0195ET0056	0001	*****	5202	MICHEL'S SUPER A FOODS	26-Nov-15	74.45
0195ET0057	0001	*****	3364	MILLENIUM CABINS INC.	26-Nov-15	1,024.62
0195ET0058	0001	*****	EM10735	MOLCAK, CONNIE	26-Nov-15	266.54
0195ET0059	0001	*****	10086	NANOOCH, JENNIFER	26-Nov-15	310.00
0195ET0060	0001	*****	30	NELSON EDUCATION LTD.	26-Nov-15	516.93
0195ET0061	0001	*****	4652	NORTHERN DIGITAL SERVICES	26-Nov-15	542.69
0195ET0062	0001	*****	4222	NORTHERN SUNRISE COUNTY	26-Nov-15	10,584.00
0195ET0063	0001	*****	358	NORTHLAND PRINCIPAL'S ASSOCIATION	26-Nov-15	130.00
0195ET0064	0001	*****	3794	PAHLKE, GORDON & LINDA	26-Nov-15	392.82
0195ET0065	0001	*****	1263	PEACE COUNTRY CO-OP	26-Nov-15	9.18
0195ET0066	0001	*****	2378	PEARSON CANADA INC T46254	26-Nov-15	57.75
0195ET0067	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	26-Nov-15	39.34
0195ET0068	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	26-Nov-15	691.10
0195ET0069	0001	*****	8768	POTTS, KRISTAL	26-Nov-15	471.56
0195ET0070	0001	*****	249	PRAIRIE RIVER GAS CO-OP	26-Nov-15	4,718.53
0195ET0071	0001	*****	10126	RASMUSON, TRUDY	26-Nov-15	75.00
0195ET0072	0001	*****	9297	RECK, KIMBERLEY	26-Nov-15	1,009.02
0195ET0073	0001	*****	10005	RICOH CANADA INC	26-Nov-15	8,946.66
0195ET0074	0001	*****	319	RUSSELL FOOD EQUIPMENT LIMITED	26-Nov-15	419.26
0195ET0075	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	26-Nov-15	1,101.99
0195ET0076	0001	*****	7808	SCRATCH, CYNTHIA	26-Nov-15	750.00
0195ET0077	0001	*****	8994	SEA-CAN CONTAINERS (1989)LTD.	26-Nov-15	157.50
0195ET0078	0001	*****	7245	SINOTTE, RONNIE	26-Nov-15	220.00
0195ET0079	0001	*****	8378	SUN MEDIA	26-Nov-15	291.02
0195ET0080	0001	*****	10000	SUPERIOR PROPANE	26-Nov-15	13,566.05
0195ET0081	0001	*****	5081	SYSO FOOD SERVICES OF EDMONTON	26-Nov-15	14,063.60
0195ET0082	0001	*****	354	TEACHER'S RETIREMENT FUND	26-Nov-15	218,666.55
0195ET0083	0001	*****	EM18309	TURPIN, WAYNE	26-Nov-15	8,700.00
0195ET0084	0001	*****	10094	TWEEDLE, ANDREW	26-Nov-15	62.96
0195ET0085	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	26-Nov-15	1,071.84
0195ET0086	0001	*****	751	WESCLEAN - (EDM)	26-Nov-15	171.96
0195ET0087	0001	*****	8734	WILTER AUTO & IND SUPPLY	26-Nov-15	31.31
0196000001	0001	0000297236	10161	ACCO BRANDS CANADA INC	03-Dec-15	401.44
0196000002	0001	0000297237	10402	ALBERTA HEALTH SERVICES	03-Dec-15	90.00
0196000003	0001	0000297238	10508	ALOOK, JADEN	03-Dec-15	50.00
0196000004	0001	0000297239	8507	ALTAGAS UTILITIES INC	03-Dec-15	2,395.44
0196000005	0001	0000297240	10320	AMPLIFIED IT	03-Dec-15	976.50
0196000006	0001	0000297241	9432	ANDERSON, GLORIA	03-Dec-15	253.00
0196000007	0001	0000297242	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	03-Dec-15	541.43

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0196000008	0001	0000297243	9423	AUGER, NELSON	03-Dec-15	80.42
0196000009	0001	0000297244	2911	BARTLE & GIBSON - FT M	03-Dec-15	217.23
0196000010	0001	0000297245	8059	BERGER, CARLA	03-Dec-15	270.12
0196000011	0001	0000297246	1099	CALLIOU, CANDICE	03-Dec-15	253.00
0196000012	0001	0000297247	7647	CALLIOU, LISA	03-Dec-15	107.00
0196000013	0001	0000297248	402	CANADA BREAD WEST(MCGAVINS) #4065	03-Dec-15	117.72
0196000014	0001	0000297249	6186	CARDINAL, LORRAINE J.	03-Dec-15	160.84
0196000015	0001	0000297250	5601	CARDINAL, MARI-AGNES	03-Dec-15	235.73
0196000016	0001	0000297251	8806	CHRISTIAN, PRISCILLA	03-Dec-15	241.25
0196000017	0001	0000297252	4672	CORTECH	03-Dec-15	346.05
0196000018	0001	0000297253	8399	CZIBERE, DAVE	03-Dec-15	253.00
0196000019	0001	0000297254	10326	DELTA CONTRACTING LTD	03-Dec-15	10,586.63
0196000020	0001	0000297255	6977	DEMMONS, CRYSTAL	03-Dec-15	241.25
0196000021	0001	0000297256	5287	DIRECT ENERGY REGULATED SERVICES	03-Dec-15	1,290.09
0196000022	0001	0000297257	7540	EDUCATION LOGISTICS INC	03-Dec-15	1,905.67
0196000023	0001	0000297258	6196	FERSOVITCH, KAREN	03-Dec-15	100.00
0196000024	0001	0000297259	765	GAMBLER, LOUISE	03-Dec-15	241.25
0196000025	0001	0000297260	1408	GESCAN	03-Dec-15	79.70
0196000026	0001	0000297261	1609	GRANDE CACHE COMM HIGH SCHOOL	03-Dec-15	80.00
0196000027	0001	0000297262	699	GREYHOUND COURIER EXPRESS	03-Dec-15	38.27
0196000028	0001	0000297263	3846	GULLION, ELMER	03-Dec-15	168.66
0196000029	0001	0000297264	10507	HERMAN, REANNA	03-Dec-15	50.00
0196000030	0001	0000297265	10452	HIGH PRAIRIE GLASS (2015)	03-Dec-15	420.00
0196000031	0001	0000297266	517	HIGH PRAIRIE TRUCK AND TRAILER LTD.	03-Dec-15	131.05
0196000032	0001	0000297267	10509	HOULE, SHALEY	03-Dec-15	50.00
0196000033	0001	0000297268	8552	IRENE HEFFEL, M.ED.	03-Dec-15	1,648.63
0196000034	0001	0000297269	342	JACKKNIFE, TRACY	03-Dec-15	160.84
0196000035	0001	0000297270	9397	KNUTSON, BRYAN	03-Dec-15	241.25
0196000036	0001	0000297271	8124	LAC LA BICHE GLASS & MIRROR	03-Dec-15	367.50
0196000037	0001	0000297272	EM18413	LAROCQUE, TIM	03-Dec-15	107.00
0196000038	0001	0000297273	8383	LEPINE, BRIAN	03-Dec-15	300.00
0196000039	0001	0000297274	5907	LEPINE, GWEN	03-Dec-15	241.25
0196000040	0001	0000297275	180	LESPLAN EDUCATIONAL SERVICES LTD.	03-Dec-15	189.00
0196000041	0001	0000297276	9271	LESSER SLAVE LAKE BIRD OBSERVATORY	03-Dec-15	57.00
0196000042	0001	0000297277	3503	MATRIX VIDEO COMMUNICATIONS CORP	03-Dec-15	1,842.75
0196000043	0001	0000297278	8435	MCDONALD, CHARLES	03-Dec-15	80.42
0196000044	0001	0000297279	3652	MCDONALD, RACHELLE	03-Dec-15	253.00
0196000045	0001	0000297280	9427	MERCREDI, DANNY	03-Dec-15	80.42
0196000046	0001	0000297281	9401	METSIKASSUS, CONRAD	03-Dec-15	80.42
0196000047	0001	0000297282	334	MOBERLY, MARYANNE	03-Dec-15	168.66
0196000048	0001	0000297283	2441	NATIVE REFLECTIONS	03-Dec-15	7,882.83
0196000049	0001	0000297284	1844	NELSON LUMBER (SLAVE LAKE)	03-Dec-15	1,084.08
0196000050	0001	0000297285	10444	NIGHTHAWK ENTERPRISE LTD	03-Dec-15	2,520.00
0196000051	0001	0000297286	2895	NORTHERN LAKES COLLEGE	03-Dec-15	40.00
0196000052	0001	0000297287	10443	NXI	03-Dec-15	884.10
0196000053	0001	0000297288	1471	PEACE RIVER FORD SALES INC	03-Dec-15	1,774.02
0196000054	0001	0000297289	455	PEACE RIVER HOME CENTRE INC.	03-Dec-15	235.21
0196000055	0001	0000297290	8374	PEAVINE INN & SUITES	03-Dec-15	562.44
0196000056	0001	0000297291	7448	PHONAK CANADA LTD.	03-Dec-15	358.00
0196000057	0001	0000297292	10263	PLEASANT HOMES LTD.	03-Dec-15	6,294.75
0196000058	0001	0000297293	1403	PUROLATOR INC	03-Dec-15	17.05



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0196000059	0001	0000297294	2277	REVENUE CANADA	03-Dec-15	16,333.91
0196000060	0001	0000297295	5951	RONA HOME CENTRE #245	03-Dec-15	86.27
0196000061	0001	0000297296	5759	SCHMIDT, GWEN	03-Dec-15	241.25
0196000062	0001	0000297297	6054	SCHOOL SPECIALTY CANADA	03-Dec-15	359.38
0196000063	0001	0000297298	EM18225	SMITH, CRYSTAL A	03-Dec-15	40.00
0196000064	0001	0000297299	5413	STAN LADEROUTE CONSTRUCTION	03-Dec-15	5,750.00
0196000065	0001	0000297300	8951	STANDARD LIFE	03-Dec-15	1,623.92
0196000066	0001	0000297301	2325	STAPLES #145	03-Dec-15	56.62
0196000067	0001	0000297302	9390	STEWART, JULIE	03-Dec-15	168.66
0196000068	0001	0000297303	9263	SUNWAPTA EDUCATION SERVICES	03-Dec-15	2,659.13
0196000069	0001	0000297304	8	TELUS COMMUNICATIONS INCORPORATED	03-Dec-15	12,901.00
0196000070	0001	0000297305	102	TELUS MOBILITY INCORPORATED	03-Dec-15	2,162.91
0196000071	0001	0000297306	10006	THE LEARNING BAR	03-Dec-15	4,914.00
0196000072	0001	0000297307	7734	THE LUBE SHOP	03-Dec-15	54.57
0196000073	0001	0000297308	6094	THE NORTH WEST COMPANY	03-Dec-15	695.34
0196000074	0001	0000297309	5948	THOMPSON, SHEILA	03-Dec-15	160.84
0196000075	0001	0000297310	203	TIMBERLAND BUILDING SUPPLIES	03-Dec-15	135.77
0196000076	0001	0000297311	1068	VOYAGEUR, CLARIS FAYE	03-Dec-15	80.42
0196000077	0001	0000297312	2925	WABASCA CAR & TRUCK WASH	03-Dec-15	265.13
0196000078	0001	0000297313	1843	WABASCA HOME HARDWARE	03-Dec-15	50.13
0196000079	0001	0000297314	8433	WANYANDIE, CATHY	03-Dec-15	160.84
0196000080	0001	0000297315	9430	WANYANDIE, ROBERT	03-Dec-15	80.42
0196000081	0001	0000297316	812	WASTE MANAGEMENT	03-Dec-15	1,912.91
0196000082	0001	0000297317	9433	WEBER-PILLWAX, CORA	03-Dec-15	253.00
0196000083	0001	0000297318	5382	WHITECAP MOTORS	03-Dec-15	2,519.06
0196000084	0001	0000297319	10504	YONG MEI LI	03-Dec-15	150.00
0196ET0001	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	03-Dec-15	2,360.79
0196ET0002	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	03-Dec-15	9,975.37
0196ET0003	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	03-Dec-15	10,205.07
0196ET0004	0001	*****	3803	ANDERSON, JENNIFER	03-Dec-15	700.00
0196ET0005	0001	*****	5882	AXIA SUPERNET LTD.	03-Dec-15	42,470.42
0196ET0006	0001	*****	EM11947	BABEY, SUSAN	03-Dec-15	150.96
0196ET0007	0001	*****	3796	BARTMAN, SHELLEY	03-Dec-15	168.66
0196ET0008	0001	*****	10499	BELCOURT, JACKIE	03-Dec-15	240.00
0196ET0009	0001	*****	10189	BLUE ROSE CONTRACTING	03-Dec-15	305.50
0196ET0010	0001	*****	10458	BUDESHEIM, FRANK	03-Dec-15	700.00
0196ET0011	0001	*****	EM10067	BYRNE, ANNE-MARIE	03-Dec-15	338.54
0196ET0012	0001	*****	6159	CARDINAL, DENNIS R.	03-Dec-15	12.00
0196ET0013	0001	*****	EM13154	CARDINAL, GWEN	03-Dec-15	267.84
0196ET0014	0001	*****	1935	CARDINAL, JULIA MARGARET	03-Dec-15	168.66
0196ET0015	0001	*****	10420	CARSON, CHRISTOPHER	03-Dec-15	1,200.00
0196ET0016	0001	*****	EM18168	CAVANAUGH, JANETTE	03-Dec-15	2,264.00
0196ET0017	0001	*****	9329	CERETZKE, KERRI	03-Dec-15	2,722.42
0196ET0018	0001	*****	224	CHARLIE'S SECURITY	03-Dec-15	31.50
0196ET0019	0001	*****	925	CUNNINGHAM, LINDA	03-Dec-15	390.00
0196ET0020	0001	*****	10506	DALY, WILLIAM ROBERT	03-Dec-15	1,636.49
0196ET0021	0001	*****	EM12348	DASHCAVICH, TANIA	03-Dec-15	160.84
0196ET0022	0001	*****	6899	DEBOER, MARIA	03-Dec-15	1,634.83
0196ET0023	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	03-Dec-15	1,328.62
0196ET0024	0001	*****	8982	DLUGOSZ, GAYLE	03-Dec-15	1,000.00
0196ET0025	0001	*****	10505	DUCHARME, ROLAND	03-Dec-15	1,400.00



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0196ET0026	0001	*****	10033	ECCO SUPPLY	03-Dec-15	103.60
0196ET0027	0001	*****	18	EDMONTON PUBLIC SCHOOLS	03-Dec-15	441.00
0196ET0028	0001	*****	10144	FOURNIER, DONNA	03-Dec-15	1,400.00
0196ET0029	0001	*****	1577	FRED'S HEATING	03-Dec-15	17,304.00
0196ET0030	0001	*****	529	FRESON BROS.	03-Dec-15	33.19
0196ET0031	0001	*****	8744	GFS PRAIRIES INC	03-Dec-15	17,579.38
0196ET0032	0001	*****	8805	GHOSTKEEPER, KRISTEN	03-Dec-15	168.66
0196ET0033	0001	*****	9214	GOULET, CORINNE	03-Dec-15	1,400.00
0196ET0034	0001	*****	8564	GUINDON, ROXANE	03-Dec-15	1,142.13
0196ET0035	0001	*****	EM11765	HAROLDSON, LEE	03-Dec-15	744.55
0196ET0036	0001	*****	2583	HEAVY EQUIPMENT REPAIR	03-Dec-15	1,781.90
0196ET0037	0001	*****	9378	HERMAN, MICHELLE	03-Dec-15	700.00
0196ET0038	0001	*****	EM10814	HORON, RICK	03-Dec-15	588.49
0196ET0039	0001	*****	10213	I&P MECHANIC	03-Dec-15	94.97
0196ET0040	0001	*****	10454	L'HIRONDELLE, MATTHEW	03-Dec-15	700.00
0196ET0041	0001	*****	9377	LABOUCANE, CYNTHIA	03-Dec-15	700.00
0196ET0042	0001	*****	EM12100	LAGIMODIERE, TRACY	03-Dec-15	172.20
0196ET0043	0001	*****	10468	LAMOUCHE, MILLIE	03-Dec-15	500.00
0196ET0044	0001	*****	10091	LOBEL, RACHEL	03-Dec-15	892.29
0196ET0045	0001	*****	4779	MACLENNAN, MANDI	03-Dec-15	824.54
0196ET0046	0001	*****	7875	MARSHALL, PAULINE	03-Dec-15	700.00
0196ET0047	0001	*****	347	MCMURRAY AVIATION	03-Dec-15	799.53
0196ET0048	0001	*****	EM18461	MCREE, DONALD	03-Dec-15	1,527.10
0196ET0049	0001	*****	3364	MILLENM CABINS INC.	03-Dec-15	176.93
0196ET0050	0001	*****	5650	NORTHERN PLUMBING & HEATING	03-Dec-15	469.35
0196ET0051	0001	*****	EM18264	PATRICK, GAIL	03-Dec-15	70.32
0196ET0052	0001	*****	1263	PEACE COUNTRY CO-OP	03-Dec-15	116.91
0196ET0053	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	03-Dec-15	220.37
0196ET0054	0001	*****	9462	PHASAR ELECTRIC LTD.	03-Dec-15	4,945.00
0196ET0055	0001	*****	10076	PRAIRIE DISPOSAL LTD.	03-Dec-15	242.17
0196ET0056	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	03-Dec-15	151.52
0196ET0057	0001	*****	715	RENTCO EQUIPMENT LTD.	03-Dec-15	441.94
0196ET0058	0001	*****	319	RUSSELL FOOD EQUIPMENT LIMITED	03-Dec-15	607.12
0196ET0059	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	03-Dec-15	248.52
0196ET0060	0001	*****	EM18322	SCARBOROUGH, RICK	03-Dec-15	255.00
0196ET0061	0001	*****	8977	SEWEPAGAHAM, WILLIAM (BILL)	03-Dec-15	253.66
0196ET0062	0001	*****	6692	SILVERTIP ENTERPRISE LTD.	03-Dec-15	1,828.98
0196ET0063	0001	*****	460	SOPER'S SUPPLY LTD.	03-Dec-15	143.25
0196ET0064	0001	*****	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	03-Dec-15	2,688.80
0196ET0065	0001	*****	EM10185	SUTHERLAND, STEPHANIE	03-Dec-15	633.08
0196ET0066	0001	*****	5081	SYSO FOOD SERVICES OF EDMONTON	03-Dec-15	34,052.07
0196ET0067	0001	*****	8881	VACHERESSE, TEGAN	03-Dec-15	200.00
0196ET0068	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	03-Dec-15	949.22
0196ET0069	0001	*****	8891	VIKING REFRIGERATION LTD	03-Dec-15	52,000.20
0196ET0070	0001	*****	EM12430	VOGEL, KATHY	03-Dec-15	73.44
0196ET0071	0001	*****	600	WARD, ELAINE	03-Dec-15	108.58
0196ET0072	0001	*****	2942	WHEELER, PEGGY	03-Dec-15	304.50
0196ET0073	0001	*****	10179	WILLIER, AMANDA	03-Dec-15	700.00
0196ET0074	0001	*****	8734	WILTER AUTO & IND SUPPLY	03-Dec-15	35.98
0197000001	0001	0000297322	7476	ADAMSGREEN CONTRACTING	04-Dec-15	7,535.66
0198000001	0001	0000297323	10513	AEROMEDICAL EMERGENCY SERVICES (1988) LT	10-Dec-15	250.00

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0198000002	0001	0000297324	5186	ALL PEACE TOWING & HOTSHOT LTD.	10-Dec-15	121.28
0198000003	0001	0000297325	10131	ALOOK, JOSEPHINE	10-Dec-15	181.00
0198000004	0001	0000297326	9035	ARNDT MOTOR & PUMP SERVICES LTD.	10-Dec-15	305.82
0198000005	0001	0000297327	3959	AUGER, LEILA	10-Dec-15	181.00
0198000006	0001	0000297328	8739	AUGER, ROBERT	10-Dec-15	343.00
0198000007	0001	0000297329	10190	AUGER, ROSIE M	10-Dec-15	126.48
0198000008	0001	0000297330	753	AUTOMATIC CONTROLS (EDMONTON) LTD.	10-Dec-15	36.04
0198000009	0001	0000297331	9528	C. STEWART CONTRACTING LTD.	10-Dec-15	1,092.00
0198000010	0001	0000297332	5705	CAM-TRAC INSPECTION SERVICES LTD	10-Dec-15	2,861.25
0198000011	0001	0000297333	6065	CARDINAL, ESTHER	10-Dec-15	94.00
0198000012	0001	0000297334	EM11960	CARDINAL, LORRAINE C.	10-Dec-15	121.13
0198000013	0001	0000297335	10410	CHRISTENSEN, RENEE	10-Dec-15	5,000.00
0198000014	0001	0000297336	1394	CHRISTIAN, DORIS	10-Dec-15	107.00
0198000015	0001	0000297337	255	COLLINS, JOYCE	10-Dec-15	600.00
0198000016	0001	0000297338	10514	DAHL, BRIAN	10-Dec-15	298.30
0198000017	0001	0000297339	9209	DALYN DISPOSALS LTD.	10-Dec-15	428.40
0198000018	0001	0000297340	10494	DARREL'S BOBCAT SERVICE (1988)	10-Dec-15	5,000.00
0198000019	0001	0000297341	5287	DIRECT ENERGY REGULATED SERVICES	10-Dec-15	5,642.52
0198000020	0001	0000297342	1322	DON VALLEY ELECTRIC LTD.	10-Dec-15	2,747.68
0198000021	0001	0000297343	9526	DUCHARME, WALTER	10-Dec-15	107.00
0198000022	0001	0000297344	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	10-Dec-15	295.27
0198000023	0001	0000297345	7235	FLETT, DOUG	10-Dec-15	107.00
0198000024	0001	0000297346	8829	GAMBLER, WALLIE J.	10-Dec-15	107.00
0198000025	0001	0000297347	8296	GAUCHIER, TARA	10-Dec-15	42.23
0198000026	0001	0000297348	217	HIGH PRAIRIE ACE HARDWARE	10-Dec-15	157.49
0198000027	0001	0000297349	8868	HIGH PRAIRIE AND DISTRICT RECREATION BOA	10-Dec-15	1,662.05
0198000028	0001	0000297350	5782	J.APPLESEED	10-Dec-15	747.03
0198000029	0001	0000297351	4695	MAPLEWOOD COMPUTING LTD	10-Dec-15	199.50
0198000030	0001	0000297352	6836	MCLEOD, SANDRA	10-Dec-15	181.00
0198000031	0001	0000297353	10299	MIKISEW GROUP OF COMPANIES	10-Dec-15	183.91
0198000032	0001	0000297354	9283	MPH-MICHAUD PLUMBING & HEATING	10-Dec-15	1,128.75
0198000033	0001	0000297355	8367	NAHACHICK, DOREEN	10-Dec-15	95.00
0198000034	0001	0000297356	10444	NIGHTHAWK ENTERPRISE LTD	10-Dec-15	4,062.45
0198000035	0001	0000297357	373	NORTH EAST GAS CO-OP	10-Dec-15	95.42
0198000036	0001	0000297358	10396	NORTHERN AIR CHARTER (P.R.) INC	10-Dec-15	7,688.10
0198000037	0001	0000297359	455	PEACE RIVER HOME CENTRE INC.	10-Dec-15	663.92
0198000038	0001	0000297360	9411	PEDERSON, JEN	10-Dec-15	105.84
0198000039	0001	0000297361	8788	PHONECO INC	10-Dec-15	738.65
0198000040	0001	0000297362	349	RECEIVER GENERAL FOR CANADA	10-Dec-15	110,000.00
0198000041	0001	0000297363	7668	REGISTRATIONS ARE US	10-Dec-15	25.20
0198000042	0001	0000297364	6066	REIMER FOUNDATIONS LTD.	10-Dec-15	10,199.97
0198000043	0001	0000297365	10039	RFS CANADA	10-Dec-15	51,426.61
0198000044	0001	0000297366	2409	RIMAR HOLDINGS LTD	10-Dec-15	72.03
0198000045	0001	0000297367	7678	RIVERSIDE INN (WABASCA)	10-Dec-15	124.26
0198000046	0001	0000297368	8075	RONA LAC LA BICHE	10-Dec-15	202.25
0198000047	0001	0000297369	5951	RONA HOME CENTRE #245	10-Dec-15	400.58
0198000048	0001	0000297370	882	RUSSELL A. FARROW LIMITED	10-Dec-15	75.88
0198000049	0001	0000297371	865	SCHOOL DISTRICT #59(PEACE RIVER SOUTH)	10-Dec-15	15,154.50
0198000050	0001	0000297372	2325	STAPLES #145	10-Dec-15	569.72
0198000051	0001	0000297373	7412	STAPLES #338	10-Dec-15	9,675.78
0198000052	0001	0000297374	3344	TULLOCH, BRENDA	10-Dec-15	250.80

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0198000053	0001	0000297375	634	UFA CO-OPERATIVE LIMITED	10-Dec-15	152.11
0198000054	0001	0000297376	683	UNIVERSITY OF TORONTO PRESS	10-Dec-15	1,670.49
0198000055	0001	0000297377	8782	VADNAIS, TRISHA	10-Dec-15	96.07
0198000056	0001	0000297378	1843	WABASCA HOME HARDWARE	10-Dec-15	153.83
0198000057	0001	0000297379	812	WASTE MANAGEMENT	10-Dec-15	581.26
0198000058	0001	0000297380	79	XEROX CANADA LTD.	10-Dec-15	37,142.03
0198000059	0001	0000297381	5480	XPLORNET COMMUNICATIONS INC	10-Dec-15	157.49
0198000060	0001	0000297382	1293	YELLOWHEAD HOME & GLASS LTD	10-Dec-15	362.25
0198000061	0001	0000297383	7388	YELLOWKNEE, MARY	10-Dec-15	149.38
0198ET0001	0001	*****	10143	1832648 ALBERTA LTD	10-Dec-15	1,119.24
0198ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	10-Dec-15	765.50
0198ET0003	0001	*****	7693	ANDERSON Busing	10-Dec-15	700.00
0198ET0004	0001	*****	10467	ANDERSON, AL RHEAL	10-Dec-15	700.00
0198ET0005	0001	*****	10466	ANDERSON, DELAUREN	10-Dec-15	700.00
0198ET0006	0001	*****	10465	ANDERSON, HENRIETTA A	10-Dec-15	700.00
0198ET0007	0001	*****	5580	ANDERSON, TAMMY LYNN	10-Dec-15	700.00
0198ET0008	0001	*****	8015	ANDREWS, MADELINE	10-Dec-15	107.00
0198ET0009	0001	*****	4836	ANSELL'S REFRIGERATION & HEATING LTD.	10-Dec-15	669.94
0198ET0010	0001	*****	10479	AUGER, BEVERLY	10-Dec-15	2,100.00
0198ET0011	0001	*****	62	AUGER, RITA	10-Dec-15	181.00
0198ET0012	0001	*****	10499	BELCOURT, JACKIE	10-Dec-15	870.00
0198ET0013	0001	*****	10445	BELCOURT, JOSEPHINE	10-Dec-15	700.00
0198ET0014	0001	*****	10107	BILYEA, JACKIE	10-Dec-15	107.00
0198ET0015	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	10-Dec-15	1,071.00
0198ET0016	0001	*****	9370	BRUSTER P.H.C.LTD.	10-Dec-15	6,477.25
0198ET0017	0001	*****	6159	CARDINAL, DENNIS R.	10-Dec-15	107.00
0198ET0018	0001	*****	EM11462	CARDINAL, SOPHIE	10-Dec-15	100.00
0198ET0019	0001	*****	EM11034	CARDINAL, VIRGINIA	10-Dec-15	185.50
0198ET0020	0001	*****	9506	CCI WIRELESS	10-Dec-15	69.29
0198ET0021	0001	*****	2431	CHALIFOUX, DAVID	10-Dec-15	162.50
0198ET0022	0001	*****	776	CHRISTENSEN Busing	10-Dec-15	1,800.00
0198ET0023	0001	*****	10463	CHYCHUL, NICOLE	10-Dec-15	700.00
0198ET0024	0001	*****	EM11477	COLLINS, LAURIE	10-Dec-15	55.47
0198ET0025	0001	*****	4189	COLVILLE, CRYSTAL	10-Dec-15	436.38
0198ET0026	0001	*****	925	CUNNINGHAM, LINDA	10-Dec-15	390.00
0198ET0027	0001	*****	7811	DEGIACOMO, SARAH	10-Dec-15	48.95
0198ET0028	0001	*****	2994	DESJARLAIS BUSES	10-Dec-15	4,000.00
0198ET0029	0001	*****	10505	DUCHARME, ROLAND	10-Dec-15	700.00
0198ET0030	0001	*****	18	EDMONTON PUBLIC SCHOOLS	10-Dec-15	1,328.34
0198ET0031	0001	*****	6425	FRESN BROS MANNING	10-Dec-15	44.23
0198ET0032	0001	*****	529	FRESN BROS.	10-Dec-15	77.49
0198ET0033	0001	*****	6457	GAUCHIER, TEASA	10-Dec-15	406.40
0198ET0034	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	10-Dec-15	494.90
0198ET0035	0001	*****	8744	GFS PRAIRIES INC	10-Dec-15	18,349.26
0198ET0036	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	10-Dec-15	32,067.00
0198ET0037	0001	*****	279	GIFT LAKE SCHOOL FUND	10-Dec-15	1,253.71
0198ET0038	0001	*****	5894	GILLIS, GERARD	10-Dec-15	261.12
0198ET0039	0001	*****	10503	GLADUE, RUTH	10-Dec-15	700.00
0198ET0040	0001	*****	10511	GRAY, DONA	10-Dec-15	700.00
0198ET0041	0001	*****	561	GRIMSHAW TRUCKING	10-Dec-15	695.11
0198ET0042	0001	*****	EM11201	HALCROW, CHRISTOPHER	10-Dec-15	350.00

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0198ET0043	0001	*****	620	HOULE, JUNE	10-Dec-15	163.20
0198ET0044	0001	*****	EM10078	JELLETT, CHRISTINE	10-Dec-15	51.12
0198ET0045	0001	*****	EM12806	JOHNSON, PATTY	10-Dec-15	67.32
0198ET0046	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	10-Dec-15	12,762.50
0198ET0047	0001	*****	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	10-Dec-15	91.35
0198ET0048	0001	*****	5826	L&P DISPOSALS	10-Dec-15	578.92
0198ET0049	0001	*****	10152	LADERROUTE, DAPHNE	10-Dec-15	1,433.89
0198ET0050	0001	*****	9095	LADERROUTE, RANDI	10-Dec-15	700.00
0198ET0051	0001	*****	10462	LAMOUCHE, SANFORD	10-Dec-15	1,400.00
0198ET0052	0001	*****	8590	LANDRY, KAYLA	10-Dec-15	112.20
0198ET0053	0001	*****	410	LITTLE BUFFALO SCHOOL	10-Dec-15	475.00
0198ET0054	0001	*****	3288	MARTENS, DONNA-MAY	10-Dec-15	107.00
0198ET0055	0001	*****	EM11809	MARTHUR, MICHAEL	10-Dec-15	690.00
0198ET0056	0001	*****	EM12941	MCLEOD, TERRI-LYNN	10-Dec-15	199.99
0198ET0057	0001	*****	347	MCMURRAY AVIATION	10-Dec-15	1,370.37
0198ET0058	0001	*****	4843	MENEEN, LORRAINE	10-Dec-15	145.00
0198ET0059	0001	*****	3364	MILLENIUM CABINS INC.	10-Dec-15	1,530.21
0198ET0060	0001	*****	EM11106	NAHACHICK, VINA	10-Dec-15	164.83
0198ET0061	0001	*****	4884	NOSKEY BUS LINES	10-Dec-15	1,400.00
0198ET0062	0001	*****	2461	ORR, CHARLES	10-Dec-15	700.00
0198ET0063	0001	*****	10510	OSAW MASKWA CONSULTING LTD	10-Dec-15	5,327.11
0198ET0064	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	10-Dec-15	132.87
0198ET0065	0001	*****	EM18560	RAIN, COREY	10-Dec-15	800.00
0198ET0066	0001	*****	690	RATHBONE, DENISE	10-Dec-15	181.00
0198ET0067	0001	*****	4587	RECOVERY AUTOMOTIVE	10-Dec-15	396.97
0198ET0068	0001	*****	EM10469	RUGE, CHRISTOPH	10-Dec-15	695.34
0198ET0069	0001	*****	1199	SANDER, JACQUELINE	10-Dec-15	750.00
0198ET0070	0001	*****	EM10487	SCHIBLER, ANDREA	10-Dec-15	616.00
0198ET0071	0001	*****	8994	SEA-CAN CONTAINERS (1989)LTD.	10-Dec-15	162.75
0198ET0072	0001	*****	63	SHAW, BILL	10-Dec-15	37.00
0198ET0073	0001	*****	6692	SILVERTIP ENTERPRISE LTD.	10-Dec-15	1,389.82
0198ET0074	0001	*****	EM18498	SINCLAIR, JANE	10-Dec-15	112.34
0198ET0075	0001	*****	5181	SPARKSMAN TRANSPORTATION LTD.	10-Dec-15	18,908.53
0198ET0076	0001	*****	10000	SUPERIOR PROPANE	10-Dec-15	7,050.54
0198ET0077	0001	*****	783	SUTHERLAND, KYLA	10-Dec-15	700.00
0198ET0078	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	10-Dec-15	8,651.06
0198ET0079	0001	*****	3229	TAIT, ROSEMARY	10-Dec-15	699.90
0198ET0080	0001	*****	10512	TUCCARO, PAUL	10-Dec-15	699.90
0198ET0081	0001	*****	1891	U.S. BANCORP CANADA CO.	10-Dec-15	138,630.93
0198ET0082	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	10-Dec-15	61.95
0198ET0083	0001	*****	3572	WALMSLEY, KATHRYN	10-Dec-15	74.05
0198ET0084	0001	*****	751	WESCLEAN - (EDM)	10-Dec-15	3,194.54
0198ET0085	0001	*****	EM18236	WHITEHEAD, SHIRLEY	10-Dec-15	839.83
0198ET0086	0001	*****	9123	YELLOWKNEE, ROSIE	10-Dec-15	200.00
0199000001	0001	0000297384	1610	FORT VERMILION SCHOOL DIVISION NO.52	16-Dec-15	16,563.40
0199000002	0001	0000297385	75	HOLBY HOLDINGS LTD	16-Dec-15	4,287.50
0199000003	0001	0000297386	1714	RECEIVER GENERAL FOR CANADA	16-Dec-15	2,912.40
0199ET0001	0001	*****	8062	66#040 ALBERTA LTD.	16-Dec-15	2,173.50
0199ET0002	0001	*****	10415	914246 ALTA. LTD.	16-Dec-15	3,971.10
0199ET0003	0001	*****	7693	ANDERSON BUSING	16-Dec-15	8,808.51
0199ET0004	0001	*****	10467	ANDERSON, AL RHEAL	16-Dec-15	7,938.14

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0199ET0005	0001	*****	776	CHRISTENSEN BUSING	16-Dec-15	7,898.75
0199ET0006	0001	*****	2994	DESJARLAIS BUSES	16-Dec-15	15,287.91
0199ET0007	0001	*****	4884	NOSKEY BUS LINES	16-Dec-15	5,560.38
0199ET0008	0001	*****	2461	ORR, CHARLES	16-Dec-15	1,743.94
0200000001	0001	0000297387	10232	1064923 AB LTD	18-Dec-15	246.75
0200000002	0001	0000297388	5004	1176976 ALBERTA LTD.	18-Dec-15	99.37
0200000003	0001	0000297389	10161	ACCO BRANDS CANADA INC	18-Dec-15	55.65
0200000004	0001	0000297391	43	ALBERTA DISTANCE LEARNING CNTR	18-Dec-15	8,377.16
0200000005	0001	0000297392	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	18-Dec-15	1,432.00
0200000006	0001	0000297393	353	ALBERTA TEACHERS ASSOCIATION	18-Dec-15	25,619.45
0200000007	0001	0000297394	6507	ALTAGAS UTILITIES INC	18-Dec-15	8,489.34
0200000008	0001	0000297395	EM12838	ANDERSON, TARA	18-Dec-15	306.00
0200000009	0001	0000297396	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	18-Dec-15	163.32
0200000010	0001	0000297397	9543	ATTACK ENERGY SERVICES LTD.	18-Dec-15	918.75
0200000011	0001	0000297398	8417	AUGER, KEVIN S.	18-Dec-15	90.00
0200000012	0001	0000297399	4259	AUGER, SHAWN	18-Dec-15	241.25
0200000013	0001	0000297400	753	AUTOMATIC CONTROLS (EDMONTON) LTD.	18-Dec-15	288.29
0200000014	0001	0000297401	1192	BADGER, JOE	18-Dec-15	1,000.00
0200000015	0001	0000297402	2911	BARTLE & GIBSON - FT M	18-Dec-15	449.45
0200000016	0001	0000297403	454	BARTLE & GIBSON - PR	18-Dec-15	1,266.40
0200000017	0001	0000297404	8059	BERGER, CARLA	18-Dec-15	258.31
0200000018	0001	0000297405	8740	BEYOND 2000	18-Dec-15	991.77
0200000019	0001	0000297406	981	BIG LAKES COUNTY	18-Dec-15	1,999.30
0200000020	0001	0000297407	10519	BIGSTONE, JOHN	18-Dec-15	187.50
0200000021	0001	0000297408	9319	BOX CLEVER	18-Dec-15	252.00
0200000022	0001	0000297409	3182	C-JJJS LTD	18-Dec-15	1,272.65
0200000023	0001	0000297410	2640	CALLING LAKE MOOSEHORN MARKET	18-Dec-15	327.77
0200000024	0001	0000297411	402	CANADA BREAD WEST(MCGAVINS) #4065	18-Dec-15	359.55
0200000025	0001	0000297412	10517	CARDINAL, GILMEN	18-Dec-15	187.50
0200000026	0001	0000297413	10516	CARDINAL, LENNY	18-Dec-15	187.50
0200000027	0001	0000297414	5601	CARDINAL, MARI-AGNES	18-Dec-15	801.62
0200000028	0001	0000297415	1492	CARDINAL, ROSIE	18-Dec-15	120.00
0200000029	0001	0000297416	240	CARDINAL-COLLINS, MARY	18-Dec-15	2,000.00
0200000030	0001	0000297417	6983	CHALIFOUX, JEFF	18-Dec-15	1,663.20
0200000031	0001	0000297418	8798	CLEARLY INSIGHT IP NETWORK & VIDEO LTD	18-Dec-15	1,084.65
0200000032	0001	0000297419	10528	CLOUTIER, BECKY	18-Dec-15	80.42
0200000033	0001	0000297420	6976	COURTOREILLE, KIM	18-Dec-15	200.00
0200000034	0001	0000297421	3438	CRYSTAL CLEAR WATER SALES	18-Dec-15	102.00
0200000035	0001	0000297422	6517	CRYSTAL GLASS	18-Dec-15	984.12
0200000036	0001	0000297423	38	CUSTOM DESIGN INTERIOR	18-Dec-15	4,525.71
0200000037	0001	0000297424	10514	DAHL, BRIAN	18-Dec-15	107.00
0200000038	0001	0000297425	10494	DARREL'S BOBCAT SERVICE (1988)	18-Dec-15	4,000.00
0200000039	0001	0000297426	9322	DEERLAND EQUIPMENT	18-Dec-15	4,042.48
0200000040	0001	0000297427	5287	DIRECT ENERGY REGULATED SERVICES	18-Dec-15	3,355.80
0200000041	0001	0000297428	10492	EBEN CONSTRUCTION LTD	18-Dec-15	525.00
0200000042	0001	0000297429	6022	ELK POINT CO-OP	18-Dec-15	5.25
0200000043	0001	0000297430	470	EMCO DISTRIBUTION LTD.	18-Dec-15	504.12
0200000044	0001	0000297431	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	18-Dec-15	262.29
0200000045	0001	0000297432	3618	FEHR BUILDING MATERIALS LTD	18-Dec-15	82.34
0200000046	0001	0000297433	9190	FONTAINE, EDGAR	18-Dec-15	844.50
0200000047	0001	0000297434	693	FRESON BROS. (HP)	18-Dec-15	294.82

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0200000048	0001	0000297435	10515	GLADUE, FREDERICK	18-Dec-15	187.50
0200000049	0001	0000297436	10105	GLOBALXPRTS	18-Dec-15	645.75
0200000050	0001	0000297437	699	GREYHOUND COURIER EXPRESS	18-Dec-15	47.23
0200000051	0001	0000297438	2656	GULLION, BARRY	18-Dec-15	187.50
0200000052	0001	0000297439	5280	GULLION, EARL	18-Dec-15	187.50
0200000053	0001	0000297440	9396	HALCROW, DARCY	18-Dec-15	160.84
0200000054	0001	0000297441	5977	HIGH COUNTRY REFRIGERATION	18-Dec-15	231.00
0200000055	0001	0000297442	217	HIGH PRAIRIE ACE HARDWARE	18-Dec-15	48.79
0200000056	0001	0000297443	10452	HIGH PRAIRIE GLASS (2015)	18-Dec-15	178.50
0200000057	0001	0000297444	75	HOLTBY HOLDINGS LTD	18-Dec-15	94.25
0200000058	0001	0000297445	10497	HOMWOOD HEALTH INC	18-Dec-15	12,182.60
0200000059	0001	0000297446	10481	HORIZON INTERGRATION LTD	18-Dec-15	19,819.80
0200000060	0001	0000297447	2432	HP & DIST REG WASTE AUTHORITY	18-Dec-15	852.27
0200000061	0001	0000297448	5578	HUNTER MOTORS LTD.	18-Dec-15	73.45
0200000062	0001	0000297449	357	INDUSTRIAL-ALLIANCE	18-Dec-15	776.26
0200000063	0001	0000297450	10482	INTEGRA TIRE PEACE RIVER	18-Dec-15	279.28
0200000064	0001	0000297451	4379	JUNCTION MOTORS	18-Dec-15	4,239.78
0200000065	0001	0000297452	8198	LAC LA BICHE EQUIPMENT RENTALS	18-Dec-15	150.15
0200000066	0001	0000297453	EM18413	LAROCQUE, TIM	18-Dec-15	107.00
0200000067	0001	0000297454	7365	LEARNING A-Z	18-Dec-15	1,082.15
0200000068	0001	0000297455	355	LOCAL AUTHORITIES PENSION PLAN	18-Dec-15	151,208.61
0200000069	0001	0000297456	425	MACDOUGALL, SUSAN	18-Dec-15	263.21
0200000070	0001	0000297457	631	MAX FUEL DISTRIBUTORS LTD.	18-Dec-15	85.68
0200000071	0001	0000297458	691	MCGILLIVRAY, LORRAINE	18-Dec-15	119.30
0200000072	0001	0000297459	10520	MOBERLY, ROBERT	18-Dec-15	187.50
0200000073	0001	0000297460	872	MODERN PAINT & DECOR LTD.	18-Dec-15	693.84
0200000074	0001	0000297461	10518	NANIMAHOO, PHILLIP	18-Dec-15	187.50
0200000075	0001	0000297462	248	NORTH PEACE GAS CO-OP	18-Dec-15	1,508.50
0200000076	0001	0000297463	10450	NORTH RAY EQUIPMENT SERVICES LTD	18-Dec-15	191.62
0200000077	0001	0000297464	2478	NORTHWEST REGIONAL LEARNING CONSORTIUM	18-Dec-15	75.00
0200000078	0001	0000297465	3415	OKEMOW, LAURIE	18-Dec-15	107.00
0200000079	0001	0000297466	8172	OVERHEAD DOOR CO. OF GRANDE PRAIRIE	18-Dec-15	3,105.90
0200000080	0001	0000297467	10136	PACIFIC EDUCATIONAL PRESS - MATH WORKS	18-Dec-15	655.20
0200000081	0001	0000297468	3373	PARKLAND INDUSTRIES LTD	18-Dec-15	11,952.06
0200000082	0001	0000297469	10180	PEACE FIRE EXTINGUISHER & SAFETY LTD	18-Dec-15	3,258.88
0200000083	0001	0000297470	EM18574	PIPER, TERRY	18-Dec-15	131.58
0200000084	0001	0000297471	8509	PITNEY BOWES	18-Dec-15	1,136.49
0200000085	0001	0000297472	7057	PRATT, JOANNE	18-Dec-15	66.15
0200000086	0001	0000297473	1403	PULPULATOR INC	18-Dec-15	16.13
0200000087	0001	0000297474	349	RECEIVER GENERAL FOR CANADA	18-Dec-15	584,219.08
0200000088	0001	0000297475	1714	RECEIVER GENERAL FOR CANADA	18-Dec-15	1,578.24
0200000089	0001	0000297476	6066	REIMER FOUNDATIONS LTD.	18-Dec-15	4,467.49
0200000090	0001	0000297477	10526	ROBINSON, ELIANA	18-Dec-15	50.00
0200000091	0001	0000297478	4233	ROGER'S AUTO	18-Dec-15	20.98
0200000092	0001	0000297479	5951	RONA HOME CENTRE #245	18-Dec-15	208.80
0200000093	0001	0000297480	74	SCHOLASTIC CANADA LIMITED	18-Dec-15	20,736.08
0200000094	0001	0000297481	6054	SCHOOL SPECIALTY CANADA	18-Dec-15	4,131.22
0200000095	0001	0000297482	6647	SOUTHGATE GRILL CAFE'AND CATERING COMPAN	18-Dec-15	574.77
0200000096	0001	0000297483	2325	STAPLES #145	18-Dec-15	7,339.71
0200000097	0001	0000297484	7412	STAPLES #338	18-Dec-15	2,739.52
0200000098	0001	0000297485	3143	SUPREME OFFICE PRODUCTS LTD	18-Dec-15	3,549.69

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0200000099	0001	0000297486	4828	SUTHERLAND, ROD	18-Dec-15	144.00
0200000100	0001	0000297487	8	TELUS COMMUNICATIONS INCORPORATED	18-Dec-15	256.03
0200000101	0001	0000297488	7734	THE LUBE SHOP	18-Dec-15	54.57
0200000102	0001	0000297489	6094	THE NORTH WEST COMPANY	18-Dec-15	1,610.96
0200000103	0001	0000297490	203	TIMBERLAND BUILDING SUPPLIES	18-Dec-15	327.52
0200000104	0001	0000297491	5134	TRICKSTER THEATRE	18-Dec-15	4,725.00
0200000105	0001	0000297492	2925	WABASCA CAR & TRUCK WASH	18-Dec-15	192.94
0200000106	0001	0000297494	1843	WABASCA HOME HARDWARE	18-Dec-15	2,502.86
0200000107	0001	0000297495	5382	WHITECAP MOTORS	18-Dec-15	104.33
0200ET0001	0001	*****	8062	668040 ALBERTA LTD.	18-Dec-15	1,215.00
0200ET0002	0001	*****	6907	ACCORD ANSWERING SERVICE	18-Dec-15	315.00
0200ET0003	0001	*****	3677	ACKLANDS GRAINGER	18-Dec-15	118.53
0200ET0004	0001	*****	8663	AIR LIQUIDE CANADA INC	18-Dec-15	33.07
0200ET0005	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	18-Dec-15	33,331.57
0200ET0006	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	18-Dec-15	174,350.02
0200ET0007	0001	*****	3765	ALOOK, CORRINE	18-Dec-15	240.00
0200ET0008	0001	*****	10466	ANDERSON, DELAUREN	18-Dec-15	700.00
0200ET0009	0001	*****	7957	ANDERSON, IRIS	18-Dec-15	1,400.00
0200ET0010	0001	*****	10163	ARCTIC BUILDERS	18-Dec-15	76,794.06
0200ET0011	0001	*****	1178	AUGER, BERNICE M.	18-Dec-15	500.00
0200ET0012	0001	*****	10499	BELCOURT, JACKIE	18-Dec-15	190.00
0200ET0013	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	18-Dec-15	300.00
0200ET0014	0001	*****	10189	BLUE ROSE CONTRACTING	18-Dec-15	1,883.70
0200ET0015	0001	*****	9370	BRUSTER P.H.C.LTD.	18-Dec-15	13,535.07
0200ET0016	0001	*****	10458	BUDESHEIM, FRANK	18-Dec-15	700.00
0200ET0017	0001	*****	9278	CARDINAL, GLORIA	18-Dec-15	228.48
0200ET0018	0001	*****	4597	CARDINAL, RAYMOND	18-Dec-15	400.00
0200ET0019	0001	*****	EM11462	CARDINAL, SOPHIE	18-Dec-15	100.00
0200ET0020	0001	*****	6969	CDW CANADA INC.	18-Dec-15	728.45
0200ET0021	0001	*****	224	CHARLIE'S SECURITY	18-Dec-15	348.60
0200ET0022	0001	*****	4189	COLVILLE, CRYSTAL	18-Dec-15	623.14
0200ET0023	0001	*****	4831	COURTOREILLE, JACQUELINE S.V.	18-Dec-15	241.25
0200ET0024	0001	*****	925	CUNNINGHAM, LINDA	18-Dec-15	410.00
0200ET0025	0001	*****	10506	DALY, WILLIAM ROBERT	18-Dec-15	895.99
0200ET0026	0001	*****	9107	DANCO, TARAS	18-Dec-15	750.00
0200ET0027	0001	*****	6899	DEBOER, MARIA	18-Dec-15	90.00
0200ET0028	0001	*****	3338	DELL CANADA INC.	18-Dec-15	7,524.15
0200ET0029	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	18-Dec-15	4,799.03
0200ET0030	0001	*****	8252	DRYDEN, DEBORAH	18-Dec-15	129.54
0200ET0031	0001	*****	10033	ECCO SUPPLY	18-Dec-15	193.44
0200ET0032	0001	*****	18	EDMONTON PUBLIC SCHOOLS	18-Dec-15	2,755.76
0200ET0033	0001	*****	6273	ENMAX CORPORATION (NEW)	18-Dec-15	74,715.74
0200ET0034	0001	*****	EM10305	ETHIER, ASHLEY	18-Dec-15	60.88
0200ET0035	0001	*****	7238	EVERGREEN STATIONERS	18-Dec-15	471.45
0200ET0036	0001	*****	EM10894	FOSTER, LINDA	18-Dec-15	438.30
0200ET0037	0001	*****	1577	FRED'S HEATING	18-Dec-15	830.55
0200ET0038	0001	*****	6425	FRESON BROS MANNING	18-Dec-15	31.56
0200ET0039	0001	*****	529	FRESON BROS.	18-Dec-15	79.25
0200ET0040	0001	*****	4452	FRIESEN, JUDITH	18-Dec-15	25.99
0200ET0041	0001	*****	8744	GFS PRAIRIES INC	18-Dec-15	1,463.04
0200ET0042	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	18-Dec-15	21,994.64



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0200ET0043	0001	*****	5894	GILLIS, GERARD	18-Dec-15	261.12
0200ET0044	0001	*****	10525	GLADUE, JOELLE L	18-Dec-15	1,740.00
0200ET0045	0001	*****	EM11687	GLADUE, SYLVIA DONNA	18-Dec-15	179.39
0200ET0046	0001	*****	9214	GOULET, CORINNE	18-Dec-15	1,400.00
0200ET0047	0001	*****	10405	GRIFFITHS, WARREN	18-Dec-15	120.00
0200ET0048	0001	*****	561	GRIMSHAW TRUCKING	18-Dec-15	198.71
0200ET0049	0001	*****	10524	HALCROW, KRIS KIRBY	18-Dec-15	3,600.00
0200ET0050	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	18-Dec-15	19,350.29
0200ET0051	0001	*****	8106	HUNT, DOROTHY JOYCE	18-Dec-15	350.65
0200ET0052	0001	*****	1642	HUNT, EMILY	18-Dec-15	3,565.29
0200ET0053	0001	*****	EM18519	HYSENI, ALMA	18-Dec-15	1,795.00
0200ET0054	0001	*****	10213	I&P MECHANIC	18-Dec-15	236.20
0200ET0055	0001	*****	8661	ION PRINT SOLUTIONS	18-Dec-15	1,398.20
0200ET0056	0001	*****	EM13030	JUNEAU, JASON	18-Dec-15	320.00
0200ET0057	0001	*****	8773	KEATING, KELSEY	18-Dec-15	225.83
0200ET0058	0001	*****	8837	KEATING, KIRK	18-Dec-15	324.82
0200ET0059	0001	*****	8122	LAC LA BICHE COUNTY	18-Dec-15	115.06
0200ET0060	0001	*****	EM11159	LADEROUTE, JOYCE	18-Dec-15	63.46
0200ET0061	0001	*****	3807	LAMOUCHE, JESSE	18-Dec-15	168.66
0200ET0062	0001	*****	10462	LAMOUCHE, SANFORD	18-Dec-15	1,400.00
0200ET0063	0001	*****	10172	LEDINGHAM, KATHLEEN	18-Dec-15	700.00
0200ET0064	0001	*****	356	LONDON LIFE	18-Dec-15	5,165.39
0200ET0065	0001	*****	EM18471	MALIK, TAUFIQ AHMED	18-Dec-15	160.85
0200ET0066	0001	*****	10008	MANITOULIN	18-Dec-15	44.13
0200ET0067	0001	*****	EM13362	MARTEN, MISSIE	18-Dec-15	150.00
0200ET0068	0001	*****	3288	MARTENS, DONNA-MAY	18-Dec-15	107.35
0200ET0069	0001	*****	347	MCMURRAY AVIATION	18-Dec-15	213.68
0200ET0070	0001	*****	5202	MICHEL'S SUPER A FOODS	18-Dec-15	155.25
0200ET0071	0001	*****	10496	MORINE, JERRI-LYNN	18-Dec-15	700.00
0200ET0072	0001	*****	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	18-Dec-15	353.56
0200ET0073	0001	*****	30	NELSON EDUCATION LTD.	18-Dec-15	19,677.88
0200ET0074	0001	*****	5650	NORTHERN PLUMBING & HEATING	18-Dec-15	1,845.44
0200ET0075	0001	*****	358	NORTHLAND PRINCIPAL'S ASSOCIATION	18-Dec-15	130.00
0200ET0076	0001	*****	10510	OSAW MASKWA CONSULTING LTD	18-Dec-15	8,088.13
0200ET0077	0001	*****	551	PARKER, BRYAN	18-Dec-15	165.00
0200ET0078	0001	*****	EM11200	PARKER, RAY	18-Dec-15	285.00
0200ET0079	0001	*****	1263	PEACE COUNTRY CO-OP	18-Dec-15	7.18
0200ET0080	0001	*****	EM11317	PETERS, ELIZABETH	18-Dec-15	90.00
0200ET0081	0001	*****	9462	PHASAR ELECTRIC LTD.	18-Dec-15	22,107.00
0200ET0082	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	18-Dec-15	237.87
0200ET0083	0001	*****	249	PRAIRIE RIVER GAS CO-OP	18-Dec-15	5,273.89
0200ET0084	0001	*****	10126	RASMUSON, TRUDY	18-Dec-15	564.72
0200ET0085	0001	*****	690	RATHBONE, DENISE	18-Dec-15	1,726.21
0200ET0086	0001	*****	4587	RECOVERY AUTOMOTIVE	18-Dec-15	11,231.25
0200ET0087	0001	*****	319	RUSSELL FOOD EQUIPMENT LIMITED	18-Dec-15	55.86
0200ET0088	0001	*****	1199	SANDER, JACQUELINE	18-Dec-15	363.86
0200ET0089	0001	*****	EM18322	SCARBOROUGH, RICK	18-Dec-15	225.00
0200ET0090	0001	*****	EM18479	SINGH, ANSHUMALI	18-Dec-15	620.00
0200ET0091	0001	*****	7245	SINOTTE, RONNIE	18-Dec-15	185.00
0200ET0092	0001	*****	6928	SLAVE LAKE BUILDING MOVERS	18-Dec-15	1,785.00
0200ET0093	0001	*****	EM12127	SMITH, TAMMY	18-Dec-15	213.50



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0200ET0094	0001	*****	460	SOPER'S SUPPLY LTD.	18-Dec-15	310.84
0200ET0095	0001	*****	34	SPORTFACTOR INC.	18-Dec-15	596.81
0200ET0096	0001	*****	5413	STAN LADEROUTE CONSTRUCTION	18-Dec-15	16,800.00
0200ET0097	0001	*****	6081	STAN'S EAGLE'S NEST	18-Dec-15	150.00
0200ET0098	0001	*****	EM10373	STORMS, PATRICIA	18-Dec-15	302.62
0200ET0099	0001	*****	EM18443	SULLIVAN, THOMAS J.	18-Dec-15	750.00
0200ET0100	0001	*****	783	SUTHERLAND, KYLA	18-Dec-15	700.00
0200ET0101	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	18-Dec-15	12,424.87
0200ET0102	0001	*****	2995	SZYGY RESEARCH & TECHNOLOGY LTD.	18-Dec-15	1,050.00
0200ET0103	0001	*****	354	TEACHER'S RETIREMENT FUND	18-Dec-15	217,768.91
0200ET0104	0001	*****	10522	TERHUNE, ROGER	18-Dec-15	8,593.20
0200ET0105	0001	*****	539	TOWN OF PEACE RIVER	18-Dec-15	232.00
0200ET0106	0001	*****	10512	TUCCARO, PAUL	18-Dec-15	1,400.00
0200ET0107	0001	*****	10094	TWEEDLE, ANDREW	18-Dec-15	750.00
0200ET0108	0001	*****	9003	TWEEDLE, JENNIFER	18-Dec-15	788.85
0200ET0109	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	18-Dec-15	118.34
0200ET0110	0001	*****	8891	VIKING REFRIGERATION LTD	18-Dec-15	124.95
0200ET0111	0001	*****	9134	WALTY, CURTIS	18-Dec-15	185.00
0200ET0112	0001	*****	EM11144	WATSON, JOHN	18-Dec-15	105.00
0200ET0113	0001	*****	10071	WEIR, DARREN	18-Dec-15	300.77
0200ET0114	0001	*****	751	WESCLEAN - (EDM)	18-Dec-15	17,860.76
0200ET0115	0001	*****	10179	WILLIER, AMANDA	18-Dec-15	700.00
0200ET0116	0001	*****	EM10066	WOODFINE, BERNARD	18-Dec-15	536.66
0200ET0117	0001	*****	9123	YELLOWKNEE, ROSIE	18-Dec-15	100.00
0201000001	0001	0000297496	868	ABORIGINAL MULTI-MEDIA SOCIETY	07-Jan-16	315.00
0201000002	0001	0000297497	8562	ALBERTA HEALTH SERVICES	07-Jan-16	900.00
0201000003	0001	0000297498	447	ALL WEST GLASS - PR	07-Jan-16	1,924.57
0201000004	0001	0000297499	8507	ALTAGAS UTILITIES INC	07-Jan-16	7,409.96
0201000005	0001	0000297500	244	ATCO ELECTRIC LTD.	07-Jan-16	60.44
0201000006	0001	0000297501	8417	AUGER, KEVIN S.	07-Jan-16	247.00
0201000007	0001	0000297502	5638	B & E PLUMBING LTD.	07-Jan-16	2,598.65
0201000008	0001	0000297503	454	BARTLE & GIBSON - PR	07-Jan-16	1,978.14
0201000009	0001	0000297504	8876	BELL CANADA	07-Jan-16	174.51
0201000010	0001	0000297505	10530	C U ADVERTISING	07-Jan-16	299.25
0201000011	0001	0000297506	402	CANADA BREAD WEST(MCGAVINS) #4065	07-Jan-16	49.92
0201000012	0001	0000297507	6065	CARDINAL, ESTHER	07-Jan-16	107.00
0201000013	0001	0000297508	10537	CARDINAL, KEANNAH	07-Jan-16	50.00
0201000014	0001	0000297509	8429	CARDINAL, LOUIE AUGUST	07-Jan-16	679.98
0201000015	0001	0000297510	6976	COURTOREILLE, KIM	07-Jan-16	220.00
0201000016	0001	0000297511	EM18499	DAGENAIS, TESSA	07-Jan-16	54.62
0201000017	0001	0000297512	10514	DAHL, BRIAN	07-Jan-16	48.96
0201000018	0001	0000297513	9209	DALYN DISPOSALS LTD.	07-Jan-16	598.50
0201000019	0001	0000297514	10536	DERANGER, JACOB	07-Jan-16	50.00
0201000020	0001	0000297515	5287	DIRECT ENERGY REGULATED SERVICES	07-Jan-16	3,089.06
0201000021	0001	0000297516	78	E.W.PRATT HIGH SCHOOL	07-Jan-16	652.00
0201000022	0001	0000297517	7540	EDUCATION LOGISTICS INC	07-Jan-16	4,710.28
0201000023	0001	0000297518	6196	FERSOVITCH, KAREN	07-Jan-16	200.00
0201000024	0001	0000297519	7235	FLETT, DOUG	07-Jan-16	107.00
0201000025	0001	0000297520	10538	GAMBLER, SHANIA	07-Jan-16	50.00
0201000026	0001	0000297521	699	GREYHOUND COURIER EXPRESS	07-Jan-16	101.23
0201000027	0001	0000297522	3100	GUILD, ROBIN	07-Jan-16	220.00

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0201000028	0001	0000297523	3846	GULLION, ELMER	07-Jan-16	705.48
0201000029	0001	0000297524	10535	HOULE, JOSIAH	07-Jan-16	50.00
0201000030	0001	0000297525	10534	HOULE, TAYLOR	07-Jan-16	50.00
0201000031	0001	0000297526	4379	JUNCTION MOTORS	07-Jan-16	986.72
0201000032	0001	0000297527	8924	LAKEHEAD UNIVERSITY	07-Jan-16	339.00
0201000033	0001	0000297528	10329	MARTEN, VICTORIA	07-Jan-16	42.00
0201000034	0001	0000297529	10533	MCKENZIE-SCOTT, CAIN	07-Jan-16	50.00
0201000035	0001	0000297530	9083	MCKINNEY, STEPHANIE	07-Jan-16	100.00
0201000036	0001	0000297531	1948	MIKISEW TECHNICAL SERVICES	07-Jan-16	120.79
0201000037	0001	0000297532	10419	MOBERLY, ANNIE	07-Jan-16	102.13
0201000038	0001	0000297533	872	MODERN PAINT & DECOR LTD.	07-Jan-16	502.41
0201000039	0001	0000297534	373	NORTH EAST GAS CO-OP	07-Jan-16	158.74
0201000040	0001	0000297535	374	PADDLE PRAIRIE GAS CO-OP	07-Jan-16	2,760.52
0201000041	0001	0000297536	806	PEACE RIVER HEATING(1971)LTD.	07-Jan-16	273.42
0201000042	0001	0000297537	455	PEACE RIVER HOME CENTRE INC.	07-Jan-16	145.51
0201000043	0001	0000297538	10532	PEAVINE ABORIGINAL HEADSTART PROGRAM	07-Jan-16	250.00
0201000044	0001	0000297539	9411	PEDERSON, JEN	07-Jan-16	70.56
0201000045	0001	0000297540	5825	PITNEYWORKS	07-Jan-16	4,200.00
0201000046	0001	0000297541	2573	PRAIRIE VIEW OUTREACH SCHOOL	07-Jan-16	1,160.00
0201000047	0001	0000297542	1403	PUROLATOR INC	07-Jan-16	49.12
0201000048	0001	0000297543	2277	REVENUE CANADA	07-Jan-16	15,914.35
0201000049	0001	0000297544	865	SCHOOL DISTRICT #59(PEACE RIVER SOUTH)	07-Jan-16	5,051.50
0201000050	0001	0000297545	1017	SHAW, KENNETH RUSSELL	07-Jan-16	601.44
0201000051	0001	0000297546	605	SOUTH PEACE NEWS	07-Jan-16	94.50
0201000052	0001	0000297547	8951	STANDARD LIFE	07-Jan-16	1,516.32
0201000053	0001	0000297548	7531	TALLMAN, RAYMOND	07-Jan-16	288.00
0201000054	0001	0000297549	8	TELUS COMMUNICATIONS INCORPORATED	07-Jan-16	12,730.16
0201000055	0001	0000297550	102	TELUS MOBILITY INCORPORATED	07-Jan-16	2,114.78
0201000056	0001	0000297551	2809	THE FEVER	07-Jan-16	129.15
0201000057	0001	0000297552	10006	THE LEARNING BAR	07-Jan-16	5,880.00
0201000058	0001	0000297553	6094	THE NORTH WEST COMPANY	07-Jan-16	1,569.69
0201000059	0001	0000297554	3344	TULLOCH, BRENDA	07-Jan-16	158.40
0201000060	0001	0000297555	10531	VERMILLION, NIPIN	07-Jan-16	63.00
0201000061	0001	0000297556	1843	WABASCA HOME HARDWARE	07-Jan-16	1,211.44
0201000062	0001	0000297557	10295	WALMART STORE #3640	07-Jan-16	462.84
0201000063	0001	0000297558	812	WASTE MANAGEMENT	07-Jan-16	992.17
0201000064	0001	0000297559	570	WAWANESA LIFE	07-Jan-16	531.42
0201000065	0001	0000297560	79	XEROX CANADA LTD.	07-Jan-16	570.34
0201000066	0001	0000297561	5480	XPLORNET COMMUNICATIONS INC	07-Jan-16	157.49
0201000067	0001	0000297562	3236	YELLOWKNEE, DONNA	07-Jan-16	37.00
0201000068	0001	0000297563	9355	YELLOWKNEE, NORA	07-Jan-16	220.00
0201000069	0001	0000297564	1800	ZEE MEDICAL, INC.	07-Jan-16	285.35
0201ET0001	0001	*****	10143	1832648 ALBERTA LTD	07-Jan-16	328.02
0201ET0002	0001	*****	8663	AIR LIQUIDE CANADA INC	07-Jan-16	75.02
0201ET0003	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	07-Jan-16	7,495.66
0201ET0004	0001	*****	170	ALBERTA NATIVE NEWS	07-Jan-16	401.63
0201ET0005	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	07-Jan-16	2,178.75
0201ET0006	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	07-Jan-16	10,549.79
0201ET0007	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	07-Jan-16	2,085.83
0201ET0008	0001	*****	5653	ALBERTA TEACHERS'ASSOC.NORTHLAND LOCAL #	07-Jan-16	56,149.82
0201ET0009	0001	*****	3803	ANDERSON, JENNIFER	07-Jan-16	700.00

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0201ET0010	0001	*****	10163	ARCTIC BUILDERS	07-Jan-16	72,263.55
0201ET0011	0001	*****	9287	ARMSTRONG'S COMMUNICATION LTD	07-Jan-16	144.74
0201ET0012	0001	*****	EM11947	BABEY, SUSAN	07-Jan-16	339.39
0201ET0013	0001	*****	10499	BELCOURT, JACKIE	07-Jan-16	670.00
0201ET0014	0001	*****	EM18505	BROMLEY, VIVIAN	07-Jan-16	3,351.21
0201ET0015	0001	*****	9370	BRUSTER P.H.C.LTD.	07-Jan-16	13,176.83
0201ET0016	0001	*****	EM10067	BYRNE, ANNE-MARIE	07-Jan-16	142.22
0201ET0017	0001	*****	9146	C. HALCROW PLUMBING & GASFITTING	07-Jan-16	2,195.00
0201ET0018	0001	*****	9278	CARDINAL, GLORIA	07-Jan-16	61.20
0201ET0019	0001	*****	EM18515	CARDINAL, KATRINA	07-Jan-16	124.44
0201ET0020	0001	*****	EM12061	CARDINAL, LORRAINE D.	07-Jan-16	24.28
0201ET0021	0001	*****	EM11462	CARDINAL, SOPHIE	07-Jan-16	190.00
0201ET0022	0001	*****	EM11034	CARDINAL, VIRGINIA	07-Jan-16	74.20
0201ET0023	0001	*****	10420	CARSON, CHRISTOPHER	07-Jan-16	316.20
0201ET0024	0001	*****	9506	CCI WIRELESS	07-Jan-16	69.29
0201ET0025	0001	*****	9329	CERETZKE, KERRI	07-Jan-16	2,005.73
0201ET0026	0001	*****	224	CHARLIE'S SECURITY	07-Jan-16	235.15
0201ET0027	0001	*****	4189	COLVILLE, CRYSTAL	07-Jan-16	74.18
0201ET0028	0001	*****	925	CUNNINGHAM, LINDA	07-Jan-16	400.00
0201ET0029	0001	*****	8964	CYBERA INC.	07-Jan-16	446.25
0201ET0030	0001	*****	EM12348	DASHCAVICH, TANIA	07-Jan-16	100.00
0201ET0031	0001	*****	8982	DLUGOSZ, GAYLE	07-Jan-16	6,203.14
0201ET0032	0001	*****	2710	DR. MARY JACKSON SCHOOL FUND RAISERS	07-Jan-16	102.56
0201ET0033	0001	*****	10144	FOURNIER, DONNA	07-Jan-16	1,400.00
0201ET0034	0001	*****	1577	FRED'S HEATING	07-Jan-16	330.75
0201ET0035	0001	*****	529	FRESON BROS.	07-Jan-16	33.19
0201ET0036	0001	*****	EM14135	FRIESEN, HOLLY	07-Jan-16	810.00
0201ET0037	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	07-Jan-16	100.29
0201ET0038	0001	*****	8744	GFS PRAIRIES INC	07-Jan-16	10,505.73
0201ET0039	0001	*****	EM11687	GLADUE, SYLVIA DONNA	07-Jan-16	219.70
0201ET0040	0001	*****	EM13003	GRAINGER, LORNA	07-Jan-16	50.00
0201ET0041	0001	*****	561	GRIMSHAW TRUCKING	07-Jan-16	88.34
0201ET0042	0001	*****	EM11861	GULLION, VIVIAN	07-Jan-16	500.00
0201ET0043	0001	*****	6935	HOULE, JOSEPH	07-Jan-16	82.00
0201ET0044	0001	*****	10213	I&P MECHANIC	07-Jan-16	1,560.39
0201ET0045	0001	*****	8661	ION PRINT SOLUTIONS	07-Jan-16	160.80
0201ET0046	0001	*****	8837	KEATING, KIRK	07-Jan-16	782.25
0201ET0047	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	07-Jan-16	11,897.58
0201ET0048	0001	*****	10454	L'HIRONDELLE, MATTHEW	07-Jan-16	700.00
0201ET0049	0001	*****	EM18460	LADEROUTE, SHELLY	07-Jan-16	25.50
0201ET0050	0001	*****	EM12100	LAGIMODIERE, TRACY	07-Jan-16	105.54
0201ET0051	0001	*****	10091	LOBEL, RACHEL	07-Jan-16	738.80
0201ET0052	0001	*****	136	MACKENZIE REPORT INC.	07-Jan-16	233.10
0201ET0053	0001	*****	9300	MACLEAN, SHELLEY	07-Jan-16	260.79
0201ET0054	0001	*****	7875	MARSHALL, PAULINE	07-Jan-16	700.00
0201ET0055	0001	*****	3288	MARTENS, DONNA-MAY	07-Jan-16	107.00
0201ET0056	0001	*****	EM11809	MARTHUR, MICHAEL	07-Jan-16	726.14
0201ET0057	0001	*****	10502	MCKINLEY, ROBERT ALAN	07-Jan-16	700.00
0201ET0058	0001	*****	347	MCMURRAY AVIATION	07-Jan-16	985.97
0201ET0059	0001	*****	10099	MCRAE, JENNIFER	07-Jan-16	26.97
0201ET0060	0001	*****	5202	MICHEL'S SUPER A FOODS	07-Jan-16	10.20

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0201ET0061	0001	*****	10429	MILLS, LESLEE	07-Jan-16	321.30
0201ET0062	0001	*****	EM10735	MOLCAK, CONNIE	07-Jan-16	595.00
0201ET0063	0001	*****	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	07-Jan-16	4,533.34
0201ET0064	0001	*****	EM11106	NAHACHICK, VINA	07-Jan-16	220.87
0201ET0065	0001	*****	4652	NORTHERN DIGITAL SERVICES	07-Jan-16	542.69
0201ET0066	0001	*****	EM12291	NOSKEY, NORMA	07-Jan-16	167.70
0201ET0067	0001	*****	1263	PEACE COUNTRY CO-OP	07-Jan-16	15.94
0201ET0068	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	07-Jan-16	11.54
0201ET0069	0001	*****	9462	PHASAR ELECTRIC LTD.	07-Jan-16	9,266.88
0201ET0070	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	07-Jan-16	10,742.70
0201ET0071	0001	*****	10076	PRAIRIE DISPOSAL LTD.	07-Jan-16	241.88
0201ET0072	0001	*****	9297	RECK, KIMBERLEY	07-Jan-16	197.43
0201ET0073	0001	*****	9484	REDWOOD, LUANA	07-Jan-16	100.00
0201ET0074	0001	*****	10430	REILLY, ERIN	07-Jan-16	68.25
0201ET0075	0001	*****	292	REIN, KENT	07-Jan-16	305.00
0201ET0076	0001	*****	10000	SUPERIOR PROPANE	07-Jan-16	17,796.99
0201ET0077	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	07-Jan-16	18,797.22
0201ET0078	0001	*****	EM10427	TAIT, STEVEN	07-Jan-16	75.43
0201ET0079	0001	*****	EM10878	TESSIER, DONALD	07-Jan-16	555.00
0201ET0080	0001	*****	1891	U.S. BANCORP CANADA CO.	07-Jan-16	60,935.19
0201ET0081	0001	*****	8881	VACHERESSE, TEGAN	07-Jan-16	705.00
0201ET0082	0001	*****	EM12430	VOGEL, KATHY	07-Jan-16	55.08
0201ET0083	0001	*****	751	WESCLEAN - (EDM)	07-Jan-16	2,470.10
0201ET0084	0001	*****	EM12750	WHITE, JANINE	07-Jan-16	51.71
0201ET0085	0001	*****	EM18236	WHITEHEAD, SHIRLEY	07-Jan-16	100.00
0201ET0086	0001	*****	10088	WILE, MICHELLE	07-Jan-16	750.00
0201ET0087	0001	*****	8734	WILTER AUTO & IND SUPPLY	07-Jan-16	31.31
0202ET0001	0001	*****	7693	ANDERSON BUSING	13-Jan-16	700.00
0202ET0002	0001	*****	10467	ANDERSON, AL RHEAL	13-Jan-16	700.00
0202ET0003	0001	*****	776	CHRISTENSEN BUSING	13-Jan-16	1,800.00
0202ET0004	0001	*****	2994	DESJARLAIS BUSES	13-Jan-16	4,000.00
0202ET0005	0001	*****	4884	NOSKEY BUS LINES	13-Jan-16	1,400.00
0202ET0006	0001	*****	2461	ORR, CHARLES	13-Jan-16	700.00
0203000001	0001	0000297565	5004	1176976 ALBERTA LTD.	14-Jan-16	68.25
0203000002	0001	0000297566	10022	1789135 AB LTD	14-Jan-16	76.75
0203000003	0001	0000297567	4	A & J TOWING	14-Jan-16	5,881.07
0203000004	0001	0000297568	10542	A&R TRUCKING	14-Jan-16	4,147.50
0203000005	0001	0000297569	43	ALBERTA DISTANCE LEARNING CNTR	14-Jan-16	3,253.35
0203000006	0001	0000297570	10402	ALBERTA HEALTH SERVICES	14-Jan-16	90.00
0203000007	0001	0000297571	8679	ALL-PRO TRUCK & TRAILER REPAIR	14-Jan-16	1,428.98
0203000008	0001	0000297572	8417	AUGER, KEVIN S.	14-Jan-16	192.74
0203000009	0001	0000297573	2640	CALLING LAKE MOOSEHORN MARKET	14-Jan-16	347.48
0203000010	0001	0000297574	402	CANADA BREAD WEST(MCGAVINS) #4065	14-Jan-16	95.62
0203000011	0001	0000297575	6065	CARDINAL, ESTHER	14-Jan-16	71.40
0203000012	0001	0000297576	1935	CARDINAL, JULIA MARGARET	14-Jan-16	1,423.75
0203000013	0001	0000297577	1394	CHRISTIAN, DORIS	14-Jan-16	107.00
0203000014	0001	0000297578	8715	COMMON WEALTH FIRE EXTINGUISHER	14-Jan-16	49.30
0203000015	0001	0000297579	10521	CONKLIN COMMUNITY ENHANCEMENT SOCIETY	14-Jan-16	3,145.36
0203000016	0001	0000297580	4672	CORTECH	14-Jan-16	274.18
0203000017	0001	0000297581	3438	CRYSTAL CLEAR WATER SALES	14-Jan-16	42.00
0203000018	0001	0000297582	9322	DEERLAND EQUIPMENT	14-Jan-16	1,596.26

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0203000019	0001	0000297583	5287	DIRECT ENERGY REGULATED SERVICES	14-Jan-16	7,118.11
0203000020	0001	0000297584	8426	DUCHARME, DEAN	14-Jan-16	980.00
0203000021	0001	0000297585	9526	DUCHARME, WALTER	14-Jan-16	107.00
0203000022	0001	0000297586	3252	EPCOR ENERGY SERVICES (ALBERTA) INC.	14-Jan-16	321.60
0203000023	0001	0000297587	10158	FLEETCOR CANADA MASTERCARD	14-Jan-16	60.00
0203000024	0001	0000297588	8829	GAMBLER, WALLIE J.	14-Jan-16	132.60
0203000025	0001	0000297589	699	GREYHOUND COURIER EXPRESS	14-Jan-16	48.70
0203000026	0001	0000297590	217	HIGH PRAIRIE ACE HARDWARE	14-Jan-16	346.59
0203000027	0001	0000297591	517	HIGH PRAIRIE TRUCK AND TRAILER LTD.	14-Jan-16	40.95
0203000028	0001	0000297592	10482	INTEGRA TIRE PEACE RIVER	14-Jan-16	2,304.23
0203000029	0001	0000297593	8893	J'S GAS BAR	14-Jan-16	1,990.00
0203000030	0001	0000297594	425	MACDOUGALL, SUSAN	14-Jan-16	200.00
0203000031	0001	0000297595	9454	NEWCAP RADIO INC.	14-Jan-16	342.30
0203000032	0001	0000297596	10450	NORTH RAY EQUIPMENT SERVICES LTD	14-Jan-16	284.81
0203000033	0001	0000297597	9294	NORTHERN JOURNAL	14-Jan-16	344.40
0203000034	0001	0000297598	3415	OKEMOW, LAURIE	14-Jan-16	107.00
0203000035	0001	0000297599	10180	PEACE FIRE EXTINGUISHER & SAFETY LTD	14-Jan-16	5,340.51
0203000036	0001	0000297600	4370	PEREDERY, CHERYL	14-Jan-16	122.59
0203000037	0001	0000297601	5825	PITNEYWORKS	14-Jan-16	224.62
0203000038	0001	0000297602	950	PRAIRIE AUTO & INDUSTRIAL SUPPLY LTD.	14-Jan-16	223.53
0203000039	0001	0000297603	349	RECEIVER GENERAL FOR CANADA	14-Jan-16	146,200.00
0203000040	0001	0000297604	7668	REGISTRATIONS ARE US	14-Jan-16	15.75
0203000041	0001	0000297605	2409	RIMAR HOLDINGS LTD	14-Jan-16	16.07
0203000042	0001	0000297606	681	RIVERSIDE CONVENIENCE	14-Jan-16	1,531.43
0203000043	0001	0000297607	450	ROGER'S LOCK LIMITED	14-Jan-16	7.35
0203000044	0001	0000297608	6054	SCHOOL SPECIALTY CANADA	14-Jan-16	1,258.65
0203000045	0001	0000297609	9457	STAPLES #332	14-Jan-16	129.69
0203000046	0001	0000297610	10164	STARFALL EDUCATION	14-Jan-16	382.32
0203000047	0001	0000297611	7159	THE CANADIAN PAYROLL ASSOCIATION	14-Jan-16	404.25
0203000048	0001	0000297612	7734	THE LUBE SHOP	14-Jan-16	102.99
0203000049	0001	0000297613	6094	THE NORTH WEST COMPANY	14-Jan-16	79.72
0203000050	0001	0000297614	7225	TUMBLEWEED PRESS INC.	14-Jan-16	9,731.40
0203000051	0001	0000297615	1843	WABASCA HOME HARDWARE	14-Jan-16	8.90
0203000052	0001	0000297616	812	WASTE MANAGEMENT	14-Jan-16	1,710.15
0203ET0001	0001	*****	6907	ACCORD ANSWERING SERVICE	14-Jan-16	315.00
0203ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	14-Jan-16	20,596.59
0203ET0003	0001	*****	10465	ANDERSON, HENRIETTA A	14-Jan-16	700.00
0203ET0004	0001	*****	5580	ANDERSON, TAMMY LYNN	14-Jan-16	700.00
0203ET0005	0001	*****	8015	ANDREWS, MADELINE	14-Jan-16	107.00
0203ET0006	0001	*****	1996	ANZAC COMMUNITY SCHOOL	14-Jan-16	987.02
0203ET0007	0001	*****	9287	ARMSTRONG'S COMMUNICATION LTD	14-Jan-16	283.50
0203ET0008	0001	*****	10479	AUGER, BEVERLY	14-Jan-16	2,100.00
0203ET0009	0001	*****	7718	BE RESCUED TOWING AND HAULING	14-Jan-16	1,165.50
0203ET0010	0001	*****	10499	BELCOURT, JACKIE	14-Jan-16	540.00
0203ET0011	0001	*****	10445	BELCOURT, JOSEPHINE	14-Jan-16	700.00
0203ET0012	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	14-Jan-16	255.00
0203ET0013	0001	*****	10107	BILYEA, JACKIE	14-Jan-16	107.00
0203ET0014	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	14-Jan-16	496.07
0203ET0015	0001	*****	10189	BLUE ROSE CONTRACTING	14-Jan-16	252.00
0203ET0016	0001	*****	9370	BRUSTER P.H.C.LTD.	14-Jan-16	490.35
0203ET0017	0001	*****	10463	CHYCHUL, NICOLE	14-Jan-16	700.00

## 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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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0203ET0018	0001	*****	6749	CLASSROOM READY	14-Jan-16	567.00
0203ET0019	0001	*****	925	CUNNINGHAM, LINDA	14-Jan-16	159.00
0203ET0020	0001	*****	10326	DELTA CONTRACTING LTD	14-Jan-16	317.60
0203ET0021	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	14-Jan-16	3,051.69
0203ET0022	0001	*****	10284	DILLON, KIMBERLY DAWN	14-Jan-16	1,850.00
0203ET0023	0001	*****	10505	DUCHARME, ROLAND	14-Jan-16	700.00
0203ET0024	0001	*****	18	EDMONTON PUBLIC SCHOOLS	14-Jan-16	4,077.95
0203ET0025	0001	*****	6457	GAUCHIER, TEASA	14-Jan-16	342.72
0203ET0026	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	14-Jan-16	100.29
0203ET0027	0001	*****	8744	GFS PRAIRIES INC	14-Jan-16	7,921.64
0203ET0028	0001	*****	EM11607	GLADUE, SYLVIA DONNA	14-Jan-16	55.65
0203ET0029	0001	*****	10511	GRAY, DONA	14-Jan-16	700.00
0203ET0030	0001	*****	8523	HALTER'S AUTOMOTIVE	14-Jan-16	300.83
0203ET0031	0001	*****	2583	HEAVY EQUIPMENT REPAIR	14-Jan-16	1,484.83
0203ET0032	0001	*****	9378	HERMAN, MICHELLE	14-Jan-16	700.00
0203ET0033	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	14-Jan-16	12,827.86
0203ET0034	0001	*****	6935	HOULE, JOSEPH	14-Jan-16	82.00
0203ET0035	0001	*****	620	HOULE, JUNE	14-Jan-16	155.04
0203ET0036	0001	*****	8728	JOHN DEERE FINANCIAL	14-Jan-16	42.81
0203ET0037	0001	*****	9377	LABOUCANE, CYNTHIA	14-Jan-16	700.00
0203ET0038	0001	*****	9095	LADEROUTE, RANDI	14-Jan-16	700.00
0203ET0039	0001	*****	10172	LEDINGHAM, KATHLEEN	14-Jan-16	700.00
0203ET0040	0001	*****	410	LITTLE BUFFALO SCHOOL	14-Jan-16	171.41
0203ET0041	0001	*****	5202	MICHEL'S SUPER A FOODS	14-Jan-16	325.61
0203ET0042	0001	*****	2932	MOLCAK, ROBERT	14-Jan-16	198.04
0203ET0043	0001	*****	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	14-Jan-16	4,633.34
0203ET0044	0001	*****	30	NELSON EDUCATION LTD.	14-Jan-16	559.50
0203ET0045	0001	*****	9344	NEW WATER LTD.	14-Jan-16	1,586.25
0203ET0046	0001	*****	10541	O'KEEFE GENERAL CONTRACTING	14-Jan-16	5,208.00
0203ET0047	0001	*****	7536	PEACE RIVER BROADCASTING CORP. LTD	14-Jan-16	609.00
0203ET0048	0001	*****	9462	PHASAR ELECTRIC LTD.	14-Jan-16	9,322.99
0203ET0049	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	14-Jan-16	38.39
0203ET0050	0001	*****	249	PRAIRIE RIVER GAS CO-OP	14-Jan-16	6,333.29
0203ET0051	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	14-Jan-16	4,160.34
0203ET0052	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	14-Jan-16	907.97
0203ET0053	0001	*****	EM18322	SCARBOROUGH, RICK	14-Jan-16	275.00
0203ET0054	0001	*****	63	SHAW, BILL	14-Jan-16	37.00
0203ET0055	0001	*****	7245	SINOTTE, RONNIE	14-Jan-16	180.00
0203ET0056	0001	*****	EM12127	SMITH, TAMMY	14-Jan-16	90.26
0203ET0057	0001	*****	5181	SPARKSMAN TRANSPORTATION LTD.	14-Jan-16	17,370.03
0203ET0058	0001	*****	EM18582	SPENCER, CARLEEN	14-Jan-16	1,000.00
0203ET0059	0001	*****	EM10185	SUTHERLAND, STEPHANIE	14-Jan-16	1,171.83
0203ET0060	0001	*****	5081	SYSO FOOD SERVICES OF EDMONTON	14-Jan-16	10,114.74
0203ET0061	0001	*****	EM18309	TURPIN, WAYNE	14-Jan-16	530.00
0203ET0062	0001	*****	751	WESCLEAN - (EDM)	14-Jan-16	1,889.71

TOTALS FOR BANK - 0001

6,286,920.70

TOTAL NUMBER OF CHEQUES

1,318

TOTAL NUMBER OF CHEQUES WITH MICR

602

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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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
GRAND TOTAL						6,286,920.70
CANCELLED TOTAL						0.00
NET GRAND TOTAL						6,286,920.70
GRAND TOTAL NUMBER OF CHEQUES						1,318
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						602

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

