



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 17 – 07

AGENDA

Location: Susa Creek School – Grande Cache, Alberta
Date & Time: May 25, 2017 at 1:00 p.m.

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A. CALL TO ORDER (11:00 a.m.)	
1. In-Camera - Board (Official Trustee and Executive Staff Only)	
B. PUBLIC MEETING (1:00 p.m. Public Welcome to Attend; Click here to watch the meeting live)	
1. Opening Prayer	
C. GENERAL BUSINESS	
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3. Education Service Agreement Update (None)
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 - 3.1.3 Fort McMurray First Nation
 - 3.1.4 Mikisew Cree First Nation
 - 3.1.5 Janvier First Nation
 - 3.2 Fort McKay First Nation
 - 3.3 Bigstone Cree Nation
 - 3.4 KTC Transition
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 - 3.4.2 Peerless Trout First Nation
 - 3.4.3 Woodland Cree First Nation
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 - 3.5.1 Kapawe'no First Nation
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I. INFORMATION ITEMS

- 1.

J. DELEGATIONS

1. Carol Wanyandie 1:30 p.m.

K. DISCUSSION ITEMS

- 1.

L. CLOSING PRAYER

M. ADJOURNMENT & GOODBYES

**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON APRIL 20, 2017
AT ELIZABETH SCHOOL IN ELIZABETH METIS SETTLEMENT,
AB.**

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
x	Alice Fontaine	• Advisory Committee Member – Janvier
✓	Claris Voyageur	• Advisory Committee Member – ADCS
x	David Czibere	• Advisory Committee Member – Anzac
x	Janet McDonald	• Advisory Committee Member – Fort McKay
✓	Joan Daniels	• Advisory Committee Member – J.F. Dion
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
✓	Robin Guild	• Advisory Committee Member – Wabasca
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Shelley Bartman	• Advisory Committee Member – Conklin
✓	Gord Atkinson	• Superintendent of Schools
✓	Lorraine Cardinal-Roy	• Director of First Nation, Métis & Inuit Learner Success
x	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
x	Wes Oginski	• Director of Human Resources
✓	Stephanie Sutherland	• Supervisor of Student Services
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance
GUESTS		
✓	Jason Winters	• IT Department
✓	Maureen Chernipeski	• Pedagogical Supervisor

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 11:32 a.m.

IN CAMERA SESSION

24295/17

Lois Byers, Official Trustee moved that the meeting go in camera at 11:32 a.m.

CARRIED**REGULAR SESSION**

24296/17

Lois Byers, Official Trustee moved that the meeting revert to regular session at 12:09 p.m.

CARRIED

Labour was discussed while in camera.

RECESS

The meeting recessed at 12:09 p.m.
The meeting reconvened at 12:54 p.m.

OPENING PRAYER	Joan Daniels, Advisory Committee Member gave the opening prayer.
ADOPT AGENDA	24297/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as presented.
	CARRIED
	Shelley Bartman, Advisory Committee member joined the meeting at 1:05 pm.
INTRODUCTIONS	Lois Byers, Official Trustee welcomed guests and introductions were made, the group was informed that the meeting would be broadcast live.
MINUTES FEBRUARY 23, 2017	24298/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the February 23, 2017 Regular Board Meeting minutes as presented.
	Lois Byers, Official Trustee directs administration to ensure the current Corporate Board Motions are worded correctly and align with the <i>School Act</i> .
	CARRIED
MINUTES MARCH 15, 2017	24299/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the March 15, 2017 Special Board Meeting minutes as presented.
	Lois Byers, Official Trustee directs administration to ensure that Kateri School students are attending upcoming Land Based Learning Camps and report back to Louis Cardinal, Peerless Lake LSBC Chair.
	CARRIED
MINUTES APRIL 13, 2017	24300/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the April 13, 2017 Special Board Meeting minutes as presented.
	CARRIED

**OLD BUSINESS –
BOARD ACTION
ITEMS**

Executive staff provided verbal updates to the Board on the directives assigned from previous Board meetings.

- 24301/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.

CARRIED

**STUDENT
SERVICES
REPORT**

Stephanie Sutherland, Supervisor of Student Services, presented her Report.

- 24302/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Student Services Report as presented and attached and thanked Sutherland for the exceptional work she does for the students of Northland.

CARRIED

**DELEGATION –
PRESENTATION:
OUR SCHOOL
DATA**

Maureen Chernipeski, Pedagogical Supervisor, presented highlights from 'Our School Data' to the Board. A plan will be drafted on how best to support students in light of the data that was shared. The group discussed how important it is for principals to share these results with their local LSBC members and their respective communities.

RECESS

The meeting recessed at 2:18 p.m.
Maureen Chernipeski, Pedagogical Supervisor, left the meeting.
The meeting was called back to order at 2:28 pm.

**2017 EDWIN
PARR
NOMINATION**

Louis Cardinal, Advisory Committee Member described the difference that teacher Chelsea Cattroll has made at Peerless Lake School. Cardinal said 'you don't know the difference one person can make in a school', and added, 'Peerless Lake has been blessed by having this person!' Byers added, 'it all started with how she was welcomed to the community, first with a great welcome sign and then Cardinal took her around and introduced her to the community members so she felt comfortable in the community'.

24303/17 Lois Byers, Official Trustee moved that the Board of Trustees approve Chelsea Cattroll, teacher at Peerless Lake School be nominated for the 2017 Edwin Parr Teacher Award.

CARRIED

SECOND
QUARTER
FINANCE
REPORT

Trudy Rasmuson, Secretary-Treasurer presented the second quarter finance report for the division.

24304/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Second Quarter Finance Report as presented and attached

CARRIED

PRELIMINARY
2017-2018
BUDGET

Due to an influx in dollars, the budget was not ready for handout. Administration is working on the missing pieces and did not want to put out a budget that was incorrect.

POLICY READING
TIMELINE

24305/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Policy Reading Timeline, as attached.

CARRIED

POLICY 14 –
HEARINGS ON
TEACHER
MATTERS

24306/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 14, Hearings on Teacher Matters, as attached.

CARRIED

POLICY 15 –
SCHOOL CLOSURE

24307/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 15, School Closure, as attached.

CARRIED

POLICY 18 – ALTERNATIVE PROGRAMS	24308/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 18, Alternative Programs, as attached.
		CARRIED
POLICY 8 – BOARD COMMITTEES	24309/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 8, Board Committees, as attached.
		CARRIED
POLICY 9 – BOARD REPRESENTATIVES	24310/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 9, Board Representatives, as attached.
		CARRIED
POLICY 10 – POLICY MAKING	24311/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 10, Policy Making, as attached.
		NOT/CARRIED
POLICY 11 – BOARD DELEGATION OF AUTHORITY		Lois Byers, Official Trustee identified the changes to the Policy 11, Board Delegation of Authority.
	24312/17	Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 11, Board Delegation of Authority, as attached and direct administration to send out the information to LSBC chairs and principals for feedback.
		CARRIED
POLICY 17 – STUDENT TRANSPORTATION SERVICES		Lois Byers, Official Trustee identified reasons behind drafting a transportation policy. The group discussed their concerns with school of choice bussing.

24313/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 17, Student Transportation Services, as attached and amended as follows: Clause 3: add an s to student; and direct administration to send out the information to LSBC chairs and principals for feedback; and direct administration to seek stakeholders thoughts on School of Choice.

CARRIED

POLICY 20 –
TEACHER
HOUSING

Lois Byers, Official Trustee identified the reasons behind drafting a housing policy. Atkinson discussed the potential partnership with Wood Buffalo Housing & Development Corporation which would take over most of the east side housing.

24314/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 20, Teacher Housing, as attached and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

PROCEDURE 320
(306) –
ALTERNATE
ATTENDANCE
PLACEMENTS

Lois Byers, Official Trustee reviewed the boarding funding rules from Alberta Education. The current funding manual does not allow school divisions to pay parents but will pay other family members or strangers boarding their students. Byers said this is coming to ASBA as a resolution and Northland will take it forward.

24315/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information and implementation, the changes to Procedure 320 (306), Alternate Placements, which will replace existing Procedure 320, Financial Support for Education Placement Outside the Division, as attached.

CARRIED

LSBC MEETING
MINUTES
RECEIVED

24316/17 Lois Byers, 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
Athabasca Delta	Feb 6, 2017 Feb 20, 2017
Conklin	Mar 1, 2017
Desmarais	Jan 4, 2017 Feb 7, 2017
Elizabeth	Mar 1, 2017
Fort McKay	Feb 27, 2017 Apr 4, 2017
Gift Lake	Jan 31, 2017
J.F. Dion	Feb 13, 2017
Janvier	Mar 22, 2017 Apr 11, 2017
Keg River	Feb 7, 2017
Paddle Prairie	Feb 8, 2017 Apr 3, 2017
Wabasca	Feb 7, 2017

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24317/17 Lois Byers, 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
Athabasca	Feb 6, 2017		As Presented
Delta	Feb 20, 2017		As Presented
Conklin	Mar 1, 2017		As Presented
Desmarais	Jan 4, 2017 Feb 7, 2017		As Presented As Presented
Elizabeth	Mar 1, 2017		As Presented
Fort McKay	Feb 27, 2017 Apr 4, 2017		As Presented As Presented
Gift Lake	Jan 31, 2017		As Presented
J.F. Dion	Feb 13, 2017		As Presented
Janvier	Mar 22, 2017 Apr 11, 2017		As Presented As Presented
Keg River	Feb 7, 2017		As Presented
Paddle Prairie	Feb 8, 2017 Apr 3, 2017		As Presented
Wabasca	Feb 7, 2017		As Presented

CARRIED

**SUPERINTENDENT'S
REPORT**

Superintendent Atkinson presented his report to the Board as information.

- 24318/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

**OFFICIAL
TRUSTEE'S
REPORT**

Official Trustee Byers presented her report to the Board as information. Byers discussed Bill 6, and the importance of Northland to remain whole and go forward. Northland staff is committed to the needs of its students. Byers asked that the LSBC members and all staff please let others know that it is not Northland staff that has put through the mandate for Bill 6, this Bill came from the Minister. Byers discussed that not all areas are opposed to the proposed system. Byers has heard both support for the changes and non-support for the changes. This was the reason for giving people the opportunity to give feedback in a safe way.

- 24319/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

**COMMITTEE
REPORTS –
WABASCA
MODERNIZATION
UPDATE**

Trudy Rasmuson, Secretary-Treasurer provided an update on the Wabasca Modernization project, as information. Superintendent Atkinson discussed the solar panel project that is being developed, which Secretary-Treasurer Rasmuson and Randy Chernipeski, CTS School/Industry Partnership Administrator will be working on.

**REPORTS FOR
INFORMATION**

- 24320/17 Lois Byers, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:
- Wabasca Modernization – Partnership Letters
 - Rent Reviews
 - Apple Schools Evaluation Report

CARRIED

ADJOURN

The meeting was declared adjourned at 3:50 p.m.

CLOSING PRAYER

Joan Daniels, Advisory Committee Member gave the closing prayer.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON MAY 15, 2017 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

ATTENDANCE		
✓	Lois Byers	• Official Trustee
✓	Gord Atkinson	• Superintendent of Schools
✓	Shelley Willier	• Area Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Krystal Potts	• Executive Assistant
✓	Curtis Walty	• Communications Coordinator
✓	Melanie Mantai	• Executive Secretary – Finance
GUESTS		
✓	Patrick Lambton	• Principal
✓	Patricia Beaudry	• Teacher
✓	Shelly Auger	• East Prairie LSBC, Chair
✓	Karen L'Hirondelle	• East Prairie, LSBC Member
✓	Joan Haggerty	• East Prairie LSBC, Member
✓	Harvey Howse	• Community Member
✓	Linda Desjarlais	• Staff/Community Member
✓	Gerald	• Community Member
✓	Cameron Bedard	• Community Member
✓	Stacy Bellrose	• Community Member
✓	Murielle L'Hirondelle	• Community Member
✓	Jodi Cuthbert	• Community Member
✓	Nina Brzezicki	• Community Member
✓	Lois Johnston	• Staff Member
✓	Carol Johnston	• Community Member
✓	Elvin Clouston	• Staff Member

OPENING
PRAYER

Murielle L'Hirondelle, community member gave the opening prayer.

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 6:35 p.m.

INTRODUCTIONS

Lois Byers, Official Trustee welcomed guests and introductions were made.

ADOPT
AGENDA/WAIVER

24321/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as provided and waive Special Meetings Section 67 (4) of the *School Act*.

CARRIED

HILLVIEW SCHOOL
INSTRUCTIONAL
PROGRAM
CONTINUANCE

Superintendent Atkinson reviewed the Hillview School Viability Follow-up Report with East Prairie community and staff members that were in attendance. The group had an opportunity to discuss concerns and ask questions.

24322/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the continuation of the instructional program at Hillview School with the following recommendations:

1. That Hillview School remain an ECS – grade 6 school for the 2017-2018 and 2018-2019 school years;
2. That Hillview School be re-evaluated in the fall of 2019 for operational viability;
3. That administration work with the community to develop partnerships to further enhance education opportunities in East Prairie Metis Settlement; and
4. If the student population drops to below 10, in the 2018-2019 school year it will automatically trigger the school closure process (the school enrollment numbers will have a grace period for the 2017-2018 school year).

CARRIED

CLOSING
PRAYER

Murielle L'Hirondelle, committee member gave the closing prayer.

ADJOURN

The meeting was declared adjourned at 7:28 p.m.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary-Finance

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: OLD BUSINESS: BOARD ACTION ITEMS

RECOMMENDATION
That the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
BOARD	4/20/2017	Gord	Board Minutes	Administration to ensure Kateri School students are attending the upcoming Land Based Learning Camps and report back to Louis Cardinal, Peerless Lake, LSBC Chair.	4/30/2017	Complete	Motion #985801 was made in March 9 LSBC minutes to approve the field trip to Martin Lakes camp for the grade 10-12s on April 4-7, 2017. A copy of the minutes was forwarded to Louis Cardinal, Peerless Lake LSBC as follow up.
BOARD	4/20/2017	Trudy	Board Minutes	Administration to review School Act to ensure the Board motions are worded legally.	4/30/2017	Complete	Terry Gunderson, ASBA Education Consultant ensured the wording Northland is using for the Corporate Board motions is legal and it is fine for Lois to move the motions as she is the Official Trustee and is the Board and when the Corporate Board is elected the trustees will move the motion.
BOARD	4/20/2017	Melanie	Policy 11	Administration to send out the information to LSBC chairs and principals for feedback.	4/30/2017	Complete	Sent to LSBC chairs and principals on Apr 27, 2017.
BOARD	4/20/0207	Melanie	Policy 17	Administration to send out the information to LSBC chairs and principals for feedback.	4/30/2017	Complete	Sent to LSBC chairs and principals on Apr 27, 2017.
BOARD	4/20/0207	Melanie	Policy 17	Administration to seek stakeholders thoughts on School of Choice	6/1/2017	In Progress	After discussion with Lois, it was decided that this item would need more discussion and preparation. A communication plan would need to be developed with questions.
BOARD	4/20/2017	Melanie	Policy 20	Administration to send out the information to LSBC chairs and principals for feedback, with the inclusion of why this Policy has been changed.	4/30/2017	Complete	Sent to LSBC chairs and principals on Apr 27, 2017.

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
BOARD	3/15/2017	David	2018-2019 Capital Plan	Administration to evaluate St. Theresa School and Little Buffalo School for addition to the 2018-2019 Capital Plan.	1/1/2019	Pending	Update: Apr 2017 - St. Theresa will be evaluated, Little Buffalo School will be put on hold until further information is received in regards to the land claim. Original request - The Capital Plan should be added to the Board Work Plan and should come to the Board of the Whole in January of every year for review and discussion.
BOARD	2/23/2017	Department Heads	All new Administrative Procedures - Link to Policy	All procedures have to link to board policy so it is known to all what is driving the procedure.	6/30/2017	In Progress	Update May 2017 - These procedures will now be brought to the June 2017 Board Meeting, administration needs to go through the admin procedures and remove the references to LSBC. Apr 2017 - Procedures will be linked to policies once all procedures and policies have been implemented. A column has been added in the AP Table of Contents for the department heads to go through the procedures pertaining to their department and put in what policy they should be linked to.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: DRAFT 2017-2018 BUDGET

RECOMMENDATION
That the Board of Trustees accept the draft 2017-2018 budget as attached for information.

CURRENT SITUATION: The budget is due to Alberta Education by June 30.

BACKGROUND:



NORTHLAND SCHOOL DIVISION NO. 61

**Spring
Draft Budget
report**

2017/2018

This document outlines the assumptions and key drivers of the spring budget.

Report to the
Board of Trustees
May 25, 2017

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

June 2017-2018 Draft Budget Summary:

Revenue

Operational revenue is down by \$2.2 million, due to the difference in enrolment of about 250 students between the June, 2016-2017 budget and the June, 2017-2018 budget. This was due to last year's projection being based on the September, 2015 enrolment instead of the March, 2016 enrolment. This led to a higher enrolment being projected. This year's enrolment projection is based on March numbers, as well as projections by the school principals.

A \$6.4 million conditional grant (and corresponding expenses) has been added to the revenue. This grant covers four major areas, and is structured to provide additional supports to schools. This grant has not yet been approved, and details will be available in the June 2017-2018 Final Budget, at the June board meeting.

The revenue also includes \$1.25 million from the repayment of a receivable from Mikisew Cree First Nation. These additional funds were earmarked for capital projects, but operational costs have not yet been reduced enough to be covered by the grant revenue. This will happen over several years.

Expenses

Some staffing and expense reductions have been made at the school level, to move towards right-sizing staff to student numbers. The overall divisional goal this year is 15:1 pupil-teacher ratio. Other expenses were reduced due to the difference in student numbers.

There are some other small changes at the Central Office level, but net out to about \$550,000 increase in expenses. The major reasons are: \$100,000 external audit expense, increase in IMR funding (which needs a corresponding expense), and an increase to transportation due to the increase in contract busing costs.

Other Comments

Under normal circumstances, a capital plan, with a list of projects, would be available with the draft budget. However, many of the projects have been included in the conditional grant proposal. After the proposal has been approved, details of the projects, and how they will be funded will be available.

Details regarding the above comments are in the following pages.

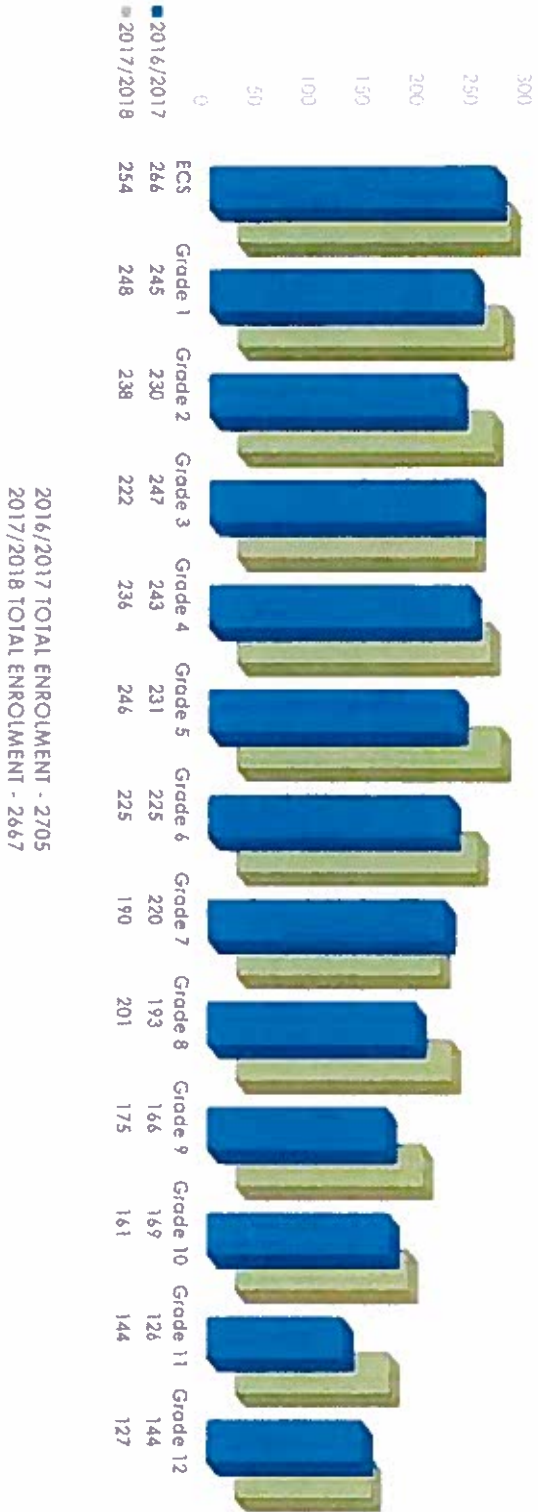
NORTHLAND SCHOOL DIVISION NO. 61
2017-2018 Enrolment Detail
September 30, 2017

	Student Enrolment		Variance	
	2016-2017 Actual	2017-2018 Projected	Enrolment Change	% Change
Athabasca Delta	218	213	(5)	-2.29%
Anzac	73	96	23	31.51%
Bill Woodward	112	107	(5)	-4.46%
Bishop Routhier	60	62	2	3.33%
Calling Lake	111	113	2	1.80%
Calling Lake Outreach	2	2	0	0.00%
Career Pathways	74	56	(18)	-24.32%
Chipewyan Lakes	18	29	11	61.11%
Conklin	39	37	(2)	-5.13%
Dr. Mary Jackson	29	30	1	3.45%
Elizabeth	146	138	(8)	-5.48%
Father R. Perin	78	76	(2)	-2.56%
Fort McKay School	74	81	7	9.46%
Giff Lake School	190	173	(17)	-8.95%
Grouard	68	75	7	10.29%
Hillview	16	16	0	0.00%
J.F. Dion	85	87	2	2.35%
Kateri	96	102	6	6.25%
Little Buffalo	202	212	10	4.95%
Mistassiniy	343	320	(23)	-6.71%
Paddle Prairie	121	109	(12)	-9.92%
Peerless Lake	134	135	1	0.75%
Pelican Mountain	20	18	(2)	-10.00%
St. Theresa	363	352	(11)	-3.03%
Susa Creek	33	28	(5)	-15.15%
	<u>2,705</u>	<u>2,667</u>	<u>(38)</u>	<u>-1.40%</u>
ECS	266	254	(12)	-4.51%
Grades 1-6	1,421	1,415	(6)	-0.42%
Grades 7-9	579	566	(13)	-2.25%
Grades 10-12	439	432	(7)	-1.59%
	<u>2,705</u> ¹	<u>2,667</u>	<u>(38)</u>	<u>-1.40%</u>
Federal Enrolment	1159 ²	1,143	(16)	-0.42%
% of students	42.85%	42.85%		

1. These are the actual enrolment numbers for 2016-2017. 2016-2017 June budget numbers were 2,914.

2. These are the actual federal enrolment numbers for 2016-2017. 2016-2017 June budget numbers were 1,316.

Northland School Division
 2017-2018 JUNE BUDGET
 ENROLMENT COMPARATIVE



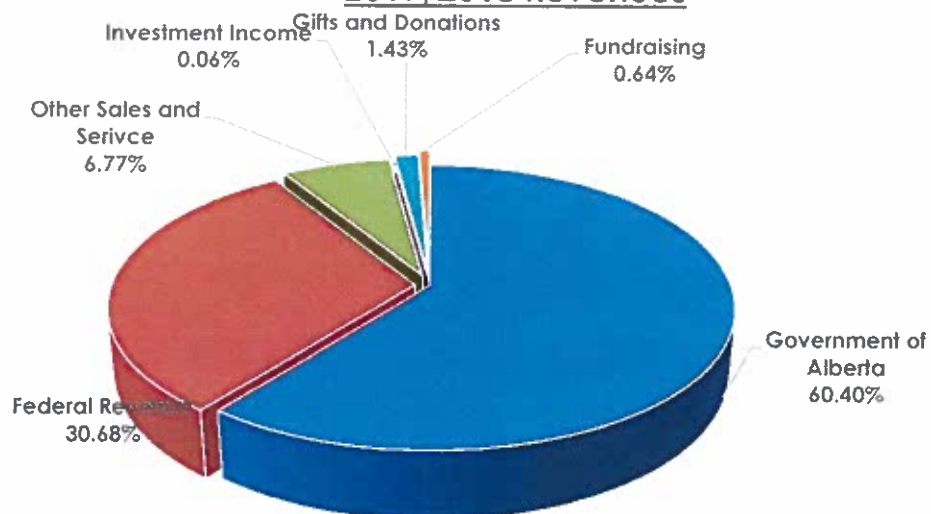
**NORTHLAND SCHOOL DIVISION NO. 61
2017-2018 SPRING BUDGET
STATEMENT OF REVENUES AND EXPENSES**

	<u>2016/2017 Spring Budget</u>	<u>2017/2018 Spring Budget</u>	<u>\$ Change</u>	<u>% Change</u>
REVENUES				
Government of Alberta				
Alberta Education	\$ 28,620,364	\$ 28,580,505	\$ (39,859)	-0.14% ¹
Other Government of Alberta	7,242,603	13,742,603	6,500,000	89.75% ²
	<u>35,862,967</u>	<u>42,323,108</u>	<u>6,460,141</u>	<u>18.01%</u>
Federal Revenue	23,262,246	21,495,421	(1,766,825)	-7.60% ³
Other Sales and Services	5,121,545	4,740,607	(380,938)	-7.44% ⁴
Investment Income	60,000	60,000	-	0.00%
Gifts and Donations	1,087,000	1,005,000	(82,000)	-7.54% ⁵
Fundraising	450,000	450,000	-	0.00%
	<u>65,843,758</u>	<u>70,074,136</u>	<u>4,230,378</u>	<u>6.42%</u>
EXPENSES				
Instruction				
Schools	30,800,497	27,284,172	(3,516,325)	-11.42% ⁶
Central Services (Instructional Support)	12,013,616	18,997,929	6,984,313	58.14% ⁷
	<u>42,814,113</u>	<u>46,282,101</u>	<u>3,467,988</u>	<u>8.10%</u>
Operations & Maintenance	10,186,557	10,676,797	490,240	4.81% ⁸
Transportation	3,553,135	3,706,060	152,925	4.30%
Board and System Administration	3,900,209	4,008,945	108,736	2.79%
External Services	5,455,390	5,255,301	(200,089)	-3.67% ⁹
	<u>65,909,404</u>	<u>69,929,204</u>	<u>4,019,800</u>	<u>6.10%</u>
OPERATING SURPLUS/(DEFICIT)	<u>(65,646)</u>	<u>144,932</u> ¹⁰	<u>210,578</u>	

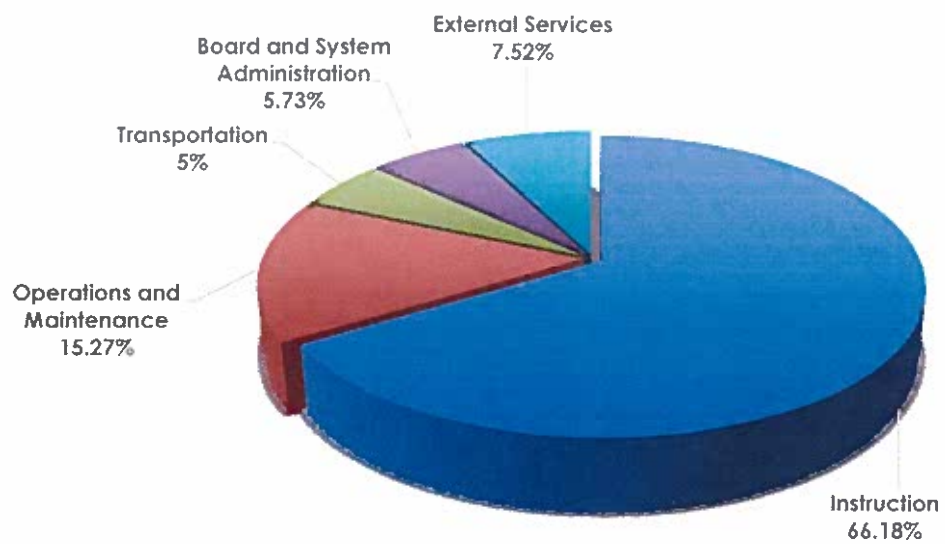
Notes:

- 1 The difference is due to the change in enrolment - projected provincial 1,591 students in the 2016-2017 June budget, and are projecting 1,524 in the 2017-2018 June budget.
- 2 The difference of \$6.5 million is \$6.4 million as a five-year conditional grant from the province, and the other \$100,000 is one-time funding to replace school fees.
- 3 This decrease is due to the change in enrolment - projected 1,316 federal students in the 2016-2017 June budget, and are projecting 1,143 in the 2017-2018 June budget, and additional income from Mikisew Cree (repayment of the outstanding receivable) of \$1.25 million.
- 4 Of the \$798,948 decrease, almost 50% (\$386,570) is attributable to the reduction in housing revenue due to the reduction in housing inventory in Wabasca. Alberta Mental Health Project funding is based on a cost-recovery model, so revenue may fluctuate based on expenses.
- 5 Industry funding has fallen by \$82,000, due to the downturn in the energy sector.
- 6 Funding to schools has decreased by \$3.5 million. Certificated teacher numbers have fallen by 20 (\$2.1 million) as the division moves towards staffing schools based on enrolment, and a pupil-teacher ratio closer to 16:1. The other \$1.3 million reduction is due to June, 2016 budget numbers projected too high, so the school operational funds have been decreased to better reflect more realistic enrolment numbers.
- 7 Instructional support has increased to \$18.9 million, up \$6.9 million. The increase is comprised of the \$6.4 million, five-year conditional grant from the province, and the additional \$500,000 is due mostly to the increase in PUF educational assistants.
- 8 Operations & Maintenance has increased by \$490,000 - \$358,000 is due to the increase in IMR revenue and offsetting expense, and an additional \$180,000 for property insurance on the Gift Lake School.
- 9 External service expenses are down as expenses are decreased to match the revenue, to ensure the budgets are balanced.
- 10 This will be transferred from the 2016-2017 operating surplus (see operating surplus page).

2017/2018 Revenues



2017/2018 Expenses



**NORTHLAND SCHOOL DIVISION
2017/2018 SPRING BUDGET
REVENUE DETAILS**

	<u>2016/2017 Spring Budget</u>	<u>2017/2018 Spring Budget</u>	<u>\$ Change</u>	<u>% Change</u>
ALBERTA EDUCATION				
Base Funding				
Early Childhood Services (ECS)	\$ 816,047	\$ 524,895	\$ (291,152)	-35.68%
Base Instruction (Gr 1-9)	9,016,210	8,274,106	(742,104)	-8.23%
Base Instruction (Gr 10-12)	677,985	891,550	213,565	31.50%
Home Education	15,037	15,037	-	0.00%
System Administration Reduction	(397,000)	(384,000)	13,000	-3.27%
Board Governance & Administration	471,000	471,000	-	0.00%
Funding reduction due file deficiencies	(52,551)	(48,453)	4,098	-7.80%
	<u>10,546,728</u>	<u>9,744,135</u>	<u>(802,593)</u>	<u>-7.61%</u> ¹
Differential Cost Funding				
ECS Program Unit Funding (PUF)	630,000	1,000,000	370,000	58.73% ²
Equity of Opportunity	1,335,000	1,335,000	-	0.00%
English as a Second Language	432,952	432,952	-	0.00%
First Nation, Metis, Inuit Funding	1,400,761	1,400,761	-	0.00%
Inclusive Education	2,977,500	2,977,500	-	0.00%
Northern Allowance	742,594	728,450	(14,144)	-1.90%
Outreach Program Funding	125,946	125,946	-	0.00%
Plant Operation & Maintenance	2,959,630	3,433,077	473,447	16.00% ³
Small Schools by Necessity	3,252,000	3,199,651	(52,349)	-1.61%
Socio Economic Status	209,451	198,286	(11,165)	-5.33%
Special Approvals Funding	550,000	550,000	-	0.00%
Funding reduction due file deficiencies	(35,491)	(35,365)	126	-0.36%
	<u>14,580,343</u>	<u>15,346,258</u>	<u>765,915</u>	<u>5.25%</u>
Targeted Funding				
Supernet Funding	211,200	211,200	-	0.00%
Regional Collaborative Service Delivery	159,508	159,508	-	0.00%
	<u>370,708</u>	<u>370,708</u>	<u>-</u>	<u>0.00%</u>
Transportation Funding	2,441,324	2,334,404	(106,920)	-4.38%
Infrastructure Maintenance Renewal (IMR)	681,261	785,000	103,739	15.23%
Other Alberta Education Revenue				
Fort McMurray COLA	500,000	500,000	-	0.00%
One-time funding		6,500,000	6,500,000	4
Deferred Regional Collaborative Service Delivery	72,698	72,698	-	0.00%
Building Collaboration and Capacity in Education Grant	669,890	669,890	-	100.00%
	<u>1,242,588</u>	<u>7,742,588</u>	<u>6,500,000</u>	<u>523.10%</u>
Alberta Education Supported Amortization	3,500,015	3,500,015	-	0.00%
Teacher Retirement Fund	2,500,000	2,500,000	-	0.00%
TOTAL PROVINCIAL FUNDING	<u>35,862,967</u>	<u>42,323,108</u>	<u>6,460,141</u>	<u>18.01%</u>

Notes

- 1 Base funding fell as a result of the change in provincial enrolment from 1,591 projected June, 2016 to \$1,524 projected June, 2017.
- 2 The funding for PUF students has increased as a result of the number of PUF students eligible for funding has increased.
- 3 Plant, Operation and Maintenance has increased due to a slight increase in per-pupil rate, and an increase in the number of provincial pupils.
- 4 The increase of \$6.5 million is \$6.4 million as a five-year conditional grant from the province, and the other \$100,000 is one-time funding to replace school fees.

FEDERAL REVENUE

Regular Tuition				
Bigstone First Nation	8,699,522	7,062,453	(1,637,069)	-18.82%
Chip Prairie	1,173,745	869,760	(303,985)	-25.90%
Indigenous and Northern Affairs Canada	2,451,056	2,070,029	(381,027)	-15.55%
Lubicon Lake Band	2,278,446	2,104,820	(173,626)	-7.62%
Mikisew Cree First Nation	3,399,958	2,652,652	(747,306)	-21.98%
Peerless Trout First Nation	3,676,584	3,583,412	(93,172)	-2.53%
Fort Chipewyan Education Authority	81,000	81,000	-	0.00%
	<u>21,760,311</u>	<u>18,424,126</u>	<u>(3,336,185)</u>	-15.33% ⁵
Early Childhood Services Tuition				
Bigstone First Nation	369,077	444,310	75,233	20.38%
Chip Prairie	94,635	52,894	(41,741)	-44.11%
Mikisew Cree First Nation		97,894		
Indigenous and Northern Affairs Canada	94,635	243,312	148,677	157.11%
Lubicon Lake Band	56,781	137,524		
Peerless Trout First Nation	179,807	306,785	126,978	70.62%
	<u>794,935</u>	<u>1,282,719</u>	<u>487,784</u>	61.36% ⁵
Federal Outreach	643,000	474,576	(168,424)	-26.19% ⁶
Additional Federal Revenue	64,000	1,314,000	1,250,000	100.00% ⁷
TOTAL FEDERAL FUNDING	<u>23,262,246</u>	<u>21,495,421</u>	<u>(1,766,825)</u>	
LOCAL REVENUES				
School Food Services	3,168,314	3,168,314	-	0.00%
Rental Revenue	1,045,540	658,970	(386,570)	-36.97% ⁸
Hot Lunch Revenue	36,375	32,675	(3,700)	-10.17%
Industry Funded Revenue/Donations	1,087,000	1,005,000	(82,000)	-7.54% ⁹
Alberta Mental Health Project	871,316	880,648	9,332	1.07%
School Generated Fundraising	450,000	450,000	-	0.00%
Investment income/rebates	60,000	60,000	-	0.00%
	<u>6,718,545</u>	<u>6,255,607</u>	<u>(462,938)</u>	-6.89%
	<u>65,843,758</u>	<u>70,074,136</u>	<u>4,230,378</u>	6.42%

Notes

5 This decrease is due to the change in enrolment - projected 1,316 federal students in the 2016-2017 June budget, and are projecting 1,143 in the 2017-2018 June budget.

6 Federal outreach revenue is based on a cost-recovery model, and this represents the amount billed in the 2015-2016 fiscal year.

7 Additional income from Mikisew Cree (repayment of the outstanding receivable) of \$1.25 million.

8 This is attributable to the reduction in housing revenue due to the reduction in housing inventory, mostly in the Wabasca-Demarais area.

9 Industry funding has fallen by \$82,000, due to the downturn in the energy sector.

**NORTHLAND SCHOOL DIVISION NO. 61
2017/2018 SPRING BUDGET
OPERATING RESERVES**

	2017-2018			Projected Balance 31-Aug-18
	Projected Balance 31-Aug-17	Budgeted Use	Transfers	
November, 2017 budget	\$ 251,397			\$ 251,397
Mikisew repayment of outstanding receivable of \$4.2 million as of March, 2016	3,000,000			3,000,000
June, 2017-2018 budget		144,932		144,932
Transfer to capital			(3,396,329)	(3,396,329)
Projected balance, Aug. 31, 2017	\$ 3,251,397	\$ 144,932	\$ (3,396,329)	\$ -

**Northland School Division
Budget Allocation Model**

Salary Allocations

	Amount	Notes
Principal	\$ 95,000	This is average cost (also called unit cost)
Teachers	\$ 95,000	This is average cost (also called unit cost)
Principal allowance	varies	as per the collective agreement - based on student numbers
Education Assistant	\$ 35,000	This is average cost (also called unit cost)
Native Language allowance	\$ 2,039	
Location allowance	\$ 3,386	as per the collective agreement - Fort Chipewyan
	\$ 4,199	as per the collective agreement - Chipewyan Lake
	\$ 2,767	as per the collective agreement - Fort McKay
Benefits	varies	based on what the employee chooses

Transferable Budget Allocations

Base allocation	\$ 15,891.25	per school
ECS base allocation	\$ 2,075.75	If the school has ECS programming, this is in addition to base
Junior and Senior High base allocation	\$ 2,075.00	If the school has high school programming, this is in addition to base
Supplementary allocation	\$ 8,550.00	Additional funding to ADCS due to cost of postage, freight and travel
Student allocation rate	\$ 298.17	per student
Additional ECS allocation rate	\$ 13.53	per student
Additional junior and senior high allocation rate	\$ 162.50	per student

Non-transferable Budget Allocations

First Nations, Metis and Inuit allocation	\$ 94.90	per student, regardless of declaration.
Two-year Cenovus grant - larger school	\$ 2,000	per school
Two-year Cenovus grant - medium school	\$ 1,500	per school
Two-year Cenovus grant - smaller school	\$ 1,000	per school

**NORTHLAND SCHOOL DIVISION NO. 61
2017/2018 SPRING BUDGET
SCHOOL EXPENSES**

	<u>2015/2016 Actuals</u>	<u>2017/2018 Spring Budget</u>	<u>\$ Change</u>
Athabasca Delta	2,761,573	2,866,968	105,395
Anzac	962,710	924,642	(38,068)
Bill Woodward	1,334,174	1,163,556	(170,618)
Bishop Routhier	776,864	615,322	(161,542)
Calling Lake	1,238,873	1,189,140	(49,733)
Calling Lake Outreach	104,794	20,790	(84,004)
Career Pathways	388,662	487,450	98,788
Chipewyan Lakes	368,526	369,960	1,434
Conklin	623,806	568,104	(55,702)
Dr. Mary Jackson	387,538	379,668	(7,870)
Elizabeth	1,492,014	1,303,598	(188,416)
Father R. Perin	973,383	825,831	(147,552)
Fort McKay School	1,337,660	1,135,928	(201,732)
Gift Lake School	1,980,894	1,759,479	(221,415)
Grouard	1,140,075	840,111	(299,964)
Hillview	441,660	307,067	(134,593)
J.F. Dion	844,845	936,462	91,617
Kateri	948,914	890,566	(58,348)
Little Buffalo	1,595,923	1,724,733	128,810
Mistassiniy	2,583,871	2,673,690	89,819
Paddle Prairie	1,042,429	1,013,378	(29,051)
Peerless Lake	1,222,191	1,161,584	(60,607)
Pelican Mountain	323,396	323,539	143
St. Theresa	4,160,200	3,445,728	(714,472)
Susa Creek	589,165	336,612	(252,553)
Home Education	20,000	20,266	266
	<u>\$ 29,644,140</u>	<u>\$ 27,284,172</u>	<u>\$ (2,360,234)</u>

**NORTHLAND SCHOOL DIVISION NO. 61
2017/2018 SPRING BUDGET
SCHOOLS STAFFING (FTEs)**

	2016/2017 Spring Budget FTE		2017/2018 Spring Budget FTE		Change in FTE		Pupil to Teacher Ratio
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated	
Athabasca Delta	18	7	20	8	2	1	10.7
Anzac	4	3.35	4.5	5.1	0.5	1.75	21.3
Bill Woodward	9	6.6	7.5	3	-1.5	-3.6	14.3
Bishop Routhier	5	3.5	4	3	-1	-0.5	15.5
Calling Lake	10.75	3.4	9	3	-1.75	-0.4	12.6
Calling Lake Outreach	1	0	0	0	-1	0	
Career Pathways	2.5	2	3	2	0.5	0	18.7
Chipewyan Lakes	3	1	2	2	-1	1	14.5
Conklin	4	1.1	4	2	0	0.9	9.3
Dr. Mary Jackson	2	3.4	2	2.7	0	-0.7	15.0
Elizabeth	10	4	9	5.65	-1	1.65	15.3
Father R. Perin	7.6	1.9	6	2.6	-1.6	0.7	12.7
Fort McKay School	7	7	5	7	-2	0	16.2
Gift Lake School	14	9	12	8	-2	-1	14.4
Grouard	7	5	6	3	-1	-2	12.5
Hillview	3	1	2	1.25	-1	0.25	8.0
J.F. Dion	6	3.5	6.5	3.5	0.5	0	13.4
Kateri	7	4	6	3.9	-1	-0.1	17.0
Little Buffalo	11	6.8	12	7	1	0.2	17.7
Mistassiniy	21.5	8	19.5	8	-2	0	16.4
Paddle Prairie	8	3.4	7	3.9	-1	0.5	15.6
Peerless Lake	9	4.8	8	4.6	-1	-0.2	16.9
Pelican Mountain	2	1	2	1.5	0	0.5	9.0
St. Theresa	25.5	23	22	20	-3.5	-3	16.0
Susa Creek	3.6	2.1	2	1.7	-1.6	-0.4	14.0
	201.45	115.85	181.00	112.4	-20.45	-3.45	14.9

The staffing allocation to the schools is based on the school enrolment and the commitment to move to a 16:1 student-teacher ratio over the next several years. Some schools will continue to have a lower than 15:1 student-teacher ratio, due to the fact that there is some industry or First Nations funding available to supplement the employee complement. Such schools are Athabasca-Delta, which have a separate tuition agreement outlining the staff complement, and Conklin and Fort McKay have additional industry funding to provide additional staff members.

**NORTHLAND SCHOOL DIVISION NO. 61
2017/2018 SPRING BUDGET
CENTRAL SERVICES EXPENSES BY CATEGORY**

	<u>2016/2017</u> <u>Spring Budget</u>	<u>2017/2018</u> <u>Spring Budget</u>	<u>\$</u> <u>Change</u>
Governance			
Corporate Board	\$ 521,750	\$ 521,750	\$ -
Local School Board Advisory Committees	375,128	\$ 181,536	\$ (193,592) ¹
	<u>896,878</u>	<u>703,286</u>	<u>\$ (193,592)</u>
Education Executive			
Superintendent & Associate Superintendent	785,445	864,334	\$ 78,889
Public Relations	158,306	158,306	\$ -
Superintendent Office & PR	943,751	1,022,640	(308,295)
	<u>1,887,502</u>	<u>2,045,280</u>	<u>(157,778)</u>
Instructional Services-Central			
CTS Mobile	229,779	229,779	-
First Nations, Metis and Inuit	363,333	487,455	124,122 ²
Literacy	296,966	295,971	(995)
Occupational Health and Safety	118,787	139,835	21,048 ³
CTS/FNMI/Literacy/OHS	1,008,865	1,153,040	144,175
Pedagogical	329,955	632,070	302,115 ⁴
System Computers	1,497,206	1,379,810	(117,396)
Testing and Achievement	1,458,653	2,250,443	791,790 ⁵
	<u>5,303,544</u>	<u>5,415,363</u>	<u>1,120,684</u>
Instructional Services-Schools	7,650,445	13,582,273	5,931,828 ⁶
Human Resources	612,229	597,711	(14,518)
Business Services	1,615,843	1,685,309	69,466 ⁷
Facility Services			
Facilities	9,760,297	9,891,797	131,500
Infrastructure Maintenance Renewal (IMR)	426,260	785,000	358,740 ⁸
	<u>10,186,557</u>	<u>10,676,797</u>	<u>490,240</u>
Student Transportation	3,553,135	3,706,060	152,925 ⁹
External Services	5,455,390	5,255,301	(200,089)
	<u>36,217,772</u>	<u>42,644,740</u>	<u>6,426,968</u>

Notes

- 1 Local School Board Committees will be transitioned to School Councils. This amount is the amount usually given to LSBCs in their first year of operation, after an election.
- 2 This budget includes the addition of two staff members.
- 3 OH&S expense is up slightly due to the purchase of new software for OH&S training and tracking.
- 4 This included two additional support positions to provide support directly to schools.
- 5 OH&S expense is up slightly due to the purchase of new software for OH&S training and tracking.
- 5 Testing and Achieving budget has increased due to an increase in PUF EAs (\$600,000) and two school counselling positions.
- 6 This includes the \$6.4 million, five-year conditional grant from the province, and the reduction of substitute costs by \$200,000 and \$200,000 other costs that are included in the grant proposal.
- 7 Business Services is up by \$70,000, due to a decrease of \$30,000 in expenses and an increase of \$100,000 for the external audit. The Office of the Auditor General has been completing the audits up until the new Northland School Act was proclaimed, free of charge. The division will now have to hire and pay for the external audits.
- 8 An increase in IMR funding means an increase in IMR expenses. In order to claim the revenue, the money needs to be spent. Therefore, the revenue and expenses should always match.
- 9 The increased cost reflects the projected increase in cost for contract buses. The contracts will be tendered over the next several months. Because they haven't been tendered for several years, it is anticipated that the cost will rise.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

**SUBJECT: TRANSFER OF HOUSING UNITS 115 AND 117 TO GIFT LAKE
METIS SETTLEMENT**

RECOMMENDATION

That the Board of Trustees approve the transfer of two housing units, #115 and #117 to the Gift Lake Metis Settlement.
--

CURRENT SITUATION: The two housing units are surplus to the needs of the Division. The housing units reside on Settlement land.

INFORMATION: The Division received a request from Ken Shaw, Gift Lake LSBC Chair in April for these houses to be transferred.

BACKGROUND:

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: GRAND YELLOWHEAD TRANSPORTATION AGREEMENT

RECOMMENDATION
That the Board of Trustees approve entering into a transportation agreement with Grand Yellowhead Public School Division No. 77.

CURRENT SITUATION: An agreement has been drafted and has been reviewed by both school divisions. NSD has made our revisions and it is now sitting with GYPSD for them to make revisions or accept.

BACKGROUND: Northland has students attending a GYPSD school and GYPSD has students attending NSD schools. By entering into an agreement it will allow each district to access transportation funding for eligible students.

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: DISPOSAL OF VEHICLE UNITS #605, #615, #645 & #665

ORIGINATOR: TRANSPORTATION DEPARTMENT

RECOMMENDATION

That the Board of Trustees approve the disposal of vehicle units #605, #615, #645 & #665 and request that these vehicles be put up for tender as per Procedure 516, Disposal of Divisional Property.

CURRENT SITUATION: The Transportation Department is recommending these vehicles be put up for disposal due to high mileage. The current mileage is as follows:

Unit 605- 2006 Ford F150 4x4 - Approx. 327,000 km

Unit 615 – 2010 Ford 1 Ton Van - 299,000 km

Unit 645 – 2004 Chevy Trail Blazer – 328,000 km

Unit 665 – 2010 Ford Explorer - Approx. 351,000 km

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT: GROUARD NORTHLAND SCHOOL JUNIOR HIGH PROGRAM –
TRANSPORTATION PILOT CONTINUANCE**

RECOMMENDATION

That the Board of Trustees approve the continuation of the pilot program for the junior high program at Grouard Northland School, access to transportation to High Prairie on the Northland bus for junior high students for the 2017-2018 school year; and the school division will conduct a program review by February 2018 of all the NSD schools in the High Prairie region.

CURRENT SITUATION

Administration would like to continue the pilot program for one more year with a review of schooling to be completed for Grouard, Peavine, Hillview and Gift Lake.

BACKGROUND

The following motion was made at the May 27, 2016 Corporate Board Meeting:

24089/16

Colin Kelly, Official Trustee moved that the Board of Trustees approve the continuation of the junior high program at Grouard Northland School, access to transportation to High Prairie on the existing Northland bus route for junior high students for the 2016-2017 school year as a pilot.

CARRIED

In January 2016 Colin Kelly, Official Trustee approved the following motion:

23994/16

Colin Kelly, Official Trustee moved 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.

Two community meetings were held on March 21 and April 28, 2016.

41 homes were surveyed to gather community input to inform the decision.

Families and community members have differing opinions as to the advisability of closing the junior high program.

Students would have expanded program opportunities in schools with larger enrolment. However concerns were raised about the costs associated with school fees, the lack of a hot lunch program and the difficulty that some families would have getting to High Prairie in case of emergency. These latter items would result in hardships for some families. Parents were also concerned that there would be less access to language and cultural programs in High Prairie.

Access to Northland transportation will provide transportation at no cost to parents choosing to have students enrol in High Prairie for grades 7 through 9. Grouard Northland School will continue to offer educational programming for junior high students. Staffing and programming will be determined by enrolment.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: NEW SCHOOL BUSES PURCHASE TENDER ACCEPTANCES

RECOMMENDATION

<p>That the Board of Trustees approve the purchase of (3) new Thomas Built 64 passenger diesel school buses from The Bus Centre, for the purchase price of \$108,810.25 each plus gst.; and one (1) Blue Bird 64 passenger gasoline school bus from Kirkman Bus Sales for the purchase price of \$107,168.40 plus gst, with funds coming from the approved 2016-2017 Transportation Budget.</p>

CURRENT SITUATION: Invitation to participate in Northland's tender for the purchase of four (4) new school busses was advertised and were received by the Secretary-Treasurer on April 26, 2017.

Other Tenders Received:

Western Canada Bus 64 passenger - \$106,649.25 +gst
 Western Canada Bus 70 passenger - \$103,309.25 +gst
 Blue Bird (no passenger listed) - \$113,268.00 +gst
 Blue Bird (no passenger listed) - \$111,168.00 +gst

Rationale:

The Bus Centre – Purchase based on the fact that the majority of our buses are Thomas Freightliners. The drivers, our shops and we are familiar with them and the service from the Bus Centre is the best from past experience.

Kirkman Bus Sale – This bus is a gasoline bus. The department would like to test the gas bus on the shorter routes. Diesel engines are not designed to make short trips and stop and go like a school bus does. This practice is hard on the engines, turbo's and the emissions equipment which is costly to repair. Gas buses also tend to be warmer for the students. We do have

quite a few Bluebird's in our fleet, so we are not concerned about the shops or drivers.

Western Canada IC Bus – The department has not had luck with International buses. Many have spent a lot of time in the shop and the paint is proving less than acceptable. Thus the decision to purchase from the other vendors.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

**SUBJECT: NORTHLAND LAND TRANSFER TO PEMBINA HILLS REGIONAL
DIVISION NO. 7**

RECOMMENDATION

That the Board of Trustees approve the request from Pembina Hills Regional Division No. 7 to transfer the following lands for school purposes from Northland School Division to Pembina Hills Regional Division No. 7, subject to Minister approval.

68-8-W5: All

68-9-W5: All

68-10-W5: All

68-11-W5: Only Section 11, 12, 13, 14, 23, 24, 25, 26, 35, 36

64-8-W5: All

64-9-W5: All

65-8-W5: All

65-9-W5: All

66-8-W5: All

66-9-W5: All except Section 7, 8, 17, 18, 19, 20, 28, 29, 30, 31, 32, 33

67-8-W5: All

67-9-W5: All except Section 5 & 6

67-10-W5: All except Section 1, 2, 3, 4, 5, 6, 7, 8, 18

67-11-W5: Section E2, E11, 12, 18, E14, E23, 24, 25, E26, E35, 36

CURRENT SITUATION: Northland received a request from Pembina Hills Public Schools David Garbutt, Acting Superintendent regarding the land around Swan Hills. Pembina is asking if NSD would consider allowing Pembina to redraw their jurisdiction boundaries to encompass the land between Barrhead and Swan Hills. There are no students residing in this area as it is mostly Crown Land. Swan Hills has a small K-12 school and they feel quite separated from the Pembina School Division; the maps are attached.

RECOMMENDATION: As there are no NSD students residing in the area requested, Northland would recommend that the request to redraw the boundaries be granted.



Board of Trustees
Jennifer Tuininga, Chair
Annette Bokenfohr
Jackie Comeau
Jan Hoffart
Judy Lefebvre
Sheri Watson
Kim Webster
Acting Superintendent
David Garbutt

May 11, 2017

Ms. Trudy Rasmuson
Secretary Treasurer
Northland School Division No. 61
P.O. Bag 1400, 9809 77 Avenue
Peace River, AB
T8S 1V2

Dear Ms. Rasmuson:

Re: Unorganized school territory between Pembina Hills Public Schools' Swan Hills and Barrhead wards

Further to your conversation with Mr. David Garbutt, Acting Superintendent, please be advised that the Pembina Hills Public Schools passed the following motion at their May 10, 2017 regular board meeting:

#6978/05/17 Moved by Trustee Watson that the Board request Northland School Division No. 61 endorse the transfer of the following lands for school purposes from Northland School Division No. 61 to Pembina Hills Regional Division No. 7; and furthermore, should Northland School Division No. 61 endorse the transfer, that the Board apply to the Education Minister to enact the transfer:

63-8-W5: All
63-9-W5: All
63-10-W5: All
63-11-W5: Only Section 11, 12, 13, 14, 23, 24, 25, 26, 35, 36
64-8-W5: All
64-9-W5: All
65-8-W5: All
65-9-W5: All
66-8-W5: All
66-9-W5: All except Section 7, 8, 17, 18, 19, 20, 28, 29, 30, 31, 32, 33
67-8-W5: All
67-9-W5: All except Section 5 & 6
67-10-W5: All except Section 1, 2, 3, 4, 5, 6, 7, 8, 18
67-11-W5: Section E2, E11, 12, 13, E14, E23, 24, 25, E26, E35, 36

Attached is a copy of the map depicting the area.

The purpose for the requested transfer is the desire of our Board to join the two areas between the Swan Hills ward and Barrhead ward, signaling on the division map that there is no separation between ward boundaries.

Regional Office

5310 - 49 Street, Barrhead, AB T7N 1P3 • www.phrd.ab.ca
 P 780.674.8500 • F 780.674.3262 • Toll Free 1.877.693.1333

TOGETHER WE LEARN



Thank you for considering our request for endorsement by Northland School Division. Please let me know if you have any questions regarding this matter.

Sincerely,



**Tracy J. Meunier
Secretary Treasurer**

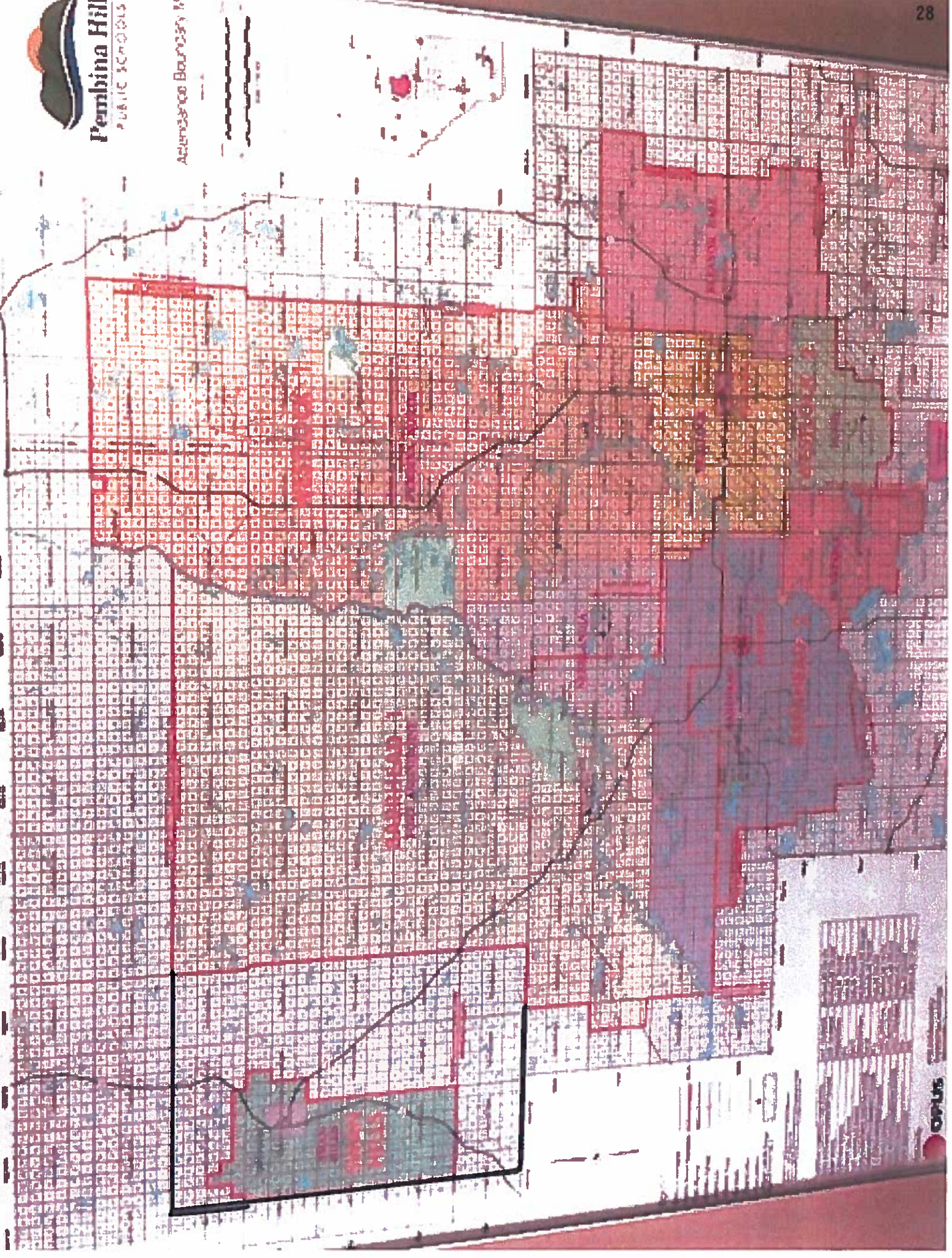
Enclosure

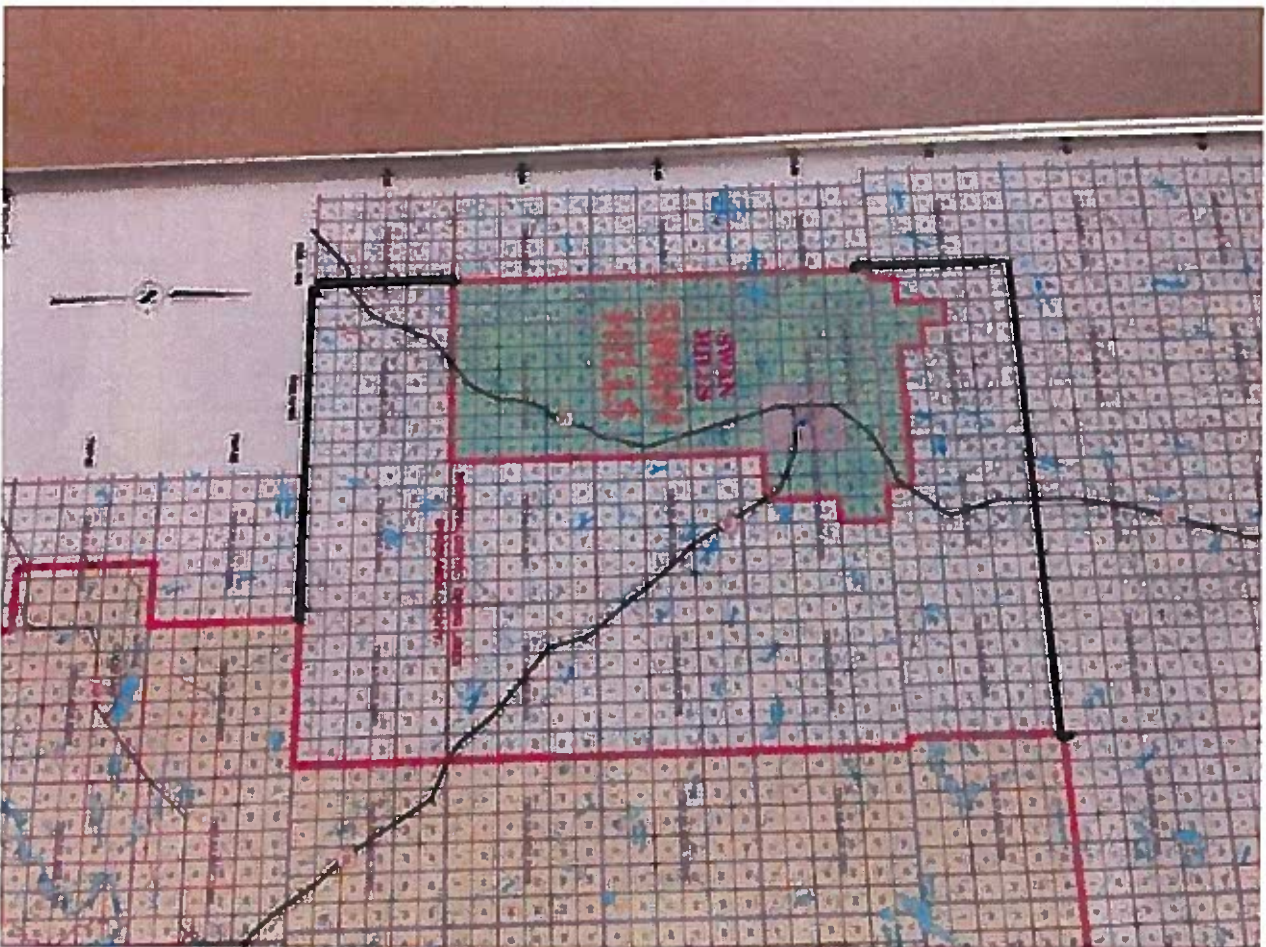
**cc: Jennifer Tuininga, Board Chair
David Garbutt, Acting Superintendent**



Pembina Hills
PUBLIC SCHOOLS

Academics Bounessy Mo





TWP.68

TWP.67

TWP.66

TWP.65

TWP.64

TWP.63

TWP.68 RGE.11 WS

TWP.68 RGE.10 WS

TWP.68 RGE.9 WS

TWP.68 RGE.8 WS

TWP.68 RGE.7 WS

TWP.67 RGE.11 WS

TWP.67 RGE.10 WS

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TWP.67 RGE.8 WS

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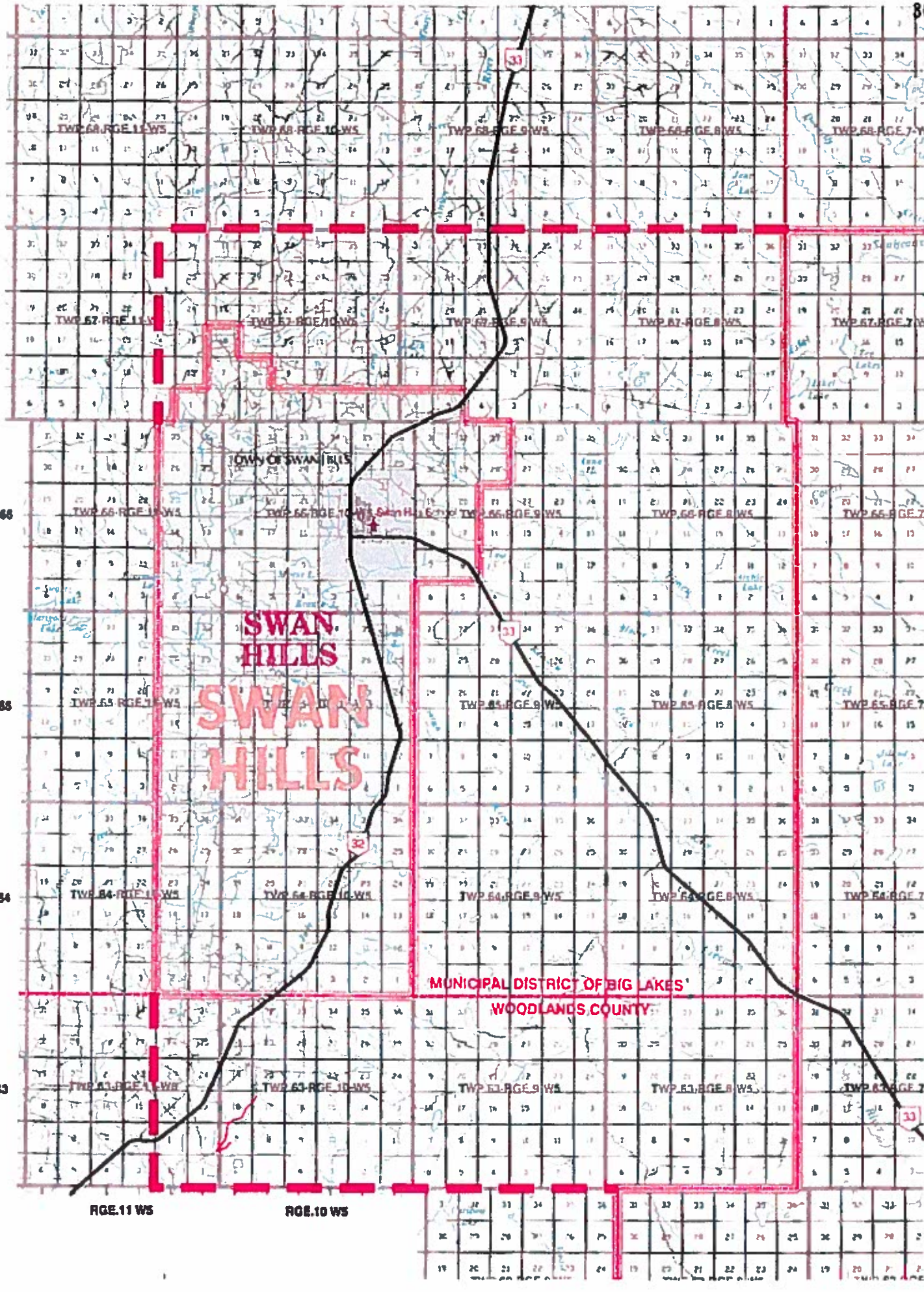
MUNICIPAL DISTRICT OF BIG LAKES

WOODLANDS COUNTY

SWAN HILLS
SWAN HILLS

TOWN OF SWAN HILLS

SWAN HILLS



BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

**PRESENTED BY: WES OGINSKI, ASSOCIATE SUPERINTENDENT OF HUMAN
RESOURCES**

SUBJECT: SUPERVISOR DESIGNATION

RECOMMENDATION
That the Board of Trustees approves the changes to the proposed Supervisor designation as defined in Appendix 2 Schedule of Rates.

CURRENT SITUATION: NSD currently defines the Supervisor position in Appendix Schedule of Rates under the Policy Manual. The Supervisor is a position that requires a teacher's certificate and is listed as one of two division central office leadership designations exempted from the collective agreement.

BACKGROUND: Under the NSD-ATA Collective Bargaining Agreement Section 1 Term of the Agreement

1.1.1 Notwithstanding the above, employees holding the title of Supervisor or Superintendent shall be excluded from this Agreement.

When it comes to establishing and creating educationally related designations for central office positions, NSD is limited in regards to creating positions that are free from the parameters enacted by the collective agreement including but not limited to assignable time, duties, salary and benefits.

NSD has had Coach and Lead Teacher as central office positions, and in recent years, it has created the positions of Director and District Principal. Complications have arisen as the Local and provincial ATA have pointed out to NSD these designations do not fall outside the scope of the collective agreement and therefore NSD is responsible to address all the parameters of the

agreement, including assignable time, scope of duties, salary and benefits.

At this time NSD only has two designations it can utilize for central office leadership positions as it needs.

NSD has utilized the Superintendent designation to create leveled senior executive positions:

- the Superintendent of Schools; and
- the Associate Superintendent roles.

To create more flexibility and better organize our educational second tier services NSD should utilize the Supervisor designation in the same way. NSD will create three types of Supervisor designations that are a tiered leadership structure to provide second level services (Inclusion, Literacy, Numeracy, CTS, etc) as needed.

- Supervisor I: equivalent to Coach & Lead Teacher designations in current use. An entry level leadership position.
- Supervisor II: equivalent to Supervisor designations in current use. A mid-level leadership position.
- Supervisor III: equivalent to Director designations in current use. A senior executive leadership position.

The current staff in the Supervisor and Director positions will not be affected by this change. This change creates more flexibility in recognizing the level of leadership positions our second-tier services require.

This will require revisions to section 11 of Appendix 2 as well as deleting section 12 (see attached). Job descriptions would also need to be realigned and developed.

OPTIONS:

Approve changes to the Supervisor designation in the Appendix 2 Schedule of Rates

Northland School Division No 61
Appendix 2 Schedule of Rates – Version A

11. Supervisor Designations

With respect to the salary for supervisory staff who require a valid Alberta Teaching Certificate, the following will apply:

- 11.1 Supervisor I: Persons holding the title of Coach or Assistant Supervisor shall be recognized as being at the Supervisor I designation and shall have their salaries based on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$5,000.00. This is a 10 month position.
- 11.2 Supervisor II: Persons holding the title of Supervisor shall be recognized as being at the Supervisor II level and shall have their salaries based on the maximum on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$10,000, plus a \$1,000.00 experience increment per consecutive year of Central Office experience to a maximum of ten (10) years effective August 1, 2010. This is a 12 month position.
- 11.3 Supervisor III: Persons holding the title of Director shall be recognized as being at the Supervisor III designation and shall have their salaries based on the maximum on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$17,000.00 plus a \$1,000.00 experience increment per consecutive year of Central Office experience to a maximum of ten (10) years. This is a 12 month position.

Northland School Division No 61
Appendix 2 Schedule of Rates – Version B

11. Supervisor Designations

With respect to the salary for supervisory staff who require a valid Alberta Teaching Certificate, the following will apply:

- 11.1 Supervisor I: Persons holding the title of Education/Education Technology/Inclusion/Instructional/Learning Coach or Assistant Supervisor shall be recognized as being on the Supervisor I level and shall have their salaries based on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$5,000.00. This is a 10 month position.
- 11.2 Supervisor II: Persons holding the title of First Nations Metis and Inuit Supervisor, Pedagogical Supervisor or Supervisor of Student Services shall be recognized as being on the Supervisor II level and shall have their salaries based on the maximum on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$10,000, plus a \$1,000.00 experience increment per consecutive year of Central Office experience to a maximum of ten (10) years effective August 1, 2010. This is a 12 month position.
- 11.3 Supervisor III: Persons holding the title of Director of First Nations, Metis and Inuit, Director of Human Resources or Director of Student Services shall be recognized as being a Supervisor III designation and shall have their salaries based on the maximum on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$17,000.00 plus a \$1,000.00 experience increment per consecutive year of Central Office experience to a maximum of ten (10) years. This is a 12 month position.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: HEALTH SPENDING ACCOUNT

ORIGINATOR: WESLEY OGINSKI, ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES

RECOMMENDATION

That the Board of Trustees approve increasing the amount of the Health Spending Account for non-teaching staff to \$850 per year, effective immediately.
--

CURRENT SITUATION: Northland School Division provides a Health Spending Account (HAS) benefit to non-teachers in the amount of \$300 per year. Teaching staff receive \$850 per year as per the collective agreement.

BACKGROUND: Prior to 2015-2016, the only Staff who had the HSA were staff under the Collective Agreement. Exceptions were the Superintendent of Schools and the Secretary Treasurer who could negotiate their own benefits.

An HSA was introduced in 2015-2016 to all other Northland staff, but at a lower level. As there are no forthcoming salary increases, this would be a small positive consideration for the non-teaching staff.

OPTIONS:

1. Approve the increase.
2. Maintain the HSA at the current level.

RECOMMENDATION: Approve the increase.

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: POLICY READING TIMELINE

RECOMMENDATION
That the Board of Trustees receive as information the Policy Reading Timeline, as attached.

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 8, BOARD COMMITTEES

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve third and final reading of Policy 8, Board Committees, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

SYNOPSIS OF PROPOSED CHANGES

Policy 8 Board Committees - current to proposed

Current	Proposed
1	1
2	1
3	1
4	Resource Personnel
Standing Committees	
1	Board of Whole
2	Board of Whole
Personnel & Education Committee	
1	Board of Whole
2	Board of Whole

x means item from current policy not included in proposed policy

The reason for the move away from standing committees is to enable the new Board to discuss and learn about everything as a committee of the whole and then with time they can put standing committees in place if they wish. Generally Boards do not use a lot of committees but rather work as a committee of the whole.

Policy 8

BOARD COMMITTEES

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

General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.

Standing Committees

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

1. Agenda Review Committee

1.1 Purpose

- 1.1.1 To make decisions regarding agenda items for regular Board meetings.

1.2 Powers and Duties

- 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

1.3 Membership

- 1.3.1 Board Chair.
- 1.3.2 Vice-Chair

1.3.3 One (1) trustee on a rotational basis.

1.3.4 Superintendent and/or designate(s).

1.4 Meetings

1.4.1 At least two (2) weeks prior to each regular Board meeting.

2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items.

2.1 Purpose

2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.

2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

2.2 Powers and Duties

2.2.1 Make recommendations for agenda items for subsequent Board meetings.

2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

3. Student Expulsion Committee

3.1 Purpose

3.1.1 To make decisions regarding the recommendations for the expulsion of any student.

3.2 Powers and Duties

3.2.1 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).

3.2.2 Inform the Board of the action taken by the Committee.

3.3 Membership

3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people to deal with each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.

3.3.2 Superintendent and/or designate(s).

3.4 Meetings

3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

Ad Hoc Committees

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

Resource Personnel

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

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act
Collective Agreement

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 9, BOARD REPRESENTATIVES

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve third and final reading of Policy 9, Board Representatives, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

Policy 9

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations.

Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations to further student success.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as determined at the annual Organizational Meeting.

The Board representative will provide a report to a subsequent Board meeting.

1. Alberta School Boards Association (ASBA) Zone Meetings

Purpose of the Association Zones

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual boards, ASBA Board of Directors, Alberta Education, and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Fall General Meeting of the ASBA.
- 1.1.3 Facilitate the development of trustee skills and knowledge.
- 1.1.4 Act on action requests from ASBA Board of Directors.

1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend ASBA Zone meetings.
- 1.2.2 Represent the Board's positions and interests at the Zone level.
- 1.2.3 Communicate to the Board the work of ASBA Zone.
- 1.2.4 Build relationships.

1.3 Representation

- 1.3.1 One (1) trustee; one (1) alternate per Zone

1.4 Meetings

- 1.4.1 As called by ASBA Zone.

2. Organizations the Board determines it is important to have a strong partnership with.

2.1 Purpose of the Liaison

2.1.1 To explore and/or strengthen partnership opportunities/challenges.

2.2 Powers and Duties of the Board Representative

2.2.1 Meet with organization representatives to:

2.2.1.1 Explore ways to ensure/enhance student success.

2.2.1.2 Share successes.

2.2.1.3 Ensure effective two-way communication.

2.2.1.4 Build relationships.

2.2.2 Represent the Board's positions and interests at meetings.

2.3 Representation

2.3.1 One trustee; one alternate per organization.

2.4 Meetings

2.4.1 At least two (2) times per year, or as mutually determined.

3. Public School Boards' Association of Alberta (PSBAA) Council

3.1 Purpose of the Association Council

3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice, to address public school education issues on a provincial level to effect change and improvement.

3.2 Powers and Duties of the Board Representative

3.2.1 Attend PSBAA Council meetings as required.

3.2.2 Represent the Board's positions and interests at PSBAA Council meetings.

3.2.3 Communicate to the Board the work of PSBAA Council.

3.2.4 Build relationships.

3.3 Representation

3.3.1 One (1) trustee; one (1) alternate.

3.4 Meetings

3.4.1 As called by PSBAA Council.

4. Second Languages Caucus

4.1 Purpose of the Second Languages Caucus

4.1.1 To promote program offerings in second languages by Boards across the province.

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 10, POLICY MAKING

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve third and final reading of Policy 10, Policy Making, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

SYNOPSIS OF PROPOSED CHANGES

Policy 10 Policy Making - current to proposed

Current	Proposed	Current	Proposed
Planning	1		
Development	2		
Implementation	3		
Evaluation	4		
1	1		
2	2		
3	5		
3.1	5.1		
3.2	5.2		
3.3	5.3		
4	6		
5.00	Policy 12		
6	14		

x means item from current policy not included in proposed policy

Policy 10

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations.

Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide community based public education and compliance with the School Act, the Northland School Division Act and other provincial as well as federal legislation.

Community based public education must also reflect the culture, beliefs, values and traditions of the communities served.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee of the Board.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies

relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a regular manner in order to determine if it is meeting its intended purpose.

Specifically

1. Any person or party may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent will present the proposal to the Board or appropriate standing committee of the Board, for initial consideration and determination.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. The Board will give each new or revised policy three (3) readings in public session as follows:
 - 5.1 Proposed policies will be circulated for no less than a total of sixty (60) days.
 - 5.2 First Reading
 - 5.2.1 The Board will consider the policy proposal and will determine the manner and timeline for receiving input from interested parties. In most cases, the policy proposal presented to the Board would be circulated to Division staff, principals, school staff, the Northland Local of the Alberta Teachers' Association and key stakeholders groups for consideration and reaction.
 - 5.2.1.1. The Principal is responsible to ensure the school council has opportunity to provide input.
 - 5.2.2 The circulation period may be waived in emergency situations or when there are legislative parameters or collective agreement stipulations precluding feedback.
 - 5.3 Second Reading
 - 5.3.1 The policy is discussed further by the Board after taking into consideration any input received and any amendments arising from input and comments received.

5.3.2 The Board shall consider the information and reaction provided and will either approve the proposed policy in principle or recirculate if deemed appropriate.

5.4 Third Reading

5.4.1 The Board shall give final approval of the policy after it has been given approval in principle.

6. No more than two (2) readings of any policy proposal may be given at any one (1) meeting of the Board unless all trustees are present and unanimously agree to give the policy a third reading.
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. In the absence of existing policy, the Board may make decisions, by motion, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy. If appropriate, specific written policy will be developed.
9. The Board may request the Superintendent to change an administrative procedure into a draft Board policy and will provide the rationale for same.
10. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
11. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
12. The Superintendent must inform the Board of any substantive directional changes in administrative procedures.
13. The Superintendent shall ensure all Board policies and administrative procedures posted on the Division's website are current.
14. The Board shall ensure that each policy has a specified date by which the policy must be evaluated in order to determine if it has brought about the intended result, is still necessary and is to be maintained or deleted.

Legal Reference: Section 60, 61, 113 School Act

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 11, BOARD DELEGATION OF AUTHORITY

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION

That the Board of Trustees approve second reading of Policy 11, Board Delegation of Authority, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

**Policy 11 Board Delegation of Authority
- current to proposed**

Current	Proposed	Current	Proposed
1	Background	6	background
2	1	7	x
3.1	x	8	Policy 13
3.2	x	9	Policy 5
3.3	x	10	Policy 12
3.4	x		
3.5	3.2		
3.6	x		
3.7	x		
3.8	x		
3.9	x		
3.10	x		
3.11	x		
3.12	x		
3.13	3.5		
4	Policy 13		
5	Background		

x means item from current policy not included in proposed policy

- 3.1 Locally Developed Courses
- 3.2 Special Education
- 3.3 Services for students and children
- 3.4 home education
- 3.6 outreach programs
- 3.7 IOP
- 3.8 Off-campus education
- 3.9 ESL
- 3.10 guidance and counselling
- 3.11 school based decision making
- 3.12 school authority accountability
- 7 The LSBC is delegated the authority to develop overall policy under which the Local School Lunch Program Association will operate

Policy 11

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the School Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any significant new provincial, regional or local obligations must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the School Act, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 3.1 Dispute Resolution.
 - 3.2 Early Childhood Services.
 - 3.3 Student Evaluation.

- 3.4 Surplus Land and Buildings.
- 3.5 Teacher Growth, Supervision and Evaluation.
- 4. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.
- 5. The Superintendent shall inform the Board of the development of new Administrative Procedures pertaining to sections 3 and 4 above and the legislation or program area it pertains to.

Legal Reference: Section 19, 60, 61, 95, 96, 98, 101, 102, 105, 106, 107, 109, 109.1, 110, 113 School Act

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 17, STUDENT TRANSPORTATION SERVICES

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION

That the Board of Trustees approve second reading of Policy 17, Student Transportation Services, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes the priority of transportation services is to provide safe transportation for students to Board designated programs within Northland School Division.

School bus transportation service is provided in accordance with provisions of the School Act, and the specifications outlined in this policy. Responsibility for students' safety and well-being is retained by the parents or guardian of the student up until the students are picked up by the school bus and after they are dropped off by the school bus.

Specifically

1. The Board will provide transportation at no cost for students:
 - 1.1 Eligible for provincial transportation funding: over 2.4 km from their designated school.
2. The Board may require students to walk to a congregated stop.
3. Transportation services for student on-reserve to Northland Schools shall be as per contract.
4. Non-resident students transported by Northland School division must be covered by a transportation agreement.
5. The Board may provide transportation for students residing less than 2.4 km from their designated school.
6. Students residing less than 2.4 km from their designated school who wish to access transportation may be required to pay an annual fee as determined by the Board, provided there is space on the bus and the bus route does not have to be substantially altered.
7. The Alberta Education transportation conveyance allowance may be forwarded to a parent of a student qualifying for alternative transportation services.
8. Funding received for a student may be forwarded to a parent of a student directed by the Board to attend a school of another board or an organization or agency providing special education services, that requires the student to be absent from their home community.
9. The Board shall approve all school attendance and transportation service areas.
10. For safety reasons, where practical, student pick-ups and drop-offs, will be organized so that students who are picked up first in the morning are dropped off first in the afternoon.

Legal Reference: Section 13, 45, 45.1, 51, 52, 53, 60, 61, 113 School Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009
Funding Manual for School Authorities

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 20, TEACHER HOUSING

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve second reading of Policy 20, Teacher Housing, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and executive staff.

Correspondence was sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. To date there has not been any feedback received.

Role of Board - current to proposed

Current	Proposed	Current	Proposed	Current	Proposed
1.1	4.1	4.1	x	7.1	9.3
1.2	4.2	4.2	x	7.2	9.4
2.1	x	4.3	8.3	7.3	9.5
2.2	3.3	4.4	5.13	8.1	7.3
2.3	3.6	4.5	x	8.2	7.2
2.4	3.8	4.6	8.1	8.3	x
2.5	3.9	4.7	6.2, 6.3	8.4	x
3.1	1.1	5.1	6.1	9.1	5.1, 5.2
3.2	1.7	5.2	6.2	9.2	5.2
3.3	2.3	5.3	6.3	9.3	5.10
3.4	1.8	5.4	6.6	9.4	5.9
3.5	1.10	5.5	x	9.5	x
3.6	1.10	6.1	x		
3.7	5.2	6.2	x		
3.8	1.9	6.3	3.8		
3.9	1.9	6.4	x		
3.1	1.10				

x means item from current policy not included in proposed policy

- 2.1 Delegate authority to LSBCs at their request, in accordance with School Act and NSD Act
- 4.2 Identify & approve areas policy is needed, identify end result to remediate problem
- 4.5 Determine the ENDS the Division is to pursue
- 5.5 Provide for Superintendent succession planning
- 6.1 Approve organizational structure
- 6.2 Approve role descriptions for senior staff
- 6.4 Approval evaluation mechanism for senior staff
- 8.3 Consider use of ASBA, PSBAA, community resources (Board development)
- 8.4 Time activate plan (Board development)
- 9.5 No community donations

Policy 20

TEACHER HOUSING

The Board will provide safe reliable housing for teachers resident in communities identified as requiring such services and believes this to be an essential component of teacher attraction and retention.

Specifically

1. The Division Teacher Housing Services will be structured in the form of a separate financially self-sufficient entity.
2. Teacher housing shall be maintained to a high standard.
3. Teacher housing may be provided to others only if there is excess space and they are providing services to Northland School Division.

Legal Reference: Section 18, 19, 20, 45.1, 60, 61, 97, 113 School Act
Public Health Act
Residential Tenancy Act

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 2, ROLE OF THE BOARD

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 2, Role of the Board, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Role of Board - current to proposed

Current	Proposed	Current	Proposed	Current	Proposed
1.1	4.1	4.1	x	7.1	9.3
1.2	4.2	4.2	x	7.2	9.4
2.1	x	4.3	8.3	7.3	9.5
2.2	3.3	4.4	5.13	8.1	7.3
2.3	3.6	4.5	x	8.2	7.2
2.4	3.8	4.6	8.1	8.3	x
2.5	3.9	4.7	6.2, 6.3	8.4	x
3.1	1.1	5.1	6.1	9.1	5.1, 5.2
3.2	1.7	5.2	6.2	9.2	5.2
3.3	2.3	5.3	6.3	9.3	5.10
3.4	1.8	5.4	6.6	9.4	5.9
3.5	1.10	5.5	x	9.5	x
3.6	1.10	6.1	x		
3.7	5.2	6.2	x		
3.8	1.9	6.3	3.8		
3.9	1.9	6.4	x		
3.1	1.10				

x means item from current policy not included in proposed policy

- 2.1 Delegate authority to LSBCs at their request, in accordance with School Act and NSD Act
- 4.2 Identify & approve areas policy is needed, identify end result to remediate problem
- 4.5 Determine the ENDS the Division is to pursue
- 5.5 Provide for Superintendent succession planning
- 6.1 Approve organizational structure
- 6.2 Approve role descriptions for senior staff
- 6.4 Approval evaluation mechanism for senior staff
- 8.3 Consider use of ASBA, PSBAA, community resources (Board development)
- 8.4 Time activate plan (Board development)
- 9.5 No community donations

Policy 2

ROLE OF THE BOARD

The Board is a corporate entity established by the provincial legislature and given authority by the School Act, the Northland School Division Act and the attendant regulations. Board means Board of Trustees.

The Board is charged with the responsibility of providing an education system that is organized and operated in the best interests of the students and the communities it serves. It exercises this responsibility through setting of effective policies, clear strategic direction; the wise use of resources and good monitoring practices.

Specific Areas of Responsibility

1. Accountability for Student Learning and Wellness

- 1.1 Provide overall direction for the Division by establishing vision, mission, beliefs and values.
- 1.2 Support & ensure the establishment of a welcoming, caring, respectful, safe and healthy learning and work environment.
- 1.3 Ensure Board policies are respectful of local cultural goals, values and traditions.
- 1.4 Enable each community to guide and shape the building of culture, values and traditions into their local school.
- 1.5 Enable supports for children regarding the impacts of residential school legacy.
- 1.6 Enable processes to support quality teaching.
- 1.7 Closely monitor the effectiveness of each school in achieving student success, established priorities and other key performance indicators.
- 1.8 Initiate school and program reviews as necessary to ensure the achievement of outcomes and student success.
- 1.9 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
- 1.10 In consultation with communities, identify Division priorities at the outset of annual Three-Year Education planning process.
- 1.11 Annually approve the "rolling" Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public and LSBC prior to March 31 of each year.

2. Engagement

- 2.1 Engage at least once within the 12 month period immediately following each general election with respect to the establishment of the Board's strategic direction with:

- 2.1.1 the wards;
 - 2.1.2 First Nations, Metis, Municipalities and other communities with respect to which the board provides educational services;
 - 2.1.3 Treaty 8 First Nations of Alberta;
 - 2.1.4 the Metis Settlements General Council; and
 - 2.1.5 the Council of School Councils.
- 2.2 Meet with Council of School Councils (COSC) at least once each school year.
 - 2.3 Enable and support the meeting of Ward Councils at least three times per school year.
3. Community Assurance
- 3.1 Make informed decisions that represent the best interests of the entire Division, and honour community diversity.
 - 3.2 Establish ongoing plans for collaborative work between the Division and First Nations and Métis Settlements.
 - 3.3 Report Division outcomes to the community at least annually.
 - 3.4 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 3.5 Model a culture of respect and integrity.
 - 3.6 Maintain transparency in all fiduciary aspects.
 - 3.7 Ensure Board processes and procedures are respectful of local culture, values and traditions.
4. Accountability to Provincial Government
- 4.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 4.2 Perform Board functions required by governing legislation and existing Board policy.
 - 4.3 Ensure all students, teachers and Division leaders learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.
5. Fiscal Accountability
- 5.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
 - 5.2 Approve the annual budget and allocation of resources to achieve desired results.
 - 5.3 Approve, if any, annual fees for instructional resources, transportation and tuition.
 - 5.4 Approve expense reimbursement rates.
 - 5.5 Approve substantive budget adjustments when necessary.

- 5.6 Enable the development of reciprocal partnership agreements to collectively enhance supports and services for all students, including those attending First Nations operated schools.
 - 5.7 Approve tenders/purchases/contracts/lease agreements in excess of one hundred twenty five thousand dollars (\$125,000).
 - 5.8 Ensure fair tender and bid processes.
 - 5.9 Monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses and year-end projections.
 - 5.10 Receive the Audit Report and ensure the management letter recommendations are addressed.
 - 5.11 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
 - 5.12 Approve borrowing for capital expenditures within provincial restrictions.
 - 5.13 Set the parameters for negotiations after soliciting advice from the Superintendent and others.
 - 5.14 At its discretion, ratify Memoranda of Agreement with bargaining units.
 - 5.15 Approve the Superintendent's contract.
 - 5.16 Approve annually the signing authorities for the Division.
 - 5.17 Approve transfer of funds to/from reserves.
 - 5.18 Approve investment parameters.
 - 5.19 Ensure all non-instructional programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.
6. Board/Superintendent Relations ("First Team")
- 6.1 Select the Superintendent; provide for succession planning as required.
 - 6.2 Provide the Superintendent with clear corporate direction.
 - 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act.
 - 6.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 6.5 Demonstrate mutual respect and support, which is then conveyed to the staff and the community.
 - 6.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
 - 6.7 Annually review compensation of the Superintendent.

7. Board Development

- 7.1 Annually review and approve the Board work plan.
- 7.2 Develop a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.
- 7.3 Annually evaluate Board effectiveness in meeting performance indicators and set a Positive Path Forward.

8. Policy

- 8.1 Identify how the Board is to function.
- 8.2 Develop/revise policies using an engagement process, when appropriate.
- 8.3 On a regular basis monitor policy currency, relevancy and effectiveness.

9. Political Advocacy

- 9.1 Act as an advocate for public education and the Division.
- 9.2 Identify issues for advocacy on an ongoing basis.
- 9.3 Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- 9.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
- 9.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education in local communities.

Selected Responsibilities

The Board shall:

- 1. Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land, are in place prior to capital project construction.
- 2. Approve school attendance areas.
- 3. Establish entrance ages for student admission.
- 4. Approve locally developed/acquired courses for students.
- 5. Name schools and other Division-owned facilities.
- 6. Approve Division Calendar Framework and school calendar(s).
- 7. Provide for recognition of students, staff and community.

8. Approve leases, and agreements with municipal authorities; ensure leases are in place for all schools situated on Métis Settlement lands.
9. Approve all international field trips, and out-of-province field trips in excess of three (3) school days.

Orientation

To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for trustees.
2. The Superintendent shall provide each trustee with access to the references listed in Policy 3 Appendix "Services, Materials and Equipment Provided to Trustees" at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.
3. In the year of an election, the Division will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting which will include a review of and an expression of interest in Board assignments and committees.
4. The Division will offer an orientation program for all trustees that provides information on:
 - 4.1 Role of the trustee, ward councils and school councils
 - 4.2 Board policies, agendas and minutes;
 - 4.3 The organizational structure and administrative procedures of the Division;
 - 4.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 4.5 Division programs and services;
 - 4.6 Board's function as an appeal body;
 - 4.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;
 - 4.8 Trustee remuneration and expenses.
5. The orientation program may also include:
 - 5.1 A tour of the offices and the opportunity to meet Division Office staff.
 - 5.2 A tour of the schools and the opportunity to meet principals and staff.

6. The Division will provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.

Legal Reference: Section 45, 45.1, 56, 60, 61, 62, 63, 78, 113, 147 School Act
Local Authorities Elections Act
Northland School Division Act
Results-Based Budgeting Act
Disposition of Property Regulation
Early Childhood Services Regulation

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 3, ROLE OF A TRUSTEE

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 3, Role of a Trustee, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Role of Trustee - current to proposed

Current	Proposed
1	1
2.1	6
2.2	7
2.3	x
2.4	x
3	10
4	10
5	12, 13
6	Policy 18 (15)
7	5, 19
8	19
9	Policy 18 (15)
10.1	Policy 18 (15)
10.2	Policy 18 (15)
10.3	Policy 18 (15)
10.4	Policy 18 (6.3)

x means item from current policy not included in proposed policy

- 2.3 Assist the Superintendent with counsel and advice, providing the benefit of the Trustee's judgement, experience and familiarity with the community
- 2.4 Refrain from making any statement individually, which may give the impression that such a statement reflects the opinion of the Northland Board on any matter not already covered by Board policy or discussed at a meeting of the Northland Board

Policy 3

ROLE OF A TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its vision, core purpose and goals. The oath of office taken by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision making role in the context of corporate action.

A trustee only has authority when so delegated by a motion of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them.

A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

Specific Responsibilities of Individual Trustees

1. Recognize his/her fiduciary responsibility to the Division to act in the best interests of all students of the Division, understanding that Division needs are paramount.
2. Recognize and model the leadership role of a trustee including areas such as knowledge of governance, education promising practices; use of technology and independence.
3. When attending to business matters outside of the Division, represent the Division's best interests.
4. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business and effectively interact with individuals.
5. Ensure opportunities are provided for the engagement of parents, students and the community in matters related to education.
6. Respectfully bring forward and advocate for local issues and concerns.
7. Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
8. Refer administrative matters to the Superintendent.
9. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community

member to:

- 9.1 The individual making the decision;
 - 9.2 The individual's Supervisor; and further
 - 9.3 The next person in the authority chain, as required and will inform the Superintendent or designate of these actions.
10. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
 - 10.1 Personnel matters are to be brought to the attention of the Superintendent only.
 11. Attend Board meetings, and committee meetings as assigned, having read all materials and prepared to participate in, and contribute to the decisions of the Board in order to help ensure the best decisions possible for education within the Division.
 12. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
 13. All trustees are expected to attend all aspects of the orientation program.
 14. Participate in Board/trustee development sessions so the quality of leadership, governance and service in the Division can be enhanced.
 15. Be cognizant of provincial, national and international educational issues and trends.
 16. Share the materials and ideas gained with fellow trustees at a Board meeting following a trustee development activity.
 17. Strive to develop a positive and respectful learning and working culture within the Board and with school councils.
 18. Ward responsibilities include:
 - 18.1 Ensure develop and nurture effective two-way communication with school councils and community members.
 - 18.2 Attend school council meetings as regularly as possible.
 - 18.3 Attend all Ward Council meetings.
 - 18.4 Attend school activities, including graduations as often as possible
 - 18.5 Maintain good relationships with other organizations in your ward toward the goal of enhancing the success of students
 19. Attend Division functions/events as regularly as possible.
 20. Become familiar with, and adhere to, the School Act and Trustee Code of Conduct.
 21. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

22. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures and issues.
23. Ensure have a good knowledge and understanding of First Nations, Métis and Inuit perspectives experiences and contributions throughout history; treaties, and the history and legacy of residential schools.
24. Develop and increase technology skills and knowledge to enhance communication, cost efficiencies, environmental stewardship and leadership skills.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 246 School Act
Section 6 Commissioner of Oaths Act

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 4, TRUSTEE CODE OF CONDUCT

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 4, Trustee Code of Conduct, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Trustee Code of Conduct - current to proposed

Current	Proposed	Current	Proposed
1.1	x	3.2	x
1.2	x	3.3	x
1.3	x	3.4	x
1.4	4	4.1	x
1.5	5	4.2	x
1.6	1	4.3	x
1.7	x	4.3	x
1.8	x		
1.9	x		
1.10	R of T 7, 8		
1.11	x		
2.1	x		
2.2	R of T 16-19		
2.3	x		
2.4	x		
2.5	9.00		
3.1	R of T background		

x means item from current policy not included in proposed policy

Will need to review policies side by side to see if want to include any additional items from Code of Ethics

Policy 4

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the diversity, dignity and worth of each person.

Specifically

1. Trustees shall carry out their responsibilities as detailed in Policy 3 – Role of a Trustee with diligence.
2. Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion which may arise during debate.
3. Trustees shall consider information received from all sources and base personal decisions upon all available facts in every case; unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
4. Trustees shall honour their fiduciary responsibility;
 - 4.1 Fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division's services.
5. Trustees shall reflect the Board's policies and resolutions when communicating with the public.
6. Trustees shall respect issues of a sensitive or confidential nature.
7. Trustees shall represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
8. Trustees shall disclose the nature of any pecuniary interest, and abstain and absent themselves from discussion or voting on the matter in question.
9. Trustees shall not use their influence to obtain employment or any other preferential treatment within the Division for immediate family members.
 - 9.1 Immediate Family includes spouse or adult interdependent partners, parents and grandparents, children and grandchildren, brothers and sisters, nieces and nephews, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law.

10. To assist with ensuring effective meetings, among other things, trustees shall ensure electronic devices and side-bar conversations are not interruptive to the meeting or their participation in the meeting.
11. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 246 School Act

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 5, ROLE OF THE BOARD CHAIR

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 5, Role of the Board Chair, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Role of the Board Chair - current to proposed

Current	Proposed
1	background
2	2
3	2
4	10
5	11
6	1
7	16
8	17, 18
9	8
10	21
11	x

x means item from current policy not included in proposed policy

- 11 The Board Chair shall approve the distribution of any material to the public concerning the governance of the Division

Policy 5

ROLE OF THE BOARD CHAIR

The Board, at the annual Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board Chair's primary function is to facilitate the effective operation of the Board. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
 - 5.1 Ensure the meeting is opened with prayer and recognition of the Traditional Territory and contribution of Metis peoples and adheres to the culture, values and traditions of the community the meeting is in.
 - 5.2 Maintain order, proper conduct and decorum at the meeting so that motions may be formally debated.
 - 5.3 Ensure that all issues before the Board are well-stated and clearly expressed.
 - 5.4 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
 - 5.5 Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
 - 5.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by

- any member duly moved.
- 5.7 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
 - 5.8 Ensure that each trustee present votes on all issues before the Board. When appropriate advise trustees of a possibility of a conflict of interest.
 - 5.9 Facilitate meetings so that the will of the Board is achieved.
 - 5.10 Extend hospitality to trustees, officials of the Board, the press and members of the public.
6. Keep informed of significant developments within the Division.
 7. Assist with the Board's orientation program for trustees.
 8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.
 9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.
 11. Provide counsel to the Superintendent.
 12. Ensure timely communication with school councils on emergent items and Division level initiatives.
 13. Review and approve the Superintendent's vacation entitlement and expenditure claims.
 14. Review and approve trustee expenditure claims, in accordance with Board policy.
 15. Bring to the Board all matters requiring a decision of the Board.
 16. Act as ex-officio member of all Board committees, except the Student Expulsion Committee.
 17. Act as a signing authority for Board minutes.
 18. Act as a signing authority for the Division as follows:
 - 18.1 As required by the Government of Alberta.
 - 18.2 As required by financial institutions.
 19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

20. Address inappropriate behaviour on the part of a trustee.
21. Ensure the Board engages in annual assessments of its effectiveness as a Board.
22. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.

Legal Reference: Section 60, 61, 62, 64, 65, 67, 70, 72 School Act
Section 6 Local Authorities Election Act

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 6, ROLE OF THE BOARD VICE-CHAIR

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 6, Role of the Board Vice-Chair, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Policy 6

ROLE OF THE BOARD VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair shall review and approve the Board Chair's expenditure claims, in accordance with Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Legal Reference: Section 60, 61, 65 School Act

BOARD OF TRUSTEES

**TO: LOIS BYERS,
TRUSTEE OF THE BOARD**

DATE: MAY 25, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 7, BOARD GOVERNANCE & OPERATIONS

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 7, Board Governance and Operations, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Correspondence will be sent to all stakeholders requesting the policy be reviewed and discussed and send any feedback to Melanie Mantai, Executive Secretary. All feedback received will be reviewed and included with the policy.

Policy 7

BOARD OPERATIONS

The Board's ability to discharge its obligations in a productive and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to engage in the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

Presentations at Board meetings by members of the public, students and staff can enhance public interest.

1. Wards

<to be inserted when formally completed>

2. Organizational Meeting

- 2.1 An Organizational Meeting of the Board, subject to 2.2, shall be held annually on the date determined by the Board in setting its schedule for regular meetings.
- 2.2 In any year in which a general election takes place, an Organizational Meeting shall be held within four weeks following the date of that election, at a time and place to be fixed by the secretary of the board and shall be the first official meeting of the Board.
- 2.3 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
 - 2.3.1 All votes for the positions of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among the trustees

to use a show of hands.

- 2.4 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 2.5 Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.
- 2.6 The Organizational Meeting shall, in addition:
 - 2.6.1 Elect a Vice-Chair;
 - 2.6.2 Establish a schedule (date, time and place) for regular meetings and any other pre-determined meetings required for the ensuing year;
 - 2.6.3 Create such standing or ad hoc committees of the Board as deemed appropriate; and appoint members;
 - 2.6.4 Appoint Board representation as per Policy 9 Board Representation.
 - 2.6.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
 - 2.6.6 Address other organizational items as required.

3. Regular Meetings

Regular Board meeting dates, times and locations shall be as established at the Organizational Meeting each year.

- 3.1 Notwithstanding the schedule established at the Organizational Meeting, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.2 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
- 3.3 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 3.3.1 Obtain authorization by resolution of the Board to do so; or
 - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.
- 3.4 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 4.2 Special meetings of the Board will only be called when the Board Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 4.3 A notice of the special meeting including date, time, place and nature of business shall be issued to all trustees at least five (5) days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice. Such notice may be provided by recorded mail, personal service or by electronic means.
- 4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.5 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 4.6 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

5. Meetings by Electronic Means

- 5.1 It is the preference of the Board to meet at a common location to conduct Division business with trustees and the Superintendent or designate in physical attendance.
- 5.2 Notwithstanding 5.1, a Board meeting or committee meeting may be conducted by means of electronic or other communication facilities, as approved by the Board chair.
- 5.3 The facilities must enable all the meeting's participants to hear each other, and if possible enable all participants to view each other.
- 5.4 If it is a Board meeting, the facilities must enable the public to listen to the meeting, and if possible enable the public to view the meeting and participants.
- 5.5 One (1) facility will be determined by the Superintendent or designate to be the central and public-accessible site, and this site will be communicated to the public with the Board agenda.
 - 5.5.1 At least one (1) trustee and the Superintendent or designate must participate from the central and public-accessible site.
- 5.6 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.7 The Superintendent or designate will be responsible for the organization of the electronic communications with participants, and will inform trustees at the meeting if the identity of a participant is in question.
- 5.8 A trustee may participate from a location to which the public does not have access.

- 5.9 A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera, and will meet all requirements of an in-camera session.
- 5.10 Through a Board motion, at least one (1) month in advance, trustees may determine that a future meeting will be exempt from electronic communication.

6. In-Camera Sessions

The School Act uses the term “private” for non-public meetings. Robert’s Rules of Order uses the term “executive session” for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.

The preservation and enhancement of the public’s trust in the educational system is an important priority of the Board. The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity require the Board to hold closed meetings.

In order to understand the ability to meet in-camera, consideration must first be given to the obligation of a school board to hold meetings in public and to refrain from excluding anyone from such meetings, except for improper conduct.

The exception to the general rule of holding meetings in public should be used sparingly.

6.1 The Board shall consider the following prior to moving in-camera:

- 6.1.1 Is it in the public interest to move in-camera to have these discussions?
- 6.1.2 Can the need to move in-camera be articulated by way of a resolution proposed to move in-camera?
- 6.1.3 Would a reasonable member of the electorate, having understood all the circumstances, agree that it is in the public interest to have the matter further debated in-camera?

6.2 The Board may convene in-camera only to discuss matters of a sensitive nature, as outlined by the School Act:

- 6.2.1 Land: Acquisition/disposal of real property;
- 6.2.2 Labour: Matters relating to negotiations;
- 6.2.3 Legal: Litigation brought by or against the Board;
- 6.2.4 Personal information of an individual, including an employee of a public body, subject to guidelines outlined in 6.3.
 - 6.2.4.1 Personal information is much broader than personnel information and includes recorded information about an identifiable individual.
 - 6.2.4.2 When considering personal information for a matter that falls within the Board’s jurisdiction, the privacy protection rules under the FOIP Act must be applied.
- 6.2.5 Other topics that a majority of the trustees present feel are of the opinion that it is in the public interest, to be discussed in private, subject to

guidelines outlined in 6.3.

- 6.3 The FOIP Act protects the privacy of certain types of information, including personal information and sets out the rules for who has access to what information:
- 6.3.1 The access rules are generally governed by following the “need to know” principle. Under this principle, if the Board does not have a need to know, the information should not be before them.
 - 6.3.2 The need to protect confidential information and the obligations of Trustees in that regard are outlined in Policy 4 Trustee Code of Conduct.
 - 6.3.3 If the contents of a concern refer to a matter that does not fall within the authority or decision making mandate of the Board, it should be referred to the Superintendent.
 - 6.3.4 If the contents of a concern do fall within the authority or decision making mandate of the Board, the Board Chair will be responsible to determine the use to which it is put, while protecting the privacy interests of the individual involved.
- 6.4 The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 6.5 Such sessions shall be closed to the public and news media. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the substance of the discussion at such sessions.
- 6.6 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting. This resolution shall be recorded in the minutes of the Board meeting.

7. Agenda for Regular Meetings

The Agenda Planning Committee is responsible for preparing an agenda for Board meetings.

- 7.1 Items scheduled for a specific time shall be clearly identified on the agenda.
- 7.2 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
- 7.3 The Superintendent shall provide a recommendation, options considered and research, where appropriate.
- 7.4 Items may be placed on the agenda in one (1) of the following ways:
 - 7.4.1 By notifying the Board Chair or Superintendent at least six (6) calendar days prior to the Board meeting.

- 7.4.2 By notice of motion at the previous meeting of the Board.
- 7.4.3 As a request from a committee of the Board.
- 7.4.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
- 7.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least four (4) calendar days prior to the Board meeting.
 - 7.5.1 Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
 - 7.5.2 The Superintendent (or designate) shall ensure the board agenda is uploaded to the Northland Website for stakeholder access prior to the Board meeting.
- 7.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.7 During the course of the Board meeting, the trustees present with unanimous consent may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.8 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Names of persons making the motions;
 - 8.1.8 A brief summary of the circumstances which gave rise to the matter being considered by the Board;

- 8.1.9 Points of order and appeals;
 - 8.1.10 Appointments;
 - 8.1.11 Receipt of reports of committees;
 - 8.1.12 Recording of the declaration of all votes on a motion (when requested pursuant to the School Act);
 - 8.1.13 Trustee declaration of conflict of interest pursuant to the School Act;
 - 8.1.14 Departure and re-entry times of trustees and administration during a meeting; and
 - 8.1.15 The time of adjournment.
- 8.2 The minutes shall:
- 8.2.1 Be prepared as directed by the Superintendent;
 - 8.2.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are affixed to each page of the minutes, and that appropriate signatures are affixed to the last page of the minutes.
- 8.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
- 8.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- 8.5 The Superintendent or designate will establish and maintain a secure file of all Board minutes.
- 8.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

9. Motions

Motions do not require a seconder.

9.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

9.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

9.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion.

The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.5 Required Votes

9.5.1 The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.

9.5.2 Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated.

9.5.3 A vote on a question shall be taken by open vote, expressed by show of hands, except votes to elect the Board Chair or Vice-Chair, which are by secret ballot, unless there is unanimous consent of all trustees present to use a show of hands.

9.5.4 All votes shall be recorded votes.

9.6 Debate

9.6.1 In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9.6.2 All debate shall be:

9.6.2.1 Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.

9.6.2.2 Informal enough to allow a complete, honest and factual sharing of information and opinions.

10. Delegations at Board Meetings

The Board welcomes presentations on school matters by individuals or groups and may enter into a dialogue with a delegation concerning their expressed opinions, requests or demands in order to clarify the issues and/or explain policy. The Board is not obligated to act in connection with a matter or matters raised by a delegation.

The Board has established the following channels of communication for parents and other groups to address their concerns regarding:

10.1 Issues regarding the selection of learning materials and the interpretation of Board policy by employees shall be communicated in the following order:

10.1.1 Teacher,

10.1.2 Principal,

10.1.3 Superintendent,

10.1.4 Board.

10.2 Issues and concerns about Board policies or actions shall be:

10.2.1 Submitted to the Superintendent for review, discussion, and clarification.

10.2.2 If the concerns are not addressed to the satisfaction of a concerned individual or group, a written submission may be made to the Board. The concerned party may also request an appearance before the Board.

10.3 Procedures for delegations within to make a presentation to the Board are as follows:

10.3.1 The delegation shall give the Superintendent at least ten (10) calendar days' notice before the day of the meeting at which it wishes to appear.

- 10.3.2 The notice shall be accompanied by a summary or explanation of the problem or concern that it wishes to discuss.
- 10.3.3 The notice and summary shall be included in the agenda package for the meeting.
- 10.3.4 The delegation shall appoint not more than two (2) persons to speak on their behalf at the meeting and to respond to questions from the Board.
- 10.3.5 Normally, the Board will make their decision at the next regularly scheduled meeting.

11. Petitions

- 11.1 Petitions shall be filed with the Board Secretary.
- 11.2 The Board Secretary shall determine petition sufficiency.
 - 11.2.1 The Board Secretary will provide written notification of petition sufficiency/insufficiency to all petitioners.
- 11.3 Once a sufficient petition has been received by the Board, the Board shall establish an ad hoc committee within thirty (30) days to review the petition and provide recommendations on the purpose of the petition to the Board.
- 11.4 Within ninety (90) days of the receipt of a sufficient petition, the Board must make a decision(s) on the purpose of the petition.
- 11.5 Once a decision(s) on the purpose of the petition has been made by the Board, the Board will provide written notification to all petitioners.

12. Public Notices

- 12.1 Public notices must be published at least once a week for two (2) consecutive weeks in at least one (1) newspaper that has general circulation in the area in which school divisions and municipalities interested in the matter are situated.
- 12.2 Public notices must be posted for ten (10) business days in at least two (2) areas considered appropriate.
- 12.3 Additionally, public notices may be posted electronically.

13. Audio/Video Recording Devices

- 13.1 Anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair.

14. Trustee Compensation and Expenses

The Board recognizes that trusteeship results in trustees incurring expenses and places considerable demands on their personal time.

The Board shall:

- 14.1 Include amounts for trustee honoraria and expenses in its annual budget.

- 14.2 Establish rates of compensation for honoraria and expenses at the Organizational Meeting and include these as Appendix B to this policy.
- 14.3 Publish a schedule of dates on which payment will be issued.
 - 14.3.1 Signed pay and expense claims must be submitted to the Board chair to enact payment.
 - 14.3.2 Generally, detailed receipts are required.
 - 14.3.3 Payment shall be processed in the next regular cheque run and sent out by mail unless other arrangements are made by the trustee, such as electronic fund transfer.

The following procedures shall be followed:

- 14.4 Establish honoraria rates for:
 - 14.4.1 The Board Chair to engage in official Division business as directed by the Board.
 - 14.4.2 Trustees for:
 - 14.4.2.1 Attendance at Board meetings.
 - 14.4.2.2 Attendance at meetings, conferences, or workshops authorized by the Board.
 - 14.4.2.3 Performing duties assigned and approved by the Board.
- 14.5 Establish expense rates for:
 - 14.5.1 Transportation
 - 14.5.1.1 Transportation for trustees to attend Board meetings, workshops, conferences or other assigned duties.
 - 14.5.1.2 No more than two (2) vehicles per community shall be utilized per trip.
 - 14.5.2 Accommodation
 - 14.5.2.1 Reimbursement to maximum rates established by the Board for:
 - 14.5.2.1.1 Accommodation with receipts.
 - 14.5.2.1.2 Accommodation without receipts.
 - 14.5.2.1.3 Accommodation in a private dwelling.
 - 14.5.3 Meals
 - 14.5.3.1 Breakfast may be claimed if departure is earlier or the time of return is later than 7:30 a.m.
 - 14.5.3.2 Lunch if departure is earlier or return is later than 1:00 p.m.
 - 14.5.3.3 Dinner if departure is earlier or return is later than 6:30 p.m.
- 14.6 Support Trustee Development

The Board believes that trustees can best discharge their obligations to the electorate and the Board when they possess the necessary knowledge and skills.

- 14.6.1 The Board shall establish, in its annual budget, a sum of monies for the purpose of defraying expenses incurred by trustees who attend workshops, conferences and seminars conducted beyond the boundaries of the Division.
 - 14.6.1.1 Monies may be accumulated in the first two (2) years following the election year, but in the third year, the budget must be balanced.
 - 14.6.1.2 Surplus accounts in election years will be returned to the general revenues.
 - 14.6.1.3 Deficit accounts will be accepted in the first two (2) years, providing a Three-Year plan is submitted to the Board outlining how the deficit will be cleared in the third year of the election term.
- 14.6.2 Monies shall be paid in accordance with the schedule of honoraria, travel and subsistence, and registration fee rates established by the Board.
- 14.6.3 Monies shall not be expended on behalf of any person other than the trustee.
- 14.6.4 Monies shall not be expended on objects, including alcoholic beverages, or personal entertainment.
- 14.6.5 The Secretary-Treasurer shall advise the trustees of their cumulative expenditures on a quarterly basis.
- 14.7 Report individual trustee remuneration annually in the Division's audited financial statements, in accordance with the Fiscal Planning and Transparency Act.

15. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

- 15.1 The trustee is expected to be comply with the relevant sections of the School Act.
- 15.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 - 15.2.1 The trustee shall make such declaration in open meeting prior to Board or

committee discussion of the subject matter which may place the trustee in conflict of interest.

- 15.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 15.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 15.4 The recording secretary will record in the minutes:
 - 15.4.1 The trustee's declaration;
 - 15.4.2 The trustee's abstention from the debate and the vote; and
 - 15.4.3 That the trustee left the room in which the meeting was held.

Legal Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262
School Act
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Northland School Division Act
Income Tax Act (Canada)
Freedom of Information and Protection of Privacy Act

BOARD OF TRUSTEES

TO: LOIS BYERS
OFFICIAL TRUSTEE

DATE: MAY 25, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

RECOMMENDATION

That the Board of Trustees receives the Local School Board Committee Minutes received as of May 18, 2017.

LSBC NAME	DATE(S) OF MEETING	LAST MINUTES SUBMITTED
Anzac/Bill Woodward		Dec. 13, 2016
Athabasca Delta		Feb. 20, 2017
Bishop Routhier		Oct. 5, 2016
Calling Lake		Jun 7, 2016
Chipewyan Lake		Jun 1, 2016
Conklin	Mar. 29, 2017	
Desmarais		Feb. 7, 2017
East Prairie		Dec. 14, 2016
Elizabeth		Mar. 1, 2017
Fort McKay	May 2, 2017	
Gift Lake	May 1, 2017	
Grouard	Mar. 15, Apr. 26, 2017	
J.F. Dion		Feb. 13, 2017
Janvier		Apr. 11, 2017
Keg River		Feb. 7, 2017
Little Buffalo	Mar. 14, Apr. 5, 2017 (no quorum)	Feb. 7, 2017
Paddle Prairie		Apr. 3, 2017
Peerless Lake		Jan. 24, 2017
Pelican Mountain		Jan. 10, 2017
Susa Creek		Sep 19, 2016
Trout Lake	Mar. 9 (2 meetings), May 15, 2017	
Wabasca	Apr. 11, May 9, 2017	

**CLSB
Conklin Local School Board
Regular School Board Meeting Minutes
March 29, 2017**

Participants:

Shirley Tremblay
Margaret Quintal
Kathryn Quintal
Wendy Tremblay
Cal Johnson – School Principal
Don Tessier

Excused Regrets:

Verna Quintal-Janvier

Call to order:

Margaret Quintal called the meeting to order at 5:30 p.m. at Conklin Community School.

Opening prayer by Margaret Quintal

Motion # 0405—17

Conklin Local School Board motions to adopt March 29, 2017 meeting agenda with addition to advertise for a part-time cook.
All in favor, motion carried

Motion # 0406-17

Conklin Local School Board motions to adopt March 1, 2017 regular meeting minutes as presented.
All in favor, motion carried

Motion # 0407-17

Conklin Local School Board motions to approve revised grades 6-9 field trip proposal as presented.
All in favor, motion carried

School photos tentatively scheduled for April 21, 2017 with fotosource photography.

Motion # 0408-17

Conklin Local School Board motions to accept the March 29, 2017 Principals Report as presented for information purposes.
All in favor, motion carried

Brief update provided on Incident behavior plan.

Attendance Report provided.

Brief update and discussion on PM Benchmarks.

Summer Employment Position Available July 24th to August 11th. School can be used. Conklin Local School Board in support of summer literacy camp.

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Interpipeline offered to cater the meal for closing ceremony for grades 6 to 9 at a cost of \$6000.

Motion # 0409-17

Conklin Local School Board motions to approve the 2017-2018 School Calendar as presented.
All in favor, motion carried

Telephone interview took place for Cree Instructor position.

Motion # 0410—17

Conklin Local School Board motions to recommend hiring applicant A for the Cree Instructor Position.
All in favor, motion carried

Motion # 0411—17

Conklin Local School Board motions to advertise for part-time cook. Principal to look into with Northland School Division.
All in favor, motion carried

Motion # 0412-17

Conklin Local School Board motions to approve an overnight school trip to Wabasca on April 25, 2017 to take two spelling bee finalists to participate in the spelling bee.

Closing prayer by Margaret Quintal

Meeting adjourned at 7:30 p.m.

**Fort McKay
Local School Board Committee
Meeting Minutes
May 2, 2017
12:00 PM**

Call LSB Meeting to Order @12:02

Board Members Present:

Tina Black
Janet McDonald

Administration Present:

Ruth Ryan

Absent:

Additions to Agenda...

1. Approval of Agenda

Adopt Agenda: Tina Black moved to adopt the agenda as presented/with additions.

2. Approval of Previous Minutes

Adopt Minutes: Janet McDonald moved to adopt minutes of April 4, 2017.

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

4. Maintenance Report-

See report

5. Correspondence – Policy 11, 17, and 20

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

8. New Business –

- Staffing TA – Band Funding- the FMFN will provide funding for 4 TA's until June 2018.
- Budget- Janet McDonald recommended to approve the budget
- Inst. Org. Plan- Calendar – Tina Black recommended to approve the
- FNMI Play – Just Me and the Firekeepers Project- community project that was discussed

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- Bussing announcements after school- discuss- note to be signed- it was suggested that no phone calls after 3:00pm
- Earth Rangers- this was discussed
- Policy 11, 17, and 20- this was discussed
- Keg- this was discussed
- Early Registration ECS-Grade 6...waiting for registration forms
- AERR- this was discussed
- Attendance plan – this was discussed
- U School 2017-2018- this was discussed
- Field Trip – U School June 5-6th- convocation- this was discussed

Additions to Agenda:

- ED. Dept. – concerned about the Grade 7 and 8's – this was discussed and further discussion needs to occur
-
-

9. Any other business

Next Meeting June 7th, 2017

Adjournment @ 1:30 pm

**Fort McKay School
Local School Board Committee Recommendations
May 2, 2017**

- 13-17 Recommendation to adopt the agenda as presented with an addition.
 Moved by Tina Black
- 14-17 Recommendation to approve the previous minutes from April 4, 2017.
 Moved by Janet McDonald
- 15-17 Recommendation to accept the Principal's Report as presented.
 Moved by Tina Black
- 16-17 Recommendation to approve the 2017- 2018 Budget
 Moved by Janet McDonald
- 17-17 Recommendation to approve the Instructional Organizational Plan for 2017-2018.
 Moved by Tina Black

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Gift Lake School Board Meeting
May 1, 2017

Present:

Barb Laderoute
Ken Shaw-Chair
Dale Laderoute
Gordon Belcourt
Gail Lamouche
Howard Shaw
Troy Runzer

Ken Shaw call the meeting to Order @ 4:27 pm

513.17 - Approval of Agenda

Motion to accept the agenda with additions
Gordon Belcourt moves to accept the Agenda with changes; Second by Dale Laderoute; AIF:
Carried.

514.17- Approval of Minutes-

Howard Shaw made a motion to accept the minutes; Second by Gordon Belcourt.
AIF: Carried

515.17- Business Arising from Minutes:

Skills Canada in Fairview
Provincial Skills Canada Competition in Edmonton, AB
Gordon Belcourt made a motion to accept new Business arising with changes, Second by Dale
Laderoute, A.I.F carried.

516.17-Grand opening of Gift Lake Educational center

Howard Shaw made a motion to table the Grand opening of Gift Lake Educational center till next
meeting, second by Gordon Belcourt. A.I.F-carried.

517.17- Trip Expense- High Prairie Community Engagement meeting.

Dale Laderoute made a motion for travel expenses to be covered for the local school board
members attendance at the High Prairie Engagement meeting. seconded
By Howard Shaw, A.I.F carried.

518.17-Educational center partnership agreement

The Educational center partnership agreement has been finalized between the School, NLC and
Gift Lake Settlement. All responsibilities will be between all partnerships. Received as
information.

519.17- Skills Canada Trip-Grande Prairie, Ab
Received as information

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520.17- Skills Canada Competition Overnight Trip.

Dale Laderoute made a motion to approve the overnight trip to Edmonton, Ab on May 10, 2017 for the Canada Skills Competition, with all required documentation as per policy, second by Gordon Belcourt, A.I.F carried.

521.17- Long Lake Camp by Athabasca: Cultural Camp

Dale Laderoute made a motion to approve the long lake Camp by Athabasca for the Cultural camp for Grades 5 & 6. Dates are May 31, June 1 & 2, 2017 with all required documentation as per policy, second by Gordon Belcourt. A.I.F carried.

522.17- Ward system/School Board

Ken Shaw disclosed information about the meeting. As of June 30, 2017, all local school Boards will be dissolved. Received as information.

523.17- Organizational Plan Recommendations/Community planning.

Received as information by Our Local Principal Barb Laderoute.

524.17 School and Community Facilitator

Candace Laderoute will be our new School and Community Facilitator and she will be housed @ the school. She will be starting on Monday. Howard Shaw-Chairperson instructed to Barb for Candace to purchase a new laptop and other office supplies that will be needed. Received as information.

525.17 Drugs

Received as information.

526.17 Travel Club to Victoria, BC

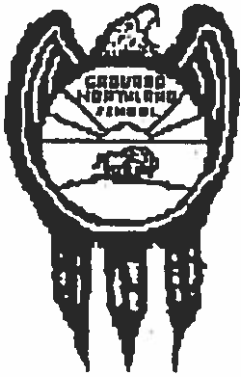
June 24-29, 2017-Tentative dates.

Dale Laderoute made a motion to approve the trip with all required documentation as per policy, second by Gordon Belcourt, A.I.F carried.

527.17 Next School Board meeting-June 12, 2017

Meeting adjourned @ 6:32 pm

Dale Laderoute made a motion to adjourn the meeting, second by Gordon Belcourt, A.I.F carried.



Grouard Northland School
 Bag 2000
 Grouard, Alberta
 T0G-1C0
 Ph: (780)751-3772 Fax: (780) 751-3731

Local School Board Meeting Minutes
 March 15, 2017

1. Call to order - 4:45 pm by Jesse
2. Adopt Agenda - Motion moved by Darcy seconded by Jacqueline. All in favor.
 Motion carried. 03-15-2017-01
3. Read and adopt minutes from previous meeting February 6, 2017 - Motion moved by Darcy Seconded by Jacqueline. All in favor.
 Motion carried. 03-15-2017-02
4. Business arising from previous minutes. N/A
5. Principals Report - Motion moved by Jacqueline seconded by Darcy. All in favor.
 Motion carried. 03-15-2017-03
6. LSBC concerns - N/A
7. Next meeting date April 26 2017
8. Adjournment - 6:45 pm

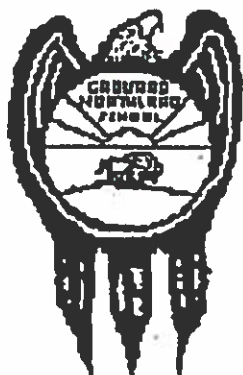
LSBC Chairperson -

Date-

Apr. 26/17

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Grouard Northland School
 Bag 2000
 Grouard, Alberta
 T0G-1C0
 Ph: (780)751-3772 Fax: (780) 751-3731

Local School Board Meeting Minutes

~~March 15, 2017~~ &

April 26, 2017 *ll*

In attendance: Jesse Lamouche, Jacqueline Courtorielle, Darcy Halcrow, Karen Lemay (Principal)

1. Call to order - 4:30 pm by Jesse
2. Adopt Agenda - Motion moved by Darcy seconded by Jacqueline. All in favor.
Motion carried. 04-26-2017-01
3. Read and adopt minutes from previous meeting March 15, 2017 - Motion moved by Darcy Seconded by Jacqueline. All in favor.
Motion carried. 04-26-2017-02
4. Business arising from previous minutes. N/A
5. Principals Report - Motion moved by Jacqueline seconded by Darcy. All in favor.
Motion carried. 04-26-2017-03
6. LSBC concerns / Motions needed -
 - * Motion for overnight school trips for the remainder of the 2016/2017 school year. Motion moved by Jacqueline seconded by Darcy. All in favor.
Motion carried. 04-26-2017-04
 - * Motion for gym use agreement (FCSS) for May 3, 2017. Motion moved by Darcy seconded by Jacqueline. All in favor.
Motion carried. 04-26-2017-05
 - * Motion for use of kitchen facilities for community events/ceremonies for the remainder or the 2016/2017 school year. Motion moved by Jacqueline seconded by Darcy. All in favor.
Motion carried. 04-26-2017-06
 - * Motion for reimbursement for May 2017 staff meeting meal to come out of our local budget in the amount not to exceed \$500.00
Motion moved by Darcy seconded by Jacqueline. All in favor.
Motion carried. 04-26-2017-07
7. Next meeting date - TBD
8. Adjournment - 6:30 pm

LSBC Chairperson -

Date- April 26/17

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AGENDA: March 14, 2017
LBS BOARD MEETING
Meeting called to order at
Attendance:
Dwight Gladue Chair
Troy Laboucan
Crystal Colville –Principal
Gord Atkinson
Lois Byer

Absent –
Larry Ominayak
Cheryl McMann
Bryan Laboucan

There was not quorum and the meeting was canceled and postponed until April 5, 2017
Meeting called to order at

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April 5, 2017

LBS Board meeting was canceled due to no quorum. Meeting has been moved until May 9, 2017

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Kateri School



Local School Board Committee Special Meeting March 9th, 2017

Meeting called to order at 7:06 PM by Elmer Gullion

In Attendance: *Elmer Gullion (Chair) Caroline Bigstone*
 Julianne Noskiye (Secretary)
 Jennifer Nanooch (A. Principal and Recorder)

Absent: *Shane Metsikasuss (Excused)*

Motion #89575 *Motion to go in camera*
 By: Julianne Noskiye
 Carried Unanimously

In-camera begins at 7:07 PM.

Motion #895796 *Motion to come out of camera*
 By: Elmer Gullion
 Carried Unanimously

In-camera ends at 8:08 PM

Motion #895797 *Motion to offer candidate A the educational assistant position at Kateri School.*
 By: Caroline Bigstone
 Carried Unanimously

Special Meeting ended at 8:10 PM

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Kateri School



Local School Board Committee

March 9th, 2017

Meeting called to order at 8:19 PM by Elmer Gullion

In Attendance: Elmer Gullion (Chair) Caroline Bigstone
 Julianne Noskiye (Secretary) Shane Metsikasuss
 Jennifer Nanooch (A. Principal and Recorder)

Opening Prayer by Elmer Gullion

Motion #895798 Motion to adopt agenda for March 9th, 2017
 By: Caroline Bigstone
 Carried Unanimously

Review January 10th minutes

Motion #895799 Motion to accept the minutes of January 10th, 2017
 By: Julianne Noskiye
 Carried Unanimously

Review of Principal's report

Motion #895800 Motion to accept the Principal's report
 By: Julianne Noskiye
 Carried Unanimously

Rosemarie Noskiye came in to request a fuel tank to be placed in Trout Lake for the buses to use to fill up instead of travelling to Red Earth for fuel or possibility to NSD to make an agreement with the MD of Opportunity to fuel up in Peerless at their shop. Principal to make request to Transportation and CC to Gord.

Motion #895801 Motion to approve the field trip to Martin Lakes camp for the grade 10-12s on April 4 – 7th, 2017.
 By: Julianne Noskiye
 Carried Unanimously

Motion #895802 Motion to make the Local School Board Committee quarterly payments on a regular basis and no longer based on attendance and that this motion be retroactive to September 2016.
 By: Shane Metsikasuss
 Carried Unanimously

Motion #895803 Motion to adjourn
 By: Caroline Bigstone

*Meeting adjourned at 9:44 PM
 Next Meeting April 4, 2017*

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Kateri School



Local School Board Committee

May 15th, 2017

Meeting called to order at 7:15 PM by Elmer Gullion

In Attendance: Elmer Gullion (Chair) Caroline Bigstone
 Julianne Noskiye (Secretary) Shane Metsikassus
 Jennifer Nanooch (A. Principal and Recorder)

Opening Prayer by Elmer Gullion

Motion #895804 Motion to adopt agenda for May 15th, 2017
 By: Caroline Bigstone
 Carried Unanimously

Review March 9th minutes (both special and regular)

Motion #895805 Motion to accept the minutes of the special meeting held on March 9th after amending name spelling.
 By: Caroline Bigstone
 Carried Unanimously

Motion #895806 Motion to accept the minutes of the regular meeting held on March 9th after amending name spelling.
 By: Shane Metsikassus
 Carried Unanimously

Review of Principal's report and district emails

Motion #895807 Motion to accept the Principal's report
 By: Shane Metsikassus
 Carried Unanimously

Review of financial report

Motion #895808 Motion to purchase year end gifts of bikes from the LSBC budget for the 12 graduating ECS students and the 4 grade nine students.
 By: Elmer Gullion
 Carried Unanimously

Motion #895809 Motion to accept financial report.
 By: Julianne Noskiye
 Carried Unanimously

Motion #895810 Motion to approve the KTC-NSD Martin Lakes Cultural Camp field trip slated for May 15-19, 2017 for seven students who are registered in grades 10-12 to attend upon written permissions granted by their parents/guardians.
 By: Shane Metsikassus
 Carried Unanimously

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- Motion #895811** Motion to approve the KTC-NSD Martin Lakes Cultural Camp field trip slated for May 29th – June 2nd, 2017 for seven students who are registered in grades 7, 8, 9 to attend upon written permissions granted by their parents/guardians.
By: *Julianne Noskiye*
Carried Unanimously
- Motion #895812** Motion to approve the KTC-NSD Martin Lakes Cultural Camp field trip slated for May 23rd – May 26th, 2017 for seven students who are registered in grades 5, 6 to attend upon written permissions granted by their parents/guardians.
By: *Caroline Bigstone*
Carried Unanimously
- Motion #895813** Motion to approve the runners up prize for the Parks Canada Coolest School Trip field trip slated for June 19th – June 20th, 2017 to the Slave Lake Bird Sanctuary for an overnight campout won by the students who are registered in grades 7-8-9 to attend upon written permissions granted by their parents/guardians.
By: *Shane Metsikassus*
Carried Unanimously
- Motion #895814** Motion to adjourn
By: *Caroline Bigstone*
- Meeting adjourned at 8:22 PM*
Next Meeting June 13th, 2017

Wabasca Local School Board Meeting

April 11, 2017

St. Theresa School

ATTENDANCE:

Mandi MacLennan

Shelley Stevenson

Robin Guild

Robert Gullion

Jeff Junkin

Anthony Rathbone

June Houle

ABSENT:

Thomas Bissell

1. Robin called the meeting to order at 7:02 p.m.
2. ADOPTION OF AGENDA: Recommendation # 3180/04/17.
Jeff moved to adopt the agenda with the following additions: Letter of retirement, Long service awards, Policy 14, 15 & 18. Carried.
3. ADOPTION OF MINUTES: Recommendation # 3181/04/17.
Anthony moved to accept the minutes from the March 14 meeting. Carried.
4. LETTER OF RETIREMENT: Recommendation # 3182/04/17.
Robert moved to accept the letter of retirement from B.D. Carried.
5. LONG SERVICE AWARDS: Recommendation 3183/04/17
Anthony moved to approve the gifts for the staff who are receiving the long service awards with funds to come out of the Wabasca Local School Board budget. The amount for each one is \$100.00 for 20 years, \$150.00 for 25 years, and \$250.00 for 40 years. Carried.
6. LONG SERVICE AWARDS: Recommendation 3184/04/17.
Jeff moved to approve for the board members that wish to attend the service with funds to come out of the local school budget. Carried.
7. CHAIRPERSON'S REPORT: Recommendation 3185/04/17.
Robert moved to accept the Chairperson's report as information. Carried.
8. ASSISTANT PRINCIPAL'S REPORT: Recommendation 3186/04/17.
Jeff moved to accept the Assistant Principal's report as information. Carried.
9. PRINCIPAL'S REPORT: Recommendation 3187/04/17.
Anthony moved to accept the Principal's report as information. Carried.
10. CORRESPONDENCE: Recommendation 3188/04/17.
Robert moved to accept the correspondence as information. Carried.
11. Next meeting: May 9, 2017 at 7:00 p.m.
12. ADJOURN MEETING: Recommendation # 3189/04/17.
Robert moved to adjourn the meeting at 7:57. Carried.

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TOPICS OF DISCUSSION:

Letter of retirement

Spaghetti supper

Parent/Teacher Interviews

Local spelling bee

Kindergarten registration – 2 evenings were set aside for this.

Evaluations – finishing them up

LLI training

Spelling bee – Peggy did an awesome job organizing this event.

Author visit – sponsored by Cenovus

Whole School Write

Divisional literacy planning

For next year – working on numeracy project during PLC

Book Fair

Final stages of after school writing club

Daily exercises – will be changed again next month

Staff monthly sharing

Northland Games – supplies have been ordered

Need volunteers – Ronnie will help

Run and Walk Club will start soon – Nandia and Shelley are heading it and Mandi will assist

New fitness club to start soon – Mandi is running it

Staff physical activity challenge – earn points daily and staff are getting active

Community Engagement Post meeting – St. Theresa hosting

Sign Exact English course is offered on April 21, 22, and 23

Cree Instructors attended another workshop in Edmonton

Student council – collecting pop can tabs – goal is 10, 000 by the end of the year. They are also doing a baking project, they will bake one day and deliver to the elders lodge the next day. Clean up project is also being scheduled and spirit days are planned.

Lunch time leadership activities – “WE” presentation on May 11, 2017 to be held at Mistassiniy

Attendance – spring carnival went really well

Shelley will dye her hair green and Mandi will dye her hair pink. Lisa will also be duct taped to the wall if they reach 86% attendance overall.

Randy is doing CTF activities with 2 of our grade 6 classes, building stools

School budget updates – print offs

Organizational plan in progress

Long term service awards to be held on May 4, 2017 in Peace River – Board members are also invited.

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Wabasca Local School Board Meeting

St. Theresa School

May 9, 2017

ATTENDANCE:

Robin Guild	Robert Gullion	Thomas Bissell
Jeff Junkin	Anthony Rathbone	Mandi MacLennan
Shelley Stevenson	June Houle	

1. CALL TO ORDER: Robin called the meeting to order at 7:00 p.m.
2. ADOPTION OF AGENDA: Recommendation 3190/05/17.
Robert moved to adopt the agenda as presented. Carried.
3. ADOPTION OF MINUTES: Recommendation 3191/05/17.
Anthony moved to accept the minutes as presented. Carried.
4. CORRESPONDENCE: Recommendation 3192/05/17.
Anthony moved to accept the letter from the Bigstone Cree Nation regarding Bill 6. Carried.
5. POLICY 11, 17, 20: Recommendation 3193/05.
Thomas moved to accept the policy as presented. Carried.
6. CHAIRPERSON'S REPORT: Recommendation 3194/05/17.
Jeff moved to accept the Chairperson's report as Information. Carried.
7. ASSISTANT PRINCIPAL'S REPORT: Recommendation 3195/05/17.
Robert moved to accept the Assistant Principal's report as Information. Carried.
8. PRINCIPAL'S REPORT: Recommendation 3196/05/17.
Anthony moved to accept the Principal's report as Information. Carried.
9. ORGANIZATIONAL PLAN: Recommendation 3197/05/17.
Robert moved to accept the organizational plan as presented. Carried.
10. Next meeting: June 13, 2017 at 7:00 p.m.
11. ADJOURN MEETING: Recommendation 3198/05/09.
Anthony moved to adjourn the meeting at 7:43 p.m. Carried.

TOPICS OF DISCUSSION:

Awards Ceremony – Shelley, Mandi, Gerald, Lori and Virginia attended.

Letter from Bigstone Cree Nation – Bill 6

Policy 11, 17, 20

The Learning Team

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Bill 6 has been approved, next month will be the last month for Local School Board meeting.

Sign Language course

O.T., Speech and Language have been in the school

Kindergarten registration is ongoing

The new pre-registration forms for next year's grades 1 – 6 will be sent home this week

LLI complete

Literacy Intervention –

Spelling Bee – 5 schools participated.

Author's visit went very well

Whole School Write is done- there has been an improvement in writing

Book Fair went well

PM Benchmarks

Literacy Camp will be held again this summer

Photo Contest –paired with writing

Writing contest

Apple Schools – up to 25 reps

Track and Field – a lot of inquiries from parents regarding this

Fitness – Getting students involved during recess

Staff physical activity challenge – 8 way tie

Mandi attending Apple School meeting in Ft. McMurray

Jump rope for heart

Gardening club

Community, Cultural Engagement, Diversity

Homework club

Aboriginal Day planning – meeting tomorrow

Grade 6 transition to Mistassiniy

Mother's Day tea and cake on Friday

Mugging, Pop can tabs are still being collected – classes are having a contest

Community clean-up project – next Tuesday

Budget

Superintendent's Report

May 25, 2017



			Student Learning	Student Wellness	Fiscal Responsibility	Personnel Management	Policy and Administrative Procedures	Superintendent/Board Relations	Strategic Planning and Reporting	Organizational Management	Communications and Community Relations	Leadership Practices
4/21/17	Fishing Lake	Dental Health Meeting at JF Dion School	✓	✓								
	Edmonton	Meeting with East Prairie Métis Settlement Council	✓	✓							✓	
4/24/17	Wabasca	Spring Engagement Session					✓	✓			✓	
4/25/17	Wabasca	Meeting with Community Engagement Coordinator	✓	✓		✓			✓		✓	✓
		Meeting with MD of Opportunity No. 17			✓			✓	✓		✓	
		Wabasca Long Term Education Planning Meeting	✓	✓	✓	✓		✓	✓		✓	✓
4/26/17	Edmonton	Executive Team Meeting	✓	✓	✓	✓	✓		✓	✓		✓
4/27/17	Teleconference	Teachers' Employer Bargaining Association Teleconference						✓		✓		
5/1/17	Fort McMurray	Spring Engagement Session					✓	✓			✓	
5/2/17	Fort Chipewyan	ADCS School Visit and Community Support	✓	✓		✓					✓	✓
5/3/17	Fort Chipewyan	Meeting with Athabasca Chipewyan First Nation Councilor	✓	✓		✓					✓	✓
5/4/17	Peace River	Administrators' Meeting	✓	✓		✓	✓		✓	✓	✓	
		Long Service Awards				✓		✓			✓	✓
5/5/17	Peace River	Administrators' Meeting	✓	✓		✓	✓		✓	✓	✓	
5/8/17	Slave Lake	Quality of Work/Life Meeting			✓	✓	✓					✓
5/9/17	Edmonton	Transition Planning Meeting with Alberta Education			✓	✓		✓		✓	✓	
5/10/17	Edmonton	Meeting with Kee Tas Kee Now Tribal Council	✓	✓				✓		✓	✓	✓
5/11/17	Peace River	Central Office Staff Meeting		✓	✓		✓				✓	
5/15/17	East Prairie	Hillview School Special Board Meeting	✓	✓	✓	✓	✓	✓			✓	
5/16/17	Peace River	Transition Planning Meeting			✓	✓		✓		✓	✓	
5/17/17	High Prairie	Parent Meeting		✓							✓	
5/23/17	Edmonton	Alberta Education Office Meeting			✓				✓			
5/24/17	Susa Creek	Susa Creek School Visit	✓	✓		✓					✓	✓
5/25/17	Susa Creek	Corporate Board Meeting			✓			✓				

April 2017 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	27 (34%)	29 (37%)	3 (4%)	6 (8%)	10 (13%)	2 (3%)	2 (3%)	79
ADCS	20 (9%)	21 (10%)	40 (19%)	34 (16%)	17 (8%)	20 (9%)	59 (28%)	211
Bill Woodward School	25 (23%)	23 (21%)	14 (13%)	18 (16%)	8 (7%)	12 (11%)	10 (9%)	110
Bishop Routhier School	17 (25%)	10 (15%)	17 (25%)	8 (12%)	8 (12%)	2 (3%)	5 (7%)	67
Calling Lake School	20 (20%)	11 (11%)	23 (23%)	15 (15%)	13 (13%)	9 (9%)	11 (11%)	102
Chipewyan Lake School	3 (13%)	4 (17%)	8 (33%)	6 (25%)	1 (4%)	0 (0%)	2 (8%)	24
Conklin Community School	18 (51%)	9 (26%)	2 (6%)	0 (0%)	3 (9%)	0 (0%)	3 (9%)	35
Dr. Mary Jackson School	10 (38%)	5 (19%)	4 (15%)	4 (15%)	1 (4%)	1 (4%)	1 (4%)	26
Elizabeth School	73 (58%)	22 (18%)	10 (8%)	8 (6%)	11 (9%)	1 (1%)	0 (0%)	125
Father R. Perin School	14 (18%)	19 (24%)	18 (23%)	11 (14%)	5 (6%)	4 (5%)	7 (9%)	78
Fort McKay School	22 (29%)	18 (24%)	12 (16%)	4 (5%)	9 (12%)	7 (9%)	3 (4%)	75
Gift Lake School	57 (33%)	42 (24%)	21 (12%)	17 (10%)	22 (13%)	6 (3%)	10 (6%)	175
Grouard Northland School	12 (17%)	7 (10%)	22 (31%)	16 (23%)	7 (10%)	6 (8%)	1 (1%)	71
Hillview School	3 (18%)	2 (12%)	4 (24%)	6 (35%)	2 (12%)	0 (0%)	0 (0%)	17
JF Dion School	37 (42%)	28 (31%)	6 (7%)	9 (10%)	8 (9%)	1 (1%)	0 (0%)	89
Kateri School	15 (17%)	6 (7%)	24 (27%)	27 (30%)	8 (9%)	6 (7%)	4 (4%)	90
Little Buffalo School	22 (12%)	15 (8%)	54 (29%)	35 (19%)	7 (4%)	17 (9%)	39 (21%)	189
Mistassiniy School	37 (12%)	27 (9%)	62 (21%)	41 (14%)	22 (7%)	25 (8%)	83 (28%)	297
Paddle Prairie School	57 (53%)	10 (9%)	18 (17%)	6 (6%)	12 (11%)	2 (2%)	2 (2%)	107
Peerless Lake School	23 (19%)	23 (19%)	32 (27%)	18 (15%)	7 (6%)	8 (7%)	7 (6%)	118
Pelican Mountain School	4 (18%)	2 (9%)	6 (27%)	3 (14%)	1 (5%)	5 (23%)	1 (5%)	22
St. Theresa School	71 (20%)	60 (17%)	105 (29%)	68 (19%)	27 (7%)	20 (6%)	10 (3%)	361
Susa Creek School	16 (50%)	11 (34%)	2 (6%)	3 (9%)	0 (0%)	0 (0%)	0 (0%)	32

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	17 (30%)	3 (5%)	3 (5%)	5 (9%)	5 (9%)	4 (7%)	20 (35%)	57
Calling Lake Outreach School	3 (27%)	1 (9%)	0 (0%)	3 (27%)	0 (0%)	0 (0%)	4 (36%)	11

DIVISION ATTENDANCE APRIL 2017

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	72	55	47	39	20	18	20	271
Gr. 1	57	37	53	41	24	11	15	238
Gr. 2	66	39	56	38	14	15	8	236
Gr. 3	71	44	48	27	22	7	17	236
Gr. 4	75	41	59	35	23	8	7	248
Gr. 5	73	45	46	29	16	10	7	226
Gr. 6	42	48	42	33	25	18	7	215
Gr. 7	48	28	45	28	18	14	22	203
Gr. 8	27	25	42	32	14	23	23	186
Gr. 9	32	16	28	23	9	12	38	158
Gr. 10	23	10	19	18	11	9	36	126
Gr. 11	5	10	12	14	8	5	28	82
Gr. 12	12	6	10	6	5	4	32	75
Student Totals	603	404	507	363	209	154	260	2500

*Does not include Outreach Schools

2014/15 - 2016/17 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
September 2016	1169 (45%)	465 (18%)	468 (18%)	214 (8%)	113 (4%)	76 (3%)	85 (3%)	2590
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
October 2016	954 (37%)	416 (16%)	594 (23%)	259 (10%)	143 (6%)	84 (3%)	130 (5%)	2580
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
November 2016	955 (37%)	348 (14%)	522 (20%)	309 (12%)	173 (7%)	93 (4%)	172 (7%)	2572
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
December 2016	653 (25%)	362 (14%)	464 (18%)	327 (13%)	265 (10%)	164 (6%)	337 (13%)	2572
January 2015	902 (32%)	223 (8%)	529 (19%)	372 (13%)	249 (9%)	173 (6%)	338 (12%)	2798
January 2016	846 (31%)	402 (15%)	554 (20%)	305 (11%)	250 (9%)	128 (5%)	267 (10%)	2752
January 2017	672 (27%)	379 (15%)	528 (21%)	341 (14%)	214 (9%)	135 (5%)	231 (9%)	2500
February 2015	793 (29%)	430 (16%)	536 (19%)	350 (13%)	239 (9%)	174 (6%)	240 (9%)	2762
February 2016	909 (34%)	393 (15%)	527 (20%)	295 (11%)	228 (9%)	114 (4%)	200 (8%)	2666
February 2017	645 (26%)	382 (15%)	530 (21%)	325 (13%)	217 (9%)	177 (7%)	231 (9%)	2507
March 2015	873 (32%)	296 (11%)	569 (21%)	352 (13%)	225 (8%)	146 (5%)	296 (11%)	2557
March 2016	603 (23%)	424 (16%)	577 (22%)	395 (15%)	229 (9%)	178 (7%)	262 (10%)	2665
March 2017	667 (27%)	375 (15%)	455 (18%)	327 (13%)	208 (8%)	182 (7%)	287 (11%)	2501
April 2015	688 (25%)	443 (16%)	598 (22%)	306 (11%)	225 (8%)	152 (6%)	317 (12%)	2729
April 2016	653 (24%)	417 (16%)	573 (21%)	384 (14%)	228 (9%)	176 (7%)	242 (9%)	2673
April 2017	603 (24%)	404 (16%)	507 (20%)	363 (15%)	209 (8%)	154 (6%)	260 (10%)	2500
May 2015	880 (32%)	250 (9%)	542 (20%)	324 (12%)	226 (6%)	162 (6%)	364 (13%)	2748
May 2016	839 (36%)	200 (9%)	440 (19%)	294 (13%)	163 (7%)	103 (4%)	269 (12%)	2308
June 2015	658 (23%)	373 (13%)	571 (20%)	321 (11%)	241 (9%)	171 (6%)	492 (17%)	2817
June 2016	745 (32%)	156 (7%)	388 (17%)	331 (14%)	195 (8%)	148 (6%)	341 (15%)	2304

*Does not include Outreach

*May 2016 and June 2016 do not include Anzac, Bill Woodward, Father R. Perin, or Fort McKay due to Fire Evacuation



Official Trustee's Report

May 25, 2017

April, 2017

21	Elizabeth Métis Settlement	Meeting with Elizabeth Métis Settlement Council in Edmonton
24	Wabasca	Meeting with Bigstone Cree Nation Director of Education Spring Engagement meeting at St. Theresa
25	Wabasca	Meeting with Education Director, Bigstone Cree Nation Long Term Education Planning Meeting
26	Wabasca	Meeting with the MD of Opportunity No. 17, Councilor Everett Godfried Spelling Bee at St. Theresa School
27	Teleconference	Teachers' Employer Bargaining Association Teleconference

May, 2017

1	Fort McMurray	Spring Engagement Session
2	Edmonton	Bargaining Workshops
4	Peace River	Administrators' Meeting & Long Service Awards
5	Peace River	Administrators' Meeting
8	Slave Lake	Quality of Work/Life Meeting
9	Edmonton	Transition Planning Meeting with Alberta Education
10	Edmonton	Kee Tas Kee Now Partnership Meeting
15	East Prairie	Hillview School Special Board Meeting
16	Peace River	Transition Planning with Executive Team
17	Susa Creek	Meeting with community members
23	Edmonton	Meeting with ASCA
25	Susa Creek	Corporate Board Meeting

**NORTHLAND SCHOOL DIVISION NO. 61
LOCAL SCHOOL BOARD COMMITTEE REPORT
2015/2016 SCHOOL YEAR
PERIOD ENDING - April 30, 2017**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Percent Expended	
				Budget	Difference
<u>Anzac</u>					
Quarterly Honorarium	3,914.84	1,153.24	5,068.08	4,920.00	(148.08)
Travel & Subsistence		-	-	5,032.00	5,032.00
In - Service					-
Prior Year Carryover				15,608.00	15,608.00
Casual Labour, Supplies & Awards		236.63	236.63	250.00	13.37
Total	3,914.84	1,389.87	5,304.71	25,810.00	20,505.29
					20.6%
<u>Athabasca Delta</u>					
Quarterly Honorarium	2,516.41	1,463.20	3,979.61	4,920.00	940.39
Travel & Subsistence		-	-	5,340.00	5,340.00
In - Service					-
Prior Year Carryover				14,505.00	14,505.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	2,516.41	1,463.20	3,979.61	25,015.00	21,035.39
					15.9%
<u>Bishop Routhier</u>					
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00
Travel & Subsistence		4,379.44	4,379.44	1,992.00	(2,387.44)
In - Service					-
Prior Year Carryover				3,977.00	3,977.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	2,459.50	6,838.94	9,298.44	11,139.00	1,840.56
					83.5%
<u>Calling Lake</u>					
Quarterly Honorarium	4,959.00	-	4,959.00	4,920.00	(39.00)
Travel & Subsistence	-	-	-	3,060.00	3,060.00
In - Service	-	-	-		-
Prior Year Carryover	-	-	-	13,814.00	13,814.00
Casual Labour, Supplies & Awards		265.06	265.06	250.00	(15.06)
Total	4,959.00	265.06	5,224.06	22,044.00	16,819.94
					23.7%
<u>Chipewyan Lakes</u>					
Quarterly Honorarium	988.50	1,168.91	2,157.41	4,920.00	2,762.59
Travel & Subsistence				2,740.00	2,740.00
In - Service					-
Prior Year Carryover				15,041.00	15,041.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	988.50	1,168.91	2,157.41	22,951.00	20,793.59
					9.4%
<u>Conklin</u>					
Quarterly Honorarium	2,712.50	2,459.50	5,172.00	4,920.00	(252.00)
Travel & Subsistence				4,144.00	4,144.00
In - Service					-
Prior Year Carryover				8,779.00	8,779.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	2,712.50	2,459.50	5,172.00	18,093.00	12,921.00
					28.6%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Dr. Mary Jackson</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,184.00	2,184.00	
In - Service					-	
Prior Year Carryover				4,495.00	4,495.00	
Casual Labour, Supplies & Awards		463.74	463.74	250.00	(213.74)	
Total	2,459.50	2,923.24	5,382.74	11,849.00	6,466.26	45.4%
<u>East Prairie</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,128.00	2,128.00	
In - Service					-	
Prior Year Carryover				2,545.00	2,545.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,459.50	2,459.50	4,919.00	9,843.00	4,924.00	50.0%
<u>Elizabeth</u>						
Quarterly Honorarium	4,220.82	1,777.93	5,998.75	4,920.00	(1,078.75)	
Travel & Subsistence		-	-	3,816.00	3,816.00	
In - Service					-	
Prior Year Carryover				13,029.00	13,029.00	
Casual Labour, Supplies & Awards		92.07	92.07	250.00	157.93	
Total	4,220.82	1,870.00	6,090.82	22,015.00	15,924.18	27.7%
<u>Father R Perin</u>						
Quarterly Honorarium	2,700.75	2,459.50	5,160.25	4,920.00	(240.25)	
Travel & Subsistence		-	-	4,144.00	4,144.00	
In - Service					-	
Prior Year Carryover				8,593.00	8,593.00	
Casual Labour, Supplies & Awards				250.00	250.00	
Total	2,700.75	2,459.50	5,160.25	17,907.00	12,746.75	28.8%
<u>Fort McKay</u>						
Quarterly Honorarium	988.50	988.50	1,977.00	4,920.00	2,943.00	
Travel & Subsistence				4,144.00	4,144.00	
In - Service					-	
Prior Year Carryover				16,999.00	16,999.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	988.50	988.50	1,977.00	26,313.00	24,336.00	7.5%
<u>Gift Lake</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,292.00	2,292.00	
In - Service					-	
Prior Year Carryover				6,330.00	6,330.00	
Casual Labour, Supplies & Awards				250.00	250.00	
Total	2,459.50	2,459.50	4,919.00	13,792.00	8,873.00	35.7%
<u>Grouard</u>						
Quarterly Honorarium	2,700.75	3,156.53	5,857.28	4,920.00	(937.28)	
Travel & Subsistence		221.70	221.70	2,028.00	1,806.30	
In - Service					-	
Prior Year Carryover				4,370.00	4,370.00	
Casual Labour, Supplies & Awards				250.00	250.00	
Total	2,700.75	3,378.23	6,078.98	11,568.00	5,489.02	52.5%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Percent Expended		
				Budget	Difference	
<u>J.F. Dion</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence	-	-	-	4,052.00	4,052.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	9,347.00	9,347.00	
Casual Labour, Supplies & Awards	-	908.17	908.17	250.00	(658.17)	
Total	2,459.50	3,367.67	5,827.17	18,569.00	12,741.83	31.4%
<u>Kateri</u>						
Quarterly Honorarium	1,977.00	1,976.99	3,953.99	4,920.00	966.01	
Travel & Subsistence	-	-	-	2,416.00	2,416.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	9,032.00	9,032.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	1,977.00	1,976.99	3,953.99	16,618.00	12,664.01	23.8%
<u>Little Buffalo</u>						
Quarterly Honorarium	2,436.00	2,436.00	4,872.00	4,920.00	48.00	
Travel & Subsistence	-	-	-	1,880.00	1,880.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	1,024.00	1,024.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	2,436.00	2,436.00	4,872.00	8,074.00	3,202.00	60.3%
<u>Mistassiniy</u>						
Quarterly Honorarium	1,953.50	1,953.50	3,907.00	4,920.00	1,013.00	
Travel & Subsistence	-	-	-	2,836.00	2,836.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	2,818.00	2,818.00	
Casual Labour, Supplies & Awards	-	451.79	451.79	250.00	(201.79)	
Total	1,953.50	2,405.29	4,358.79	10,824.00	6,465.21	40.3%
<u>Paddle Prairie</u>						
Quarterly Honorarium	3,234.17	1,900.49	5,134.66	4,920.00	(214.66)	
Travel & Subsistence	-	300.00	300.00	2,288.00	1,988.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	8,859.00	8,859.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	3,234.17	2,200.49	5,434.66	16,317.00	10,882.34	33.3%
<u>Peerless Lake</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence	-	-	-	2,340.00	2,340.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	(538.00)	(538.00)	
Casual Labour, Supplies & Awards	-	395.35	395.35	250.00	(145.35)	
Total	2,459.50	2,854.85	5,314.35	6,972.00	1,657.65	76.2%
<u>Pelican Mountain</u>						
Quarterly Honorarium	988.50	1,494.50	2,483.00	4,920.00	2,437.00	
Travel & Subsistence	-	-	-	3,096.00	3,096.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	8,660.00	8,660.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	988.50	1,494.50	2,483.00	16,926.00	14,443.00	14.7%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
St. Theresa						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-	2,969.00	2,969.00	
Casual Labour, Supplies & Awards		1,264.52	1,264.52	250.00	(1,014.52)	
Total	2,459.50	3,724.02	6,183.52	10,999.00	4,815.48	56.2%
Susa Creek						
Quarterly Honorarium	3,264.20	908.08	4,172.28	4,920.00	747.72	
Travel & Subsistence	-	-	-	2,984.00	2,984.00	
In - Service			-		-	
Prior Year Carryover			-	13,839.00	13,839.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,264.20	908.08	4,172.28	21,993.00	17,820.72	19.0%
GRAND TOTAL	56,771.94	51,491.84	108,263.78	365,631.00	257,367.22	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	257,367.22
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	257,367.22

NORTHLAND SCHOOL DIVISION NO. 61
 BOARD REPORT
 2016/2017 SCHOOL YEAR
 PERIOD ENDING - April 30, 2017

	ACTUAL	BUDGET	VARIANCE
<u>ELECTIONS</u>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	60.00	-	(60.00)
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	-	-	-
PRINTING & BINDING--ELECTIONS	-	-	-
ADVERTISING--ELECTIONS	-	-	-
OFFICE SUPPLIES--ELECTIONS	-	-	-
SUB-TOTAL	60.00	80,000.00	79,940.00
<u>COMMITTEES</u>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
PROFESSIONAL SERVICES - POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	2,971.61	30,000.00	27,028.39
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	411.47	-	(411.47)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	-	-	-
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	5,587.69	-	(5,587.69)
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	-	-	-
SUB-TOTAL	8,970.77	30,000.00	21,029.23
<u>OTHER EXPENSES</u>			
REMUNERATION TRUSTEES	-	-	-
REMUNERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	60.96	4,000.00	3,939.04
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	151,953.78	200,000.00	48,046.22
IN-SERVICE - BOARD	-	60,000.00	60,000.00
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	25,381.42	25,000.00	(381.42)
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	506.15	3,000.00	2,493.85
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	108,916.64	40,000.00	(68,916.64)
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	40,665.23	38,000.00	(2,665.23)
PRINTING & BINDING	851.57	3,500.00	2,648.43
INSURANCE - BOARD OF TRUSTEES	170.00	250.00	80.00
ADVERTISING - BOARD	-	3,000.00	3,000.00
OFFICE SUPPLIES	630.10	5,000.00	4,369.90
AWARDS	2,950.95	25,000.00	22,049.05
POSTAGE - BOARD	370.91	4,000.00	3,629.09
FURNITURE & EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	332,457.71	411,750.00	79,292.29
TOTAL	341,488.48	521,750.00	180,261.52

2017 Bill 6

Third Session, 29th Legislature, 66 Elizabeth II

THE LEGISLATIVE ASSEMBLY OF ALBERTA

BILL 6

NORTHLAND SCHOOL DIVISION ACT

THE MINISTER OF EDUCATION

First Reading

Second Reading

Committee of the Whole

Third Reading

Royal Assent

Bill 6

BILL 6

2017

NORTHLAND SCHOOL DIVISION ACT

(Assented to , 2017)

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Interpretation

1(1) In this Act,

- (a) “board” means the board of trustees of the Division;
- (b) “Division” means Northland School Division No. 61;

- (c) “school council” means a school council established under section 22 of the *School Act* for a school operated by the board;
- (d) “ward” means a ward in the Division established under section 3.

(2) Unless otherwise provided in this Act, words and expressions used in this Act have the same meaning as in the *School Act* and the *Local Authorities Election Act*.

Boundaries

2(1) Notwithstanding anything in the *School Act*, the Division shall consist of

- (a) the school districts included in the Division by virtue of the order of the Minister constituting the Division, and
- (b) all that part of Alberta lying north of the north boundary of township 55, excepting from that area any lands contained in
 - (i) any other school division,
 - (ii) any regional division,
 - (iii) any district not included in a school division or school district in the Division, and
 - (iv) any Indian reserve.

(2) Nothing in this Act precludes the Minister from time to time

- (a) amending the order dated December 9, 1960, constituting the Division or making a new order constituting the Division in substitution for that order, or
- (b) constituting, dissolving or altering any school district or any other school division.

Wards

3 The Minister may, by order, divide the Division into no fewer than 7 wards and no more than 11 wards.

Board of trustees

4(1) The board of trustees of the Division is continued as a corporation under the name of The Board of the Northland School Division No. 61.

(2) Subject to section 62(3) of the *School Act*, the board of trustees consists of the trustees elected under this section.

(3) One trustee is to be elected in each ward.

Powers and duties of board

5(1) Subject to this Act, the board has all the powers and duties of a board of trustees under the *School Act*.

(2) The board shall establish a formal engagement process for engaging with

- (a)** the wards,
- (b)** First Nations, Metis and other communities with respect to which the board provides educational services,
- (c)** Treaty 8 First Nations of Alberta,
- (d)** the Metis Settlements General Council, and
- (e)** the Council of School Councils

with respect to the establishment of the board's strategic direction.

(3) The board shall ensure that it engages with the wards, communities and organizations referred to in subsection (2) in accordance with the process established under that subsection at least once within the 12-month period immediately following each general election.

(4) The Council of School Councils referred to in subsection (2)(e) is a meeting of representatives of the school councils in the Division.

(5) The board may establish a process for the selection of one or more members of each school council to attend the Council of School Councils.

School councils: honoraria for Elders

6 The board may provide for the payment of honoraria to school council members who are Elders.

Ward councils

7(1) Each ward shall have a ward council that consists of the trustee from the ward, a member of each school council in the ward and other persons that may become members as provided for in the policy referred to in subsection (2).

(2) The board shall establish a policy governing ward councils that includes, without limitation, provisions respecting

- (a) the eligibility of persons, other than the trustee and school council members referred to in subsection (1), to be members and the number, selection, term of office, disqualification and replacement of members,
- (b) the number of meetings required to be held by a ward council,
- (c) the administration of ward councils, and
- (d) the payment of travelling and other expenses to members and of honoraria to members who are Elders.

(3) A ward council shall advise the board respecting any matter relating to the board's strategic direction and policy in the ward.

(4) A member of a ward council who is an Elder may receive honoraria in accordance with the policy provisions established under subsection (2)(d), but no other member of a ward council shall receive any remuneration for acting as a member of the ward council.

Candidate and voter eligibility

8(1) In addition to the persons who may be nominated as candidates under the *Local Authorities Election Act*, a person is eligible to be nominated as a candidate in an election for a trustee of the board if on nomination day the person

- (a) is eligible to vote in the election under this section,

- (b) has resided in Alberta for the 6 consecutive months immediately preceding nomination day,
- (c) is resident on an Indian reserve in respect of which an agreement entered into by the board under section 62(2)(b) or (c) of the *School Act* respecting the education of persons referred to in section 62(2)(b)(i) or (c) of that Act is in effect, and
- (d) is not otherwise ineligible or disqualified.

(2) In addition to the persons who are eligible to vote under the *Local Authorities Election Act*, a person is eligible to vote in an election to elect a trustee of the board if the person

- (a) is at least 18 years old,
- (b) is a Canadian citizen,
- (c) has resided in Alberta for the 6 consecutive months immediately preceding election day, and
- (d) on election day is resident on an Indian reserve in respect of which an agreement entered into by the board under section 62(2)(b) or (c) of the *School Act* respecting the education of persons referred to in section 62(2)(b)(i) or (c) of that Act is in effect.

(3) The board with the approval of the Minister may, by bylaw, designate

- (a) the ward in which persons who are eligible under subsection (1) may be nominated as candidates, and
- (b) the ward in which persons who are eligible under subsection (2) may vote.

(4) A person who is eligible to be nominated as a candidate by virtue of subsection (1) is eligible to be nominated as a candidate only in the ward designated under subsection (3)(a).

(5) A person who is eligible to vote by virtue of subsection (2) is eligible to vote only in the ward designated under subsection (3)(b).

(6) A bylaw passed under subsection (3) or any bylaw that amends or replaces it does not apply to the general election next following the passing of the bylaw unless it is passed before March 1, or

another date specified by order of the Minister, in the year in which that general election is held.

Application of School Act and Local Authorities Election Act

9(1) Subject to this Act and the regulations, the *School Act* and the *Local Authorities Election Act* and the regulations under those Acts apply with respect to the Division.

(2) The Lieutenant Governor in Council may make regulations

- (a) providing that a provision or part of a provision of the *School Act* or the *Local Authorities Election Act*, or a provision or part of a provision of a regulation under either of those Acts, does not apply with respect to the Division to the extent specified in the regulations;
- (b) modifying a provision or part of a provision of the *School Act* or the *Local Authorities Election Act*, or a provision or part of a provision of a regulation under either of those Acts, insofar as the provision or the part of the provision applies with respect to the Division.

Transitional

10(1) In this section, “former Act” means the *Northland School Division Act*, RSA 2000 cN-5.

(2) The local school board committees established under the former Act

- (a) are continued on the coming into force of this Act, and
- (b) are dissolved at the end of the day on June 30, 2017.

(3) A local school board committee may continue to exercise the powers set out in section 9 of the former Act until the end of the day on June 30, 2017.

(4) Notwithstanding any other enactment, a person who, under the former Act, holds office as a member, chair or secretary of a local school board committee immediately before the coming into force of this Act remains in office but only until

- (a) the end of the day on June 30, 2017,

- (b) the person resigns, or
- (c) the person is not qualified to continue to hold office under section 6(1) of the former Act,

whichever occurs first.

(5) A member of a local school board committee who ceases to hold office as a member under subsection (3) shall not be replaced, but, in the event that the chair or secretary of the local school board committee ceases to hold office before the end of the day on June 30, 2017, a local school board committee may appoint another of its members to act as chair or secretary until the end of the day on June 30, 2017.

Repeal

11 The *Northland School Division Act*, RSA 2000 cN-5, is repealed.

