



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 17 – 09

AGENDA

Location: Division Office – Peace River, Alberta

Date & Time: June 22, 2017 at 1:00 p.m.

Page No.

A. CALL TO ORDER (11:00 a.m.)

1. In-Camera - Board (Official Trustee and Executive Staff Only)
2. Delegation 11:30 a.m. – Dr. Mary Jackson School Band Students Performance

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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J. DELEGATIONS

1. 11:30 a.m. - Dr. Mary Jackson School Band Students Performance

K. DISCUSSION ITEMS

- 1.
- 2.

L. CLOSING PRAYER

M. ADJOURNMENT & GOODBYES

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON MAY 25, 2017
AT SUSA CREEK SCHOOL IN GRANDE CACHE, AB.

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
✓	Cathy Wanyandie	• Advisory Committee Member – Susa Creek
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
✓	Robin Guild	• Advisory Committee Member – Wabasca
x	Jesse Lamouche	• Advisory Committee Member – Grouard
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
x	Greg Gauchier	• Advisory Committee Member – Peavine
x	Claris Voyageur	• Advisory Committee Member – ADCS
✓	Gord Atkinson	• Superintendent of Schools
x	Don Tessier	• Area Associate Superintendent
✓	Shelley Willier	• Area Associate Superintendent
✓	Wes Oginski	• Associate Superintendent of Human Resources
✓	Lorraine Cardinal-Roy	• Director of First Nation, Métis & Inuit Learner Success
✓	Trudy Rasmuson	• Secretary-Treasurer
x	Stephanie Sutherland	• Director of Student Services
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 11:17 a.m.

IN CAMERA SESSION

24323/17

Lois Byers, Official Trustee moved that the meeting go in camera at 11:17 a.m.

CARRIED

REGULAR SESSION

24324/17

Lois Byers, Official Trustee moved that the meeting revert to regular session at 11:49 a.m.

CARRIED

Labour was discussed while in camera.

RECESS

The meeting recessed at 11:49 a.m.
The meeting reconvened at 1:10 p.m.

OPENING PRAYER

The students and staff of Susa Creek School gave the opening prayer and sang O'Canada in Cree.

ADOPT AGENDA	24325/17	Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended:
		Add items Establishment of Northland Ward Structure to D: 10 and the following discussion items: Casual wages/School budgets/Capacity Building
		CARRIED
INTRODUCTIONS		Lois Byers, Official Trustee welcomed guests and introductions were made, the group was informed that the meeting would be broadcast live.
MINUTES APRIL 20, 2017	24326/17	Lois Byers, Official Trustee moved that the Board of Trustees approve the April 20, 2017 Regular Board Meeting minutes as amended.
		CARRIED
MINUTES MAY 15, 2017	24327/17	Lois Byers, Official Trustee moved that the Board of Trustees approve the May 15, 2017 Special Board Meeting minutes as amended.
		CARRIED
OLD BUSINESS – BOARD ACTION ITEMS		Executive staff provided verbal updates to the Board on the directives assigned from previous Board meetings.
	24328/17	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
DRAFT 2017-2018 BUDGET		Trudy Rasmuson, Secretary-Treasurer presented the draft 2017-2018 budget to the Board. Discussions were had with regard to casual wages, school budgets, block funding and capacity building.
	24329/17	Lois Byers, Official Trustee moved that the Board of Trustees accept the draft 2017-2018 budget as attached for information.
		CARRIED

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

Secretary-Treasurer Rasmuson clarified that the request to transfer the two (2) housing units came from the Metis Settlement office. These units are surplus to the division and are located on the settlement land.

- 24330/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the transfer of two (2) housing units, #115 and #117 to the Gift Lake Metis Settlement.

CARRIED

GRANDE
YELLOWHEAD
TRANSPORTATION
AGREEMENT

Superintendent Atkinson reviewed background on the transportation agreement that is currently under review.

- 24331/17 Lois Byers, Official Trustee moved that the Board of Trustees approve in principle, entering into a transportation agreement with Grande Yellowhead Public School Division No. 77.

CARRIED

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

- 24332/17 Lois Byers, Official Trustee moved 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.

CARRIED

GROUARD
NORTHLAND
SCHOOL JUNIOR
HIGH PROGRAM
TRANSPORTATION
PILOT
CONTINUANCE

Superintendent Atkinson discussed the rationale for extending the pilot for another year. Discussions were had in regards to making supportive educational changes in the region.

- 24333/17 Lois Byers, Official Trustee moved 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 NSD schools in the High Prairie region.

CARRIED

NEW SCHOOL
BUSES PURCHASE
TENDER
ACCEPTANCES

24334/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the purchase of three (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.

CARRIED

NORTHLAND
TRANSFER TO
PEMBINA HILLS
REGIONAL
DIVISION NO. 7

Secretary-Treasurer Rasmuson explained the reasons behind the request to transfer this land to Pembina Hills.

24335/17 Lois Byers, Official Trustee moved 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.

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, 18, E14, E28, 24, 25, E26, E35, 36

CARRIED

SUPERVISOR
DESIGNATION

Associate Superintendent of Human Resources Oginski explained that the current supervisor designation limits NSD's ability to create educationally related designations for central office positions.

24336/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the changes to the proposed Supervisor designation as defined in Appendix 2 Schedule of Rates Version A:

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.

CARRIED

HEALTH SPENDING ACCOUNT

Associate Superintendent of Human Resources Oginski explained that making this change to the HSA would give the non-teaching staff the same benefits as the certificated staff.

24337/17 Lois Byers, Official Trustee moved that the Board of Trustees approve increasing the amount of the Health Spending Account for non-teaching staff to \$850 per year, effective immediately.

CARRIED

RECESS

The meeting recessed at 2:35 p.m.
The meeting reconvened at 2:47 p.m.

ESTABLISHMENT OF NORTHLAND WARD STRUCTURE

The group discussed the suggested ward structures presented and provided their input into the ward structure that would be adopted.

24338/17 Lois Byers, Official Trustee moved that the Board of Trustees approve establishing the Northland Ward Structure as per the following ward structure with 11 wards.

Ward	Communities	Schools Within Ward
2	Piedie Prairie Keg River	Piedie Prairie Dr. Mary Jackson
2	Susa Creek	Susa Creek
3	GRT Lake Peavine	Whitefish Lake First Nation No. 459; Litkoemak Lake No. 155/ 153A/ 155B GRT Lake Bishop Rouzier
4	East Prairie Grouard	Kapawé No. First Nation and Sucker Creek First Nation; Sucker Creek No. 150A Kapawé No. First Nation No. 150B/ 150C/ 150D/ 229/ 230 Millview Grouard Northland
5	Peerless Lake Trout Lake Little Buffalo	Lubicon Lake Band, Peerless Trout First Nation, and Woodlanc Cree First Nation; Woodland Cree No. 226/ 227/ 228 Lubicon Lake Peerless Trout Indian Reserve No. 238 Peerless Trout First Nation Peerless Lake Kuteri Little Buffalo
6	Demarsh Sandy Lake	Bigstone Cree First Nation Wabasca 165 Wabasca 166A/166D Pelican Settlement Anzac Career Pathways Pelican Mountain
7	Wabasca Chipewyan Lake	Bigstone Cree First Nation Wabasca 166B/ 166C St. Theresa Chipewyan Lake
8	Calling Lake	Bigstone Cree First Nation; Jean Baptiste Gambler No. 163 Calling Lake Calling Lake Outreach
9	Fort Chipewyan	Bigstone Cree First Nation and Atabasca Chipewyan First Nation; Old Fort No. 217 Dog Head No. 218 Allison Bay No. 219 Devil's Gate 220 Sandy Point No. 221 Chipewyan No. 201/ 201A/ 201B/ 201C/ 201D/ 201E/ 201F/ 201G ActaErika Delta Community
10	Anzac Cherd Conklin Fort McKay	Chipewyan Prairie First Nation, Fort McKay First Nation, and Fort McMurray No. 463 First Nation; Clearwater No. 175 St. Charles Lake No. 176/ 176A/ 176B Jambler No. 194 Cowper Lake Indian Reserve 194A Wapiti Lake Indian Reserve No. 194E Anzac Bill Woodward Conklin Father R. Pyrin Fort McKay
11	Elizabeth Fishing Lake	Elizabeth J.P. Don

CARRIED

POLICY READING
TIMELINE

24339/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Policy Reading Timeline, as attached.

CARRIED

POLICY 8 – BOARD
COMMITTEES

24340/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 8, Board Committees, as attached.

CARRIED

POLICY 9 – BOARD
REPRESENTATIVES

24341/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 9, Board Representatives, as attached.

CARRIED

**POLICY 10 –
POLICY MAKING**

24342/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 10, Policy Making, as attached.

CARRIED

**POLICY 11 –
BOARD
DELEGATION OF
AUTHORITY**

24343/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 11, Board Delegation of Authority, as attached.

CARRIED

**POLICY 17 –
STUDENT
TRANSPORTATION
SERVICES**

Official Trustee Byers discussed feedback that she received regarding section 5. In some of NSD's communities not providing pickup for students that reside under 2.4 km could be a danger because of animals.

24344/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 17, Student Transportation Services, as attached, with the following amendments: omit section 6 and change section 2 and 5 to read:

2. The Board supports the use of congregated bus stops to facilitate efficient busing and ride times with consideration given to safety and feasibility of walk distances for age of student.

5. The Board will endeavor to provide transportation for students residing less than 2.4 km from their designated school; and direct administration to send out new changes to stakeholders for feedback.

CARRIED

**POLICY 20 –
TEACHER
HOUSING**

24345/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 20, Teacher Housing, as attached.

CARRIED

**POLICY 2 – ROLE
OF THE BOARD**

Lois Byers, Official Trustee identified the changes to the Policy 2, Role of the Board.

24346/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 2, Role of the Board, as attached; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

**POLICY 3 – ROLE
OF A TRUSTEE**

Lois Byers, Official Trustee identified the changes to the Policy 3, Role of a Trustee.

24347/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 3, Role of a Trustee, as attached; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

**POLICY 4 –
TRUSTEE CODE OF
CONDUCT**

Lois Byers, Official Trustee identified the changes to the Policy 4, Trustee Code of Conduct.

24348/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 4, Trustee Code of Conduct, as attached; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

**POLICY 5 – ROLE
OF THE BOARD
CHAIR**

Lois Byers, Official Trustee identified the changes to the Policy 5, Role of the Board Chair.

24349/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 5, Role of the Board Chair, as attached; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

POLICY 6 – ROLE OF THE BOARD VICE-CHAIR 24350/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 6, Role of the Board Vice-Chair, as attached; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

POLICY 7 – BOARD GOVERNANCE & OPERATIONS 24351/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 7, Board Governance & Operations, as attached and with the following amendment to section 5.2: Notwithstanding 5.1, Trustees and Superintendent or designate participating in a meeting held by means of a communication facility are deemed to be present at the meeting, provided the trustee or Superintendent or designate are physically present within the boundaries of Alberta or with permission of the Chair if outside the boundaries of Alberta; and direct administration to send out the information to LSBC chairs and principals for feedback.

CARRIED

LSBC MEETING MINUTES RECEIVED 24352/17 Lois Byers, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

<u>LSBC NAME</u>	<u>DATE OF MEETING</u>
Conklin	Mar 29, 2017
Fort McKay	May 2, 2017
Gift Lake	May 1, 2017
Grouard	Mar 15, 2017 Apr 26, 2017
Little Buffalo	Mar 14, 2017 Apr 5, 2017
Trout Lake	Mar 9, 2017 May 15, 2017
Wabasca	Apr 11, 2017 May 9, 2017

CARRIED

ADMINISTRATIVE ACTION – CURRENT LSBC MEETING MINUTES RECEIVED 24353/17 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
Conklin	Mar 29, 2017		As Presented
Fort McKay	May 2, 2017		As Presented
Gift Lake	May 1, 2017		As Presented
Grouard	Mar 15, 2017		As Presented
	Apr 26, 2017		As Presented
Little Buffalo	Mar 14, 2017		As Presented
	Apr 5, 2017		As Presented
Trout Lake	Mar 9, 2017		As Presented
	May 15, 2017		As Presented
Wabasca	Apr 11, 2017		As Presented
	May 9, 2017		As Presented

CARRIED**SUPERINTENDENT'S REPORT**

Superintendent Atkinson presented his report to the Board as information.

- 24354/17 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. The group reviewed Bill 6 and discussions were had on the expectations of the new board and the functions of the Ward Councils, School Councils and Council of School Councils.

- 24355/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED**ADJOURN**

The meeting was declared adjourned at 4:07 p.m.

CLOSING PRAYER

Lorraine Cardinal-Roy, Director of First Nation, Metis, Inuit Learner Success, gave the closing prayer.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantal, Executive Secretary Finance

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON MAY 31, 2017 AT DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

ATTENDANCE		
✓	Lois Byers	• Official Trustee
✓	Don Tessier	• Acting Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 4:00 p.m.

ADOPT
AGENDA/WAIVER

24356/17 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

BY-LAW 135
REARRANGEMENT OF
ELECTORAL WARDS &
FIRST NATION
CANDIDACY AND
VOTING

Official Trustee Byers reviewed By-law 135 in its entirety.

24357/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 135 its first reading.

CARRIED

BY-LAW 135
REARRANGEMENT OF
ELECTORAL WARDS &
FIRST NATION
CANDIDACY AND
VOTING

24358/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 135 its second reading at this time.

CARRIED

BY-LAW 135
REARRANGEMENT OF
ELECTORAL WARDS &
FIRST NATION
CANDIDACY AND
VOTING

24359/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 135 its third and final reading at this time.

CARRIED

ADJOURN

The meeting was declared adjourned at 4:22 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: JUNE 22, 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	5/25/2017	Melanie	Policy 17	Administration to send out changes to Policy 17 to stakeholders for feedback.	6/10/2017	Complete	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 2	Administration to send out changes to Policy 2 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 3	Administration to send out changes to Policy 3 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 4	Administration to send out changes to Policy 4 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 5	Administration to send out changes to Policy 5 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 6	Administration to send out changes to Policy 6 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	5/25/2017	Melanie	Policy 7	Administration to send out changes to Policy 7 to stakeholders for feedback.	6/10/2017	In Progress	Sent to stakeholders June 7, 2017
BOARD	2/23/2017	Department Heads	<u>All new Administrative Procedures - Link to Policy</u>	All procedures have to link to board policy so it is known to all what is driving the procedure.	6/22/2017	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: JUNE 22, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: EDUCATION QUARTERLY REPORT

RECOMMENDATION

That the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.

Education Quarterly Report to the Board for May, 2017

Purpose:

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

Quarterly Content for May, 2017		
1. Superintendent's Message	Bulletin #1	
2. Enrolment, Staffing Positions and Staff and Student Attendance	Bulletin #2	Divisional Priorities
	Bulletin #3	Student Attendance
	Bulletin #4	Student Attendance by Division in Percentage
	Bulletin #5	Staff Attendance
	Bulletin #6	Staffing Update
	Bulletin #7	School Visits by Staff
	3. School and Division Success Stories	Bulletin #8
Bulletin #9		Northland Honours Staff at Long Service and Recognition Awards
Bulletin #10		Mistassiniy School Host a Memorable Northland Games
Bulletin #11		Paddle Prairie School Host Business Expo

May, 2017 Quarterly Report Superintendent's Update

Bulletin 1

EDUCATION

Professional Learning

Resurrect AISI project Kikway Kikiskiyitin

- Numeracy Initiative
 - Focus on common Math Assessments throughout all grades with culturally relevant materials
 - Review and revise materials already in the project
- Resurrect AISI project Kikway Kikiskiyitin
 - Literacy Initiative
 - Focus on common learning objectives for literacy throughout 1-9
 - Levelled Literacy Interventions Kits
 - Fountas and Pinnell literacy running records
 - 2 - 3 F&P assessments in each year
 - Review and revise materials already in the project
 - Educational Technology
 - Using Google Apps for Education
 - Participation in Curriculum Redesign (CDMA)
 - Implement PD portions of Technology Long Term Policy Framework
 - CTS/CTF
- Create learning tools for CTF including ready made project plans for teachers to use

Language and Culture

All 24 NSD schools will have Indigenous Language and Culture Instruction.

- Indigenous language educators will demonstrate and apply pedagogical knowledge of the Cree /Dene Language and Culture Twelve-Year Program Kindergarten to Grade 12
- Students will be effective, confident and comfortable as Cree and Dene speakers
- Continuous improvement opportunities are facilitated to ensure competency and confidence in language and cultural instruction
- Cree and Dene language and culture resources support and strengthen consistency in program delivery
- Tie program of studies to the language instruction
- Land-based learning experiences will be used to teach the outcomes of the Alberta curriculum

This strategy is designed to strengthen Indigenous language literacy in all Northland schools. By developing the instructional capacity of the instructors, students will be able to speak, read and write their language and connect to their culture identity. The voice of the Indigenous community has said without language we have no culture therefore we are compelled to reclaim and revive our Cree, Dene and Metis identity.

May 2017- Quarterly Report
Divisional Priorities

Bulletin 2

	AERR Priority:	
	Implement indicators of quality teacher performance related to key improvement areas and enhance instructional leadership and strengthen teacher supervision and evaluation to improve teacher practice.	
<p>New Area Associate Superintendents and Directors have assisted in improving the interview questions for new hires. The Director of First Nation, Métis, and Inuit Learner Success has provided interview and screening question with an Indigenous/local perspective(s). The Human Resources Committee continues to develop interview/screening questions for new hires.</p>		
	AERR Priority:	
	Reorganize central office to provide more administrative and learning support for principals and teachers	
<p>Associate Superintendent have been hired for Area 1 and Area 3. Area 2 Associate Superintendent interviews are anticipated to be held in July, 2017. The main responsibilities include program supervision, community engagement, dealing with parental concerns, assisting principals with administrative duties, oversee regional pedagogical supervisors & district principal, attendance improvement, district projects, academic performance of students.</p>		
	AERR Priority:	
	Continue working with the Attendance Improvement Committee and schools to improve division wide attendance.	
<p>School principals are in the process of completing and submitting their 'Attendance Improvement Planning & Reporting June 2017 Summary Reports' for the 2016-2017 school year. These year-end summary reports are stored on the R/drive for sharing of effective strategies and insights gained throughout the school year.</p> <p>Like previous school years, many Northland schools have been successful with improving overall student attendance when compared to the previous school year by offering engaging programs for students. Once again, overall attendance patterns across the Division over the past several years have shown slow but steady improvements.</p> <p>A few of the more successful and innovative strategies implemented by a school this year are outlined below:</p>		

- a) "The 2 Family Liaisons, with support from admin, put on monthly "Perfect Attendance Celebrations" including sliding with hot chocolate party, pizza party, bobbing for apples, sundae party, wiener roast, Christmas craft celebration, etc. We also maintained our monthly wall displays featuring the names of the perfect attenders in a thematic arrangement. Our perfect attendance rates stayed high. It is hard to compare to last year because the enrollment was a lot higher, but if you compare percentages and not straight numbers most months stayed steady or increased.
- b) Certificates were given out every month to students who were perfect attenders, had 95-99% attendance, and 90-94% attendance. We added in the Carnivals as an incentive at Christmas time and it help the chronic poor attenders who missed 20% or more time.
- c) Trophies were given out to the top three highest attending classes each month. These classes were honored at monthly assemblies. Monthly class attendance rates were reported regularly to individual staff members via e-mail.
- d) The staff vs. student sports events were going well for the first few months, but due to staff concerns about class time we did not continue it all year long. It is still worth looking at again.
- e) Our staff did an excellent job of promoting student engagement through effective teaching and implementation of key programs such as Daily 5 (especially Guided Reading), Daily 3 Math and/or math centers, inclusive education strategies, Animated Literacy, Handwriting Without Tears, Reading Fair, Science Fair, Science in Motion, Calgary Opera, guest speakers, Discover-E Science, Chromebook implementation, etc. Many of our students love coming to school and have reported that they are excited to learn."

(Source: Mandi MacLennan, St. Theresa School Principal, June 2017)

Since June 2017 attendance figures are not yet available, division-wide attendance totals for the 2016-2017 school year are not available for public communication.

	AERR Priority:	
	Continue the Literacy Focus Group, principal PLC's and working with schools to improve Literacy instruction for English, Cree and Dene Languages to meet or exceed division annual improvement targets.	

The Literacy Focus group has not met all year as this was convened by the Superintendent in the past. This group consisted of external personnel as well as internal personnel.

The Literacy principal, two Pedagogical supervisors, a classroom teacher and a school principal met in April to begin planning for next year and preparing materials and workshops for the fall of 2017 for K-3 teachers. In addition a plan was put together for Literacy to enhance student achievement in grades 6-12. Plans have been made to secure a speaker for the K-3 workshop who specializes in phonemic awareness which is especially important for students who speak Cree or Dene at home.

The Literacy principal and the two pedagogical supervisors continued to visit schools and offer workshops and support for classroom teachers and principals. In April we hosted a two day workshop on a literacy intervention program for all interested teachers in the Division.

Principal PLC's as well as Literacy Lead teacher PLC's were offered throughout the year. At these sessions participants examined data and made plans specific for their schools to improve student learning.

AERR Priority:

Strengthen implementation of land-based and experiential learning to improve student engagement, attendance, learning, and achievement that include First Nations, Métis, and Inuit outcomes.

Students from Peerless Lake, Trout Lake, Little Buffalo, Hillview and Grouard attended cultural camps at Martin Lakes during the months of March, April and May. In partnership with KTC, camps were organized for three grade groupings and the activities focused on traditional ways of living and connections to the curriculum. Mindful attention to infuse the Cree language into the traditional activities was emphasized.

AERR Priority:

In consultation with the school community, develop and begin implementation of a multi-year operational plan to improve student attendance, achievement and high school completion for junior and senior high school students beginning in Wabasca – Desmarais.

The Wabasca Long Term Education Committee held its first meeting of 2016-2017 on April 25, 2017 at Mistassiniy School. Representatives included members of the Mistassiniy School Council, Northern Lakes College, the local school board committees, Atoske Action Group, and NSD administration. The meeting focused on an update from the Community Engagement Coordinator, the Mistassiniy Modernization, and High School Redesign.

AERR Priority:

Establish assessment standards and reporting process across the division including timely parental and student access to student data.

DevFacto Technologies is currently under contractual agreement to support an online K-6 Outcome-based reporting system for all Northland schools offering Kindergarten to Grade 6 programming. System principals and a 'go-to' teacher from each K-6 school has been in-serviced. Following the training sessions, there appeared to be unanimous agreement that the new parent reporting tool will vastly improve the way teachers communicate student

progress. The added report card feature ("Learning Wall") created much excitement and was a welcome component of the entire reporting tool.

Participants were so impressed with the reporting tool that schools offering grade 7-9 programming wished to be included in the new report card rollout for the 2017-2018 school year.

The Report Card Committee continues to work closely with DevFacto Technologies to prepare the report tool for release to schools in September 2017. At the present time, the following tasks are being worked on by the committee: (a) a Q&A report for parents and division teachers, (b) development of and uploading of Cree/Dene language outcomes, (c) changing reporting terms familiar to NSD61 teachers (i.e. IPP / lates), (d) expanding learning outcomes for grade 6 social studies and (e) developing learning outcomes for all subject areas for grades 7-9.

	AERR Priority:	
	Formalize the Northland school review process related to key improvement focuses and pilot in selected schools.	

Associate Superintendents will be given the priority of conducting school reviews in the 2017/18 school year. A complete school review will be completed by Area 1 Associate Superintendent and the Director of First Nation, Métis, and Inuit Learner Success on K-12 regional High School in Grouard to serve the communities of Peavine, Grouard, Gift Lake, and East Prairie.

	AERR Priority:	
	Design and implement a strategy to address teacher housing	

A housing plan was presented to the Board in the spring, and administration is awaiting the approval of conditional grant funding in order to implement the plan.

Professional Development for Community Based Education

- Anyone in NSD can move forward with their formal education
- Community Based Education degree program through U of C (promote support staff to teachers in own community)
- Enhanced Professional Learning &/or partial sabbatical support for online &/or blended Masters programs with programs related to indigenous studies (eg/ U of S Indigenous *Land-based Education Masters Cohort*)
- Community Capacity Building
- Improved quality and qualifications of local workforce leading to higher standard of living
- Lead implementation of Teacher and School Leader Quality Standard development of the foundational knowledge about First Nations and Metis language and culture in NSD communities

ADMINISTRATION

Associate Superintendents

- Hired two new and additional Associate Superintendents to oversee the 3 areas of the division.
- Areas will coincide with new Board structure and electoral wards.
- Main responsibilities include program supervision, community engagement, dealing with parental concerns, assisting principals with administrative duties, oversee regional pedagogical supervisors & district principal, attendance improvement, district projects, academic performance of students.

Principal Meetings

Area Superintendents will have regular meetings with their Principals

- Guided support for principals improving education
- Adherence to division policies and procedures
- Collegial support in a PLC model for academic improvement

GOVERNANCE

School Councils

School councils will be established and underway in the 2017 - 2018 school year

- Functional ward and school councils in all areas and schools
- Trustees aware of their role with community relations and school councils

May 2017 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	39 (50%)	11 (14%)	16 (21%)	7 (9%)	3 (4%)	1 (1%)	1 (1%)	78
ADCS	47 (22%)	15 (7%)	23 (11%)	23 (11%)	21 (10%)	20 (9%)	64 (30%)	213
Bill Woodward School	41 (37%)	14 (13%)	23 (21%)	11 (10%)	6 (5%)	5 (5%)	10 (9%)	110
Bishop Routhier School	21 (30%)	10 (14%)	12 (17%)	10 (14%)	5 (7%)	3 (4%)	9 (13%)	70
Calling Lake School	30 (30%)	9 (9%)	17 (17%)	16 (16%)	8 (8%)	3 (3%)	18 (18%)	101
Chipewyan Lake School	4 (17%)	0 (0%)	5 (21%)	2 (8%)	3 (13%)	4 (17%)	6 (25%)	24
Conklin Community School	21 (60%)	2 (6%)	8 (23%)	2 (6%)	0 (0%)	2 (6%)	0 (0%)	35
Dr. Mary Jackson School	14 (47%)	4 (13%)	5 (17%)	4 (13%)	2 (7%)	1 (3%)	0 (0%)	30
Elizabeth School	52 (41%)	22 (17%)	35 (27%)	7 (5%)	9 (7%)	3 (2%)	0 (0%)	128
Father R. Perin School	36 (46%)	15 (19%)	9 (11%)	10 (13%)	3 (4%)	2 (3%)	4 (5%)	79
Fort McKay School	33 (45%)	12 (16%)	14 (19%)	6 (8%)	4 (5%)	2 (3%)	3 (4%)	74
Gift Lake School	82 (47%)	21 (12%)	28 (16%)	13 (7%)	9 (5%)	10 (6%)	11 (6%)	174
Grouard Northland School	25 (36%)	11 (16%)	15 (22%)	5 (7%)	5 (7%)	3 (4%)	5 (7%)	69
Hillview School	5 (29%)	1 (6%)	7 (41%)	2 (12%)	0 (0%)	2 (12%)	0 (0%)	17
JF Dion School	33 (37%)	4 (4%)	24 (27%)	15 (17%)	8 (9%)	2 (2%)	3 (3%)	89
Kateri School	26 (30%)	18 (20%)	18 (20%)	11 (13%)	11 (13%)	3 (3%)	1 (1%)	88
Little Buffalo School	59 (33%)	23 (13%)	28 (16%)	13 (7%)	19 (11%)	9 (5%)	27 (15%)	178
Mistassiniy School	60 (20%)	24 (8%)	47 (16%)	28 (9%)	27 (9%)	22 (7%)	87 (29%)	295
Paddle Prairie School	31 (29%)	13 (12%)	23 (21%)	22 (20%)	7 (6%)	6 (6%)	6 (6%)	108
Peerless Lake School	43 (37%)	18 (15%)	27 (23%)	13 (11%)	3 (3%)	4 (3%)	9 (8%)	117
Pelican Mountain School	4 (18%)	4 (18%)	3 (14%)	3 (14%)	3 (14%)	2 (9%)	3 (14%)	22
St. Theresa School	165 (46%)	43 (12%)	78 (22%)	41 (11%)	17 (5%)	12 (3%)	6 (2%)	362
Susa Creek School	23 (70%)	3 (9%)	5 (15%)	2 (6%)	0 (0%)	0 (0%)	0 (0%)	33

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	18 (34%)	0 (0%)	4 (8%)	1 (2%)	3 (6%)	4 (8%)	23 (43%)	53
Calling Lake Outreach School	3 (27%)	0 (0%)	3 (27%)	5 (45%)	0 (0%)	0 (0%)	0 (0%)	11

DIVISION ATTENDANCE MAY 2017

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	98	29	57	33	22	8	24	271
Gr. 1	80	34	55	26	16	12	14	237
Gr. 2	106	25	53	28	10	5	13	240
Gr. 3	107	31	40	21	14	8	16	237
Gr. 4	112	34	49	26	12	5	10	248
Gr. 5	97	38	41	26	15	6	5	228
Gr. 6	85	26	43	21	16	12	14	217
Gr. 7	61	26	36	25	9	17	29	203
Gr. 8	44	22	36	20	21	15	27	185
Gr. 9	39	14	28	16	13	11	34	155
Gr. 10	32	9	14	8	10	9	40	122
Gr. 11	15	3	11	9	14	9	17	78
Gr. 12	18	6	7	7	1	4	30	73
Student Totals	894	297	470	266	173	121	273	2494

*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
May 2017	894 (36%)	297 (12%)	470 (19%)	266 (11%)	173 (7%)	121 (5%)	273 (11%)	2494
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

Student Attendance by Division in Percentage
For the Month of May, 2017

School	ECS	Div 1	Div 2	Div 3	Div 4
Anzac	86	88			
ADCS	75	75	80	69	44
Bill Woodward			88	81	83
Bishop Routhier	83	84	88		
Calling Lake	79	83	83	70	70
Calling Lake Outreach					65
Career Pathways					72
Chipewyan Lake	56	75	67	81	
Conklin		90	99	89	
Dr. Mary Jackson	93	84	81	72	90
Elizabeth	86	90	90	88	
Fr. R. Perin	72	78	77	72	
Fort McKay	87	82	87		
Gift Lake	75	82	84	85	
Grouard	75	84	85	89	
Hillview	85	88	87		
J.F. Dion	82	91	90	86	
Kateri	76	80	87	74	71
Little Buffalo	74	77	81	76	62
Mistassiniy				75	65
Pelican Mountain	75	82	83		
Paddle Prairie	77	87	92	84	78
Peerless Lake	79	85	87	84	85
St. Theresa	86	86	89		
Susa Creek	93	92	94	93	
All Schools	81	85	87	78	66

Staff Attendance (Based on Leave Applications)

February 1, 2017 to April 30, 2017

	# of Staff	Calendar Days	Possible Days	Actual Days Recorded	Actual Attendance	# of P.D. Days Taken	# of "Other" Days Taken	% Attendance	% Absent	% Absent for PD	% of Other
Certificated Staff	205	52	10660	1147	9513	164	983	89%	11%	1.54%	9.22%
Uncertified Staff	185	52	9620	1346	8274	136.5	1209.5	86%	14%	1.42%	12.57%
Maintenance Staff	55	59	3245	245.5	2999.5	0	245.5	92%	8%	0.00%	7.57%
Central Office Staff	41	59	2419	135	2284	5	130	94%	6%	0.21%	5.37%

Types of Leaves:		Maintenance includes:		Central Office Staff includes:
ATA	Mentorship Teachers	Area Maintenance Workers		Ped Supervisors
Casual Sick Days	Personal Paid Leave	Custodial Staff		
Compassionate	Personal Unpaid Leave			
Conference	Principals' Meeting			
Critical Care Leave	Professional Development			
Evergreen	School Business			
Family Care Days				
FNMI				
Leave - Other				
Lieu Days				

Staffing Update - June 9, 2017											Bulletin 6	
	Certified Staff	Certified Staff - NL	ECS - PUF	Teacher Assistants	Special Assistants	School Community Liaison Worker	Family Community Liaison Advisor	Library Assistant	Native Language Instructor	Clerical	Total by School	
Anzac	5	0	1	0.6	1	0	0	0.5	1	1	10.1	
ADCS	19	1	2	1	2	1	0	0	1	1	28	
Bill Woodward	8	0	0	0	2.5	0	0	0.5	0	1	12	
Bishop Routhier	5	0	2	0	2.5	0	0	0	0.5	0	10	
Calling Lake	11	0	0	0	1	0.5	0	0	0.5	1	14	
Career Pathways	3	0	0	1	0	0	0	0	0	0.5	4.5	
Chipewyan Lake	2	0	0	0.7	0.75	0	0	0	0.3	0.25	4	
Conklin	5	0	0	1	0	0	0	0	0.5	0	6.5	
Dr. Mary Jackson	1	0	0	0	1.8	0	0	0	0	0.8	3.6	
Elizabeth	10	0	1	1	2.9	0	0	0.37	0.75	0.63	16.65	
Father R. Perin	8	0	1	0	0	0	0	0	1	1	11	
Fort McKay	6	0	0	5	0	0	0	0	1	1	13	
Gift Lake	14	0	1	2	4.5	0.5	0	0	1	1	24	
Grouard	6	0	1	2	0	0	0	0	0	1	10	
Hillview	2	0	0	0	1	0	0	0	0.25	0.25	3.5	
J.F. Dion	7	0	1	0	2	0	0	0	0	1	11	
Kateri	7	0	0	2	1	0	0	0	1	1	12	
Little Buffalo	10	0	2	2	4	0	0	0	1	1	20	
Mistassiny	21	0	0	4	1	0	1	0	1	2	30	
Paddle Prairie	8	0	0.3	1	0	0.35	0	0	0.65	0.9	11.2	
Peerless Lake	9	0	0	1.75	0.9	0.15	0	0	0.9	0.9	13.6	
Pelican Mountain	2	0	1	0.75	0	0	0	0	0.25	0	4	
St. Theresa	24	0	7	7	8	0	2	1	1	2	52	
Susa Creek	4	0	1	0.9	0	0	0	0	0.4	0.4	6.7	
Totals	197	1	21.3	33.7	36.85	2.5	3	2.37	14	19.63	331.35	

School Visits by Department September 1, 2016 - April 30, 2017			
	Management	Learning Services Team	Totals
Anzac	4	7	11
ADCS	7	8	15
Bill Woodward	3	3	6
Bishop Routhier	6	2	8
Career Pathways	6	1	7
Calling Lake	4	3	7
Chipewyan Lake	5	4	9
Conklin	5	5	10
Dr. Mary Jackson	7	3	10
East Prairie/Hillview	6	4	10
Elizabeth	5	8	13
Fort McKay	4	10	14
Fr. R. Perin	8	12	20
Gift Lake	5	3	8
Grouard	9	6	15
J.F. Dion	4	6	10
Kateri	10	5	15
Little Buffalo	5	3	8
Mistassiniy	9	9	18
Paddle Prairie	4	1	5
Peerless Lake	8	7	15
Pelican Mountain	4	5	9
St. Theresa	2	8	10
Susa Creek	8	5	13

Bulletin 7



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Peerless Lake School Celebrate "Class of 2017" Graduates



like atmosphere while wearing graduation dresses or suit alongside their escorts.

The Peerless Lake community was in celebration mode on June 10th! Students, staff, parents, and community members gathered to celebrate Peerless Lake School's "Class of 2017" at the beautifully decorated Peerless Lake Community Hall. The ceremony started with an opening prayer by Donna Yellowknee followed by the grand march which felt like Peerless Lake's version of the red carpet. Students marched into the hall to a music concert

After receiving a blessing from Donna Yellowknee, the 10 students made their way down the sparkling pathway towards the stage once again; this time wearing their graduation gowns. While sitting on stage, graduates listened to inspiring messages from Peerless Lake School Principal Connie Molcak, Northland School Division Associate Superintendent Area 1 Shelley Willier, Peerless Lake Local School Board Committee Chair Louis Cardinal, Peerless Lake Trout First Nation Chief James Alook and Municipal District of Opportunity Councillor Louis Okemow.

Students also received graduation gifts from the school, Northland School Division, Peerless Trout First Nation and Municipal District of Opportunity. The evening concluded with a steak/turkey dinner and a dance. Congratulations to Shaley Houle, Serenity Cardinal, Joanelle Netowastanum, Danielle Cardinal, Kally Cardinal, Sheileen Ossimeemas, Braedon Noskiye, Erika Sinclair, Taylor Houle, Shavannah Anderson!



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Northland Honours Staff at Long Service and Recognition Awards



Northland School Division honoured 23 staff at the Long Service and Recognition Awards at the Sawridge Inn and Conference Centre in Peace River on May 4th. The event recognized our Edwin Parr Teacher Award nominee, retirees and staff who have achieved 20, 25, 30, 35 and 40 years of service!

Edwin Parr Teacher Award
 Chelsea Cattroll, Peerless Lake School

Left to right - Louis Cardinal, Peerless Lake Local School Board Committee Chair, Chelsea Cattroll, Peerless Lake School Teacher, Connie Molcak, Peerless Lake School Principal

20 Years of Service

Annette Cardinal, Cook, Calling Lake School
 Rick Horon, Principal, Elizabeth School
 Wendy Calahasen, Teacher, Grouard Northland School
 Debbra McBride, Teacher, Little Buffalo School
 Lorraine McGillivray, Cree Language Instructor/School Community Liaison Worker, Paddle Prairie School
 Gerald Young, Cree Language Instructor, St. Theresa School

25 Years of Service

Sharon Laboucan, Secretary, Little Buffalo School
 Martina Merrier, Caretaker, Mistassiniy School
 Peter Gladue, Caretaker, St. Theresa School
 Jill Gaudet, Principal, Paddle Prairie School

30 Years of Service

Chris Halcrow, Area Maintenance Supervisor, Divisional Office
 Jackie Sander, Teacher, Gift Lake School
 Raymond Schaffer, Caretaker, Mistassiniy School

35 Years of Service

Alberta Halcrow, Educational Assistant, Grouard Northland School

40 Years of Service

Doreen Batchelor, Principal, Dr. Mary Jackson School

Rosie Cardinal, Educational Assistant/School Community Liaison Worker, Peerless Lake School

Virginia Cardinal, Family Community Liaison Advisor, St. Theresa School

Retirement

Jackie Sander, Teacher, Gift Lake School

Beatrice Davidson, Family Community Liaison Advisor, St. Theresa School

Sharon Higginson, Senior Payroll Clerk, Divisional Office

Marlene Lamouche, Cook, Gift Lake School

Lori Perley, Teacher, St. Theresa School



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Mistassiniy School Host a Memorable Northland Games



A celebration of student athletics, First Nations, Metis culture, relationships and community highlighted the 30th Annual Northland Games. The opening ceremony began with opening prayer led by Elder Albert Yellowknee. The prayer was followed with the singing of "Oh Canada" in Cree by St. Theresa School (Wabasca-Desmarais) students and Family Community Liaison Advisor Virginia Cardinal, traditional drumming by members of Bigstone Cree Nation and welcome addresses from organizers and Stephanie Sutherland, Director of Student Services, Northland School Division.

Once the ceremony concluded, students and staff dispersed to various track and field disciplines while wearing brand new red, yellow, green or grey Northland Games t-shirts. The t-shirts unveiled the new Northland Games logo which shows an athletic moose "Charging Forward". Elementary students participated in events such as the 80 metre dash, ball throw, soccer kick and the three legged race. Junior high and high school athletes competed in events like high jump, long jump, discus, shot put and various running disciplines.

In addition to athletics, the Northland Games included various activities, door prizes located at the Northland School Division event tent and a surprise guest! Inside the Mistassiniy School Shop, CTS School/Industry Partnership Administrator Randy Chernipeski with support from Cenovus Energy, organized a Try-a-Trade where students could make a hula hoop or a moose call/noise maker using hand tools and parts a plumber would use. Beside the Try-a-Trade, Northern Lakes College assembled a photo booth and an information stand promoting post-secondary and career opportunities. The surprise guest was the Northland Moose mascot! The Northland Moose was more than happy to give away prizes to students and participate in group photos and selfies throughout the day.

Special thanks to all the volunteers who made the Northland Games possible and congratulations to all student athletes who participated!

Click on the website to watch the Northland Games video <http://nsd61.ca/about-us/division-news/post/northland-games-video>.

PHOTO GALLERY!



Visit the Northland School Division website to view more pictures!

<http://nsd61.ca/about-us/division-news/post/mistassiniy-school-host-a-memorable-northland-games>



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Paddle Prairie School Host Business Expo



Paddle Prairie School hosted a Business Expo in April! Students who have been taking business class showcased their entrepreneurial spirit to other students, staff, parents and community members.

"We have had a business class running with our grade 9 to grade 12 students as part of Career and Technology Studies (CTS) courses," said Lucas Whittle, Paddle Prairie School Teacher. "They have been working really hard to get their businesses up and running. We did a lot of market research in the beginning to find out what businesses the

community needed. The school invested some money into the businesses; everyone got \$100 which had to be paid back as the businesses went on. We wanted to make it as realistic as possible for the students where you pay back your investments and do your market research. We did the business expo to show off the work to the community so far and plus we found out it's hard to reach a lot of people in Paddle Prairie. A lot of people don't have social media so we found it easier to have something like this so people can come and physically see stuff, buy things, try things and that way maybe help their businesses grow."

The following businesses were on display:

- **KCJ Auto Detailing** - Carly Cardinal, Kaylee Cardinal, Jadyne Farnel (grade 9)
- **Paddle Bakes** (cupcakes and pop) - Levis Poitras (grade 10), Shayle Ducharme (grade 9), Tarynce Ducharme (grade 9), Kyler Hamelin (grade 9)
- **Paddle Fine Slices** - Joseph Poitras (grade 10), Austin Lizotte (grade 11), Levi Yellowknee (grade 10), Mitch Moberly (grade 11), Easton Wanuch (grade 11), Jordin Ducharme (grade 10)
- **E.A.T.** (cotton candy, caramel, popcorn, pop and chips)
- **K and M Signs and Designs** - Kaylyn Piper (grade 9), Morgan Roe (grade 11)

The Business Expo was well attended by parents and community members. Whittle says students have been very motivated to learn how to operate a business and at the same time make some money. He added the response from parents and community members is positive.

"I think parents are really enjoying our Moving Forward with High Redesign approach," said Whittle. "They really enjoy CTS Weeks and events like the Business Expo. Parents and community members are always willing to lend a helping hand at the school and help their students at home. We actually have a business in our class whose parents own a business. So at home their parents are teaching them how to keep ledgers and how to keep information and money organized."

When asked future plans for the business expo, Whittle says he would like to see a division-wide business expo developed so more students in Northland School Division could showcase their entrepreneurial spirit!

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY TREASURER

SUBJECT: THIRD QUARTER FINANCE REPORT

RECOMMENDATION

That the Board of Trustees receive as information, the Third Quarter Finance Report, as presented and attached.



NORTHLAND SCHOOL DIVISION NO. 61

**Third
Quarter
report**

2016/2017

This document includes the Financial Statements of Northland School Division No. 61 for the period September 1, 2016 to May 31, 2017 and variance notes to these statements.

This information has not been audited.

**Report to the
Board of Trustees**

June 22, 2017

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

NORTHLAND SCHOOL DIVISION NO. 61
STATEMENT OF REVENUES AND EXPENSES
For The 9 Month Period Ended May 31, 2017

	Annual Budget		Year To Date		
	Spring Budget	Fall Budget	Fall Budget	Actual	Variance Favorable/ (Unfavorable)
REVENUES					
Government of Alberta					
Alberta Education	\$ 39,902,596	\$ 42,971,592	\$ 32,228,694	28,247,312	\$ (3,981,382) ¹
Federal Revenue	23,262,246	21,585,999	\$ 16,189,499	\$ 16,843,402	\$ 653,903 ²
Other Sales and Services	943,375	914,508	\$ 685,881	\$ 678,185	\$ (7,696)
Investment Income	40,000	40,000	\$ 30,000	\$ 46,999	\$ 16,999
Gifts and Donations	1,245,540	1,245,540	\$ 934,155	\$ 764,045	\$ (170,110) ³
School Generated Funds	450,000	450,000	\$ 337,500		\$ (337,500) ⁴
	<u>65,843,757</u>	<u>67,207,639</u>	<u>50,405,729</u>	<u>46,579,943</u>	\$ (3,825,786)
EXPENSES BY OBJECT					
Certificated Salaries and Benefits	23,756,903	26,525,643	\$ 19,894,232	\$ 18,637,496	\$ 1,256,736
Uncertificated Salaries and Benefits	15,660,491	17,517,988	\$ 13,138,491	\$ 12,698,320	\$ 440,171
Services, Contracts and Supplies	21,402,267	17,822,869	\$ 13,367,152	\$ 12,352,822	\$ 1,014,330
Capital & Debt Services	4,589,743	4,589,743	\$ 3,442,307	\$ 3,513,328	\$ (71,021)
School Generated Funds	500,000	500,000	\$ 375,000	\$ -	\$ 375,000 ⁴
	<u>65,909,404</u>	<u>66,956,243</u>	<u>50,217,182</u>	<u>47,201,967</u>	
OPERATING SURPLUS/(DEFICIT)	<u>(65,647)</u>	<u>251,396</u>	<u>188,547</u>	<u>(622,024)</u>	\$ 810,571
EXPENSES BY PROGRAM					
Instruction (excluding SGF)	42,145,620	42,677,810	\$ 32,008,358	\$ 30,355,552	\$ 1,652,805
Plant Operations and Maintenance	10,186,557	10,425,067	\$ 7,818,800	\$ 8,571,641	\$ (752,841)
Transportation	3,553,135	3,615,635	\$ 2,711,726	\$ 2,855,997	\$ (144,271)
Board and System Administration	4,068,702	4,212,393	\$ 3,159,295	\$ 1,561,847	\$ 1,597,448
External Services	5,455,390	5,525,338	\$ 4,144,004	\$ 3,856,930	\$ 287,074
School Generated Funds	500,000	500,000	\$ 375,000	\$ -	\$ 375,000
	<u>65,909,404</u>	<u>66,956,243</u>	<u>\$ 50,217,182</u>	<u>47,201,967</u>	\$ 3,015,215
TOTAL					

Revenue is down \$3.9 million due to the following factors:

- The province committed to providing an additional investment of \$3 million; however, due to Mikisew Cree Nation making regular repayment of its outstanding receivable, the province will not be contributing the \$3 million. As well, Special Approvals funding totalling \$600,000 hasn't been received yet. It was expected this quarter, but will be received next quarter. As well, about \$250,000 revenue has shifted, due to some provincial ECS students being funded federally.
- Mikisew Cree First Nation has repaid about \$2.4 million of the outstanding \$4.2 million receivable, which will replace the \$3 million from the province. This revenue has not been posted, but will be a year-end adjusting entry, prior to the audit. Therefore, the budgeted \$750,000 will not be included in revenue until after year-end. There is an additional \$1.5 million that has been received by INAC, for capital projects in First Nation schools (most of the money is earmarked for ADCS and Chipewyan Lake).
- Gifts and donations are down \$170,000 - the bulk of the difference is due to budgeting \$250,000 from a Cenovus grant, when the grant was actually \$125,000.
- School Generated Funds revenue is calculated at year-end, so is not posted quarterly.

Expenses are under budget by \$3,015 million, due to:

See next page for expense details.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Expenses by Decision Unit
For The 9 Month Period Ended May 31, 2017

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
Schools	\$ 31,300,896	\$ 23,475,672	\$ 22,699,456	\$ 776,216	3.31%
Governance					
Corporate Board	\$ 521,750	\$ 391,313	\$ 365,023	\$ 26,290	6.72%
Local School Board Advisory Committees	\$ 365,631	\$ 274,223	\$ 108,387	\$ 165,836	60.47% ¹
	887,381	665,536	473,410	\$ 192,126	28.87%
Education Executive					
Superintendent & Associate Superintendent	938,633	\$ 703,975	634,002	\$ 69,973	9.94% ²
Public Relations	158,306	\$ 118,730	95,777	\$ 22,953	19.33% ³
Superintendent Office & PR	1,096,939	822,704	729,779	\$ 92,925	11.30%
Instructional Services-Central					
CTS Mobile	229,779	\$ 172,334	86,642	\$ 85,692	49.72% ⁴
First Nations, Metis and Inuit	1,014,626	\$ 760,970	537,894	\$ 223,076	29.31% ⁵
Literacy	295,966	\$ 221,975	227,466	\$ (5,492)	-2.47%
Occupational Health and Safety	118,787	\$ 89,090	81,689	\$ 7,401	8.31%
Pedagogical	454,417	\$ 340,813	263,481	\$ 77,332	22.69% ⁶
System Computers	1,566,677	\$ 1,175,008	1,117,061	\$ 57,947	4.93% ⁷
Testing and Achievement	1,096,959	\$ 822,719	680,979	\$ 141,740	17.23% ⁸
	4,777,211	3,582,908	2,995,212	587,696	16.40%
Instructional Services-Schools	7,099,706	\$ 5,324,780	3,451,278	\$ 1,873,501	35.18% ⁹
Human Resources	612,229	\$ 459,172	368,200	\$ 90,972	19.81% ¹⁰
Business Services	1,615,843	\$ 1,211,882	1,088,437	\$ 123,445	10.19% ¹¹
Facility Services	10,425,067	\$ 7,818,800	8,571,641	\$ (752,841)	-9.63% ¹²
Student Transportation	3,615,635	\$ 2,711,726	2,855,997	\$ (144,271)	-5.32%
External Services	5,525,338	\$ 4,144,004	3,856,930	\$ 287,074	6.93%
	<u>66,956,245</u>	<u>50,217,184</u>	<u>47,201,967</u>	<u>3,015,217</u>	6.00%

Notes:

- 1 Local School Board Advisory Committees are under budget - this is partly due to the fact this is the fourth year of their operation, and unspent funds have been carried forward from the past three years, almost doubling their annual budget. A large amount of spending will take place at the end of the school year - prizes, awards, community suppers.
- 2 The two new Area Associate Superintendents were budgeted at .5 FTE, but the second Area Associate Superintendent did not start until June. This reduces the wage expense, as well as the associated travel. As well, some discretionary expenses, such as bursaries and awards will not be purchased until closer to the end of the school year.
- 3 Actual expenses related to professional services and advertising are under budget.
- 4 CTS expenses are under budget - supplies have been less than budgeted (\$75,000), and will be purchased towards the end of the school year, to stock up for the next year.
- 5 The majority of the amount under budget reflects the amount of the BCCE grant that has not been spent to date - of the \$669,890 available for the year, \$110,000 was spent for a counsellor with Bigstone Cree First Nation, and about \$20,000 in general expenses.
- 6 Three positions were budgeted for this department - two are filled. One position remains unfilled, and the associated travel has not been expensed.
- 7 System Computers is under budget the amount of 1.5 FTE technology coaches that were going to be hired halfway through the year, and their associated travel.
- 8 Testing and Achieving is under budget the amount of 1.5 staff members that were going to be hired this school year, and their associated travel. One staff member has recently been hired, to begin the next school year.
- 9 Instructional Services - schools is under budget due to:
 - A Teacher Retirement Fund posting was made after month-end in the amount of \$575,000
 - School-Generated Funds expenses of \$375,000 (year to date) are not posted until fiscal year-end
 - Some inservices and training that was budgeted for has not taken place or is under budget - eg. summer training program (\$20,000), Paraprofessional training (\$60,000), curriculum inservice (\$75,000), orientation (100,000), Educational Assistant in-services (\$25,000) Principal meetings (\$250,000), teacher in-service (\$95,000)
 - Assorted expenses, such as Northland Games (15,000) and ADLC expenses (\$35,000) have not been expensed yet, and some expenses, such as texts to be purchased for curriculum changes (\$30,000) will not be expensed this year.
- 10 Human Resources is under budget mostly due to in-services being under budget by \$45,000, moving expenses (\$30,000) are budgeted to HR but are expensed as part of teacher wages (expensed elsewhere).
- 11 Business services is under budget due to equipment amortization being less than budgeted - two large software upgrades were completed five years ago, and were fully depreciated earlier this year (\$100,000). As well, casual caretaking budget has not been used, and travel and subsistence is under budget (although the expectation is that this will be fully expensed by year-end).
- 12 The amount Facilities is over its budget is the amount spent year to date of the INAC \$1.5 million capital project money received in March.

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

	<u>Projected Balance 31-Aug-17</u>
November, 2016 budget	\$ 251,397
Provincial funds to cover the 2016/2017 deficit (not going to receive)	\$ (3,000,000) ¹
Mikisew repayment of outstanding receivable of \$4.2 million, projected to September, 2017 (net the amount in the budget).	\$ 2,250,000 ¹
Staff that were not hired during the fiscal year, but the positions were in the budget:	
2 Pedagogical Supervisors	\$ 165,200
1.5 IT coaches	\$ 186,694
2 Testing and Achievement Assistant Supervisors	\$ 364,650
1 Associate Superintendent	\$ 165,189
2016-2017 year-end audit costs	\$ (100,000) ²
Projected balance, Aug. 31, 2017	<u>\$ 283,130</u>

Note:

¹ The \$3 million was promised by the provincial government, as NSD had projected a deficit for the 2016-2017 fiscal year. This deficit was a result of only budgeting \$750,000 from Mikisew Cree First Nation in regards to their outstanding receivable. However, throughout the year, about \$3 million was (and will be projected to be) repaid, so the additional \$3 million from the province will not be required.

² The Office of the Auditor General has been completing the year-end audit at no cost to the division. However, due to the new legislation, the OAG was not named as the division's auditor, so the division will be required to pay for the audit.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for External Services
For The 9 Month Period Ended May 31, 2017

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
External Services					
Alberta Mental Health Project Revenue	\$ 871,316	\$ 653,487	\$ 193,973	\$ (459,514)	-70.32%
Alberta Mental Health Project Expenses					
Salaries and Benefits	\$ 418,010	\$ 313,508	\$ 203,337	\$ 110,171	35.14%
Services, Contracts and Supplies	\$ 444,945	\$ 333,709	\$ 24,354	\$ 309,355	92.70%
OPERATING SURPLUS/(DEFICIT)	\$ 8,361	\$ 6,271	\$ (33,718)	\$ (39,989)	
School Food Services Revenue	\$ 3,200,822	\$ 2,400,617	\$ 2,147,093	\$ (253,524)	-10.56%
School Food Services Expenses					
Salaries and Benefits	\$ 1,417,734	\$ 1,063,301	\$ 1,114,925	\$ (51,625)	-4.86%
Services, Contracts and Supplies	\$ 2,040,756	\$ 1,530,567	\$ 1,500,655	\$ 29,912	1.95%
OPERATING SURPLUS/(DEFICIT)	\$ (257,668)	\$ (193,251)	\$ (468,487)	\$ (231,811)	119.95%
Housing Revenue	\$ 1,045,540	\$ 784,155	\$ 898,792	\$ 114,637	14.62%
Housing Expenses					
Salaries and Benefits	\$ 151,306	\$ 113,480	\$ 70,269	\$ 43,211	38.08%
Services, Contracts and Supplies	\$ 1,052,586	\$ 789,440	\$ 943,390	\$ (153,950)	-19.50%
OPERATING SURPLUS/(DEFICIT)	\$ (158,352)	\$ (118,754)	\$ (114,867)	\$ 3,897	-3.28%

Notes:

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

School Food Services has budgeted historically for a deficit of around \$200,000. The revenue is slightly behind schedule, and all the expenses, with the exception of depreciation and wages, are paid over 10 months, which will cause the expenses to be higher than that quarters, until year-end.

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for Housing
For The 9 Month Period Ended May 31, 2017

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
REVENUE					
Rent	\$ 1,045,540	\$ 784,155	\$ 664,295	\$ (119,860) ¹	-15.29%
Supported Amortization	\$ 154,000	\$ 115,500	\$ 234,497	\$ 118,997	103.03%
TOTAL REVENUE	\$ 1,199,540	\$ 899,655	\$ 898,792	\$ (863)	-0.10%
EXPENSES					
Salaries and Benefits	\$ 151,307	\$ 113,480	\$ 70,269	\$ 43,211	38.08%
Casual Labour	\$ 4,350	\$ 3,263	\$ -	\$ 3,263	100.00%
Legal Services	\$ 1,000	\$ 750	\$ 2,597	\$ (1,847)	-246.27%
Professional Services	\$ 1,500	\$ 1,125	\$ 1,931	\$ (806)	-71.64%
Advertising	\$ -	\$ -	\$ 857		
Office Supplies	\$ 1,000	\$ 750	\$ 93	\$ 657	87.60%
Printing and Binding	\$ 1,000	\$ 750	\$ 236	\$ 514	68.58%
Postage	\$ 300	\$ 225	\$ 79	\$ 146	64.89%
Travel and Subsistence	\$ 5,000	\$ 3,750	\$ 5,239	\$ (1,489)	-39.71%
Insurance	\$ 24,056	\$ 18,042	\$ 76,690	\$ (58,648)	-325.07%
Repair and Maintenance	\$ 373,347	\$ 280,010	\$ 212,783	\$ 67,227	24.01%
Furniture and Equipment R&M	\$ 8,920	\$ 6,690	\$ -	\$ 6,690	100.00%
Electricity	\$ 38,000	\$ 28,500	\$ 34,225	\$ (5,725)	-20.09%
Sewer	\$ 22,105	\$ 16,579	\$ 10,583	\$ 5,996	36.17%
Water	\$ 37,110	\$ 27,833	\$ 24,650	\$ 3,183	11.43%
Propane/Gas	\$ 187,100	\$ 140,325	\$ 125,232	\$ 15,093	10.76%
Rent - Other properties	\$ 8,500	\$ 6,375	\$ 33,424	\$ (27,049)	-424.30%
Copier	\$ 500	\$ 375	\$ -	\$ 375	100.00%
Telephone - Houses	\$ 2,000	\$ 1,500	\$ 359	\$ 1,141	76.07%
Taxes	\$ 51,081	\$ 38,311	\$ 28,199	\$ 10,112	26.39%
Vehicle	\$ 3,350	\$ 2,513	\$ -	\$ 2,513	100.00%
Software	\$ 1,500	\$ 1,125	\$ -	\$ 1,125	100.00%
Furniture and Equipment	\$ 30,232	\$ 22,674	\$ 19,199	\$ 3,475	15.33%
VISA purchases			\$ 729	\$ (729)	
Interest	\$ 324	\$ 243	\$ -	\$ 243	100.00%
Unsupported Depreciation	\$ 126,326	\$ 94,745	\$ 67,514	\$ 27,231	28.74%
Supported Depreciation	\$ 123,985	\$ 92,989	\$ 298,771	\$ (205,782)	
TOTAL EXPENSES	\$ 1,203,893	\$ 902,920	\$ 1,013,659	\$ (109,882)	
Net surplus (deficit)	\$ (4,353)	\$ (3,265)	\$ (114,867)		
Net surplus (deficit) cash basis			\$ (50,593)		

Notes:

- 1 Rent is lower than budgeted, but there will be some year-end adjusting entries due to the cost of housing for some staff and substitutes being borne out of other department budgets (HR, instructional supply).

The housing coordinator is monitoring the budget closely, so that expenses don't exceed revenue. However, there will be some costs that will need to be expensed, due to the implementation of the housing plan. For example, there is a plan for the demolition of about 10 houses in the Wabasca/Pelican Mountain area, and the moving of six mobile home units. This cost has not been budgeted for, and it is anticipated that this will be part of the Five-year Investment Project that the division has applied for through Alberta Education.

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: 2017-2018 BUDGET

RECOMMENDATION
That the Board of Trustees accept the 2017-2018 budget as presented and attached.

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

BACKGROUND:



NORTHLAND SCHOOL DIVISION NO. 61

**Spring
Final Budget
report**

2017/2018

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

Report to the
Board of Trustees
June 22, 2017

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

Spring 2017-2018 Budget Summary:

Revenue

Operational revenue is down by \$2.2 million, due to the difference in enrolment of about 250 students between the Spring, 2016-2017 budget and the Spring, 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 \$5.4 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.

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.

A \$373,000 deficit is projected, which will be partly covered by the surplus projected for this year.

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

A listing of IMR and capital projects has been included. There was some discussion about additional funding for capital projects – the grant money earmarked was \$6.4 million, and \$5.4 has been included in operations. The hope is that the additional \$1 million will be earmarked for improvements to housing.

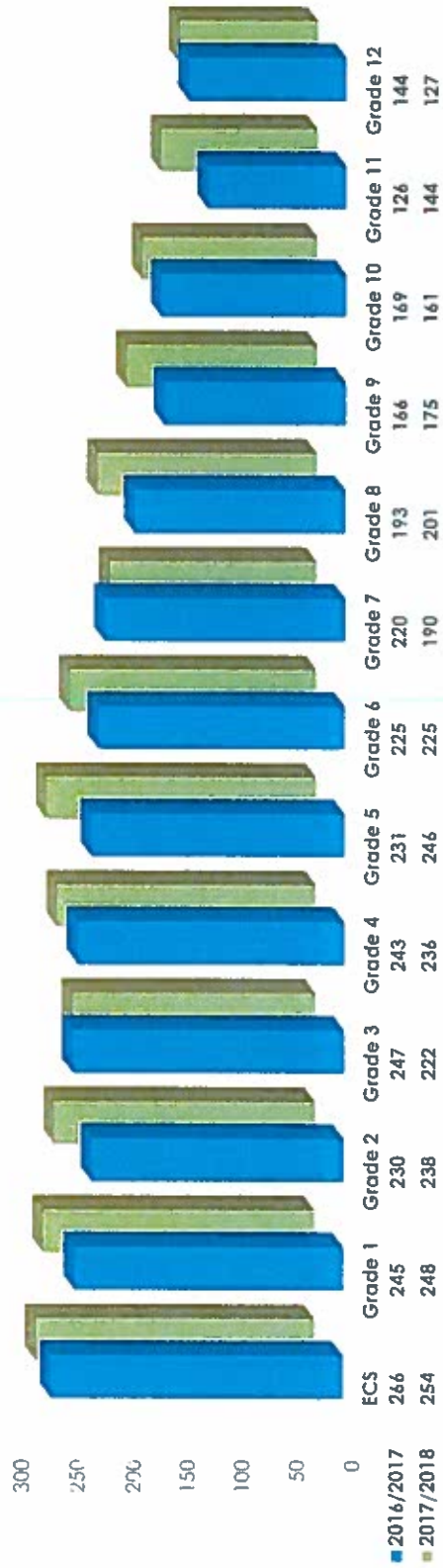
NORTHLAND SCHOOL DIVISION NO. 61
2017-2018 Enrolment Detail
September 30, 2017

	Student Enrolment		Variance	
	2016-2017	2017-2018	Enrolment	%
	Actual	Projected	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%
Gift 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%
	2,705	2,667	(38)	-1.40%
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%
	2,705	2,667	(38)	-1.40%
Federal Enrolment	1159	1,143	(16)	-0.42%
% of students	42.85%	42.85%		

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

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

Northland School Division
 2017-2018 SPRING BUDGET
 ENROLMENT COMPARATIVE



2016/2017 TOTAL ENROLMENT - 2705
 2017/2018 TOTAL ENROLMENT - 2667

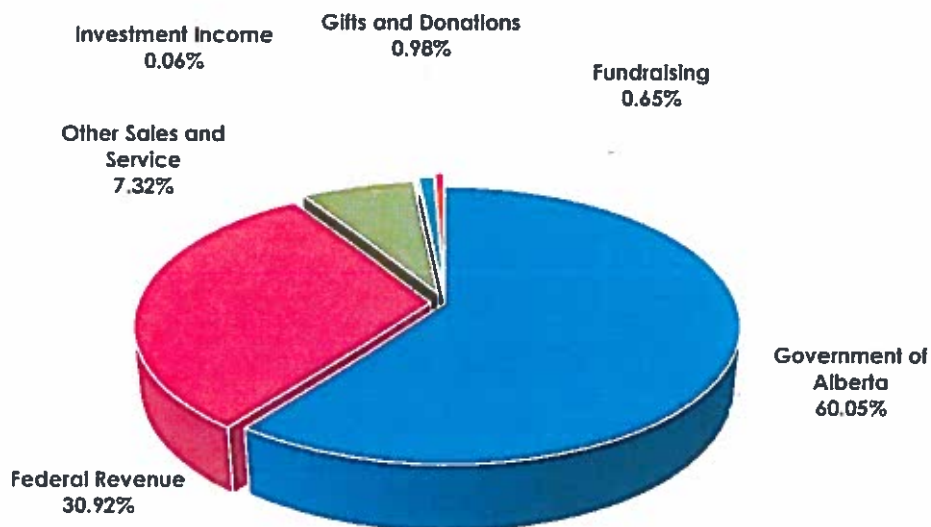
**NORTHLAND SCHOOL DIVISION NO. 61
2017-2018 SPRING BUDGET
STATEMENT OF REVENUES AND EXPENSES**

	<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	\$ 29,020,505	\$ 400,141	1.40% ¹
Other Government of Alberta	7,242,603	12,722,603	5,480,000	75.66% ²
	<u>35,862,967</u>	<u>41,743,108</u>	<u>5,880,141</u>	<u>16.40%</u>
Federal Revenue	23,262,246	21,495,421	(1,766,825)	-7.60% ³
Other Sales and Services	5,121,545	5,090,607	(30,938)	-0.60%
Investment Income	60,000	60,000	-	0.00%
Gifts and Donations	1,087,000	680,000	(407,000)	-37.44% ⁴
Fundraising	450,000	450,000	-	0.00%
	<u>65,843,758</u>	<u>69,519,136</u>	<u>3,675,378</u>	<u>5.58%</u>
EXPENSES				
Instruction				
Schools	30,800,497	27,442,408	(3,358,089)	-10.90% ⁵
Central Services (Instructional Support)	12,013,616	18,803,413	6,789,797	56.52% ⁶
	<u>42,814,113</u>	<u>46,245,821</u>	<u>3,431,708</u>	<u>8.02%</u>
Operations & Maintenance	10,186,557	10,676,797	490,240	4.81% ⁷
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% ⁸
	<u>65,909,404</u>	<u>69,892,924</u>	<u>3,983,520</u>	<u>6.04%</u>
OPERATING SURPLUS/(DEFICIT)	<u>(65,646)</u>	<u>(373,788)</u> ⁹	<u>(308,142)</u>	

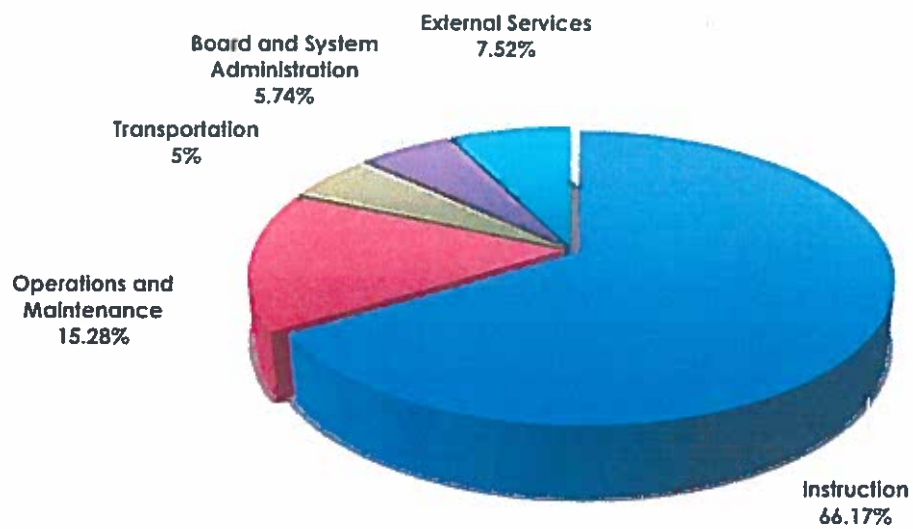
Notes:

- 1 The difference is due to the change in enrolment - projected provincial 1,591 students in the 2016-2017 Spring budget, and are projecting 1,524 in the 2017-2018 Spring budget.
- 2 The difference of \$5.48 million is \$5.38 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 Spring budget, and are projecting 1,143 in the 2017-2018 Spring budget, and additional income from Mikisew Cree (repayment of the outstanding receivable) of \$1.25 million.
- 4 Industry funding has fallen due to the downturn in the energy sector.
- 5 Funding to schools has decreased by \$3.3 million. Certificated teacher numbers have fallen by 19 (\$2 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 Spring, 2016 budget numbers projected too high, so the school operational funds have been decreased to better reflect more realistic enrolment numbers.
- 6 Instructional support has increased to \$18.8 million, up \$6.7 million. The increase is comprised of the \$5.38 million, five-year conditional grant from the province, and an addition \$600,000 is due to the increase in PUF educational assistants and some additional staff and expenses related to to RCSD/Project Strong/wildfire projects.
- 7 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.
- 8 External service expenses are down as expenses are decreased to match the revenue, to ensure the budgets are balanced.
- 9 This will be transferred from the 2016-2017 operating surplus (see operating surplus page).

2017/2018 Revenues



2017/2018 Expenses



**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, 2016 budget	\$ 251,397			\$ 251,397
Funds to cover the 2016/2017 deficit if required	\$ (3,000,000)			\$ (3,000,000) ¹
Mikisew repayment of outstanding receivable of \$4.2 million as of March, 2016	3,000,000			3,000,000
June, 2017-2018 budget		(373,788)		(373,788)
Transfer to capital				
Projected balance, Aug. 31, 2017	\$ 251,397	\$ (373,788)	\$ -	\$ (122,391)

Note:

¹ The \$3 million was promised by the provincial government, as NSD had projected a deficit for the 2016-2017 fiscal year. This deficit was a result of not budgeting any recovery from the Mikisew Cree First Nation in regards to their outstanding receivable. However, throughout the year, about \$3 million was (and will be projected to be) repaid, so the additional \$3 million from the province will not be required.

**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%
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%
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	599,508	440,000	275.85%
	<u>370,708</u>	<u>810,708</u>	<u>440,000</u>	<u>118.69%</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		5,480,000	5,480,000	-
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>6,722,588</u>	<u>5,480,000</u>	<u>441.02%</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>41,743,108</u>	<u>5,880,141</u>	<u>16.40%</u>

Notes

- 1 Base funding fell as a result of the change in provincial enrolment from 1,591 projected Spring, 2016 to 1,524 projected Spring, 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 RCSD money has increased due to the inclusion of Project Strong/Red Cross dollars, related to the wildfire recovery. These funds have matching expenses, in the Testing and Achievement budget.
- 5 The increase of \$5.48 million is \$5.38 million as a Five-year Grant Investment Project from the province, and the other \$100,000 is one-time funding to replace school fees. See the following pages for details on the \$5.38 million conditional grant

	2016/2017 Spring Budget	2017/2018 Spring Budget	\$ Change	% Change
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>	<u>-15.33%</u> 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	97,894	
Indigenous and Northern Affairs Canada	94,635	243,312	148,677	157.11%
Lubicon Lake Band	56,781	137,524	80,743	142.03%
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>	<u>61.36%</u> 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	3,518,314	350,000	11.05% ⁸
Rental Revenue	1,045,540	658,970	(386,570)	-36.97% ⁹
Hot Lunch Revenue	36,375	32,675	(3,700)	-10.17%
Industry Funded Revenue/Donations	1,087,000	680,000	(407,000)	-37.44% ¹⁰
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>6,280,607</u>	<u>(437,938)</u>	<u>-6.52%</u>
	<u>65,843,758</u>	<u>69,519,136</u>	<u>3,675,378</u>	<u>5.58%</u>

Notes

- 5 This decrease is due to the change in enrolment - projected 1,316 federal students in the 2016-2017 Spring 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 due to additional funding through the Five-year Grant Investment Project
- 9 This is attributable to the reduction in housing revenue due to the reduction in housing inventory, mostly in the Wabasca-Demarris area.
- 10 Industry funding has fallen, mostly due to the downturn in the economy. See next page for further details.

**Northland School Division No. 61
Partnership Donations**

Donor	School	Purpose	2016-2017	2017-2018
Apple Schools	4 in the division	Healthy Living	\$ 133,000	unknown
Fort McKay First Nations	Fort McKay	4 educational assistant positions	\$ 200,000	\$ 200,000
Conklin Community Enhancement	Conklin	Teacher	\$ 100,000	\$ 105,000
	Conklin Outreach	Outreach teacher	\$ 100,000	\$ 105,000
Fishing Lake Metis Council	J.F. Dion	0.5 teacher	\$ 23,488	unknown
Shell Canada	ADCS Outreach	Outreach teacher	\$ 112,000	none
		Land-based learning	\$ 85,000	\$ 85,000
Cenovus Energy	all schools	Literacy, CTS, Attendance Initiative	\$ 125,000	\$ 125,000
MD of Opportunity	Mistassiny/St. Theresa	Counsellor		\$ 60,000
				\$ 680,000
<u>LTA's through the Metis Settlements</u>				
Gift Lake Metis Settlement	Gift Lake School	school supplies liaison worker, but not hired by the school - is a settlement employee		\$ 80,000
East Prairie Metis Settlement	Hillview	liaison worker, but not hired by the school - is a settlement employee		
<u>Other in-kind partnerships</u>				
Northern Lights S.D., Fishing Lake Metis Settlement	J.F. Dion	shared school transition officer Each partner contributes 1/3 portion of the salary	\$ 50,000	\$ 50,000

Northland School Division No. 61
Five Year Grant Investment Project

Additions	Investment Project Plan	Superintendent Office	Pedagogical	System Computers	Literacy	First Nation and Metis	Testing and Achievement	Instructional Supply	School Councils
1.1 Associate Superintendents associated travel	\$ 450,000	\$ 330,378							
1.2 2 additional Peds associated travel	\$ 1,000,000	\$ 119,622	\$ 265,200						
3 IT coaches associated travel additional IT tech plan			\$ 127,308	\$ 381,526					
1.3 Literacy intervention	\$ 200,000			\$ 190,964					
1.4 District Attendance Lead associated travel	\$ 200,000	\$ 165,189		\$ 35,000	\$ 200,000				
2.1 FNMI Curriculum and Land-based learning	\$ 500,000					\$ 500,000			
2.2 FNMI language and culture	\$ 250,000					\$ 250,000			
3.1 Wellness Student/Family	\$ 300,000						\$ 361,335		
3.2 13.5 Family Wellness Workers	\$ 850,000						\$ 1,285,875		
3.3 Staff Wellness Project	\$ 50,000						\$ 50,000		
4.1 PD for EAs	\$ 150,000							\$ 150,000	
4.2 PD for Community Ed.	\$ 450,000							\$ 450,000	
4.3 Leadership development itinerant Subs	\$ 200,000							\$ 200,000	
Principal meetings	\$ 450,000							\$ 450,000	
School Councils	\$ 180,000							\$ 180,000	\$ 150,000
	\$ 5,380,000	\$ 650,000	\$ 392,508	\$ 607,490	\$ 200,000	\$ 750,000	\$ 1,697,210	\$ 1,430,000	\$ 150,000

Note: The items in red indicate the salaries are going to be higher than the grant dollars allocated.

**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

Transferrable 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-transferrable 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	2,865,968	104,395
Anzac	962,710	973,715	11,005
Bill Woodward	1,334,174	1,223,355	(110,819)
Bishop Routhier	776,864	614,822	(162,042)
Calling Lake	1,238,873	1,189,390	(49,483)
Calling Lake Outreach	104,794	20,790	(84,004)
Career Pathways	388,662	486,950	98,288
Chipewyan Lakes	368,526	369,460	934
Conklin	623,806	567,604	(56,202)
Dr. Mary Jackson	387,538	379,168	(8,370)
Elizabeth	1,492,014	1,302,597	(189,417)
Father R. Perin	973,383	825,081	(148,302)
Fort McKay School	1,337,660	1,135,178	(202,482)
Gift Lake School	1,980,894	1,758,479	(222,415)
Grouard	1,140,075	839,360	(300,715)
Hillview	441,660	306,567	(135,093)
J.F. Dion	844,845	935,712	90,867
Kateri	948,914	889,816	(59,098)
Little Buffalo	1,595,923	1,723,733	127,810
Mistassiniy	2,853,871	2,737,556	(116,315)
Paddle Prairie	1,042,429	1,012,378	(30,051)
Peerless Lake	1,222,191	1,160,584	(61,607)
Pelican Mountain	323,396	323,039	(357)
St. Theresa	4,160,200	3,444,728	(715,472) ¹
Susa Creek	589,165	336,112	(253,053)
Home Education	20,000	20,266	266
	<u>\$ 29,914,140</u>	<u>\$ 27,442,408</u>	<u>\$ (2,471,998) ²</u>

Notes:

¹ St. Theresa has the greatest amount of change, due to the 7 PUF educational assistants (approximately \$350,000) that were included in its actual expenses, but is budgeted to the Testing and Achievement budget. In addition, the certificated staff fell by 3.5 teachers (\$105,000 x 3.5 = \$367,500) due to the change in enrolment and the increase in student-teacher ratio.

² These was a reduction of 19 teachers in the Spring, 2017-2018 budget. Unit cost of a teacher is approximately \$105,000 (\$105,000 x 19 = \$2 million). An additional reduction was a result of the enrolment difference between 2,914 that the actual reflects, and the projected enrolment of 2,667, which is about \$100,000 and is the reduction to each school's transferrable per student allocation, if the projected enrolment fell. The additional net reductions are attributable to the PUF Educational Assistants, expensed to the schools but budgeted to the Testing and Achievement budget.

**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	5.5	4.1	1.5	0.75	17.5
Bill Woodward	9	6.6	7.5	4	-1.5	-2.6	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	20	8	-1.5	0	16.0
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	182.50	112.4	-18.95	-3.45	14.8

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.

Another consideration is the smaller schools - there will be a minimum of two certificated staff per school, regardless of the enrolment. Therefore, some schools have a lower student-teacher ratio than others.

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

	<u>2016/2017 Spring Budget</u>	<u>2017/2018 Spring Budget</u>	<u>\$ Change</u>
Governance			
Corporate Board	\$ 521,750	\$ 521,750	\$ -
School Councils	375,128	\$ 331,536	\$ (43,592) ¹
	<u>896,878</u>	<u>853,286</u>	<u>\$ (43,592)</u>
Education Executive			
Superintendent & Associate Superintendent	785,445	1,564,322	\$ 778,877 ²
Public Relations	158,306	158,306	\$ -
Superintendent Office & PR	943,751	1,722,628	691,693
Instructional Services-Central			
CTS Mobile	229,779	184,779	(45,000) ³
First Nations, Metis and Inuit	363,333	1,237,456	874,123 ⁴
Literacy	296,966	433,471	136,505 ⁵
Occupational Health and Safety	118,787	139,835	21,048 ⁶
Pedagogical	329,955	759,378	429,423 ⁷
System Computers	1,497,206	1,987,300	490,094 ⁸
Testing and Achievement	1,458,653	4,061,518	2,602,865 ⁹
	<u>4,294,679</u>	<u>8,803,737</u>	<u>4,509,058</u>
Instructional Services-Schools	7,650,445	8,652,565	1,002,120 ¹⁰
Human Resources	612,229	597,711	(14,518)
Business Services	1,615,843	1,685,309	69,466 ¹¹
Facility Services			
Facilities	9,760,297	9,891,797	131,500
Infrastructure Maintenance Renewal (IMR)	426,260	785,000	358,740 ¹²
	<u>10,186,557</u>	<u>10,676,797</u>	<u>490,240</u>
Student Transportation	3,553,135	3,706,060	152,925 ¹³
External Services	5,455,390	5,752,426	297,036 ¹⁴
	<u>35,208,907</u>	<u>42,450,519</u>	<u>7,241,612</u>

Notes

See next page

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. An additional \$150,000 from the Five-year Grant Investment Project was added.
- 2 This budget includes the addition of 2 Associate Superintendents, a Divisional Attendance Lead and associated expenses. A total of \$650,000 was added from the Five-year Grant Investment Project for these positions and expenses. An additional \$120,000 was added due to the increase in expenses associated with the additional travel and meetings this office requires.
- 3 Last spring's budget had \$90,000 in supplies from the Cenovus grant. However, Cenovus has provided only \$45,000 for supplies.
- 4 This budget reflects \$750,000 contributed by the Five-year Grant Investment Project to enhance curriculum, land-based learning and language and culture. As well, an additional staff member has been hired, so there are three First Nations, Metis and Inuit support positions.
- 5 The budget increase reflects \$200,000 contributed by the Five-year Grant Investment Project to expand the department's offerings to high school. As with CTS, last spring's budget had \$125,000 in supplies from the Cenovus grant, but the grant is only for \$62,500.
- 6 OH&S expense is up slightly due to the purchase of new software for OH&S training and tracking.
- 7 Two additional pedagogical staff members and associated travel have been budgeted through the Five-year Grant Investment Project.
- 8 Three school technical coaches (\$381,526), associated travel (\$190,964) and additions to the IT tech plan (\$35,000) have been added as a result of \$607,500 additional funding through the Five-year Grant Investment Project.
- 9 Testing and Achievement budget has increased by \$2.6 million. The increase is attributable to:
 - A reduction of one staff member in the administrative area (was never hired).
 - The addition of two counsellors, that are now under the administration of this department, who were under the school budgets last June (a reallocation of funds from the schools to this department).
 - The addition of two wellness workers, in Janvier and Wabasca. (Five-year Grant Investment Project money)
 - The addition of 13.5 wellness workers, to be used throughout the division. (Five-year Grant Investment Project money).
 - A staff wellness project for \$50,000.
- 10 An increase of \$1 million is attributable to:
 - Professional Development for Educational Assistants (Five-year Grant Investment Project money)
 - Professional Development for community education (Five-year Grant Investment Project money)
 - Leadership Development (Five-year Grant Investment Project money)
 - Itinerant substitute teachers (Five-year Grant Investment Project money)
 - Principal Meetings (Five-year Grant Investment Project money)
- 11 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, for the last three or four years. The division will now have to hire and pay for the external audits.
- 12 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.
- 13 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.

Northland School Division No. 61
2017/2018 Budget
Infrastructure Maintenance and Renewal (IMR) Projects

Project	Cost
General upkeep in schools - wires, holes, painting, flooring	\$ 300,000
Telephone software upgrades (for security reasons)	60,000
Cameras and intercoms at main door of schools	150,000
Fire alarm panel replacement/upgrades - Paddle Prairie, walk in cooler/freezer alerts in all schools	68,000
Upgrade playgrounds by removing older equipment and install gravel and upgrade landscaping	80,000
Hot water system flush/recharges, software upgrades, pump/piping retrofits	180,000
	<hr/>
Total IMR projects	838,000

Note: There is an additional approx. \$1.2 m in carryforward for IMR

Capital Projects

Project	Cost
Replace school grounds maintenance equipment	160,000
Replace 4 school buses	500,000
Replace 8 fleet vehicles	500,000
Construction of trans-gender washrooms in schools	150,000
General upgrade of Father R. Perin, including a new roof	400,000
Sewage lagoon reclamation at Peavine, Conklin and Little Buffalo	375,000
	<hr/>
Total unsupported capital projects	2,085,000

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: 2017-2018 BOARD MEETING DATES

ORIGINATOR: ADMINISTRATION

RECOMMENDATION	
That the Board of Trustees approve the following Board Meeting dates for the 2017-2018 school year:	
Official Trustee Board Meeting	09/21/17
Organization Meeting	10/26/17
Board Meeting 1	11/30/17
Board Meeting 2	01/25/18
Board Meeting 3	02/22/18
Board Meeting 4	03/22/18
Board Meeting 5	04/19/18
Board Meeting 6	05/24/18
Board Meeting 7	06/21/18
Board Meeting 8	08/30/18

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: BY-LAW 136 FORM OF NOMINATIONS

ORIGINATOR: MINISTER OF EDUCATION

RECOMMENDATION
That the Board of Trustees give By-law 136 its first reading.
That the Board of Trustees give By-law 136 its second reading at this time.
That the Board of Trustees give By-law 136 its third and final reading at this time.

CURRENT SITUATION: As per Section 28(2) of the Act – Form of Nomination, for NSD to receive nominations for election purposes at an office other than the local jurisdiction office, the elected authority must pass a by-law before June 30.

Section 28 1.1 of the Local Authorities Election Act states that: Notwithstanding subsection (1), an elected authority may provide by a by-law passed prior to June 30 of a year in which an election is to be held that the returning officer

(a) may receive nominations earlier than 10 a.m., and

(b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

30 of a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) If a bylaw has been passed providing for a deposit, a nomination paper is not valid nor shall it be acted on by the returning officer unless it is accompanied with the deposit.

RSA 2000 cL-21 s27,2003 c27 s10,2006 c22 s14

Nominations

28(1) The returning officer shall receive nominations at the local jurisdiction office between 10 a.m. and 12 noon on nomination day.

(1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed under subsection (1) meets the requirements of section 27.

(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the returning officer

- (a) may receive nominations earlier than 10 a.m., and
- (b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(3) Any person may file a nomination described in section 27 with the returning officer or deputy.

(3.01) If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.

(3.1) Repealed 2006 c22 s15.

(4) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

**By-Law No. 136
OF THE
Northland School Division No. 61**

**A By-Law of the Northland School Division No. 61 in the Province of Alberta,
to establish additional locations where a deputy may receive nominations**

WHEREAS Section 28 1.1 of the Local Authorities Election Act states that:

Notwithstanding subsection (1), an elected authority may provide by a by-law passed prior to June 30 of a year in which an election is to be held that the returning officer

- (a) may receive nominations earlier than 10 a.m., and
- (b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

AND WHEREAS the Trustees wish that nominations may be received in each ward.

NOW THEREFORE the Board of Trustees of Northland School Division No. 61 enacts as follows:

That the Returning Officer may receive nominations earlier than 10 a.m., and

That the Returning Officer may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

Read a first, second, and by unanimous consent of all trustees present, a third and final time this 22 day of June, A.D. 2017.

Official Trustee

Secretary Treasurer

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: BY-LAW 137 MODIFIED VOTING PROCEDURE

ORIGINATOR: MINISTER OF EDUCATION

RECOMMENDATION
<p>That the Board of Trustees give By-law 137 its first reading.</p> <p>That the Board of Trustees give By-law 137 its second reading at this time.</p> <p>That the Board of Trustees give By-law 137 its third and final reading at this time.</p>

CURRENT SITUATION: As per Ministerial Order #038/2017, school jurisdictions that wish to adopt modified voting procedures as set out in Section 2 of the Modified Voting Procedure Regulation, A.R. 5/2007 must pass a by-law.

- 1) THAT under s.37(1) of the LAEA, the Board of Trustees provide for the establishment of more than one voting location for each ward, as determined by the Returning Officer. The Returning Officer must provide the location(s) of voting stations for each ward in the notice of election. Under s.37, the location of a voting station may be located outside of the voting subdivision/ward.

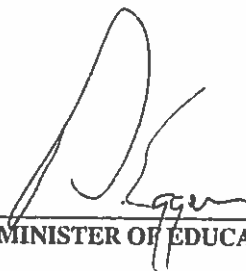
- 2) THAT the Returning Officer be authorized to complete the necessary agreements and/or arrangements with the appropriate local municipalities and jurisdictions within the boundaries of the Northland School Division No. 61 for conducting of the 2017 school board election(s) and that, as provided under Section 160(2) of the Local Authorities Election Act (LAEA) and Section 2 of the

Modified Voting Procedure Regulation 5/2007, the Returning Officer be authorized to divide each ward in the Division into voting sub-divisions as deemed necessary.

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (# 038 / 2017)

I, David Eggen, Minister of Education, pursuant to Section 160(2) of the Local Authorities Election Act make the Order in the attached Appendix.

DATED at Edmonton, Alberta, May 31, 2017.


MINISTER OF EDUCATION

APPENDIX
LOCAL AUTHORITIES ELECTION ACT
MINISTERIAL ORDER (# 038 / 2017)

1 Pursuant to Section 160(2) of the **Local Authorities Election Act**, I hereby authorize the boards of trustees of the following school jurisdictions to pass a bylaw adopting the modified voting procedure as set out in Section 2 of the **Modified Voting Procedure Regulation, A.R. 5/2007**.

- (a) **School Divisions:**
The Aspen View Public School Division No. 78
The Chinook's Edge School Division No. 73
The Clearview School Division No. 71
The Foothills School Division No. 38
The Fort Vermilion School Division No. 52
The Golden Hills School Division No. 75
The Grande Yellowhead Public School Division No.77
The High Prairie School Division No. 48
The Horizon School Division No. 67
The Livingstone Range School Division No. 68
The Northern Lights School Division No. 69
The Northland School Division No. 61
The Parkland School Division No. 70
The Peace River School Division No. 10
The Peace Wapiti School Division No. 76
The Prairie Rose School Division No. 8
The Rocky View School Division No. 41
The Sturgeon School Division No. 24
The Westwind School Division No. 74
The Wild Rose School Division No. 66
The Wolf Creek School Division No. 72
- (b) **School Districts:**
The Calgary School District No. 19
The Edmonton School District No. 7
The Fort McMurray Public School District No. 2833
The Grande Prairie School District No. 2357
The Lethbridge School District No. 51
The Medicine Hat School District No. 76
The Red Deer Public School District No. 104
The St. Albert Public School District No. 5565
- (c) **Regional Divisions:**
The Battle River Regional Division No. 31
The Black Gold Regional Division No. 18
The Buffalo Trail Public Schools Regional Division No. 28
The Canadian Rockies Regional Division No. 12
The Elk Island Public Schools Regional Division No. 14
The Grasslands Regional Division No. 6
The Northern Gateway Regional Division No. 10
The Palliser Regional Division No. 26
The Pembina Hills Regional Division No. 7

- 2 -

APPENDIX

MINISTERIAL ORDER (# 038 / 2017)

The Prairie Land Regional Division No. 25
 The St. Paul Education Regional Division No. 1
 The Wetaskiwin Regional Division No. 11

- (d) Separate School Districts:
 The Calgary Roman Catholic Separate School District No. 1
 The Edmonton Catholic Separate School District No. 7
 The Fort McMurray Roman Catholic Separate School District No. 32
 The Grande Prairie Roman Catholic Separate School District No. 28
 The Greater St. Albert Roman Catholic Separate School District No. 734
 The Lakeland Roman Catholic Separate School District No. 150
- (e) Roman Catholic Separate Regional Divisions:
 The Christ the Redeemer Catholic Separate Regional Division No. 3
 The East Central Alberta Catholic Separate Schools Regional Division No. 16
 The Elk Island Catholic Separate Regional Division No. 41
 The Evergreen Catholic Separate Regional Division No. 2
 The Holy Family Catholic Regional Division No. 37
 The Holy Spirit Roman Catholic Separate Regional Division No. 4
 The Living Waters Catholic Regional Division No. 42
 The Medicine Hat Catholic Separate Regional Division No. 20 (effective September 1, 2017 the school jurisdiction will be referred to as The Medicine Hat Roman Catholic Separate School District No. 21)
 The Red Deer Catholic Regional Division No. 39
 The St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38
- (f) Regional Authorities:
 The East Central Francophone Education Region No. 3
 The Greater North Central Francophone Education Region No. 2
 The Northwest Francophone Education Region No. 1
 The Southern Francophone Education Region No. 4

- 2 Ministerial Order No. 029/2013 dated April 29, 2013 is repealed.

Notice of election

35(1) If more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the returning officer shall declare that an election shall be held for filling that office.

(2) If an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.

(3) The notice of a vote on a bylaw or question shall set out the text or a reasonably complete summary of the bylaw or question.

(4) On complying with subsection (2), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s35;2003 c27 s14

Part 2 Voting Procedure

Voting subdivisions

36(1) The elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.

(2) If voting subdivisions are not established under subsection (1),

- (a) the area, or
- (b) the ward, if there are wards,

is considered to be one voting subdivision.

1983 cL-27.5 s36;1985 c38 s9

Voting stations

37(1) The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.

(2) When a voting station designated by the returning officer is not available, the returning officer shall designate another place in the

vicinity and shall, by notice posted at the original voting station, direct the electors to the other voting station.

1983 cL-27.5 s37;1985 c38 s10

Compartments for voting

38(1) The returning officer shall ensure that each voting station is furnished with one or more voting compartments arranged so that an elector is screened from observation and may mark the elector's ballot without interference or interruption.

(2) In each voting compartment there shall be provided for the use of the electors in the marking of ballots a table, desk or shelf with a hard surface and a suitable marking instrument that shall be kept operational during the hours of voting.

1983 cL-27.5 s38;1997 c15 s11

Ballot boxes

39(1) The secretary shall provide sufficient ballot boxes to the returning officer.

(2) A ballot box shall meet the requirements set out in the regulations.

1983 cL-27.5 s39;1985 c38 s11

Sealing the ballot box

40(1) The presiding deputy at a voting station shall, immediately after the opening of the voting station, show each ballot box to the persons present at the voting station so that they can see that it is empty, close and seal the box so that it cannot be opened without breaking the seal and place the box in the presiding deputy's view for the receipt of ballots.

(2) The presiding deputy at the voting station shall keep each ballot box closed and sealed and in full view of all present during the hours of voting.

(3) Subsections (1) and (2) apply to additional ballot boxes that are required at the voting station after the voting station has been opened.

RSA 2000 cL-21 s40;2006 c22 s19

Printing of ballots

41 If an election is required, the returning officer shall forthwith cause a sufficient number of ballots to be printed at the expense of the local jurisdiction.

1983 cL-27.5 s41

Names on ballot

42(1) A separate ballot shall be used for

Regulations

160(1) Notwithstanding anything in this Act, the Lieutenant Governor in Council may make regulations

- (a) prescribing a system for the conduct and procedure of an election or vote that is not provided for in this Act or that is a modification of a system under this Act;
- (a.1) respecting standards for a system described in clause (a) and respecting evidence of compliance with those standards;
- (b) prescribing forms for use in connection with a system prescribed by regulations under this subsection;
- (c) with respect to a system prescribed by regulations under this subsection, providing for any matter not provided for or insufficiently provided for in this Act;
- (d) providing that any person who contravenes any provision of the regulations under this subsection is guilty of an offence and liable to imprisonment for a term not exceeding 6 months or to a fine of not more than \$500 or to both fine and imprisonment.

(1.1) A regulation under subsection (1)(a.1) may adopt or incorporate in whole or in part, or with modifications, standards, codes or other bodies of rules that relate to any matter in respect of which a regulation may be made under subsection (1)(a.1) if the standards, codes or other bodies of rules have been published and copies are available.

(2) On the application of an elected authority, the relevant Minister may, by order, on any terms and conditions the relevant Minister may prescribe, authorize the elected authority to pass a bylaw adopting the system for conducting an election prescribed by regulations under subsection (1).

(3) Subject to regulations under subsections (1) and (2), the provisions of this Act apply to an election held under this section.

(4) The *Regulations Act* does not apply to orders under subsection (2).

RSA 2000 cL-21 s160,2003 c27 s40

Bylaws valid

161 A bylaw passed pursuant to this Act remains in force until it is repealed.

1991 c23 s2(67)

(Consolidated up to 180/2016)

ALBERTA REGULATION 5/2007

Local Authorities Election Act

MODIFIED VOTING PROCEDURE REGULATION

Table of Contents

- 1 Definition
- 2 Designating locations of voting stations
- 3 Elector's statement
- 4 Blind voter template
- 5 Appointing deputies to take votes of electors unable to attend voting station
- 6 Repeal
- 7 Expiry

Definition

- 1 In this Regulation, "Act" means the *Local Authorities Election Act*.

Designating locations of voting stations

- 2 Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified as follows:
 - (a) the returning officer of the elected authority may designate the location of the voting station;
 - (b) the location of more than one voting station may be designated for each voting subdivision.

Elector's statement

- 3 The statement required under section 77 of the Act is Form 8 as prescribed in Schedule 1 to the *Local Authorities Election Forms Regulation* (AR 378/2003).

Blind voter template

- 4 Despite section 78(5) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, the returning officer of the elected authority may determine the form of

**By-Law No. 137
OF THE
Northland School Division No. 61**

**A By-Law of the Northland School Division No. 61 in the Province of Alberta,
Adopting the Modified Voting Procedure - Ministerial Order #038/2017**

WHEREAS Section 37 1. of the Local Authorities Election Act, Alberta Regulation 5/2007 states that:

Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified as follows:

- (a) the returning officer of the elected authority may designate the location of the voting stations;
- (b) the location of more than one voting station may be designated for each voting subdivision.

NOW THEREFORE the Board of Trustees of Northland School Division No. 61 enacts as follows:

That the Returning Officer of the elected authority may designate the location of the voting stations; and

That the Returning Officer may establish that more than one voting station may be designated for each voting subdivision.

Read a first, second, and by unanimous consent of all trustees present, a third and final time this 22 day of June, A.D. 2017.

Official Trustee

Secretary Treasurer

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

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

SUBJECT: RESCIND MOTION #24336/17 SUPERVISOR DESIGNATION

RECOMMENDATION
That the Board of Trustees rescinds Board Motion #24336/17 dated May 25, 2017 in regards to changing the Supervisor Designation in Appendix 2 Schedule of Rates.

CURRENT SITUATION: The Supervisor Designation change that was approved is in contradiction of the Alberta Labor Relations Code for staff already under the existing designations (Director, Lead Teacher, Coach etc.).

BACKGROUND: May 25, 2017 - Motion 24336/17 reads:

Lois Byers, Official Trustee moved that the Board of Trustees approve the changes to the proposed Supervisor designation as defined in Appendix 2 Schedule of Rates Version A:

**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

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: BORROWING RESOLUTION

RECOMMENDATION

That the Board of Trustees approve the Borrowing Resolution, if required, in the amount of \$3,000,000 to meet the current operating expenditures for the 2017-18 school year, as attached.

CURRENT SITUATION: The Borrowing Resolution is required by the Alberta Treasury Branch to cover borrowing, if required, for current operating expenditures during the 2017/18 school year.

Borrowing Resolution School Division/District – Current Expenditures

WHEREAS the Board of Trustees of the Northland School Division/District No. 61 (hereafter called the "Board") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures for its schools for its financial year commencing September 1, 2017;

NOW THEREFORE, pursuant to the provisions of the School Act, be it resolved by the Board that:

1. The Board do borrow from Alberta Treasury Branches (hereafter called "ATB") sums of money from time to time in the said financial year as required to meet current expenditures of the Board in the said financial year, provided that the total principal amount owed to ATB at any one time hereunder shall not exceed the sum of three million DOLLARS (\$300,000,000).
2. The Chairman and Treasurer of the Board be and they are hereby authorized for and on behalf of the Board:
 - (a) to apply to ATB for the aforesaid loans to the Board;
 - (b) to obtain advance of monies from ATB in the said financial year by way of an overdraft on the Board's account at an ATB or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB; and
 - (c) to execute on behalf of the Board such bills, promissory notes or similar forms of obligation as ATB may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and ATB shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Resolution.

3. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to less (.25%) PER CENT below the Prime Lending Rate established from time to time by ATB, and such interest shall be calculated and due and payable monthly.
4. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than August 31 of the said financial year.
5. As security for payment of money borrowed hereunder, the Board hereby charges to and in favour of ATB the whole of the Alberta Learning Funding received or to be received by the Board, and all other money due or accruing due to the Board, and the Chairman and Secretary of the Board are hereby authorized on behalf and in the name of the Board to execute and deliver to ATB such security documents as ATB may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with interest all sums borrowed from ATB and ATB shall not be bound to recover any such funding or other monies before being entitled to payment from the Board.
6. ATB shall be furnished with a certified copy of this Resolution and a list of the officers of the Board together with specimens of their signatures, and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Alberta Treasury Branch at which the account of the Board is kept.

CERTIFICATE

WE HEREBY CERTIFY that the foregoing Resolution was duly passed by the Board therein mentioned at a duly and regularly constituted meeting thereof held on the _____ day of _____ at which a quorum was present, and that the said Resolution is in full force and effect.

WITNESS our hands and the seal of the Board this _____ day of _____.

Chairman

(Seal)

Secretary

ATB Financial™

BOARD OF TRUSTEES

LOIS BYERS
TRUSTEE OF THE BOARD

DATE: JUNE 22, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: SCHOLARSHIPS

RECOMMENDATION

That the Board of Trustees approve eight applications for scholarships with funds coming from the current year budget.

BACKGROUND

Karla Lamouche, Gift Lake, NSD Scholarship for entering college/technical institute (\$800)

Sara Voyageur, Fort Chipewyan, NSD Scholarship for entering college/technical institute (\$800)

Hayley Quintal, Conklin, NSD Scholarship for entering college/technical institute (\$800)

Brianna Anderson, Gift Lake, NSD Scholarship for entering college/technical institute (\$800)

Kenedi Pratt, Anzac, NSD Scholarship for entering University other than Education (\$800)

Yvette Gilvie Sequin, Anzac, NSD Scholarship for entering college/technical institute (\$800)

Jesse Alook, Wabasca, NSD Scholarship for entering college/technical institute (\$800)

Destiny Chalifoux, NSD Scholarship for entering college/technical institute (\$800)

BOARD OF TRUSTEES

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

DATE: JUNE 22, 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.

Policy Reading Timeline 2016-2017/2017-2018

Old Policy Number	New Policy Number	Policy Name	Date Passed	Board Motion	Month Policy to be Read at Corporate Board 2016-2017 (each Policy goes through a 3 reading cycle)												Month Policy to be Read at Corporate Board 2017-2018 (each Policy goes through a 3 reading cycle)																										
					Sep-16	Oct-16	Nov-16	Jan-17	Feb-17	Apr-17	May-17	Jun-17	Aug-17	Sep-17	Oct-17	Nov-17	Jan-18	Feb-18	Apr-18	May-18	Jun-18	Aug-18																					
	BP 17	Student Transportation																																									
	BP 18	Alternative Programs	Apr 20/17	#24308/17																																							
	BP 19	Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environment	Jan 26/17	#24250/17																																							
	BP 19-App A	Appendix A Student Code of Conduct	Jan 26/17	#24250/17																																							
20	BP 19-App B	Appendix B Sexual Orientation and Gender Identity	Jan 26/17 Feb 19/16	#24250/17 #24025/16																																							
17	BP 20	Teacher Housing	Mar 26/04	#21218/04																																							
	BP 21	School Council, Council of School Councils & Ward Councils																																									
15	AP 345	School Lunch Programs	Mar 27/15	#23804/15																																							
18	AP 404	Conflict of Interest - Staff	Mar 26/04	#21218/04																																							
	AP 450-App B	Organization Chart	Nov 21/14	#23730/14																																							

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: NEW ADMINISTRATIVE PROCEDURES HANDBOOK FOR IMPLEMENTATION

ORIGINATOR: ALBERTA SCHOOL BOARDS ASSOCIATION

RECOMMENDATION

That the Board of Trustees receive as information, the "New" Administrative Procedures Handbook as attached, for implementation August 1, 2017.

CURRENT SITUATION: The May date had to be moved up to the June 22, 2017 Board meeting, because of the amount of feedback received. The Superintendent, Associate Superintendent of Human Resources along with the Executive Assistant and Executive Secretary have reviewed all feedback received to date and changes have been made to the AP's based on that feedback.

Everyone that responded will receive a "what we heard," and a "what we did," report.

BACKGROUND: The administrative procedure implementation schedule was brought to the January 26, 2017 Corporate Board meeting. A motion was passed for the administrative procedure timeline as follows:

- February 15, 2017 - correspondence will be sent to all stakeholders.
- February 15, 2017 - a link to the "new" administrative procedures will be provided on the Northland website and will be included in the information sent to all stakeholders requesting feedback be sent to Melanie Mantai, Executive Secretary by April 30, 2017.

- May 1, 2017 - all feedback received will be reviewed and taken into consideration and administrative procedures may be revised based on the feedback received.
- May 25, 2017 - administrative procedures handbook will be brought to the Regular Board meeting for information and implementation.

Terry Gunderson, Education Consultant with Alberta School Boards Association has done an extensive review of all Northland's current Administrative Procedures. Based on the Governing Through Engagement and Collaboration (GTEC) Policy Model, all administrative procedures and policies have undergone revisions and renumbering where the procedures/policies were not in line with the GTEC Policy Model. The purpose of the review was to ensure revisions made to the administrative procedures and policies reflect the collective will of the Board and are carried out within the parameters set in provincial legislation.

Gunderson and executive staff have reviewed all of the revised Administrative Procedures extensively and have reviewed these procedures with the Local School Board Chairs and Principals at a meeting held in Edmonton in January 2017.

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BOARD OF TRUSTEES

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

DATE: JUNE 22, 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 third and final 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

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.

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: JUNE 22, 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 third and final 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. Feedback received is attached.

FEEDBACK: POLICY 17 – STUDENT TRANSPORTATION SERVICES

Received May 23, 2017

I have a couple questions about this one. Dose this policy mean if students live less than 2.4 km from the school they will have to get their own transportation or they will have to pay to ride the bus? In our community we have bears, wolves, buffalo, and coyotes that roam the community. I have walked to the school in the morning and found buffalo right in the school yard. About a month ago there was a wolf on the front steps of the school. It is not safe for students to be walking to and from school. Currently all students in the community are picked up and brought to school. How will this new policy affect the students living in the community?

██████████ Little Buffalo School

May 24, 2017

RE: Policy 17

This is another urban-centric Policy with little or no understanding of the situation many of us face in our communities.

We have an attendance Initiative which will be greatly affected by this policy.

Many of our parents work and have one vehicle. They work in the patch and are up and gone very early in the morning. Busing is the only option.

While I understand that it is the parent's responsibility to get the kids to the school this Policy makes it very difficult for that to happen.

Walking is out! We have herds of buffalo walking our roads , bears with cubs at the corner of Ominayak road, wolf on the steps of the school on Dec 21, 2016 we culled FN 11 wolves in December/January in the community.

There is no rapid transit in the bush and many of our liaison workers and principals are picking up and dropping kids now due to dangerous situations with the wildlife.

Please see the pics.

I ask you "If you were a parent would you let your kids walk?"

██████████

Buffalo in School Yard



Wolf Cull

There were FN 11 wolves culled within 1 km of Little Buffalo School. One was on the front steps of the school on Dec. 21, 2017

Policy 17 takes care of Attendance Problem

FEEDBACK: POLICY 17 – STUDENT TRANSPORTATION SERVICES

Jun 8 (4 days ago)


to me ▾

Melanie,

I have been reviewing policy 17.

#2 congregated bus stops. Is there a maximum distance for them to walk? I can see this being a safety issue?

#5 and #6 uses the word 'May'. I see this opening up a lot of issues of the squeaky wheel getting the grease.

Thanks for the opportunity to have a voice on these policies!

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~~ **The Board supports the use of congregated bus stops to facilitate efficient busing and ride times with consideration given to safety and feasibility of walk distances for age of student.**
3. Transportation services for students 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~~ **will endeavor to 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: JUNE 22, 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 third and final reading of Policy 20, Teacher Housing, as attached.
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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. Feedback received is attached.

FEEDBACK: POLICY 20 – TEACHER HOUSING

Jun 7 (5 days ago)

to me +

Hi Melanie

Because of the broadly sweeping nature of the policy above, it is not easy to hold the school accountable to anything as far as providing housing for us goes

- What communities require housing services, and how is this determined?

Jun 7 (5 days ago)

to me +

Which communities are going to be identified as needing housing? What is the criteria for this? Staff have already been forced to move to townhouses in Wabasca that were built and are controlled by a different company. These houses are not only terribly built (electrical issues, not handicapped accessible etc) but they are too costly for teachers to afford especially first year teachers. Not to mention that teachers have needed to move in with each other in order to try to be financially stable. This is ridiculous. Some of us have families are older and do not want to have roommates, nor should we need to. We have been told that we could go to Edmonton and pay the same price. Well there is a large difference between here and Edmonton. Amenities. Wabasca has none. We need to travel for clothing, food, and the odd bit of entertainment. Groceries and gas here are so expensive that it is easier to travel.

What is their criteria for safe and reliable? It takes forever to get things fixed in these houses and if you complain you are in danger of being removed and moved to a new unit. What is the criteria for this high standard of maintenance? What is this self-sufficient entity? Will it be Northland or someone different? Does this really have our best interests at heart? They haven't been considered previously. Where has our rent been going because it is definitely not being put back into our houses.

Northland already has a teacher retention problem and if housing is not adequately available to all in terms of quality and finances there will be an even bigger problem. Our rent is going up and yet nothing has been fixed. Again, ridiculous. I personally have had maintenance requests in for several weeks and have not been contacted about anyone coming to fix them. I have one door that has completely fallen off and one that is in the middle of falling off. Not to mention a front door that is so old that someone could kick it in easily that also has a door knob that is falling off and I do not have a key for it. It is useless to me. Many of us have felt for a long time that Northland doesn't care about housing, especially after making many of us move out. What is the plan for the open property that will be available once they knock down houses in Wabasca? Will more be built? Are they selling the land and will eventually make us all move from there? If Northland cared about housing years ago these houses would not be in terrible conditions.

Jun 7 (5 days ago)

to me +

my feedback on Policy 20, section 1 --- leave as is please - review / re-evaluate possible reasons why the policy remain as is --- these reasons are crucially important to us teachers (especially our new staff who must rely on affordable divisional housing)

Jun 7 (5 days ago)

to me +

Just another bit of feedback, Melanie

I was chatting with a new teacher today - we compared our rental costs. She pays several hundred dollars more for her rental and this does not include her utilities. Why was she not given the option of a nearby lower rental unit which has been vacant all year? We need to keep our teachers. On a new teacher's salary she can't afford the higher and getting higher rentals of the newer independently managed housing unit (6 plex in Wabasca) and are then forced to leave. Let's cut down on staff turnover - we need to retain these good teachers. Please continue to offset our northern living expenses (i.e. travel expenses to medical / dental specialists, higher food costs etc) with the lower cost divisional managed rental units. The rental assistance is an important part of our salary package.

That's just my two cents for what its worth

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: JUNE 22, 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 second reading of Policy 2, Role of the Board, as attached.

That the Board of Trustees approve third and final 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 has been 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 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: JUNE 22, 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 second reading of Policy 3, Role of a Trustee, as attached.

That the Board of Trustees approve third and final 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 has been 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 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: JUNE 22, 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 second reading of Policy 4, Trustee Code of Conduct, as attached.

That the Board of Trustees approve third and final 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 has been 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 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: JUNE 22, 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 second reading of Policy 5, Role of the Board Chair, as attached.
That the Board of Trustees approve third and final 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 has been 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 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: JUNE 22, 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 second reading of Policy 6, Role of the Board Vice-Chair, as attached.

That the Board of Trustees approve third and final 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 has been 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: JUNE 22, 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 second reading of Policy 7, Board Governance and Operations, as attached.
That the Board of Trustees approve third and final 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 has been 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 GOVERNANCE AND 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. Trustees and Superintendent or designate participating in a meeting held by means of a communication facility are deemed to be present at the meeting, provided the trustee or Superintendent or designate are physically present within the boundaries of Alberta or with permission of the Chair if outside the boundaries of Alberta.~~
- 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: JUNE 22, 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 June 16, 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	Apr. 5, May 10, Jun 7, 2017	
East Prairie		Dec. 14, 2016
Elizabeth		Mar. 1, 2017
Fort McKay	Jun 8, 2017	
Gift Lake		May 1, 17
Grouard	Jun 2017	
J.F. Dion	Jun. 14, 2017	
Janvier	Jun. 6, 2017	
Keg River		Feb. 7, 2017
Little Buffalo		Mar. 14/17
Paddle Prairie	May 24, Jun 7, 2017	
Peerless Lake		Jan. 24, 2017
Pelican Mountain		Jan. 10, 2017
Susa Creek	Nov 30, 2016/ Jan 11, Feb 8, Apr 26, May 17, 2017	
Trout Lake		May 15, 2017
Wabasca		May 9, 2017

BOARD OF TRUSTEES

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

DATE: JUNE 22, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

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

RECOMMENDATION

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined on the attached list.
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Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
LSBC	6/2017	Trudy	Grouard LSBC Minutes	Motions: 06.07.2017.003/ 06.07.2017.004/ 06.07.2017.005/ 06.07.2017.006/ 06.07.2017.007/ 06.07.2017.008/ 06.07.2017.009 using LSBC budget dollars for various awards/gifts suppers etc.	6/16/2017	In Progress	Melanie sent an email to both the Principal and LSBC chair, based on Policy 21 (section 4) and the LSBC Board Member Handbook.
LSBC	5/17/2017	Trudy	Susa Creek LSBC Minutes	Motion: #122/17 Use LSBC budget to purchase jackets for staff and LSBC members, as well as water bottles and mugs for students and parents.	6/16/2017	Complete	Melanie spoke with both the Principal LSBC chair, letting them know that the gifts for the students were fine as they were awards in recognition of attendance but that the gifts for staff and LSBC is not allowed.
LSBC	5/24/2017	Trudy	Paddle Prairie LSBC Minutes	Motion: 054:116/17 - moved to hold over the surplus from the 20167-2107 LSBC budget to go into the Paddle Prairie School funds to use for future students awards at \$1000 annually until such time as it used up.	6/16/2017	In Progress	Melanie sent an email to both the Principal and LSBC chair, letting them know that this motion is not allowed as it goes against Policy 21 and the LSBC Board Member Handbook.
LSBC	6/7/2017	Trudy	Desmarais LSBC Minutes	Motions: 05-10-2017-003/ 05-2017-004/ 05-10-2017-005/ 05-10-2017-006 - These motions all are to do with money coming from the LSBC budget and donating from the T&S budget line: amounts of \$2,000 to the Grade 12 Commencement/ Grad Exercise @ Mistassiniy & Career Pathways Schools. \$1,000 to the Staff and LSBC BBQ. \$2,000 for Awards & initiatives for Mistassiniy & Career Pathway Schools. \$500 for Field Trips	6/16/2017	Complete	Roxane Guindon spoke is working with the Principal discussed the amounts being spent on awards as the budget line is set at \$250.00 /year for a maximum of \$1000.



MISTASSINIY SCHOOL

Desmarais Local School Board Committee Meeting (No Meeting)

April 5, 2017

Attendance:

Absent:

Agenda

1. Call to Order at _____ pm.
2. Approval/Additions to Agenda
3. Reading/ Business Arising/ Approval of Previous Minutes
 - a. January 4, 2017
4. New Business:
 - a. LSBC Concerns
 - b. School Council Update
 - c. Budget Total Transferable Mistassiniy (\$)
 - d. Attendance Committee Update

Month	Career Pathways	Mistassiniy
September	77.0	79.85
October	78.0	76.81
November		75.44
December		68.68
January		70.18
February		69.02 (309)
March		67.65

5. Next Meeting: _____, 2017 at 5:30 pm
6. Adjournment: _____ pm.

Handwritten signature

BOX 750 – 909 NOEL Drive WABASCA ALBERTA T0G 2K0
Phone: 780-891-3949 Fax: 780-891-3676

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MISTASSINIY SCHOOL

Desmarais Local School Board Committee Meeting

May 10, 2017

Attendance: Ronald (Bobby) Beaver, Silas Yellowknee, Fay Cardinal, Terri-Lunn Mcleod, Shelly Hamelin

Absent: Ernie Grach (Work) and Christoph Ruge (Work)

Agenda

1. Call to Order at 5:12 pm.
2. Approval/Additions to Agenda

Motion # 05-10-2017-001

The Desmarais LSBC does recommend approval of the agenda with changes as noted.

Mover: Silas Yellowknee
 Seconder: Ronald Beaver
CARRIED

3. Reading/ Business Arising/ Approval of Previous Minutes
 - a. March 1, 2017

Motion # 05-10-2017-002

The Desmarais LSBC does recommend approval of the March 1, 2017 with changes as noted.

Mover: Silas Yellowknee
 Seconder: Ronald Beaver
CARRIED

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4. New Business:
 - a. LSBC Concerns: Budget

Motion # 05-10-2017-003

The Desmarais LSBC does recommend donating \$2000.00 from the LSBC Travel and Subsistence Local Board budget line, for the Grade 12 Commencement/ Grad Exercises at Mistassiniy and Career Pathways schools.

Mover: Silas Yellowknee
Secunder: Ronald Beaver
CARRIED

Motion # 05-10-2017-004

The Desmarais LSBC does recommend donating \$1000.00 to the Staff and LSBC Year-End BarBQ.

Mover: Silas Yellowknee
Secunder: Ronald Beaver
CARRIED

Motion # 05-10-2017-005

The Desmarais LSBC does recommend donating \$2000.00 from the LSBC Prior Year Carryover budget line for Awards and Initiatives for Mistassiniy and Career Pathways School.

Mover: Silas Yellowknee
Secunder: Ronald Beaver
CARRIED

Motion # 05-10-2017-006

The Desmarais LSBC does recommend purchasing LSBC jackets for no more than \$500.00 from the Prior Year Carryover Budget Line.

Mover: Silas Yellowknee
Secunder: Ronald Beaver
CARRIED



- b. School Council Update
- c. Budget Total Transferable Mistassiniy (\$)
- d. Attendance Committee Update

Month	Career Pathways	Mistassiniy
September	77.0	79.85
October	78.0	76.81
November		75.44
December		68.68
January		70.18
February		69.02 (309)
March		67.65
April		63.76

- 5. Next Meeting: June 5, 2017 at 5:00 pm
- 6. Adjournment: 6:10 pm.

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MISTASSINIY SCHOOL

Desmarais Local School Board Committee Meeting

June 7, 2017

Attendance: Ronald (Bobby) Beaver, Christoph Ruge, Faye Cardinal, Terri-Lynn Mcleod, Shelly Hamelin, Ernie Grach

Absent: Silas Yellowknee (Work)

Agenda

1. Call to Order at 5:42 pm.
2. Approval/Additions to Agenda

Motion 06-07-2017-001

The Desmarais LSBC does recommend approval of the agenda with noted corrections.

Mover: Ernie Grach
 Secunder: Ronald (Bobby) Beaver
 CARRIED

3. Reading/ Business Arising/ Approval of Previous Minutes
 - a. May 10, 2017

Motion 06-07-2017-002

The Desmarais LSBC does recommend approval of the May 10, 2017 meeting, with noted corrections.

Mover: Ernie Grach
 Secunder: Ronald (Bobby) Beaver
 CARRIED

4. New Business:
 - a. LSBC Concerns: Commencement, Budget Motion Review, Staffing

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 Phone: 780-891-3949 Fax: 780-891-3676

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Motion # 06-07-2017-003

The Desmarais LSBC does recommend amendment of Motion #05-10-2017-003 as follows:

The Desmarais LSBC does recommend donating \$2000.00 from the LSBC Travel and Subsistence budget line for Grade 12 Commencement and Graduates Gifts for Mistassiniy and Career Pathways Schools, in the form of a cheque, estimated \$80.00 a student.

Mover: Ernie Grach
Seconder: Ronald (Bobby) Beaver
CARRIED

Motion #06-07-2017-004

The Desmarais LSBC does recommend amendment of Motion #05-10-2017-004 as follows:

The Desmarais LSBC does recommend donating \$1400.00 from to the Staff and LSBC Year-End BarBQ.

Mover: Ernie Grach
Seconder: Ronald (Bobby) Beaver
CARRIED

Motion #06-07-2017-005

The Desmarais LSBC does recommend amendment of Motion #05-10-2017-006 as follows:

The Desmarais LSBC does recommend donating \$500.00 from the LSBC Budget to the Mistassiniy School for Field Trips.

Mover: Ernie Grach
Seconder: Ronald (Bobby) Beaver
CARRIED

Motion #06-07-2017-006

The Desmarais LSBC recommends that we (Mistassiniy and Career Pathways Schools) do not accept transferred and ineffective staff for the 2017-18 school year. We recommend that the LSBC be given the opportunity be part of the hiring committee, to interview short-listed candidates for any openings at either school.

Mover: Ernie Grach

Seconder: Ronald (Bobby) Beaver

CARRIED

- b. School Council Update: June 14 at 4:30 pm
- c. Budget Total Transferable Mistassiniy (\$47,193.53)
- d. Attendance Committee Update

Month	Career Pathways	Mistassiniy
September	77.0	79.85
October	78.0	76.81
November		75.44
December		68.68
January		70.18
February		69.02 (309)
March		67.65
April		63.76
May		65.85

- 5. Next Meeting: NONE
- 6. Adjournment: 6:30 pm.



**Fort McKay
Local School Board Committee
Meeting Agenda
June 8, 2017
12:00 PM**

Call LSB Meeting to Order @11:50 AM

Board Members Present:

Janet McDonald
Tina Black

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 May 2, 2017.

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

4. Maintenance Report-

See report

5. Correspondence -

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

8. New Business -

- Staffing TA – Band Funding...this was discussed
- Hot Lunch - Northland ...this was discussed and the Mothers of McKay (MOM) will not be providing a hot lunch one day a week for the students for the 2017-2018 year. Gord Atkinson, the Superintendent is looking into setting up the hot lunch program at the school for 2017-2018 year.

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- Grade 5/6 Field Trip to Junior High Schools in Fort McMurray...this was discussed and the students go on this trip on June 14th.
- Keg- June 17 @4:00 PM...LSB were invited to join the staff for a year end dinner.
- ECS Graduation- June 22nd and the LSB were invited to attend
- Awards Day- Attendance –Perfect/Outstanding/ School- this was discussed and the LSB was invited to attend
- School Council Presentation – June 20th 4:00 to 6:00PM...this was discussed and the LSB was invited to attend.
- Attendance plan – this was discussed
- U School 2017-2018- this was discussed and it was noted that if the school goes on another U School trip in 2017-2018 that it should be a different group of students who participate.

Additions to Agenda:

-
-
-

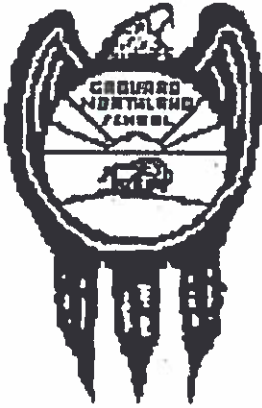
9. Any other business

Adjournment @1:10 PM

**Fort McKay School
Local School Board Committee Recommendations
June 8, 2017**

- 18-17 Recommendation to adopt the agenda as presented.
 Moved by Tina Black
- 19-17 Recommendation to approve the previous minutes from May 2, 2017.
 Moved by Janet McDonald
- 20-17 Recommendation to accept the Principal's Report as presented.
 Moved by Tina Black

June 2017.



Grouard Northland School

Bag 2000

Grouard, Alberta

T0G-1C0

Ph: (780)751-3772 Fax: (780) 751-3731

Local School Board Committee Minutes

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

1. Call to order - 5:10 pm by Jesse

2. Adopt Agenda- Motion moved by Darcy seconded by Jaqueline. All in favor.
Motion carried. 06.07.2017.001

3. Principal's Report- Motion moved by Jaqueline seconded by Darcy. All in favor.
Motion carried. 06.07.2017.002

4. Organizational Plan- Motion moved by Darcy seconded by Jaqueline to adopt the 2017/2018 Organizational Plan as presented. All in favor.
Motion carried. 06.07.2017.003

5. LSBC Concerns/Motions needed- Motion moved by Jaqueline seconded by Darcy to approve the year end BBQ event, with funds to come out of the LSBC budget in the amount not to exceed \$1500.00 . All in favor.
Motion carried. 06.07.2017.004

Motion moved by Darcy seconded by Jaqueline to approve funds to come out of the LSBC budget in the amount not to exceed \$1000.00 for the E.C.S graduation ceremony gifts and cake. All in favor.
Motion carried. 06.07.2017.005

Motion moved by Jaqueline seconded by Darcy to approve funds to come out of the LSBC budget in the amount not to exceed \$1000.00 for the Grade Nine graduation ceremony gifts and cake. All in favor.
Motion carried. 06.07.2017.006

Motion moved by Darcy seconded by Jaqueline to approve funds to come out of the LSBC budget in the amount not to exceed \$1100.00 for the purchase of year end staff appreciation gifts. All in favor.
Motion carried. 06.07.2017.007

Motion moved by Jaqueline seconded by Darcy to approve funds to come out of LSBC budget for a farewell/supper in the amount not to exceed \$500.00. All in favor.
Motion carried. 06.07.2017.008

Motion moved by Darcy seconded by Jaqueline that the remaining balance left in our LSBC budget be donated back into our school programs with 50% going to the breakfast club and 50% going into the SGF. All in favor.
Motion carried. 06.07.2017.009

6. Adjournment - 6:30 pm

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**J.F. Dion
Local School Board Meeting
June 14, 2017**

School Board Members: Joan Daniels, Carlene Gladue, Tyler Gladue, Ray Durocher.

Principal: Elaine Ward.

Call to Order: Meeting called to order at 9:10a.m.

Opening Prayer led by Joan Daniels.

Motion to Adopt Agenda:

Motion: #527-06/17, Carlene/Tyler, All in Favour.

Motion to Adopt May 10, 2017 Minutes:

Motion: #528-06/17, Carlene/Tyler, All in Favour.

Business arising from minutes:

No business arising.

New Business:

No new business.

Lunch Program:

Nothing to report.

Principal's Report:

Motion to approve up to \$1000 for a farewell celebration.

Motion: #529-06/17, Carlene/Tyler. All in favour.

Motion to approve up to \$500 for a farewell gift for Mike Maciach.

Motion: #530-06/17, Carlene/Tyler. All in favour.

Motion to approve: Principal's Report as presented.

Motion: #531-06/17, Carlene/Tyler, All in favor.

Chairpersons Report:

Motion to approve Chairpersons report:

Motion: #532-06/17, Carlene/Tyler, All in favor.

Budget:

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We reviewed the budget.

Correspondence:

We reviewed all correspondence.

Member/Parent/Board Concerns:

No new concerns.

Next Meeting Date:

No meeting scheduled.

Adjournment:

Motion to adjourn meeting at 10:15 a.m.

Motion: #533-06/17, Carlene/Tyler, All in favor.



Local School Board Meeting Tuesday June 6 2017 5:00 pm

Members attending: Bernard Woodfine, Alice Fontaine, Iesha Piche, Martha Nokohoo

- Opening Prayer 5:15 pm
- Note: Last motion number 16-71

New Business

- Final LSB meeting
Members discussed the Northland School Act and legislation passed recently that resulted in a new model of parent input in the form of School Councils. All members were thanks for their service and the Principal expressed the need for members to be involved in the new School Council.
- Association of School Councils presentation Monday June 12 7:00 pm
All parents will be invited to a presentation on School Councils to be held Monday June 12 at 7:00 pm. Representatives from the Association of School Councils will be present to answer questions about School Councils.
- Calendar 2017-2018
The calendar for next year was presented and all members thought it was fine. The principal explained that the school has attempted to offer all PD days, holidays and PLC's on Fridays. Motion passed to accept the calendar 16-72
- Attendance Issues
Members received an overview of attendance this year. Attendance started out fairly good in the Fall but around Christmas time started to drop off. Bus issues and eventually no bus driver at all contributed to poor attendance during colder weather.

LSB members and Principal discussed possible ways to deal with this issue. The Principal said that having a new Community Wellness worker in the Fall will assist a great deal and more home visits will result hopefully. A greater use of the attendance board will be a focus as well.
- June 22 end of year awards
The LSB wished to contribute to an upcoming field trip, awards for students and gift cards for others. The Principal said he would check with accounting to see if the LSB funds can be used for these items.
- Grade structures next year
Grade structures for the coming school year was presented as a review.
K-1 2-3 4-5 6-9 (2.5 teachers assigned for this group)
- Thank You to LSB members
The Principal thanks all LSB members for their service to the school and community and expressed the hope that members would continue to be involved in getting our School Council up and running.

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**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE
REGULAR BOARD MEETING
MAY 24, 2017**

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

Absent: Nelson Auger, Board Member

Call to Order: The meeting was called to order at 4:05 p.m.

Agenda:

Motion #051:16/17 Kristen McGillivray moved to accept the agenda as presented. Carried.

Minutes:

Motion #052:16/17 Kristen McGillivray moved to approve the minutes of the March 06/17 regular board meeting and the April 03/17 regular board meeting. Carried.

Principal's Report:

Motion #053:16/17 Kristen McGillivray moved to access FMNI funding for Award's Supper not to exceed \$1500.00. Carried.

Motion #054:16/17 Priscilla Christian moved to hold over the surplus from the 2016-17 LSBC budget to go into the Paddle Prairie School funds to use for future students awards at \$1000.00 annually until such time as it is used up. Carried.

Motion #055:16/17 Priscilla Christian moved to accept the Principal's report as information. Carried.

Board Member Concerns:

Motion #056:16/17 Priscilla Christian moved to go in camera with Principal at 4:45 p.m. Carried.

Motion #057:16/17 Candice Calliou moved to return to regular format at 5:10 p.m. Carried.

Meeting Dates: Next regular meeting date – Tuesday, June 6th at 3:30 p.m.

Adjournment: The meeting adjourned at 5:15 p.m.

Signatures:


Candice Calliou, Chairperson


Reta Nooskey, Recording Secretary

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JUN 16 2017

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE
REGULAR BOARD MEETING
JUNE 07, 2017**

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

Absent: Nelson Auger, Board member

Call to Order: The meeting was called to order at 3:12 p.m.

Agenda:

Motion #058:16/17 Kristen McGillivray moved to approve the agenda as presented. Carried.

Minutes:

Motion #059:16/17 Priscilla Christian moved to approve the minutes of the May 24, 2017 regular board meeting as read. Carried.

Principal's Report:

Motion #060:16/17 Priscilla Christian moved to approve the 2017-18 Org. Plan as presented. Carried.

Motion #081:16/17 Kristen McGillivray moved to approve the EF field trip on June 19-28th, 2017 to the Eastern Seaboard. Carried.

Motion #082:16/17 Kristen McGillivray moved to accept the Principal's report as information. Carried.

Board Concerns:

Motion #083:16/17 Priscilla Christian moved to go in camera with the Principal at 3:25 p.m. Carried.

Motion #084:16/17 Kristen McGillivray moved to return to regular format at 3:45 p.m. Carried.

Motion #085:16/17 Priscilla Christian moved that the Principal is to have access to the cameras in the school to view anything happening; to be set up no later than June 16/17. Carried.

Meeting Dates: This is the last meeting of the LSBC and any new dates will be set when the new ASCA is formed.

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Adjournment: The meeting adjourned at 3:50 p.m.

Signatures


Candice Calliou, Chairperson


Reta Nooskey, Recording Secretary

**Susa Creek Local School Board Committee
Regular Meeting
November 30th, 2016
6:00 pm**

Meeting Minutes

In Attendance: Cathy Wanyandie, Chairperson
Maryanne Moberly
Robert Wanyandie
Charles McDonald

Absent:

Other: Taras Danco, Principal

Robert gave the opening prayer.

Cathy called the meeting to order at 6:10 pm

Motion # 107/16 On a motion made by Maryanne,
Be it resolved that the SCLCBC adopts the agenda of November 30th, 2016 as presented.
Motion carried.

Adoption of Past Minutes:

Motion #108/16 On a motion made by Cathy,
Be it resolved that the SCLCBC accepts the Principal's written and verbal report as presented.
Motion carried.

New Business

1. Changes to FTE
2. Christmas concert
3. Ski Trip
4. PAT Results

Motion #109/16 On a motion made by Maryanne,
Be it resolved that the SCLCBC approves the use of the local FNMI to purchase supplies for the Christmas concert.
Motion carried.

Action Items: Robert to look into materials for Christmas concert

Next Meeting Date: January 11th/2017.

Motion # 106/16 On a motion made by Cathy,

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Be it resolved that the SCLCBC adjourn at 6:52 pm.
Motion carried.

**Susa Creek Local School Board Committee
Regular Meeting
January 11th, 2017
6:00 pm
Meeting Minutes**

In Attendance: Cathy Wanyandie, Chairperson
Maryanne Moberly
Robert Wanyandie
Charles McDonald

Absent:

Other: Taras Danco, Principal

Robert gave the opening prayer.

Cathy called the meeting to order at 6:05 pm

Motion # 111/17 On a motion made by Maryanne,
Be it resolved that the SCLCBC adopts the agenda of January 11th/2017 as presented.
Motion carried.

Adoption of Past Minutes:

Motion #112/17 On a motion made by Cathy,
Be it resolved that the SCLCBC accepts the Principal's written and verbal report as presented.
Motion carried.

Old Business

1. Changes to FTE
2. PAT Results

New Business

1. In lieu days
2. Field trip
3. Ski Trip
4. Archery

Motion #113/17 On a motion made by Maryanne,
Be it resolved that the SCLCBC approves 7 days in lieu for Principal Taras Danco
Motion carried.

Action Items: LSCB members will contact individuals who may be available to assist on field trip

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Next Meeting Date: February 8th/2017.

Motion # 106/16 On a motion made by Cathy,
Be it resolved that the SCLCBC adjourn at 6:50 pm.
Motion carried.

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**Susa Creek Local School Board Committee
Regular Meeting
Feb 8th/2017
6:00 pm
Meeting Minutes**

In Attendance: Cathy Wanyandie, Chairperson
Maryanne Moberly
Robert Wanyandie
Charles McDonald

Absent:

Other: Taras Danco, Principal

Cathy called the meeting to order at 12:05 pm

Motion # 115/17 On a motion made by Cathy,
Be it resolved that the SCLCBC adopts the agenda of Feb 8th/2017 as presented.
Motion carried.

Adoption of Past Minutes:

Motion #116/17 On a motion made by Maryanne,
Be it resolved that the SCLCBC accepts the Principal's written and verbal report
as presented.
Motion carried.

Old Business

1. Field trips

New Business

1. Skip trip
2. Jasper
3. Cultural Programming

Action Items:

Next Meeting Date: March 8th/2017.

Motion # 117/17 On a motion made by Cathy,
Be it resolved that the SCLCBC adjourn at 6:45 pm.
Motion carried.

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**Susa Creek Local School Board Committee
Regular Meeting
April 26/2017
12:00 pm
Meeting Minutes**

In Attendance: Cathy Wanyandie, Chairperson
Maryanne Moberly
Robert Wanyandie

Absent: Charles McDonald

Other: Taras Danco, Principal

Cathy called the meeting to order at 12:05 pm

Motion # 118/17 On a motion made by Cathy,
Be it resolved that the SCLCBC adopts the agenda of April 26th/2017 as
presented.
Motion carried.

Adoption of Past Minutes:

Motion #119/17 On a motion made by Maryanne,
Be it resolved that the SCLCBC accepts the Principal's written and verbal report
as presented.
Motion carried.

Old Business

1. Cultural programming

New Business

1. Staffing Update
2. Governance structure
3. Mother's Day Tea
4. Cree Program
5. Corp Board Meeting
6. Recruitment

Motion #120/17 On a motion made by Maryanne,
LSBC will purchase a going away gift for departing teacher.

Action Items: LSCB members will discussion recruitment with community. Taras will
look into gift

Next Meeting Date: TBD

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Motion # 120 /17

On a motion made by Cathy,
Be it resolved that the SCLCBC adjourn at 12:40 pm.
Motion carried.

Susa Creek Local School Board Committee
Regular Meeting
May 17/2017
12:00 pm
Meeting Minutes

In Attendance: Cathy Wanyandie, Chairperson
Maryanne Moberly
Robert Wanyandie

Absent: Charles McDonald

Other: Taras Danco, Principal

Cathy called the meeting to order at 7:05 pm

Motion # 121/17 On a motion made by Maryanne,
Be it resolved that the SCLCBC adopts the agenda of May 17th/2017 as
presented.
Motion carried.

Old Business

1. Discussion on enrolment and staffing

New Business

1. Staffing Update
2. LSBC money

Motion #122/17 On a motion made by Cathy,
Use LSBC budget to purchase jackets for staff and LSBC members, as well as
water bottles and mugs for students and parents.

Action Items: LSBC will encourage families to bring back registration forms. Taras will
look into buying jackets.

Next Meeting Date: TBD

Motion # 123/17 On a motion made by Robert,
Be it resolved that the SCLCBC adjourn at 7:45 pm.
Motion carried.

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Superintendent's Report

June 22, 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
5/26/17	Edmonton	NSD Funding Meeting with Alberta Education	✓	✓				✓	✓			
5/29/17	Webinar	Meeting with Envisio Re: Plan Allocations	✓	✓	✓					✓	✓	✓
5/30/17	Edmonton	Meeting with Kee Tas Kee Now Tribal Council Administration	✓	✓				✓		✓	✓	✓
6/6/17	Wabasca	Associate Superintendent Meeting				✓	✓		✓	✓		✓
	Sandy Lake	Meeting with LSBC Chair				✓	✓				✓	
6/7/17	Edmonton	Assurance in K-12 Education Meeting	✓	✓				✓	✓			
6/8/17	Peace River	Administrative Procedures Review	✓	✓	✓	✓	✓		✓	✓		
6/9/17	Peace River	Administrative Procedures Review	✓	✓	✓	✓	✓		✓	✓		
6/12/17	Google Hangout	Administrative Procedures Review	✓	✓	✓	✓	✓		✓	✓		
6/13/17	Anzac	Meeting with Fort McMurray First Nation 468	✓	✓						✓	✓	✓
	Janvier	Meeting with Chipewyan Prairie First Nation and Athabasca Tribal Council	✓	✓						✓	✓	✓
6/14/17	Fort Chipewyan	ADCS School Visit	✓	✓		✓					✓	✓
		Meeting with Mikisew Cree First Nation	✓	✓						✓	✓	✓
		Meeting with Athabasca Chipewyan First Nation	✓	✓						✓	✓	✓
6/15/17	Google Hangout	Administrative Procedures Review	✓	✓	✓	✓	✓		✓	✓		
6/16/17	Edmonton	Meeting with Alberta Education Assistant Deputy Minister, Program and System Support	✓	✓				✓	✓			
6/19/17	Wabasca	St. Theresa Principal Interviews				✓			✓	✓		
6/20/17	Gift Lake	Gift Lake LSBC Meeting	✓	✓		✓					✓	✓
6/21/17	Peace River	Aboriginal Day Central Office Celebration				✓		✓			✓	✓
6/22/17	Peace River	Corporate Board Meeting			✓			✓				



Gord Atkinson <gord.atkinson@nsd61.ca>

Review of Bill 203: Alberta Standard Time Act

1 message

EconomicFuture Committee <EconomicFuture.Committee@assembly.ab.ca>

Thu, Jun 8, 2017 at 3:44 PM

To: "gord.atkinson@nsd61.ca" <gord.atkinson@nsd61.ca>



LEGISLATIVE ASSEMBLY OF ALBERTA

Standing Committee on Alberta's Economic Future

June 8, 2017

Northland School Division No. 61

Dear Donna Barrett:

Re: Review of Bill 203 – Alberta Standard Time Act

Bill 203 – *Alberta Standard Time Act*, was referred by the Legislative Assembly of Alberta, after first reading, for review by the Standing Committee on Alberta's Economic Future. If passed, Bill 203 would repeal the *Daylight Savings Time Act* and require the observance of "Alberta Standard Time" (defined as being 6 hours behind coordinated universal time) year round.

The Committee is seeking input from stakeholders on Bill 203 and would like to invite your comment. All written submissions should be forwarded to the **Standing Committee on Alberta's Economic Future, c/o Committee Clerk, 3rd Floor, 9820 - 107 Street Edmonton Alberta T5K 1E7**, or via email at EconomicFuture.Committee@assembly.ab.ca.

The deadline for written submissions is **Monday, July 21, 2017**. Please note that submissions and the names of submitters may be made public. The Committee may decide to hold public meetings at a later date. If you wish to make an oral presentation to the Committee to provide additional information, please clearly indicate this in your written submission.

The Standing Committee on Alberta's Economic Future is a multi-party committee consisting of 15 Members of the Legislative Assembly of Alberta.

Committee meetings are open to the public, audio-streamed live and recorded by *Alberta Hansard*, and can be accessed online. The Committee's website, with a membership list, access to meeting transcripts, and the online audio feed, is <http://www.assembly.ab.ca/committees/abeconomicfuture/index.html>.

Thank you for your consideration of the Committee's request. If you have any questions, please contact the Committee office at 780-415-2878.

Sincerely,

Standing Committee on Alberta's Economic Future

LITERACY BENCHMARK SCHOOL SUMMARY FOR 2015-2017
SHOWING CHANGE IN PERCENT OF STUDENTS READING AT GRADE LEVEL

	SCHOOL	Oct 2015	Feb 2016	June 2016	Oct 2016	Feb 2017	Jun 2017	GRADES
1	Athabasca Delta C.S.	23	20.77	31.22	16.24%	15.50%	38.14%	K-12
2	Anzac/Bill Woodward	55	53.66	n/a	31.18%	49.30%	55.62%	K-12
3	BishopRouthier	46	36.36	36.96	36.59%	30.61%		K-6
4	Calling Lake	27	37.23	46.43	10.42%	14.29%		K-12
	Career Pathways		19.44	n/a	n/a	n/a	n/a	outreach
5	Chipewyan Lake	1	13.04	57.89	12.00%	10.00%	42.86%	K-9
6	Conklin	26	27.03	18.92	29.73%	27.27%	32.43%	K-9
7	Dr. Mary Jackson	25	22.22	24	11%	20%	48%	K-9
8	Elizabeth	34	29.66	43.2	22.50%	33.05%	44.35%	K-8
9	Father R Perin	23	19.7	n/a	13.70%	11.86%	14.29%	K-9
10	Ft. McKay	22	16.22	n/a	18.33%	20.97%	35.00%	K-7
11	Gift Lake	20	14.55	26.71	25.93%	30.32%		K-9
12	Grouard	13	12.3	20.63	11.86%	19.05%	28.35%	K-9
13	Hillview	32	22.73	39.13	40.00%	55.56%	53.00%	K-6
14	JF Dion	42	35.71	48.57	45.33%	51.94%	57.00%	K-8
15	Kateri School	21	20.31	27.87	12.20%	22.22%	23.00%	K-12
16	Mistassiniy	40	40	43.61	15.81%	18.77%	19.40%	K-12
17	Little Buffalo	12	10.32	17.81	4.49%	7.23%	21.00%	K-12
18	Paddle Prairie	50	47.57	49.48	25.42%	42.11%	40.00%	K-12
19	Peerless Lake	23	21.7	35.45	31.25%	23.01%	29.00%	K-12
20	Pelican Mountain	32	38.89	50	29%	40%	72%	K-6
21	St. Theresa	24	18.54	22.25	19.74%	20.69%	27.00%	K-6
22	Susa Creek	48	45.45	55.04	19.24%	38.46%	41.00%	K-8

Schools highlighted in yellow have had significant changes in elementary staff for the 2016-17 school year with a majority of them having significant disruption to classes during the school year. Disruptions occurred with staff illness, leave, resignations and transfers.



Official Trustee's Report

June 22, 2017

May, 2017

26	Edmonton	Funding Meeting with Alberta Education
29	Peace River	Alberta School Council Workshop for Principals – Area 1
30	Wabasca	Alberta School Council Workshop for Principals – Area 2

June, 2017

1	Anzac	Alberta School Council Workshop for Principals – Area 3
5	Edmonton	NSD Local Bargaining – dinner, exchange proposals
6	Edmonton	NSD Local Bargaining
7	Edmonton	Assurance Review; meeting with ASCA Facilitators for school community meetings
13	Teleconference	Bargaining Teleconference
15	Edmonton	NSD Local Bargaining
19	Paddle Prairie	Community Meeting (tentative)
20	Keg River	Community Meeting (tentative)
21	Gift Lake	Community Meeting
22	Peace River	Corporate Board Meeting

NORTHLAND SCHOOL DIVISION NO. 61
 LOCAL SCHOOL BOARD COMMITTEE REPORT
 2015/2016 SCHOOL YEAR
 PERIOD ENDING - June 16, 2017

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<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	1,229.75	3,689.25	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	1,229.75	8,068.69	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	494.25	1,686.66	2,180.91	4,920.00	2,739.09	
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	494.25	1,686.66	2,180.91	22,951.00	20,770.09	9.5%
<u>Conklin</u>						
Quarterly Honorarium	1,482.75	3,689.25	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	1,482.75	3,689.25	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	1,229.75	3,689.25	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	1,229.75	4,152.99	5,382.74	11,849.00	6,466.26	45.4%
<u>East Prairie</u>						
Quarterly Honorarium	1,229.75	3,689.25	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	1,229.75	3,689.25	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	1,471.00	3,689.25	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	1,471.00	3,689.25	5,160.25	17,907.00	12,746.75	28.8%
<u>Fort McKay</u>						
Quarterly Honorarium	494.25	1,482.75	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	494.25	1,482.75	1,977.00	26,313.00	24,336.00	7.5%
<u>Gift Lake</u>						
Quarterly Honorarium	1,229.75	3,689.25	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	1,229.75	3,689.25	4,919.00	13,792.00	8,873.00	35.7%
<u>Grouard</u>						
Quarterly Honorarium	1,712.25	4,145.03	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	1,712.25	4,366.73	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	1,229.75	3,689.25	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	1,229.75	4,597.42	5,827.17	18,569.00	12,741.83
					31.4%
<u>Kateri</u>					
Quarterly Honorarium	988.50	2,965.49	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	988.50	2,965.49	3,953.99	16,618.00	12,664.01
					23.8%
<u>Little Buffalo</u>					
Quarterly Honorarium	1,218.00	3,654.00	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	-	600.00	600.00	250.00	(350.00)
Total	1,218.00	4,254.00	5,472.00	8,074.00	2,602.00
					67.8%
<u>Mistassiniy</u>					
Quarterly Honorarium	976.75	2,930.25	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	976.75	3,382.04	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	1,229.75	3,689.25	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	-	250.00	250.00
Total	1,229.75	4,084.60	5,314.35	6,972.00	1,657.65
					76.2%
<u>Pelican Mountain</u>					
Quarterly Honorarium	494.25	1,988.75	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	494.25	1,988.75	2,483.00	16,926.00	14,443.00
					14.7%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<u>St. Theresa</u>						
Quarterly Honorarium	1,229.75	3,689.25	4,919.00	4,920.00	1.00	
Travel & Subsistence		100.00	100.00	2,860.00	2,760.00	
In - Service			-		-	
Prior Year Carryover				2,969.00	2,969.00	
Casual Labour, Supplies & Awards		1,264.52	1,589.36	250.00	(1,339.36)	
Total	1,229.75	5,053.77	6,283.52	10,999.00	4,715.48	57.1%
<u>Susa Creek</u>						
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	40,049.69	68,937.59	108,987.28	365,631.00	256,643.72	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	256,643.72
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	<u>22</u>	<u>256,643.72</u>

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

	ACTUAL	BUDGET	VARIANCE
<u>ELECTIONS</u>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	60.00	-	(60.00)
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUNERATION--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	1,150.94	-	(1,150.94)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	-	-	-
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	8,618.91	-	(8,618.91)
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	-	-	-
SUB-TOTAL	12,741.46	30,000.00	17,258.54
<u>OTHER EXPENSES</u>			
REMUNERATION TRUSTEES	-	-	-
RENUNERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	60.96	4,000.00	3,939.04
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	166,712.36	200,000.00	33,287.64
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)
RENUNERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	506.15	3,000.00	2,493.85
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	109,519.26	40,000.00	(69,519.26)
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	21,854.35	25,000.00	3,145.65
POSTAGE - BOARD	410.34	4,000.00	3,589.66
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	366,761.74	411,750.00	44,988.26
TOTAL	379,563.20	521,750.00	142,186.80



June 15, 2017

Tansi, Edlánat'e, Hello,

It has been a busy year in Northland School Division with many engagement sessions, information gathering, preparing for the Board of Trustees to be elected in October 2017 and changes. Unfortunately time did not allow me to the opportunity to meet everyone in person however under the direction of Superintendent Gord Atkinson, Northland School Division (NSD) is involved in a number of initiatives with many partners working on ways to improve student success and strengthening involvement in the education. A short update on some of the changes and plans to implement the changes are outlined below.

On May 4, 2017 a new Northland School Division Act was proclaimed law. At the same time, the previous Northland School Division Act, RSA 200 cN-5 was repealed. Some key points of the new act are;

- A ward structure for election of trustees of 7-11 wards
- The board is required to establish a formal engagement process with a number of key partners, council of school councils and ward councils
- Persons living on reserve where NSD61 has a tuition or education services agreement with the Nation are eligible to vote and/or run in trustee elections.
- Local school board committees will be replaced with school councils subject to the Alberta School Council Regulation.
- A transition period was included that provides for the Local School Board Committees to remain until the end of this school year, June 30, 2017.

On behalf of Northland School Division I wish to extend a sincere thanks to local school board committee members who have given so generously of their time to support children and their education.

Following the proclamation of the NSD Act, plans were started to make the necessary transitions beginning with engagement sessions to gather input into the design of the ward structure. The bylaw for the ward structure for Northland School Division for the elections on October 16, 2017 has been submitted to the Minister for his approval. Approval is expected by the end of June 2017. Many voices and factors went into the drafting of the wards. Thank-you to everyone who participated and provided input.

As each new Northland Board of Trustees works within the ward structure they will be able to determine if any adjustments are needed. As per the school act, a board may request the Minister to adjust their ward boundaries.

The Northland board must also stay within the requirements of the NSD Act that outlines a minimum of 7 wards and maximum of 11 wards, with one trustee elected per ward.

School Act Section 262 (5):

- (5) The board of a division, with the approval of the Minister, may by bylaw
- (a) Amend or replace a bylaw providing for the nomination and election of trustees by wards or electoral subdivisions, as the case may be, or
 - (b) Provide for the nomination and election of trustees by wards or electoral subdivisions, as the case may be.
- (6) A bylaw passed under subsection (5) or any bylaw that amends or replaces it
- (a) Does not apply to the general election next following the passing of the bylaw unless it is passed before March 1 in the year in which that general election is held, and
 - (b) Does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.

Another very important component of the transition is to share information and dialogue with communities about school councils and the new NSD Act. Workshops were held at the end of May with all principals and they in turn will be in-servicing their staff and also hosting a community meeting in June to help get information into the hands of community members.

Establishment meetings for school councils will be held at each school this September. Information about dates will be posted at least 10 days prior to each meeting. It is at the establishment meeting that the community will determine the model they want for their school council and elect at least a chair. Information will be provided at the June community meetings as well as more in August and at the actual establishment meeting in September on the various items the community needs to make decisions about.

Alberta School Councils Association (ASCA) is providing support with regard to information about school councils, their establishment, roles and operation. ASCA is available to support to all Albertans with regard to school councils and are extremely helpful in answering questions, helping with concerns and providing workshops for school councils. The ASCA School Councils Resource Guide is available on their website and provides valuable information about school councils with links to many other resources to assist school councils in their work.

Also, within the transition plans, items that do not need to be decided immediately are being incorporated into the work plan for the board that is to be elected in October 2017. The formal engagement process that is required within the NSD Act, section 5(2) to 7(1), with regard to partners, council of school councils and ward councils is one of those items that will be part of the board's work to develop policy around.

Page 3

It is a time of many changes in Northland School Division and there is no doubt there will be bumps along the way. Keeping the focus on making a difference for students will help overcome challenges – everyone is on the same team. The foundation of the changes are based on the knowledge that parent involvement is a number one factor in student success -- with parents being defined as everyone supporting the student. Recent research commissioned by ASCA also confirms school councils make a positive difference (“Inspired Partnerships”).

Please do not hesitate to contact your community school principal, Associate Superintendent, Superintendent or myself with questions. Thanks to everyone for their patience as the new Northland School Division Act is transitioned in.

It has been an honour to serve as the Official Trustee for this past year.

I look forward excitedly to the election of Northland School Division Board of Trustees – a critical step in moving Northland forward.

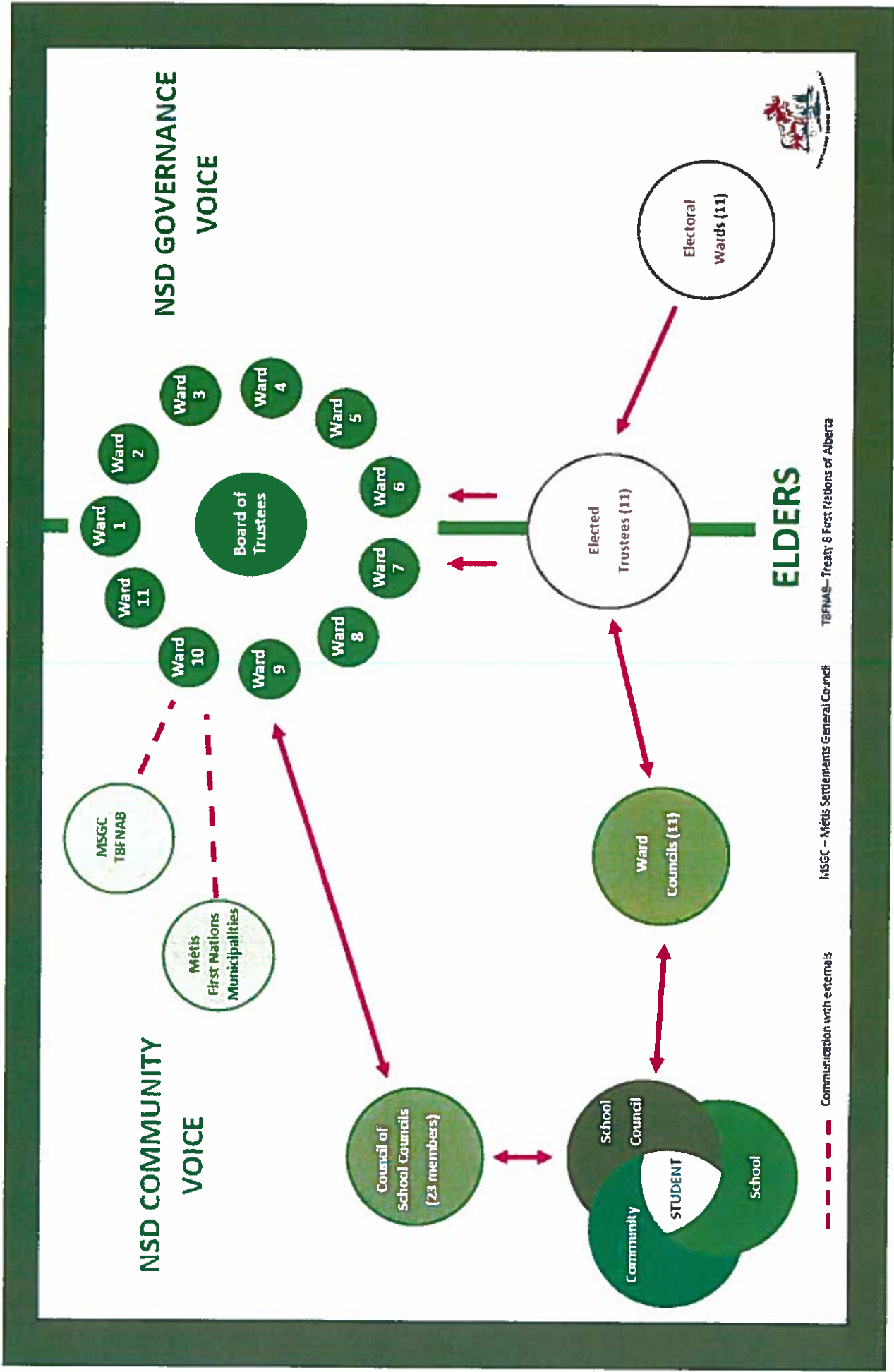
Sincerely,


Lois Byers
Official Trustee

LB/mm

cc: Gord Atkinson, Superintendent of Schools

Enclosures (4) Community Voice and Governance Infographic of Northland School Division Act (1)
Summary Chart of Northland School Division Act (2)
Map of Electoral Wards (3)
Electoral Wards and First Nation Candidacy & Voting (4)



MSGC - Métis Settlements General Council

TBFNAB - Treaty 8 First Nations of Alberta

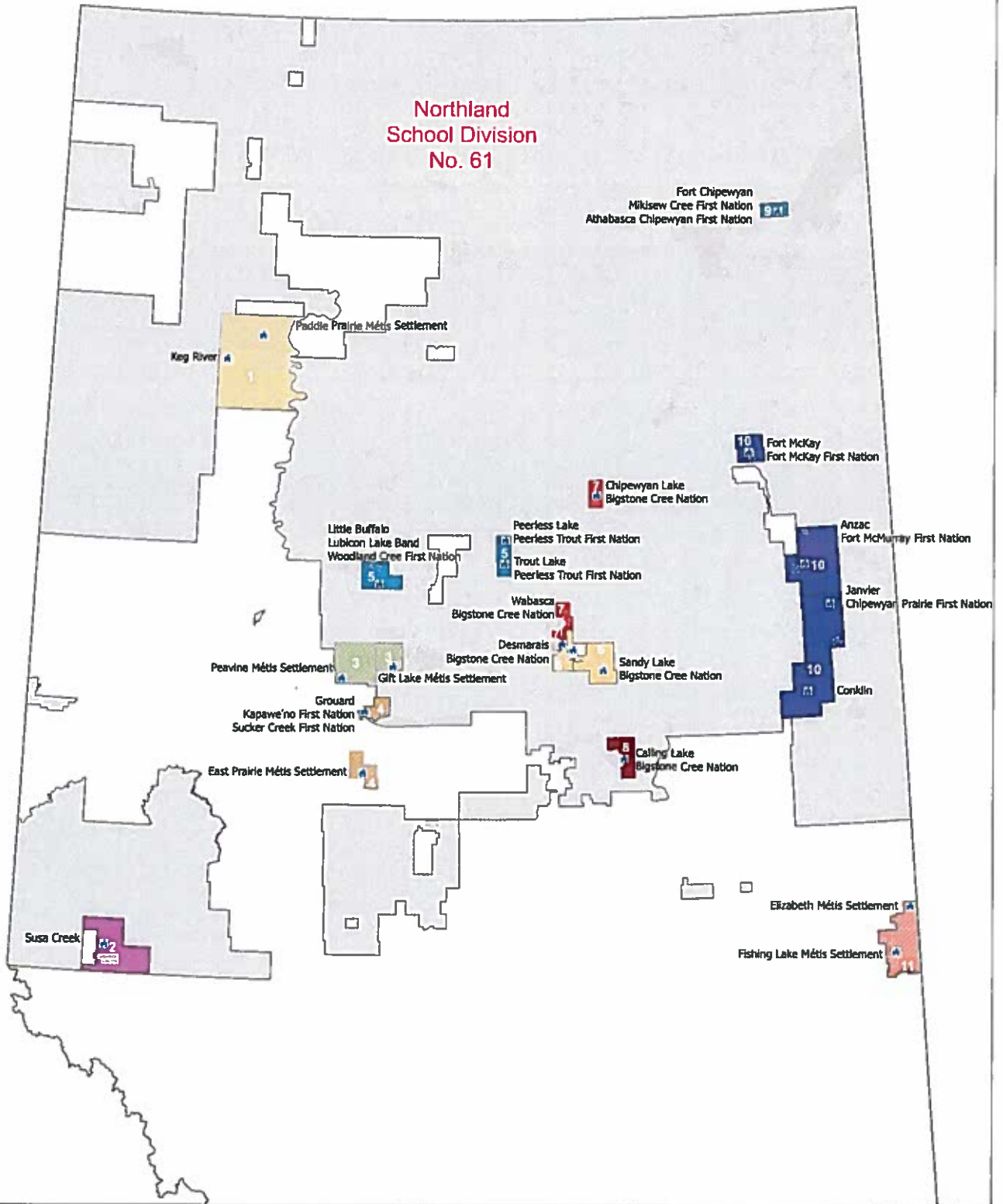
--- Communication with externals

Summary Chart of Northland School Division Act

What	When	Why	Where	How	Who
School Council (establish in Sept. 2017) LSBCs continue until June 30, 2017	To be determined by the school council	Advises the principal and board on educational issues that pertain to the school. A vehicle to support meaningful parent & community involvement in the school.	Local School	Volunteer Town Hall or Rep. Model Elders may receive honorarium	Parents Community Members Elders Principal Staff Students Trustees (as invited)
Ward Council	To be determined by elected Board	Meet with the respective Trustee to advise on school related topics of interest. Trustee to provide information and seek advice on Board-related matters Full role to be determined by elected Board	To be determined by elected Board	To be determined by elected Board how rep(s) are selected	School Council Representatives Local Trustee
Council of School Councils (COSC)	At least once per term within first 12 months	To connect each school council to the Board of Trustees to inform Board's strategic direction	To be determined by elected Board	To be determined by elected Board how rep(s) are selected	School Council Representatives Board of Trustees
Board of Trustees 7 - 11 Trustees	To be determined by elected Board	To govern Northland School Division and enable the community goals and aspirations for their children's education.	To be determined by elected Board	Elected by all communities within the Ward*	Community Members, on-reserve persons if have agreement
Engagement	At least once per term within first 12 months	To provide opportunity to meet with Board and inform Board's strategic direction	To be determined by elected Board	To be determined by elected Board	Organizations as outlined in NSD Act Board
Administration	Ongoing	Carry out the Board of Trustees' Mission, Vision, Values, Policies of NSD61	As needed	Hired	Application Process

*Wards – Division may be divided into no fewer than 7 and no more than 11 wards, with one trustee elected per ward.

11 Ward Structure



Legend

- School
- Northland SD 61
- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 9
- Ward 10
- Ward 11



Every student is a lifelong learner and successful in life

NORTHLAND ELECTORAL WARDS

Ward	Communities	Schools Within Ward
1	Paddle Prairie Keg River	Paddle Prairie Dr. Mary Jackson
2	Susa Creek	Susa Creek
3	Gift Lake Peavine Whitefish Lake First Nation No.459; Utikoomak Lake No. 155/ 155A/ 155B	Gift Lake Bishop Routhier
4	East Prairie Grouard Kapawe'no First Nation and Sucker Creek First Nation; Sucker Creek No. 150A Kapawe'no First Nation No. 150B/ 150C/ 150D/ 229/ 230	Hillview Grouard Northland
5	Peerless Lake Trout Lake Little Buffalo Lubicon Lake Band, Peerless Trout First Nation, and Woodland Cree First Nation; Woodland Cree No. 226/ 227/ 228 Lubicon Lake Peerless Trout Indian Reserve No. 238 Peerless Trout First Nation	Peerless Lake Kateri Little Buffalo
6	Desmarais Sandy Lake Bigstone Cree First Nation Wabasca 166 Wabasca 166A/166D Pelican Settlement	Mistassiniy Career Pathways Pelican Mountain
7	Wabasca Chipewyan Lake Bigstone Cree First Nation Wabasca 166B/ 166C	St. Theresa Chipewyan Lake
8	Calling Lake Bigstone Cree First Nation; Jean Baptiste Gambler No. 183	Calling Lake Calling Lake Outreach
9	Fort Chipewyan Mikesew Cree First Nation and Athabasca Chipewyan First Nation; Old Fort No. 217 Dog Head No. 218 Allison Bay No. 219 Devil's Gate 220 Sandy Point No. 221 Chipewyan No. 201/ 201A/ 201B/ 201C/ 201D/ 201E/ 201F/ 201G	Athabasca Delta Community
10	Anzac Chard Conklin Fort McKay Chipewyan Prairie First Nation, Fort McKay First Nation, and Fort McMurray No. 468 First Nation; Clearwater No. 175 Gregoire Lake No. 176/ 176A/ 176B Janvier No. 194 Cowper Lake Indian Reserve 194A Winefred Lake Indian Reserve No. 194B	Anzac Bill Woodward Conklin Father R. Perin Fort McKay
11	Elizabeth Fishing Lake	Elizabeth J.F. Dion

* Note: One trustee elected per ward

**By-Law No. 135
OF THE
Northland School Division No. 61
(the "School Division")**

A By-Law of the School Division in the Province of Alberta, relating to the rearrangement of the electoral wards and trustee(s) to be elected to each ward

Whereas The Board of the Northland School Division No. 61 (the "Board") requests the Minister by Ministerial Order

1. Divide the School Division into eleven (11) wards, pursuant to s. 3 of the *Northland School Division Act* (the "Act"), as follows:

a) Ward 1 (Paddle Prairie/Keg River)

Township 98, Range 19, West of the 5th Meridian

Sections 31 to 35 inclusive; those portions of Sections 5, 6, 7, 25, 26, 27, 28, 29, 30, and 36 lying West and North of the Peace River.

Township 98, Range 20, West of the 5th Meridian

Sections 1 to 10 inclusive; Sections 15 to 22 inclusive; Sections 26 to 36 inclusive; Those portions of Sections 11, 12, 14, 23, 24, and 25 lying West and North of the Peace River.

Township 98, Ranges 21 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 99, Range 18, West of the 5th Meridian

Those portions of Sections 5, 6, and 7 lying West of the Peace River.

Township 99, Range 19, West of the 5th Meridian

Sections 1 to 9 inclusive; Section 18; Those portions of Sections 10, 11, 12, 13, 14, 16, 17, 19, 20, 30, and 31 lying West of the Peace River.

Township 99, Ranges 20 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 100, Range 19, West of the 5th Meridian

Section 7; Sections 17 to 19 inclusive; Those portions of Sections 5, 6, 8, 16, 20, 21, 29, and 30 lying West and South of the Peace River.

Township 100, Range 20, West of the 5th Meridian

Sections 1 to 24 inclusive; Sections 26 to 35 inclusive; Those portions of Sections 25 and 36 lying South and West of the Peace River.

Township 100, Ranges 21 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 101, Range 19, West of the 5th Meridian

Section 10; Sections 16 to 18 inclusive; Those portions of Sections 2, 3, 4, 7, 8, and 9 lying North of the Peace River; Those portions of Sections 11, 14, and 15 lying West of the Peace River; Those portions of Sections 19, 20, 21, and 22 lying South of the Peace River.

Township 101, Ranges 20 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 102, Range 19, West of the 5th Meridian

Sections 7 to 9 inclusive; Sections 17 and 18; Those portions of Sections 4, 5, and 6 lying North of the Peace River; Those portions of Sections 10, 15, 16, 19, 20, 21, and 30 lying West of the Peace River.

Township 102, Ranges 20 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 103, Ranges 20 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 104, Ranges 20 to 25 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

b) Ward 2 (Susa Creek)

Township 56, Ranges 4 to 7 inclusive, West of the 6th Meridian

Sections 1 to 36 inclusive.

Township 57, Ranges 4 to 7 inclusive, West of the 6th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 8, West of the 6th Meridian

Sections 1 and 12.

Township 58, Ranges 6 and 7, West of the 6th Meridian

Sections 1 to 36 inclusive.

Township 59, Ranges 6 to 8 inclusive, West of the 6th Meridian

Sections 1 to 36 inclusive.

c) Ward 3 (Gift Lake/Peavine)

Township 78, Ranges 14 and 15, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 78, Range 16, West of the 5th Meridian

Sections 7 and 8; North half of Section 9; Sections 10 to 36 inclusive.

Township 79, Ranges 12 to 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 80, Ranges 12 to 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

d) Ward 4 (East Prairie/Grouard)

Township 70, Range 14, West of the 5th Meridian
Sections 19 to 36 inclusive.

Township 71, Ranges 14 and 15, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 72, Range 15, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 75, Range 13, West of the 5th Meridian
Section 19; Sections 25 to 36 inclusive; Those portions of Sections 7, 17, 18, 20, 21, 22, 23, and 24 lying North of Lesser Slave Lake.

Township 75, Range 14, West of the 5th Meridian
Sections 22 to 29 inclusive; Sections 32 to 36 inclusive; Those portions of Sections 12, 13, 14, 15, 16, 19, 20, 21, 30, and 31 lying North and East of Lesser Slave Lake.

Township 75, Range 15, West of the 5th Meridian
Sections 35 and 36; That portion of Section 25 lying North of Lesser Slave Lake.

Township 76, Range 14, West of the 5th Meridian
Sections 1 to 4 inclusive; Those portions of Sections 5 and 6 lying East of Buffalo Bay; Those portions of Section 8 lying North and East of Buffalo Bay; Sections 9 to 17 inclusive; Sections 20 to 29 inclusive; Sections 32 to 36 inclusive.

e) Ward 5 (Peerless/Trout Lake/Little Buffalo)

Township 85, Ranges 12 to 14 inclusive, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 86, Range 4, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 86, Ranges 13, West of the 5th Meridian
Sections 1 to 15 inclusive; Sections 22 to 28 inclusive; Sections 32 to 36 inclusive; South half and Northeast Quarter of Section 16; East half of Section 21; Those portions of Sections 17, 18, 29, 30, 31 lying outside of Woodland Cree No. 228 Reserve.

Township 86, Ranges 14, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 14 to 21 inclusive; Sections 28 to 33 inclusive; North half and Southwest quarter of Section 27; South half of Section 22; Southwest Quarter of Section 23; Those portions of Sections 13, 25, 34, 35, and 36 lying outside of Woodland Cree No. 228 Reserve.

Township 87, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 88, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 91, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 92, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 93, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 94, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 95, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 96, Ranges 5 to 8 inclusive, West of the 5th Meridian

Sections 1 to 36 inclusive.

f) Ward 6 (Demarais/Sandy Lake)

Township 78, Range 22, West of the 4th Meridian

Those portions lying West of Pelican Lake.

Township 78, Range 23, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 79, Ranges 22 and 23, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 79, Range 24, West of the 4th Meridian

Those portions lying South and East of South Wabasca Lake.

Township 79, Range 25, West of the 4th Meridian

Sections 1 to 24 inclusive; Sections 27 to 33 inclusive; Those portions of Sections 25, 26, 34, 35, and 36 lying South and West of South Wabasca Lake.

Township 79, Range 26, West of the 4th Meridian

Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of the East halves of Sections 4, 9, 16, 21, 28, and 33 lying East of the 5th Meridian.

Township 80, Ranges 22 and 23, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 80, Ranges 24, West of the 4th Meridian

Sections 3 to 16 inclusive; Sections 21 to 28 inclusive; Sections 31 to 36 inclusive; Those portions of Sections 1, 2, 17, 18, 20, 30 lying outside of Wabasca No. 166A Reserve.

Township 80, Range 25, West of the 4th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 25 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Sections 3, 10, 13, 14, 15, 22, 23, and 24 lying West and North of South Wabasca Lake; South half of Section 28.

Township 80, Range 26, West of the 4th Meridian

Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Those portions of the East halves of Sections 4, 9, and 16 lying East of the 5th Meridian.

Township 81, Range 25, West of the 4th Meridian

Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive.

g) Ward 7 (Wabasca/Chipewyan Lake)

Township 80, Range 25, West of the 4th Meridian

Sections 19 and 33; North half of Section 28; Those portions of Sections 29, 30, 31, and 32 lying East and South of North Wabasca Lake.

Township 80, Range 26, West of the 4th Meridian

Sections 22 to 24 inclusive; Sections 26, 27, and 34; Those portions of Sections 25, 35, and 36 lying South and West of North Wabasca Lake; Those portions of the East halves of Sections 21, 28, and 33 lying East of the 5th Meridian.

Township 81, Range 25, West of the 4th Meridian

Sections 4, 9, 16, 21, 28, and 33; Those portions of Sections 5 to 8 inclusive, Sections 17 to 20 inclusive, and Sections 29 and 32 lying East of North Wabasca Lake.

Township 81, Range 26, West of the 4th Meridian

That portion of Section 13 lying East of North Wabasca Lake.

Township 82, Range 25, West of the 4th Meridian

Those portions lying East and North of North Wabasca Lake.

Township 83, Range 25, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 91, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 92, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive.

h) Ward 8 (Calling Lake)

Township 71, Range 21, West of the 4th Meridian
Sections 1 to 29 inclusive; Sections 33 to 36 inclusive; Those portions of Sections 30, 31, and 32 lying South and East of Calling Lake.

Township 72, Range 21, West of the 4th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 29 inclusive; Sections 32 to 36 inclusive; Those portions of Sections 5, 8, 17, 18, 19, 20, 30, and 31 lying East of Calling Lake.

Township 72, Range 22, West of the 4th Meridian
Those portions of Sections 25 and 36 lying East and North of Calling Lake.

Township 73, Range 21, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 73, Range 22, West of the 4th Meridian
Those portions of Sections 1, 2, 3, 4, 5, 6, 10, and 11 lying North of Calling Lake; Sections 7 to 9 inclusive; Sections 12 to 36 inclusive.

i) Ward 9 (Fort Chipewyan)

Township 112, Range 7, West of the 4th Meridian
Those portions lying North and West of Lake Athabasca.

Township 112, Range 8, West of the 4th Meridian
Those portions lying East of the Riviere Des Rochers.

j) Ward 10 (Anzac/Chard/Conklin/Fort McKay)

Township 75, Ranges 7 to 9 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 76, Ranges 6 to 9 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 77, Ranges 6 to 8 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 78, Ranges 6 to 8 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 79, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 80, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 81, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 82, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 83, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 84, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 85, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 85, Ranges 8 inclusive, West of the 4th Meridian
Sections 1 to 24 inclusive; Sections 28 to 33 inclusive.

Township 86, Ranges 5 and 6, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 86, Range 7, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 86, Range 8, West of the 4th Meridian
Sections 4 to 9; Section 13 and 14; Sections 16 to 23; Sections 25 to 36; North half of
Section 3; Northwest quarter of Section 2; Those portions of 10, 11, 12, 15, 24 included
in the Gregoire Lake Reserve No. 176.

Township 87, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 88, Ranges 5 to 7 inclusive, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 94, Ranges 10 and 11, West of the 4th Meridian:
Sections 1 to 36 inclusive.

Township 95, Ranges 10 and 11, West of the 4th Meridian:
Sections 1 to 36 inclusive.

k) Ward 11 (Elizabeth/Fishing Lake)

Township 55, Range 2, West of the 4th Meridian
Section 19; Sections 28 to 33 inclusive; North half of Section 20; West half of Section 34.

Township 55, Range 3, West of the 4th Meridian
Sections 22 to 27 inclusive; Sections 34 to 36 inclusive.

Township 56, Range 1, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 56, Range 2, West of the 4th Meridian
Those portions lying South and East of Frog Lake.

Township 56, Range 3, West of the 4th Meridian
Sections 1 and 2; East half of Section 3; Southeast quarter of Section 10; Sections 11 to 14 inclusive; North half of Section 15; Those portions of Sections 22 to 27 inclusive and Sections 34 to 36 inclusive lying South, West and East of Frog Lake.

Township 57, Range 1, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 57, Range 2, West of the 4th Meridian
Those portions lying East of Frog Lake.

Township 57, Range 3, West of the 4th Meridian
Those portions Sections 1, 2, 3, 10, 13, 15, 22, 24, 25, 27, 34, 35, and 36 lying East, West and North of Frog Lake.

Township 58, Range 1 and 2, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 3, West of the 4th Meridian
Those portions lying North of Frog Lake.

Township 59, Range 1, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 2, West of the 4th Meridian
Sections 1 to 3 inclusive; East half of Section 4; Sections 9 to 16 inclusive; Sections 19 to 30 inclusive; That portion of Section 33 lying East of Thompson Lake; Sections 34 to 36 inclusive.

Township 60, Range 1, West of the 4th Meridian
Sections 1 to 36 inclusive.

Subject to the Minister completing the Ministerial Order as requested above and subject to the Minister's approval of this Bylaw, the Board hereby resolves, pursuant to s. 8(3) of the Act:

- (a) persons who are resident on the following Indian reserves and meet the criteria set out in s. 8(1) of the Act may be nominated as candidates in an election for a trustee of the board, and
- (b) persons who are resident on the following Indian reserves and meet the criteria set out in s. 8(2) of the Act may vote in an election to elect a trustee of the board for the following wards:
 1. Ward 3 - Whitefish Lake First Nation No.459;
 - a. Utikoomak Lake No. 155
 - b. Utikoomak Lake No. 155A
 - c. Utikoomak Lake No. 155B
 2. Ward 4 - Kapawe'no First Nation and Sucker Creek First Nation;
 - a. Sucker Creek No. 150A
 - b. Kapawe'no First Nation No. 150B
 - c. Kapawe'no First Nation No. 150C
 - d. Kapawe'no First Nation No. 150D
 - e. Kapawe'no First Nation No. 229
 - f. Kapawe'no First Nation No. 230
 3. Ward 5 - Lubicon Lake Band, Peerless Trout First Nation, and Woodland Cree First Nation;
 - a. Woodland Cree No. 226
 - b. Woodland Cree No. 227
 - c. Woodland Cree No. 228
 - d. Lubicon Lake
 - e. Peerless Trout Indian Reserve No. 238
 - f. Peerless Trout First Nation
 4. Ward 6 - Bigstone Cree First Nation - Desmarais;
 - a. Wabasca 166
 - b. Wabasca 166A
 - c. Wabasca 166D
 - d. Pelican Settlement
 5. Ward 7 - Bigstone Cree First Nation - Wabasca;
 - a. Wabasca 166B
 - b. Wabasca 166C
 6. Ward 8 - Bigstone Cree First Nation;
 - a. Jean Baptiste Gambler No. 183

7. Ward 9 - Mikesew Cree First Nation and Athabasca Chipewyan First Nation;
- a. Old Fort No. 217
 - b. Dog Head No. 218
 - c. Allison Bay No. 219
 - d. Devil's Gate 220
 - e. Sandy Point No. 221
 - f. Chipewyan No. 201
 - g. Chipewyan No. 201A
 - h. Chipewyan No. 201B
 - i. Chipewyan No. 201C
 - j. Chipewyan No. 201D
 - k. Chipewyan No. 201E
 - l. Chipewyan No. 201F
 - m. Chipewyan No. 201G
8. Ward 10 - Chipewyan Prairie First Nation, Fort McKay First Nation, and Fort McMurray No. 468 First Nation
- a. Clearwater No. 175
 - b. Gregoire Lake No. 176
 - c. Gregoire Lake No. 176A
 - d. Gregoire Lake No. 176B
 - e. Janvier No. 194
 - f. Cowper Lake Indian Reserve 194A
 - g. Winefred Lake Indian Reserve No. 194B

As set out in s. 8(6) of the Act, this bylaw shall apply to the next general election for the Board.

Read a first, second, and by unanimous consent of all trustees present, a third and final time this 31 day of May, 2017.



Official Trustee



Secretary Treasurer

