



NORTHLAND SCHOOL DIVISION NO. 61

SPECIAL BOARD MEETING NO. 17 – 10

AGENDA

Date/Time: August 31, 2017 – 10:00 a.m.
Location: Divisional Office – Peace River, AB

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A. CALL TO ORDER

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C. ADJOURNMENT

BOARD OF TRUSTEES

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

DATE: AUGUST 31, 2017

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: WAIVER

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees waive Section 67 (4) of the School Act.

BOARD OF TRUSTEES

TO: LOIS BYERS
TRUSTEE OF THE BOARD

DATE: AUGUST 31, 2017

PRESENTED BY: LOIS BYERS, OFFICIAL TRUSTEE

SUBJECT: SUPERINTENDENT OF SCHOOLS EVALUATION APPROVAL

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees approve the Superintendent's Evaluation Report as developed in the evaluation workshop of July 14, 2017 as an accurate accounting of the Superintendent's performance for the period September 1, 2016 to June 30, 2017; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.

BACKGROUND

As per Policy 12 – Role of the Superintendent, including Appendix A & B, Gord Atkinson, Superintendent of Schools Superintendents evaluation was facilitated by Terry Gunderson, Education Consultant with Alberta School Boards Association on July 14, 2017, both Lois Byers, Official Trustee and Atkinson, Superintendent were present.

BOARD OF TRUSTEES

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

DATE: AUGUST 31, 2017

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: REGULAR BOARD MEETING DATE CHANGE

RECOMMENDATION

That the Board of Trustees approve changing the date of the September 21, 2017 Regular Board Meeting to September 14, 2017.

BOARD OF TRUSTEES

**TO: LOIS BYERS
OFFICIAL TRUSTEE**

DATE: AUGUST 31, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: ZONE 1 2017 FRIENDS OF EDUCATION AWARD

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees approve the nomination of APPLE Schools, for the 2017 Friends of Education Award.
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BOARD OF TRUSTEES

TO: LOIS BYERS
OFFICIAL TRUSTEE

DATE: AUGUST 31, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PEERLESS LAKE TEACHERAGE REQUEST

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees make an exception to Policy 20 and approve renewing the lease for housing units #110 and #59 in Peerless Lake to the Peerless/Trout First Nation for the employees that are working on the housing units in the community.

CURRENT SITUATION: A request was made from Trevor Laboucan, PTFN Housing Manager (see below).

The following is a letter for workers who are in NSD Peerless Lake Teacherages from Connie Molcak, Peerless Lake Principal on behalf of the PTFN Housing Manger:

We have been renting the Housing Units #110 and #59 to the workers who are completing new houses and duplexes in the area of Peerless Lake and Trout Lake. Because these units are not being occupied by staff and are vacant, PTFN Housing manager, Trevor Laboucan, had asked if housing here was available as there was no housing units available in Trout. We have been renting since early spring and the contract is up for renewal at the end of August. PTFN Housing has taken care of the rent, Wi-Fi, and cable for these units. I have personally taken and sent the cheques in to head office, not for each month but for the each contract period.

Because of the new Northland 61 board policy #20, special permission has to be given for the workers to stay in these units until the housing is completed here in this area. The time frame at the present is possibly until December, but that could change. Because we only have three units occupied by teachers, there are three units and a half unit which are vacant for any employees of Northland#61 who would require them. This does not include the units occupied by workers.

We, then, are requesting these units #110 and #59 continue to be made available for the workers who are building the new housing units for the communities of Peerless and Trout. If there any questions, feel free to contact me or Trevor Laboucan from PTFN Housing. Thanks.

BACKGROUND:

Peerless/Trout First Nation employees have been renting units #110 and #59 in Peerless Lake prior to Policy 20 coming into effect. Policy 20, Teacher Housing – clause 3 states: Teacher housing may be provided to others only if there is excess space and they are providing services to Northland School Division.

This now puts this group outside of Policy 20 and therefore, the Board will need to make a decision on the lease renewal.

RISK ANALYSIS:

If Northland has an immediate need for the housing units tenants are required by law to receive ninety (90) days' notice.

There is always a risk that tenants could damage the units.

BOARD OF TRUSTEES

TO: LOIS BYERS
OFFICIAL TRUSTEE

DATE: AUGUST 31, 2017

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: PEAVINE PAVING – RATIFY ADMINISTRATIVE ACTION

ORIGINATOR: ADMINISTRATION

RECOMMENDATION

That the Board of Trustees ratify the administrative action to allow Amec Foster Wheeler, Environment & Infrastructure to proceed with the paving of the Peavine School parking lot in the amount of \$138,932.50 (gst not included).

CURRENT SITUATION: Amec Foster Wheeler, Environment & Infrastructure is the company contracted for the Peavine Project and has requested that they be allowed to proceed with the company that they accepted the tender from.

BACKGROUND: As per Policy 2 – Role of the Board, clause 5.7, the Board is to approve tenders/purchases/contracts/ lease agreements in excess of one hundred twenty five thousand. This amount is outside the current budget that was approved. David Cox, Division Facility Manager for Northland, received other quotes that came in much higher.

RISK ANALYSIS: That NSD may be paying more for the tender received and the work may not be satisfactory to NSD.

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: AUGUST 31, 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 third and final reading of Policy 7, Board Governance and Operations, as attached.

CURRENT SITUATION: At the June 22, 2017 Regular Board meeting, an Advisory Committee member, and asked if a person could hold more than one position in office (i.e. Trustee and Councilor). Lois Byers, Official Trustee directed administration to research this and provide feedback. Melanie Mantai, Executive Secretary, spoke with Emily Ma, Alberta Education Under Section 82(g) of the School Act - Disqualification of Trustee -they can't be a trustee and an MLA (or hold any position in Alberta Legislature), but they can be a hold a municipal position i.e. Councilor/ Reeve/ Metis Settlement Council and be a trustee - all trustees are required to sign a pecuniary interest form under Section 80 of the *School Act* and they may have to dismiss themselves from voting on certain topics that would be conflict of interest and that could jeopardize the business of the Board.

BACKGROUND: 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

Within the stipulation of Ministerial Order #040/2017 dated July 4, 2017, the Board will provide for the nomination and election of trustees within the Division by wards.

Copies of the Ministerial Order are available from the Division Office.

- 1.1 Seven (7) to Eleven (11) wards can be established within Northland School Division. Eleven (11) wards were established for the 2017 elections.**
- 1.2 One (1) trustee is to be elected in each ward.**
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.**
- 1.4 During the four (4) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held if there are only two (2) vacancies on the Board. By-elections may be held as determined by the Board.**

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 **on the provision that the trustee provide a response that they received the notice.**
- 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 by a majority vote when all trustees are present.**
- 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, **risk management** 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.
 - 8.4.3 The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.**
- 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)~~ **twenty (20)** 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.
 - 10.3.2.1 The Agenda Review Committee shall determine whether a delegation is to be permitted.**
 - 10.3.2.2 The Board Chair shall inform the delegation of the decision and review the details of the delegation process if it is to be heard.**
 - 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 A 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,
TRUSTEE OF THE BOARD

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 2, ROLE OF THE BOARD

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
That the Board of Trustees approve the housekeeping changes to Policy 2, Role of the Board, as attached.

CURRENT SITUATION: This policy was passed at the June 22, 2017 Regular Board meeting. Administration found areas that required further clarification.

BACKGROUND: Administration made changes in 5.5, 5.5.1 and 5.7 to streamline the work for the Board, allowing administration to handle contracts that it should approving.

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 public distribution.

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.
 - 3.8 School Facilities and grounds shall be kept to a high standard.
 - 3.9 **Monitor the management of division risk by annually reviewing administration's risk assessment, assumptions and mitigation strategies.**
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.~~ **Approve budget adjustments over \$125,000 when necessary. The Superintendent has the authority to approve budget adjustments under \$125,000, and will report to the board at the next meeting following an approval, outlining the rationale.**
 - 5.5.1 **The Superintendent has the authority to approve contracts for bus routes if the annual cost of the route is under \$125,000.**
- 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), and the Board Chair, shall sign the agreements, contract and leases over \$125,000 with the Secretary-Treasurer. The Vice-Chair may also sign in the absence of the Board Chair or at the direction of the Board Chair.
- 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 ~~Review~~ **Approve** annually the signing authorities for the Division, and **approve changes (if any).**
- 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.
- 5.20 **Approve annually any revolving credit facility held at any financial institutions.**
- 5.24 ~~Monitor the management of division risk by annually reviewing administration's risk assessment, assumptions and mitigation strategies.~~

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 and act in such a manner as to ensure everyone feels accepted and respected.
 - 6.5.1 **Psychological safety is a shared belief that the team is safe for interpersonal risk taking. It can be defined as “being able to show and employ one’s self without fear of negative consequences of self-image, status or career” (Kahn 1990, p. 708). In psychologically safe terms, team members feel accepted and respected.**
- 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 Division is to function.**
- 8.2 Identify how the Board is to function.
- 8.3 Develop/revise policies using an engagement process, when appropriate.
- 8.4 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: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 2, APPENDIX A – BOARD ANNUAL WORK PLAN

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
<p>That the Board of Trustees approve first reading of Policy 2, Appendix A – Board Annual Work Plan, as attached.</p>
<p>That the Board of Trustees approve second reading of Policy 2, Appendix A – Board Annual Work Plan, as attached.</p>

CURRENT SITUATION: This plan was originally developed by Terry Gunderson, ASBA Education Consultant. Over the summer, Official Trustee Byers worked with Gord Atkinson, Superintendent of Schools, Trudy Rasmuson, Secretary-Treasurer and Melanie Mantai, Executive Secretary to streamline the work plan making it an efficient timeline for the new board to follow.

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	A	M	J	J	A
1.	Accountability: Student Learning & Wellness																
1.1	Hold Board meetings	Board	Monthly	x	x	x		x	x	x	x	x	x		x		x
1.2	Receive Superintendent's Monthly Report	Board	Monthly	x	x	x		x	x	x	x	x	x		x		x
1.3	Receive Superintendent's Quarterly Education Report	Board	Quarterly			x			x			x					x
1.4	Review Division achievement results	Board	Annually		x												
1.5	Review school achievement results and initiate school/program reviews as necessary to ensure student success	C of W	Annually		x												
1.6	Student/Staff Wellness: Within the Superintendent's Education Quarterly Report, review initiatives & planning to ensure Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environments, is being achieved.	Board	Quarterly			x			x			x					x
1.7	In consultation with communities and key partners identify Division priorities at outset of 3 Year Education Plan process (Strategic Planning) (see 2.3, NSD Act)	Engagement Sessions	Later in 1st year of term									x			x		
1.8	Approve 3 Year Education Plan after consultations.	Board	2nd year of term			x											
1.9	Review progress on 3 Year Education Plan	Board	Quarterly			x			x			x					x
1.1	Review, refine and approve 3 Year Education Plan	Board	Annually			x											
1.11	Area 1 West Associate Superintendent report	Board	Quarterly	x			x			x					x		
1.12	Area 2 Central Associate Superintendent report	Board	Quarterly		x			x			x					x	
1.13	Area 3 East Associate Superintendent report	Board	Quarterly			x			x			x					x
1.14	FNMI Department report	Board	Annually												x		
1.15	IT Department report	Board	Annually														
1.16	Student Services Department report	Board	Annually						x								
1.17	Transportation Department report (Review Policy 17 Transportation)	Board	Annually								x						
1.18	Approve school year calendar(s)	Board	Annually					x									

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
1.19	Christmas Activities		Annually				x								
1.2	School Celebrations		Upon request												
2.	Engagement														
2.1	Survey key partners to determine if satisfied with involvement with NSD	C of W	Annually												x
2.2	Review relationship with key partners (survey results); set relationship priorities & accountabilities; plan meetings (Review Policy 9 Board Representatives)	C of W	Annually		x										
2.3	Review engagement requirements of NSD Act & ensure have been met (see 1.1 and Review Policy 21 Community Voice)	Various	1st year of term						x						
2.4	Review procedure, process & effectiveness of Ward Councils (Policy 21 Community Voice)	C of W	Annually						x						
2.5	Review procedure, process & effectiveness of Council of School Councils (Policy 21 Community Voice)	C of W	Annually						x						
2.6	Communications department report	Board	Annually	x											
2.7	Nominate individuals/groups for ASBA awards as appropriate	C of W	Annually	x											
2.8	Determine ASBA Edwin Parr Nomination	Board	Annually						x						
2.9	Nominate ASBA Zone 1 Friend of Education Award	Board	Annually											x	
2.1	Nominate ASBA Zone 1 Appreciation Award	Board	Annually											x	
2.11	Retirement and Long Service Awards event		Annually								x				
2.12	Northland Day		Annually												x
3.	Community Assurance														
3.1	Welcome Back (messages, events, etc.)		Annually	x											
3.2	Review collaborative partnership work initiatives & discuss other areas for possible collaboration (housing, maintenance, etc.)	C of W	Annually	x											
3.3	Report results clearly and openly to public	Board	Annually										x		
3.4	Review status of buildings and grounds (Maintenance department report - see 5.17)	Board	Annually										x		
3.5	Review risk management practices	Board	Annually										x		
3.6															

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
4.	Accountability: To Alberta Government														
4.1	Within the Superintendent's Education Quarterly Report, review plans to 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.	Board	Quarterly			x									x
4.2	Review, approve and submit Annual Education Results Report (AERR) to the provincial government	Board	Annually		x										
5.	Accountability: Fiscal														
5.1	Review and complete budget process	C of W	Annually					x	x	x					
5.2	Approve Spring budget	Board	Annually								x				
5.3	Appointment of auditors	Board	As required												x
5.4	Approve Audited Financial Statements	Board	Annually												
5.5	Review of Quarterly Financial Statements	Board	Quarterly		x				x						x
5.6	Approve Fall Budget	Board	Annually		x										
5.7	Approve transfers from reserves	Board	Annually		x										
5.8	Approve expense reimbursement rates	Board	Annually												x
5.9	Discuss draft capital priorities	C of W	Annually					x							
5.1	Approve Capital Plan	Board	Annually							x					
5.11	Review signing authorities & approve changes	Board	Annually												x
5.12	Approve Memorandum of Agreement	Board	As required												
5.13	Review Policy 2 Role of the Board - 5.Fiscal Accountability to ensure meeting all requirements	C of W	SP											x	
5.14	Approve revolving credit	Board	Annually											x	
5.15	Review non-instructional programs to ensure effective operation (Policy 20 Housing, Policy 22 Food Services)	Board	Annually								x				
5.16	Receive enrollment report	Board	Annually		x										
5.17	Maintenance department report	Board	Annually		x										
5.18	Approve fees, if any	Board	Annually											x	
6.	Board/Superintendent Relations														
6.1	Review supt performance evaluation process - hire facilitator	C of W	Annually											x	

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
6.2	Conduct supt performance appraisal process (includes succession planning & setting goals)	C of W	Annually	x											
6.3	Complete regular discussions with supt on performance	C of W	Twice a year			x				x					
6.4	Approve evaluation & compensation for supt	Board	Annually	x											
6.5	Review Board actions in ensuring good relations & interactions with supt and respecting and supporting authority of Supt through Board evaluation process (see 7.5a)	C of W	Annually											x	
6.6	Review Policy 11 Delegation of Authority to ensure clear delegation of authority and responsibilities of Supt.	C of W	Annually												x
7. Board Development															
7.1	New Board Orientation	C of W	After each election		x										
7.2	Tour Division facilities		To be planned												
7.3	Fall Planning (FP) & Board Development (with ASBA Fall Conference)	C of W	FP			x									
a	Review Positive Path Forward plan progress		FP			x			x						x
b	Policy 2 Role of Board; Policy 7 Board Operations	C of W	FP			x									
c	Policy 3 Role of Trustee; Policy 4 Trustee Conduct (Sanctions)	C of W	FP			x									
d	Policy 5 Role of Chair; Policy 6 Role of Vice-Chair	C of W	FP			x									
e	Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environments					x									
f	School Councils Regulations, operations	C of W	FP			x									
g	Orientation to each department	C of W	FP			x									
h	Orientation to each school	C of W	FP			x									
i	Facilitating concerns of parents, others	C of W	FP			x									
7.4	ASBA new Trustee orientation	Conference	After each election										x		
7.5	Spring Planning (SP) & Board Development (with ASBA Spring Conference):	C of W Board	SP												x

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A	
a	Complete Board Performance Assessment process; approve Positive Path Forward (Review Policy 2 Appendices)	C of W Board	SP										X			
b	Review and update Board Work Plan	C of W	SP										X			
c	Fiduciary & legal responsibilities	C of W	SP										X			
d	Risk Management: "Risk Management and Good School Board Governance"		SP										X			
e	Bargaining, Collective Agreement		SP										X			
f	Advocacy		SP										X			
g	Policy - writing; monitoring (Review Policy 10 Policy Making)		SP										X			
8. Policy																
8.1	Hold Organizational meeting: choose chair, vice-chair, set Board meeting dates; appoint committee and board representatives	Board	Annually		X											
8.2	Review Board Policies as per schedule	C of W	Over Term													
8.3	Approval Board policy changes and updates	Board	Over Term													
9. Political Advocacy																
9.1	Develop a plan for advocacy including focus, key messages, relationships and mechanisms	C of W	Annually													
9.2	Meet with key partners and locally elected officials	As required	Planned basis													
9.3	Meet with prov. and fed. Officials as appropriate	As required	Planned basis													
9.4	ASBA Zone meetings	Zone		X								X				
9.5	PSBAA Council meeting			X							X	X	X		X	
9.6	Review ASBA & PSBAA resolutions, policies for Spring AGM	C of W	Annually								X					
9.7	ASBA Spring Conference		Annually											X		
9.8	PSBAA Spring General Meeting		Annually											X		
9.9	Review ASBA & PSBAA resolutions, policies for Fall AGM	C of W	Annually		X											
9.1	ASBA Fall General Meeting		Annually			X										
9.11	PSBAA Fall General Meeting		Annually		X											

BOARD OF TRUSTEES

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

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 2, APPENDIX B – FACILITATED BOARD SELF EVALUATION
PROCESS

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
<p>That the Board of Trustees approve first reading of Policy 2, Appendix B – Facilitated Board Self Evaluation Process, as attached.</p> <p>That the Board of Trustees approve second reading of Policy 2, Appendix B – Facilitated Board Self Evaluation Process, as attached.</p>

CURRENT SITUATION: This policy has been reviewed and revised by Lois Byers, Official Trustee in consultation with Terry Gunderson, ASBA Education Consultant, Gord Atkinson, Superintendent of Schools, Trudy Rasmuson, Secretary-Treasurer and Melanie Mantai, Executive Secretary.

Policy 2 – Appendix B

FACILITATED BOARD SELF-EVALUATION PROCESS

Process

The annual facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process. The two evaluation processes are complementary in nature.

Part 1: The Act provides the Board with significant authority including the authority to delegate. The Board must decide the authority it wishes to delegate and the authority to be retained. The Board is the only body in the Division which can hold the Board accountable for performing its legally defined role.

With reference to Policy 2 Role of the Board, Policy 2 Appendix A – Annual Board Work Plan and the motions passed during from Regular and Special meetings held during the evaluation period individual trustees will assess the corporate Board's effectiveness relative to each role area. The objective is to identify areas of strength on which to build and specific changes for the greater effectiveness that the corporate Board is committed to make during the next evaluation period.

Evaluation Tool: Collect, collate and analyze responses to a Role of the Board questionnaire.

Part 2: The Board functions as a corporate entity. Individual trustees have only the authority granted them by the Board. Therefore the interpersonal working relationships between and among trustees is vital to the effective functioning of the Board.

Evaluation Tool: Collect, collate and analyze responses to a Board Interpersonal Working Relationships questionnaire.

Part 3: The Board is elected for a four year term. One key role is to represent the communities the boundaries of the Division and effectively communicate to the electorate between elections in a manner which creates assurance and builds confidence.

Evaluation Tool: Collect, collate and analyze responses to a Communications/Representation questionnaire.

Part 4: Boards have fiduciary, strategic and generative governance roles. All must be performed in an ethical manner.

Evaluation Tool: Collect, collate and analyze responses to a Readiness for Governance questionnaire.

Part 5: With reference to the functioning of the First Team during the evaluation period trustees will assess Board/Superintendent Relationships. In other words, is the Board effectively performing its role to make the First Team effective?

Evaluation Tool: Collect, collate and analyze responses to a Board/Superintendent relations questionnaire.

Part 6: The Board's policy role is critical to provide direction for the Division, to delegate to and hold staff accountable through the office of the Superintendent, and to promote and protect publicly funded education. Regular review of Board policies is required to ensure the currency and effectiveness of such policies.

Evaluation Tool: Review the summary of Board motions to ensure the entire Board Policy Handbook is subjected to review and revision, identify any lack of alignment of practice with policy (e.g. from review of motions) and make revisions as required in policy or practice as deemed appropriate.

Part 7: Reviewing Board actions at least annually to determine how perceived corporate Accomplishments, Regrets, Opportunities and Threats (AROT) can assist in defining a Positive Path Forward (PPF) and avoid repetition of less effective functioning.

Evaluation Tool: Conduct an AROT analysis in light of Board motions and direct Board observations.

Part 8: Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning including setting of Board priorities.

Part 9: Board assesses success or lack thereof addressing the Positive Path Forward approved as a result of the last evaluation and includes any required actions in the current PPF.

Part 10: Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

Part 11: Board approves the Positive Path Forward (PPF) in a public Board meeting.

Note in subsequent years the evaluation process will commence with an accountability review of the previous year's PPF to ensure actions were taken as required and desired results achieved.

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: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 2, APPENDIX C – BOARD PERFORMANCE ASSESSMENT GUIDE

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
<p>That the Board of Trustees approve first reading of Policy 2, Appendix C – Board Performance Assessment Guide, as attached.</p>
<p>That the Board of Trustees approve second reading of Policy 2, Appendix C – Board Performance Assessment Guide, as attached.</p>

CURRENT SITUATION: This plan was originally developed by Terry Gunderson, ASBA Education Consultant. Over the summer, Official Trustee Byers worked with Gord Atkinson, Superintendent of Schools, Trudy Rasmuson, Secretary-Treasurer and Melanie Mantai, Executive Secretary so that the assessment is in line with Policy 2.

Policy 2 – Appendix C

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE		
<u>Role Expectation:</u> <u>Accountability for Student Learning and Wellness</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>1.1 Provide overall direction for the Division by establishing vision, mission, beliefs and values.</p> <p>1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.</p> <p>1.3 Enable the infusion of cultural perspectives within student learning, as defined by each community.</p> <p>1.4 Ensure the development of pathways beyond the residential school legacy.</p> <p>1.5 Enable processes to support quality teaching.</p> <p>1.6 Initiate school and program reviews as necessary to monitor the achievement of outcomes.</p> <p>1.7 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.</p>	<ul style="list-style-type: none"> • Board Policy Handbook • Annual goals and priorities • Three-Year Education Plan/Results Report • Budget Report Form • Three-Year Capital Plan • Facilities Master Plan • Three-Year Education Plan progress reports • School review reports • Progress review reports • Superintendent's evaluation • Relevant correspondence • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role 	<ul style="list-style-type: none"> • Foundational statements (Policy 1) for the Division are established which allow it to move forward to a future that continues to enhance student learning and to achieve the Division's educational goals. • Policies are approved which support the establishment of a welcoming, caring, respectful and safe learning environment. • The allocation of resources reflects an effort to ensure student achievement. • Students, staff and communities demonstrate their capacity to move beyond the residential school legacy. • Quality teaching is supported through intentional governance processes. • School and program reviews provide significant data for improvement/modification. • Planning process and timelines allow for development with appropriate Board and stakeholder input.

**NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION
PERFORMANCE ASSESSMENT GUIDE**

<u>Role Expectation:</u> <u>Accountability for Student Learning and Wellness</u> <u>(continued)</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>1.8 Identify Board priorities at the outset of the annual Three-Year Education planning process.</p> <p>1.9 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.</p> <p>1.10 Annually approve the "rolling" Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.</p>		<ul style="list-style-type: none"> • The Three-Year Education Plan identifies annual educational goals and priorities which move the Division forward. • Policies enable community cultural perspectives to be incorporated. • Division performance and achievement is monitored, evaluated, reported and moves forward. • Strategies to move forward: <ul style="list-style-type: none"> o 3 YR Education Plan is approved. o AERR is approved.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation:</u> <u>Engagement</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>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:</p> <p>2.1.1 the wards;</p> <p>2.1.2 First Nations, Metis, Municipalities and other communities with respect to which the board provides educational services;</p> <p>2.1.3 Treaty 8 First Nations of Alberta;</p> <p>2.1.4 the Metis Settlements General Council; and</p> <p>2.1.5 the Council of School Councils.</p> <p>2.2 Meet with Council of School Councils (COSC) at least once each school year.</p> <p>2.3 Enable and support the meeting of Ward Councils at least three times per school year.</p>	<ul style="list-style-type: none"> • Meetings/focus groups/surveys • Press releases • Media reports • Board meeting minutes • Three-Year Education Plan/Results Report • Board Policy Handbook • Division publications • Relevant correspondence • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role o Community engagement 	<ul style="list-style-type: none"> • Promotional materials are developed. • Two way communication processes are established and maintained. • Whenever possible, Board policies allow opportunities for local implementation. • Meetings are scheduled. • Opportunities for formal training and dialogue. • The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion in all review processes. • Fiduciary duties are handled in a transparent fashion by the Board. • Partners are included in developing strategic direction. • Ward Councils operating effectively. • Communities feel heard. • School Councils and Council Of School Councils operate effectively.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation</u> <u>Community Assurance</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>3.1 Make informed decisions that represent the best interests of the entire Division, and honour community diversity.</p> <p>3.2 Engage the community in a dialogue about Division programs, needs and desires.</p> <p>3.3 Establish processes and provide opportunities for community engagement; provide feedback on recommendations and input received.</p> <p>3.4 Establish a forum for student engagement.</p> <p>3.5 Establish plans for collaborative work between the Division and First Nations and Métis settlements.</p> <p>3.6 Report Division outcomes to the community at least annually.</p> <p>3.7 Support community engagement, development and capacity building to foster student success.</p> <p>3.8 Develop appeal procedures and hold hearings as required by statute and/or Board policy.</p> <p>3.9 Model a culture of respect and integrity.</p> <p>3.10 Maintain transparency in all fiduciary aspects.</p>	<ul style="list-style-type: none"> • Briefing notes and reports • Meetings/focus groups/surveys • Press releases • Media reports • Board meeting minutes • Three-Year Education Plan/Results Report • Board Policy Handbook • Division publications • Superintendent's evaluation • Relevant correspondence • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role o Community engagement 	<ul style="list-style-type: none"> • Decisions are based on relevant data and are representative of the interests of the entire Division while respecting community diversity. • Processes are established to engage the community in generative dialogue. • Processes for further community engagement are readily available and well understood. • Promotional materials are developed. • Opportunities for student engagement in governance issues are provided. • Division performance and achievement is reported and strategies to move forward. • Information is disseminated to appropriate publics. • Community capacity building initiatives bolster student success. • Appeal hearing processes are transparent and cognizant of due process. • The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion. • Fiduciary duties are handled in a transparent fashion by the Board.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation Accountability to Provincial Government</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>4.1 Act in accordance with all statutory requirements to implement provincial standards and policies.</p> <p>4.2 Perform Board functions required by governing legislation and existing Board policy.</p> <p>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.</p>	<ul style="list-style-type: none"> • Three-Year Education Plan/Results Report • Budget Report Form • Audited Financial Statements • Accountability Pillar • Published results • Superintendent's evaluation • Policy review • Board Policy Handbook • Division litigation status • Relevant correspondence • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role 	<ul style="list-style-type: none"> • Statutory obligations are fully met in a timely manner. • Legislated functions are performed in an exemplary fashion. • All resident students are provided an education program consistent with the School Act and the statutory regulations. • Non-resident students are provided an education program consistent with the School Act and the statutory regulations, at the sole discretion of the Board. • Board governance policies clearly specify required Board functions and Board follows them. • Relevant FNMI and staff development sessions are provided.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation</u> <u>Fiscal Accountability</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>5.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.</p> <p>5.2 Approve the annual budget and allocation of resources to achieve desired results.</p> <p>5.3 Approve annual fees for instructional resources, transportation and tuition.</p> <p>5.4 Approve expense reimbursement rates.</p> <p>5.5 Approve budget adjustments over \$125,000 when necessary. The Superintendent has the authority to approve budget adjustments under \$125,000, and will report to the board at the next meeting following an approval, outlining the approval and rationale.</p> <p>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.</p>	<ul style="list-style-type: none"> • Budget planning developments • Three Year Capital Plan • Facilities Master Plan • Semi-annual Year-End Projections • Board Work Plan • Internal Audits • External Audit Report • Audited Financial Statements • Annual Education Results Report • Borrowing resolutions • Negotiations mandates • Collective agreements • Classified Handbook • Superintendent's contract • Relevant correspondence • Signing authorities • Investment parameters • Superintendent's evaluation • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role 	<ul style="list-style-type: none"> • Budget assumptions are clearly understood by the Board. • Needs are determined and prioritized. • The basis for resource allocations within the Division is established by the Board. • The approved budget clearly reflects the Board's priorities. • Resources are used efficiently and effectively. • Reciprocal partnerships are established. • Tenders are approved as required. • Tender and bid processes are above reproach. • At minimum, quarterly variance analyses and year-end projections are received. • An auditor is appointed. • Quality indicators for financial operations are established by the Board and confirmed by internal and/or external audits. • Purchases, contracts and lease agreements are approved as required. • Capital and facility plans allow for suitable student and program accommodation.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation</u> <u>Fiscal Accountability</u> <u>(continued)</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>5.7 Approve tenders/ purchases/ contracts/ lease agreements in excess of one hundred twenty five thousand dollars (\$125,000), and the Board Chair shall sign the agreements, contract and leases over \$125,000 with the Secretary-Treasurer. The Vice-Chair may also sign in the absence of the Board Chair or at the direction of the Board Chair.</p> <p>5.8 Ensure fair tender and bid processes.</p> <p>5.9 Monitor the fiscal management of the Division through receipt of at minimum quarterly variance analyses and year-end projections.</p> <p>5.10 Receive Audit Report and ensure the management letter recommendations are addressed.</p> <p>5.11 Approve annually the Three-Year Capital Plan for submission to Alberta Education.</p> <p>5.12 Approve borrowing for capital expenditures within provincial restrictions.</p> <p>5.13 Set the parameters for negotiations after soliciting advice from the Superintendent and others.</p>		<ul style="list-style-type: none"> • Negotiating parameters are established. • Memoranda of Agreements are ratified. • Investment parameters are established. • Decisions for revenue transfers are carefully made. • Program evaluations are conducted.

**NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION
PERFORMANCE ASSESSMENT GUIDE**

<u>Role Expectation</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p align="center"><u>Fiscal Accountability</u> <u>(continued)</u></p> <p>5.14 At its discretion, ratify Memoranda of Agreement with bargaining units.</p> <p>5.15 Approve the Superintendent's contract.</p> <p>5.16 Review annually the signing authorities for the Division.</p> <p>5.17 Approve transfer of funds to/from reserves.</p> <p>5.18 Approve investment parameters.</p> <p>5.19 Ensure all non-instructional programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.</p> <p>5.20 Approve annually any revolving credit facility held at any financial institutions.</p> <p>5.21 Monitor the management of division risk by annually reviewing administration's risk assessment, assumptions and mitigation strategies.</p>		

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation Board/Superintendent Relations ("First Team")</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>6.1 Select the Superintendent; provide for succession planning as required.</p> <p>6.2 Provide the Superintendent with clear corporate direction.</p> <p>6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act.</p> <p>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.</p> <p>6.5 Demonstrate mutual respect and support, which is then conveyed to the staff and the community.</p> <p>6.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.</p> <p>6.7 Annually review compensation of the Superintendent.</p>	<ul style="list-style-type: none"> • Hiring and re-appointment process • Succession planning • Board Motions summary • Action sheets • Board Policy Handbook • School public events • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role o Board/Superintendent relations Superintendent's evaluation 	<ul style="list-style-type: none"> • The Board has a responsibility for Superintendent selection subject to Minister's statutory authority. • Provision is made for Superintendent succession planning as required. • Clear corporate direction is provided to the Superintendent in Board motions. • The Superintendent has been delegated responsibility for all executive functions together with commensurate authority. • The Superintendent is supported in actions exercised with the delegated discretionary powers of the position. • The Chief Executive Officer role of the Superintendent is respected and conveyed to the staff and the community. • The Superintendent is evaluated annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction. • The Superintendent's compensation package is reviewed annually with due consideration for fairness, equity and economic conditions.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE		
<u>Role Expectation</u> <u>Board Development</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>7.1 Annually review and approve the Board work plan.</p> <p>7.2 Develop a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.</p> <p>7.3 Annually evaluate Board effectiveness in meeting performance indicators and set a Positive Path Forward.</p>	<ul style="list-style-type: none"> • Board workshops • Conference/Activity Reports • Three-Year Education planning sessions and updates • Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Readiness for Governance ○ Board role ○ Interpersonal Working Relationships 	<ul style="list-style-type: none"> • A yearly plan for Board/ trustee development is developed. • Individual trustees participate in conferences and other activities to further Board and trustee effectiveness. • Planning sessions and workshops are scheduled to enhance Board effectiveness. • Interactions amongst trustees demonstrate respect, understanding and integrity. • A regular Board self-evaluation, which defines a positive path forward, is completed. • Workplan is reviewed and updated regularly.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE		
<u>Role Expectation</u> <u>Policy</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>8.1 Identify how the Board is to function.</p> <p>8.2 Develop/revise policies using a generative engagement process, when appropriate.</p> <p>8.3 On a regular basis monitor policy currency, relevancy and effectiveness.</p>	<ul style="list-style-type: none"> • Board Policy Handbook • Policy development and review <ul style="list-style-type: none"> o New policies o Revised policies • Board Motions summary • Superintendent's evaluation • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role 	<ul style="list-style-type: none"> • Board governance policies clearly specify required Board functions and implementation standards. • Policies are developed or revised in a generative fashion and facilitate smooth, effective provision of quality educational services for the Division. • Policy impact is regularly monitored to determine if policy is producing desired results. • Policies are reviewed regularly to ensure currency and relevancy.

NORTHLAND SCHOOL DIVISION BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE		
<u>Role Expectation</u> <u>Political Advocacy</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>9.1 Act as an advocate for public education and the Division.</p> <p>9.2 Identify issues for advocacy on an ongoing basis.</p> <p>9.3 Develop a plan for advocacy including focus, key messages, relationships and mechanisms.</p> <p>9.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.</p> <p>9.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education in local communities.</p>	<ul style="list-style-type: none"> • Board Work Plan • Advocacy issues identified • Meetings with MPs, MLAs, Ministers, municipal partners, neighbouring educational/public service authorities • Relevant correspondence • Media releases • Active participation in regional, provincial and national organizations • Board self-evaluation questionnaire results <ul style="list-style-type: none"> o Board role 	<ul style="list-style-type: none"> • The Board participates in advocacy processes at the local, provincial and national levels. • Issues for the Division are clearly identified. • Strategies for advocacy are developed. • The Board conveys key messages regularly to MPs, MLAs, municipal partners and the media. • The Board arranges meetings with provincial and federal government officials to advance education concerns.

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: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 3, APPENDIX A – SERVICES, MATERIALS & EQUIPMENT TO TRUSTEES

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
<p>That the Board of Trustees approve first reading of Policy 3, Appendix A – Services, Materials & Equipment to Trustees, as attached.</p>
<p>That the Board of Trustees approve second reading of Policy 3, Appendix A – Services, Materials & Equipment to Trustees, as attached.</p>

CURRENT SITUATION: This policy was originally developed by Terry Gunderson, ASBA Education Consultant. Official Trustee Byers worked with Gord Atkinson, Superintendent of Schools, Trudy Rasmuson, Secretary-Treasurer and Melanie Mantai, Executive Secretary to ensure that new trustees will be provided with the services, materials and equipment to do their duties.

Policy 3 – Appendix A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, materials and equipment from within the Board governance budget while in office (generally by electronic access, paper copies provided if requested):

1. Reference

Access to:

- 1.1 The School Act, the Regulations and related documents**
- 1.2 The Northland School Division Act**
- 1.3 Board Policy Handbook and Administrative Procedures Manual**
- 1.4 Current Division documents**
 - 1.4.1 Budget**
 - 1.4.2 Capital Plan**
 - 1.4.3 Three-Year Education Plan/Report**
 - 1.4.4 Collective Agreements**
 - 1.4.5 Audited Financial Statements**
- 1.5 School year and meeting calendars**
- 1.6 Current telephone listings of schools and principals**
- 1.7 Alberta School Boards Association (ASBA) membership services**

2. Communications/Public Relations

- 2.1 Notification of significant media events**
- 2.2 Name tags, business cards and lapel pins**
- 2.3 Key messages as required**
- 2.4 Individual and Board photographs (for Division use)**

3. Administrative/Secretarial Services through the Superintendent

- 3.1 Access to interoffice mail**
- 3.2 Conference registration, travel and accommodation arrangements**
- 3.3 E-mail address and service support**
- 3.4 Photocopying and related secretarial services**
- 3.5 Coordination of events sponsored by the Board**

4. Equipment

- 4.1 Trustees will be equipped with standard office equipment to assist in Division communications. This office equipment may include a laptop computer or chromebook and may include a printer/fax/copier.
- 4.2 Trustees may claim for expense of toner and paper.
- 4.3 An outgoing trustee will return the Board provided office equipment within seven (7) days following an election or resignation.
- 4.4 If desired, trustees may purchase the Board provided office equipment at fair market value at the end of their term once it has been reformatted.
- 4.5 A replacement program for the Board provided office equipment will be established.
- 4.6 All Board provided office equipment will be maintained by the Division.
- 4.7 A record of office equipment on loan to each trustee will be kept on file.
- 4.8 Due diligence must be utilized to ensure the security of the office equipment and data.

5. Service/Retirement Awards

- 5.1 Service awards will be presented for every term of service with the Division.
- 5.2 An elected official will qualify for an award at the completion of an elected term of office prior to an election set to determine Board membership.
 - 5.2.1 If a trustee serves less than the full term, the full term of service will be granted on one (1) occasion.
- 5.3 Awards will be given in recognition of the numbers of completed terms of office, as follows:
 - 5.3.1 A 1 term pin.
 - 5.3.2 A 2 term pin.
 - 5.3.3 A 3 term pin.
 - 5.3.4 A 4 term pin.
 - 5.3.5 A 5 term pin and a suitable memento of approximately one hundred and fifty dollars (\$150.00) in value.
 - 5.3.6 For each term beyond five (5) terms, a pin and a suitable memento.
- 5.4 The Superintendent will ensure that service records of trustees are kept accurate and current. Based upon these records the list of recipients will be presented by the Superintendent to the Board by April 30 of each year that an award(s) applies.
- 5.5 Service awards will be assembled by the Board Chair or designate, assisted by the Superintendent or designate.
- 5.6 Service awards will be presented by the Board Chair at a time and place determined by the Board Chair.

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 4, APPENDIX A – TRUSTEE CODE OF CONDUCT SANCTIONS

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
<p>That the Board of Trustees approve first reading of Policy 4, Appendix A – Trustee Code of Conduct Sanctions, as attached.</p> <p>That the Board of Trustees approve second reading of Policy 4, Appendix A – Trustee Code of Conduct Sanctions, as attached.</p>

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

These sanctions are from the Calgary Catholic Board of Education and have upheld in court.

Policy 4 – Appendix A

TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct (e.g. Chair have a discussion with Trustee about violation; everyone sit down together and discuss; all agree to mediation; bring in an Elder to help resolve).
3. A trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
4. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees; the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
5. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other trustee must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint be heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
6. Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
7. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present

his/her views of the alleged violation of the Code of Conduct.

8. At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 8.1 The Code of Conduct complaint shall be conducted at an in-camera session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 8.2 The sequence of the Code of Conduct hearing shall be:
 - 8.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 8.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 8.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 8.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 8.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 8.2.6 The complaining trustee shall be given the opportunity to make final comments; and
 - 8.2.7 The respondent trustee shall be given the opportunity to make final comments.
- 8.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- 8.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 8.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 8.6 The remaining trustees in deliberation may draft a resolution indicating what action, if

- any, may be taken regarding the respondent trustee.
- 8.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
 - 8.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
 - 8.9 The presiding Chair shall declare the special Board meeting adjourned.
9. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
- 9.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board
 - 9.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 9.3 Having a motion to remove the offending trustee from one (1), some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 9.4 Having a motion to disqualify a trustee passed by a majority of those trustees present and allowed to vote at a special meeting of the Board.
10. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

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

NOTE: These sanctions are from the Calgary Catholic Board of Education and have upheld in court.

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 7, APPENDIX A, SCHEDULE OF RATES

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
That the Board of Trustees approve first reading of Policy 7, Appendix A, Schedule of Rates, as attached.
That the Board of Trustees approve second reading of Policy 7, Appendix A, Schedule of Rates, as attached.

CURRENT SITUATION: Official Trustee Byers worked with Gord Atkinson, Superintendent of Schools, Trudy Rasmuson, Secretary-Treasurer and Melanie Mantai, Executive Secretary in amending this new policy.

In updating the rates in this policy, administration reviewed other school boards as well as the ASBA Trustee Compensation Survey.

Policy 27 - Appendix B A

SCHEDULE OF RATES

Trustee Compensation and Expenses

Trustees and the Chair have a very important role to fulfill and should be fairly reimbursed for their time spent carrying out Board business.

Guidelines & Procedures

- 1. The Honoraria and General Expense Allowance shall be established annually.**
- 2. Services for which Trustees shall receive remuneration shall include:**
 - 2.1 Regular School Board Meetings**
 - 2.2 Special School Board Meetings;**
 - 2.3 Meetings of Committees of the Board;**
 - 2.4 ASBA Zone meetings;**
 - 2.5 ASBA and PSBAA spring and fall annual general meetings;**
 - 2.6 PSBAA Governance Sessions;**
 - 2.7 ASCA Annual Conference**
 - 2.8 Local Zone Alberta Education Consultation Sessions;**
 - 2.9 Conventions, retreats and workshops as authorized by the Board (including ASBA and CSBA);**
 - 2.10 Attendance at Christmas concerts of their respective school(s);**
 - 2.11 Long Services Awards;**
 - 2.12 Attendance at school activities where the trustee is formally invited to participate, and authorized by the Board Chair or Superintendent;**
 - 2.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;**
 - 2.14 Other activities where the Board places an obligation on the trustee(s) to attend and/or participated.**

A. COMPENSATION	HONORARIA AMOUNT	DATE	BOARD MOTION
1. Board Meetings:		Sept. 10, 2008	22223/08
• Corporate Board Chairperson (per day)	\$200.00 per diem		
• Trustee (per day)	\$170.00 per diem		
• Elder attendance Corporate Board Meeting at Council of School Council/Ward Council and Board meetings	\$200.00 per diem		
2. Committee Work:			
• 1.0 day (4-8 hours)	\$170.00		
• .5 day (2-4 hours)	\$85.00		
• .25 day (less than 2 hours)	\$42.50		
3. Convention Days (per day)	\$170.00		
<p>The Board Chair is entitled to claim up to five (5) general Trustee Duties days per month, to a maximum of 55 days per year.</p> <p>All other trustees are entitled to two (2) General Trustee Duties days per month, plus a maximum of four (4) additional days if the trustee is a member of a committee that requires significant additional reading, research and report writing to a maximum of 26 days per year. The committee will provide consensus of who and how many days are claimed.</p> <p>For Board Meetings, a \$50.00 advance is available on the first day of the meeting with the balance to be paid at the end of the meeting.</p>			
B. EXPENSES	AMOUNT	DATE	BOARD MOTION
1. Travel	\$0.51/km	Aug. 30, 2011	22950/11
2. Regular Meal Rate:			
Breakfast	\$15.00	Sept. 10, 2008	22223/08
Lunch	\$15.00	Sept. 1, 2007	21925/07
Dinner	\$20.00		
3. Accommodation:	Maximum	Sept. 1, 2007	21925/07
With Receipts	\$170.00		
Without Receipts *	\$40.00		
C. ELECTION	AMOUNT	DATE	BOARD MOTION
Presiding Deputy	\$20.00/hour (includes holiday pay)	Sept. 9, 1992	
Deputy Returning Officer	\$17.50/hour	Nov. 17, 2001	20694/01

*Employees of the Division acting as election officials will receive one half honorarium for election day			
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*The purpose of this amount is to reimburse claimants for expenses incurred when staying at friends or relatives when away from home.

4. SCHOOL FOOD SERVICES	AMOUNT	DATE	BOARD MOTION
Lunch Purchases	a) \$60.00/month b) Book of Tickets—\$40.00 c) Head Start—\$3.00/lunch	May 6, 2006 Sept. 1, 2005	21666/06

1. Travel Days for the purpose of paying honoraria:

To receive the daily honorarium for travel days, consideration is given to the following; distance between the place of residence of the members and the meeting place:

- 1.1 149 km – no travel day
- 1.2 150–399 km – 1/2 travel day
- 1.3 400+ – 1 travel day

2. In cases where the ~~Board members~~ Trustee comes to the location of the Board of ~~Trustees~~ meeting, conference, or workshops, but does not attend the meeting(s), the Board will not pay honoraria and will reclaim all expenses associated with the member's travel to that meeting; ~~the exception being emergency or illness unless the trustee was ill or a family emergency prevented the trustee from attending.~~

3. Benefits

- 3.1 Life Insurance will be available for trustees.

BOARD OF TRUSTEES

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

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 16, RECRUITMENT AND SELECTION OF PERSONNEL

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION

That the Board of Trustees approve first reading of Policy 16, Recruitment and Selection of Personnel, as attached.

That the Board of Trustees approve second reading of Policy 16, Recruitment and Selection of Personnel, as attached.

CURRENT SITUATION: This policy has been reviewed and revised by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee, Gord Atkinson, Superintendent of Schools and Wes Oginski, Associate Superintendent of Human Resources.

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to **student success** and the effective and efficient operation of the school system.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for Deputy/Associate/Assistant Superintendent positions and for the Secretary-Treasurer position:
 - 3.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 3.2 A Committee of the Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 3.3 The successful candidate must be supported by a majority of the selection committee. The Superintendent must be one (1) of the votes in the majority.
 - 3.4 These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
4. The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
5. The following process will be followed for the appointment of candidates to the position of Principal:
 - 5.1 The Superintendent or designate shall form an advisory committee which will include central office staff and representatives from the following, if they wish to participate:
 - 5.1.1 School staff member;

- 5.1.2 Ward trustee;
 - 5.1.3 School Council Chair or designate;
 - 5.1.4 Local First Nation and/or Métis Settlement, as applicable.
- 5.2 Generally the successful candidate will be chosen by consensus of the selection committee, with their recommendation being submitted to the Superintendent. The Superintendent will make the final decision on the successful candidate.
- 5.3 The Superintendent is delegated the authority to make all decisions regarding the term of appointment of Principals.
6. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions with the understanding that the principal will be involved and where applicable the school council chair, designate or others as appropriate.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 60, 61, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act

BOARD OF TRUSTEES

**TO: LOIS BYERS
OFFICIAL TRUSTEE**

DATE: AUGUST 31, 2017

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: NSD OUTCOME STATEMENTS

ORIGINATOR: ADMINISTRATION

RECOMMENDATION
That the Board of Trustees approve the attached Northland School Division Outcome Statements, as attached.



NORTHLAND SCHOOL DIVISION NO. 61

OUTCOME STATEMENTS

PROVINCE	NSD
1 Alberta's students are successful	1. NSD Students are strong in identity, healthy and successful.
2. The systemic education achievement gap between First Nations, Metis and Inuit students and all other students is eliminated.	2. NSD is a leader for indigenous education excellence.
3. Alberta's education system is inclusive	3. NSD is inclusive, each child's ways of knowing and ways of being is respected and essential.
4. Alberta has excellent teachers, and school, and school authority leaders	4. NSD has excellent teachers, system leaders and school leaders.
5. Alberta's education system is well governed and managed	5. NSD is well governed and managed.

BOARD OF TRUSTEES

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

DATE: AUGUST 31, 2017

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: ADMINISTRATIVE PROCEDURE 507 – SCHOOL FEES

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees receive the attached Administrative Procedure 507, School Fees, as information.



Administrative Procedure 507

School Fees

Background

Historically, Northland School Division No. 61 has not charged any school fees related to the school curriculum.

Procedures

1. School fees may be charged for extra-curricular activities, such as sports teams or after-school activities (eg. fiddle lessons).
2. Any school fees to be charged for extra-curricular activities must be reported to the Secretary-Treasurer by September 30.

Adopted/Reviewed: Aug/17

Reference: Section 60 School Act