



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 17 – 14

### AGENDA

Location: Division Office – Peace River, Alberta  
 Date & Time: October 26, 2017 at 9:00 a.m. – 12:00 p.m.  
 Note: If agenda is ahead of schedule, items will be moved up

Page No.

**A. CALL TO ORDER (9:00 a.m. – 9:45 a.m.)**

1. Committee of the Whole (In-Camera)

**B. PUBLIC MEETING (9:45 a.m. – 12:00 p.m.; [Click here](#) to watch the meeting live)**

**C. GENERAL BUSINESS (9:45 a.m. - 10:00 a.m.)**

1. Approval of Agenda
2. Approval of Minutes
  - 2.1 September 14, 2017 ..... 3
  - 2.2 October 12, 2017 Special Meeting ..... 10
  - 2.3 October 25, 2017 Special Meeting ..... 12
3. Business Arising from Previous Meeting(s)
  - 3.1 Board Action Items ..... 14

**D. ACTION ITEMS (10:00 a.m. – 10:45 a.m.)**

1. Policy 4, Trustee Code of Conduct (2nd Reading) (T. Rasmuson) ..... 16
2. Draft Fall Budget (T. Rasmuson) ..... 19
3. Transfer from Capital Reserves (T. Rasmuson) ..... 34
4. Signing Authority (T. Rasmuson) ..... 36

**E. RECESS (10:45 a.m. – 11:00 a.m.)**

**F. REPORTS (11:00 a.m. – 11:50 a.m.)**

1. Board Chair (11:00 p.m. – 11:15 a.m.) ..... 37
  - 1.1 Board Expenses for the period ending August 31, 2017 ..... 40
  - 1.2 Trustee Calendar ..... 41
  - 1.3 Board Work Plan ..... 43
2. Superintendent (11:15 a.m. – 11:30 a.m.) ..... 48
  - 2.1 Attendance Update ..... 51
  - 2.2 Education Service Agreements
  - 2.3 Mistassiniy Project Update
3. Monitoring Reports (Department) (11:30 a.m. - 15 minute each)
  - 3.1 Maintenance Department Report (D. Cox) ..... (presentation)
4. Standing Committee
  - 4.1 (None)
5. Adhoc Committee
  - 5.1 Bargaining Committee (None)
6. Association
  - 6.1 ASBA (None)
  - 6.2 PSBAA (None)

**G. RECESS ()**

**H. TRUSTEE REPORTS ()**

- 1.

**I. INFORMATION ITEMS ()**

1. Correspondence
  - 1.1 APPLE Schools, Thank-you Note ..... 55



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- J. CLOSING CULTURAL REFLECTION (11:55 a.m.)
- K. ADJOURNMENT & GOODBYES (12:00 p.m.)
- \* Board Assessment Tool (to start in November)

MINUTES OF THE NORTHLAND SCHOOL DIVISION  
NO. 61 BOARD OF TRUSTEES REGULAR MEETING  
ON SEPTEMBER 14, 2017 AT THE DIVISION OFFICE  
IN PEACE RIVER, AB.

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
✓	Gord Atkinson	• Superintendent of Schools
x	Shelley Willier	• Area Associate Superintendent
x	Tim Stensland	• Area Associate Superintendent
x	Nancy Spencer-Poitras	• Area Associate Superintendent
✓	Wes Oginski	• Associate Superintendent of Human Resources
✓	Lorraine Cardinal-Roy	• Director of First Nation, Métis & Inuit Learner Success
✓	Trudy Rasmuson	• Secretary-Treasurer
x	Stephanie Sutherland	• Director of Student Services
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 9:00 a.m.

IN CAMERA SESSION

24427/17 Lois Byers, Official Trustee moved that the meeting go in camera at 9:01 a.m.

CARRIED

REGULAR SESSION

24428/17 Lois Byers, Official Trustee moved that the meeting revert to regular session at 9:58 a.m.

CARRIED

While in camera the Audit Plan and School Councils were discussed.

OPENING CULTURAL REFLECTION

Lois Byers, Official Trustee acknowledged that the meeting is on Treaty 8 land and the contribution from the Metis people.

Lorraine Cardinal-Roy, Director of First Nation, and Metis & Inuit Learner Success gave the opening cultural reflection.

**ADOPT AGENDA**                      24429/17    Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended:

Add items: 13. Principal Advisory Committee, 14. Audit Plan; and change item 3.2 to Personnel.

CARRIED

**MINUTES JUNE 22, 2017**                      24430/17    Lois Byers, Official Trustee moved that the Board of Trustees approve the June 22, 2017 Regular Board Meeting minutes as presented.

CARRIED

**MINUTES AUGUST 10, 2017**                      24431/17    Lois Byers, Official Trustee moved that the Board of Trustees approve the August 10, 2017 Special Board Meeting minutes as presented.

CARRIED

**MINUTES AUGUST 31, 2017**                      24432/17    Lois Byers, Official Trustee moved that the Board of Trustees approve the August 31, 2017 Special Board Meeting minutes as presented.

CARRIED

**OLD BUSINESS – BOARD ACTION ITEMS**                      24433/17    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.

CARRIED

**EDUCATION QUARTERLY REPORT**                      Superintendent Atkinson, presented the Education Quarterly Report.

24434/17    Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached; and directs administration going forward to include a data analysis for attendance.

CARRIED

LOCALLY  
DEVELOPED  
COURSES

Discussion was had on what Big History is. This curriculum talks about a huge spectrum of time in history and brings it all together to the present time.

- 24435/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed courses from Chinook's Edge School Division No. 73: Big History 15-3, Big History 15-5 and History Through Film: Fact and Fiction 25-3; and going forward directs administration to attach the course outline so that the Board will know what they are approving.

CARRIED

TRANSFER OF  
NSD  
TEACHERAGES  
TO PADDLE  
PRAIRIE METIS  
SETTLEMENT

A request to transfer the three (3) housing units came from the Metis Settlement office. These units are surplus to the division and are located on the settlement land.

- 24436/17 Lois Byers, Official Trustee moved that the Board of Trustees transfer the three (3) houses, #127, #63 and #64 to the Paddle Prairie Metis Settlement.

CARRIED

POLICY 2 –  
APPENDIX A  
BOARD ANNUAL  
WORK PLAN

- 24437/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix A Board Annual Work Plan, as attached and amended, with changes: add the Audit Plan Entrance to August, Review of Draft Fall Budget to October and Audit Plan Exit to November.

CARRIED

POLICY 2 –  
APPENDIX B  
FACILITATED  
BOARD SELF  
EVALUATION  
PROCESS

- 24438/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix B Facilitated Self Evaluation Process, as attached.

CARRIED

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POLICY 2 – APPENDIX C BOARD PERFORMANCE ASSESSMENT GUIDE	24439/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix C Performance Assessment Guide, as attached.  CARRIED
POLICY 3 – APPENDIX A SERVICES, MATERIALS & EQUIPMENT TO TRUSTEES	24440/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 3 Appendix A Services, Materials & Equipment to Trustees, as attached.  CARRIED
POLICY 4 – APPENDIX A TRUSTEE CODE OF CONDUCT SANCTIONS	24441/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 4 Appendix A Trustee Code of Conduct, as attached.  CARRIED
POLICY 7 – APPENDIX A SCHEDULE OF RATES	24442/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 7 Appendix A Schedule of Rates, as amended with the following changes: add in Compensation after Elder (only when the Elder has been invited to attend a School Council/ Council of School Council/ Ward Council and Board meeting) and add annually after (4) additional days in paragraph two under compensation.  CARRIED
POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL	24443/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 16 Recruitment and Selection of Personnel, as attached.  CARRIED
POLICY 20 – TEACHER HOUSING	24444/17	Lois Byers, Official Trustee moved that the Board of Trustees approve the housekeeping changes to Policy 20 Teacher Housing, as attached.  CARRIED

POLICY 4 – TRUSTEE CODE OF CONDUCT 24445/17 Lois Byers, Official Trustee moved that the Board of Trustees first reading of Policy 4 Trustee Code of Conduct, as attached.

CARRIED

PRINCIPAL ADVISORY COMMITTEE (PAC) 24446/17 Lois Byers, Official Trustee moved that the Board of Trustees direct the formation of the Principal Advisory Committee in the circumstance that a School Council is unable to form, or a Principal Advisory Committee is preferred; and the Principal Advisory Committee shall have all the same opportunities for involvement as a school council would as per the *School Act*; and the School Council Regulations; and that all meetings shall be opened to all parents and community members.

CARRIED

AUDIT PLAN 24447/17 Lois Byers, Official Trustee moved that the Board of Trustees accept the Audit Plan as presented.

CARRIED

OFFICIAL TRUSTEE'S REPORT Official Trustee Byers presented her report to the Board as information. Byers thanked everyone involved in the Elections of the new board, and thanked the Division for her year.

24448/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Official Trustee's Report as presented and attached.

CARRIED

SUPERINTENDENT'S REPORT Superintendent Atkinson presented his report to the Board as information. Atkinson discussed how the 5 outcome statements will shape the work of the Division and acknowledged Alberta Education's involvement. WE Day was discussed and NSD staff is looking forward to a great year. Atkinson, acknowledged partnerships with other school boards and particularly Edmonton Public for extending an opportunity for NSD to share resources.

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24449/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

RECESS

The meeting recessed at 10:50 a.m.  
The meeting reconvened at 11:04 a.m.

Byers, Official Trustee acknowledged Chelsea Cattroll, who was awarded the ASBA Zone 1 Edwin Parr Award, and APPLE Schools as nominee for the Friends of Education Award at the banquet held on September 13, 2017.

MONITORING  
REPORTS

Monitoring Reports are required as per Policy 2, Appendix A Board Annual Work Plan and are intended to keep the Board informed on what is going on in the Division.

Curtis Walty, Communications Coordinator presented a Strategic Communication Plan for 2017-2018 to the Board.

Associate Superintendent of Human Resources presented a Personnel Department report to the Board.

24450/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Department Monitoring Reports as presented and attached and directs that the Family Wellness Workers be added to the staffing Update list.

CARRIED

ADJOURN

The meeting was declared adjourned at 11:31 a.m.

CLOSING  
CULTURAL  
REFLECTION

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



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Lois Byers, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON OCTOBER 12, 2017 AT DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

ATTENDANCE		
✓	Lois Byers	• Official Trustee (teleconference)
✓	Gord Atkinson	• Superintendent of Schools (teleconference)
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 9:43 a.m.

Lois Byers, Official Trustee acknowledged that the meeting is being held on Treaty 6 and Treaty 8 land and the contribution from the Metis people.

ADOPT  
AGENDA/WAIVER

24551/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as provided and waive Special Meetings Section 67 (4) of the *School Act*.

CARRIED

POLICY 1 BOARD  
MISSION, MANDATE,  
BELIEFS AND VALUES

24552/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the housekeeping changes to Policy 1, Board Mission, Mandate, Beliefs and Values, as attached.

CARRIED

POLICY 19  
WELCOMING, CARING,  
RESPECTFUL, SAFE  
AND HEALTHY  
LEARNING AND  
WORKING  
ENVIRONMENTS

24553/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the housekeeping changes to Policy 19, Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments, as attached.

CARRIED

**BIGSTONE  
EDUCATION  
AUTHORITY –  
MEMORANDUM OF  
UNDERSTANDING**

This is a tuition agreement with Bigstone Education Authority where Northland provincial students attend Bigstone schools.

24554/17 Lois Byers, Official Trustee moved that the Board of Trustees approve entering into a Memorandum of Understanding with Bigstone Education Authority as per the attached agreement.

**CARRIED**

24555/17 Lois Byers, Official Trustee moved that the Board of Trustees directs administration to engage with other First Nation Education Authorities where Northland School Division students attend, with regard to entering into the same revenue based allocation model as Bigstone Education Authority, for the 2017-2018 school year.

**CARRIED**

**ADJOURN**

The meeting was declared adjourned at 10:00 a.m.

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Lois Byers, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer  
Recording Secretary: Melanie Mantai, Executive Secretary

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON OCTOBER 25, 2017 AT DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

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

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 4:50 p.m.

Lois Byers, Official Trustee acknowledged that the meeting is being held on Treaty 6 and Treaty 8 land and the contribution from the Metis people.

ADOPT  
AGENDA/WAIVER

24556/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as provided and waive Special Meetings Section 67 (4) of the *School Act*.

CARRIED

POLICY 7, APPENDIX A  
– SCHEDULE OF RATES

Based on the recently received 2017-2018 ASBA Trustee Compensation Report the remuneration rates for the board of trustees were reviewed and adjusted to be more in line with averages and the additional geographic responsibilities of the trustees. Also, it was the direction of the Official Trustee to have fair remuneration in place for the new board.

24557/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 7, Appendix A Schedule of Rates, as attached.

CARRIED

POLICY 7, APPENDIX A  
– SCHEDULE OF RATES

24558/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 7, Appendix A Schedule of Rates, as attached.

CARRIED

POLICY 7, APPENDIX A  
– SCHEDULE OF RATES

24559/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 7, Appendix A Schedule of Rates, as attached as per Policy 10, section 6; and directs administration to make the increase to trustee remuneration retroactive to October 18, 2017.

CARRIED

ADJOURN

The meeting was declared adjourned at 5:45 p.m.

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Lois Byers, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2017

**SUBMITTED BY:** GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** BOARD ACTION ITEMS

**ORIGINATOR:** LOIS BYERS, OFFICIAL TRUSTEE

**REFERENCE(S) & ATTACHMENTS:** BOARD ACTION ITEMS

**RECOMMENDATION:**

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

\*\*\*\*\*

**BACKGROUND:**

Policy 7 - Board Governance and Operations clause 8.4.3 - The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.

**RISK ANALYSIS:**

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	10/12/2017	Gord/ Trudy	Bigstone Education Authority - MOU	Lois Byers, Official Trustee moved that the Board of Trustees directs administration to engage with other First Nation Education Authorities where Northland School Division students attend, with regard to entering into the same revenue based allocation model as Bigstone Education Authority, for the 2017-2018 school year.	11/30/2017	In Progress	
Board	9/14/2017	Wes/Holly	Personnel Monitoring Report	Lois Byers, Official Trustee directs that the Family Wellness Workers be added to the staffing Update list.	10/26/2017	In Progress	
Board	9/14/2017	Gord/Krystal	Education Quarterly Report	Lois Byers, Official Trustee directs administration to include a data analysis for attendance.	10/26/2017	In Progress	



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2017

**SUBMITTED BY:** TRUDY RASMUSON, SECRETARY-TREASURER

**SUBJECT:** POLICY 4, TRUSTEE CODE OF CONDUCT

**ORIGINATOR:** LOIS BYERS, OFFICIAL TRUSTEE

**REFERENCE(S) & ATTACHMENTS:** POLICY 4, TRUSTEE CODE OF CONDUCT

**RECOMMENDATION:**

**THAT the Board of Trustees approve second reading of Policy 4, Trustee Code of Conduct, as attached.**

\*\*\*\*\*

**BACKGROUND:**

At the August 31, 2017 Special Board meeting, Lois Byers, Official Trustee directed administration to make changes to Policy 4, Trustee Code of Conduct to indicate measures to take if a Trustee decided to run as an MLA while being a Trustee and bring the changes to the September 14, 2017 Board meeting.

These changes came as a result from a question that was asked during the June 22 Corporate Board meeting on whether a Trustee could also be an MLA. Results received back from Alberta Education stated that the Local Authorities Election Act had no stipulations on a person running for more than one office, but Section 82(g) of the School Act states that you cannot be a Trustee and an MLA. Byers, Official Trustee recommended that a clause be added to Policy 4 – Trustee Code of Conduct that if a Trustee decides to run for the position of MLA that they would need to take a leave of absence from their position as Trustee which would be the same as an employee of the division.

**RISK ANALYSIS:**



## Policy 4

### TRUSTEE CODE OF CONDUCT

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

#### Specifically

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

and sons in law.

10. To assist with ensuring effective meetings, among other things, trustees shall ensure electronic devices and side-bar conversations are not interruptive to the meeting or their participation in the meeting.
11. **A Trustee who wishes to be nominated as a candidate for election as an Member of the Legislative Assembly of Alberta (MLA):**
  - 11.1 **must take a leave of absence from their position of Trustee during the campaign period and, if elected;**
  - 11.2 **will be deemed to have resigned that position as a Trustee the day the Trustee takes the official oath of office as an MLA.**
12. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 246 School Act  
Section 22 Local Authorities Election Act



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2017

**SUBMITTED BY:** TRUDY RASMUSON, SECRETARY-TREASURER

**SUBJECT:** DRAFT FALL BUDGET

**ORIGINATOR:** ADMINISTRATION

**REFERENCE(S) &** BOARD POLICY 2, APPENDIX A

**ATTACHMENTS:** DRAFT FALL BUDGET

<b>RECOMMENDATION:</b>
THAT the Board of Trustees receive as information the Draft Fall Budget, as attached.

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



# NORTHLAND SCHOOL DIVISION NO. 61

**Fall  
Draft Budget  
report**

**2017/2018**

This document outlines the updated figures, based on actual fall enrolment.

Report to the  
Board of Trustees  
October 26, 2017

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

The draft budget is close to being balanced (\$25,000 deficit), and is composed of the following changes to the Spring budget:

### **Revenue**

Operational revenue is up by \$739,000. This is due to:

- Reduction of \$625,000 of provincial revenue due to enrollment change
- Addition of \$1.5 million in Special Approvals funding (funding transferred from NSD to First Nations for provincial students attending First Nation schools)
- Addition of \$525,000 of the \$6 million Five Year Investment Grant, for expenses that were covered in the operational budget in the spring, but had to be covered by the grant, due to the change in enrolment numbers.
- Reduction of \$285,000 in the BCCE grant (last year, we received 1.5 years of grant in one year).
- Reduction in federal revenue of \$280,000 due to enrollment change.
- School Food Services difference has been accounted for in the Five Year Investment Grant.
- Industry Funded revenues have increased by \$300,000, mostly due to the addition of Apple Schools to the budget (wasn't in the previous budgets), and an increase in RCSD funding.
- Alberta Mental Health Project funding was reduced by \$410,000. This project is based on a cost-recovery model; if it is projected that only \$470,000 can be spent, then that is the budget for the year.

A \$5.9 million conditional grant (and corresponding expenses) has been added to the revenue. This grant covers four major areas, and is structured to provide additional supports to schools

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

### **Expenses**

The overall divisional goal this year is 15:1 pupil-teacher ratio. The school budgets have increased by \$170,000 overall, with the increase coming from the Five-Year Investment Grant.

There is a small overall increase to Central Office of \$220,443. This is due to:

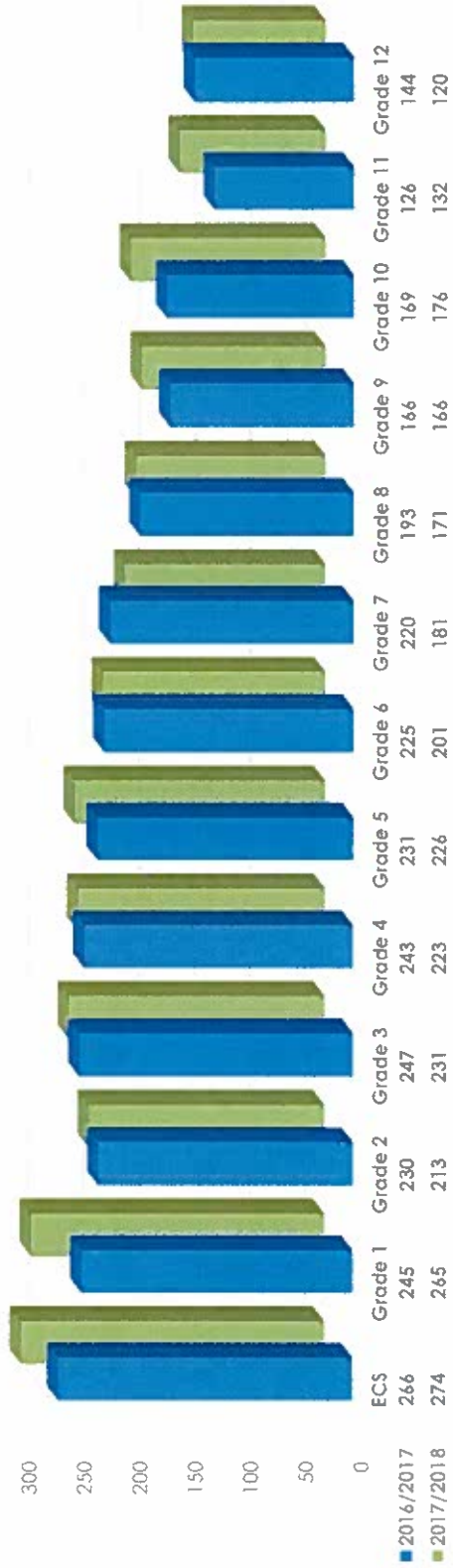
- Reduction in funding for school councils – there should be less expenses for them versus Local School Board Committee, so the expense was adjusted downwards.
- CTS mobile expenses were reduced, as the CTS coordinator is now assigned to Pedagogical.
- FNMI expenses are up, due to the re-assignment of the BCCE grant expenses to FNMI and the addition of Five Year Investment Grant expenses.
- Other budget increases are a result of the addition of the Five Year Investment Grant.
- Testing and Achievement budget is down, due to the transfer of two staff from this budget to External Services.
- External Services budget is down due to a reduction in the Alberta Mental Health Project.

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

	Student Enrolment		Variance	
	2016-2017 Actual	2017-2018 Actual	Enrolment Change	% Change
Athabasca Delta	218	223	5	2.29%
Anzac	73	90	17	23.29%
Bill Woodward	112	114	2	1.79%
Bishop Routhier	60	70	10	16.67%
Calling Lake	111	102	(9)	-8.11%
Calling Lake Outreach	2	5	3	150.00%
Career Pathways	74	62	(12)	-16.22%
Chipewyan Lakes	18	15	(3)	-16.67%
Conklin	39	28	(11)	-28.21%
Dr. Mary Jackson	29	16	(13)	-44.83%
Elizabeth	146	127	(19)	-13.01%
Father R. Perin	78	72	(6)	-7.69%
Fort McKay School	74	80	6	8.11%
Gift Lake School	190	179	(11)	-5.79%
Grouard	68	77	9	13.24%
Hillview	16	16	0	0.00%
J.F. Dion	85	83	(2)	-2.35%
Kateri	96	105	9	9.38%
Little Buffalo	202	188	(14)	-6.93%
Mistassiniy	343	291	(52)	-15.16%
Paddle Prairie	121	118	(3)	-2.48%
Peerless Lake	134	122	(12)	-8.96%
Pelican Mountain	20	17	(3)	-15.00%
St. Theresa	363	336	(27)	-7.44%
Susa Creek	33	43	10	30.30%
	<u>2,705</u>	<u>2,579</u>	<u>(126)</u>	<u>-4.66%</u>
ECS	266	274	8	3.01%
Grades 1-6	1,421	1,359	(62)	-4.36%
Grades 7-9	579	518	(61)	-10.54%
Grades 10-12	439	428	(11)	-2.51%
	<u>2,705</u> <sup>1</sup>	<u>2,579</u> <sup>3</sup>	<u>(126)</u>	<u>-4.66%</u>
Federal Enrolment	1159 <sup>2</sup>	1,148	(11)	-0.95%
% of students	42.85%	44.51%		

1. These are the actual enrolment numbers for 2016-2017. 2017-2018 Spring budget numbers were 2,667.
2. These are the actual federal enrolment numbers for 2016-2017. 2017-2018 Spring budget numbers were 1,177.
3. These are the actual enrolment numbers for September, 2017. June budgeted enrolment was 2,667.

Northland School Division  
2017-2018 SPRING BUDGET  
ENROLMENT COMPARATIVE



2016/2017 TOTAL ENROLMENT - 2705  
2017/2018 TOTAL ENROLMENT - 2579

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

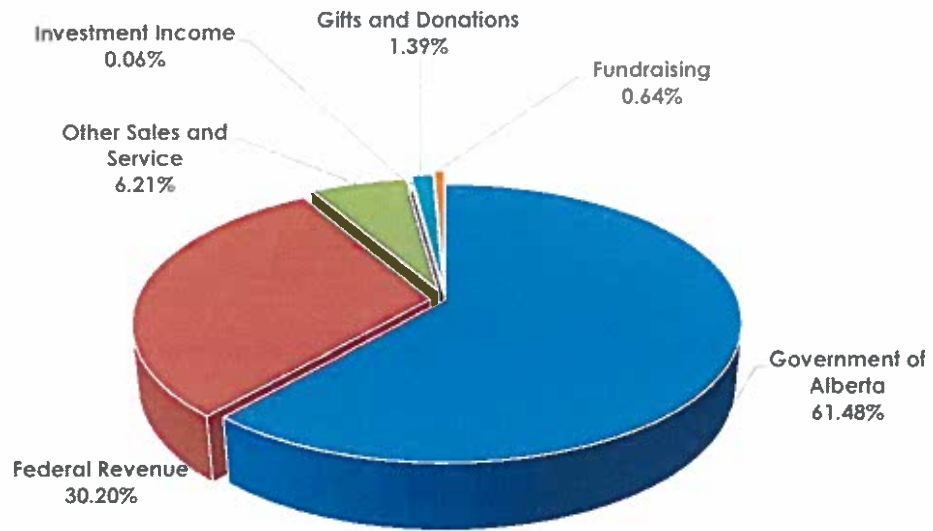
	<u>2017/2018 Spring Budget</u>	<u>2017/2018 Fall Budget</u>	<u>\$ Change</u>	<u>% Change</u>
<b>REVENUES</b>				
Government of Alberta				
Alberta Education	\$ 29,093,203	\$ 30,302,635	\$ 1,209,432	4.16%
Other Government of Alberta	12,649,905	12,890,265	240,360	1.90%
	<u>41,743,108</u>	<u>43,192,900</u>	<u>1,449,792</u>	<u>3.47%</u> <sup>1</sup>
Federal Revenue	21,495,421	21,214,685	(280,736)	-1.31% <sup>2</sup>
Other Sales and Services	5,090,607	4,360,798	(729,809)	-14.34% <sup>3</sup>
Investment Income	60,000	60,000	-	0.00%
Gifts and Donations	680,000	979,873	299,873	44.10% <sup>4</sup>
Fundraising	450,000	450,000	-	0.00%
	<u>69,519,136</u>	<u>70,258,256</u>	<u>739,120</u>	<u>1.06%</u>
<b>EXPENSES</b>				
Instruction				
Schools	27,442,408	27,611,989	169,581	0.62% <sup>5</sup>
Central Services (Instructional Support)	18,803,413	18,814,261	10,848	0.06%
	<u>46,245,821</u>	<u>46,426,250</u>	<u>180,429</u>	<u>0.39%</u>
Operations & Maintenance	10,676,797	10,628,477	(48,320)	-0.45%
Transportation	3,706,060	3,641,813	(64,247)	-1.73%
Board and System Administration	4,008,945	4,257,494	248,549	6.20% <sup>6</sup>
External Services	5,255,301	5,328,909	73,608	1.40%
	<u>69,892,924</u>	<u>70,282,943</u>	<u>390,019</u>	<u>0.56%</u>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<u>(373,788)</u>	<u>(24,687)</u>	<u>349,101</u>	

**Notes:**

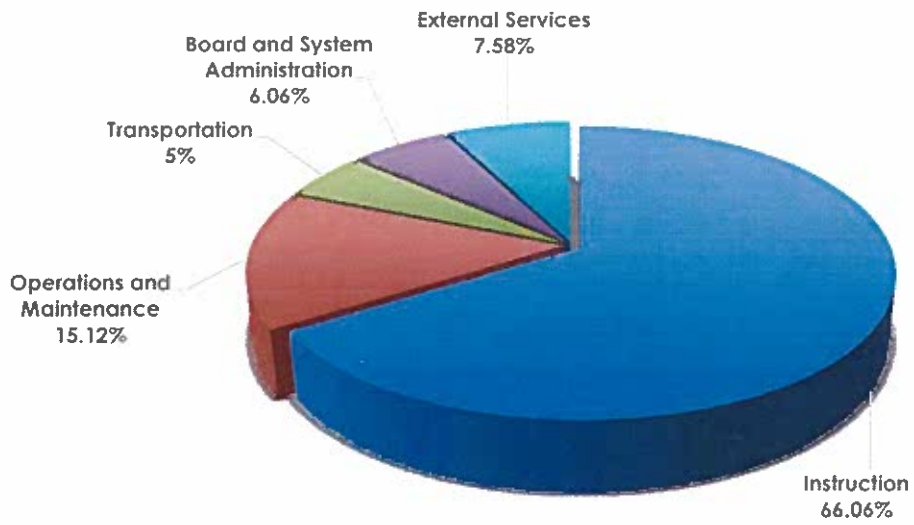
- 1 The increase is a result of the increase in special approvals (money passed onto First Nations that have provincial students enrolled) of \$1.5 million. of \$1.5 million.
- 2 There were 29 fewer federal students than budgeted in the Spring.
- 3 A combination of the grant money (\$350,000) for School Food Services being reported under the grant category instead of here and a reduction in Alberta Mental Health Project money (\$410,000)
- 4 The addition of Apple Schools partnership money, that was not reported in the previous budgets.
- 5 The additional school staffing will be funded through the Five-Year Investment Grant.
- 4 Industry funding has fallen due to the downturn in the energy sector.
- 5 Funding to schools has decreased by \$3.3 million. Certificated teacher numbers have fallen by 19 (\$2 million) as the division moves towards staffing schools based on enrolment, and a pupil-teacher ratio closer to 16:1. The other \$1.3 million reduction is due to Spring, 2016 budget numbers projected too high, so the school operational funds have been decreased to better reflect more realistic enrolment numbers.
- 6 The majority of the expense increase is the hiring of two itinerant substitute teachers under the HR budget. The funding for the positions will come from the Five-Year Investment Grant.



### 2017/2018 Revenues



### 2017/2018 Expenses



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

	2017/2018 Spring Budget	2017/2018 Fall Budget	\$ Change	% Change
<b>ALBERTA EDUCATION</b>				
<b>Base Funding</b>				
Early Childhood Services (ECS)	\$ 524,895	\$ 660,219	\$ 135,324	25.78%
Base Instruction (Gr 1-9)	8,274,106	7,932,250	(341,856)	-4.13%
Base Instruction (Gr 10-12)	891,550	763,398	(128,152)	-14.37%
Home Education	15,037	15,037	-	0.00%
System Administration Reduction	(384,000)	(384,000)	-	0.00%
Board Governance & Administration	471,000	471,000	-	0.00%
Funding reduction due file deficiencies	(48,453)	(46,779)	1,674	-3.45%
	<u>9,744,135</u>	<u>9,411,125</u>	<u>(333,010)</u>	<u>-3.42%</u>
<b>Differential Cost Funding</b>				
ECS Program Unit Funding (PUF)	1,000,000	1,000,000	-	0.00%
Equity of Opportunity	1,335,000	1,335,000	-	0.00%
English as a Second Language	432,952	432,952	-	0.00%
First Nation, Metis, Inuit Funding	1,400,761	1,400,761	-	0.00%
Inclusive Education	2,977,500	2,977,500	-	0.00%
Northern Allowance	728,450	701,556	(26,894)	-3.69%
Outreach Program Funding	125,946	125,946	-	0.00%
Plant Operation & Maintenance	3,433,077	3,433,077	-	0.00%
Small Schools by Necessity	3,199,651	3,199,651	-	0.00%
Socio Economic Status	198,286	189,650	(8,636)	-4.36%
Special Approvals Funding	550,000	2,100,000	1,550,000	281.82%
Funding reduction due file deficiencies	(35,365)	(35,187)	178	-0.50%
	<u>15,346,258</u>	<u>16,860,906</u>	<u>1,514,648</u>	<u>9.87%</u>
<b>Targeted Funding</b>				
Supernet Funding	211,200	211,200	-	0.00%
Regional Collaborative Service Delivery	672,206	700,000	27,794	4.13%
	<u>883,406</u>	<u>911,200</u>	<u>27,794</u>	<u>3.15%</u>
Transportation Funding	2,334,404	2,334,404	-	0.00%
Infrastructure Maintenance Renewal (IMR)	785,000	785,000	-	0.00%
<b>Other Alberta Education Revenue</b>				
Fort McMurray COLA	500,000	500,000	-	0.00%
One-time funding and Five Year Investment Grant	5,480,000	6,005,000	525,000	9.58%
Building Collaboration and Capacity in Education Grant	669,890	385,250	(284,640)	-42.64%
	<u>6,649,890</u>	<u>6,890,250</u>	<u>240,360</u>	<u>3.61%</u>
Alberta Education Supported Amortization	3,500,015	3,500,015	-	0.00%
Teacher Retirement Fund	2,500,000	2,500,000	-	0.00%
<b>TOTAL PROVINCIAL FUNDING</b>	<u><b>41,743,108</b></u>	<u><b>43,192,900</b></u>	<u><b>1,449,792</b></u>	<u><b>3.47%</b></u>

**Notes**

- 1 Base funding fell as a result of the change in provincial enrolment from 1,490 projected Spring, 2017 to 1,431 actual in September, 2017.
- 2 Historically, only part of the special approvals grant has been included in the budget. The Fall budget amount represents the full amount. There is no change in the actual amount of the special approvals grant, just the way it's being shown in the budget.
- 3 The June budget reflected the part of the \$6 million Five Year Investment Grant that was used to be used in operations - additional funds have been added to operations (versus capital). Of the \$6 million, \$100,000 is a one-time grant to replace school fees. The list outlining the allocation of the Five Year Investment Grant is located further in the report.
- 4 BCCE grant amount in the spring budget was carried over from the previous year (which was about 150% of the annual grant). The amount for this year is \$385,000

**FEDERAL REVENUE****Regular Tuition**

Bigstone First Nation	7,062,453	6,471,016	(591,437)	-8.37%	<sup>5</sup>
Chip Prairie	869,760	1,026,317	156,557	18.00%	
Indigenous and Northern Affairs Canada	2,070,029	2,296,167	226,138	10.92%	
Lubicon Lake Band	2,104,820	2,765,837	661,017	31.40%	<sup>6</sup>
Mikisew Cree First Nation	2,652,652	1,999,692	(652,960)	-24.62%	<sup>7</sup>
Peerless Trout First Nation	3,583,412	3,618,202	34,790	0.97%	
Fort Chipewyan Education Authority	81,000	81,000	-	0.00%	
	<u>18,424,126</u>	<u>18,258,231</u>	<u>(165,895)</u>	<u>-0.90%</u>	

**Early Childhood Services Tuition**

Bigstone First Nation	444,310	359,679	(84,631)	-19.05%	
Chip Prairie	52,894	84,630	31,736	60.00%	
Mikisew Cree First Nation	97,894	57,105	(40,789)	-41.67%	
Indigenous and Northern Affairs Canada	243,312	306,785	63,473	26.09%	
Lubicon Lake Band	137,524	169,261			
Peerless Trout First Nation	306,785	190,418	(116,367)	-37.93%	
	<u>1,282,719</u>	<u>1,167,878</u>	<u>(114,841)</u>	<u>-8.95%</u>	

**Federal Outreach**

Additional Federal Revenue	1,314,000	1,314,000	-	100.00%	<sup>8</sup>
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**TOTAL FEDERAL FUNDING**

	<u>21,495,421</u>	<u>21,214,685</u>	<u>(280,736)</u>		<sup>9</sup>
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**OTHER REVENUES**

School Food Services	3,518,314	3,168,000	(350,314)	-9.96%	<sup>10</sup>
Rental Revenue	658,970	689,620	30,650	4.65%	
Hot Lunch Revenue	32,675	32,675	-	0.00%	
Industry Funded Revenue/Donations	680,000	979,873	299,873	44.10%	<sup>11</sup>
Alberta Mental Health Project	880,648	470,503	(410,145)	-46.57%	
School Generated Fundraising	450,000	450,000	-	0.00%	
Investment income/rebates	60,000	60,000	-	0.00%	
	<u>6,280,607</u>	<u>5,850,671</u>	<u>(429,936)</u>	<u>-6.85%</u>	
	<u>69,519,136</u>	<u>70,258,256</u>	<u>739,120</u>	<u>1.06%</u>	

**Notes**

5 Approximately 35 fewer students attending NSD schools in Wabasca-Desmarais, and are attending OPK (Grade 8 is being offered)

6 40 more federal students are enrolled at Little Buffalo than projected in the Spring budget.

7 40 fewer federal students are enrolled at ADCS than projected in the Spring budget.

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

9 Federal enrolment was projected at 1,177 in the Spring, 2017-2018 budget; actual numbers are 1,148.

10 This is due to additional funding through the Five-year Grant Investment Project. The difference in this category is included with the grant money.

11 The difference is the addition of the grant money from Apple Schools, which hasn't been included in the budget in the past. A list of partnerships is included further in the report.

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

	<u>2017/2018 Spring Budget</u>	<u>2017/2018 Fall Budget</u>	<u>\$ Change</u>
Athabasca Delta	2,865,968	2,855,236	(10,732)
Anzac	973,715	973,746	31
Bill Woodward	1,223,355	1,223,355	-
Bishop Routhier	614,822	720,160	105,338
Calling Lake	1,189,390	1,189,148	(242)
Calling Lake Outreach	20,790	20,790	-
Career Pathways	486,950	513,680	26,730
Chipewyan Lakes	369,460	368,996	(464)
Conklin	567,604	580,596	12,992
Dr. Mary Jackson	379,168	378,664	(504)
Elizabeth	1,302,597	1,284,334	(18,263)
Father R. Perin	825,081	824,859	(222)
Fort McKay School	1,135,178	1,135,098	(80)
Gift Lake School	1,758,479	1,817,806	59,327
Grouard	839,360	839,421	61
Hillview	306,567	306,506	(61)
J.F. Dion	935,712	936,342	630
Kateri	889,816	890,038	222
Little Buffalo	1,723,733	1,722,786	(947)
Mistassiniy	2,737,556	2,668,543	(69,013)
Paddle Prairie	1,012,378	968,251	(44,127)
Peerless Lake	1,160,584	1,160,181	(403)
Pelican Mountain	323,039	328,078	5,039
St. Theresa	3,444,728	3,443,458	(1,270)
Susa Creek	336,112	441,651	105,539
Home Education	20,266	20,266	-
	<u>\$ 27,442,408</u>	<u>\$ 27,611,989</u>	<u>\$ 169,581</u>

**Notes:**

There is an overall increase in the budget to the schools of \$169,581. The increase in funds were used to increase certificated staffing at two schools and ensure that each school has a Cree instructor. The funding for the extra positions will come from the Five-Year Investment Grant.

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

	2017/2018 Spring Budget		2017/2018 Fall Budget		Change in FTE		Pupil to Teacher Ratio
	FTE		FTE		Certificated	Uncertificated	
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated	
Athabasca Delta	20	8	19	10	-1	2	11.7
Anzac	5.5	4.1	5.5	4	0	-0.1	16.4
Bill Woodward	7.5	4	7.5	4	0	0	15.2
Bishop Routhier	4	3	5	3	1	0	14.0
Calling Lake	9	3	9	3	0	0	11.3
Calling Lake Outreach	0	0	0	0	0	0	
Career Pathways	3	2	3	2.5	0	0.5	20.7
Chipewyan Lakes	2	2	2	2	0	0	7.5
Conklin	4	2	4	2.2	0	0.2	7.0
Dr. Mary Jackson	2	2.7	2	2.7	0	0	8.0
Elizabeth	9	5.65	9	5.25	0	-0.4	14.1
Father R. Perin	6	2.6	6	2.6	0	0	12.0
Fort McKay School	5	7	5	7	0	0	16.0
Gift Lake School	12	8	12	9	0	1	14.9
Grouard	6	3	6	3	0	0	12.8
Hillview	2	1.25	2	1.25	0	0	8.0
J.F. Dion	6.5	3.5	6	4.5	-0.5	1	13.8
Kateri	6	3.9	6	3.9	0	0	17.5
Little Buffalo	12	7	12	7	0	0	15.7
Mistassiniy	20	8	20	6.5	0	-1.5	14.6
Paddle Prairie	7	3.9	7	2.9	0	-1	16.9
Peerless Lake	8	4.6	8	4.6	0	0	15.3
Pelican Mountain	2	1.5	2	1.6	0	0.1	8.5
St. Theresa	22	20	22	20	0	0	15.3
Susa Creek	2	1.7	3	1.7	1	0	14.3
	182.50	112.4	183.00	114.2	0.5	1.8	14.8

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

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

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

	<u>2017/2018 Spring Budget</u>	<u>2017/2018 Fall Budget</u>	<u>\$ Change</u>	
<b>Governance</b>				
Corporate Board	\$ 521,750	\$ 521,750	\$ -	
School Councils	331,536	\$ 150,240	\$ (181,296)	1
	<u>853,286</u>	<u>671,990</u>	<u>\$ (181,296)</u>	
<b>Education Executive</b>				
Superintendent & Associate Superintendent	1,564,322	1,622,262	\$ 57,940	2
Public Relations	158,306	163,447	\$ 5,141	
Superintendent Office & PR	<u>1,722,628</u>	<u>1,785,709</u>	<u>(299,511)</u>	
<b>Instructional Services-Central</b>				
CTS Mobile	184,779	45,000	(139,779)	3
First Nations, Metis and Inuit	1,237,456	1,683,713	446,257	4
Literacy	433,471	433,470	(1)	
Occupational Health and Safety	139,835	143,701	3,866	
Pedagogical	759,378	1,024,578	265,200	
System Computers	1,987,300	1,956,961	(30,339)	
Testing and Achievement	<u>4,061,518</u>	<u>3,824,081</u>	<u>(237,437)</u>	
	8,803,737	9,111,504	307,767	
<b>Instructional Services-Schools</b>	8,652,565	9,090,508	437,943	5
<b>Human Resources</b>	597,711	795,778	198,067	6
<b>Business Services</b>	1,685,309	1,616,264	(69,045)	
<b>Facility Services</b>				
Facilities	9,891,797	9,843,477	(48,320)	
Infrastructure Maintenance Renewal (IMR)	785,000	785,000	-	
	<u>10,676,797</u>	<u>10,628,477</u>	<u>(48,320)</u>	
<b>Student Transportation</b>	3,706,060	3,641,813	(64,247)	
<b>External Services</b>	5,752,426	5,328,909	(423,517)	7
	<u>42,450,519</u>	<u>42,670,952</u>	<u>220,433</u>	

**Notes**

- 1 School Council expenses should be significantly less than that of the Local School Board Committees, so the budget was adjusted accordingly.
- 2 Reclassification of some budgeted items into this category caused the increase. Overall, no increase.
- 3 The CTS division-wide coordinator position was re-classified to a pedagogical support position. The only money left to spend specific to CTS is this year's Cenovus grant expenses. An additional \$120,000 was added due to the increase in expenses associated with the additional travel and meetings this office requires.
- 3 Last spring's budget had \$90,000 in supplies from the Cenovus grant. However, Cenovus has provided only \$45,000 for supplies.
- 4 The addition of \$750,000 of the Five-Year Investment Grant, and the reduction of about 300,000 in expenses due to the reduction in the BCCE grant.
- 5 The increase in expenses are related to the Five-Year Investment Grant.
- 6 The addition of two itinerant substitute teachers from the Five-Year Investment Grant.
- 7 The reduction in Alberta Mental Health expenses due to the reduction in the grant amount.

### Five Year Investment Grant

Outcome 1		
	Associate Superintendents	\$ 425,000.00
	Professional Learning through Coaching	\$ 1,000,000.00
	Attendance Improvement (DAL)	\$ 150,000.00
	Technology Plan	\$ 100,000.00
	Flexible Learning	\$ 200,000.00
	High School Literacy	\$ 200,000.00
Outcome 2		
	Land-based Learning and Culture Camp	\$ 500,000.00
	Language and Culture Instruction	\$ 250,000.00
Outcome 3		
	Assistant Supervisors of Student Services	\$ 300,000.00
	Family Wellness Workers	\$ 850,000.00
	Staff Wellness Project	\$ 50,000.00
	School Food Services	\$ 350,000.00
Outcome 4		
	Professional Development for EAs	\$ 150,000.00
	Leadership Development	\$ 200,000.00
	Professional Learning for Community Based Ed.	\$ 250,000.00
Key Priorities		
	Itinerant Subs	\$ 300,000.00
	Principal Meetings	\$ 180,000.00
	School Councils/Community Meetings	\$ 150,000.00
	PupilTeacher Ratio adjustments	<u>\$ 300,000.00</u>
		<u><u>\$ 5,905,000.00</u></u>

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

Donor	School	Purpose	2016-2017	2017-2018
Apple Schools	6 in the division	Healthy Living	\$ 133,000	\$ 219,873
Fort McKay First Nations	Fort McKay	4 educational assistant positions	\$ 200,000	\$ 200,000
Conklin Community Enhancement	Conklin	Teacher	\$ 100,000	\$ 100,000
	Conklin Outreach	Outreach teacher	\$ 100,000	\$ 100,000
Shell Canada	ADCS Outreach	Outreach teacher	\$ 112,000	none
		Land-based learning	\$ 85,000	\$ 85,000
Cenovus Energy	all schools	Literacy, CTS, Attendance Initiative	\$ 125,000	\$ 125,000
MD of Opportunity	Mistassiny/St. Theresa	Counsellor		\$ 60,000
Alberta Mental Health				\$ 240,051
When We Are Healthy				\$ 230,452
Helping Hands				\$ 700,000
Regional Collaborative Service Delivery (RCSD)				\$ 385,250
Building Collaboration and Capacity in Education (Alberta Education)				\$ 30,000
Healthy Schools (U of A)				
<u>LTA's through the Metis Settlements</u>				
Gift Lake Metis Settlement	Gift Lake School	school supplies		\$ 80,000
		liaison worker, but not hired by the school - is a settlement employee		
East Prairie Metis Settlement	Hillview	liaison worker, but not hired by the school - is a settlement employee		
<u>Other in-kind partnerships</u>				
Northern Lights S.D., Fishing Lake Metis Settlement	J.F. Dion	shared school transition officer		
		Each partner contributes 1/3		

Note: In the November budget, there will be additional amounts that were carried forward from 2016-2017. This list will be updated at that point.



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

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

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

**Capital Projects**

<b>Project</b>	<b>Cost</b>
Replace school grounds maintenance equipment	160,000
Replace 4 school buses	500,000
Replace 10 fleet vehicles	500,000
Construction of trans-gender washrooms in schools	150,000
General upgrade of Father R. Perin, including a new roof	400,000
Sewage lagoon reclamation at Peavine, Conklin and Little Buffalo	375,000
Demolition of approximately 14 housing units, move and set up two units	600,000
Implementation of year 1 of housing plan	1,000,000
Chip Lake kitchen cooler	6,500
ADCS dishwasher	17,000
	<hr/>
Total unsupported capital projects	3,708,500



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** October 26, 2017

**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer

**SUBJECT:** Transfer from Capital Reserves

**ORIGINATOR:**

**REFERENCE(S) & ATTACHMENTS:** Capital Reserves Worksheet

**RECOMMENDATION:**  
**THAT the Board of Trustees approve a motion to move \$115,056.26 from capital reserves for capital purchases made during the year which were not part of the budgeted capital list.**

\*\*\*\*\*

**BACKGROUND:**  
 Twice a year, in the spring and fall budget, a capital purchase list is provided to the board for approval, with the purchases to come from capital reserves. However, sometimes during the year situations arise in which capital purchases need to be made. Approval for purchases under \$125,000 is provided by the Superintendent. At year-end, those additional purchases require a motion to be funded from capital reserves.

See attached list of purchases, and capital reserves.

**RISK ANALYSIS:**  
 This is a procedural, housekeeping item. The concept is to use the capital reserves for capital items, and the operating reserves for operating expenses. Balances cannot be transferred from capital reserves to operating reserves without permission from the Minister. After the year-end statements are completed (end of November), there will be a recommendation made by administration as to what balances should be moved into capital reserves, to be used for capital purchases in the future.

**CAPITAL RESERVES**

<b>Additional capital items purchased</b>	<b>Total Cost</b>	<b>Instructional</b>	<b>Maintenance</b>	<b>Administration</b>	<b>School Food Services</b>
Envisio Software (tracks and monitors strategic and operational plans)	\$ 24,892.00	\$ 12,446.00		\$ 12,446.00	
Employee Safe Suite Software (Occupational Health & Safety training and tracking software)	\$ 10,634.41	\$ 10,634.41			
Cisco Upgrade (phones)	\$ 55,852.70		\$ 53,424.36	\$ 2,428.34	
Additional fencing	\$ 792.48		\$ 792.48		
2017 dump trailer	\$ 12,555.00		\$ 12,555.00		
Compressor for walk-in cooler and freezer	\$ 10,329.67				\$ 10,329.67
	\$ 115,056.26	\$ 23,080.41	\$ 66,771.84	\$ 14,874.34	\$ 10,329.67

Note: outstanding capital reserve balances for the year ending Aug. 31, 2017 will be available in the November revised budget.



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**SUBMITTED BY:** TRUDY RASMUSON, SECRETARY-TREASURER

**SUBJECT:** SIGNING AUTHORITY

**ORIGINATOR:** ADMINISTRATION

**REFERENCE(S) & ATTACHMENTS:** BOARD POLICY 5, ROLE OF THE BOARD

**DATE:** OCTOBER 26, 2017

**RECOMMENDATION:**

**THAT the Board of Trustees direct administration to complete and submit appropriate new signing documents, to ensure that the Board Chair for Northland School Division No. 61 is the correct signatory on all banking and legal documents.**

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**BACKGROUND:**

**RISK ANALYSIS:**



# Official Trustee Report

## October 26, 2017

### September, 2017

5		Meeting with Charlene Bearhead re ASBA services for Northland
11-12	Grande Prairie	Alberta Education workshop sessions on possible changes to School Act
13	Peace River	ASBA Zone 1 meeting and awards
14	Peace River	Board Meeting
18		Elections – Nomination Day
19		Interview with Edmonton Journal

### October, 2017

5	Edmonton	Meeting with Bigstone Cree Nation, INAC, AB ED and Northland
11	Edmonton	CIF Committee Dinner Meeting
12	Edmonton	Admin Meeting Meeting with OAG Re: NSD Attendance Progress Special Board Meeting
13	Edmonton	Admin Meeting
16		Election Day
17		Teleconference – Agenda Review
19	Edmonton	Mtg with AB Ed BCCE Conference
20		Teleconference with Alberta Education & NSD staff regarding Trustee Ceremony
23	Peace River	Work in office
24	Peace River	Trustee Orientation – NSD Staff
25	Peace River	Trustee Orientation with Dr. Marie Delorme
26	Peace River	Organizational Meeting Board Meeting New Trustee Ceremony

September and October were filled with discussions, emails and phone calls with regard to trustee orientation, organizational meeting, board meeting and ceremony – but much less travel lol. Funding, Mistassiniy capital project, policy updates, facilitating some parents through resolution of their concerns and a few other items filled my calendar.

Worked with Dr. Marie Delorme to customize the orientation to NSD and confirm the package and documents.



# Official Trustee Report

## October 26, 2017

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With regard to services from ASBA there is funding available for future trustee orientation. Details need to be worked out with ASBA depending on what orientation sessions the Board would like to participate in.

Other key issues included working out funding for NSD provincial students attending federal schools. Under this agreement, provincial students attending federal schools will receive funding based on all relevant categories of the revenue allocation model the province uses to fund NSD. This agreement is only for the 2017-18 school year with the intent a full Education Services Agreement will be completed for the 2018-19 school year. It is hoped to be able to move to where funding amounts are reciprocal and based on a revenue allocation model.

Sent a letter to TEBA outlining some suggestions to help improve future processes including; a one-page diagram of the processes between central and local bargaining; make it clear local bargaining cannot start until TEBA gives the okay ratifying the contract cannot occur until TEBA gives the okay; all communication should go to not only trustee chair but school division administration and ATA local chair;

Good session with Alberta Government on possible changes to the School Act. "What was heard" was broadcast live on Oct. 12 and will be available online. Education services agreements, transportation, age of entry and age of access entry were the topics for discussion.

Following nomination and election days I had the opportunity to have a conversation with each new trustee and although short conversations, I am feeling very confident Northland has a great board to lead them forward.

Northland staff have been working tirelessly throughout this past year and even harder the last few months to put together information, processes, packages, pamphlets, advisories, agendas; resources, social media and more as a new board is elected.

Northland had community meetings in June, Northland Day in August, school council establishment meetings, nominations and elections in September – to say nothing of all the other work that had to be completed at the same time.

The Minister of Education and Alberta Education staff have been nothing short of fantastic in their support of Northland. The commitment to enhancement funding for the next five years is very, very special and it will be critical that Northland ensures strong improvement in student success through the programs and initiatives this funding will provide for.

My time with Northland has been short and busy but great. My apologies to all those I did not get the opportunity to meet with. I believe the stage is well set for the new board and there are many things they will be taking forward to completion and new things they will undertake which will shape and guide the division.



# Official Trustee Report

## October 26, 2017

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I have learned from everyone I met during my time as Official Trustee for Northland School Division. Every meeting, every conversation has taught me something. I also extend my appreciation and thanks to the many individuals I leaned on, your support and counsel was invaluable.

Most importantly, I wish to formally recognize all the work that everyone throughout Northland and Alberta Education has done in working to strengthen student success and be ready for a new Board of Trustees, and to extend my sincere heartfelt thanks to all.

Sincerely,  
Lois Byers

**NORTHLAND SCHOOL DIVISION NO. 61**  
**BOARD REPORT**  
**2017/2018 SCHOOL YEAR**  
**PERIOD ENDING - September 31, 2017**

**ELECTIONS**

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	-	-	-
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	-	-	-
PRINTING & BINDING--ELECTIONS	-	-	-
ADVERTISING--ELECTIONS	2,790.61	-	(2,790.61)
OFFICE SUPPLIES--ELECTIONS	-	-	-

**SUB-TOTAL**      **2,790.61**      **80,000.00**      **77,209.39**

**COMMITTEES**

REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
PROFESSIONAL SERVICES - POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	-	30,000.00	30,000.00
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	-	-	-
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	-	-	-
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	-	-	-

**SUB-TOTAL**      -      **30,000.00**      **30,000.00**

**OTHER EXPENSES**

REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	4,000.00	4,000.00
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	-	200,000.00	200,000.00
IN-SERVICE - BOARD	-	60,000.00	60,000.00
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	-	25,000.00	25,000.00
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	37.28	3,000.00	2,962.72
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	96.52	40,000.00	39,903.48
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - RETREAT	-	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	-	38,000.00	38,000.00
PRINTING & BINDING	-	3,500.00	3,500.00
INSURANCE - BOARD OF TRUSTEES	-	250.00	250.00
ADVERTISING - BOARD	-	3,000.00	3,000.00
OFFICE SUPPLIES	-	5,000.00	5,000.00
AWARDS	28.86	25,000.00	24,971.14
POSTAGE - BOARD	-	4,000.00	4,000.00
FURNITURE & EQUIPMENT	-	1,000.00	1,000.00

**SUB-TOTAL**      **162.66**      **411,750.00**      **411,587.34**

**TOTAL**      **2,953.27**      **521,750.00**      **518,796.73**



Trustee Calendar

Oct 2017 (Mountain Time - Edmonton)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 10am - Trustee	17	18	19	20	21
22	23 12pm - Trustee 6pm - Trustee	24	25 8:30am - Trustee	26 8:30am - Organizati 9am - Corporate 2pm - New Trustee	27	28 9:30am - ASBA Zone
29	30	31	1 WE Day 9:30am - ASBA Zone	2	3	4

Trustee Calendar

Nov 2017 (Mountain Time - Edmonton)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 WE Day 9:30 am - ASBA Zone	2	3	4
5	6	7	8	9	10	11
12	13	14	15 (FYI - Board will not be attending JFI) PSBAA Governance Seminar	16 Board Agenda	17	18
19 ASBA FGM @ Westin Hotel Edmonton	20	21	22 ASBA - New Trustee	23 Northland Board	24	25
26	27	28	29	30 11am - Corporate	1	2

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
<b>1.</b>	<b>Accountability: Student Learning &amp; Wellness</b>														
1.1	Hold Board meetings	Board	Monthly	x	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	x
1.3	Receive Superintendent's Quarterly Education Report	Board	Quarterly		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			
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
1.10	Review, refine and approve 3 Year Education Plan	Board	Annually		x										
1.11	Area 1 West Associate Superintendent report	Board	Triannual	x				x			x				
1.12	Area 2 Central Associate Superintendent report	Board	Triannual		x				x		x				
1.13	Area 3 East Associate Superintendent report	Board	Triannual			x				x					
1.14	FNMI Department report	Board	Annually												
1.15	IT Department report	Board	Annually												
1.16	Student Services Department report	Board	Annually						x						
1.17	Personnel Department Report	Board	Twice a year	x										x	
1.18	Transportation Department report (Review Policy 17 Transportation)	Board	Annually								x				
1.19	Christmas Activities		Annually												

SP= Spring Planning FP=Fall Planning C of W=Committee of the Whole (Board)

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	A	M	J	J	A
1.20	School Celebrations		Upon request														
<b>2.</b>	<b>Engagement</b>																
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		
2.10	Nominate ASBA Zone 1 Appreciation Award	Board	Annually												x		
2.11	Retirement and Long Service Awards event		Annually														
2.12	Northland Day		Annually														x
<b>3.</b>	<b>Community Assurance</b>																
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	

SP= Spring Planning FP=Fall Planning C of W=Committee of the Whole (Board)

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A	
<b>4. Accountability: To Alberta Government</b>																
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						X
4.1																
4.2	Review, approve and submit Annual Education Results Report (AERR) to the provincial government	Board	Annually		X											
<b>5. Accountability: Fiscal</b>																
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/Entrance & Exit Documents	Board	As required		X											X
5.4	Approve Audited Financial Statements	Board	Annually		X											
5.5	Review of Quarterly Financial Statements	Board	Quarterly		X				X			X				X
5.6	Review Draft Fall Budget	Board	Annually		X											
5.7	Approve Fall Budget	Board	Annually			X										
5.8	Approve transfers from reserves	Board	Annually		X											
5.9	Approve expense reimbursement rates	Board	Annually													X
5.10	Discuss draft capital priorities	C of W	Annually					X								
5.11	Approve Capital Plan	Board	Annually							X						
5.12	Review signing authorities & approve changes	Board	Annually													
5.13	Approve Memorandum of Agreement	Board	As required													
5.14	Review Policy 2 Role of the Board - 5. Fiscal Accountability to ensure meeting all requirements	C of W	SP											X		
5.15	Approve revolving credit	Board	Annually											X		
5.16	Review non-instructional programs to ensure effective operation (Policy 20 Housing, Policy 22 Food Services)	Board	Annually								X					
5.17	Receive enrollment report	Board	Annually		X											
5.18	Maintenance department report	Board	Annually		X											
5.19	Approve fees, if any	Board	Annually												X	

SP= Spring Planning FP=Fall Planning C of W=Committee of the Whole (Board)

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

SP= Spring Planning FP=Fall Planning C of W=Committee of the Whole (Board)

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	
<b>8. Policy</b>															
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												
<b>9. Political Advocacy</b>															
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		X		X		X		X	
9.5	PSBAA Council meeting			X		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										
9.10	ASBA Fall General Meeting		Annually			X									
9.11	PSBAA Fall General Meeting		Annually		X										

SP= Spring Planning FP=Fall Planning C of W=Committee of the Whole (Board)



# Superintendent's Report

October 26, 2017

<b>Establishment Meeting Dates</b>	<b>September, 2017</b>
ADCS	9/12/17 4:00 PM
Anzac	9/28/17 5:00 PM
Bill Woodward	9/28/17 5:00 PM
Bishop Routhier	9/28/17 5:00 PM
Calling Lake	9/18/17 5:00 PM
Career Pathways	9/19/17 5:00 PM
Chipewyan Lake	9/27/17 5:00 PM
Conklin	9/13/17 5:30 PM
Dr. Mary Jackson	9/19/17 5:00 PM
Elizabeth	9/20/17 5:00 PM
Father R. Perin	9/12/17 4:30 PM
Ft. MacKay	9/14/17 4:30 PM
Gift Lake	9/21/17 5:00 PM
Grouard	9/20/17 5:00 PM
Hillview	9/21/17 5:00 PM
J.F. Dion	9/19/17 4:00 PM
Kateri	9/19/17 5:00 PM
Little Buffalo	9/27/17 5:00 PM
Mistassiniy	Already established
Paddle Prairie	9/20/17 4:30 PM
Peerless Lake	9/18/17 5:00 PM
Pelican Mountain	9/26/17 5:00 PM
St. Theresa	9/25/17 7:00 PM
Susa Creek	9/12/17 6:00 PM



<b>Area Principal Meetings</b>	<b>September 11-13, 2017</b>
Area meetings in Peace River, Wabasca, Fort McMurray	
<b>Meeting with Edmonton Public Schools</b>	<b>September 15, 2017</b>
Professional development - capacity building and educational technology Principals' mentoring opportunities Learning commons visits Numeracy Initiative	
<b>Meeting with Alberta Education</b>	<b>September 19th, 2017</b>
Meeting with Alberta Education on restorative practices	
<b>Meeting with MD of Opportunity No. 17</b>	<b>September 21, 2017</b>
Partnering opportunities Community development (land use)	
<b>Classroom Improvement Fund Committee</b>	<b>September 25, 2017</b>
21st Century Learning Environments that are Activity Permissive and Culturally Responsive	
<b>Meeting with the Office of the Auditor General</b>	<b>September 25, 2017</b>
<ol style="list-style-type: none"> <li>1. Attendance Follow-up</li> <li>2. Attendance Progress Report</li> </ol>	
<b>Meeting with Alberta Education on Attendance</b>	<b>September 29, 2017</b>
Alberta Education will be monitoring NSD attendance very closely this year as part of their oversight mandated by the Office of the Auditor General.	
<b>Meeting with Alberta Education on Supports</b>	<b>September 29, 2017</b>
Meeting with Alberta Education on aggregation plan and supports for NSD.	

<b>Meeting with the Office of the Auditor General</b>	<b>October 12, 2017</b>
Meeting with the Office of the Auditor General on NSD progress.	
<b>Division Principal Meetings</b>	<b>October 12-13, 2017</b>
Division meeting in Edmonton. The meetings included topics on: assessment, classroom improvement with 21st Century classroom visits, promising practices in supporting success for Indigenous students, wellness, and information updates.	
<b>Attendance Improvement Initiative Meeting</b>	<b>October 16, 2017</b>
Refocus the Attendance Improvement Initiative Report 'Every Day Counts' with the Executive Team.	
<b>Building Collaboration and Capacity in Education Grant Symposium</b>	<b>October 19, 2017</b>
Stakeholders to share best practices, challenges and opportunities in relation to the BCCE grant program.	

## Committed Dates

<b>WE Day</b>	<b>November 1, 2017</b>
<p>From ME to WE. WE is a movement that brings people together and gives them the tools to change the world.</p> <p>The following schools are attending:  Athabasca Delta Community School  Bill Woodward School  Dr. Mary Jackson School  Elizabeth Community School  Gift Lake School  Grouard Northland School  J F Dion School  Mistassiniy School  Peerless Lake School  St. Theresa School</p>	
<b>CASS Fall Conference</b>	<b>November 1 - 3, 2017</b>
The CASS Annual Conference will use the Team Leadership Learning approach to design the learning.	

## September 2017 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	53 (59%)	2 (2%)	19 (21%)	13 (14%)	1 (1%)	0 (0%)	2 (2%)	90
ADCS	54 (24%)	42 (19%)	47 (21%)	30 (13%)	21 (9%)	13 (6%)	17 (8%)	224
Bill Woodward School	80 (70%)	1 (1%)	15 (13%)	5 (4%)	5 (4%)	7 (6%)	1 (1%)	114
Bishop Routhier School	40 (57%)	1 (1%)	14 (20%)	7 (10%)	1 (1%)	4 (6%)	3 (4%)	70
Calling Lake School	63 (61%)	1 (1%)	29 (28%)	8 (8%)	2 (2%)	0 (0%)	0 (0%)	103
Chipewyan Lake School	5 (33%)	0 (0%)	4 (27%)	3 (20%)	3 (20%)	0 (0%)	0 (0%)	15
Conklin Community School	14 (50%)	9 (32%)	4 (14%)	0 (0%)	1 (4%)	0 (0%)	0 (0%)	28
Dr. Mary Jackson School	7 (41%)	2 (12%)	6 (35%)	1 (6%)	0 (0%)	1 (6%)	0 (0%)	17
Elizabeth School	74 (58%)	23 (18%)	13 (10%)	9 (7%)	1 (1%)	5 (4%)	2 (2%)	127
Father R. Perin School	21 (29%)	14 (19%)	24 (33%)	4 (5%)	9 (12%)	1 (1%)	0 (0%)	73
Fort McKay School	20 (24%)	21 (26%)	24 (29%)	5 (6%)	1 (1%)	5 (6%)	6 (7%)	82
Gift Lake School	44 (24%)	37 (21%)	46 (26%)	30 (17%)	11 (6%)	4 (2%)	8 (4%)	180
Grouard Northland School	50 (63%)	10 (13%)	15 (19%)	2 (3%)	2 (3%)	0 (0%)	1 (1%)	80
Hillview School	5 (31%)	2 (13%)	5 (31%)	2 (13%)	0 (0%)	2 (13%)	0 (0%)	16
JF Dion School	41 (49%)	23 (27%)	15 (18%)	3 (4%)	2 (2%)	0 (0%)	0 (0%)	84
Kateri School	63 (60%)	0 (0%)	24 (23%)	10 (10%)	3 (3%)	1 (1%)	4 (4%)	105
Little Buffalo School	57 (30%)	35 (18%)	42 (22%)	21 (11%)	18 (9%)	11 (6%)	8 (4%)	192
Mistassiniy School	42 (14%)	48 (16%)	79 (27%)	42 (14%)	23 (8%)	28 (10%)	29 (10%)	291
Paddle Prairie School	52 (44%)	23 (19%)	33 (28%)	7 (6%)	3 (3%)	0 (0%)	1 (1%)	119
Peerless Lake School	41 (33%)	16 (13%)	36 (29%)	14 (11%)	2 (2%)	7 (6%)	7 (6%)	123
Pelican Mountain School	11 (65%)	4 (24%)	0 (0%)	0 (0%)	0 (0%)	2 (12%)	0 (0%)	17
St. Theresa School	148 (44%)	86 (26%)	66 (20%)	20 (6%)	8 (2%)	6 (2%)	2 (1%)	336
Susa Creek School	31 (72%)	5 (12%)	3 (7%)	2 (5%)	0 (0%)	0 (0%)	2 (5%)	43

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	4 (6%)	5 (7%)	6 (8%)	12 (17%)	7 (10%)	8 (11%)	29 (41%)	71

\*Does not include Calling Lake Outreach

## DIVISION ATTENDANCE SEPTEMBER 2017

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	106	40	66	29	16	7	13	277
Gr. 1	96	46	74	25	8	8	9	266
Gr. 2	91	32	49	24	10	5	4	215
Gr. 3	115	38	44	21	5	5	3	231
Gr. 4	111	36	43	23	5	4	1	223
Gr. 5	104	43	50	17	6	3	4	227
Gr. 6	92	40	42	15	8	7	2	206
Gr. 7	68	30	44	21	7	9	3	182
Gr. 8	67	25	33	19	11	10	8	173
Gr. 9	51	25	38	21	12	9	11	167
Gr. 10	38	17	36	10	14	12	10	137
Gr. 11	42	13	23	11	8	9	14	120
Gr. 12	35	11	26	6	7	9	11	105
<b>Student Totals</b>	<b>1016</b>	<b>396</b>	<b>568</b>	<b>242</b>	<b>117</b>	<b>97</b>	<b>93</b>	<b>2529</b>

\*Does not include Outreach Schools

### 2014/15 - 2017/18 Division Attendance

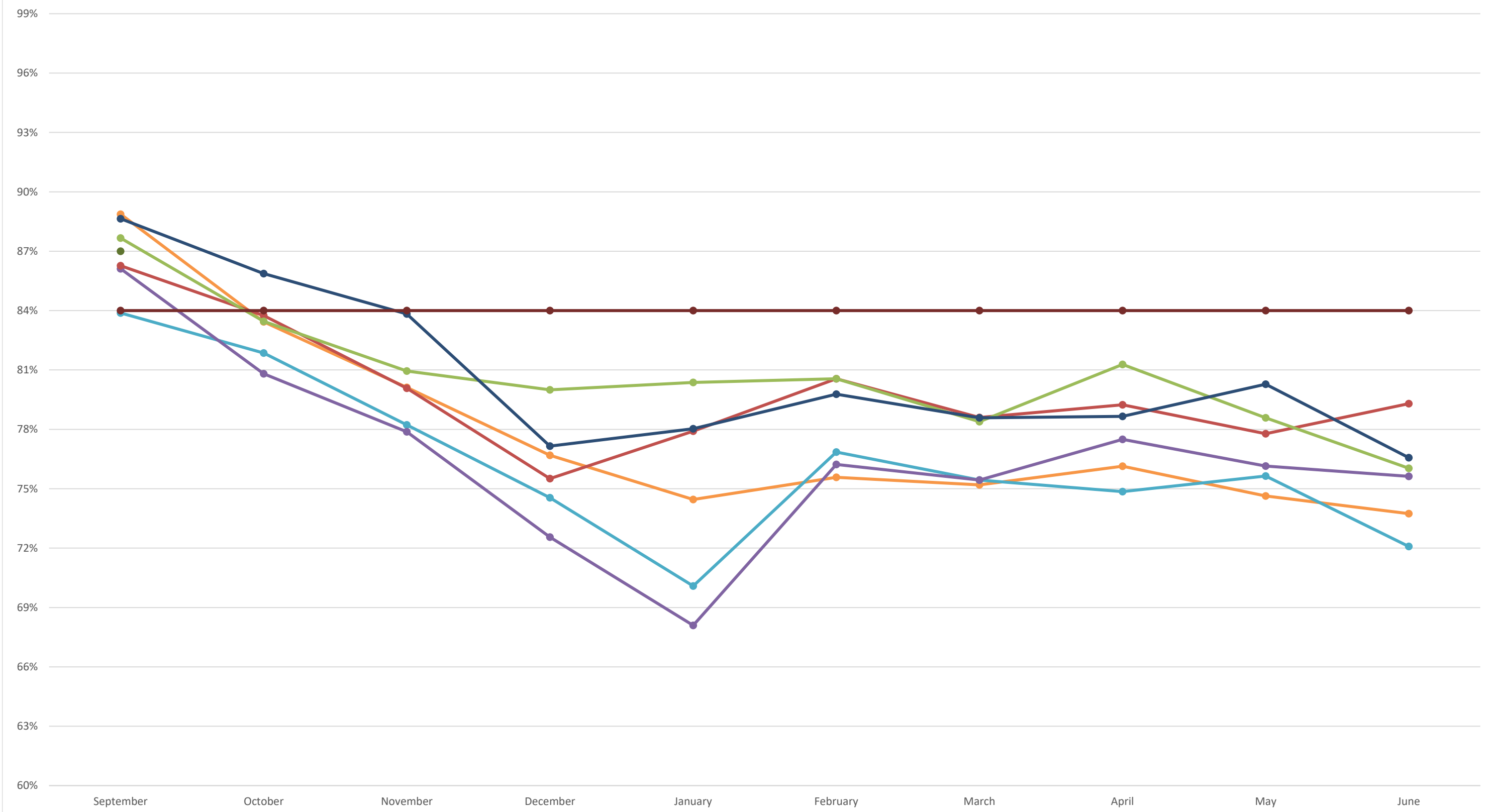
	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
September 2014	1347 (48%)	347 (12%)	470 (17%)	272 (10%)	149 (5%)	82 (3%)	146 (5%)	2807
September 2015	1445 (52%)	305 (11%)	450 (16%)	249 (9%)	127 (5%)	79 (3%)	116 (4%)	2771
September 2016	1169 (45%)	465 (18%)	468 (18%)	214 (8%)	113 (4%)	76 (3%)	85 (3%)	2590
September 2017	1016 (40%)	396 (16%)	568 (22%)	242 (10%)	117 (5%)	97 (4%)	93 (4%)	2529
October 2014	1168 (42%)	390 (14%)	496 (18%)	294 (10%)	170 (6%)	84 (3%)	204 (7%)	2806
October 2015	1229 (45%)	245 (9%)	516 (19%)	287 (10%)	152 (6%)	101 (4%)	228 (8%)	2758
October 2016	954 (37%)	416 (16%)	594 (23%)	259 (10%)	143 (6%)	84 (3%)	130 (5%)	2580
November 2014	793 (28%)	456 (16%)	579 (21%)	316 (11%)	235 (8%)	133 (5%)	271 (10%)	2783
November 2015	873 (32%)	399 (14%)	603 (22%)	303 (11%)	184 (7%)	121 (4%)	270 (10%)	2753
November 2016	955 (37%)	348 (14%)	522 (20%)	309 (12%)	173 (7%)	93 (4%)	172 (7%)	2572
December 2014	596 (21%)	439 (16%)	531 (19%)	355 (13%)	290 (10%)	161 (6%)	426 (15%)	2798
December 2015	895 (32%)	396 (14%)	478 (17%)	362 (13%)	212 (8%)	129 (5%)	283 (10%)	2755
December 2016	653 (25%)	362 (14%)	464 (18%)	327 (13%)	265 (10%)	164 (6%)	337 (13%)	2572
January 2015	902 (32%)	223 (8%)	529 (19%)	372 (13%)	249 (9%)	173 (6%)	338 (12%)	2798
January 2016	846 (31%)	402 (15%)	554 (20%)	305 (11%)	250 (9%)	128 (5%)	267 (10%)	2752
January 2017	672 (27%)	379 (15%)	528 (21%)	341 (14%)	214 (9%)	135 (5%)	231 (9%)	2500
February 2015	793 (29%)	430 (16%)	536 (19%)	350 (13%)	239 (9%)	174 (6%)	240 (9%)	2762
February 2016	909 (34%)	393 (15%)	527 (20%)	295 (11%)	228 (9%)	114 (4%)	200 (8%)	2666
February 2017	645 (26%)	382 (15%)	530 (21%)	325 (13%)	217 (9%)	177 (7%)	231 (9%)	2507
March 2015	873 (32%)	296 (11%)	569 (21%)	352 (13%)	225 (8%)	146 (5%)	296 (11%)	2557
March 2016	603 (23%)	424 (16%)	577 (22%)	395 (15%)	229 (9%)	178 (7%)	262 (10%)	2665
March 2017	667 (27%)	375 (15%)	455 (18%)	327 (13%)	208 (8%)	182 (7%)	287 (11%)	2501
April 2015	688 (25%)	443 (16%)	598 (22%)	306 (11%)	225 (8%)	152 (6%)	317 (12%)	2729
April 2016	653 (24%)	417 (16%)	573 (21%)	384 (14%)	228 (9%)	176 (7%)	242 (9%)	2673
April 2017	603 (24%)	404 (16%)	507 (20%)	363 (15%)	209 (8%)	154 (6%)	260 (10%)	2500
May 2015	880 (32%)	250 (9%)	542 (20%)	324 (12%)	226 (6%)	162 (6%)	364 (13%)	2748
May 2016	839 (36%)	200 (9%)	440 (19%)	294 (13%)	163 (7%)	103 (4%)	269 (12%)	2308
May 2017	894 (36%)	297 (12%)	470 (19%)	266 (11%)	173 (7%)	121 (5%)	273 (11%)	2494
June 2015	658 (23%)	373 (13%)	571 (20%)	321 (11%)	241 (9%)	171 (6%)	492 (17%)	2817
June 2016	745 (32%)	156 (7%)	388 (17%)	331 (14%)	195 (8%)	148 (6%)	341 (15%)	2304
June 2017	712 (29%)	173 (7%)	507 (20%)	346 (14%)	259 (10%)	167 (7%)	326 (13%)	2490

\*Does not include Outreach

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

NSD61 Division Attendance

2010-2011 2011-2012 2012-2013 2014-2015 2015-2016 2016-2017 2017 - 2018 2017- 2018 Target Line



Lois -

Sept. 2018

Thank you so much for the nomination for the "Friends of Education" award. We are so grateful for the partnership with Northland School Division and look forward to partnering for years to come in support of healthy schools.

Best,

Jenn Flynn