



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 18 – 02

AGENDA

Location: Radisson Hotel Edmonton South – Room: Terrace 6

Date & Time: January 26, 2017 – 11:00 a.m.

Note: If agenda is ahead of schedule, items will be moved up

Page No.

A. CALL TO ORDER (9:00 a.m. –11:00 a.m.)

1. Committee of the Whole
2. In-Camera

B. PUBLIC MEETING (11:00 a.m. - 4:30 p.m.)

1. Opening Cultural Reflection

C. GENERAL BUSINESS (11:00 a.m. – 11:10 a.m.)

1. Approval of Agenda
2. Approval of Minutes
 - 2.1 November 30, 2017 Meeting..... 3
 - 2.2 January 4, 2018 Special Meeting 12
3. Business Arising from Previous Meeting(s)
 - 3.1 Board Action Items 14

D. ACTION ITEMS (11:10 a.m. – 2:00 p.m.)

1. Policy 9, Board Representatives (Housekeeping) (M. Daniels) 16
2. Terms of Reference for Board Representatives (Housekeeping) (T. Rasmuson) 20
3. Policy 8, Board Committee (Housekeeping) (T. Rasmuson) 23
4. Policy 7, Schedule of Rates (1st Reading) (T. Rasmuson) 27
5. Policy 2, Appendix A Board Work Plan Motion to Remove as an Appendix to Policy 2 (T. Rasmuson) 31
6. Draft School Year Calendar (G. Atkinson)..... 32
7. Dr. Mary Jackson School Viability Report (G. Atkinson) 34
8. First Quarter Financial Statements (T. Rasmuson) 48
9. 2017-18 Corporate Board Meeting & Workshop Dates (M. Daniels/R. Anderson) 56
10. Crisis Response Protocol (G. Atkinson) 58
11. Regional Aboriginal Recognition Awards (RARA) (G. Atkinson) 60

E. DELEGATION - IN CAMERA (1:00 p.m. – 1:30 p.m.)

1. Public School Boards Association (Cathy Hogg, President and Mary Lynne Campbell, Executive Director)

F. REPORTS (2:00 p.m. – 3:00 p.m.)

1. Board Chair (2:00 p.m. – 2:15 p.m.) 61
 - 1.2 Board Expenses for the period ending December 31, 2017 62
 - 1.3 Trustee Calendar 64
 - 1.4 Board Work Plan 66
2. Superintendent (2:15 p.m. – 2:30 p.m.) 71
 - 2.1 Attendance Update 75
 - 2.2 Education Service Agreement
 - 2.2.1 Standards for Education Service Agreements 80
 - 2.2.2 Innovation in First Nations Education Grant Program 83
3. Monitoring Reports (Department) (2:30 p.m. - 15 minute each)
 - 3.1 Area 1 West Associate Superintendent Report (S. Willier) 88
4. Standing Committee
 - 4.1 (None)
5. Adhoc Committee
 - 5.1 Bargaining Committee – TEBA Update (J. Nokohoo)..... verbal



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F. REPORTS cont... (2:00 p.m. – 3:00 p.m.)

6. Association

6.1 ASBA Zone 1

6.2 ASBA Zone 2/3 (K. Telford)verbal

6.2 PSBAA

G. RECESS (3:00 p.m. – 3:15 p.m.)

H. TRUSTEE REPORTS (3:15 p.m. – 4:00 p.m.)

(Purpose: 2 minutes to share information: for example attendance at school council(s) meeting or representative meeting(s) the trustee has attended)

I. INFORMATION ITEMS (4:00 p.m. – 4:15 p.m.)

1. (None)

J. CLOSING CULTURAL REFLECTION (4:15 p.m.)

K. ADJOURNMENT & GOODBYES (4:30 p.m.)

*** Board Assessment Tool**

MINUTES OF THE NORTHLAND SCHOOL DIVISION
 NO. 61 BOARD OF TRUSTEES REGULAR MEETING
 ON NOVEMBER 30, 2017 AT THE RADISSON
 EDMONTON SOUTH HOTEL, TERRACE 3 IN
 EDMONTON, AB.

MEMBERSHIP		
✓	Maddy Daniels	• Chair Ward 1
x	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Vice-Chair Ward 3
✓	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
✓	Loretta Gladue	• Trustee Ward
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Gord Atkinson	• Superintendent of Schools
✓	Wes Oginiski	• Associate Superintendent of Human Resources
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Chair Daniels called the meeting to order at 8:35 a.m.

IN CAMERA
SESSION

24488/17 Trustee Lamouche moved that the meeting go in camera at 8:35 a.m.

10-0
CARRIED

REGULAR
SESSION

24489/17 Trustee Yellowknee moved that the meeting revert to regular session at 9:49 a.m.

10-0
CARRIED

While in camera legal and land were discussed.

RECESS

The meeting recessed at 9:49 a.m.
 The meeting reconvened at 10:14 a.m.

-
- OPENING
CULTURAL
REFLECTION**
- Trustee Shirley gave the opening cultural reflection.
- Chair Daniels, acknowledged that we are meeting on Treaty 6 land and the contribution of the Metis people.
- ADOPT AGENDA** 24490/17 Trustee Yellowknee moved that the Board of Trustees adopt the agenda as amended:
- Add items:
I. 6 – Community Based Training Program
- 10-0
CARRIED
- MINUTES
ORGANIZATIONAL
MEETING –
OCTOBER 26, 2017**
- 24491/17 Trustee Yellowknee moved that the Board of Trustees approve the October 26, 2017 Organizational Meeting minutes as presented.
- 10-0
CARRIED
- MINUTES
OCTOBER 26,
2017**
- 24492/17 Trustee Anderson moved that the Board of Trustees approve the October 26, 2017 Regular Board Meeting minutes as presented.
- 10-0
CARRIED
- MINUTES
NOVEMBER 23,
2017**
- 24493/17 Trustee Telford moved that the Board of Trustees approve the November 23, 2017 Special Board Meeting minutes as amended.
- 10-0
CARRIED
- OLD BUSINESS –
BOARD ACTION
ITEMS**
- 24494/17 Trustee Guild moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.
- 10-0
CARRIED
-

2016-2017 AERR
AND 2017-2020
EDUCATION PLAN

24495/17 Trustee Yellowknee moved that the Board of Trustees approve the 2016-2017 AERR and 2017-2020 Education Plan, as attached; and direct administration to email trustees the survey that is being sent to parents for information.

10-0
CARRIED

RECESS

The meeting recessed at 11:15 a.m.
The meeting reconvened at 11:25 a.m.

2016-2017
AUDITED
FINANCIAL
STATEMENTS

Jeff Alliston, Associate from Hawkings Epp Dumont attended the meeting at 11:15 am and presented and reviewed the 2016-17 Audit with the Board of Trustees.

24496/17 Trustee Yellowknee moved that the meeting go in camera at 11:50 am

10-0
CARRIED

24497/17 Trustee Yellowknee moved that the meeting revert to regular meeting at 11:55 a.m.

10-0
CARRIED

24498/17 Trustee Gladue moved that the Board of Trustees approve the 2016-2017 Audited Financial Statements, as attached; and direct administration to bring the Schroeder Rental Agreement to the January Board meeting.

10-0
CARRIED

RECESS

The meeting recessed for lunch at 12:01 p.m.
The meeting reconvened at 1:01 p.m.

**2017-2018 FALL
BUDGET**

Secretary-Treasurer Rasmuson presented the Fall Budget updates to the Board.

Trustee Lamouche left the meeting at 1:55 p.m.

- 24499/17 Trustee Yellowknee moved that the Board of Trustees approve the 2017-2018 Fall Budget, as amended and attached.

9-0
CARRIED

Trustee Lamouche rejoined the meeting at 1:57 p.m.

**DR. MARY
JACKSON SCHOOL
VIABILITY STUDY**

Superintendent Atkinson reviewed why administration is conducting a viability study on Dr. Mary Jackson School.

- 24500/17 Trustee Guild moved that the Board of Trustees receive as information, notice that the Superintendent is conducting a viability review on Dr. Mary Jackson School.

10-0
CARRIED

**2017-2021 BOARD
MEETING
SCHEDULE**

Chair Daniels presented to the Board a new schedule for the Corporate Board meetings. Trustees discussed the proposed dates.

Trustee Anderson left the meeting at 2:26 p.m.

- 24501/17 Trustee Guild moved that the Board of Trustees approve that the January Corporate Board meeting be moved to January 26, 2018 in Edmonton; and administration along in consultation with Board Chair Daniels and Vice-Chair Anderson draft a new Corporate Board Meeting schedule that will be brought to the January 26, 2017 Board meeting.

9-1
CARRIED

**POLICY 4 –
TRUSTEE CODE OF
CONDUCT**

Trustee Shirley left the meeting at 2:26 p.m.
Trustee Anderson rejoined the meeting at 2:26 p.m.

24502/17 Trustee Yellowknee moved that the Board of Trustees approve third and final reading of Policy 4 Trustee Code of Conduct, as attached.

9-0
CARRIED

**POLICY 2 – ROLE
OF THE BOARD**

24503/17 Trustee Yellowknee moved that the Board of Trustees approve the housekeeping change to Policy 2, Role of the Board, as attached.

9-0
CARRIED

**POLICY 2 –
APPENDIX A
BOARD WORK
PLAN**

24504/17 Trustee Yellowknee moved that the Board of Trustees approve the housekeeping change to Policy 2, Appendix A Board Work Plan, as attached.

9-0
CARRIED

Trustee Shirley rejoined the meeting at 2:30 p.m.

**POLICY 9 – BOARD
REPRESENTATIVES**

24505/17 Trustee Yellowknee moved that the Board of Trustees approve the housekeeping change to Policy 9, Board Representatives, as attached.

10-0
CARRIED

**POLICY 9 –
APPENDIX A
BOARD
REPRESENTATION
TO
ORGANIZATIONS**

24506/17 Trustee Guild moved that the Board of Trustees approve first reading to Policy 9, Appendix A, Board Representation to Organizations, as attached and amended.

10-0
CARRIED

Trustee Shirley left the meeting at 2:48 p.m.

24507/17 Trustee Yellowknee moved that the Board of Trustees approve second reading to Policy 9, Appendix A, Board Representation to Organizations, as attached; and direct administration to change Policy 9 to include the Chair and Vice-chair to sit as an ex-officio.

9-0
CARRIED

24508/17 Trustee Telford moved that the Board of Trustees approve third and final reading to Policy 9, Appendix A, Board Representation to Organizations, as attached.

9-0
CARRIED

Trustee Lamouche left the meeting at 2:49 p.m.
Trustee Shirley rejoined the meeting at 2:50 p.m.
Trustee Lamouche rejoined the meeting at 2:51 p.m.

**TERMS OF
REFERENCE FOR
BOARD
REPRESENTATION**

Byers, Consultant to the Board discussed with Trustees the rationale behind drafting the Terms of Reference for Board Representation.

Trustee Gladue left the meeting at 2:54 p.m.
Trustee Gladue rejoined the meeting at 2:59 p.m.

24509/17 Trustee Guild moved that the Board of Trustees approve the Terms of Reference for Board Representation, as amended; and direct administration to provide trustees with a template for reporting to the Board; and send a letter to the organizations listed in Policy 9, Appendix A introducing the trustee representative.

9-1
CARRIED

RECESS

The meeting recessed at 3:03 p.m.
The meeting reconvened at 3:22 p.m.

24510/17 Trustee Telford moved that the Board of Trustees approve that the Board Chair and Vice-Chair shall attend meetings of organizations as outlined in Policy 9, as requested.

10-0
CARRIED

**BOARD CHAIR
REPORT**

Chair Daniels presented her report to the Board as information. Chair Daniels reported on the Engagement Session that was attended by herself and Trustees Shirley and Lamouche on November 9, the PSBAA meeting held November 14-17 the ASBA FGM held November 19-22 and the Board Workshop held on November 23, 2017.

24511/17 Trustee Yellowknee moved that the Board of Trustees accept as information the Board Chair Report as presented and attached.

10-0
CARRIED

**SUPERINTENDENT'S
REPORT**

Superintendent Atkinson presented his report to the Board as information. Highlights Superintendent Atkinson reported on include the speakers at the ASBA FGM held November 19-22, and the October 2017 overall attendance seen the best attendance rate over the last 4 years.

24512/17 Trustee Yellowknee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

10-0
CARRIED

**MONITORING
REPORTS –
MAINTENANCE
DEPARTMENT**

Superintendent Atkinson and Secretary-Treasurer presented the Facilities – Year in Review 2016/17 School Year Presentation to the Board on behalf of David Cox, Division Facilities Manager.

24513/17 Trustee Gladue moved that the Board of Trustees accept as information the Facilities – Year in Review 2016/17 School Year Presentation as presented and attached.

10-0
CARRIED

**ADHOC
COMMITTEE –
BARGAINING
COMMITTEE –
TEBA UPDATE**

Chair Daniels announced that she is stepping down from the Bargaining Committee and Trustee Nokohoo has been appointed as the Teachers' Employer Bargaining Association (TEBA) Representative.

**ASSOCIATION
REPORTS**

Chair Daniels provided a verbal update as part of her Board Chair Report on the PSBAA AGM held in Edmonton from November 15 – 17, 2017.

Trustee Anderson left the meeting at 4:17 p.m.
Trustee Anderson rejoined the meeting at 4:19 p.m.

**INFORMATION
ITEMS**

24514/17 Trustee Yellowknee moved that the Board of Trustees moved that the Board of Trustees receive the following Reports for Information items:

- Class Improvement
- Administrative Procedures (162, 515, 515 App B)
- Treaty 8 Annual Christmas Gala
- Treaty 8 Education Symposium 2018
- ASBA New Trustee Orientation Part 2
- Community Based Training Program

10-0
CARRIED

24515/17 Trustee Yellowknee moved that the Board of Trustees attend the Treaty 8 Education Symposium 2018 from January 11 & 12, 2018 in Edmonton; and the New Trustee Orientation Part II from November 14 to 16, 2017 and will advise Executive Secretary, Melanie Mantai of their attendance.

10-0
CARRIED

CLOSING CULTURAL
REFLECTION

Trustee Shirley gave the closing cultural reflection.

ADJOURN

24516/17 Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 4:25 p.m.

10-0
CARRIED

Maddy Daniels, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON JANUARY 4, 2018 HELD IN THE PROVINCE OF ALBERTA BY TELECONFERENCE.

ATTENDANCE		
✓	Maddy Daniels	• Chair Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
x	Randy Anderson	• Vice-Chair Ward 3
✓	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
✓	Loretta Gladue	• Trustee Ward 8
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
x	Gord Atkinson	• Superintendent of Schools
✓	Wes Oginiski	• Associate Superintendent of Human Resources
✓	Trudy Rasmuson	• Secretary-Treasurer
x	Curtis Walty	• Communications Coordinator
x	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Chair Daniels called the meeting to order at 10:06 a.m.

ADOPT AGENDA

24517/18 Trustee Yellowknee moved that the Board of Trustees adopt the agenda as presented.

10-0
CARRIED

APPOINTMENT OF TEBA REPRESENTATIVE

24518/18 Trustee Guild moved that the Board of Trustees appoint Jules Nokohoo, Ward 10 Trustee as the Teachers' Employer Bargaining Association (TEBA) Representative, effective immediately.

10-0
CARRIED

ADJOURN

24519/18 Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 10:08 a.m.

10-0
CARRIED

Maddy Daniels, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary, Finance

DRAFT



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES
SUBMITTED BY: Gord Atkinson, Superintendent of Schools
SUBJECT: Board Action Items
ORIGINATOR: Board of Trustees
REFERENCE(S) & Board Action Items
ATTACHMENTS: Policy 7 - Board Governance and Opeations

DATE: January 26, 2018

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:

ACTION ITEMS

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	11/30/2017	Melanie	TERMS OF REFERENCE FOR BOARD REPRESENTATION	Administration to provide trustees with a template for reporting to the board; and send a letter to the organizations listed in Policy 9, Appendix A introducing the trustee representative.	1/26/2017	Complete	Letter sent to organizations December 12 and template sent to Trustees December 13.
Board	11/30/2017	Trudy	POLICY 9 – APPENDIX A BOARD REPRESENTATION TO ORGANIZATIONS	Administration to change policy 9 to include the Chair and Vice-chair to sit as an ex-officio.	1/26/2017	Complete	Recommending a change to Policy 9: 2.3.2 In the event that the designated Trustee or alternate is unable to make the meeting, then the Board Chair or designate shall attend the meeting.
Board	11/30/2017	Trudy	2016-2017 AUDITED FINANCIAL STATEMENTS	Administration to bring the Schroeder Rental Agreement to the January Board meeting.	1/26/2017	Complete	This item will be discussed at the January 26, 2018 in-camera session of the Board meeting.
Board	11/30/2017	Gord	2016-2017 AERR AND 2017-2020 EDUCATION PLAN	Administration to email trustees the survey that is being sent to parents for information.	1/26/2017	Complete	Krystal emailed Trustees the sample survey at the November 30 Board meeting.
Board	10/12/2017	Gord/ Trudy	Bigstone Education Authority - MOU	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	10/26/2017	Gord/ Maddy/ Randy	Board Dates & Locations	Chair and Vice-Chair will draft a schedule to include a rotation of ward locations and will bring this schedule to the November 30, 2017 Board meeting.	1/26/2017 11/21/2017	Complete	



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** January 26, 2018

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Policy 9, Board Representatives

ORIGINATOR: Administration

REFERENCE(S) & Northland School Division Act (Section 5(2))

ATTACHMENTS: Policy 9, Board Representatives

RECOMMENDATION:

THAT the Board of Trustees approve the houskeeping change to Policy 9, Board Representatives, as attached.

BACKGROUND:

At the November 30, 2017 Corporate Board meeting, Chair Daniels directed administration to add a clause making the Board Chair or designate able to attend a meeting if the designated trustee is unable to attend.

RISK ANALYSIS:

Policy 9**BOARD REPRESENTATIVES**

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

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

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

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

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

1. Alberta School Boards Association (ASBA) Zone Meetings

Purpose of the Association Zones

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

1.2 Powers and Duties of the Board Representative

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

1.3 Representation

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

1.4 Meetings

- 1.4.1 As called by ASBA Zone.

2. Organizations the Board determines it is important to have a strong partnership with, as per Policy 9, Appendix A – Board Representation to Organizations.
 - 2.1 Purpose of the Liaison
 - 2.1.1 To explore and/or strengthen partnership opportunities/challenges.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Meet with organization representatives to:
 - 2.2.1.1 Explore ways to ensure/enhance student success.
 - 2.2.1.2 Share successes.
 - 2.2.1.3 Ensure effective two-way communication.
 - 2.2.1.4 Build relationships.
 - 2.2.2 Represent the Board's positions and interests at meetings.
 - 2.3 Representation
 - 2.3.1 One trustee; one alternate per organization.
 - 2.3.2 **In the event that designated Trustee or alternate is unable to make the meeting, then the Board Chair or designate shall attend the meeting.**
 - 2.4 Meetings
 - 2.4.1 At least one (1) time per term.
3. Public School Boards' Association of Alberta (PSBAA) Council
 - 3.1 Purpose of the Association Council
 - 3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice, to address public school education issues on a provincial level to effect change and improvement.
 - 3.2 Powers and Duties of the Board Representative
 - 3.2.1 Attend PSBAA Council meetings as required.
 - 3.2.2 Represent the Board's positions and interests at PSBAA Council meetings.
 - 3.2.3 Communicate to the Board the work of PSBAA Council.
 - 3.2.4 Build relationships.
 - 3.3 Representation
 - 3.3.1 One (1) trustee; one (1) alternate.
 - 3.4 Meetings
 - 3.4.1 As called by PSBAA Council.

4. ~~Second Languages Caucus~~

4.1 ~~Purpose of the Second Languages Caucus~~

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

4.2 ~~Powers and Duties of the Board Representative~~

~~4.2.1 Attend Second Languages Caucus meetings.~~

~~4.2.2 Represent the Board's positions and interests at Caucus meetings.~~

~~4.2.3 Communicate to the Board the Caucus meeting proceedings.~~

~~4.2.4 Build relationships.~~

4.3 Representation

~~4.3.1 One (1) trustee; one (1) alternate.~~

4.4 Meetings

~~4.4.1 Twice per year, during ASBA FGM and SGM, as called by the Caucus Chair.~~

Legal Reference: Section 61, 68 School Act
[Policy 9, Appendix A Board Representation to Organizations](#)
[Terms of Reference Board Representation](#)



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** January 26, 2018

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Terms of Reference for Board Representative

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Northland School Division Act (Section 5(2))
Policy 9, Board Representatives
Policy 9 Appendix A Board Representation to Organizations

RECOMMENDATION:

THAT the Board of Trustees approve the the Terms of Reference for Board Representation, as attached.

BACKGROUND:

The changes to the Terms of Reference were made to make it clearer the number of times a trustee is to meet with an organization that they are a representative to as per Policy 9, Appendix A.

RISK ANALYSIS:

-
1. **Name of Committee:** Trustee Representation to Organizations (Policy 9)
 2. **Purpose:** To facilitate exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and the organization to further student success.
 3. **Appointment Process & Membership:**
 - a. Representatives will be appointed at the annual board organization meeting.
 - b. The board will review the list of organizations to determine if they still wish to appoint a representative to that organization.
 - c. A trustee representative and an alternate shall be appointed to each organization. The alternate will attend in the absence of the representative.
 4. **Scope of Responsibilities & Authority:**
 - a. Arrange to meet with an organization at least once per term. Administration will assist with arranging a meeting if the trustee requests.
 - b. Meet/talk with organization and/or their representatives to explore ways to ensure/enhance student success and strengthen the partnership, for example:
 - i. Discuss ways the organization might want to be involved in the education of their children with Northland.
 - ii. Explore ways to increase meaningful parent and community involvement in education as this is a number one factor in student success.
 - iii. Share successes and happenings in schools and Northland.
 - iv. Discuss best ways to ensure effective two-way communication.
 - v. Build relationships.
 - c. Appraise the board chair and superintendent of any upcoming meetings.
 - d. Represent the board's positions and interests.
 5. **Scope of Authority:**
 - a. Represent the board's positions and interests.
 - b. Each trustee shall meet with the organizations the trustee is appointed to as the board representative at least once per term.**
 - a.c. Each trustee may also attend meetings or functions of any organization identified under Policy 9 to a total of five (5) per year (i.e. not five (5) per organization).**
 - ~~b. Meet with organizations the trustee is appointed as board representative to at least twice per term.~~
 - ~~c.d. Meet and/or attend functions of organizations identified under Policy 9, section 2 a maximum of five (5) times per year.~~
 6. **Frequency of Meetings:**
 - a. At least one face to face meeting per term.

-
- b. May be additional meetings and/or phone discussions depending on each organization and initiatives being developed or underway.
 - c. Additional meetings should be with the approval of the chair and with budget considered.

 - d. Responsibility to ensure meetings are in a cost effective manner, for example:
 - i. Telephone call to touch base, follow-up, etc. versus a meeting;
 - ii. An area meeting with a number of organizations and trustees in attendance;
 - iii. Meet in Edmonton with all MLA's in conjunction with a board meeting or other function board is already attending.
7. **Meeting Process:** Role of trustee representative will need to be determined with each organization for each meeting and should be discussed in the process of setting up the meeting (e.g. provide a presentation at their meeting; host a meeting; etc.).
8. **Access to Management/Outside Expertise:**
- a. Administrative support will be provided to trustee representatives for their meetings with organizations, when requested.
 - b. Access to outside expertise will require board or administration approval depending on expertise required and budgetary considerations.
9. **Reporting to Board:**
- a. Trustee representative shall provide a report to the board following each meeting with an organization.
 - b. Report may be in-camera depending on the nature of the information.
10. **Remuneration:** As per Board Budget and Policy 7, Appendix A Schedule of Rates.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

SUBMITTED BY: Trudy Rasmuson, Secretary Treasurer

SUBJECT: Policy 8, Board Committees

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Section 61(1) *School Act*
Collective Agreement
Policy 8 Board Committees

Date: January 26, 2018

RECOMMENDATION:

THAT the Board of Trustees approve housekeeping changes to Policy 8, Board Committees, as attached.

BACKGROUND:

Lois Byers, Board Advisor worked with Chair Daniels, Trustees Guild, Lamouche, Telford, Wanyandie and Superintendent Atkinson to make the changes to Policy 8, which defines the process in a clearer method for the expectations of the Student Expulsion Committee.

RISK ANALYSIS:

Policy 8**BOARD COMMITTEES**

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

General Specifications

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

Standing Committees

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

1. Agenda Review Committee**1.1 Purpose**

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

1.2 Powers and Duties

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

1.3 Membership

- 1.3.1 Board Chair.
- 1.3.2 Vice-Chair
- 1.3.3 One (1) trustee on a rotational basis.

1.3.4 Superintendent and/or designate(s).

1.4 Meetings

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

2. Board Committee of the Whole

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

2.1 Purpose

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

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

2.2 Powers and Duties

2.2.1 Make recommendations for agenda items for subsequent Board meetings.

2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

3. Student Expulsion Committee

3.1 Purpose

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

3.2 Powers and Duties

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

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

3.2.3 Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.

3.3 Membership

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

3.3.1.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.

3.3.1.2 The trustee for the ward the student attends school in shall

be given the opportunity to sit on the expulsion committee.

3.3.1.3 The Board Chair shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.

3.3.2 Superintendent and/or designate(s) as a resource person to the Board.

3.4 Meetings

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

Ad Hoc Committees

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

Resource Personnel

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

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act
Collective Agreement
Policy 8, Appendix A



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

SUBMITTED BY: Trudy Rasmuson, Secretary Treasurer

SUBJECT: Policy 7, Appendix A Schedule of Rates

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Policy 7, Appendix A Schedule of Rates

Date: January 26, 2018

RECOMMENDATION:

THAT the Board of Trustees approve the housekeeping change to Policy 7, Appendix A Schedule of Rates, as attached.

BACKGROUND:

The changes in this policy reflect inflation costs.

RISK ANALYSIS:

Policy 7 – Appendix 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.

COMPENSATION	HONORARIA
1. Board Meetings: <ul style="list-style-type: none"> ● Board Chair (per day) ● Trustee (per day) ● Elder (only when Elder has been invited to attend a School Council/ Council of School Council/ Ward Council and Board meeting). 	\$250.00 \$200.00 \$200.00 per diem
2. Committee Work: <ul style="list-style-type: none"> ● 1.0 day (4-8 hours) ● .5 day (2-4 hours) ● .25 day (less than 2 hours) 	\$200.00 \$100.00 \$50.00
3. Convention Days (per day)	\$200.00
<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 annually 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>	
EXPENSES	AMOUNT
1. Travel	\$0.51/km
2. Regular Meal Rate: *(The Division <u>will not</u> reimburse for the purchase of any alcohol) <ul style="list-style-type: none"> Breakfast Lunch Dinner 	\$15.00 \$15.00 \$20.00 \$20.00 \$30.00
3. Accommodation: (receipts required) Without Receipts *	\$40.00

* The purpose of this amount is to reimburse claimants for expenses incurred when staying at friends or relatives when away from home.

3. 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:

- 3.1 149 km – no travel day
- 3.2 150–399 km – 1/2 travel day
- 3.3 400+ – 1 travel day

4. In cases where the Trustee comes to the location of the Board 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: unless the trustee was ill or a family emergency prevented the trustee from attending.

5. Benefits

- 5.1 **Blanket Life Insurance will be available for trustees, provided through ASEBP at no cost to trustees.**
- 5.2 **Benefits the same as the non-teaching staff group and the cost to the trustees as the non-teaching group.**



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **Date:** January 26, 2018

SUBMITTED BY: Trudy Rasmuson, Secretary Treasurer

SUBJECT: Policy 2, Appendix A Board Work Plan – Motion to Remove from Policy

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Policy 2, Appendix A Board Work Plan

RECOMMENDATION:

THAT the Board of Trustees approve that the Board Work Plan be removed as an appendix to Policy 2.

BACKGROUND:

The Board Work Plan is a 'living' document and therefore requires constant change to ensure it is working properly, because it is in policy it requires a board motion for every change. Taking it out of policy allows for the changes required to happen as needed. This document will still be kept on the website as information.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: DRAFT 2018-2019 School Year Calendar

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Draft 2018-2019 School Year Calendar

Date: January 26, 2018

RECOMMENDATION:

THAT the Board of Trustees receive as information the Northland School Division 2018-2019 Draft School Year Calendar, as attached.

BACKGROUND:

As per items 1.10 in the Board Work Plan, administration is required to bring a draft calendar to the Board for review and discussion in January. The final draft of the school year calendar will be brought to the March Corporate Board meeting for approval.

RISK ANALYSIS:



Northland School Division No.61 2018-2019 SCHOOL YEAR CALENDAR



2018

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13: Executive Leadership Meeting
 20: New Principal's Meeting
 21-23: New Teacher Orientation
 22-23: Administrators' Meeting
 29: Local Northland Day
 27-31: Organizational Days

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3: Labor Day
 4: First Day Students

October

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5: Division PD
 8: Thanksgiving Day
 10-11: Administrators' Meeting

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1: Metis Settlement Proclamation Day
 2: Northland Family Day
 11: Remembrance Day
 12: Remembrance Day in lieu

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31: Christmas Break

2019

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: New Year's Day
 1-4: Christmas Break
 7: Students Return

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

11-15: Winter Break (for Students)
 11: Parent/Teacher in lieu
 12: Administrators' Meeting
 12: Teacher Travel day
 13: Northland PD
 14-15: Teachers' Convention
 18: Family Day

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15: Division PD

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-5: Spring Break
 19: Good Friday
 22: Easter Monday

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15-16: Administrators' Meeting
 20: Victoria Day

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7: Treaty Day/Farmer's Day
 27: Last Day Students
 28: Organizational Day

Legend

	Organizational
	Non-Operational

NOTE: Schools will follow common Christmas and Easter holiday breaks; however to align holidays with neighboring jurisdictions some exceptions will be made on a case by case basis. There is an expectation that schools will organize Community Engagement Events. Minimum Hours of Instruction: Elementary (1-9) = 950 hours; High School = 1000 hours.

182 Instructional Days (Green)
13 Organizational + 182 instructional = 195 Operational Days
From Instructional days please assign in your calendar:

- 4 Local PD Days
- 2 Division PD – (Oct 5, 2018 and March 15, 2019)
- 1 Northland Family Day (Nov 2, 2018)
- 3 Local Family Days
- 1 Day-in-Lieu for Parent/Teacher Interviews (Feb 11, 2019)
- Up to the equivalent of 5 days (or 1 half-day early dismissal per month) for PLCs when deemed appropriate. PLEASE DO NOT deduct early dismissal time for PLC and staff meetings from the 175 days in the large org calendar. Please record any early dismissal hours in the text box below the calendar.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** January 26, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Dr. Mary Jackson School Viability Study

ORIGINATOR: Administration

REFERENCE(S) & Policy 15, Section 2

ATTACHMENTS: Viability Study for Dr. Mary Jackson School

RECOMMENDATION:

THAT the Board of Trustees receive as information the Dr. Mary Jackson School Viability Study, as attached.

BACKGROUND:

At the November 30, 2017 Corporate Board meeting, Superintendent Atkinson reviewed the low enrollment at Dr. Mary Jackson School, Atkinson gave notice that a viability study was being conducted and would be brought to the January Corporate Board meeting to determine if further action needs to be taken on the matter of closure.

RISK ANALYSIS:

Dr. Mary Jackson School Viability Report

January 26, 2018



Prepared by:

Gord Atkinson
Superintendent of Schools

Shelley Willier
Associate Superintendent Area 1

Trudy Rasmusson
Secretary Treasurer

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Purpose Statement

This report is intended to collect information regarding the viability of Dr. Mary Jackson School in Keg River. The report was generated as per Policy 15 Item 2.

The report is formatted to match the requirements of

Alberta Education School Act Sections 45, 58, 60, 113, 200, 201, 271

Alberta Education Regulation 257/2003

Northland School Division Policy 15 School Closure

Background Information

Dr. Mary Jackson School is located in Keg River Alberta. The hamlet of Keg River is located within the County of Northern Lights west of Highway 35, midway between Manning to the south and High Level to the north. Driving distances from the community are:

- Keg River to Paddle Prairie: 37 km
- Keg River to Carcajou: 56 km

The school vision statement is:

Dr. Mary Jackson School and the School Council continue to work with the community stakeholders to focus on providing students with an environment that fosters growth and learning, and equips them with the tools necessary to achieve their goals.

The school mission statement is:

“The sky’s the limit” – this slogan lies at the heart of our commitment to life-long learning and success for every student. We promote:

- love for learning
- pride in self and community
- literacy
- citizenship
- elementary and high school completion

Data

Teachers	2
Support Staff	6.2
School Council Members	5

Students

ECS	2
1 - 9	10
Flex Learners	5

The school was opened in 1964. The student capacity of the school is 113.
Community Population: approximately 100.

Rationale

As per Northland School Division #61 policy 15 the report is prepared to articles 3.1, 3.2 in current policy, which reads -

- 3.1 Unnecessary costs are incurred by the Board in maintaining the school and educational program.
- 3.2 The ability to provide an adequate educational program to the students in attendance.

Analysis

- 4.1 The consideration factors precipitating the proposed school closure;

The consideration factors triggering this report are items outlined above in the rationale section. The viability study was done to determine whether or not the costs to operate the program are effective and sustainable, and whether or not the school division can provide an adequate educational program at the school.

- 4.2 How the closure would affect the attendance area defined for that school;
The attendance area defined for this school is the Dr. Mary Jackson School attendance area as per the map attached in Appendix 1. Students who currently

attend Dr. Mary Jackson would be assigned to attend Paddle Prairie School and transportation zones and school boundaries would be adjusted accordingly.

4.3 How the closure would affect the attendance at other schools;

Closure of Dr. Mary Jackson School will have a small impact on Paddle Prairie School. Paddle Prairie School is 37 kms from Dr. Mary Jackson School. Students will be bussed to Paddle Prairie. A few students live in the Carcajou area which is 56 kms to Paddle Prairie.

4.4 Information on the Board's long-range capital plan;

- The school was opened in 1964.
- The building and grounds are in reasonable condition, and could remain in service as a school for the foreseeable future.
- There are no current plans to modernize or update the school in the current capital plan.

Alternative uses or next steps for the facility will need to be determined. See Article 4.11

4.5 The number of students who would need to be relocated as a result of the closure;

17

4.6 The need for, and extent of, busing;

Students would be bussed to Paddle Prairie to attend Paddle Prairie School. Northland School Division will operate the bus service. The approximate ride time for all students is 40 minutes one way. Routes will be planned after the Board makes a final decision.

4.7 Program implications for other schools and for the students when they are attending other schools;

The absorption of 17 students should not significantly impact Paddle Prairie School's educational programming. The Area 1 Associate Superintendent and Paddle Prairie Principal would use the school organization plan and education delivery plan to determine the most effective deployment of resources for the 2018 - 2019 school year.

4.8 The educational and financial impact of closing the school, including the effect on operational costs and capital implications;

The educational impact on students would be that some younger students would now be riding a bus to school which may be close to 80 minutes round trip. For young students this can have a negative impact as they are not used to this type of daily commute. While not preferred, this is within tolerable limits given that many other similar aged children have similar ride times in the province.

The Principal of the school reports that it is very difficult to be a teacher in the school and carry out all Principal duties at the same time. Administrative duties are time consuming and regardless of the number of students in the school some duties do not reduce in scope. At least .25 time must be given to teachers to be Principals and adequately cover all duties. In the case of Dr. Mary Jackson School, with 12 students (not including flex learners), .25 administrative time is not financially viable. The financial analysis is prepared in item 4.9

If the school were closed the Board would need to consider alternatives for the use of the building or transferring the building to the community. See item 4.11

4.9 The educational and financial impact if the school were to remain open;

If the school were to remain open the current students would continue to be serviced with the quality of education and educational opportunity that Dr. Mary Jackson School provides. Northland School Division operates an adequate educational program in Dr. Mary Jackson School.

Data values for education results, as attached in Appendix 2, have been suppressed as the number of students reported is fewer than 6. Within the *Combined 2017 Accountability Summary*, results were reported for 6 out of 16 measures. Measure for evaluations for achievement read as:

Safe and Caring - Low	Education Quality - Low
PAT Acceptable - Very Low	PAT Excellence - Very Low
Citizenship - High	School Improvement - Very High

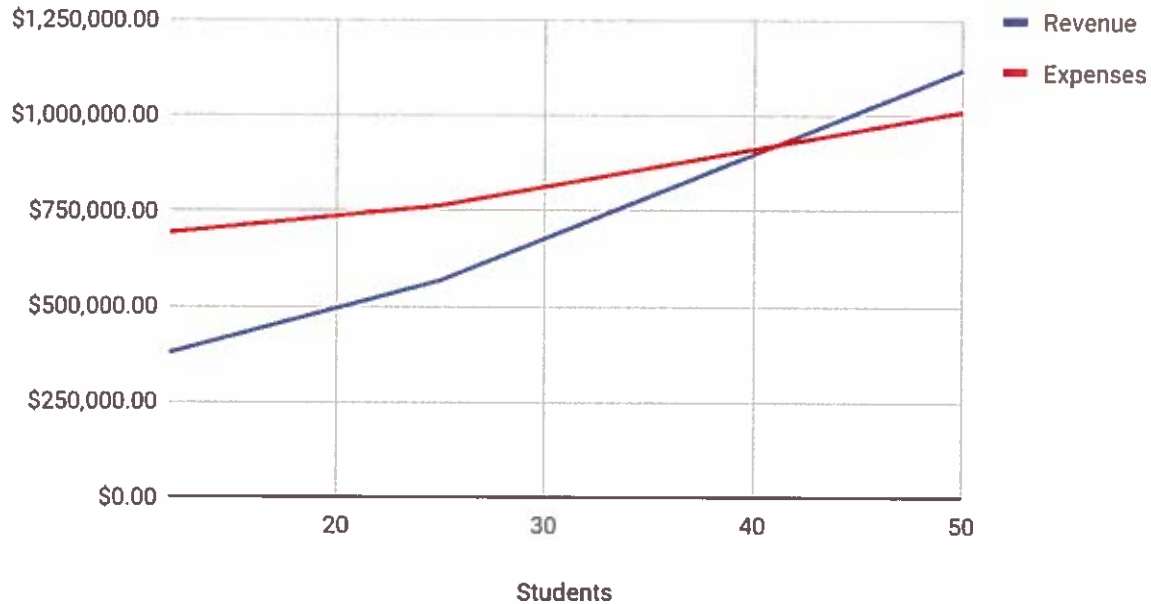
The financial analysis below reports a -\$384,464.50 net operating deficit. If the school were to continue in operation and no new students were to attend this deficit would continue. The current cost per student is \$45,034.00 as compared to the division funding average of \$21,421.00. There is an economy of scale factor if more students were to attend the school. The approximate breakeven point for the school is 41 students

Dr. Mary Jackson Financial Analysis

DMJ School				
Financial Analysis				
January 2018				
			16-17	17-18
Enrollment				
ECS			3	3
1- 12			23	12
Flex Learners			1	5
Rate			\$19,979.00	\$21,421.00
Revenue				
ECS			\$29,968.50	\$32,131.50
1 - 9			\$459,517.00	\$257,052.00
Flex Learners				\$18,750.00
Total			\$489,485.50	\$307,933.50
Expenses				
Instruction and Supplies			\$423,359.00	\$377,398.00
Maintenance			\$150,000.00	\$161,000.00
School Council			\$7,280.00	\$2,000.00
Transportation			\$133,046.00	\$107,000.00
Food Services			\$43,025.00	\$45,000.00
Total Expenses			\$756,710.00	\$692,398.00
Deficit			-\$267,224.50	-\$384,464.50

Chart 1. Dr. Mary Jackson Viability Analysis

Viability Analysis Dr. Mary Jackson School



Variable expenses include instruction and supplies, food services, transportation.
Fixed expenses includes maintenance.

- 4.10 The capital needs of the schools that may have increased enrolment as a result of the closure;

There are no anticipated capital needs at the Paddle Prairie School who would receive Dr. Mary Jackson School students.

- 4.11 Possible uses of the school building or space if the entire school is being closed, or three (3) or more consecutive grades in the school are being closed entirely.

No anticipated possible uses of the school are under consideration at this time.
Alternatives for the use of the facility could be:

4.11.1 Turn the facility to Keg River community for their use as they see fit.

4.11.2 Create an outdoor education campus for area school division and community use

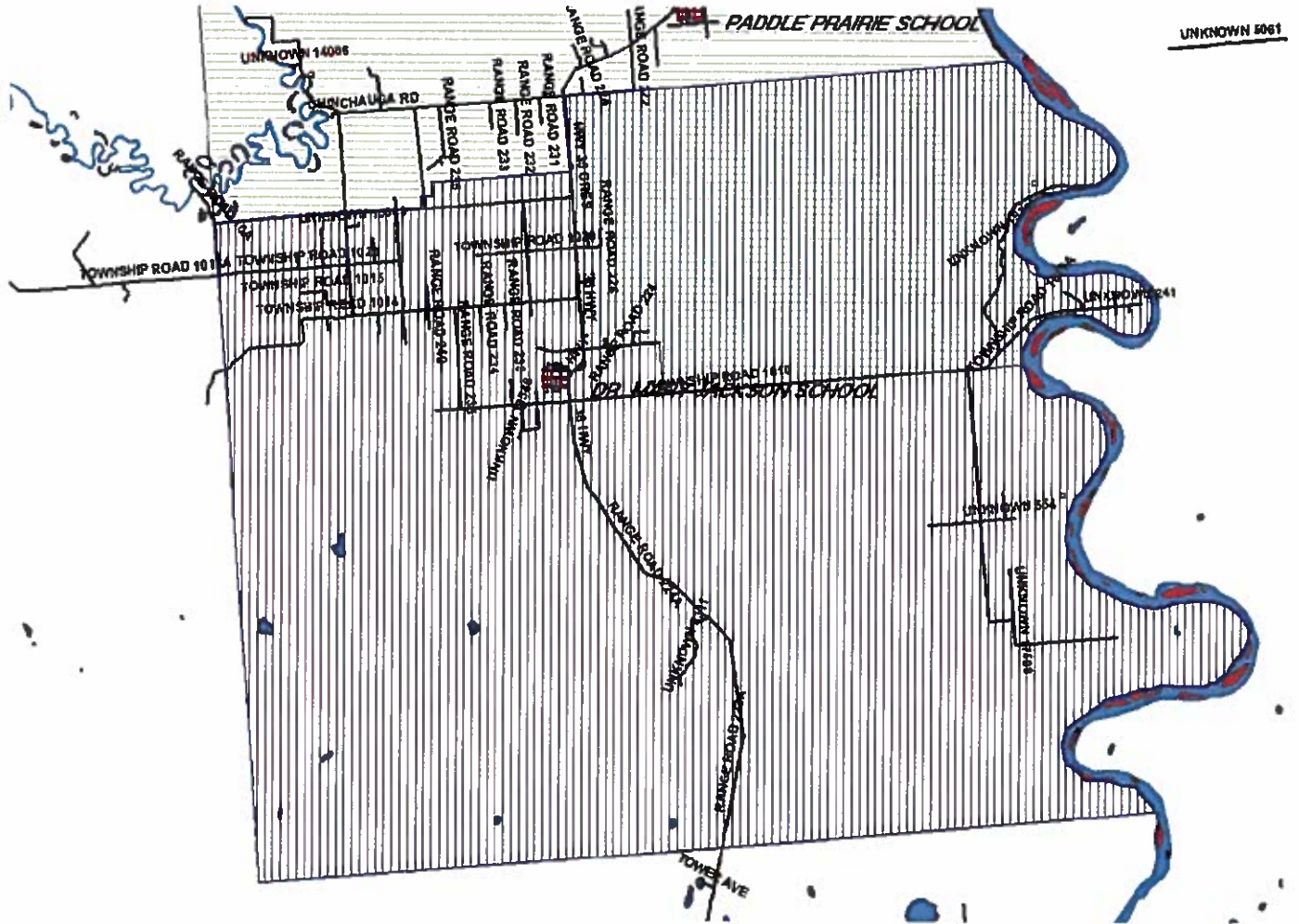
4.11.3 Other?

School Closure Timeline

January 26, 2018	Notice of Motion - Proposed School Closure Dr. Mary Jackson School K-12 School closure decision May 25, 2018
February 9, 2018	Written notification to parents of Dr. Mary Jackson School
February 12, 2018	Public notification process
March 15, 2018	Public meeting - proposed school closure
March 22, 2018	Minutes from public meeting posted
April 16, 2018	Deadline for written submissions
May 25, 2018	Regular Board Meeting
May 25, 2018	School closure decision

Appendix 1 Dr. Mary Jackson School and Paddle Prairie School Attendance Area Maps

Dr. Mary Jackson



Paddle Prairie

Appendix 2 2016-2017 Education Results

PAT Results Course By Course Summary By Enrolled With Measure Evaluation

		Dr Mary Jackson School						Alberta				
		Achievement	Improvement	Overall	2017		Prev 3 Year Average		2017		Prev 3 Year Average	
Course	Measure				N	%	N	%	N	%	N	%
English Language Arts 8	Acceptable Standard	*	*	*	4	*	n/a	n/a	49,572	82.5	46,989	82.5
	Standard of Excellence	*	*	*	4	*	n/a	n/a	49,572	18.9	46,989	19.2
Mathematics 8	Acceptable Standard	*	*	*	4	*	n/a	n/a	49,507	69.4	46,906	73.0
	Standard of Excellence	*	*	*	4	*	n/a	n/a	49,507	12.6	46,906	14.5
Science 8	Acceptable Standard	*	*	*	4	*	n/a	n/a	49,501	76.9	46,914	76.7
	Standard of Excellence	*	*	*	4	*	n/a	n/a	49,501	29.0	46,914	25.8
Social Studies 8	Acceptable Standard	*	*	*	4	*	n/a	n/a	49,485	72.9	46,903	70.5
	Standard of Excellence	*	*	*	4	*	n/a	n/a	49,485	21.7	46,903	18.9
English Language Arts 9	Acceptable Standard	*	*	*	4	*	n/a	n/a	45,487	76.8	43,746	76.3
	Standard of Excellence	*	*	*	4	*	n/a	n/a	45,487	14.9	43,746	14.9
Mathematics 9	Acceptable Standard	*	*	*	4	*	n/a	n/a	45,020	67.2	43,295	66.7
	Standard of Excellence	*	*	*	4	*	n/a	n/a	45,020	19.0	43,295	17.6
Science 9	Acceptable Standard	*	*	*	4	*	n/a	n/a	45,445	74.0	43,808	73.8
	Standard of Excellence	*	*	*	4	*	n/a	n/a	45,445	21.4	43,808	22.4
Social Studies 9	Acceptable Standard	*	*	*	4	*	n/a	n/a	45,484	67.0	43,722	65.1
	Standard of Excellence	*	*	*	4	*	n/a	n/a	45,484	20.2	43,722	19.2

Notes:

1. Data values have been suppressed where the number of respondents/students is fewer than 6. Suppression is marked with an asterisk (*).
2. Achievement Evaluation is not calculated for courses that do not have sufficient data available, either due to too few jurisdictions offering the course or because of changes in tests.
3. Participation in Provincial Achievement Tests was impacted by the flooding in June 2013 (Grade 9 only) and by the fires in May to June 2016. Caution should be used when interpreting trends over time for the province and those school authorities affected by these events.

Combined 2017 Accountability Pillar Overall Summary
Dr. Mary Jackson School

Measure Category	Measure	Dr Mary Jackson School			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	80.0	n/a	59.5	89.5	89.5	89.3	Low	Maintained	Issue
Student Learning Opportunities	Program of Studies	n/a	n/a	56.3	81.9	81.9	81.5	n/a	n/a	n/a
	Education Quality	83.3	n/a	94.3	90.1	90.1	89.6	Low	Maintained	Issue
	Drop Out Rate	*	*	24.4	3.0	3.2	3.3	*	*	*
	High School Completion Rate (3 yr)	*	n/a	n/a	77.9	76.5	76.1	*	*	*
Student Learning Achievement (Grades K-9)	PAT: Acceptable	12.5	n/a	n/a	73.4	73.6	73.2	Very Low	n/a	n/a
	PAT: Excellence	0.0	n/a	n/a	19.5	19.4	18.8	Very Low	n/a	n/a
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	n/a	n/a	n/a	83.0	82.7	83.1	n/a	n/a	n/a
	Diploma: Excellence	n/a	n/a	n/a	22.2	21.2	21.5	n/a	n/a	n/a
	Diploma Exam Participation Rate (4+ Exams)	*	n/a	n/a	54.9	54.6	53.1	*	*	*
	Rutherford Scholarship Eligibility Rate	*	n/a	n/a	62.3	60.8	60.8	*	*	*
Preparation for Lifelong Learning: World of Work, Citizenship	Transition Rate (6 yr)	*	*	n/a	57.9	59.4	59.3	*	*	*
	Work Preparation	n/a	n/a	n/a	82.7	82.6	81.9	n/a	n/a	n/a
	Citizenship	79.2	n/a	59.8	83.7	83.9	83.6	High	Maintained	Good
Parental Involvement	Parental Involvement	n/a	n/a	n/a	81.2	80.9	80.7	n/a	n/a	n/a
Continuous Improvement	School Improvement	83.3	n/a	85.9	81.4	81.2	80.2	Very High	Maintained	Excellent



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: First Quarter Finance Report

ORIGINATOR: Board Work Plan

REFERENCE(S) & ATTACHMENTS: Policy 2, Appendix A Board Work Plan
Q1 Financial Update 2017/2018

DATE: January 26, 2018

RECOMMENDATION:

THAT the Board of Trustees approve the First Quarter Financial Statement for 2017-2018, as attached.

BACKGROUND:

This is a requirement of Policy 2, Appendix A Section 5.5 of the Board Work Plan.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION NO. 61

**Q1
Financial
Update**

2017/2018

This document provides year-to-date results and comparisons to first quarter budget figures

Report to the
Board of Trustees
As of November 30, 2017

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

NORTHLAND SCHOOL DIVISION NO. 61
STATEMENT OF REVENUES AND EXPENSES
For The 3 Month Period Ended November 30, 2017

	Annual Budget		Year To Date		Variance Favorable/ (Unfavorable)
	Spring Budget	Fall Budget	Fall Budget	Actual	
REVENUES					
Government of Alberta					
Alberta Education	\$ 41,743,108	\$ 43,742,232	\$ 10,935,558	\$ 8,048,977	\$ (2,886,581) 1
Federal Revenue	21,495,421	22,407,682	5,601,921	5,846,054	\$ 244,134
Other Sales and Services	5,090,607	4,360,798	1,090,200	1,147,352	\$ 57,153
Investment Income	60,000	60,000	15,000		\$ (15,000)
Gifts and Donations	680,000	1,136,412	284,103	10,330	\$ (273,773) 2
Fundraising	450,000	450,000	112,500		\$ (112,500) 2
	<u>\$ 69,519,136</u>	<u>\$ 72,157,124</u>	<u>\$ 18,039,281</u>	<u>\$ 15,052,713</u>	<u>\$ (2,986,568)</u>
EXPENSES BY OBJECT					
Certificated Salaries and Benefits	\$ 22,856,396	\$ 23,711,366	\$ 5,927,842	\$ 5,626,442	\$ 301,400 3
Uncertificated Salaries and Benefits	16,941,407	17,614,143	4,403,536	4,942,881	\$ (539,345) 4
Services, Contracts and Supplies	25,055,378	25,238,791	6,309,698	4,324,293	\$ 1,985,405 5
Capital & Debt Services	4,589,743	4,589,743	1,147,436	1,102,567	\$ 44,869
Fundraising	450,000	450,000	112,500	0	\$ 112,500
	<u>\$ 69,892,924</u>	<u>\$ 71,604,043</u>	<u>\$ 17,901,011</u>	<u>\$ 15,996,183</u>	
OPERATING SURPLUS/(DEFICIT)	<u>\$ (373,788)</u>	<u>\$ 553,081</u>	<u>\$ 138,270</u>	<u>\$ (943,470)</u>	\$ 1,081,740
EXPENSES BY PROGRAM					
Instruction	\$ 46,245,821	\$ 47,828,095	\$ 11,957,024	\$ 10,147,968	\$ 1,809,056
Plant Operations and Maintenance	10,676,797	11,128,477	\$ 2,782,119	\$ 2,674,648	\$ 107,471
Transportation	3,706,060	3,641,813	\$ 910,453	\$ 1,020,553	\$ (110,100)
Board and System Administration	4,008,945	3,759,739	\$ 939,935	\$ 889,957	\$ 49,978
External Services	5,255,301	5,245,919	\$ 1,311,480	\$ 1,263,057	\$ 48,423
	<u>\$ 69,892,924</u>	<u>\$ 71,604,043</u>	<u>\$ 17,901,011</u>	<u>\$ 15,996,183</u>	\$ 1,904,828
TOTAL					

Revenue

1 The \$2.8 million uncollected to date consists of:

\$1.5 million of the \$6 million Five Year Investment Grant. Half the entire grant is scheduled to be paid in January, with the balance collected next year, when the federal tuition rate is updated and adjusted.

\$0.5 million of Special Approvals. This money is not applied for until February/March.

\$0.2 million of IMR funding has not yet been spent; therefore, it hasn't been applied for yet.

\$0.55 million of the Teacher Retirement Fund arrived in early December (not in the first quarter).

2 Gifts and Donations, and Fundraising, happens sporadically throughout the year....and in the case of fundraising, may not happen at all, depending on the efforts of the schools, the economy, and the generosity of donors.

3 This is under budget due to the following:

Nine teaching positions remain unfilled (HR is finding it a challenge to recruit)

Three IT coaching positions are unfilled.

Attendance associate superintendent remains unfilled.

4 See General Note under Expenses (page 2 and 3)

5 See Notes under Expenses (page 2 and 3)

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Expenses by Decision Unit
For The 3 Month Period Ended November 30, 2017

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
Schools	\$ 27,920,138	\$ 6,980,035	\$ 7,127,251	\$ (147,217)	-2.11%
Governance					
Corporate Board	521,750	130,438	\$ 85,731	44,707	34.27% ¹
Education Executive					
Superintendent	762,837	190,709	179,912	10,797	5.66%
Public Relations	163,447	40,862	66,604	(25,742)	-63.00% ²
Superintendent Office & PR	\$ 926,284	\$ 231,571	\$ 246,516	\$ (14,945)	-6.45%
Instructional Services-Central					
Area Superintendents	\$ 859,425	\$ 214,856	\$ 184,997	29,859	13.90% ³
CTS Mobile	98,912	24,728	12,663	12,065	48.79%
First Nations, Metis and Inuit	2,233,045	558,261	270,058	288,203	51.63% ⁴
Literacy	370,970	92,743	128,036	(35,294)	-38.06% ⁵
Occupational Health and Safety	143,701	35,925	27,203	8,722	24.28%
Pedagogical	1,024,578	256,145	209,293	46,852	18.29% ⁶
System Computers	2,038,231	509,558	667,894	(158,336)	-31.07% ⁷
Testing and Achievement	3,824,081	956,020	705,337	250,683	26.22% ⁸
	\$ 10,592,943	\$ 2,433,380	\$ 2,205,481	\$ 412,896	16.97%
Instructional Services-Schools	9,397,000	\$ 2,349,250	722,889	1,626,361	69.23% ⁹
Human Resources	613,453	\$ 153,363	146,891	6,472	4.22%
Business Services	1,616,264	\$ 404,066	434,808	(30,742)	-7.61%
Facility Services	11,128,477	\$ 2,782,119	2,674,648	107,471	3.86%
Student Transportation	3,641,813	\$ 910,453	1,020,553	(110,100)	-12.09% ¹⁰
External Services	5,245,919	\$ 1,311,480	1,332,775	(21,295)	-1.62%
	<u>\$ 71,604,041</u>	<u>\$ 17,686,154</u>	<u>\$ 15,997,543</u>	<u>\$ 1,688,611</u>	<u>9.55%</u>

Notes:

General note: There has been a change in how some support staff salaries are calculated. Some support staff (eg: educational assistants, bus drivers) work ten months, but are paid over 12 months. The calculation used to be: 10 months salary, divide by 12, pay over 12 months, taking deductions like CPP, EI and income tax on a monthly basis. However, there was a change to how the LAPP pension contributions were required to be submitted - over 10 months, instead of 12. So, the division is paying the 10-month support staff over ten months, but withholding some money from each paycheque to be able to pay the staff during the summer. So, instead of the salary expense being expensed over 12 months, it is being expensed over ten months, which will affect the quarterly YTD figures, by overstating the salary expense to some of the support staff, and understating the expense the final quarter. It's like a forced savings account for the summer months.

- 1 There was \$80,000 budgeted for the election this year - to date, only \$23,000 was spent. However, we are still paying invoices in December for the election. As well, many of the invoices pertaining to the board training and travel were paid in December, so the total cost of the election and training has not been included in this statement.
- 2 The entire annual software licence for the website was expensed this quarter, instead of expensed monthly.
- 3 The Division Attendance Lead (associate superintendent position) is vacant.
- 4 There is \$935,000 in the budget for BCCE grant (\$385,000 for this year, \$550,000 from last year) and \$750,000 from the Five-year Investment Grant, which has only three months of expenses (\$62,500) posted.
- 5 There was some literacy training that took place at the beginning of the year, so the expense is higher this first quarter, and should level out throughout the rest of the year.
- 6 There is one pedagogical supervisor position that remains unfilled.
- 7 There was a large order (400) of Chromebooks for the schools. Large orders are placed at various time throughout the year, and may not align with the fiscal quarters.
- 8 There was a budget set aside for the hiring of six wellness workers, who have yet to be hired. As well, there is an unfilled Education Psychologist position as well.
- 9 This category is for items that don't fit in other categories - things like substitute teachers, teacher and principal training, extended leaves, committee expenses and School Councils. Because these types of expenses tend to fluctuate (teacher training, which could be really high one quarter, then not occur the next quarter), there is generally not one or two reasons for the variance to budget. At this point, many of the things budgeted for may have taken place, but the expenses may not have been paid until the next quarter, or they don't take place until later in the year. For example:
 - School Councils - \$150,000 budget (\$37,500 quarterly budget), but no money has been spent, as there have been no meetings or travel to date.
 - Flexible Learning - \$100,000 budget (\$20,000 quarterly budget) - nothing yet has happened in regards to this.
 - Boarding Home - \$88,000 budget (\$22,000 quarterly budget) - didn't have as many applications as budgeted, have only spent \$10,000 to date.
 - Inservice and Training - \$1,076,500 budget (about \$270,000 quarterly budget) - but have only spent \$30,000 to date. However, later in the year, these expenses should be much higher, as the training and meetings become more frequent.
- 10 Part of the variance applies to the fact the insurance for the year was paid at the beginning of the school year. The other cause for the variance has to do with how the bus drivers are being paid (see General Note above).

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for External Services
For The 3 Month Period Ended November 30, 2017

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
External Services					
Alberta Mental Health Project Revenue	\$ 880,648	\$ 220,162	\$ 61,431	\$ (158,731)	-72.10%
Alberta Mental Health Project Expenses					
Salaries and Benefits	\$ 491,978	\$ 122,995	\$ 87,635	\$ 35,360	28.75%
Services, Contracts and Supplies	\$ 462,638	\$ 115,660	\$ 3,899	\$ 111,761	96.63%
OPERATING SURPLUS/(DEFICIT)	\$ (73,968)	\$ (18,492)	\$ (30,103)	\$ (11,811)	
School Food Services Revenue	\$ 3,553,057	\$ 888,264	\$ 803,572	\$ (84,692)	-9.53%
School Food Services Expenses					
Salaries and Benefits	\$ 1,417,734	\$ 354,434	\$ 435,332	\$ (80,899)	-22.82%
Services, Contracts and Supplies	\$ 2,040,756	\$ 510,189	\$ 373,868	\$ 136,321	26.72%
OPERATING SURPLUS/(DEFICIT)	\$ 94,567	\$ 23,642	\$ (5,828)	\$ (140,115)	-592.66%
Housing Revenue	\$ 812,970	\$ 203,243	\$ 276,484	\$ 73,242	36.04%
Housing Expenses					
Salaries and Benefits	\$ 104,690	\$ 26,173	\$ 51,624	\$ (25,452)	-97.25%
Services, Contracts and Supplies	\$ 1,052,586	\$ 263,147	\$ 310,698	\$ (47,552)	-18.07%
OPERATING SURPLUS/(DEFICIT)	\$ (344,306)	\$ (86,077)	\$ (85,838)	\$ 239	-0.28%

Notes:

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

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

NORTHLAND SCHOOL DIVISION NO. 61
Statement of Income and Expenses for Housing
For The 3 Month Period Ended November 30, 2017

	Annual Fall Budget	Year To Date		Variance Favorable/ (Unfavorable)	% Change	
		Fall Budget	Actual			
REVENUE						
Rent	\$ 689,620	\$ 172,405	\$ 198,346	\$ 25,941	15.05%	1
Supported Amortization	\$ 154,000	\$ 38,500	\$ 78,138	\$ 39,638	102.96%	
TOTAL REVENUE	\$ 843,620	\$ 210,905	\$ 276,484	\$ 65,579	31.09%	
EXPENSES						
Salaries and Benefits	\$ 150,620	\$ 37,655	\$ 51,624	\$ (13,969)	-37.10%	2
Casual Labour	\$ -	\$ -	\$ -	\$ -		
Legal Services	\$ 4,000	\$ 1,000	\$ 970	\$ 30	3.00%	
Professional Services	\$ 3,000	\$ 750	\$ -	\$ 750	100.00%	
Advertising	\$ 900	\$ 225	\$ 1,499			
Office Supplies	\$ 600	\$ 150	\$ -	\$ 150	100.00%	
Printing and Binding	\$ 300	\$ 75	\$ -	\$ 75	100.00%	
Postage	\$ 200	\$ 50	\$ -	\$ 50	100.00%	
Travel and Subsistence	\$ 5,600	\$ 1,400	\$ 85	\$ 1,315	93.93%	
Insurance	\$ 77,110	\$ 19,278	\$ 82,752	\$ (63,475)	-329.27%	3
Repair and Maintenance	\$ 10,100	\$ 2,525	\$ 38,048	\$ (35,523)	-1406.85%	4
Furniture and Equipment R&M	\$ -	\$ -	\$ -	\$ -		
Electricity	\$ 56,625	\$ 14,156	\$ 8,111	\$ 6,045	42.70%	
Sewer	\$ 15,512	\$ 3,878	\$ 2,641	\$ 1,237	31.90%	
Water	\$ 34,900	\$ 8,725	\$ 5,663	\$ 3,062	35.09%	
Propane/Gas	\$ 146,300	\$ 36,575	\$ 11,509	\$ 25,066	68.53%	5
Rent - Other properties	\$ 30,500	\$ 7,625	\$ 20,197	\$ (12,572)	-164.88%	6
Copier	\$ -	\$ -	\$ -	\$ -		
Telephone - Houses	\$ 500	\$ 125	\$ 55	\$ 70	56.00%	
Taxes	\$ 62,811	\$ 15,703	\$ 20,709	\$ (5,006)	-31.88%	
Vehicle	\$ 1,000	\$ 250	\$ -	\$ 250	100.00%	
Software	\$ -	\$ -	\$ -	\$ -		
Furniture and Equipment	\$ -	\$ -	\$ 1,466	\$ (1,466)		
VISA purchases			\$ 10	\$ (10)		
Interest	\$ -	\$ -	\$ -	\$ -		
Unsupported Depreciation	\$ 90,430	\$ 22,608	\$ 20,918	\$ 1,690	7.47%	
Supported Depreciation	\$ 506,262	\$ 126,566	\$ 96,065	\$ 30,501		
TOTAL EXPENSES	\$ 1,197,270	\$ 299,318	\$ 362,322	\$ (61,731)		
Net surplus (deficit)	\$ (353,650)	\$ (88,413)	\$ (85,838)			
Net surplus (deficit) cash basis			\$ (67,911)			

Notes:

- Rent, so far, is higher than budgeted. The budget was set earlier in the year, after the teachers were hired for the year. Since school started, additional teachers have been hired that require housing.
- Salaries are higher than budgeted, but to date, the cost has been for the Housing Construction Foreman, whose salary will be expensed against the housing grant money that will either be part of the Five-year Investment Plan or there will be grant money that will be separate from the investment money. The amount of the housing money is expected to be about \$6 million, the amount to implement the housing plan over five years.
- The insurance invoice is paid once a year (in the fall), and this amount is for the entire year. The cost for housing insurance has been steadily increasing, due to general increases, not due to the company's experience with NSD.
- There was little budgeted for R&M, as the budget for housing is expected to be as balanced as possible, and it is one of the discretionary items that can be reduced, if necessary. Unfortunately, there is need for repairs, and in this case, the repairs were over budget. As soon as there is information regarding any additional housing money, the budget will be updated.
- This is under the quarterly budget, but heating costs will be higher over the next winter months, so any budget surplus in this category will probably be eliminated by winter's end.
- This is money paid to Schroeder Oilfield, for rent subsidies on the units, empty units, and rent on the land that the five "emergency" mobile homes are on.

ADDITIONAL FINANCE DEPARTMENT NOTES:**Infrastructure, Maintenance and Renewal (IMR) funding**

Historically, the money received by divisions for IMR (NSD received \$785,000 for 2017-2018) went to larger maintenance projects (eg: flooring replacement, roof replacement, construction of trans-gender washrooms) that were either expensed in the year completed, or capitalized (expensed over the life of the project), depending on the accounting treatment of the project.

Alberta Treasury has requested that for this year's IMR funding, no less than 30 per cent of the IMR used must be capitalized, and that a list of IMR projects must be submitted to the Financial Reporting branch to be approved, to ensure that the capitalization rules have been followed. After approval, IMR funding will be released. As well, additional monthly reporting requirements have been implemented to ensure that what the division was going to capitalize has been capitalized.

This approval and reporting process is related to this year's funding, and is not required when using carryforward amounts from previous years.

NSD is not anticipating any issues in receiving approval for projects, as there are sufficient projects that meet the requirements.



2017-2018 Corporate Board Meeting & Workshop Dates

Date	Time	Facility
September 14, 2017 (Official Trustee Board Meeting)	9:00 a.m. – 4:30 p.m.	Central Office (Peace River)
October 26, 2017 (Organization Meeting)	8:30 a.m. – 9:00 a.m.	Central Office (Peace River)
October 26, 2017 (Board Meeting)	9:00 a.m. – 12:00 p.m.	Central Office (Peace River)
November 23, 2017 (Workshop)	9:00 a.m. – 4:30 p.m.	Courtyard Marriott (Edmonton)
November 30, 2017 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Central Office (Peace River)
Friday January 26, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Edmonton (Radisson)
Saturday January 27, 2018 (Workshop)	9:00 a.m. – 4:30 p.m.	Edmonton (44 Capital Boulevard)
Friday February 23, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Edmonton (Radisson)
Saturday February 24, 2018 (Workshop)	9:00 a.m. – 4:30 p.m.	Edmonton (44 Capital Boulevard)
Thursday March 22, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Calling Lake School (Calling Lake)
Friday April 20, 2018 (Council of School Councils Meeting)	9:00 a.m. – 1:00 p.m.	Edmonton (Radisson)
Friday April 20, 2018 (Board Meeting)	1:00 - 6:00 p.m.	Edmonton (Radisson)
Saturday April 21, 2018 (Alberta School Councils Association Conference)	9:00 a.m. – 4:30 p.m.	Edmonton (Delta Hotel)
Thursday May 24, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	St. Theresa School (Wabasca)
Thursday June 21, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Elizabeth School (Elizabeth Métis Settlement)
Friday June 22, 2018 (Workshop)	9:00 a.m. – 4:30 p.m.	JF Dion School (Fishing Lake Métis Settlement)
Thursday August 23, 2018 (Board Meeting)	9:00 a.m. – 4:30 p.m.	Grouard Northland School (Grouard)



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **Date:** January 26, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Crisis Response Protocol

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Investigation of the Lockdown Protocols - Recommendations
Emergency Communication Protocol
Public School Works Update
School Messenger Communicate/Parent Communicate

RECOMMENDATION:

THAT the Board of Trustees receive the Crisis Response Protocol for Northland School Division, as information.

BACKGROUND:

The December 7, 2017 lockdown at Mistassiniy School caused administration to review current practices/protocols with regard to student and staff safety in Northland. From this incident, Safety Officer, Andrew Irwin along with senior administration worked together to come up with recommendations to put in place to ensure staff had clear protocols to follow in the case of an emergency to ensure the safety of Northland students and staff.

RISK ANALYSIS:

Staff will be unsure of the communication protocol in the case of a crisis, which could jeopardize the safety of students and staff.



Dear parents and guardians:

Northland School Division No.61 (NSD) is implementing a new communication system to send notifications to you for emergencies, student attendance and other events taking place at the school. Notifications are referred as "Broadcasts" because of the number of destinations to which the system can simultaneously deliver messages. Available broadcast destinations include Phone, Email, Short Message Services (SMS) Text and Facebook.

The contact information we use is collected during student registration and stored in our Student Information System (SIS) database. The database also includes emergency contacts. This data is updated every evening so that any changes to phone numbers, emails and contact preferences will be current on every broadcast. We ask you to call or visit the school if contact information has changed.

Under a federal law originally designed to protect consumers from telemarketers, we have to get your permission to send messages to a mobile phone by voice call or SMS text. It's also just a good idea, so that we're sure the message is going to the right phone number for the right person. This permission only is needed for automated voice calls and texts. Permission isn't necessary for other calls from the school, like you might get directly from a teacher, principal, or other staff member.

An Opt-In invitation text will be sent to all mobile phone numbers uploaded from our Student Information System (SIS). If you receive it, you have to reply "Y" or "Yes" to the invitation text message to "Opt-in". If you did not receive the invitation text message or want to ensure you are registered, you can simply send a text message as follows:

To Opt-in: Text "Y" to 724665

If at any time you would like to opt out of these messages, simply reply to one of the messages with "Stop". School Messenger is compliant with the Student Privacy Pledge so you can rest assured that your information is safe and will never be given or sold to anyone. This communication tool will fully launch **Monday, January 22, 2018**. If you have any questions please contact the school. Thank you.

Sincerely,

Name
Principal
School



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** January 26, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Regional Aboriginal Recognition Awards (RARA)

ORIGINATOR: Policy 9, Board Representatives

REFERENCE(S) & ATTACHMENTS: RARA Information & Selection Process Information

RECOMMENDATION:

THAT the Board of Trustees receive as information the Regional Aboriginal Recognition Awards to be held on Saturday, February 10th, 2018 in Fort McMurray and ask, if able, that Trustees Nokohoo and Shirley attend.

BACKGROUND:

The Regional Aboriginal Recognition Awards recognizes individuals who have made positive contributions to the Regional Municipality of Wood Buffalo, including the communities of Fort McMurray, Fort Chipewyan, Anzac, Janvier, Fort MacKay, Conklin and Gregoire Lake in Alberta.

The event is on: Saturday, February 10th, 2018 at Shell Place Ballroom in Fort McMurray starting at 6:00 pm.

RISK ANALYSIS:



Board Chair Report

January 26, 2018

BOARD OF TRUSTEES

WARD 1
CHAIR
MADDY DANIELS

WARD 2
CATHY WANYANDIE

WARD 3
VICE-CHAIR
RANDY ANDERSON

WARD 4
JESSE LAMOUCHE

WARD 5
LOUIS CARDINAL

WARD 6
SILAS YELLOWKNEE

WARD 7
ROBIN GUILD

WARD 8
LORETTA GLADUE

WARD 9
RUBI SHIRLEY

WARD 10
JULES NOKOHO

WARD 11
KAREN TELFORD

December 2017

- | | | |
|----|----------|--|
| 1 | Edmonton | Board Workshop, attended a Tech Training Day, Superintendent Atkinson provided training for trustees on how to use google chrome, laptops and phones. |
| 2 | Edmonton | Attended the Treaty 8 Christmas Gala with trustees. |
| 15 | Edmonton | Met with Superintendent to draft board meeting dates, locations and actions items. Attended the Metis Settlement General Council Christmas Banquet with trustees that evening. |

January 2018

- | | | |
|-------|----------------|---|
| 4 | Teleconference | Held a special Board meeting to appoint Jules Nokohoo Ward 10 Trustee as the TEBA Representative for Northland. |
| 11-12 | Edmonton | Attended the Treaty 8 Education Symposium along with trustees from wards 4, 6, 9, 10 and 11. |
| 11 | Edmonton | Met with Superintendent, Lois Byers Board Advisor, trustees from Ward 1, 4, 6 and 10 along with Secretary Treasurer and Executive Secretary by teleconference to review the Corporate Board agenda for the January 26 Board meeting. |
| 15-16 | Edmonton | Attended the ASBA Winter Leadership Academy, along with trustees from wards 2, 4, 7, 8 and 11. |
| 15 | Edmonton | Met with ASBA along with trustees from wards 2, 4, 7 and 11 and Lois Byers Board Advisor to discuss Board Training/Funding through ASBA. |
| 23 | Edmonton | APPLE Schools 10 Year Anniversary Celebration. |
| 24 | Edmonton | Board policy workshop with Lois Byers, Board Advisor and ASBA. |
| 26 | Edmonton | Corporate Board meeting, also met with delegations from the Office of the Auditor General and PSBAA. |
| 27 | Edmonton | Board Workshop, working with Byers Board Advisor, the Superintendent and the Board developing Policy 1 – Board Mission, Mandate, Beliefs and Values and Policy 21 Community Voice, will also be discussing and reviewing budget priorities with Secretary Treasurer Rasmuson for the 2018-2019 school year. |

Upcoming Dates Scheduled

- | | |
|---------------|--|
| January 27 | Board Workshop (working to develop Policy 1 and Policy 21) |
| February 8 | Public School Boards Association – Governance Seminar |
| February 8-10 | Public School Boards Association Meeting |
| February 23 | Corporate Board Meeting |
| February 24 | Board Workshop |

*“Every student is a
lifelong learner and
successful in life”*

**CORPORATE BOARD - SUMMARY
MONTHLY REPORT**

G.L. Period Selection: 201804 End Date: DECEMBER 31, 2017

	<u>Exp To Date</u>	<u>YTD COMMIT</u>	<u>YTD ACTUAL + COMMIT</u>	<u>BUDGET</u>	<u>BALANCE REMAINING</u>
REGULAR INSTRUCTION					
OTHER BOARD EXPENSES					
1-281-07-70-082-90	5,337.00	0.00	5,337.00	0.00	-5,337.00
1-350-07-70-000-90	14,497.90	0.00	14,497.90	4,000.00	-10,497.90
1-381-07-70-000-90	0.00	0.00	0.00	60,000.00	60,000.00
1-412-07-70-000-90	655.32	0.00	655.32	25,000.00	24,344.68
1-418-07-70-000-90	27,909.82	0.00	27,909.82	200,000.00	172,090.18
1-420-07-70-000-90	0.00	0.00	0.00	3,000.00	3,000.00
1-425-07-70-000-90	34,212.51	0.00	34,212.51	38,000.00	3,787.49
1-435-07-70-000-90	563.88	0.00	563.88	5,000.00	4,436.12
1-438-07-70-000-90	1,987.32	0.00	1,987.32	3,500.00	1,512.68
1-441-07-70-000-90	0.00	0.00	0.00	4,000.00	4,000.00
1-461-07-70-000-90	51,148.41	0.00	51,148.41	40,000.00	-11,148.41
1-461-07-70-082-90	13,405.01	0.00	13,405.01	0.00	-13,405.01
1-480-07-70-000-90	171.65	0.00	171.65	250.00	78.35
1-526-07-70-000-90	1,524.18	0.00	1,524.18	3,000.00	1,475.82
1-636-07-70-000-90	1,363.09	0.00	1,363.09	25,000.00	23,636.91
1-660-07-70-000-90	0.00	0.00	0.00	1,000.00	1,000.00
Total For OTHER BOARD EXPENSES	152,776.09	0.00	152,776.09	411,750.00	258,973.91
ELECTION BOARD					
1-381-07-70-079-90	7,801.65	0.00	7,801.65	0.00	-7,801.65
1-418-07-70-079-90	975.00	0.00	975.00	80,000.00	79,025.00
1-420-07-70-079-90	7,158.72	0.00	7,158.72	0.00	-7,158.72
1-438-07-70-079-90	2,116.84	0.00	2,116.84	0.00	-2,116.84
1-461-07-70-079-90	4,737.65	0.00	4,737.65	0.00	-4,737.65
Total For ELECTION BOARD	22,789.86	0.00	22,789.86	80,000.00	57,210.14
COMMITTEES BOARD					
1-461-07-70-071-90	352.76	0.00	352.76	0.00	-352.76
1-461-07-70-078-90	0.00	0.00	0.00	30,000.00	30,000.00
1-461-07-70-095-90	-18,319.40	0.00	-18,319.40	0.00	18,319.40

Package Pa

**CORPORATE BOARD - SUMMARY
MONTHLY REPORT**

G.L. Period Selection: 201804 End Date: DECEMBER 31, 2017

	<u>Exp To Date</u>	<u>YTD COMMIT</u>	<u>YTD ACTUAL + COMMIT</u>	<u>BUDGET</u>	<u>BALANCE REMAINING</u>
Total For COMMITTEES BOARD	-17,966.64	0.00	-17,966.64	30,000.00	47,966.64
Total For REGULAR INSTRUCTION	157,599.31	0.00	157,599.31	521,750.00	364,150.69

Trustee Calendar

Jan 2018 (Mountain Time - Edmonton)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9 9am - TEBA Meeting - Jules	10 9:30am - ASBA Zone 1	11 Treaty 8 Education Symposium 2018 @ DoubleTree by 5pm - Board Agenda	12	13
14	15 ASBA Trustee Orientation Part 2 @ DoubleTree by Hilton	16 Katerl - KTC Meetings -	17 Peerless Lake - KTC	18 Little Buffalo - KTC	19 Trustee Expense Deadline 9:30am - ASBA Zone 2/3	20
21	22 Stay at DoubleTree by Hilton Hotel West Edmonton - Maddy #82299701 @ DoubleTree by 4pm - Little Buffalo KTC	23 9am - APPLE Schools 10 10:30am - Gift Lake 3:30pm - Peerless 6pm - Trout Lake	24 AP Cheque Run 1pm - Board Policy Review	25 Stay at Radisson Hotel Edmonton South @ Radisson Hotel Edmonton South, Edmonton 6pm - Expense Claim Form 7pm - Expense Claim Form	26	27 9am - Board Workshop - 44
28 Stay at Radisson Hotel	29	30	31	1	2	3

Trustee Calendar

Feb 2018 (Mountain Time - Edmonton)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
					Trustee Expense Deadline	2
						3
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						31

Trustee Expense Deadline

AP Cheque Run

Public School Board Council Meeting - Edmonton @ DoubleTree by Hilton Hotel West Edmonton, 18515 100
Board Agenda Review (Time)

6pm - Regional Aboriginal

Trustee Expense Deadline

AP Cheque Run

9am - Corporate Board Meeting
9:30am - ASBA Zone 2/3 Meeting

9am - Board Workshop -

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

Board Activity		Meeting	Frequency	S	O	N	D	J	F	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
1.2	Receive Superintendent's Monthly Report	Board	Monthly	x	x	x		x	x	x	x	x	x		x
1.3	Receive Superintendent's Quarterly Education Report	Board	Quarterly						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	CW	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 draft school year calendar	Board	Annually					x							
1.11	Approve school year calendar	Board	Annually							x					
1.12	Review, refine and approve 3 Year Education Plan	Board	Annually			x									
1.13	Area 1 West Associate Superintendent report	Board	Triannual					x			x				
1.14	Area 2 Central Associate Superintendent report	Board	Triannual						x			x			
1.15	Area 3 East Associate Superintendent report	Board	Triannual		x				x				x		
1.16	FNMI Department report	Board	Annually												
1.17	IT Department report	Board	Annually												
1.18	Student Services Department report	Board	Annually						x						
1.19	Personnel Department Report	Board	Twice a year												x
1.20	Transportation Department report (Review Policy 17 Transportation)	Board	Annually												x

SP=Spring Planning FP=Fall Planning CW=Committee of the Whole (Board) BW=Board Workshop

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
1.21	Christmas Activities		Annually				x								
1.22	School Celebrations		Upon request												
2. Engagement															
2.1	Survey key partners to determine if satisfied with involvement with NSD	CW	Annually												x
2.2	Review relationship with key partners (survey results); set relationship priorities & accountabilities; plan meetings (Review Policy 9 Board Representatives)	CW	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)	CW	Annually							x					
2.5	Review procedure, process & effectiveness of Council of School Councils (Policy 21 Community Voice)	CW	Annually							x					
2.6	Communications department report	Board	Annually	x											
2.7	Nominate individuals/groups for ASBA awards as appropriate	CW	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	
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.)	CW	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 CW=Committee of the Whole (Board) BW=Board Workshop

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			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	CW	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 (Nov/Feb/Mar/Apr)	Board	Quarterly	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	CW	Annually										x		
5.11	Approve Capital Plan	Board	Annually									x			
5.12	Review signing authorities & approve changes	Board	Annually												x
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	CW	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												
5.18	Maintenance department report	Board	Annually												
5.19	Approve fees, if any	Board	Annually												x
6.	Board/Superintendent Relations														
6.1	Review supt performance evaluation process - hire facilitator	CW	Annually												x

SP=Spring Planning FP=Fall Planning CW=Committee of the Whole (Board) BW=Board Workshop

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

SP=Spring Planning FP=Fall Planning CW=Committee of the Whole (Board) BW=Board Workshop

Board Activity		Meeting	Frequency	S	O	N	D	J	F	M	A	M	J	J	A
d	Risk Management: "Risk Management and Good School Board Governance"		SP											x	
e	Bargaining, Collective Agreement		SP											x	
f	Advocacy		SP											x	
g	Policy - writings; monitoring (Review Policy 10 Policy Making)	CW/BW	SP											x	
8.	Policy														
8.1	Hold Organizational meetings: choose chair, vice-chair, set Board meeting dates; appoint committee and board representatives	Board	Annually		x										
8.2	Review Board Policies as per schedule	CW	Over Term												
8.3	Approval Board policy changes and updates	Board	Over Term												
8.4	Policy 1 Foundational Statements	CW/BW	Annually					x							
8.5	Policy 8 Board Committees	CW/BW	Annually					x							
8.6	Policy 13 Appeals & Hearings Regarding Student Matters	CW/BW	Annually					x							
8.7	Policy 14 Hearings on Teacher Matters	CW/BW	Annually					x							
8.8	Policy 15 School Closure	Board	Annually					x							
8.9	Policy 16 Recruitment & Selection of Personnel	CW/BW	Annually					x							
8.10	Policy 18 Alternative Programs	CW/BW	Annually									x			
9.	Political Advocacy														
9.1	Develop a plan for advocacy including focus, key messages, relationships and mechanisms	CW	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 (Zones 1 & 2/3)	Zone			x			x				x			
9.5	PSBAA Council meeting				x			x				x			
9.6	Review ASBA & PSBAA resolutions, policies for Spring AGM	CW	Annually												
9.7	ASBA Spring Conference		Annually												
9.8	PSBAA Spring General Meeting		Annually												
9.9	Review ASBA & PSBAA resolutions, policies for Fall AGM	CW	Annually												
9.10	ASBA Fall General Meeting		Annually												
9.11	PSBAA Fall General Meeting		Annually												

SP=Spring Planning FP=Fall Planning CW=Committee of the Whole (Board) BW=Board Workshop



Superintendent's Report

January 26, 2018

Meeting with NSD Alberta Teachers' Association Local	December 1, 2017 & December 2, 2017
Discussed Professional Development, Community Based Education Program, the NSD Calendar, Classroom Improvement Fund.	
Education Services Agreement Meeting with Bigstone Cree Nation	December 4, 2017
Met with the Director of Education for Bigstone Cree Nation regarding the ESA for Northland School Division.	
Kee Tas Kee Now Education Authority Superintendent Meeting	December 5, 2017
Met with the Superintendent of KTCEA to discuss the school and community engagement taking place January, 2018.	
Attendance Meeting with Alberta Education	December 5, 2017
Met with Alberta Education representatives regarding 'Every Day Counts' attendance initiative.	
High School Principal & Secretary Meeting	December 7-8, 2017
The purpose of the workshop was PASI High School Mark Integration and Timetabling.	
Athabasca Delta Community School Visit	December 12, 2017
Met with staff and community members.	
Conklin School Visit	December 12, 2017
Met with staff and attended the community Christmas concert.	
Conklin Resource Development Advisory Committee	December 13, 2017
Met with the Conklin Community Enhancement Society (CCES) in Partnership with Conklin Resource Development Advisory Committee (CRDAC) to discuss community education and education funding.	

Anzac & Bill Woodward School Visits	December 14, 2017
Met with staff and community members.	
Professional Practice Standards Teleconference	December 19, 2017
Bill 28, to amend the School Act, received Royal Assent on December 15. It is anticipated that the Professional Practice Standards will be formalized by Ministerial Order in the third or fourth week of January. The Standards will be in effect on September 1, 2019.	
Interview with Janet French, Edmonton Journal	December 21, 2017
http://edmontonjournal.com/news/local-news/northern-alberta-school-division-hopes-university-tuition-housing-upgrades-help-attract-more-teachers	
Attendance Teleconference with Alberta Education	January 8, 2018
Update on progress regarding 'Every Day Counts' attendance initiative.	
Regional Education Program Review - Communication & Engagement Planning	January 9, 2018
Program review planning for the High Prairie region schools.	
Mistassiniy Modernization Teleconference with Alberta Education	January 11, 2018
Received information from Alberta Education's Chief of Staff regarding the Mistassiniy Modernization.	
Community-Based Teacher Education Program	January 12, 2018
Discussion of Northland and the Werklund School Community-based Teacher Education program. Update of interest, bursary, and possible information sessions.	
Frontier College Teleconference	January 12, 2018
Summer Literacy Camps information.	
KTCEA Information Sessions - Kateri School	January 16, 2018
Met with staff during the day for one on one sessions regarding the KTCEA transition.	

KTCEA Information Sessions - Peerless Lake School	January 17, 2018
Met with staff during the day for one on one sessions regarding the KTCEA transition.	
KTCEA Information Sessions - Little Buffalo School	January 18, 2018
Met with staff during the day for one on one sessions.	
KTCEA Community Meeting - Little Buffalo School	January 22, 2018
Community meeting for the KTCEA transition.	
KTCEA Community Meeting - Peerless Lake School and Kateri School	January 23, 2018
Community meeting for the KTCEA transition.	
Gift Lake Metis Settlement Council Meeting	January 23, 2018
Met with the Gift Lake Metis Settlement Council	

Committed Dates

Attendance Initiative Meeting with Alberta Education	January 29, 2018
Meet with Alberta Education representatives regarding 'Every Day Counts' attendance initiative.	
AERR and 3 Year Plan Review with Alberta Education	January 29, 2018
Meet with Alberta Education to go over NSD's AERR and 3 year plan.	
Alberta Education Aggregation of Supports Meeting	January 29, 2018
To discuss the Aggregation of Supports for Northland School Division and share the latest (January 2018) version of the aggregation list.	
EverActive Schools - Shaping the Future	January 31, 2018
Health conference.	

Public School Boards Association Council Meeting	February 8, 2018
Held at the DoubleTree in Edmonton.	
Administrators' & Secretary Meeting	February 13/14, 2018
Will be held at Fantasyland Hotel.	
Northland Cross Ministry Steering Committee	February 21, 2018
To provide the Steering Committee with an update on Northland School Division and discuss the committee's potential support for the division.	
Capital Planning Workshop	February 22, 2018
Education's Capital Planning Sector and Infrastructure's Learning Facilities Branch will be co-hosting Capital Planning Workshops for school jurisdictions.	

November 2017 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	27 (31%)	17 (20%)	21 (24%)	5 (6%)	9 (10%)	6 (7%)	2 (2%)	87
ADCS	91 (41%)	0 (0%)	53 (24%)	20 (9%)	13 (6%)	5 (2%)	39 (18%)	221
Bill Woodward School	22 (20%)	24 (22%)	34 (31%)	10 (9%)	15 (14%)	5 (5%)	1 (1%)	111
Bishop Routhier School	28 (38%)	8 (11%)	19 (26%)	10 (14%)	3 (4%)	0 (0%)	6 (8%)	74
Calling Lake School	45 (43%)	15 (14%)	17 (16%)	15 (14%)	5 (5%)	1 (1%)	6 (6%)	104
Chipewyan Lake School	0 (0%)	0 (0%)	3 (18%)	10 (59%)	1 (6%)	1 (6%)	2 (12%)	17
Conklin Community School	15 (52%)	1 (3%)	3 (10%)	5 (17%)	3 (10%)	2 (7%)	0 (0%)	29
Dr. Mary Jackson School	13 (65%)	3 (15%)	2 (10%)	1 (5%)	1 (5%)	0 (0%)	0 (0%)	20
Elizabeth School	54 (44%)	0 (0%)	38 (31%)	16 (13%)	13 (11%)	9 (7%)	3 (2%)	123
Father R. Perin School	17 (23%)	8 (11%)	15 (21%)	13 (18%)	9 (12%)	6 (8%)	5 (7%)	73
Fort McKay School	35 (45%)	0 (0%)	21 (27%)	12 (16%)	3 (4%)	3 (4%)	3 (4%)	77
Gift Lake School	37 (21%)	23 (13%)	38 (22%)	29 (17%)	12 (7%)	19 (11%)	16 (9%)	174
Grouard Northland School	26 (33%)	0 (0%)	18 (23%)	17 (22%)	5 (6%)	5 (6%)	7 (9%)	78
Hillview School	0 (0%)	4 (29%)	7 (50%)	1 (7%)	0 (0%)	1 (7%)	1 (7%)	14
JF Dion School	43 (48%)	2 (2%)	27 (30%)	15 (17%)	3 (3%)	0 (0%)	0 (0%)	90
Kateri School	26 (27%)	22 (22%)	24 (24%)	12 (12%)	8 (8%)	2 (2%)	4 (4%)	98
Little Buffalo School	48 (25%)	0 (0%)	36 (19%)	27 (14%)	20 (10%)	14 (7%)	49 (25%)	194
Mistassiniy School	42 (15%)	0 (0%)	62 (22%)	58 (20%)	35 (12%)	23 (8%)	66 (23%)	286
Paddle Prairie School	55 (45%)	22 (18%)	22 (18%)	14 (11%)	6 (5%)	0 (0%)	3 (2%)	122
Peerless Lake School	46 (41%)	14 (13%)	21 (19%)	18 (16%)	5 (4%)	4 (4%)	4 (4%)	112
Pelican Mountain School	8 (53%)	0 (0%)	2 (13%)	4 (27%)	0 (0%)	0 (0%)	1 (7%)	15
St. Theresa School	116 (36%)	0 (0%)	92 (28%)	63 (19%)	36 (11%)	10 (3%)	9 (3%)	326
Susa Creek School	26 (60%)	5 (12%)	5 (12%)	5 (12%)	2 (5%)	0 (0%)	0 (0%)	43

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	5 (6%)	0 (0%)	3 (4%)	4 (5%)	6 (8%)	7 (9%)	55 (69%)	80

*Does not include Calling Lake Outreach

DIVISION ATTENDANCE NOVEMBER 2017

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	88	16	67	50	24	16	17	278
Gr. 1	84	18	64	39	24	11	22	262
Gr. 2	74	18	54	33	13	11	11	214
Gr. 3	78	14	71	39	10	9	11	232
Gr. 4	94	13	38	27	22	6	18	218
Gr. 5	94	15	46	38	18	11	8	230
Gr. 6	72	21	57	27	15	6	8	206
Gr. 7	67	7	48	30	7	13	10	182
Gr. 8	43	12	39	29	18	8	15	164
Gr. 9	34	11	40	24	18	9	28	164
Gr. 10	42	10	18	16	11	7	25	129
Gr. 11	21	8	26	16	9	5	30	115
Gr. 12	29	5	12	12	8	4	24	94
Student Totals	820	168	580	380	197	116	227	2488

*Does not include Outreach Schools

December 2017 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	14 (16%)	18 (21%)	20 (23%)	11 (13%)	10 (11%)	8 (9%)	6 (7%)	87
ADCS	26 (12%)	37 (17%)	31 (14%)	37 (17%)	26 (12%)	15 (7%)	46 (21%)	218
Bill Woodward School	31 (28%)	23 (21%)	26 (23%)	14 (13%)	12 (11%)	5 (5%)	0 (0%)	111
Bishop Routhier School	22 (29%)	18 (24%)	10 (13%)	5 (7%)	6 (8%)	2 (3%)	12 (16%)	75
Calling Lake School	17 (16%)	19 (18%)	28 (26%)	15 (14%)	8 (8%)	7 (7%)	12 (11%)	106
Chipewyan Lake School	4 (24%)	1 (6%)	2 (12%)	3 (18%)	4 (24%)	3 (18%)	0 (0%)	17
Conklin Community School	10 (33%)	6 (20%)	5 (17%)	6 (20%)	0 (0%)	2 (7%)	1 (3%)	30
Dr. Mary Jackson School	14 (70%)	2 (10%)	2 (10%)	1 (5%)	1 (5%)	0 (0%)	0 (0%)	20
Elizabeth School	20 (16%)	47 (38%)	30 (24%)	12 (10%)	12 (10%)	1 (1%)	2 (2%)	124
Father R. Perin School	13 (17%)	18 (24%)	12 (16%)	7 (9%)	11 (15%)	2 (3%)	12 (16%)	75
Fort McKay School	17 (22%)	16 (21%)	16 (21%)	10 (13%)	6 (8%)	6 (8%)	6 (8%)	77
Gift Lake School	29 (17%)	41 (24%)	24 (14%)	20 (12%)	26 (15%)	13 (8%)	19 (11%)	172
Grouard Northland School	25 (32%)	15 (19%)	16 (20%)	10 (13%)	5 (6%)	3 (4%)	5 (6%)	79
Hillview School	3 (25%)	3 (25%)	3 (25%)	0 (0%)	2 (17%)	0 (0%)	1 (8%)	12
JF Dion School	32 (37%)	22 (25%)	20 (23%)	6 (7%)	5 (6%)	0 (0%)	2 (2%)	87
Kateri School	43 (46%)	18 (19%)	10 (11%)	12 (13%)	5 (5%)	3 (3%)	2 (2%)	93
Little Buffalo School	25 (12%)	18 (9%)	42 (21%)	21 (10%)	30 (15%)	13 (6%)	52 (26%)	201
Mistassiniy School	20 (7%)	26 (9%)	28 (10%)	40 (14%)	55 (19%)	21 (7%)	98 (34%)	288
Paddle Prairie School	58 (47%)	32 (26%)	13 (11%)	9 (7%)	5 (4%)	4 (3%)	2 (2%)	123
Peerless Lake School	48 (44%)	24 (22%)	22 (20%)	4 (4%)	8 (7%)	4 (4%)	0 (0%)	110
Pelican Mountain School	6 (38%)	3 (19%)	4 (25%)	2 (13%)	1 (6%)	0 (0%)	0 (0%)	16
St. Theresa School	63 (19%)	69 (21%)	61 (19%)	41 (12%)	52 (16%)	17 (5%)	26 (8%)	329
Susa Creek School	22 (51%)	9 (21%)	6 (14%)	1 (2%)	3 (7%)	0 (0%)	2 (5%)	43

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	3 (4%)	1 (1%)	1 (1%)	2 (3%)	8 (10%)	4 (5%)	61 (76%)	80

*Does not include Calling Lake Outreach

DIVISION ATTENDANCE DECEMBER 2017

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
EC5	45	59	54	35	35	16	41	285
Gr. 1	46	56	53	33	36	9	29	262
Gr. 2	40	45	48	28	22	15	14	212
Gr. 3	60	49	51	21	28	8	14	231
Gr. 4	71	47	33	24	21	8	14	218
Gr. 5	73	53	31	23	26	13	12	231
Gr. 6	55	44	46	19	23	6	11	204
Gr. 7	41	44	30	22	22	7	17	183
Gr. 8	41	21	23	26	17	11	25	164
Gr. 9	28	29	23	17	23	11	35	166
Gr. 10	24	16	16	17	13	9	34	129
Gr. 11	22	16	11	11	17	9	30	116
Gr. 12	16	6	14	11	10	4	33	94
Student Totals	562	485	433	287	293	126	309	2495

*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
October 2017	1204 (48%)	260 (10%)	444 (18%)	255 (10%)	115 (5%)	71 (3%)	154 (6%)	2503
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
November 2017	820 (33%)	168 (7%)	580 (23%)	380 (15%)	197 (8%)	116 (5%)	227 (9%)	2488
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
December 2017	562 (23%)	485 (19%)	433 (17%)	287 (12%)	293 (12%)	126 (5%)	309 (12%)	2495
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



Gord Atkinson <gord.atkinson@nsd61.ca>

Standards for Education Services Agreements

1 message

EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>

Fri, Jan 5, 2018 at 3:47 PM

To: Superintendents of Public, Separate, Francophone and Charter School Boards

First Nations Education Directors

Executive Directors of Stakeholder Associations

ASBA (Alberta School Boards Association)

ASBOA (Association of School Business Officials of Alberta)

CASS (College of Alberta School Superintendents)

Regional Director General, Indigenous Services Canada

Bill 28, the *School Amendment Act*, received Royal Assent on December 15, 2017. Therefore, we are moving forward to finalize standards for education services agreements (ESAs) to ensure agreements are transparent, fair, accountable and consistent. The draft standards have been informed by recommendations provided by First Nations, provincial school boards and the federal government since 2014.

The intent of the standards is to require certain areas to be addressed in ESAs while ensuring there is flexibility to meet the local needs of provincial school authorities and First Nations. The attached draft describes changes that have been made since the last engagement in early 2016.

Feedback on the draft standards can be submitted until **March 16, 2018**. To submit written feedback or arrange to further discuss the draft standards, please contact Sonnia Sihota, Acting Director, First Nations, Métis and Inuit Education Directorate, at **780-422-3281** (toll-free by first dialing 310-0000) or sonnia.sihota@gov.ab.ca.

Thank you for your continued engagement with and feedback on the development of standards for ESAs. I look forward to our continued work to ensure the educational success of First Nations students in Alberta.

Sincerely,

Curtis Clarke, PhD

Deputy Minister of Education

Attachment: Draft standards for Education Services Agreements – December 2017

cc: Board Chairs of Public, Separate, Francophone and Charter School Boards

PROPOSED DRAFT STANDARDS FOR EDUCATION SERVICES AGREEMENTS

STANDARDS

WHEREAS students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self;

WHEREAS the Government of Alberta supports collaboration between the provincial education system and the First Nation education system for the educational success of First Nations students;

WHEREAS the Government of Alberta is committed to ensuring that all students and teachers learn about the histories, cultures and perspectives of First Nations, including treaties and the legacy of residential schools;

WHEREAS the Government of Alberta is committed to implementing the objectives and principles of the *United Nations Declaration on the Rights of Indigenous Peoples* in a manner that is consistent with the Canadian Constitution and Alberta law;

WHEREAS the Minister may, by order, establish requirements or standards that apply to agreements referred to in section 62(2)(b)(i) or (c) of the *School Act* ("Education Services Agreements");

WHEREAS Education Services Agreements should reflect the unique needs and circumstances of First Nations in Alberta, provincial school boards, and the First Nation students they serve;

THEREFORE, all Education Services Agreements between school boards and First Nations and/or the Government of Canada, for the purpose of enabling First Nation students residing on reserve to attend schools operated by school boards, shall specify:

- 1. Program and Service Delivery**
 - 1.1 the scope of education programs, supports and services to be provided, including any supports and services for students with special needs or "at risk" students
 - 1.2 any opportunities for students to learn an indigenous language
 - 1.3 how First Nations culture(s) and perspective(s) will be integrated into education programs, school activities and school environments
 - 1.4 how student transportation will be addressed by the parties
 - 1.5 the school board/First Nation collaborative plan to enhance learning through mutually agreed-upon strategies, community engagement and shared responsibility (to be attached to the Education Services Agreement)
 - 1.6 processes for monitoring student attendance and strategies for resolving attendance issues

Based on the feedback received, this section has been updated with the addition of two new recitals to acknowledge the Government of Alberta's commitment to implement the objectives and principles of the United Nations Declaration on the Rights of Indigenous Peoples and to state that education services agreements (ESAs) should reflect the unique needs and circumstances of the parties who hold them and the students that they serve. Additionally, one clause was adjusted to recognize that ESAs support collaboration between two education systems, and the section was updated as needed to align with Section 62 of the School Act.

This section has not been changed.

2. Management Processes

- 2.1 the roles and responsibilities of each party in implementing the agreement
- 2.2 processes and mechanisms to resolve disputes between the parties and to amend the agreement
- 2.3 strategies to ensure that the First Nation has meaningful opportunities to inform school board decisions, including any opportunities for appointment of one or more individuals under section 62(3) of the *School Act* to the board and processes for the appointment
- 2.4 the commencement date and term of the agreement

3. Financial Accountabilities and Reporting

- 3.1 how the school board will report on Education Service Agreement student achievement and progress to the First Nation
- 3.2 processes for determining student eligibility under any student enrollment caps that have been established by the First Nation
- 3.3 tuition fee calculations according to allocation criteria as determined by the Minister and as outlined in the annual *Funding Manual for School Authorities*
- 3.4 a tuition fee payment schedule, including a process for addressing any arrears
- 3.5 processes for the school board to share its complete audited financial statements with the First Nation

*** Note:**

- *Fee calculations for Education Services Agreements students will be based on two annual student counts: September 30th and February 28th. Tuition fees will be adjusted yearly according to the provincial jurisdiction funding profiles in place for the school year.*

(This note is not part of the standards but will appear in Alberta Education's Funding Manual).

This section has been adjusted for some feedback related to the need for agreements to address processes for amendments. Additionally, 2.3 was expanded to include potential trustee appointments.

A minor adjustment was made to this 3.1 in response to feedback provided.

This section has been updated as further notes related to school fees and submission of ESSAs to the Minister are currently being considered



Gord Atkinson <gord.atkinson@nsd61.ca>

Alberta Education Grant Program Continuation

EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>

Fri, Dec 22, 2017 at 2:07 PM

To: Superintendents of Public, Separate and Charter School Boards with Education Services Agreements

First Nations Education Directors

The Government of Alberta remains committed to improving education outcomes by creating and enhancing opportunities for First Nations, Métis and Inuit students.

Alberta Education is pleased to announce the continuation of the Building Collaboration and Capacity in Education (BCCE) grant program through a second phase entitled Innovation in First Nations Education.

Through this next phase, a total of \$36 million dollars will be available for First Nations organizations providing educational services (e.g., tribal councils), individual First Nations and provincial school authorities that choose to apply. Building on the success of the BCCE grant program, the Innovation in First Nations Education grant program is a one-time, three-year funding opportunity intended to enhance, not replace, federal government funding.

Please see the attached application form (proposal template), grant guidelines, and questions and answers document for more information on eligibility criteria and how to apply. **The deadline to submit an application is February 5, 2018.**

Alberta Education is hosting a series of teleconference and in-person information sessions to share details and provide support with the application process. These sessions will also be used to gather feedback on the draft standards for Education Services Agreements, prior to the standards being finalized. The engagement sessions about standards for Education Services Agreements will be held in the morning and the grant program information sessions will be held in the afternoon. We invite you to attend the session(s) that are most convenient for you.

The dates and locations of the sessions are as follows:

January 11, 2018 Teleconference

Toll-free dial-in: 1-866-792-1317

Local dial-in: 780-409-9282

Conference ID: 8820348

10 a.m.

January 15, 2018 Teleconference

Toll-free dial-in: 1-866-792-1317

Local dial-in: 780-409-9282

Conference ID: 8820348

10 a.m.

January 18, 2018 Edmonton

Amiskwaciy Academy

101 Airport Road NW, Edmonton, AB

10 a.m.–3 p.m.

January 19, 2018 Calgary

Southern Alberta Jubilee Auditorium

1415 - 14 Ave NW, Calgary, AB

10 a.m.–3 p.m.

January 22, 2018 St. Paul

Blue Quills First Nations College

3 Airport Rd N, St. Paul, AB

10 a.m.–3 p.m.

January 24, 2018 Peace River

Belle Petroleum Centre

9403 94 St, Peace River, AB

10 a.m.–3 p.m.

To **RSVP for the in-person sessions by January 12, 2018**, or if you have any questions about the grant program, please contact us at 780-644-8415 (toll-free by first dialing 310-0000) or EDC.FNEI@gov.ab.ca.

Sincerely,

Curtis Clarke, PhD

Deputy Minister of Education





Attachments

1. IFNE Questions and Answers
2. IFNE Grant Program Guidelines
3. IFNE Proposal Template

4. ESA Standards and IFNE Session Agenda

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

4 attachments

-  **IFNE Questions and Answers.docx**
219K
-  **IFNE Grant Program Guidelines.docx**
868K
-  **IFNE Proposal Template.docx**
150K
-  **ESA Standards and IFNE Session Agenda.docx**
15K



Innovation in First Nations Education Grant Program

What is the Innovation in First Nations Education Grant Program?

The Innovation in First Nations Education (IFNE) Grant Program provides opportunities to build upon collaborative work started through the Building Collaboration and Capacity in Education (BCCE) Grant Program by developing school-based programs and initiatives that meet student needs and strengthen opportunities for student success.

What is the purpose of this grant program?

This grant will support partnerships between First Nations and provincial school jurisdictions through the development of three-year projects that focus on two or more of the following key priority areas:

- Early Childhood Education in Primary Schools
- Student Centred Supports
- Children and Youth Not in School
- Parental/Caregiver Engagement
- Indigenous Languages

These priority areas were informed through feedback provided by BCCE Grant recipients.

Who can apply?

- Individual First Nations in Alberta (one proposal per First Nation);
- First Nations organizations providing education services (e.g., tribal councils);
- Provincial school jurisdictions with existing education services (or tuition) agreements;
- Joint submissions from interested parties who wish to partner on a proposal submission in order to maximize funding.

How is IFNE different from BCCE?

The Innovation in First Nations Education (IFNE) Grant Program is a grant program that was informed by, and builds, on what we learned from BCCE.

BCCE is an existing grant program that started in 2015/16.

Program activities and deliverables for IFNE are distinct from BCCE.

How much funding is available?

A total of \$36 million over three years is available through the Innovation in First Nations Education Grant Program.

Is it possible to partner with other First Nations or provincial school authorities on a submission?

Yes. Individual First Nations, First Nations organizations providing education services, and provincial school authorities can partner on the submission of a joint application and proposal. Funding for joint proposals may be pooled in order to maximize resources.

Do I require a letter of support?

Letters of support from First Nations need to be included in the grant application for provincial school jurisdictions. Tribal Councils are eligible to apply for the Grant Program, but require a letter of support from one of multiple member First Nations choosing to have the Tribal Council apply on their behalf. Letters of support are also required from partners submitting joint applications.

What is the application deadline?

The deadline for applications and proposals is **February 5, 2018**.

I'm interested in applying. Where can I find an application form?

The first step in the application process is to contact:

**First Nations Education
Initiatives Branch**
First Nations, Métis and Inuit Directorate
Alberta Education
10044 - 108 Street (9th floor)
44 Capital Blvd
Edmonton, Alberta T5J 5E6

Phone: 780-644-8415 (dial 310-0000
first for toll-free access in Alberta)

Or by email to: EDC.FNEI@gov.ab.ca



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** January 26, 2018

SUBMITTED BY: Shelley Willier, Associate Superintendent, Area 1 West

SUBJECT: Monitoring Report – Area 1 West

ORIGINATOR: Board of Trustees

REFERENCE(S) & ATTACHMENTS: Policy 2, Appendix A Board Work Plan
Area 1 Associate Superintendent’s Report to the Board

RECOMMENDATION:

THAT the Board of Trustees receive as information the Area 1 West Associate Superintendent Report, as presented and attached.

BACKGROUND:

This is a requirement of Policy 2, Appendix A Board Work Plan.

RISK ANALYSIS:

Area 1 Schools

Bishop Routhier
 Dr. Mary Jackson
 Gift Lake
 Grouard
 Hillview
 Kateri
 Little Buffalo
 Paddle Prairie
 Peerless Lake
 Susa Creek

NORTHLAND

School Division No. 61

January
 2018

**Area 1 Associate Superintendent's Report to Board**

Education is about creating learning opportunities for all students – while they are in schools and classrooms, or on the land. Education is also about ensuring that once our students leave school, they can participate in learning opportunities for the rest of their lives.

As the Division works together to ensure Northland students are strong in identity, healthy and successful, we are focusing on different ways to build the capacity of principals and teachers so they can improve teaching and learning in classrooms, schools and communities.

Priority initiatives in area 1 are as follows:

Principal Leadership Quality Standard – Quality leadership occurs when principal's ongoing analysis of context and decisions made about what leadership skills and knowledge to apply result in quality

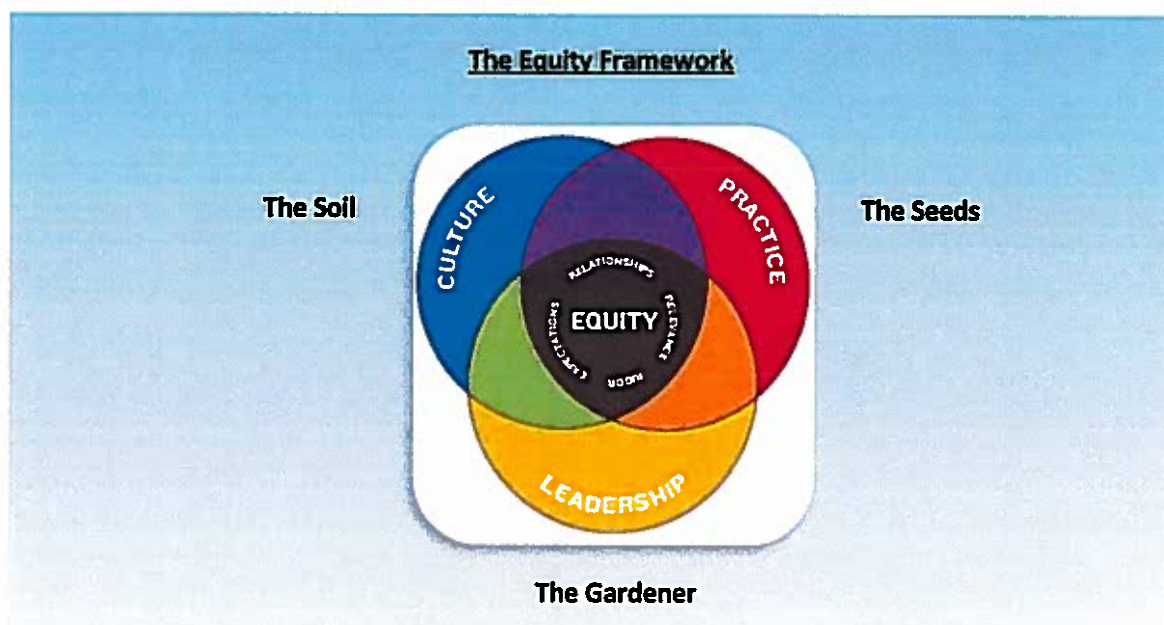
teaching and effective learning for all students.

The *Principal Leadership Quality Standard* (2016) is implemented through a professional growth, supervision and evaluation framework and are part of professional dialogue throughout the year. This *Standard* includes the following competencies:

- Fostering effective relationships
- Modeling commitment to professional learning
- Embodying visionary leadership
- Leading a learning community
- Supporting the application of foundational knowledge about First Nations, Métis and Inuit
- Providing instructional leadership
- Developing leadership capacity
- Managing school operations & resources
- Understanding & responding to the larger context

Closing the Achievement Gap from the Inside Out – The Northwest Regional Learning Consortium (NRLC) is working with Area 1 principals as they engage with Curtis Linton’s **Equity Framework** (2011) to ensure educational equity in their school – where all students are provided with the individual support they need to reach and exceed a common standard. Within equitable school, 4 common characteristics are observed:

Expectations – set the bar for high achievement; **Rigor** – provide the skills and learning the student needs to succeed; **Relevancy** – connects the learner with the instruction and curriculum; and **Relationships** – helps the student believe in the teacher’s high expectations, engage with rigorous curriculum and respond to the relevancy of learning



Leadership – The Gardener

- Build equity
- Set vision and direction
- Educator accountability
- Sustain innovation

Practice – The Seeds

- Curriculum
- Teaching skills
- Assessment
- Interventions

School Culture – The Soil

- Professional attitudes
- Clear focus on students
- Inclusive Environments
- Collaboration

Regional Education Program Review: Wards 3 and 4 - Program evaluation is an essential step toward program improvement. Programs within the Division are regularly reviewed to determine if program objectives are being delivered in an efficient and effective manner; how school space is being organized and utilized; and whether students are achieving program standards and outcomes (Northland AP 280). Schools in area 1 that are scheduled for review are Bishop Routhier, Gift Lake, Grouard and Hillview. The review will be conducted along with community engagement sessions

where parents, community and community leadership will have opportunity to inform the education of their children.

A K-12 Regional High School

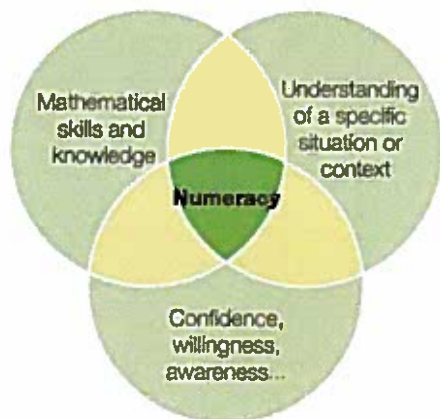
Previous community engagement sessions in 2010 (Northland Inquiry Team) and 2012 (NSD Community Engagement Team) lead to a recommendation to consider the establishment of a regional high school to serve students in smaller communities. During the community engagement sessions held for the program review, the conversation about a regional high school will continue and further recommendations made.

Timeline of Events

January	<ul style="list-style-type: none"> Engagement & communication planning Data Collection 	<ul style="list-style-type: none"> Project budget & financial impact Initial presentation to the Board
February	Grouard School Review & Community Engagement <ul style="list-style-type: none"> February 5-7, 2018 	Feedback <ul style="list-style-type: none"> February 28, 2018 and March 1, 2018
March	Hillview School Review & Community Engagement <ul style="list-style-type: none"> March 19-20, 2018 	Feedback <ul style="list-style-type: none"> March 28-29, 2018
April	Bishop Routhier School & Community Engagement <ul style="list-style-type: none"> April 11-13, 2018 	Feedback <ul style="list-style-type: none"> April 30, 2018 and May 1, 2018
May	Gift Lake School Review & Community Engagement <ul style="list-style-type: none"> May 2-4, 2018 	Feedback <ul style="list-style-type: none"> May 22-23, 2018
June	<ul style="list-style-type: none"> Sucker Creek – presentation TBA Final Report to Board with Recommendations 	<ul style="list-style-type: none"> 2018-19 Strategic Plan for Implementation 2019-20 Implementation – Monitoring and Evaluation Process

Division-wide Kindergarten to Grade 12 Numeracy Framework –

Numeracy will be a curricular focus in Northland over the next five years. Alberta Education defines numeracy as the ability, confidence and willingness to engage with quantitative and spatial information to make informed decisions in all aspects of daily living.



Quantitative Information – measured and expressed in an amount and includes numbers, patterns, statistics and probability.

Spatial Information – physical location of objects or people or the relationship between objects or people. It includes measures, location, direction, shape and space.

Goal 1.5 in the division's Education Plan is to develop a division-wide Kindergarten to Grade 12 Numeracy Framework and implementation plan. The Framework will be evidence-based, data informed, and will result in increased confidence in confidence, engagement and achievement.

Key areas of focus will be:

- Creating a common understanding of effective teaching and learning.
- Building teacher capacity – professional growth in instruction and intervention to improve learning for all students.

- Building leadership capacity – focus on instructional leadership in supporting teacher growth and development.
- Improving how teachers, school leaders and system leaders use assessment practices to plan for learning experiences and monitor progress.
- Improving confidence and attitudes in numeracy; and
- Creating a common understanding of Indigenous pedagogy in math and numeracy.

Development Phase Part I

January 2018 to June 2018

1. Research
2. Terms of Reference – Working Group
3. Environmental Scan –where we are
4. Assessment identification – baseline data
5. Framework development – where we want to be and how do we get there.