



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 18 – 09

AGENDA

Location: Star of the North Centre, St. Albert, AB
 Date & Time: September 21, 2018
 Note: If agenda is ahead of schedule, items will be moved up

Page No.

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

1. Opening Cultural Reflection
2. In-Camera (9:00 a.m. – 9:30 a.m.)

B. PUBLIC MEETING (9:30 a.m. – 3:00 p.m.)

C. GENERAL BUSINESS (9:30 a.m. – 9:45 a.m.)

- | | | |
|-----|---|----|
| 1. | Approval of Agenda | |
| 2. | Approval of Minutes..... | 3 |
| 2.1 | August 23, 2018..... | 4 |
| 3. | Business Arising from Previous Meeting(s) | |
| 3.1 | Board Action Items..... | 10 |

D. ACTION ITEMS (9:45 a.m. – 12:00 p.m.)

- | | | |
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| 1. | Balanced Calendar (G. Atkinson)..... | 12 |
| 2. | Policy 11, Appendix A - Signing Authority Chart (T. Rasmuson)..... | 13 |
| 3. | Transfer of Alberta Education School Codes to Kee Tas Kee Now Education Authority (KTCEA) (T. Rasmuson) | 15 |
| 4. | Locally Developed Courses (G. Atkinson) | 16 |
| 5. | Provincial Achievement Test Results Process and Special Board Meeting Request (G. Atkinson)... | 19 |
| 6. | Policy 7 Appendix A Schedule of Rates - Housekeeping (T. Rasmuson) | 21 |
| 7. | Policy 7 Appendix B Board Professional Development Plan & Guidelines-First Reading (L.Byers/T. Rasmuson)..... | 24 |
| 8. | Policy 12 Role of the Superintendent - Housekeeping (G. Atkinson)..... | 28 |

E. RECESS (10:30 a.m. - 10:45 a.m.)

F. REPORTS (1:00 p.m. – 2:00 p.m.)

- | | | |
|-------|--|----|
| 1. | Board Chair (1:00 p.m. – 1:15 p.m.) 33 | |
| 1.2 | Board Expenses for the period ending July 31, 2018..... | 35 |
| 1.3 | Correspondence | |
| 1.3.1 | Alberta Education Response to Northern Gateway Public Schools Boundary Request... | 36 |
| 1.3.2 | Alberta Education Response to Pembina Hills Public Schools Boundary Request... | 37 |
| 2. | Superintendent (1:15 p.m. – 1:30 p.m.)..... | 38 |
| 2.1 | Correspondence | |
| 2.2.1 | 2018-2019 Alberta Health Services Oral Health Program for School Children..... | 41 |
| 2.1 | Education Service Agreement verbal if new information | |
| 3. | Monitoring Reports (Department) (None) | |
| 3.1 | Area 1 Associate Superintendent Report (S. Willier)..... | 42 |
| 3.2 | Personnel Department Report (W. Oginski)..... | 45 |
| 3.3 | Communications Department Report (C. Walty)..... | 48 |
| 4. | Association | |
| 4.3 | | |



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G. TRUSTEE REPORTS (2:00 p.m. – 2:30 p.m.)

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

H. INFORMATION ITEMS (2:30 p.m. – 3:00 p.m.)

1. Strategic Communication Plan 2018-2019 (G. Atkinson)..... 60

I. ADJOURNMENT & CLOSING CULTURAL REFLECTION (3:00 p.m.)

*** Board Assessment Tool (survey link will be sent to Trustees after meeting)**



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Krystal Potts, Executive Assistant

SUBJECT: Approval of Minutes – August 23, 2018

ORIGINATOR: Board of Trustees

REFERENCE(S) & ATTACHMENTS: Policy 7 Board Governance and Operations
August 23, 2018 Minutes

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of August 23, 2018 as presented.

BACKGROUND:

This is a requirement as per Policy 7 Board Governance and Operations section 8.

RISK ANALYSIS:

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES REGULAR MEETING
ON AUGUST 23, 2018 AT 44 CAPITAL BLVD., ROOM
943 IN EDMONTON, AB.

	MEMBERSHIP	
✓	Maddy Daniels	• Chair Ward 1
✓	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 8
✓	Rubi Sakeskanip	• Trustee Ward 9
✓	Jules Nokohoo	• Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Gord Atkinson	• Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant

CALL TO ORDER

Chair Daniels called the meeting to order at 8:30 a.m.

IN CAMERA
SESSION

24672/18 Trustee Gladue moved that the meeting go in camera at 8:30 a.m.

8-0
CARRIED

Trustee Nokohoo, Trustee Lamouche, and Trustee Sakeskanip joined the meeting at 8:37 a.m.

REGULAR
SESSION

24673/18 Trustee Yellowknee moved that the meeting revert to regular session at 8:55 a.m.

11-0
CARRIED

While in camera the Board discussed land, staffing and legal issues.

CULTURAL
REFLECTION

Trustee Saskanip gave the opening cultural reflection.

Chair Daniels, acknowledged that the meeting was being held on Treaty 6 land and the contribution of the Metis people.

EDUCATION
QUARTERLY
REPORT

24678/18 Trustee Sakeskanip moved that the Board of Trustees receive as information the Education Quarterly Report, as presented and attached.

11-0
CARRIED

RECESS

The meeting recessed at 10:14 am.
The meeting reconvened at 10:30 am.

2018-2019
BOARD
MEETING
SCHEDULE

24679/18 Trustee Yellowknee moved that the Board of Trustees approve the 2018-2019 Board Meeting Schedule, as attached.

11-0
CARRIED

ELIZABETH
SCHOOL ROOF

Trustee Yellowknee moved that the Board of Trustees enter into an agreement with Dunrite Roofing Ltd in the amount of \$139,500 to repair the roof of Elizabeth School.

11-0
CARRIED

POLICY 19
APPENDIX A
STUDENT CODE OF
CONDUCT

24680/18 Trustee Guild moved that the Board of Trustees approve housekeeping changes to Policy 19, Appendix A Student Code of Conduct, as attached.

11-0
CARRIED

CHAIR'S REPORT

Chair Daniels presented her report to the Board as information.

24681/18 Trustee Yellowknee moved that the Board of Trustees accept as information the Board Chair's Report as presented and attached.

11-0
CARRIED

SUPERINTENDENT'S
REPORT

Superintendent Atkinson presented his report to the Board as information.

24682/18 Trustee Yellowknee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

11-0
CARRIED

ASSOCIATION
REPORT

Chair Daniels and Vice-Chair Nokohoo reported on the PSBC meeting they attended in Medicine Hat, AB from August 14-18, 2018

RECESS

The meeting recessed for lunch at 12:04 p.m.
The meeting reconvened at 12:34 p.m.

TRUSTEE REPORTS

Trustees shared verbal reports on the each of the events and meetings that they attended in their respective wards.

Trustee Nokohoo discussed attending Bill Woodward School graduation.

Trustee Sakeskanip reported on attending Athabasca Delta Community School graduation.

Trustee Wanyandie discussed attending the end of the year awards ceremony at Susa Creek school.

Trustee Gladue reported on the CSBA conference in Halifax and attending Calling Lake School playground meetings.

Trustee Yellowknee discussed attending Mistassiniy graduation and Pelican Mountain ECS graduation.

Trustee Anderson reported on attending the end of the year awards ceremony at Gift Lake School and handing out the end of the year gifts to Peavine School.

Trustee Guild discussed invitations to school events.

Trustee Cardinal discussed the role of his ward.

Trustee Telford discussed attending a number of community and school events.

Trustee Lamouche reported on attending principal interviews, Hillview School year end celebration, and Grouard Northland School year end celebration.

Trustee Daniels reported on attending the year end awards supper at Paddle Prairie School, the year end celebration at Dr. Mary Jackson School, and the Public School Board Council meeting in Medicine Hat.

INFORMATION
ITEMS

24683/18 Trustee Telford moved that the Board of Trustees receive the following items as information:

- Substantial Budget Adjustments
- Scope of Work – Facility Inspections by Edmonton Public School Division
- Chipewyan Lake School Renovations
- Appointment of External Auditors
- Update on Conklin Water

11-0
CARRIED

ADJOURN

24684/18 Trustee Wayandie moved that the Board of Trustees declare the meeting adjourned at 1:58 p.m.

11-0
CARRIED

CLOSING CULTURAL
REFLECTION

Trustee Wanyandie gave the closing cultural reflection.

Maddy Daniels, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Krystal Potts, Executive Assistant



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

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 Operations

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:

[Empty box for Risk Analysis]

Current Board Action Items

	Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
1	Board	8/23/2018	Gord	Quarterly Report	Gord will send the schedule by email of the Family Wellness Workers and where they are situated	9/21/2018	Complete	Emailed by Krystal Sept. 13, 2018
2	Board	8/23/2018	Gord	Quarterly Report	Trustee Guild would like the staffing update in the quarterly report to have a comparison from last year & the reasons. Bring to September meetings.	9/21/2018	Complete	HR provided an update and it is in the COTW package.
3	Board	8/23/2018	Gord	Quarterly Report	Begin to develop a new Superintendent Report based on High Prairie's Superintendent Report	11/21/2018	Complete	At the board retreat, it was decided to go with a different process of including department reports.
4	Board	8/23/2018	Gord	Quarterly Report	Administration host a conference call at the end of September with the Trustees after the academic results are released.	9/30/2018	Complete	Recommendation is in the September board package.
5	Board	8/23/2018	Gord	Superintendent Report	Invite all Trustees to orientation for one day next year or have the board meeting where the orientation is.	3/21/2019	In progress	The Trustees will be sent invitations to new teacher orientation once the details are finalized.
6	Board	8/23/2018	Gord	Trustee Verbal Reports	Gord will remind principals about the event protocol and tell them to invite Trustees to school events personally	8/21/2018	Complete	Gord reminded the principals at the August administrators' meeting
7	Board	8/23/2018	Gord	Trustee Verbal Reports	Gord to forward Dr. Mary Battiste's presentation from CSBA to the Board	9/21/2018	Complete	Krystal emailed to the Board on Sept. 14th.
8	Board	8/23/2018	Gord	Trustee Verbal Reports	Gord to find out about grad gifts at Career Pathways School.	9/21/2018	Complete	Historically Career Pathways did their own grad certificates. Central Office sent gifts and certificates for their Sept. 22 graduation.
9	Board	8/23/2018	Gord	Trustee Verbal Reports	Trustee Guild asked about teacher exit reports and for general concerns to be brought forward.	9/21/2018	Complete	
10	Board	8/23/2018	Gord	Trustee Verbal Reports	Administration find out about the Cinderella Project and explore it for NSD students.	9/21/2018	Complete	The Cinderella Project solely helps Calgary Board of Education teens in need. Cinderella's Closet in Edmonton is a local, non profit organization. They supply grad dresses and accessories to girls who, for a variety of reasons, are unable to purchase their own. Clients are referred to them by various agencies as well as their schools and all of our dresses are donated by businesses and individuals. To refer a student to them, you must be a guidance counsellor, teacher or social caseworker. This information will be shared in the Communique once the 2019 grad season starts.

Current Board Action Items

	Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
11	Board	6/21/2018	Gord/ Tim	Monitoring Reports - Area 3 Associate Superintendent Report	Administration to set up a meeting to include Trustee Sakeskanip, Superintendent Atkinson and Area 3 Associate Superintendent Stensland to discuss the new technology application GoGuardian	8/23/2018	In Progress	At the November 2018 Board Tim will highlight GoGuardian in the Area 3 report.
12	Board	5/24/2018	Trudy	Combining of Wards 6 & 7.	Administration to begin the process of seeking Ministerial approval to combine Wards 6 & 7, which would have one ward with 2 trustees.	5/1/2021	In Progress	Alberta Education representatives expressed that work will not commence on this item until at least 2020, before the next election.
13	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.	5/24/2018 11/30/2017	Complete	The Board agreed to extend the current MOU for the reciprocal tuition agreement with Bigstone Education Authority to Aug 31/19.



**NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD**

TO: THE BOARD OF TRUSTEES **Date:** September 21, 2018
SUBMITTED BY: Gord Atkinson, Superintendent of Schools
SUBJECT: Balanced Calendar
ORIGINATOR: Administration
REFERENCE(S) & ATTACHMENTS: Board Retreat Discussion - Balanced Calendar / Indigenous Learning Cycle

RECOMMENDATION:
That the Board of Trustees direct the Superintendent to develop a learning calendar and learning program that reflects and honours Indigenous Ways of Knowing and Ways of Being.

BACKGROUND:
 At the Board retreat September 5 - 7 the Board held a discussion about learning cycles and calendars that would better reflect the students and communities NSD serves. The Board heard from Trustees Daniels and Gladue that more balanced school years were having positive outcomes for students in other jurisdictions. The Board also heard from Mr. Gary Strothers, Superintendent of Calgary Catholic Separate School Division about the successes and challenges CCSSD are experiencing in implementing balanced calendars in their school division. The Board also engaged in a conversation on “summer drain” which is defined as the learning loss students experience in a traditional school year calendar. Finally, the Board also engaged in a conversation about student success and what NSD students might gain from a learning cycle that builds on Indigenous Ways of Knowing and Ways of Being. A Council of School Councils meeting was organized by the Board in April 2018 where the Board was encouraged by the attendees to develop more opportunities for students to be engaged in their local community knowledge and traditions, including language and culture, land based learning, experiential learning, and continue to assure that students are able to complete the Program of Studies as prescribed by the Minister of Education.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Policy 11, Appendix A Signing Authority Chart

ORIGINATOR:

REFERENCE(S) & ATTACHMENTS: Policy 11, Appendix A Signing Authority Chart

RECOMMENDATION:

THAT the Board of Trustees approve the first reading to Policy 7, Appendix A Signing Authority Chart, as presented.

BACKGROUND:

There has not been a formalized process for board approval of contracts, board guidelines for signing contracts, or the delegation of authority for approval and signing to the Superintendent. This chart outlines the authority levels, and an Administrative Procedure will be developed, which outlines the further delegation of approvals throughout the administration.

RISK ANALYSIS:

Financial/legal risk – Without guidelines, employees are able to commit the division to purchasing services or products that may not be in the best interest of the division. The commitment may hold legal and financial implications that the employee may not be aware of. In addition, the board is ultimately responsible for the fiscal management and the fulfillment of the legal responsibilities of the division, and needs to ensure that there are checks and balances in place to ensure that the division is not involved in any expensive or risky situations, and that the division is receiving value for money.

SIGNING AUTHORITY CHART

	Board of Trustees	Superintendent	Example/Explanation
APPROVAL OF CONTRACTS			
Approval of contracts for goods and services, excluding consultants providing services to the educational side of the division.	no limit	up to \$125,000	Bus contractors - route over \$125,000 a year, board approval required. Contractors with a total contract (fees and expenses) over \$125,000, board approval required. These contracts are short-term in nature with specific outcomes, and they are not employees of the division.
Approval of contracts for consultants for providing services to the educational side of the division.	no limit	up to \$125,000	Contractors with a total contract (fees and expenses) over \$125,000, board approval required. These contracts are short-term in nature, with specific outcomes, and they are not employees of the division.
SIGNING OF CONTRACTS			
Signing of contract and agreements for goods and services excluding consultant services and construction contracts:	no limit	up to \$125,000	In this instance, approval and signing authority is the same amount. However, in the future, it could be the board approves the contract, and delegates the signing of the contract to the Superintendent.
Consultant Services Contract	no limit	up to \$125,000	This is the signing of the approved contracts above.
Construction Contracts (not capital projects)	no limit	no limit within project, if approved by the board.	The board has approved the budget, which includes approval for \$x in school repairs. If the board has approved the overall plan, the Superintendent can sign all the contracts within the project, regardless of amount.
CAPITAL CONTRACTS			
Purchase of land and buildings	no limit	n/a	The board has authority regardless of amount. Legislative and regulatory process have to be followed, but there is no \$ limit.
Capital projects	no limit	no limit within project, if approved by the board.	The board has approved the capital projects, which includes approval for \$x in capital projects (eg: housing renovations). If the board has approved the overall plan, the Superintendent can sign all the contracts within the project, regardless of amount.
SALE OF ASSETS			
Sale/disposal of land or buildings	no limit	n/a	The board has authority regardless of amount. Legislative and regulatory process have to be followed, but there is no \$ limit.
Sale/disposal of other assets	no limit	up to \$125,000	Other assets include buses, furniture, fixtures, etc. Probably very few of these types of sales would make it to the board table, as there are few assets that would reach this threshold.
Write down of assets/write off uncollectible accounts	no limit	up to \$125,000	Probably very few of these types of accounts would reach the board table, as administration monitors these accounts closely, and takes action when they become aged. Uncollectible accounts have been, historically, tuition fees from First Nations where there is either a disagreement on amount or the organization ceases to do business. Administration will bring to the board, as information, any tuition arrears over 90 days old.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: Transfer Of Alberta Education School Codes To Kee Tas Kee Now Tribal Council Education Authority (KTCEA)

ORIGINATOR: ADMINISTRATION

REFERENCE(S) & ATTACHMENTS: Letter from KTCEA

RECOMMENDATION:

THAT the Board of Trustees transfer administrative and operational responsibility of Peerless Lake School, Kateri School and Little Buffalo School to the Kee Tas Kee Now Tribal Council Educational Authority (KTCEA) as of August 15, 2018.

BACKGROUND:

Administration met with KTCEA early in 2017-2018, and KTCEA expressed its interest in running the three schools in its jurisdiction. Plans were put in place to facilitate the transfer, effective September 1, 2018. Part of the request from KTCEA was the transfer of buildings from Northland School to the Peerless Trout First Nation and the Lubicon Lake Band 453, and the equipment to the EA. The process was started in the fall, and the final steps are in the process of being completed.

One of the steps required is to transfer the school codes from NSD to KTCEA, so that KTCEA can have access to all the student data in PASI (Alberta Education's student database). In order for that to happen, Alberta Education requires a motion from the board. It is just this transfer of school codes that the administration is recommending now.

RISK ANALYSIS:

Legal – the database belongs to Alberta Education. Legal opinion is that if there is a challenge under privacy legislation, the issue will belong to Alberta Education. NSD must ensure that it has the information contained in PASI in another form, so that any Freedom of Information and Protection of Privacy (FOIP) requests can be fulfilled. It has been confirmed that the division does hold the information in another form, so the transfer is not an issue.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **Date:** September 21, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Locally Developed Courses

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: AP 219 – Locally Developed Courses
Alberta Education Locally Developed Course Authorization Letter

RECOMMENDATION:

That the Board of Trustees approve the Locally Developed courses from Calgary Roman Catholic Separate School District No. 1, Learning Strategies 15-25-35.

BACKGROUND:

As per Administrative Procedure 219 – Locally Developed Courses, clause 7; all locally developed courses must be approved by the Board prior to implementation.

These courses will be offered as part of the high school course offering at Athabasca Delta Community School and Mistassiniy School for the 2018-2019 school year.

Learning Strategies is a course designed to assist high school students in developing understanding, literacies, skills, and values to be successful learners across all subject areas. This course directly involves students to respond to their needs in respect to their courses of study. In collaboration with teachers, educational assistants, peers and parents, students will explore, deepen and develop, and eventually apply a range of strategies for academic success. Progressively, students gain confidence, realize independence, and apply their strategies to other learning contexts.

While the nature of learning is complex and not always strictly linear, Learning Strategies content progresses in rigor from remembering and comprehending (15 level) to applying and analyzing (25 level), to creating and evaluating (35 level).

Level 15: as students transition to the expectations of high school, they will explore, comprehend, and begin to select for their personal learning strategies toolkits a range of learning strategies with direct instruction and guidance for their learning team.

Level 25: As students work to become independent and strategically learning high school students, they will analyze, strengthen and continue to apply to their personal learning strategies toolkits with increasing confidence.

NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

Level 35: as students prepare to transition to postsecondary and life-long learning, they will innovate and implement learning strategies with increased independence for successful high school completion and assemble their personalized toolkit that will be beneficial in further learning endeavors.

RISK ANALYSIS:

There are no risks or hazards specifically inherent to this curriculum.



Curriculum Division
8th Floor, 44 Capital Boulevard
10044 – 108 Street NW
Edmonton, Alberta T5J 5E6
Canada
www.education.alberta.ca

September 13, 2018

Mr. Gord Atkinson
Superintendent
Northland School Division No. 61
9809 - 77 Avenue
P.O. Bag 1400
Peace River, Alberta T8S 1V2

Dear Mr. Atkinson:

Thank you for your submission of the following locally developed course(s). Authorization is shown in the table below:

Northland School Division No. 61					
Code	Name	Credits	Authorization Period		
LDC1599	Learning Strategies (2018) 15	3 and 5 credits	Sept. 1, 2018	Aug. 31, 2022	Acquired from Calgary Roman Catholic Separate School District No. 1
LDC2599	Learning Strategies (2018) 25	3 and 5 credits	Sept. 1, 2018	Aug. 31, 2022	Acquired from Calgary Roman Catholic Separate School District No. 1
LDC3599	Learning Strategies (2018) 35	3 and 5 credits	Sept. 1, 2018	Aug. 31, 2022	Acquired from Calgary Roman Catholic Separate School District No. 1

Alberta Education authorization is complete and subsequent approval by the school authority board or private school governing body is required **prior** to implementation. Please note that the approval must be within the authorization period.

For more information, please contact Stephen Wright, Senior Manager, Locally Developed Courses at Stephen.Wright@gov.ab.ca or 780-638-4132 (dial 310-0000 first for toll-free access in Alberta).

Sincerely,

Cheryl Przybilla
Executive Director
High School Curriculum Sector



**NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD**

TO: THE BOARD OF TRUSTEES **Date:** September 21, 2018
SUBMITTED BY: Gord Atkinson, Superintendent of Schools
SUBJECT: Provincial Achievement Test Results Process and Special Board Meeting Request
ORIGINATOR: Administration
REFERENCE(S) & ATTACHMENTS: 2017 - 2018 PAT and Diploma Exam Results - Release Schedule

RECOMMENDATION:
That the Board of Trustees schedule a special teleconference Board meeting prior to Friday October 12 to receive as information the district provincial achievement test and diploma exam results reports.

BACKGROUND:
 The Ministry will produce divisional Provincial Achievement Test and Diploma Exam multi-year reports by September 28, 2018. These results will be made public on October 18, 2018. NSD will not have a Board meeting prior to the public release of the results. By Ministry order the Superintendent is to hold closed meetings to inform their Board of the school authority results. The Board may receive requests for interviews from media or information requests from the general public. The Board needs to have the pertinent information available.
 The analysis of the results will be prepared as part of the Annual Education Results Report process which is presented to the Board at the November Board meeting.

RISK ANALYSIS:
 If the Board is not informed of the jurisdiction information the Board may be unable to respond to queries about division academic results.

NOTE: The results are not final until the official release by the Minister.

Dates	Action
August 23, 2018	Alberta Education makes the results reports for 2017/2018 Provincial Achievement Tests and June 2018 Diploma Examinations available electronically on the Extranet for individual schools, school authorities and the province.
September 28, 2018	<p>Alberta Education makes the individual student profiles available electronically on the Extranet, to be printed at the school for distribution to individual parents on or after September 28, 2018.</p> <p>(The individual student data is also available in Table 7, Individual Student Results by Reporting Category, in the school reports, which will be available on the Extranet on August 23, 2018.)</p>
September 28, 2018	Alberta Education makes Provincial Achievement Test and Diploma Examination multiyear reports available electronically on the Extranet.
By October 17, 2018	Superintendents hold closed meetings to inform their board of the school authority's results
October 17, 2018	Alberta Education hosts a technical briefing with Alberta School Boards Association, Alberta Teachers' Association, Alberta School Councils' Association, College of Alberta School Superintendents and the four major Calgary and Edmonton school authorities regarding the provincial results and trend.
October 18, 2018 a.m.	The Minister of Education officially releases the Provincial Achievement Test and Diploma Examination results, in conjunction with the release of Accountability Pillar results.
October 18, 2018 p.m.	School authorities release the Provincial Achievement Test and Diploma Examination results to their communities.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Policy 7 Appendix A Schedule of Rates Housekeeping

ORIGINATOR: Administration

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

RECOMMENDATION:

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

BACKGROUND:

This was reviewed at the August 22, 2018 Committee of the Whole meeting.

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, Council Meetings;
 - 2.7 ASCA Annual Conference
 - 2.8 Local Zone Alberta Education Consultation Sessions;
 - 2.9 Conventions, retreats and workshops as authorized by the Board (including ASBA and CSBA);
 - 2.10 Attendance at Christmas concerts of their respective school(s);
 - 2.11 Long Services Awards;
 - 2.12 Attendance at school activities where the trustee is formally invited to participate, and authorized by the Board Chair or Superintendent;
 - 2.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
 - 2.14 Other activities where the Board places an obligation on the trustee(s) to attend and/or participated.

A. COMPENSATION	HONORARIA
1. Meetings: <ul style="list-style-type: none"> ● Board Chair (per day) <ul style="list-style-type: none"> ○ 1.0 day (4-8 hours) ○ .5 day (2-4 hours) ○ .25 day (less than 2 hours) ● Trustee (per day) <ul style="list-style-type: none"> ○ 1.0 day (4-8 hours) ○ .5 day (2-4 hours) ○ .25 day (less than 2 hours) ● Elder attendance (only when Elder has been invited by the Board to attend a meeting or event). 	\$250.00 \$125.00 \$ 62.50 \$200.00 \$100.00 \$ 50.00 \$200.00 per diem
<p>The Board Chair is entitled to claim up to five (5) general Trustee Duty days per month, to a maximum of 55 days per year.</p>	
<p>All other trustees are entitled to two (2) General Trustee Duty 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>	
B. EXPENSES	AMOUNT
1. Travel	\$0.51/km
2. Regular Meal Rate: (The Division will not reimburse for the purchase of any alcohol) <ul style="list-style-type: none"> Breakfast Lunch Dinner Or with receipts to a reasonable amount 	\$15.00 \$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 are the same as the non-teaching staff group and the cost to the trustees is the same as the non-teaching staff group.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Lois Byers, Board Advisor / Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Policy 7 Appendix B Board Professional Development Plan & Guidelines

ORIGINATOR: Board of Trustees

REFERENCE(S) & ATTACHMENTS: Policy 7 Board Governance and Operations

RECOMMENDATION:

That the Board of Trustees approve the first reading of Policy 7 Appendix B Board Professional Development Plan & Guidelines, as attached.

BACKGROUND:

This draft Professional Development plan was developed after conversations with the Board Chair, Superintendent, Secretary-Treasurer and Executive Secretary. This plan was developed to ensure Board Professional Development was easier to understand.

RISK ANALYSIS:

Policy 7 – Appendix B

BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES

As leaders, it is important that trustees continually expand their knowledge not only to help ensure the success of students but of the Division as a whole, staff and communities. Modelling life-long learning not only sets a good example but sends a strong message about the importance of education, of continually learning.

By its own policy (Policy 2, 7.2), the Board is required to develop a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.

Guidelines

1. Funds to support trustee professional development shall be allocated within the board governance budget each year.
2. Trustees should seek professional development opportunities and sessions at conferences keeping in mind their areas of strength and weakness with regard to governance excellence.
3. It is the responsibility of all trustees to help ensure the board stays within budget.
 - 3.1 Attendance at professional development opportunities shall be discussed in September of each school year and the “Conference Chart for Attendance” completed as fully as possible, with the understanding changes could occur.
 - 3.1.1 Monitoring and changes to the chart will be done by the Board Executive Secretary in consultation with the Chair and Secretary-Treasurer, if required.
 - 3.2 The “Conference Chart for Attendance” provides a guideline for budgeting purposes but closer costs will have to be determined prior to finalization.
 - 3.3 If at any time the budget is close to being used, priority will be given to trustees that have attended the fewest professional development activities within the year and/or terms.
4. Expense and honoraria for professional development will be paid as per Policy 7 Appendix A, Schedule of Rates.
5. A trustee may attend more professional development opportunities than outlined below with special permission of the Board and if budget allows.
6. Association Conferences
 - 6.1 The following conferences may be attended by all trustees:
 - 6.1.1 Alberta School Board Association (ASBA):
 - 6.1.1.1 ASBA Fall General Meeting (FGM) & Conference
 - 6.1.1.2 ASBA Spring General Meeting (SGM) & Conference
 - 6.1.1.3 ASBA Leadership Academy

- 6.1.1.4 ASBA New Trustee Orientation (Part 1 & 2)
 - 6.1.2 Public School Board Association of Alberta (PSBAA):
 - 6.1.2.1 PSBAA FGM & Conference
 - 6.1.2.2 PSBAA SGM & Conference
 - 6.1.2.3 PSBAA Governance Seminar
 - 6.1.3 Alberta School Councils Association (ASCA) Conference
7. Professional Development Opportunities within Alberta:
- 7.1 Trustees may attend up to three (3) additional in-province professional development opportunities per year.
 - 7.1.1 A trustee may "swap" attending an Association Conference listed above for a different professional development opportunity within Alberta with similar costs and expenses.
 - 7.2 The Board believes it would be valuable if some trustees attended the following in-province conferences each year and if each trustee attended each one at least once a term:
 - 7.2.1 College of Alberta School Superintendents (CASS) First Nation, Metis and Inuit Education Gathering
 - 7.2.2 Treaty 8 Education Symposium
 - 7.2.3 Treaty 6 Education Conference
8. Professional Development Opportunities Outside of Alberta:
- 8.1 Trustees may attend professional development outside of Alberta but within Canada, to a maximum of twice a term.
 - 8.2 The Board believes it would be valuable if some trustees attended the following conference which are outside of Alberta but within Canada, each year and if each trustee attended them at least once a term:
 - 8.2.1 Canadian Association for the Practical Study of Law in Education (CAPSLE)
 - 8.2.2 Canadian School Boards Association (CSBA) Annual Conference
 - 8.2.3 CSBA National Trustee Gathering on Aboriginal Education
 - 8.3 Trustees may attend the National School Boards Association (NSBA) Annual Conference & Exposition once a term and the Board encourages each trustee to do so.

9. Conference Chart for Attendance per Year:

PD Opportunity	Month	Number of Trustees to Attend	Trustees Attending
PSBAA FGM & SGM	October	11	
ASBA FGM & SGM	November	11	
ASBA New Trustee Orientation, Part 1 & 2	November & January of 1 st year	11	
PSBAA Governance Seminar	January of 1 st year	11	
Treaty 8 Education Symposium	January	At least 2	
ASBA New Trustee Orientation – Part 2	January	11	
Treaty 6 Education Conference	February/March	At least 2	
Alberta Rural Education Symposium	March	11	
NSBA	April	At least 2	
ASCA	April	11	
CASS FNMI Conference	April	At least 2	
CAPSLE	April	5	
CSBA Annual Conference	July	6	
ASBA Leadership Academy	August	11	

Legal Reference: Policy 2 Role of the Board
Policy 7 Board Governance and Operations



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Policy 12 Role of the Superintendent

ORIGINATOR: Administration

REFERENCE(S) & ATTACHMENTS: Policy 12 Role of the Superintendent Board Annual Work Plan
Appendix B Superintendent Performance Assessment Guide

RECOMMENDATION:

THAT the Board of Trustees approve the housekeeping change to Policy 12 Role of the Superintendent and Appendix B Superintendent Performance Assessment Guide, as attached.

BACKGROUND:

Item 3.6 was added to Policy 12 after review. There are times that the Superintendent is required to act as the signing authority of the Division and so this piece needed to be added to the policy.

RISK ANALYSIS:

Policy 12

ROLE OF THE SUPERINTENDENT

Under the provisions of section 10 of the Northland School Division Act, the Superintendent is the Chief Executive Officer of the Board. In accordance with the School Act, the Superintendent is also the Chief Education Officer of the Division. The Superintendent shall perform the duties and assume the responsibilities assigned through provincial legislation as well as those assigned by the Board. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement.
- 1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- 1.6 Provides leadership in implementing education policies established by the Minister and the Board.
- 1.7 Acts as, or designates, the attendance officer for the Division.

2. Student Wellness

- 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
- 2.3 Develops pathways beyond the residential school legacy.
- 2.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
- 2.5 Ensures the facilities adequately accommodate Division students.

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act.

- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 3.3 Directs the preparation and the presentation of the budget.
 - 3.4 Ensures the Board has current and relevant financial information.
 - 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.
 - 3-53.6 Acts as the Division's signing authority as designated by the Board.
4. Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
 - 4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
 - 4.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis and all other students.
 - 4.4 Ensures the coordination and integration of human resources within the Division.
 - 4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
 5. Policy/Administrative Procedures
 - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
 6. Superintendent/Board Relations ("The First Team")
 - 6.1 Engages in and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
 - 6.4 Provides the information and counsel which the Board requires to perform its role.
 - 6.5 Keeps the Board informed on sensitive issues in a timely manner.
 - 6.6 Attends, and/or designates, administrative attendance at all committee meetings.
 - 6.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community.
 7. Strategic Planning and Reporting
 - 7.1 Leads a generative Strategic Planning engagement process.

- 7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
- 7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- 7.4 Implements plans as approved.
- 7.5 Reports regularly on results achieved.
- 7.6 Develops the Annual Education Results Report for Board approval.

8. Organizational Management

- 8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Reports to the Minister with respect to matters identified in and required by the School Act and provincial legislation.
- 8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 8.5 Facilitates collaboration with First Nations and Métis leaders, organizations and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis and all other students.

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders and community members.
- 9.4 Pursues opportunities and engages in practices to facilitate reconciliation within the school community.
- 9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 9.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

- 10.2 Develops and maintains positive and effective relations with national, provincial and regional government departments and agencies.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.
- 10.4 Understands historical, social, economic and political implications of:
 - 10.4.1 Treaties and agreements with First Nations;
 - 10.4.2 Agreements with Métis;
 - 10.4.3 Residential schools and their legacy.
- 10.5 Site visits

Legal Reference: Section 14, 16.1, 45, 45.1, 60, 61, 113, 114, 115 School Act
Section 10, Northland School Division Act
Freedom of Information and Protection of Privacy Act



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

DATE: September 21, 2018

SUBMITTED BY: Maddy Daniels, Board Chair

SUBJECT: Board Chair Report

ORIGINATOR:

REFERENCE(S) & ATTACHMENTS: Board Chair Report

RECOMMENDATION:

That the Board of Trustees accept as information, the Board Chair Report as presented and attached.

BACKGROUND:

RISK ANALYSIS:



Board Chair Report

September 21, 2018

BOARD OF TRUSTEES

WARD 1
CHAIR
MADDY DANIELS

WARD 2
CATHY WANYANDIE

WARD 3
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 SAKESKANIP

WARD 10
VICE-CHAIR
JULES NOKOHO

WARD 11
KAREN TELFORD

August 2018 Dates		
24 -26	Canmore	ASBA Leadership Academy
September 2018 Dates		
5 (AM)	Edmonton	Together for Students - Steering Committee Meeting
5 (PM)	St. Albert	Board Retreat
6	St. Albert	Board Retreat
7(AM)	St. Albert	Board Retreat
7 (PM)	St. Albert	Board Agenda Review
12	Peace River	Zone 1 Meeting, Edwin Parr & Friends of Education Luncheon
14	Fort Chipewyan	Meeting with Athabasca Chipewyan First Nation
18	Fort McMurray	Meet n greet with the Regional Municipality Wood Buffalo Mayor and Council
Upcoming Dates		
Oct. 24-26	Edmonton	PSBAA Fall General Meeting

TRUSTEE EXPENSE SUMMARY				
AS OF September 12, 2018				
			BUDGET	
	YTD	BUDGET	REMAINING	% SPENT
Board Expenses				
Trustee Remuneration	\$4,000.00	\$200,000.00	\$196,000.00	2.00%
Trustee Employee Benefits	\$0.00	\$4,000.00	\$4,000.00	0.00%
In-service Board of Trustees	\$0.00	\$140,000.00	\$140,000.00	0.00%
Legal Fees	\$0.00	\$25,000.00	\$25,000.00	0.00%
Professional Services	\$0.00	\$0.00	\$0.00	0.00%
Advertising	\$0.00	\$3,000.00	\$3,000.00	0.00%
ASBA/PSBA Fees	\$0.00	\$38,000.00	\$38,000.00	0.00%
Office Supplies	\$0.00	\$5,000.00	\$5,000.00	0.00%
Printing and Binding	\$0.00	\$3,500.00	\$3,500.00	0.00%
Postage	\$0.00	\$4,000.00	\$4,000.00	0.00%
Travel and Subsistence - Trustees	\$1,013.72	\$70,000.00	\$68,986.28	1.45%
Insurance (liability)	\$0.00	\$250.00	\$250.00	0.00%
Telephone	\$0.00	\$3,000.00	\$3,000.00	0.00%
Awards	\$0.00	\$25,000.00	\$25,000.00	0.00%
Furniture and Equipment	\$0.00	\$1,000.00	\$1,000.00	0.00%
	\$5,013.72	\$521,750.00	\$516,736.28	0.96%
Board Committees				
Travel and Subsistence-Personnel	\$0.00	\$0.00	\$0.00	\$0.00
NSD Engagement	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	0.00%
TOTALS	\$5,013.72	\$521,750.00	\$516,736.28	0.96%



Office of the Minister

AR103015

AUG 28 2018

Mrs. Judy Muir
Board Chair
Northern Gateway Public Schools
PO Box 840
Whitecourt AB T7S 1N8

Dear Mrs. Muir:

I am writing in follow-up on my August 7, 2018 letter regarding your request to adjust Northern Gateway Public School's jurisdictional boundary.

Alberta Education staff have completed their review of the request to alter the Northern Gateway boundaries to serve those students residing in the areas surrounding the towns of Fox Creek and Whitecourt.

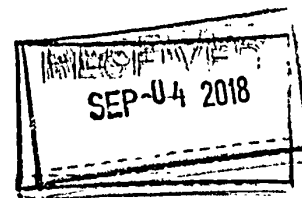
I understand there are currently five students living in the proposed area who are being transported by Northern Gateway and attending Northern Gateway schools in Whitecourt, and that in the near future, both Fox Creek and Whitecourt will likely be expanding their boundaries to take in areas assigned to Northland School Division. I commend your board on reaching out to Northland School Division on this matter and seeking the division's input. I expect the change in your school jurisdiction boundaries will positively impact families residing in this area.

Ministry staff are currently drafting the required ministerial order which will take approximately two months. I will forward a copy of the ministerial order to you once it is signed.

I wish your staff and students continued success in the upcoming school year.

Sincerely,

David Eggen
Minister



cc: Maddy Daniels, Board Chair, Northland School Division



Office of the Minister

AR103299

AUG 28 2018

Ms. Jennifer Tuininga
Board Chair
Pembina Hills Public Schools
5310 49 Street
Barrhead AB T7N 1P3

Dear Ms. Tuininga:

I am writing to follow up on your board's request to adjust the Pembina Hills Public Schools jurisdictional boundary.

Alberta Education staff have completed their review of your board's request to alter the boundaries of Pembina Hills to allow your jurisdiction to serve the areas between your Swan Hills and Barrhead ward boundaries.

I commend your board on reaching out to Northland School Division on this matter and seeking the division's input.

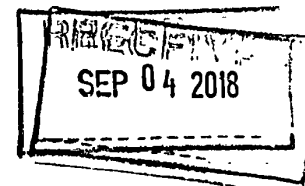
Ministry staff are currently drafting the required ministerial order. I will forward a copy of this order to you once it is signed.

I wish your staff and students success in the upcoming school year.

Sincerely,

David Eggen
Minister

cc: Maddy Daniels, Board Chair, Northland School Division





NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: Superintendent Report

ORIGINATOR:

REFERENCE(S) & ATTACHMENTS: Superintendent Report
Policy 12 Role of the Superintendent
Board Work Plan (1.2)

RECOMMENDATION:

THAT the Board of Trustees accept as information the Superintendent Report as presented and attached.

BACKGROUND:

Reports required as part of Policy 12, Role of the Superintendent and the Board Work Plan.

RISK ANALYSIS:



Superintendent's Report

September 21, 2018

ASBA Summer Leadership Academy	August 24-25, 2018
Attended the Leadership Academy in Canmore with members of the Board of Trustees. Topics included Parliamentary Procedures 101 and 201, ASBA Indigenous Advisory Circle updates, and Education Research Trends.	
Attendance Update with Alberta Education	August 27, 2018
Attended an attendance update meeting with the Director of Student Engagement, Attendance, and Completion at Alberta Education.	
Cross Ministry Meeting with Alberta Education	August 27, 2018
The meeting was to provide oversight and strategic guidance to Northland School Division. To identify and address issues and initiatives in an integrated, coherent, cross-ministry manner.	
Northland School Division Enhancement Funding Meeting with Alberta Education	August 27, 2018
Meeting with Alberta Education representatives to report on the enhancement funding received by the Alberta government.	
Family Wellness Workers Orientation	August 28, 2018
Met and spoke with all the Family Wellness Workers at their Northland orientation.	
CBC Interview - Family Wellness Workers	August 29, 2018
Interviewed by CBC to give an overview of the Family Wellness Worker's coming into Northland School Division.	
ATC Board of Directors Meeting	August 30, 2018
Attended the meeting with Trustee Nokohoo. Met with Athabasca Tribal Council and First Nation Chiefs regarding moving forward in education with Northland School Division.	
Janvier Busing Meeting	August 30, 2018
Attended a meeting in Janvier with Trustee Nokohoo regarding busing students from Janvier to Anzac.	

Fort McKay Meeting	August 31, 2018
Attended a meeting with the Associate Superintendent, Secretary Treasurer, and Transportation manager with the acting Education Manager for Fort McKay regarding Fort McKay education and busing.	
Board Retreat	September 5-7, 2018
Attended the retreat with the Board of Trustees. Topics included growing community support, strengthening school councils, working together - Trustees and Administration, supporting students, how to grow and support student success, and a balanced calendar.	
ASBA Friends of Education & Edwin Parr Luncheon	September 12, 2018
Attended the luncheon to celebrate NSD's Edwin Parr nominee, Hannah Wiltzen, and NSD's Friends of Education recipient, Ever Active Schools.	
Meeting with Athabasca Chipewyan First Nation	September 14, 2018
Met with ACFN Chief and Council with Board Chair Daniels and Trustee Sakeskanip regarding education related matters in Fort Chipewyan.	
NSD Enhancement Funding - Aligning with AERR	September 18, 2018
The meeting is to align the 5-year investment plan with the 3YEP/AERR.	
NSD/TEBA and Labour Board Hearing Debrief	September 19, 2018
The meeting is to discuss & prep for upcoming Labour Board Hearing	
TEBA Central Bargaining Discussion	September 20, 2018
TEBA Annual General Meeting and Central Table Bargaining Discussion. Topics included TEBA Staffing, TEBA Process Amendments, and 2018 Central Bargaining and Status of Local Bargaining.	

Committed Dates

Alberta Research Network Meeting	September 24, 2018
Administrator's Meeting	October 10-11, 2018
WE Day	October 12, 2018



August 28th, 2018

Dear Gord Atkinson:

Re: 2018 - 2019 Alberta Health Services – Oral Health Program for School Children

On behalf of Alberta Health Services, I express our appreciation for the support your school division provided the Oral Health Program in the past.

Alberta Health Services' province-wide *Oral Health Action Plan* aims to prevent dental disease in children in targeted schools through provision of preventive services, including fluoride varnish and dental sealants.

The *Plan* focuses on children from Kindergarten to Grade 2. Throughout the North Zone (AHS) one or both of the following services will be provided in target schools to all children with written parent/legal guardian consent:

- Kindergarten, Grade 1 and 2: visual oral health screening, two fluoride varnish applications over the school year, spread a number of months apart
- Grade 1 and 2: placement of dental sealants (Grade 3 students that received sealants last year will also have their sealants checked and repaired if necessary).

Please Note: In selected schools additional grades may be included.

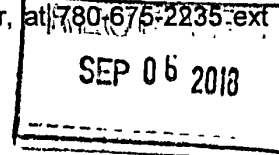
Fluoride varnish is a solution that is painted on teeth and reduces tooth decay. A dental sealant is a thin plastic coating applied to molars and has been show to also reduce tooth decay by at least 60% in children's permanent teeth. These services are provided by qualified, dedicated oral health staff in collaboration with the school and will be designed to minimize impact on teachers' time.

Thank you again for supporting access to preventive services for children at risk for dental disease. Principals of the targeted schools will receive more information directly from the oral health program staff. If you have any specific questions or concerns regarding the Alberta Health Services Oral Health Program for School Children in your area, please contact Susan Peebles, Registered Dental Hygienist, Westlock Community Health Services at 780-349-3316, Susan.Peebles@ahs.ca or Jennifer Beaulieu, Oral Health Manager, at 780-675-2235 ext 239. Jennifer.Beaulieu@ahs.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "SK Patterson".

Steven K. Patterson, BSc, DDS, MPH
Associate Dental Public Health Officer
Alberta Health Services





NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Shelley Willier, Associate Superintendent Area 1

SUBJECT: Monitoring Reports – Area 1 Associate Superintendent’s Report to the Board

ORIGINATOR: Board of Trustees

REFERENCE(S) & Board Work Plan

ATTACHMENTS: Area 1 Associate Superintendent’s Report to the Board

RECOMMENDATION:

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

BACKGROUND:

This is a requirement of the Board Work Plan.

RISK ANALYSIS:

May 2018



Update



Focusing on Optimum Learning for All Students

Anderson and Louis (2012) – There is benefit in focusing central office efforts on teaching and learning: building the capacity of teachers and principals to improve the quality of teaching and learning, and building the district’s capacity to develop the organizational conditions needed to make this happen (collective commitment).

When Leading Learning, a competency matrix including the Superintendent Leadership Quality Standard, Leadership Quality Standard, and the Teaching Quality Standard is enacted.

SLQS	LQS	TQS
Modelling Commitment to Professional Learning (2.A)	Modeling Commitment to Professional Learning (2.A)	Engaging in Career-long Learning (2.A)
Leading Learning (4.A)	Leading a Learning Community (4)	Demonstrating of Professional Body of Knowledge (3.A)
	Providing Instructional Leadership (6.A)	

Area 1 – Leading Learning

The objective of the Equity Framework is to strengthen **leadership**, **teaching practice** and **school culture** to enhance student learning and achievement to close the achievement gap. Research shows that focusing on these three drivers ensures educational equity in schools – where all students are provided with the individual support they need to reach and exceed a common standard (The Equity Framework, Linton, C. 2011).

- Year One – 2017-2018: Understanding and Exploring the Equity Framework
- Year Two – 2018-2019: Putting Equity into Action



Leadership - Coherence Making: Focusing Direction; Cultivating Collaborative Cultures; Deepening Learning; Securing Accountability.

Teaching Practice – High quality instruction and intervention

School Culture - Improving personalization – tightening connections between students and their learning environments (Lewis, Asberry, DeJarnett & King, 2016).

Calendar Events:

August

- 13th to 17th - CASS/ASBOA Conference
- 20th to 23rd - New Teacher and Principal Orientation; Administrator Meetings

September

- 5th to 7th – Board Retreat
- 11th – Bishop Routhier School NSD Day & Hillview Blanket Exercise
- 13th – Susa Creek School NSD Day
- 14th – Paddle Prairie School NSD Day
- 18th – Area 1 Principal’s Meeting; Hillview School NSD Day; Hillview School Council Establishment
- 19th – Grouard School NSD Day

Upcoming Events

- Concept – based Curriculum Conference – September 24th and 25th
- School Council Meetings: Gift Lake (September 27th); Grouard (October 3rd)
- Engagement Math – Paddle Prairie Professional Learning Day (September 28th)



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Wes Oginski, Associate Superintendent of Human Resources

SUBJECT: Monitoring Reports – Personnel Department Report

ORIGINATOR: Board of Trustees

REFERENCE(S) & Board Work Plan

ATTACHMENTS: Personnel Department Report

RECOMMENDATION:

THAT the Board of Trustees receive as information the Associate Superintendent of Human Resources Report to the Board, as presented.

BACKGROUND:

Staffing, recruitment and hiring has become a year round activity. The selection and appropriate assignment of certificated, divisional and support staff members is essential to providing a high quality educational program to the students of the Division.

ANALYSIS:

At the end of the 2017/2018 school year, we had 31 resignations from certified staff members (14 of those from schools transitioning to KTCEA) and we did not renew 26 temporary or probationary contracts that ended June 29th, 2018.

We have 11 certified staff members on leaves of absence for the 2018/2019 school year, with 6 of those from the schools transitioning to KTCEA. As of September 5th, 2018, we have hired 25 new certified staff members.

Currently there are still 5 unfilled teaching positions. Many school boards across Canada are also experiencing recruiting shortages at this time. Unfortunately, a number of potential new staff reneged an accepted contract offers and several continuous staff have given 30 days' notice and are leaving by the end of September 2018. We are looking at September 2018 enrollments and staffing levels to determine next steps.

Northland will continue to have a presence at Career Fairs as we still appear to need to hire 20-30 teachers each year. Once dates are confirmed, teams will be created to attend these fairs that will include Human resources, 1-2 school principals and 1-2 new teachers. As well, we are also looking at ways to include community representatives to attend fairs to bring the community perspective to the new potential recruit.

NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

A strategy we will try again will be to interview and offer contracts to teacher recruits shortly after a career fair in an attempt to lock in potential teachers for the coming year.

Native Language Instructors numbers are down due to 3 positions transitioning to KTCEA, 2 unfilled positions, and one school has moved to a certificated teacher. A long term goal is to increase the Native Language Instructors to certificated teachers.

On the next page is a comparison of September school staffing levels to the previous five years.

	Sep-13	Sep-14	Sep-15	Sep-16	Sep-17	Sep-18
Certified Staff	193.48	188.8	194.6	198.08	181	157.82
ECS Instructors	3	2	1	0	0	0
Educational Assistant I	27.49	32.83	34.17	31.05	33.75	20.45
Educational Assistant II	37.2	32	35.3	39.25	34.5	25.5
Educational Assistant II - PUF	6.8	3.8	1	4.5	10.3	1
School Community Liaison Worker	6	5.8	3.5	3.5	3	0.75
Family Community Liaison Advisor	2.25	3.25	3	2	3	3
Library Assistant	3	3.8	2.2	2.37	2.25	2.4
Native Language Instructor	12.4	12.33	12.33	12.85	14.6	8.61
Clerical	21.12	20.25	19.25	19.13	19.9	15.3
TOTAL	312.74	304.86	306.35	312.73	302.3	234.83



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: Curtis Walty, Communications Coordinator

SUBJECT: Monitoring Reports – Communications Department Report

ORIGINATOR: Board of Trustees

REFERENCE(S) & Board Work Plan

ATTACHMENTS: Communications Department Report

RECOMMENDATION:

THAT the Board of Trustees receive as information the Communications Coordinators Report to the Board, as presented and attached.

BACKGROUND:

Monitoring reports are scheduled in the Board’s Work Plan. The communications monitoring report includes activities and highlights from the 2017-2018 school year. Item H.1. Information under Information Items includes the Communication Strategic Plan for the 2018-2019 school year.

RISK ANALYSIS:

"Our students love to come to school in Northland"

Communications Department Report to the Board



NORTHLAND SCHOOL DIVISION NO.61

**P.O. Bag 1400, 9809 77th Avenue
Peace River, AB T8S-1V2**

Phone: 780-624-2060 or 1-800-362-1360

Website: www.nsd61.ca



Role of the Communications Coordinator

Guided by Northland School Divisions (NSD) commitment, vision, values and beliefs, the Communications Coordinator assists the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act, the Northland School Division Act and Board policy. The Communications Coordinator is directly responsible and accountable to the Superintendent <https://goo.gl/D1MLGN>.

2018-2019 Strategic NSD Communications Plan Goals and Strategies

The goals and strategies are aligned with the five outcomes statements approved by the Board of Trustees.

1. NSD students are strong in identity, healthy and successful.
 2. NSD is a leader for Indigenous education excellence.
 3. NSD is inclusive, each child's ways of knowing and ways of being are respected and essential.
 4. NSD has excellent teachers, school leaders, and system leaders.
 5. NSD is well governed and managed.
- **Goal 1: Provide direct communication support to Board of Trustees, central office and school staff**
 - Develop a Board Board Advocacy Plan in collaboration with the Board Advocacy Committee,
 - Continue to produce the internal communication newsletter "The Communique. The internal publication is a central vehicle for communicating deadlines and notices, professional development opportunities and education resources,
 - Assist principals with school based communication plans,
 - Social media management (Facebook, Twitter, LinkedIn)
 - Manage the Division's website www.nsd61.ca and assist schools with their websites.
 - Develop key messages in collaboration with the Board of Trustees and Superintendent of Schools,
 - Assist schools with School Messenger Communicate.
 - **Goal 2: Maintain strong relationships with stakeholders**
 - Maintain relationships with stakeholders (parents/guardians, school councils, community members, First Nations, Métis Settlements, Municipalities, Métis Settlements General Council, Treaty 8 First Nation of Alberta, Alberta Education, media.
 - **Goal 3: Organize and implement communication strategies to promote division priorities**
 - Update recruitment documents,
 - Produce a short video showcasing Northland School Division.
 - Update communication messages and materials for the Attendance Improvement Initiative "Every Day Counts".

2017-2018 Accomplishments

Communicating a historic transition for NSD



The Communications Coordinator, in collaboration with the NSD Executive Team, former Official Trustee for NSD and Alberta Education, developed a communication plan to communicate a historic transition for the jurisdiction. The plan achieved the following goals and objectives.

Northland Act: To ensure stakeholders understood changes to the Northland Act, we developed the following strategies: emailed/mailed letters to all stakeholders outlining changes,

updated the governance section on the NSD website to include key elements of the *Northland School Division Act* <https://nsd61.ca/governance>, developed a *Northland School Division Act* pamphlet that includes a Questions and Answer (Q & A) section <https://nsd61.ca/download/106876>, and developed a *Northland School Division Act* infographic <https://nsd61.ca/governance> with assistance from the Area 1 Associate Superintendent.

School Board Elections: Because this was the first elected board since 2010 for NSD, we developed the following campaigns: encouraging eligible parents and community members to run as a school board trustee, encouraging eligible parents and community members to vote, how to vote, where to vote and how to be a good voter. For these campaigns, we developed, social media (Facebook, Twitter), newspaper and radio advertisements, an election webpage on the NSD website and posters.



Post School Board Trustee Elections: With it being a highly anticipated event for the NSD, we shared election results immediately on the NSD website <https://goo.gl/2nwBvi> and on NSD social media pages (Facebook and Twitter). We also emailed a news release to media on election night so they could announce results the same evening and/or the next morning. To mark a historic moment for NSD, we hosted a celebration for the Board of Trustees on October 26, 2017

<https://goo.gl/ESBzUS>. Minister of Education David Eggen

attended the event along with many other dignitaries. Preparations for this event included booking a venue, arranging refreshments, inviting Elders to perform the cultural reflection and presenting eagle feathers/Métis sashes to the trustees, preparing speaking notes for the Master of Ceremony, decorating the room, taking photos and running Facebook Live.

School Councils: To help parents and community members understand school councils, the Communications Coordinator developed a School Council webpage on the NSD website <https://nsd61.ca/students-parents/school-council> and a brochure <https://nsd61.ca/download/116831>.

Northland Day:



In addition to these strategies, NSD and Alberta Education representatives participated in a new tradition at NSD <https://goo.gl/pyTRhG>. All schools celebrated Northland Day by hosting a community gathering to kick-off the 2017-2018 school year. The representatives attended the event to help community members understand the new *Northland Act*, the process to become a trustee and the establishment of a school council. Prior to the visit, NSD and Alberta Education met in Edmonton to develop binders with key messages and materials to share with parents and community members.

Launching School Messenger across the jurisdiction



On January 22, 2018, NSD launched a new communication system division-wide. NSD selected School Messenger Communicate to send notifications to parents and guardians for emergencies, student attendance and other events taking place in the schools or across the division <https://goo.gl/iazhdK>.

NSD hosted 1st Annual Health Active Schools Symposium in Wabasca-Desmarais



The Communications Coordinator supported the Student Services Department with organizing NSD's 1st Annual Health Active School Symposium in partnership with Ever Active Schools <https://goo.gl/QSTsJo>. The Communications Coordinator supported with communicating registration details to schools, purchasing swag and promoting the event on NSD website and school websites, social media (Facebook, Twitter) and to local media.

Mistassiniy School Modernization Announcement

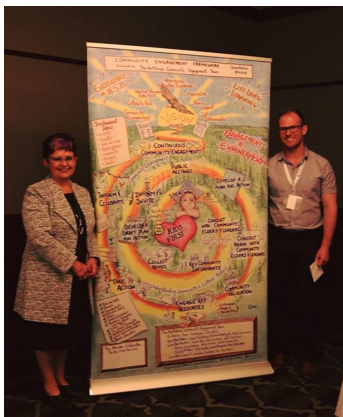


On April 27, 2018, Premier Rachel Notley announced a modernization for Mistassiniy School. To ensure the event ran smoothly, the Communications Coordinator worked with Premier Notley’s staff and Alberta Education staff to organize:

- List of dignitaries,
- Agenda
- Announcement location inside the school,
- Seating arrangements for the announcement location,
- Appetizers, refreshments and cake
- Media Advisory,
- Media release regarding the announcement,
- Photography arrangements, and
- Speech for Board Chair.

The Communications Coordinator also received support from the Area 2 Associate Superintendent and Mistassiniy School staff with organizing the event.

Presenting “A Community Engagement Framework through an Indigenous Lens” at Canadian Association for Communicators in Education (CACE) Conference



On October 2, 2017, The Communications Coordinator and the Director of First Nations, Métis and Inuit Learner Success, shared a “Community Engagement Framework through an Indigenous Lens” at the Canadian Association for Communicators in Education (CACE) Conference in Edmonton.

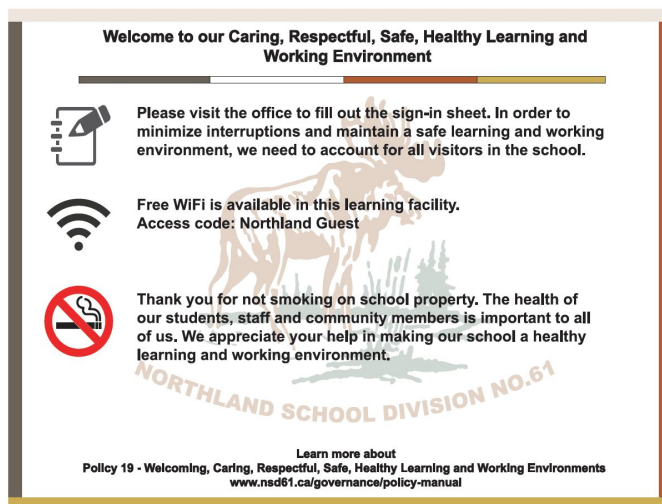
The Communications Coordinator, who has a full membership with CACE, was a member of the national conference committee who helped organize the annual conference.



On June 2, 2018, the Board Chair and the Director of First Nations, Métis and Inuit Learner Success presented “How NSD is overcoming barriers to be a leader for Indigenous education excellence” to the Public School Boards Associations of Alberta (PSBAA) and the Alberta School Boards Association (ASBA). The presentation showcased how NSD has aligned policies and strategies to ensure the jurisdiction is a leader for Indigenous education excellence <https://goo.gl/EWFGgp>. The Communications

Coordinator supported the Board Chair and the Director of First Nations, Métis and Inuit Learner Success by putting together a visual presentation, drafting speaking notes and ensuring equipment was set-up correctly.

Welcoming, Caring, Respectful, Safe, Healthy Learning and Working Environments



As of September 4, 2018, all 20 NSD schools have new welcome signage! The Communications Coordinator designed the signage with support from the Superintendent of Schools.

The signage includes messaging for how to sign-in, that there’s free WiFi in the facility and there’s no smoking on school property. It also includes a website link to NSD’s Policy 19 - Welcoming, Caring, Respectful, Safe, Healthy Learning and Working Environments.

Social Media and Website Results

NSD Facebook (@NorthlandSchoolDivisionNo61)

Likes and Followers Annual Comparison:

- Likes as of September 5, 2017: 763; Likes as of September 5, 2018: 1112,
- Followers as of September 5, 2017: 737; Followers as of September 5, 2018: 1121.

Post Highlights:

Northland School Division No.61
16 May · 🌐

Are looking for a school leadership position?
Do you have social work experience?
Do you have a passion for Indigenous education?
Northland School Division is hiring! Visit our website and consider joining the Northland family 😊 ... See more



Northland School Division No.61
Education [Learn More](#)

Post Topic: Join our team advertisement
Posted: May 16, 2018
Total Reach: 18,994 people
(6624 organic, 13,855 paid)
Actions: 1562 post clicks

Northland School Division No.61
26 October 2017 · 🌐

Please share!

On October 26, 2017, Northland School Division staff, guests and dignitaries celebrated a historic moment as an elected Board of Trustees returned to the jurisdiction. On October 16, 2017, parents and community members participated in elections for the first time since 2010. The new governance structure has NSD divided into 11 electoral wards.
*The past three days of orientation and meetings with the new Board have been truly great and I feel extremely confiden... See more



Post Topic: New Board of Trustee Ceremony
Posted: October 26, 2017
Total Reach: 7098 people (organic)
Actions: 1302 post clicks

Northland School Division No.61
 5 December 2017 · 🌐

Please share!

Students, parents, staff and community members celebrated two high school graduates from Calling Lake School on Saturday, December 2, 2017. The school community honoured Skyler Gagnon and Shania Gambler by organizing a ceremony, a graduation feast and a round dance. The evening began with a pipe ceremony performed by Elder, Victor Gladue. Following the pipe ceremony, Gladue spoke about the importance of education before presenting Skyler and Shania with an Eagle...
 See more



Post Topic: Calling Lake School Graduation
 Posted: December 5, 2017
 Total Reach: 4902 (organic)
 Actions: 939 post clicks

Northland School Division No.61
 22 June · 🌐

Please share!

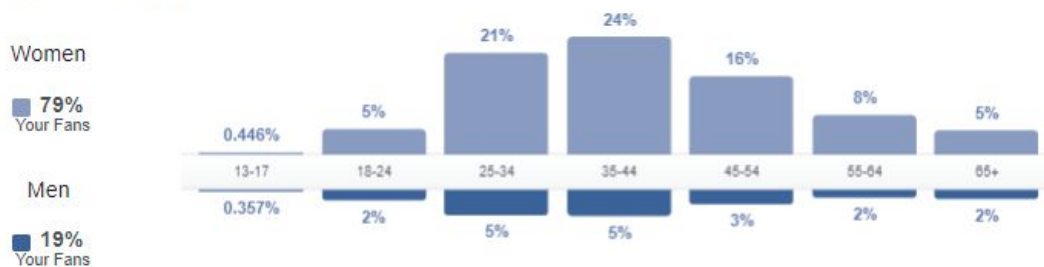
Northland School Division (NSD) is pleased to announce the appointment of Julia McDougall as Pedagogical Supervisor - Language and Culture, effective August 13, 2018. Julia joins the NSD family after spending the last two years as a Walking Together: Education for Reconciliation Professional Learning Project consultant. Established by the Alberta Teachers' Association, the six Walking Together project consultants helped educators understand and apply foundation...
 See more



Post Topic: Julia McDougall appointed as Pedagogical Supervisor
 Posted: June 22, 2018
 Total Reach: 4000 (organic)
 Comments and Shares: 47 comments 18 shares

Audience

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



NSD Twitter (@northland61)

Number of Followers Annual Comparison

- Followers as of September 2017: 907; Followers as of September 2018: 989.

Top Tweets:

Looking for the right place to grow as an educator? Join the **#NSD61** team! Visit our website for more information - goo.gl/4jktnu. **#JobSearch #jobseekers #FNMIED #abed** pic.twitter.com/v67AVVmR3l



Post Topic: Job advertisement
 Posted: April, 2018
 Impressions: 18,390 (organic), 21,390 (paid)
 Total engagements: 129

A good news story for NSD featured by **@CBCEdmonton** ow.ly/L8mk30ICTJO! **#Indigenous #Wellness #NSD61 #abed** **@GordAtkinson @davideggenAB** pic.twitter.com/lrFPG1Hy9E




Post Topic: Family Wellness Workers
 Posted: August 28, 2018
 Impressions: 2938 (organic)

Notable Mentions:

 **david eggen**
 @davideggenAB · Oct 26

Honoured to be at the induction ceremony of the new **@northland61** trustees this afternoon w/**@DebJabbour** & **@MLA_Rosendahl** **#NSDTRUSTEECEREMONY** pic.twitter.com/CsSz9wr6n5

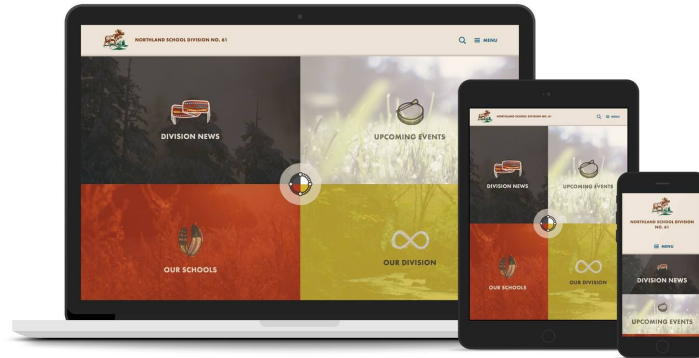


 **Ms. Dagenais** @ms_dagenais_PE · Sep 8
 Our Land Based Learning class had the incredible opportunity to learn how to build a tipi yesterday! A huge thank you to the Elders and #468 First Nations who helped the students build it, and @Suncor for donating this tipi to our school! **@northland61 #landbasedlearning**



  1  15 

NSD Website Statistics (www.nsd61.ca)



Timeframe	Pageviews (Total number of pages viewed)	Sessions (a person's visit)	Bounce Rate (Someone comes to a page on your website, then immediately leaves)	Session Duration (The length of time someone visits the website)
September 1, 2016 - September 1, 2017	117,921	45,334	50.76%	2 minutes 20
September 1, 2017 - September 1, 2018	133,533 (13% increase)	46,582 (2.75% increase)	46.16%	2 minutes 41 seconds (15% increase)

What device do users use to visit www.nsd61.ca?

From September 1, 2017 to September 1, 2018	
Device	Device Usage Percentage
Desktop	12,738 (59.52%)
Mobile	72,00 (34.10%)
Tablet	1,366 (6.38%)

Where do users visit?

From September 1, 2017 to September 1, 2018	
Page	Pageviews
www.nsd61.ca	28,083 (21.03%)
www.nsd61.ca/careers	18,273 (13.68%)
www.nsd61.ca/about-us/central-office-contacts	5,573 (4.17)
www.nsd61.ca/schools	5184 (3.88%)
www.nsd61.ca/about-us	3,036 (2.27%)
www.nsd61.ca/about-us/contact-us	2,755 (2.06%)
www.nsd61.ca/about-us/calendar	2,355 (1.76)
www.nsd61.ca/governance/policy-manual	2,133 (1.60%)
www.nsd61.ca/about-us/division-news	2047 (1.53%)
www.nsd61.ca/governance/board-meeting-agenda-minutes	2,023 (1.51%)



NORTHLAND SCHOOL DIVISION NO. 61

INFORMATION TO THE BOARD OF TRUSTEES

TO: THE BOARD OF TRUSTEES **DATE:** September 21, 2018

SUBMITTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: STRATEGIC COMMUNICATION PLAN 2018- 2019

ORIGINATOR:

REFERENCE(S) & ATTACHMENTS: STRATEGIC COMMUNICATION PLAN 2018- 2019

BACKGROUND:

The Communications Coordinator and Superintendent of Schools have developed a strategic plan for the 2018-2019 school year. Highlights from the plan includes targeted communication strategies for internal and external stakeholders. The plan also includes how the Communications Coordinator will support the Boards efforts in community relations.

RISK ANALYSIS:

[Empty box for Risk Analysis content]

Background:	2
Planning and Preparation:	3
Who we communicate with?	4
How do we communicate with them?	4
Strategic Goal 1: Provide direct communication support to Board of Trustees, central office staff and school staff	5
Strategic Goal 2: Maintain strong relationships with stakeholders	8
Strategic Goal 3: Organize and implement communication strategies to promote division priorities	9

Background:

The purpose of the Northland School Division No. 61 (NSD) Strategic Communications Plan is to enhance communication between its 20 schools, staff, students, parents, Elders and community members. Communication plays two important roles: informing and feedback; and is directed at two categories of audiences: internal and external. Good communication is two-way communication. NSD trustees, staff and students directly carry the message of the school to their families, friends and community, which influences opinions and perceptions about the schools and division as a whole. Support for and involvement in the implementation of the plan by NSD staff and its process are a key part of its success. Support for and involvement in this plan is vital for the division.

The Strategic Communications Plan is designed to help NSD achieve its Policy 1 - Foundational Statements.

Commitment: To inspire students to be the best they can be by providing outstanding holistic educational opportunities, with amazing staff and strong partnerships with families and communities.

Vision: “Our students love to come to school in Northland”

Outcome Statements:

1. NSD students are strong in identity, healthy and successful.
2. NSD is a leader for Indigenous education excellence.
3. NSD is inclusive, each child’s ways of knowing and ways of being is respected and essential.
4. NSD has excellent teachers, system leaders and school leaders.
5. NSD is well governed and managed.

The Strategic Communications Plan supports division priorities aimed at increasing student success:

- literacy and numeracy;
- First Nations, Métis language and culture;
- student attendance;
- student and staff wellness;
- education technology;
- revamping the way we report how students are progressing through the curriculum; and
- professional learning for staff.

Planning and Preparation:

In preparation of the 2018-2019 Communication Plan, the following sources of information were used and reviewed:

- Combined Three Year Education Plan for 2017-2020 and Annual Education Results Report (AERR) 2016-2017
- Conversations with the Board of Trustees
- Consultations with the Superintendent of Schools
- Northland School Division's Strategic Plan

Who we communicate with?

Internal	External
<ul style="list-style-type: none"> ● Students ● Board of Trustees ● All NSD staff 	<ul style="list-style-type: none"> ● Parents/Guardians ● School Councils ● Community members and partners ● First Nations ● Métis Settlements ● Municipalities ● Métis Settlements General Council ● Treaty 8 First Nation of Alberta ● Alberta Education ● Media

How do we communicate with them?

Parents	Staff	External
<ul style="list-style-type: none"> ● School newsletters ● Facebook ● Achimowin News Flash ● NSD website ● School websites ● Facebook and Twitter ● School Messenger ● Board Highlights ● Combined Three Year Education Plan and Annual Education Results Report ● Division Calendar 	<ul style="list-style-type: none"> ● School visits ● Staff meetings ● The Communique (internal) ● News releases ● Professional Development ● Alberta Education Surveys ● Board Highlights ● Emails from central office ● NSD website ● Facebook and Twitter ● YouTube (Livestream Board Meetings) ● Division calendar 	<ul style="list-style-type: none"> ● Invitation to events ● Media releases ● Board Highlights ● Facebook and Twitter ● YouTube (Livestream Board Meetings) ● Public Meetings ● Division calendar ● NSD website

Strategic Goal 1: Provide direct communication support to Board of Trustees, central office staff and school staff

NSD Outcome:		
Outcome 2: NSD is a leader in Indigenous education excellence. Outcome 5: NSD is well governed and managed.		
Objective	Strategies	Deadline
Board Advocacy Support the development of a Board Advocacy Plan	Develop a Board Advocacy Plan in collaboration with the Board Advocacy Committee.	To be determined by the Board Advocacy Committee
Division-wide internal communication Centrally support the internal communication process division-wide.	The Communications Coordinator will continue to produce a weekly internal communication document "The Communique". This internal publication is a central vehicle for communicating deadlines and notices, professional development opportunities and education resources. In 2018-2019, the Communications Coordinator in consultation with Superintendent, will develop a Google Form to gather input from staff with respect to the current format of "The Communique"	Send a survey to staff in January 2019.
School based-communication plans Centrally support principals with developing school-based communication plans	The Communications Coordinator will touch base with principals in-person or virtually (Google Meet) to review the school's communication strategy. This includes improving communication between the schools and their local trustee. The Communications Coordinator will work with	School Communication Plan review with Principal: Annual Email Principals before September 28, 2018 about communicating with their local trustee and school council promotion.

	<p>principals to ensure their local trustee receives school communication and is able to share messages in the school newsletter.</p> <p>To improve school council promotion, the Communications Coordinator will work with schools to post school council dates on division website and school websites.</p> <p>This work is in line with Administrative Procedure 150 - Division Communications.</p>	
<p>School-based social media Centrally manage social media platforms for NSD</p>	<p>The Communications Coordinator will continue to support principals and school communication designates with the creation of Facebook accounts.</p> <p>The Communications Coordinator assists schools with creating the page and managing the users. This is to ensure consistency throughout the school division.</p>	<p>Ongoing</p>
<p>Division website and school websites Centrally manage division and school websites for NSD</p>	<p>The Communications Coordinator will ensure the Division's website is professional, organized and includes the most cutting edge technology.</p> <p>In 2018-2019, the Communications Coordinator will organize training sessions for school website designates. Training dates will be determined.</p>	<p>Ongoing</p>

<p>Key Message Development Craft key messages to align with division priorities and NSD's five outcome statements</p>	<p>The Communications Coordinator, the Superintendent and the Board of Trustees will continue to develop key messages to support division priorities and NSD's five outcome statements.</p> <p>Currently, key messages from are communicated in the following ways:</p> <ul style="list-style-type: none"> ● Board Highlights, ● Media releases, ● Board Chair/Superintendent Messages to Stakeholders, ● Division website and school websites, ● Social media (Facebook, Twitter). 	<p>Ongoing</p>
<p>School Messenger Communicate Organize additional School Messenger Communicate training.</p>	<p>The Communications Coordinator with support from Network Administrator and Student Data Coordinator, will organize School Messenger Communicate training dates in 2018-2019.</p> <p>School Messenger Communicate allows schools to send messages via voice (phone), text message and/or email for emergencies, student attendance and upcoming events.</p>	<p>Training dates to be determined.</p>

Strategic Goal 2: Maintain strong relationships with stakeholders

NSD Outcome:		
Outcome 1: NSD students are strong in identity, healthy and successful. Outcome 2: NSD is a leader for Indigenous education excellence. Outcome 5: NSD is well governed and managed.		
Objective	Strategies	Deadline
Division-wide external communication Maintain multiple communication channels to communicate external stakeholders	Building and maintaining relationships with local media and stakeholders is crucial to establishing a positive image for NSD. Here are the following ways local media and stakeholders will be kept informed: <ul style="list-style-type: none"> ● NSD website and school websites ● NSD Facebook and Twitter ● Board Highlights ● Achimowin News Flash (Division newsletter) ● School newsletters ● NSD YouTube (Livestream for monthly Board Meetings?) With support from media, division and school news will be announced on radio, viewed on television and newspapers.	Board Highlights is posted on NSD website and shared with stakeholders following every corporate Board Meeting. It's released before the official minutes. The highlights will be distributed to all schools for including in school council agendas. Achimowin News Flash is posted on NSD website and shared with stakeholders on a monthly basis at minimum.

Strategic Goal 3: Organize and implement communication strategies to promote division priorities

NSD Outcomes:		
Outcome 4: NSD has excellent teachers, system leaders and school leaders. Outcome 5: NSD is well governed and managed.		
Objective	Strategies	Deadline
<p>Update communication materials for recruitment Work with Human Resources to revamp communication materials for recruitment</p>	<p>In collaboration from Human Resources, the Communications Coordinator will work to accomplish the following:</p> <ul style="list-style-type: none"> ● Update recruitment documents, ● Produce a short video showcasing Northland School Division. 	<p>December 21, 2018: recruitment documents.</p> <p>Deadline for short video to be determined.</p>
<p>Develop a comprehensive communication strategy for student attendance</p>	<p>The Communications Coordinator in consultation with the Director of Student Engagement, Attendance and Completion, will develop a comprehensive communication strategy to communicate about attendance with parents and community members.</p> <p>This strategy includes using a variety of methods such as Facebook, Twitter, websiess, newsletters, School Messenger and radio.</p> <p>The strategy is in line with Attendance Improvement Initiative “Every Day Counts” Operational Plan Strategy 4.2: Enhance parent and community engagement.</p>	<p>Deadline to be determined</p>