



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 19-03

### AGENDA

Location: Star of the North Centre, St. Albert, AB  
 Date & Time: Friday, March 22, 2019; 9:00 a.m. to 3:00 p.m.  
 Note: If agenda is ahead of schedule, items will be moved up

Page No

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

1. Recognition of Traditional Lands
2. Opening Prayer, Cultural Reflection or Reflection
3. Approval of Agenda
4. In-Camera (9:00 a.m. – 10:00 a.m.)

**B. CONSENT AGENDA (10:00 – 10:15am) ..... 01**

1. Board Meeting Minutes, February 15, 2019 ..... 02
2. Business Arising from Previous Meetings - Board Action Items ..... 06
3. Trustee Expenses for the period ending February 28, 2019 ..... 07
4. Board Chair Report ..... 08
  - 4.1. Correspondence
    - 4.1.1. Letter dated Mar. 5, 2019 from Minister Eggen regarding meeting ..... 11
    - 4.1.2. Letter dated Mar. 6, 2019 from Brad Volkman, Superintendent, Wild Rose School Division ..... 13
5. Enrolment Report for March, 2019 ..... 14
6. Mistassiniy Update
  - 6.1. Wabasca-Mistassiniy Modernization Meeting Summary ..... 15
  - 6.2. Mistassiniy School Modernization DRAFT Schedule ..... 17
7. Trustee Community Reports
  - 7.1. Ward 3 ..... 20
  - 7.2. Ward 11 ..... 21
8. Board Advisor Report ..... 22

**C. ACTION ITEMS (10:15 a.m. – 12:00 p.m.)**

1. Board honoraria increase due to tax changes (Secretary-Treasurer T. Rasmuson) ..... 23
2. Quarterly financial statement approval (Secretary-Treasurer T. Rasmuson) ..... 24
3. Approve capital plan (Secretary-Treasurer T. Rasmuson) ..... 33
4. Approve 2019-2020 school year calendar (Associate Superintendent HR W. Oginski) ..... 36
5. Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines  
(Secretary-Treasurer T. Rasmuson, Board Advisor L. Byers) ..... 38
6. Letter of Understanding re: Principals' Allowance (Associate Superintendent HR W. Oginski) ..... 46  
Note: the Letter of Understanding will be handed out after the in-camera session
7. Board Meeting Location Change (Superintendent G. Atkinson) ..... 48
8. Council of School Councils Workshop (Superintendent G. Atkinson) ..... 49

**D. RECESS (10:30 a.m. - 10:45 a.m.)**

**E. MONITORING REPORTS (1:00 p.m. – 2:30 p.m.)**

1. Board Chair Highlights
  - 1.1. Board Tours ..... 50
2. Superintendent Highlights (1:15 p.m. – 1:30 p.m.) ..... 51
  - 2.1 Correspondence
    - 2.1.1 Seclusion Rooms ..... 57
3. Monitoring Reports (Department) ..... 61
  - 3.1 Area 3 East Associate Superintendent Report  
(Area Associate Superintendent T. Stensland) (BWP 1.14) ..... 62

*"Our students love to come to school in Northland"*



**NORTHLAND SCHOOL DIVISION NO. 61**  
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**F. ADJOURNMENT & CLOSING CULTURAL REFLECTION (3:00 p.m.)**

**If the board meeting ends early, the COTW may convene after the board meeting.**

**\* Board Assessment Tool (survey link will be sent to Trustees at COTW meeting and trustee to fill it out electronically before they leave the meeting. Please bring your computers, so you can fill it out.)**



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

**TO:** THE BOARD OF TRUSTEES **DATE:** March 22, 2019  
**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer  
**SUBJECT:** Approval of Consent Agenda  
**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees acknowledge that they have reviewed and approve the consent agenda items.**

\*\*\*\*\*

**BACKGROUND:**

The board meeting agenda has a bit of a different look from previous agendas. A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The items in the consent agenda are approved in **one** motion, rather than filing motions on each item separately. Using a consent agenda can save boards time, and also allow more time for discussion or action items.

This process only works, however, if everyone reads all the consent agenda items, and ask questions outside the meeting. Questions about the items can be directed to the Superintendent prior to the board meeting, who will answer them by email, letting all trustees know the question, and the response.

Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done prior to the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

Once the consent agenda is approved, there will not be any discussion on any of the items. So, if there are changes to the minutes, for example, the changes need to be submitted to the Superintendent prior to the board meeting, as once the consent agenda is approved, the minutes are approved as well.

MINUTES OF THE NORTHLAND SCHOOL DIVISION  
NO. 61 BOARD OF TRUSTEES REGULAR MEETING  
ON FEBRUARY 15, 2019 AT STAR OF THE NORTH IN  
ST. ALBERT, AB.

MEMBERSHIP		
x	Maddy Daniels	• Chair Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee 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	• Vice – Chair, Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Gord Atkinson	• Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Wesley Oginski	• Associate Superintendent of Human Resources
✓	Shelley Willier	• Area 1 Associate Superintendent
✓	Nancy Spencer-Poitras	• Area 2 Associate Superintendent
✓	Tim Stensland	• Area 3 Associate Superintendent
✓	Don Tessier	• Director of Student Attendance, Attendance, and Completion
x	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant

CALL TO ORDER                      24789/19    Vice - Chair Nokohoo called the meeting to order at 9:49 a.m.

OPENING PRAYER, CULTURAL REFLECTION OR REFLECTION                      Trustee Lamouche gave the opening prayer, cultural reflection or reflection.

ADOPT AGENDA                      24790/19    Trustee Telford moved that the Board of Trustees adopt the agenda as presented.

9-0  
CARRIED





The meeting reconvened at 12:30 p.m.

**MONITORING  
REPORTS**

24801/19 Trustee Yellowknee moved that the Board of Trustees receive the following Monitoring Reports as information:

- Area 2 Central Associate Superintendent Report
- Student Services Department Report
- Housing Plan

10-0  
CARRIED

**ADJOURN**

24802/19 Trustee Guild moved that the Board of Trustees declare the meeting adjourned at 1:30 p.m.

10-0  
CARRIED

Trustee Yelloknee gave the closing prayer, cultural reflection or reflection.

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Maddy Daniels, Board Chair

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Krystal Potts, Executive Assistant

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
1 Board	3/18/2019	Gord	Hillview Viability Study	Set up a meeting with the East Prairie Settlement around Hillview viability and set up community meetings. Work with the Trustees and Associate Superintendent	3/1/2019	Pending	Associate Superintendent is currently working with Colette Duh to secure a meeting with EPSC.
2 Board	1/18/2019	Wes	2019-2020 Calendar	Get feedback from the Settlements around closing the school on Metis Proclamation Day, will that affect their functions?	3/1/2019	Pending	This question will be asked at the March 21, 2019 MSGC Meeting.
3 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	October 2018 update - with further conversations with Alberta Education, they are willing to work on combining Wards 6 & 7.



**TRUSTEE EXPENSE SUMMARY**  
**AS OF February 28, 2019**

	YTD	BUDGET	BUDGET REMAINING	% SPENT
Trustee Remuneration	\$113,377.56	\$194,450.00	\$81,072.44	58.31%
Trustee Employee Benefits	\$21,497.52	\$36,000.00	\$14,502.48	59.72%
PD/School Council Development	\$10,203.25	\$6,000.00	-\$4,203.25	170.05%
Legal Fees	\$12,507.47	\$3,000.00	-\$9,507.47	416.92%
Professional Services	\$304.80	\$0.00	-\$304.80	0.00%
Advertising	\$0.00	\$0.00	\$0.00	0.00%
ASBA/PSBA Fees	\$30,015.32	\$40,000.00	\$9,984.68	75.04%
Office Supplies	\$675.26	\$3,600.00	\$2,924.74	18.76%
Printing and Binding	\$2,494.12	\$3,600.00	\$1,105.88	69.28%
Postage	\$187.20	\$600.00	\$412.80	31.20%
Travel and Subsistence - Trustees	\$129,797.62	\$194,450.00	\$64,652.38	66.75%
Insurance (liability)	\$199.38	\$250.00	\$50.62	79.75%
Telephone	\$2,909.55	\$4,800.00	\$1,890.45	60.62%
Awards	\$517.15	\$35,000.00	\$34,482.85	1.48%
Furniture and Equipment	\$0.00	\$0.00	\$0.00	0.00%
	<u>\$324,686.20</u>	<u>\$521,750.00</u>	<u>\$197,063.80</u>	<u>62.23%</u>

<b>TOTALS</b>	<b>\$324,686.20</b>	<b>\$521,750.00</b>	<b>\$197,063.80</b>	<b>62.23%</b>
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**TO BE EXPENSED:**

February expenses paid in March	\$15,000.00
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<b>TOTALS</b>	<b>\$339,686.20</b>	<b>\$521,750.00</b>	<b>\$182,063.80</b>	<b>65.11%</b>
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Note: The trustee budget is 65% spent, at the halfway point of the year. 50% spent would be \$260,875, so using a 12-month board work cycle, the budget is over by \$78,811.

However, if a 10-month working cycle is used, then the year is 60% complete. 60% spent would be \$313,050, which would mean the budget is over by \$26,636. This would also mean that board expenses would only be incurred September through June, with no expenses (or very few) in July and August.



NORTHLAND SCHOOL DIVISION NO. 61

## BOARD CHAIR REPORT TO THE BOARD

<b>TO:</b>	<b>The Board of Trustees</b>	<b>DATE:</b>	March 13 2019
<b>SUBMITTED BY:</b>	Maddy Daniels-Board Chair		
<b>SUBJECT:</b>	Board Highlights		

### SUMMARY:

Feb 26th -Father Perin School Visit-Presentation of Cenovus Donation to Northland  
Trustee Nokohoo and Trustee Sagiskanip in attendance with Associate  
Superintendent-Stensland

- Discussion with MLA-Lila Goodrich-supporting NorthLand students
- Demonstration and participation in Elder Literacy program with Elder Agnes Duke

Feb 22nd- Advocacy/Long Service Awards Planning with Trustee Telford and Trustee Guild

- Awards for 2019 to take place at each school community
- Trustee Cardinal reviewed and make recommendations for cultural appropriateness of gifts/awards

Feb 28th- Slave Lake Boreal Boreal Centre for Bird Conservation-Healthy Active School  
Symposium-hosted by Northland and partnered with AHS and EverActive Schools

- Trustee Nokohoo, Trustee Telford, Trustee Sagiskanip, Trustee Lamouche, Trustee Cardinal in attendance
- show case work of Northland with visit from Minister Larivee
- participation of students from NSD61 and High Prairie School Division

March 04/05 -Alberta Rural Education Symposium

- Trustee Nokohoo, Trustee Lamouche, Trustee Anderson and Trustee Sagiskanip in attendance with Superintendent Atkinson
- Dr Jody Carrington, David Irvine presenting -relevant topics to be brought to board for discussion at COTW meeting in April
- showcasing of work on collaboration in Northland and KTC presented by L.Cardinal-Roy and Pearl Callhasen-Deputy Superintendent-KTC
- pictorial art display created on partnership

March 08- Board Advocacy Meeting with Trustee Telford

- Review of work plan and priorities ( long service awards)

March 08-Agenda Review-with Trustee Telford excused absence with Vice-Chair Nokohoo

- Rotating of Chairs for COTW will be the Vice-Chair from now forward
- Cotw will start immediately following the close of the board meeting

March 09/10 -Fort Chip/ADCS - welcoming of new teachers/ student engagement

- met with Elder Alice Marten -regarding Jordan's funding/Nunee Health proposal

**BOARD CHAIR REPORT TO THE BOARD**

-Meeting with Mikisew Cree First Nation-Counsellor Whiteknife, Counsellor Waquan and Counsellor Marten and ESA-Coordinator-Reta Martin  
-In attendance as well -Superintendent -Gord Atkinson and Associate Superintendent-Tim Stensland  
-topics of discussion-collaboration of community engagement meetings, ESA, Elders role, Jordan's Principle funding

Others - Request from PSBAA for Northland to present at the Annual Spring Conference -Red Deer-June 01st 2019 -For Discussion with Board





Office of the Minister

MAR 05 2019

AR104578

Ms. Maddy Daniels  
Board Chair  
Northland School Division  
PO Bag 1400  
Peace River AB T8S 1V2

Dear Ms. Daniels:

Thank you for your December 13, 2018 letter requesting a meeting with me to discuss Northland School Division's infrastructure study, superintendent compensation and long-term funding.

Unfortunately, my schedule cannot accommodate a meeting with you at this time; however, I have asked Alberta Education staff to contact Northland School Division Superintendent Gord Atkinson to follow up on the issues you have raised. Ranya El-Sharkawi, a member of my staff, would be pleased to speak with you on my behalf. Please reach out to her by email at [ranya.el-sharkawi@gov.ab.ca](mailto:ranya.el-sharkawi@gov.ab.ca) or by telephone at (780) 638-9577. In the meantime, I am pleased to provide the following information.

I was happy to learn that the infrastructure study prepared in collaboration with Edmonton Public Schools has provided the division with a clearer picture of its facility needs. Our government is committed to ensuring every student receives a high-quality education that enriches their life and prepares them for success, and we recognize that building new schools and maintaining and improving existing facilities is one of the most important investments we can make in our children's future and in the future of our province.

With regard to superintendent compensation, in June 2018, the Government of Alberta amended its *Superintendent of Schools Regulation* and established a new framework governing compensation for school superintendents. The framework sets salary ranges for superintendents and restrictions on other forms of compensation. The purpose of this framework is to ensure compensation for school superintendents aligns with other public sector executives.

.../2

Ms. Maddy Daniels  
Page Two

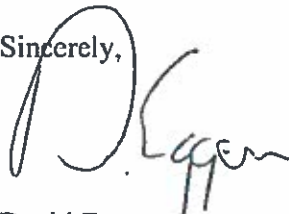
I appreciate your concern that the current compensation level for the position of superintendent may prevent Northland S.D. from attracting quality candidates in the future. I understand that Alberta Education staff have indicated they are available to work with your division on this issue and will consider any new information you can provide to support your request for a change to the salary range for Northland's superintendent.

I am pleased that the enhancement funding that Alberta Education is providing to Northland seems to be making a difference for Northland students, staff and families. Alberta Education will continue to monitor the progress being made as a result of this funding to support the division and help ensure it can continue to address student learning and achievement in the years to come.

Should you require further assistance from Alberta Education staff, please contact Nathan Freed, Director, North Field Services Branch, at [nathan.freed@gov.ab.ca](mailto:nathan.freed@gov.ab.ca) or 780-422-0795 (dial 310-0000 first for toll-free access).

I appreciate you taking the time to share your perspectives and concerns, and I wish the board, staff, students and families of Northland School Division all best throughout the 2018/19 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Eggen". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

David Eggen  
Minister

cc: Gord Atkinson, Superintendent of Schools  
Lois Byers, Board Advisor



March 6, 2019

**Maddy Daniels**  
Board Chair  
Northland School Division

Dear Ms. Daniels:

As chair of the 2019 Alberta Rural Education Symposium planning committee, I want to acknowledge the contributions made by Gord Atkinson on the ARES 2019 planning committee this past year. The expertise and many hours of additional work contributed by each of our committee members is voluntary and completed in addition to their many other regular duties.

Fortunately, the results of all this work more than made up for the time and energy invested. Our March 3-5, 2019 symposium in Edmonton provided opportunities for collaboration, networking, sharing best practices and discussion regarding the opportunities and challenges facing rural education and rural communities. Our theme was "Schools & Communities - Partners in Action". Our work at this symposium focused on motivating and assisting education and municipal leaders in the creation of partnerships that will mutually benefit local schools and the community. We know that so much more can be accomplished when we work together, across school divisions and across Ministries, sharing resources, ideas and expertise.

This symposium could not have taken place without the dedicated work of each member on the planning committee. Thank you for your support in this way. We are looking forward to another great symposium in 2020!

Sincerely,

**Brad Volkman**  
Superintendent of Wild Rose School Division  
Chair of the 2019 ARES Planning Committee



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

**TO:** THE BOARD OF TRUSTEES **Date:** March 22, 2019  
**SUBMITTED BY:** Wes Oginski, Associate Superintendent - HR  
**SUBJECT:** FEBRUARY 2019 ENROLLMENT UPDATE  
**ORIGINATOR:** Wes Oginski, Associate Superintendent - HR  
**REFERENCE(S) & ATTACHMENTS:** 2018-19 Student Enrollment

**RECOMMENDATION:**  
That the Board of Trustees accept as information, the January 31, 2019 student enrolment.

\*\*\*\*\*

**BACKGROUND:**  
Administration will provide a monthly update of student enrollment .

**RISK ANALYSIS:**  
It is important for the Division to be aware of student enrollments, as this affects how Northland is able to organize and deliver services. A monthly update is provided to the Board as information.

Attachments: [NSD 18-19 Monthly Enrollment Update - \(tab\) Feb 2019 Count](#)  
[NSD 18-19 Monthly Enrollment Update - \(tab\) Monthly Report](#)



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## Wabasca - Mistassiniy Modernization Meeting Summary

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Greg Leitch <greg.leitch@gov.ab.ca>

Thu, Mar 14, 2019 at 3:35 PM

To: Travis Hovland <Travis.Hovland@gov.ab.ca>, Peter Burgess <Peter.Burgess@gov.ab.ca>, Greg Appelt <greg.appelt@gov.ab.ca>, Joe Normand <joe.normand@gov.ab.ca>, Parimal Patel <parimal.patel@gov.ab.ca>, Mark Latimer <mark.latimer@gov.ab.ca>, Krystal Potts <krystal.potts@nsd61.ca>, "nancy.spencerpoitras@nsd61.ca" <nancy.spencerpoitras@nsd61.ca>, "david.cox@nsd61.ca" <david.cox@nsd61.ca>, Trudy Rasmuson <trudy.rasmuson@nsd61.ca>, "wayne.turpin@nsd61.ca" <wayne.turpin@nsd61.ca>

Hello Everyone,

Thank you for participating in the meeting March 6th. As a recap of the general discussion:

- The project will be lead by Alberta Infrastructure
  - o Director – Greg Leitch
  - o Senior Project Manager – Greg Appelt
  - o Project Manager – Joe Normand (\*\*main point of contact\*\*)
  - o Project Coordinator – Parimal Patel
- Contact from Alberta Education is Senior Manager – Peter Burgess (Director – Travis Hovland)
- The scope of the major modernization remains unchanged and reflects the “Revised Option 2” from the Value Scoping Session. (See attached Schedule A).
- Wabasca will be the primary location for design meetings although they may also occur in Peace River or Edmonton.
- The next step in the project is the issuance of the RFP for Prime Consulting Services by Alberta Infrastructure. This is expected to be released week of March 11<sup>th</sup>. Alberta Infrastructure will plan to have a tour of the school for proponents during the last week of March as the school will be closed – Tentatively March 25<sup>th</sup>.
- The RFP evaluation team will consist of members from Infrastructure (2-3), Education (1) and the School Division (1-2).
- The RFP may be put on hold or signing of the contract delayed until after the election. Schematic design would be expected to start July 2019 or sooner pending election timelines.
- The School Division will appoint members of a design committee with a primary point of contact (make-up typically includes 1-2 executive members, 1-2 facilities staff, principal, possibly select teachers). A key individual will need to be identified as the decision maker.
- During schematic design, meeting can be expected to be held every 2 weeks.

- The School Division will also participate in Construction meetings and reviews. Communication protocols will be set up with the contractor.
- Attached is a high level outline of the project schedule. It will evolve but will provide you with an idea of timing.

Action Items for Northland:

- Identify design committee members
- Confirm existing enrollment to assist with phase planning
- Identify potential community engagement (type & timing)
- Confirm school availability dates for proponent tour

Action Items for Infrastructure:

- Review Prime Consultant scope of work with facilities staff
- Confirm timing of proponent tour March 25th

Regards,

Greg Leitch

Director, North

Learning Facilities

Tel - 780-638-3227

Cell - 780-886-7581

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2 attachments

 NSD-Mistassiniy-Schd A.pdf  
90K

 Mistassiniy Draft Schedule 20190306.pdf  
38K

	Months	2019			2020			2021			2022			2023	
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Planning/Prime Consultant RFP	3														
Schematic Design	3														
Design Development	3														
Development Permit	2														
Detailed Design	6														
Tender Prep	2														
RFP	1.5														
RFP	1.5														
Award/Building Permit/Mobilization	3														
Construction	24														
Warranty	12														



6-Mar-19

AREA 1																
	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Paddle Prairie	0	5	6	8	7	13	16	9	11	12	8	3	13	5	0	116
Bishop Routhier	0	7	8	12	11	7	8	6	0	0	0	0	0	0	0	59
Gift Lake	0	12	13	18	16	16	15	19	13	13	13	0	0	0	0	148
Grouard Northland	0	10	7	9	9	8	11	4	6	3	3	0	0	0	0	70
Hillview School	1	0	2	2	3	3	5	3	0	0	0	0	0	0	0	19
Susa Creek	0	7	5	7	2	12	3	5	4	4	0	0	0	0	0	49
<b>Total</b>	<b>1</b>	<b>41</b>	<b>41</b>	<b>56</b>	<b>48</b>	<b>59</b>	<b>58</b>	<b>46</b>	<b>34</b>	<b>32</b>	<b>24</b>	<b>3</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>451</b>

AREA 2																
	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake	0	14	14	17	6	7	8	13	8	10	10	7	4	2	0	120
Calling Lake Outreach School	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	3
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	42	21	30	0	93
Mistassini School	0	0	0	0	0	0	0	0	35	27	40	47	30	32	0	211
Chipevyan Lakes	0	7	2	1	5	4	1	2	1	0	5	3	0	0	0	31
Pelican Mountain	0	3	2	3	2	4	3	1	0	0	0	0	0	0	0	18
St. Theresa	0	48	58	49	45	40	37	45	0	0	0	0	0	0	0	322
<b>Total</b>	<b>0</b>	<b>72</b>	<b>76</b>	<b>70</b>	<b>58</b>	<b>55</b>	<b>49</b>	<b>61</b>	<b>44</b>	<b>37</b>	<b>55</b>	<b>101</b>	<b>56</b>	<b>64</b>	<b>0</b>	<b>798</b>

AREA 3																
	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	14	25	15	15	18	17	15	8	16	20	22	23	17	0	225
Bill Woodward School	0	0	0	0	0	5	20	9	20	11	13	15	15	17	0	125
Anzac Community School	0	29	15	17	15	6	0	0	0	0	0	0	0	0	0	82
Conklin	0	4	1	1	3	2	3	6	3	7	3	0	0	0	0	33
Elizabeth School	0	11	15	12	12	13	14	14	10	10	0	0	0	0	0	111
Father R. Perin	0	12	7	14	10	6	7	8	5	4	1	0	0	0	0	74
Fort McKay School	0	7	9	5	6	5	8	6	0	0	0	0	0	0	0	46
J.F. Dion	1	11	11	7	10	11	7	11	9	7	0	0	0	0	0	85
<b>Total</b>	<b>1</b>	<b>88</b>	<b>83</b>	<b>71</b>	<b>71</b>	<b>66</b>	<b>76</b>	<b>69</b>	<b>55</b>	<b>55</b>	<b>37</b>	<b>37</b>	<b>38</b>	<b>34</b>	<b>0</b>	<b>781</b>

10-Jan-18	2	201	200	197	177	180	183	176	133	124	116	141	107	103	0	2040
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NORTHLAND SCHOOL DIVISION NO. 61  
**TRUSTEE REPORT TO THE BOARD**

<b>TO:</b>	<b>The Board of Trustees</b>	<b>DATE:</b>	<b>MARCH 14 2019</b>
<b>SUBMITTED BY:</b>	<b>RANDY ANDERSON WARD 3</b>		
<b>SUBJECT:</b>	<b>BOARD REPORT FOR MARCH. 2019</b>		

**SUMMARY:**

- Thomas Wall has been hired as the Gift Lake Principal and will start on March 12th.
- Attended the Alberta Rural Education Symposium Conference in Edmonton on March 4,5 in Edmonton. I was very impressed with the presenters. I was most keynote Jody Carrington on her presentation on " Kids these day ". The other Presentation by David Irvine on Rural Education and Leadership was also very informative, overall a very good conference.
- March 13th we will be having a school council meeting in Peavine.
- Minister Danielle Larivee and the Gift Lake Metis Settlement Council visited the school.
- A meeting is scheduled on March 21st at the Metis Settlements General Council where myself and Karen Telford Ward 11 will meet with the executive to provide an update.



NORTHLAND SCHOOL DIVISION NO. 61  
**TRUSTEE REPORT TO THE BOARD**

<b>TO:</b>	<b>The Board of Trustees</b>	<b>DATE:</b>	<b>MARCH 11, 2019</b>
<b>SUBMITTED BY:</b>	<b>KAREN TELFORD</b>		
<b>SUBJECT:</b>	<b>WARD 11 TRUSTEE REPORT</b>		

**SUMMARY:**

- Feb 13/19 - NSD - Professional Development Dr. Ruby Payne Edmonton
- Feb 13/19 - Evening ATA Induction
- Feb 14 & 15/19 COTW & Board Meeting St. Albert
- Feb 21/19 Cree Cafe - Elizabeth School
- Feb 25/19 - Elizabeth School Council Meeting was cancelled
- Feb 18/19 - HASS Slave Lake (Healthy Active School Symposium) 5 JF Dion Students Attended from Ward 11
- March 8/19 - Advocacy Committee Meeting & Agenda Review, Peace River
- Upcoming: TEBA Teleconference & In Person Meeting, ASBA Zone 1 Meeting Grande Prairie, JF Dion School Council Meeting



# BOARD ADVISOR REPORT TO THE BOARD

<b>TO:</b>	The Board of Trustees	<b>DATE:</b>	March 12, 2019
<b>SUBMITTED BY:</b>	Lois Byers, Board Advisor		
<b>SUBJECT:</b>	Report for February 7 to March 12, 2019		

**SUMMARY:**

- Assisting facilitating Board/Superintendent Communication workshop (Feb 6);
  - Drafted Board/Superintendent Communication Guidelines based on workshop in consultation with T. Gunderson, ASBA
- Drafted "NSD Rules of Order for the Board's consideration
- Assisted with finalizing Assisted with preparation for and participated in Advocacy Committee meeting (Feb 7)
- Assisted with drafting agendas for February meetings and reviewing/editing meeting packages
- Discussions throughout month with Chair re process, etc. on various questions/issues.
- Assisted with various drafting, revisions, editing on:
  - Trustee expense guidelines
  - Board Positive Path Forward Action Plan
  - Long term funding - Revenue and Expense Analysis document
  - Job descriptions and ads for Executive Secretary to Board and Finance (Board Secretary) and Administrative Assistant to Executive Secretary to Board and Finance.
- Reviewed board meeting agendas with Vice-Chair
- Attended Ruby Pane session in Edmonton - great session!
- Attended Board COTW and Board meeting (Feb 14-15)
  - worked on follow up items from board meetings
- Participated in teleconference with Superintendent and HR Associate re planning HR workshop for March COTW
- Assisted with building, reviewing agendas for March board meetings
- Unable to attend Advocacy Committee and agenda review March 8, however did assist with drafting agenda for Advocacy Committee with Director of Communications and provided input into agendas for March





NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** March 22, 2019

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

**SUBJECT:** Increase to Board Honoraria

**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**

That the Board of Trustees move to increase the chair honorarium from \$250 to \$275 per day, and the trustee honorarium from \$200 to \$225 per day, effective January 1, 2019 to compensate for the removal of the tax exemption.

\*\*\*\*\*

**BACKGROUND:**

At the budget meeting, held February 15, 2019, an analysis of the tax implications of the removal of the 1/3 tax exemption was provided to the board. A discussion was held, and it was determined that the honoraria for the chair and trustees should be increased, retroactively from January 1, 2019.

This change will add an additional \$20,000 in expenses to the 2018-2019 board budget.



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** March 22, 2019

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

**SUBJECT:** Unaudited Financial Report for September 1, 2018 – February 28, 2019

**REFERENCE(S) & ATTACHMENTS:** Second Quarter report

**RECOMMENDATION:**

That the Board of Trustees approve the Second Quarter Financial Statement for 2018-2019, as attached

\*\*\*\*\*

**BACKGROUND:**

Policy 2 – Role of the Board, Section 5, Fiscal Accountability, establishes that the Board of Trustees will monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analysis.

**CURRENT SITUATION/KEY POINTS:**

AS of February 28, 2019, the division was in a \$573,627 deficit. This is a result of some departments being over budget at this point:

- Items that are expensed over 10 months, but budgeted over 12 months (uncertificated salaries)
- Items in which a large portion of the entire budget was spent at the beginning of the year, and the amount over budget will decrease as the year progresses
- Some departments, such as housing and maintenance, which do not receive enough funding to cover their operating costs, and may finish the year in a deficit position.



# NORTHLAND SCHOOL DIVISION NO. 61

**Second  
Quarter  
report**

**2018/2019**

This document includes the Financial Statements of Northland School Division No. 61 for the period September 1, 2018 to February 28, 2019 and variance notes to these statements.

This information has not been audited.

**Report to the  
Board of Trustees**

March 22, 2019

**NORTHLAND SCHOOL DIVISION NO. 61**  
**STATEMENT OF REVENUES AND EXPENSES**  
**For The 6 Month Period Ended February 28, 2019**

	Annual Budget		Year To Date		Variance Favorable/ (Unfavorable)
	Spring Budget	Fall Budget	Fall Budget	Actual	
<b>REVENUES</b>					
Government of Alberta					
Alberta Education	\$ 43,046,582	\$ 40,441,990	\$ 20,220,995	\$ 21,706,103	\$ 1,485,108 <sup>1</sup>
Federal Revenue	13,925,827	15,419,869	7,709,935	7,393,572	\$ (316,363) <sup>2</sup>
Other Sales and Services	4,248,028	4,257,363	2,128,682	1,552,392	\$ (576,290)
Investment Income	60,000	60,000	30,000	113,983	\$ 83,983
Gifts and Donations	311,300	502,227	251,114	47,534	\$ (203,580) <sup>3</sup>
Fundraising/other	450,000	450,000	225,000	380,051	\$ 155,051 <sup>3</sup>
	<u>\$ 62,041,737</u>	<u>\$ 61,131,449</u>	<u>\$ 30,565,725</u>	<u>\$ 31,193,635</u>	<u>\$ 627,911</u>
<b>EXPENSES BY OBJECT</b>					
Certificated Salaries and Benefits	\$ 23,904,281	\$ 23,414,127	\$ 11,707,064	\$ 11,400,146	\$ 306,918 <sup>4</sup>
Uncertificated Salaries and Benefits	15,987,625	16,126,582	8,063,291	8,461,372	\$ (398,081) <sup>5</sup>
Services, Contracts and Supplies	18,562,116	18,777,219	9,388,610	9,935,690	\$ (547,081) <sup>6</sup>
Capital & Debt Services	4,032,354	3,428,238	1,714,119	1,874,502	\$ (160,383)
Fundraising	450,000	450,000	225,000	0	\$ 225,000 <sup>3</sup>
	<u>\$ 62,936,376</u>	<u>\$ 62,196,166</u>	<u>\$ 31,098,083</u>	<u>\$ 31,671,710</u>	<u>\$ (573,627)</u>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<u>\$ (894,639)</u>	<u>\$ (1,064,717)</u>	<u>\$ (532,359)</u>		<u>\$ (573,627)</u>
<b>EXPENSES BY PROGRAM</b>					
Instruction	\$ 41,541,749	\$ 40,145,898	\$ 20,072,949	\$ 20,127,938	\$ (54,989)
Plant Operations and Maintenance	9,272,364	9,622,353	4,811,177	5,298,759	\$ (487,583) <sup>7</sup>
Transportation	3,568,539	4,073,019	2,036,510	2,039,791	\$ (3,282)
Board and System Administration	3,450,564	3,376,943	1,688,472	1,695,358	\$ (6,887)
External Services	5,103,160	4,977,953	2,488,977	2,509,863	\$ (20,887)
	<u>\$ 62,936,376</u>	<u>\$ 62,196,166</u>	<u>\$ 31,098,083</u>	<u>\$ 31,671,709</u>	<u>\$ (573,626)</u>
<b>TOTAL</b>					

**Revenue**

- 1 There was additional funding of approximately \$700,000 under the Five-year Investment Grant, which was not budgeted. The balance of the overage is a result of timing and slight adjustments in grant money.
- 2 \$200,000 of the overage relates to the invoicing of the outreach schools. The recording of the revenue is not done until year-end, when a clear
- 3 Just a timing issue. Grant/donations are booked when received, but reported quarterly. This item will be under and over budget throughout the year, based on when the granting-agency forwards the funding to NSD. Some grants/donations are recorded at year-end, depending on the situation.
- 3 Just a timing issue. Grant/donations are booked when received, but reported quarterly. This item will be under and over budget throughout the year, based on when the granting-agency forwards the funding to NSD.
- 4 There have been unfilled certificated positions at the schools, and some continue to remain unfilled.
- 5 See General Note under the detailed expense page - this item has to do with summer savings.
- 6 This has to do with the maintenance budget overage - unbudgeted repair and maintenance expenses - see #7 below.
- 7 Facility Services has historically been over budget about \$1 million every year. The department does not receive enough money to adequately fund its operations. The overages are a result of repairs and maintenance in the schools that were not budgeted for, or difficulty hiring and retaining custodians at a couple of schools, so contract custodians are being used.

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Expenses by Decision Unit**  
**For The 6 Month Period Ended February 28, 2019**

	Annual Fall Budget	Year To Date				% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)		
<b>Schools</b>	\$ 24,153,178	\$ 12,076,589	\$ 12,350,118	\$ (273,529)	-2.26%	1
<b>Governance</b>						
Corporate Board	541,750	270,875	\$ 324,798	(53,923)	-19.91%	2
<b>Education Executive</b>						
Superintendent	615,979	307,990	275,215	32,775	10.64%	3
Public Relations	158,447	79,224	96,465	(17,242)	-21.76%	4
Superintendent Office & PR	\$ 774,426	\$ 387,213	\$ 371,680	\$ 15,533	4.01%	
<b>Instructional Services-Central</b>						
Area Superintendents	\$ 809,250	\$ 404,625	\$ 402,762	1,863	0.46%	
CTS Mobile	25,000	12,500	17,183	(4,683)	-37.46%	
First Nations, Metis and Inuit	640,320	320,160	459,120	(138,960)	-43.40%	5
Literacy	361,559	180,780	331,564	(150,785)	-83.41%	6
Occupational Health and Safety	263,463	131,732	122,970	8,762	6.65%	
Pedagogical	1,016,900	508,450	521,047	(12,597)	-2.48%	
System Computers	1,320,935	660,468	403,555	256,913	38.90%	7
Testing and Achievement	3,627,540	1,813,770	1,649,448	164,322	9.06%	8
	\$ 8,064,967	\$ 4,032,484	\$ 3,907,649	\$ 122,972	3.05%	
<b>Instructional Services-Schools</b>	7,927,752	\$ 3,963,876	3,683,673	280,203	7.07%	9
<b>Human Resources</b>	618,188	\$ 309,094	287,523	21,571	6.98%	
<b>Business Services</b>	1,442,580	\$ 721,290	733,586	(12,296)	-1.70%	10
<b>Facility Services</b>	9,622,353	\$ 4,811,177	5,298,759	(487,583)	-10.13%	11
<b>Student Transportation</b>	4,073,019	\$ 2,036,510	2,039,791	(3,282)	-0.16%	
<b>External Services</b>	4,977,953	\$ 2,488,977	2,674,132	(185,156)	-7.44%	12
	\$ 62,196,166	\$ 31,098,083	\$ 31,671,709	\$ (573,626)	-1.84%	

**Notes:**

General note: Support staff wages are calculated differently than other staff members. The division is expensing the 10-month support staff wages over 10 months, but withholding some money from each paycheque to be able to pay the staff during the summer. So, instead of the salary expense being expensed over 12 months, it is being expensed over ten months, which will affect the quarterly YTD figures, by overstating the salary expense to some of the support staff, and understating the expense the final quarter. It's like a forced savings account for the summer months.

- 1 There are schools with certificated positions that remain unfilled.
- 2 The corporate board is over their budget, but there will be fewer expenses over the summer, so the deficit should be less, unless spending increases.
- 3 Generally under budget on most line items, nothing specific.
- 4 This is over budget due to some software and computer hardware
- 5 The overage is related to all the inservices and training the Director of First Nation, Metis and Inuit Learner Success has been offering and facilitating. Most of these happen the first half of the year, in order to prepare staff to be more effective in their roles. The third and fourth quarters see less of this activity. This means the budget deficit will become smaller as the rest of the year unfolds.
- 6 This overage is of a similar nature to the FNMI overage - supplies and inservices were held during the first half of the year, meaning most of the expenses
- 7 This department is under budget due to the fact that it has not replaced some major hardware yet, but will be ordering the SmartBoards this month. As well, the department has been running short-staffed for several months, and may continue that way until year-end.
- 8 Most of this unspent money has to do with the Five-Year Investment Grant.

- 9 Testing and Achieving is underbudget due to the following reasons: PUF materials have not yet been placed, there are some professional development expenses for the Family Wellness Workers/Educational Assistants that have not yet been recorded, and the department was understaffed until December. As well, the ECS screening for 2019-2020 will not take place until May/June, and that is a substantial expense.
- 10 The budget overage is a result of the accounting software payment - the overage will decrease as the year unfolds.
- 11 Facility Services has historically been over budget about \$1 million every year. The department does not receive enough money to adequately fund its operations. The overages are a result of repairs and maintenance in the schools that were not budgeted for, or difficulty hiring and retaining custodians at a couple of schools, so contract custodians are being used.
- 12 This overage is a result of the housing portfolio. More details on housing and external services follow this report.

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Income and Expenses for External Services**  
**For The 6 Month Period Ended February 28, 2019**

	Annual Fall Budget	Year To Date			
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	% Change
<b>External Services</b>					
Alberta Mental Health Project Revenue	\$ 470,503	\$ 235,252	\$ 158,410	\$ (76,842)	-32.66%
Alberta Mental Health Project Expenses					
Salaries and Benefits	\$ 383,176	\$ 191,588	\$ 162,737	\$ 28,851	15.06%
Services, Contracts and Supplies	\$ 87,327	\$ 43,664	\$ 22,159	\$ 21,505	49.25%
Total Expenses	\$ 383,176	\$ 191,588	\$ 184,896	\$ 28,851	
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ -	\$ -	\$ (26,486)	\$ (26,486)	
School Food Services Revenue	\$ 3,566,400	\$ 1,783,200	\$ 1,599,374	\$ (183,826)	-10.31%
School Food Services Expenses					
Salaries and Benefits	\$ 1,211,837	\$ 605,919	\$ 737,850	\$ (131,932)	-21.77%
Services, Contracts and Supplies	\$ 2,354,563	\$ 1,177,282	\$ 773,868	\$ 403,414	34.27%
Total Expenses	\$ 3,566,400	\$ 1,783,200	\$ 1,511,718	\$ 271,482	
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ -	\$ -	\$ 87,656	\$ 87,656	
Housing Revenue	\$ 941,050	\$ 470,525	\$ 528,946	\$ 58,421	12.42%
Housing Expenses					
Salaries and Benefits	\$ 196,135	\$ 98,068	\$ 115,501	\$ (17,434)	-17.78%
Services, Contracts and Supplies	\$ 744,915	\$ 372,458	\$ 862,016	\$ (489,559)	-131.44%
Total Expenses	\$ 941,050	\$ 470,525	\$ 977,517	\$ (506,992)	
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ -	\$ -	\$ (448,571)	\$ (448,571)	

**Notes:**

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

School Food Services has budgeted historically for a deficit of around \$200,000. The revenue is slightly behind schedule, and all the expenses, with the exception of depreciation and wages, are paid over 10 months, which will cause the expenses to be higher than that quarter, until year-end. The revenue line is below budget, as SFS's share of the Five-year grant revenue (\$350,000 total, with \$175,000 for this quarter) has not yet been allocated to SFS.

Housing revenue and expense items are analyzed in further detail on the following page.

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Income and Expenses for Housing**  
**For The 6 Month Period Ended February 28, 2019**

	Annual Fall Budget	Year To Date				% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)		
<b>REVENUE</b>						
Rent	\$ 583,050	\$ 291,525	\$ 372,671	\$ 81,146	27.84%	1
Supported Amortization	\$ 358,000	\$ 179,000	\$ 156,275	\$ (22,725)	-12.70%	
<b>TOTAL REVENUE</b>	<b>\$ 941,050</b>	<b>\$ 470,525</b>	<b>\$ 528,946</b>	<b>\$ 58,421</b>	<b>12.42%</b>	
<b>EXPENSES</b>						
Salaries and Benefits	\$ 196,135	\$ 98,068	\$ 115,501	\$ (17,434)	-17.78%	2
Casual Labour	\$ -	\$ -	\$ -	\$ -		
Legal Services	\$ 4,000	\$ 2,000	\$ 5,349	\$ (3,349)	-167.45%	
Professional Services	\$ 3,000	\$ 1,500	\$ 4,225	\$ (2,725)	-181.67%	
Advertising	\$ 900	\$ 450	\$ 130			
Office Supplies	\$ 600	\$ 300	\$ 344	\$ (44)	-14.67%	
Printing and Binding	\$ 300	\$ 150	\$ 221	\$ (71)	-47.33%	
Postage	\$ 200	\$ 100	\$ 42	\$ 58	58.00%	
Travel and Subsistence	\$ 5,600	\$ 2,800	\$ 3,363	\$ (563)	-20.11%	
Insurance	\$ 78,750	\$ 39,375	\$ 18,016	\$ 21,359	54.25%	3
Repair and Maintenance	\$ 10,100	\$ 5,050	\$ 338,462	\$ (333,412)	-6602.22%	4
Electricity	\$ 47,800	\$ 23,900	\$ 21,111	\$ 2,789	11.67%	
Sewer	\$ 16,850	\$ 8,425	\$ 7,226	\$ 1,199	14.23%	
Water	\$ 24,900	\$ 12,450	\$ 9,367	\$ 3,083	24.76%	
Propane/Gas	\$ 108,300	\$ 54,150	\$ 57,718	\$ (3,568)	-6.59%	
Rent - Other properties	\$ 50,000	\$ 25,000	\$ 111,217	\$ (86,217)	-344.87%	5
Copier	\$ -	\$ -	\$ -	\$ -		
Telephone	\$ 500	\$ 250	\$ 2,092	\$ (1,842)	-736.80%	
Taxes	\$ 50,711	\$ 25,356	\$ 16,472	\$ 8,884	35.04%	
Vehicle	\$ 1,800	\$ 900	\$ 416	\$ 484	53.78%	
Software	\$ -	\$ -	\$ -	\$ -		
Furniture and Equipment	\$ -	\$ -	\$ 33,710	\$ (33,710)		6
Interest	\$ -	\$ -	\$ -	\$ -		
Depreciation	\$ 340,604	\$ 170,302	\$ 232,535	\$ (62,233)	-36.54%	
<b>TOTAL EXPENSES</b>	<b>\$ 941,050</b>	<b>\$ 470,525</b>	<b>\$ 977,517</b>	<b>\$ (507,312)</b>		
Net surplus (deficit)	\$ -	\$ -	\$ (448,571)			
Net surplus (deficit) cash basis			\$ (372,311)			

**Notes:**

- 1 Rent, so far, is higher than budgeted. The budget was set earlier in the year, after the teachers were hired for the year. Since school started, additional teachers have been hired that require housing. As well, there has been about \$12,000 in propane/gas rebates that were not budgeted for, and more rent is collected as a result of furnishing some units (versus unfurnished units)
- 2 Salaries are higher than budgeted, but to date, the cost has been for the Housing Construction Foreman, whose salary will be expensed against the housing grant money that will either be part of the Five-year Investment Plan or there will be grant money that will be separate from the investment money. The amount of the housing money is expected to be about \$6 million, the amount to implement the housing plan over five years. As well, the housing coordinator will be working about 60% time for Business Services, to support the board, so that portion of her wage will be a Business Services expense.
- 3 This is under budget due to liability insurance not being allocated to housing yet. In the past two years, it has been close to \$60,000 annually.
- 4 There was little budgeted for R&M, as the budget for housing is expected to be as balanced as possible, and it is one of the



discretionary items that can be reduced, if necessary. This line item is over budget due to the three units that were renovated in Fort Chipewyan. Of the \$333,000 overage, \$150,000 will be covered by the Five Year Investment Grant for the Fort Chipewyan renovations.

- 5 This is money paid to Schroeder Oilfield, for rent subsidies on the units, empty units, and rent on the land that the five "emergency" mobile homes are on. As well, if there is any other units rented (eg: temporary housing for teachers to finish off renovations to their permanent units). NSD is looking at sub-letting the Schroeder units, to reduce expenses.
- 6 Housing has been asked to furnish some additional units. The rent for the furnished units will be slightly higher than unfurnished.

**NORTHLAND SCHOOL DIVISION**  
**Accounts Receivable over 90 days**  
**over \$10,000**

<b>NAME/ORGANIZATION</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>DESCRIPTION OF SERVICE</b>
Lubicon First Nation	\$19,138.48	August 31, 2012	mold remediation
Little Buffalo Settlement	\$25,000.00	August 31, 2015	transfer of two housing units
MD of Opportunity	\$54,000.00	November 30, 2015	employee cost-sharing
Gift Lake Metis Settlement	\$20,027.32	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$15,452.04	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$30,139.15	August 31, 2017	School shared use ageement
Gift Lake Metis Settlement	\$13,242.41	August 31, 2018	School shared use ageement
Athabasca Chipewyan First Nation	\$98,710.20	August 31, 2018	Tuition adjustment
Indigenous Services Canada	\$261,944.90	August 31, 2018	Tuition adjustment
Bigstone Cree First Nation	\$446,382.83	August 31, 2018	Tuition for Career Pathways' students
Lubicon Lake Band	\$221,340.60	August 31, 2018	Tuition adjustment
Chipewyan Prairie First Nation	\$115,269.20	August 31, 2018	Tuition adjustment
Peerless Trout First Nation	\$415,766.20	August 31, 2018	Tuition adjustment

Note - this is the first report of this type to the board. It is a requirement under the Signing Authority Chart, passed in October, where it states that administration will bring to the board, as information, any tuition arrears over 90 days. This will be included as a part of the Financial Quarterly Report, and will include those items over \$10,000.



NORTHLAND SCHOOL DIVISION NO. 61

## ADMINISTRATION RECOMMENDATION TO THE BOARD

**TO:** THE BOARD OF TRUSTEES **DATE:** March 22, 2019  
**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer  
**SUBJECT:** 2019-2020 Capital Plan  
**REFERENCE(S) & ATTACHMENTS:** BLIMS Projects – Web Access for Capital Plan Submission

**RECOMMENDATION:**

**THAT the Board of Trustees approve the 2019-2020 Capital Plan, as attached.**

\*\*\*\*\*

**BACKGROUND:**

The attached capital plan lists the proposed projects for the division, along with detailed information on each project. The plan reflects the facilities report prepared by Edmonton Public School Division last fall.

This is a requirement of the Board Workplan, 5.11.

**BLIMS Projects - Web Access for Capital Plan Submission**

WAP2000 - Summary Report  
 Printed: March 07, 2019 12:03:19 PM  
 Capital Plan Submission for NSD 61 - March 2019

EPR Id	Location	Title	Key Driver(s)	Asset Name	Submission Status	Project Sub - Category	Client Ranking	Client File #	Scheduled Start Date	Capital Plan Submission Year	Total Project Cost	Total Provincial Support (Infrás)	Other (GOA/Fed/Private)
14012	FORT CHIPWEYAN	Altabasca Delta Community School - Replacement School	Infrastructure condition	ATHABASCA DELTA COMMUNITY SCHOOL	Unsubmitted	New - Replacement Facilities	1		2021	2021	\$26,500,000.00	\$26,500,000.00	\$0.00
14013	ANZAC	Arzac Community School - Modernization	Environmental factors, Infrastructure condition	ANZAC SCHOOL	Unsubmitted	Preservation - Facility Modernization	2		2021	2021	\$1,745,000.00	\$1,745,000.00	\$0.00
14014	GROUARD	Grouard Northland School	Infrastructure condition	GROUARD NORTHLAND SCHOOL	Unsubmitted	New - Replacement Facilities	3		2021	2021	\$12,200,000.00	\$12,200,000.00	\$0.00
14018	PADDLE PRAIRIE	Paddle Prairie School - Replacement School	Environmental factors, Infrastructure condition	PADDLE PRAIRIE SCHOOL	Unsubmitted	New - Replacement Facilities	4		2021	2021	\$8,000,000.00	\$8,000,000.00	\$0.00
14015	GRANDE CACHE	Susa Creek School - Replacement School	Infrastructure condition	SUSA CREEK SCHOOL	Unsubmitted	New - Replacement Facilities	5		2021	2021	\$5,700,000.00	\$5,700,000.00	\$0.00
9303	CONKLIN	Conklin School - Modernization	Infrastructure condition	CONKLIN COMMUNITY SCHOOL	Unsubmitted	Preservation - Facility Modernization	6		2012	2021	\$1,630,000.00	\$1,630,000.00	\$0.00
7872	CALLING LAKE	Calling Lake School - Modernization	Infrastructure condition	CALLING LAKE SCHOOL	Unsubmitted	Preservation - Facility Modernization	7		2010	2021	\$2,972,000.00	\$2,972,000.00	\$0.00
14016	WABASCA - DESMARAIS	Chipewyan Lake School - Modernization	Infrastructure condition	CHIPEWYAN LAKE SCHOOL	Unsubmitted	Preservation - Facility Modernization	8		2021	2021	\$1,806,000.00	\$1,806,000.00	\$0.00
14017	WABASCA - DESMARAIS	Pelican Mountain School - Modernization	Infrastructure condition	PELICAN MOUNTAIN SCHOOL	Unsubmitted	Preservation - Facility Modernization	9		2021	2021	\$1,238,500.00	\$1,238,500.00	\$0.00
7890	COLD LAKE	Elizabeth School - Major Modernization/Addition	Infrastructure condition	ELIZABETH COMMUNITY SCHOOL	Unsubmitted	Preservation - Facility Modernization	10		2010	2021	\$5,041,000.00	\$5,041,000.00	\$0.00
7861	FORT MACKAY	Fort McKay School - Modernization	Infrastructure condition	FORT MCKAY SCHOOL	Unsubmitted	Preservation - Facility Modernization	11		2013	2021	\$1,034,000.00	\$1,034,000.00	\$0.00
14019	SPUTINOW	J.F. Dion School - Recommended Maintenance	Infrastructure condition	J F DION SCHOOL	Unsubmitted	Preservation	12		2021	2021	\$786,000.00	\$786,000.00	\$0.00
14020	JANVIER (CHARD)	Father R. Perin School - Recommended Maintenance	Infrastructure condition	FATHER R PERIN SCHOOL	Unsubmitted	Preservation	13		2021	2021	\$986,000.00	\$986,000.00	\$0.00
14021	WABASCA - DESMARAIS	St. Theresa School - Recommended Maintenance	Infrastructure condition	ST. THERESA SCHOOL	Unsubmitted	Preservation	14		2021	2021	\$542,000.00	\$542,000.00	\$0.00
14022	PEAVINE	Bishop Routhier School - Recommended Maintenance	Infrastructure condition	BISHOP ROUTHIER SCHOOL	Unsubmitted	Preservation	15		2021	2021	\$343,500.00	\$343,500.00	\$0.00

**BLIMS Projects - Web Access for Capital Plan Submission**

WAP2000 - Summary Report  
 Printed: March 07, 2019 12:03:19 PM  
 Capital Plan Submission for NSD 61 - March 2019

EPR Id	Location Title	Key Driver(s)	Asset Name	Submission Status	Project Sub - Category	Client Ranking File #	Scheduled Start Date	Capital Plan Submission Year	Total Project Cost	Total Provincial Support (GOA/Fed/Private) (Infras)	Other
14023	EAST PRAIRIE	Hillview School - Recommended Maintenance	HILLVIEW SCHOOL	Unsubmitted	Preservation 16		2021	2021	\$289,500.00	\$289,500.00	\$0.00
14024	ANZAC	Bill Woodward School - Recommended Maintenance	BILL WOODWARD SCHOOL	Unsubmitted	Preservation 17		2021	2021	\$206,000.00	\$206,000.00	\$0.00
14025	GIFT LAKE	Gift Lake School - Recommended Maintenance	GIFT LAKE SCHOOL	Unsubmitted	Preservation 18		2021	2021	\$60,500.00	\$60,500.00	\$0.00
<b>Total 18 Project (s)</b>									<b>\$71,140,000.00</b>	<b>\$71,140,000.00</b>	<b>\$0.00</b>

Final Submission Sign-off: \_\_\_\_\_ Representative Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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



**TO:** THE BOARD OF TRUSTEES **Date:** March 22, 2019  
**SUBMITTED BY:** Gord Atkinson, Superintendent  
**SUBJECT:** 2019-2020 Northland Calendar  
**ORIGINATOR:** WES OGINSKI, ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES  
**REFERENCE(S) & ATTACHMENTS:** 2019-2020 Northland Calendar

**RECOMMENDATION:**

The Board approve the Northland Calendar for 2019-2020

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**BACKGROUND:**

The Board has the responsibility to set the school division calendar as set out by Section 56 of the School Act. The Board approves a draft calendar in its January Board meeting, which was then circulated to school principals to gather feedback from staff and community members. No feedback was received.

**RISK ANALYSIS:**

AP130 School Year states the Board must approve an official Division School Year Calendar by its March Board meeting. At this time schools can then start developing their Instructional Delivery Plans for the coming school year, including establishing their local calendars.

Attachment: [2019-2020 Northland School Division Calendar](#)



# Northland School Division No.61 2019-2020 SCHOOL YEAR CALENDAR



2019

## August

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

19: New NSD Principals' Orientation  
20-22: New NSD Teachers' Orientation  
21-22: Administrators' Meeting  
26-30: Organizational Days

2020

## January

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

6: Students & Staff Return to School

## September

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

2: Labor Day  
3: First Day Students

## February

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

10-14: Winter Break (for Students)  
10: Parent/Teacher Lieu Day  
11: Administrators' Meeting/Staff Travel Day  
12: Northland PL Day  
13-14: Teachers' Convention  
17: Family Day

## October

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

4: Area Professional Learning (PL) Day  
14: Thanksgiving Day  
16-17: Administrators' Meeting

## March

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

13: Area PL Day

## November

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

1: Metis Settlement Proclamation Day  
11: Remembrance Day

## April

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

6-9: Spring Break  
10: Good Friday  
13: Easter Monday

## December

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

Dec 23, 2019 – January 3, 2020  
Christmas Break

## May

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

13-14: Administrators' Meeting  
18: Victoria Day

180 Instructional Days (Green)

12 Organizational + 180 instructional = 192 Operational Days

From instructional days please assign in your calendar:

- 4 Local PL Days
- 2 Area PL – (October 4, 2019 and March 13, 2020)
- 1 Division PL (February 12, 2020)
- 4 Family Days
- 1 Day-in-Lieu for Parent/Teacher Interviews
- Up to the equivalent of 5 days (or 1 half-day early dismissal per month) for PLCs when deemed appropriate. PLEASE DO NOT deduct early dismissal time for PLC and staff meetings from the 178 days in the large org calendar. Please record any early dismissal hours in the text box below the calendar.

## June

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

5: Treaty Day/Farmers' Day  
25: Last day for Students (except students writing exams)  
26: Organizational Day

### Legend

	Organizational Day
	Non-Operational Day

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



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

**TO:** THE BOARD OF TRUSTEES **DATE:** March 22, 2019  
**SUBMITTED BY:** Lois Byers, Board Advisor / Trudy Rasmuson, Secretary-Treasurer  
**SUBJECT:** Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S)** Policy 7 Board Governance and Operations

**RECOMMENDATION:**

**That the Board of Trustees approve the first reading of Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines, as attached.**

\*\*\*\*\*

**BACKGROUND:**

This draft Trustee Expense and Corporate Card Guidelines was developed after conversations with the Board Chair, Superintendent, and Secretary-Treasurer. The guidelines were developed in order to help trustees understand what is considered a board expense, and to guide staff when reviewing trustee claims. The guidelines were discussed at the February Committee of the Whole meeting. Changes since then have been outlined in yellow.

**RISK ANALYSIS:**

It is important that everyone involved in submitting and reviewing claims understand what is considered a board expense. This reduces the amount of uncertainty around the process, and provides consistency when dealing with claims.



## Policy 7 Appendix C – Trustee Expense and Corporate Card Guidelines

This Appendix provides guidelines for the claiming, reimbursement and payment of travel, meal and other expenses and/or allowances. It is intended to ensure Trustees are properly reimbursed for expenses incurred while on Northland School Division (NSD) board business through fair and reasonable practices and also enable the efficient review of expenses by finance staff.

### Expense Guidelines

#### Principles:

- Reimbursement may only be made in respect of expenses and/or allowances incurred in relation to approved NSD board business.
- Travel, meal and other expenses and/or allowances must be necessary and economical with due regard for health, safety and security.
- Alcohol must not be purchase through any Division processes (NSD corporate credit card billed directly to the division, direct billing system or expense claims system, etc.)
- There should always be a focus on accountability and transparency.
- The Board, by motion, may grant an exemption from all or part of this Appendix in extenuating circumstances that are well documented, excluding alcohol.
- Personal expenses are any expenses NOT allowed by this appendix.

#### Procedures:

1. This Appendix applies regardless of how an expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system or expense claims system, etc.).
2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
3. The approved expense claim form(s) must be used.
4. A claim for reimbursement must be made within 60 days after the expense or occasion giving rise to the claim, unless approved by the board.
5. No claim shall be paid, unless approved by the Board, if;
  - 5.1. it is more than 60 days since the expense occurred
  - 5.2. it is not within the "electoral term of the Board" that the expense occurred
  - 5.3. the trustee is no longer duly elected.
6. A trustee is required to submit a signed expense claim to start the reimbursement process.
  - 6.1. By signing an expense claim, a trustee is attesting that the expense was incurred in relation to NSD Business and has not been claimed previously
  - 6.2. Special oversight should be exercised when completing an expense claim to ensure expenses charged to a corporate credit card or direct billed to NSD are not also claimed on an expense claim .
7. All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
8. Receipts must be provided for all expenses that contain details regarding the good or service purchased, itemized costs for each item, with a total, which includes the GST, if applicable.
  - 8.1. If a receipt is not available:

- 8.1.1. The trustee may claim the allowance amount instead (e.g. \$X for breakfast, \$x for lunch, \$x for parking) or;
  - 8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair for the Chair.
- 8.2. Receipts may be submitted electronically (scanned, faxed, picture from mobile phone, etc.)
- 9. When a discount, credit or bonus for travel is received that reduces the original travel cost at the time the expense is incurred, only the net expense may be claimed.
- 10. A reimbursement must be repaid to the extent the related expense is credited or refunded.
- 11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- 12. It is the responsibility of both the Approver and the trustee to work out appropriate arrangements that would meet the test of being fair and equitable.
- 13. In cases where the Trustee comes to the location of the Board meeting, conference, or workshops, but does not attend the meeting(s) for any reason, the Board will not pay honoraria and the Trustee will be responsible to repay all expenses associated with the member's travel to that meeting through their honorarium claim(s).
- 14. In cases where a Trustee does not attend a board meeting, conference or workshop and costs are incurred by the Board, the Trustee is responsible to repay those costs through their honorarium claim(s).
  - 14.1. If a Trustee does not attend a conference and costs are incurred by the Board, the Trustee is not eligible to attend any further professional development until all costs are repaid.
  - 14.2. If there are extenuating circumstances, a Trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
- 15. In cases where a Trustee does not attend all sessions of the conference or workshop they are attending they may only claim honorarium for the time they actually attended sessions.
- 16. In cases where cost are incurred to the Board due to Trustees making changes to any travel arrangements or reservations the Trustee is responsible to repay the costs through their honorarium claim(s).
- 17. Given the administration time required to book conferences and all logistics surrounding attending a conference and cancelling a conference, if a Trustee does not attend a conference or workshop on more than one occasion they shall only be allowed to attend further conferences or workshops by Board motion.
- 18. Expense Claim Process
  - 18.1. Expense claims must be submitted in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed. Generally nine days are required to complete all processes, however errors could cause delays.
  - 18.2. Review Process:
    - 18.2.1. Expense claims are to be submitted to the Executive Secretary to the Board and Corporate Services for review against policy;
  - 18.3. Correction Process:

- 18.3.1. The Secretary to the Executive Board and Corporate Services will inform and provide explanation to the trustee of any errors or omissions;
  - 18.3.2. The trustee will make the correction(s) and resubmit the expense claim to the Executive Secretary to the Board and Corporate Services;
  - 18.3.3. If the trustee does not agree with the correction they may request the Board Chair to review it;
  - 18.3.4. If there is still disagreement it will be taken to the Board for a decision.
  - 18.4. Approval Process:
    - 18.4.1. After the review process is complete the expense claim shall be sent to the Board Chair for approval;
    - 18.4.2. Once approved, the expense claim shall be submitted by the Executive Secretary to the Board and Corporate Services for payment.
19. Travel
- 19.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Secretary to the Board and Finance.
  - 19.2.
    - 19.2.1. If booking on own, trustee should share the information with the Secretary to the Board and Corporate Services to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while travelling.
    - 19.2.2. If a trustee wishes to bring friends or family members on a trip, the trustee will be responsible for making the arrangements and paying for the additional costs. There should be no additional costs to the division as a result of the extra guests.
  - 19.3. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
    - 19.3.1. air or rail fare;
    - 19.3.2. automobile rental;
    - 19.3.3. excess baggage charges where extra equipment is required because of duties being performed;
    - 19.3.4. charges for electronic communication, faxes related to NSD business only if receipted;
    - 19.3.5. charges for business related phone calls;
    - 19.3.6. inter-municipal bus fares, including airport bus; and
    - 19.3.7. internet connectivity in hotels or other public places if unable to use hot-spot on NSD cell phone.
  - 19.4. Flights
    - 19.4.1. Air travel shall be by economy class unless otherwise approved by Board motion.
    - 19.4.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.
  - 19.5. Other Travel Routes or Modes of Transportation
    - 19.5.1. If a trustee chooses to travel in a manner that that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or

cost-effective route and mode of transportation and pay the difference personally.

**19.6. Travel Outside of Canada**

- 19.6.1. When travelling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.
- 19.6.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.
- 19.6.3. A trustee shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
- 19.6.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.
- 19.6.5. If a trustee becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- 19.6.6. A trustee may claim the expense of travel immunizations.

**19.7. Travel by Third Party Vehicle, including car rentals**

- 19.7.1. A trustee may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice and may include a gratuity of up to 15 percent as shown on the receipt.
- 19.7.2. A trustee may claim the expense of hiring a taxi and may only claim the expense of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
- 19.7.3. A trustee may claim the expense of renting a vehicle.
  - 19.7.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
  - 19.7.3.2. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.

**19.8. Travel by Trustee Vehicle**

- 19.8.1. If a trustee uses their private vehicle to travel for NSD business they shall be paid a vehicle mileage allowance at the rate set out in Policy 7 Appendix A Schedule of Rates.

**20. Meal Expenses**

- 20.1. When travelling on NSD business, a trustee may claim either:
  - 20.1.1. the actual expense of the meal (with receipt); or
  - 20.1.2. the meal allowance as set out in Policy 7 Appendix A Schedule of Rates (no receipt required).

- 20.1.3. If a trustee eats only once during the day (as evidenced by a receipt), and is over the meal limit amount for that meal, the trustee should claim the three meal allowances instead of the one large meal.
  - 20.2. The actual expense of a meal is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.
  - 20.3. When a trustee is travelling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
    - 20.3.1. for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
    - 20.3.2. for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
    - 20.3.3. for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
  - 20.4. A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee, unless the trustee declines the meal because of a pre-authorized:
    - 20.4.1. dietary restriction; or
    - 20.4.2. business reason.
  - 20.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
    - 20.5.1. If a meal is included in the expense of airfare, a trustee cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal may be claimed as per guidelines.
  - 20.6. Any "room service" charges added to the cost for meals will not be reimbursed:
    - 20.6.1. unless there is a valid reason the meal could not be obtained elsewhere or,
    - 20.6.2. the room service charge plus the cost of the meal is equal to or less than the meal allowance.
21. **Accommodation Expenses**
- 21.1. When a trustee is travelling on NSD business, and overnight accommodation away from the trustee's residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
  - 21.2. If a trustee wishes a larger or upgraded room from a standard room they shall be reimbursed for the cost of a standard room only unless required for business reasons.
22. **Laundry Expenses**
- 22.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.
23. **Hosting Expenses**
- 23.1. The main purpose of an individual trustee hosting an event should be:
    - 23.1.1. To engage with the community toward the ultimate goal of improving student success.

- 23.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.
  - 23.2. Hosting may not include meeting with people about responsibilities that are outside of the Board's role. Any request to meet about an administrative responsibility area must involve the area associate superintendent and is not claimable through the trustee hosting budget.
  - 23.3. A "hosting summary" form must be submitted with any hosting expense claims that outlines the purpose of the event, people in attendance and outcome.
24. Business Expenses
- 24.1. Office-type supplies required by a trustee to fulfil their requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
    - 24.1.1. Trustees must check with the Executive Secretary to the Board and Corporate Services before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier the item(s) can be obtained through at a reduced cost.
  - 24.2. Any other business expenses must be approved by the board chair or vice-chair for the chair.

## Corporate Credit Card

### Procedures:

1. At their request, trustees may be provided with a corporate credit card to assist with ease of travel and fulfilling the requirements of their position.
2. The card may be used for any allowable expenses outlined in this appendix.
3. The card may not be used for personal expenses with the following exceptions:
  - 3.1. If necessary, fuel may be purchased for travel for NSD business, which will then be deducted from the trustees expense claim and the mileage allowance paid.
  - 3.2. Emergency vehicle repairs, with pre-approval of the Chair, or Vice-Chair in the instance of the Chair, which will be deducted from the trustees' next expense claim.
  - 3.3. Emergency roadside assistance.
4. ALL expenditures charged to a corporate credit card must be supported by original bills or vouchers as well as the customer copy of the credit card receipt.
5. Details as to the trustee duties incurring the expense should be detailed on the receipt.
6. No cash advance is allowed through the corporate credit card.
7. The "Trustee Corporate Credit Card Agreement" must be signed by trustees receiving a corporate credit card. Cardholders are expected to know and observe the agreement as a condition of accepting and using the corporate card.
8. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the Secretary to the Board and Corporate Services immediately.
9. Along with the "Trustee Corporate Credit Card Agreement", this Appendix and all Board Policies apply to the use of a corporate credit card.
10. The Chair, or Vice-Chair in the case of the Chair are responsible for ensuring proper use of trustee corporate credit cards.

11. The Secretary/Treasurer shall immediately inform the Chair, or Vice-Chair in the case of the chair, of any use by a trustee of their corporate credit card that is outside policy, including non-provision of receipts and they shall take immediate action with the trustee involved.
12. The Chair, in consultation with the Vice-Chair, and the Vice-Chair in consultation with one other trustee in the case of the Chair, have the right to request the immediate return and/or cancellation of a card:
  - 12.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)
  - 12.2. Any other actions that are considered to constitute a general mishandling of the card such as, but not limited to:
    - 12.2.1. Excessive administration time to required to reconcile the credit card statement against the trustee expense claim.
    - 12.2.2. Claiming expenses on their expense form that were charged to their credit card.
13. The following process shall be enacted by the Chair, or Vice-Chair in the case of the Chair, if receipts are not provided, although consideration may be given if the offenses are some time apart:
  - 13.1. The first time a receipt is not provided:
    - 13.1.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
    - 13.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card could be cancelled.
  - 13.2. The second time a receipt is not provided:
    - 13.2.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
    - 13.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card will be cancelled should this occur again.
  - 13.3. The third time a receipt is not provided the credit card will be suspended.
  - 13.4. Suspension of a card will be for the remainder of the electoral term unless the Chair/Vice-Chair decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed. Additional requirements can be added as well, such as signing an agreement:
    - 13.4.1.1. Immediately or;
    - 13.4.1.2. After two months.
  - 13.5. Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
14. As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding account and deduct the payment from any funds which may be payable to the cardholder.
15. The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
16. Any outstanding charges on the account must be resolved through the trustees honoraria claim prior to the end of an electoral term.



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



**TO:** THE BOARD OF TRUSTEES **Date:** March 22, 2018

**SUBMITTED BY:** Robin Guild, Ward 7 Trustee, Local Bargaining Committee Chair

**SUBJECT:** Ratification of Letter of Understanding Section 7.1 Principal Allowance Structure

**ORIGINATOR:** Wes Oginski, Associate Superintendent - Human Resources

**REFERENCE(S) & ATTACHMENTS:** Letter of Understanding Northland Principal Allowance

**RECOMMENDATION:**

The Board ratify the Letter of Understanding regarding Section 7.1 Principal's Allowance structure reached with the Northland Local Alberta Teachers' Association.

\*\*\*\*\*

**BACKGROUND:**

Northland ratified a Collective Agreement with the Local ATA on June 15th, 2017 with the exception of administrative allowance clauses. The Principal's Allowance Clause was the basis of a Alberta Labour Relations complaint by TEBA against the ATA and Northland.

In October 2018, NSD was informed of a proposed expedited arbitration process developed by the ATA and TEBA to deal with Central Table conflicts in the new round of negotiations. Northland agreed to participate in the expedited arbitration process conditional on the ALRB complaint being withdrawn.

The first part of the expedited arbitration process is a mediation session. This took place on October 31st, 2018, where NSD and the ATA negotiated a new Principal's Allowance structure that was acceptable to TEBA.

**RISK ANALYSIS:**

This settlement concludes negotiations between Northland and the Local ATA for the 2016-2018 local collective bargaining period. The structure addresses key concerns of both the Division and the Local. In particular:

- Compensation has been improved for smaller school principals who have teach fulltime and administrate; as well as
- Provide additional compensation for the growing complexity of the school principal's role.



Monday, February 19, 2019

1:10 PM

Attending: Robin Guild, Chair (Ward 7 Trustee)  
Louis Cardinal (Ward 5 Trustee)  
Jules Nokohoo (Ward 10 Trustee)  
Trudy Rasmusson (Secretary Treasurer)  
Wes Oginski (Associate Superintendent - HR)

Meeting Called to Order - 1:10 PM

Discussed Northland School Division - Alberta Teachers' Association Letter of Understanding provided by the ATA for ratification. Reviewed language regarding red-circling and answered questions.

Action:

The Local Negotiating Committee recommends the Board ratify the Letter of Understanding regarding Section 7.1 Principal's Allowance structure reached with the Northland Local Alberta Teachers' Association.

Passed unanimously.

Adjourned - 1:20 PM



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

**TO:** THE BOARD OF TRUSTEES **Date:** March 22, 2019  
**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools  
**SUBJECT:** Board Meeting Location Change  
**ORIGINATOR:** Board Advocacy Committee  
  
**REFERENCE:**

**RECOMMENDATION:**

**THAT** the Board of Trustees recommend a change of location to the April 26, 2019 Board Meeting to the Sawridge Inn, Edmonton South and the time to 1:00 pm - 5:00 pm.

\*\*\*\*\*

**BACKGROUND:**

At the March 8, 2019 Board Advocacy Committee meeting, the following information was discussed:

The Alberta School Councils Association Conference is taking place at the Delta Hotel in Edmonton on April 26 - 28, 2019. NSD school council chairs will be invited to attend the conference and while they are in Edmonton attending the NSD meeting outlined below.

NSD will set up a meeting the morning of April 26, 2019 with Trustee appointed Elders, members of MSGC, members of Treaty 8 and NSD SC chairs at the Sawridge Inn, Edmonton South.

The Delta Hotel is sold out of guest rooms and meeting rooms due to the ASCA conference, and the Sawridge Inn, Edmonton South was the closest most economical choice.



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

**TO:** THE BOARD OF TRUSTEES **Date:** March 22, 2019  
**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools  
**SUBJECT:** Council of School Councils Workshop - April 26, 2019  
**ORIGINATOR:** Board Advocacy Committee  
**REFERENCE:** NSD Act May 2017 Section 5 Powers and Duties of the Board  
Policy 21 Community Voice and Community Engagement

**RECOMMENDATION:**

**THAT** the Board of Trustees direct administration to set up a meeting the morning of April 26, 2019 with the school council chairs, Trustee appointed Elders, members of Metis Settlement General Council and members of Treaty 8 to discuss the "Every Season Learning" calendar, language development, and land-based learning in NSD.

\*\*\*\*\*

**BACKGROUND:**

At the March 8, 2019 Board Advocacy Committee meeting, the following information was discussed:

The Alberta School Councils Association Conference is taking place at the Delta Hotel in Edmonton on April 26 - 28, 2019. NSD school council chairs will be invited to attend the conference and while they are in Edmonton, NSD will set up a meeting the morning of April 26, 2019 with Trustee appointed Elders, members of MSGC, and members of Treaty 8.

The first part of the April 26 meeting will be to discuss and gather feedback on the "Every Season Learning" calendar, and will be facilitated by the Trustees, with support from the First Nation, Metis, and Inuit Learner Success Team. The second part of the meeting will be to explain the language development and land-based learning happening in NSD (sharing circle) facilitated by the Trustees, with support from the Associate Superintendents. School Council chairs to be involved in sharing.

Trustees are asked to connect with a local Elder and invite them to the April 26th Council of School Council meeting. Please let Krystal Potts know who you are inviting so details can be provided for accommodations and travel.

The meeting will be held at the Sawridge Inn & Conference Centre Edmonton South from 9:00 am - noon, and lunch will be provided.

## Board Chair Highlights

### Board Tours

In consultation with the Superintendent and Board Advisor, it is being recommended that the Board Tours (as a separate initiative) be put on hold until at least January 2021. Trustees will be visiting and engaging with communities, schools and community leadership in conjunction with the community engagement sessions about the Every Season Learning Calendar and feel this needs to be a priority.

The Board and Division is currently involved in a large number of initiatives and interactions with the communities on a number of different fronts as has been heard from the Associate Superintendents and other reports. The Board and Division is also about to engage with communities about the Every Season Balanced Calendar and long service awards are going to be held in each community.

Based on all of these initiatives, combined with the actions outlined in the Board Positive Path Forward Action Plan that still need to be achieved, it is being recommended that the full out Board Tours be put on hold for the time being. It is not that the Board will not be working with the communities, it will just be within existing initiatives and plans already underway.

The calendar community engagement sessions are to occur between May 1, 2019 and November 30, 2019. The exact schedule of the engagement sessions will be set in April.

The community engagement sessions would be in the evening with perhaps an afternoon session with local leadership. There could also be other engagement sessions if it was needed for a particular community.

Although it will not likely be possible for all Trustees to attend the community engagement sessions in all communities, it would be recommended that Trustees:

- Attend all sessions in their ward.
- All sessions in their Area if possible.
- Attend other sessions if able.

Trustee Louis Cardinal is the Board's lead on this project so will be in attendance at all community engagement sessions if he possibly can.



# Superintendent's Report

March 22, 2019

<b>Susa Creek School Visit</b>	<b>February 19 - 20, 2019</b>
Met with school staff and parents at Susa Creek School regarding a student concern.	
<b>Susa Creek Meet and Greet</b>	<b>February 19, 2019</b>
Met with parents and community members at Susa Creek School along with Trustee Wanyandie and Associate Superintendent Willier.	
<b>Cascading Professional Development Plan for PowerSchool</b>	<b>February 21, 2019</b>
Met with the NSD PowerSchool Team to draft the professional development plan for Student Information System PowerSchool to be implemented September, 2019.	
<b>Alberta Rural Education Symposium Meeting</b>	<b>February 22, 2019</b>
Meeting with the Rural Education Symposium Planning Committee regarding the upcoming Alberta Rural Education Symposium.	
<b>Capital Planning Workshop</b>	<b>February 27, 2019</b>
Workshop hosted by Education's Capital Planning Sector Modular program, regarding planning funds, IMR processes, design standards related to flexible classroom space, and capital planning gated approval Process.	
<b>Education Law Year in Review</b>	<b>February 28, 2019</b>
Meeting facilitated by education industry lawyers to discuss the key court and arbitral decisions rendered in 2018 which affect school boards, school trustees, Superintendents, Secretary Treasurers, central office personnel, administrators, teachers, students, and parents.	
<b>Meeting with Urban Rez Society</b>	<b>March 1, 2019</b>
Meeting to discuss a Renewing Our Spirit conference in Wabasca September, 2019.	
<b>Alberta Rural Education Symposium</b>	<b>March 5, 2019</b>
The theme of ARES 2019 was, "Schools and Communities - Partners in Action". Keynote speakers shared topics on The Rural Alberta Context and Sustaining Rural Education and Communities: Leadership, Partnerships, and Authentic Connections. NSD Director of First Nation, Métis, and Inuit Learner Success presented with Kee Tas Kee Now Deputy	

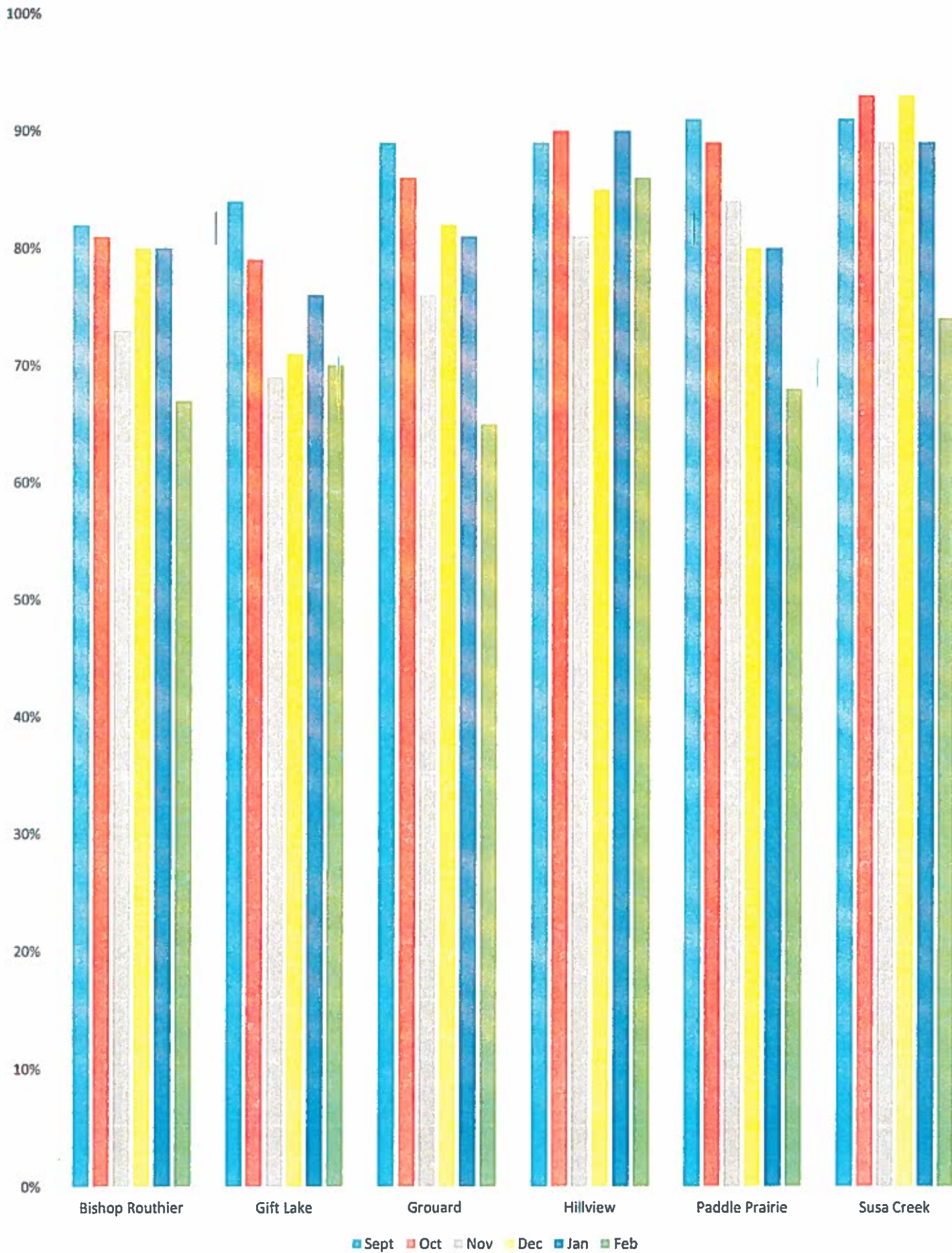
Superintendent on , "Successful Partnerships in Action".	
<b>Every Season Learning Meeting</b>	<b>March 5, 2019</b>
Meeting to discuss the action plan, school tours, and calendar dates for the "Every Season Learning" calendar.	
<b>Mistassiniy School Modernization Meeting</b>	<b>March 6, 2019</b>
Meeting between NSD, Alberta Education, and Alberta Infrastructure regarding next steps over the next 6 months and the role of School Board in the consultant selection and design process	
<b>Board Advocacy Meeting</b>	<b>March 8, 2019</b>
Met with the Advocacy committee in Peace River to discuss the April meeting with School Council Chairs and Elders, event protocol, student involvement in school council meetings, and area long service awards.	
<b>Board Agenda Review</b>	<b>March 8, 2019</b>
Meeting with the agenda review committee to discuss the board agenda for March 22, 2019.	
<b>Athabasca Delta Community School Visit</b>	<b>March 11 - 12, 2019</b>
Met with school staff at Athabasca Delta Community School.	
<b>Meeting with Mikisew Cree First Nation</b>	<b>March 12, 2019</b>
Met with Mikisew Cree First Nation in Fort Chipewyan to discuss Education Services Agreements, the ACFN Land Claim, Athabasca Delta Community School, Language and Culture Learning, Land-Based Learning, and the ADCS Facilities Report.	
<b>Alberta School Boards Association Zone 1 Meeting</b>	<b>March 13, 2019</b>
Attended the ASBA Zone 1 meeting in Grande Prairie. Topics included Zone One Bylaw and Operations Manual discussion, Role of Zones in ASBA and how can we make them more effective, Solar Power presentation, and Request for Consideration for Action – Proposed Resolution for FGM sponsored by Holy Family Catholic Regional Division.	
<b>Kee Tas Kee Now Tribal Council Meeting</b>	<b>March 18, 2019</b>
Met with Kee Tas Kee Now Tribal Council regarding the finalizing asset transfer, student transportation support (database), education services agreement and NSD assisting with some federal negotiation pieces.	
<b>Calling Lake Outreach Public Meeting</b>	<b>March 19, 2019</b>
Met with the Calling Lake community to outline the the viability report regarding the possible school closure of Calling Lake Outreach School.	

<b>Pelican Mountain School Public Meeting</b>	<b>March 20, 2019</b>
Met with the Sandy Lake community to outline the the viability report regarding the possible school closure of Pelican Mountain School.	

### Committed Dates

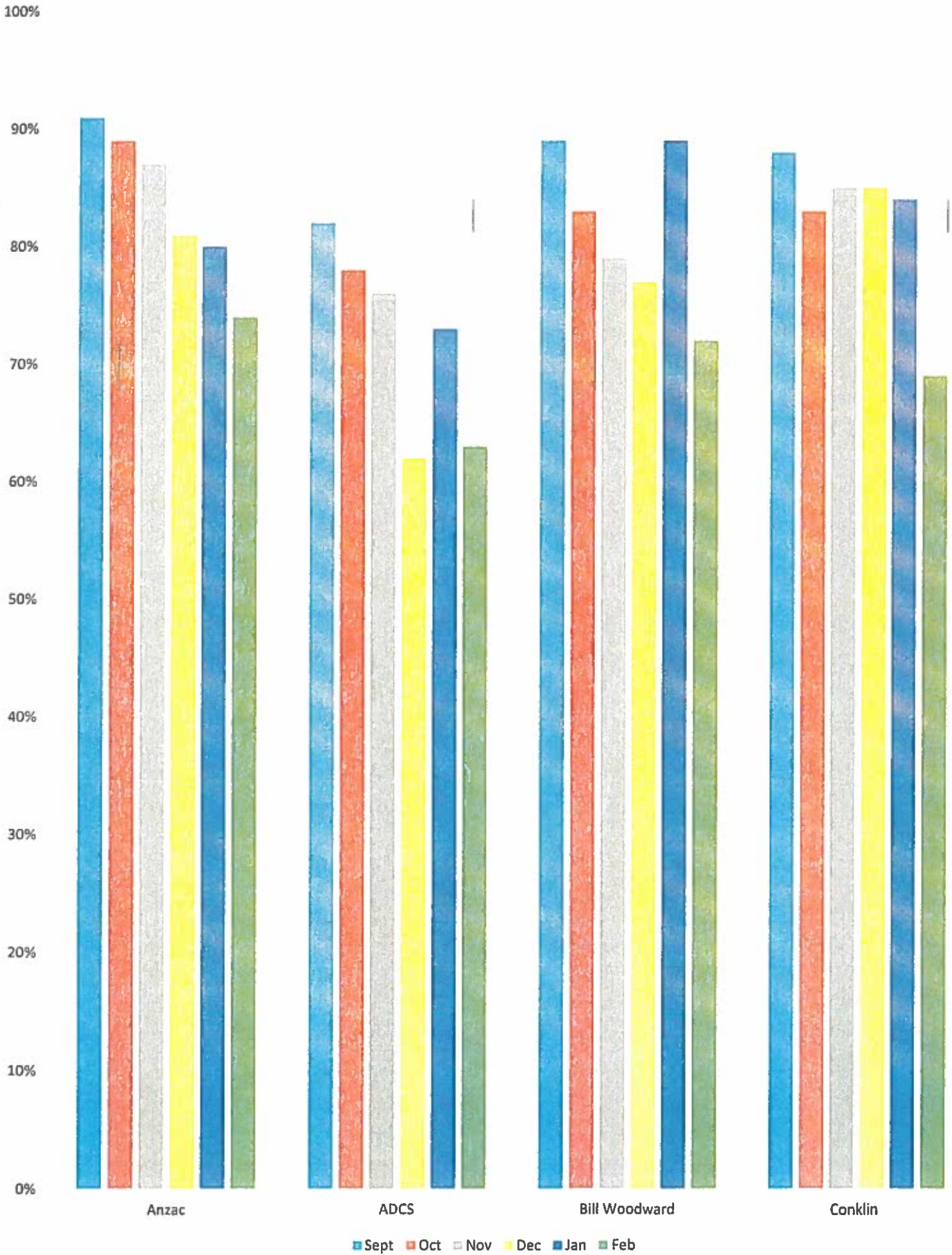
<b>Athabasca Tribal Council Education Conference</b>	<b>March 26 - 29, 2019</b>
<b>CASS FNMI Conference</b>	<b>April 10 - 12, 2019</b>
<b>TQS / LQS Symposium</b>	<b>April 16, 2019</b>
<b>ASCA Conference</b>	<b>April 26 - 28, 2019</b>





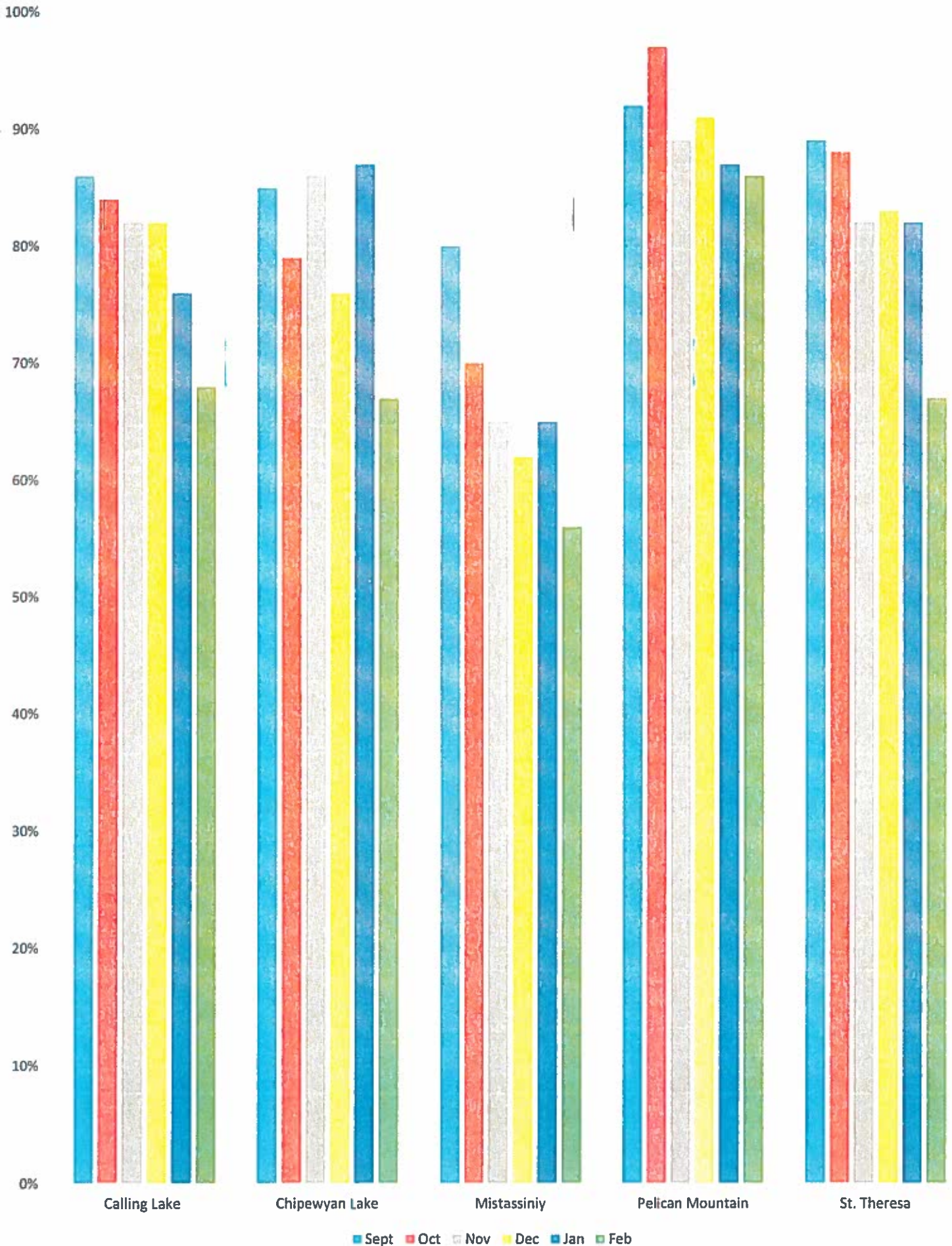


# Area 3 Attendance September, 2018 - February, 2019





# Area 2 Attendance September, 2018 - February, 2019



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**Ministerial Order #006/2019 – Seclusion Room Standard**

1 message

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**EDC Deputy Minister** <EducationDeputyMinister@gov.ab.ca>  
Cc: EDC Seclusion Rooms <seclusionrooms@gov.ab.ca>

Fri, Mar 8, 2019 at 2:39 PM

**To: Superintendents of public, separate, Francophone regional authorities and charter schools**

**Funded private schools principals**

**Private Early Childhood services operators**

On February 28, 2019, *Ministerial Order #006/2019 – Seclusion Room Standard* was signed. This ministerial order, which comes into force on September 1, 2019, prohibits the presence or use of a seclusion room in a school operated by public or separate school jurisdictions; Francophone regional authorities; charter schools; funded private schools; or private Early Childhood Services operators. A copy of the order is attached for your information and is also available at [www.alberta.ca/ban-on-seclusion-rooms.aspx](http://www.alberta.ca/ban-on-seclusion-rooms.aspx).

On March 1, 2019, the Honourable David Eggen, Minister of Education, informed chairs of school authorities and presidents of stakeholder associations that Alberta Education would be collecting information to ensure accountability regarding this ministerial order.

The Government of Alberta's top priority is student safety, and this ban will help ensure that all students can learn in a welcoming, caring, respectful and safe environment.

As stated in the ministerial order, "seclusion room means a room, structure or enclosure in a school operated by a school authority, the primary purpose or use of which involves the involuntary confinement or isolation of a student where the student is prevented or incapable of evacuating from the room, structure or enclosure without the assistance of another person because security measures are not under the student's control."

Your school authority is required to submit a list of all schools within your authority that have one or more seclusion rooms. Please fill in the attached Excel spreadsheet (*Seclusion Rooms in Schools: Data Collection*) providing the information requested in the fields.

Please ensure the spreadsheet is returned in Excel format to [seclusionrooms@gov.ab.ca](mailto:seclusionrooms@gov.ab.ca) by **March 29, 2019**.

After the department gathers this information from school authorities, I will be communicating with those that have seclusion rooms about the process for submitting a signed declaration form by August 30, 2019 to indicate that all seclusion rooms have been decommissioned.

With respect to requesting an exemption to this ministerial order, we are working to finalize the details, and I will communicate the process to you as soon as possible.

If you have any questions or require further information, please email [seclusionrooms@gov.ab.ca](mailto:seclusionrooms@gov.ab.ca).

Sincerely,

Curtis Clarke, PhD

Deputy Minister of Education

Attachments:

1. *Ministerial Order #006/2019 – Seclusion Room Standard*
2. Seclusion Rooms in Schools: Data Collection

cc: Communications Contacts at School Divisions

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

2 attachments



**Ministerial Order.pdf**

342K



**Seclusion Rooms in Schools - Data Collection.xlsx**

35K

GOVERNMENT OF ALBERTA  
DEPARTMENT OF EDUCATION  
MINISTERIAL ORDER (# 006 / 2019 )

I, David Eggen, Minister of Education, pursuant to section 39(1)(f) of the School Act, make the Order adopting or approving goals and standards applicable to the provision of education in Alberta in the attached Appendix.

DATED at Edmonton, Alberta on February 28, 2019.

  
\_\_\_\_\_  
MINISTER OF EDUCATION

## APPENDIX

MINISTERIAL ORDER (# 006 / 2019 )

## SCHOOL ACT

## Seclusion Room Standard

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

- 1 In the context of this document:
  - (a) “school authority” means a board and Regional authority, and operator of a charter school under the **School Act**, and operator of a funded private school as defined in the *Private Schools Regulation, A.R. 190/2000* or a private ECS operator as defined in the *Early Childhood Services Regulation, A.R. 31/2002*.
  - (b) “seclusion room” means a room, structure or enclosure in a school operated by a school authority, the primary purpose or use of which involves the involuntary confinement or isolation of a student where the student is prevented or incapable of evacuating from the room, structure or enclosure without the assistance of another person because security measures are not under the student’s control.
  - (c) “student” means a student under the **School Act**, and for the purposes of this order includes an individual who is younger than 6 years of age who is enrolled in an early childhood services program.
- 2 The presence or use of a seclusion room is prohibited in a school operated by a school authority.
- 3 The Minister may, by order, on such terms and conditions established by the Minister, exempt a school authority, or a class of school authorities from the application of Section 2.
- 4 This Order comes into force on September 1, 2019.



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**DATE:** March 22, 2019

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

**SUBJECT:** Monitoring Reports

**REFERENCE(S) &  
ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees accept as information the Monitoring Reports as presented and attached.**

\*\*\*\*\*

**BACKGROUND:**

The monitoring reports are a requirement of the board's oversight role. The reports included are:

- Area 3 East Associate Superintendent Report



Area 3 Schools

Athabasca Delta  
Community  
Fort McKay  
Anzac Community  
Bill Woodward  
Father R. Perin  
Conklin  
Elizabeth  
JF Dion

# NORTHLAND

March 2019



## Area 3 Associate Superintendent's Report to Board



*"Our students love to come to school in Northland"*





## Highlights in Area 3 Schools



### Division PD Day - March 15

Supporting all students to be successful:  
Reflecting on the messages from Ruby Payne "A Framework for Understanding Poverty"

The Division PD Day on March 15th was designated as a time for principals to work with staff members to apply what they have learned from "A Framework for Understanding Poverty" to their school setting.

#### Key Points:

Reflecting on what schools are currently doing now to support success for students based on the ideas of understanding poverty.

Produce a list of actions to represent what they will do as a staff for their next steps to apply the learning.

Principals will bring artifacts of the work to the next Area Principal meeting.

Some Area 3 schools have coordinated this work with other schools.

Specific areas of focus at schools:

Father R Perin School is reflecting on the correlation between literacy and understanding poverty. They are focusing on what they are currently doing to support the personal resources that students draw on to create success in learning.

Conklin School is reflecting on the practices they are currently doing, looking for ways to further understand and support students in relation to what Ruby Payne has shared.

### Threat Risk Assessment Pilot Project.

Areas 3 is working with Student Services to initiate the pilot process for threat risk assessment. The threat risk assessment focuses on establishing a prevention and intervention protocol to respond to situations in which students may be posing a threat to themselves or others. The schools involved in the pilot are Bill Woodward, Father R Perin, and Conklin.



## Land Based Learning

All schools are working towards enhancing their land based learning opportunities.

Some highlights include:

JF Dion School have focused on fire building, fish cleaning and drum making. Students in grades will be making ribbon skirts and ribbon shirts. Also looking at attending school powwows in the spring.



Elizabeth School has focused on many areas including ice fishing and trapping. A focus on Cree language and Métis culture included visits from Elders and Romeo Cardinal. Some students are working on making ribbon skirts. The school is planning a two-day gathering in the spring that will involve many different activities.

Conklin School has made mitts and mini-headdresses. They are planning some work with the Alberta Trappers Association to provide a course for some students. They are also planning the development of the school outdoor space.



Father R Perin School has focused on many traditional activities including duck singing, bannock making, fish skinning, traditional medicines and protocols. Also they are







Fort McKay School has just received their trapper's tent. The students have been involved in drum making and rattle making. Staff have been involved with planning learning activities to integrate land based learning with curriculum outcomes.

Anzac and Bill Woodward Schools have been learning how to make a moss bag which was traditionally used for carrying babies. Students from grades 6- 9 participated in a winter camp. The camp was supported by many visitors including Elders, language and culture employees, and an Ecologist from Keyano College.



Athabasca Delta Community School continues to focus on many activities for land-based learning. In the fall and winter the focus was tracking, calling, hunting, plant gathering, and fishing. In the spring the focus will be on waterfowl, construction, camping, and fishing.



## High School Completion

Students in junior and senior high school continue to be working on myBlueprint as a step in creating their high school completion plan.