



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 19-05

### AGENDA

Location: Star of the North, St. Albert, Alberta

Date & Time: Friday, May 24, 2019; 9:00 a.m. to 5:00 p.m.

Note: If agenda is ahead of schedule, items will be moved up. Time specific items will occur at specified time.

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 (9:10 a.m. – 10:00 a.m.)

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

1. Board Meeting Minutes, April 26, 2019 .....02
2. Business Arising from Previous Meetings - Board Action Items.....07
3. Trustee Expense Summary for the period ending April 30, 2019.....08
4. Enrolment Report (Associate Superintendent HR, W. Oginski).....09
5. Peerless Trout First Nation Schools Update (Secretary-Treasurer T. Rasmuson) .....11
6. Advocacy Committee Update
7. Trustee Community Reports
  - 7.1 Rubi-Helen Shirley, Ward 9 .....12
8. Board Advisor Report .....13

**C. ACTION ITEMS (2:15 p.m. – 4:00 p.m.)**

1. Proposed School Closure – Pelican Mountain .....14
2. Proposed School Closure – Calling Lake Outreach .....15
3. Acting Superintendent Contract (Secretary-Treasurer T. Rasmuson) .....16
4. Policy 8 - Board Committees (2<sup>nd</sup> reading) (Secretary-Treasurer T. Rasmuson) .....17
5. Policy 7 Appendix C – Trustee Expense & Corporate Card Guidelines (Housekeeping) (Secretary-Treasurer T. Rasmuson) .....27
6. Approval of Tender for Smartboards (Secretary-Treasurer T. Rasmuson).....37
7. Approval of Tender for ADCS Siding Installation (Secretary-Treasurer T. Rasmuson) .....38
8. Approval of Tender for New Buses (Secretary-Treasurer T. Rasmuson).....39

**D. RECESS (2:30 p.m. – 2:45 p.m.)**

**E. MONITORING REPORTS (4:00 p.m. – 5:00 p.m.)**

1. Board Chair Report
2. Superintendent Highlights (4:15 p.m. – 4:30 p.m.)
3. Area 2 Central Associate Superintendent Report (Area Associate Superintendent N. Spencer-Poitras).....40
4. Student Engagement Attendance & Completion Report (Director of SEAC D. Tessier) .....44
5. Occupational Health and Safety Report (OHS Manager S. Elle) .....56

**F. ADJOURNMENT & CLOSING CULTURAL REFLECTION (6:00 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 after meeting)**



MINUTES OF THE NORTHLAND SCHOOL DIVISION  
NO. 61 BOARD OF TRUSTEES REGULAR MEETING  
ON APRIL 26, 2019 AT SAWRIDGE INN &  
CONFERENCE CENTRE, EDMONTON, ALBERTA

MEMBERSHIP		
✓	Maddy Daniels	• Chair Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
x	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
x	Loretta Gladue	• Trustee Ward 8
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Vice-Chair 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 Engagement, Attendance, and Completion
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant

## CALL TO ORDER

Chair Daniels called the meeting to order at 1:42 p.m.

OPENING PRAYER,  
CULTURAL  
REFLECTION OR  
REFLECTION

Chair Daniels gave the opening prayer, cultural reflection or reflection.

## ADOPT AGENDA

24821/19 Trustee Yellowknee moved that the Board of Trustees acknowledge that Trustees have reviewed and receive the consent agenda items as information

9-0  
CARRIED

IN-CAMERA  
SESSION

24822/19 Trustee Guild moved that the meeting go in-camera at 1:45 p.m.

9-0  
CARRIED

REGULAR SESSION	24823/19	Trustee Yellowknee moved that the meeting revert to regular session at 2:27 p.m.
		9-0 CARRIED
ADOPT CONSENT AGENDA	24824/19	Trustee Anderson moved that the Board of Trustees adopt the consent agenda as approved.
		9-0 CARRIED
ENROLMENT REPORT	24825/19	Trustee Yellowknee moved that the Board of Trustees accept as information, the March 2019 student enrolment report.
		9-0 CARRIED
		Trustee Guild left the meeting at 2:45 p.m. Trustee Guild joined the meeting at 2:51 p.m.
SUPERINTENDENT EVALUATION PROCESS REVIEW COMMITTEE RECOMMENDATION	24826/19	Trustee Yellowknee moved that the Board of Trustees approve the process for Superintendent Annual Evaluation and performance reviews as outlined on the attached document "Process, Criteria and Parameters for Superintendent Annual Evaluation and Performance Reviews".
		9-0 CARRIED
POLICY 8 BOARD COMMITTEES	24827/19	Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 8, Board Committees as amended, with the addition of a standing "Superintendent Performance Review Committee".
		9-0 CARRIED
APPOINT POLICY 8 BOARD COMMITTEE MEMBERS	24828/19	Trustee Shirley moved that the Board of Trustees appoint Trustees Guild, Gladue, and Wanyandie to the Superintendent Performance Review Committee.
		9-0

		CARRIED
POLICY 7 APPENDIX C – TRUSTEE EXPENSE AND CORPORATE CARD GUIDELINES	24829/19	Trustee Yellowknee moved that the Board of Trustees approve the third reading of Policy 7 Appendix C Trustee Expense and Corporate Card Guidelines, as attached.  9-0 CARRIED
NSD RULES OF ORDER	24830/19	Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 7 Appendix D Rules of Order, as amended.  Amendments: Reword item 1.6.1 so results the count of the vote does not have to be announced. Item 1.4.2.2 omit the word “to” after Chair.  CARRIED
	24831/19	Trustee Guild moved that the Board of Trustees approve second reading of Policy 7 Appendix D Rules of Order.  CARRIED
	24832/19	Trustee Anderson moved that the Board of Trustees approve third and final reading of Policy 7 Appendix D Rules of Order based on Policy 10 Policy Making guidelines that the circulation period may be waived based on other parameters, which, in this case, is that this Appendix directs the rules during board meetings, so asking for feedback is not required.  CARRIED
POLICY 7 BOARD GOVERNANCE AND OPERATIONS, POLICY 7 – SCHEDULE OF RATES	24833/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 7 Board Governance and Operations and Policy 7 Appendix A Schedule of Rates, as attached.  CARRIED
BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES	24834/19	Trustee Wanyandie moved that the Board of Trustees approve first reading of Policy 2 Appendix D Board & Superintendent Communication Guidelines, as attached.  CARRIED

	24835/19	Vice-Chair Nokohoo moved that the Board of Trustees approve second reading of Policy 2 Appendix D Board and Superintendent Communication Guidelines
		CARRIED
	24836/19	Trustee Yellowknee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix D Board & Superintendent Communication Guidelines based on Policy 10 Policy Making guidelines that the circulation period may be waived based on other parameters, which, in this case, is that this Appendix directs work between the Board and Superintendent, therefore asking for feedback is not required.
		CARRIED
ALIGNMENT OF POLICIES WITH BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES	24840/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 2 Role of Board, Policy 3 Role of Trustee, Policy 3 Appendix B Trustee Working Relationship Guidelines, Policy 5 Role of Chair, Policy 12 Role of Superintendent, as attached.
		CARRIED
POLICY 9, BOARD REPRESENTATIVES	24841/19	Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 9 Board Representatives, as attached.
		CARRIED
POLICY 21 COMMUNITY VOICE AND COMMUNITY ENGAGEMENT	24842/19	Trustee Guild moved that the Board of Trustees approve the housekeeping changes to Policy 21, as attached.
		CARRIED
		Recess 3:33 p.m. – 3:49 p.m.
MONITORING REPORTS	24843/19	Trustee Yellowknee moved that the Board of Trustees receive the following items as information: <ul style="list-style-type: none"> <li>• Board Chair Highlights</li> <li>• Superintendent Highlights</li> <li>• Area 1 West Associate Superintendent Report</li> <li>• Transportation Department Report</li> </ul>

- CARRIED
- IN-CAMERA SESSION                      24844/19    Trustee Yellowknee moved that the meeting go in-camera 4:29 pm.
- CARRIED
- In-camera session recessed at 6:30 pm.
- In-camera session reconvened at 8:30 am, Saturday, April 27, 2019.
- SUPERINTENDENT TERMINATION                      24845/19    Trustee Guild moved that the Board terminates the Superintendent's contract of employment, and brings his status as the Superintendent of Schools and all other ancillary functions to an end, effective April 27, 2019, by providing the Superintendent with 12 months' pay in lieu of notice of termination in accordance with his contract of employment.
- CARRIED UNANIMOUSLY
- ACTING SUPERINTENDENT                      24846/19    Trustee Yellowknee moved that the Board appoint Candidate X as Acting Superintendent, subject to ministerial approval, from April 27, 2019 until such time a superintendent is appointed.
- CARRIED
- Recess 9:45 am to 10:15 am
- ADJOURNMENT                                      Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 10:15 am.
- CARRIED

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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	Assigned To	Agenda Item	Task	Due Date	Status	Action
2 Board	1/18/2019	Shelley	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	In progress	EPMS reorganized and so original meeting in March was cancelled. I requested a meeting for April 9th, 16th, or 23rd. These dates were not available as the Settlement was having reorganization, budget and membership meetings. I further requested April 30th
4 Board	5/24/2018	Trudy	Combining of Wards 6 & 7.	Administration to begin the process of seeking Ministerial approval to combine Wards 6 & 7, which would have one ward with 2 trustees.	5/1/2021	In Progress	Alberta Education will move forward with combining Wards 6 & 7, if the Minister directs them to. Currently, the Act allows the division to combine wards, but there would only be one trustee elected in the combined ward. To combine the wards and have two trustees elected to the new ward would require opening up the NSD Act, which Alberta Education would prefer not to do.



<b>TRUSTEE EXPENSE SUMMARY</b>				
<b>AS OF April 30, 2019</b>				
			<b>BUDGET</b>	
	<b>YTD</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>% SPENT</b>
Trustee Remuneration	\$165,496.44	\$194,450.00	\$28,953.56	85.11%
Trustee Employee Benefits	\$31,035.91	\$36,000.00	\$4,964.09	86.21%
PD/School Council Development	\$19,983.97	\$6,000.00	-\$13,983.97	333.07%
Legal Fees	\$18,838.04	\$3,000.00	-\$15,838.04	627.93%
Professional Services	\$304.80	\$0.00	-\$304.80	0.00%
Advertising	\$951.30	\$0.00	-\$951.30	0.00%
ASBA/PSBA Fees	\$32,915.37	\$40,000.00	\$7,084.63	82.29%
Office Supplies	\$796.14	\$3,600.00	\$2,803.86	22.12%
Printing and Binding	\$2,574.36	\$3,600.00	\$1,025.64	71.51%
Postage	\$187.20	\$600.00	\$412.80	31.20%
Travel and Subsistence - Trustees	\$162,617.07	\$194,450.00	\$31,832.93	83.63%
Insurance (liability)	\$199.38	\$250.00	\$50.62	79.75%
Telephone	\$4,035.66	\$4,800.00	\$764.34	84.08%
Awards	\$517.15	\$35,000.00	\$34,482.85	1.48%
Furniture and Equipment	\$9,780.01	\$0.00	-\$9,780.01	0.00%
	<b>\$450,232.80</b>	<b>\$521,750.00</b>	<b>\$71,517.20</b>	<b>86.29%</b>
<b>TOTALS</b>	<b>\$450,232.80</b>	<b>\$521,750.00</b>	<b>\$71,517.20</b>	<b>86.29%</b>
<b>TO BE EXPENSED:</b>				
April expenses to be paid in May	\$15,000.00			
Increase in budget due to honoraria increase		\$12,000.00		
<b>TOTALS</b>	<b>\$465,232.80</b>	<b>\$533,750.00</b>	<b>\$68,517.20</b>	<b>87.16%</b>
Note: The trustee budget is over 87%% spent, using a 12-month board work cycle.				
The budget should be at about 66% spent, so is over by \$110,340				
However, if a 10-month working cycle is used, then the year is 80% complete. 80% spent would be \$427,000, which would mean the budget is over by \$39,232. This would also mean that board expenses would only be incurred September through June, with no expenses (or very few) in July and August.				

## ENROLMENT REPORT

May-19

Secondary	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	14	25	16	15	18	16	15	9	15	19	17	18	10	0	207
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Calling Lake	1	11	12	17	6	8	8	13	7	10	12	5	3	2	0	115
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	40	24	27	0	91	
Mistassini School	0	0	0	0	0	0	0	36	28	40	44	26	29	0	203	
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
<b>Total</b>	<b>1</b>	<b>31</b>	<b>44</b>	<b>41</b>	<b>28</b>	<b>46</b>	<b>61</b>	<b>45</b>	<b>82</b>	<b>75</b>	<b>91</b>	<b>124</b>	<b>98</b>	<b>90</b>	<b>0</b>	<b>857</b>

Elementary	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Anzac Community School	0	29	17	17	14	5	0	0	0	0	0	0	0	0	0	82
Bishop Routhier	0	8	7	10	10	7	8	6	0	0	0	0	0	0	0	56
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	11	15	13	12	13	14	14	10	10	0	0	0	0	0	112
Father R. Perin	0	11	7	11	10	6	6	9	5	4	1	0	0	0	0	70
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
Gift Lake	0	13	12	20	18	17	15	17	13	10	14	0	0	0	0	149
Grouard Northland	0	9	8	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	3	3	3	5	3	0	0	0	0	0	0	0	20
J.F. Dion	1	10	11	7	10	11	7	11	8	7	0	0	0	0	0	83
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
St. Theresa	0	49	58	48	50	41	36	46	0	0	0	0	0	0	0	328
Susa Creek	0	7	5	6	2	12	3	5	4	4	0	0	0	0	0	48
<b>Total</b>	<b>2</b>	<b>169</b>	<b>155</b>	<b>150</b>	<b>155</b>	<b>139</b>	<b>121</b>	<b>129</b>	<b>50</b>	<b>45</b>	<b>27</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1145</b>

<b>May 2019 Enrolment Report</b>	<b>3</b>	<b>200</b>	<b>199</b>	<b>191</b>	<b>183</b>	<b>185</b>	<b>182</b>	<b>174</b>	<b>132</b>	<b>120</b>	<b>118</b>	<b>127</b>	<b>98</b>	<b>90</b>	<b>0</b>	<b>2002</b>
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## ENROLMENT REPORT BY AREA

1-May-19

## AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
Bishop Routhier	0	8	7	10	10	7	8	6	0	0	0	0	0	0	0	56
Gift Lake	0	13	12	20	18	17	15	17	13	10	14	0	0	0	0	149
Grouard Northland	0	9	8	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	3	3	3	5	3	0	0	0	0	0	0	0	20
Susa Creek	0	7	5	6	2	12	3	5	4	4	0	0	0	0	0	48
<b>Total</b>	<b>1</b>	<b>43</b>	<b>41</b>	<b>53</b>	<b>49</b>	<b>60</b>	<b>60</b>	<b>43</b>	<b>34</b>	<b>26</b>	<b>24</b>	<b>1</b>	<b>11</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	1	11	12	17	6	8	8	13	7	10	12	5	3	2	0	115
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	40	24	27	0	91
Mistassiniy School	0	0	0	0	0	0	0	0	36	28	40	44	26	29	0	203
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
St. Theresa	0	49	58	48	50	41	36	46	0	0	0	0	0	0	0	328
<b>Total</b>	<b>1</b>	<b>70</b>	<b>73</b>	<b>69</b>	<b>63</b>	<b>58</b>	<b>49</b>	<b>60</b>	<b>44</b>	<b>38</b>	<b>57</b>	<b>94</b>	<b>54</b>	<b>58</b>	<b>0</b>	<b>788</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	16	15	18	16	15	9	15	19	17	18	10	0	207
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Anzac Community School	0	29	17	17	14	5	0	0	0	0	0	0	0	0	0	82
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	11	15	13	12	13	14	14	10	10	0	0	0	0	0	112
Father R. Perin	0	11	7	11	10	6	6	9	5	4	1	0	0	0	0	70
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
J.F. Dion	1	10	11	7	10	11	7	11	8	7	0	0	0	0	0	83
<b>Total</b>	<b>1</b>	<b>87</b>	<b>85</b>	<b>69</b>	<b>71</b>	<b>67</b>	<b>73</b>	<b>71</b>	<b>54</b>	<b>56</b>	<b>37</b>	<b>32</b>	<b>33</b>	<b>27</b>	<b>0</b>	<b>763</b>

<b>1-May-19</b>	<b>3</b>	<b>200</b>	<b>199</b>	<b>191</b>	<b>183</b>	<b>185</b>	<b>182</b>	<b>174</b>	<b>132</b>	<b>120</b>	<b>118</b>	<b>127</b>	<b>98</b>	<b>90</b>	<b>0</b>	<b>2002</b>
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**TO:** THE BOARD OF TRUSTEES **DATE:** MAY 24, 2019

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

**SUBJECT:** UPDATE ON PEERLESS TROUT FIRST NATION SCHOOLS

**REFERENCE(S):**

**ATTACHMENTS:**

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**BACKGROUND:**

The Peerless Trout First Nations in the communities of Peerless Lake and Trout Lake, are in the process of completing two new schools, which will replace the two schools owned by Northland School Division in those communities.

A Band Council Resolution was passed by the Band Council on May 8, 2019:

*Therefore, be it resolved that the PTFN Council confirm that the Nation wants the old Northland School Division facilities be demolished and the sites be fully reclaimed so there are no environmental hazards or concerns.*

This resolution provide direction for the division to proceed with the process for demolishing the two schools, as soon as the new schools are open and the old schools are no longer required.

Further updates as to the process and progress will be provided to the Board as they unfold.



<b>TO:</b>	<b>THE BOARD OF TRUSTEES</b>	<b>DATE:</b>	<b>MAY 24, 2019</b>
<b>SUBMITTED BY:</b>	Rubi Shirley, Ward 9 Trustee		
<b>SUBJECT:</b>	Report for the Month of January to May 2019		

**SUMMARY:**

May 3, 2019 - Special Meeting in Edmonton.

Meeting with parents regarding school teacher concerns.

Meeting with School.

May 23, 2019 - Board meeting in Edmonton.

Submitted by Rubi



<b>TO:</b>	<b>THE BOARD OF TRUSTEES</b>	<b>DATE:</b>	<b>MAY 24, 2019</b>
<b>SUBMITTED BY:</b>	Lois Byers, Board Advisor		
<b>SUBJECT:</b>	April 18 - May 15, 2019		

#### **SUMMARY:**

- Various discussions with Chair, other trustees, Acting Supt and senior admin. on process
- Attend Board meetings and COTW:
  - assist with presentation of a number of policies re changes and alignment with new appendices.
  - assist with process during the meetings.
- Assist with changes to Policy 7, Appendix C Trustee Expense Guidelines re layovers for trustees, conference errors.
- Assist with finalizing all changes to policies from April board meeting for posting on website.
- Advocacy Committee: assist with background research for some items for next meeting.
- Assist with drafting and review of agendas for May board meetings & COSC.
- Participate in agenda review meeting
- Attend COTW re superintendent contract
- Discussions re long service awards.
- Work on workshop format for beginning discussions re central office/sub office



**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019  
**SUBMITTED BY:** TRUDY RASMUSON, SECRETARY-TREASURER  
**SUBJECT:** PROPOSED SCHOOL CLOSURE – PELICAN MOUNTAIN  
**REFERENCE(S):**  
**ATTACHMENTS:**

**RECOMMENDATION:**

**THAT** the Board of Trustees approve the continuation of the instructional program at Pelican Mountain School for the 2019-2020 school year, subject to Ministerial Approval, section 7(2) of the *Closure of Schools Regulation* which states, “Notwithstanding subsection (1), on the written request of the board, the Ministers may extend the school closure procedures beyond one school year.”

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**BACKGROUND:**

The viability study was presented to the board at the January, 2019 board meeting. As a result of the study, the following motion was made:

*24774/19 – Trustee Guild makes a Notice of Motion at the January 18, 2019 Regular Board meeting – to consider a school closure of Pelican Mountain school grades K-6 and this motion will be decided upon by the end of May, 2019.*

Discontinuing busing for Sandy Lake elementary students to St. Theresa School in Wabasca in the 2019-2020 school year may increase the enrolment at the school. Therefore, the recommendation allows for the school to remain open for another year, so the impact of the busing situation can be assessed.

**RISK ANALYSIS:**

No risks are perceived.



**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019

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

**SUBJECT:** PROPOSED SCHOOL CLOSURE – CALLING LAKE OUTREACH

**REFERENCE(S):**

**ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approve the closure of Calling Lake Outreach, as of June 30, 2019.**

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**BACKGROUND:**

The viability study was presented to the board at the January, 2019 board meeting. As a result of the report, the following motion was made:

*24774/19 – Trustee Anderson makes a Notice of Motion at the January 18, 2019 Regular Board meeting – to consider a school closure of Calling Lake Outreach and this motion will be decided upon by the end of May, 2019.*

In order to receive funding for outreach schools, the schools must be in a building separate from the K-12 school. The building that was used as the outreach school was returned to the landlord, and the students are being instructed in the K-12 school. Therefore, the school closure process was initiated to formally close the outreach.

**RISK ANALYSIS:**

No risks are perceived.





**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019  
**SUBMITTED BY:** TRUDY RASMUSON, SECRETARY-TREASURER  
**SUBJECT:** ACTING SUPERINTENDENT CONTRACT  
**REFERENCE(S):**  
**ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approve the contract for the Acting Superintendent.**

\*\*\*\*\*

**BACKGROUND:**

The Acting Superintendent (candidate x) was appointed at the April board meeting. However, in order for the appointment to be approved by the Minister, a proposed contract needed to be submitted with the application. The Board Chair met with a labor lawyer, and drafted a contract. A Committee of the Whole meeting was called on Friday, May 3, in order to present the draft contract to attending board members. As a result, the contract was further refined between the lawyer and the Acting Superintendent, to bring it to a point where it was satisfactory to the board and the Acting Superintendent. The contract was presented in its final form at the May 24, 2019 in-camera meeting, where it was recommended to the board for approval.

**RISK ANALYSIS:**

No risks are perceived.



**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019

**SUBMITTED BY:** SECRETARY-TREASURER, T. RASMUSON

**SUBJECT:** POLICY 8 – BOARD COMMITTEES

**ORIGINATOR:** BOARD ADVISOR, L. BYERS

**REFERENCE(S) & ATTACHMENTS:** POLICY 8 – BOARD COMMITTEES

**RECOMMENDATION:**  
**THAT the Board of Trustees approve the second reading of Policy 8, Board Committees with revisions as attached.**

\*\*\*\*\*

**BACKGROUND:**  
 Wording has been added to the Committee of the Whole (COTW) to ensure the Superintendent is involved in the calling of additional COTW meetings. This would generally be understood but this makes it clearer.

**RISK ANALYSIS:**  
 No risks are perceived.

## Policy 8

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### BOARD COMMITTEES

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

#### General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair and Executive Secretary to the Board and Corporate Services if they are unable to attend a meeting as soon as possible so an alternate can be arranged and briefed.

#### Standing Committees

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

1. Agenda Review Committee
  - 1.1 Purpose
    - 1.1.1 To make decisions regarding agenda items for regular Board meetings.
  - 1.2 Powers and Duties
    - 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
    - 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.
  - 1.3 Membership
    - 1.3.1 Board Chair.
    - 1.3.2 Vice-Chair
    - 1.3.3 One (1) trustee on a rotational basis.

- 1.3.4 Superintendent and/or designate(s).
- 1.3.5 The Board Chair shall be the chair of Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.

#### 1.4 Meetings

- 1.4.1 Approximately two (2) weeks prior to each regular Board meeting.

### 2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below.

#### 2.1 Purpose

- 2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

#### 2.2 Powers and Duties

- 2.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

#### 2.3 Membership

- 2.3.1 All trustees
- 2.3.2 Superintendent and/or designate.
- 2.3.3 Other administration personnel as required
- 2.3.4 The Board Vice-Chair shall be the chair.

#### 2.4 Meetings

- 2.4.1 Generally will be held monthly in conjunction with the Board meeting.
- 2.4.2 **In consultation with the Superintendent,** additional meetings may be called by the Board Chair as required (e.g. discussion re info from TEBA; information needs to be disseminated and discussed, etc.):
  - 2.4.2.1 At least a quorum number of the trustees must be able to take part in the meeting (e.g. 6 of 11).

### 3. Student Expulsion Committee

#### 3.1 Purpose

- 3.1.1 To make decisions regarding the recommendations for the expulsion of any student in accordance with relevant sections of the School Act.

#### 3.2 Powers and Duties

- 3.2.1 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
- 3.2.2 Inform the Board of the action taken by the Committee.
- 3.2.3 The Superintendent shall ensure that conflict of interest and personal

bias are discussed with potential members of the expulsion committee before agreeing to sit on the expulsion committee.

- 3.2.4 The Superintendent shall ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.
- 3.3 Membership
  - 3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
  - 3.3.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee and appointing the chair.
    - 3.3.1.1 The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.
  - 3.3.2 Superintendent and/or designate(s) as a resource person to the Board.
- 3.4 Meetings
  - 3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.
- 4. Board Advocacy Committee
  - 4.1 Purpose
    - 4.1.1 Guide and support the ongoing advocacy efforts of the Board
    - 4.1.2 Oversee the implementation of the Board Positive Path Forward Action Plan.
  - 4.2 Powers and Duties
    - 4.2.1 Develop an action plan to support the Board’s identified advocacy plan and Board Positive Path Forward Action Plan.
    - 4.2.2 Identify key messages to support the advocacy plan.
  - 4.3 Membership
    - 4.3.1 Maximum two (2) trustees; one (1) alternate
    - 4.3.2 Director of Communications
    - 4.3.3 Superintendent or designate, as required
    - 4.3.4 Secretary-Treasurer, as required
    - 4.3.5 Committee members will determine the committee chair at their first meeting.
    - 4.3.6 The Director of Communications shall ensure the first meeting is called after the Organizational Meeting.
  - 4.4 Meetings
    - 4.4.1 As called by the Committee Chair
- 5. Local Bargaining Committee
  - 5.1 Purpose

- 5.1.1 To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
- 5.2 Powers and Duty
  - 5.2.1 Report to the Board from time to time and gather input from the Board
  - 5.2.2 Maintain confidentiality of negotiation proceedings
  - 5.2.3 Present a tentative agreement to the Board for their consideration.
- 5.3 Membership
  - 5.3.1 Maximum three (3) trustees
  - 5.3.2 May include TEBA Representative
  - 5.3.3 Superintendent or designate, if required
  - 5.3.4 Associate Superintendent of Human Resources
  - 5.3.5 Secretary-Treasurer
  - 5.3.6 The Board will appoint the Committee Chair and Vice-Chair
- 5.4 Meetings
  - 5.4.1 To be called by the Committee Chair.
- 6. Professional Improvement Leave Selection Committee
  - 6.1 Purpose
    - 6.1.1 To review teacher applications for professional leave for the following school year.
    - 6.1.2 This committee is part of the local collective agreement.
  - 6.2 Power and Duties of Board Representative
    - 6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.
    - 6.2.2 Represent the interest of the Board and its priorities.
  - 6.3 Membership/Representation
    - 6.3.1 One (1) trustee; one (1) alternate
    - 6.3.2 Superintendent
    - 6.3.3 One (1) teacher from the ATA local.
  - 6.4 Meetings
    - 6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent
- 7. Attraction and Retention Committee
  - 7.1 Purpose
    - 7.1.1 To facilitate communication between the Board and the Local Teachers' Association.
    - 7.1.2 To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing,

isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.

- 7.1.3 This committee is part of the local collective agreement.
- 7.2 Power and Duties of Board Representative
  - 7.2.1 To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
  - 7.2.2 Represent the interest of the Board and its priorities.
  - 7.2.3 Provide a report to the Board after each meeting.
  - 7.2.4 The Superintendent or designate shall ensure the first meeting is called.
  - 7.2.5
- 7.3 Membership/Representation
  - 7.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
  - 7.3.2 Superintendent or designate
  - 7.3.3 Associate Superintendent of Human Resources
  - 7.3.4 The committee members shall determine the chair at their first meeting.
- 7.4 Meetings
  - 7.4.1 No less than two (2) per year to be called by the Committee Chair.
  - 7.4.2 The first meeting of the committee will occur no later than November of any school year.
- 8. Teaching and Learning Committee
  - 8.1 Purpose
    - 8.1.1 To facilitate communication between the Board and the Local Teachers' Association.
    - 8.1.2 To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
      - 8.1.2.1 Examining and providing feedback for proposed Board policy; and
      - 8.1.2.2 Exploring innovative professional practices specific to Northland schools.
      - 8.1.2.3 This committee is part of the local collective agreement.
  - 8.2 Power and Duties of Representative
    - 8.2.1 Represent the interest of the Board and its priorities.
    - 8.2.2 Provide a report to the Board after each meeting.
  - 8.3 Membership/Representation
    - 8.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
    - 8.3.2 Superintendent or designate

- 8.3.3 Associate Superintendent of Human Resources
- 8.3.4 The committee shall determine their chair at their first meeting
- 8.3.5 The Superintendent or designate shall ensure the first meeting of each school year is called.
- 8.4 Meetings
  - 8.4.1 No less than two (2) per year to be called by the Committee Chair
  - 8.4.2 The first meeting of the committee will occur no later than November of any school year.
- 9. Occupational Health & Safety (OH&S) Committee
  - 9.1 Purpose
    - 9.1.1 Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.
    - 9.1.2 Provide on OHS compliance in the Division and make recommendations to the Executive Team for action.
  - 9.2 Powers and Duties of Representative
    - 9.2.1 Attend OH&S meetings as required.
    - 9.2.2 Represent the interest of the Board and its priorities.
    - 9.2.3 Support the work of the OH&S Committee.
    - 9.2.4 Provide a report to the Board after each meeting.
  - 9.3 Membership
    - 9.3.1 Board representative: One (1) trustee; one (1) alternate
    - 9.3.2 Cross-organizational representatives from all major operations of the Division.
    - 9.3.3 Superintendent or designate
    - 9.3.4 Safety Officer
    - 9.3.5 Other members as required by the Act.
    - 9.3.6 Committee members shall determine the committee chair at their first meeting.
    - 9.3.7 The Superintendent shall ensure the first meeting is called.
  - 9.4 Meetings
    - 9.4.1 As called by the Committee Chair to ensure meet the requirements of the Occupational Health and Safety Act.
- 10. Student Scholarship and Bursaries Committee
  - 10.1 Purpose
    - 10.1.1 To review student scholarship and bursary applications and select recipients.
  - 10.2 Powers and Duties
    - 10.2.1 Attend scheduled meeting prior to May 30 every school year to select recipients.



- 10.2.2 Bring the committee's selection to the June Board meeting for information.
- 10.3 Membership
  - 10.3.1 One (1) trustee; one (1) alternate
  - 10.3.2 Superintendent or designate
  - 10.3.3 Director of First Nation, Metis and Inuit Learner Success
- 10.4 Meetings
  - 10.4.1 One (1) meeting every year, prior to May 30.

## 11. Wellness Committee

- 11.1 Purpose
  - 11.1.1 To develop, implement and evaluate a comprehensive workplace health promotion program.
- 11.2 Powers and Duties of Board Representative
  - 11.2.1 Attend meetings as required.
  - 11.2.2 Represent the interests of the Board and its priorities.
  - 11.2.3 Provide a report to the Board after each meeting.
- 11.3 Membership
  - 11.3.1 One (1) trustee, one (1) alternate
  - 11.3.2 Superintendent or designate
  - 11.3.3 Director of Student Services
  - 11.3.4 The committee shall select their chair at the first meeting
  - 11.3.5 The Superintendent or designate shall ensure the first meeting is called.
- 11.4 Meetings
  - 11.4.1 As scheduled.

## 12. Superintendent Performance Review Committee

- 12.1 Purpose
  - 12.1.1 Provide regular feedback following the Annual Evaluation;
  - 12.1.2 To work together to strengthen the Superintendent's ability to meet the goals and vision of the Board;
  - 12.1.3 Strengthen the Superintendent/Board team;
  - 12.1.4 Identify any issues or concerns and work to set-up processes to resolve them.
- 12.2 Powers and Duties
  - 12.2.1 Performance reviews shall be in keeping with Policy 12 Role of Superintendent, Appendix A, item 13 which says the Board shall ensure feedback is provided through regular performance reviews following the Annual Evaluation.

- 12.2.1.1 Such feedback will be timely, completed three times per year, based on the growth goals and areas identified in the Annual Evaluation Report, supported by specific examples, and will focus on areas over which the Superintendent has authority.
  - 12.2.2 The Quarterly Education Report shall be used as a basis for evidence for performance reviews.
  - 12.2.3 A consultant external to NSD shall be contracted to facilitate the performance reviews including the writing of the report and ensuring required processes are followed and completed.
    - 12.2.3.1 The committee may ask the consultant to gather feedback from the senior leadership team (Associates and/or Directors) for one performance review per year and shall inform the Superintendent prior to doing so.
  - 12.2.4 The committee shall solicit input from other trustees prior to each performance review.
  - 12.2.5 The Superintendent Performance Review Committee may meet privately to prepare Board positions for any performance review.
  - 12.2.6 Notwithstanding item 12.2.4 above, the Superintendent shall be a part of all formal discussions of the performance review and the report.
  - 12.2.7 A written report shall be generated from each performance review session which incorporates and moves forward from the previous performance review report. This report shall be shared with the Board in-camera at the next regular Board meeting.
  - 12.2.8 The final performance review shall occur in August prior to the Annual Superintendent Evaluation and the report from this review shall be used to inform the Annual Superintendent Evaluation and report.
- 12.3 Membership
- 12.3.1 Three trustees appointed annually either at the Board Organizational Meeting or after the Annual Evaluation
  - 12.3.2 Superintendent
  - 12.3.3 External consultant/facilitator
  - 12.3.4 The committee shall appoint their chair annually
- 12.4 Meetings
- 12.4.1 Following the Annual Evaluation, there will be three performance reviews over the school year, the last of which is to be completed in August, prior to the next Annual Evaluation.
  - 12.4.2 As called by the committee chair
  - 12.4.3 Committee chair shall ensure all required performance reviews are completed as outlined.

### **Ad Hoc Committees**

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

**Resource Personnel**

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

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act  
Occupational Health and Safety Act  
[Highlights of changes effective June 1, 2018](#)  
Collective Agreement



**TO:** THE BOARD OF TRUSTEES **DATE:** MAY 24, 2019  
**SUBMITTED BY:** 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 housekeeping changes in 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, with third reading at the April board meeting. At that meeting, there were some additional items that were identified, and have been incorporated into the attached Appendix C – sections 2.18 and 2.19 (in yellow). They relate to the circumstance in which a trustee travels to an event, then it is discovered that the registration for the event was not made, and the situation in which a trustee has a layover day or part day.

**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

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### TRUSTEE EXPENSE AND CORPORATE CREDIT 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

##### 1. GENERAL GUIDELINES:

- 1.1. Reimbursement may only be made in respect of expenses and/or allowances incurred in relation to approved NSD Board business.
- 1.2. Travel, meal and other expenses and/or allowances must be necessary and economical with due regard for health, safety and security.
- 1.3. Alcohol must not be purchased through any Division processes (NSD corporate credit card billed directly to the division, direct billing system or expense claims system, etc.)
- 1.4. There should always be a focus on accountability and transparency.
- 1.5. The Board, by motion, may grant an exemption from all or part of this Appendix in extenuating circumstances that are well documented, excluding alcohol.
- 1.6. Personal expenses are any expenses NOT allowed by this appendix.
- 1.7. When administration requests trustee(s) to attend an administrative sponsored event, expenses for trustee(s) shall be covered by administration's budget and honorariums by the Board's budget. Trustees' acceptance of the request shall be guided by policy.

##### 2. PROCEDURES:

- 2.1. 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.).
- 2.2. 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.
- 2.3. The approved expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or

occasion giving rise to the claim has been incurred, unless approved by the Board.

- 2.5. No claim shall be paid, unless approved by the Board, if:
  - 2.5.1. It is more than 60 days since the expense occurred;
  - 2.5.2. It is not within the “electoral term of the Board” that the expense occurred or;
  - 2.5.3. The trustee is no longer duly elected.
- 2.6. A trustee is required to submit a signed expense claim to start the reimbursement process.
  - 2.6.1. 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.
  - 2.6.2. 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.
- 2.7. All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
- 2.8. 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.
  - 2.8.1. If a receipt is not available:
    - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
    - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair in the case of the Chair.
  - 2.8.2. Receipts may be submitted electronically (scanned, faxed, picture from mobile phone).
- 2.9. 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.
- 2.10. A reimbursement must be repaid to the extent the related expense is credited or refunded.
- 2.11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- 2.12. 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.
- 2.13. 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).

- 2.14. 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).
  - 2.14.1. 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.
  - 2.14.2. If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
- 2.15. 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.
- 2.16. 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).
- 2.17. 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.
- 2.18. In cases where a logistical error is made by administration such as not registering a trustee for a conference, an error in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
- 2.19. In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events, rather than travel home and back, the trustee shall be paid up to one full day honoraria and may claim expenses.
3. Expense Claim Process
  - 3.1. 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.
  - 3.2. Review Process:
    - 3.2.1. Expense claims are to be submitted to the Executive Secretary to the Board and Corporate Services for review against policy.
  - 3.3. Correction Process:
    - 3.3.1. The Executive Secretary to the Board and Corporate Services will inform the trustee and provide explanation to the trustee of any errors or

- omissions;
  - 3.3.2. The trustee will make the correction(s) and resubmit the expense claim to the Executive Secretary to the Board and Corporate Services;
  - 3.3.3. If the trustee does not agree with the correction they may request the Board Chair to review it;
  - 3.3.4. If there is still disagreement it will be taken to the Board for a decision.
- 3.4. Approval Process:
  - 3.4.1. After the review process is complete the expense claim shall be sent to the Board Chair for approval, or Vice-Chair if for the Chair;
  - 3.4.2. Once approved, the expense claim shall be submitted by the Executive Secretary to the Board and Corporate Services for payment.
- 4. Travel
  - 4.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Secretary to the Board and Corporate Services.
  - 4.2. If booking on own, trustee should share the information with the Executive 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.
  - 4.3. 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.
  - 4.4. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
    - 4.4.1. Air or rail fare.
    - 4.4.2. Automobile rental.
    - 4.4.3. Excess baggage charges where extra equipment is required because of duties being performed.
    - 4.4.4. Charges for electronic communication, faxes related to NSD business only if receipted.
    - 4.4.5. Charges for business related phone calls.
    - 4.4.6. Inter-municipal bus fares, including airport bus
    - 4.4.7. Internet connectivity in hotels or other public places if unable to use hotspot on NSD cell phone.
  - 4.5. Flights
    - 4.5.1. Air travel shall be by economy class unless otherwise approved by Board motion or the trustee pays the difference in the fare.
    - 4.5.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.
  - 4.6. Other Travel Routes or Modes of Transportation



- 4.6.1. 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.
- 4.7. Travel Outside of Canada
  - 4.7.1. 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.
  - 4.7.2. 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.
  - 4.7.3. 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.
  - 4.7.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.
  - 4.7.5. 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.
  - 4.7.6. A trustee may claim the expense of travel immunizations.
- 4.8. Travel by Third Party Vehicle, including car rentals
  - 4.8.1. 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.
  - 4.8.2. 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.
  - 4.8.3. A trustee may claim the expense of renting a vehicle.
    - 4.8.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
    - 4.8.3.2. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.
- 4.9. Travel by Trustee Vehicle
  - 4.9.1. 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.
- 5. Meal Expenses
  - 5.1. When travelling on NSD business, a trustee may claim either:
    - 5.1.1. The actual expense of the meal (with receipt); or
    - 5.1.2. The meal allowance as set out in Policy 7 Appendix A Schedule of

Rates (no receipt required).

- 5.1.3. 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.
- 5.2. 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.
- 5.3. 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:
  - 5.3.1. For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later.
  - 5.3.2. For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later.
  - 5.3.3. For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- 5.4. 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:
  - 5.4.1. Dietary restriction; or
  - 5.4.2. Business reason.
- 5.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
- 5.6. 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.
- 5.7. Any "room service" charges added to the cost for meals will not be reimbursed:
  - 5.7.1. Unless there is a valid reason the meal could not be obtained elsewhere or,
  - 5.7.2. The room service charge plus the cost of the meal is equal to or less than the meal allowance.
6. Accommodation Expenses
  - 6.1. 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.
  - 6.2. 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.

7. Laundry Expenses
  - 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.
  
8. Hosting Expenses
  - 8.1. The main purpose of an individual trustee hosting an event should be:
    - 8.1.1. To engage with the community toward the ultimate goal of improving student success or;
    - 8.1.2. 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.
  
  - 8.2. 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. Trustee General Duty Days cover meeting with community members.
  
  - 8.3. A "hosting summary" form must be submitted with any hosting expense claims that outlines the purpose of the event, people in attendance and outcome.
  
9. Business Expenses
  - 9.1. Office-type supplies required by a trustee to fulfil their requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
    - 9.1.1. 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.
  
  - 9.2. Any other business expenses must be approved by the Board Chair or Vice-Chair for the Chair.

## **CORPORATE CREDIT CARD GUIDELINES**

1. **GENERAL GUIDELINES:**
  - 1.1. 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.
  
  - 1.2. The card may be used for any allowable expenses outlined in this appendix.
  
  - 1.3. The card may not be used for personal expenses with the following exceptions which will be charged back on the next honorarium claim:
    - 1.3.1. 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.
    - 1.3.2. 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.

- 1.3.3. Emergency roadside assistance.
- 1.4. 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.
- 1.5. Details as to the trustee duties incurring the expense should be detailed on the receipt.
- 1.6. No cash advance is allowed through the corporate credit card.
- 1.7. 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.
- 1.8. 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.
- 1.9. Along with the "Trustee Corporate Credit Card Agreement", this Appendix and all Board Policies apply to the use of a corporate credit card.
- 1.10. The Chair, or Vice-Chair in the case of the Chair, are responsible for ensuring proper use of trustee corporate credit cards.
- 1.11. 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 the Chair, or Vice-Chair in the case of the Chair, shall take immediate action with the trustee involved.
- 1.12. Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
- 1.13. As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
- 1.14. The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
- 1.15. Any outstanding charges on the account must be resolved through the trustees honoraria claim prior to the end of an electoral term.

## **2. Suspension of a Corporate Credit Card**

- 2.1. 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 suspension/cancellation of a card:

- 2.1.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)
- 2.1.2. Any other actions that are considered to constitute a general mishandling of the card such as, but not limited to:
  - 2.1.2.1. Excessive administration time is required to reconcile the credit card statement against the trustee expense claim.
  - 2.1.2.2. Claiming expenses on their expense form that were charged to their credit card.
- 2.2. 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 sometime apart:
  - 2.2.1. The first time a receipt is not provided:
    - 2.2.1.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
    - 2.2.1.2. 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.
  - 2.2.2. The second time a receipt is not provided:
    - 2.2.2.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium claim and;
    - 2.2.2.2. 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.
  - 2.2.3. The third time a receipt is not provided the credit card will be suspended.
- 2.3. Suspension of a card will be for the remainder of the electoral term unless the Chair, or Vice-Chair in the case of the 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 additional agreement.



**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019

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

**SUBJECT:** APPROVAL OF TENDER TO PURCHASE SMARTBOARDS

**REFERENCE(S):**

**ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approve the purchase of 21 SmartBoards from SMART Technologies in the amount of \$167,822 plus GST and \$188,454 plus GST.**

\*\*\*\*\*

**BACKGROUND:**

The Calgary Board of Education (CBE) completed an RFP last year for their classrooms, and SMART Technologies won. One of the stipulations that CBE had was that the vendor winning the tender had to extend its pricing to all the Alberta school boards. The division requested quotes under that stipulation, and received two. There are two separate bids because the hardware used to connect the screen to the teacher's computer has two different configurations, depending on the classroom.

The IT department has the budget for this purchase – a set amount of SmartBoards are replaced on an annual basis.

**RISK ANALYSIS:**

There is a risk that there may be a less expensive option; however, the division is taking advantage of CBE's buying power, and is confident that this option will provide value for money.



**TO:** BOARD OF TRUSTEES **DATE:** MAY 24, 2019

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

**SUBJECT:** APPROVAL OF TENDER FOR SIDING INSTALLATION AT ATHABASCA DELTA COMMUNITY SCHOOL

**REFERENCE(S):**

**ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approve awarding the contract to replace the siding at Athabasca Delta Community School to RC Construction in the amount of \$294,500 plus GST.**

\*\*\*\*\*

**BACKGROUND:**

The siding at ADCS needs to be replaced. There is a problem with water entering the walls and a higher risk of fire without the siding in place.

The replacement siding is on-site and was purchased earlier. This quote is for installation only.

The other quotes received were:

West and Beyond	\$497,424	
Dynamo Coating	\$360,200	
Arctic Builders	\$338,850	
Corgan Industrial	\$241,883	This bid was received after the deadline.

The replacement of the siding was not approved in the fall budget. The school had some renovation work completed on it last fall as a result of some capital funding provided by INAC several years ago. However, during the renovations, it became clear that the current siding had deteriorated to the point that it had to be replaced. At this point, this project will be funded with IMR.

**RISK ANALYSIS:**

There is an increased risk of the building deteriorating, catching on fire or burning more quickly without fire resistant and moisture repellant siding.



**TO:** THE BOARD OF TRUSTEES **DATE:** MAY 24, 2019

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

**SUBJECT:** PURCHASE OF FOUR NEW SCHOOL BUSES

**REFERENCE(S) &  
ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approve the purchase of four (4) 64-passenger school buses from The Bus Centre in the amount of \$505,744.04, including GST.**

\*\*\*\*\*

**BACKGROUND:**

Every year, the division replaces four buses. Specifications are confirmed, and the tender is publicly put on offer. Every year is different in terms of the number of tenders and the companies putting the tenders together. The tenders are received, and criteria is used to ensure that each tender meets the specifications the division requires.

The winning tender was The Bus Centre, for \$550,744.04 (\$126,436 per bus). This was the lowest quote of the tenders that met specifications.

The results of the other tenders received are as follows:

- 1) Dynamic Bus Sales (Quote #1 Factory) \$124,136.23 Inc. GST + \$17,279 for extras = \$142,279.18  
Over Budget
- 2) Dynamic Bus Sales (Quote #1 Stock) \$125,240.06 Inc. GST + \$17,279 for extras = \$143,383.01  
Over Budget
- 3) Dynamic Bus Sales (Quote #2 Factory) \$115,269.00 Inc. GST + \$1,679 for extras = \$117,031.95  
Does not meet specification with no options to upgrade
- 4) Dynamic Bus Sales (Quote #2 Stock) \$121,746.00 Inc. GST + \$1,679 for extras = \$123,508.95  
Does not meet specification with no option to upgrade
- 5) Western Canada IC Bus (Quote #1 Factory) \$116,350.76 Inc. GST + \$2,400 for extras = \$124,799.51  
Does not meet specification with no option to upgrade
- 6) Western Canada IC Bus (Quote #1 Stock) \$116,350.76 Inc. GST + \$2,400 for extras = \$118,870.76  
Does not meet specification with no option to upgrade
- 7) The Bus Centre (Quote #1 Stock) \$115,121.21 Incl. GST  
Does not meet specifications with no options to upgrade

**RISK ANALYSIS:**



Area 2 Schools

Calling Lake  
 Pelican Mountain  
 St. Theresa  
 Mistassiniy  
 Career Pathways  
 Chipewyan Lake

**NORTHLAND**

School Division No. 61

May 2019

**Area 2 Associate Superintendent's Report to Board****Professional Development Day**

Area 2 completed a series of Learning Rounds with Susan Close of SMART Learning and her team of facilitators. The team worked with teaching staff at St. Theresa and at Mistassiniy Schools to co teach literacy instruction in mathematics, English language arts, and science for deep learning and comprehension. The methodology aligns closely with Alberta Education's Concept-Based Learning Initiative coming to Alberta schools in the fall of 2019. Susan is a world-renowned teaching authority. The methodology is based upon the most current research and best practices where student learning is concerned. Teachers have begun to incorporate aspects of her methodology into their teaching already and a framework for teacher mentors to share her work is being established. Teachers will work online on an ongoing basis until the end of the school year to sustain the momentum gained by her visit.

Significant components of SMARTLearning are whole group instruction, structured A/B partner talk and drawing from text. These activities lead students to think about text and reflect on what they have read or experienced as part of the lesson. It is this reflective piece that engages students in metacognition that leads to deep learning. Based on current brain research, Susan teaches that the brain is most actively engaged when a person is talking to someone else. Throughout the lesson, students learn about the brain and how learning takes place as well as concepts from the lesson itself be it social studies, math, science or English language arts. For more information: [http://smartlearning.ca/smart\\_learning\\_founder.shtml](http://smartlearning.ca/smart_learning_founder.shtml)

Schools in Area 2 have organized common professional development days which enabled us to bring all the schools together to work with Susan and her team for the entire day.

The process included teachers and EAs, enabling everyone to take responsibility for student success.

## Indigenous Youth Forum University of Calgary- Werklund School of Education

Students from Mistassiniy School attended the Indigenous Youth Forum for the second year in a row thanks to the ongoing invitation from the Werklund School of Education. This a partnership between Werklund and Area 2 where our students

attend the forum with students from other Indigenous schools to discuss leadership and have the opportunity to “see themselves” in a University environment. The grade 9 students who attended last year were invited again this year in addition to the new grade 9 students. A total of 7 students attended this year with Leo West and Barbara Stewart.

The students expressed that this was a great opportunity to connect with their peers and to learn more about leadership. Our students were great ambassadors of the district and their school.

## Mistassiniy Junior Girls Basketball Team wins Sportsmanship Award.

The girls’ junior basketball team attended the Zones in March. They have just been informed they have won the banner for the best Sportsmanship in the tournament. The school will be organizing a banner raising ceremony.

## Dual Credit Program Initiative

The dual credit proposal for the health care aid program has been awarded \$50 000. Many of the related community member organizations had written letters of support.

This money will assist all three areas in engaging students in the Health Care Aide program.

## Women Building Futures

The local committee comprising of Bigstone Cree Nation, MD of Opportunity, Atoske, Restorative Justice and Northland are continuing to work on identifying businesses to support a project with WBF. The next step in the project will be to identify women who this project could support.

In addition, Careers the Next Generation is also looking at working with Northland to coordinate opportunities within the project.

Northland is coordinating this project to give the female students opportunities for learning beyond their k-12 learning experience. The further prospect for our students is to apprentice within their own community with other women. This project will also support the relationship of Northland within the communities.

## St. Theresa Partners with Elk Island Public Schools

Teacher Dawn Gambler has collaborated with another grade one teacher Carol Bossert from Elk Island Public Schools, to introduce pen pals for both classes. The idea has been a hit with squishy moose and lambs being sent to the partner schools. The two schools collaboratively learned how to make paper moccasins by means of google hangouts. Cree instructor Virginia Cardinal facilitated Cree singing and language instruction, in addition to instructing the creation of the moccasins.

This partnership has been an ongoing newspaper event in Fort Saskatchewan.

## Calling Lake Playground

The first phase of playground and patio reconstruction has been completed. Trees were removed close to the school, classroom patios were replaced, and planters added. Water drainage issues and broken cement were replaced and playground fill added to existing equipment.

The second phase consisting of replacing some of the current playground equipment, ladder, swings, etc., and adding a few other pieces is in the process of being ordered. The deadline for completion of this part of the project is September 2019.

The third phase will be started upon completion of the second phase.

## Land based learning

All six schools in Area 2 are enjoying the land based learning opportunities. Pelican Mountain students learned to pluck ducks, singe the pinfeathers and wipe the charred feathers off on the grass. All students participated with the older students using the knives to cut up the birds.

Chip Lake is planning a three-day outdoor education events schedule which includes using scoop nets, snaring rabbits, engaging in cultural games, erecting a tipi and cleaning and smoking fish. Local Elders are leading this activity.

Career Pathways hosted a three-day camp where Elder Albert showed students how to set up a tipi. He explained the medicinal value of rat root and looked along the shoreline for rat root and duck eggs. The students then learned how to skin, butcher and prepare a buck.

Mistassiniy students participated in the building of tipis and shelters. They along with community members participated in ice fishing. Students also canned and preserved food items.

Calling Lake participated in ice fishing, cleaned the fish, prepared the fish and had a fish fry with the community. The fish scales were used for art.

St. Theresa engaged Elders and community in the planning and building of a gazebo. Elders have blessed the site for the gazebo. They have also hosted a community feast. Students have also gone on nature walks connecting the learning to the science and social studies curriculum.

### First Six-Month Attendance Review and Actions Moving Forward

Following a review and analysis of attendance patterns for the first six month of the 2017-2018 and 2018-2019 school years, a few observations are proffered:

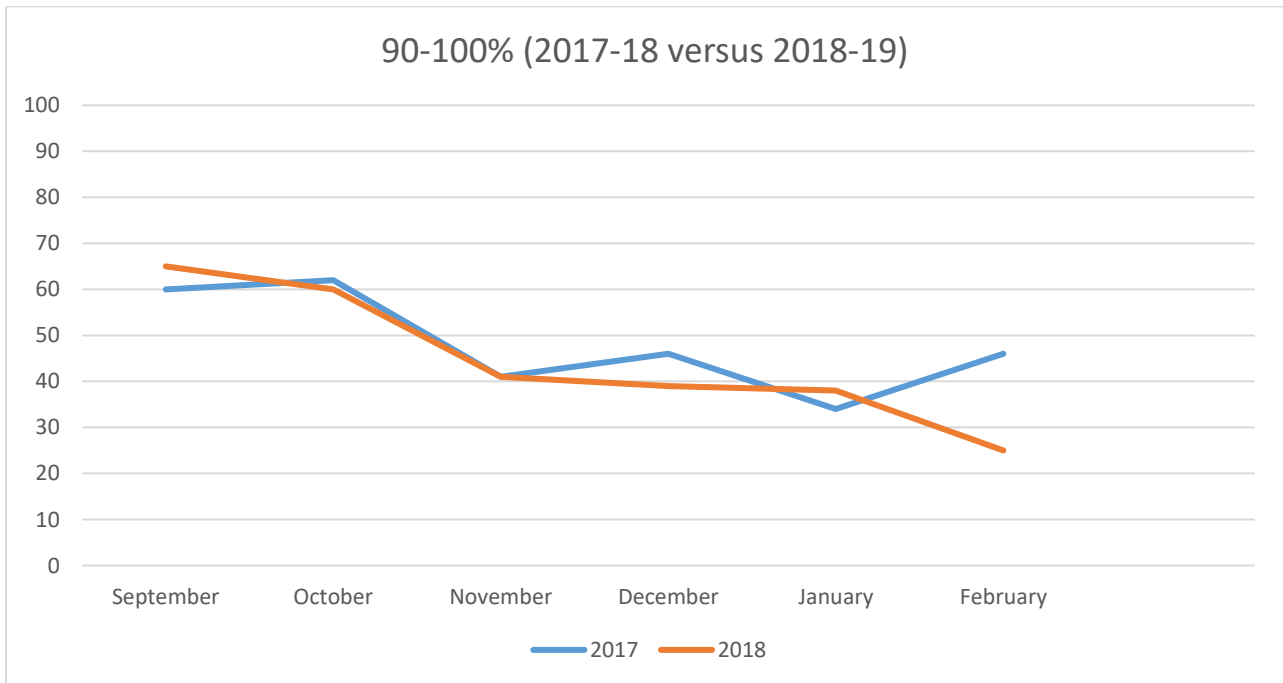
1. The following chart shows that there is no significance difference in division attendance patterns when comparing the first six-months of 2017-2018 with 2018-2019.

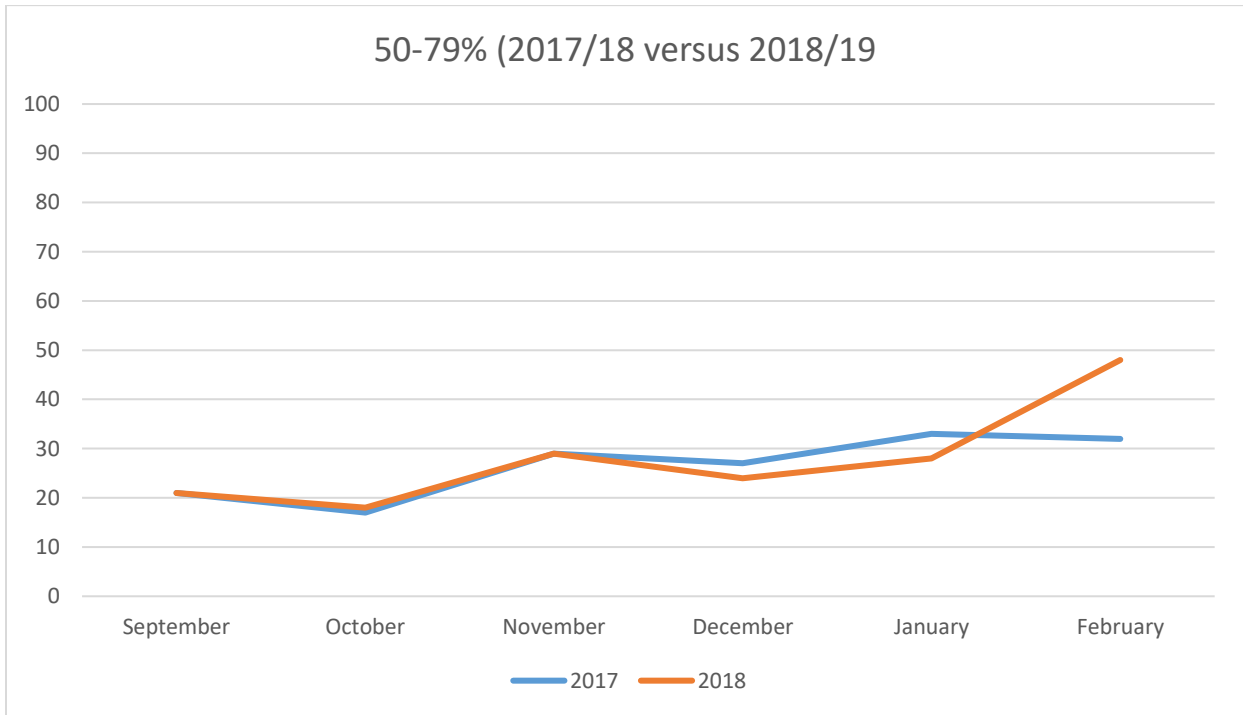
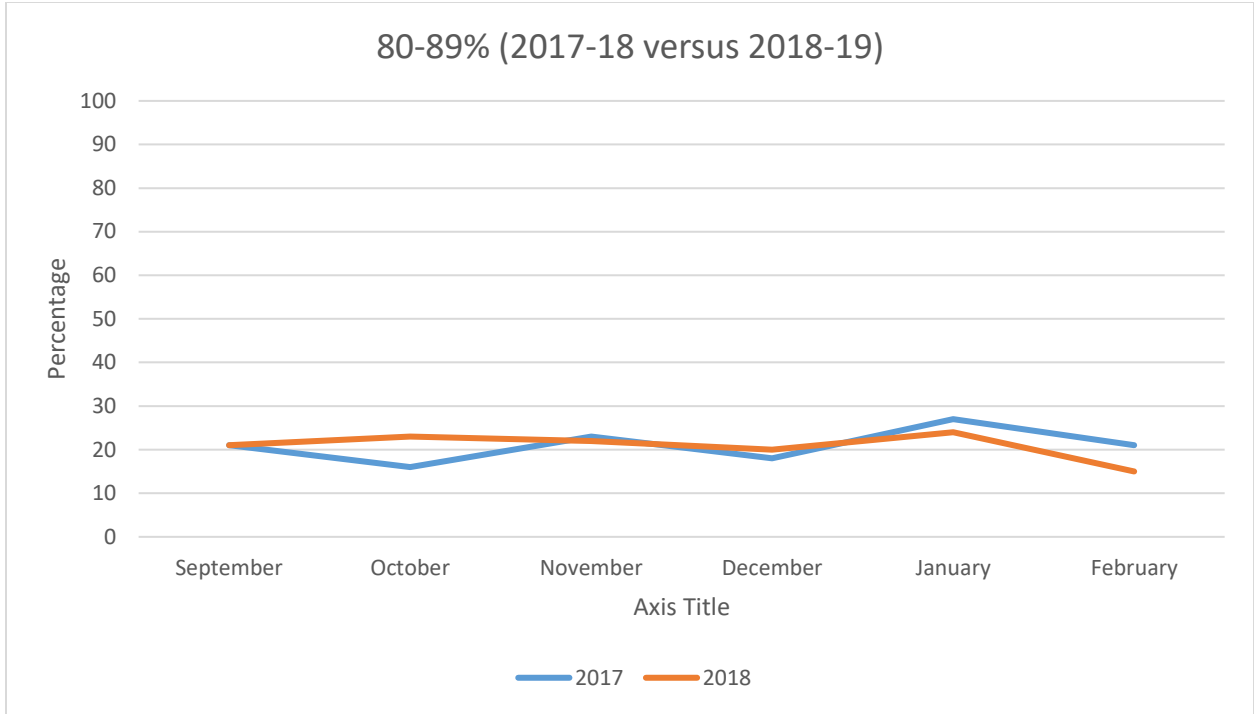
First Six-Month Comparison of Division Attendance by Category for 2017-2018 and 2018-2019

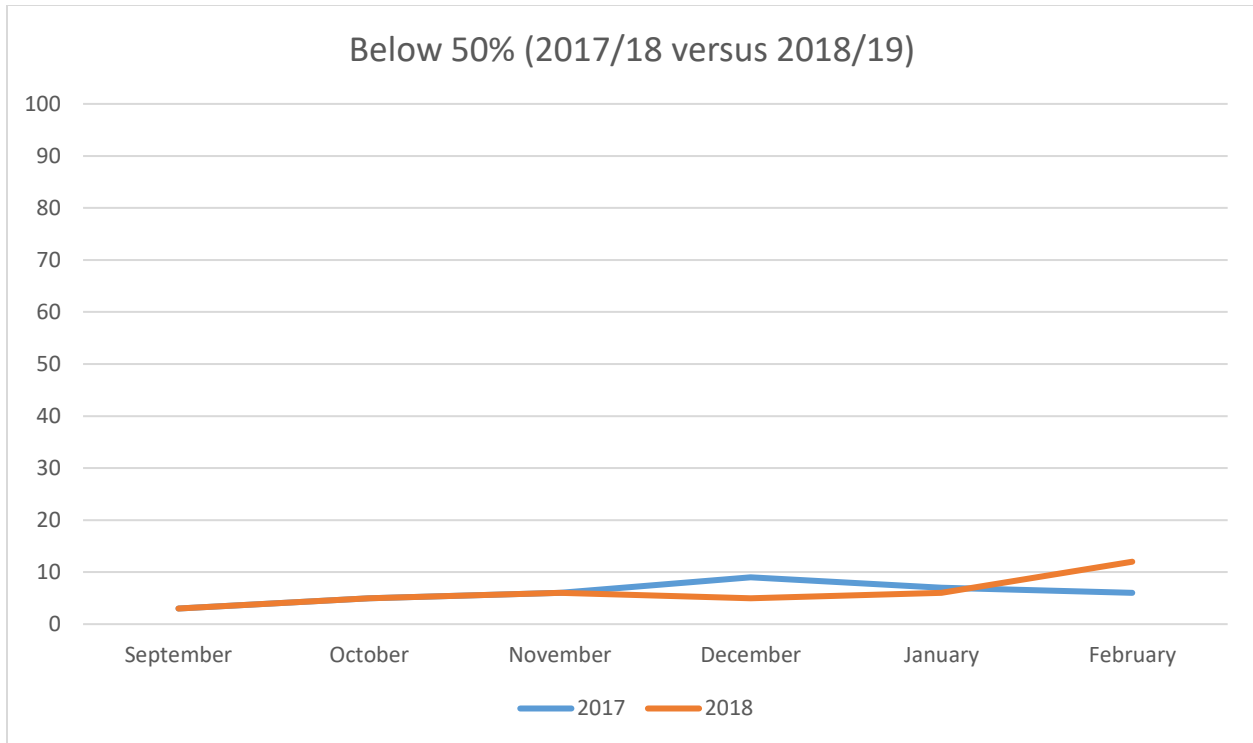
Year	90-100%	80-89%	50-79%	Below 50%
2017-2018	47%	21%	27%	6%
2018-2019	46%	21%	28%	6%

\* February 2019 was the lowest recorded attendance February across the division in more than five years.

2. The following line graphs chart Division-wide attendance patterns for the first six months of 2018-2019 as compared with 2017-2018.







3. Although Division attendance patterns have remained relatively the same for first six-months when compared to the previous school year, there are a number of schools whose attendance have shown significant improvement in students achieving 90-100% and 80-89%. There are also a number of schools have shown improvement in reducing the number of students attending below 50%.

#### Schools Showing Attendance Improvement in the '90-100%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Hillview	+2%	-3%	+5%	+23%	+22%	+43%
Chipewyan L.	+1%	-2%	+48%	+11%	+42%	+25%
Mistassiniy	+1%	+6%	+5%	+5%	+6%	-22%
Pelican	+1%	-11%	+14%	+12%	+6%	0%
J. F. Dion	+1%	+31%	+11%	-5%	+10%	-3%

#### Schools Showing Attendance Improvement in the '80-89%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Hillview	+1%	+5%	-17%	-18%	+14%	+21%
Chipewyan L.	+2%	+34%	+5%	+13%	+16%	-13%

#### Schools Showing Attendance Improvement in the 'Below 50%' Range

Schools	Sept.2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Gift Lake	-1%	-2%	-1%	-2%	-8%	-5%

Hillview	0%	0%	-7%	-8%	0%	+7%
Mistassiniy	-1%	-7%	-15%	-25%	-15%	-3%
Pelican	0%	+8%	-7%	0%	-6%	-6%
ADCS	-1%	-7%	-12%	-11%	-11%	-2%

**Actions Moving Forward**

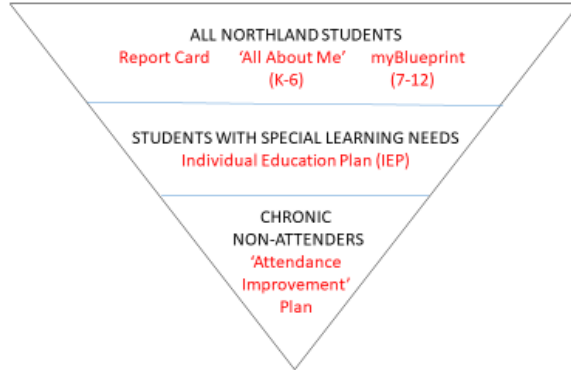
1. Kindergarten Attendance

School attendance patterns establish early in a child’s history. Students with poor attendance at the kindergarten level usually continue to have below attendance patterns in grade school. Although not always the case, the cycle of poor attendance in kindergarten tends to continue throughout the child’s school career. The Director of Student Engagement, Attendance and Completion will work closely with school administrators, staff and parents to support early engagement with parents as to the benefits of regular school attendance at the Kindergarten level and throughout grade school.

2. School administration will meet with parents whose children are chronic non-attenders whereby a re-engagement plan will be developed and implemented to support ongoing student success.

3. All chronic non-attenders require a return to school success plan.

**All NSD61 Students Require A Success Plan**



4. School Community Liaison Workers (SCLW) and Family Wellness Workers (CWW) are actively engaged in tracking the daily attendance of chronic non-attenders. Where possible, these workers will contact families and arrange to have child brought to school.

5. Parent Gatherings - Continue to work with school staff, administrators and school councils to organize evening gatherings to speak to parents about the importance of regular school attendance.

6. Continue to work with school administration and staff on the meeting the goals and strategies outlined in the ‘Attendance Improvement Standard Progress Report’.



**Monthly Gift Card Winners and their Attendance Patterns –  
Month of Win and Month Following Win**

Month	School	Student	Grade	Percent Attendance Month of Win / Following Month of Win	Difference
September 2018	Chip Lake	A	Grade 3	100% / 100%	0
	Anzac	B	Grade 4	94% / 100%	+6%
	Bill Woodward	C	Grade 7	97% / 80%	-13%
	Paddle Prairie	D	Grade 10	94% / 100%	+6%
October 2018	Grouard	E	Grade 2	90% / 100%	+10%
	St. Theresa	F	Grade 4	94% / 86%	-8%
	ADCS	G	Grade 8	100% / 97%	-3%
	Mistassiniy	H	Grade 11	100% / 94%	-6%
November 2018	J.F. Dion	I	Grade 3	100% / 93%	-7%
	Elizabeth	J	Grade 6	100% / 100%	0
	Mistassiniy	K	Grade 9	100% / 92%	-8%
	ADCS	L	Grade 11	100% / 93%	-7%
December 2018	Elizabeth	M	Grade 2	100% / 82%	-18%
	Fort McKay	N	Grade 4	93% / 90%	-3%
	Calling Lake	O	Grade 7	100% / 97%	-3%
	ADCS	P	Grade 11	93% / 97%	+4%
January 2019	Elizabeth	Q	Grade 3	95% / 94%	-1%
	St. Theresa	R	Grade 6	100% / 64%	-36%
	ADCS	S	Grade 8	97% / 57%	-40%
	Mistassiniy	T	Grade 12	100% / 92%	-8%
February 2019	Bishop Routhier	U	Grade 2	100% / 67%	-33%
	Fort McKay	V	Grade 6	100% / 100%	0
	Susa Creek	W	Grade 7	100% / 85%	-15%
	Calling Lake	X	Grade 10	100% / 52%	-48%
March 2019	Elizabeth	Y	Grade 3	100% / 85%	-15%
	J.F. Dion	Z	Grade 5	100% / 78%	-22%
	Conklin	AA	Grade 8	94% / 92%	-2%
	Bill Woodward	BB	Grade 10	94% / 62%	-32%

### Is the Rewards Program Making a Difference?

Based on conversations I have had with students, teachers, school administrators and parents, they are saying that the gift cards are an encouragement to attend school on a regular basis.

Students who have maintained an average of between 90-100% for the month are eligible to win monthly gift card rewards (one in each grade division). In any given month, there 800-900 students eligible for gift card awards.

Students with the greatest growth in attendance for the year will be eligible for a gift card.

Of the students who have won monthly gift cards, the majority remain high attending students.

At this early stage, it is difficult to say definitively whether the rewards program is working for all students.



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## Director of Student Engagement, Attendance, and Completion Report to the Board

May 2019

### Operational Plan Updates to May 2019

#### Strategy 1.1: Standardize attendance tracking processes

- Checkout the Division month-end attendance charts, attendance highlight analysis & updates and school attendance initiatives in the Northland Communique.
- Alberta Education meets with the DSEAC for updates and progress on elements of the Operational Plan – its goals and strategies.
- On February 8<sup>th</sup>, 2019, Superintendent Atkinson, DSEAC, Alberta Education met with Auditor General representatives to discuss Northland’s attendance progress – challenges and successes.
- The DSEAC has developed an ‘attendance improvement standards progress report’ template for completion by each school principal. The ‘attendance improvement standards’ are based on the goals and strategies identified in Northland’s 2018-2022 Operational Plan.

#### Strategy 1.2: Identify students struggling with attendance

- An analysis of Google.doc excel student list showing students who have been absent from school for three (3) or more days in January 2019 has been published in the recent Communique. Although we have not yet received full compliance from all schools, special thanks to principals and their staff for taking time to complete these lists. Administrators and school-based staff will find this information useful for staff meeting discussions on how best to support chronic non-attending students. In all cases, chronic non-attending students will require a return-to-school success plan.

- The Northland Communique has January and February 2019 attendance patterns.

**Strategy 1.3: Analyze attendance data**

- DSEAC continues to meet with principals to discuss their attendance patterns, areas of chronic non-attendance and attendance successes. The principal, in cooperation with school staff, work to develop an action plan to address chronic non-attending students.
- Of schools responding to the January 2019 month-end Google Sheet, the top four reasons for student absences for October 2018 when compared to January 2019 are listed below:

<b>October 2018</b>	<b>January 2019</b>
22% Sickness	34% Sickness
13% Family Related Issues	13% Family Related Issues
12% Medical Appointments	8% Medical Appointments
25% Unknown (insufficient information)	19% Unknown (insufficient information)
	5% Busing

**Strategy 2.1: Address chronic absences in Northland schools.**

- School principals and teachers are aware that every student must have a success plan. To this end, my.Blueprint train-the-trainer workshops took place in January 2019. Effective September 2019, all grade 7-12 students are required to have current my.Blueprint portfolios.
- Seven Northland teachers are currently piloting ‘All About Me’ e-portfolios designed specifically for K-6 students.

‘All About Me’ ensures that students (K-6) are able to (a) begin investigating and reflecting on who they are, (b) what opportunities they have available to them, (c) who they want to become, and (d) create plans for achieving their goals. The My Future section embeds fun interactive mini-games and open-ended exploration for the world of work, making connections between what students are learning in the classroom to the occupations they may enter into after school.

**Strategy 2.3: Create an atmosphere of respect and appreciation for individuals.**

- The Northland ‘Attendance Award and Recognition Program’ is a division-wide attendance improvement initiative. Feedback from schools, parents and students have been positive.
- The following students are attendance award winners for March 2019:

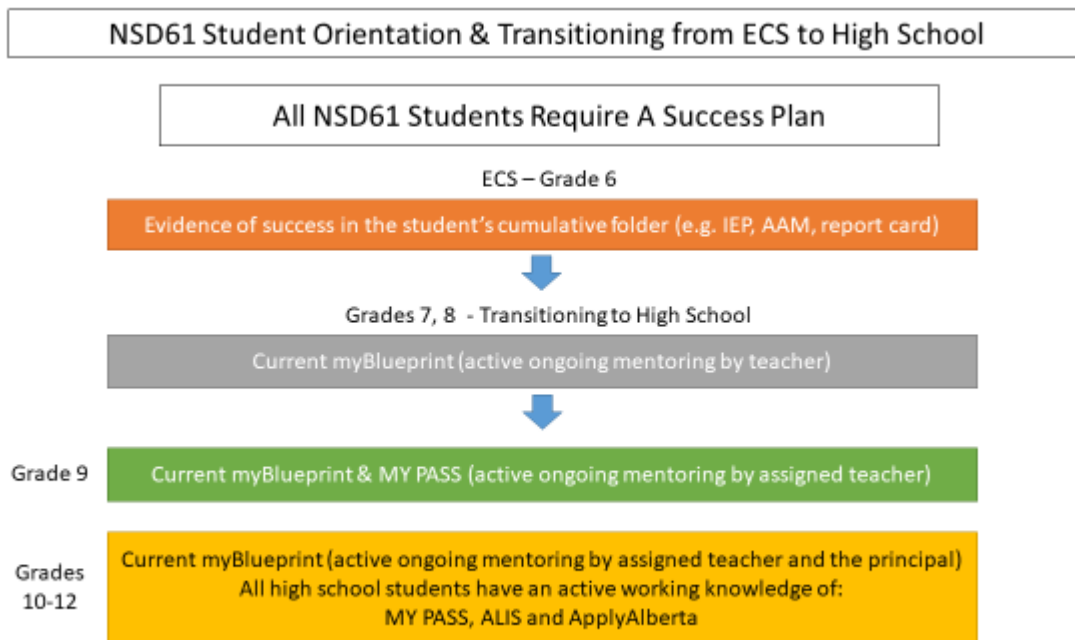
- Grade 3, Leonidas Lerezo Cardinal-Janvier at Elizabeth School
- Grade 5, Jesse Gordon Stamp at J.F. Dion School
- Grade 8, Braden Connon Campbell at Conklin Community School
- Grade 10, Rachel Murphy-Einer at Bill Woodward School

These students receive a \$50 gift card for having attendance rates between 90 and 100% for March.

- Principals include the eight ‘attendance award and recognition program’ strategies in their monthly communications home (i.e. newsletters, Social Media, Posters etc.). The goal is to ensure that all NSD stakeholders (principals, teachers, support staff, parents, students and interested school community partners) are familiar with the awards and recognition strategies.

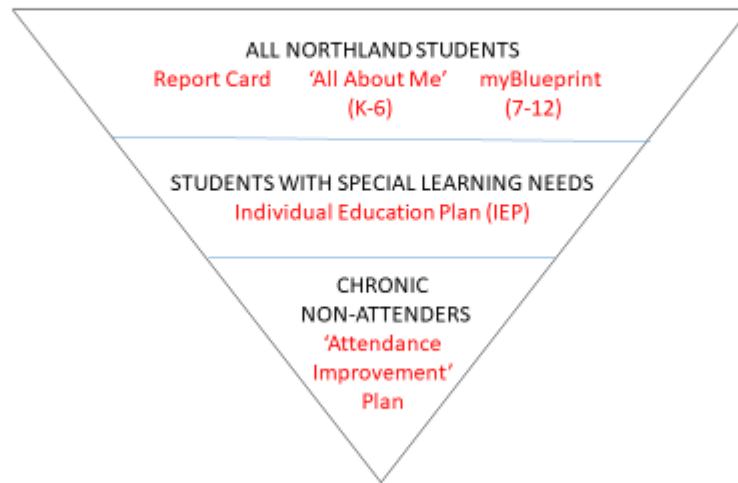
**Strategy 3.1: Facilitate smooth transitions for students moving to different schools within Northland and outside of the division.**

- A transition plan to support students moving from one school to another within NSD61 or moving to another jurisdiction follows:



- Every Northland student requires a success program.

## All NSD61 Students Require A Success Plan

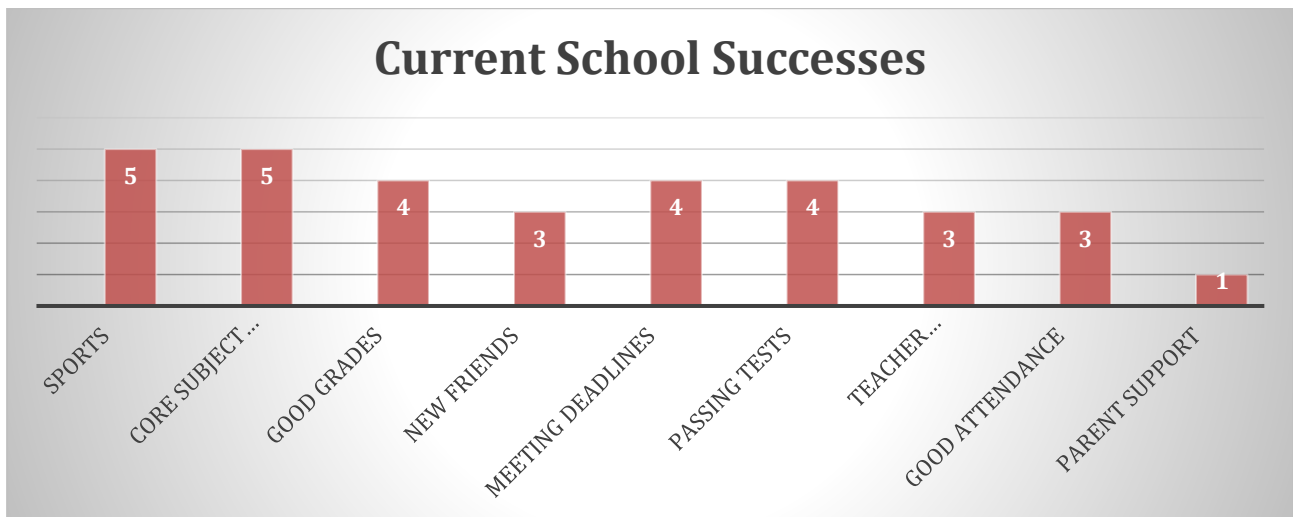
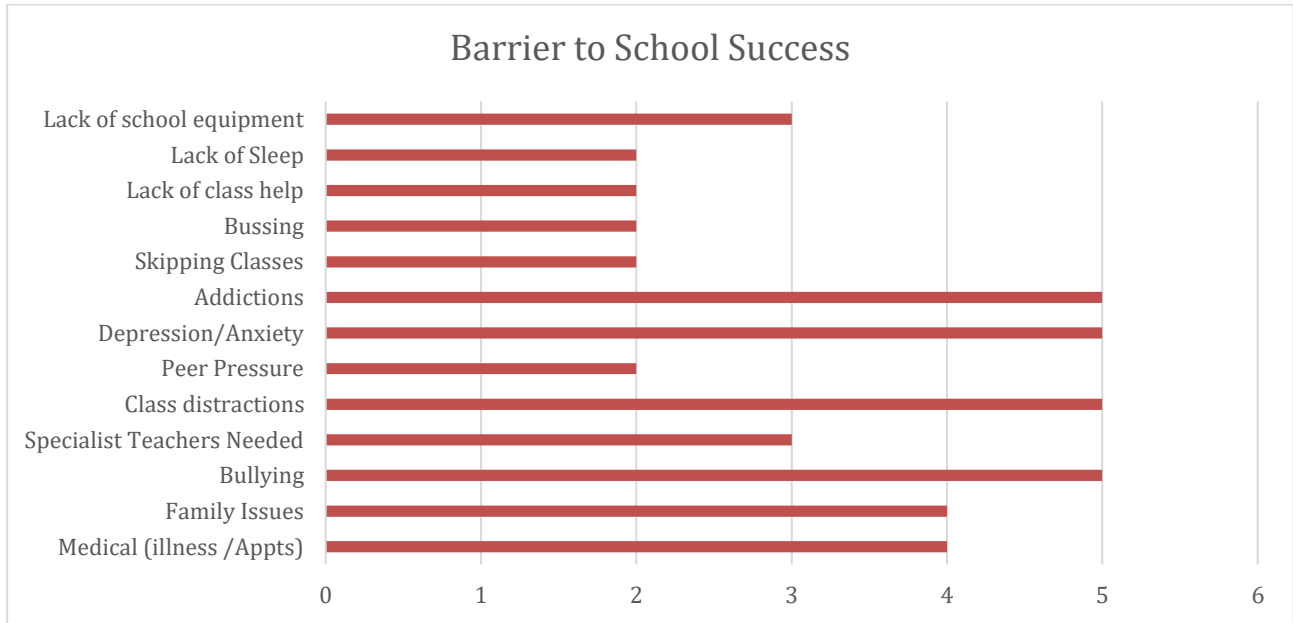


### **Strategy 5.1: Ensure every student has access to a key adult in the school who provides positive support**

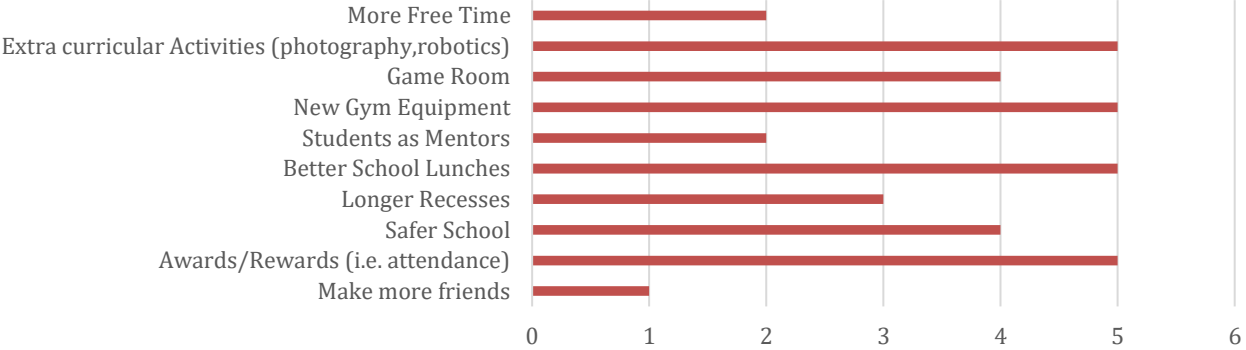
- Alberta Education in developing mentoring courses for credit for high school students.
- Principals are aware that mentorship programs ensure that every student is 'connected' to an adult mentor. The majority of our schools have such mentoring programs in-place for their students.

**Strategy 5.2: Use student data to inform decision-making**

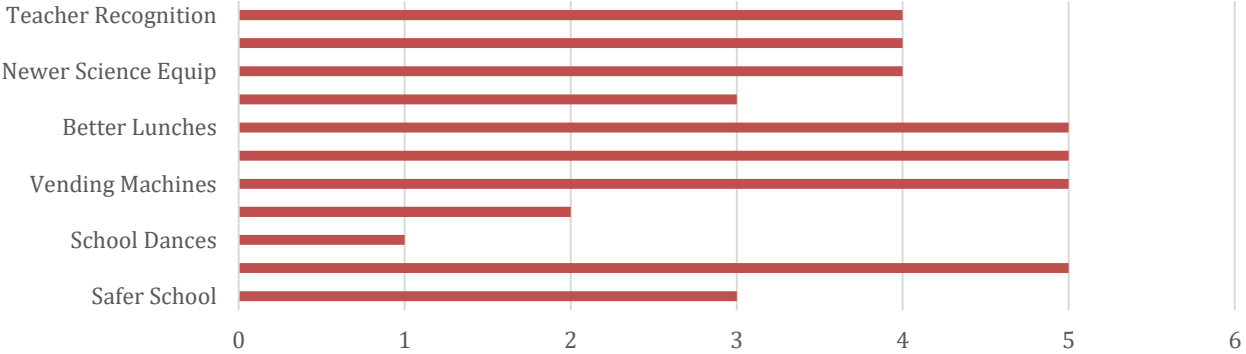
- Student Focus Group discussions focus on: ‘barriers to school success’, ‘current school successes’, and ‘what would make you happier and more successful in school’. These findings are shared with: (a) the principal for discussion at staff meetings, (b) the Executive Team and (c) the Board.



### What would allow you to be more successful in school? (Grades 7-9)



### What would make you happier and more successful in school? (Grades 10-12)







## OHS Report to the Board of Trustees - May 2019

### Contract with Hour Zero Crisis Consulting

The Division signed a three year contract with Hour Zero Crisis Consulting in April for a comprehensive Emergency Response Planning system. The system includes online training modules for staff and students, communication templates, metrics for task completion, and integration for first responders. Work on an implementation plan is underway.

### Spring Site Visits

The OHS Manager and Safety Officer will complete spring site visits on May 26th. The purpose of these visits was to complete site safety inspections, update site maps (safety equipment, egress routes, utility shutoffs, etc.), develop a confined/restricted space inventory, catalog fall hazards for roof access, and provide the OHS Manager a closer look at the school facilities and the related safety issues. Many of the safety issues identified are related to fire code concerns, but playgrounds and facilities issues also occur regularly. Some of the common safety issues include:

- Over 20% of the classroom walls covered with artwork and posters.
- Storage in mechanical rooms.
- Janitorial supplies, old parts, various other items are obstructing mechanical room access or emergency egress.
- Shelving over 5 ft. high is not anchored to the wall.
- Excessive use of extension cords and power bars, and power bars plugged into other power bars or extension cords.
- Playground surfacing not in compliance with CSA standard.
  - If sand used it is packed and weeds growing, giving a hard surface.
  - Where pea gravel used, the level goes down as gravel carried away. 1 ft deep is the minimum needed.
- Playgrounds not maintained.

### School Bus Working Alone

A year-to-year contract for working alone services was signed in March with Aware360/Telus for ten units with an option in June for up to 50 more. The deployment is currently delayed due to the mounting units for the bus being backordered.

# Safety Perception Survey 2019 Report

## Summary

The Safety Perception Survey is a repeatable benchmark used to gain insight into staff perceptions and understanding of health and safety within Northland School Division. As the first occurrence of this survey it is the baseline by which future improvements will be measured.

Respondents were asked which area they worked in, what their role in Northland is, responded to a series of twelve statements (rated as Strongly Agree to Strongly Disagree), and were given an opportunity to provide feedback at the end.

Overall the responses show that the Division needs to improve in the areas of communication, awareness, and training (with a focus on violence and harassment). By area the most frequent response of Strongly Agree or Agree to the statements were from Central Office. By role the most frequent response of Strongly Agree or Agree to the statements were from Administrators (Principals, Vice Principals). By role the most frequent response of Strongly Disagree or Disagree to the statements were from Certified Staff (Classroom Teacher). These results were not unexpected.

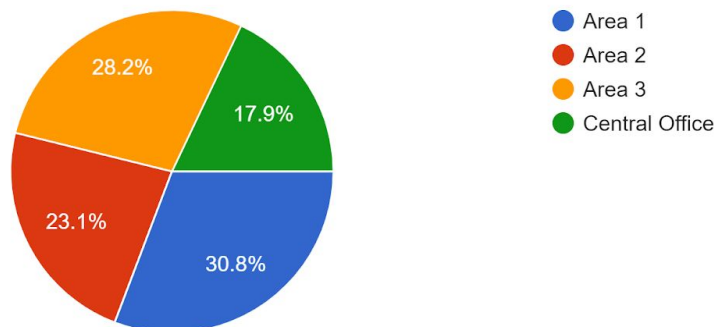
What follows is an overview of the respondents work location and roles, and an overview of the results by question. Tables summarizing responses overall, by area, and by role start on p.7.

## Overview of Respondents

A total of 78 responses were collected over a two week period from February 25th to March 11th with the breakdown of work location and roles shown below.

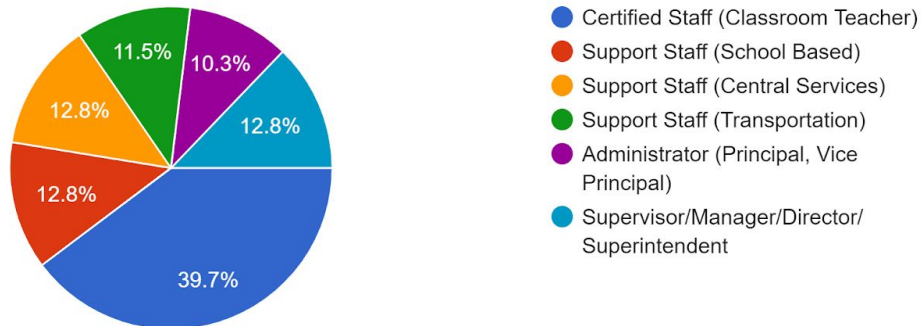
### Where do you work in Northland?

78 responses



## What is your role in Northland?

78 responses



## Overview of Responses

Respondents choose Strongly Agree or Agree overall on average 60.5% of the time to the statements included in the survey. By assigning a linear scale value of five (5) for Strongly Agree to one (1) for Strongly Disagree an average response rating of 3.69 was calculated.

To the statement “I understand my health & safety rights and responsibilities”, 79.5% of respondents chose Strongly Agree or Agree with a rating of 4.14. Compared to the overall average this demonstrates a clear disconnect between the other survey statements (discussion to follow) and the respondents’ understanding of their rights and responsibilities. The individual is a key part of the health and safety Internal Responsibility System described in the OHS legislation, so there is a need to improve awareness of what a person’s OHS rights and responsibilities entail. When respondent role is considered, it becomes clear that the safety presentation at the February Principals Meeting had a positive impact on the Administrator Strongly Agree or Agree response rate of 100% compared to other roles.

To the statement “Safety is clearly and consistently communicated in Northland”, 41.0% of respondents chose Strongly Agree or Agree with a rating of 3.26. By role the lowest group was Certified Staff with 22.6% responding as Strongly Agree or Agree with a rating of 2.77. The OHS Manager and Communication Coordinator engaged in several conversations prior to this report being written with the goal of increasing communication reach to staff. The implementation of the Joint Work Site Health & Safety Committees and Representatives in the fall should also further the reach of OHS communications. During spring school visits several Administrators shared that they had taken what they learned from the safety presentation at the February meeting back to their staff. Conversations with school staff also reveal a perception of information overload when it comes to emails.

To the statement “In Northland, safety is at least as important as the quality of the student education experience”, 55.1% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “Safety excellence compliments education excellence”, 65.4% of respondents chose Strongly Agree or Agree with a rating of 3.95. These statements point to a culture where safety has not been a part of the conversation with staff, but that they believe

safety can be a part of the Northland culture and contribute to the education experience. Anecdotal evidence from conversations would seem to bear this out. When safety is included as part of the day to day it can lead to efficiency from reduced time lost to injury, and the elimination of duplicated work to address safety deficiencies. Students can also be included in safety discussions to ensure their safety and contribute to their development as an informed and safe worker that positively contributes to their future employer.

To the statement “Workers are involved in the decisions affecting their safety”, 53.8% of respondents chose Strongly Agree or Agree with a rating of 3.51. To the statement “Where I work, I feel free to report safety concerns”, 65.4% of respondents chose Strongly Agree or Agree with a rating of 3.81. The implementation of Joint Work Site Health & Safety Committees and Representatives in the 2019/20 school year will support the staff in this area. Part of the awareness needs to include not only how to be involved and report, but also what are reasonable decisions based on the health or safety issue.

To the statement “Safety training is a priority within Northland”, 55.1% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “The safety training I receive is effective and useful to me”, 52.6% of respondents chose Strongly Agree or Agree with a rating of 3.42. These responses are slightly lower than the overall online safety training course completion rating of approximately 65%. Training records also show that leadership has not fulfilled its duty to complete the training, nor has any follow-up been conducted to improve the numbers significantly since the start of the school year. New training options that improve the relevance, focus, and delivery method of identified training needs are being considered.

Harassment and violence provisions were greatly expanded in the June 2018 update of the Alberta OHS Code. Given that this is one of the more likely hazards to present itself in a school setting, a determination of staff awareness around these situations is invaluable. Overall that awareness is below expectation, and the need to address this is acute within Northland. There is also some question, based on the respondent feedback, about how this applies to staff-student interactions and how teachers are being supported.

To the statement “I know what to do if I experience harassment or discrimination in Northland”, 67.9% of respondents chose Strongly Agree or Agree with a rating of 3.85. To the statement “I understand that harassment or discrimination complaints will be investigated”, 66.7% of respondents chose Strongly Agree or Agree with a rating of 3.81.

To the statement “I know what to do if I experience violence in Northland”, 59.0% of respondents chose Strongly Agree or Agree with a rating of 3.59. To the statement “I understand that violence will be investigated in Northland”, 64.1% of respondents chose Strongly Agree or Agree with a rating of 3.72.

Final revisions and approval of Administrative Procedures 170 and 176 are the next step for addressing violence and harassment in Northland. One of the Safety Department priorities for the fall is to implement a Division-wide violence and harassment training program for staff, and to work with Student Services to address the staff-student concerns.

## Participant Feedback

Participants were asked for additional feedback about health and safety within the Division. Specifically, "Tell us more about your experience of health and safety. What needs work? What works well? What would you like to see added? What would you like to know about?"

The unedited comments are presented as reported to the survey, and most comments are organized into one of four themes: OHS Communications, Violence & Harassment, Safety Training, and Facilities.

### Theme: OHS Communications

At Principal's Meeting highlight one safety issue for discussion then Cascade discussion results down to school staffs
A better report from O H & S
As a division, I think there's room for improvement with respect to crisis communications. Having support from our new Occupational Health and Safety Manager will help improve upon crisis communications.  What I think we need to do is communicate all the procedures related to Occupational Health and Safety. Perhaps we look at doing an internal communication campaign to increase awareness. An external communication campaign with stakeholders would be an excellent way to sharing what NSD is doing to ensure the health and safety of students and staff.
Thank you for putting this survey together :)
I have had excellent experiences with health and safety. We talk about issues at our monthly staff meetings, give reminders for health and safety and I have participated in health and safety courses. We still need to get our OHS committee started, so that one person can be trained to lead the investigation of incidents.
Follow up on safety concerns needs to be improved. Not just major issues, but smaller ones. Curtains in classrooms is something that people at my school have been asking for since I started working here nearly a decade ago and unless the teacher has bought them we are improvising using paper. Simple things such as replacing poor desk chairs (student and teacher) that are falling apart and are broken leave people sitting precariously and jeopardizing their backs. As well, 4 teachers that I know of, and myself all have desks with jagged metal parts. Currently the solution is putting tape over the edges, but as my metal part is under my desk, I often don't realize the tape has been taken off until after I have caught my pants on it. A larger concern more recently is the lack of clear communication surrounding procedures for lock downs. This needs to be made much clearer to new admin. It is my understanding based on the new OH&S laws that we need Health and Safety committees/officers for each school. To my knowledge this has not been put into place. The very fact that most OH&S procedures are brushed over at staff meetings and often not discussed in the past year or two is of growing concern as more issues seem to be popping up in the school that are left forgotten or pushed aside. I do think it was a good idea that we all did online training for OH&S, and I thank you for that, but I also think that refreshers, particularly for those in charge, is necessary.
I would love to learn more about my responsibilities on safety, as well as knowing the proper steps to take incase of any future situations.

## Theme: Violence & Harassment

I think that safety, for both teachers and students, is not being taken seriously, because if it was we would have more supports in schools (mental health supports, counselors, etc). As well as we have students who are continuously violent and bully their peers so badly that they are afraid to come to school, that they transfer to a different school, a different division, and at times, different towns. I love this division. But I don't think we are doing enough to protect everyone in it.

Information regarding bullying needs to be addressed in the future - too many employees of Northlands are victims of bullying from Teachers who, in their frustrations, like to use their union as a threat to get their own way.

I would like to know about proper protocol and consequences for students who exhibit violence. Who is responsible for providing these consequences? Is there a policy?

What about when the violence is done by a student?

I think that the violence from students towards teachers is not properly addressed. We have many teachers who come in day after day and deal with violent students (towards teachers and other students) and are told there is nothing we can do about it.... one year I went home and cried everyday. I was all by myself, had no help, and nothing was done, and yes my principal was informed of every incident.

Not enough staff when children become violent.

The safety system is non-existent. Students are allowed to verbally abuse staff and students and there are no consequences. There are not enough staff members to ensure that all students' needs are met to being able to ensure the safety of others. There are too many barriers to getting things done. It feels as if we are a jack in the box waiting for the top to pop.

We need qualified support for aggressive students integrated into our classrooms. We need to see something being done once we have reported incidents.

Addition of online courses has been helpful....efficiency and proximity due to distance variables and cost of training.

Student aggressiveness towards teachers has been kept "under the rug" or "given a blind eye" yet if a teacher is perceived as confrontational or non-caring it is investigated; message is the staff member is the one at fault.

I had cause to report a physical hit from a student to the ATA since I have come to teach here but did not as I was on a temporary/probational contract then; but I have spoken to Member Services at ATA on more than one occasion in the last ten years. Many teachers feel this same way. We cannot retain staff in some schools. Correlation???

Guardians' should come in to the school appropriately with respect if we are going to be a safe & caring school. They should also not come in during school hours or functions to pull kids aside to be "talked" to involving personal issues. Staff should not be verbally abused.

## Theme: Safety Training

The on-line safety course was beneficial.

Safety training should be more job specific - some safety training's that were mandatory have not been beneficial or useful to all positions.

Safety concepts should also be a focus at orientation with NSD policy and procedures being read and outlined with supervisors, relating to employees, reporting and students. Working alone safety

requirements need more thought and expansion for those who regularly work in or travel in isolation.

Would like to see an outside monitor talk to staff to ensure the standards are the same across the district. Especially with regard to threat violence from students.

## Theme: Facilities

The overall safety within our school's structure. Heating and cooling systems are not reliable and need huge replacements. Carbon monoxide leaks, leaking roofs that take months and months to fix while students and teachers have to work around such dangerous situations. It takes too long for such structural unsafe building problems to be fixed, and often they are not fixed to a high standard.

New alternative seating is needed for students; student desks are falling apart. Teaching seating needs to be addressed. The school is kept too cold; students and teachers cannot concentrate. Teacher's should be able to lock doors from the inside in case of lockdowns.

Because of the lack of blinds in the classroom I am unable to clearly focus or even see students clearly at certain times if the day. Poor shade/Lighting also makes using the whiteboard or smart board ineffectual

Need more safety courses  
 Need the fence more secure in the school yard  
 Need move parking staff by the school bus lane it is too narrow  
 Need more snow removed in the bus lane ice builds up too much  
 Need more ice melt on sidewalk by bus lane all the way  
 Safety for kids to run & walk on the sidewalk

## Uncategorized Comments

Time constraints for a work day, working all day then travelling long distances in the evening or early morning is unsafe and very tiring

If I have any issues or concerns, I know who to contact.

Doors to classrooms, Gym, Labs, Shop, etc. need to be closed & locked securely, when not being supervised - too many staff do not check if it is closed & locked properly.

Sometimes insurance coverage limits cultural activities. It would be beneficial to enhance coverage or make knowing how to work with coverage to be able to execute these activities while adhering to regulations

I'm not sure if things are done right away if we do need help it takes too long to hear what end results became not hearing anything from the head office is hard we need more done on our children that are misbehaving in the parents need to be told they are not to come and yell at staff because their children are lying about staff.

## Breakdown of Responses

All Responses	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.59	4	55.1%	19.2%	25.6%
Safety excellence compliments education excellence.	3.95	4	65.4%	10.3%	24.4%
I understand my health & safety rights and responsibilities.	4.14	4	79.5%	9.0%	11.5%
Workers are involved in the decisions affecting their safety.	3.51	4	53.8%	28.2%	17.9%
I know what to do if I experience harassment or discrimination in Northland.	3.85	4	67.9%	12.8%	19.2%
I understand that harassment or discrimination complaints will be investigated.	3.81	4	66.7%	14.1%	19.2%
Safety training is a priority within Northland.	3.59	4	55.1%	14.1%	30.8%
The safety training I receive is effective and useful to me.	3.42	4	52.6%	21.8%	25.6%
Safety is clearly and consistently communicated in Northland.	3.26	3	41.0%	25.6%	33.3%
Where I work, I feel free to report safety concerns.	3.81	4	65.4%	17.9%	16.7%
I know what to do if I experience violence in Northland.	3.59	4	59.0%	26.9%	14.1%
I understand that violence will be investigated in Northland.	3.72	4	64.1%	15.4%	20.5%



## Responses By Area

Area 1	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.58	4	58.3%	25.0%	16.7%
Safety excellence compliments education excellence.	4.00	4	70.8%	16.7%	12.5%
I understand my health & safety rights and responsibilities.	4.08	4	83.3%	12.5%	4.2%
Workers are involved in the decisions affecting their safety.	3.38	3.5	50.0%	29.2%	20.8%
I know what to do if I experience harassment or discrimination in Northland.	3.58	4	58.3%	20.8%	20.8%
I understand that harassment or discrimination complaints will be investigated.	3.79	4	70.8%	16.7%	12.5%
Safety training is a priority within Northland.	3.54	4	62.5%	20.8%	16.7%
The safety training I receive is effective and useful to me.	3.25	3	45.8%	25.0%	29.2%
Safety is clearly and consistently communicated in Northland.	3.25	3	37.5%	25.0%	37.5%
Where I work, I feel free to report safety concerns.	3.67	4	62.5%	29.2%	8.3%
I know what to do if I experience violence in Northland.	3.67	4	62.5%	29.2%	8.3%
I understand that violence will be investigated in Northland.	3.75	4	66.7%	20.8%	12.5%

Area 2	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	3.89	4	66.7%	5.6%	27.8%
Safety excellence compliments education excellence.	3.89	4	61.1%	11.1%	27.8%
I understand my health & safety rights and responsibilities.	4.11	4	77.8%	11.1%	11.1%
Workers are involved in the decisions affecting their safety.	3.78	4	61.1%	22.2%	16.7%
I know what to do if I experience harassment or discrimination in Northland.	3.94	4	72.2%	11.1%	16.7%
I understand that harassment or discrimination complaints will be investigated.	3.78	4	55.6%	22.2%	22.2%
Safety training is a priority within Northland.	3.83	3.5	50.0%	5.6%	44.4%
The safety training I receive is effective and useful to me.	3.89	4	55.6%	5.6%	38.9%
Safety is clearly and consistently communicated in Northland.	3.61	3.5	50.0%	16.7%	33.3%
Where I work, I feel free to report safety concerns.	4.06	4.5	72.2%	11.1%	16.7%
I know what to do if I experience violence in Northland.	3.72	4	61.1%	16.7%	22.2%
I understand that violence will be investigated in Northland.	3.83	4	66.7%	16.7%	16.7%

## Northland School Division No. 61

Area 3	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	2.95	3	22.7%	19.2%	58.0%
Safety excellence compliments education excellence.	3.59	3	45.5%	10.3%	44.3%
I understand my health & safety rights and responsibilities.	4.09	4	77.3%	9.0%	13.8%
Workers are involved in the decisions affecting their safety.	3.14	3	40.9%	28.2%	30.9%
I know what to do if I experience harassment or discrimination in Northland.	3.68	4	63.6%	12.8%	23.5%
I understand that harassment or discrimination complaints will be investigated.	3.68	4	68.2%	14.1%	17.7%
Safety training is a priority within Northland.	3.18	3	36.4%	14.1%	49.5%
The safety training I receive is effective and useful to me.	2.82	3	36.4%	21.8%	41.8%
Safety is clearly and consistently communicated in Northland.	2.73	3	22.7%	25.6%	51.6%
Where I work, I feel free to report safety concerns.	3.36	3	45.5%	17.9%	36.6%
I know what to do if I experience violence in Northland.	3.14	3	45.5%	26.9%	27.6%
I understand that violence will be investigated in Northland.	3.36	4	54.5%	15.4%	30.1%

## Northland School Division No. 61

Central Office	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	4.21	4	85.7%	0.0%	14.3%
Safety excellence compliments education excellence.	4.50	5	92.9%	0.0%	7.1%
I understand my health & safety rights and responsibilities.	4.36	5	78.6%	7.1%	14.3%
Workers are involved in the decisions affecting their safety.	4.00	4	71.4%	7.1%	21.4%
I know what to do if I experience harassment or discrimination in Northland.	4.43	5	85.7%	0.0%	14.3%
I understand that harassment or discrimination complaints will be investigated.	4.07	4	71.4%	0.0%	28.6%
Safety training is a priority within Northland.	4.00	4	78.6%	0.0%	21.4%
The safety training I receive is effective and useful to me.	4.07	4	85.7%	7.1%	7.1%
Safety is clearly and consistently communicated in Northland.	3.64	4	64.3%	7.1%	28.6%
Where I work, I feel free to report safety concerns.	4.43	4.5	92.9%	0.0%	7.1%
I know what to do if I experience violence in Northland.	4.00	4	71.4%	14.3%	14.3%
I understand that violence will be investigated in Northland.	4.07	4	71.4%	0.0%	28.6%

## Responses by Role

Administrator (Principal, Vice Principal)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.13	4.5	75.0%	12.5%	12.5%
Safety excellence compliments education excellence.	4.38	5	75.0%	12.5%	12.5%
I understand my health & safety rights and responsibilities.	4.88	5	100.0%	0.0%	0.0%
Workers are involved in the decisions affecting their safety.	4.38	4.5	87.5%	0.0%	12.5%
I know what to do if I experience harassment or discrimination in Northland.	4.63	5	100.0%	0.0%	0.0%
I understand that harassment or discrimination complaints will be investigated.	4.63	5	100.0%	0.0%	0.0%
Safety training is a priority within Northland.	4.63	5	100.0%	0.0%	0.0%
The safety training I receive is effective and useful to me.	4.38	4.5	87.5%	0.0%	12.5%
Safety is clearly and consistently communicated in Northland.	4.13	4.5	75.0%	12.5%	12.5%
Where I work, I feel free to report safety concerns.	4.75	5	100.0%	0.0%	0.0%
I know what to do if I experience violence in Northland.	4.88	5	100.0%	0.0%	0.0%
I understand that violence will be investigated in Northland.	4.75	5	100.0%	0.0%	0.0%

## Northland School Division No. 61

Certified Staff (Classroom Teacher)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	2.90	3	25.8%	35.5%	38.7%
Safety excellence compliments education excellence.	3.61	4	51.6%	12.9%	35.5%
I understand my health & safety rights and responsibilities.	3.90	4	77.4%	9.7%	12.9%
Workers are involved in the decisions affecting their safety.	2.97	3	35.5%	41.9%	22.6%
I know what to do if I experience harassment or discrimination in Northland.	3.39	4	58.1%	22.6%	19.4%
I understand that harassment or discrimination complaints will be investigated.	3.58	4	64.5%	19.4%	16.1%
Safety training is a priority within Northland.	3.10	3	35.5%	19.4%	45.2%
The safety training I receive is effective and useful to me.	2.84	3	32.3%	35.5%	32.3%
Safety is clearly and consistently communicated in Northland.	2.77	3	22.6%	35.5%	41.9%
Where I work, I feel free to report safety concerns.	3.16	3	45.2%	32.3%	22.6%
I know what to do if I experience violence in Northland.	3.00	3	41.9%	38.7%	19.4%
I understand that violence will be investigated in Northland.	3.10	3	48.4%	25.8%	25.8%

Supervisor/Manager/ Director/Superintendent	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.00	4	80.0%	10.0%	10.0%
Safety excellence compliments education excellence.	4.60	5	100.0%	0.0%	0.0%
I understand my health & safety rights and responsibilities.	4.00	4	70.0%	10.0%	20.0%
Workers are involved in the decisions affecting their safety.	3.70	4	60.0%	10.0%	30.0%
I know what to do if I experience harassment or discrimination in Northland.	4.30	4.5	80.0%	0.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	4.00	4	80.0%	0.0%	20.0%
Safety training is a priority within Northland.	3.70	4	70.0%	10.0%	20.0%
The safety training I receive is effective and useful to me.	3.80	4	70.0%	20.0%	10.0%
Safety is clearly and consistently communicated in Northland.	3.60	4	70.0%	20.0%	10.0%
Where I work, I feel free to report safety concerns.	4.20	4.5	80.0%	10.0%	10.0%
I know what to do if I experience violence in Northland.	4.10	4.5	70.0%	10.0%	20.0%
I understand that violence will be investigated in Northland.	4.20	4	80.0%	0.0%	20.0%

Support Staff (Central Services)	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	3.90	4	70.0%	10.0%	20.0%
Safety excellence compliments education excellence.	3.90	4	70.0%	10.0%	20.0%
I understand my health & safety rights and responsibilities.	4.30	5	80.0%	10.0%	10.0%
Workers are involved in the decisions affecting their safety.	3.40	3.5	50.0%	40.0%	10.0%
I know what to do if I experience harassment or discrimination in Northland.	3.70	4	60.0%	20.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	3.40	3	40.0%	20.0%	40.0%
Safety training is a priority within Northland.	3.20	3	40.0%	30.0%	30.0%
The safety training I receive is effective and useful to me.	3.00	3.5	50.0%	30.0%	20.0%
Safety is clearly and consistently communicated in Northland.	2.90	3	30.0%	40.0%	30.0%
Where I work, I feel free to report safety concerns.	3.70	4	60.0%	10.0%	30.0%
I know what to do if I experience violence in Northland.	3.20	3	50.0%	50.0%	0.0%
I understand that violence will be investigated in Northland.	3.40	3	40.0%	20.0%	40.0%



## Northland School Division No. 61

Support Staff (School Based)	Average	Median	Strongly Agree or Agree	Strongly Disagree or Disagree	Neither Agree or Disagree
In Northland safety is at least as important as the quality of the student education experience.	4.10	5	70.0%	10.0%	20.0%
Safety excellence compliments education excellence.	4.20	5	70.0%	10.0%	20.0%
I understand my health & safety rights and responsibilities.	4.10	4.5	80.0%	10.0%	10.0%
Workers are involved in the decisions affecting their safety.	3.80	5	60.0%	30.0%	10.0%
I know what to do if I experience harassment or discrimination in Northland.	4.00	4.5	70.0%	10.0%	20.0%
I understand that harassment or discrimination complaints will be investigated.	3.90	5	70.0%	20.0%	10.0%
Safety training is a priority within Northland.	4.00	4.5	70.0%	10.0%	20.0%
The safety training I receive is effective and useful to me.	3.80	4	60.0%	10.0%	30.0%
Safety is clearly and consistently communicated in Northland.	3.50	3	40.0%	20.0%	40.0%
Where I work, I feel free to report safety concerns.	4.30	5	80.0%	10.0%	10.0%
I know what to do if I experience violence in Northland.	3.80	4	70.0%	20.0%	10.0%
I understand that violence will be investigated in Northland.	4.20	5	80.0%	10.0%	10.0%

Support Staff (Transportation)	<i>Average</i>	<i>Median</i>	<i>Strongly Agree or Agree</i>	<i>Strongly Disagree or Disagree</i>	<i>Neither Agree or Disagree</i>
In Northland safety is at least as important as the quality of the student education experience.	4.11	4	77.8%	0.0%	22.2%
Safety excellence compliments education excellence.	3.78	4	55.6%	11.1%	33.3%
I understand my health & safety rights and responsibilities.	4.33	5	77.8%	11.1%	11.1%
Workers are involved in the decisions affecting their safety.	4.22	5	77.8%	11.1%	11.1%
I know what to do if I experience harassment or discrimination in Northland.	4.22	5	66.7%	0.0%	33.3%
I understand that harassment or discrimination complaints will be investigated.	4.00	5	55.6%	11.1%	33.3%
Safety training is a priority within Northland.	4.22	5	66.7%	0.0%	33.3%
The safety training I receive is effective and useful to me.	4.22	5	66.7%	0.0%	33.3%
Safety is clearly and consistently communicated in Northland.	3.89	4	55.6%	0.0%	44.4%
Where I work, I feel free to report safety concerns.	4.33	5	77.8%	11.1%	11.1%
I know what to do if I experience violence in Northland.	4.11	5	66.7%	11.1%	22.2%
I understand that violence will be investigated in Northland.	4.22	5	77.8%	11.1%	11.1%