



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 19-08

AGENDA

Location: Metis Settlements General Council, 301, 10335-172 Street, Edmonton
 Room: Board Room
 Date & Time: Saturday, October 26, 2019, 9:00 a.m.

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

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

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair Guild		
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee Lamouche		
3.	Approval of Agenda	All	Motion to approve	
4.	In-Camera	All	Motion in/out of in-camera	

B. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Meeting Minutes – September 20, 2019	All	Approval	3
2.	Special Meeting Minutes – October 10, 2019	All	Approval	9
3.	Business Arising from Previous Meetings - Board Action Items	Secretary-Treasurer Rasmuson	Information	11
4.	Board Chair Report	Chair Guild	Information	12
5.	Association Reports	All	None Received	
6.	Acting Superintendent Report	All	Information	13
7.	Committee and/or Board Representative Reports	All	None Received	
8.	Trustee Activity Reports	Trustees	Information	16
9.	Board Advisor Report	Board Advisor Byers	Information	17
10.	S Endorsement and MELT Training for Casual Bus Drivers	Secretary-Treasurer Rasmuson	Information	18

C. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Policy 5 – Role of the Chair	Board Advisor Byers	Motion – Second Reading	19
2.	Policy 3 – Appendix B Trustee Working Relationships Guidelines	Board Advisor Byers	Motion – Second Reading	23
3.	Policy 16 – Recruitment and Selection of Personnel	Associate Superintendent HR Oginski	Motion – Third Reading	30
4.	Policy 20 – Teacher Housing	Secretary-Treasurer Rasmuson	Motion – Third Reading	34
5.	Policy 8 – Board Committees	Secretary-Treasurer Rasmuson	Motion – Third Reading	36
6.	Board Evaluation date	Chair Guild	Motion to approve date	48
7.	Expense Claims on Website	Chair Guild	Motion to approve	49



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8.	Cooperative Transportation Agreement with GYPSD	Secretary-Treasurer Rasmuson	Motion to approve	62
9.	Board Appointments <ul style="list-style-type: none"> • Local Bargaining • ASBA – Zone 1 	Secretary-Treasurer Rasmuson	Motion to approve	70
10.	Board Strategic Plan	Acting Superintendent Spencer-Poitras	Motion to approve	72
11.	Calling Lake Playground Construction Contract	Secretary-Treasurer Rasmuson	Motion to Approve	74

D. RECESS

E. MONITORING REPORTS (Motion to receive as information)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Highlights	Chair Guild	Information - Discussion	77
2.	Acting Superintendent Highlights	Acting Superintendent Spencer-Poitras	Information- Discussion	78
3.	Area 2 Associate Superintendent Report	Acting Superintendent Spencer-Poitras	Information-Discussion	79
4.	2019-2020 Guide to Education	Acting Superintendent Spencer-Poitras	Information – Discussion	84
5.	First Nation, Metis and Inuit Learner Services Report	Director Cardinal-Roy	Information - Discussion	87
6.	Facilities Report	Facilities Manager Cox	Information – Discussion	89
7.	Susa Creek Lunch Program	Secretary-Treasurer Rasmuson	Information – Discussion	109
8.	Draft Fall Budget	Secretary-Treasurer Rasmuson	Information – Discussion	111
9.	Enrollment Report	Associate Superintendent of HR Oginski	Information – Discussion – Handout	112

F. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible	Action	Page No.
1.	Every Learning Season Calendar/Balanced Calendar	Acting Superintendent Spencer-Poitras	Information- Discussion	115
2.	Policy 10 – Policy Making	Board Advisor – Byers	Information – Discussion	117
3.	Policy 6 – Role of the Vice Chair	Board Advisor – Byers	Information - Discussion	127
4.	Renewal of Co-Management Agreement with Fort McKay First Nation	Associate Superintendent – Area 3 Stensland	Information – Discussion - Handout	

G. ADJOURNMENT & CLOSING CULTURAL REFLECTION

“Our students love to come to school in Northland”

MINUTES OF THE NORTHLAND SCHOOL DIVISION
 NO. 61 BOARD OF TRUSTEES REGULAR MEETING
 ON SEPTEMBER 20, 2019 AT DAYS INN & SUITES,
 EDMONTON, ALBERTA

MEMBERSHIP		
X	Maddy Daniels	• Trustee 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	• Chair Ward 7
✓	Loretta Gladue	• Trustee Ward 8
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Vice-Chair Ward 10
x	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Nancy Spencer-Poitras	• Acting Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Wesley Oginski	• Associate Superintendent of Human Resources
✓	Shelley Willier	• Area 1 Associate Superintendent
	Vacant	• Area 2 Associate Superintendent
✓	Tim Stensland	• Area 3 Associate Superintendent
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Judy Ducharme	• Executive Secretary

CALL TO ORDER

Chair Guild called the meeting to order at 9:02 a.m.

OPENING PRAYER,
 CULTURAL
 REFLECTION

Trustee Yellowknee provided an opening prayer.

ADOPT AGENDA

24896/19 Trustee Yellowknee moved that the Board of Trustees acknowledge that Trustees have reviewed and approve the agenda with changes:

- Adopt new agenda format change
- Add Action item: 16 Special Meeting September 14 Minutes
- Add Action item: 17 Motion from Sept 14 Special Meeting

CARRIED

IN-CAMERA SESSION	24897/19	Trustee Yellowknee moved that the meeting go in-camera at 9:13 a.m.
		CARRIED
REGULAR SESSION	24898/19	Trustee Yellowknee moved that the meeting revert to regular session at 10:25 a.m.
		CARRIED
ADOPT CONSENT AGENDA	24899/19	Trustee Anderson moved that the Board of Trustees adopt the consent agenda as amended: - Move September 14, 2019 Special Meeting Minutes to Action Item# 16
		CARRIED
TRANSFER OF LAND AND BUILDINGS AND SCHOOL FURNITURE IN LITTLE BUFFALO	24900/19	Trustee Yellowknee moved that the Board of Trustees approve the transfer of the school furniture and the division-owned land, as listed, to 2033800 Alberta Ltd., all for \$1.00, subject to Ministerial Approval: Lot 111, Block 009, Plan 82233143 Lot 113, Plan 9622484 Lot 77, Block 008, Plan 8121420 Lot 78, Block 008, Plan 8121420 Lot 83, Block 009, Plan 8121420
		CARRIED
TRANSFER OF BUSES IN LITTLE BUFFALO / PEERLESS LAKE/TROUT LAKE TO KTCEA	24901/19	Trustee Yellowknee moved that the Board of Trustees approve the transfer of the division-owned buses, units 511, 512, 547, 548, 568, 569, 575, to Kee Tas Kee Now Education Authority for \$1.00, subject to Ministerial Approval, and direct administration to enter into a lease agreement with KTCEA for the buses, until the sale is completed.
		CARRIED
POLICY 5 ROLE OF CHAIR	24902/19	Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 5 Role of Chair as presented and attached.
		CARRIED

- | | | |
|---|-----------------|--|
| <p>POLICY 3 APPENDIX
B TRUSTEE &
ADMINISTRATION
WORKING
RELATIONSHIP
GUIDELINES</p> | <p>24903/19</p> | <p>Trustee Gladue moved that the Board of Trustees approve first reading of Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines as presented and attached.</p> |
| <p>CARRIED</p> | | |
| <p>POLICY 7 APPENDIX
C TRUSTEE EXPENSE
AND CORPORATE
CREDIT CARD
GUIDELINES</p> | <p>24904/19</p> | <p>Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 7 Appendix C Trustee Expense and Corporate Credit Card Guidelines, to be effective immediately, as amended.</p> |
| <p>CARRIED</p> | | |
| <p>POLICY 16 –
RECRUITMENT AND
SELECTION OF
PERSONNEL</p> | <p>24905/19</p> | <p>Trustee Yellowknee moved that the Board of Trustees approve the second reading to changes to Policy 16, Recruitment and Selection of Personnel, as attached.</p> |
| <p>CARRIED</p> | | |
| <p><u>ACTION: Associate Superintendent HR Oginski to research process when there is a breach of confidentiality by an interview committee member and provide to the Board for information.</u></p> | | |
| <p>POLICY 20 –
HOUSING</p> | <p>24906/19</p> | <p>Trustee Cardinal moved that the Board of Trustees approve the second reading to changes of Policy 20, Housing as attached.</p> |
| <p>CARRIED</p> | | |
| <p>POLICY 8 BOARD
COMMITTEES</p> | <p>24907/19</p> | <p>Trustee Yellowknee moved that the Board of Trustees approve second reading of Policy 8, Board Committees with revisions as attached.</p> |
| <p>CARRIED</p> | | |
| <p>TEBA
REPRESENTATIVE,
ADVOCACY
COMMITTEE AND
WELLNESS
COMMITTEE</p> | <p>24908/19</p> | <p>Trustee Yellowknee moved that the Board of Trustees to approve Trustee Anderson as the TEBA representative for Northland School Division and Trustee Anderson to be appointed to the Advocacy Committee and Trustee Nokohoo be appointed to the Wellness Committee.</p> |
| <p>Note the Local Bargaining Committee membership changed</p> | | |

CARRIED

OCTOBER BOARD
MEETING DATE
CHANGE

24909/19 Trustee Anderson moved that the Board of Trustees approve the October board meeting date change to October 26, 2019.

CARRIED

BOARD
EVALUATION

24910/19 Trustee Gladue moved that the Board of Trustees hold the board evaluation on Thursday, November 20, 2019 and approve hiring Terry Gunderson at ASBA to facilitate the evaluation.

CARRIED

SUPERINTENDENT
SEARCH
CONSULTANT

24911/19 Trustee Gladue moved that the Board of Trustees approve the contract with ASBA, as presented, for the services of Terry Gunderson to facilitate the Superintendent search.

CARRIED

POLICY 4 TRUSTEE
CODE OF
CONDUCT; POLICY
4 APPENDIX A
TRUSTEE CODE OF
CONDUCT
SANCTIONS

24912/19 Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached.

CARRIED

24913/19 Trustee Gladue moved that the Board of Trustees approve second reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached.

CARRIED

24914/19 Trustee Gladue moved that the Board of Trustees approve third and final reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached.

CARRIED

POLICY 7 BOARD
GOVERNANCE &
OPERATIONS

24915/19 Trustee Yellowknee moved that the Board of Trustees approve first reading of Policy 7 Board Governance & Operations as amended.

CARRIED

24916/19 Trustee Gladue moved that the Board of Trustees approve second reading of Policy 7 Board Governance & Operations as amended.

CARRIED

24917/19 Trustee Anderson moved that the Board of Trustees approve third and final reading of Policy 7 Board Governance & Operations as amended.

CARRIED

RENEWING OUR
SPIRIT
CONFERENCE

24918/19 Trustee Shirley moved that the Board of Trustees accept for information on the Renewing Our Spirit Conference.

CARRIED

MONITORING
REPORTS

24919/19 Trustee Yellowknee moved that the Board of Trustees receive the following items as information and discussion:

- Board Chair Highlights
- Acting Superintendent Highlights
- Area 1 Associate Superintendent Report
- Enrollment Report
- Communications Report

CARRIED

PRELIMINARY
DISCUSSION ON
FUTURE BOARD
ITEMS

24920/19 Moved Yellowknee that the Board of Trustees receive the following items as information and discussion to be brought forward to the next regular meeting.

- Lease Transfers for Chipewyan Lake, Peerless Lake, and Trout Lake
- Expense Claims on the Website
- Upcoming Events

ADJOURNMENT

24921/19 Trustee Gladue moved that the Board of Trustees declare the meeting adjourned at 2:49 p.m.

CARRIED

CLOSING
CULTURAL
REFLECTION

Trustee Yellowknee provided a closing prayer.

BOARD
ASSESSMENT TOOL
SURVEY

Reminder for Trustees to complete the survey in the link that Executive Secretary Ducharme will send out.

Robin Guild, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Judy Ducharme, Executive Secretary

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON
OCTOBER 10, 2019 AT METIS SETTLEMENT
GENERAL COUNCIL, EDMONTON, AB.

MEMBERSHIP		
X	Maddy Daniels	• Trustee Ward 1
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
TC	Jesse Lamouche	• Trustee Ward 4
X	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Chair Ward 7
✓	Loretta Gladue	• Trustee Ward 8
TC	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Vice – Chair, Trustee Ward 10
X	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
TC	Trudy Rasmuson	• Secretary-Treasurer
X	Wesley Oginski	• Associate Superintendent of Human Resources
X	Shelley Willier	• Area 1 Associate Superintendent
✓	Nancy Spencer-Poitras	• Acting Superintendent
X	Tim Stensland	• Area 3 Associate Superintendent
X	Don Tessier	• Director of Student Attendance, Attendance, and Completion
X	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
TC	Judy Ducharme	• Executive Secretary to the Board and Corporate Services

CALL TO ORDER

Chair Guild called the meeting to order at 5:05 p.m.

OPENING
PRAYER,
CULTURAL
REFLECTION OR
REFLECTION

Trustee Gladue gave the opening prayer.

IN-CAMERA
SESSION

24922/19 Trustee Anderson moved that the meeting go in- camera at 5:08 p.m.

CARRIED

REGULAR
SESSION

24923/19 Trustee Yellowknee moved that the meeting revert to regular session at 5:45 p.m.

CARRIED

MISTASSINIY
SCHOOL
MODERNIZATION
FUNDING AND
PROCESS

24924/19 Trustee Nokohoo moved that the Board of Trustees engage in community consultation in regard to the concept of a joint high school with Bigstone Cree Nation in Wabasca-Desmarais.

CARRIED

ADJOURN

24925/19 Trustee Anderson moved that the Board of Trustees declare the meeting adjourned at 5:47 p.m.

CARRIED

Robin Guild, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Krystal Potts, Executive Assistant



BOARD - REGULAR MEETING AGENDA REVIEW ACTION ITEMS

October 26 2019

No.	Agenda Item	Task	Meeting Date	Date Due	Status	Delegated To
1	Policy 8 - Board Committee	to bring recommendation for including functions of a budget committee with the audit committee	8/23/2019	10/26/2019	On agenda	Trudy
1	S Endorsement Training	to provide explanation of the process and procedures to receiving reimbursement for the training.	8/23/2019	9/20/2019	On agenda	Nancy
3	Chair's Report	Contact Keewatin Patricia District School Board	8/23/2019	9/20/2019	Pending	Nancy
4	Policy 16 - Recruitment and Selection of Personnel	to research process when there is a breach of confidentiality by an interview committee member and provide to the Board for information	9/20/2019	10/26/2019	Pending	Wes



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

TO:	THE BOARD OF TRUSTEES	DATE:	October 2019
SUBMITTED BY:	Robin Guild, Chair, Ward 7		
SUBJECT:	October 2019 Report		

Activities		
Interview with CTV Edmonton	Sept 02 2019	Was interviewed about the delayed opening of Paddle Prairie School.
Agenda review	Sept 03 2019	
Paddle Prairie Community meeting	Sept 05	Held a community meeting to discuss concerns raised about the remediation of the school after it received severe smoke damage.
School Council	Sept 10	Career Pathways School Council meeting
School board retreat	Sept 12 & 13	School board retreat and Area 3 Associate Superintendent
Code of Conduct Hearing	Sept 14	
Long service awards	Sept 18	Mistassiny/St. Theresa long service awards
Board meeting	Sept 20	
Teleconference	Sept 23	Conference call with Minister LeGrange
Teleconference	Sept 24	Conference call with RMWB about our housing issues
Career Fair	Oct 01 & 02	Attended a Career fair in Wabasca
Teleconference	Oct 02	Conference call with Alberta Education
Teleconference	Oct 03	Conference call with WB Housing / RMWB to discuss teacher housing in Fort Chipewyan
Mikisew Cree First Nation meeting	Oct 04	Met with Mikisew Cree First Nation to discuss issues in Fort Chipewyan
Teleconference	Oct 08	Conference call with the Deputy Minister of Education



Superintendent's Report

October 26, 2019

Teleconference with Minister LaGrange	September 23, 2019
Teleconference with the Minister of Education and NSD Board Chair regarding the Regional Municipality of Wood Buffalo (RMWB) and NSD teacher housing.	
Conference Call with the Regional Municipality of Wood Buffalo	September 24, 2019
Teleconference with RMWB CAO and housing department regarding the logistics of NSD teacher housing.	
Mistassiniy Modernization - Start-up Meeting	September 25, 2019
Teleconference with the architecture firm Group 2, Alberta Infrastructure, Alberta Education, and NSD Facilities regarding the design process and the timeline for the Mistassiniy modernization.	
Elizabeth School Visit with Minister LaGrange	September 26, 2019
Toured Elizabeth School with the Minister of Education and local Trustee and visited the Land based Learning activities.	
Community Member Meeting - Calling Lake	September 27, 2019
Met with Calling Lake Community Member Wilf Brookes concerning Calling Lake School education.	
Fort Chipewyan Housing Teleconference with the Regional Municipality of Wood Buffalo	October 3, 2019
Teleconference regarding teacher housing in the Regional Municipality of Wood Buffalo area.	
Meeting with Assistant Deputy Minister Gene Williams	October 4, 2019
Meeting with Alberta Education regarding an assurance review for 2020 budget, accountability pillar, assurance pilots, assurance framework and funding.	

Meeting with Mikisew Cree First Nation	October 4, 2019
Met with Mikisew Cree First Nation Chief and Council regarding educational services for Athabasca Delta Community Delta School.	
Education/Northland/OAG - Northland Attendance Update	October 7, 2019
Met with the Assistant Auditor General, Deputy Minister Dr. Curtis Clarke, and members of Alberta Education and the Office of the Auditor-General to give an update on the NSD attendance initiative.	
Meeting with Deputy Minister Dr. Curtis Clarke	October 8, 2019
Met with Deputy Minister Dr. Curtis Clarke and members of Alberta Education to follow-up with the Minister's discussions on September 23.	
Board Agenda Review	October 8, 2019
Meeting to review the agenda for the October 26, 2019, Corporate Board Meeting.	
Meeting with the First Nation, Metis, and Inuit Education Directorate	October 9, 2019
Met with the FNMI Directorate regarding the FNMI Directorate background and the status of Education Services Agreements between the First Nations and NSD.	
Special Board Meeting	October 10, 2019
Special Meeting regarding Mistassiniy Modernization.	
Attendance Update	October 11, 2019
Met with Alberta Education and the Director of Student Attendance and Engagement to update Alberta Education on NSD attendance.	
Administrators' Meeting	October 16-17, 2019
Agenda items included Information Updates & Priorities, Professional Standards Update, Complex Cognitive Processes to Enhance Teaching and Student learning, Office of Student Attendance and Re-engagement, and Land-Based Learning Collaboration and Foundational Knowledge.	
Chief Superintendents Teleconference	October 17, 2019
Teleconference regarding Assurance and Funding Key Messages.	

Wabasca Community Meeting	October 22, 2019
NSD will be seeking input from parents and community members about the concept of a joint Northland and Bigstone Cree Nation high school in Wabasca-Desmarais.	
Fort Chipewyan Housing Meeting	October 23, 2019
Meeting with Wood Buffalo Housing, Alberta Education, and RMWB regarding teacher housing.	
Board Advocacy Committee Meeting	October 24, 2019
Meeting with the Board Advocacy Committee.	
Meeting with Athabasca Tribal Council (ATC)	October 24, 2019
Met with Athabasca Tribal Council.	

Committed Dates

ADCS Education Services Agreement Meeting	October 30, 2019
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NORTHLAND SCHOOL DIVISION NO. 61
TRUSTEE REPORT TO THE BOARD

TO:	The Board of Trustees	DATE:	October 9, 2019
SUBMITTED BY:	Trustee Rubi Shirley Ward 9		
SUBJECT:	Report for the Month of October 2019		

SUMMARY:
<p>Monday, October 7, 2019</p> <p>Met with the leadership of MCFN, ACFN, METIS, parents and students:</p> <ul style="list-style-type: none"> ● MCFN, Chief Archie Waquan reported that he had a meeting with the Superintendent of NSD which he reported was a good meeting and that he wanted to be more involved in helping teachers feel welcome into the community. ● Issues of problem of low attendance was raised by both parents, leaders, and teachers. ● Some members of the community wanted the chiefs to come up with an action plan to address issues. ● Some parents were concerned with the lack of follow up by NSD regarding test results and independent study. ● Concern of students who are on their cell phone during classroom time. A recommendation was made to disconnect the internet. ● One of the issues raised by ACFN was about addictions and how the school needed to deal with mental health issues (wellness worker). ● Leadership does not want students to be socially promoted to the next grade with they are not ready, otherwise it will set them up for failure in the future. ● A student spoke up about the lack of support for students in the school for example students are given worksheets with no teacher support. The building is old and “it sucks” student remarked. ● A suggestion box was suggested. Plus, that in another NSD school someone from the school would go to the homes of students who missed 3 days of school. ● Parents wants shop and gym available to students, yet teacher responded that few students attend these classes. ● Another concern expressed is the lack of communication between school and parents. <p>October 10, 2019 - Special meeting 1:00 pm October 16, 2019 - PSBA Meeting in Edmonton, AB October 25, 2019 - Superintendent Interviews in Edmonton, AB October 26, 2019 - Board meeting</p> <p>Report from Trustee, Rubi Shirley- Ward 9</p>



NORTHLAND SCHOOL DIVISION NO. 61

TRUSTEE REPORT TO THE BOARD

TO:	The Board of Trustees	DATE:	October 9, 2019
SUBMITTED BY:	Trustee Karen Telford - Ward 11		
SUBJECT:	Report for the Month of September/October 2019		

SUMMARY:

September 26/19 - met with Minister Adriana LaGrange and toured JF Dion and community

Sept 26/19 - Attended school council meeting at JF Dion

October 10, 2019 - Special meeting in Edmonton shortlist Superintendent Search



NORTHLAND SCHOOL DIVISION NO. 61

BOARD ADVISOR REPORT TO THE BOARD

TO:	The Board of Trustees	DATE:	October 15, 2019
SUBMITTED BY:	Lois Byers, Board Advisor		
SUBJECT:	Sep 4 - Oct 15, 2019		

SUMMARY:

- Assist with facilitation of Board retreat
- Discussions with S/T, Acting Superintendent re budget, deficits, etc.
- Discussions with Chair re various processes and procedures
- Attended September Board meetings in Edmonton
- Participated in teleconference re Board meeting debrief and follow up actions required
- Participate in October agenda review teleconference meeting:
- Assist with changes to Policy 10, Policy Making, Policy 6 Role of Vice-Chair
- Various discussions and emails with Chair, other trustees, Acting Supt and senior admin. on processes re Board business, Board retreat, etc.
- Assist with follow up on items from September board retreat and board meeting.
- Work with Communications drafting Board priorities from retreat, key messages from Board meeting, setting up Advocacy .
- Prepare for Board meetings.



TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: S ENDORSEMENT AND MELT TRAINING FOR CASUAL BUS DRIVERS

REFERENCE(S):

ATTACHMENTS:

BACKGROUND:

In 2018, the provincial government increased the requirements for school bus drivers to include the S Endorsement and/or to take Mandatory Entry Level Training (MELT) for new bus drivers.

For full-time bus drivers (or those planning to become full-time), NSD will pay for all the course fees, travel, and accommodation costs, as well as wages to take the training.

For casual drivers, NSD has offered to pay, up front, for course fees and accommodation.

After the casual driver completes the course, the driver will be paid half wages (\$400) for completing the course.

Reimbursement for the second half of the course wages, mileage, meals and licensing requirements will be paid after 20 hours, or ten full days of driving within six months after the driver is fully licensed.

The rationale for paying the two types of drivers separately is that full-time drivers work for the division and drive daily. Casual drivers do not have a schedule, and drive when needed, for field trips or to replace a full-time driver temporarily, for example. The division has had the experience in the past where all costs, similar to those paid for full-time drivers, have been paid, then the casual driver is employed by another company, or declines to driver for NSD, after being paid and trained by the division. By waiting the six months, it ensures that NSD’s investment in a casual driver is for the benefit of the students.



TO: Board of Trustees

SUBMITTED BY: Chair, Robin Guild

SUBJECT: Policy 5 Role of Chair

ORIGINATOR: Board Advisor, Lois Byers

REFERENCE(S) & ATTACHMENTS: Policy 5 Role of Chair

DATE: October 20, 2019

RECOMMENDATION:

THAT the Board of Trustees approve second reading of Policy 5 Role of Chair as presented and attached.

BACKGROUND:

The proposed changes are to provide further clarity and direction to the Chair. Also by requiring two people to always be involved in discussions with Alberta Government officials when moving forward Board business will help avoid misinterpretations and ensure the message(s) are captured and relayed accurately. It is easy to not hear or remember parts of conversations and/or misunderstand so having two sets of ears will help avoid this happening.

RISK ANALYSIS:

Sometimes it can be difficult to find a second person to be involved in a meeting/conversation called on quick notice, however it is worth the additional time to have someone else included and rarely is something so urgent that the time cannot be taken to include a second person.

Policy 5

ROLE OF THE BOARD CHAIR

The Board, at the annual Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board.

As a servant leader, the Board Chair's primary function is to facilitate the effective operation of the Board. The Chair is also responsible to provide leadership that develops and grows the Board as a team focused on student success and always represent the Board and Division in a professional manner. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
 - 1.1. When working with government staff or elected officials with regard to the actions or operation of the Board or division, the Chair shall always ensure the Vice-Chair and/or another Trustee, and/or Superintendent or designate are part of the discussions to assist in decision making as well as the effective operation of the Board, This is not intended to apply to general discussions.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
 - 5.1. Ensure the meeting is opened and recognition of the Traditional Territory and contribution of Metis peoples and adheres to the culture, values and traditions of the community the meeting is in.
 - 5.2. Maintain order, proper conduct and decorum at the meeting so that motions may be formally debated.

- 5.3. Ensure that all issues before the Board are well-stated and clearly expressed.
- 5.4. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
- 5.5. Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
- 5.6. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
- 5.7. Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
- 5.8. Ensure that each trustee present votes on all issues before the Board. When appropriate advise trustees of a possibility of a conflict of interest.
- 5.9. Facilitate meetings so that the will of the Board is achieved.
- 5.10. Extend hospitality to trustees, officials of the Board, the press and members of the public.
6. Keep informed of significant developments within the Division.
7. Assist with the Board's orientation program for trustees.
8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.
9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 - 9.1. See also Policy 2 Appendix D Board and Superintendent Communication Guidelines
10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.

11. Provide counsel to the Superintendent.
12. Ensure timely communication with school councils on emergent items and Division level initiatives.
13. Review and approve the Superintendent's vacation entitlement and expenditure claims.
14. Review and approve trustee expenditure claims, in accordance with Board policy.
15. Bring to the Board all matters requiring a decision of the Board.
16. Act as ex-officio member of all Board committees, except the Student Expulsion Committee.
17. Act as a signing authority for Board minutes.
18. Act as a signing authority for the Division as follows:
 - 18.1. As required by the Government of Alberta.
 - 18.2. As required by financial institutions.
19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
20. Ensure alternates are arranged and briefed when a trustee cannot attend a meeting they are appointed to.
21. Address inappropriate behaviour on the part of a trustee.
22. Ensure the Board engages in annual assessments of its effectiveness as a Board.
23. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: CHAIR, ROBIN GILD

SUBJECT: POLICY 3 ROLE OF TRUSTEE APPENDIX B TRUSTEE WORKING RELATIONSHIPS GUIDELINES

REFERENCE(S) & ATTACHMENTS: POLICY 3 APPENDIX B WORKING RELATIONSIPS GUIDELINES

RECOMMENDATION:

THAT the Board of Trustees approve second reading of Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines as presented and attached.

BACKGROUND:

In keeping with the OH&S guidelines to ensure a safe work environment and Policy 19 Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments, the proposed process changes to Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines will strengthen the ability for concerns to be resolved in a respectful manner.

An important step is trying to resolve a concern directly with the people involved first. Although trustees’ main role in resolving concerns is to facilitate people through the process, that facilitation includes encouraging the persons involved to try and resolve it together first.

Changing the name of the appendix from Trustee Working Relationship Guidelines to Trustee & Administration Working Relationship Guidelines more accurately represents it is a two-way street.

RISK ANALYSIS:

There is a possible risk of an unsafe work environment if the proposed changes are not put in place as staff may feel they cannot bring forward concerns about a trustee due to their position on the Board.

Policy 3 – Appendix B

TRUSTEE AND ADMINISTRATION WORKING RELATIONSHIPS GUIDELINES

The guidelines are provided with the intent to assist trustees and administration in their work together. They are a framework of actions which enable all parties to know and understand each other's role in working together, an understanding which is important in helping to ensure good working relationships as everyone shares the same goals: student success through strong community schools, with meaningful parent and community involvement.

The residential school legacy and oppression of the Métis people has left behind a mistrust and fear of schools that still exists for many people. Some community members feel they can't approach the school because of the history, therefore effectively handling concerns becomes ever more important to help move forward and ultimately student success.

Definitions:

Senior Administration: Superintendent, Associate Superintendents, Secretary/Treasurer, Principals, Vice-Principals.

Executive Team: Superintendent, Associate Superintendents, Secretary-Treasurer.

1. Trustee/Superintendent Working Relationship

1.1. The goal of a good trustee/Superintendent working relationship is to enable the Superintendent to ensure the effective management of the Division and ultimately student success.

1.2. The Superintendent will ensure the coordination of Associate Superintendents, Principals Secretary-Treasurer and any other senior staff in the resolution of a concern, as needed. (See Administrative Procedure 152 Dispute Resolution).

1.3. The Superintendent or Area Associate Superintendent is the administrative contact for trustees.

1.3.1. Superintendent and Area Associate Superintendent are responsible for keeping each other informed as required when contacted by a trustee

1.4. Questions of clarification with regard to administrative procedures may be directed to an executive team member with a cc to the Superintendent or directly to the Superintendent.

1.5. If a matter is time-sensitive and the Superintendent or Area Associate Superintendent is not available, the trustee may contact an executive team member. The executive team member shall be responsible to inform the Superintendent.

1.6. A trustees shall contact their Area Associate Superintendent or Superintendent if Associate Superintendent is unavailable, if they have questions or concerns.

2. Trustee/Principal Working Relationship

- 2.1. The goal of a strong trustee/principal working relationship is to support student success by working cooperatively within their roles to build strong community schools.
- 2.2. A strong working relationship will assist the trustee:
- 2.2.1. In hearing the voice of the community;
 - 2.2.2. In being knowledgeable in a general sense about what is happening in the schools within their ward
 - 2.2.3. **To engage the community with the school.**
- 2.3. A strong working relationship will assist the principal:
- 2.3.1. In hearing the voice of the community;
 - 2.3.2. To strengthen communication and engagement with the community;
 - 2.3.3. In dealing with concerns effectively.
- 2.4. The trustee and principal shall always demonstrate mutual respect and support.
- 2.5. In general, the trustee should be involved with the school through invitation only.
- 2.6. Trustees must not get involved in the day to day operations of the school and understands the principal reports to the Area Associate Superintendent/Superintendent.
- 2.7. The working relationship is not for the purposes of directing or monitoring each other's work.

3. Trustee – Principal Initial Meeting

- 3.1 Following an election:
- 3.1.1 Trustees are responsible to contact the principal to arrange a time for an initial meeting.
 - 3.1.2 Principals shall facilitate an initial meeting as soon as possible.
 - 3.1.3 The meeting should include:
 - 3.1.3.1 Tour of facilities; introductions to staff; students.
 - 3.1.4 General discussion on processes for:
 - 3.1.4.1 Sharing of school related information; communications; invitations.
 - 3.1.4.2 How can the principal and trustee assist each other in engaging community; sharing information with community; etc.
 - 3.1.5 The principal is responsible for introducing the trustee to the school council chair (or principal advisory committee) and facilitating discussions with regard to trustee participation in school council meetings (or principal advisory committee meetings).
 - 3.1.6 Principal and trustee should review the process the trustee will use for handling concerns brought to them with regard to anything at the school and establish best way(s) for the trustee to contact the principal.

- 3.1.7 Review Administrative Procedure 152 Appendix – Communication Protocol.

4 Trustee/School Council Working Relationship

- 4.1 At the initial meeting with the principal, the trustee should ensure arrangements are made for them to meet the school council chair.
- 4.2 It is important for trustees to develop and nurture a good relationship with the school council chair and school council so the community feels connected to the board while keeping in mind it is the community's school council that is advisory to the principal.
- 4.3 Also important is for a trustee to be a champion of promoting parent and community involvement in education as a number one factor in student success; to be a champion of working together for the success for every student and to promote the vision, *"Our students love to come to school in Northland"* and how can everyone help that to be achieved.
- 4.4 Generally a trustee will provide a report at each school council meeting about the work of the board, but that should be confirmed with the school council chair.
- 4.4.1 The report would be about items from the previous Board meeting, and could include; policies to review with them; projects that are underway in the Division and other items the trustees feels would be of interest for the school council to hear about.
- 4.5 If a concern is raised to the trustee, refer to the "process for Handling Concerns" below. Do not allow concerns about individual to be discussed as these must be handled with only the individuals involved.

5 HANDLING OF CONCERNS

- 5.1 Everyone involved in resolving a concern shall be treated with respect and dignity.
- 5.2 Where appropriate, whoever the concern is about should be given the opportunity to respond to and/or resolve the situation first.

5.3 Process for Handling Concerns Involving Teachers

- 5.3.1 Concerns involving teachers need to be resolved according to legal processes and agreements such as the code of conduct, collective agreement, Teaching Profession Act and/or appeal processes that are specific to teachers.
- 5.3.2 When the concern is about a teacher, the teacher must be given the opportunity to resolve the situation first.
- 5.3.3 Trustees will guide the person to:
- 5.3.3.1 Meet with the teacher directly to resolve concern; if not resolved then;
- 5.3.3.2 Meet with the principal about the concern; if not resolved then;
- 5.3.3.3 Meet with the Area Associate Superintendent; if not resolve then;
- 5.3.3.4 Inform them they have the right to go to the Superintendent.

and if still not resolved;

5.3.3.5 Inform them they have the right to appeal to the Board of Trustees on matters that significantly affect the education of the student. Trustees should seek clarification if a matter is appealable to the Board before informing the person it is.

5.3.4 If a person has a concern about a teacher and does not feel comfortable to go and talk to the teacher the trustee shall refer the matter directly to the Superintendent or Area Associate Superintendent.

5.4 Process for Handling Concerns with Regard to Staff other than Teachers

5.4.1 Concerns with regard to staff other than teachers (education assistants, bus drivers, caretakers, maintenance staff, etc.) need to go directly to the principal, Area Associate Superintendent or Superintendent.

5.4.2 Steps followed would be the same as for teachers omitting the first step of going to the teacher first.

5.4.3 See Administrative Procedure 418, Staff Suspension, and Termination and Appeal (non-teaching staff).

5.5 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines

6 PROCESSES FOR HANDLING COMMUNITY CONCERNS BROUGHT TO A TRUSTEE

6.1 Goals applicable to all concerns are to ensure:

6.1.1 The concern is resolved or a decision made.

6.1.2 Details are shared on an "as needed" basis only, with as few people involved as possible for protection of privacy.

6.1.3 Everyone is treated professionally and with respect.

6.1.4 The Superintendent is enabled to ensure the effective management of the Division.

6.1.5 See also Administrative Procedure 408, Staff Code of Conduct.

6.2 Procedures applicable to all concerns:

6.2.1 Trustees will inform the Superintendent or Area Associate Superintendent, via email of all concerns/issues raised to them with a cc to the Board Chair for their awareness. The email needs to indicate if the trustees is:

6.2.1.1 Requesting the Superintendent or Area Associate to deal with the matter; or

6.2.1.2 Referring the matter to the school.

6.2.2 To help avoid being deemed as having a personal bias should a concern come through to an appeal, trustees must be careful to only facilitate a person through the process of resolving a concern and not offer any opinion, at any time, with regard to the concern or how it should perhaps be resolved and should not become involved in the resolution.

6.2.3 If the trustee is directing the person to the school they shall contact the

principal to provide them with a brief overview of the concern – a “no surprises” mantra.

- 6.2.4 Trustees are responsible to guide a person through the process of resolving a concern and monitor the process to ensure the person knows their rights in addressing their concern and that the concern is resolved or a decision made.
- 6.2.4.1 Details about a situation must not be shared if it is about an individual due to privacy and legal implications.
- 6.2.4.2 The Superintendent, Area Associate Superintendent or principal will provide feedback to the trustee as/when the situation is resolved.
- 6.2.4.3 It is also good practice for the trustee to ensure the concern is resolved or a decision made by asking the person bringing the concern forward to communicate back to the trustee once it is resolved or a decision made. You could also agree it will be assumed the concern was resolved unless they tell you otherwise.

6.3 Process for Handling Concerns that are with Regard to Discrimination, Harassment or Sexual Harassment

- 6.3.1 If a trustee receives a concern of this nature they are to immediately refer it to the Superintendent or Area Associate Superintendent.
- 6.3.2 See also Administrative Procedure 170, Discrimination and Harassment.

7 PROCESS FOR HANDLING CONCERNS ABOUT A TRUSTEE

- 7.1 If there is a concern about the actions of a trustee it should first be taken to that trustee for discussion and resolution, if possible.
- 7.2 If not able to discuss directly with trustee involved or the concern is not resolved then the following process shall apply:
- 7.2.1 Discuss with Supervisor and determine next steps;
- 7.2.2 Report to Superintendent who will then work with the Chair and Vice-Chair to determine appropriate next steps which may include, but not limited to:
- 7.2.2.1 The Superintendent discussing the concern with the individual and/or trustee; and/or
- 7.2.2.2 Chair and Vice-Chair discussing the concern with the trustee; and/or
- 7.2.2.3 After discussions with the trustee whom the concern is about, the Board as a whole may be informed about the situation at the next scheduled in-camera meeting, if deemed necessary and/or appropriate to do so by the Chair and Vice-Chair.
- 7.2.3 In the case of the concern being about the Chair the above procedures apply except the Superintendent will work with the Vice-Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).
- 7.2.4 In the case of the concern being about the Vice- Chair the above procedures apply except the Superintendent will work with the Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).

8 PROCESS FOR TRUSTEES TO HANDLE A CONCERN ABOUT A STAFF MEMBER

8.1 If a trustee has a concern about the behavior of any staff member they shall report that concern to the Chair:

8.1.1 The Chair will inform the Superintendent and Vice-Chair;

8.1.2 The Superintendent shall investigate;

8.1.2.1 The Superintendent will report to the Chair and Vice-Chair and work with them to decide the appropriate next steps, if any.

8.1.2.2 The trustee raising the concern and/or Board will be informed of the outcome as appropriate.

9 PROCESS FOR TRUSTEES TO HANDLE CONCERNS BETWEEN EACH OTHER

9.1 Trustees should always try to resolve concerns about each other, directly with each other.

9.2 If not feasible or unable to resolve concern(s) then the processes in Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions shall be followed.

Legal Reference: AP 152 Dispute Resolution
Policy 4 Trustee Code of Conduct
Policy 4 Appendix A Trustee Code of Conduct Sanctions
AP 152 Appendix – Communication
Protocol AP 170, Discrimination and Harassment
AP 408, Staff Code of Conduct
AP 418, Staff Suspension, Termination and Appeal (non-teaching staff) [AP Table of Contents](#)



TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26 2019

SUBMITTED BY: ASSOCIATE SUPERINTENDENT HR, W. OGINSKI

SUBJECT: POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL

ORIGINATOR: ASSOCIATE SUPERINTENDENT HR, W. OGINSKI

REFERENCE(S) & ATTACHMENTS: POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL

RECOMMENDATION:

THAT the Board of Trustees approve the third and final reading to changes to Policy 16, Recruitment and Selection of Personnel, as attached.

BACKGROUND:

A review of the policy was done by the Associate Superintendent of HR, and presented to COTW with changes in June. The changes have been recommended in order to clarify the process for interview committees, and the steps the Superintendent will take to follow up on the hiring process. At the last board meeting, the board requested clarification of the process to be followed after the interviews for the candidates takes place. The clarification has been inserted into 6.2.1 through to 6.2.1.2.

RISK ANALYSIS:

No risks are perceived.

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to **student success and** the effective and efficient operation of the school system.

Specifically

1. The Board, in the case of the Superintendent, **and** the Superintendent or designate **in the case of all other staff**, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of any vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. **Interview Committees:** The following process shall be followed for all interview committees:
 - 3.1. All persons forming part of any interview committee are required to sign a confidentiality agreement.
 - 3.2. An orientation about all the processes and procedures with regard to interviewing, selection and hiring, is to be provided to all persons participating in any interview committee.
 - 3.3. At the end of interviewing all candidates, the administration lead shall ensure all committee members are fully aware of the next steps in the process.
 - 3.4. Superintendent or designate shall keep committee members informed of process after the interviews; (e.g. references are complete, references for first choice didn't work out, etc.)
 - 3.5. The Board and committee members shall be advised of the hiring decision prior to making the decision public.
4. **Associate Superintendents, Secretary-Treasurer:** The following process will be followed for Deputy/Associate/Assistant Superintendent positions and for the Secretary-Treasurer position:
 - 4.1. The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 4.2. A Committee of the Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 4.3. The successful candidate must be supported by a majority of the selection committee.

The Superintendent must be one (1) of the votes in the majority.

- 4.4. These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. **Division Office Staff:** The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
6. **Principal:** The following process will be followed for the appointment of candidates to the position of Principal:
 - 6.1. The Superintendent or designate shall form **an interview** committee which will include central office staff and representatives from the following, if they wish to participate:
 - 6.1.1. School staff member;
 - 6.1.2. Ward trustee;
 - 6.1.3. School Council Chair or designate;
 - 6.1.4. Local First Nation and/or Métis Settlement, as applicable.
 - 6.2. Generally the **preferred successful-candidate(s)** will be chosen by consensus of the **interview** committee, with their recommendation being submitted to the Superintendent.
 - 6.2.1. **The interview committee should:**
 - 6.2.1.1. Rank the interviewed candidates to have 1st, and 2nd choices, in the case a candidates declines the position or that reference, criminal record and vulnerable sectors checks determines the 1st preferred candidate is not viable; or
 - 6.2.1.2. Recommend that the position be reposted if the preferred candidate does not accept the position or that reference, criminal record and vulnerable sectors checks determines the 1st (or 2nd) preferred candidate is not viable
 - 6.3. **The Superintendent will make the final decision on the successful candidate following reference checks and other procedural steps.**
 - 6.4. **The Superintendent will keep the committee informed of the process and ensure they are aware of the final decision prior to it being released publically.**
 - 6.5. The Superintendent is delegated the authority to make all decisions regarding the term of appointment of Principals.
7. **School Based Staff:**
 - 7.1. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions with the understanding that the principal will be involved and where applicable the school council chair, designate or others as appropriate.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 33, 52, 53, 68, 204, 222, 224, 225 Education Act
Freedom of Information and Protection of Privacy Act



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: POLICY 20 – HOUSING

ORIGINATOR: SECRETARY-TREASURER, T. RASMUSON

REFERENCE(S) & ATTACHMENTS: POLICY 20 – HOUSING

RECOMMENDATION:

THAT the Board of Trustees approve the third and final reading to changes of Policy 20, Housing as attached.

BACKGROUND:

A review of the policy was done by the Secretary-Treasurer and the housing department, and presented to COTW with changes in June. The change is recommended to more accurately reflect the financial situation in teacher housing.

RISK ANALYSIS:

No risks are perceived.

Policy 20

TEACHER HOUSING

The Board will provide safe reliable housing for teachers resident in communities identified by the Board as requiring such services and believes this to be an essential component of teacher attraction and retention.

Specifically

1. The Division Teacher Housing Services will **move towards becoming** a separate financially self-sufficient entity, **as soon as financially viable**.
2. Teacher housing shall be maintained to a high standard.
3. Teacher housing may be provided to others tenants not related to the Division only if there is excess space.
4. The Board supports entering into partnerships to have local entities look after teacher housing where feasible.

Legal Reference: Public Health Act
Residential Tenancy Act

Associated Administrative Procedures:

- 580 – Provision of Housing for Professional Staff
- 581 – Division Office Housing Administration
- 582 – Operation of Housing Division
- 583 – Division Housing Rental
- 584 – Division Housing Leases
- 584 – App – Housing Lease
- 585 – Security Deposits
- 586 – Division Housing Accommodation Inspection Reports
- 587 – Maintenance and Preservation of Division Housing Assets
- 588 – Division Housing Keys
- 589 – Division Housing Alarms and Codes
- 590 – Division Housing Applications and Furniture Provision
- 591 – Purchase and Transfer of Division Housing Appliances and Furniture
- 592 – Disbursement of Division Housing Units with the Community
- 593 – Division Housing Vacant Residences
- 595 – Mobile Sites and Mobiles Privately Owned by Division Staff



TO: BOARD OF TRUSTEES **DATE:** October 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: POLICY 8 BOARD COMMITTEES

REFERENCE(S):

ATTACHMENTS: POLICY 8 BOARD COMMITTEES

RECOMMENDATION:
THAT the Board of Trustees approve third and final reading of Policy 8, Board Committees with revisions as attached.

BACKGROUND:
<p>The Committee of the Whole (COTW) has been eliminated, upon advice from legal. The reasons for the change is that the Board can't materially move business of the Board forward in a committee meeting or debate the issue in a meeting that is not held in public.</p> <p>The recommended solution is to create an additional item to the board meeting – “Preliminary Discussion of Board Items (PB)”, which will be the final part of the regular board meeting agenda, just prior to adjournment.</p> <p>In addition, a new committee, the Audit and Finance Committee, has been added, as the Audit Committee piece is a requirement of the new Education Act, with changes as recommended by ASBA (see membership changes). The Finance part of the Audit and Finance Committee is also new, as a result of board discussions at the last board meeting, and has trustees, through the committee, involved in the budgeting process.</p>
RISK ANALYSIS:
No risks are perceived.

Policy 8

BOARD COMMITTEES

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

General Specifications

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

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 Six or more 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 Additional meetings may be called by the Board Chair if required, in consultation with the Vice-Chair and the Superintendent (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). There must be at least six trustees for the meeting to proceed

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 June Board meeting.**

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.

13. Audit and Finance Committee

13.1 Purpose

13.1.1 To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector

Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.

13.1.2 To assist with the development of the budget process and budget, in consultation with administration.

13.1.3 To attend to other matters as the board may determine in the establishment of the audit and finance committee.

13.2 Powers and Duties of Board Representative

13.2.1 The Committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

13.2.1.1 With the consent of the Board, retain outside counsel, accountants or others to advise the Committee or assist the conduct of an investigation.

13.2.1.2 Seek any information it requires from employees – all of whom are directed to cooperate with the Committee's request or that of associated external parties.

13.2.1.3 Meet the Division officers, external auditors or outside counsel as necessary.

13.2.2 The Committee will carry out the following responsibilities:

13.2.2.1 Financial statements

13.2.2.1.1 Review significant accounting and reporting issues, including complex or unusual transactions.

13.2.2.1.2 Review with management and the auditors the results of the audit, including any difficulties encountered.

13.2.2.1.3 Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question and other information known to Committee members, and reflect appropriate accounting principles; and

13.2.2.1.4 Review with management and the auditors all matters required to be communicated to the entire Board.

13.2.2.2 Internal Control

13.2.2.2.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

13.2.2.2.2 Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

13.2.2.3 Audit

13.2.2.3.1 Review the auditor's proposed audit scope and approach

13.2.2.3.2 Review the performance of the auditors, and provide

recommendations to the Board concerning the final approval on the appointment or the discharge of the auditors.

13.2.2.3.3 On a needs basis, meet separately with the auditors to discuss any matters that the Committee or auditors believe must be discussed privately.

13.2.2.4 Compliance

13.2.2.4.1 Review the findings of any examination by regulatory agencies and any audit observations

13.2.2.4.2 Obtain regular updates from management and Division legal counsel regarding compliance matters.

13.2.2.4.3 Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact upon Board operations.

13.3 Membership

13.3.1 Audit purpose of the committee

13.3.1.1 Three (3) trustees; one (1) of the three trustees will act as the Chair of the Committee.

13.3.1.2 Two (2) members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.

13.3.1.3 Superintendent or designate

13.3.1.4 Secretary-Treasurer

13.3.2 Finance (budget) purpose of the committee

13.3.2.1 The same membership as above. The purpose of using the same trustees is to provide training on the budgeting process, to help deepen their understanding of the financial statements.

13.4 Meetings

13.4.1 The committee will meet at least once a year, with authority to convene additional meetings, as circumstance require.

13.4.1.1 All committee members are expected to attend each meeting, in person or via tele- or video-conference

13.4.1.2 The Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

13.4.1.3 It may hold private meetings with auditors and executive sessions.

13.4.1.4 Minutes of meeting will be prepared. Committee reports shall be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate.

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 33, 39, 51, 52, 53, 64, 67, 222 Education Act**
Collective Agreement



TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: BOARD CHAIR, R. GUILD

SUBJECT: BOARD EVALULATION

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees hold the board evaluation on Thursday, November 21, 2019.

BACKGROUND:
The evaluation was originally scheduled to take place on November 21. However, a meeting with the Minister was scheduled for that date, so the evaluation was re-scheduled for November 20. The meeting with the Minister will also be on November 21, and will be 30 minutes, from 3:30 - 4:00 p.m. This would allow for the board evaluation to take place between 9:00 a.m. - 3:00 p.m. This would be a more efficient use of the board's time, and minimize costs.
RISK ANALYSIS:
No risks are perceived.



TO: BOARD OF TRUSTEES

DATE: OCTOBER 26, 2019

SUBMITTED BY: CHAIR, ROBIN GUILD

SUBJECT: EXPENSE CLAIMS ON WEBSITE

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve board monthly honoraria/expense claims to be made available on the NSD website beginning October 2019.

BACKGROUND:

While on the tour with the Minister of Education, the topic came up about expense claims. The Minister told me that almost every school board post the trustee expenses on their website. Some examples are Aspen View Public School Division, Northern Lights Public School Division, Edmonton Public School Division and Edmonton Catholic School Division, and Red Deer Catholic School Division.

Minister LaGrange then opened up the Red Deer Catholic School Division's website and showed me all of her past expense claims.

RISK ANALYSIS:

No risks are perceived.



HONORARIA/EXPENSE CLAIM

Claimant's Name: Robin Guild Position: Chair Claim No. #24092019

Address: [REDACTED] Date: Sept 24 2019

Date	Depart From	Depart Time	Arrival to	Arrival Time	Details	Total		Meals			Other Expenses		Honoraria
						Hours	Kms	B	L	D	Lodging	Other (need receipts)	
Sept 05	2760 Blueberry St Wabasca	11:30 AM	Paddle Prairie then to Peace River	12:10 AM	Community Meeting about air quality in school	12.5	793			1			\$ 412.50
Sept 06	Peace River	8:00 AM	2760 Blueberry St. Wabasca	12:00 PM	Drove back home	4	373						\$ 137.50
Sept 10		5:00 PM		8:30 PM	Conference call with Lawyer, Career Pathways p	3.5							\$ 137.50
Sept 18		5:00 AM		8:00 AM	Long service awards Wabasca area	3							\$ 137.50
Sept 11	2760 Blueberry St	5:00 PM	Days Inn and Suites Edmonton	9:00 PM	School Board Retreat	4	347						\$ 137.50
Sept 12		9:00 AM		4:00 PM	School Board Retreat	7				1			\$ 275.00
Sept 13		9:00 AM		5:00 PM	School Board Retreat / Area Superintendent Int	8				1			\$ 275.00
Sept 14	Days Inn and Suites	9:00 AM	2760 Blueberry St Wabasca	9:30 PM	Code of Conduct Hearing	6.5	347		1				\$ 275.00
Sept 19	2760 Blueberry St	6:00 PM	Days Inn and Suites Edmonton	10:00 PM	Drove to Edmonton for Board Meeting	4	347						\$ 137.50
Sept 20		9:00 AM		4:00 PM	Board Meeting	7				1			\$ 275.00
Sept 21	Days Inn and Suites	9:00 AM		1:00 PM	Drove back home	4	347						\$ 137.50
Sept					Trustee Days for the month of Sept.	5							\$1,375.00
Sub-total						2,554		0	1	4	0.00	0.00	\$3,712.50

SUMMARY (Increase Effective September 1, 2011)			
Expenses - Accounts Payable Use Only			
Kilometers	2,554	at \$0.51	= \$1,302.54
Meals			
Breakfast	0	at \$15.00	= \$0.00
Lunch	1	at \$20.00	= \$20.00
Dinner	4	at \$30.00	= \$120.00
		Subtotal	\$140.00
Accommodations & Other Expenses			
Lodging		=	\$0.00
Other		=	\$0.00
		Total Travel	\$1,442.54
		Less: Visa D	\$0.00
TO BE PAID BY ACCOUNTS PAYABLE			\$1,442.54
Honoraria - Payroll Use Only			
Honoraria			\$ 3,712.50
		Less: 30% F	-1113.75
TO BE PAID BY PAYROLL		(Approximate)	\$ 2,598.75
Total Claim			\$ 4,041.29

Office Use Only:							
Code	£	DRI	ES	P	SR	FA	Amount
T & S	1	461	7	70	082	90	1,442.54
Visa Deduct	1	039					-
Honoraria	1	072					2,598.75

Sub-total	2,554	0	1	4	0.00	0.00	\$3,712.50
Rates	0.51	15	20	30			
	\$1,302.54	\$ -	\$20.00	\$120.00	\$ -	\$ -	\$ -
Total Travel and Subsistence							\$ 1,442.54

Guidelines to Completing the Expense Claim Form:

Mileage:
Distance is paid at the rate of \$0.51 per kilometer. Please note Accounts Payable uses Google Maps so please ensure to have exact location.

Meals:
Breakfast - If time of departure is earlier or time of return is later than 7:30 a.m.
Lunch - If time of departure is earlier or time of return is later than 1:00 p.m.
Dinner - If time of departure is earlier or time of return is later than 6:30 p.m.
Receipted meals: up to a maximum of 50% over the scheduled rate.

Accommodation:
As per Policy 7 - Appendix C Section (4); Subsection (4.1.1). Lodging without receipts at a rate of \$40.00 per night can be claimed.

Travel Days
0 km - 149 km = no travel day
150 km - 399 km = 1/2 travel day
Over 400 km = 1 travel day.

Honoraria
Board Chair (per day)
- 1.0 day (4-8 hours) \$275
- 0.5 day (2-4 hours) \$137.50
- .25 day (less than 2 hours) \$68.75
Trustee
- 1.0 day (4-8 hours) \$225
- 0.5 day (2-4 hours) \$112.50
- .25 day (less than 2 hours) \$56.25
Elder
- Only when invited by the Board to attend a meeting or event \$200.00 per dem

As per email 08/27/2019
Signature of Claimant _____ Date _____

Approved By [Signature] Date 26 Sept 2019

*From
Sept 26 / 19*

Trustee Compensation & Expense Claim

(under 5000km in calendar year)

Today's Date

20190831

First Name*

April

Last Name*

Bauer


Complete e-mail Address*

mbauer@mcsnet.ca

Month

August

Description, Location	MTG. DATE(S)	Per Diem Claimed (eg, 0.5 1.0, 1.5, 2.0 etc)	TRAVEL Regular	SUBSISTENCE ALLOWANCE			RECEIPT Amount	Travel Hours For Info Only
			# KM	Bkfst	Lunch	Supper		
BOARD CHAIR (Enter 382.88 (Chair) / 100.00 (Vice Chair) in receipt amt column)								
COMMUNICATION ALLOWANCE							\$250.00	
BOARD MEETINGS								
PAYROLL DEDUCTIBLE SUBTOTALS			0.0	0	0	0		
COMMITTEE MEETINGS								
Board Briefing Session	Aug 22	1.0	156.0					1.75
SCHOOL COUNCIL MEETINGS								
ADDITIONAL PER DIEM: As Per Policy 7, 12.8.3 (Maximum 5)								
ASBA / PSBAA - General Meetings								
OTHER APPROVED MEETINGS and EXPENSES: Provide Details								
Staff Greetings Rochester/TCS	Aug 27	0.5	104.0					1.00
PROFESSIONAL DEVELOPMENT								
COLUMN TOTAL		1.50	260	0	0	0	\$250.00	2.75
RATES		\$208.18 /hr	@ 55 per KM	@ \$10	@ \$15	@ \$25		TOTAL
COMPENSATION (PAYROLL DEDUCTIBLE) SUBTOTALS		312.27	0.00	0.00	0.00	0.00	\$0.00	\$312.27
EXPENSE (ACCTS PAYABLE) SUBTOTALS			143.00	0.00	0.00	0.00	\$250.00	\$393.00
TOTALS		312.27	\$143.00	\$0.00	\$0.00	\$0.00	\$250.00	\$705.27

ENTERED  SEP 03 2019

Grey shaded area payroll and 1/3 not taxed
 White area payable through Accts Payable
 Shaded area for backup information only

Attach Scanned PDF Receipts

By clicking submit on this button, I certify that this is true and accurate. I have attached all necessary documents.

Do not fax receipts: scan and attach to form



aspennw

Trustees and Senior Executive Expenses

On September 5, 2012, the Government of Alberta announced that Minister's Office expense would be posted online beginning with October 2012 expenses. The expenses include those of ministers, their executive assistants and their administrative support staff. They cover:

- meals, accommodation and travel;
- hosting and working sessions;
- goods, supplies and services, and other expenses.

Each month's expenses are posted by the end of the following month.

Name:	Arlene Hyrnyk				
Position:	Trustee				
Reporting Period:	February 2019				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	211.71		63.91	\$ 275.62	\$ 3,648.86
Paid by NLSD	800.51		1,169.81	\$ 1,970.32	\$ 7,507.94
Total	\$ 1,012.22	\$ -	\$ 1,233.72	\$ 2,245.94	\$ 11,156.80
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$2091.29. Any reimbursements for fuel and vehicle expenses are included here.				

Meals, Accommodations, and travel

Amounts paid for expenses such as meals, air fare, taxis, parking, mileage, hotels and other accommodations incurred by Trustee/administration and/or their office staff while traveling on division business.

NLSD meal allowance = Breakfast \$15.00, Lunch \$15.00, Dinner \$25.00, no receipts required.

NLSD mileage allowance = \$0.55/km.

Hosting and Working Sessions

Amounts paid by Trustee/administration and/or their office staff related to hosting or working sessions.

Goods, Supplies & Services and Other Expenses

Amounts paid to support the Trustee/administration and operations of the Trustee's office including general office supplies and services.

Any of the above costs incurred by the Trustee/administration and/or their office staff programs are also included in this report. Salaries and other related manpower costs are excluded.

All expenses shown net of GST rebate.

NLPSD

NAME: Arlene Hrynyk

Vice Chair

Month

Year

Date	Description of Activity	Half Day Rate (281-07-01) \$109.00 + \$29.00 Chair (less than 4 hours including travel)	Full Day Rate (281-07-01) \$217.00 (More than 4 hours including travel)	Extended Day Rate (281-07-01) \$326.00 (More than 8 hours including travel)	rep. Time (282-07-01) \$109.00	Mileage Travel Allow. \$0.55/km when in their own vehicle up to 5000 kms \$0.48/km after 5000 kms \$0.25/km if division vehicle available	Overnight Allowance (462-07-01) \$125 or Actual or \$50	Reals (62-07-01) -\$15.00 D -\$25.00	Misc. (Parking, Taxi, Phone, Internet, Flights, etc.)	Total
	HONORARIA									\$ 1,537.00
	ALLOWANCE									\$ 148.00
	COMM ALLOWANCE								\$ 150.00	\$ 76.00
	less visa prnt for internet service								\$ (83.95)	\$ (83.95)
Jan 28	Trvl to Bville SC(car trouble)					\$ 118.80				\$ 118.80
Feb 7	PSBAA Gov Session & Dinner			\$ 326.00						\$ 326.00
Feb 8	PSBC Meeting & Trvl Hm			\$ 326.00						\$ 326.00
Feb 12	Mtg with LLB County	\$ 109.00								\$ 109.00
Feb 12	Planning & Board Mtg		\$ 217.00		\$ 109.00					\$ 326.00
Feb 13	Trvl- NETCA	\$ 109.00						\$ 25.00		\$ 134.00
Feb 14	NETCA			\$ 326.00				\$ 25.00		\$ 351.00
Feb 19	Mtg - Glendon- Green & Gold		\$ 217.00					\$ 25.00		\$ 242.00
Feb 21	Trvl- Edmt	\$ 109.00						\$ 25.00		\$ 134.00
Feb 22	Zone 2/3 & Trvl	\$ 29.00		\$ 158.00						\$ 187.00
Feb 27	Retreat Planning CC	\$ 109.00								\$ 109.00
										\$
	TOTALS	\$ 465.00	\$ 434.00	\$ 1,136.00	\$ 109.00	\$ 118.80	\$ -	\$ 100.00	\$ 66.05	\$ 4,038.85

Signature: _____

Payment Approved: 

PAYROLL - Grand Totals	
1-281-07-01-71	\$ 2,035.00
1-282-07-01-71	\$ 109.00
1-283-07-01-71	\$ 1,537.00
1-284-07-01-71 (Benefit Allowance)	\$ 148.00
TOTAL	\$ 3,829.00

ACCOUNTS PAYABLE	
1-461-07-01-71 (mileage)	\$ 118.80
1-462-07-01-71 (accommodations)	\$ -
1-462-07-01-71 (subsistence)	\$ 100.00
1-454-07-01-71 (Misc.)	\$ 66.05
TOTAL	\$ 284.85

KMS on Claim

KMS To Date

Grand Total
\$ 4,113.85

Revised October 2014

NLPSD

Ward : 71 Trustee Terry Harris

Expense Report 2018-2019			
Description	Quarter 1	Quarter 2	Quarter 3
	Sept - Nov	Dec - Feb	Mar - May
<i>District and Board Business Meetings</i>			
Board Retreat, Jasper, AB (hotel & meal/mileage)	454.62	369.05	-
ACSTA Annual General Meeting, Edmonton, AB (registration & banquet)	-	580.00	-
ASBA Fall General Meeting, Edmonton, AB (registration)	-	813.75	-
Alberta School Councils Association Conference & AGM 2019, Edmonton, AB (registration)	-	-	470.00
<i>District Working Sessions</i>			
Jasper Leadership Academy, Jasper, AB (hotel)	403.82	-	-
<i>Public Collaborations and Celebrations Expenses</i>			
Read in Week (books purchased)	207.14	-	-
Kevin Carr Awards Luncheon, Edmonton, AB (event ticket)	40.00	-	-
Annual Bishop's 2018 Ukrainian Eparchy Gala, Edmonton, AB (event ticket)	175.00	-	-
High School Culinary Challenge Awards Dinner, Edmonton, AB (event ticket)	-	-	30.63
Annual Friars' Ball, Edmonton, AB (event ticket)	-	-	250.00
Annual Bishop's Prayer Breakfast, Edmonton, AB (event ticket)	-	-	25.00
<i>Professional Development</i>			
Religious Education Congress Conference, CA, USA (flight)	953.36	-	-
Religious Education Congress Conference, CA, USA (registration - \$75.00 USD)	-	102.11	-
Religious Education Congress Conference, CA, USA (hotel, taxi, meals)	-	-	1,522.91
Newman Theological College Faith & Reason Seminar, Edmonton, AB (registration)	-	1,000.00	-
Total	2,233.94	2,864.91	2,298.54

Total of all quarters**\$ 7,397.39***Note : The above amounts may include GST where applicable*

Legend of most commonly used acronyms	
ACSTA - Alberta Catholic School Trustees' Association	CCSTA - Canadian Catholic School Trustees' Association
ASBA - Alberta School Boards Association	COSC - Community of School Councils
AGM - Annual General Meeting	CSBA - Canadian School Boards Association
ATA - Alberta Teachers Association	ECSD - Edmonton Catholic School District
CASS - College of Alberta School Superintendents	EFAP - Employee and Family Assistance Plan
CASSA - Canadian Association of School System Administrators	ERLC - Edmonton Regional Learning Consortium
CCSSA - Council of Catholic School Superintendents of Alberta	NSBA - National School Boards Association

Edmonton
Catholic



EMPLOYEE EXPENSE CLAIM REIMBURSEMENT

LOCATION / DEPARTMENT Montfort/Trustee

PAYABLE TO: Adriana Lagrange
(Teacher / Staff name)

Enter information in yellow cells

DATE: Dec 19/18

ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT

A: RECEIPTS					
Date	Vendor	Description (Meals / Registration / Other)	RECEIPT TOTAL (Includes GST & HST)	GST & HST	Unit Amount
Nov 18/18	Westin	ACSTAAGM	\$ 78.50	\$ 3.50	\$ 75.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total A:			\$ 78.50	\$ 3.50	\$ 75.00

B: MILEAGE Rate: 0.50					
Date	Own Auto KMS	Explanation / Function	Total	Office GST	Use Only Unit Amount
Nov 17-18/18	338	ACSTAAGM	\$ 169.00	\$ 8.45	\$ 160.55
			\$ -	\$ 0.00	\$ 0.00
			\$ -	\$ 0.00	\$ 0.00
			\$ -	\$ 0.00	\$ 0.00
			\$ -	\$ 0.00	\$ 0.00
			\$ -	\$ 0.00	\$ 0.00
Total B:			\$ 169.00	\$ 8.45	\$ 160.55

	UNIT Total (A+B):	\$	235.95
	GST/HST Total (A+B):	\$	11.55
	TOTAL CLAIM / CHQ:	\$	247.50

see attached
Applicant Signature

see attached
Admin Approval / Signature

School Office Use:

Purchase Order No: _____

Authorization: _____
(secretary)

record code (optional)

Central Office / Secretary Use Only:	
Adjusted Unit Amount	\$ 235.95
88% of GST/HST	\$ 11.55
Total Claim	\$ 247.50

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax 780-428-1454

WESTIN

HOTELS & RESORTS

Adriana LaGrange
 38007 RANGE ROAD 262
 RED DEER COUNTY, AB, T4E 0Y4
 AK13AB - ACSTA/ASBA 2018

Page Number : 1 Invoice Nbr : 27859744
 Guest Number : 1218365
 Folio ID : A
 Arrive Date : 17-NOV-18 15:59
 Depart Date : 18-NOV-18 12:41
 No. Of Guest : 2
 Room Number : 1802
 Club Account : SPG - A5272

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton NOV-18-2018 12:52 BMARF415

17-NOV-18	DEPOSIT	Deposit-VI-6124
17-NOV-18	RT1802	Room Charge
17-NOV-18	RT1802	GST
17-NOV-18	RT1802	Destination Marketing Fee
17-NOV-18	RT1802	Tourism Levy
17-NOV-18	RT1802	Parking Valet
17-NOV-18	RT1802	GST
18-NOV-18	6883	Share Restaurant
18-NOV-18	MC	Mastercard-0938

Handwritten calculations and corrections:

- 78.50 (written vertically next to the table)
- 175.00 (circled)
- 9.01
- 5.25
- 7.21
- 43.00
- 2.15
- 33.35
- 274.97 (written vertically next to the subtotal)
- 196.47 (circled)
- 78.50 (circled)
- ** Total 274.97
- ** Balance 0.00
- 274.97

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Continued on the next page

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 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Adriana LaGrange
 38007 RANGE ROAD 262
 RED DEER COUNTY, AB, T4E 0Y4
 AK13AB - ACSTA/ASBA 2018

Page Number : 2 Invoice Nbr : 27859744
 Guest Number : 1218365
 Folio ID : A
 Arrive Date : 17-NOV-18 15:59
 Depart Date : 18-NOV-18 12:41
 No. Of Guest : 2
 Room Number : 1802
 Club Account : SPG - AS272

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Tax	Tip	Other	Subtotal	Net	Room	Other
11-17-2018	175.00	9.01	7.21	0.00	0.00	-146.07	45.15	0.00
11-18-2018	0.00	0.00	0.00	33.35	0.00	0.00	33.35	-78.50
Total	175.00	9.01	7.21	33.35	0.00	-146.07	78.50	-78.50

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Check Detail



6883 28 11/18/2018 10:43 8.55 1 91079 - Westin APRIL KUNG
 AM Edmonton

11/18 10:44 AM	1	Weekend Energizer	23.0	Share Restaurant	APRIL KUNG
11/18 10:44 AM	1	Coffee Regular	4.0	Share Restaurant	APRIL KUNG
11/18 10:51 AM		Roomposting	33.35	Share Restaurant	APRIL KUNG
11/18 10:51 AM		Charged Tip Only	5.0	Share Restaurant	APRIL KUNG
11/18 10:51 AM		LAGRANGE, ADRIANA		Share Restaurant	APRIL KUNG
11/18 10:51 AM				Share Restaurant	APRIL KUNG

Sub Total 27.0
 Tax 1.35
 Service Charge 5.0
 Check Total 33.35

*****TAX BREAKDOWN*****

GST 1.35



Cardholder Activity

Name: JUANITA HEIDT

Account Number: **6124

Cycle End Date: 10/26/2018

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional Allocation Amounts	Source Currency	Accounting Code	Allocation Comment	Currency Amount
10/15/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	03964-80 -	195.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	dep: AMWalton	198.47
10/15/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	06513-80 -	198.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	dep: Cynthia Leysen	198.47
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	06512-80 -	198.47
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6598-41-0000000-000000-80	dep: Dorraine Lonsdale	198.47
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	03509-80 -	198.47
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6598-41-0000000-000000-80	dep: Adriana LaGrange	198.47
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	03412-80 -	198.47
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6598-41-0000000-000000-80	dep: Murray Holmen	198.47
10/16/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6510-41	03345-80 -	198.47
10/18/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$198.47	\$0.00	\$28.47	CAD	6598-41-0000000-000000-80	dep: Paul Mason	198.47
10/16/2018	EDMONTON MATRIX HOTEL	(\$198.47)	(\$9.36)	\$0.00	CAD			(198.47)
10/23/2018	EDMONTON, AB	(\$198.47)	(\$9.36)	\$0.00	CAD	6598-41-0000000-000000-80	refund: charged in error	(198.47)

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount Allocation Comment
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD	(196.47)
10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	6590-41-000000-00000-80	ref: Kathleen Finnigan (196.47)
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD	(196.47)
10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	6590-41-000000-00000-80	ref: Quantia Heicht Paul Mason (196.47)
10/16/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	CAD	(196.47)
10/23/2018	EDMONTON MATRIX HOTEL EDMONTON, AB	(\$196.47)	(\$9.36)	\$0.00	6590-41-000000-00000-80	refund: Kathleen Finnigan (196.47)
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-43-03237-80	196.47
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	6590-41-000000-00000-80	dep: Rod Seever 196.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-30-00013-80	196.47
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	6590-41-000000-00000-80	dep: Ryan Ledore 196.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-41-06502-80	196.47
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	6590-41-000000-00000-80	dep: Sharla Heistad 196.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-42-00093-80	196.47
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	6590-41-000000-00000-80	dep: Kathleen Finnigan 196.47
10/17/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	CAD 6510-42-00000-80	196.47
10/19/2018	WESTIN (WESTIN HOTELS) 780-4263636, AB	\$196.47	\$0.00	\$29.47	6590-41-000000-00000-80	dep: Quantia Heicht 196.47

To use this Expense/Mileage form please create 1 copy of this file and place in a folder in your drive.
 Enter the expense and mileage data on a monthly basis on this tab

- Once data has been entered press the Print to PDF button to the right
- A PDF file will be created in your Drive folder called "Expenses <Month>-<Year> - <Sheet Name>"
- Open this file and print to ensure correct formatting

DO NOT ADD OR DELETE SPREADSHEET ROWS

DATA ENTRY MUST START ON ROW 15

SCHOOL YEAR:

NAME:

SCHOOL:

DEPARTMENT:

MONTH:

Nov 2018

RECEIPT TOTAL
 (Meals / Registration / C (includes GST & HST) GST & HST

274.97

DAY Vendor

*Nov 17 Westin
 at 18 Hotel*

MILEAGE

COMMENTS / PURPOSE OF TRAVEL

KMS

Departure Location, Arrival Location

DAY

*338 Km ACSTA
 Total AGM.*

Red Deer / Edmonton



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: TRANSPORTATION AGREEMENT WITH GRANDE YELLOWHEAD SCHOOL DIVISION

ORIGINATOR: TRANSPORTATION MANAGER, S. JONES

REFERENCE(S) & ATTACHMENTS: DRAFT AGREEMENT

RECOMMENDATION:

THAT the Board of Trustees direct administration to enter into a reciprocal agreement with Grande Yellowhead School Division to transport and claim for funding the students that each division transports.

BACKGROUND:

In August, the Board directed administration to enter into an agreement with GYSD in regards to students in Wanyandie Flats. However, just before school started, GYSD suggested a change to the agreement - that it would transport some NSD students on its bus runs, and NSD would transport some GYSD students on its runs, and enter into an agreement where each division would be paid for the students it transports, versus just the students within its own transportation boundaries.

RISK ANALYSIS:

Having an agreement, with the terms and conditions laid out, reduces the risk to both divisions, as well as allows the divisions to be paid for all the students they transport.

STUDENT TRANSPORTATION SERVICES AGREEMENT

Dated this _____ day of _____ 2019.

BETWEEN:

**THE GRANDE YELLOWHEAD SCHOOL DIVISION AND
THE BOARD OF TRUSTEES OF
GRANDE YELLOWHEAD SCHOOL DIVISION**
(hereinafter referred to as the "GYSD")

OF THE FIRST PART

-and-

**THE NORTHLAND SCHOOL DIVISION AND
THE BOARD OF TRUSTEES OF
NORTHLAND SCHOOL DIVISION**
(hereinafter referred to as the "NSD")

OF THE SECOND PART

WHEREAS:

- A. GYSD and NSD wish to have its resident student’s access educational services in schools operated by each School Division;
- B. GYSD and NSD wish, and are prepared, to provide educational services to the resident students of each School Division;
- C. Those same students, residing in each School Division, require transportation services to and from operated by each School Division;

NOW THEREFORE the parties hereto agree as follows:

1. DEFINITIONS

The terms listed below shall be given the meaning described below, wherever they occur within the body of this agreement.

- 1.1 "Designated Schools" means the following – Susa Creek School – Grades 1-8
- 1.2 "Education Act" where used in this agreement means the Education Act and its Regulations, as amended from time to time.
- 1.3 "Student" means an individual who is enrolled in a school within NSD, or a child enrolled within an early childhood services program operated by NSD, who each have parent(s) or legal guardian(s) that are residents of GYSD, in accordance with the residency requirements set out under the Education Act.

2. TERM

- 2.1 Notwithstanding the date of execution of this agreement, this agreement will be considered to be in force and effect from the 1st day of September 2019 and shall continue thereafter from school year to school year, unless otherwise terminated pursuant to the provisions contained in this agreement.

3. TRANSPORTATION SERVICES

- 3.1 Both School Boards agree to provide transportation services for students to the school in which they have been enrolled, in compliance with the applicable provisions of the Education Act, and in accordance with each School Board’s policies, guidelines, and administrative procedures. Such services shall be provided at the same level of service as are provided by each School Board its own students who are eligible for transportation services, provided that NSD and GYSD are reimbursed, in accordance with the Education Act Transportation Funding Rules, for the provision of service to each student who receives transportation services from NSD and GYSD.
- 3.2 Students who are transported on GYSD buses will be subject to all GYSD policies, rules, regulations, or administrative procedures as the case may be, and may lose the right to ride the bus for misbehavior.
- 3.3 Students who are transported on NSD buses will be subject to all NSD policies, rules, regulations or administrative procedures as the case may be, and may lose the right to ride the bus for misbehavior.
- 3.4 Transportation services shall be provided to all students on all school days for which the student is enrolled.

4. TRANSPORTATION FEES

- 4.1 In consideration of both School Boards offering transportation services to students of both School Boards, GYSD and NSD shall have the sole right to apply for and claim all available transportation grants and any related relevant grants for those students from each School Board pursuant to this agreement,

- 4.2 Both School Boards further acknowledge that GYSD may charge a parent of a student transportation fees for the provision of transportation services to NSD students. GYSD acknowledges and agrees that charging of any such transportation fees will be made on the same basis as for GYSD students.
- 4.3 In the event that either School Board is required to provide transportation services for a student from the other School Board with disabilities or delays who cannot, because of severity of their disability or delay, use the regular transportation services provided in accordance with the provision of the Special Transportation Funding Rules, as amended from time to time, and as are promulgated pursuant to the Education Act, both School Boards assigns its ability to apply for such Special Transportation Grants. In the event that such Special Transportation Grants are unavailable to the transportation Board, each School Board acknowledges and agrees that it shall pay the transporting School Board, the amount of funds which otherwise would have been provided by Alberta Education, to the designated School Board for the transportation of such students with special disabilities or delays. Any such amounts levied by one Board to another for the provision of transportation services, in these circumstances, shall be due and payable within thirty (30) days of receipt of the invoice for the same.

5. INDEMNIFICATION

- 5.1 Subject to section 7.1, NSD shall, at all times, sufficiently indemnify and keep indemnified GYSD from and against all actions, proceedings, claims, costs, expenses and demands of any nature for bodily injury (including death) and/or property damage which may be brought against the GYSD or which the GYSD may sustain or incur as a result of the performance or non-performance by NSD of its obligations respecting the provision of transportation to GYSD Students while riding in, boarding, or alighting from any vehicle provided by NSD, or arising out of any negligent acts or omissions in connection with the performance of services under this agreement by NSD, its employees, agents or students, to the extent permitted by law.
- 5.2 Subject to section 7.1, GYSD shall, at all times, sufficiently indemnify and keep indemnified NSD from and against all actions, proceedings, claims, costs, expenses and demands of any nature for bodily injury (including death) and/or property damage which may be brought against NSD or which NSD may sustain or incur as a result of the performance or non-performance by GYSD of its obligations respecting the provision of transportation to NSD Students while riding in, boarding, or alighting from any vehicle provided by GYSD, or arising out of any negligent acts or omissions in connection with the performance of services under this agreement by GYSD, its employees, agents or students, to the extent permitted by law.

6. PERSONAL PROPERTY

- 6.1 As NSD does not hold itself responsible to compensate students for loss or damage to their personal property, NSD shall assume no responsibility for damage to or destruction or loss of a GYSD Student's personal property where such property was damaged, destroyed or lost while situated upon property owned by NSD or in any vehicle provided by NSD for use in the provision of transportation services under the terms and conditions of this agreement.

- 6.2 As the GYSD does not hold itself responsible to compensate students for loss or damage to their personal property, GYSD shall assume no responsibility for damage to or destruction or loss of a NSD Student's personal property where such property was damaged, destroyed or lost while situated upon property owned by GYSD or in any vehicle provided by GYSD for use in the provision of transportation services under the terms and conditions of this agreement.

7. AMENDMENT

- 7.1 This agreement may be amended from time to time by the mutual consent of both parties in writing.
- 7.2 Either party may request amendments in writing prior to March 31 in any year of the term to be effective September 1 next following, in the same calendar year. Both parties shall meet to discuss the proposed changes and must agree to the changes in writing prior to the changes being implemented.

8. TERMINATION

- 8.1 (a) This agreement may be terminated by either party giving written notice to the other party, on or before the 30th day of April in any school year, and upon notice being given, the agreement ceases and terminates on the last day of June of that same calendar year.
- (b) Notwithstanding the provisions of clause 8.1(a), in the event of a breach of one or more terms or conditions of this agreement by one party, the other party to the agreement may give thirty (30) days written notice of termination.
- (c) The parties further acknowledge and agree that any unpaid amounts due and owing upon the effective date of termination will be considered adjusted and due and owing.
- 8.2 Upon such termination, each party shall immediately deliver up to the other party all material, documents, papers and any other property whatsoever belonging to that other party which may be in the party's possession or under its control.

9 REPRESENTATIONS AND WARRANTIES

- 9.1 GYSD represents and warrants to NSD as follows, and acknowledges that the NSD is relying upon such representations and warranties in entering into this agreement:
- (a) That GYSD has sufficient legal authority to enter into this Agreement and to make payments to NSD for any amounts which may be charged or levied pursuant to the terms and conditions of this Agreement.
- (b) That NSD has sufficient legal authority to enter into this Agreement and to make payments to GYSD for any amounts which may be charged or levied pursuant to the terms and conditions of this Agreement.

10 CANCELLATION OF PREVIOUS AGREEMENTS

- 10.1 This agreement cancels all previous agreements for transportation service between the two parties to this agreement.

11 REVIEW

- 11.1 Wherever written notice is required under this agreement such notice shall be sufficiently given if delivered personally or mailed to the receiving party, and if mails shall be deemed delivered the third (3rd) business day following the mailing.

Notice shall be provided to the following address:

Superintendent

(The Grande Yellowhead School Division)

(3656 1 Ave, Edson, B T7E 1S8)

Superintendent

(The Northland School Division)

(9809-77 Avenue Peace River, AB T8S 1V2)

12. SURVIVAL

- 12.1 Certain clauses contained in this agreement by their very nature, including but not limited to indemnity and those dealing with unpaid amounts, will remain in force after this agreement is terminated.

13. ASSIGNMENT

- 13.1 Neither party shall assign this agreement without the prior written consent of the other party.

14. ENUREMENT

- 14.1 This agreement shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and assigns.

15. GENERAL

- 15.1 This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

- 15.2 The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.
- 15.3 No consent or waiver, express or implied, by any party to or of any breach or default by any other party in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such other party hereunder. Failure on the part of any party to complain of any act or failure to act of any other party or to declare any other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such first party of its rights hereunder.
- 15.4 Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one (1) party.
- 15.5 The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.
- 15.6 Time shall be of the essence of this Agreement and of every part hereof.
- 15.7 This Agreement may be executed in counterpart each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date of this Agreement.

If any term or condition of this Agreement is determined to be invalid or unenforceable to any extent, the remaining terms and conditions shall not be affected thereby, and each of the remaining terms and conditions shall be valid and enforceable to the fullest extent permitted by the law.

IN WITNESS WHEREOF this agreement has been executed effective the date and year first above written notwithstanding the actual date or dates of execution.

**THE GRANDE YELLOWHEAD SCHOOL
DIVISION AND THE BOARD OF TRUSTEES OF
GRANDE YELLOWHEAD SCHOOL DIVISION**

Per: _____

Per: _____

**THE NORTHLAND SCHOOL DIVISION AND
THE BOARD OF TRUSTEES OF NORTHLAND
SCHOOL DIVISION**

Per _____

Per _____



NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: LOCAL BARGAINING COMMITTEE AND ASBA – ZONE 1 REPRESENTATIVE

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve _____ as members of the Local Bargaining Committee for Northland School Division and _____ as the ASBA Zone 1 Representative.

BACKGROUND:

At the last board meeting, there were changes to the Local Bargaining Committee as a result of Trustee Telford stepping down from TEBA; this recommendation is to formalize the committee membership.

The Board is asking for a trustee to volunteer as the ASBA Zone 1 representative as Trustee Wanyandie has stepped down from this position. The following information regarding TEBA is from Policy 9 Board Representatives:

1. Alberta School Boards Association (ASBA) Zone 1.1. Meetings Purpose of the Association Zones
 - 1.1.1. Act as a forum for discussion of relevant, timely and emerging issues identified from individual boards, ASBA Board of Directors, Alberta Education, and other sources.
 - 1.1.2. Discuss, and/or develop, policy issues for submission at the Fall General Meeting of the ASBA.
 - 1.1.3. Facilitate the development of trustee skills and knowledge.
 - 1.1.4. Act on action requests from ASBA Board of Directors.
- 1.2. Powers and Duties of the Board Representative
 - 1.2.1. Attend ASBA Zone meetings.
 - 1.2.2. Represent the Board’s positions and interests at the Zone level.
 - 1.2.3. Communicate to the Board the work of ASBA Zone.
 - 1.2.4. Build relationships.
- 1.3. Representation
 - 1.3.1. One (1) trustee; one (1) alternate per Zone
 - 1.3.2. All trustees may attend ASBA Zone 1 or ASBA Zone 2/3, subject to what zone is closest and/or most cost effective to attend.
- 1.4. Meetings
- 1.5 As called by ASBA Zone.

NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

RISK ANALYSIS:

No risks are perceived.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2019

SUBMITTED BY: Nancy Spencer-Poitras, Acting Superintendent of Schools and Curtis Walty, Communications Coordinator

SUBJECT: Northland School Division Strategic Plan for Board Priorities 2019-2020

REFERENCE(S) & ATTACHMENTS: Northland School Division Strategic Plan for Board Priorities 2019-2020

RECOMMENDATION:

THAT the Board of Trustees approve the Northland School Division Strategic Plan for Board Priorities 2019-2020.

BACKGROUND:

On September 12th and 13th, the Board of Trustees participated in a Board Retreat. During the retreat, the trustees reviewed and discussed priorities listed in the 2018-2021 Three Year Plan & 2017-2018 Annual Education Results Report. After reviewing the previous priorities, they worked on narrowing down the priorities.

The key themes arising during the exercise include:

- Morale: Foster a positive environment for students, staff, and communities.
- Relationships: Parental involvement, community support, and partnerships.
- Student Success: Focus on literacy and numeracy
- Financial Practices

The attached Northland School Division Strategic Plan for Board Priorities 2019-2020 helps to address the key themes identified by the trustees.

RISK ANALYSIS:

Northland School Division Strategic Plan for Board Priorities 2019-2020

Excellence in Leadership	Excellence in Relationships	Excellence in Learning	Excellence in Financial Practices
<p>Priority 1: Through excellent leadership practices by everyone, everyone feels welcome and valued.</p>	<p>Priority 2: Actively develop and purposefully work to maintain healthy relationships.</p>	<p>Priority 3: Students achieve their potential in literacy and numeracy.</p>	<p>Priority 4: Northland has a balanced budget for 2020-2021.</p>
<p>Goal 1: Everyone models & practice excellence in servant leadership and customer service</p>	<p>Goal 1: Actively work to improve relationships by intentionally reaching out through a number of different communication platforms, including face-to-face.</p>	<p>Goal 1: Strengthen and celebrate the belief in the ability and skills of students and staff.</p>	<p>Goal 1: Research and implement creative strategies to reduce expenditures.</p>
<p>Goal 2: Advocate to improve housing conditions for Northland educators.</p>	<p>Goal 2: Actively communicate the importance of parental and community involvement.</p>	<p>Goal 2: The Northland learning community will use consistent literacy and numeracy teaching practices to support the growth of educators and inspire students to reach their potential in literacy and numeracy.</p>	<p>Goal 2: Research and implement creative strategies to increase revenues.</p>
		<p>Goal 3: Ensure consistency in literacy and numeracy strategies across the division to enable seamless transitions between grades, schools, divisions and strengthen student independence.</p>	<p>Goal 3: Use \$1,000,000 of investment grant funding to begin renovations of teacher housing unless/until Alberta Education provides additional financial support for housing.</p>



TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: CALLING LAKE PLAYGROUND CONSTRUCTION CONTRACT

REFERENCE(S):

ATTACHMENTS: CALLING LAKE PLAYGROUND PROPOSAL RESULTS

RECOMMENDATION:

THAT the Board of Trustees award the tender for the construction of the Calling Lake Playground to Blue Imp in the amount of \$196,475 plus GST.

BACKGROUND:

The Division intends to upgrade the playground facilities at the Calling Lake School site. A concept sketch was developed by a local working committee - which included a multiyear, layered approach to allow for construction to proceed in phases. The concept was then put out in a Request for Proposal (RFP) to potential bidders through the Alberta Government Tendering Process. A construction budget of approximately \$225,000 was the target and completion should be no later than June 2020.

The RFP closed for project on September 24th, 2019 at 4:01 pm. Five companies submitted proposals as per attached Proposal Evaluation Summary.

All proposals submitted were in compliance with RFP requirements, and a number gave proposals that were slightly less than the budget allocated for the work.

The recommendation is to award the contract to the highest scored proposal with lowest base price from Blue IMP and start negotiating the contract with them for the project. The bid evaluation sheet is attached.

The successful bidder will be required to have a design meeting on site, with members of the playground committee, as the committee's participation throughout the tendering/bid preparation process has been difficult to organize. This will help ensure the final project will be closely aligned with the committee's vision.

The contract document is being prepared for signature, so the bidder will hold 2019 prices for playground equipment if they get a contract signed before the end of October.

RISK ANALYSIS:
No risks are perceived.



Grace Architecture Inc.
Unit 201, 4836 50th Street
Red Deer, Alberta T4N 1X4

Phone: (403) 986-4822

PROPOSAL EVALUATION SUMMARY

Project Number - Project Name 2019-10 - Calling Lake Playground

Proposal Close September 24, 2019 4:01 PM

Bidders	Canadian Recreation Solutions	Blue IMP	Jeff Jackson Playground Pro	Habitat	PlayWorks Inc
City, Province	Sherwood Park, AB	Medicine Hat, AB	Calgary, AB	Burnaby, BC	Edmonton, AB
Phone	(780) 640-1733	(780) 481-8440	(403) 630-8904	(780) 721-2859	(780) 453-6903
Email	Katie@canadianrec.ca	kaileyrobinson@shaw.ca	ericd_playpro@shaw.ca	jdesmarais@habitat-systems.com	george@playworks.ca
Base Bid- Construction	\$224,810.00	\$109,444.00	\$225,000.00	\$215,131.00	\$224,916.07
Base Bid- Pre-Design & Design Development	\$0.00	\$0.00	\$1,000.00	included	\$0.00
Base Bid- Detail Design	\$0.00	\$87,031.00	\$1,000.00	included	\$0.00
Bid Clarification					
TOTAL BID	\$224,810.00	\$196,475.00	\$227,000.00	\$215,131.00	\$224,916.07
Mandatory Submission					
Submission Form	Yes - misundersand on ADD 1,2,3,4	Yes	Yes	Yes	Yes
WCB Clearance Letter	Yes	Yes	Yes	Yes	Yes
Proof of Insurance(Auto & General)	Yes	Yes	sub trade insurance only	Yes	Yes
COR	Yes	Yes	sub trade COR with conditions	Yes	Yes
Alternative Prices					
1	Alternate Drainage System	N/A			\$5,648.27
2	150mmx150mm Wood Boarders	-\$18,805.00			\$3,135.91
3	125mmx300mm Poly Timber	-\$19,580.00			\$8,407.75
4	Sand Surfacing	N/A	-\$7,328.30		
5	Pour-in-Place Rubber	\$107,460.00	\$64,393.10		\$116,176.90
6	other Surfacing and Subbase	N/A			\$21,611.58
7	Alternative Price NO. 7 -Playground Equipment 2020 Price	Order before November 2019 will hold the same price		\$4,165.00	Order before Dec 30, 2019 will hold the same price
(including playground equipment only) Order before Dec 30, 2019 will hold 2019 price. Confirmed by email that locations of underground utilities are included.					

NOTES

Indicate that information was provided during proposal evaluation

Evaluation Points Summary

87.50	96.00	76.30	94.30	92.50
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NORTHLAND SCHOOL DIVISION NO. 61
BOARD CHAIR HIGHLIGHTS

TO:	THE BOARD OF TRUSTEES	DATE:	October 2019
SUBMITTED BY:	Robin Guild, Chair, Ward 7		
SUBJECT:	October 2019 Board Chair Highlights		

Highlights

- Housing Concerns in Fort Chipewyan
- Ongoing Conversations with the Minister of Education
- Upcoming Events:
 - Superintendent Search Special Meeting November 02 – Edmonton
 - Chair/Trustee Reports – Due November 12
 - ASBA – Zone 1 – NSD Hosting November 13 – Peace River
 - PSBAA Council Meeting – November 15-16 – Edmonton
 - ASBA – FGM – November 17-19 – Edmonton
 - Board Evaluation – November 21 – Edmonton
 - Meeting with the Minister – November 21 – Edmonton
 - Board Meeting – November 22 - Edmonton



Superintendent's Highlights

October 26, 2019

Administrators' Meetings

- Susan Close presented on Deep Learning -Complex Cognitive Processes to Enhance Teaching and Student learning and the purpose is to have a comprehensive pedagogy for not only teaching reading but teaching a standard throughout the district
- Principals looked at the Teaching Quality Standard (TQS) and what types of standards they should be looking for in teaching practices in the classroom
- District Teams were presented, instead of Area Teams, to increase the strengths of teachers across the division. There will be a focus on working together for the division.
- The Office of Student Attendance (OSAR) and Re-Engagement presented to the principals on the Student School & Community Supports that Alberta Education can offer

Educational Services Agreements Meetings

- Met with Mikisew Cree First Nation, Indigenous Services Canada, members of the Board of Trustees, and administration to go over the tuition agreement of 1987
- Mikisew Cree First Nation and Indigenous Services Canada gave notice to terminate the tuition agreement effective August 31, 2020, with a new agreement to be in place for the 2020-2021 school year
- Administration committed to drafting a new Educational Services Agreement for Athabasca Delta Community School, the first meeting will take place on October 30, 2019

PowerSchool

- PowerSchool has been implemented in all of the schools and attendance has been entered for September with the help of the Student Data Coordinators
- The Student Data Coordinators provided online and phone support to schools but they also traveled to community schools to offer shoulder to shoulder support
- PowerSchool refresher training for the secretaries and principals on November 18 -22, 2019 in Wabasca at Mistassiniy School
- There will be two days only for training for staff

[Area 2 Schools](#)

[Career Pathways](#)

[Calling Lake](#)

[Chipewyan Lake](#)

[Pelical Mountain](#)

[Mistassiniy](#)

[St. Theresa](#)

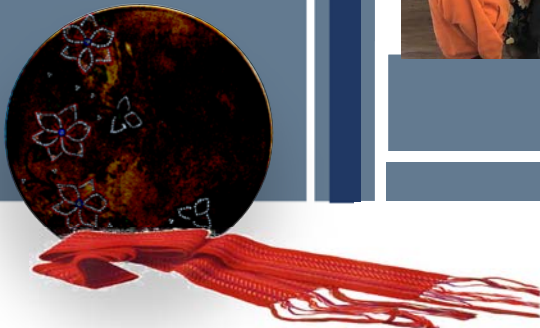
NORTHLAND

October 2019

School Division No. 61



Area 2 Associate Superintendent's Report to Board



Our students love to come to school in Northland

Schools have opened with the accompanying feelings of anticipation,

anxiousness and excitement. Students in all Area 2 Schools have

Area 2 School Openings

The start of a new school year has been a busy one for schools in area 2. Owing to the way school ended so abruptly at the end of May in most schools, re-engaging students, parents and the wider community has taken on a special significance this fall. On the one hand, schools have worked hard to be ready for opening while on the other, they have also put in an extra effort to bring some measure of closure to last year by holding graduation ceremonies and award ceremonies that could not be held prior because of the wild fires and remediation work being undertaken in most schools. The ceremonies themselves were well attended and a measure of closure was achieved.

Almost without taking a breath, school openings were upon us and I am happy to write that



settled in well to their classes and course work. Although the usual bumps and glitches that occur with school opening have presented themselves to students and staff alike, these issues have been dealt with as teaching and learning quickly became the priority for teachers and students alike.

Welcome back barbecues for students, staff, parents and communities alike were well-received in Area 2 schools. Such events proved positive, beginning the process of re-engaging students, parents and communities after the wildfires of May and June, 2019.

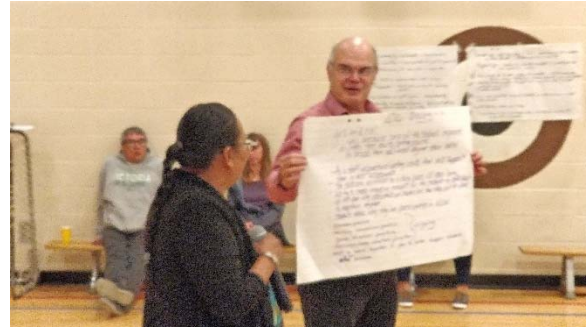


Expanding Our Data Story: Improving Attendance in Area 2

On Friday, October 4, 2019, all teachers, principals, support staff and Area 2 division gathered at St. Theresa School in Wabasca to participate in a data analysis and interpretation seminar led by Area 2 division staff. Schools attending included Calling Lake School, Pelican Mountain School, Chipewyan Lake School, Mistassiniy School, Career Pathways and St. Theresa School.

The first activity that was undertaken was to examine in detail attendance data for the

division as a whole and then school staffs broke out and reviewed their respective school data as well. Participants were pleased to see that our school division exceeded its target of a 2% improvement and finished last year with an improved attendance rate of 2.2% (minus February).



In a large group discussion staff noted that regular calls home, making their lessons engaging and exciting for students, meeting with parents and the wider community to discuss the importance of regular attendance, rewarding and celebrating excellent attendance were having a positive impact on improved attendance rates. As part of planning for next year, schools vowed to continue the work of their attendance improvement committees and also to share with other schools initiatives being undertaken across Area 2.

Students and Staff Commemorate Orange Shirt Day

Students and staff of the schools participated in Orange Shirt Day by wearing the orange shirt that honors all the survivors of residential schools in Canada and all of those who did not survive the suffering and ill treatment during this difficult time in Canadian history.



Land Based Learning

Students from Career Pathways spent three days on the land learning to prepare and dry moose meat. The experience was invigorating for students, staff and community members alike. These learning experiences extend and deepen student understanding as they learn through culture rather than merely learning about culture.



NSD Participates in Career Fair in Wabasca



Northland School Division (NSD) participated in a Career Fair on October 1st and 2nd in Wabasca-Desmarais. Board Chair Robin Guild, Area 2 Pedagogical Supervisor Christoph Ruge, and Curtis Walty, Communications Coordinator, interacted with students from St. Theresa School, Mistassiniy School, Career Pathways School, Pelican Mountain School and Calling Lake. Participation in this event provided a great opportunity for NSD to actively engage with a variety of educational partners including: The Atoske Action Group and Bigstone Cree Nation to enrich learning opportunities for our students.



Nancy SpencerPoitras <nancy.spencerpoitras@nsd61.ca>

Release of 2019-2020 Guide to Education

1 message

EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>
Cc: Sue Grundy <Sue.Grundy@gov.ab.ca>

Tue, Sep 3, 2019 at 12:58 PM

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

First Nations Education Directors

Provincially Accredited Private Schools

Executive Directors of Stakeholder Associations

Alberta Catholic School Trustees' Association (ACSTA)

Alberta Educational Facilities Administrators Association (AEFAA)

Alberta Home Education Association (AHEA)

Alberta School Boards Association (ASBA)

Alberta School Councils' Association (ASCA)

Alberta Teachers' Association (ATA)

Association of Independent Schools & Colleges in Alberta (AISCA)

Association of School Business Officials of Alberta (ASBOA)

College of Alberta School Superintendents (CASS)

Council of Catholic Superintendents of Alberta (CCSSA)

Public School Boards' Association of Alberta (PSBAA)

The Association of Alberta Public Charter Schools (TAAPCS)

Dear colleagues:

I am pleased to inform you that the *Guide to Education: ECS to Grade 12* for the 2019-2020 school year is now available on the Alberta Education website at <https://www.alberta.ca/guide-to-education.aspx>. A *Summary of Key Changes* since the 2018-2019 edition of the guide is posted at the same location.

I recognize that the *Guide to Education* is an important policy and planning document for you in the programming and delivery of Early Childhood Services to Grade 12 education in Alberta. Each year, ministry staff work hard to ensure that this document continues to be useful to your work.

Updates in this year's guide include:

- referencing the *Education Act* and revised regulations;
- removing the section on the Special Cases Committee, as the committee no longer exists; and

- updating the First Nations, Métis, and Inuit section on improving education outcomes and experiences for First Nations, Métis, and Inuit students.

Please note that the French version of the *Guide to Education* will be released as soon as translation work is completed.

If you have questions regarding any content in the *Guide to Education 2019-2020*, please contact Sue Grundy, Manager of Policy Integration and Coordination, Policy Development and Coordination Branch, at sue.grundy@gov.ab.ca or 780-643-6630 (toll-free by first dialing 310-0000).

Sincerely,

Curtis Clarke, PhD

Deputy Minister of Education

cc: Communications Contacts at School Divisions

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

ECS to Grade 12

Guide to Education

Summary of Key Changes
2019–2020 School Year

Page	Change
General Education Act	The <i>Education Act</i> has replaced references to the <i>School Act</i> throughout the <i>Guide to Education: ECS to Grade 12, 2019–2020</i> .
General Special Cases Committee	All references to the Special Cases Committee have been removed as this committee no longer exists under the <i>Education Act</i> .
Pages 7–19 Education Act	This section has been updated to reflect changes under the <i>Education Act</i> .
Pages 25–26 Regulations	This section has been updated to reflect regulation changes under the <i>Education Act</i> . For example, the <i>Student Evaluation Regulation</i> no longer exists.
Page 31 Professional Practice Standards for the Teaching Profession	This section has been renamed (previously Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta) and updated to include information on the new Teaching Quality Standard, Leadership Quality Standard and Superintendent Leadership Quality Standard that come into effect on September 1, 2019.
Pages 38–39 First Nations, Métis and Inuit Education	This section has been updated to reflect Alberta Education’s commitment to improving education outcomes and experiences for First Nations, Métis and Inuit students. The section has also been updated to reflect that students and teachers are now required to be knowledgeable about First Nations, Métis and Inuit experiences and perspectives as per the new Teaching Quality Standard.
Pages 51–55 Program Planning: Senior High School	This section has been updated by adding Special Projects 10, 20, 30 and Workplace Readiness 10-4 to the list of courses that must always be offered at 25 hours per credit. Information on apprenticeship articulation agreements has also been moved to this section.
Page 94 Supporting Students with Type 1 Diabetes in Schools	This section has been created to communicate guidelines for supporting students with Type 1 diabetes in schools.
Pages 99–100 Student Organizations and Activities and Protecting Student Privacy	The Student Organizations and Activities section has been amended to reflect changes to student organization provisions under the <i>Education Act</i> . A new section has been added on protecting student privacy to clarify requirements under privacy legislation.
Pages 119–122 Student Placement and Promotion	This section has been updated regarding the evaluation of out-of-province or out-of-country educational documents. Additional information on PASI requirements is provided.

Page

Change

Pages 123–128

Student Assessment in Senior High School

This section has been updated with additional information on using an incomplete status when reporting CTS courses.

Pages 143–147

Appendix 1: Contacts

This section has been updated with new departmental contact information and details regarding other contacts.

Reporting Period:
August and
September 2019



FIRST NATION, METIS AND INUIT LEARNER SUCCESS

BOARD REPORT

FIRST NATIONS, METIS AND INUIT LEARNER SUCCESS TEAM

Lorraine Cardinal-Roy, Director

Julia McDougall, Indigenous Language & Culture –Pedagogical Supervisor

Terry Lynn Cook, Indigenous Curriculum – Pedagogical Supervisor

AUGUST 2019

Attended CASS /ASBOA Conference in Kananaskis

- Completed and received Leadership Certification (LQS) and Superintendent Leadership Certification (SLQS)

New Teacher and Principal Orientation – Anzac

- Blanket Exercise
- An Introduction to working as a Principal with Indigenous Communities
- Introduction to Residential Schools
- Full Circle Social Implications of Residential Schools
- Traditional Indigenous Games linked to Curriculum
- Teacher Quality Standards #5 - Applying Foundation Knowledge about First Nation, Metis & Inuit

SEPTEMBER 2019

Supported and assisted schools on Foundational Knowledge

- Area 1 schools – There is a lead from each school – Building Capacity
- Area 2 schools – St Theresa, Mistassiniy and Career Pathways
- Area 3 schools – Elizabeth, J. F. Dion, Anzac and Bill Woodward

Supported and assisted new Language Instructors at Mistassiniy and Elizabeth School

OCTOBER 2019

MEETINGS

Conference call with Area 3 Associate, CEO of ATC and Director of Student Services

Fort McKay Education Director and Program Manager

- Share the Language Professional Learning and Land Based Learning Activities

Mikisew Cree Language Consultant

- How to work collaboratively and supporting the revitalization of Cree language & culture in the community.

Career Pathways School Council Meeting

Fort McKay Co-Management Agreement

- Provided input as part of the Working Group.

PRESENTATIONS

Blanket Exercise Presentation

- Calling Lake School and Community
- Keyano College
- Athabasca Tribal Council
- St Theresa Cultural Cook Out

ADMINISTRATORS' MEETING

Professional Learning Pebbles is a collection of 24 short activities created by the Alberta Teachers' Association, Walking Together Project to support certificated teachers on their learning journey to meet the First Nations, Métis and Inuit Foundational Knowledge competency in the Teaching Quality Standard.

GRANT-BASED PROJECTS

Building Collaboration and Capacity in Education (BCCE) Grant Program - Final Reports

- Information is being gathered from each partner and incorporated into final reports for projects between NSD and Athabasca Tribal Council, Bigstone Cree Nation and Kee Tas Kee Now Tribal Council Education Authority.

Indigenous Languages in Education (ILE) grants were approved for two proposals. These proposals were submitted in partnership with NSD and KTCEA. Funds were received the end of March 2019.

CREE AND DENE LANGUAGE INSTRUCTORS' RESOURCE KITS

At Language Instructor Professional Development days information regarding what resources instructors was collected and at future PD days further input will be assembled regarding what they want to include in a 'Language Instructor Kit' (i.e. community profile, posters, word lists).

SYLLABIC AND SOUND BUILDING BLOCKS

200 colorful graphics based on a Cree Syllabic Chart and 100 graphics of animals, dancers and elements from nature were created for 2"x2" blocks. There are six sides on each block so there two syllabic symbols, two corresponding sounds and two images are planned. The graphics are very colorful to engage young imaginations.

2000 wooden blocks were ordered from a manufacturer. This order had to be traced as it became stuck in transit. When the blocks product quality was confirmed.

An early prototype determined that a different label size needed to be sourced. The blocks are slightly smaller than 2"x2" due to sanding to makes the edges smooth and safe. Research to find slightly smaller labels finally located circular labels made by Uline. A distributor in Edmonton was located and a visit resulted in the purchase of a bulk order of sheets. All graphics are now resized to fit the Uline template and are ready to print.

Next steps include:

- Purchase child safe polyurethane and supplies.
- Build a prototype of a complete set with labels and polyurethane coating.
- Determine how long it takes to build one set, how many coats of polyurethane and drying time is necessary.
- Source carrying cases to fit the final product.
- Develop materials and labelling to be included in the carrying case.



We look forward to continuing our work to advance learner successes in the upcoming year.

Northland School Division #61 Facilities Report - October 2019

Maintenance

Construction

Divisional Review of Facilities and Maintenance in 2015 resulted in Recommendations

- Improving service delivery;
- **Restructuring staffing;**
- Improving communication on the status of maintenance requests and capacity to address needs;
- **Reallocate finances or lobby for additional funds to address facility needs as applicable;**
- Increase the use of technology;

Review

- Another Busy Year
 - Day to day maintenance requests and requirements
 - Approx 67 fairly major projects
 - Approximately \$1.1 million in Infrastructure Maintenance Renewal
 - Unforeseen/unplanned emergency situations which required immediate response

Tasks by Area for 2018/2019 School Year

Task Stats by Location

	Closed	Pending	Declined	ReOpened	New	Total
NSD No. 61 Area 1	649	86	15	2	1	753
NSD No. 61 Area 2	292	140	17	2	3	454
NSD No. 61 Area 3	687	261	28	4	2	982
Total	1628	487	60	8	6	2,189

Work Completed Snapshot

- Conklin compete new roof
- Elizabeth partial re-roof
- Significant work done in Calling Lake (sidewalk, doors, countertop replacement)
- JF Dion outside envelope work (archway, improved lighting, planters)
- Fence repairs and vegetation control (Janvier, Conklin, Elizabeth, Anzac Community, Bill Woodward, J.F Dion)
- Fire panel upgrades in Janvier, Conklin and Elizabeth
- Security cameras and remote unlock systems in all schools

Work Completed Snapshot Cont'd

- Sound system upgrades
- Fire pump upgrades (Calling Lake, JF Dion)
- Parking lot and sidewalk repairs/replacement (Grouard, Bishop Routhier, Fr. Perin, Conklin - stopgap measures in most)
- New water chlorination system in Susa Creek
- All division generators overhauled/refurbished
- Gym and storage room refresh at Conklin

Ongoing Work

- Calling Lake playground project
- Chipewyan Lake upgrade
- Fort Chip outside envelope work
- Note: location factor is a fiscal reality in getting the work done
- Mistassiniy School modernization kickoff

Occupational Health and Safety

- Ongoing online training
- Lift operator certification with Edmonton Public
- Personal/vehicle safety being improved.
- Electrical safety protocol systems put in place in Mechanical Rooms
- Upgraded gas detection equipment being acquired

Infrastructure Maintenance and Renewal

- 2 hot water heaters at St. Theresa's replaced
- Hvac upgrade/remote connectivity at Susa Creek
- Conklin millwork /literacy program storage improvements
- Fire panel upgrades in Elizabeth and upgrades to Fr Perin and Conklin
- Relocation of circulation pumps at JF Dion improving efficiency.
- School refresh (Pelican and JF Dion)

Updating Custodial Program

- Custodial program challenges (pay scale, job description overlap, worker attraction)
- Floor scrubbers maintained/overhauled in number of schools
- Grounds equipment overhauled/updated/replaced
- Efforts to acquire common equipment brands initiated.
- Work on updating custodial policies (work with Edmonton Public)

(Note: Interesting statistic from Edmonton Public - attendance improved significantly with proper cleaning standards - less staff sickness and improved student attendance)

Conklin



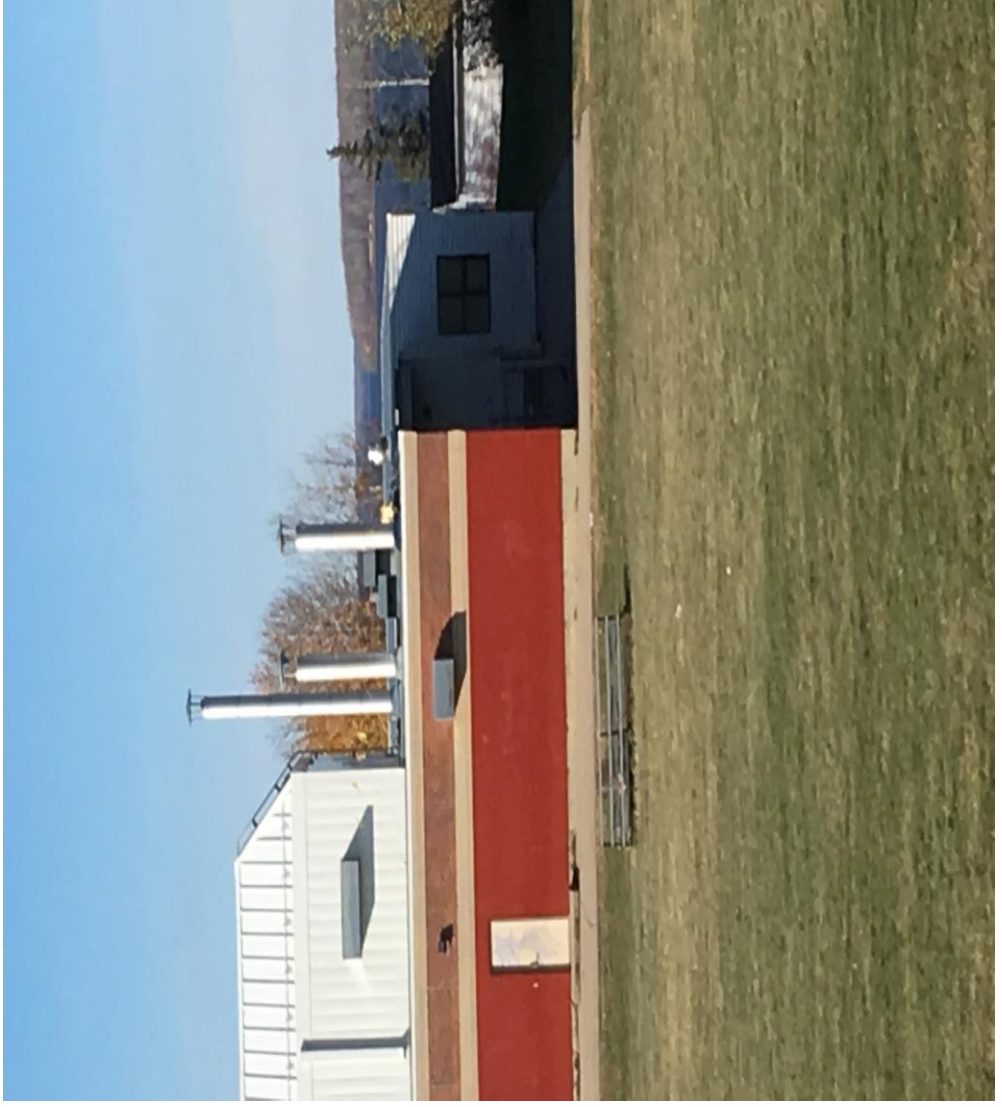
Anzac Community School



Calling Lake



St. Theresa Chimney Modification



Northland Energy Management Charter

Guiding Principles

- Balance of efficiency with simplicity
- Standardization of equipment
- Remote Access

Strategies

- Utilize local contractors
- Provide appropriate staff training
- Re-invest via a green fund

Major Projects 2018-19

Lighting Upgrades

- Anzac
- Athabasca Delta
- Bill Woodward
- Bishop Routhier
- JF Dion
- St. Theresa

Controls Upgrades

- District-wide connectivity improvements
- Bishop Routhier
- Paddle Prairie

Controls Optimization

- Bishop Routhier
- Mistassiniy
- Paddle Prairie
- St. Theresa
- Susa Creek

Energy Efficiency Alberta Video

On behalf on Energy Efficiency Alberta I would like to thank you for telling other organizations and the community in general about your school district's success and participating in our success story video project. We wanted to re-connect with you to share a [link](#) of a final product. I



Unplanned/Unforeseen Budget Pressures

- Power Surge/Brownout- Ballast replacement Bill Woodward \$7000+
- Unexplained odour issue Fr. Perin \$10,000+
- Circulation pumps refurbish JF Dion \$10,000+
- Gift Lake/Mistassiniy roof inspection/Repair
- Vandalism Challenges
- Pipe integrity issues in a number of schools.

Questions?

NORTHLAND SCHOOL DIVISION NO. 61

INFORMATION TO THE BOARD

were bused to the recreation centre for lunch, with no cost to Northland School Division. Several years ago, Grande Yellowhead School Division began to charge School Food Services for transporting the students from Sheldon Coates to the recreation centre. There were three students being transported. As funding was not provided for transporting these students, it was decided by Northland School Division, effective September 2016, that students were welcome to a lunch if they came to the recreation centre, but transportation would no longer be provided. In September 2018, the principal from Sheldon Coates School contacted School Food Services and a verbal agreement was made that someone from the school would come and pick up lunches. Currently 14 students receive lunch daily.

This year, the number of students coming to the recreation centre increased dramatically. Because we were unable to get a list of students attending from the Grande Cache schools, on October 16, 2019, Vince McIntyre and Emily Hunt from School Food Services went to the recreation centre and collected the information from the students. There were 48 students at the recreation centre that day, but there have been as many as 76, according to the daily lunch count recorded by the cooks. 21 of the 48 students stated that they live in town, so they are not eligible to receive lunch. Currently, an average of 20 lunches per day are provided to Susa Creek.

We were contacted by Randy Scodellaro, from the recreation centre, regarding behavior issues during lunch time. He was under the impression that Northland School Division is supposed to provide supervision during lunch. Northland has a lease agreement with the recreation centre for use of the kitchen space, but there is no agreement for supervision. He said that he did not budget for supervision. Historically, a liaison person from Grande Yellowhead School Division would periodically come during the lunch period, but that practice has been discontinued. A representative of Grande Yellowhead School Division was invited by Mr. Scodellaro, but no one came. It is not the responsibility of the cooks, nor do they have the authority to discipline students from another school division.

At all the other Northland School Division schools, once the children become of an age that they have to attend another school, no further lunches are provided.

The current issues are:

- Who is going to supervise the lunch period (and the non-NSD students who attend)
 - How are we to ensure that only students residing in the cooperatives are receiving lunch?
 - Should the division provide lunch to non-Susa Creek students, considering that it doesn't provide lunch to non-NSD students anywhere else in the division?
-



TO: BOARD OF TRUSTEES **DATE:** OCTOBER 26, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: DRAFT FALL BUDGET

ATTACHMENTS:

Please see separate package



TO: THE BOARD OF TRUSTEES **Date:** October 19, 2018
SUBMITTED BY: Wes Oginski, Associate Superintendent - HR
SUBJECT: SEPTEMBER 2019 ENROLLMENT UPDATE
ORIGINATOR: Wes Oginski, Associate Superintendent - HR
REFERENCE(S) & ATTACHMENTS: 2019-20 September 30 Student Enrollment

RECOMMENDATION:
That the Board of Trustees accept as information, the September 30, 2019 student enrolment.

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

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

[NSD September 2019 Student Enrollment Report](#)

2019 September Enrollment (ACTUAL)

September 30, 2019 STUDENT COUNT

AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Bishop Routhier	0	6	8	9	10	11	11	9	0	0	0	0	0	0	0	64
Gift Lake	0	11	13	15	14	13	12	17	15	12	12	0	0	0	0	134
Grouard Northland	0	12	9	8	7	9	5	10	4	7	4	0	0	0	0	75
Hillview School	0	6	4	5	5	3	5	4	0	0	0	0	0	0	0	32
Paddle Prairie	0	10	4	8	7	7	13	17	8	13	7	6	2	12	0	114
Susa Creek	0	6	0	2	5	0	4	1	2	1	0	0	0	0	0	21
Total	0	51	38	47	48	43	50	58	29	33	23	6	2	12	0	440

AREA 2

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake	0	11	17	10	18	6	8	7	14	6	9	9	3	8	0	126
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	39	29	14	0	82
Chipewyan Lakes	0	2	6	1	1	4	1	1	0	0	0	0	0	0	0	16
Mistassiniy School	0	0	0	0	0	0	0	0	43	38	42	52	41	45	0	261
Pelican Mountain	1	3	2	2	5	4	5	4	0	0	0	0	0	0	0	26
St. Theresa	14	31	34	53	47	45	43	35	0	0	0	0	0	0	0	302
Total	15	47	59	66	71	59	57	47	57	44	51	100	73	67	0	813

AREA 3																
	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School	0	11	18	19	14	17	19	16	15	13	18	16	18	25	0	219
Anzac Community School	0	19	26	18	19	12	12	0	0	0	0	0	0	0	0	106
Bill Woodward School	0	0	0	0	0	0	0	17	10	18	11	16	11	17	0	100
Conklin	0	4	3	3	1	3	2	1	6	3	6	0	0	0	0	32
Elizabeth School	0	7	8	12	12	10	14	13	10	9	0	0	0	0	0	95
Father R. Perin	0	16	9	8	13	10	7	5	7	6	4	0	0	0	0	85
Fort McKay School	0	6	4	5	3	5	5	7	0	0	0	0	0	0	0	35
J.F. Dion	0	7	9	6	8	8	11	7	8	9	0	0	0	0	0	73
Total	0	70	77	71	70	65	70	66	56	58	39	32	29	42	0	420
19-Sep	15	167	171	186	189	168	175	160	146	134	114	137	105	120	0	1987

PRELIMINARY DISCUSSION OF FUTURE BOARD ITEMS**TO:** Board of Trustees**DATE:** October 26, 2019**SUBMITTED BY:** Nancy Spencer-Poitras, Acting Superintendent**SUBJECT:** Every Season Learning Calendar/Balanced Calendar**PROCESS/PROCEDURE:** Need to have a discussion with the Board to re-determine process/procedures with regard to next steps in the process of presenting the Every Season Learning Calendar to communities.**ATTACHMENTS/RESOURCES:****BACKGROUND:**

On April 26, 2019, the Board of Trustees, with members of Administration, presented the Every Season Learning Calendar to the Council of School Councils.

The original timeline was put on hold due to changes in administration and the wildfires.

Original Plan from April 2019	Current Plan
April 2019 - June 2019 Council of School Councils/Trustees Share the concept of Seasonal Learning Calendar Engaging Communities – getting feedback	November 2019 - March 2020 Trustees working with the Associate Superintendents will share the concept of Seasonal Learning Calendar with School Councils Engaging Communities – getting feedback
September - November 2019 Continue Community Engagement to 2020	January 2020 - March 2020 Re-engaging communities for evidence of support and possible pilot
February 2020 Seasonal Learning Calendar approved	February 2020 Seasonal Learning Calendar approved
March 2020 Pilot Volunteers	March 2020 Pilot Schools
April 2020 - June 2020 Curriculum Design	April 2020 - June 2020 Curriculum Design
September 2020 – June 2021	September 2020 – June 2021

Pilots Begin	Pilots Begin
June 2021 Assessment of the Seasonal Learning Calendar	June 2021 Assessment of the Balanced Calendar/Seasonal Learning Calendar

Question: Administration would like direction on the name of the concept as there have been a couple used in the past such as Balanced Calendar and Every Season Learning.

Step One

Associates working with the Trustees to determine how the concept should be introduced to their community at a school/parent council meeting. What would work in your community? The Trustees and Associate will be responsible to design the presentation/workshop, pick dates to present and facilitate the presentation/workshop. School council chairs/principal advisory committee should be engaged in the process.

Administration will develop a standard presentation for consideration and modification that can be used at community presentations if so choose.

Step Two:

Two months after the presentation at the school council/principal advisory meeting, the Associate and Trustee will re-engage with the community to see if they are wanting to go ahead with a pilot or continue with the current calendar format.

Administration will continue to explore other alternative summer programming for possible implementation in communities that are not a part of the pilot.

PRELIMINARY DISCUSSION OF FUTURE BOARD ITEM

TO: Board of Trustees

DATE: October 15, 2019

SUBMITTED BY:

SUBJECT: Policy 10 Policy Making

PROCESS/PROCEDURE: Discuss and provide direction on changes to Policy 10, if any

ATTACHMENTS/RESOURCES: Three versions of Policy 10 Policy Making

BACKGROUND:

Current Policy 10 is still a bit unclear on the approval of policy changes if the changes preclude circulating for feedback. The Board may choose not to circulate a policy for feedback if there are parameters which preclude being able to consider feedback (e.g. change to meet new Act) and/or the changes are of a housekeeping nature which do not change the intent of the policy but rather clarify or align processes.

In looking at the same policy of a few other Boards it became evident that there is a mixture of whether or not the process of three readings is even used. Three readings are required for a bylaw (ward boundary changes, borrowing money) but the previous School Act, the new Education Act and the new Board Procedures Regulation are silent on the process for approving policy.

All policies reviewed used the same introduction wording and process for development: planning, development, implementation and evaluation. They also all basically have the same language from "Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board" to the end of the policy.

Policies that were reviewed, varied from:

- Requiring three readings exactly like a bylaw,
- Requiring three readings similar to a bylaw but enabling the Board to vary from the process if they so choose to meet various circumstances,
- Not outlining a policy approval process at all.

Three drafts have been provided, all have updated Legal References to align with new Education Act:

1. Version 1: Current policy with some amendments to clarify the ability to approve a policy at one sitting if parameters preclude circulation;
2. Version 2: A policy that includes three readings but is on a shorter timeline than the current NSD policy and does not outline required circulation but "acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be consulted as part of the policy development process". This version also uses a slightly different policy development process.
3. Version 3: Does not use the three readings process for policy approval but rather has the Board decide with each policy what process they want to use. It also indicates that in most cases the policy will be circulated for feedback

Policy 10

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations.

Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide community based public education and compliance with the School Act, the Northland School Division Act and other provincial as well as federal legislation.

Community based public education must also reflect the culture, beliefs, values and traditions of the communities served.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee of the Board.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a regular manner in order to determine if it is meeting its intended purpose.

Specifically

1. Any person or party may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Board Chair or Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Board Chair or Superintendent will present the proposal to the Board or appropriate standing committee of the Board, for initial consideration and determination.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. Generally, the Board will give each new or revised policy three (3) readings in public session as follows:
 - 5.1 First Reading
 - 5.1.1 The Board will consider the policy proposal and determine if the policy should be circulated for input from interested parties.
 - 5.1.1.1. In most cases, the policy proposal presented to the Board would be circulated to Division staff, principals, school staff, the Northland Local of the Alberta Teachers' Association and key stakeholders groups for consideration and reaction.
 - 5.1.1.2. The Principal is responsible to ensure the school council has opportunity to provide input.
 - 5.1.1.3. If it is determined they are parameters which preclude feedback or the changes are of a housekeeping nature and do not change the intent of the policy the Board may approve the policy with all three readings in one motion and it shall become effective immediately unless otherwise stated in the motion.
 - 5.2 Second Reading
 - 5.2.1 The policy is discussed further by the Board after taking into consideration any input received and any amendments arising from input and comments received.
 - 5.2.2 The Board shall consider the information and reaction provided and will either approve the proposed policy in principle or recirculate if deemed appropriate.
 - 5.3 Third Reading
 - 5.3.1 The Board shall give final approval of the policy and it will become effective immediately unless stated otherwise in the motion.

6. No more than two (2) readings of any policy proposal may be given at any one (1) meeting of the Board unless a quorum of Trustees present agree to give the policy a third reading **or it has been determined that the policy shall not be circulated (see 5.1.1.3).**
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. In the absence of existing policy, the Board may make decisions, by motion, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy. If appropriate, specific written policy will be developed.
9. The Board may request the Superintendent to change an administrative procedure into a draft Board policy and will provide the rationale for same.
10. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
11. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
12. The Superintendent must inform the Board of any substantive directional changes in administrative procedures.
13. The Superintendent shall ensure all Board policies and administrative procedures posted on the Division's website are current.
14. The Board shall ensure that each policy has a specified date by which the policy must be evaluated in order to determine if it has brought about the intended result, is still necessary and is to be maintained or deleted.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation

Policy 10 VERSION 3 – no readings

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations.

Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board is also responsible for approving bylaws which are required for certain items such as ward boundary changes and borrowing funds. The process for planning and approval of any bylaws shall be as per all relevant legislation.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide community based public education and compliance with the School Act, the Northland School Division Act and other provincial as well as federal legislation.

Community based public education must also reflect the culture, beliefs, values and traditions of the communities served.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee of the Board.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a regular manner in order to determine if it is meeting its intended purpose.

Specifically

1. Any person or party may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Board Chair or Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Board Chair or Superintendent will present the proposal to the Board or appropriate standing committee of the Board, for initial consideration and determination.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. The Board will consider the policy proposal and will either approve the policy as presented/amended or approve the policy in-principle and outline the manner and timeline it will be circulated for input and final approval.
 - 5.1 In most cases, the policy proposal presented to the Board would be circulated to Division staff, principals, school staff, the Northland Local of the Alberta Teachers' Association and key stakeholders groups for consideration and reaction.
 - 5.2 The Principal is responsible to ensure the school council has opportunity to provide input.
6. Unless an effective date in the future is specifically stated in the new or amended policy all policies shall be effective upon adoption.
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. In the absence of existing policy, the Board may make decisions, by motion, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy. If appropriate, specific written policy will be developed.
9. The Board may request the Superintendent to change an administrative procedure into a draft Board policy and will provide the rationale for same.
10. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
11. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

12. The Superintendent must inform the Board of any substantive directional changes in administrative procedures.
13. The Superintendent shall ensure all Board policies and administrative procedures posted on the Division's website are current.
14. The Board shall ensure that each policy has a specified date by which the policy must be evaluated in order to determine if it has brought about the intended result, is still necessary and is to be maintained or deleted.

Bylaws

1. The process of approving a bylaw shall be as per the process outlined in the Board Procedures Regulation.
2. A bylaw shall be effective immediately upon passing of third reading, unless an effective date is specifically stated at adoption.

(Readings of bylaw – from the Board Procedures Regulation)

- a. Every bylaw of a board shall have three (3) distinct separate readings before the bylaw is finally passed.
- b. Not more than two (2) readings of a bylaw shall be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a third reading.
- c. The first reading of a bylaw shall be in full and, if each board member has in the member's possession a written or printed copy of the bylaw, the second and third readings may be by title and description only.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation

Policy 10 **VERSION 2 – Three Readings**

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations.

Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide community based public education and compliance with the **Education Act**, the Northland School Division Act and other provincial as well as federal legislation.

Community based public education must also reflect the culture, beliefs, values and traditions of the communities served.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee of the Board.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a regular manner in order to determine if it is meeting its intended purpose.

Specifically

1. Any person or party may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Board Chair or Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Chair/Superintendent will present the proposal to the Board or appropriate standing committee of the Board, for consideration and determination of action to be taken, if any.
3. Should the Board determine that a policy is necessary it will normally direct the Superintendent to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be consulted as part of the policy development process.
4. Alternatively, the Superintendent or designate may be directed to draft amendments to an existing policy.
5. The Board may, by a majority vote of a quorum of Trustees present at a Regular or Special Meeting of the Board, waive the requirement to bring a proposed new policy or amendment to policy (steps 1-4) and may consider a proposed new or amended policy at that meeting.
6. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
7. The Board will give each new or revised policy three (3) readings in public session as follows:
 - 7.1 First and Second reading shall ordinarily be provided at the same meeting and third and final reading shall occur not sooner than one Regular Board Meeting after first and second reading unless there is agreement of a quorum of the Trustees present that third and final reading should immediately follow the first and second reading.
 - 7.2 Unless an effective date in the future is specifically stated in the new or amended policy all policies shall be effective upon adoption.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
9. In the absence of existing policy, the Board may make decisions, by motion, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy. If appropriate, specific written policy will be developed.
10. The Board may request the Superintendent to change an administrative procedure into a draft Board policy and will provide the rationale for same.
11. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.

12. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
13. The Superintendent must inform the Board of any substantive directional changes in administrative procedures.
14. The Superintendent shall ensure all Board policies and administrative procedures posted on the Division's website are current.
15. The Board shall ensure that each policy has a specified date by which the policy must be evaluated in order to determine if it has brought about the intended result, is still necessary and is to be maintained or deleted.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation

PRELIMINARY DISCUSSION OF FUTURE BOARD ITEMS

TO: Board of Trustees

DATE: October 2019

SUBMITTED BY: Board Advisor, L. Byers

SUBJECT: Policy 6 Role of Vice-Chair

PROCESS/PROCEDURE: Board to review recommended changes and determine if should go to Board and circulated to stakeholders for review or approved with three readings at one meeting.

ATTACHMENTS/RESOURCES: Policy 6 Role of Vice-Chair

BACKGROUND:

Although it is stated in the process of a few policies, such as Policy 3 Appendix B and Policy 7 Appendix C, it is not clearly stated who is responsible to address inappropriate behavior of the Chair. Adding this responsibility to the Vice-Chair makes it clear just as in Policy 5 Role of Chair it is clearly stated that the Chair is responsible to address inappropriate behavior of trustees.

Also the legal references have been changed to match the new Education Act.

Policy 6

ROLE OF THE BOARD VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair shall review and approve the Board Chair's expenditure claims, in accordance with Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
6. Address inappropriate behavior on the part of the Chair (see also Policy 3 Appendix B Working Relationships Guidelines).

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act
Board Procedures Regulation

CO-MANAGEMENT EDUCATION AGREEMENT

CO-MANAGEMENT EDUCATION AGREEMENT

BETWEEN

THE FORT MCKAY FIRST NATION
("FMFN")

-and -

THE BOARD OF TRUSTEES OF
NORTHLAND SCHOOL DIVISION
("Board")

(Collectively the "Parties")

Effective Date: **November 1, 2019**

CO-MANAGEMENT EDUCATION AGREEMENT

Terms AGREEMENT made and entered into this day of , 2017, shall be

effective from the day of September 1 , 2017 between Fort McKay First Nation (FMFN) and the Board of Trustees of Northland School Division (Board).

WHEREAS the Treaty and Aboriginal Rights of First Nations Peoples are recognized and affirmed in section 35 of the Constitution Act, 1982, and the Treaties are a fundamental part of the relationship between FMFN, Canada and Alberta;

WHEREAS the FMN Chief and Council ("Council"), within its traditional territory, has the governance authority and responsibility for the education of its members within the terms of Treaty No. 8;

WHEREAS the Board has the authority under Section 60 of Alberta's School ACI to enter into an Agreement with the FMFN Chief and Council with respect to the education of its citizens;

WHEREAS the FMFN and the Board recognize that the Board is the provincially legislated authority relating to the governance and operation of the public schools pursuant to the Northland School Division Act ("Act");

WHEREAS the FMFN and the Board acknowledge and recognize FMFN as a Treaty No. 8 Cree and Dene Nation with Inherent, Treaty and Aboriginal Right governance and related authority to ensure the provision and operation of education to its citizens wherever they may reside.

WHEREAS the Governments of Canada and Alberta have expressed their support for this partnership and any initiative that improves outcomes for First Nation students in Alberta. This agreement recognizes and respects the spirit and intent of the Memorandum of Understanding for First Nations Education in Alberta signed by the Assembly of Treaty Chiefs and governments of Alberta and Canada,

WHEREAS FMFN is desirous of contributing to successful educational outcomes of its Citizens;

WHEREAS subject to the provisions of Section 60 of the **Education Act**

the FMFN and the Board recognize that this Co-Management Agreement will give the FMFN greater control of and participation in the education of its Students; .

WHEREAS the Board and the FMFN are committed to working together to further the educational well-being and enhanced educational outcomes of FMFN Students;

WHEREAS the FMFN and the Board wish to provide educational programs for the FMFN Students which are appropriate to their cultural and linguistic heritage and a source of satisfaction and pride for the FMFN and for the School Division;

WHEREAS the Parties continue to recognize and support the principles of Alberta's curriculum and goals of education as the basis for educational programs and services to meet the needs of the whole child within the supportive environment of the whole community.

THEREFORE, THE PARTIES WISH TO

Continue working together in a collaborative partnership to further the educational outcomes and well-being of all students within the FMFN, and to develop agreements as required to support this partnership.

1. DEFINITIONS

For the purpose of this Agreement, the following definitions shall apply:

"ISC" means **Indigenous Services Canada**, being the department or ministry of Her Majesty the Queen in right of Canada with Constitutional, legal and policy responsibilities in respect of Indigenous peoples and issues;

"Cree and Dene staff" means persons of Cree or Dene ancestry with connections to FMFN who are employed by the Board;

"Additional funding" means funding other than block grant funding or targeted dollars that is used in support of educational programs offered by the Board;

"Board" means the Board of Trustees of the Northland School Division;

"CMEA" means this Co-Management Education Agreement;

"Education Program" means an organized set of learning activities that, in the opinion of the FMFN and the Board, is designed to be the foundation that empowers the learners to develop their individual potential and acquire the knowledge, skills and attitudes needed to achieve a quality academic and culturally relevant education;

"FMFN" means the Fort McKay First Nation first named above, being comprised of Cree and Dene peoples who entered into Treaty No. 8 with Her Majesty the Queen in right of Canada as represented by the duly elected Chief and Councillors;

"FMFN Student" means, for the purpose of this Agreement, a student who has Treaty and Indian status as defined by the Indian Act (Canada) and who is a Member or Citizen of FNIFN, residing on FMFN lands and enrolled in a school operated by the Board;

"Informed Consent" means that the Parent or Guardian, having received information respecting the matter in question, has communicated their agreement and consent for a FMFN Student to participate in an assessment process, a placement or a referral to the Education Director or designate;

"Member" or "Citizen" means a person who has been recognized as a Member or Citizen by FMFN in accordance with the Membership Code or law then in force;

"MOU" means the Memorandum of Understanding for First Nations Education in Alberta between Her Majesty the Queen in right of Canada, Her Majesty the Queen in right of the Province of

Alberta and the Grand Chiefs representing the Confederacy of Treaty Six First Nations of Alberta, Treaty 7 Management Corporation, and Treaty 8 First Nations of Alberta;

"Ministry" means the Ministry of Education representing Her Majesty the Queen' in right of the Province of Alberta;

"Nominal Roll" means the list of those FMFN Students enrolled in an education program operated by the Board as at September 30th in each year;

"Parent or Guardian" means the student's parent or guardian or as determined by traditional family relationships or by those terms are defined in the Alberta Family Law Act

"Program" means an educational program as defined by or established under Alberta's School ACI and for greater certainty, shall include any other program that may be jointly developed and agreed upon by the parties which will enhance the outcome of this Agreement;

"School" means the Fort McKay School:

"School District" means the area constituted under the **Education Act** as Northland Division;

"School Year" means a 12-month period commencing on September 1st and ending on August 30th of the following calendar year; and

"Tuition Fees" means monies paid to the Board by FMFN which are received from Her Majesty the Queen in right of Canada in respect of Treaty No. 8 obligations related to the cost of educating FMFN Students and calculated on the basis of on annual audited financial statements, including costs agreed upon by the Parties, using a mutually agreed upon formula.

2, GUIDING PRINCIPLES

The principles stated herein are to reinforce the importance of FMFN culture, language and traditions in the education of the students:

- 2.1 FMFN Students have an Aboriginal, Inherent, Treaty and Indigenous right to quality education which reflects, respects and complements FMFN language, history, culture and traditions;
- 2.2 Board policies will be respectful of FMFN's cultural goals, values, languages and traditions;
- 2.3 FMFN and the Board agree that maximum educational opportunities and benefits for FMFN Students will be facilitated through regular and on-going consultation between FMFN and the Board;
- 2.4 The learning environment will meaningfully include FMFN cultural goals, values, languages and traditions;
- 2.5 Accountability in this Agreement will be framed by the following principles:
 - (a) Roles and responsibilities will be clearly defined and are intended to be well understood and agreed on by the Parties with communication being a top priority;

- (b) Appropriate inclusion of Cultural and traditional knowledge holders;
 - (c) An orientation of the CMEA shall be conducted immediately after signing this Agreement to all appropriate FMFN staff, principal, teachers, School support staff and central office personnel and annually thereafter or more frequently as may be requested by FMFN's Director of Education;
 - (d) The CMEA performance expectations of the students' outcomes and personnel shall be clear. The objectives, the expected accomplishments and the constraints, such as resources, will be explicit, understood and agreed on;
 - (e) Credible and timely information will be reported to demonstrate what has been achieved, whether the means used were appropriate, what has been learned and what needs review and enhanced; and
 - (f) Annual reviews and feedback will be carried out by the Parties, achievements and challenges recognized, and appropriate corrective action taken, if necessary.
- 2.6 The Parties will ensure that Board policy and learning environments reflect a positive perspective of FMFN's cultural goals, values, languages and traditions; and
- 2.7 The Parties shall cooperate in good faith including the implementation of FMFN's specific services and programs required that are explicit to the FMFN community be negotiated in good faith between the FMFN and the Board,

3. OBJECTIVES

During the term of this Agreement the FMFN and the Board will work together to achieve the following objectives:

- 3.1 To work diligently to assess the educational needs of FMFN Students with their families and traditional knowledge holders and arrange the delivery of services that will meet these needs;
- 3.2 To enhance and affirm a strong Cree and Dene identity, pride in their heritage and healthy self-esteem in Cree and Dene students;
- 3.3 To prioritize the language, culture, history and traditions of the FMFN within the Board programs;
- 3.4 To facilitate and increase the percentage of FMFN Students who demonstrate skills of self-sufficiency and responsibility;
- 3.5 The Board agrees to increase the number of qualified staff of Cree or Dene ancestry with priority given to Citizens or Members;
- 3.6 Conduct an orientation and awareness workshop on the Truth and Reconciliation Commission (TRC) Report, other relevant reports, other First Nation programs of similar arrangements such as this CMEA for all parties and individuals connected to the CMEA;

- 3.7 To actively involves in collaboration with FMFN, FMFN Elders and other resource people in the School;
- 3.8 To increase awareness of the culture and language and history of FMFN among all students in appropriate curriculum areas;
- 3.9 To jointly review the intended outcomes of this CMEA during October and February of each year;
- 3.10 To jointly create a FMFN / Board Working Group to review the CMEA. The goal of this committee is to develop an implementation plan for measurable aspects of this CMEA. This implementation plan will be developed by September 30. The Terms of Reference and membership of this committee is defined in Appendix I;
- 3.11 FMFN and the Board will co-operate in designing and supporting a tutorial program and other initiatives which will support ongoing student achievement, Communication between FMFN programs and School programs will be essential;
- 3.12 FMFN and the Board will:
 - Deliver education programming that supports Cree and Dene and English language literacy and numeracy as the foundation for all learning in order to enhance literacy and numeracy skills of students;
 - Develop performance-based measures and tools to track improvements in Cree and Dene language; culture; literacy and numeracy growth; attendance; retention and School completion rates;
 - Enhance student, parent, grandparent and community engagement; and
 - Other initiatives as agreed.

4. BOARD'S RESPONSIBILITIES

- 4.1 The Superintendent of Schools or designate will lead the implementation of the CMEA with the spirit and intent implied.
- 4.2 The Board agrees to enroll and assist in providing FMFN Students with quality academic programs in accordance with the **Education Act** and regulations, and culturally appropriate programs in accordance with the terms of this Agreement.
- 4.3 The Board agrees to provide equal, and, if necessary, enhanced, access and opportunity to FMFN Students, to meet the purposes of this Agreement, in a manner considered to be consistent with Board practices for all students enrolled in education programs operated by the Board.
- 4.4 The Board Secretary-Treasurer will report to FMFN the estimated costs of student enrolment and services provided by April 30th of each year prior to this Agreement so that **ISC** can fulfill its fiduciary and Treaty No. 8 obligations. This will include the updated Nominal

4.5 Annually, the Board will provide to FMFN, the Annual Education Results Report ("AERR") and the three-year Educational Plan that is regularly filed with the Ministry,

4.6 Based on the premise that the Board is responsible to meet the educational programming and support needs of all students for the School year from September to June, should a FMFN Student drop out, be suspended, or removed from school, and should that student wish to continue with an educational program, whether it be correspondence or distance education or tutoring or tutorial support or other appropriate educational activity, the Board agrees to provide reasonable financial costs of supporting that student in accordance with the purpose and spirit and intent of this Agreement and the **Education Act**. The necessary educational and financial arrangements will be made between the FMFN Director of Education and the Superintendent of Schools or his or her designate.

The purpose of this clause will be to keep FMFN Students engaged and to maintain the educational and relational connection in order to provide academic and counseling support. If a FMFN Student is out of school for a short term, the Board will reasonably support that FMFN Student's academic requirements.

The principle of best interests of the Students and this Agreement will guide all decision making related to this clause.

4.7 The Board agrees to distribute copies of the CMEA to the School principal and relevant staff on an annual basis and to jointly review and facilitate the implementation of the spirit and intent of the terms of this Agreement with them.

5. FMFN RESPONSIBILITIES

5.1 FMFN shall assign the implementation, management and accountability of the CMEA to the FMFN Director of Education.

5.2 FMFN agrees to provide continuous, open communication with the Board regarding the student support related to education of FMFN Students.

5.3 FMFN will provide the Board with a contact list of support personnel employed by FMFN who are available to assist in the schools.

5.4 FMFN will promote the active participation and involvement of parents and guardians, Elders, and cultural resource people following FMFN protocols.

5.5 FMFN shall endeavour to keep themselves informed of programs and practices of the public-school system and, as needed and when resources permit, provide extra support for FMFN Students.

5.6 FMFN shall endeavour to engage all partners, internally and externally, to seek optimum success of this Agreement and FMFN Student outcome.

6. TEACHER RECRUITMENT AND HIRING AND TEACHER ASSIGNMENT

- 6.1 FMFN agrees to advise the Board in the selection of teachers at the School. This advisory role includes the participation of FMFN in teacher interviews and input into performance reviews as it relates to its culture, history, traditions and languages, as further specified below,
- 6.2 The review of the applicant's file for a teaching position shall include a consideration of the following:
 - (a) Academic preparation, including overall achievement and program content;
 - (b) Coursework in Second Language Learning, Indigenous education, particularly as it related to the Cree and Dene culture, experiential learning, inclusive instruction and individual differences;
 - (c) Competency in the Alberta Teacher Quality Standard, including classroom routines and management, teacher and student and teacher and parent relations, and lesson development and delivery;
 - (d) Proficiency, knowledge and skills in Cree and Dene language and cultural settings;
 - (e) Previous employment history based on assessment reports and letter of recommendation; and
 - (f) Overall suitability based on areas of expertise and personal background including philosophy of education, extracurricular and community interests.
- 6.3 The School principal may, in consultation with the FMFN Education Committee, advise the Board's Human Resources Department of any special qualifications or considerations for vacant positions prior to the selection of candidates for a local interview.
- 6.4 The Interview Team (as defined below) may nominate a teacher for a position in the School in accordance with the following:
 - (a) The nominated candidate will be required to submit a complete resume to the Human Resources Department of the Board;
 - (b) The resume will be reviewed and references checked;
 - (c) Preliminary interviews shall be conducted by Interview Teams jointly approved by the Superintendent of Schools for the Board and the FMFN Director of Education in order to determine the overall suitability of each candidate. Interview Teams shall be representative of the Board and the FMFN community and shall consist of the School principal and Education Committee members. A summary statement of each interview shall be submitted to the Human Resources Department of the Board;
 - (d) Local interviews for certificated teacher-candidates shall be conducted in the following manner:
 - i. Whenever possible, interviews shall take place on a face-to-face setting. Should a face-to-face setting not be available, then alternate media such as video-conferencing or teleconferencing shall be used;

- ii. The interview shall be conducted by the Interview Teams (consisting of the School principal and Education Committee members). At the discretion of the Superintendent or Education Committee, a representative of the FMFN may be present;
 - iii. Any individual that is in a conflict of interest with any of the candidates shall be excluded from the interview and selection process;
 - iv. Interviews need to occur in a timely manner. The School principal or a Senior Administrative Officer of the Board shall notify all of the members of the Interview Team of the interview date and time once it has been agreed to by the FMFN Director of Education, chairperson, principal and senior administrative staff;
 - v. Should a date be set and one or more Interview Team members not be available, the interviews shall proceed as scheduled with the principal, Senior Administrative Staff and, at the discretion of the Superintendent of Schools or the Education Committee, a representative of the FMFN may be present as per Clause 6.4 d ii above who will then inform the Interview Team and the Education Committee of the recommendation;
 - vi. The Interview Team will recommend, in order of preference, their candidate selections to the Superintendent for employment based upon overall suitability. The Interview Team shall, where all other factors are equal, give preference to candidates with the requisite FNMI language and cultural skills or knowledge. Whenever possible, the recommendation should be arrived at by consensus. In the event that this is not possible, the recommendation will be based upon a majority vote.
- (e) The Superintendent of Schools for the Board will review the recommendation of the Interview Team and make the final determination.

7. CURRICULUM DEVELOPMENT AND DELIVERY

- 7.1 Both Parties agree to jointly develop support materials in relation to FMFN history, traditions, languages and culture.
- 7.2 Both parties agree to work together to assist in the development of FMFN culturally appropriate support materials if not included in the curriculum,
- 7.3 Provide staff cross-cultural awareness training or conduct an orientation and awareness workshop on the report of the Truth and Reconciliation Commission of Canada as well as any other relevant reports, other First Nation programs of similar arrangements as the CMEA or any other relevant professional training to enhance the Cree and Dene traditional knowledge and performance for all parties and individuals connected to the CMEA.

8. ASSESSMENT

- 8.1 The Board and FMFN will monitor the progress of FMFN Students and will ensure that FMFN Students are provided, by the Boards legislative requirements, with culturally appropriate assessment considerations, support and placed in appropriate programs.
- 8.2 The Board will work with Parents or Guardians to ensure that the progress of FMFN Students is monitored and that prior to making any teaching and curriculum adjustments to the level of the FMFN Student's educational program, Parents or Guardians and the FMFN Director of Education or designate will have participated in the decision making process.
- 8.3 Decisions about FMFN Student assessments as per 8.1 will only occur after the following steps have been completed:
- (a) Recognizing the cultural history, language and traditions, appropriate informed consent must first be obtained from the child's Parent or Guardian prior to any assessment by Board personnel;
 - (b) Community reality, conditions and framework will guide any assessment and ensuing remedial strategies to enhance student educational and personal outcome;
 - (c) Provision of specific numbers to the Director of Education including the number of FMFN students, rational for assessment and coding, programs, etc;
 - (d) A written report stating placement process, placement rationale and placement goals has been received and approved with prior informed consent by the Parent or Guardian and the FMFN;
 - (e) The FMFN has obtained Parent or Guardian understanding and consent to receive information about the FMFN Student's culturally appropriate assessment or placement;
 - (f) Verbal or written notice of meetings initiated by the School concerning a FMFN Student's proposed assessment or placement will be given to the Parent or Guardian in a timely manner that respects the time and place of the Parent or Guardian;
 - (g) Appeal, if any, of an educational placement or an Individual Education Plan will be conducted according to the Board's Appeal Procedure and the **Education Act**; and in the spirit and intent of this Co-Management Education Agreement;
 - (h) The Parent or Guardian may request and receive appropriate support in an appeal process from FMFN.
- 8.4 In accordance with the **Education Act** and Board Policy, the Board will provide any affected Parents or Guardians with the following:
- (a) Copies of the FMFN Student records, with appropriate rationale for any report of their child/children;
 - (b) Copies of all reports and communications concerning their child/children;

- (c) Encourage reporting of any action by Board staff or any remedial actions that may have enhanced student outcome prior to any reports of a FMFN Student's behaviour or performance.

9. CULTURAL AWARENESS

- 9.1 To prioritize implementation of FMFN culture, language, history and traditions, FMFN, in collaboration with the Board, shall identify resource people to facilitate cultural workshops, ceremonies and events.
- 9.2 FMFN and the Board will encourage School employees to participate in a culturally relevant professional development day activities for all educational staff,
- 9.3 FMFN and the Board shall jointly develop culturally appropriate assessment protocols, tools and reports utilizing these workshops as guides.
- 9.4 The Board will provide FMFN with the use of facilities to accomplish their student goals. The Use of Facilities policy, that will be amended or designed with FMFN input for local use will be in force, as provided by each Local School Board Committee (as defined in the Act).
- 9.5 The workshops will be the guide to make any adjustments to teaching, curriculum, staff performance and policy to empower the successful outcome of the Agreement.

10. COMMUNICATION

- 10.1 A key ingredient of this CMEA is effective communication between all CMEA staff, parents or Guardians. If issues cannot be resolved between staff, Parents or Guardians in order to ensure that both Parties share a common understanding of the specific situation regarding the FMFN Student in question, Elders and senior Board staff shall be assembled to — attempt to mediate a mutually satisfactory outcome. Should another level of communication be required, the next level of communication and decision will be between the School principal, Parents or Guardians and the FMFN Education Director. Communication between the Board and FMFN will be maintained through regular meetings of appropriate School or Board personnel with FMFN Parents or Guardians and FMFN education staff. If an issue is not resolved, the Parties, including the FMFN Student and their Parent or Guardian shall attempt to settle any unresolved issue in accordance with a culturally appropriate dispute resolution process as determined by both Parties.
- 10.2 The Board and FMFN have joint responsibility to keep FMFN Students and their Parents or Guardians informed of intents and decisions at all times.
- 10.3 The Board and FMFN will encourage and facilitate Parents or Guardians to attend parent teacher interviews and provide Elder or culturally appropriate support as maybe required.

- 10.4 Board employees of the schools attended by FMFN Students will be encouraged by the Board to attend community meetings and events hosted by FMFN.

11. TUITION PAYMENT AND DATA COLLECTION

1 1.1 The September 30⁰¹ enrollment figures shall be:

- (a) Certified by the School principal;
- (b) Certified by FMN; and
- (c) Approved by a representative of **ISC**.

11.2 FMFN, as supported by **ISC** through their fiduciary and Treaty obligations, shall pay to the Board each fiscal year the net operating costs incurred by the Board in respect of FMFN Students in accordance with the annual audited financial statement prepared by the Board. The net operating costs will consist of agreed upon operational costs including a proportionate share, if deemed necessary by both Parties, of support services and central administration less any revenues attributable to the School. Interim invoices will be prepared by the Board based on the prior year net operating costs as mutually determined by both Parties, with a final adjustment upon completion of the annual audited financial statement.

1 1.3 For the purposes of student data collection:

- (a) FMFN will take responsibility, in collaboration with the School principal for the Nominal Roll data collection process;
- (b) The Board will take responsibility for the data collection process, with FMFN participation if deemed necessary by both Parties, which arises in the normal course;
- (c) The Parties will work together to maintain the integrity and cultural appropriateness of the data collected; and
- (d) The Board will track Nominal Roll students that drop out for the purpose of data format and sharing.

11.4 FMFN and the Board agree that additional services or programs not referred to in this Agreement may be provided by the Board if FMFN and Board agree to the terms and costs for such services or programs.

12. DEFAULT

If there is a default under the terms of this Agreement the issue will be referred to the dispute resolution process outlined in Section 14.

13. ACCESS TO RESOURCES AND SERVICES

13.1 The Board and FMFN will jointly develop a long-term fiscal arrangement to ensure the success of this agreement .

13.2 The Board and Board Staff will make available:

- (a) Resources and personnel to share ideas, put on workshops, and undertake professional development with teachers, FMFN Students, and Parents or Guardians; and
- (b) Culturally appropriate assessment and evaluation services for FMFN Students provided through FMFN.

13.3 When possible, the Board and the FMFN will encourage the use of resource materials to enhance cultural and educational development of the students and staff.

13.4 Access to FMFN Activities.

FMFN will advise the Board of educationally relevant activities, which may have interest to the Board, FMFN Students, the School principal or teachers and will extend an invitation requesting their participation.

14. AGREEMENT DATES

14.1 Term

This Agreement will be for a three (3) year period from **September 1, 2019 to August 30, 2022**.

14.2 Extensions, Modifications and Termination

The Agreement may be extended or modified with the mutual consent of the Parties. This Agreement may be terminated effective May 30th of any year of this Agreement by either party upon the provision of a written notice of not less than twelve months (12) to the other party.

14.3 Renewal

The Parties shall meet at least once a year to review this CMEA.

Negotiations for the renewal of this Agreement shall commence one year prior to the end of the CMEA.

The Superintendent of Schools, Northland School Division and the Director of Education, FMFN will provide formal notice to Chief and Council of renewal conversations, and create a schedule of working meetings in order to review, consult and renew the next CMEA.

15. DISPUTE RESOLUTION

15.1 Attempt to Settle

The FMFN and the Board shall attempt to settle any disputes arising under this CMEA in good faith without referring the matter to the Dispute Resolution Process and a formal Dispute Resolution Committee according to the process set out below.

15.2 Dispute Resolution Process and Dispute Resolution Committee

If a dispute in respect to any interpretation of this Agreement arises between FMFN and the Board which is not settled through negotiation, then the parties shall establish a Dispute Resolution Committee.

FMFN and the Board will each appoint one member to the Dispute Resolution Committee and shall jointly appoint the third member who will be the facilitator of the Dispute Resolution Committee. FMFN will also appoint three (3) Elders who will participate and provide council to the Dispute Resolution Committee. Decisions of the Dispute Resolution Committee will be reached through consensus.

The purpose of the Dispute Resolution Committee shall be to resolve, as expeditiously as possible, any dispute arising under this Agreement and so as not to impair progress in the implementation of the provisions of this Agreement,

The Dispute Resolution Committee may determine its own processes (including whether to hold proceedings in private) but shall resolve the issue within (20) twenty days of the first meeting of the Dispute Resolution Committee being convened.

15.3 Proceedings

All proceedings before the Dispute Resolution Committee shall be mutually agreed upon by FMFN and the Board and be reflective of a community-based approach.

Decision

The Dispute Resolution Committee shall render a mutually agreed upon written decision to the Parties as soon as possible after the conclusion of each proceeding. The Dispute Resolution Committee shall be required to provide reasons for its decision,

The Dispute Resolution Committee shall decide the extent to which each of the parties shall bear the responsible costs of resolving any particular dispute. The decisions of the Dispute Resolution Committee shall be binding on all Parties.

In no event shall the Dispute Resolution Committee have the power to alter, modify or amend this Agreement in any respect,

16. NOTICES

16.1 Any notice will be deemed valid if delivered personally, or if mailed or couriered to the following addresses for service:

To: Fort McKay First Nation

Chief
Fort McKay First Nation

To: The Board:

The Secretary-Treasurer
The Northland School Division

16.2 Either party may, from time to time, give to the other written notice of a change of address of the party giving such notice and, after the giving of such notice, the address therein

specified, will, for the purpose of Section 16.1 be conclusively deemed to be the address of the party giving the notice.

17. REFERENCES

17.1 Every reference to FMFN is deemed to include the Chief and Council or any person designated by FMFN to act for or on its behalf with respect to any provision of this Agreement,

17.2 Every reference to the Board is deemed to include the Board Chair where applicable under the **Education Act**, and any person designated by the Board to act for or on its behalf with respect to any provision of this Agreement in accordance with the requirements set out in the **Education Act**.

18. GENERAL

18.1 This Agreement will be governed in accordance with governance determination of FMFN and the laws in force within FMFN, the Province of Alberta and Government of Canada and the Court of Queen's Bench of Alberta shall have exclusive original jurisdiction,

18.2 This Agreement will inure to the benefit of and be binding upon parties hereto and their respective successors and assigns.

This Agreement shall not be read or interpreted so as to abrogate or derogate from any statutory, Constitutional, Inherent or Treaty rights including title to lands and resources within FMFN's traditional territories or the FMFN's rights to governance, ..

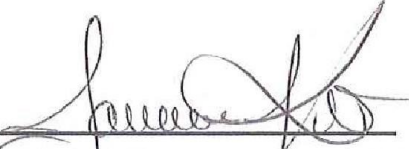
IN WITNESS WHEREOF the parties have executed this Agreement as of the

_____ day of May, 2017

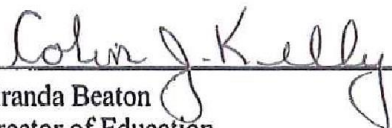
SIGNED: ON BEHALF OF THE FORT MCKAY FIRST NATION



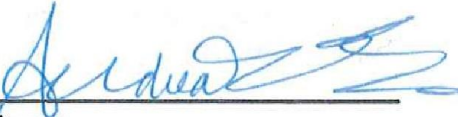
Jim Boucher, Chief
Fort McKay First Nation



Witness:
Print Name: Jauvonne Kitto



Miranda Beaton
Director of Education
Fort McKay First Nation




Witness:
Print Name: Andrea McNeil

SIGNED: ON BEHALF OF THE BOARD OF NORTHLAND SCHOOL DIVISION
NO. 61



Lois Byers, Official Trustee



Witness:
Print Name: Krystal