



**NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 20-10  
AGENDA**

Location: Zoom Meeting and in-person meeting

In-person at Courtyard by Marriott, Edmonton West, 10011-184 St. N.W. Edmonton  
Date & Time: Saturday, October 24, 2020 9:00 am – 4:30 pm

*If you would like to join the public meeting, please contact Communications Coordinator Curtis Walty at 780-624-2060  
Extension 6183 or [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca).*

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

**A. CALL TO ORDER Chair Guild**

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair Guild		
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee Cardinal		
3.	Approval of Agenda	All	Motion to approve	
4.	In-Camera	All	Motion in/out of in-camera	
5.	Ward 1 By-election/Returning Officer Appointment	Secretary -Treasurer Aird	Motion to approve	3
6.	Ward Renumbering	Secretary -Treasurer Aird	Motion to approve	5
7.	Verbal COVID-19 Update	Superintendent Spencer-Poitras	Information	Verbal

**B. MINUTES**

No.	Title	Responsible	Action	Page No.
1.	Board Meeting Minutes, September 19, 2020	All	Motion to approve	6
2.	Business Arising from Previous Meetings - Board Action Items	Superintendent Spencer-Poitras	Information	15

**C. CONSENT AGENDA (Motion to approve)**

No.	Title	Responsible	Action	Page No.
1.	Superintendent Report	Superintendent Spencer-Poitras	Information	17
2.	Association Reports	All	Information	
3.	Committee and/or Board Representative Reports	All	Information	
4.	Trustee Activity Reports	Trustees	Information	20

**D. ACTION ITEMS**

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary -Treasurer Aird	Information	21
2.	2021 Budget Update	Secretary -Treasurer Aird	Information	23
3.	Capital Maintenance Renewal Report	Superintendent Spencer-Poitras	Information	26
4.	Enrolment Report	Associate Superintendent Oginski	Information	28
5.	Policy Committee - Policy 2 Appendix B Facilitated Board Self-Evaluation Process	Trustee Wanyandie	Motion	30



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 20-10

	<ul style="list-style-type: none"> <li>- Policy 11 Board Delegation of Authority</li> <li>- Policy 12 Appendix A Superintendent Evaluation Process, Criteria and Timelines</li> <li>- Policy 12 Appendix B Superintendent Performance Assessment Guide</li> </ul>		
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**D. RECESS**

**E. Tech Talk with Tim Stensland – Associate Superintendent**

**F. MONITORING REPORTS (Motion to Approve)**

No.	Title	Responsible	Action	Page No.
1.	Board Chair Highlights	Chair Guild	Information	52
2.	Superintendent Highlights	Superintendent Spencer-Poitras	Information- Discussion	53
3.	Associate Superintendent Report	Associate Superintendent Stensland	Information- Discussion	55
4.	First Nation, Metis, and Inuit Department Report	Supervisor of First Nations, Metis and Inuit Language and Culture and Land Based Learning Mineault	Information	58
5.	Facilities Department Report	Superintendent Spencer-Poitras & Secretary - Treasurer Aird	Information	68

**G. PRELIMINARY DISCUSSION OF BOARD ITEMS**

No.	Title	Responsible	Action
1.	Janvier High School Discussion	Vice-Chair Nokohoo	

**H. ADJOURNMENT & CLOSING CULTURAL REFLECTION**



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020

**SUBMITTED BY:** Douglas Aird, Secretary Treasurer

**SUBJECT:** Ward 1 By-election/Returning Officer Appointment

**REFERENCE(S) & ATTACHMENTS:** Notice of Nomination Day

**RECOMMENDATION:**

**THAT the Board of Trustees appoint Joe Henderson as Returning Officer.**

**THAT the Board of Trustees set November 10th at 12:00 noon as the nomination date, and set December 8, 2020 as the By-Election date.**

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**BACKGROUND**

The Alberta Local Authorities Election Act (LAEA) outlines the by-election process. In order to set the date the Board of Trustees will have to pass a resolution. All of the other pertinent dates and deadlines follow from the date of the election.

Knowing that there is work to be carried out in advance of the advertising, administration suggests to the Board that the election be timed at least 7 weeks after the by-election date is set by the Board resolution. This leaves 1 week to prepare/submit the advertising within the electoral area, 2 weeks to advertise the nomination day which will be 4 weeks in advance of the by-election date (Note: With the new Act nomination day is now 4 weeks before election day).

A person may file a nomination to become a candidate within the period beginning on the day after the resolution or bylaw is passed to set the election day and ending at 12 noon on nomination day.

The Act requires that proper notice be provided by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

Under the LAEA, the board secretary is deemed to be the Returning Officer. If this is not possible then the Board must pass a resolution to appoint another individual to serve as the Returning Officer.

If the Board wishes to provide for an advance vote they will require a resolution. If a resolution is passed to have an advance vote then the date for the advance vote is set by the Returning Officer under the LAEA.

Form 2

**Notice of Nomination Day***Local Authorities Election Act*  
(Section 26)Northland School Division  
Province of Alberta

Notice is hereby given that NOMINATION DAY is **November 10, 2020**, and that nominations for the election of candidates for the following office will be received at the location of the local jurisdiction office set out below within the period beginning on October 25, 2020 and ending at **12:00 noon** on nomination day.

Office	Number of Vacancies	Ward
Board Trustee	1	11

Location (Address) of Local Jurisdiction Office:

Northland School Division  
9809 – 77<sup>th</sup> Avenue  
Peace River, Alberta T8S 1V2

Dated at the Town of Peace River, in The Province of Alberta, this 26th day of October, A.D., 2020.

Douglas Aird  
Returning Officer

**Nomination papers are available at the jurisdiction office listed above and on the Northlands School Division website: [www.nsd.ca](http://www.nsd.ca)**



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Ward Renumbering  
**REFERENCE(S) & ATTACHMENTS:** BYLAW 01-2020

**RECOMMENDATION:**  
THAT the Board of Trustees recommend renumbering Ward 11 to be Ward 5 effective the October 2021 election.

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**BACKGROUND**  
It is recommended to renumber Ward 11 to Ward 5 so that the 10 wards are sequential from 1-10.

**RISK ANALYSIS:**  
None



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** September 19, 2020 Corporate Board Meeting Minutes  
**REFERENCE(S) & ATTACHMENTS:** September 19, 2020 Corporate Board Meeting Minutes

**RECOMMENDATION:**

**THAT the Board of Trustees approve the September 19, 2020 Corporate Board Meeting Minutes as presented.**

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**RISK ANALYSIS:**

None

<b>A. CALL TO ORDER Chair Guild</b>
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**A1. Call to Order**

Chair Guild called the meeting to order at 9:00 AM with a traditional lands' acknowledgement.

**A2. Opening Reflection**

Trustee Cardinal provided the opening prayer, cultural reflection or reflection.

**A3. Oaths of Office**

Carmen Laboucane gave her Trustee Oaths of Office to become Trustee of Ward 1.

**A4. Adopt Agenda**

Additions: C6. Trustee Resignation  
C7. By-Election  
G3. Superintendent Evaluation  
G4. Board Evaluation

MOTION: Trustee Cardinal moved that the Board of Trustees acknowledge that Trustees have reviewed and approve the agenda as amended.

**25098/20 CARRIED**

**A5. In-Camera Session**

MOTION: Trustee Wanyandie moved that the meeting go in-camera at 9:13 AM.

**25099/20 CARRIED**

**A6. Regular Session**

MOTION: Chair Guild moved that the meeting revert back to regular session at 9:42 AM.

**25100/20 CARRIED**

<b>B. MINUTES</b>
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**B1. Organization Meeting Minutes June 26, 2020**

MOTION: Trustee Telford moved that the Board of Trustees approve the June 26, 2020 Organizational minutes as presented.

**25101/20 CARRIED**

**B2. Board Meeting Minutes June 26, 2020**

MOTION: Trustee Telford moved that the Board of Trustees approve the June 26, 2020 Corporate Board Meeting Minutes as presented.

**25102/20 CARRIED**

**B3. Special Board Meeting Minutes July 21, 2020**

MOTION: Vice-Chair Nokohoo moved that the Board of Trustees approve the July 21, 2020 Special Board Meeting minutes as presented.

**25103/20 CARRIED**



**B4. Special Board Meeting Minutes August 20, 2020**

MOTION: Trustee Telford moved that the Board of Trustees approve the August 20, 2020 Special Board Meeting Minutes as presented.

**25104/20 CARRIED**

**B5. Board Action Items**

MOTION: Trustee Telford moved that the Board of Trustees find as information the Board Action items as attached.

**25105/20 CARRIED**

<b>C. CONSENT AGENDA</b>
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**C1. Adopt Consent Agenda**

MOTION: Vice-Chair Nokohoo moved that the Board of Trustees approve the consent agenda which approves the items as follows:

- C1 - Superintendent Report
- C2 - Association Reports
- C3 - Committee and/or Board Representative Reports
- C4 – Trustee Activity Reports
- C5 - Enrollment Report

**25106/20 CARRIED**

<b>D. ACTION ITEMS</b>
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**D1. Monthly Financial Report**

Secretary-Treasurer Aird gave an overview of the monthly financial report at July 31, 2020. Revenues have come in higher than anticipated, and expenses are under budget. Due to less travel, less substitutes, and reducing older vehicles without replacing them, the budget is under projection at July 31, 2020.

MOTION: Trustee Anderson moved that the Board of Trustees approve as information the Monthly Financial Report, as attached.

**25107/20 CARRIED**

**D2. Bylaw for Ward 5 and 6**

Secretary-Treasurer Aird and Superintendent Spencer-Poitras read aloud the Bylaw for Ward 5 and 6.

MOTION: Trustee Telford moved that the Board of Trustees give first reading to the draft Bylaw No. 01-2020 to amend the Electoral Wards of Northland School Division Bylaw 135.

**25108/20 CARRIED**

Secretary-Treasurer Aird read the title of the Bylaw aloud.

MOTION: Trustee Wanyandie moved that the Board of Trustees give second reading to the draft Bylaw No. 01-2020 to amend the Electoral Wards of Northland School Division Bylaw 135.

**25109/20 CARRIED**

Secretary-Treasurer Aird read the title of the Bylaw aloud.

MOTION: Chair Guild moved that the Board of Trustees go for unanimous consent to draft Bylaw No. 01-2020 to amend the Electoral Wards of Northland School Division Bylaw 135.

**25110/20 CARRIED**

Secretary-Treasurer Aird read the title of the Bylaw aloud.

MOTION: Trustee Gladue give third reading to Bylaw No. 01-2020 and be finally passed.

**25111/20 CARRIED**

Recess 10:27 AM - 10:42 AM

**D3. Capital Maintenance Renewal Updates**

Superintendent Spencer-Poitras and Secretary-Treasurer Aird reviewed the Capital Maintenance Renewal list of upgrades. Highlights included all schools will be updated with remote monitoring for alarm and heating systems. Due to the pandemic, school furnace filters will be changed more frequently with higher filter particle count filters.

ACTION: Associate Superintendent of HR Oginski will ensure the OH&S Officer will monitor and give updates on the national air quality index due to the southern wildfires.

MOTION: Vice-Chair Nokohoo moved that the Board of Trustees receive as information, the Capital Maintenance Renewal updates.

**25112/20 CARRIED**

**D4. Bus Driver Salary Increase**

Due to the pandemic, the bus drivers have increased their duties to include twice daily cleaning and sanitization of the buses. The bus drivers have all received training on how to sanitize the bus. The salary increase will be absorbed by the transportation budget.

MOTION: Trustee Anderson moved that the Board of Trustees approve a permanent 5% increase to bus driver salaries coming out of the Transportation budget effective September 1, 2020.

**25113/20 CARRIED**

**D5. Organizational Chart**

Superintendent Spencer-Poitras reviewed the organizational chart.

**D5a. In-Camera Session**

MOTION: Trustee Cardinal moved that the meeting go in-camera at 11:27 AM.

**25114/20 CARRIED**

**D5b. Regular Session**

MOTION: Trustee Cardinal moved that the meeting revert back to regular session at 11:42 AM.

**25115/20 CARRIED**

ACTION: Administration to develop a three year plan for the Facilities & Maintenance department.

MOTION: Trustee Anderson moved that the Board of Trustees approve as information the Organizational Chart, as attached.

**25116/20 CARRIED**

**D6. Trustee Resignation**

Trustee Telford tendered her resignation from Ward 11 due to becoming Chair of the Fishing Lake Metis Settlement.

MOTION: Chair Guild moved that the Board of Trustees accept Trustee Telford's resignation from Ward 11 with regret.

**25117/20 CARRIED**

**D7. By-Election**

MOTION: Trustee Anderson moved that the Board hold a by-election for Ward 11 as soon as possible.

**25118/20 CARRIED**

<b>E. MONITORING REPORTS (Motion to receive as information)</b>
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**E1. Monitoring Reports**

Superintendent Spencer-Poitras reviewed the Superintendent highlights. The summer was spent planning for the school re-opening during the pandemic. Community meetings were arranged to give updates on the NSD re-entry plan.

ACTION: Administration to contact community leadership to get on their council agenda.

ACTION: Administration to showcase the online learning portal at the October Board meeting.

Recess 12:06 PM – 1:03 PM

MOTION: Trustee Gladue moved that the Board of Trustees accept as information the Monitoring Reports as presented and attached.

- E1. Board Chair Highlights
- E2. Superintendent Highlights
- E3. Associate Superintendent Report–School Updates
- E4. Personnel Department Report
- E5. Student Engagement Attendance & Completion Report

E6. Communications Department Report

**25119/20 CARRIED**

<b>F. PRELIMINARY DISCUSSION OF BOARD ITEMS</b>
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**F1. Community Groups to Engage**

ACTION: Trustees send the community leadership contact information to Administration.

<b>G. ADDITIONAL AGENDA ITEMS</b>
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**G1. In-Camera Session**

MOTION: Trustee Wanyandie moved that the meeting go in-camera at 1:42 PM.

**25120/20 CARRIED**

**G2. Regular Session**

MOTION: Trustee Gladue moved that the meeting revert back to regular session at 2:18 PM.

**25121/20 CARRIED**

**G3. Superintendent Evaluation**

MOTION: Trustee Nokohoo moved that the Board approve the Superintendent's Evaluation Report as developed in the evaluation workshop of September 17, 2020 as an accurate accounting of the Superintendent's performance for the period May 28, 2019 to August 31, 2020; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.

**25122/20 CARRIED**

**G4. Board Evaluation**

MOTION: Trustee Gladue moved that the Board approve the Board self-evaluation report as developed at the facilitated workshop of September 18, 2020 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

**25123/20 CARRIED**

<b>H. ADJOURNMENT &amp; CLOSING CULTURAL REFLECTION</b>
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**H1. Adjournment**

MOTION: Trustee Gladue moved that the Board of Trustees declare the meeting adjourned at 2:21 p.m.

**25124/20 CARRIED**

**A2. Closing Reflection**

Vice-Chair Nokohoo provided the closing prayer, cultural reflection or reflection.

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Robin Guild, Board Chair

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Dr. Nancy Spencer-Poitras, Superintendent of Schools



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Board Action Items  
**REFERENCE(S) & ATTACHMENTS:** Board Action Items

**RECOMMENDATION:**  
THAT the Board of Trustees find as information the Board Action items as attached.

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**RISK ANALYSIS:**  
None

	Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
1	Board	9/19/2020	Trustees	Community Groups to Engage	Trustees send the community leadership contact information to Administration.	10/24/2020	Complete	List has been prepared.
2	Board	9/19/2020	Associate Superintendent Stensland	Monitoring Reports	Administration to showcase the online learning portal at the October Board meeting.	10/24/2020	In progress	Associate Superintendent Stensland will showcase the portal at the Oct. 24, 2020 Board meeting.
3	Board	9/19/2020	Executive Assistant Potts	Monitoring Reports	Administration to contact community leadership to get on their council agenda.	10/24/2020	In progress	List has been prepared. Next round of community meetings will start Nov. 2020.
4	Board	9/19/2020	Secretary-Treasurer Aird	Organizational Chart	Administration to develop a three year plan for the Facilities & Maintenance department.	1/5/2021	In progress	Department overview and annual plan presented Oct 24th, then the 3-year plan will be developed for January 5th.
5	Board	9/19/2020	Associate Superintendent of HR Oginski	Capital Maintenance Renewal Updates	Associate Superintendent of HR Oginski will ensure the OH&S Officer will monitor and give updates on the national air quality index due to the southern wildfires.	10/13/2020	Completed	Used to be monitored only if there was a concern/complaint from the community. From now on Safety Officer will monitor all Northland areas on a regular basis during wildfire season.
6	Board	8/24/2019	Robin/Jules	Fort McKay Land Transfer	To meet with the elected officials of Fort McKay First Nation to discuss the transfer.	11/1/2020	In progress	At the Nov. 22, 2019 Board Meeting - Jules to make contact with FMFN to arrange. Dec. 6 - request for meeting dates sent to the Nation awaiting a response. March and April, 2020 - Meeting requests have been sent to the Nation.
7	Board	8/24/2019	Administration	Little Buffalo Land Transfer	To collect background information from the housing department regarding repair and maintenance on the mobile homes. To go ahead with the land transfer.	11/1/2020	In progress	At the Nov. 22, 2019 Board Meeting - Louis Cardinal will make contact with Lubicon Lake Band to set up a meeting. Dec 6 - Request for meeting dates sent to the Nation awaiting response. Email request sent again Jan 31. Spoke with Ops Mgr from LLB and looking at a March date. July 2020 - a nonprofit number was requested from KTCEA to be able to complete the transfer. Once that is received, the transfer will get Ministerial approval. <b>Oct. 2020</b> - The non-profit corporation details from the Band have been received, passed to the GOA and they are performing the diligence required. When the GOA advises satisfaction a Board motion will be required to request the transfer, then the Minister will need to approve.





**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 24, 2020

**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools

**SUBJECT:** Approval Of Consent Agenda

**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees approves the consent agenda which approves the items as follows:**

- C1 - Superintendent Report**
- C2 - Association Reports**
- C3 - Committee and/or Board Representative Reports**
- C4 – Trustee Activity Reports**

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**BACKGROUND:**

The consent agenda process is based on the assumption that everyone reads all the consent agenda items, and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question, and the response.

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

**RISK ANALYSIS:**



# Superintendent's Report

October 24, 2020

<b>Collaborative Teleconference Meeting with 2 School Divisions</b>	<b>September 21, 2020</b>
Meeting to discuss sharing of resources.	
<b>Legal Teleconference</b>	<b>September 24, 2020</b>
Meeting with McLennan Ross LLP to discuss legal matters.	
<b>Legal Teleconference</b>	<b>September 25, 2020</b>
Meeting with McLennan Ross LLP to discuss legal matters.	
<b>Capital Planning Webinar</b>	<b>October 5, 2020</b>
Capital Planning asked each jurisdiction to identify priority Capital Maintenance and Renewal (CMR) projects for the 2021 fiscal year. The webinar focused on the new process and questions from divisions.	
<b>Teleconference with Paddle Prairie Metis Settlement Administrator</b>	<b>October 5, 2020</b>
Meeting to discuss the Rupertsland Institute Project in Paddle Prairie Metis Settlement.	
<b>Board Agenda Review</b>	<b>October 6, 2020</b>
Meeting to go over the October 24, 2020 Board meeting agenda.	
<b>Interview with Kenny Trenton (Peace River Broadcasting)</b>	<b>October 8, 2020</b>
Interview for River Country and Kix FM regarding new ward boundaries, a friend in Cenovus Energy, and technology for at home learning.	
<b>Central Office Staff Meeting</b>	<b>October 8, 2020</b>
Agenda items included board highlights and division updates.	
<b>Collaborative Teleconference Meeting with 2 School Divisions</b>	<b>October 8, 2020</b>
Meeting regarding possible sharing of resources between the school divisions.	

<b>Policy Committee Meeting</b>	<b>October 9, 2020</b>
Policies reviewed included Policy 2 Appendix B Facilitated Board Self-Evaluation Process, Policy 11 Board Delegation of Authority, Policy 12 Appendix A Superintendent Evaluation Process, Criteria and Timelines, Policy 12 Appendix B Superintendent Performance Assessment Guide, Policy & 12 Role of the Superintendent.	
<b>Principal Meeting re Transportation</b>	<b>October 9, 2020</b>
Give principals update on transportation procedures	
<b>NSD Operational Review - Introductory Meeting</b>	<b>October 9, 2020</b>
Discussion about evaluation of district processes.	
<b>Budget/Strategic Planning Meeting</b>	<b>October 13, 2020</b>
Meeting with the Executive Team to go over NSD strategic plan for Alberta Education.	
<b>Principal's Meeting</b>	<b>October 14, 2020</b>
Online meeting with school Principals to go over district updates.	
<b>PSBAA's Zoom 2020 Annual General Meeting</b>	<b>October 15, 2020</b>
Agenda items included Greetings from The Honourable Adriana LaGrange, Minister of Education, Reports from Officers and Staff, Reports from Committees, Consideration of Proposed Amendments to the Association's Bylaws, and elections.	
<b>Possible Business Plan Re: Payroll</b>	<b>October 16, 2020</b>
Meeting with Alberta Education Educator Director regarding a possible business plan regarding payroll.	
<b>Paddle Prairie Metis Settlement Council Meeting</b>	<b>October 19, 2020</b>
Meeting with Paddle Prairie Metis Settlement Council to discuss the Rupertsland Institute project in Paddle Prairie.	
<b>Reciprocal Tuition Agreement - Zoom Meeting</b>	<b>October 20, 2020</b>
Meeting with Mikisew Cree First Nation CEO, Director of Education, Executive Director of the Fort Chipewyan Metis Local #125, and Athabasca Chipewyan First Nation CEO to discuss a reciprocal tuition agreement between NSD and the Nations.	
<b>Hearing on Teacher Matters</b>	<b>October 23, 2020</b>
Meeting with the Board regarding a hearing on teacher matters.	



NORTHLAND SCHOOL DIVISION NO. 61

**TRUSTEE REPORT TO THE BOARD**

<b>TO:</b>	<b>The Board of Trustees</b>	<b>DATE:</b>	Oct. 24th 2020
<b>SUBMITTED BY:</b>	Randy Anderson Ward 3		
<b>SUBJECT:</b>	Report for the Month of Sept - Oct 2020		

**SUMMARY:**

- On Sept. 23rd attended the Zone 1 ASBA meeting in Grimshaw which was also the day that the awards for the Edwin Parr and the Friends of Education were presented. NSD did not have a nominee for the Edwin Parr in the top four but in any case the nominee"s that were selected were teachers that went beyond the call of duty to help students. We shared a lunch with two that were present.

I did have the privilege of presenting our nominee Cenovos Energy as our nominee for the Friends of Education. Leanne Courchesne and Jessica Yarnell from Cenovos joined via zoom. Cenovos over the years had contributed over 1 million dollars towards initiatives for the Division and they are a very worthy recipient.

- On Sept. 29th I attended a informational meeting in Grande Prairie sponsored by TEBA which is the Provincial organization that negotiates wage contracts for all the teachers in every Division in Alberta. This process is starting now and one of the topics was to start talking about a list which would dictate what can be negotiated locally or provincially. This meeting for me was very informative and i am looking forward to the next one.
- A teacher in Gift Lake was looking for larger living quarters as she is living in a Jack and Jill trailer now and needed more room for pets. I contacted Northern Lakes College who I know have a vacant trailer in the community and they agreed to rent it out to the teacher. Hopefully it works out.



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES  
**SUBMITTED BY:** Douglas Aird, Secretary Treasurer  
**SUBJECT:** Monthly Financial Report  
**REFERENCE(S) & ATTACHMENTS:** Monthly Financial Report

**Date:** October 24, 2020

**RECOMMENDATION:**

**THAT the Board of Trustees approve as information the Monthly Financial Report, as attached.**

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**RISK ANALYSIS:**

None

## NORTHLAND SCHOOL DIVISION

## Budget to Actual Variance

as of August 31, 2020

	2019-2020					
	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Variance</u>		%
<b>REVENUE</b>						
Alberta Education	\$ 43,226,712	\$ 43,226,712	\$ 41,752,165	\$ (1,474,547)		(3)
Federal Government and First Nation	15,349,464	15,349,464	16,242,881	893,417		6
Other Revenue	2,837,529	2,837,529	2,344,584	(492,945)		(17)
	<u>\$ 61,413,705</u>	<u>\$ 61,413,705</u>	<u>\$ 60,339,630</u>	<u>\$ (1,074,075)</u>		(2)
<b>EXPENSES</b>						
Schools (inc. school cert. staff)	\$ 25,050,244	\$ 25,050,244	\$22,926,166	\$ 2,124,078		8
Instructional Support	8,416,757	8,416,757	7,097,123	1,319,634		16
Instructional Supply	6,734,989	6,734,989	6,383,285	351,704		5
External Services	5,074,212	5,074,212	5,265,772	(191,560)		(4)
Board and Administration	3,120,076	3,120,076	3,084,498	35,578		1
Maintenance	10,095,519	10,095,519	9,738,889	356,630		4
Transportation	4,593,906	4,593,906	3,087,981	1,505,925		33
	<u>\$ 63,085,703</u>	<u>\$ 63,085,703</u>	<u>\$ 57,583,713</u>	<u>\$ 5,501,990</u>		9
<b>NET Surplus (Deficit)</b>	<u>\$ (1,671,998)</u>	<u>\$ (1,671,998)</u>	<u>\$ 2,755,918</u>	<u>\$ 4,427,916</u>		(265)
<b>Salaries and Benefits Detail</b>						
Certificated salaries and benefits	\$ 21,668,110	\$ 21,668,110	\$ 20,455,539	\$ 1,212,571		6
Uncertificated salaries and benefits	15,886,462	15,886,462	14,533,269	1,353,193		9
	<u>\$ 37,554,572</u>	<u>\$ 37,554,572</u>	<u>\$ 34,988,808</u>	<u>\$ 2,565,764</u>		7

**Notes:****Revenue**

The \$1 million (2%) unfavorable variance in revenue is attributable to:

Reductions in AB funding (\$1.5M) and (\$.5M) Other revenue offset by

Increased revenues (\$.9M) from Federal Government and First Nations

This balance will be adjusted for the year-end audited statements based on the agreement costing formulas

**Expenses**

The \$5.5M (9%) favorable variance is due to Salaries, Benefits and Transportation:

The certificated salaries are under budget, including substitute costs. The COVID Pandemic

has also reduced some operating expenses during periods of quarantine.

**Watching:**

	2019-2020		
	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>
Pedagogical	\$545,650	\$545,650	\$765,603
Housing	\$1,387,310	\$1,387,310	\$2,154,987
Maintenance	\$10,095,519	\$10,095,519	\$9,638,889

**Pedagogical** - the budget had a reduction of three pedagogical supervisor - from six to three in January.

This overage has been falling as the year progresses.

**Housing** - over budget \$0.8 million due to insurance cost increase, Conklin security upgrades,

preparing and moving the Wabasca mobile homes for sale, and required repairs on furnaces,

replacing doors, mould remediation and vandalism repairs.

Expenditure coding will be reviewed for year-end to transfer any capital or project work appropriately.

**Maintenance** - this department is now under by \$0.4M as a result of the project coding corrections, and other

changes, with closing entries pending. This department continues to be monitored, to

ensure that it continues on track with extensive COVID, project and capital work.



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES  
**SUBMITTED BY:** Douglas Aird, Secretary Treasurer  
**SUBJECT:** 2021 Budget Update  
**REFERENCE(S) & ATTACHMENTS:** 2021 Budget Update

**Date:** October 24, 2020

**RECOMMENDATION:**

**THAT the Board of Trustees receive as information the 2021 Budget Update, as attached.**

\*\*\*\*\*

**BACKGROUND**

**RISK ANALYSIS:**

None



**Northland School Division  
October 24, 2020**

## Budget 2021 Status Update

### Overall

- Timeline - Working through the fall Budget Update for Nov 28th Board Meeting
- Highlighting focus areas and emerging issues
- May 22, 2020 the 2021 Budget was approved

### May Final Budget - Overview

	May Final 2021	Fall Final 2020	Actual 2019
<b>Revenues</b>	<b>\$64,171,249</b>	<b>\$61,433,704</b>	<b>\$74,239,780</b>
<b>Expenses</b>	<b>62,598,612</b>	<b>63,085,704</b>	<b>75,790,332</b>
<b>Surplus (Deficit)</b>	<b>\$ 1,572,637</b>	<b>(\$ 1,652,000)</b>	<b>(\$ 1,550,552)</b>
<b>Enrolment</b>	<b>1,926 E</b>	<b>1,922 A</b>	<b>1,778 A</b>

### Key Assumptions

- The Five-Year Investment Grant has been discontinued
- The Board of Trustees budget remains at the 2019-2020 level.
- Some staffing cuts to administration
- The federal tuition rate will change when the 2020 audit is complete in November
- The \$1 million budgeted for technology purchases and division travel reduction continue in the 2020-2021 budget
- School Food Services lunch program will continue in the 2020-2021 school year. However, the funding of the lunch programs at other school divisions through School Food Services has been discontinued, to allow them to develop their own programs.
- No quote for property and liability insurance was available (ARMIC is effective Nov 1, 2020), so continuance has been planned
- Class enrolments are verified with principals, grade by grade, based on enrolment from the previous year and any changes identified by the principals.
- Staffing was allocated, based on need in discussions with principals and other central office staff. As well, a tuition agreement may indicate the staffing levels of a school.
- Budget adjustments at schools are a reflection of the change in student enrolment, and are calculated using an allocation model
- Small schools are staffed at 2.25 FTE minimum
- Itinerant principals give principals release time, above the .25 FTE for administration



- A dedicated language instructor at every school
- Flexibility is needed to move money around between all departments, depending on the need.
- Money is set aside for community engagement/school councils.
- Housing is based on what was spent last year, with some adjustments, depending on circumstances
- Vehicles – replacing at 200,000 km or greater.
- Buses – Four buses are planned to be replaced annually (69 bus fleet)

### **November Budget Changes**

#### Collaborative process

- Principals, Directors, Associates reviewing opportunities and change impacts

#### **Division-wide:**

- Enrollment changes/nominal roll - will be accrued and affect revenues in 2022
- COVID Impacts - including cleaning, janitorial, equipment, supplies
  - Students at home learning
  - Technology demands
- Rate changes - teacher average salaries, support staff, key contracts
- Federal Calculation - update with November actuals and finalize 2020
- Insurance - costs TBD
- Staff changes - fte's and rates
- Five Year Investment carry-forward

#### **Departments**

- Operational Review
- School Food Services - revisiting demand dynamically
- Maintenance - CMR offset by COVID janitorial costs
- Transportation - plan to replace 4 buses annually
- Land- Based Learning - site funds
- Requests for provincial funding flow throughs
- 2020 Hotspots/ Housing deficit



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Capital Maintenance Renewal Updates  
**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**  
**THAT the Board of Trustees receive as information, the Capital Maintenance Renewal updates.**

\*\*\*\*\*

<b>BACKGROUND:</b>		
<i>Project Name</i>	<i>Project Description</i>	<i>Additional Comments</i>
Building Envelope Repairs	Partial roof repairs, replace skylights, window, door and siding repairs	Tender awarded for Calling Lake and St. Theresa totalling about \$400K, 16 bids submitted
Drainage Improvements	Parking lot and sidewalk replacement or repair with appropriate drainage and cover material	Elizabeth, Pelican and Mistassiniy done.
Electrical Upgrades	Continue with energy efficient lighting	Susa Creek, Hillview, Father Perin completed.

<p>Mechanical &amp; Controls Upgrade</p>	<p>Replace pneumatic heating controls</p>	<p>Phase 1 completed with Father Patti and Conklin onto Phase 2. Paddle and Grouard confirmed .</p>
<p>Mechanical Heating Equipment Replacement</p>	<p>Boiler replacements and air conditioning unit installations</p>	<p>Design reports underway for Grouard and Paddle. Some work at JF done.</p>
<p>Safety &amp; Security</p>	<p>Blind installation, door lock replacement, fire panel upgrade &amp; site security with camera installations</p>	<p>Camera installs nearing completion. All Area 1 blinds done, Area 3 progressing.</p>
<p>Playground Repairs</p>	<p>Site work, media replacement, border construction and equipment repairs of playgrounds</p>	



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Wes Oginski, Associate Superintendent Human Resources  
**SUBJECT:** Enrolment Update  
**REFERENCE(S) & ATTACHMENTS:** September 30, 2020 Enrolment

**RECOMMENDATION:**

**That the Board of Trustees accept as information, the September 30th, 2020 student enrolment.**

\*\*\*\*\*

**BACKGROUND:**

Administration will provide a monthly update of student enrolment .

**RISK ANALYSIS:**

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

## September 30 2020 Enrolment

PowerSchool & PASI Aligned (numbers agree)															
	PUF	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Total
Athabasca Delta Community School	0	9	11	19	19	15	19	17	17	14	2	4	1	2	149
Anzac Community School	0	13	20	18	18	19									88
Bill Woodward School	0	0	0	0	0	0	10	12	17	9	19	17	17	10	111
Bishop Routhier	0	5	6	11	8	9	10	13							62
Calling Lake	0	7	5	16	14	18	4	8	6	15	10	8	11	4	126
Career Pathways School												19	37	32	88
Chipewyan Lakes	0	1	0	6	2	2	3	1	1	2					18
Conklin	0	0	3	2	1	0	3	2	1	7	3				22
Elizabeth School	0	7	8	11	13	13	11	14	14	15					106
Father R. Perin	0	5	10	8	8	14	10	7	6	7	5				80
Fort McKay School	0	13	8	9	7	8	9	9							63
Gift Lake	0	8	14	11	12	15	14	13	16	13	12				128
Grouard Northland	0	8	8	5	10	7	16	7	10	7	7				85
Hillview School	0	2	6	3	4	2	4	2							23
J.F. Dion	0	8	5	8	12	6	7	11	6	5					68
Mistassiniy School									35	41	35	60	40	48	259
Paddle Prairie	0	8	10	5	8	7	7	16	18	7	10	8	5	3	112
Pelican Mountain	0	5	2	3	7	2	6	3							28
St. Theresa	0	30	35	40	49	49	42	41							286
Susa Creek	0	0	4	0	5	5	2	6	1	2					25
<b>2020 September Enrolment (as of Sept 130/20)</b>	<b>0</b>	<b>129</b>	<b>155</b>	<b>175</b>	<b>197</b>	<b>191</b>	<b>177</b>	<b>182</b>	<b>148</b>	<b>144</b>	<b>103</b>	<b>116</b>	<b>111</b>	<b>99</b>	<b>1927</b>



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Cathy Wanyandie, Ward 2 Trustee  
**SUBJECT:** Policy 2 Appendix B Facilitated Board Self-Evaluation Process  
**REFERENCE(S) & ATTACHMENTS:** Policy 2 Appendix B Facilitated Board Self-Evaluation Process

**RECOMMENDATION:**  
THAT the Board of Trustees approve the housekeeping changes to Policy 2 Appendix B Facilitated Board Self-Evaluation Process, as attached.

\*\*\*\*\*

**BACKGROUND**  
Changed grammatical errors throughout the policy. Aligned the Board Meeting evaluation process timeline to every 3 months.

**RISK ANALYSIS:**  
None

## FACILITATED BOARD SELF-EVALUATION PROCESS

### Process

The annual facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process. The two evaluation processes are complementary in nature.

**Part 1:** The Act provides the Board with significant authority including the authority to delegate. The Board must decide the authority it wishes to delegate and the authority to be retained. The Board is the only body in the Division which can hold the Board accountable for performing its legally defined role.

With reference to Policy 2 Role of the Board, Policy 2 Appendix A – Annual Board Work Plan and the motions passed ~~during~~ from Regular and Special meetings held during the evaluation period individual trustees will assess the Corporate Board's effectiveness **relative to each area in the role of the Board**. The objective is to identify areas of strength on which to build and specific changes for the greater effectiveness that the corporate Board is committed to make during the next evaluation period.

**Evaluation Tool:** Collect, collate and analyze responses to a Role of the Board questionnaire.

**Part 2:** The Board functions as a corporate entity. Individual trustees have only the authority granted **to** them by the Board. Therefore the interpersonal working relationships between and among trustees is vital to the effective functioning of the Board.

**Evaluation Tool:** Collect, collate and analyze responses to a Board Interpersonal Working Relationships questionnaire.

**Part 3:** The Board is elected for a four year term. One key role is to represent the communities **within** the boundaries of the Division and effectively communicate to the electorate between elections in a manner which creates assurance and builds confidence.

**Evaluation Tool:** Collect, collate and analyze responses to a Communications/Representation questionnaire.

**Part 4:** Boards have fiduciary, strategic and generative governance roles. All must be performed in an ethical manner.

**Evaluation Tool:** Collect, collate and analyze responses to a Readiness for Governance questionnaire.

**Part 5:** With reference to the functioning of the First Team during the evaluation period, trustees will assess Board/Superintendent Relationships. In other words, is the Board effectively performing its role to make the First Team effective?

**Evaluation Tool:** Collect, collate and analyze responses to a Board/Superintendent relations questionnaire.

**Part 6:** The Board's policy role is critical to provide direction for the Division, to delegate to and to hold staff accountable through the office of the Superintendent, and to promote and protect publicly funded education. Regular review of Board policies is required to ensure the currency and effectiveness of such policies.

**Evaluation Tool:** Review the summary of Board motions to ensure the entire Board Policy Handbook is subjected to review and revision, identify any lack of alignment of practice with policy (e.g. from review of motions) and make revisions as required in policy or practice as deemed appropriate. **Ensure Board Evaluation Assessments are performed every 3 months**

**Part 7:** Reviewing Board actions at least annually to determine how perceived Corporate Accomplishments, Regrets, Opportunities and Threats (AROT) can assist in **modifying the Positive Path Forward (PPF)** and avoid repetition of less effective functioning.

**Evaluation Tool:** ~~Conduct an AROT analysis in light of Board motions and direct Board observations.~~ **Modifying the PPF with identified outcomes.**

**Part 8:** Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning including setting of Board priorities.

**Part 9:** Board assesses success or lack thereof addressing the Positive Path Forward approved as a result of the last evaluation and includes any required actions in the current PPF.

**Part 10:** Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

**Part 11:** Board approves the Positive Path Forward (PPF) in a public Board meeting.

Note in subsequent years the evaluation process will commence with an accountability review of the previous year's PPF to ensure actions were taken as required and desired results achieved.

Legal Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act  
 Fiscal Planning and Transparency Act  
 Borrowing Regulation  
 Investment Regulation  
 School Fees Regulation  
 Trust and Reconciliation Commission Calls to Action  
 Local Authorities Elections Act  
 Northland School Division Act  
 Results-Based Budgeting Act  
 Disposition of Property Regulation  
 Early Childhood Services Regulation





**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Cathy Wanyandie, Ward 2 Trustee  
**SUBJECT:** Policy 11 Board Delegation of Authority  
**REFERENCE(S) & ATTACHMENTS:** Policy 11 Board Delegation of Authority

**RECOMMENDATION:**

**THAT the Board of Trustees approve the housekeeping changes to Policy 11 Board Delegation of Authority, as attached.**

\*\*\*\*\*

**BACKGROUND**

Changed minor grammatical errors.

**RISK ANALYSIS:**

None

**Policy 11****BOARD DELEGATION OF AUTHORITY**

The Education Act allows for the Board to delegate certain **of its** responsibilities and powers to others.

The Board authorizes the Superintendent to do any act **or thing** or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the Education Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the Education Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any significant new provincial, regional or local obligations must be initially brought to the Board for discussion and determination of decision-making authority.

**Specifically**

1. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the Education Act, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
  - 3.1 Dispute Resolution.
  - 3.2 Early Childhood Services.
  - 3.3 Student Evaluation.
  - 3.4 Surplus Land and Buildings.
  - 3.5 Teacher Growth, Supervision and Evaluation.

4. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the Education Act.

Legal Reference: Section 33, 51, 52, 202, 203, 204, 206, 209, 210, 213, 214, 215, 217, 218, 219, 222 Education Act



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**Date:** October 24, 2020

**SUBMITTED BY:** Cathy Wanyandie, Ward 2 Trustee

**SUBJECT:** Policy 12 Appendix A Superintendent Evaluation Process, Criteria and Timelines

**REFERENCE(S) & ATTACHMENTS:** Policy 12 Appendix A Superintendent Evaluation Process, Criteria and Timelines

**RECOMMENDATION:**

**THAT the Board of Trustees approve the housekeeping changes to Policy 12 Appendix A Superintendent Evaluation Process, Criteria and Timelines, as attached.**

\*\*\*\*\*

**BACKGROUND**

Changed minor grammatical errors and clarified section #13.

**RISK ANALYSIS:**

None

## Policy 12 – Appendix A

# SUPERINTENDENT EVALUATION PROCESS, CRITERIA AND TIMELINES

### Evaluation Process

1. Provides for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent. The written report will affirm specific accomplishments and will identify growth areas. Some growth goals may address areas requiring improvement while others will identify areas where greater emphasis is required due to changes in the environment.
2. Complies with Form 4 and Form 5 of the Superintendent of Schools Regulation. These forms require that the contract between the Board and the Superintendent includes performance evaluation criteria and processes and, at minimum, provision for regular written evaluation of the Superintendent's performance.
3. Highlights the key role of the Superintendent as the Chief Education Officer for the Division to enhance student achievement and success for all children.
4. Recognizes that the Superintendent is the Chief Executive Officer. The Superintendent is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
5. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or growth areas. The Performance Assessment Guide identifies possible sources of the evidence in advance, while the quality indicators further describe role expectations.
6. Meets contractual requirements in that the Superintendent and Board came to a mutual agreement relative to the comprehensive evaluation process to be followed.
7. Is aligned with and based upon the Superintendent's roles and responsibilities. The evaluation document is consistent with Board policy.
8. Is linked to the Division's goals. The Strategic Planning and Reporting section directly links to the Superintendent's performance of the three-year planning process, which includes the Division's goals.
9. Sets out standards of performance. The quality indicators in the Performance Assessment Guide sets out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and the means of assessing performance.
10. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations take into consideration the previous evaluation, and an assessment of the Superintendent's success in addressing identified growth areas.

11. Uses multiple data sources. Objective data such as audit reports, Alberta Education monitoring reports, and student achievement data are augmented with subjective data provided in surveys.
12. Elicits evidence to support subjective assessments. This ~~must~~ **might** be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.
13. Ensures Board feedback is provided regularly. Such feedback will be timely, **provided quarterly**, supported by specific examples **from the quarterly report**, and will focus on areas over which the Superintendent has authority.

### Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B, the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. The Role Expectation “Leadership Practices” will be included in the first and fourth evaluations and/or as mutually agreed. An external consultant will collect data relative to leadership practices by interviewing all principals and all “direct reports”. “Direct reports” are defined to be those individuals who report directly to the Superintendent on the Division’s organizational chart.

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Superintendent performance expectations held by the **C**orporate Board. This guide is also intended to be used by the Board to evaluate the performance of the Superintendent in regard to each role expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

The Superintendent will provide evidence materials to individual trustees and to the facilitator approximately one (1) week prior to the evaluation session. The purpose of the evidence information is to provide proof that the quality indicators identified in Appendix B have been achieved. Therefore evidence will be organized under each quality indicator.

A working template will be provided by the facilitator for use at the evaluation session. The Board and the Superintendent will be present. The Superintendent will be invited to ensure the Board has full information and may choose to enter into discussion to **ensure make certain** the evidence provided has been understood. The Superintendent may leave the room when the Board develops the growth goals/areas for emphasis and the conclusion section. The evaluation report will be composed during the evaluation session and will reflect the corporate Board position. The evaluation report as developed will be signed off by the Board Chair on behalf of the Board.

### Timelines for Evaluations

Evaluations will be conducted annually, within the school year parameters, with the report delivered to the Superintendent by October 15 of each year.

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act  
Trust and Reconciliation Commission Calls To Action  
Superintendent Leadership Quality Standard  
Section 10 Northland School Division Act  
Freedom of Information and Protection of Privacy Act



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** October 24, 2020  
**SUBMITTED BY:** Cathy Wanyandie, Ward 2 Trustee  
**SUBJECT:** Policy 12 Appendix B Superintendent Performance Assessment Guide  
**REFERENCE(S) & ATTACHMENTS:** Policy 12 Appendix B Superintendent Performance Assessment Guide

**RECOMMENDATION:**

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

\*\*\*\*\*

**BACKGROUND**

Changed minor grammatical errors. Removed RCSD's and added more items to Superintendent Evaluation Evidence.

**RISK ANALYSIS:**

None



## Policy 12 – Appendix B

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Student Learning</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>1.1 Provides leadership in all matters relating to education in the Division</p> <p>1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister</p> <p>1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement</p> <p>1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship</p> <p>1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students</p> <p>1.6 Provides leadership in implementing education policies established by the Minister and the Board</p> <p>1.7 Acts as, or designates, the attendance officer for the division.</p>	<ul style="list-style-type: none"> <li>● Annual Education Plan/Results Report (AERR) <ul style="list-style-type: none"> <li>○ Satisfaction survey information</li> <li>○ PAT results</li> <li>○ Diploma results</li> <li>○ Completion rates</li> <li>○ Rutherford and other scholarships</li> <li>○ Trends and Issues</li> </ul> </li> <li>● Superintendent recommendations to Three-Year Planning process</li> <li>● Annual Education Results Report</li> <li>● Feedback from Alberta Education re: AERR</li> <li>● Designation of attendance officer</li> <li>● Attendance correspondence</li> <li>● <del>Individual RCSDs</del></li> </ul>	<ul style="list-style-type: none"> <li>● Identifies trends and issues related to student achievement to inform the Three-Year Planning process</li> <li>● Conducts an analysis of student success and ensures school principals analyze individual student success and develop action plans to address concerns</li> <li>● Measurable improved student achievement as a trend over time is realized</li> <li>● Ensures parents and students are satisfied with improvement in student achievement</li> <li>● Develops initiatives to foster student achievement</li> <li>● Develops new approaches to the solution of significant and complex learning challenges</li> <li>● Meets all timelines with provision for appropriate Board input relative to the AERR</li> <li>● Meets Alberta Education's expectations re: AERR format, process and content</li> <li>● Ensures the Division's academic results are published and effectively communicated</li> <li>● Complies with legislative requirements to appoint Attendance Officer for the Division</li> <li>● Improves student attendance</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Student Wellness</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging</p> <p>2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment</p> <p>2.3 Develops pathways beyond the residential school legacy</p> <p>2.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division</p> <p>2.5 Ensures the facilities adequately accommodate Division students</p>	<ul style="list-style-type: none"> <li>● Accountability Pillar</li> <li>● Survey results</li> <li>● Character Education</li> <li>● Response to Intervention (RTI)</li> <li>● Superintendent's Report               <ul style="list-style-type: none"> <li>○ Suspension/ expulsion statistics</li> <li>○ Incidents/accidents</li> <li>○ Mental health</li> </ul> </li> <li>● Three Year Education Plan</li> <li>● Crisis Response Manual</li> <li>● Three Year Capital Plan</li> <li>● IMR Summary</li> <li>● OHS Advisory Committee minutes</li> </ul>	<ul style="list-style-type: none"> <li>● Develops standards and monitors progress relative to providing an engaging, welcoming, caring, respectful and safe learning environment</li> <li>● Develops programming thrusts to activate "whole child" learning</li> <li>● Develops an action plan that advances understanding of reconciliation and healing surrounding the residential school legacy</li> <li>● Provides analysis of incident reports</li> <li>● Implements the requirements of Occupational Health and Safety legislation, including required staff professional development</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Fiscal Responsibility</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act</p> <p>3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures</p> <p>3.3 Directs the preparation and the presentation of the budget</p> <p>3.4 Ensures the Board has current and relevant financial information</p> <p>3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board</p>	<ul style="list-style-type: none"> <li>● Auditor's Report</li> <li>● Auditor's Management Letter</li> <li>● Response to external reports</li> <li>● Budget process and timelines</li> <li>● Annual Budget</li> <li>● Quarterly financial reports</li> <li>● Three Year Capital Plan</li> <li>● Superintendent's Report</li> <li>● Superintendent confidential communications to the Board showing notification of litigation</li> <li>● Monthly budget update</li> </ul>	<ul style="list-style-type: none"> <li>● Public sector accounting standards are being followed</li> <li>● Adequate internal financial controls exist and are being followed</li> <li>● All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made</li> <li>● Revenue/expenditure envelope designations are clearly demonstrated in budget documents</li> <li>● Budget process is transparent</li> <li>● The budget is developed according to a timeline which ensures the Board's ability to provide direction, revise priorities, and is approved within Alberta Education timelines</li> <li>● All funds are expended as per approved budgets</li> <li>● Variance analysis and year-end projections are provided quarterly</li> <li>● The Board is informed annually about incurred liabilities</li> <li>● The Board is informed immediately regarding pending litigation</li> <li>● The Capital Plan facilitates integrated planning and implementation, and is approved within Alberta Education timelines</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Personnel Management</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy</p> <p>4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place</p> <p>4.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis and all other students</p> <p>4.4 Ensures the coordination and integration of human resources within the Division</p> <p>4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging</p>	<ul style="list-style-type: none"> <li>● Board Policy Handbook</li> <li>● Administrative Procedures Manual</li> <li>● Superintendent's Report</li> <li>● Personnel statistics</li> <li>● Staff Development Plan</li> <li>● Superintendent's Evaluation Document</li> <li>● Organizational charts</li> <li>● Job descriptions</li> <li>● <b>Job evaluations</b></li> <li>● Grievances/complaints</li> <li>● OHS Advisory Committee minutes</li> </ul>	<ul style="list-style-type: none"> <li>● Provides useful, timely information and advice which facilitates the negotiating teams and the Board's work</li> <li>● Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, supervisory and evaluation processes</li> <li>● Fosters high standards of instruction and professional improvement (Teaching Quality Standard)</li> <li>● Provides for comprehensive staff development opportunities to facilitate the meeting of student needs</li> <li>● Provides for training of administrators and the development of leadership capacity within the Division</li> <li>● Models commitment to personal and professional growth</li> <li>● Ensures effective workforce planning</li> <li>● Follows Board policies re: personnel</li> <li>● Models high ethical standards of conduct</li> <li>● Develops standards and monitors progress relative to providing a welcoming, caring, respectful and safe working environment</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Policy/Administrative Procedures</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies</p> <p>5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures</p>	<ul style="list-style-type: none"> <li>● Board Policy Handbook</li> <li>● Administrative Procedures Manual</li> <li>● Summary of past year's activity</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriately involves individuals and groups in the policy development process</li> <li>● Takes leadership in bringing policies to Board for review</li> <li>● Demonstrates a knowledge of and respect for the role of the Board in policy processes</li> <li>● Ensures adherence to Board policies</li> <li>● Ensures adherence to Administrative Procedures</li> <li>● Ensures timeliness of policy revision</li> <li>● Ensures timeliness of Administrative Procedures development and revision, and Board notification of the same</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Superintendent/Board Relations (“The First Team”)</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>6.1 Engages in and maintains positive, professional working relations with the Board</p> <p>6.2 Respects and honours the Board’s role and responsibilities and facilitates the implementation of that role as defined in Board policy</p> <p>6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions</p> <p>6.4 Provides the information and counsel which the Board requires to perform its role</p> <p>6.5 Keeps the Board informed on sensitive issues in a timely manner</p> <p>6.6 Attends, and/or designates, administrative attendance at all committee meetings</p> <p>6.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community</p>	<ul style="list-style-type: none"> <li>● Board directives report</li> <li>● Board agenda packages</li> <li>● Board meetings</li> <li>● Listing of issues and background information</li> <li>● Superintendent e-mails emails and phone calls</li> <li>● Planning retreats</li> <li>● Superintendent’s calendar</li> <li>● Committee meetings</li> <li>● Board functions</li> <li>● Public events</li> </ul>	<ul style="list-style-type: none"> <li>● Interacts with the Board in an open, honest, pro-active and professional manner</li> <li>● Ensures high quality management services are provided to the Board</li> <li>● Implements Board directions with integrity in a timely fashion</li> <li>● Provides support to the Board re: advocacy efforts on behalf of the Division</li> <li>● Ensures Board agendas are prepared and made available to trustees in sufficient time to allow for appropriate trustee preparation for the meeting</li> <li>● Provides the Board with balanced, sufficient, concise information and clear recommendations in agendas</li> <li>● Keeps the Board informed about Division operations and on emergent issues</li> <li>● Provides the Board with correspondence directed to the Board or trustees</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Strategic Planning and Reporting</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>7.1 Leads a generative Strategic Planning engagement process</p> <p>7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans</p> <p>7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval)</p> <p>7.4 Implements plans as approved</p> <p>7.5 Reports regularly on results achieved</p> <p>7.6 Develops the Annual Education Results Report for Board approval</p>	<ul style="list-style-type: none"> <li>● Planning process and timelines</li> <li>● Three Year Education Plan</li> <li>● Three Year Capital Plan</li> <li>● Facilities Master Plan (FMP)</li> <li>● Technology Plan</li> <li>● Board Work Plan</li> <li>● Accountability Pillar</li> <li>● Satisfaction surveys</li> <li>● Alberta Education Monitoring Reports</li> <li>● Annual Education Results Report</li> <li>● Maintenance Plan</li> <li>● Housing Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Ensures the Three Year planning process involves appropriate stakeholder input and results in high stakeholder satisfaction</li> <li>● Ensures the Three Year Education Plan is developed according to a timeline which ensures the Board's ability to provide direction, revise priorities and is approved within Alberta Education timelines</li> <li>● Develops short and long-range plans to meet the needs of the Division and provides for continuous improvement</li> <li>● Ensures facility project budgets and construction schedules are followed or timely variance reports are provided to the Board</li> <li>● Ensures transportation services are provided with due consideration for efficiency, safety and length of ride</li> <li>● Ensures "key results" identified by the Board are achieved</li> <li>● Develops a comprehensive, succinct Annual Education Results Report to be approved within Alberta Education timelines</li> </ul>

<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Organizational Management</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines</p> <p>8.2 Reports to the Minister with respect to matters identified in and required by the School Act and provincial legislation</p> <p>8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility</p> <p>8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion</p> <p>8.5 Facilitates collaboration with First Nations and Métis leaders, organizations and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis and all other students.</p>	<ul style="list-style-type: none"> <li>● Board agenda packages</li> <li>● Superintendent's Reports</li> <li>● Alberta Education Monitoring Reports</li> <li>● Organizational chart</li> <li>● Administrative Procedures Manual</li> <li>● Emergency Preparedness</li> <li>● Crisis Response Manual</li> </ul>	<ul style="list-style-type: none"> <li>● Ensures Division compliance with all Alberta Education and Board mandates (timelines and quality)</li> <li>● Ensures contracted services (eg, fiscal, labour and legal) meet quality expectations of the Board</li> <li>● Ensures organizational structure is clear and facilitates results to be achieved</li> <li>● Effectively manages time and resources</li> <li>● Ensures use of technology is effective and efficient</li> <li>● Ensures that appropriate procedures are in place for the management of critical events and emergencies</li> <li>● Ensures that First Nations and Métis leaders, organizations and communities are satisfied with their involvement</li> </ul>



<b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b>		
<b>Role Expectation: Communications and Community Relations</b>	<b>Superintendent Evaluation Evidence</b>	<b>Quality Indicators</b>
<p>9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained</p> <p>9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division</p> <p>9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders and community members</p> <p>9.4 Pursues opportunities and engages in practices to facilitate reconciliation within the school community</p> <p>9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act</p> <p>9.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate</p>	<ul style="list-style-type: none"> <li>● Superintendent's memos</li> <li>● Website interactions</li> <li>● Satisfaction survey data</li> <li>● Focus groups/public events</li> <li>● Administrative Procedures Manual</li> <li>● FOIP requests</li> <li>● Media releases</li> <li>● Key messages</li> <li>● Communications Plan</li> <li>● Community Leadership Meetings</li> <li>● Communications sent to communities</li> </ul>	<ul style="list-style-type: none"> <li>● Ensures information is disseminated to inform appropriate publics</li> <li>● Promotes positive public engagement in the Division</li> <li>● Facilitates effective home-school relations</li> <li>● Facilitates effective First Nations and Métis relations</li> <li>● Manages conflict effectively</li> <li>● Implements the Board approved Communications Plan</li> <li>● Facilitates reconciliation within school communities</li> <li>● Represents the Division in a positive, professional manner</li> <li>● Complies with FOIP legislation</li> <li>● Works cooperatively with the Board Chair and the media to represent the Board's views/positions</li> <li>● Improves the Division's public image</li> </ul>

<p align="center"><b>NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE</b></p>		
<p><b>Role Expectation: Leadership Practices</b></p>	<p><b>Superintendent Evaluation Evidence</b></p>	<p><b>Quality Indicators</b></p>
<p>10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister</p>	<ul style="list-style-type: none"> <li>● Report of interviews with principals</li> <li>● Report of interviews with Superintendent’s “direct reports”</li> <li>● Report of interviews with external agencies</li> <li>● <del>Regional Collaborative Service Delivery</del></li> <li>● Partnerships</li> <li>● <b>Plan for emergency situations</b></li> </ul>	<ul style="list-style-type: none"> <li>● Provides clear expectations and direction</li> <li>● Provides effective educational leadership</li> <li>● Establishes and maintains positive, professional working relationships with staff</li> <li>● Unites people toward common goals</li> <li>● Demonstrates a high commitment to the needs of students</li> <li>● Has a well-established value system based on integrity</li> <li>● Empowers others</li> <li>● Effectively solves problems</li> <li>● Builds the leadership capacity of school-based and central office administrators</li> <li>● Demonstrates an understanding of treaties and agreements with First Nations, agreements with Métis, residential schools and their legacy</li> </ul>
<p>10.2 Develops and maintains positive and effective relations with national, provincial and regional government departments and agencies</p>		
<p>10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect</p>		
<p>10.4 Understands historical, social, economic and political implications of:</p> <p>10.4.1 Treaties and agreements with First Nations</p> <p>10.4.2 Agreements with Métis</p> <p>10.4.3 Residential schools and their legacy</p>		
<p>10.5 Site visits</p>		

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act  
 Freedom of Information and Protection of Privacy Act  
 Trust and Reconciliation Commission Calls To Action  
 Superintendent Leadership Quality Standard  
 Section 10 Northland School Division Act  
 Freedom of Information and Protection of Privacy Act



**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 24, 2020  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Monitoring Reports  
**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**

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

- F1. Board Chair Highlights**
- F2. Superintendent Highlights**
- F3. Associate Superintendent Report**
- F4. First Nation, Metis, and Inuit Department Report**
- F5. Facilities Department Report**

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**BACKGROUND:**

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

NORTHLAND SCHOOL DIVISION NO. 61

# TRUSTEE REPORT TO THE BOARD



<b>TO:</b>	<b>The Board of Trustees</b>	<b>DATE:</b>	October 24, 2020
<b>SUBMITTED BY:</b>	Robin Guild, Board Chair		
<b>SUBJECT:</b>	Report for the Month of October, 2020		

<b>SUMMARY:</b>
<p>October 7<sup>th</sup>: St Theresa School Council meeting.</p> <p>October 15<sup>th</sup>: PSBAA Annual General meeting A resolution was passed at this meeting allowing Band Schools to join this association.</p> <p>October 20<sup>th</sup>: Career Pathways School Council meeting.</p> <p>October 20<sup>th</sup> Reciprocal Tuition Zoom Meeting</p>



# Superintendent's Highlights

October 24, 2020

## NSD Re-entry Plan is Updated

The NSD 2020-2021 Re-entry includes a few updates <https://www.nsd61.ca/download/291974>

Updated COVID-19 Screening Questionnaire (page 14-15). Also updated website links referring to the screening questionnaire.

New sentence under Cohorts: Teachers/staff should not be in a cohort with each other, unless it is required for operational purposes (i.e., a teacher and a teacher's assistant who work with the same classroom cohort) (page 26).

New sentence under Diploma Exams: As of October 13, 2020, Alberta Education is providing students and parents with the option of choosing if they write their diploma exams for the November 2020 administration. The decision to write November 2020 diploma exams resides with students and their parents/guardians. To receive an exemption, students need to be currently taking the course and receive a school-awarded mark for the November term (page 37).

New documents listed under Appendix: COVID-19 Student Case Report, COVID-19 Screening Questionnaire, COVID-19: how long to stay home from school, COVID-19 Symptoms Flowchart, Guidance for Parents of Children Attending School and/or Childcare (page 40).

## At-Home Learners and In-Class Learners

Approximately 24% of the students enrolled are participating in at-home learning.

Number of students participating in at home learning - 463

Number of students participating in-class learning - 1464

Total - 1927

## Northland School Division Learning Portal

The site was developed by the Learning Services and IT teams to allow staff to find information related to upcoming professional learning opportunities as well as recordings of previous professional learning sessions.

## **River Country and Kix FM Interview**

<https://www.rivercountry.fm/northland-school-division-talks-about-new-boundaries-a-friend-in-cenovus-energy-and-technology/>

Northland School Division talks about new ward boundaries, a friend in Cenovus Energy, and technology for at home learning.

## **Yoga Sessions for Northland staff**

Northland School Division and Northland ATA Local No.69 are pleased to announce that Bailey Johnson will be hosting yoga sessions via Zoom!

When: Every Tuesday and Thursday starting Tuesday, October13, 2020 at 4:30 PM.



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## Associate Superintendent Dr. Tim Stensland Report to the Board

October 24, 2020

### At-Home and In-School Learning Updates

Under the provision of the provincial government and the Northland School Division Re-Entry Plan, parents were able to select between in-school learning and at-home learning.

The majority of parents, approximately 66% have chosen in-school learning, while just under 24% have selected at-home learning.

At-home learning involves both online learning as well as paper and pencil tasks. At-home learning is delivered both at the school level and from a centralized approach.

The centralized approach has almost 10% of the student population participating. The remaining 20% has at-home learning supported by the classroom teacher in the school/community where the student resides.

Whether it's in school learning or at home learning, the focus for teachers has been on instructing in ways that enable teachers to facilitate learning whether it is in school or at home. We felt this is necessary for the current year because we have to be prepared for the learning context to potentially change. Teachers have done this by utilizing technology tools, like Google Classroom, online resources, and continuing to participate in professional learning.

As previously mentioned in "The Vision for Technology Teaching, Learning, and Leading", every teacher must be knowledgeable and skilled in the use of these technologies in daily instruction. Teaching to achieve this vision requires teachers to teach differently, it changes the structure of the classroom, and the teacher also serves as a facilitator of instruction, mentor, and coach.

From our work on professional learning in the spring, survey results demonstrated:

- The comfort of teachers using technology has grown immensely, 94% indicate a very high comfort.
- 92% of teachers indicate a comfort with online learning. Previously this was measured at 47%.
- 79% of teachers from March 15 to June last year indicated they supported students through online learning.

We know we have made some positive initial progress, but continue to support the learning for teachers and staff. The Northland School Division Professional Learning Portal is the pathway to professional learning for staff. Ongoing opportunities are being provided and are customized according to our current needs. For example, we are working with the EdTechTeam Canada to provide learning on Engaging Ideas for In-School or At-Home Learning.

A banner with a background image of a laptop keyboard and a white coffee cup. The text "PROFESSIONAL LEARNING OPPORTUNITIES" is centered in large, bold, black letters. Below this text is a red horizontal line. At the bottom of the banner is a red bar containing the text "UPCOMING PROFESSIONAL LEARNING OPPORTUNITIES" in white, bold, uppercase letters. Below the red bar, in a smaller white font, is the text "Browse the sections below for upcoming professional learning opportunities".

# PROFESSIONAL LEARNING OPPORTUNITIES

## UPCOMING PROFESSIONAL LEARNING OPPORTUNITIES

Browse the sections below for upcoming professional learning opportunities



### Google Slides 101

October 21st 3:45-4:45pm

This is a beginners sessions for those who are new to Google Slides or who have very little experience with this Google tool. This session will proceed at a slower pace giving participants a chance to explore and create within the Google slides platform while also asking questions and receiving support from the presenter. You will learn how to use slides to create interactive activities that engage your students.

[Click here to register for this session!](#)



### Telus World of Science

#### VIRTUAL - PROFESSIONAL DEVELOPMENT PROGRAM ON AIR QUALITY

October 23rd, 26th and November 6th, 20th

This 1.5 hour virtual session will introduce teachers to the science of air quality and offer ways of bringing this important topic into your classroom through hands-on activities and inquiry-based experimentation. Supports the Alberta Science Curriculum for Grades 4, 7, 9, and Science 30.

We have found that working through virtual and remote means allows us to overcome one of the unique challenges to Northland School Division, the vast travel distance between schools because of the wide geographic distribution of schools. We are excited to be creating remote teacher mentoring opportunities through use of 360-degree video conference technology and Swivl virtual learning technology. Time that was previously spent driving for many hours can be eliminated, resulting in increased response time to support staff in their development.





## **First Nations, Metis and Inuit Department Report to Board of School Trustees October 24,**

### **2020 Syllabic Blocks**

The syllabic blocks were delivered to 20 NSD schools in September and October. Dene regional syllabic chart and designs are currently being reviewed.

### **Land Based Learning Infusion into Alberta Curriculum**

The Supervisor's collaborative plan includes working with principals, teachers, local Elders, Knowledge Keepers and artisans to connect land based learning into curriculum and resources. Small cohort group of teachers across NSD schools will be working together to integrate land based learning into all curricular subject areas (i.e., see hand out).

### **Cree Language Instruction**

An Assistant Supervisor has been hired to support Cree language teachers with implementing the Cree Language and Culture Twelve-Year Program Kindergarten to Grade 12 and the Guide to Implementation. A Dene cohort and a consultant will be developing culturally appropriate images and learning activities for the syllabic and sound blocks. With the use of technology (recordings) Cree language lessons and activities will be created and shared in a website.

### **Professional Learning**

An environment scan by use of survey will determine the professional learning needs of Cree and Dene teachers. Support will be given to enhance the development of students' literacy skills. Zoom will be used to deliver 4 learning sessions on the key elements of the year plan for applications, language competence, strategies and community membership.

### **Google Classroom for Teachers**

A continuity of support for First Nations, Metis and Inuit student success will be reflected in google classroom for teachers. Elders and knowledge keepers will be an integral part in planning, developing and implementation of curriculum and land based learning.

# “Keyanaw”

- working together.... *Woodlands Cree.*

## Gr.1 St. Theresa Land Based Learning Wheat Milling / Flour Making



### The Little Eagle

Once upon a time, there was a little eagle, (mikisow) who lived on a farm. She was friends with a lazy rabbit, a sleepy fox, (mahkisis), and a beaver, (amisk). One day the little eagle, (mikisow) found some seeds on the ground. The little eagle, (mikisow) had an idea. She would plant the seeds.

The little eagle, (mikisow) asked her friends, "Who will help me plant the seeds?"

"Not I," (moya-niya) sniffed the lazy rabbit, (wapos).

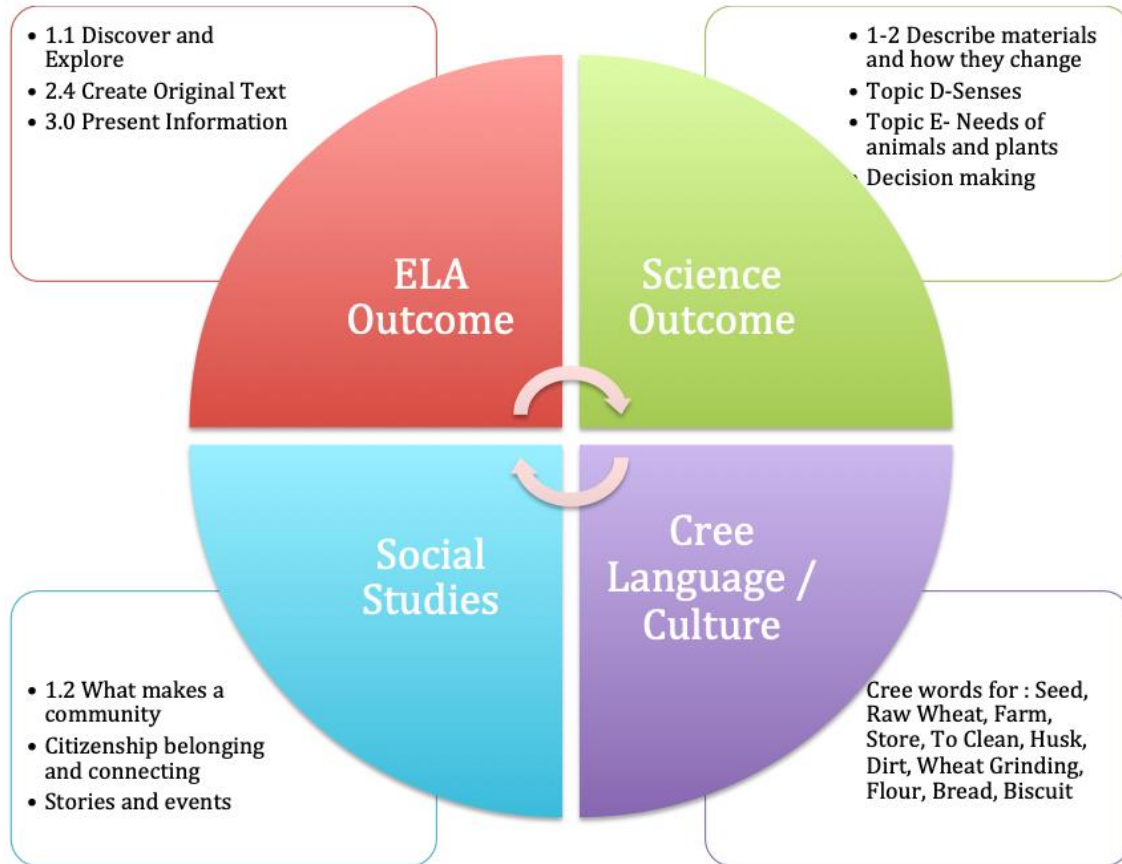
"Not I," (moya-niya) barked the sleepy fox, (mahkisis).

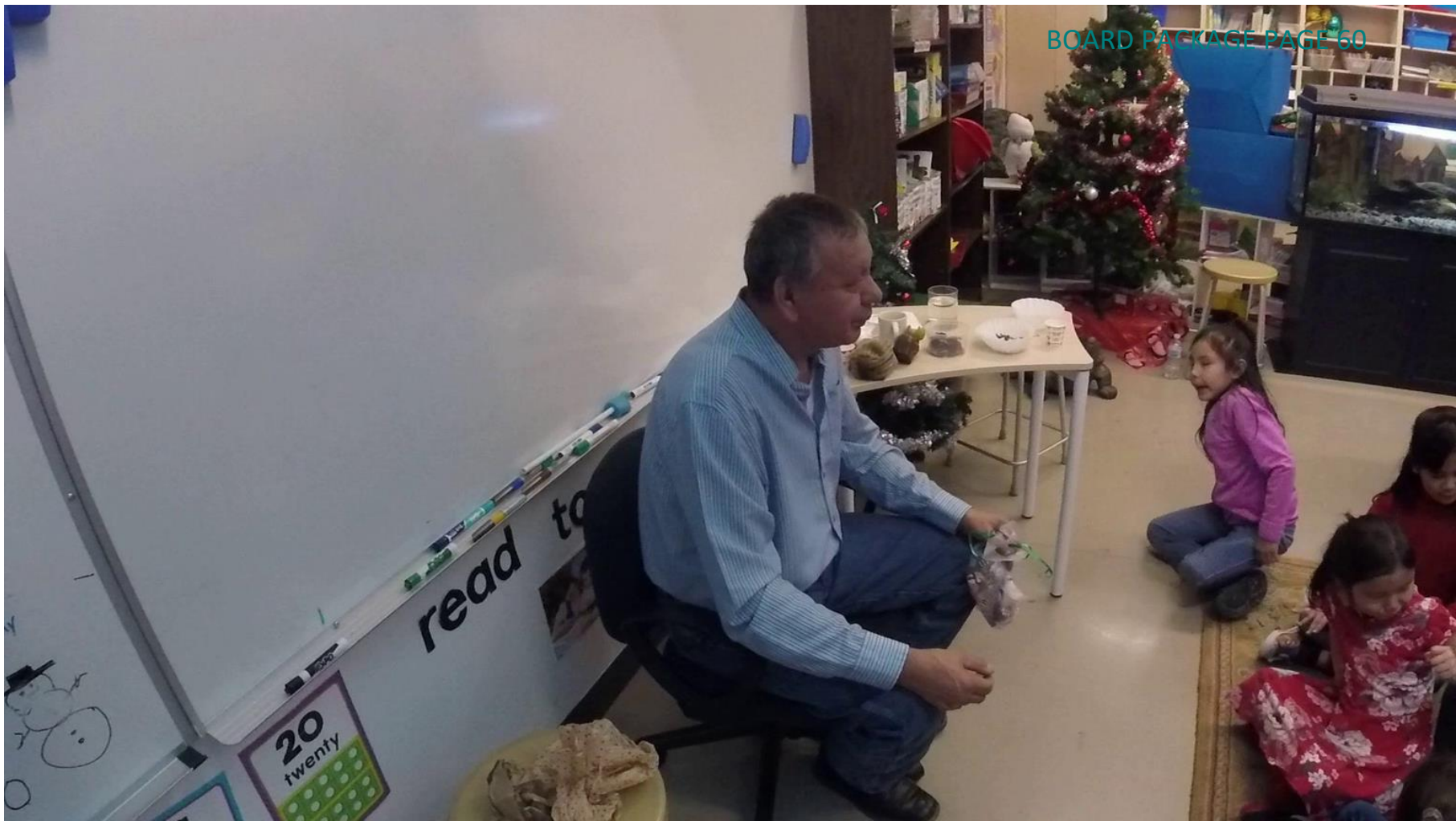
"Not I," (moya-niya) grunted the beaver, (amisk).

December 9, 2019

*St. Theresa Land Based Learning Series*

# Flour Making Knowledge Outcomes Overview





# From seed to flour.





## Campfire Bannock Recipe

### Directions

1. Measure flour, salt, and baking powder into a large bowl. Stir to mix.
2. Pour melted butter and water over flour mixture. Stir with fork to make a ball.
3. Turn dough out onto a lightly floured surface, and knead gently about 10 times. Pat into a flat circle 3/4" to 1" thick.
4. Cook in a greased frying pan over medium heat, allowing about 15 minutes for each side. Use two lifters for easy turning. May also be baked on a greased baking sheet at 350° F (175° C) for 25 to 30 minutes.

Bannock is a GREAT summer campfire favourite. You can mix it all up in advance and add water at the campsite, wrap it around a stick and cook it over the fire.



## Vocabulary Review

1. Working Together -*mamawi- atoskek*
1. Little Eagle -*aposesi siw mikisiw*
1. Seed-*kistikewi -menis*
1. Raw Wheat -*askih - pahkwesikun*
1. Farm- *askih -nehtawikechekan*
1. Store- *atawikamik*
2. To Clean / remove impurities- *sehkowpintah*





## Vocabulary Review continued

8. Husk- *mahtamin wekinkun* →



9. Rocks- *asinesuk* →



10. Dirt- *muchi kwunasa* →



11. Wheat grinding- *pahkwesikun siko pochikun* →



12. Flour- *wahpiksi pahkwesikun* →



13. Bread- *opihichikun* →



14. Bannock / Biscuit- *pahkwesikunis* →



## Contributors

**We would like to recognize the following people for their involvement and contributions to this project:**

Elder **Philip Nanemahoo**

Elder **Virginia Cardinal**

Grade 1 Teachers: **Dawn Gambler, Debra McBride, Laura Dieckman**

Grade 1 Teachers assistants: **Loreen Yellowknee, Evelyn Okemow**

Literacy Support: **Jade Ingels**

Area 2 Pedagogical Supervisor and Technological Support: **Christoph Ruge**

Pedagogical Supervisor - **Indigenous Curriculum Mrs. Terri-Lynn Cook**

**ELA Students will listen, speak, read, write, view and represent to respect, support and collaborate with others**

5.1 Respect others and Strengthen Community

Appreciate diversity

\*Share personal experiences and family traditions related to oral, print and other media texts

Relate Texts to Culture

Talk about other times, places and people after reading oral, print and other media texts from various communities

**Social Studies 1.2: Moving Forward with the Past: My Family, My History & My Community**

Specific Outcome 1.2.1 Appreciate how stories and events of the past connect their families and communities to the present

\* Appreciate how the languages, traditions, celebrations and stories of their families, groups and communities contribute to their sense of identity and belonging

**Math Strand: Patterns and Relations Outcomes: 1 & 2**

Demonstrate an understanding of repeating patterns

Identify and describe a repeating pattern in the environment, e.g., classroom, outdoors, using everyday language

**Science**

General Outcome 1 Students will describe common living things and identify needs of those living thing

Specific Outcome #3 Identify ways in which living things are valued e.g. as part of a community of living things; as sources of food, clothing or shelter

**Physical Education**

Hand game help children develop hand-eye coordination and accuracy

\*Bone games

**Music Skill Moving Student will be able to:** \*mime animals

\*Respond to music through movement in an individual manner

\*Accompany singing with appropriate body percussion and movement (beat, accent, rhythm patters) and transfer these to instruments

**Art Reflection Component4 -**

Main forms and proportions Students will learn the shapes of things as well as develop decorative styles

D. Animals can be represented in terms of the proportions

**Component 6** Qualities and Details Concepts C. Primary colors can be mixed to produce new Hues

**Health & Life Skills Life Learning Choices**

Students will use resources effectively to manage and explore life roles and career Learning Strategies Students will L-1.2 explore different ways to know, or come to know, new things; e.g. seeing, smelling, touching

## Moswa - Moose

**Teacher: Dawn Gambler  
St. Theresa School, Wabasca Alberta  
Northland School Division No. 61**

# Northland School Division Facilities Report

- ▶ Changes during the year
  - ▶ Personnel Changes
  - ▶ New Director in place
  - ▶ Some Retirements
  - ▶ Re-staffing plans underway matching new hires with appropriate skill sets
  - ▶ Overall approach - develop core competencies in house and continue developing a small group of contractors to carry out larger projects
    - ▶ Recognizes funding pressures and seeks to strike a balance between work done in-house and utilizing contractors.

# High Level Review

- ▶ Covid preparation took a lot of time
  - ▶ Configuring and reconfiguring Classrooms
  - ▶ Implementing everchanging safety protocols as they were announced
  - ▶ Finding appropriate cleaning supplies and hand sanitizers/dispensers
  - ▶ Rearranging cleaning schedules and finding additional custodial staff
  - ▶ Electrostatic Sprayers acquired for Division and disinfection schedules set up
  - ▶ Additional handheld sprayers being acquired to improve ability to disinfect as required.
  - ▶ Intention is to have one in every school

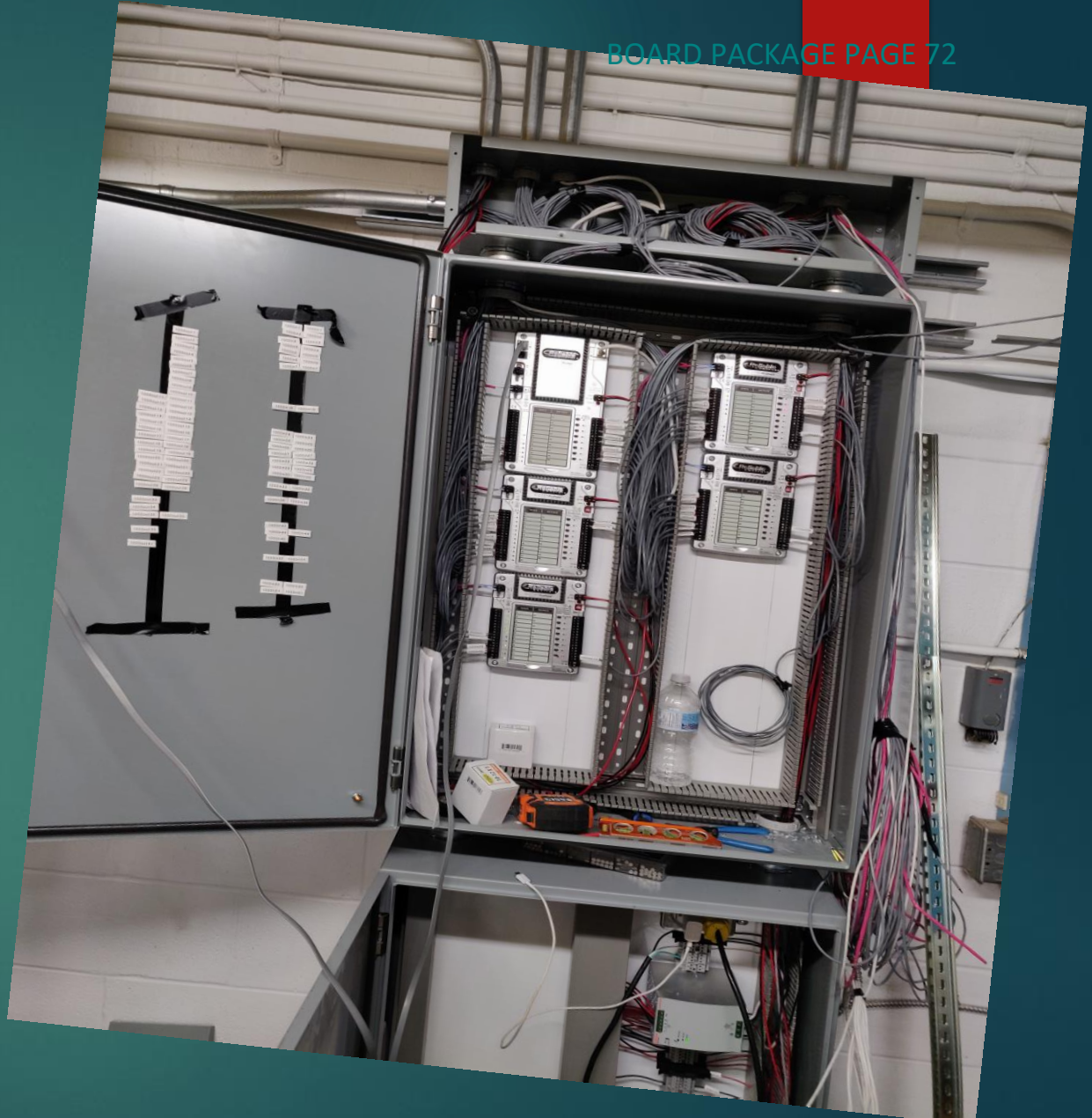
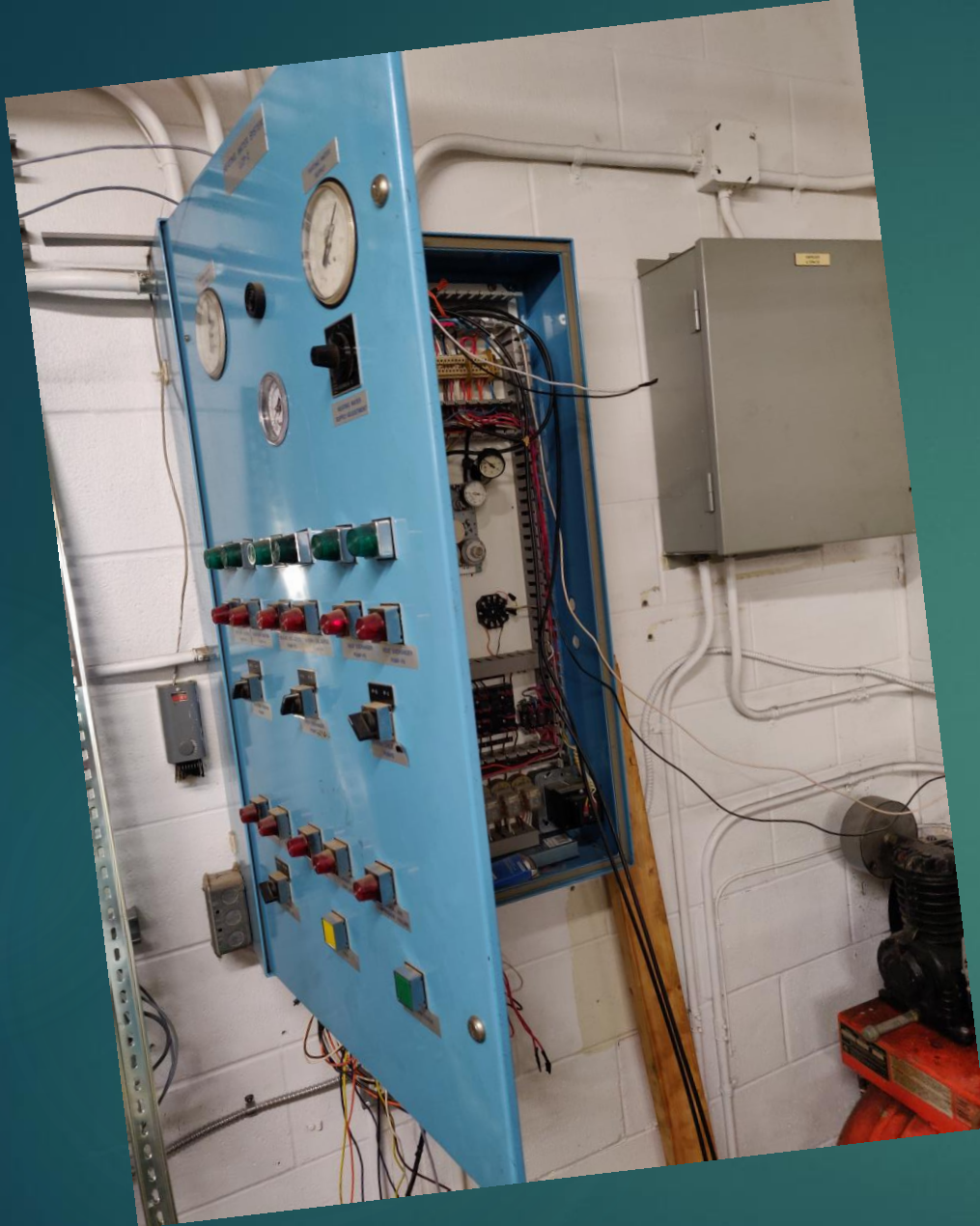


# High Level Review

- ▶ Capital Maintenance and Renewal (CMR) submission resulted in 2.5 Million Dollars to Division.
  - ▶ This allowed some catch-up with aging infrastructure
    - ▶ Division had requested just over 9 Million to address needs
  - ▶ Round 2 of CMR for this year – Division is again requesting close to 9 Million. (after 2.5 invested this past year and further investment requirements are apparent.)
  - ▶ Key point – our Division has a lot of deferred maintenance due to insufficient Infrastructure Maintenance and Renewal (IMR) funds over the years.
  - ▶ Most of the work complete with permission to carryover some work in ADCS (allow for ice road transportation of equipment)

# Highlights of CMR Expenditures

- ▶ Partial Roofing projects in Calling Lake and St. Theresa (continuation of long term plan) ~600K
- ▶ Security Camera upgrade and Door Access hardware upgrades ~ 465K
- ▶ Outside Drainage work at: Elizabeth, Anzac Community, Mistassiniy, ~100K
- ▶ Controls work at almost all schools ~900K
- ▶ Sidewalk Repairs at Peligan, JF Dion, Mistassiniy, ~100K
- ▶ Propane Tank Repairs as per Regulatory Requirements ~ 60K
- ▶ Electrical Repairs and Upgrades Anzac, Conklin, Fr. Perin, Calling Lake ~ 150K



Work in progress install pictures of old controls and new replacements  
New skill sets required for our technicians

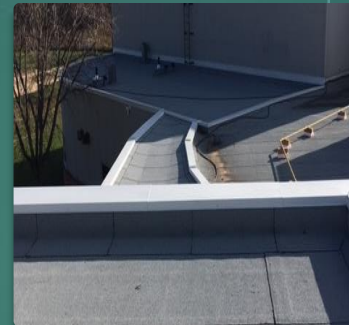


# Some Projects



## Propane Tank

Mandatory “expensive”  
regulatory requirements ~50K



## Calling Lake Roof

Ongoing roof maintenance



## Pelican Mt. Sidewalk

Recap done with New technology  
~ 42K versus ~100K

# Some Projects (continued)



## Elizabeth Drainage Project

Water pooling under school  
and causing moldlike  
conditions in walls



## Security Work

Blinds are required to meet  
lockdown safety requirements

(blinds had not been  
maintained for many years in  
some schools



## Security enhancements

Camera upgrades help provide  
safer schools and reduce  
vandalism



Sidewalks at JF Dion

# Calling Lake Playground



# Workload is Diverse

- ▶ All projects require constant awareness and oversight by 8 full time Facilities Staff
- ▶ Large area to cover – a lot of driving time.
- ▶ With ongoing projects - staff will also get requests for:
- ▶ shelving installs, furniture moving, broken or sticky door locks, sprung doors, (sometimes because of being improperly propped open), sticky windows, broken playground equipment, window blinds not working, toilets plugged, light switches not working, sink drain issues, odors in the rooms, freezers not working, gophers digging holes in the playground, rodents in the school, Bats flying in the corridors, security alarms, malfunctioning fire alarm sensors and trouble reports, roof leaks, - the list goes, on and on.....
- ▶ Requests are prioritized and assigned in Maintenance Care

# Work Requests by Area for 2019/2020 School Year

## Parameters

Location	<input type="text" value="All"/>
Source	<input type="text" value="All"/>
Start Date	<input type="text" value="9/1/2019 12:00"/>
End Date	<input type="text" value="8/31/2020 12:00"/>

## Filters

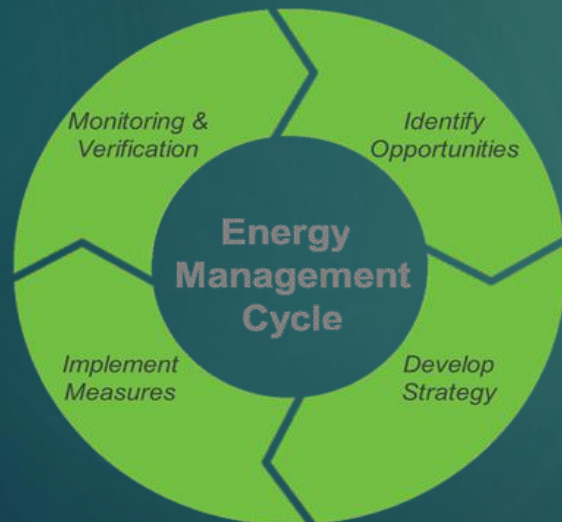
Room/Suite#	<input type="text" value=""/>
Area	<input type="text" value="All"/>
Task Type	<input type="text" value="All"/>
Assigned To	<input type="text" value="All"/>
Vendor	<input type="text" value="All"/>
Task Class	<input type="text" value="All"/>

## Task Stats by Location

	Closed	Pending	Declined	Total
NSD No. 61 Area 1	706	184	14	904
NSD No. 61 Area 2	255	127	15	397
NSD No. 61 Area 3	524	102	25	651
<b>Total</b>	<b>1485</b>	<b>413</b>	<b>54</b>	<b>1,952</b>

## Goals

- ▶ More comfortable schools
- ▶ Reduced operational costs (lower utility bills)
- ▶ 27% energy reduction over 10 years



## Strategy

1. Aggregate utility bills
2. Identify worst performers
3. Develop potential projects
4. Implement projects
5. Repeat

**Rede** BUILDING ENERGY EFFICIENCY



### Northland Energy Management Charter

Last Updated January 15, 2018

Five members of the Northland Facilities team met for an integrated workshop on January 9, 2018. The purpose of the workshop was to create a framework for future energy management work, and to identify organizational goals and priorities. The following guiding principles, strategies, and goals were established by consensus among the team.

#### GUIDING PRINCIPLES

*The purpose of defining guiding principles is to identify a set of ideals that will be used to make decisions and prioritize projects.*

1. Balance of **Simple** and **Efficient** Systems – to strike a balance between efficiency and simplicity when selecting equipment and designing systems: **efficiency** to optimize energy savings, and **simplicity** to streamline maintenance efforts.
2. **Standardization** of Equipment – when practical, to standardize the equipment selection and sequences of operations across schools in the district, for ease of training, maintenance and troubleshooting.
3. **Remote Access** – to design and install remote access (controls) for all schools, to reduce the amount of driving time required to perform routine reviews and to troubleshoot system faults.

#### ENERGY MANAGEMENT STRATEGIES

- **Local Contractors** – to support entrepreneurs and skill development in our schools' communities by developing trusted relationships with local contractors who can augment the work of District Facilities staff.
- **Staff Training** – to ensure that Facilities staff have sufficient training to operate, maintain, and troubleshoot existing buildings systems. To provide Custodial and Administrative with sufficient knowledge to safely support the work of Facilities staff.
- **Green Fund** – to invest potential \$600,000 annual energy savings back into projects to ensure capitalization of further energy efficiency upgrades. Future conditions of our schools are dependent on the reinvestment of these savings; predicted conditions based on our consultant's forecasts are dependent on protection of these funds.

# Energy Management - NORTHLAND SCHOOL DIVISION

## Key Performance Indicators

Metric	Desired Trend	Baseline (2016-17)	2017-18	2018-19	2019-20	Target (2026-27)
Energy Use (ekWh/m <sup>2</sup> )	↓	440	398	377	338	327
Energy Reduction	↑	--	9%	14%	23%	27%
% Schools Remotely Controllable	↑	5%	5%	55%	60%	100%
\$\$ Saved	↑	--	\$67,485	\$203,630	\$335,600	

Total Avoided Costs of **\$607,000** after 3 years

*\*All values are weather normalized. 2019-2020 values are estimated, as data is only 80% complete.*

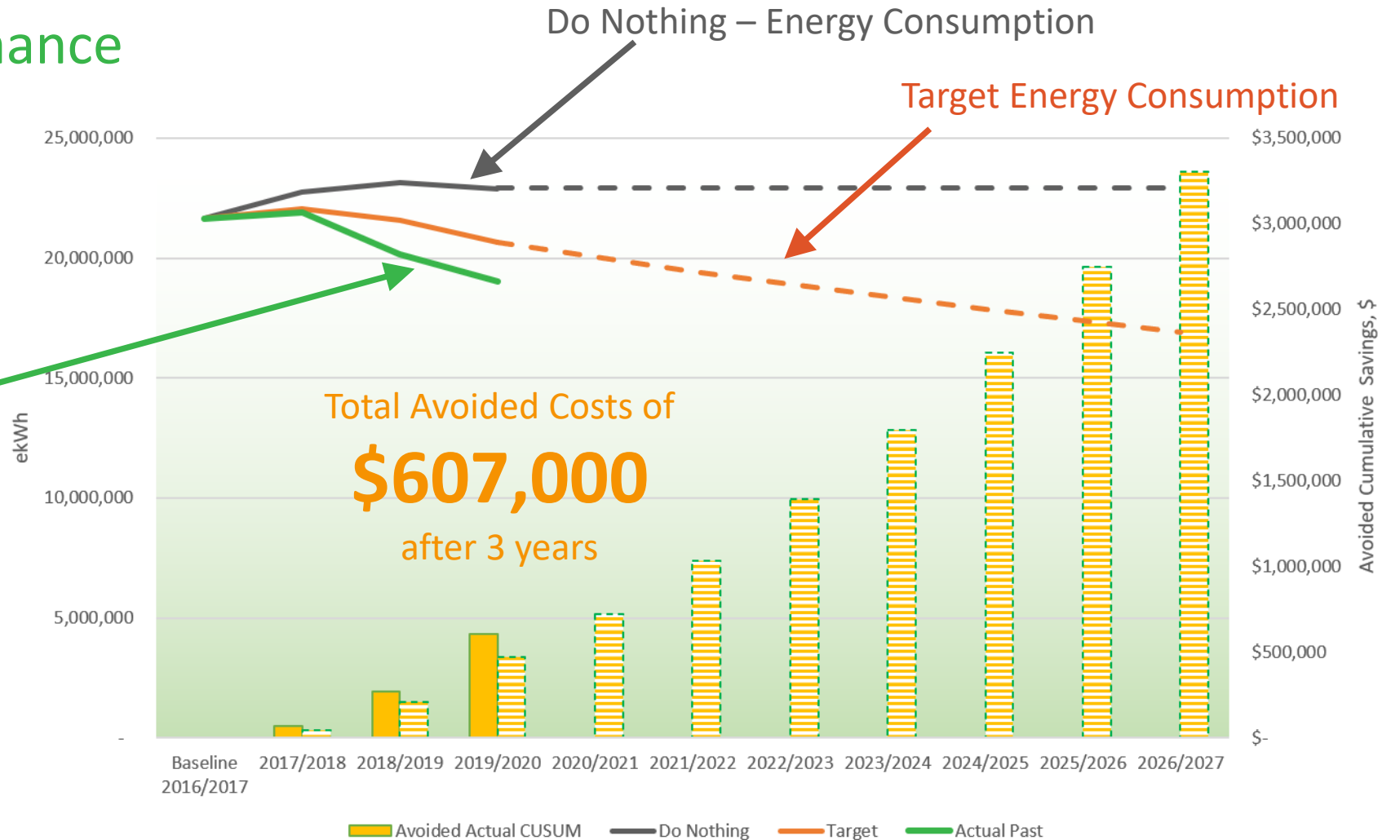
Rede



# Energy Management - NORTHLAND SCHOOL DIVISION

## Targets & Performance

Performance to Date



\*All values are weather normalized. 2019-2020 values are estimated, as data is only 80% complete.

# Looking to this year....Priorities

- Rebuild the Facilities/Maintenance Team
- Move forward with Priority projects as Funding permits
- Stay with our Energy Approach
- Continue with Custodial changes on Division wide plan (significant savings projected)

# Questions?