

Board Agenda

April 24, 2021





**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 21-04
AGENDA**

Location: Zoom Meeting

Meeting ID:

Passcode:

Date & Time: Saturday, April 24, 2021 9:00 am – 4:30 pm

If you would like to join the public meeting, please contact Media Relations Manager, Curtis Walty at 780-624-2060, ext. 6183 or 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		-
3.	Approval of Agenda	All	Motion	-
4.	In-Camera	All	Motion in/out of in-camera	-

B. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Board Meeting Minutes, March 20, 2021	All	Motion	05
2.	Business Arising from Previous Meetings - Board Action Items	Superintendent Dr. Spencer-Poitras	Information	13



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C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	16
2.	Association Reports	Trustees	Information	-
3.	Board Chair Report	Chair Guild	Information	18
4.	Committee and/or Board Representative Reports	Trustees	Information	-
5.	Trustee Activity Reports	Trustees	Information	-

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Policy 8 - Board Committees	Policy Committee	Motion	19
2.	Policy 17 - Student Transportation Services	Policy Committee	Motion	32
3.	Monthly Financial Report	Secretary-Treasurer Aird	Information	35
4.	Enrollment Update	Associate Superintendent of Human Resources Oginski	Information	37
5.	Edwin Parr Nomination	Superintendent Dr. Spencer-Poitras	Information	41
6.	Teacher Contract Update	Associate Superintendent of Human Resources Oginski	Information	42
7.	Budget 2021 - 2022: Principles and Assumptions	Secretary-Treasurer Aird	Motion	45
8.	Budget 2021 - 2022: Preliminary Revenues/ Expenses	Secretary-Treasurer Aird	Information	48
9.	Review of ASBA Budget and Bylaws Bulletin - Spring General Meeting 2021	Chair Guild & Superintendent Dr. Spencer-Poitras	Information	52
10.	June Board Organizational Meeting	Secretary-Treasurer Aird	Motion	112
11.	Student Engagement Attendance & Completion Report	Associate Superintendent Dr. Tessier	Information	115

E. TECH TALK WITH TIM STENSLAND – ASSOCIATE SUPERINTENDENT



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F. MONITORING REPORTS (Motion to Approve)

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.)	Superintendent Dr. Spencer-Poitras	Information	
2.	Board Chair Highlights	Chair Guild	Information	129
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	141
4.	Associate Superintendent Report	Associate Superintendent Dr. Stensland	Information	151
5.	Transportation Report	Secretary-Treasurer Aird and Transportation Manager Jones	Information	154

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible	Action
1.	CAPSLE Virtual Conference May 2 - 4, 2021	Chair Guild	
2.	PSBAA Spring General Assembly - June 3 & 4, 2021 via Zoom	Chair Guild	
3.	ASBA Spring General Meeting June 7, 2021	Chair Guild	
4.	Election Nominations	Chair Guild	
5.	Advocacy: Invite MLAs to May's Board Meeting	Superintendent Dr. Spencer-Poitras	

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 21-03
MINUTES**

Location: Zoom Meeting

Date: Saturday, March 20, 2021

Time: 9:00 a.m.

Membership					
✓	Carmen Laboucane	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Trustee Ward 2	✓	Dr. Tim Stensland	Associate Superintendent
✓	Randy Anderson	Trustee Ward 3	✓	Douglas Aird	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Wes Oginiski	Associate Superintendent - HR
✓	Louis Cardinal	Trustee Ward 5	✓	Cully Robinson	Associate Superintendent
✓	Silas Yellowknee	Trustee Ward 6	✓	Dr. Don Tessier	Associate Superintendent
✓	Robin Guild	Chair Ward 7	✓	Curtis Walty	Media Relations Manager
✓	Loretta Gladue	Trustee Ward 8	✓	Cheryl Osmond	Executive Assistant
✓	Dr. Rubi Shirley	Trustee Ward 9			
✓	Jules Nokohoo	Vice-Chair Ward 10			
✓	Skye Durocher	Trustee Ward 11			

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:15 a.m. with a traditional lands acknowledgment.

2. Opening Reflection

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

3. Adopt Agenda

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

25220/21 CARRIED

4. In-Camera Session

MOTION: Trustee Yellowknee moved that the meeting go in-camera at 9:15 a.m.

25221/21 CARRIED

5. Regular Session

MOTION: Trustee Yellowknee moved that the meeting revert back to regular session at 10:24 a.m.

25222/21 CARRIED

Recess: 10:24 a.m. - 10:35 a.m.



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 21-03
MINUTES**

B. MINUTES

1. Board Meeting Minutes - February 20, 2021

Motion: Trustee Laboucane moved that the Board of Trustees approve the February 20, 2021 Corporate Board Meeting minutes as presented.

25223/21 CARRIED

2. Special Board Meeting Minutes - February 25, 2021

MOTION: Trustee Anderson moved that the Board of Trustees approve the February 25, 2021 Special Board Meeting minutes as presented.

25224/21 CARRIED

3. Board Action Items

Superintendent Dr. Spencer-Poitras reviewed the current Board Action items.

MOTION: Trustee Yellowknee moved that the Board of Trustees accept as information the Board Action Items as attached.

25225/21CARRIED

C. CONSENT AGENDA

1. Adopt Consent Agenda

MOTION: Trustee Yellowknee moved that the Board of Trustees approve the consent agenda which approves the items as follows:

- C1. Superintendent's Report
- C2. Association Reports
- C3. Board Chair Report
- C4. Committee and/or Board Representative Reports
- C5. Trustee Activity Reports

25226/21 CARRIED



**NORTHLAND SCHOOL DIVISION
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MINUTES**

PRESENTATION

The Board of Trustees watched a video of Ava Boucher-Monias, a student from Conklin Community School reading her poem called "Christmas". Ava submitted her poem to the Wood Buffalo Library Words in Motion program and is being published in the 2021 Words in Motion booklet.

D. ACTION ITEMS

1. Policy 4 - Trustee Code of Conduct Sanctions (Appendix A)

MOTION: Trustee Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 4 - Trustee Code of Conduct Sanctions (Appendix A).

25227/21 CARRIED

2. Policy 13 - Appeals and Hearings Regarding Student Matters

MOTION: Trustee Yellowknee moved that the Board of Trustees approve the housekeeping changes to Policy 13 - Appeals and Hearings Regarding Student Matters.

25228/21 CARRIED

3. Policy 19 - Welcoming, Caring, Respectful, Safe and Healthy Learning and Work Environments

MOTION: Trustee Anderson moved that the Board of Trustees approve the housekeeping changes to Policy 19 - Welcoming, Caring, Respectful, Safe and Healthy Learning and Work Environments.

25229/21 CARRIED

4. Wellness Committee Update

Superintendent Dr. Spencer-Poitras provided an update on the Wellness Committee and will bring Policy 8 revisions to the April 24, 2021 Board Meeting.

MOTION: Trustee Laboucane moved that the Board receive as information, the Wellness Committee Update, as attached.

25230/21 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 21-03
MINUTES**

5. Monthly Financial Report - Review of Quarterly Financial Statements

Secretary-Treasurer Aird presented to the Board of Trustees the Monthly Financial Report which included the review of Quarterly Financial Statements.

MOTION: Trustee Lamouche moved that the Board of Trustees approve as information, the Monthly Financial Report - Review of Quarterly Financial Statements, as attached.

25231/21 CARRIED

6. 2021-2022 Capital Plan

Secretary-Treasurer Aird presented to the Board of Trustees the 2021-2022 Capital Plan.

MOTION: Trustee Lamouche moved that the Board of Trustees approve the 2021-2022 Capital Plan, as attached.

25232/21 CARRIED

7. Enrollment Update

Associate Superintendent of Human Resources Oginski shared the Enrollment Update with the Board of Trustees.

MOTION: Trustee Yellowknee moved that the Board of Trustees accept as information the Enrollment Update, as attached.

25233/21 CARRIED

8. Projected Enrollment Numbers for 2021-2022

MOTION: Trustee Yellowknee moved that the Board of Trustees accept as information the Projected Enrollment Numbers for 2021-2022 as attached.

25234/21 CARRIED

9. Preliminary Revenue/Expense Figures - Budget 2021

Secretary-Treasurer Aird presented to the Board of Trustees the preliminary revenue/expense figures. The Division has not received the funding worksheet from Alberta Education however, once received additional information will be presented at the next Corporate Board meeting.



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 21-03
MINUTES**

10. Paraprofessional and Support Staff Education Leave

Associate Superintendent of Human Resources Oginski advised the Board of Trustees that the Division did not receive any applications for paraprofessional and/or support staff education leave.

MOTION: Trustee Yellowknee moved that the Board of Trustees accept as information, the Paraprofessional and Support Staff Education Leave, as attached.

25235/21 CARRIED

11. 2021-2022 School Calendar

MOTION: Trustee Lamouche moved that the Board of Trustees approve the 2021-2022 School calendar, as attached.

25236/21 CARRIED

12. Progress Review of 3 Year Education Plan

Superintendent Dr. Spencer-Poitras gave the Board of Trustees a verbal update on the progress review of the 3 Year Education Plan.

MOTION: Trustee Yellowknee moved that the Board of Trustees accept as information, the Progress Review of the 3 Year Education, Plan.

25237/21 CARRIED

13. Board Advocacy Update

MOTION: Trustee Nokohoo moved that the Board of Trustees accept as information, the Board Advocacy Update, as attached.

25238/21 CARRIED

E. TECH TALK WITH TIM STENSLAND
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Associate Superintendent Dr. Stensland demonstrated to the Board of Trustees and participants how to use the different tools in Zoom and how to download the mobile app on phones.



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 21-03
MINUTES**

F. MONITORING REPORTS

Trustee Lamouche moved that the Board of Trustees approve as information, the Monitoring Reports , as presented and attached.

- F1. Board Chair Highlights
- F2. Superintendent Highlights
- F3. Associate Superintendent Report

25239/21 CARRIED

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

1. Retirement and Long-Term Service Awards

- Last year the Division did not hold retirement and/or long term service award ceremonies due to COVID.
- Depending on the circumstances, unsure if we are able to hold the ceremonies again this year.
- Suggestions and/or ideas:
 - It was suggested that if the Division is aware of staff who are retiring and will not be returning in the Fall, we should plan something special.
 - Superintendent Dr. Spencer-Poitras stated that the Division could order gifts for last year and this year and maybe hold a virtual ceremony.
 - It was also suggested that the Division hold the Retirement and Long-Term Service Awards in September.
 - The Administrative team will work together on organizing and ordering the gifts.
 - Curtis Walty will email the Board of Trustees a copy of the Administrative Procedure 415 which outlines the gifts that are to be given depending on the number of years of service.

2. Policy Committee Meeting

- Need an additional member to sit on the Committee.
- Meetings are held the first Monday of each month, and are approximately 1 hour long.
- Trustee Durocher volunteered to sit on the Policy Committee and Trustee Lamouche offered to be an alternate.



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3. ASBA Survey

- There was a discussion on the ASBA survey.
- Chair Guild asked for a deadline extension due to the Corporate Board meeting.
- Chair Guild noted that he spoke to the Minister of Education and voiced the Division concerns with regards to the lack of support with Regional Collaborative Services; he will follow up with a letter.

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Laboucane moved that the Board of Trustees declare the meeting adjourned at 1:44 p.m.

25240/21 CARRIED

2. Closing Reflection

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

Robin Guild, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	3/20/2021	Media Relations Manager	Certificate and Book	Send certificate and book to Conklin Student in recognition of her poem being published.	3/30/2021	In Progress	
Board	3/20/2021	Media Relations Manager	Letter to Minister of Education	Draft and send letter to the Minister of Education with regards to the Division's concerns/issues on behalf of rural Alberta and the lack of support on Regional Collaborative Services that were dissolved by the Government.	3/30/2021	Complete	On March 31, 2021; the Media Relations Manager emailed a copy of the letter to the Minister of Education with copies being sent to the local MLA's.
Board	3/20/2021	Superintendent Dr. Spencer-Poitras	ASBA Health Survey	Director of Students Services will provide input to the questions for the ASBA Health Survey	3/30/2021	Complete	On March 17, 2021 the Director of Student Services completed the survey on behalf of the Division. The following were the responses: 2. Student Support Family Wellness Worker attached to the schools as well as outside specialist, Gender psychologist Partnerships with Apple Schools and ever active schools resources available in the schools. 3 Staff Homewood Health Sending supports services into the community when traumatic events occur in the community. 4 Challenges Providing mental health services to remote (at home) Learners, students not sharing information do to safety concerns with others in the home hearing what is said. Lack of community support outside of the school, families need to travel to access services, in some cases they will not travel, therefore not accessing the services. 5 Critical More targeted dollars for mental health, which would have more mental health staff so each person would have less schools to cover smaller caseloads.
Board	2/20/2021	Secretary-Treasurer Aird	Lubicon Lake Meeting	Secretary-Treasurer Aird to schedule a meeting between the Lubicon Lake Band Chief and KTC Al Rollins to discuss the land and building transfer.	2/28/2021	Complete	The meeting is scheduled for March 1, 2021 at 11:00 a.m.
Board	1/23/2021	Administration	Viability Study - Hillview School	Administration and Trustees to reach out to the Leadership, parents and staff to find out why students are attending school in High Prairie instead of Hillview; remind them of the potential risk of losing the school.	5/1/2021	In Progress	
Board	1/23/2021	Secretary-Treasurer Aird	Chipewyan Lake School	Secretary-Treasurer Aird to schedule meeting with MD of Opportunity to discuss Chipewyan Lake School septic tank.	3/31/2021	In Progress	Contact has been made with the MD and an update is coming.
Board	1/23/2021	Secretary-Treasurer Aird	Electoral Boundary Map	Secretary-Treasurer Aird to contact Alberta Education to obtain an electoral boundary map for the Division.	3/31/2021	In Progress	Received on March 31, 2021 however the provincial division boundary maps do not indicate the Wards. An internal map is being prepared.
Board	11/28/2020	Media Relations Manager	ASBA Zone 1 Reflection Questions	Communication Coordinator to put this into a presentation with links and assist Trustee Anderson with the presentation.	1/15/2021	Complete	In the January Board Package
Board	11/28/2020	Administration	Lubicon Lake Band	Administration to set up a meeting between the Superintendent, Board Chair, Vice-Chair, Ward 5 Trustee and Lubicon Lake Band.	1/15/2021	Complete	Meeting successfully completed March 1, 2021. Land transfer to be executed by the province and in progress. Teacher housing sale complete.
Board	11/28/2020	Executive Assistant	AERR	Administration to set up an AERR review meeting for the Board on January 26, 2021	12/15/2020	Complete	
Board	11/28/2020	Media Relations Manager	Dan Williams, MLA	Curtis to connect with Dan Williams to tag him in NSD news. And send him a thank you letter for meeting with the Board on November 28th.	1/23/2021	Complete	Sent letters to all MLAs and Minister of Education
Board	10/24/2020	Secretary-Treasurer Aird	2021 Budget Update	The Board directed administration to do a cost analysis of bus contractors vs. supplying the buses and hiring drivers.	1/23/2021	Complete	In the January Board Package
Board	9/19/2020	Secretary-Treasurer Aird	Organizational Chart	Administration to develop a three year plan for the Facilities & Maintenance department.	1/5/2021	Complete	Department overview and annual plan presented Oct 24th, then the 3-year plan will be developed for January 5th. Scheduled for the January Board Meeting.
Board	8/24/2019	Board Chair/Vice Chair	Fort McKay Land Transfer	To meet with the elected officials of Fort McKay First Nation to discuss the transfer.	1/22/2021	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. Nov. 2020 - scheduled to be reviewed for next month



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
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 following items:

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

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

April 24, 2021

Research Partnership Program: New Teachers Implementing Professional Practice Standards	March 16, 2021
Attended the New Teachers Implementing Professional Practice Standards webinar that was hosted by Alberta Education.	
AAG Monthly Meeting	March 16, 2021
Attended the monthly AAG meeting.	
Legal Meeting	March 17, 2021
Met with legal counsel from McLennan Ross to discuss legal issues.	
Mistassiniy New School Meeting	March 18, 2021
Regular monthly meeting to discuss the progress on the new Mistassiniy School.	
Corporate Board Meeting	March 20, 2021
Attended the monthly Corporate Board meeting.	
Legal Meeting	March 23, 2021
Met with legal counsel from McLennan Ross to discuss legal issues.	
Alberta Education Meeting	March 25, 2021
Telephone meeting with Senior Manager, Zone 1, FNMI and Field Services.	
Minister of Education Meeting	March 29, 2021
Attended the meeting with the Minister of Education to discuss the new curriculum.	
Alberta Education Meeting	March 29, 2021
Attended a meeting with the Senior Manager, Zone 1, FNMI and Field Services along with other Alberta Education personnel.	
Zone 1 CASS Meeting to gather curriculum information for Deputy Minister April 6	
Agenda Review	April 7, 2021
Attended the Agenda Review meeting for the April 24, 2021 Corporate Board meeting.	

Deputy Minister of Education	April 8, 2021
Meeting with the Deputy Minister of Education and Zone 1 to discuss the new curriculum.	
Policy Committee Meeting	April 8, 2021
Attended the Policy Committee meeting which reviewed policies 8 - Board Committees and 17 - Student Transportation Services.	
Corporate Board Retreat	April 9, 2021
Hosted the Corporate Board Retreat via Zoom.	
Jump Math & Math Minds Meeting	April 12, 2021
Met with Brent Davis with Jump Math & Math Minds to discuss and demonstrate the online software called Jump Math.	
Principal's Meeting - East Side	April 13, 2021
Attended the Principal's meeting with Associate Superintendents.	
MNP Meeting	April 13, 2021
Attended the MNP meeting with Secretary-Aird to discuss the Division's phase 1 audit review.	
Principal's Meeting - West Side	April 14, 2021
Attended the Principal's meeting with Associate Superintendents.	
Principal's Meeting - High School	April 15, 2021
Attended the High School Principal's meeting.	
Conklin & Father R. Perin School Staff Meeting	April 16, 2021
Attended the Conklin and Father R. Perin School staff meeting.	

Have not included meetings with AHS



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: April 2021 Report

ACTIVITIES:	
DATE	DESCRIPTION
March 13, 2021	AAG March Monthly Meeting
March 20, 2021	Corporate Board Meeting
March 29, 2021	PSBAA's Franklin Covey "5 Choices" Training ASBA Meeting with the Minister of Education
April 7, 2021	Agenda Review St. Theresa School Council Meeting
April 9, 2021	Corporate Board Retreat
April 13, 2021	Career Pathways School Council Meeting
April 1, 2021	PSBC Meeting



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Policy Committee
SUBJECT: Policy 8 - Board Committees
REFERENCE(S):
ATTACHMENTS: Policy 8 - Board Committees

RECOMMENDATION:

THAT the Board of Trustees approve the housekeeping changes to Policy 8 - Board Committees, as attached.

BACKGROUND:

RISK ANALYSIS:



Policy 8

BOARD COMMITTEES

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

General Specifications

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

Standing Committees

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

1. Agenda Review Committee

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



Policy 8

BOARD COMMITTEES

1.3.5 The Board Chair shall be the chair of the Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.

1.4 Meetings

1.4.1 At least two (2) weeks prior to each regular Board meeting.

2. Student Expulsion Committee

2.1. Purpose

2.1.1. To make decisions regarding the recommendations for the expulsion of a student in consultation with the superintendent or designate.

2.2. Powers and Duties

2.2.1. On a recommendation for expulsion, reinstate or expel the student. If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry.

2.2.2. Inform the Board of the action taken by the Committee.

2.2.3. Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.

2.3. Membership

2.3.1. Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.

2.3.1.1. The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.

2.3.1.2. The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.

2.3.1.3. The Board Chair shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.

2.3.2. Superintendent and/or designate(s) as a resource person to the Board.

2.4. Meetings

2.4.1. As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

3. Board Advocacy Committee

3.1. Purpose



Policy 8

BOARD COMMITTEES

- 3.1.1. Guide and support the ongoing advocacy efforts of the Board.
- 3.1.2. Support the ongoing advocacy efforts of the Board.
- 3.2. Powers and Duties
 - 3.2.1. Develop an action plan to support the Board's identified advocacy plan and Board Positive Path Forward Action Plan.
 - 3.2.2. Identify key messages to support the advocacy plan.
- 3.3. Membership
 - 3.3.1. ~~Maximum two (2) trustees; one (1) alternate~~ The whole Board of Trustees
 - 3.3.2. ~~Director of Communications~~ Media Relations Manager
 - 3.3.3. Superintendent or designate, as required
 - 3.3.4. Secretary-Treasurer, as required
 - 3.3.5. Committee members will determine the committee chair at their first meeting.
 - 3.3.6. The Director of Communications shall ensure the first meeting is called after the Organizational Meeting.
- 3.4. Meetings
 - 3.4.1. As called by the Committee Chair
- 4. Local Bargaining Committee**
 - 4.1. Purpose
 - 4.1.1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
 - 4.2. Powers and Duty
 - 4.2.1. Report to the Board from time to time
 - 4.2.2. Maintain confidentiality of negotiation proceedings
 - 4.2.3. Present a tentative agreement to the Board for their consideration.
 - 4.3. Membership
 - 4.3.1. Maximum three (3) trustees
 - 4.3.2. May include TEBA Representative
 - 4.3.3. Superintendent or designate, if required
 - 4.3.4. Associate Superintendent of Human Resources
 - 4.3.5. Secretary-Treasurer
 - 4.3.6. The Board will appoint the Chair and Vice-Chair
 - 4.4. Meetings



Policy 8

BOARD COMMITTEES

4.4.1. To be called by the Committee Chair.

5. Professional Improvement Leave Selection Committee

5.1. Purpose

5.1.1. To review teacher applications for professional leave for the following school year.

5.1.2. This committee is part of the local collective agreement.

5.2. Power and Duties of Board Representative

5.2.1. To attend selection committee meetings or ensure alternate is arranged if cannot attend.

5.2.2. Represent the interest of the Board and its priorities.

5.3. Representation

5.3.1. One (1) trustee; one (1) alternate

5.3.2. Superintendent

5.3.3. One (1) teacher from the ATA local.

5.4. Meetings

5.4.1. One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent.

6. Attraction and Retention Committee

6.1. Purpose

6.1.1. To facilitate communication between the Board and the Local Teachers' Association

6.1.2. To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing, isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.

6.1.3. This committee is part of the local collective agreement

6.2. Power and Duties of Board Representative

6.2.1. To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.

6.2.2. Represent the interest of the Board and its priorities

6.2.3. Provide a report to the Board after each meeting.

6.2.4. The Superintendent or designate shall ensure the first meeting is called.



Policy 8

BOARD COMMITTEES

6.3. Representation

- 6.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
- 6.3.2. Superintendent or designate
- 6.3.3. Associate Superintendent of Human Resources
- 6.3.4. The committee members shall determine the chair at their first meeting.

6.4. Meetings

- 6.4.1. No less than two (2) per year to be called by the Committee Chair.
- 6.4.2. The first meeting of the committee will occur no later than November of any school year

7. Teaching and Learning Committee

7.1. Purpose

- 7.1.1. To facilitate communication between the Board and the Local Teachers' Association.
- 7.1.2. To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
 - 7.1.2.1. Examining and providing feedback for proposed Board policy; and
 - 7.1.2.2. Exploring innovative professional practices specific to Northland schools.
 - 7.1.2.3. This committee is part of the local collective agreement.

7.2. Power and Duties of Representative

- 7.2.1. Represent the interest of the Board and its priorities.
- 7.2.2. Provide a report to the Board after each meeting.

7.3. Membership/Representation

- 7.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
- 7.3.2. Superintendent or designate
- 7.3.3. Associate Superintendent of Human Resources
- 7.3.4. The committee shall determine their chair at their first meeting
- 7.3.5. The Superintendent or designate shall ensure the first meeting of each school year is called.

7.4. Meetings

- 7.4.1. No less than two (2) per year to be called by the Committee Chair.



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- 7.4.2. The first meeting of the committee will occur no later than November of any school year.

8. Occupational Health & Safety (OH&S) Committee

8.1. Purpose

- 8.1.1. Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.
- 8.1.2. Provide on OHS compliance in the Division and make recommendations to the Executive Team for action.

8.2. Powers and Duties of Representative

- 8.2.1. Attend OH&S meetings as required.
- 8.2.2. Represent the interest of the Board and its priorities.
- 8.2.3. Support the work of the OH&S Committee.
- 8.2.4. Provide a report to the Board after each meeting.

8.3. Representation

- 8.3.1. Board representative: One (1) trustee; one (1) alternate
- 8.3.2. Cross-organizational representatives from all major operations of the Division,
- 8.3.3. Superintendent or designate
- 8.3.4. Safety Officer
- 8.3.5. Other members as required by the Act.
- 8.3.6. Committee members shall determine the committee chair at their first meeting.
- 8.3.7. The Superintendent shall ensure the first meeting is called.

8.4. Meetings

- 8.4.1. As called by the Committee Chair to ensure meet the requirements of the Occupational Health and Safety Act.

9. Student Scholarship and Bursaries Committee

9.1. Purpose

- 9.1.1. To review student scholarship and bursary applications and select recipients.

9.2. Powers and Duties

- 9.2.1. Attend scheduled meeting prior to May 30 every school year to select recipients.
- 9.2.2. Bring the committee's selection to the June Board meeting for information.



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9.3. Membership

- 9.3.1. One (1) trustee; one (1) alternate
- 9.3.2. Superintendent or designate
- 9.3.3. Director of First Nation, Metis and Inuit Learner Success

9.4. Meetings

- 9.4.1. One (1) meeting every year, prior to the June Board meeting.

10. Wellness Committee

10.1. Purpose

- 10.1.1. To develop, implement and evaluate a comprehensive workplace health promotion program.

10.2. Powers and Duties of Board Representative

- 10.2.1. Attend meetings as required.
- 10.2.2. Represent the interests of the Board and its priorities.
- 10.2.3. Provide a report to the Board after each meeting.

10.3. Representation

- 10.3.1. ~~One (1) trustee, one (1) alternate.~~ Two (2) Trustees, one (1) alternate
- 10.3.2. Superintendent or designate.
- 10.3.3. ~~Director of Student Services.~~ One Associate Superintendent
- 10.3.4. Two Teachers, the ATA Local President and One Support Staff
- 10.3.5. The committee shall select their chair at the first meeting.
- 10.3.6. The Superintendent or designate shall ensure the first meeting is called.

10.4. Meetings

- 10.4.1. As scheduled.

11. ~~Superintendent Performance Review Committee~~

~~11.1 Purpose~~

- ~~11.1.1 Provide regular feedback following the Annual Evaluation;~~
- ~~11.1.2 To work together to strengthen the Superintendent's ability to meet the goals and vision of the Board;~~
- ~~11.1.3 Strengthen the Superintendent/Board team;~~
- ~~11.1.4 Identify any issues or concerns and work to set-up processes to resolve them~~



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11.2 Powers and Duties

~~11.2.1 Performance reviews shall be in keeping with Policy 12 Role of Superintendent, Appendix A, item 13 which says the Board shall ensure feedback is provided through regular performance reviews following the Annual Evaluation.~~

~~11.2.1.1 Such feedback will be timely, completed two times per year, based on the growth goals and areas identified in the Annual Evaluation Report, supported by specific examples, and will focus on areas over which the Superintendent has authority.~~

~~11.2.2 The Quarterly Education Report shall be used as a basis for evidence for performance reviews.~~

~~11.2.3 A consultant external to NSD shall be contracted to facilitate the performance review including the writing of the report and ensuring required processes are followed and completed.~~

~~11.2.3.1 The committee may ask the consultant to gather feedback from the senior leadership team (Associates and/or Directors) for one performance review per year and shall inform the Superintendent prior to doing so.~~

~~11.2.4 The committee shall solicit input from other trustees prior to each performance review.~~

~~11.2.5 The Superintendent Performance Review Committee may meet privately to prepare Board positions for any performance review~~

~~11.2.6 Notwithstanding item 12.2.4 above, the Superintendent shall be a part of all formal discussions of the performance review and the report.~~

~~11.2.7 A written report shall be generated from each performance review session which incorporates and moves forward from the previous performance review report. This report shall be shared with the Board in-camera at the next regular Board meeting.~~

~~11.2.8 The final performance review shall occur in August prior to the Annual Superintendent Evaluation and the report from this review shall be used to inform the Annual Superintendent Evaluation and report.~~

11.3 Membership

~~11.3.1 Three trustees appointed annually either at the Board Organizational Meeting or after the Annual Evaluation~~

~~11.3.2 Superintendent~~

~~11.3.3 External consultant/facilitator~~

~~11.3.4 The committee shall appoint their chair annually~~

11.4 Meetings



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- ~~11.4.1~~ Following the Annual Evaluation, there will be three performance reviews over the school year, the last of which is to be completed in August, prior to the next Annual Evaluation.
- ~~11.4.2~~ As called by the committee chair
- ~~11.4.3~~ Committee chair shall ensure all required performance reviews are completed as outlined.

12. Audit and Finance Committee

12.1. Purpose

- 12.1.1. To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.
- 12.1.2. To assist with the development of the budget process and budget, in consultation with administration.
- 12.1.3. To attend to other matters as the board may determine in the establishment of the audit and finance committee.

12.2. Powers and Duties of Board Representative

- 12.2.1. The committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 12.2.1.1 With the consent of the Board, retain outside counsel, accountants or others to advise the Committee or assist the conduct of an investigation.
 - 12.2.1.2 Seek any information it requires from employees – all of whom are directed to cooperate with the Committee's request or that of associated external parties.
 - 12.2.1.3 Meet the Division officers, external auditors or outside counsel as necessary.

12.2.2 The committee will carry out the following responsibilities:

12.2.2.1 Financial Statements

- 12.2.2.1.1 Review significant accounting and reporting issues, including complex or unusual transactions.
- 12.2.2.1.2 Review with management and the auditors the results of the audit, including any difficulties encountered.
- 12.2.2.1.3 Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the



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school year in question and other information known to Committee members, and reflect appropriate accounting principles; and

- 12.2.2.1.4 Review with management and the auditors all matters required to be communicated to the entire Board

12.2.2.2 Internal Control

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

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

12.2.2.3 Audit

- 12.2.2.3.1 Review the auditor's proposed audit scope and approach

- 12.2.2.3.2 Review the performance of the auditors, and provide recommendations to the Board concerning the final approval on the appointment or the discharge of the auditors.

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

12.2.2.4 Compliance

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

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

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

12.3 Membership

12.3.1 Audit purpose of the committee

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

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

- 12.3.1.3 Superintendent or designate



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- 12.3.1.4 Secretary-Treasurer
- 12.3.2 Finance (budget) purpose of the committee
 - 12.3.2.1 The same membership as above. The purpose of using the same trustees is to provide training on the budgeting process, to help deepen their understanding of the financial statements.
- 12.4 Meetings
 - 12.4.1 The committee will meet at least once a year, with authority to convene additional meetings, as circumstances require.
 - 12.4.1.1 All committee members are expected to attend each meeting, in person or via tele- or video-conference
 - 12.4.1.2 The Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.
 - 12.4.1.3 It may hold private meetings with auditors and executive sessions.
 - 12.4.1.4 Minutes of the meeting will be prepared. Committee reports shall be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate.
- 13. Policy Review Committee**
 - 13.1. Purpose
 - 13.1.1. To prepare recommendations for new Board policies as well as amendments/deletions to existing Board policies
 - 13.1.2. All recommended amendments will be brought forward to the Board at a regular public Board meeting.
 - 13.2. Powers and Duties
 - 13.2.1. To receive information from trustees/administration/stakeholders and to discuss/develop/review policy positions as per the Policy Review Schedule or as directed by the Board.
 - 13.2.2. To review Board Policies on a regular schedule as per Policy 10: Policy Making and provide recommendations to the Board regarding amendments, changes, and deletions required.
 - 13.3. Membership
 - 13.3.1. One trustee to serve as Chair and two other trustees.
 - 13.3.2. Superintendent and/or designate(s).
 - 13.3.3. A Trustee shall be the chair of the Policy Review Committee but may assign chairing duties to someone else at the meeting if they so wish. The chair shall be



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named at the first meeting called and will be on an annual rotational basis.

13.4. Meetings

- 13.4.1. As per the Policy Review Schedule and shall meet at least two (2) weeks prior to each regular Board meeting. Additional meetings may be arranged by the Chair.
- 13.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and Superintendent and/or designate and record meeting summaries for all meetings.

Ad Hoc Committees

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

Resource Personnel

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

Legal Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreement



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Policy Committee
SUBJECT: Policy 17 Student Transportation Services
REFERENCE(S):
ATTACHMENTS: Policy 17 Student Transportation Services

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 17 Student Transportation Services, as attached.

BACKGROUND:

RISK ANALYSIS:



Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes the priority of transportation services is to provide safe transportation for students to Board designated programs within **the** Northland School Division.

School bus transportation service is provided in accordance with provisions of the **School Education** Act, and the specifications outlined in this policy. Responsibility for students' safety and well-being is retained by the parents or guardian of the student up until the students are picked up by the school bus and after they are dropped off by the school bus.

Specifically

1. The Board will provide transportation at no cost for students:
 - 1.1 Eligible for provincial transportation funding: over 2.4 km from their designated school.
 - 1.2 **The** Board will endeavor to provide transportation for students residing less than 2.4 km from their designated school.
2. The Board supports the use of congregated bus stops to facilitate efficient busing and ride times with consideration given to safety and feasibility of walk distances for **the** age of student.
3. The school bus is an extension of the classroom and the same rules and discipline measures apply to the student on the bus as in the classroom. The Bus Driver is in charge on the bus and students must listen and comply with the **Bus Driver's** rules.
4. Transportation services for students on-reserve to Northland Schools shall be as per contract.
5. Non-resident students transported by Northland School division must be covered by a transportation agreement.
- ~~6. The Board will endeavor to provide transportation for students residing less than 2.4 km from their designated school.~~
7. The Alberta Education transportation conveyance allowance may be forwarded to a parent of a student qualifying for alternative transportation services.
8. Funding received for a student may be forwarded to a parent of a student directed by the Board to attend a school of another board or an organization or agency providing special education services, that requires the student to be absent from their home community.



Policy 17

STUDENT TRANSPORTATION SERVICES

9. The Board shall approve all school attendance and transportation service areas.
10. For safety reasons, where practical, student pick-ups and drop-offs, will be organized so that students who are picked up first in the morning are dropped off first in the afternoon.

Legal Reference: Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 222 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009
Funding Manual for School Authorities



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Monthly Financial Report
REFERENCE(S):
ATTACHMENTS:

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

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
Budget to Actual Variance
as of March 31, 2021

REVENUE	2020-2021					
		<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Variance</u>	<u>%</u>
Alberta Education	\$	46,143,365	\$ 26,916,963	\$ 28,279,350	\$ 1,362,387	5
Federal Government & First Nations		15,349,464	8,953,854	\$9,725,012	771,158	9
Other Revenue		2,678,420	1,562,412	\$1,019,140	(543,272)	(35)
	\$	<u>64,171,249</u>	\$ <u>37,433,229</u>	\$ <u>39,023,501</u>	\$ <u>1,590,273</u>	<u>4</u>
EXPENSES						
Schools (inc. school cert. staff)	\$	24,556,710	\$ 14,324,748	\$ 14,481,047	\$ (156,300)	(1)
Instructional Support		7,667,034	4,472,437	3,555,359	917,077	21
Instructional Supply		7,628,664	4,450,054	3,552,969	897,085	20
External Services		4,521,543	2,637,567	2,843,806	(206,239)	(8)
Board and System Administration		3,108,717	1,813,418	1,645,710	167,708	9
Operations and Maintenance		10,504,182	6,127,440	\$6,244,648	(117,209)	(2)
Transportation		4,611,762	2,690,195	\$2,626,641	63,554	2
	\$	<u>62,598,612</u>	\$ <u>36,515,857</u>	\$ <u>34,950,180</u>	\$ <u>1,565,677</u>	<u>4</u>
NET SURPLUS (DEFICIT)	\$	<u>1,572,637</u>	\$ <u>917,372</u>	\$ <u>4,073,321</u>	\$ <u>3,155,949</u>	
Salaries and Benefits Detail						
Certificated salaries and benefits	\$	21,567,108	\$ 12,580,813	\$ 11,402,442	\$ 1,178,371	9
Uncertificated salaries and benefits		15,743,015	9,183,425	9,197,344	(13,919)	(0)
	\$	<u>37,310,123</u>	\$ <u>21,764,238</u>	\$ <u>20,599,786</u>	\$ <u>1,164,452</u>	<u>5</u>

VARIANCE ANALYSIS

Overall - At the end of the seventh month we remain on track for a positive result.

As planned in the Fall Budget Update both revenues and expenses are favorable or close to budget.

With 58% of the year gone we have received 61% of our planned revenues and spent 56% of our planned expenses.

Revenue

Revenue is on track with the budget (+4%):

Provincial funding and COVID funding has been received higher than initially budgeted.

Lower Federal/First Nations tuition rates have been offset by additional students and federal COVID support.

Other revenues including SGF and donations have diminished from the pandemic in line with expenses (\$0.5M)

Expenses

The \$1.6M (4%) favorable variance is due to operational changes offset by Housing renovations/ pandemic costs

Schools are on budget due primarily to the pandemic, reducing subs and other expenses

Certificated salaries are 9% under budget (-\$1.0M)

External Services is slightly overbudget due to Housing investment

Instructional Support, Supply and Transportation primarily comprise the balance (-0.6M)

Watching:		<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Variance</u>	<u>%</u>
Housing	\$	1,404,991	\$ 819,578	\$ 749,718	\$ 69,861	9
Housing Renovations Program	\$	1,900,000	\$ 1,108,333	\$ 619,054	\$ 489,280	44
Pedagogical	\$	689,950	\$ 402,471	\$ 484,553	\$ (82,082)	(20)

Housing - Net Underbudget 9% YTD

Journal entries have been made to match Housing renovation YTD project costs to the funding sources.

Overall 10 units have been renovated with 10 more underway from the program total of 37 units.

Pedagogical - Overbudget 20%

The budget had only 4 peds while there are and were planned to be 5.

Northland Monthly Enrolment Update for 2020-2021										
Schools	September	October	November	December	January	February	March	April	May	June
Athabasca Delta Community School	149	149	150	150	149	147	150			
Anzac Community School	88	90	92	90	95	92	94			
Bill Woodward School	111	114	115	115	115	112	112			
Bishop Routhier School	62	60	59	57	61	58	59			
Calling Lake School	126	129	128	128	129	123	121			
Career Pathways School	88	78	84	83	87	97	102			
Chipewyan Lakes School	18	20	17	17	21	19	20			
Conklin School	22	17	18	18	21	21	22			
Elizabeth School	106	110	112	111	112	110	110			
Father R. Perin School	80	80	76	76	82	78	79			
Ft McKay School	63	60	61	61	62	62	61			
Gift Lake School	128	130	126	126	128	128	128			
Grouard Northland School	85	84	75	75	72	67	70			
Hillview School School	23	25	26	26	29	33	33			
J.F. Dion School	68	66	69	68	69	69	69			
Mistassiniy School School	259	255	244	243	244	249	250			
Paddle Prairie School	112	110	111	111	114	114	116			
Pelican Mountain School	28	27	29	29	29	30	30			
St. Theresa School	286	290	291	290	291	291	296			
Susa Creek School	25	25	25	25	25	25	28			
TOTAL	1927	1919	1908	1899	1935	1925	1950	0	0	0

March 2021 Enrollment															
	PUF	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Total
Athabasca Delta Community School	0	10	11	21	19	15	17	18	17	14	3	3	1	1	150
Anzac Community School	0	16	20	19	18	19	2								94
Bill Woodward School							9	13	17	11	20	14	16	12	112
Bishop Routhier School	0	6	5	8	8	10	12	10							59
Calling Lake School	3	6	5	13	13	18	3	8	6	14	10	9	10	3	121
Career Pathways School												27	32	43	102
Chipewyan Lakes School	0	2	1	6	2	1	3	2	1	2	0				20
Conklin School	0	1	3	3	1	0	3	2	2	5	2				22
Elizabeth School	0	7	7	13	13	15	12	14	14	15					110
Father R. Perin School	0	4	11	8	7	13	10	7	7	8	4				79
Ft McKay School	0	14	9	8	6	7	9	8							61
Gift Lake School	0	7	17	11	11	14	13	13	15	13	14				128
Grouard Northland School	0	8	4	6	9	7	11	7	8	5	5				70
Hillview School School	0	4	8	3	5	3	5	5							33
J.F. Dion School	0	8	5	8	11	7	8	11	5	6					69
Mistassiniy School School	0	0	0	0	0	0	0	0	36	45	34	51	40	44	250
Paddle Prairie School	0	9	11	5	8	8	7	16	17	7	10	9	5	4	116
Pelican Mountain School	1	3	2	2	8	3	7	4							30
St. Theresa School	3	31	37	41	52	49	40	43							296
Susa Creek School	1	0	4	0	6	6	2	6	1	2					28
2020 September Enrolment (as of Sept 30/20)	8	136	160	175	197	195	173	187	146	147	102	113	104	107	1950

November 2020 In-School & At-Home Learning Numbers

November 2020 -
March 2021
Comparison

		Sub														Sub		Sub	
		PUF	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	TOTAL	Total	TOTAL
ADCS	In School	0	7	7	10	9	13	8	7	10	8	1	0	0	0	80	150	25	149
	Home Learning	0	3	4	11	10	2	9	11	7	6	2	3	1	1	70		124	
Anzac Community	In School	0	16	16	16	16	13	2								79	94	76	90
	Home Learning			4	3	2	6									15		14	
Bill Woodward	In School							9	12	12	9	15	8	6	5	76	112	77	114
	Home Learning								1	5	2	5	6	10	7	36		37	
Bishop Routhier	In School	0	3	2	7	4	6	6	7							35	59	39	60
	Home Learning		3	3	1	4	4	6	3							24		21	
Calling Lake	In School	3	6	5	8	11	17	3	7	6	13	9	7	10	3	108	121	115	129
	Home Learning				5	2	1		1		1	1	2			13		14	
Career Pathways	In School												15	17	25	57	102	33	78
	Home Learning												12	15	18	45		45	
Chipewyan Lakes	In School	0	2	1	6	2	1	3	2	1	2					20	20	20	20
	Home Learning															0		0	
Conklin	In School	0	1	3	1	1	0	2	0	2	3	1				14	22	14	17
	Home Learning				2			1	2		2	1				8		3	
Elizabeth	In School	0	5	6	10	10	10	9	12	9	9					80	110	65	110
	Home Learning		2	1	3	3	5	3	2	5	6					30		45	
Father R. Perin	In School	0	4	7	6	7	11	7	5	5	6	0				58	79	53	80
	Home Learning			4	2		2	3	2	2	2	4				21		27	
Fort McKay	In School	0	13	9	6	6	6	8	6							54	61	53	60
	Home Learning		1		2		1	1	2							7		7	
Gift Lake	In School	0	4	7	7	7	7	7	6	3	8	6				62	128	82	130
	Home Learning		3	10	4	4	7	6	7	12	5	8				66		48	
Grouard Northland	In School	0	3	3	4	6	4	10	6	3	4	4				47	70	51	84
	Home Learning		5	1	2	3	3	1	1	5	1	1				23		33	
Hillview	In School	0	2	3	3	3	2	3	3							19	33	14	25
	Home Learning		2	5		2	1	2	2							14		11	
J.F. Dion	In School	0	7	4	7	9	7	8	10	4	5					61	69	58	66
	Home Learning		1	1	1	2			1	1	1					8		8	
Mistassiniy School	In School									22	16	16	12	17	11	94	250	255	255
	Home Learning									14	29	18	39	23	33	156		0	
Paddle Prairie	In School	0	9	8	4	8	7	6	16	14	7	8	6	3	2	98	116	90	110
	Home Learning			3	1		1	1		3		2	3	2	2	18		20	
Pelican Mountain	In School	1	3	2	2	8	2	7	4							29	30	27	27
	Home Learning						1									1		0	
St. Theresa	In School	3	25	31	28	34	40	32	28							221	296	212	290
	Home Learning		6	6	13	18	9	8	15							75		78	
Susacreek	In School	1	0	4	0	6	5	2	5	0	2					25	28	22	25
	Home Learning						1		1	1						3		3	
Northland	In School Total	8	110	118	125	147	151	132	136	91	92	60	48	53	46	1317	1950	1381	1919
	Home Learning Total	0	26	42	50	50	44	41	51	55	55	42	65	51	61	633		538	

%

67.54%
32.46%



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021

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

SUBJECT: ASBA Edwin Parr Nomination

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve Andrew Belsheim, teacher at Anzac Community School nominated for the 2021 Edwin Parr Teacher Award.

BACKGROUND:

NSD received five (5) nominations for the 2021 ASBA Edwin Parr Award. Andrew Belsheim is a first year teacher at Anzac Community School and has been nominated by his principal.

RISK ANALYSIS:



ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Wes Oginski, Associate Superintendent of Human Resources
SUBJECT: Teacher Contracts Update for 2021-2022
REFERENCE(S):
ATTACHMENTS: New Teacher Hires by Geography (September 2020)

RECOMMENDATION:

THAT the Board of Trustees receive as information the update on Teacher Contracts for the 2021-2022 school year, as attached.

BACKGROUND:

Northland has on average the past few years, hired 30-40 teachers and 4-6 principals/vice-principals. Most hiring had been occurring later in the school year as hiring notices were not posted until the division and school budgets were confirmed.

A staff reduction strategy in January 2020, as well as Board permission to offer early contracts created an opportunity to determine vacancies earlier which resulted in Northland hiring earlier (February/March-August 2020). For the first time in several years, all our probationary/temporary vacancies were filled by the beginning of the 2020-2021 school year. Being proactive in its search and contract offers for instructional staff has been beneficial.

The Board again affirmed with the Administration that the Division could offer early contracts this year. In March 2021, Northland identified 20 teachers and offered early contracts for the 2021-2022 school year. 16 of those offers were accepted.

We are now at a place where the Administration is identifying the staffing needs at each school for next year. Based on our current analysis of staffing there are at least 13-18 vacant teaching positions available for next year. Schools will be able to start interviewing as early as the end of April/21. These interviews will primarily be via Zoom and be archived so that other principals do not have to re-interview candidates already shortlisted.

HR has also posted the principal positions for Conklin, Fort McKay and St Theresa Schools. Interest has been strong. Administration is working on School Principal shortlisting, establishing interview committees and setting dates, as per [Policy 16 Recruitment and Selection of Personnel](#) guidelines. These interviews will begin shortly.

ADMINISTRATION RECOMMENDATION TO THE BOARD

Statistically, from the past 5 years about half of our new hires are from Alberta universities. Last year almost 3/4 of our new hires were Alberta graduates.

Risk Analysis: None

ADMINISTRATION RECOMMENDATION TO THE BOARD

New Teacher Hires by Geography

Province	2015-16		2016-17		2017-18		2018-19		2019-20		5 Year	2020-2021		5 Year
	#	%	#	%	#	%	#	%	#	%	<u>AVERAGE</u>	#	%	<u>AVERAGE</u>
AB	17	41.46%	26	48.15%	26	47.27%	25	54.35%	23	52.27%	48.70%	26	78.79%	56.17%
BC	3	7.32%	1	1.85%	2	3.64%	1	2.17%	1	2.27%	3.45%	0	0.00%	1.99%
SK	1	2.44%	2	3.70%	2	3.64%	1	2.17%	1	2.27%	2.85%	2	6.06%	3.57%
MB	1	2.44%	1	1.85%	2	3.64%	2	4.35%	0	0.00%	2.46%	0	0.00%	1.97%
ON	8	19.51%	4	7.41%	5	9.09%	5	10.87%	8	18.18%	13.01%	1	3.03%	9.72%
QB	0	0.00%	2	3.70%	0	0.00%	0	0.00%	1	2.27%	1.20%	0	0.00%	1.20%
NB/NF/NS/PEI	8	19.51%	13	24.07%	10	18.18%	9	19.57%	2	4.55%	17.18%	4	12.12%	15.70%
USA	2	4.88%	3	5.56%	5	9.09%	0	0.00%	1	2.27%	4.36%	0	0.00%	3.38%
Other	1	2.44%	2	3.70%	3	5.45%	3	6.52%	7	15.91%	6.81%	0	0.00%	6.32%
Total New Hires	41	100%	54	100%	55	100%	46	100%	44	100%	48	33	100%	100%



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Secretary-Treasurer Aird
SUBJECT: Budget 2021 - 2022: Principles and Assumptions
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the Budget 2021-22 Principles and Assumptions, as attached.

BACKGROUND:
Per the Board Annual Work Plan the Principles and Assumptions are used by Administration to develop the annual budget. This will be presented for Board Approval at the May 29,2021 Board meeting and then shared with Alberta Education.
RISK ANALYSIS:
Risk Analysis: None



Budget 2021 - 22

Principles and Assumptions

Overview

As part of its fiduciary duties the Board reviews and approves the budget annually, as planned in the Board Annual Work Plan. These Principles and Assumptions are used to guide and support Administration's detailed budget development. This includes all key components of the budget: enrollments, revenues, expenses, allocations to schools, division-wide costs, staffing, individual schools and departments.

The Board is required to provide the 2021-22 budget to Alberta Education by May 31, 2021.

The Division's financial management cycle includes a fall update to the budget, adjusting targets for actual enrollments, emerging priorities and any other changing circumstances.

Guiding Principles

1. A fair, transparent and equitable allocation model
2. A process of collaboration and consensus building developing fairness and equity
3. Decentralized (site-based) budgets, maximizing funding for schools
4. Financial decision-making
 - Those closest to the activity will have major influence in decision-making as appropriate
 - Informed decisions will be made with attention to balancing choice, responsibility and accountability while maintaining alignment with our vision, commitment, and principles
 - Staff have the capability to make decisions for activities they are responsible for
 - Decision makers will consider the full scope of the impact of their decisions and will collaborate with those who may be affected by such decisions
5. Individuals will accept responsibility for their decisions

Key Assumptions

1. COVID-19 will have minimal Impact
2. New stable provincial funding formula, with grants substantially known
3. The Division's allocation model provides appropriate resources for a quality education at all schools
4. Enrollment projections driving Weighted Moving Average and site allocations are accurate, and will be adjusted to site actuals in the fall
5. Support for remote learning will not substantially increase total costs
6. School Food Services is critical to our students continuing health and success. Although a grant has not been received for this, the program will continue
7. Potential Federal/ First Nations funding formula change will not be detrimental to students or the division
8. Teacher salaries are unchanged except for grid movement/ turnover - developing standard cost based on rates
9. Support salaries are unchanged and planned based on current rates
10. ASEBP benefits costs are rising 7.85% September 1st. Discounted rates continue for Extended Health, Dental and Vision
11. Low Inflation in Alberta (CPI) will keep supplies and services costs moderate
12. Insurance cost escalation has been halted and rates will not materially increase
13. Utilities have been budgeted based on current costs (rates and usage)
14. Departments and key cost centres will operate within envelopes, based on previous years with adjustments for innovations, Division priorities and key drivers
15. Board costs will continue to be modest, based on the increased use of ZOOM to reduce travel, offset by the resumption of professional development and election costs
16. Improvements to operations will generate savings that will be invested in improving service quality and building towards our ideal future state



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Preliminary Revenue/Expense Figures - Budget 2021
REFERENCE(S):
ATTACHMENTS: Initial Grant Sheets - 2020-21 and 2021-22

RECOMMENDATION:
THAT the Board of Trustees receive as information, the Preliminary Revenue/Expense Figures - Budget 2021, as presented.

BACKGROUND:
 On February 25, 2021 the Government of Alberta tabled its budget for 2021-22 and 3-year fiscal plan . Detailed funding profiles were released March 31, 2021 with the Funding Manual, Grant Sheets and other funding details.

Total projected budgeted initial grant sheet funding has been steady as follows:

	2019-2020	2020-2021	2021-2022
Formula Funding	\$ 27,746,000	\$ 31,356,000	\$ 31,985,597
Enhancement Funding	5,665,000	-	-
School Food Services	3,168,000	-	-
Bridge Funding	-	5,373,000	4,504,120
Total Funding	\$ 36,579,000	\$ 36,729,000	\$ 36,489,717

The Honorable Adriana Lagrange, Minister of Education has provided more detail, in a series of meetings and briefings.

The Northland School Division

Projected Operational Funding - New Funding Framework - As of February 2020

New Funding Framework Grants

Base Instruction	Grade ECS	\$79,000
	Grades 1 - 9	\$1,421,000
	High Schools	\$808,000
	Rural Small Schools	\$7,613,000
	Home Education	\$7,000
	Outreach Programs	\$100,000
	Distance Education	\$0
	Sub -Total	\$10,028,000
Services & Supports	Specialized Learning Support (SLS)	\$1,336,000
	First Nations, Metis and Inuit Education	\$2,476,000
	English as a Second Language	\$337,000
	Francisation	\$0
	Refugee Student	\$0
	Institutional Programs (EPI)	\$0
	ECS Pre-K Program Unit Funding (PUF)	\$150,000
Schools	Operations & Maintenance Grant	\$2,854,000
	SuperNet	\$192,000
	Transportation	\$2,319,000
	Infrastructure Maintenance Renewal	\$635,000
Community	Socio-Economic Status	\$1,489,000
	Geographic	\$4,997,000
	Fort McMurray Allowance	\$645,000
	School Nutrition Program	\$250,000
	Francophone Equivalency	\$0
Jurisdictions	System Administration	\$3,648,000
Total	\$31,356,000	
Budget 2019 - Estimated Operational Funding	\$36,579,000	
Bridge Funding for New Framework	\$5,373,000	
Total Funding Support with Bridge Funding	\$36,729,000	
\$ Increase	\$150,000	

The Northland School Division	
Projected Operational Funding - as of March 2021	
	Budget 2021
New Funding Framework Grants	
Base Instruction	
Grade ECS	\$119,461
Grades 1 - 9	\$1,557,235
High Schools	\$951,104
Rural Small Schools	\$7,523,115
Home Education & Shared Responsibility	\$7,668
Outreach Programs	\$150,000
Distance Education (Non-Primary)	\$0
Sub-Total	\$10,308,583
Services & Supports	
ECS Pre-K Program Unit Funding (PUF)	\$87,090
Moderate Language Delay Grant (Pre-K & SLS K) ¹	\$96,000
Specialized Learning Support	\$1,259,212
Specialized Learning Support - Kindergarten (Severe)	\$627,000
First Nations, Métis, and Inuit Education	\$2,468,265
English as a Second Language	\$304,500
Francisation	\$0
Refugee Student	\$0
Institutional Programs (EPI)	\$0
Schools	
Operations & Maintenance Grant	\$2,626,140
SuperNet	\$182,400
Transportation	\$2,312,636
Infrastructure Maintenance Renewal (Operating)	\$290,884
Community	
Socio-Economic Status	\$1,519,550
Geographic	\$5,214,698
Fort McMurray Allowance	\$561,600
School Nutrition Program	\$250,000
Francophone Equivalency	\$0
Jurisdictions	
System Administration	\$3,648,416
2020-21 Funding Adjustment	\$228,623
A Total	\$31,985,596
B Provincial COVID Mitigation Support	\$0
C Bridge Funding	\$4,504,120
D = A+B+C Budget 2021 - Projected Operational Funding²	\$36,489,717
E Budget 2020 - Estimated Operational Funding ²	\$36,404,786
F = D- E \$ Increase/Decrease compared to 2020/21 Level	\$84,930
Financial Health of the School Division (2019/20 School Year)	
Operating Reserves	\$2,893,332
ASO % of Operating Expenses (Provincial ASO - 5%)	4.9%
Capital Reserves	\$1,783,279
Government of Canada Safe Return to Class Fund 2020/21	\$694,035

Notes:

¹ Moderate Language Delay Grant (Code 48 Pre-K & SLS K) estimates will be updated using the September 30th actual enrolment count for the 2021/22 school year.

² School jurisdictions operational funding excludes Capital Maintenance Renewal (CMR) grant. CMR allocation details for school jurisdictions are provided in the CMR Project Approval Letters.

**Key messages have included:**

- Boards will not be penalized in budget 2020-21 or 2021-22 for lower enrollment due to COVID-19, \$130M in COVID mitigation funding is being provided
- The Specialized Learning Support (SLS) Grant has been restructured to provide dedicated support to Kindergarten children with severe disabilities. The SLS PUF related grants have been restructured to support children diagnosed through testing with moderate delays. Funding will be based on the actual count eligible.
- For the 2021/22 government fiscal year, a new Capital Maintenance and Renewal (CMR) program has been implemented, providing funding for specific maintenance and renewal projects identified by school jurisdictions and approved in accordance with government criteria. The updated standardized and centralized process in CMR management will allow for greater transparency and accountability for government decision-makers regarding the effectiveness of CMR investments. Details regarding CMR funding are outlined on the Extranet.
- The accelerated CMR Grant will total \$84M over 4 years across all divisions
- Funding commitment letters for the 2021/22 school year will be provided to each school authority by April 30, 2021.

RISK ANALYSIS:

The grant profile is as expected, reducing the funding uncertainty risk, and supporting a focus on longer term financial planning.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES DATE: APRIL 24, 2021

SUBMITTED BY: Chair Guild

SUBJECT: ASBA Budget and Bylaws Bulletin, Spring General Meeting

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve as information the ASBA’s Budget and Bylaws Bulletin - Spring General Meeting 2021, as attached.

BACKGROUND:
RISK ANALYSIS:



Budget and Bylaws Bulletin Spring General Meeting 2021

Please refer to this bulletin during the business session of the ASBA Spring General Meeting on June 7, 2021. An electronic copy of this Bulletin is available on the ASBA website.

This Budget and Bylaws Bulletin was prepared by the 2020-21 ASBA Policy Development Advisory Committee:

Trina Boymook, ASBA Vice-President, Chair
Lorrie Jess, ASBA President
Cheryl Dumont, Zone 2/3 Director
Daryl Scott, Zone 4 Director
Trina Hurdman, Calgary Board of Education Director

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Executive Summary

The Bulletin outlines the information required for the Business Session of the ASBA Spring General Meeting on June 7, 2021.

There are three types of motions that may take place during the Business Session: procedural, substantive, and emergent or extraordinary.

Procedural Motions

Procedural motions require a simple majority of voting Full Member Boards to pass (i.e. >50%). These motions address how the business meeting will be conducted (Rules of Procedure); set the Order Paper; and approve the draft minutes. The process of Unanimous Consent will be used to help streamline procedural motions.

Substantive Motions

Substantive motions require a double majority of voting members to pass. A double majority requires sixty per cent (60%) or more of Full Member Boards who are in attendance, who cast a vote, and who vote in affirmative; and Full Member Boards who are in attendance, who cast a vote, and who vote in affirmative and represent sixty per cent (60%) or more of the Students registered for the most recently reported period. Proposed Position Statements, Bylaw amendments and the Budget are examples of Substantive Motions.

Emergent and Extraordinary Motions

Emergent and Extraordinary motions require a two-thirds majority of voting Full Member Boards to pass. They are required solely to allow new business to be put before the assembly. At General Meetings, this may occur through two scenarios:

- 1) If a Full Member Board would like the assembly to consider an emergent position statement, which has either been rejected as emergent by PDAC or was not provided to PDAC in advance of the General Meeting; or
- 2) If a Full Member Board would like the assembly to consider a position that arose out of the business of the General Meeting.

If an Emergent or Extraordinary motion is passed, it is put before the assembly for consideration. If approved for consideration by the assembly, it becomes a substantive motion and requires a double majority for approval.

Unanimous Consent

To streamline the voting process in the virtual Spring General Meeting, some procedural motions may be approved using the process of unanimous consent. For these motions, the Chair will ask the assembly if there are any objections or amendments and then pause for a response. If no members come forward with an objection or amendments, the item will be approved by unanimous consent. If there is any indication that Members wish to bring forward amendments or engage in debate, the motion will revert to the normal procedure and go to a simple majority vote for approval. This process will only be used for procedural motions.

The Chair will use the process of unanimous consent for the following procedural motions: Approval of the Rules of Procedure, Appointment of the Balloting Committee, Approval of Minutes, and Adoption of the Order Paper.



ASBA Spring General Meeting

DRAFT ORDER PAPER

June 7, 2021, 9:00 am

Location: Virtual Meeting via Zoom (meeting link will be shared upon registration)

Agenda Item	Time
Orientation for Voting Delegates	8:00 am
Opening Remarks from the Honourable Minister Adriana LaGrange	8:30 am
1.0 Call to Order	9:00 am
2.0 President's Message	
3.0 CEO's Message	
4.0 Approval of Rules of Procedure	
5.0 Appointment of the Balloting Committee	
6.0 Consideration of Emergent Issues from PDAC	
7.0 Consideration of Emergent Issues from Members	
8.0 Adoption of Order Paper	
9.0 Approval of Minutes: November 16, 2020	
10.0 Business Arising from Minutes	
11.0 Approval of 2021/2022 Budget	
12.0 Bylaw Amendments	

- 12.1 [Omnibus Amendment \(Bylaw 5.2.2, 5.2.3 & 15.2.1 – 15.2.5\)](#)
- 12.2 [Omnibus Amendment \(Bylaw 15.1, 15.4 & Schedule A\)](#)
- 12.3 [Omnibus Amendment \(Bylaw 1\)](#)
- 12.4 [Bylaw Amendment – Quorum at General Meetings](#)
- 12.5 [Bylaw 14.1 Amendment – Amendments to Bylaws](#)

- 13.0 [Policy Positions Approved by the Board of Directors](#)

- 14.0 Emergent Issues added to the Order Paper by PDAC or Full-Members

- 15.0 Emergent Position Statements Sponsored by Full-Member Boards

- 16.0 Adjournment

***The Chair will call a break for lunch as close to 12:00 pm as debate allows**

Rules of Procedure

In order to expedite the debate at general meetings, it is necessary to approve certain rules of procedure. Some of these may be specific parliamentary procedures, as in *Robert's Rules of Order*, while others are less formal and reside with each individual in the interests of courtesy, cooperation, and respect for all concerned as well as for the business at hand.

Procedural Steps

1. The proposed motion shall be read by the Chair who will immediately ask for a mover and a seconder.
2. As soon as the proposed motion has been moved and seconded, the Chair shall call upon the mover to speak to the motion. The mover shall have up to three minutes to speak.
3. The Chair shall ask if any delegate wishes to speak for or against the proposed motion. If no delegate so wishes, the Chair will stand the meeting at ease so that Voting Members may connect with their delegates. Upon returning, the Chair will immediately call the question.
4. If there is evidence of opposition or support, debate shall subsequently continue until the question is called in the usual manner. The mover will have the right to be the final speaker in the debate and shall have up to three minutes to close.
5. A delegate wishing to speak to a motion shall first obtain recognition by the Chair and clearly announce his/her name and school jurisdiction represented.
6. A delegate wishing to speak to a motion shall limit remarks to a maximum of two minutes.
7. Any delegate speaking to a motion shall be allowed to speak as often as the Chair, in his or her discretion, will permit.
8. The Chair shall have the discretion to extend speaking times if technology creates any barriers to communication.
9. Procedural motions may be handled by the process of unanimous consent outlined in *Robert's Rules of Order Newly Revised 12th Edition* (S4:58-60, pp.49-50).

Amendments

10. A delegate may, at any time during the debate on a motion, move an amendment to the motion, providing it is relevant to, and deals with, the same subject matter as the original motion. A motion to amend must be seconded. The mover shall have up to three minutes to introduce the amendment.
11. An amendment of a substantive nature to a motion shall be submitted in writing along with the resolution it is proposed to amend, the motion as it will read when amended, the mover and seconder name, and their respective school jurisdiction.
12. Amendments of a minor editorial nature may be handled by the process of unanimous consent outlined in *Robert's Rules of Order Newly Revised 12th Edition* (S4:58-60, pp.49-50).

Voting

13. Eligibility for voting shall be in accordance with Bylaw 12.3.1:
 - 12.3.1. *The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.*
14. Voting on Substantive Motions shall be conducted according to the Alberta School Boards Association Bylaw 12.3.2 – 12.3.4:
 - 12.3.2. *Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:*
 - 12.3.2.1. *Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and*
 - 12.3.2.2. *Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.*
 - 12.3.3. *For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:*
 - 12.3.3.1. *Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and*

12.3.3.2. Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).

12.3.4. Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.

15. Voting on Procedural Motions shall be conducted by a Majority Vote according to *Robert's Rules of Order Newly Revised 12th Edition*, as follows:

S44.1 majority... means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting.

Emergent and Extraordinary Resolutions

16. Adoption of emergent or extraordinary resolutions shall be governed by Governance Policy 10:

10.4.7 If the criteria defining an emergent position statement, as outlined in 10.4.1, are not met, the matter may still be considered by the assembly at a General Meeting if:

10.4.7.1 Consideration of the proposed position is supported by a two-thirds majority of voting Full Member Boards, and

10.4.7.2 The Mover makes available the wording of the position statement to all delegates.

10.5 A position shall be accepted for consideration as an Extraordinary Position if:

10.5.1 The position arises out of the business of the General Meeting;

10.5.2 Consideration of the position is supported by a two-thirds majority of voting Full member Boards, and

10.5.3 The mover makes available the wording of the position to all delegates.

Disposition of Outstanding Policy Positions

17. Disposition of outstanding policy positions shall be as outlined in Board of Directors' Governance Policy 10.6:

10.6.1. Resolutions for proposed position statements not addressed by the scheduled time of adjournment of the business session of a General Meeting shall be referred automatically to the Board of Directors for such action as the Board is at liberty to take in accordance with Bylaw 8.2.7.

10.6.2. These outstanding items must be included on the order paper of the business session of the next General Meeting.

Other Motion Proceedings

18. Other motion proceedings will be governed by *Robert's Rules of Order* and the Alberta School Boards Association Bylaws and Governance Policies.

DRAFT

Appointment of Balloting Committee

Proposed Resolution

BE IT RESOLVED THAT, the Balloting Committee for the 2021 Spring General Meeting be appointed as: Jan Olson, ASBA Chief Business Officer, Chair; James Tapankov, ASBA Learning Specialist; and Chelsea McNaughton, ASBA Director of Governance.

Background

In order to ensure equitable access to measures concerning the counting of ballots from Full Members, a balloting committee shall be appointed at the outset of the 2021 Spring General Meeting.

This Balloting Committee shall be composed of the ASBA staff that are tasked with the capacity of stewarding ballots throughout the General Meeting. Should a member have an inquiry or concern related to the processing or receipt of ballots through the electronic voting system throughout the duration of the Meeting, the member shall contact Jan Olson, ASBA Chief Business Officer at their earliest convenience. The Balloting Committee shall then examine and rectify the concern or question raised.

Attachments

N/A



ASBA Fall General Meeting
November 16, 2020
Virtual Meeting via Zoom

DRAFT MINUTES

1.0 CALL TO ORDER

President Jess welcomed attendees to the 2020 Fall General Meeting, acknowledged the gathering as on ancestral and traditional territory, and invited Vice-President T. Boymook to Chair the business session. The 2020 Fall General Meeting was called to order at 9:03 am.

The head table was introduced:

- Lorrie Jess, ASBA President
- Cheryl Dumont, Director for Zone 2/3, member of PDAC
- Daryl Scott, Director for Zone 4, member of PDAC
- Brad Toone, Director for Zone 6, member of PDAC
- Dr. Vivian Abboud, CEO
- Becky Kallal, Parliamentarian
- Michael Solowan, Legal Counsel

2.0 APPROVAL OF FGM BY ELECTRONIC MEANS

MOTION 1/FGM2021 (Unanimous Consent)

THAT, the Members of the Association do hereby ratify and affirm the Board of Director's decision to proceed with the 2020 Fall General Meeting as a virtual meeting in response to the COVID-19 crisis.

CARRIED

3.0 APPROVAL OF THE BALLOTING COMMITTEE

The Chair introduced the Ballot Counting Committee:

- Jan Olson, Chair
- James Tapankov
- Chelsea McNaughton

MOTION 2/FGM2020 (Unanimous Consent)

THAT, The Balloting Committee be appointed as read.

CARRIED

4.0 CONSIDERATION OF EMERGENT ISSUES FROM PDAC

As noted on the revised Bylaw and Policies Bulletin distributed November 13, 2020, the following items were additions to the 2020 Fall General Meeting Order Paper:

- 13.1 Diploma Exams
- 13.2 Hold Harmless and Enrolment Counting

5.0 CONSIDERATION OF EMERGENT ISSUES FROM MEMBERS

No proposed emergent motions to be added to the Order Paper were put forward by the assembly.

6.0 ADOPTION OF ORDER PAPER

Trustee M. Ouellette from Grande Prairie RCSSD No. 28 called a point of order and asked for the meeting to stand at ease while participants corrected technical difficulties experienced with the virtual voting platform. The meeting proceeded once technical difficulties were resolved.

MOTION 03/FGM2020 (Unanimous Consent)

THAT, The Order Paper for the 2020 Fall General Meeting be adopted as circulated in the FGM 2020 Bylaw and Policies Bulletin.

CARRIED

7.0 APPROVAL OF MINUTES: JUNE 1 2020 SPRING GENERAL MEETING

MOTION 4/FGM2020 (Unanimous Consent)

THAT, The minutes of the 2019 ASBA Spring General Meeting be approved as circulated in the FGM 2020 Bylaw and Policies Bulletin.

CARRIED

8.0 APPROVAL OF MINUTES: SEPTEMBER 17 2020 SPECIAL GENERAL MEETING

MOTION 5/FGM2020 (Unanimous Consent)

THAT, The minutes of the September 17 2020 ASBA Special General Meeting be approved as circulated in the FGM 2020 Bylaw and Policies Bulletin.

CARRIED

9.0 BUSINESS ARISING FROM MINUTES

No business from the 2020 Spring General Meeting Minutes rose.

10.0 BYLAW AMENDMENTS

10.1 Bylaw 17: Meetings by Electronic Means

MOTION 6/FGM2020 (Substantive)

Moved by D. Scott, Director and Seconded by C. Dumont, Director

THAT, ASBA Bylaws be amended, effective at the conclusion of the 2020 Fall General Meeting, to include Bylaw 17: Meetings by Electronic Means, as follows:

Bylaw 17: Meetings by Electronic Means

17. Meetings by Electronic Means

- 17.1 The Board of Directors may determine that a meeting be held entirely by electronic means including, without limitation, a teleconference or video conference that permits all participants to communicate adequately with each other during the meeting.
- 17.2 For the purpose of this Bylaw, a “meeting” includes a General Meeting or a Special General Meeting.
- 17.3 If the Board of Directors determine a meeting will be held by electronic means the Written Notice of that meeting must state the electronic means by which the meeting is to be held.

CARRIED (100.0% of Boards, 100.0% of Students)

11.0 POSITION STATEMENTS SPONSORED BY ASBA BOARD OF DIRECTORS

11.1 Good Faith Immunity Legislation

MOTION 7/FGM2020 (Substantive)

Moved by C. Dumont, Director and Seconded by C. Williams, Director

THAT, ASBA urges the Government of Alberta to develop and enact good faith immunity legislation to protect Alberta School boards from liability for damages relating directly or indirectly to the COVID-19 pandemic.

CARRIED (100% of Boards, 100% of Students)

12.0 POSITION STATEMENTS SPONSORED BY BOARDS/ZONES

12.1 Program Unit Funding

MOTION 8/FGM2020 (Substantive)

Moved by Edmonton Public School Board and Seconded by Black Gold School Division

THAT, Alberta Education ensure that all students with mild/moderate and severe disabilities/delays who require specialized early intervention provided by program unit funding are able to receive it, and that funding of the PUF program be restored to the equivalent per-student amount as 2018 levels, including Family Oriented Supports, allowing ECS providers to offer fully funded half-day programming, and that program funding be extended from two years to three years to include supports for Kindergarten.

CARRIED (81% of Boards, 88.9% of Students)

12.2 Funding for Shared Services and Programs**MOTION 9/FGM2020** (Substantive)

Moved by Grande Prairie Public School Division and Seconded by Edmonton Catholic School Division

THAT, Alberta Education provide financial support to develop initiatives between school divisions or between school divisions in partnership with municipalities to share services and programming.

MOTION 9/FGM2020 – AMENDMENT (Procedural)

Moved by Calgary Catholic School District and Seconded by Rocky View School Division

THAT, Alberta Education provide financial support to develop initiatives between school divisions or between school divisions in partnership with municipalities to share services and programming **that respects the distinctiveness of each system; public, separate and francophone.**

CARRIED (Y: 67%)

MOTION 9/FGM2020 – AS AMENDED (Substantive)

Moved by Grande Prairie Public School Division and Seconded by Edmonton Catholic School Division

THAT, Alberta Education provide financial support to develop initiatives between school divisions or between school divisions in partnership with municipalities to share services and programming that respects the distinctiveness of each system; public, separate and francophone.

DEFEATED (35% of Boards, 67.2% of Students)

12.3 Language Learning Students**MOTION 10/FGM2020** (Substantive)

Moved by St. Albert Public School District and Seconded by Greater St. Albert Catholic School Division

THAT, the Alberta School Boards Association requests that Alberta Education secures the sustainability and viability of the languages department within the department of education to support language learning in the areas of: English language learning, French language learning, and global language learning. **CARRIED**

MOTION 10/FGM2020 – AMENDMENT (Unanimous Consent)

Moved by Calgary Board of Education and Calgary Catholic School District

THAT, the Alberta School Boards Association requests that Alberta Education secures the sustainability and viability of the languages department within the department of education to support language learning in the areas of: English language learning, French language learning, **Indigenous language learning** and global language learning.

CARRIED

MOTION 10/FGM2020 – AS AMENDED (Substantive)

Moved by St. Albert Public School District and Seconded by Greater St. Albert Catholic School Division

THAT, the Alberta School Boards Association requests that Alberta Education secures the sustainability and viability of the languages department within the department of education to support language learning in the areas of: English language learning, French language learning, Indigenous language learning and global language learning.

CARRIED (88% of Boards, 89.6% of Students)

13.0 EMERGENT ISSUES ADDED TO THE ORDER PAPER BY PDAC OR MEMBERS

13.1 Diploma Exams

MOTION 11/FGM2020 (Substantive)

Moved by Red Deer Public School District and Seconded by Wetaskiwin Regional Division

THAT, the Alberta School Boards Association advocate for the Minister of Education to suspend Provincial Diploma Examinations for the 2020/21 school year due to COVID-19 and address any student entrance inequities for post-secondary throughout the province.

MOTION 11/FGM2020 – AMENDMENT (Procedural)

Moved by Calgary Catholic School District and Seconded by Fort McMurray Public School District
THAT, the Alberta School Boards Association advocate for the Minister of Education to suspend Provincial Diploma Examinations for the 2020/21 school year due to COVID-19 and address any student entrance inequities for post-secondary throughout the province. **We further request that the Minister of Education be encouraged to work with the Minister of Advanced Education to support student entrance requirements.**

CARRIED (Y: 80%)

MOTION 11/FGM2020 – SUBSTITUTE MOTION (Procedural)

Moved by Elk Island Public School Division and Seconded by Elk Island Catholic School Division

THAT, the Alberta School Boards Association advocate for the Minister of Education to allow students to choose to write or not to write Provincial Diploma Examinations for the 2020/21 school year due to COVID-19 and address any student entrance inequities for post-secondary throughout the province. **We further request that the Minister of Education be encouraged to work with the Minister of Advanced Education to support student entrance requirements.**

CARRIED (Y: 72%)

MOTION 11/FGM2020 – AS SUBSTITUTED (Substantive)

Moved by Elk Island Public School Division and Seconded by Elk Island Catholic School Division

THAT, the Alberta School Boards Association advocate for the Minister of Education to allow students to choose to write or not to write Provincial Diploma Examinations for the 2020/21 school year due to COVID-19 and address any student entrance inequities for post-secondary throughout the province. **We further request that the Minister of Education be encouraged to work with the Minister of Advanced Education to support student entrance requirements.**

CARRIED (89% of Boards, 90.9% of Students)

13.2 Hold Harmless and Enrolment Counting**MOTION 12/FGM2020** (Substantive)

Moved by B. Toone, Director and Seconded by A. Hrynyk, Director

THAT, School divisions be held harmless by the Government of Alberta for any future year's reduction in funding due to lower than anticipated actual enrolment in the province as a result of COVID-19. Further, that the ASBA advocate for the Weighted Moving Average (WMA) calculation to be amended to use the 2020-2021 Projected Enrolment figures versus the September 30, 2020, enrolment numbers for the upcoming 2021-2022 and 2022-2023 school years.

MOTION 12/FGM2020 – AMENDMENT (Procedural)

Moved by Pembina Hills School Division and Parkland School Division

THAT, School divisions ~~who are experiencing be held harmless by the Government of Alberta for any future year's reduction in funding due to~~ lower than anticipated actual enrolment in the province as a result of COVID-19 ~~be held harmless by the Government of Alberta for any future year's reduction in funding.~~ Further, that the ASBA advocate for the Weighted Moving Average (WMA) calculation to be amended to use the 2020-2021 Projected Enrolment figures versus the September 30, 2020, enrolment numbers for the upcoming 2021-2022 and 2022-2023 school years ~~for those school divisions with decreasing enrolments in the 2020-2021 school year.~~

CARRIED (Y: 69%)

MOTION 12/FGM2020 – AS AMENDED (Substantive)

Moved by B. Toone, Director and Seconded by A. Hrynyk, Director

THAT, School divisions who are experiencing lower than anticipated actual enrolment in the province as a result of COVID-19 be held harmless by the Government of Alberta for any future year's reduction in funding. Further, that the ASBA advocate for the Weighted Moving Average (WMA) calculation to be amended to use the 2020-2021 Projected Enrolment figures versus the September 30, 2020, enrolment numbers for the upcoming 2021-2022 and 2022-2023 school years for those school divisions with decreasing enrolments in the 2020-2021 school year.

CARRIED (97% of Boards, 98.7% of Students)

14.0 ADJOURNMENT

The meeting was adjourned at 3:16 pm.

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ASBA Proposed Budget 2021/2022

For Presentation to Membership

Budget Discussion and Analysis

Introduction

ASBA is pleased to present the 2020/2021 proposed annual budget to our Members. As you know, this year was different in many ways. Since the beginning of March 2020, the impacts of the COVID-19 pandemic were felt around the globe, upending our daily routines. However, ASBA continues to deliver on its promise of being a thought leader and leading voice for education in Alberta, while considering the challenges the upcoming years will bring for our members in all areas of education governance and operations. This budget has been drafted with the central interest of members in mind. It is also reflective of the tougher economic environment that the Association must operate under due to the effects of the COVID-19 pandemic. As a membership-driven organization, ASBA is prepared to face this challenge together.

This budget proposes a 0% INCREASE to membership fees, following a 3% decrease to membership fees in the 2019/2020 year. The Board of Directors recognized the need to offer a stable rate to members to account for the tough economic climate in our province. In addition, the Board of Directors have decided to offer a 50% DECREASE to all in-person events held by ASBA and further event registration fee decreases will be available for virtually held events. Fee-for-service rates remain unchanged in 2021/2022. There is an increase in per diem rates to reflect the extensive efforts, work and support from our Board of Directors during these unprecedented times.

The creation of this budget has been an extensive but rewarding process, with close guidance from our Board of Directors. This has involved a variety of initiatives, including ASBA conducting nationwide environmental scans to determine industry averages for travel, per diem rates, honoraria rates, lodging and meals. Additionally, ASBA continues to focus its efforts on engaging members at the zone level and building support for our envisioned future. Through this process, ASBA believes that it has developed a budget that will provide members with the robust supports they require in the upcoming fiscal year.

Moving Forward

Though the budget has been prepared with a deficit for fiscal year 2021/2022, it is important to note that ASBA continues to support initiatives relating to advocacy, membership fee stability and registration fees reduction. To fund this deficit, ASBA will access the Initiatives and Sustainability Reserve funds to ensure member needs continue to be supported.

The information that follows focuses on key elements of the budget which have the most significant impact on revenue and expenditures as well as provides additional context and information. Financial statements which provide figures of the 2021/2022 proposed budget, the 2020/2021 approved budget and 2019/2020 actual results are supplied as schedules to this discussion. The discussion and analysis which follows is ordered to match the financials included in the [Proposed Budget 2021/2022 Summary](#) and [Schedules 1-6](#).

As ASBA is unable to present the budget at Zone meetings due to current conditions, ASBA administration has created a video presentation of the budget. We hope that you find this video helpful in your discussions at the school board and zone levels.

Revenue

Operating revenue in the proposed 2021/2022 budget totals approximately \$4.1 million, and comes in the form of:

- Membership;
- Service Fees;
- Event Registration Revenue; and
- Grant/Other Revenue.

[Schedule 1](#) notes the figures associated with operating revenue.

Membership Revenue

Membership revenue in the proposed 2021/2022 budget totals \$3 million.

The proposed budget maintains the current level for membership fees. As many members faced challenges due to the COVID-19 pandemic, ASBA is continuing to support members through a membership fee reduction from 2020/2021. Due to the efficiencies and processes set up by the ASBA leadership team, we can provide this reduction without effecting our staff, expertise or the high level of work ASBA is producing.

Service Revenue

Service revenue in the proposed 2021/2022 budget totals \$560,000 and is generated through fee-for-service work and ASBA's referral program with TD Insurance Meloche Monnex.

The Association will continue to offer direct services to school boards in education and communications, on a fee-for-service basis. School boards utilizing these services are not charged for travel (neither time nor direct costs), nor for other expenses such as photocopying, materials and other disbursements. Rates are not increased in the 2021/2022 budget.

The budgeted fee-for-service revenue is up slightly from 2020/2021 based on the increased volumes of work provided by our consultants in previous fiscal years. However, we also understand that as school boards face financial burdens, they may decide to hold off on more services in 2021/2022.

The rates remain below market, particularly when considering the specialized expertise and experience of ASBA staff and consultants and the fact that no other costs are charged.

Event Registration Revenue

Registration revenue in the proposed 2021/2022 budget totals \$301,488.

The Association's vision of "Inspiring exceptional public, separate and francophone school board governance," and mission "To promote and serve member boards in supporting student success" guide the establishment of enhanced education offerings for trustees.

The proposed budget anticipates continued trustee education offerings provided at the Fall and Spring General Meetings. In addition, there are various educational opportunities to be offered under Leadership Academies in 2021/2022. The 50% registration fee decrease for all in-person events has been proposed as an initiative to fiscally support school boards and encourage increased event participation.

ASBA ended the 2019/2020 fiscal year with an operating surplus. It was recommended by ASBA leadership, and approved by the Board of Directors, to use the operating surplus for member initiatives. It was decided to use the surplus to supplement a discount to ASBA events in 2020/2021 for our members. As a result, the Fall General Meeting was offered at a significant discount for members at \$100/board.

Grant/Other Revenue

Grants and other revenue in the proposed 2021/2022 budget totals \$203,595 and represents the current year portion of grants and sponsorships; interest income; revenue provided by ASEBP and miscellaneous revenue mostly earned through career postings on ASBA's website.

Grants and Sponsorships

Grant and sponsorship revenue proposed in the budget remains the same as last year. The development of ASBA's grant department allows ASBA access to additional grant resources to help fund different initiatives put forward in the upcoming fiscal year.

ASBA leadership is focusing on building strategic partnerships and continuing to build on existing relationships with potential sponsors for all events. Through this process, and through our work with current partners, ASBA's sponsorship opportunities will increase which will allow for further opportunities to reduce member fees.

Investment Income

Interest income in the proposed budget totals \$125,000 and has been calculated at the expected rates of return for the period and principal balances. This is an increase from previous fiscal periods as we can strategically leave a higher principal amount invested, yielding higher interest income.

ASEBP Revenue

An additional component of revenue included in the proposed budget is \$38,095 provided by the Alberta School Employee Benefits Plan (ASEBP) to ASBA, as a party to the Deed of Trust, to support administration and other activities.

Expenditures

Operating expenditures in the proposed 2021/2022 budget total approximately \$4.31 million, and come in the form of:

- Association Operations & Member Services;
- Governance;
- General Meetings/Trustee Education;
- Lease/CAM/Property Taxes; and
- Depreciation.

[Schedules 1-5](#) note various figures associated with operating expenditures.

Associations Operations & Member Services

Association operations & member services (AO&MS) expenditures in the proposed budget total approximately \$3.2 million, distributed into categories of staffing & contracted services and other AO&MS expenditures.

[Schedule 2](#) provides the figures associated with Association operations and member services expenditures.

Staffing & Contracted Services

Staffing costs in the proposed 2021/2022 budget total \$2,291,984 which is made up of salaries and benefits, professional development and memberships if required. This is slightly higher than the 2020/2021 budgeted staffing costs of \$2,269,107 due to the change in our staff from the time the previous budget was created. This is consistent with our message that we were able to reduce membership fees without decreasing our staff numbers. We will not be providing the 1% increase to our staff scale in 2021/2022 and put constraints on our staff professional development costs.

ASBA is staffed to enable the successful support, services and advocacy measures for our members while ensuring resources are used as effectively and efficiently as possible. Included in staff costs are salaries and benefits, staff training and development, and professional association fees. The proposed budget will have a staff of 19 Full Time Employees (FTE). This is the same number of FTE as there were in the 2020/2021 budget.

Complementing staff resources, the Association accesses a variety of contracted services to fulfil core business functions; these contracted services have increased in 2021/2022. This is mainly due to additional contractors that will be brought on board to help support sponsorship, grant and bookkeeping functions, as well as increased IT costs. Additionally, ASBA is constantly reviewing contracts and expenses to ensure we are receiving the best rates.

Contracted services also include an additional \$100,000 specifically set aside for advocacy initiatives. We know that in 2021/2022 advocacy for our members will continue to remain an important initiative to pursue.

Other AO&MS Expenditures

Additional expense categories which fall under Association Operation & Member Services (AO&MS) include travel; administration (services and supplies); memberships and subscriptions; insurance; meeting supplies and catering; and miscellaneous expenditures, which total \$169,200 in the proposed budget. This is a minimal increase from the prior year due mainly to our prediction of increased travel for in-person events. We have also made continuous efforts in cancelling redundant subscriptions and memberships that bring no intrinsic value to the organization.

[Schedule 2](#) provides figures associated with other AO&MS expenditures.

Governance

Governance expenditures included in the proposed budget total \$369,955, and include Board of Director and Trustee remuneration, training and conferences; contracted services; travel, meals, and accommodations; the Association's membership in the Canadian School Boards Association; insurance; meeting supplies and catering; and miscellaneous.

In the proposed budget:

- The per diem rate for Board of Directors members is increased to \$290/day
- The per diem rate for Chairs will be set at \$383/day
- The annual honorarium for the President and Vice-President remains unchanged as follows:
 - President: \$18,816
 - Vice-President: \$12,544
- Travel mileage reimbursement decreased to \$0.51/km
- Reduced travel costs based on an expected increase in virtual meetings.

ASBA has completed an environmental scan for nation-wide average compensation rates for these expenditures. With guidance from our Board of Directors, the proposed increases are in greater alignment with Government of Alberta rates and provide fair compensation for the continuous support received from our Board of Directors. [Schedule 3](#) provides figures associated with governance expenditures.

General Meetings & Trustee Education

Direct expenses associated with ASBA's General Meetings, Special General Meetings, and trustee education offerings total \$312,500 the proposed budget. These expenditures are partially covered by registration revenue. However, the total cost which includes allocation of staff time and overhead costs, is not directly charged to these events in the proposed budget. The staff salary costs are re-classified at the end of the fiscal year as a part of the annual audit procedures.

The proposed budget for general meetings & trustee education expenditures has decreased as we will continue to offer some of these events on a virtual basis.

[Schedule 4](#) provides figures associated with general meetings & trustee education offerings expenditures.

Lease/Common Area Maintenance (CAM)/Property Taxes

Lease/Common Area Maintenance (CAM)/Property Taxes expenditures included in the proposed budget totals \$341,508 which includes \$24,329 in rental recovery from partners (CASS and ASBOA) who share the Association's office space. This amount is increased as we have rental recovery from one less partner during 2021/2022.

The Association is contractually obligated by a leasing arrangement for the current office space until 2028 when the current lease agreement expires. Therefore, ASBA will be looking for another sublease tenant to fill this space.

[Schedule 5](#) provides figures associated with Lease/CAM/Property Tax Expenditures.

Depreciation

Depreciation included in the proposed budget totals \$50,000 and reflects the expensing over a period of years of the cost of capital assets based on the estimated useful life of the assets.

Reserves

As a not-for-profit corporation incorporated under the *Alberta School Boards Association Act*, the Association maintains several reserves as required by policy and as recommended by the Association's external auditors. This has led to our member initiative where we are supplementing our event registration fees decreases through our Initiatives & Sustainability Reserves.

Governance Policy 7 notes the following with respect to reserve funds:

14. Budget Development – Association Reserve Funds

Early each year, the Board of Directors approves budget assumptions upon which budget options are prepared. The Board then determines which budget option will be presented to the membership.

Regarding the Association's reserve funds, the Board of Directors has approved the following through policy:

- 14.2.1 Operating Reserve – the Association will keep a reasonable and adequate operating reserve to fund the monthly business operations of the Association. The operating reserve will be made up of three months operating expenditures. The Operating Reserve fund can be funded to a maximum of \$1,500,000.
- 14.2.2 Initiative and Sustainability Reserve – any balance over the three months operating expenditures will be moved to the Initiatives and Sustainability reserve, which may be used for special initiatives, for research and development of new business opportunities that will help and support school board work, and in the event necessary, to help cover some of the potential natural liabilities of the Association. The Initiatives and Sustainability fund can be funded up to a maximum of \$2,000,000.
- 14.2.3 Any funds over the maximum approved funding of the operating and sustainability fund will be transferred to the Investment reserve.
- 14.2.4 Investment Reserve – as part of the budgeting process, may be used to subsidize the cost of annual lease space payments, capital asset purchases, and investment opportunities until the fund is depleted to \$300,000 at which level it will be maintained.
- 14.2.5 Capital Asset Reserve – the reserve will be used to hold the net book value of the current existing capital assets like computer equipment, photocopiers, phone systems, furniture and fixtures, and leasehold improvements.

Additional detail regarding the Association's reserves is provided in [Schedule 6](#).

**Proposed Budget 2021/2022
Summary, Schedules & Appendices**

Proposed Budget 2020/2021 Summary

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Revenue				
Membership Service	\$ 3,016,159	\$ 3,016,159	\$ 3,104,822	0%
Event Registration (FGM/SGM/Leadership Academy)	301,488	570,475	158,350	-47%
Grant and Other Revenue	203,595	178,595	357,829	14%
Total Operating Revenue (Schedule 1)	\$ 4,081,241	\$ 4,265,229	\$ 4,274,586	
Expenditures				
Association Operations & Member Services (Schedule 2)	\$ 3,239,684	\$ 3,188,607	\$ 3,017,171	2%
Governance (Schedule 3)	369,955	307,455	293,817	20%
General Meetings/Trustee Education (Schedule 4)	312,500	385,000	194,495	-19%
Lease/CAM/Property Taxes (Schedule 5)	341,508	308,278	296,053	11%
Depreciation	50,000	60,000	48,884	-17%
Total Operating Expenditures (Schedule 1)	\$ 4,313,647	\$ 4,249,340	\$ 3,850,420	2%
Total Budget Surplus (Deficit)	\$ (232,406)	\$ 15,889	\$ 424,166	
Transfer from Reserves (If required)	232,406			
Total Budget Surplus (Deficit) after Transfer	\$ (0)	\$ 15,889	\$ 424,166	

*Schedules 1-6 provide analysis of significant variances in 2021/2022 budget compared to 2020/2021 budget.

Schedule 1 – Revenues & Expenditures

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Revenue				
Membership Fees	\$3,016,159	\$3,016,159	\$3,104,822	0%
Fee For Service:				
Fees for Service - Consultants	500,000	450,000	612,075	11% Note 1
Fees for Service - Referral Program	60,000	50,000	41,511	20%
Event Registration (FGM/SGM/Leadership Academy)	301,488	570,475	158,350	-47% Note 2
Grant/Other Revenue:				
Grants and Sponsorships	35,000	35,000	212,730	0%
Interest Income	125,000	100,000	99,916	25%
ASEBP	38,095	38,095	38,095	0%
Miscellaneous	5,500	5,500	7,088	0%
Total Revenue	\$4,081,241	\$4,265,229	\$4,274,586	-4%
Expenditures				
Staffing Costs	\$2,291,984	\$2,269,107	\$2,156,088	1%
Contracted Services	814,000	787,500	732,393	3%
B of D's and Trustees - Remuneration, Training, Conferences	215,360	142,860	155,019	51% Note 3
Travel (FFS, Contractor, Staff, BofD's, Trustees)	108,500	111,000	91,078	-2%
Memberships and Subscriptions	61,275	75,075	60,736	-18%
Administration-Services and Supplies	67,000	67,000	58,401	0%
Insurance	32,000	27,000	38,755	19%
Meeting Supplies and Catering	15,500	12,500	16,927	24%
General Meeting and Trustee Education	312,500	385,000	194,495	-19% Note 4
Lease/CAM/Prop Taxes	341,508	308,278	296,053	11%
Miscellaneous	4,020	4,020	1,592	0%
Depreciation	50,000	60,000	48,884	-17%
Total Expenditures	\$4,313,647	\$4,249,340	\$3,850,420	2%
Total Budget Surplus (Deficit)	\$ (232,406)	\$ 15,889	\$ 424,166	
Transfer from Reserves	\$ 232,406		\$ -	
Total Budget Surplus (Deficit) after Transfer	\$ (0)	\$ 15,889	\$ 424,166	

* Variances from the previous budget over 10% and a minimum \$50,000 variance have been analyzed further. See notes below:

Note 1 - Increase caused by a greater volume of consultant work being carried out.

Note 2 - Decrease caused by 50% event registration discounts being offered for all in-person events.

Note 3 - Increase caused by new per diem rates offered to Board of Directors.

Note 4 - Decrease caused by offering of some events on a virtual basis, reducing overall expenditures for events.

Schedule 2 – Association Operations & Member Services

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Expenditures				
Staffing Costs				
Salaries and Benefits	\$ 2,263,984	\$ 2,240,107	\$ 2,153,773	1%
Staff Training and Development	21,500	22,500	2,314	-4%
Professional Association Memberships	6,500	6,500		0%
Contracted Services:				
Other Contracted Services	512,500	496,000	434,541	3% Note 1
Consultants	266,000	256,000	274,874	4%
Travel (FFS, Contractor, Staff)	43,500	36,000	27,278	21%
Administration - Services and Supplies	66,500	66,500	58,401	0%
Memberships and Subscriptions	28,200	42,000	28,526	-33%
Insurance	25,000	20,000	33,495	25%
Meeting Supplies and Catering	3,000	-	2,727	100%
Election Materials	-	-	-	
Miscellaneous	3,000	3,000	1,242	0%
Total Expenditures	\$ 3,239,684	\$ 3,188,607	\$ 3,017,171	

* Variances from the previous budget over 10% and a minimum \$35,000 variance have been analyzed further. See notes below:

Note 1 - Other contracted services include: advocacy work; First Nation, Métis and Inuit initiative costs; legal costs; external consultant costs; web maintenance; IT services; audit fees etc.

Schedule 3 – Governance

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Expenditures				
B of D's and Trustees - Remuneration, Training, Conferences				
Per Diems	170,000	97,500	114,909	74% Note 1
Honoraria - President	18,816	18,816	18,816	0%
Honoraria - Vice President	12,544	12,544	12,544	0%
Board Development/Conferences	14,000	14,000	8,750	0%
Contracted Services	35,500	35,500	22,978	0%
Travel, Meals & Accommodations	65,000	75,000	63,800	-13% Note 2
CSBA Membership	33,075	33,075	32,210	0%
Insurance	7,000	7,000	5,260	0%
Meeting Supplies and Catering	12,500	12,500	14,200	0%
Supplies and Materials	500	500		0%
Miscellaneous	1,020	1,020	349	0%
Total Expenditures	\$ 369,955	\$ 307,455	\$ 293,817	

* Variances from the previous budget over 10% and a minimum \$5,000 variance have been analyzed further. See notes below:

Note 1 - Increase caused by new per diem rates offered to Board of Directors.

Note 2 - Decrease caused by more anticipated virtual meetings.

Schedule 4 – General Meetings & Trustee Education

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Expenditures				
Fall General Meeting	\$ 170,000	\$ 175,000	\$ 165,245	-3% Note 1
Spring General Meeting	120,000	125,000	29,250	-4% Note 2
Other Meetings:		85,000	-	
Special General Meetings	9,000	-	-	
Leadership Academy	13,500	-	-	
Total Expenditures	\$ 312,500	\$ 385,000	\$ 194,495	

Note 1 - Decrease due to expected change in costs with new hosting location and expected lower attendance.

Note 2 - Decrease due to expected change in costs with new hosting location and expected lower attendance.

Schedule 5 – Lease/CAM/Property Taxes

	2021/2022 Budget	2020/2021 Budget	2019/2020 Actual	Percentage Change
Expenditures				
Lease/CAM/Property Taxes	\$ 365,837	\$ 362,885	\$ 350,660	1% Note 1
Rental Recovery	(24,329)	(54,607)	(54,607)	-55% Note 2
Total Expenditures	\$ 341,508	\$ 308,278	\$ 296,053	

Note 1 - Increase caused by slightly higher lease costs.

Note 2 - Decrease caused by a lower rental recovery from one less rental partner.

Schedule 6 – Reserves

	Operating Reserve	Initiatives and Sustainability Reserve	Investment Reserve	Capital Asset Reserve
Estimated Reserve Balance	\$ 1,500,000 Note 1	\$ 1,767,594 Note 2	\$ 2,599,336 Note 3	\$ 68,593 Note 4

Note 1 - Operating Reserve to hold 3 months of operating expenditures; estimated to be \$1.5 Million.

Note 2 - Initiative and Sustainability Reserve to be used for special initiatives for members, funded up to a maximum of \$2 Million.

Note 3 - Investment Reserve to be used for new investment opportunities, capital asset investments, and to subsidize annual rent if required.

Note 4 - Capital Asset Reserve to hold current value of capital assets.

Budget Appendix A – Membership Fees

Jurisdiction	Total Students	2020-2021 Current Membership Fee	2021-2022 Proposed Membership Fee
Aspen View Public School Division No. 78	2,602	\$23,804.48	\$23,110.78
Battle River Regional Division #31	5,539	\$40,012.58	\$38,592.53
Black Gold Regional Division #18	12,253	\$67,415.95	\$68,302.05
Buffalo Trail PS Regional Division #28	3,901	\$31,129.87	\$31,034.67
Calgary RCSSD #1	56,322	\$153,709.85	\$153,627.95
Calgary Board of Education	122,451	\$244,140.99	\$243,278.43
Canadian Rockies R. D. #12	2,058	\$20,322.25	\$19,789.38
Chinook's Edge School Division #73	10,745	\$62,891.05	\$62,113.41
Christ the Redeemer Catholic S.R.D. #3	10,780	\$56,708.58	\$62,276.10
Clearview School Division #71	2,437	\$21,578.79	\$22,100.80
East Central Alberta CSSRD #16	2,868	\$21,445.12	\$24,730.80
E. Central Francophone Ed. Region #3	798	\$12,589.15	\$12,102.73
Edmonton Catholic Separate School District #7	43,302	\$131,439.59	\$131,435.62
Edmonton School District #7	103,799	\$217,225.53	\$217,995.18
Elk Island Catholic Separate RD #41	9,239	\$49,022.27	\$55,307.95
Elk Island Public Schools R. D. #14	16,997	\$77,929.49	\$77,947.65
Evergreen CSRD #2	4,079	\$32,700.55	\$31,997.20
Foothills School Division #38	7,825	\$49,577.02	\$48,922.74
Fort McMurray RCSSD #32	6,401	\$43,294.30	\$42,490.09
Fort McMurray Public School District #283	6,324	\$41,757.03	\$42,137.61
Fort Vermilion School Division #52	3,492	\$29,759.70	\$28,540.24
Golden Hills School Division #75	8,211	\$45,974.48	\$50,664.78
Grande Prairie RCSSD #28	5,246	\$38,334.95	\$37,270.75
Grande Prairie Public School District #235	7,889	\$50,452.59	\$49,207.43
Grande Yellowhead Public School Division #1	4,369	\$33,997.20	\$33,305.42
Grasslands Regional Division #6	3,626	\$30,207.51	\$29,353.64
Greater N. Central Francophone Ed. Region #1	3,746	\$30,060.47	\$30,085.70
Greater St. Albert RCSSD	5,330	\$38,916.44	\$37,650.34
High Prairie School Division #48	2,984	\$25,963.33	\$25,442.53
Holy Family Catholic Regional Division #37	1,909	\$19,660.56	\$18,881.09
Holy Spirit RCSRD #4	4,995	\$36,316.46	\$36,131.99
Horizon School Division #67	3,374	\$28,289.28	\$27,821.73
Lakeland RCSSD #150	2,462	\$22,815.29	\$22,256.70
Lethbridge School District #51	11,292	\$66,045.78	\$64,587.51
Living Waters CRD #42	1,800	\$19,165.96	\$18,216.81
Livingstone Range School Div. #68	3,630	\$29,278.47	\$29,380.75
Lloydminster Public S. D. #99	2,301	\$25,027.61	\$21,273.84
Lloydminster RCSSD #89	1,691	\$17,454.92	\$17,552.53
Medicine Hat Catholic Board of Education	2,582	\$23,189.58	\$22,988.77
Medicine Hat School District #76	7,077	\$46,502.50	\$45,540.34
Northern Gateway Regional Division #10	4,553	\$35,861.97	\$34,139.16
Northern Lights School Division #69	5,745	\$40,600.75	\$39,521.17
Northland School Division #61	1,875	\$19,179.33	\$18,677.73
Northwest Francophone Ed. Region #1	475	\$9,989.17	\$9,947.22
Palliser Regional Division #26	8,624	\$52,096.80	\$52,528.83
Parkland School Division #70	11,515	\$65,250.42	\$65,590.71
Peace River School Division #10	3,092	\$25,682.62	\$26,100.03
Peace Wapiti School Division #76	5,950	\$40,627.48	\$40,449.80
Pembina Hills Regional Division #7	6,952	\$43,227.46	\$44,977.74
Prairie Land Regional Division #25	2,486	\$15,516.63	\$22,399.05
Prairie Rose School Division #8	3,519	\$27,333.50	\$28,702.92

Red Deer Catholic Regional Division #39	10,254	\$59,709.59	\$59,896.89
Red Deer Public Schools	10,772	\$63,345.55	\$62,235.43
Rocky View School Division #41	25,254	\$94,324.73	\$94,737.62
Southern Francophone Education Region N	3,558	\$29,505.72	\$28,940.16
St. Albert Public School District	8,901	\$53,266.45	\$53,782.82
St. Paul Education Regional Division #1	3,901	\$30,528.33	\$31,034.67
St. Thomas Aquinas RCSR D #38	4,234	\$33,295.41	\$32,695.37
Sturgeon School Division #24	4,921	\$37,138.56	\$35,799.85
Westwind School Division #74	4,463	\$33,917.00	\$33,732.45
Wetaskiwin Regional Division #11	3,528	\$30,641.96	\$28,757.14
Wild Rose School Division #66	4,522	\$34,518.53	\$33,996.81
Wolf Creek School Division #72	7,176	\$48,273.69	\$45,987.72
Yellowknife Education District #1	2,207	\$20,155.15	\$20,697.68
Yellowknife Catholic Schools	1,336	\$16,064.70	\$15,383.46
Totals	668,539	\$3,016,159.00	\$3,016,159.00

*Note: Student totals were compiled from a report on Student Population for the 2020-2021 school year provided by Alberta Education. Student registration information is as reported at January, 2021. These are updated with the most current available information as per bylaw #13.

Budget Appendix B – Membership Fee Formula

Each member board shall pay a basic fee (BF) in the amount of \$6,727.50 plus a fee on a per student basis (PSF) to the Association. The fee shall be calculated as follows:

$$\text{Member Board Fee} = \text{Fee on a Per Student Basis} + \text{Basic Fee}$$

The fee on a per student basis (PSF) is calculated by using the aggregate total of weighted enrollments (WE) of all member boards as the denominator in the formula. Once the PSF has been calculated, it is applied to the weighted enrollment figures on a board by board basis to arrive at the per student component of the annual membership fee. The basic fee is added in to arrive at the total Member Board Fee (MBF).

Membership Fee Calculations

1. Calculate weighted enrollment (WE) for each member board.

$$\text{WE} = [(C1 \times S1) + (C2 \times S2) + (C3 \times S3) + (C4 \times S4) + (C5 \times S5)]$$

2. Add together the WEs of each member board to arrive at the aggregate weighted enrollment (AGWE).

$$\text{AGWE} = \text{WE1} + \text{WE2} + \text{WE3} \dots \text{WEn}$$

3. Use the AGWE as the denominator in the following formula to arrive at the Per Student Fee (PSF).

$$\text{PSF} = \frac{\text{MAF} - (\text{MB} \times \text{BF})}{\text{AGWE}}$$

$$\text{AGWE}$$

4. The PSF is then applied to the following formula to determine the Member Board Fee on an individual basis.

$$\text{MBF} = (\text{PSF} \times \text{WE}) + \text{BF}$$

Membership Fee Formula Abbreviations

BF	Basic Fee (\$6,727.50)
PSF	Per Student Fee
MB	Number of Member Boards
MAF	Total Membership Annual Fees (Budget line item)
MBF	Individual Member Board Fee
WE	Weighted Enrolment
AGWE	Aggregate Total of Weighted Enrolments (all member boards)
C1	Per student weight (1.0000) for the first 750 students
C2	Per student weight (.9000) for 751 to 4,000 students
C3	Per student weight (.6666) for 4,001 to 12,000 students
C4	Per student weight (.3000) for 12,001 to 50,000 students
C5	Per student weight (.2000) for any students in excess of 50,000
S1	Number of students in first category (to 750)
S2	Number of students in second category (751 – 4,000)
S3	Number of students in third category (4,001 – 12,000)
S4	Number of students in fourth category (12,001 – 50,000)
S5	Number of students in fifth category (in excess of 50,000)

Omnibus Amendment – Bylaw 5.2.2, 5.2.3, & 15.2.1 – 15.2.5

Sponsored by ASBA Board of Directors

Proposed Resolution

BE IT RESOLVED THAT, ASBA Bylaws 5.2.2, 5.2.3, 15.2.1, 15.2.2, 15.2.3, 15.2.4, and 15.2.5 be amended to update the names of Full Members as follows:

1. 5.2.2 Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:
 - Calgary Catholic School Division; RCSSD No. 1;
 - Edmonton Public School Board; School District No. 7;
 - Zone 2/3;
 - Zone 4; and
 - Zone 6.
2. 5.2.3 Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:
 - Calgary Board of Education; School District No. 19;
 - Edmonton Catholic Separate School Division; RCSSD No. 7;
 - Zone 1;
 - Zone 2/3; and
 - Zone 5.
3. 15.2.1 Zone 1
 - Fort Vermilion School Division ~~No. 52~~
 - Grande Prairie and District Catholic Schools Roman Catholic Separate School District No. 28
 - Grande Prairie Public School Division School District No. 2357
 - High Prairie School Division ~~No. 48~~
 - Holy Family Catholic Regional Division ~~No. 37~~
 - Northland School Division ~~No. 61~~
 - Peace River School Division ~~No. 10~~
 - Peace Wapiti Public School Division School Division No. 76
 - Conseil Scolaire du Nord-Ouest Northwest Francophone Education Region No. 4
4. 15.2.2 Zone 2/3
 - Aspen View Public Schools ~~Division No. 78~~
 - Black Gold School Division Regional Division No. 18
 - Buffalo Trail Public Schools ~~Regional Division No. 28~~
 - East Central Alberta Catholic School Division Catholic Separate Schools Regional Division No. 16
 - East Central Francophone ~~Education Region No. 3~~
 - Edmonton Catholic Separate School ~~Division District No. 7~~
 - Edmonton Public School Board School District No. 7

- Elk Island Catholic ~~Schools Separate Regional Division No. 41~~
 - Elk Island Public Schools ~~Regional Division No. 14~~
 - Evergreen Catholic Separate ~~School Regional Division No. 2~~
 - Fort McMurray Public School ~~Division District No. 2833~~
 - Fort McMurray Roman Catholic Separate School ~~Division District No. 32~~
 - Grande Yellowhead Public School Division ~~No. 77~~
 - ~~Consiel Scolaire Centre Nord Greater North Central Francophone Education-Region No. 2~~
 - Greater St. Albert Roman Catholic Separate School ~~Division District No. 734~~
 - Lakeland ~~Catholic Schools Roman Catholic Separate School District No. 150~~
 - Living Waters Catholic ~~Separate School Division Regional Division No. 42~~
 - Lloydminster Public School Division No. 99
 - Lloydminster ~~Catholic School Division Roman Catholic Separate School-Division No. 89~~
 - Northern Gateway ~~Public Schools Regional Division No. 10~~
 - Northern Lights ~~Public Schools School Division No. 69~~
 - Parkland School Division ~~No. 70~~
 - Pembina Hills ~~School Division Regional Division No. 7~~
 - St. Albert Public Schools ~~District No. 5565~~
 - St. Paul ~~School Division Education Regional Division No. 1~~
 - St. Thomas Aquinas Roman Catholic Separate ~~School Division Regional-Division No. 38~~
 - Sturgeon ~~Public Schools School Division No. 24~~
 - Yellowknife Education District No. 1
 - Yellowknife ~~Catholic Schools Separate Education District No. 2~~
5. 15.2.3 Zone 4
- Battle River ~~School Division Regional Division No. 31~~
 - Chinook's Edge School Division ~~No. 73~~
 - Clearview ~~Public Schools School Division No. 71~~
 - Red Deer Catholic Regional ~~Schools Division No. 39~~
 - Red Deer Public ~~Schools School District No. 104~~
 - Wetaskiwin Regional ~~Public Schools Division No. 11~~
 - Wild Rose School Division ~~No. 66~~
 - Wolf Creek ~~Public Schools School Division No. 72~~
6. 15.2.4 Zone 5
- Calgary ~~Catholic School Division Roman Catholic Separate School District No. 1~~
 - Calgary ~~Board of Education School District No. 19~~
 - Canadian Rockies ~~School Division Regional Division No. 12~~
 - Christ the Redeemer Catholic ~~School Division Separate Regional Division No. 3~~
 - Foothills School Division ~~No. 38~~
 - Golden Hills School Division ~~No. 75~~
 - Prairie Land ~~Public School Regional Division No. 25~~

- Rocky View School Division ~~No. 41~~
 - ~~Conseil FrancoSud Southern Francophone Education Region No. 4~~
7. 15.2.5 Zone 6
- Grasslands ~~Public Schools Regional Division No. 6~~
 - Holy Spirit Roman Catholic Separate ~~School Division Regional Division No. 4~~
 - Horizon School Division ~~No. 67~~
 - Lethbridge School ~~Division District No. 51~~
 - Livingstone Range School Division ~~No. 68~~
 - ~~The Medicine Hat Catholic Board of Education Medicine Hat Catholic Separate Regional Division No. 20~~
 - Medicine Hat Public School ~~Division District No. 76~~
 - Palliser ~~School Division Regional Division No. 26~~
 - Prairie Rose ~~Public Schools School Division No. 8~~
 - Westwind School ~~Division Division No. 74~~

Background

All ASBA Full Members were contacted for an opportunity to provide their preferred name for inclusion in these Bylaws.

Attachments

- 1) Selection from Bylaw 5: Board of Directors Members – CLEAN VERSION WITH PROPOSED AMENDMENT ([Attachment A](#))
- 2) Selection from Bylaw 15: Zones of the Association – CLEAN VERSION WITH PROPOSED AMENDMENT ([Attachment B](#))

Selection from Bylaw 5: Board of Directors Members CLEAN VERSION WITH PROPOSED AMENDMENT

5.2. Term

...

5.2.2. Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:

- Calgary Catholic School Division;
- Edmonton Public School Board;
- Zone 2/3;
- Zone 4; and
- Zone 6.

5.2.3. Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:

- Calgary Board of Education;
- Edmonton Catholic Separate School Division;
- Zone 1;
- Zone 2/3; and
- Zone 5.

Selection from Bylaw 15: Zones of the Association

CLEAN VERSION WITH PROPOSED AMENDMENT

15.2.1 Zone 1

- Fort Vermilion School Division
- Grande Prairie and District Catholic Schools
- Grande Prairie Public School Division
- High Prairie School Division
- Holy Family Catholic Regional Division
- Northland School Division
- Peace River School Division
- Peace Wapiti Public School Division
- Conseil Scolaire du Nord-Ouest

15.2.2 Zone 2/3

- Aspen View Public Schools
- Black Gold School Division
- Buffalo Trail Public Schools
- East Central Alberta Catholic School Division
- East Central Francophone
- Edmonton Catholic Separate School Division
- Edmonton Public School Board
- Elk Island Catholic Schools
- Elk Island Public Schools
- Evergreen Catholic Separate School Division
- Fort McMurray Public School Division
- Fort McMurray Roman Catholic Separate School Division
- Grande Yellowhead Public School Division
- Consiel Scolaire Centre Nord
- Greater St. Albert Roman Catholic Separate School Division
- Lakeland Catholic Schools
- Living Waters Catholic Separate School Division
- Lloydminster Public School Division No. 99
- Lloydminster Catholic School Division
- Northern Gateway Public Schools
- Northern Lights Public Schools
- Parkland School Division
- Pembina Hills School Division
- St. Albert Public Schools
- St. Paul School Division
- St. Thomas Aquinas Roman Catholic Separate School Division
- Sturgeon Public Schools

- Yellowknife Education District No. 1
- Yellowknife Catholic Schools

15.2.3 Zone 4

- Battle River School Division
- Chinook's Edge School Division
- Clearview Public Schools
- Red Deer Catholic Regional Schools
- Red Deer Public Schools
- Wetaskiwin Regional Public Schools
- Wild Rose School Division
- Wolf Creek Public Schools

15.2.4 Zone 5

- Calgary Catholic School Division
- Calgary Board of Education
- Canadian Rockies School Division
- Christ the Redeemer Catholic School Division
- Foothills School Division
- Golden Hills School Division
- Prairie Land Public School Division
- Rocky View School Division
- Conseil FrancoSud

15.2.5 Zone 6

- Grasslands Public Schools
- Holy Spirit Roman Catholic Separate School Division
- Horizon School Division
- Lethbridge School Division
- Livingstone Range School Division
- The Medicine Hat Catholic Board of Education
- Medicine Hat Public School Division
- Palliser School Division
- Prairie Rose Public Schools
- Westwind School Division

Omnibus Amendment – Bylaw 15.1, 15.4 & Schedule A

Sponsored by ASBA Board of Directors

Proposed Resolution

BE IT RESOLVED THAT, a new clause be added as section 15.1 to the ASBA Bylaws as follows and all subsequent section numbers throughout 15 be amended accordingly:

1. 15.1 The President or their designate is an ex-officio non-voting member of all geographic Zones.

BE IT FURTHER RESOLVED THAT, section 15.4 of the ASBA Bylaws be struck in its entirety and replaced, as follows:

2. 15.4 The objects of the geographic Zones shall be to:
 - 15.4.1 Provide a forum for members to network, share information, generate solutions, advise ASBA Board of Directors and Alberta Education representatives, grow as a trustee or as a board, and support good governance;
 - 15.4.2 Support ASBA's mission, vision and strategic direction through application at the Zone level;
 - 15.4.3 Work in partnership for the mutual benefit of all members;
 - 15.4.4 Serve as a conduit on issues and concerns of members between general meetings;
 - 15.4.5 Support a harmonized approach to advocacy and communication efforts through the development of ASBA Advocacy initiatives informed by Zone contexts and/or coordinated at the Zone level where applicable; and
 - 15.4.6 Aid in building mutual understanding of and ensuring consideration of Zone contexts throughout education priorities and issues.

BE IT FURTHER RESOLVED THAT, a new clause be added as Bylaw A9 to the ASBA Bylaws Schedule A, as follows:

3. Bylaw A9: Communications
 - A9.1 The President or their designate is the official spokesperson for the Association, including geographic Zones 1, 2/3, 4, 5, and 6.
 - A9.2 Any document prepared by geographical Zones that contains ASBA's name or logo and/or Zone name that is intended for public release shall require prior approval by ASBA.

Background

Revisions to Bylaw 15.1, 15.4 and Schedule A have involved multiple rounds of consultation with Zones and Zone Chairs over a period of two years. This included two Zone Chairs meetings, where feedback was collected to clarify language and better align with current operations (October 30, 2019 & March 8, 2021); a survey to Zones (Summer/Fall 2019); and consultation during zone meetings (Spring 2020).

Attachments

- 1) Bylaw 15 – TRACK CHANGES ENABLED ([Attachment A](#))
- 2) ASBA Bylaws Schedule A – TRACK CHANGES ENABLED ([Attachment B](#))

Bylaw 15: Zones of the Association - TRACK CHANGES ENABLED

15. Zones of the Association

15.1. The President or their designate is an ex-officio non-voting member of all geographic Zones.

~~15.1.15.2.~~ All Full Member Boards shall belong to a Zone of the Association.

~~15.2.15.3.~~ Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.

~~15.2.1.15.3.1.~~ Zone 1

- Fort Vermilion School Division No. 52
- Grande Prairie Roman Catholic Separate School District No. 28
- Grande Prairie School District No. 2357
- High Prairie School Division No. 48
- Holy Family Catholic Regional Division No. 37
- Northland School Division No. 61
- Peace River School Division No. 10
- Peace Wapiti School Division No. 76
- Northwest Francophone Education Region No. 1

~~15.2.2.15.3.2.~~ Zone 2/3

- Aspen View Public School Division No. 78
- Black Gold Regional Division No. 18
- Buffalo Trail Public Schools Regional Division No. 28
- East Central Alberta Catholic Separate Schools Regional Division No. 16
- East Central Francophone Education Region No. 3
- Edmonton Catholic Separate School District No. 7
- Edmonton School District No. 7
- Elk Island Catholic Separate Regional Division No. 41
- Elk Island Public Schools Regional Division No. 14
- Evergreen Catholic Separate Regional Division No. 2
- Fort McMurray Public School District No. 2833
- Fort McMurray Roman Catholic Separate School District No. 32
- Grande Yellowhead Public School Division No. 77
- Greater North Central Francophone Education Region No. 2
- Greater St. Albert Roman Catholic Separate School District No. 734
- Lakeland Roman Catholic Separate School District No. 150
- Living Waters Catholic Regional Division No. 42
- Lloydminster Public School Division No. 99
- Lloydminster Roman Catholic Separate School Division No. 89

- Northern Gateway Regional Division No. 10
- Northern Lights School Division No. 69
- Parkland School Division No. 70
- Pembina Hills Regional Division No. 7
- St. Albert Public School District No. 5565
- St. Paul Education Regional Division No. 1
- St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38
- Sturgeon School Division No. 24
- Yellowknife Education District No. 1
- Yellowknife Separate Education District No. 2

~~15.2.3.15.3.3.~~ Zone 4

- Battle River Regional Division No. 31
- Chinook's Edge School Division No. 73
- Clearview School Division No. 71
- Red Deer Catholic Regional Division No. 39
- Red Deer Public School District No. 104
- Wetaskiwin Regional Division No. 11
- Wild Rose School Division No. 66
- Wolf Creek School Division No. 72

~~15.2.4.15.3.4.~~ Zone 5

- Calgary Roman Catholic Separate School District No. 1
- Calgary School District No. 19
- Canadian Rockies Regional Division No. 12
- Christ the Redeemer Catholic Separate Regional Division No. 3
- Foothills School Division No. 38
- Golden Hills School Division No. 75
- Prairie Land Regional Division No. 25
- Rocky View School Division No. 41
- Southern Francophone Education Region No. 4

~~15.2.5.15.3.5.~~ Zone 6

- Grasslands Regional Division No. 6
- Holy Spirit Roman Catholic Separate Regional Division No. 4
- Horizon School Division No. 67
- Lethbridge School District No. 51
- Livingstone Range School Division No. 68
- Medicine Hat Catholic Separate Regional Division No. 20
- Medicine Hat Public School District No. 76
- Palliser Regional Division No. 26
- Prairie Rose School Division No. 8
- Westwind School Division No. 74

~~15.3.15.4.~~ Each geographic Zone numbered 1, 2/3, 4, 5, or 6 shall be governed by these Bylaws and Schedule A of the Alberta School Boards Association Bylaws, together with such other Bylaws established by the Zone which are not inconsistent with the Bylaws of the Association.

~~15.4. The objects of the geographic Zones shall be to:~~

~~15.5.1 Work in cooperation for the mutual benefit of all members of the Alberta School Boards Association;~~

~~15.5.2 Consider matters relating to education and school administration which are of particular interest to their areas;~~

~~15.5.3 Encourage better understanding between Boards and the public;~~

~~15.5.4 Work for continued improvement in the educational system; and~~

~~15.5.5 Make recommendations to the Alberta School Boards Association.~~

15.5 The objects of geographic Zones shall be to:

15.5.1 Provide a forum for Members to network, share information, generate solutions, advise ASBA Board of Directors and Alberta Education Representatives, grow as a trustee or as a board and support good governance;

15.5.2 Inform and support ASBA's mission, vision and strategic direction through application and consultation at the Zone level;

15.5.3 Work in partnership for the mutual benefit of all Members;

15.5.4 Serve as a conduit on issues and concerns of Members between General Meetings;

15.5.5 Support a harmonized approach to advocacy and communication efforts through the development of ASBA advocacy initiatives informed by Zone contexts and/or coordinated at the Zone level where applicable; and

15.5.6 Aid in building mutual understanding of and ensuring consideration of Zone contexts throughout education priorities and issues.

15.5. The Executive Committee of the Board of Directors will meet annually with Zone Chairs to assist each other in communication of advocacy at the zone and provincial level and to promote the mission and strategic plan of the provincial organization.

15.6. The Board of Directors will collaborate with Zone Chairs annually to support a policy process for bringing policy proposals forward to the provincial level.

15.7. Zone 7

15.7.1. Zone 7 of the Alberta School Boards Association shall be open to all Roman Catholic boards in the Province of Alberta and the Northwest Territories of Canada.

15.7.2. Zone 7 shall be known as the Alberta Catholic School Trustees' Association.

15.8. Zone 8

15.8.1. Zone 8 of the Alberta School Boards Association shall be open to all public boards, other than Roman Catholics, in the Province of Alberta and the Northwest Territories of Canada.

15.8.2. Zone 8 shall be known as the Public School Boards' Association of Alberta.

15.9. Zone 9

15.9.1. Zone 9 of the Alberta School Boards Association shall be open to all Francophone authorities in the Province of Alberta and the Northwest Territories of Canada.

15.9.2. Zone 9 shall be known as the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities).

SCHEDULE A: FORMING BYLAWS FOR ZONES 1, 2/3, 4, 5 AND 6

(As referred to in Bylaw 15.3)

Bylaw A1: Membership

- A1.1 Membership in Zones shall be determined by Bylaw 15 of the Alberta School Boards Association.

Bylaw A2: Finance

- A2.1 Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

Bylaw A3: Meetings

- A3.1 Each Zone shall hold an annual meeting:
- a. During a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;
 - b. In case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a Zone to hold its annual meeting on a date falling outside the 30-day period.
- A3.2 Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director(s) to the Board of Directors in accordance with Bylaw 5.2.
- A3.3 Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw A7.
- A3.4 Any Trustee of a member board of the Zone may attend the annual or other meeting of the Zone and take part in the business of the meeting.

Bylaw A4: Voting

- A4.1 Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.
-

- A4.2 Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full Member Board in attendance, unless otherwise provided for in the Zone Bylaws.
- A4.3 Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

Bylaw A5: Alberta School Boards Association Board of Directors

- A5.1 Each Zone shall elect its Director(s) and Alternate Director(s) to the Board of Directors of the Alberta School Boards Association at such time and for such terms as the Bylaws of the Association may provide.
- A5.2 The Alternate Director shall attend, participate and vote only when the Director is absent.
- A5.3 A Trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

Bylaw A6: Zone Executive

- A6.1 A member of the Zone Executive shall be a trustee of a Full Member Board of the Zone.
 - A6.2 The Zone Executive shall consist of:
 - a. A Chair and Vice-Chair to be elected at large at an annual meeting, either annually or biennially;
 - b. One board representative to Zone to be elected annually by each board in the Zone; and
 - c. The Zone Director(s) or Alternate(s) representing the Zone.
 - A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
 - a. The ASBA President, Vice-President, Zone or Metro Director, or alternate; or
 - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
 - A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
-

- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/her office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice- Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw A7: Duties and Powers of the Zone Executive

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
 - a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
 - b. Appoint such standing committees as it may deem necessary;
 - c. Appoint such delegates as may be required to represent the Zone;
 - d. Appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - e. Meet when necessary as determined by the Chair or by a majority of the members;
 - f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
 - g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
 - h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days' notice of the intent.

Bylaw A8: Bylaws

- A8.1 The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association

Bylaw A9: Communications

- A9.1 The President or their designate is the official spokesperson for the Association, including geographic Zones 1, 2/3, 4, 5, and 6.
-

A9.2 Any document prepared by geographic Zones that contains ASBA's name or logo and/or Zone name that is intended for public release shall require prior approval by ASBA.

Omnibus Amendment – Bylaw 1

Sponsored by ASBA Board of Directors

Proposed Resolution

BE IT RESOLVED THAT, sections of Bylaw 1 be amended to comply with changes in legislation, as follows:

- 1.1. In these Bylaws, unless the context otherwise requires:
 - 1.1.1. “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.
 - 1.1.2. “Associate Member” of the Association means:
 - 1.1.2.1. Elected First Nations boards of education under the auspices of band councils; or
 - 1.1.2.2. Métis boards of education that operate school buildings, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
 - 1.1.3. “Association” or “The Association” means the Alberta School Boards Association.
 - 1.1.4. “Board” means the board of trustees of a ~~school district~~, school division, ~~or regional division~~, the regional authority of a Francophone education region, or an official trustee as defined in the School Education Act.
 - 1.1.5. “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.
 - 1.1.6. “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.
 - 1.1.7. “Education Act” means the Education Act being Chapter E-0.3 of the Statutes of Alberta, 2012 as amended from time to time or any successor legislation hereinafter enacted.
 - 1.1.7.1.1.8. “Full Member” of the Association means:
 - 1.1.7.1.1.8.1. A board of trustees of a ~~school district~~, school division, ~~or regional division~~, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or

- ~~1.1.7.2-1.1.8.2.~~ A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
- ~~1.1.8-1.1.9.~~ “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.
- ~~1.1.9-1.1.10.~~ “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.
- ~~1.1.10-1.1.11.~~ “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
- ~~1.1.11-1.1.12.~~ “Minister of Education” means the Minister of Education for the Province of Alberta.
- ~~1.1.12-1.1.13.~~ “President” means President of the Association and Chair of the Board of Directors.
- ~~1.1.13. “School Act” means the School Act being Chapter S-3 of the Revised Statutes of Alberta, 2000 as amended from time to time or any successor legislation hereinafter enacted.~~
- 1.1.14. “Special General Meeting” means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
- 1.1.15. “Student” means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
- 1.1.16. “Substantive Motion” means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
- 1.1.17. “Trustee” means a member of a Board with Full Member status, or an official trustee as defined in the School Education Act.
- 1.1.18. “Vice-President” means Vice-President of the Association and Vice-Chair of the Board of Directors.
- 1.1.19. “Written Notice” means notice of a meeting that:
- 1.1.19.1. Specifies the purpose, date, time and place of the meetings, and
 - 1.1.19.2. Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
- 1.1.20. “Zone” means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.

Background

The Definitions and Interpretation section of ASBA Bylaws are being amended to reflect the Education Act and remove references to the School Act.

Attachments

- 1) Bylaw 1: Definitions and Interpretation – CLEAN VERSION WITH PROPOSED AMENDMENT ([Attachment A](#))

Bylaw 1: Definitions and Interpretation

CLEAN VERSION WITH PROPOSED AMENDMENT

1. Definitions and Interpretation

1.1. In these Bylaws, unless the context otherwise requires:

- 1.1.1. “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.
- 1.1.2. “Associate Member” of the Association means:
 - 1.1.2.1. Elected First Nations boards of education under the auspices of band councils; or
 - 1.1.2.2. Métis boards of education that operate school buildings, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
- 1.1.3. “Association” or “The Association” means the Alberta School Boards Association.
- 1.1.4. “Board” means the board of trustees of a school division, the regional authority of a Francophone education region, or an official trustee as defined in the School Act.
- 1.1.5. “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.
- 1.1.6. “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.
- 1.1.7. “Education Act” means the Education Act being Chapter E-0.3 of the Statutes of Alberta, 2012 as amended from time to time or any successor legislation hereinafter enacted.
- 1.1.8. “Full Member” of the Association means:
 - 1.1.8.1. A board of trustees of a school division, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or
 - 1.1.8.2. A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories, in respect of whom the Association has received the membership fee as invoiced for the

current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

- 1.1.9. “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.
- 1.1.10. “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.
- 1.1.11. “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
- 1.1.12. “Minister of Education” means the Minister of Education for the Province of Alberta.
- 1.1.13. “President” means President of the Association and Chair of the Board of Directors.
- 1.1.14. “Special General Meeting” means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
- 1.1.15. “Student” means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
- 1.1.16. “Substantive Motion” means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
- 1.1.17. “Trustee” means a member of a Board with Full Member status, or an official trustee as defined in the Education Act.
- 1.1.18. “Vice-President” means Vice-President of the Association and Vice-Chair of the Board of Directors.
- 1.1.19. “Written Notice” means notice of a meeting that:
 - 1.1.19.1. Specifies the purpose, date, time and place of the meetings, and
 - 1.1.19.2. Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
- 1.1.20. “Zone” means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.

1.2. In these Bylaws the singular includes the plural and the plural includes the singular.

Proposed Bylaw Amendment – Quorum at General Meetings

Sponsored by Calgary Catholic School Division

Proposed Resolution

BE IT RESOLVED THAT, ASBA Bylaw 10 be amended to include a new section 10.5, as follows:

- 10.5 A quorum for any General Meeting shall consist of a majority of the Full Member Boards. The business of a General Meeting will not proceed if a quorum is not present throughout the meeting.

Background

The amendment is being proposed because Bylaw 10 is silent on what constitutes quorum at a General Meeting. When a bylaw is silent, we defer to Robert’s Rules of Order. However, it is a best practice to include quorum for General Meetings in the governing documents.

CLEAN VERSION WITH PROPOSED AMENDMENT

Bylaw 10: General Meetings

General Meetings

- 10.1 Two General Meetings of the Association shall be held each year.
- 10.2 Unless otherwise directed by the Board of Directors:
- 10.2.1 The Spring General Meeting shall be held during the first full week of June;
and
- 10.2.2 The Fall General Meeting shall be held during the third full week in November.
- 10.3 The location of the General Meeting shall be determined by the Board of Directors.
- 10.4 At least thirty days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.
- 10.5 A quorum for any General Meeting shall consist of a majority of the Full Member Boards. The business of a General Meeting will not proceed if a quorum is not present throughout the meeting.

Attachments

N/A

Proposed Bylaw Amendments – Bylaw 14.1

Sponsored by Calgary Catholic School Division

Proposed Resolution

BE IT RESOLVED THAT, ASBA Bylaw 14.1 be amended as follows:

- 14.1 Amendments to these Bylaws shall be made at a General Meeting, ~~normally-~~ preferably at the Spring General Meeting ~~unless otherwise permitted by the Board of Directors.~~

Background

The amendment is being proposed because the bylaw, as it currently exists, may inadvertently give the appearance that the Board of Directors are making bylaw decisions. We suggest removing, 'unless otherwise permitted by the Board of Directors'.

CLEAN VERSION WITH PROPOSED AMENDMENT

Bylaw 14: Amendments to the Bylaws

14. Amendments to the Bylaws

- 14.1 Amendments to these Bylaws shall be made at a General Meeting, preferably at the Spring General Meeting.
- 14.2 An amendment to these Bylaws shall take effect on the day following the conclusion of the Spring General Meeting at which such amendment is made, unless an effective date other than the close of the Spring General Meeting is specified in the resolution.
- 14.3 At least sixty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

Attachments

N/A

Policy Position Approved by the Board of Directors – Trustee Elections

Sponsored by ASBA Board of Directors

Proposed Resolution

BE IT RESOLVED THAT, ASBA work with the Ministry of Municipal Affairs, the Alberta Urban Municipalities Association, the Rural Municipalities of Alberta, and local municipalities, to ensure that Trustee nominees on the ballot and that the process and eligibility of voting for Public, Separate, and Francophone Trustees are clearly identified.

Background

At the March 11 meeting of the Board of Directors, the above policy position was adopted in accordance with Bylaw 8.2.7. Policy positions adopted between general meetings shall be submitted for ratification at the next general meeting.

Attachments

N/A



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Secretary-Treasurer Aird
SUBJECT: June 2021 Board Organizational Meeting
REFERENCE(S): Board Policies 7, 8 and 9
ATTACHMENTS: Excerpt from Policy 7

RECOMMENDATION:
THAT with the election this year, that the Board of Trustees approve holding the annual Board Organizational meeting on October 30, 2021, and that the 2020-21 Chair, Vice-Chair, Board Committees and Board Representatives be extended and continue until then, with additional Regular Board Meetings scheduled for September 18th and November 27, 2021.

BACKGROUND:

Per Policy 7 “Board Governance and Operations” the Board had scheduled the next annual Organizational Meeting for June 2021. Given that the next election is October 18, 2021 it is recommended that:

1. The Board Organizational meeting be held within 4 weeks of the election (per Policy 7).
2. The Chair, Vice-chair, Policy 8 Board Committees and Policy 9 Board Representatives be extended, scheduled and continue until the November Organizational Meeting.
3. The Board Schedule adds meetings on September 18, 2021, the Organizational Meeting on October 30, 2021 and the next regular meeting scheduled for November 27, 2021.

RISK ANALYSIS:
 No risk.

NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

Excerpt from Policy 7**BOARD GOVERNANCE AND OPERATIONS**

The Board's ability to discharge its obligations in a productive and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to engage in the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labor, litigation or negotiation.

Presentations at Board meetings by members of the public, students and staff can enhance public interest.

1. Wards ...

2. Organizational Meeting

2.1 An Organizational Meeting of the Board, subject to 2.2, shall be held annually on the date determined by the Board in setting its schedule for regular meetings. In any year in which a general election takes place, an Organizational Meeting shall be held within four weeks following the date of that election, at a time and place to be fixed by the Corporate Secretary and shall be the first official meeting of the Board.

2.2 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.

2.2.1 All votes for the positions of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among the trustees to use a show of hands.

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

2.3 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.4 Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.

2.5 The Organizational Meeting shall, in addition:

2.5.1 Elect a Vice-Chair;

2.5.2 Establish a schedule (date, time and place) for regular meetings and any other predetermined meetings required for the ensuing year;

2.5.3 Create such standing or ad hoc committees of the Board as deemed appropriate; and appoint members;

2.5.4 Appoint Board representation as per Policy 9 Board Representation.

2.5.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and

2.5.6 Address other organizational items as required.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 24, 2021
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Dr. Don Tessier, Director of Student Engagement
SUBJECT: School Attendance Report for February and March 2021
REFERENCE(S):

ATTACHMENTS: School Attendance Report

RECOMMENDATION:
THAT the Board of Trustees receive as information the school attendance report for February and March 2021, as attached.

BACKGROUND:

RISK ANALYSIS:



Director of Student Engagement, Attendance, and Completion Report for Trustees

Operational Plan Updates to February & March 2021

Strategy 1.1: Standardize attendance tracking processes

Year to Year Comparison - Division-wide Attendance Results for September 2020 to March 2021

Month	2019-2020	2020-2021	Difference
September	88%	76%	-12%
October	81%	75%	-6%
November	80%	75%	-5%
December	78%	74%	-4%
January	68%	65%	-3%
February	78%	58%	-20%
March	77%	59%	-18%
Overall Average	79%	69%	-10%

February 2021 Attendance Highlights for Northland School Division

- Our overall division attendance for February 2021 is **58% - down 20%** when compared with February 2020!
- The top attending schools (at-home & in-school combined) for February 2021 are:

Schools	Top Attending Schools for February 2021
Pelican Mountain School	89%
Bishop Routhier School	87%
Chipewyan Lake School	77%
Gift Lake School	70%

- Despite the pandemic, two schools showed a **positive attendance growth** in February 2021 when compared with February 2020: **Bishop Routhier** (+15%) and **Chipewyan Lake** (+9%)
- For February 2021, division-wide, 41% of NSD students have overall attendance rates between 80% and 100%.



KEEPING ON TRACK!

February 2021

Attendance Improvement Across NSD

Are you keeping on track with your attendance improvement goals? Do you have the latest and most accurate attendance information for your school? Are you communicating your attendance successes & challenges with your school community? If not ... how we can help?

February 2021 Attendance Results by School

Northland Schools	February 2020	February 2021	February 2021
		At-Home	In-School
Bishop Routhier	72%	91%	82%
Gift Lake School	74%	67%	72%
Grouard Northland	76%	18%	71%
Hillview School	77%	44%	80%
Paddle Prairie	81%	37%	51%
Susa Creek School	91%	33%	96%
Average	79%	48%	75%
Calling Lake	88%	18%	59%
Chipewyan Lake	68%	None	77%
Mistassiniy	68%	15%	53%
Pelican Mountain	91%	98%	82%
St. Theresa	80%	49%	74%
Average	79%	45%	69%
ADCS	64%	44%	69%
Anzac	87%	60%	78%
Bill Woodward	87%	22%	77%
Conklin	74%	68%	70%
Elizabeth	84%	14%	61%
Father R. Perin	62%	5%	48%
Fort McKay	80%	45%	66%
J. F. Dion	80%	61%	71%
Average	77%	40%	68%
Overall Average	78%	44%	71%

**Percentage of Students (at-home & in-school)
Attending Between 90% – 100% by School for February 2021**

Northland Schools	95-100%	90-94 %		90-100%
Bishop Routhier School	73%	8%	=	81%
Gift Lake School	25%	12%	=	37%
Grouard Northland School	3%	5%	=	8%
Hillview School	24%	11%	=	35%
Paddle Prairie School	6%	1%	=	7%
Susa Creek School	41%	9%	=	50%
Sub-Total Avg.	29%	8%	=	37%
Calling Lake School	7%	3%	=	10%
Chipewyan Lake School	37%	11%	=	48%
Mistassiniy School	3%	2%	=	5%
Pelican Mountain School	78%	7%	=	85%
St. Theresa School	26%	9%	=	35%
Sub-Total Avg.	30%	6%	=	36%
ADCS	14%	8%	=	22%
Anzac Community School	26%	7%	=	33%
Bill Woodward School	12%	1%	=	13%
Conklin Community School	32%	17%	=	49%
Elizabeth School	20%	3%	=	23%
Father R. Perin School	3%	2%	=	5%
Fort McKay School	20%	7%	=	27%
JF Dion School	30%	16%	=	46%
Sub-Total Avg.	20%	8%	=	28%
Overall	26%	7%	=	33%

Percent by Attendance Category by School for February 2021 (combined)

Northland School	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%
Bishop Routhier School	73%	8%	4%	0%	2%	0%	13%
Gift Lake School	25%	12%	6%	4%	6%	8%	23%
Grouard Northland School	3%	5%	21%	10%	9%	1%	51%
Hillview School	24%	11%	8%	11%	7%	6%	34%
Paddle Prairie School	6%	1%	2%	3%	10%	15%	64%
Susa Creek School	41%	9%	0%	0%	0%	33%	17%
Sub-Total	29%	8%	7%	5%	6%	11%	34%
Calling Lake School	7%	3%	8%	8%	2%	7%	65%
Chipewyan Lake School	37%	11%	0%	26%	11%	0%	16%
Mistassiniy School	3%	2%	5%	4%	5%	15%	66%
Pelican Mountain School	78%	7%	4%	0%	0%	2%	9%
St. Theresa School	26%	9%	12%	9%	4%	4%	36%
Sub-Total	30%	6%	7%	9%	4%	6%	38%
ADCS	14%	8%	6%	16%	5%	7%	45%
Anzac Community School	26%	7%	7%	8%	7%	4%	42%
Bill Woodward School	12%	1%	7%	17%	9%	5%	49%
Conklin Community School	32%	17%	0%	4%	15%	6%	26%
Elizabeth School	20%	3%	16%	21%	6%	15%	18%
Father R. Perin School	3%	2%	7%	8%	3%	8%	71%
Fort McKay School	20%	7%	18%	6%	3%	10%	36%
JF Dion School	30%	16%	6%	8%	9%	3%	28%
Sub-Total	20%	8%	8%	11%	7%	7%	39%
Overall	26%	7%	8%	8%	6%	8%	37%

**Students attending between 80-100% compared with students
attending below 80% for February 2021 by School**

School	80-100%	Below 80%		Total
Bishop Routhier *	85%	15%	=	100%
Gift Lake School	43%	57%	=	100%
Grouard Northland School	29%	71%	=	100%
Hillview School	43%	57%	=	100%
Paddle Prairie School	9%	91%	=	100%
Susa Creek School	50%	50%	=	100%
Avg. Sub-Total	43%	57%	=	100%
Calling Lake School	18%	82%	=	100%
Chipewyan School	48%	52%	=	100%
Mistassiniy School	10%	90%	=	100%
Pelican Mountain School *	89%	11%	=	100%
St. Theresa School	47%	53%	=	100%
Avg. Sub-Total	42%	58%	=	100%
ADCS School	28%	72%	=	100%
Anzac School	40%	60%	=	100%
Bill Woodward School	20%	80%	=	100%
Conklin Community School	49%	51%	=	100%
Elizabeth School	39%	61%	=	100%
Father R. Perin School	12%	88%	=	100%
Fort McKay School	45%	55%	=	100%
J.F. Dion School	52%	47%	=	100%
Sub-Total	36%	64%	=	100%
Overall Avg.	40%	60%	=	100%

* Note: Green highlights showcase 2 schools with exceptional February 2021 attendance during the pandemic.

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

February and March 2021 Attendance Winners

Award Strategy #4: High school students earning 20 credits (or more) in a semester will be eligible to win a \$100 gift card – one gift card presented per semester.

Student Award Winner*	School	Grade	First Semester - Credits Earned
Yasmine Abdalrahim	Mistassiniy School	10	21

* Twenty students were eligible for this first semester award.

Award Strategy #6: Monthly Attendance draws by division (e.g. K-3, 4-5, 7-9 & 10-12) for students achieving 90% or better

Congratulations to the following students who received a \$50 Gift Card for their outstanding February 2021 Attendance Successes!

Month	Student	School	% Attendance Achieved
February 2021			
K-3	Bigstone, Marcus Mariano	Calling Lake School	93%
4-6	Anderson, Christian Reid	Gift Lake School	96%
7-9	Jensen, Kennedy Rose	Bill Woodward School	93%
10-12	Hodgins, Kaiden Roarke	Mistassiniy School	90+%
Month	Student	School	% Attendance Achieved
March 2021			
K-3	Marcel, Cora Elissa Marie	ADCS	90%
4-6	Applegarth-Janvier, Haydan, Jensen	Father R. Perin School	100%
7-9	Cardinal, Orion Dimitri	Elizabeth School	98%
10-12	Decoine, Chase Nicolas	Mistassiniy School	91%



KEEPING ON TRACK!

March 2021

Attendance Improvement Across NSD

Are you keeping on track with your attendance improvement goals? Do you have the latest and most accurate attendance information for your school? Are you communicating your attendance successes & challenges with your school community? If not ... how we can help?

March 2021 Attendance Highlights for Northland School Division

- Our overall division attendance for March 2021 is **59% - down 18%** when compared with March 2020!
- Our **overall** division attendance is **down 10%** for the first seven months when compared with the same period in the previous school year.
- The top attending schools (at-home & in-school combined) for March 2021 are:

Schools	Top Attending Schools for March 2021
Susa Creek School	79%
Fort McKay School	79%
Pelican Mountain School	76%
Elizabeth School	74%

- Despite the pandemic, one school showed a **positive attendance growth** in March 2021 when compared with March 2020: **Conklin Community School (+5%)**
- For March 2021, division-wide, 43% of NSD students have overall attendance rates between 80% and 100%.

March 2021 Attendance Results by School

Northland Schools	March 2020	March 2021	March 2021
		At-Home	In-School
Bishop Routhier	82%	43%	86%
Gift Lake School	81%	71%	71%
Grouard Northland	77%	21%	71%
Hillview School	79%	43%	72%
Paddle Prairie	79%	41%	35%
Susa Creek School	80%	61%	96%
Average	79%	47%	72%
Calling Lake	86%	35%	66%
Chipewyan Lake	76%	None	71%
Mistassiniy	64%	13%	46%
Pelican Mountain	88%	82%	70%
St. Theresa	77%	39%	75%
Average	78%	42%	66%
ADCS	60%	33%	58%
Anzac	79%	46%	84%
Bill Woodward	85%	25%	83%
Conklin	66%	67%	74%
Elizabeth	77%	85%	63%
Father R. Perin	57%	4%	68%
Fort McKay	81%	73%	84%
J. F. Dion	82%	65%	77%
Average	73%	50%	74%
Overall Average	77%	46%	71%

**Percentage of Students (at-home & in-school)
Attending Between 90% – 100% by School for March 2021**

Northland Schools	95-100%	90-94 %		90-100%
Bishop Routhier School	30%	4%	=	34%
Gift Lake School	21%	17%	=	38%
Grouard Northland School	3%	16%	=	19%
Hillview School	7%	9%	=	16%
Paddle Prairie School	6%	0%	=	6%
Susa Creek School	48%	17%	=	65%
Sub-Total Avg.	19%	11%	=	30%
Calling Lake School	20%	4%	=	24%
Chipewyan Lake School	0%	15%	=	15%
Mistassiniy School	1%	3%	=	4%
Pelican Mountain School	10%	46%	=	56%
St. Theresa School	14%	13%	=	27%
Sub-Total Avg.	9%	16%	=	25%
ADCS	10%	7%	=	17%
Anzac Community School	33%	6%	=	39%
Bill Woodward School	19%	10%	=	29%
Conklin Community School	21%	26%	=	47%
Elizabeth School	43%	8%	=	51%
Father R. Perin School	3%	12%	=	15%
Fort McKay School	53%	7%	=	60%
JF Dion School	40%	6%	=	46%
Sub-Total Avg.	28%	11%	=	39%
Overall	19%	13%	=	32%

Percent by Attendance Category by School for March 2021 (combined)

Northland School	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%
Bishop Routhier School	30%	4%	20%	4%	2%	1%	39%
Gift Lake School	21%	17%	10%	15%	9%	8%	20%
Grouard Northland School	3%	16%	15%	11%	3%	2%	50%
Hillview School	7%	9%	24%	21%	4%	3%	32%
Paddle Prairie School	6%	0%	3%	2%	5%	9%	75%
Susa Creek School	48%	17%	0%	17%	0%	0%	18%
Sub-Total	19%	11%	12%	12%	4%	4%	39%
Calling Lake School	20%	4%	8%	5%	3%	6%	54%
Chipewyan Lake School	0%	15%	35%	5%	5%	35%	5%
Mistassiniy School	1%	3%	1%	5%	8%	13%	69%
Pelican Mountain School	10%	46%	9%	3%	8%	11%	14%
St. Theresa School	14%	13%	10%	9%	6%	7%	41%
Sub-Total	9%	16%	13%	5%	6%	14%	37%
ADCS	10%	7%	5%	11%	5%	7%	54%
Anzac Community School	33%	6%	8%	17%	4%	2%	30%
Bill Woodward School	19%	10%	7%	4%	9%	4%	47%
Conklin Community School	21%	26%	8%	17%	0%	0%	28%
Elizabeth School	43%	8%	11%	5%	3%	6%	24%
Father R. Perin School	3%	12%	6%	10%	3%	7%	58%
Fort McKay School	53%	7%	8%	5%	3%	4%	20%
JF Dion School	40%	6%	8%	14%	4%	8%	20%
Sub-Total	28%	11%	8%	10%	4%	5%	35%
Overall	19%	13%	11%	9%	5%	8%	35%

**Students attending between 80-100% compared with students
attending below 80% for March 2021 by School**

School	80-100%	Below 80%		Total
Bishop Routhier	54%	46%	=	100%
Gift Lake School	48%	52%	=	100%
Grouard Northland School	34%	66%	=	100%
Hillview School	40%	60%	=	100%
Paddle Prairie School	9%	91%	=	100%
Susa Creek School *	65%	35%	=	100%
Avg. Sub-Total	42%	58%	=	100%
Calling Lake School	32%	68%	=	100%
Chipewyan School	50%	50%	=	100%
Mistassiniy School	5%	95%	=	100%
Pelican Mountain School *	65%	35%	=	100%
St. Theresa School	37%	63%	=	100%
Avg. Sub-Total	38%	62%	=	100%
ADCS School	22%	88%	=	100%
Anzac School	47%	53%	=	100%
Bill Woodward School	36%	64%	=	100%
Conklin Community School	55%	45%	=	100%
Elizabeth School *	62%	38%	=	100%
Father R. Perin School	21%	79%	=	100%
Fort McKay School *	68%	32%	=	100%
J.F. Dion School	54%	46%	=	100%
Sub-Total	47%	53%	=	100%
Overall Avg.	43%	57%	=	100%

* Note: Green highlights showcase 4 schools with exceptional March 2021 attendance during the pandemic.

Administrator Perceptions of Alberta Education’s Zoom Audits with 7 Northland Schools – February 23 through to March 19, 2021

In alignment with the Auditor General’s ongoing audit of Northland’s attendance improvement multi-year plan, Alberta Education conducted virtual meetings with 7 Northland schools between February 23 and March 19, 2021. Along with the school principal, a representative group of teachers from each of the schools participated in these gatherings.

The purpose of these virtual meetings was to review our attendance monitoring processes and practices during the pandemic. Alberta Education will provide Northland leadership with a final report of their findings.

The following table lists principal perceptions of the audit process.

School	Audit Date	3 to 7 Highlights of the AB ED Audit – According to Northland School Administrators
ADCS	Feb 23	<ul style="list-style-type: none"> • “Seemed very understanding of the worries many families have around COVID-19 and the lack of In-Class attendance based on student and parent anxiety levels. • Seemed very pleased with the number of events, activities, incentives, extra-curricular, LBL opportunities, virtual experiences, etc. that ADCS offers in support of student learning. • Seemed very pleased with the efforts all ADCS staff make in order to connect with families and encourage increased attendance through texts, calls, emails, letters, face-book posts, newsletters, home visits, etc. • Interest in knowing more of the context of the community (winter road, lack of health services etc.) • Interviewer asked, “What else could the school do to improve attendance?” Administration stated more band involvement would be good. • Teachers stated that their audit session went well.”
Bill Woodward/Anzac	Feb 23	<ul style="list-style-type: none"> • “Our teachers were knowledgeable on the daily PowerSchool attendance protocols/routines and the yearly attendance improvement plan. • Staff displayed a strong understanding of the PowerSchool information system • AB ED were happy with community engagement events we do and our relationships with parents!”
Mistassiniy School	Mar 1	<ul style="list-style-type: none"> • “As the administrators of Mistassiniy we spoke about all the programs and ways we are working on improving attendance. This obviously took a lot of time. They seemed to be impressed with our passion and the breadth of what the school staff has been doing. • We also spoke a lot about the barriers that students have to face in our community (social & economic disparities).

		<ul style="list-style-type: none"> • It was clear that the interviewer 'Didn't have a good understanding of why our students don't attend school.' This was made clear through the audit conversation. • [According to school administration], the teacher responses to the audit questions were also well received by the interviewer(s)."
Paddle Prairie School	Mar 2	<ul style="list-style-type: none"> • "Very positive audit! • Very conversational discussion with the interviewer. Very polite interviewer. The interviewer understood the difficulties and challenges we face in the midst of a Pandemic. • The interviewer appeared appreciative of the time staff took to sit for the audit interview. • The interviewer asked about parents and guardians and the community in order to get an understanding of the school community context. • The interviewer asked, "How do you feel about the attendance initiative? (i.e. school's communication methods given Covid-19) • [According to school administration], teachers thought that their interviews also went well. • The interviewer complimented our school attendance improvement strategies!"
Pelican Mountain School	Mar 3	<ul style="list-style-type: none"> • "From way back when we were audited in 2015, we were not as accountable for doing our own attendance and now the accountability is huge. The teacher's expectation for doing accurate attendance is solid and their follow up is too. • We also have a good team-based approach not only from the division but within our school as well that ensures attendance is at the forefront. • The message to the community that attendance is important has been amplified and I think we are on a good path."
Elizabeth School	Mar 4	<ul style="list-style-type: none"> • "Meetings were good. • Focus on how we contact our chronic non-attenders and re-engage them • Commitment to sharing what they learn • Emphasis on strategies that work, engaging teaching and lessons. • Questions on CTF and land-based learning"
Gift Lake School	Mar 19	<ul style="list-style-type: none"> • "Our experience was very positive. • They wanted to know what strategies we have tried and what works and doesn't. • Also, what effect the attendance initiative has on the school staff, principal and parents."

commercial and educational interaction. Being that telecommunications is a matter of federal jurisdiction, Service Alberta is also asking the Government of Canada to provide details of recent funding announcements to:

- explain how Alberta can access these programs
- identify how they will recognize the distinct needs of rural Alberta
- ensure Alberta receives its fair share of funding; and
- consider reform of federal spectrum assignment to support advancements in wireless connectivity, including 5G.

A copy of Dan Williams, MLA letter is attached.

Letter to the Minister of Education Regarding COVID

On April 13, 2021, NSD sent a letter to the Minister of Education in regards to the increased concerns that the Trustees and Administration have received from parents, guardians and community members regarding the uptick in cases of COVID-19 and variants within schools. The concerns raised have resulted in inconsistent in-school learning attendance across the Division. Attached is a copy of the letter that was sent to the Minister of Education.

Statement regarding the Draft K-6 Curriculum

The Board of Trustees and Administration reviewed the draft content, outcomes and measures proposed in the applicable subject areas, and discussed alignment with the vision, commitment, core values, and priorities of the Board. The Board recognizes the importance of redesigning the curriculum for the benefit of student learning. The Indigenous perspectives and experiences that were included in the previous curriculum seem to be omitted.

As we move forward, it’s important Northland students, parents/guardians, staff, and community members have an opportunity to give their input. The communities we serve need to be heard and Northland students must see themselves in the draft curriculum. The Board and Administration will focus on encouraging NSD students, parents, guardians, staff, and community members to review the draft curriculum and submit feedback to Alberta Education. We will work with our community partners to gather information to share with Alberta Education for possible revisions of the social studies curriculum.

The full release is attached.

UPCOMING EVENTS:	
CAPSLE Conference May 2-4, 2021	CAPSLE will be holding a virtual conference taking place May 2-4, 2021. This year’s theme is Rivers of Change: Trans Canada Trends in Education Law. The conference will be having three keynote speakers and 33 presentations. For more information: http://www.capsle.ca/conference/

ASBA Zone 1 Meeting	May 12, 2021
Central Office Closure for Victoria Day	May 24, 2021
Corporate Board Meeting	May 29, 2021



Office of the Minister

AR115172

MAR 19 2021

Mr. Robin Guild
Board Chair
Northland School Division
PO Bag 1400
9809 - 77 Avenue
Peace River AB T8S 1V2

Dear Mr. Guild:

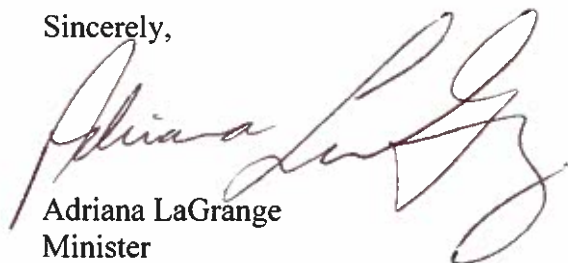
I am writing regarding your board's desire to decrease the number of trustees in Northland School Division. I would like to apologize for the error made in my previous correspondence to Northland School Division in which I named Vice-Chair Jules Nokohoo as chair of the board.

The governance structure of school boards in our province is extremely important, and I appreciate the time your board took to review this matter. I am confident this structure will work well for your electors.

I am pleased to provide you with a copy of Ministerial Order No. 002/2021, which approves reducing the number of trustees from 11 to 10.

Best wishes as you transition to this new governance structure.

Sincerely,



Adriana LaGrange
Minister

Attachment:

1. Ministerial Order No. 002/2021

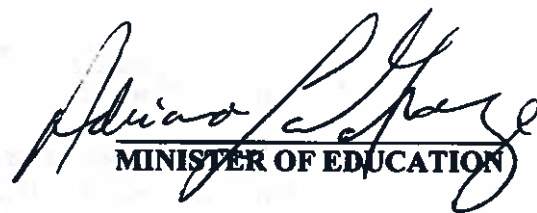
**FILED IN
DOCUSHARE**



GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (# 002/2021)

I, Adriana LaGrange, Minister of Education, pursuant to Section 78(2) of the **Education Act**, and Sections 3, 8(3) and 8(6) of the **Northland School Division Act**, make the Order in the attached Appendix, being The Northland School Division Arrangement of Wards and Trustee Election Order.

DATED at Edmonton, Alberta January 27, 2021.


MINISTER OF EDUCATION

March 31, 2021

Honourable Adriana LaGrange
Minister of Education
education.minister@gov.ab.ca

Dear Minister LaGrange:

On behalf of the Board of Trustees, thank you for your continued leadership during a challenging time due to COVID-19. The guidance provided by your ministry and Alberta Health Services helped NSD implement appropriate health measures and maintain safe learning environments.

While administration continues working to support schools, members of the Board have expressed concern regarding the decision made to eliminate the Regional Collaborative Service Delivery (RCSD). We appreciate the concept of allowing school boards greater control and oversight for specialized services, however, Northland School Division is experiencing challenges with respect to cost and access to services such as speech, occupational and physical therapies, mental health supports and complex learning needs.

Having one contract held by RCSD allowed us to have consistent access to services providers and encouraged cost sharing for things like travel with neighbouring school divisions. Given our rural context, this model helped to level the playing field and remove gaps with respect to service access in comparison to urban school divisions.

With the elimination of RCSD, we believe it has put unnecessary pressure on rural school divisions to secure service agreements. This has resulted in higher costs for school divisions and uncertainty with accessing critical services that would have been available under the RCSD model.

To keep costs down this year, we have developed independent partnerships with neighbouring school divisions. Without these partnerships, we would not have been able to provide support for students who are deaf or blind for example. In addition, the elimination of the RCSD has impacted the services received from Alberta Health Services (AHS). Previously, AHS had provided services to school-aged children; now those services are no longer available to us.

Discontinuing the RCSD model could have severe long-term impacts for rural school divisions. A number of families we serve live in poverty and cannot afford specialized services. School divisions in large urban centres are able to negotiate costs for service providers, as well having a large availability to specialized services. In rural Alberta, the travel cost and lack of specialized services in our remote communities makes opportunities for our students and our families non-existent.

Although virtual opportunities are available in urban areas, many of our rural communities do not have consistent internet connectivity which makes offering these services difficult. A student who is requiring mental health support that has the internet dropping during a counseling session, only increases their stress and anxiety.

We ask the government to reconsider its decision to eliminate the RCSD model in the remote/rural communities. I appreciate your consideration and hope to discuss this topic further with you. Thank you for your time.

Sincerely,



Robin Guild
Board Chair
The Northland School Division

/caw

c: Board of Trustees of Northland School Division
Dr. Nancy Spencer-Poitras, Superintendent of Schools, The Northland School Division
Dan Williams, MLA for Peace River
Pat Rehn, MLA for Lesser Slave Lake
Laila Goodridge, MLA for Fort McMurray - Lac La Biche
Tany Yao, MLA for Fort McMurray - Wood Buffalo
David Hanson, MLA for Bonnyville - Cold Lake - St. Paul
Martin Long, MLA for West Yellowhead

Peace River Constituency**Office**

Box 6299
 #2 10122 100st
 Peace River, Alberta
 T8S 1S2



LEGISLATIVE ASSEMBLY
 ALBERTA

La Crete Constituency**Office**

Box 2793
 10013 101 Avenue
 La Crete, Alberta
 T0H 2H0

Dan Williams, MLA

Peace River

April 1st, 2021

Dear Mr. Guild:

Thank you for recent email on behalf of Northland School Division following up on our meeting and providing additional information regarding your concerns. I have consulted with my colleague, the Honourable Adriana LaGrange, Minister of Education, and I am pleased to provide the following information.

Prior to 1990, the Government of Alberta operated the School Food Services program in many schools throughout northern Alberta to ensure that students in those schools received a hot lunch and nutritious snack. In 1990, the operation of the School Food Services, including the associated funding and capital assets, were transferred to Northland School Division. As part of the transfer agreement, Northland was required to operate the School Food Services for all of its schools and select schools in other school divisions.

However, as a part of the new funding model's approach to streamlining education funding and reducing red tape, it was determined that funding for school nutrition is most appropriately and efficiently provided through a single nutrition grant provided to all school divisions.

Funding for the School Nutrition Program continues with a new allocation based on the weighted moving average enrolment and socio-economic status index for each school authority. The funding provides students in school authorities across Alberta with a daily nutritious meal that adheres to the *Alberta Nutrition Guidelines for Children and Youth*. For the 2020/21 school year, Alberta Education is allocating \$16 million to 63 public, separate and francophone school authorities – including Northland School Division – to support school nutrition programs. Northland School Division's allocation is \$250,000.

The new education funding model implemented in September 2020 comprises 15 interrelated grants, which are carefully balanced to ensure equity across the province and provide an overall funding increase to every school board for the 2020/21 school year. It is important to consider that under the new funding model, Northland School Division will see an overall increase of \$177,000 in the 2020/21 school year compared to the 2019/20 school year.

Northland's overall funding increase includes and compensates for the elimination of distinct School Food Services (\$3.2 million) and Enhancement Funding (\$5.7 million) grant allocations. Northland will benefit from many of the other grants within the new model, including:

- an additional \$4.4 million for Small Schools;
- an additional \$3 million in the Geographic Allocation compared to Equity of Opportunity and Northern Allowance;
- an additional \$1.3 million under First Nations, Métis and Inuit Education Grant; and

- an additional \$1.3 million under Socio-Economic Status.

In Alberta, school boards, including Northland School Division, have the autonomy and accountability to make decisions about the programming and operations of their schools, as locally elected trustees are in the best position to evaluate and respond to the unique circumstances and priorities of the communities they serve. This includes decisions regarding the allocation of resources that are available to students and their families, such as funds for school nutrition programs.

With respect to internet connectivity, the Government of Alberta recognizes that even when high-speed broadband services are widely available to a community, the affordability of those services and of the devices required to utilize a broadband connection can remain a challenge for some households. Alberta's government also recognizes that the delivery of education at-home/online during the COVID-19 pandemic has magnified challenges that can arise for students who cannot readily access the internet.

In responding to the pandemic, both large and small internet service providers have offered initiatives to support Albertans. The internet service providers have offered these goodwill measures on a voluntary, rather than mandatory, basis. While some of these goodwill initiatives have now ended, TELUS' Internet for Good program continues to offer lower income families with high-speed broadband internet at home for \$9.95 per month for 24 months. TELUS recently expanded the program in partnership with Alberta's school boards to offer the program to students in need. Schools are able to issue redemption codes to families who meet the criteria.

Aside from issues of affordability, the government understands that access to a reliable, high-speed broadband internet connection is important to Albertans and essential for Alberta's recovery and economic diversification. Service Alberta is currently developing a provincial broadband strategy that will support regional economic development, as well as social, commercial and educational interactions.

Given that telecommunications is a matter of federal jurisdiction, Service Alberta is also calling on the Government of Canada to provide details of recent funding announcements to:

- explain how Alberta can access these programs;
- identify how they will recognize the distinct needs of rural Alberta;
- ensure Alberta receives its fair share of funding; and
- consider reform of federal spectrum assignment to support advancements in wireless connectivity, including 5G.

Please reach out to my office if you have any further questions or concerns.

Sincerely,



Dan Williams, MLA

Peace River

cc: Honourable Adriana LaGrange, Minister of Education

April 13, 2021

Honourable Adriana LaGrange
Minister of Education
education.minister@gov.ab.ca

Dear Minister LaGrange:

On behalf of the Board of Trustees, thank you for your continued leadership during a challenging time due to COVID-19. This certainly has been a difficult year for everyone!

While administration continues working to support schools, I am writing to you about the increased concerns the Trustees and Administration have received from parents, guardians and community members regarding the uptick in cases of COVID-19 and variants within schools. The concerns raised have resulted in inconsistent in-school learning attendance across Northland School Division.

With the COVID-19 outbreaks at schools in Fort McMurray and Athabasca, the Board is concerned about this happening at Northland schools.

The science and data are clear that the infection rates of the variants amongst children are rising province-wide. Our communities are very worried for their children in the schools. We ask that consideration be given to moving all school divisions to scenario 3 until the COVID variants are brought under control and enough people have been vaccinated to provide herd immunity for the general public.

Thank you for your consideration.

Sincerely,



Robin Guild
Board Chair
The Northland School Division

c: Board of Trustees of Northland School Division
Dr. Nancy Spencer-Poitras, Superintendent of Schools, The Northland School Division
Dan Williams, MLA for Peace River
Pat Rehn, MLA for Lesser Slave Lake
Laila Goodridge, MLA for Fort McMurray - Lac La Biche
Tany Yao, MLA for Fort McMurray - Wood Buffalo
David Hanson, MLA for Bonnyville - Cold Lake - St. Paul
Martin Long, MLA for West Yellowhead

Statement regarding the Draft K-6 Curriculum

For immediate release – April 13, 2021

The Northland School Division (NSD) is focused on student and staff well-being during a time where continuity of learning and recovery from the pandemic is paramount. There is concern over learning loss and getting all students back into school. NSD considered the current realities we are living through as a result of COVID-19 and will be supporting the modernization of the curriculum by engaging our parents, students and staff and gathering their input for possible revisions. Accordingly, at this time NSD will not be piloting the draft K-6 curriculum for the 2021-2022 school year.

In addition, the Board of Trustees and Administration reviewed the draft content, outcomes and measures proposed in the applicable subject areas, and discussed alignment with the vision, commitment, core values, and priorities of the Board. The Board recognizes the importance of redesigning the curriculum for the benefit of student learning. The Indigenous perspectives and experiences that were included in the previous curriculum seem to be omitted.

As we move forward, it's important Northland students, parents/guardians, staff, and community members have an opportunity to give their input. The communities we serve need to be heard and Northland students must see themselves in the draft curriculum. The Board and Administration will focus on encouraging NSD students, parents, guardians, staff, and community members to review the draft curriculum and submit feedback to Alberta Education. We will work with our community partners to gather information to share with Alberta Education for possible revisions of the social studies curriculum.

We ask that because a new curriculum is important and will impact teaching and learning for years. Please take this opportunity to make sure we get it right for our students. To view the curriculum in its entirety, please visit: www.alberta.ca/curriculum and provide your input at: www.alberta.ca/curriculum-have-your-say.

For more information please contact Media Relations Manager Curtis Walty at 780-624-2060 ext. 6183 or curtis.walty@nsd61.ca.



Superintendent's Highlights

April 24, 2021

Anzac School Teacher Nominated for CEWIL Student of the Year Award 2020



An NSD teacher received special recognition from the University of Victoria (UVic) recently! The university selected Bill Woodward School teacher Tessa Dagenais as a Co-op Student of the Year! U of Vic recognizes three co-op students who have made outstanding achievements in their academic achievement, workplace, performance and community involvement. The award categories are:

- Business
- Engineering and Computer Science
- Optional and Professional Programs (all other programs)

Tessa was selected as the Co-op Student of the Year for the Optional and Professional Co-op Program - Coaching Studies!

School Bus App

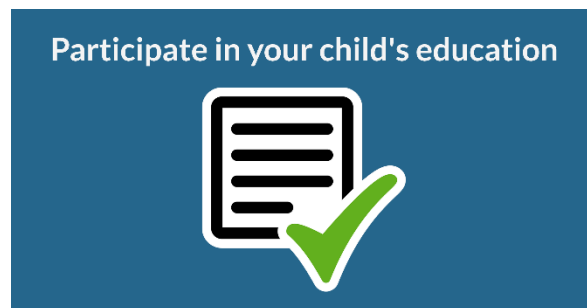
A new app will soon be available for NSD parents and guardians to use for monitoring a school bus status! The new app is called StopFinder. The engagement app allows parents and guardians to see their children's bus schedules in real-time and receive bus cancellations or changes immediately. The Transportation Department and registered users stay connected by sending and receiving messages through the secure StopFinder app directly on their phone or tablet.

The app will work alongside the Bus Status available on the NSD website <https://www.nsd61.ca/departments/transportation/bus-status>. Parents and guardians who have students riding a Northland/contract bus will receive an email in the coming months to download the app.

Words in Motion 2021 Poetry Celebration

NSD was invited to the Words in Motion 2021 poetry celebration on April 21, 2021 which honoured the winners of their contest.

Alberta Education Assurance Survey - Another opportunity for NSD parents to participate in their child's education



Parents and guardians have another way to participate in the education system at Northland School Division (NSD). Until the end of April, NSD schools will be working with parents to fill out the Alberta Education Assurance Survey.

The Alberta Education Assurance Survey uses a set of 16 indicators. Data on these indicators consists of surveys of students, parents, guardians and teachers on various aspects of education quality, student outcomes such as dropout and high school completion rates, and provincial assessments of student learning. All surveys are anonymous and ask questions about experiences with your school. In addition to English and French, the parent survey is available in Cree and Dene. The responses collected in the survey are provided to and reviewed by all school staff, the board of trustees and the Alberta Government.

“The feedback we receive from parents and guardians in the survey will help to shape school and divisional planning which directly impacts the educational experience for each child,” said Dr. Nancy Spencer-Poitras, Superintendent of Schools. “All of us working together will positively impact the success of NSD students. Thanks so much for participating in this important survey!”

Survey deadline is Wednesday, April 28, 2021.

Alberta Education 2020-2021 Education Plan & 2019-2020 AERR

On February 23, 2021, the Division received a letter from Alberta Education stating that based on their review of the plan and report that was submitted by the Division; NSD is aligned with the planning and reporting requirements established by Alberta Education in the Policy and Requirements for School Board Planning and Results Reporting November 2019.

Minecraft for Education Learning Opportunity for NSD Students and Educators

NSD students and educators will be participating in a 2 part live-streamed lesson where students and teachers will learn together and explore engaging ways to integrate Minecraft: EE into the classroom.

Lesson #1 took place on April 7, 2021 which covered the basis of building in Minecraft, allowing students to unleash their creativity by building a local landmark of their choice.

Lesson #2 was held on April 14, 2021 where students worked with their structures, applying a variety of curricular connections such as: ELA, Math, Science and Social Studies.

NSD Raises Money for the Terry Fox Foundation



The Superintendent's office was notified that even though 2020 was a difficult time, St. Theresa and Elizabeth Schools shined bright in 2020 by raising \$778.15 for cancer research.

Additional Funding Support for Online Learning

On March 26, 2021; Andre Tremblay, Deputy Minister of Education sent an email announcing that the school divisions across the province will be receiving a one-time allocation of funds to assist with online learning. Please see his statement below:

“The 2020/21 school year is unprecedented for Alberta students. Many have opted for online learning, print-based distance education or at-home learning instead of traditional in-person classroom education.

Alberta Education is aware that many school jurisdictions are experiencing a mid-year increase in the registration of students who were enrolled at a different school jurisdiction by the September count date. Our government understands and supports student mobility during these exceptional times.

I am pleased to inform you that The Northland School Division will receive a one-time allocation of \$75,100 to support you in accepting students mid-year. This allocation provides additional support to accept students mid-year who continue to be funded at their resident jurisdiction during the 2020/21 school year.

Thank you for continuing to accommodate student learning and to ensure student and staff safety remains a top priority.”

Bang the Table

At the April 9, 2021 Board Retreat, the Trustees and the Executive Team watched a demonstration of “Bang the Table”. Bang the Table is a web based platform that is designed to support organizations with creating purposeful conversations. For the Division, it’s important for us to have meaningful engagement with students, parents/guardians, staff and community members. When I say community members, that includes community leaders, Elders and Knowledge Keepers.



Mistassiniy New School Update

The team is meeting on a regular basis and lately they have been in the process of selecting colour and finishings and the renderings are starting to come together.

NSD Featured in News Articles

Attached are articles that featured Northland School Division.

- The Fever, April 1, 2021 Edition
- Asiniwacyi Acimowina Aseniwuche, April 2021 Edition
- Grouard Insider, April 2021 Edition

Thursday, April 1, 2021

To place your ad in Focus, Phone 1-800-315-7826

or contact TheFever: 780-891-2108 ~ Fax to: 1-888-318-5555 ~ E-mail to: scopepub2@icloud.com

Planning for replacing Wabasca's Mistassiniy School is progressing

By Northlands
School Division

The floor plan for the new Mistassiniy School has been approved and the project is moving into the design development phase.

The floor plan outlines the following:

- The layout for classrooms to primarily teach core subjects (math, science, social studies, language arts).
- The layout for learning spaces to teach Career and

Technology Studies/option programs (possible examples are mechanics, carpentry, welding, culinary arts, art, etc.) including the new Culinary Arts kitchen

- The gymnasium with bleachers for physical education and extracurricular opportunities.
- The layout for the front entrance (circular design), office space for staff and rooms for counselling and wrap around services.

Environment Canada FORECAST

Red Earth Creek / Wabasca

A short-lived spring storm hammered most of Alberta late Sunday and most of Monday. There were high winds, snow, and below-zero temperatures. Most of the bad conditions in the north, except for winds and the windchill disappeared by noon, but icy roads and blowing snow caused Highway 1 to be a traffic diaster between Saskatchewan and Calgary and Highway 2 north of Calgary had multiple problems Monday.

Thursday: Sun/cloud, High +10.
Night: 60% flurries/rain, Low -4.

Friday: Sunny, High +3.
Night: Clear, Low -9.

Saturday: Sunny, High +10.
Night: Cloudy, Low -5.

Sunday: Sun/cloud, High +7.
Night: Cloudy periods, Low -5.

Monday: Sun/cloud, High +7.
Normal: High +6, Low -7.

Highest temperature on April 1 in REC and Wabasca between 1994 and 2020 was +16.9 degrees C. in 2016 and the lowest was minus 23.3 in 2018. During the first 29 days of March, the highest has been 13.5 on the 18th and lowest, minus 24.3 on the 25th.

Tender awarded for new Red Earth Creek hall

If all goes well, Red Earth Creek residents will be enjoying a new community hall this time next year.

At last week's virtual special meeting of the MD of Opportunity district council, a unanimous approval was given to accept a bid from Seko Construction Ltd. of Edmonton for the design and building of the hall.

Seko gave two options with one costing \$2.5 million and a second with more perks included, for \$2,710,000.00. Council choose the second option which still was lower than the only other bid considered.

The second bidder offered a price over \$2.8 million.

Red Earth Creek councillor Brendan Powell said after the meeting, it was expected that final design plans will be considered so construction can begin in the next couple of months and perhaps a completion date can be reached next January or February.

The councillor is also pleased that Seko will hold a job fair for the project so that local people can apply for labour and trades positions, as well as site preparation.

Exterior space

- The outside design of the school and layout for outdoor classrooms, the front entrance, parking, school bus lane, trees, shrubs, recreation spaces, etc.

"The Board is pleased with the direction of this project," said Robin Guild, Board Chair.

"Efforts to get a new state of the art facility built for Mistassiniy School students has been ongoing since the early 2000's, said Dr. Nancy Spencer-Poitras, Superintendent of Schools.

"Students will benefit from the educational programs that can be enhanced through the new facility."

Alberta becomes a new Republic ...

from front page

Obviously, the war room will be putting out a survey to find out if the citizens of the new country should be addressing Kenney as "supreme leader".

But enough of this April Fool's rambling.



Eleonore Twardzik of Wabasca has an Easter tradition of harvesting the first pussywillows of spring use them in a holiday centerpiece.

IN THIS ISSUE:

- 3 – Septic Service Announcement
- 4 – Consultation, Land & Resource
- 5 – Forest Foothills Products Feature
- 6 – Community Snapshots
- 7 – Citizenship Code Update
- 8 – Caribou Patrol Update
- 9 – AWN Claim Update
- 11 – Taco Spaghetti Recipe
- 12 – Job Opportunities

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Aseniwuche Stories ᐱᓯᓴᓱᓂᓂᐱ ᐱᓯᓴᓱᓂᓂᐱ ᐱᓯᓴᓱᓂᓂᐱ



FROM THE FIELD: UPDATE FROM THE ACPP ROBB SPREAD WITH TC ENERGY

This month, we're fortunate to hear from Aseniwuche community member & Aboriginal Construction Participation Program participant, Brent McDonald.

Contributed by Brent McDonald

ABOVE: Brent McDonald (AWN), Damon Belcourt (Gunn Métis Local 55), Sherman Laboucan (Whitefish First Nation #459) and Herman Stegehuis (ACCP).

Photo credit: Brent McDonald

Hi, my name is Brent McDonald. I was selected by AWN to represent our community in TC Energy's ACPP (Aboriginal Construction Participation Program). Alongside myself, we have Damon Belcourt of Grande Cache representing Gunn Métis Local 55 and Sherman Laboucan representing Whitefish First Nation #459. Rounding out our team is Herman Stegehuis, the ACPP Coordinator.

Our crew is engaged in environmental processes that teach us the knowledge and background information to ensure environmental compliance on the pipeline.

(continued next page)

COMMUNITY SNAPSHOTS

CLOCKWISE TO CENTRE: The Wood for Warmth crew takes a much-deserved coffee break, Isabelle Delorme learns how to make Spruce Gum Tea at school, Wood for Warmth Program, the AWN Board gets a tour of the sawmill, Elder and Board Member Alfred Wanyandie gets his first COVID vaccination, the amazing team from Access Waterwells repairs a well for two Elders.

Photo credits: Charlene Friesen, Susa Creek School, Curtis Hallock



CARIBOU PATROL

Contributed by Stephanie Leonard

Caribou Patrol has received recent reports of caribou on and near Highway 40. We might be looking at an early start to the spring migration period. As the weather continues to warm up and the snow melts away, the caribou will continue coming out to play.



And while it's always wonderful to see these amazing animals, I highly recommend *not* playing with the caribou, as it generally ends badly. I joke, of course.

Here is some more useful information on how to take care of our caribou as the weather warms up! Please remember to slow down, scan the ditches and report any caribou you see to the Caribou Patrol Program. If you see any caribou in the Willmore or Little Smoky area and wonder if we're also interested in those sightings — we most definitely are! Knowing where the caribou are and what they're doing outside of migration periods is very valuable information for us and other caribou researchers. When in doubt, report!



Caribou Patrol is incredibly sad we didn't get to engage with everyone at the various winter festivals and events we usually set up our caribou tent. While it's not exactly the same, we attended the Alberta Chapter of The Wildlife Society's Annual Conference at the end of March. We presented a look at what our program is and our results so far. We're also attending, and hoping to present at, the virtual 18th North American Caribou Workshop in May. If you're a school, student group or a public interest group and are interested in seeing a presentation on Caribou Patrol but don't want to attend a whole conference, e-mail info@cariboupatrol.ca and we will get something set up for you!

REPORT YOUR CARIBOU SIGHTINGS!
cariboupatrol.ca/report-a-sighting
facebook.com/CaribouPatrol
info@cariboupatrol.ca

Caribou Patrol Toll-Free **Report a Poacher**
 1-877-CP-HWY40 (274-9940) 1-800-642-3800



Northlands School Division Board Highlights

2021-2022 Capital Plan Approved

The 2021-2022 Capital Plan ranks the proposed school level projects for the division. The criteria for the plan includes enrollment, projections, utilization, building age and overall condition. This ranking will be used to seek capital funding from Alberta Education. Only the top 1-2 priorities in any year have a chance of being funded. Funding would support either a major modernization or a completely new school. This year's plan includes a request from Susa Creek. [View the Capital Plan here: nsd61.ca/download/334517](http://nsd61.ca/download/334517)

First Nations, Métis and Inuit Language, Culture and Land-Based Learning

In February, Connie Twin, Assistant Supervisor of First Nations, Métis and Inuit Language and Culture and Land-Based Learning, hosted a Total Physical Response (TPR) workshop. TPR is a method of teaching language or vocabulary concepts by using physical movement to react to verbal input. She created a video to model the rhythmic poem and sounds with her granddaughter. The language instructors will use the resources to help students give meaning and action to Cree words and phrases. [Check out Connie's video here: tinyurl.com/2t7nr9jn](https://tinyurl.com/2t7nr9jn)



Photo credit: Susa Creek School Facebook page

AWN to Advance Claim through Canada's Special Claims Assessment Process

AWN's legal counsel has been writing letters to the Minister of Crown Indigenous Relations and Northern Affairs Canada for two years, asking for clarification and a path forward. They have also been pushing Canada's legal counsel in the Québec Court of Appeal Reference case on An Act respecting First Nations, Inuit and Métis children youth and families (Bill C-92) to elevate AWN's profile (like in the Daniels case) and apply pressure internally to get the Minister to restart negotiations of AWN's claim. This pushing worked, and in November 2020, AWN received a response from Canada directing us to a contact working in Canada's claims assessment process. While it is frustrating it took so long to receive such a brief response, this now provides a way forward for advancing AWN's claim.

In January 2021, AWN's Legal Counsel, President, Executive Director and Board Advisor had an initial phone call with representatives of Canada to learn more about this process. He explained that Canada wants AWN to go through a "Special Claims" assessment process because of AWN's unique circumstances. He said Canada should not have invited AWN to the RIRSD Table in the first place, as it was not the appropriate process for AWN's Claim. Canada has finally determined that the appropriate first step is the Special Claims Assessment Process.

In the Special Claims Assessment Process, AWN will have to submit its claim to Canada, along with supporting documents and legal argument. Canada then does its own assessment of the claim, and either accepts the claim for negotiation, or refuses and provides an explanation why the claim was refused. If accepted, a negotiation table would then be started with AWN. If refused, AWN could return to advancing its claim in court. This process may take several years, but it provides AWN with a path forward to negotiate our claim. AWN has received legal advice that proceeding through this Special Claim Assessment Process is advisable, and has authorized JFK Law to start work on the claim submission to Canada. We will update the community as this submission is developed.



ABOVE: Volunteer members of the Governance Working Group in 2019.
Photo credit: Hadley Friedland

AWN CLAIM UPDATE

Contributed by Claire Truesdale
Associate, JFK Law Corporation

July
2016

AWN's legal case against Canada and Alberta was dismissed by the Court due to a long delay. AWN obtained new legal counsel, JFK Law, to replace their past counsel, Ackroyd LLP.

March
2017

AWN filed a new Claim with the Court. Instead of filing a Defence, Canada and Alberta both agreed to sign an agreement to put the case on hold (an abeyance agreement) in order to resolve AWN's Claim through negotiation.

July
2017

Canada sent a letter inviting AWN to a "Recognition of Indigenous Rights and Self Determination" Table (RIRSD table).

August
2018

The AWN community worked hard to get informed, give input, form a negotiation team and attend meetings in Ottawa and Edmonton with AWN's legal counsel and Canada as preliminary steps toward starting negotiations at the RIRSD Table.

September
2018

To everyone's shock Canada's negotiator said the RIRSD Table was on hold. He was vague about why, only saying Canada 'did not know who AWN is', and recommended working internally on a new Citizenship Code. A final report and draft code is ready for next steps if the community chooses. AWN, with AWN's legal counsel, will determine how this may be used to help AWN's claim.

GROUARD INSIDER

APRIL
2021



Northland School Division No. 61



April Dates:

1-2 - Spring break
5 - Easter Monday
6 - PTI
30 - Family Day

Early Dismissal Dates:

April 7, 14, 21, 28

May Dates:

5 - Mental Health Day
21 - Family Day
24 - Victoria Day

Early Dismissal Dates:

May 12, 19, 26

Another opportunity for NSD parents to participate in their child's education

For immediate release – March 19, 2021

Participate in your child's education



Parents and guardians have another way to participate in the education system at Northland School Division (NSD). Until the end of April, NSD schools will be working with parents to fill out the Alberta Education Assurance Survey.

“Alberta Education Assurance Survey, parent and guardian participation rate is of high importance to NSD,” said Robin Guild, Board Chair. “We want to

have as many parents and guardians as possible complete the survey. We need parental involvement so we can learn what is working in schools and what needs improvement.”

The Alberta Education Assurance Survey uses a set of 16 indicators. Data on these indicators consists of surveys of students, parents, guardians and teachers on various aspects of education quality, student outcomes such as dropout and high school completion rates, and provincial assessments of student learning. All surveys are anonymous and ask questions about experiences with your school. In addition to English and French, the parent survey is available in Cree and Dene. The responses collected in the survey are provided to and reviewed by all school staff, the board of trustees and the Alberta Government.

“The feedback we receive from parents and guardians in the survey will help to shape school and divisional planning which directly impacts the educational experience for each child,” said Dr. Nancy Spencer-Poitras, Superintendent of Schools. “All of us working together will positively impact the success of NSD students. Thanks so much for participating in this important survey!”

The surveys are being delivered to all NSD schools. Parents and guardians who have in-school learning or at-home learning students in grades 4, 7 and 10 will be asked to fill out the survey (unless the school has fewer than 120 students in grades 4-12 in which case the survey will be expanded to include all parents and guardians).

Schools are implementing strategies to help parents and guardians fill out this important survey. Please contact your local school if you have any questions.

For more information please contact Media Relations Manager Curtis Walty at 780-624-2060 ext. 6183 or curtis.walty@nsd61.ca.

Teaching and Learning in the 21st Century Classroom: Engagement and Continuity During the Pandemic and Beyond

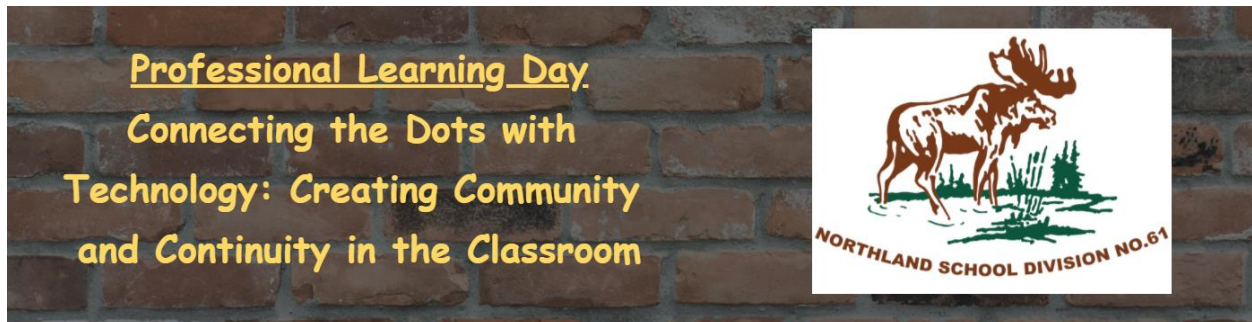
Current Context

We are continuing to support the development of our staff as they work to create engaging learning experiences during a pandemic. It is a unique learning time because it involves at-home learning and in-school learning. This approach to learning demands that we need to work in different ways, we need to rethink what we normally would do and be willing to try new ways of approaching teaching and learning.

Teaching in a pandemic has reinforced the need to move away from traditional lecture/seat work method of instruction. In a technology-rich, learner-centered classroom, the teacher serves as a facilitator of instruction, mentor, and coach. You could say that the pandemic has motivated us to honor our commitment to Northland School Division's responsibility to prepare students for the future. The classroom (virtual or in-school) is the primary place where this preparation will occur; therefore, every classroom must be equipped with diverse technologies to support teaching and learning. Every teacher must be knowledgeable and skilled in the use of these technologies in daily instruction.

Professional Learning Opportunities

In the development of this idea we held a PD day on March 12.



The focus was on:

- Modelling excellent examples of in-school/at-home learning practices
- Exploring tools for engaging students, and sharing examples
- Offering ideas on how to maintain learning continuity in this challenging time

There were over 27 learning sessions offered to the staff. Seventeen of the presentations were created and delivered by Northland School Division staff.

To compliment the learning sessions there were also nine challenges staff could complete. The challenges were based on utilizing the teaching technology tools that teachers are encouraged to use on a regular basis. The challenges included:

Challenges to complete:

****Earn one entry into the prize draws for each challenge task completed!**

- 💡 [Kahoot! \(How well do you know NSD?\)](#)
- 💡 [Flipgrid Reflection \(Compass Reflection\)](#)
- 💡 [Screencastify Submit \("Aha!" Moment\)](#)
- 💡 [Technology Symbols \(How well do you know technology tool symbols?\)](#)
- 💡 [Jamboard \(Thoughts on Teaching During the Pandemic\)](#)
- 💡 [Technology Then and Now \(Do you know what a gestetner is?\)](#)
- 💡 [Wakelet \(Where will you go?\)](#)
- 💡 [Padlet Discussion Board \(Share an idea or contribute a resource\)](#)
- 💡 [NSD Professional Learning Portal \(Visit the portal and find 🐶\)](#)
- 💡 [Feedback Survey \(Tell us about your day!\)](#)

What We Heard

Feedback from the PD day was very positive. Almost 75% of staff rated the sessions as very good or excellent. Almost 90% said the sessions were good to excellent.

The comments demonstrated a very keen appreciation for the chance to learn from their colleagues:

I love seeing teachers/staff sharing their knowledge with other staff. Grassroots is growing.

The sessions were excellent and the information was so valuable. I love learning from my peers.

I enjoyed hearing from our peers, it was powerful!

Other staff commented on how the ideas will assist with engaging students:

I attended the Elementary Digital Tools, Teachers Share Their Successes and Teaching Synchronously and Asynchronously to Create Harmony and Engagement. They were both very interesting and it was great to see all of the different ways we are engaging students.

I found both the SAMR and Education Minecraft very useful. I am going to try my best to incorporate them into my teaching.

As well staff noted that as teachers, who work hard to engage students every day, we also did a great job of teaching to each other in engaging ways.

Staff did a great job presenting and making the sessions interactive!

An interesting engaging topic. The presenter was prepared and excited to be leading the session.

There were also some comments about building confidence and excitement.

Today's session gives me some confidence.

Absolutely necessary for all students in grades 7-12, so I am anxious to get this going with my class!

All the sessions were useful. I can't wait to watch some of the recordings on the ones I wasn't able to attend.

2021

Transportation Department Department Monitoring Report



Susanne Jones, Transportation Manager
Northland School Division
4/24/2021

Overview

Northland School Division (NSD) provides School Bus Transportation to all of our students regardless of distance at no cost to the families that we service. To accomplish this, 48 bus routes have been designed throughout the division to provide optimum service. The division operates 31 routes while 17 are contract operated. One additional bus route has been covered by a Cooperative Transportation Agreement with another School Division.

NSD covers a total of 288,347 sq. kilometers in northern Alberta. NSD owns 54 buses that service 31 divisional bus routes. Our buses travel approximately 700,000 kilometers per year. With only one serious accident (non-preventable, zero deaths) in the last twelve years, proving that School Bus Transportation is the safest means of transportation for our students

Due to the vast size of the division eight local garages are utilized to conduct semi-annual inspections and maintain the fleet of 52 School Buses. The Transportation team also manages and supports our fleet of 45 light vehicles.

Staffing

Our department consists of 2.5 staff in central office, 29 bus drivers and 17 contract bus operators.

There is a shortage of bus drivers and spares, compounded by COVID-19 self isolation requirements, so we are having issues finding drivers for some routes. Previously, the division relied on local advertising only to recruit bus drivers. Recently, we've added vacant bus driver positions to the Careers page of the NSD web site and also included opportunities in our Social Media communications. Additionally, we've added the opportunity to the bus cancellation messages posted on Face Book.

This has been a real success as in just a few months between advertising on the website and Face Book messages, we have 3 new drivers enrolled to take their Class 2S MELT training. One from Chipewyan Lake (noted above), one from Sandy Lake to service Pelican Mountain School and one from Grande Cache to service Susa Creek School. Additionally, we recruited a part time caretaker from Calling Lake who already had a Class 1 license and he has now completed the S Endorsement course and ready to spare drive for Calling Lake.

We have been without a bus driver for Chipewyan Lake School since October 2019. There aren't many people in the community that have the class of license required or are willing to drive the school bus and/or go for the new extensive training required to drive the school bus. Fortunately, a community and school staff member is currently in training.

Budget

When Alberta Education re-modeled the education funding, they also studied the Transportation Funding model. Given the complexity of the Transportation Funding it was decided to roll over the funding and add a 5% increase. This welcome change precluded the School Board submitting a grant claim for 2020-2021 or 2021-2022 until the new formula is implemented.

This was a blessing in disguise as preparing a grant claim this year would have been next to impossible due to the Pandemic and the number of students coming and going daily. As we offer door to door service, every new/returning/exiting student requires us to reroute the buses. Some are simple as the buses passes right by, but some require a complete re-working of the routes.

The increased net cost of insurance is having a significant impact on the Transportation Department's budget. The Division's bus insurance is up ~30% while Contract Bus Operators' (CBO) insurance has increased 300%. Fleet coverage cost has declined 29%. We may have to consider down sizing the number of spare buses to better manage the insurance costs. The only upside is that now we have coverage of \$20M, well above the \$1M minimum and the low limit in force previously. These costs have been passed onto the division.

Fleet

The Transportation Department typically purchases 4 new buses per year and disposes of 4 old buses. This year to date we purchased one bus off the lot for Athabasca Delta Community School and transported it there on the winter road. Previously, we had 2 small buses to service the students of Fort Chipewyan, however, we have not been able to recruit the second bus driver for many years. The current bus driver would make multiple trips to the school to deliver all of the students in a small 24 passenger school bus. By purchasing a new 52 passenger gasoline bus we are able to provide a better service for our students in that community.

In addition to the new bus noted above, we are also tendering to purchase 3 larger buses to maintain a safe and reliable fleet.

Northland School Division maintains a large spare fleet to ensure buses are always available to use across our vast domain. We have many remote communities with only one or two regular bus routes. In those communities, we must keep at least one spare bus. For example: Susa and Conklin have one bus run each and one spare bus each. We have to maintain 4 buses to service 2 routes. Due to the fact that they are so far away from any of our other communities (with divisionally operated buses), the spare buses aren't shared like they are in the High Prairie Area. For example, Gift Lake, Grouard and East Prairie all share the spare buses so we don't have to have one spare per run. Due to the rising cost of insurance, the Transportation Department will be reviewing the fleet to optimize spare bus deployment and reduce costs.

Students

We are responsible for the safe and effective transportation of over 2,200 students to 32 different schools.

Since Alberta Education has maintained our funding, we have not cut any bus runs for the 2020-2021 school year. In spite of the decrease in ridership from the pandemic at the beginning of the school year, the student numbers have steadily increased throughout the year and we wanted to keep everything as normal as possible - so there were no disruptions to services. If we had cut any runs,

we would be forced to lay off bus drivers. When the student numbers increased and we needed to reinstate the bus run, there would be no guarantee that there would be a bus driver available.

Additionally, many of our communities are quite spread out and cutting runs would have a significant impact on student ride times. The Transportation Department continues to try and keep bus ride times lower than 60 minutes (some exceptions may apply) even though the industry standard is 90 minutes.

Alberta Education funds students that live over 2.4 kilometres from their designated school only. NSD has long offered transportation for all NSD students regardless of distance and with pick up locations right at the end of their driveway (no walk limit). Of the 1,500 students registered to ride NSD or contract buses, 465 reside under 2.4 kilometres. Which means 31% of the students we transport, ride the bus without any funding. The interim funding process means that the division is receiving block Transportation funding, based on previous student levels.

Routing

Over the summer between the 2019-2020 school year and 2020-2021 school year, the Transportation Department upgraded the routing software from RouteFinder Pro to RouteFinder Plus both from TransFinder. This is a powerful database that allows the Transportation Department to accurately map each student's home and design efficient bus routes.

Due to the Pandemic, it was imperative that parents/guardians registered their children for the school bus so we could keep track of who was riding the buses for contact tracing. Unfortunately, due to the Pandemic, many parents were very undecided on whether or not they should send their children to school. This led to a bit of chaos at the beginning of the year as the bus registrations poured in late and the Transportation Department could not keep up with the daily changes. For the most part, everyone was very understanding that we are trying to protect the students the best we can by imposing this rule.

Transportation is working with Student Information Services to simplify this process for parents for 2021-2022. Transportation data and registration data will be collected at the same time, often sharing fields. Busing requests and requirements (such as physical address) will be entered into PowerSchool when the student is registered. Transportation will then download required data from PowerSchool into RouteFinder Plus. This will support automatically mapping the student to their pickup/drop-off points. If the home is already on a bus run, the student will be automatically added to the bus list. Otherwise, for new students, the Transportation will be able to quickly add a stop.

We will not however have access to the SIS files for the students that attend outside the division (i.e. High Prairie Schools, Cold Lake Schools or Grande Cache Schools). The students that require busing to these schools will continue to register directly with Transportation. We have set up a website form that automatically sends the information to Transportation. Alternately, paper forms will also be available at any NSD school.

Operation Days % KPI – Busing

2020-2021 (Sept to Feb) total = 91.9% operational

5.6% non-operational due to driver absence (no sub bus drivers available)

- Up 3.8% from 19-20 (2.3% COVID related)

1.2% non-operational due to mechanical

- Up 0.9% from 19-20 (All buses broke down in Ft. Chip for over a month)

1.3% non-operational due to inclement weather

- Down 1.3% from 19-20 (Division wide procedure aided in this decrease)

Effective July 31, 2020 “S” Endorsement became mandatory for all School Bus Drivers. Previously, drivers had to obtain an “S” Endorsement within 1 year of being hired, but now they must be trained prior to driving. This has limited our spare driver list and increased cancelled bus runs. The opportunity to take the training with the associated time and travel is not always appealing to a driver for only casual hours. It may also be difficult to recruit permanent employees due to the fact that a school bus driving position is essentially a part-time position.

MELT

(Mandatory Entry Level Training for Class 1, 2 and 2S driver’s licenses)

MELT still poses challenges for the School bus industry. The increased training is a good thing. However, there is a lot of red tape to become a license School Bus Driver. We are putting a lot of trust that the drivers complete the training and actually drive for us when they are done.

To obtain a Class 2S license the trainee will need to obtain and complete:

Driver’s Medical

Class 2S MELT program (53.5 hours):

Classroom - 18.5 hours, In-yard - 11 hours, Practical - 24 hours

Obtain drivers medical

Pass enhanced knowledge test

Schedule road test

Check in for the road test- must go to any registries agent to confirm 72 hrs in advance

Pass road test - trainee must pass the pre-trip and the driver’s road test

Go to the registry agent – upgrade license

Cost to train a driver from a Class 5 to a Class 2S:

Driver’s Medical - \$80-\$100

Class 2S Training - \$5000 (capped)

Knowledge Test - \$20

Road Test - \$167

License Upgrade - \$80

Bus Driver Salaries to attend training approximately \$1000

Bus Driver expenses to travel to training facility approximately \$400, plus mileage

Total Approximately \$6,767.

Fortunately, with the number of long-term employees at NSD we don't train a high volume of drivers from Class 5. Most of our drivers come to us with a Class 1. Which means we will only have to train the S Endorsement as we have in the past already.

To ensure our students have a ride to school, the Transportation Department is continuing to explore the idea of the need for an itinerant driver for the Wabasca area and is also continuing to work with neighboring school divisions and contractors to provide spare drivers from another community (at a cost) and lay out stricter guidelines for bus driver absences.

SWOT Analysis (Strengths Weakness Opportunities Threats)

Strengths

- Staffing – Team respect, knowledge and cooperation / Long-term contractors / Excellent benefits (both a strength and a weakness) / Centralized business services
- Communication – Cell Phones / Texting / Social Media / School Messenger / StopFinder (NEW)
- Solid fleet and driver practices as evidenced through Carrier Services audit (July 2014)
- Solid student data practices for grant purposes as evidence by the Alberta Education audit (2017-2018 Funding Application Audit).
- Strong support from external bus repair facilities, ongoing investment in bus renewal
- New routing software (TransFinder implemented 2017-2018 – Upgraded 2020-2021)

Weaknesses

- Limited labor force - Casual driver availability/Training (MELT)
- Staff demographics
- Education/Communication/Literacy issues
- Lack of definitive transportation procedures (in process)
- Aged manuals in need of update (need policies to back)
- Timelines to get new procedures approved
- Mobility of the student population
- External fleet maintenance
- Size, remoteness & distance of the division (also a threat)
- In-Bus Reviews (drivers & routes)
- Green Movement - emissions standards

Opportunities

- Skill/knowledge of staff - mentorship
- Community Support & Engagement - partnering with Metis Settlements / First Nations / local educational institutions / working with municipalities / road safety
- Provincial Government - Increasing safety recommendations
- Technology Integration - School Messenger / Website / PowerSchool / Stop Finder (NEW)

- Additional technology – internal/external cameras

Threats

- Funding Uncertainty - Fuel incentive (discontinued even with the rising cost of fuel) / Carbon Tax / Federal students living off of reserve
- Increasing expectations – Parents, communities, schools / Yard/door service
- Declining enrollment
- Weather and road conditions
- Training - Class 2 & 4 MELT / Air Brakes / First Aid / S Endorsement / WHIMIS
- Socioeconomic circumstances of the stakeholders
- Purchasing difficulties - Parts & service / Buses
- School of Choice - Impact on schools
- Size, remoteness & distance of the division

As a result of the identified strengths, weaknesses, opportunities and threats, the Transportation Department has put together goals to improve our system and a plan on how to obtain them. The goals and action plans are:

Goal #1

People -Training, professional development, mentorship, recognition

All staff will continue to receive appropriate training to remain abreast of safety, their current responsibilities and emergency duties.

- ✓ Commit to budgeting funds for training
- ✓ Source outside driver training schools (ongoing)
- ✓ Continue financial support for driver training, examination and licensing costs
- ✓ Purchase new routing software
- X Develop a NSD Commercial Driver Training Program (Now handled by MELT)
- Organize mandatory professional development such as Child Abuse & Neglect recognition and reporting, Anti Bullying Programs, Public School Works Safety Modules (Public School Works in process), and many more.
- Explore annual gathering for Bus Drivers (in process) (on hold due to the Pandemic)

Goal #2

Safety -Provincial/Federal compliance, highway/road safety, student/parent/school education, OH&S compliance, mechanical compliance

The safe transportation of children is first and foremost consideration of the Transportation Department. Safety is our primary objective. All avenues of safety will be pursued with due diligence and with reasonable judgement.

- ✓ Understand all Provincial and Federal Regulations ensuring full compliance
- ✓ Apply “Route Risk Assessment” to every route
- ✓ Maintain membership in Student Transportation Association of Alberta
- ✓ Drivers educate students in rules and safety procedures (rules posted in every bus) (ongoing)
- ✓ Drivers practice evacuation drills (twice per year)
- ✓ Continue school based bus safety education programs

- ✓ Annual driver abstract records obtained for all bus drivers
- ✓ Mechanical Compliance & Integrity
- Use technology to ensure safety compliance (in process)
- Review and update Field Trip Manual

Goal #3

Communication -Internal/external staff communication, student/parents/school communication, community/media communication, all stakeholders will share the responsibility for a safe and timely transportation system

Establishing open lines of communication with staff, parents, schools & communities utilizing all means at our disposal to enable support, education & information to be transmitted in a timely & comprehensible fashion.

Solid communication is required to transmit reliable information regardless of the difficulties presented by demographics of distance, number and variety of stakeholders, age and technological maturity and literacy of stakeholders. Clear communication will enhance operations and various methods such as newsletters, email, telephone, website, staff meetings will be utilized.

- ✓ Promote use of technology (Email, Website, School Messenger, Texting, Stop Finder (NEW))
- ✓ Provide information regarding upcoming events to the NSD Communications Coordinator
- ✓ Maintain contact with local municipalities and Transportation with regards to pertinent signage (ongoing)
- Review all components of the Bus Driver Manual, Bus Driver Handbook, Safety & Maintenance Plan, Preventative Maintenance Plan, and Emergency Response Plan (in process)
 - ✓ Updated Bus Driver Manual (Summer 2020)

Goal #4

Operations -train staff in routing software, implement software for fleet and personal records, develop/review/revise policies that impact transportation, review/plan for shifting enrollment with increased parent expectations, research and implement special needs transportation, maximize route efficiencies to minimize ride time.

- ✓ Maximize funding with accurate student data
- ✓ Annually assess routes based on expected student pick-ups and use TransFinder to create routes that minimize costs and create reasonable ride times for students (ongoing)
- Investigate GPS for safety (In Process)
- Develop, review and revise policies that impact transportation ie. school of choice, walk limits, driveway service, cooperative bussing
 - ✓ Inclement weather

Goal #5 Infrastructure

- ✓ Research and implement new technologies to enhance the fleet (ongoing)
- ✓ Use of joint resources (ongoing)
- ✓ Bus Fleet Evergreening (ongoing)
- Embrace Green technology

Closing

The Transportation Department has come a long way from the last horse-drawn wagons that we used up until 2004. We are constantly investigating and implementing ways to improve service, build teamwork, support students, improve safety and find efficiencies. The vast size of NSD has been a challenge in the past but with technology becoming more the norm, we are able to communicate better with parents, bus drivers, schools and central office.

NSD has a great team including bus drivers that are dedicated to the students and to their roles. They drive through the snow and stand outside in the bitter cold boosting their buses. Our bus drivers are truly amazing!