



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 22-03 AGENDA

Date & Time: Friday, March 25, 2022 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.	Moment of Silence: <ul style="list-style-type: none">● Unmarked graves at St. Bernard Indian Residential School, Grouard● Cylas Cunningham, student at Conklin Community School● Sandy Anderson, Gift Lake Headstart	Chair Guild		
4.	Approval of Agenda	All	Motion	-
5.	In-Camera	All	Motion in/out of in-camera	-

B. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Corporate Board Meeting Minutes - February 18, 2022	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	12

C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Board Chair Guild	Information	15



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-03
AGENDA**

2.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	16
3.	Committee and/or Board Representative Reports	Trustees	Information	-
4.	Trustee Activity Reports/Association Reports <ul style="list-style-type: none"> ● B. Lamouche, Ward 3 	Trustees	Information	19

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Aird	Information	20
2.	Student Engagement, Attendance & Completion Report	M. Owens, Director of Student Engagement, Attendance and Completion	Information	22
3.	Monthly Enrolment Report	M. Marran, Associate Superintendent of Human Resources	Information	26
4.	Policy 4 - Trustee Code of Conduct	Board Chair Guild	Motion	28
5.	Policy 5 - Role of the Board Chair	Board Chair Guild	Motion	38
6.	Policy 5 Appendix A - Signing Authority Chart	Board Chair Guild	Motion	42
7.	Reschedule of April 22, 2022 Board Meeting Date	Board Chair Guild	Motion	44
8.	2022-2023 Capital Plan	Secretary-Treasurer Aird	Motion	45
9.	Preliminary Revenue/Expense Figures - Budget 2022	Secretary-Treasurer Aird	Information	51
10.	Deferred Transfer of Funds for ATA Convention Allowance	Superintendent Dr. Spencer-Poitras	Motion	53
11.	2022-2023 School Calendar	Superintendent Dr. Spencer-Poitras	Motion	54
12.	Projected 2022-2023 Enrolment	Superintendent Dr. Spencer-Poitras	Information	57
13.	Tender Award for Duplex and Triplex	Superintendent Dr. Spencer-Poitras	Motion	59
14.	Tender Award for Single Family Unit and Duplex	Superintendent Dr. Spencer-Poitras	Motion	60
15.	Paraprofessional and Support Staff Education Leave	Superintendent Dr. Spencer-Poitras	Information	61

E. TECH TALK WITH DR. TIM STENSLAND - DEPUTY SUPERINTENDENT



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-03
AGENDA**

F. MONITORING REPORTS (Motion to Approve)

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.) <ul style="list-style-type: none">• Dr. Sharon Friesen, University of Calgary Presentation	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Guild	Information	62
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	63
4.	Associate Superintendent Report	Associate Superintendent S. Meunier	Information	69

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.	Long Service Awards	Superintendent Dr. Spencer-Poitras
2.	PSBAA Spring General Assembly, June 2 - 4, 2022 in Red Deer	Superintendent Dr. Spencer-Poitras
3.	ASBA Spring General Meeting, June 6 & 7, 2022 in Red Deer	Superintendent Dr. Spencer-Poitras
4.	CSBA Congress, July 6-8, 2022 in Saskatoon, Saskatchewan	Superintendent Dr. Spencer-Poitras

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Meeting Minutes, February 18, 2022
REFERENCE(S):
ATTACHMENTS: February 18, 2022 Board Meeting Minutes

RECOMMENDATION:

THAT the Board of Trustees approve the February 18, 2022 Board Meeting Minutes as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-02 MINUTES

Location: Via Zoom

Date: Friday, February 18, 2022 Time: 9:00 a.m.

Membership					
x	Carmen Laboucane	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Vice-Chair Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
x	Bonnie Lamouche	Trustee Ward 3	✓	Douglas Aird	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Curtis Walty	Media Relations Manager
✓	Skye Durocher	Trustee Ward 5	✓	Murray Marran	Associate Superintendent of Human Resources
✓	Thomas Auger	Trustee Ward 6	✓	Mark Owens	Director of Student Engagement, Attendance & Completion
✓	Robin Guild	Board Chair Ward 7	✓	Cheryl Osmond	Executive Assistant
✓	Loretta Gladue	Trustee Ward 8			
x	Julia Cardinal	Trustee Ward 9			
✓	Aimee McCamon	Trustee Ward 10			

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:32 a.m. with a traditional land acknowledgment.

2. Opening Reflection

Superintendent Dr. Spencer-Poitras provided the opening prayer, cultural reflection or reflection.

3. Adopt Agenda

MOTION: Trustee McCamon moved that the Board of Trustees acknowledge that Trustees have reviewed and approved the agenda with the following inclusions:

- Resignation letter from Trustee Laboucane, Ward 1
- PSBAA Alternate Representative
- Approval to join Board Meeting from outside of Alberta Boundaries

25408/22 CARRIED

4. In Camera Session

Trustee Auger moved that the meeting go in camera at 9:36 a.m.

25409/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-02

MINUTES

Chair Guild and Trustee Auger declared a conflict of interest and left the meeting at 10:22 a.m.

5. Regular Session

Trustee McCamon moved that the meeting revert to regular session at 10:34 a.m.

25410/22 CARRIED

Break from 10:34 a.m. - 10:45 a.m.

Chair Guild and Trustee Auger returned to the meeting.

6. Letter to the Minister of Education - Draft Curriculum

Trustee Wanyandie moved that the Board of Trustees write a letter to the Minister of Education requesting a delay in the draft curriculum.

25411/22 CARRIED

B. MINUTES

1. Regular Board Meeting Minutes - January 21, 2022

MOTION: Trustee McCamon moved that the Board of Trustees approve the January 21, 2022 regular meeting minutes, as presented.

25412/22 CARRIED

2. Board Action Items

Motion: Trustee J. Lamouche moved that the Board of Trustees receive as information the Board Action items, as attached.

25413/22 CARRIED



**NORTHLAND SCHOOL DIVISION
BOARD MEETING NO. 22-02
MINUTES**

C. CONSENT AGENDA

1. Adopt Consent Agenda

MOTION: Trustee Auger moved that the Board of Trustees approve the Consent Agenda which approves the following items:

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

25414/22 CARRIED

D. ACTION ITEMS

1. Monthly Financial Report

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

25415/22 CARRIED

2. Student Engagement, Attendance & Completion Report

MOTION: Trustee Wanyandie moved that the Board of Trustees accept as information the Student Engagement, Attendance & Completion Report, as attached.

25416/22 CARRIED

3. Monthly Student Enrolment Report

MOTION: Trustee McCamon moved that the Board of Trustees receive as information, the February 2022 Student Enrolment Report, as attached.

25417/22 CARRIED

4. Policy 7 - Board Governance and Operations

MOTION: Trustee Wanyandie moved that the Board of Trustees approve the housekeeping changes to Policy 7 - Board Governance and Operations, as attached.

25418/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-02

MINUTES

5. Policy 7 Appendix A - Schedule of Rates

MOTION: Trustee Wanyandie moved that the Board of Trustees approve the housekeeping changes to Policy 7 Appendix A - Schedule of Rates effective April 1, 2022, as attached.

25419/22 CARRIED

6. Professional Improvement Leave Clause 9.4 Collective Agreement

As per Clause 9.4 of the Collective Agreement, Superintendent Dr. Spencer-Poitras advised the Board of Trustees that the Division did not receive any applications for professional improvement leave for the 2022-2023 school year.

MOTION: Trustee J. Lamouche moved that the Board of Trustees receive as information, the Professional Improvement Leave Clause 9.4 Collective Agreement, as attached .

25420/22 CARRIED

7. Energy Strategy and Results Report

MOTION: Trustee J. Lamouche moved that the Board of Trustees receive as information the Energy Strategy and Results report, as attached.

25421/22 CARRIED

8. Audit and Finance Committee

MOTION: Trustee Wanyandie moved that the Board of Trustees approve the membership of the Audit and Finance Committee with filling the two public members roles from within the jurisdiction and the scheduling of the two initial meetings, as attached. The following trustees put forward their names:

Chair Guild

Trustee Gladue

Trustee Durocher

Trustee McCamon

Trustee J. Lamouche

Trustee Wanyandie

25422/22 CARRIED

9. Sale of Duplex - Unit 129/130 in Wabasca

MOTION: Trustee Gladue moved that the Board of Trustees approve the sale of the 1962 duplex (building only) which is located at 2818 Northland Drive in Wabasca, Alberta; by auction or tender, with no reserve amount and that the proceeds be used towards the purchase of additional housing units within Wabasca/Desmarais.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-02

MINUTES

25423/22 CARRIED

10. Sale of Unit 92 - Sandy Lake

MOTION: Trustee McCamon moved that the Board of Trustees approve the sale of Unit 92, house and land, which is located at 901 Wolf Trail in Sandy Lake, Alberta; by either real estate listing, auction or tender and that the proceeds be used towards housing repairs, renovations and/or the purchase of additional housing units. This will be done in accordance with the Minister of Education's approval and in accordance with the Education Act and the Disposition of Property Regulation.

25424/22 CARRIED

11. Sale of Unit 94 - Calling Lake

MOTION: Trustee Gladue moved that the Board of Trustees approve the sale of Unit 94, house and land, which is located in the community of Calling Lake; by either real estate listing, auction or tender and that the proceeds be used towards the housing repairs, renovations and/or the purchase of additional housing units. This will be done in accordance with the Minister of Education's approval and in accordance with the Education Act and the Disposition of Property Regulation.

25425/22 CARRIED

12. ASBA Zone 1 Friend of Education Award Nomination Information

MOTION: Trustee McCamon moved that the Board of Trustees receive as information the Alberta School Board Association's (ASBA) Friends of Education Award Nomination Information, as attached.

25426/22 CARRIED

Break from 12:11 p.m. to 1:00 p.m.

13. Locally Developed Courses

MOTION: Trustee Wanyandie moved that the Board of Trustees authorize the Administration to proceed with acquiring the following courses: Forensic Studies 25-3 and Forensic Studies 35-3, as attached.

25427/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-02 MINUTES

14. Ward 1 Resignation

MOTION: Trustee Wanyandie moved that the Board of Trustees accept the resignation of Ward 1 Trustee Laboucane effective February 18, 2022.

25428/22 CARRIED

15. Ward 1 By-Election

MOTION: Trustee Wanyandie moved that the Board of Trustees approve a By-election for Ward 1 with March 28, 2022 as Nomination Day and April 25, 2022 as the Election Day.

25429/22 CARRIED

16. Public School Boards Association Representative and/or Alternate

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve Chair Guild as the PSBAA representative and/or alternate.

25430/22 CARRIED

17. Corporate Board Attendance Outside of Alberta

MOTION: Trustee McCamon moved that the Board of Trustees approve Chair Guild's request to attend the March 25, 2022 Corporate Board meeting via Zoom as he will not be in the province of Alberta.

25431/22 CARRIED

E. TECH TALK

Deputy Superintendent Dr. Tim Stensland did a presentation on the use of emotions in Zoom meetings.

F. MONITORING REPORTS

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

- F1. Awards/Celebrations
- F2. Board Chair Highlights
- F3. Superintendent Highlights
- F4. Deputy Superintendent Report
- F5. Student Services Department Report

25432/22 CARRIED



NORTHLAND SCHOOL DIVISION
BOARD MEETING NO. 22-02
MINUTES

AWARDS/PRESENTATIONS

Amy Saville, Principal at Bill Woodward and Anzac Community Schools presented to the Board of Trustees the land-based activities that are taking place during the school year.

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Gladue moved that the Board of Trustees declare the meeting adjourned at 2:40 p.m.

25433/22 CARRIED

Robin Guild, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Action Items
REFERENCE(S):
ATTACHMENTS: Board Action Items

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

BACKGROUND:

RISK ANALYSIS:

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	1/23/2021	Administration	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	Draft letter has been written and waiting for approval.
Board	2/18/2022	Administration	Audit Committee	Administration to place ad for Audit Committee Participants within the jurisdiction	3/30/2022	In Progress	
Board	2/18/2022	Administration	Discussion	Include PSBAA logo on website	3/30/2022	In Progress	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
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 - Board Chair Report**
- C2 - Superintendent Report**
- C3 - Committee and/or Board Representative Reports**
- C4 - Trustee Activity Reports/Association 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:



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: As of March 18, 2022

February 18, 2022	NSD Corporate Board Meeting via Zoom
March 1, 2022	St. Theresa School Interviews for Kindergarten Position
March 2, 2022	St. Theresa School Council Meeting
March 3, 2022	St. Theresa School Interviews for Educational Assistant Position
March 10, 2022	Agenda Review Meeting
March 10, 2022	Policy Committee Meeting
March 11, 2022	Aseniwuche Winewak Nation (AWN) Community Engagement Meeting



Superintendent's Report

March 25, 2022

Indigenous Instructors Leadership Meeting	February 14, 2022
Attended the Northland Indigenous Instructors Leadership meeting.	
Executive Team Meetings	February 15 - 16, 2022
Met with the Executive Team in Edmonton and began strategic planning for the 2022-2023 school year.	
Corporate Board Meeting	February 18, 2022
Attended the monthly Corporate Board Meeting via Zoom.	
Principals' Meeting	February 23, 2022
Attended the monthly Principals' meeting.	
CASS Zone 1 Meeting	February 25, 2022
Participated in the CASS Zone 1 meeting.	
Post Budget Stakeholders Meeting with Minister LaGrange and Deputy Minister Tremblay	February 25, 2022
Meeting with Minister LaGrange and Deputy Minister Tremblay to discuss the budget.	
TELUS World of Science - Edmonton Meeting	February 28, 2022
Met with A. Nursall (CEO) with TELUS World of Science to discuss Northland School Division ongoing partnership.	
Holy Family Catholic Regional School Division Meeting	March 1, 2022
Met with the Superintendent of Holy Family Catholic Regionals School Division.	
ASBA Zone 1 Meeting	March 2, 2022
Attended the ASBA Zone 1 meeting via Zoom.	
CASS Leadership Project Meeting	March 2, 2022
Met with Dr. Naomi Johnson to discuss a leadership project with CASS.	
CASS Presentation Meeting	March 4, 2022
Met with TELUS World of Science - Edmonton representatives to discuss Northland School Division's presentation at the CASS.	

Alberta Rural Education Symposium Conference	March 6, 2022
Attended the Alberta Rural Education Symposium Conference in Edmonton.	
CASS “Nerve” Book Talk	March 7, 2022
Attended the CASS “Nerve” Book Talk with several authors.	
NRLC Leadership Learning Meeting	March 9, 2022
Participated in the Zone 1 Leadership Learning meeting via Zoom.	
CASS Presentation Meeting	March 9, 2022
Attended the follow up meeting with TELUS World of Science - Edmonton discussing the Division’s CASS presentation.	
Community Engagement Meeting with Aseniwuche Winewak Nation (AWN)	March 11, 2022
Met with Directos from the Aseniwuche Winewak Nation (AWN) to discuss the successes and various activities/celebrations that are taking place within the Division.	
Impact of Pandemic Summary of PSBAA Survey Responses Report Webinar	March 11, 2022
Participated in the PSBAA’s Impact of Pandemic Summary Survey Responses Report webinar.	
CASS Presentation Meeting	March 11, 2022
Attended the follow up meeting with TELUS World of Science - Edmonton discussing the Division’s CASS presentation.	
McLennan Ross LLP Meeting	March 11, 2022
Met with legal counsel to discuss legal issues.	
CASS FNMI Gathering Conference	March 14-16, 2022
CASS FNMI Gathering Conference in Edmonton.	
Principals’ Meeting	March 14, 2022
Participated in the Principals’ meeting which discussed the changing COVID restrictions.	
McLennan Ross LLP Meeting	March 14, 2022
Met with legal counsel to discuss legal issues.	

McLennan Ross LLP Meeting	March 15, 2022
Met with legal counsel to discuss legal issues.	
CASS Annual Learning Conference	March 16 - 18, 2022
CASS Annual Learning Conference at the Fantasyland Hotel.	



NORHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES

DATE: MARCH 25, 2022

SUBMITTED BY: Bonnie Lamouche, Trustee, Ward 3

SUBJECT: Activity Report for the Months of January - March 2022

SUMMARY:

Date	Description
January 20, 2022	Board Policy Orientation
January 21, 2022,	NLSD Virtual Board Meeting
January 25, 2022	Gift Lake Metis Settlement & NSD Community Engagement Meeting
February 10-11, 2022	PSBAA Professional Learning and PSBC Meeting Edmonton, Alberta
March 6-8, 2022	Alberta Rural Education Symposium Conference, Edmonton, Alberta
March 23, 2022	School Principal Advisory meeting



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Monthly Financial Report - February 28, 2022
REFERENCE(S):
ATTACHMENTS: February 28, 2022 Monthly Financial Report

RECOMMENDATION:
THAT the Board of Trustees accept as information the Monthly Financial Report as of February 28, 2022, as attached.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
Monthly Financial Report
 as of February 28, 2022

REVENUE	Annual Budget	Year to Date			%
	2022	Budget	Actual	Variance	
Alberta Education	\$ 46,624,171	\$ 23,312,086	\$ 22,659,383	\$ (652,702)	(3)
Federal Government & First Nation	12,305,474	6,152,737	6,152,737	-	-
Other Revenue	1,643,749	821,875	834,263	12,389	2
	<u>\$ 60,573,394</u>	<u>\$ 30,286,697</u>	<u>\$ 29,646,384</u>	<u>\$ (640,313)</u>	(2)
EXPENSES					
Schools (inc. school cert. staff)	23,330,404	11,665,202	12,609,985	(944,783)	(8)
Instructional Support	6,908,865	3,454,432	3,086,590	367,842	11
Instructional Supply	7,007,603	3,503,802	2,356,018	1,147,784	33
External Services	4,521,544	2,260,772	1,835,386	425,386	19
Board and System Administration	\$ 3,121,317	\$ 1,560,658	\$ 1,596,351	\$ (35,692)	(2)
Operations and Maintenance	\$ 10,488,009	\$ 5,244,005	\$ 5,745,733	\$ (501,729)	(10)
Transportation	4,611,762	2,305,881	2,016,619	289,262	13
	<u>\$59,989,503</u>	<u>\$29,994,752</u>	<u>\$29,246,682</u>	<u>\$748,069</u>	2
NET SURPLUS (DEFICIT)	\$ 583,891	\$ 291,945	\$ 399,701	\$ 107,756	

VARIANCE ANALYSIS**As we emerge from the pandemic, we remain on track for a positive result.**

Revenues, expenses and our overall position are on track per the May Annual Budget.

With 50% of the year complete we have received 48.9% of our planned revenues and 48.8% of planned expenses.

Federal/First Nation billings have been accrued and the reconciliations are underway.

Revenue

Revenue is on track with the budget (-2%).

Provincial funding has been received in line with the budget, the variance is a timing issue.

Federal/First Nations tuition rates and counts have been finalized and are included.

Expenses

Schools are slightly over budget (8%) with costs for full staffing/coverage, increasing benefits, and pandemic recovery.

Certificated salaries and benefits are slightly (1%) under budget.

Uncertificated salaries are slightly over budget (10%), due to federal (Jordan's) resources and rising benefits.

Operations and Maintenance is being watched closely (net 4% over budget), due to the numerous cost pressures.

The pandemic has increased custodial costs and reduced aspects of Instructional Support, Supply and Transportation.

Salaries and Benefits Detail

Certificated salaries and benefits	\$ 20,584,227	\$ 10,292,113	\$ 10,138,142	\$ 153,972	1
Uncertificated salaries and benefit:	\$ 15,081,400	\$ 7,540,700	\$ 8,289,877	\$ (749,178)	(10)
	<u>\$ 35,665,626</u>	<u>\$ 17,832,813</u>	<u>\$ 18,428,019</u>	<u>\$ (595,206)</u>	(3)

Watching:

	Budget	YTD Budget	YTD	Variance	%
Operations and Maintenance	\$ 10,488,009	\$ 5,244,005	\$ 5,745,733	\$ (501,729)	(10)
Housing	\$ 1,404,991	\$ 702,496	\$ 658,076	\$ 44,420	6
Housing Renovations Program (Ph.	\$ 2,000,000	\$ 2,000,000	\$ 1,977,519	\$ 22,481	1

Operations and Maintenance

The unfavorable variance of \$501K includes \$260K that will be recovered for a net variance of \$241K (4%).

Adjustments will match the \$203K insurance overspend with funding received, while \$57K in engineering is recoverable.

The net overage of \$241K (4%) is from high costs of contract cleaners at 3 sites, vs internal cleaning.

Housing

Overall 24 units have been completed and 7 are being tendered in the multi-year program total of 37 units.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Student Engagement, Attendance, and Completion Report - February 2022
ORIGINATOR: Mark Owens, Director of Student Engagement, Attendance, and Completion
REFERENCE(S) ATTACHMENTS: Student Engagement, Attendance, and Completion Report - February 2022

RECOMMENDATION:
THAT the Board of Trustees receive as information the Student Engagement, Attendance, and Completion Report for February 2022, as attached.

BACKGROUND:

RISK ANALYSIS:



The Northland School Division

Director of Student Engagement, Attendance and Completion Board Attendance Report February 2022

Monthly Attendance Rates from previous year to current year (2020-2021 to 2021-2022)
Strategy 1.1: Standardize attendance tracking processes

Month	2020-2021	2021-2022	Difference
September	76%	66%	-10%
October	73%	66%	-7%
November	76%	64%	-12%
December	73%	60%	-13%
January	68%	53%	-15%
February	59%	57%	-2%
March	60%		
April	56%		
May	58%		
June	48%		

February Highlights

- ❖ February included the Winter Break for students from the 14th to the 21st with teachers attending the Teacher's Convention.
- ❖ In the 2020-2021 school year there was a decrease in divisional attendance from January to February. This year there has been an increase of 4% from January to February.
- ❖ There was an increase in attendance across all grade divisions this month. The largest increase from January to February was in the Junior High (grades 7-9) and the High School (grades 10-12).

February 2021 and February 2022 attendance rates by individual school

School	Feb 2021 (In-School)	Feb 2021 (At-Home)	February 2022
ADCS	69%	44%	40%
Anzac	78%	60%	72%
Bill Woodward	77%	22%	71%
Bishop Routhier	82%	91%	60%
Calling Lake	59%	18%	75%

Career Pathways	n/a	n/a	42%
Chipewyan Lake	77%	n/a	75%
Conklin	70%	68%	65%
Elizabeth	61%	14%	64%
Father R Perin	48%	5%	31%
Fort McKay	66%	45%	64%
Gift Lake	72%	67%	55%
Grouard Northland	71%	18%	56%
Hillview	80%	44%	61%
JF Dion	71%	61%	71%
Mistassiniy	53%	15%	43%
Northland Online	n/a	n/a	54%
Paddle Prairie	51%	37%	42%
Pelican Mountain	82%	98%	78%
St. Theresa	74%	48%	73%
Susa Creek	96%	33%	72%

Individual School Attendance rates by percentile for February 2022

School	95-110	90-94	80-89	70-79	60-69	50-59	Below 50
ADCS	5%	7%	4%	8%	7%	9%	59%
Anzac	18%	9%	17%	27%	10%	4%	16%
Bill Woodward	29%	6%	9%	19%	9%	8%	19%
Bishop Routhier	2%	9%	15%	20%	13%	9%	33%
Calling Lake	19%	10%	21%	16%	16%	7%	12%
Career Pathways	2%	7%	12%	8%	11%	5%	55%
Chipewyan Lake	9%	18%	45%	9%	5%	0%	14%
Conklin	27%	18%	0%	5%	5%	5%	41%
Elizabeth	8%	4%	24%	9%	12%	15%	28%
Father R Perin	1%	0%	1%	5%	8%	13%	73%
Fort McKay	18%	16%	12%	10%	10%	6%	28%
Gift Lake	9%	9%	12%	8%	14%	9%	40%

Grouard Northland	3%	8%	8%	28%	11%	14%	28%
Hillview	0%	21%	26%	0%	5%	5%	42%
JF Dion	12%	18%	9%	18%	9%	14%	18%
Mistassiniy	2%	5%	8%	7%	7%	10%	60%
Northland Online	10%	3%	18%	9%	6%	10%	44%
Paddle Prairie	0%	0%	7%	5%	12%	13%	63%
Pelican Mountain	13%	31%	13%	13%	6%	19%	6%
St. Theresa	25%	13%	17%	13%	7%	10%	16%
Susa Creek	13%	13%	17%	17%	13%	17%	9%

Attendance by grade division (K, 1-3, 4-6, 7-9 and High School) for February 2022

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 11-12
61.46	63.29	62.88	49.89	46.40

Celebrating the success with excellent school attendance rates for February!!!

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

School	Principal	January
Calling Lake	Jason Wiks	75%
Chipewyan Lake	Volodymyr Yahnischak	75%
Pelican Mountain	Cindy Moore	78%

Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of February 2022)

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

Grade Level	Name	School
K-3	Levi Richards	Conklin
4-6	Tyson Bigstone	Chipewyan Lake
7-9	Dores John	Mistassiniy
10-12	Wallace Nepoose	Calling Lake



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

TO: THE BOARD OF TRUSTEES **Date:** MARCH 25, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poirtras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: March 2022 Enrolment Report
**REFERENCE(S) &
ATTACHMENTS:**

RECOMMENDATION:

THAT the Board of Trustees receive as information, the March 2022 Student Enrolment Report, as attached.

BACKGROUND:

Administration will provide a monthly update of student enrolment .

RISK ANALYSIS:

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



**NORTHLAND SCHOOL DIVISION - MONTHLY ENROLMENT UPDATE
FOR 2021-2022**

Schools	May 31st 2021	Sept 30 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022
Athabasca Delta Community School	149	142	148	146	145	145	143	142		
Anzac Community School	91	92	91	90	90	90	89	91		
Bill Woodward School	100	102	101	98	96	95	96	96		
Bishop Routhier School	60	52	52	48	46	46	46	50		
Calling Lake School	114	115	117	117	115	115	118	118		
Career Pathways School	100	96	89	92	95	94	91	87		
Chipewyan Lake School	22	21	22	20	20	22	22	22		
Conklin Community School	20	19	19	20	21	21	21	21		
Elizabeth School	111	86	87	87	88	88	88	91		
Father R. Perin School	78	80	82	82	83	83	82	82		
Fort McKay School	57	54	50	48	48	48	50	50		
Gift Lake School	125	110	113	113	113	113	112	108		
Grouard Northland School	60	31	39	38	38	38	34	34		
Hillview School	33	23	22	22	22	22	20	21		
J.F. Dion School	69	61	62	62	62	62	64	67		
Mistassiniy School	250	285	300	300	297	297	292	288		
Paddle Prairie School	113	106	110	110	105	105	106	109		
Pelican Mountain School	30	13	16	16	16	16	16	17		
St. Theresa School	297	259	264	264	261	261	258	260		
Susa Creek School	31	25	25	25	23	23	23	26		
Northland Online School	0	47	51	51	53	55	67	68		
TOTAL	1910	1819	1860	1849	1837	1839	1838	1848	0	0

Summary:

We have enrolled 97% of the students from year-end May 2021

Down 50 students in total



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

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 4 - Trustee Code of Conduct
ORIGINATOR:
REFERENCE(S):
ATTACHMENTS: Policy 4 - Trustee Code of Conduct

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 4 - Trustee Code of Conduct, as attached.

BACKGROUND:
RISK ANALYSIS:

Policy 4

TRUSTEE CODE OF CONDUCT

Purpose and Application

Section 33 of the *Education Act* requires every Board of Trustees in Alberta to adopt a code of conduct that applies to trustees of the Board. The purpose of this Code of Conduct is to provide standards for the conduct of members of the Board of Trustees of Northland School Division (the “Board”) relating to their roles and obligations and a procedure for the investigation and enforcement of those standards. This Code of Conduct applies to all trustees of the Board, including the Chair (“Members”). This Code of Conduct is one aspect of accountability and transparency both internally, as among Members and as between the Board and Administration, as well as externally, with Northland School Division students and parents, the public at large, other orders of government and the media.

Framework and Interpretation

This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct the public expects of its elected representatives. This Code of Conduct is intended to supplement other legal duties imposed on Members by Board bylaw and policy and legislation, including:

- (a) the *Alberta Human Rights Act*;
- (b) the *Education Act*;
- (c) the *Freedom of Information and Protection of Privacy Act*;
- (d) the *Local Authorities Election Act*; and
- (e) the *Occupational Health and Safety Act*.

This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code.

Principles and Values

1. Members are expected to perform their duties and functions of office with integrity, accountability and transparency.

2. Members have a duty to act **respectfully**, honestly, in good faith, and in **the** best interests of **the** Northland School Division.
3. Members shall:
 - (a) uphold the law established by the Federal Parliament and the Alberta Legislature and the bylaws and policies adopted by the Board;
 - (b) carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as a trustee;
 - (c) observe the highest standard of ethical conduct and perform their duties in **the** office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
 - (d) serve and have been seen to serve the interests of Northland School Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind.

Confidential Information

4. The Board as a whole must be able to access information in order to fulfill its decision-making duties and oversight responsibilities; however, individual members must also recognize that certain information they receive in their capacity as trustees is subject to confidentiality and disclosure rules contained in legislation and the Board's bylaws and policies. Members must keep in confidence matters discussed in private at a Board or Board committee meeting.
5. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by the Board;
 - (b) access or attempt to gain access to confidential information in the custody or control of Northland School Division unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by the Board, and only then if the information is acquired through appropriate channels in accordance with applicable Board bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

Conflicts of Interest

6. Members are expected to make decisions in the best interests of **the** Northland School Division. Members are to be free from undue influence and not act or appear to act in order

to gain financial or other benefits for themselves, family, friends or associates, business or otherwise. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 4, Division 5 of the *Education Act*.

7. No Member shall, in the exercise of an official power, duty or function, give preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest.
8. No Member shall initiate, endorse, support or otherwise participate in any proceeding being brought against the Board or Northland School Division.

Improper Use of Influence

9. No Member shall use the influence of his or her office for any purpose other than for the exercise of the Member's official duties.
10. No Member shall act as an agent before the Board or a committee of the Board or any other body established by the Board.

Conduct at Meetings

11. Members shall conduct themselves with decorum and make every effort to participate diligently in the meetings of the Board, committees of the Board and other bodies to which they are appointed by the Board.
12. Members shall comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board.
13. Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.
14. Members shall conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which by virtue of legislation are authorized to be dealt with in a confidential manner in an *in-camera* (closed) session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
15. No Member shall record any proceedings of the Board without the express prior permission of the Board.

Respect for Decision Making Process

16. Decision-making authority lies with the Board, and not with any individual Member. The Board acts by bylaw or resolution passed at a Board meeting held in public at which there is a quorum present, pursuant to section 64 of the *Education Act*.

17. A Member must not purport to bind the Board, either by publicly expressing their personal views on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants or other service providers of Northland School Division or prospective vendors.
18. Members shall accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.

External Communications

19. A Member must not purport to speak on behalf of the Board unless authorized to do so. Unless the Board directs otherwise, the Chair is the Board's official spokesperson and in the absence of the Chair, it is the Vice-Chair.
20. A Member who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the Member disagrees with the Board's position.
21. No Member shall make a statement when they know that statement is false.
22. No Member shall make a statement with the intent to mislead the Board or members of the public.

Use of Social Media

23. For the purposes of this Code of Conduct, "social media" refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.
24. As public figures and representatives of the Board, Members must act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality.
25. No Member shall attempt to disguise or mislead as to their identity or status as a trustee when using social media.
26. No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment or is defamatory or misleading in any way.

Discrimination and Harassment

27. Members have a duty to treat members of the public, one another and staff with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
28. No Member shall use indecent, abusive, or insulting words or expressions toward any other Member, any staff member or any member of the public.

29. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
30. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chair, Board committees and to the Superintendent. Under the direction of the Superintendent, staff in Administration serves the Board as a whole. No individual Member has executive authority over the Superintendent or staff in Administration.
31. Members shall respect the fact that staff work for the School Division as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of the Board and administering the policies and programs of the Board, and that staff are required to do so without undue influence from any Member or group of Members.
32. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Superintendent;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in that staff member's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation or the prospects or practice of staff members.
33. Members shall obtain information about the operation or administration of the School Division from the Superintendent or a person designated by the Superintendent. Members are to only contact staff according to the procedures authorized by the Superintendent regarding the interaction of Members and staff.

Use of School Division Property and Resources

34. Members shall use School Division property, equipment, services, supplies and staff time only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) Board property, equipment, service, supplies and staff time that is available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the School Division to a Member, may be used by the Member for personal use, subject to the terms and conditions described below.

35. Electronic communication devices provided by the School Division are the property of the School Division, and shall, at all times, be treated as the School Division's property. Members are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:
- (a) all emails or messages sent or received on School Division devices are subject to the *Freedom of Information and Protection of Privacy Act*;
 - (b) all files stored on School Division devices, all use of internal email and all use of the Internet through the School Division's firewall may be inspected, traced or logged by the School Division;
 - (c) in the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the School Division to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.
36. No Member shall use any School Division property, equipment, services or supplies, including email, Internet services, or any other electronic communication device if the use could be offensive or inappropriate.
37. Upon ceasing to hold office, a Member shall immediately deliver to the School Division any money, book, paper, thing or other property of the School Division that is in the Member's possession or under the Member's control including, without restriction, any record created or obtained by virtue of the Member's office other than a personal record or constituency record as those terms are used in the *Freedom of Information and Protection of Privacy Act*.

Expenses

38. Members shall comply with the provisions of all Board policies and related procedures and guidelines with respect to claims for remuneration and expenses, including but not limited to, claims for per diems (honoraria), mileage, travel, meals, lodging, event tickets, hosting and attendance at conferences, conventions, seminars, training courses and workshops.
39. Falsifying of claims, including receipts or signatures, by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

Gifts and Benefits

40. Members are expected to represent the public and the interests of the School Division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the Member. At times, the acceptance of a gift or benefit occurs as part of the culture, social protocol or community events linked to the duties of a Member and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors or others doing business with the School Division be such that no Member is perceived as showing favouritism or bias toward the giver.

41. Members shall not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the Member's knowledge to a Member's spouse, child, or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
42. For further clarity, the following are recognized as acceptable gifts or benefits:
- (a) such gifts or benefits that normally accompany the responsibilities of **the** office and are received as an incident of culture, protocol or social obligation, provided that the value of the gift or benefit does not exceed one hundred dollars (\$100).
 - (b) a political contribution otherwise reported by law;
 - (c) a suitable memento of a function honouring the Member;
 - (d) food, lodging, transportation, event tickets or entertainment provided **ed** by provincial, or local governments, by the Federal government or by a foreign government within a foreign county, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity on behalf of the Board;
 - (e) Food and beverages consumed at banquets, receptions, or similar events, if:
 - i. attendance serves a legitimate purpose;
 - ii. the person extending the invitation or a representative of the organization is in attendance; and
 - iii. the value is reasonable and the invitations infrequent;
43. Gifts received by a Member on behalf of the Board as a matter of official protocol which ~~have~~ **has** significance or historical value for the School Division shall be left with the School Division when the Member ceases to hold office.
44. An invitation to attend a function where the invitation is directly or indirectly connected with the Member's duties of **the** office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fundraising gala provided the Member is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.
45. Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

Election-Related Activity

46. Members are required to follow the provisions of the *Local Authorities Election Act* and are accountable under the provisions of that statute. Members should not make inquiries of or rely on, staff to interpret or provide advice to Members regarding the requirements placed on candidates for the office of trustee. Members shall be respectful of the role of the Secretary in managing the election process and must not interfere with how the Secretary's election duties are carried out.
47. Members shall not use Board resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Board, including but not limited to Member electronic newsletters, Member websites linked through the Board's website and Member social media accounts used for ward communication shall not be used for any election campaign or campaign-related activities. No Member shall use the School Division logo for campaign purposes.
48. For greater clarity, a Member may accept the services of staff that may choose to volunteer with the Member's election campaign during non-work hours.

Compliance with this Code of Conduct

49. Members are ultimately accountable to the public through the four-year election process. Between elections, Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 87 of the *Education Act*.
50. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board, or a third party investigator appointed by the Board.
51. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.
52. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or
 - (b) obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.
53. If the Board determines it appropriate to do so, the Board may impose sanctions on a Member who contravenes this Code of Conduct. Sanctions that may be imposed on a Member by the Board include:
 - (a) issuing a letter of reprimand addressed to the Member,
 - (b) requesting the Member to issue a letter of apology,
 - (c) publicly reprimanding the Member by motion of censure,

- (d) publishing a letter of reprimand or request for an apology and the Member's response,
- (e) requiring the Member to attend training,
- (f) suspending or removing the Member from membership on a committee,
- (g) suspending or removing the Member from chairing a committee,
- (h) requiring the Member to reimburse monies received,
- (i) reducing or suspending remuneration paid to the Member in respect of the Member's services,
- (j) requiring the Member to return School Division property or reimburse its value,
- (k) restricting the Member's access to School Division facilities, property, equipment, services and supplies,
- (l) restricting the Member's contact with School Division staff,
- (m) restricting the Member's travel and representation on behalf of the Board,
- (n) restricting how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes),
- (o) disqualifying the Member from the Board, but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

Legal Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 93, 94, 95, 96 Education Act.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 5 - Role of the Board Chair
ORIGINATOR:
REFERENCE(S):
ATTACHMENTS: Policy 5 - Role of the Board Chair

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 5 - Role of the Board Chair, as attached.

BACKGROUND:

RISK ANALYSIS:

Policy 5

ROLE OF THE BOARD CHAIR

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

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

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

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

initiatives.

13. Review and approve the Superintendent's vacation entitlement and expenditure claims.

14. Review and approve trustee expenditure claims, in accordance with Board policy.

15. Bring to the Board all matters requiring a decision of the Board.

16. Act as **an** ex-officio member of all Board committees, except the Student Expulsion Committee.

17. Act as a signing authority for Board minutes.

18. Act as a signing authority for the Division as follows:

18.1 As required by the Government of Alberta.

18.2 As required by financial institutions.

18.3 Vice-Chair is the alternate signing authority for the Board Chair

18.4 Emergent: if one of the two signing authorities is not available, there will be a third trustee who will be an additional alternate signing authority for the Board Chair.

19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

20. Ensure alternates are arranged and briefed when a trustee cannot attend a meeting they are appointed to.

21. Address inappropriate behaviour on the part of a trustee.

22. Ensure the Board engages in annual assessments of its effectiveness as a Board.

23. Act on behalf of the Superintendent in ~~his/her~~ **her/his** inability to act due to conflict of interest.

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



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 5 Appendix A - Signing Authority Chart
ORIGINATOR:
REFERENCE(S):
ATTACHMENTS: Policy 5 Appendix A -Signing Authority Chart

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 5 Appendix A - Signing Authority Chart, as attached.

BACKGROUND:

RISK ANALYSIS:

Policy 5 Appendix A - Signing Authority Chart

Reviewed: March 2022

	Board of Trustees	Superintendent	Example/Explanation
PURCHASING BY NORTHLAND SCHOOL DIVISION			
APPROVAL OF CONTRACTS			
Approval of contracts for goods and services, excluding consultants providing services to the educational side of the division.	no limit	up to \$125,000	Bus contractors - route over \$125,000 a year, board approval required. Contractors with a total contract (fees and expenses) over \$125,000, board approval required. These contracts are short-term in nature with specific outcomes, and they are not employees of the division.
Approval of contracts for consultants for providing services to the educational side of the division.	no limit	up to \$125,000	Contractors with a total contract (fees and expenses) over \$125,000, board approval required. These contracts are short-term in nature, with specific outcomes, and they are not employees of the division.
SIGNING OF CONTRACTS			
Signing of contract and agreements for goods and services excluding consultant services and construction contracts:	no limit	up to \$125,000	In this instance, approval and signing authority is the same amount. However, in the future, it could be the board approves the contract, and delegates the signing of the contract to the Superintendent.
Consultant Services Contract	no limit	up to \$125,000	This is the signing of the approved contracts above.
Construction Contracts (not capital projects)	no limit	no limit within project, if approved by the board.	The board has approved the budget, which includes approval for \$x in school repairs. If the board has approved the overall plan, the Superintendent can sign all the contracts within the project, regardless of amount.
CAPITAL CONTRACTS			
Purchase of land and buildings	no limit	n/a	The board has authority regardless of amount. Legislative and regulatory process have to be followed, but there is no \$ limit.
Capital projects	no limit	no limit within project, if approved by the board.	The board has approved the capital projects, which includes approval for \$x in capital projects (eg: housing renovations). If the board has approved the overall plan, the Superintendent can sign all the contracts within the project, regardless of amount.
SALE OF ASSETS			
Sale/disposal of land or buildings	no limit	n/a	The board has authority regardless of amount. Legislative and regulatory process have to be followed, but there is no \$ limit.
Sale/disposal of other assets	no limit	up to \$125,000	Other assets include buses, furniture, fixtures, etc. Probably very few of these types of sales would make it to the board table, as there are few assets that would reach this threshold.
Write down of assets/write off uncollectible accounts	no limit	up to \$125,000	Probably very few of these types of accounts would reach the board table, as administration monitors these accounts closely, and takes action when they become aged. Uncollectible accounts are usually as a result of either a disagreement on amount or the organization ceases to do business. Administration will bring to the board, as information, any tuition arrears over 90 days old.
GRANTS, CONTRIBUTION AGREEMENTS, AND DONATIONS TO NORTHLAND SCHOOL DIVISION			
SIGNING OF CONTRACTS			
Signing of contract and agreements for goods and services, provided by Northland School Division	n/a	unlimited	These contracts are usually with a third party (eg. Red Cross) and are for services either in the schools, or between the schools and the community (ies). Usually, NSD handles part or all of the project, and, in turn, receives a donation for the work.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022

SUBMITTED BY: Robin Guild, Board Chair

SUBJECT: Reschedule of April 22, 2022 Board Meeting Date

ORIGINATOR:

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the rescheduling of April’s board meeting date from April 22 to April 29, 2022.

BACKGROUND:

The original date was April 22, 2022, however the Alberta School Council Conference is scheduled to take place on April 22 - 24, 2022.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: 2022-2023 Capital Plan
REFERENCE(S):
ATTACHMENTS: Capital Plan

RECOMMENDATION:
THAT the Board of Trustees approve the 2022-2023 Capital Plan, as attached.

BACKGROUND:
The attached Capital Plan lists the proposed projects for Northland School Division, along with detailed information on each project. The plan is based on the facilities status report that was prepared with Edmonton Public Schools Division in 2018 and updated annually based on completed and planned work.
This is required as per the Board Work Plan 5.11.

RISK ANALYSIS:



2023 Capital Plan

Overview

The Capital Plan ranks the proposed projects for the Division based on criteria first developed through our collaboration with Edmonton Public School Division (EPSB) in 2018 and based on provincial requirements. The plan is updated annually based on completed and planned work.

Recommendations are based on building condition evaluations provided by Alberta Infrastructure, ten-year enrolment projections and qualitative facility evaluations. Recommendations are divided into short, medium and long-term time frames in order to establish an integrated facility strategy that includes maintenance, environment, programming and student accommodations. Short-term priorities are the Division's 3-year Capital Plan. Medium and long-term recommendations take into consideration the time required to prepare capital funding requests to Alberta Education.

The proposed rankings are a factor of the key matrix criteria:

- *5-Year Enrolment Average* – The average enrolment count between 2014 and 2018.
- *10 Year Enrolment Projections* – Projected enrolment change over a 10-year time horizon.
- *Utilization* – An overall rank of each school's utilization % as provided by Alberta Education.
- *Building Age* – An overall rank of each facility's core building age.
- *FCI* – An overall rank of each school's Facility Condition Index calculated by dividing the Deferred Maintenance by the Replacement Value as provided by Alberta Infrastructure.
- *5-Year Maintenance* – An overall rank of the cost to repair or replace major components as they become due over the next 5 years.
- *BECI (Building Energy Cost Index)* - A calculation of annual energy cost per unit of floor area. The BECI can help to identify opportunities when different utilities (i.e.: gas vs. electricity) are billed at different rates. BECI is measured in \$/m².
- *BEPI (Building Energy Performance Index)* - A calculation of annual energy consumption by unit of floor area. The BEPI can be used to easily compare buildings of different sizes. These results are used to focus efforts on poorly performing buildings.

Capital Priority Recommendations

Short Term (1 – 3 Years)	School	Ward (current)	Description	Cost
	Grouard Northland Replacement School	4	Replacement of Grouard Northland School with a new 150 student capacity school on an adjacent parcel next to the existing school.	\$13,120,000
	Paddle Prairie Replacement School	1	Replacement of Paddle Prairie School with a new 150 student capacity school on an adjacent parcel next to the existing school.	\$8,600,000
	Susa Creek Replacement School	2	Replacement of Susa Creek School with a new 150 student capacity school replaces aging infrastructure and reduces utility consumption.	\$6,670,000
	Anzac Major Modernization	10	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope)	\$1,876,000

Medium Term (4-6 Years)	School	Ward (current)	Description	Cost
	Calling Lake Major Modernization	8	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope)	\$3,195,000
	Elizabeth Major Mod/Addition	5	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope). Addition of a Gymnasium.	\$5,590,000
	Chipewyan Lake Major Modernization	7	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope)	\$2,100,000

Long Term (7– 10 Years)	School	Ward (current)	Description	Cost
	Conklin Major Modernization	10	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope)	\$1,753,000
	J.F. Dion Major Modernization	5	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope)	\$834,000
	Fr. R. Perin Major Modernization	10	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope).	\$1,237,000
	St. Theresa Major Modernization	7	Major modernization including flooring, interior finishes and major building components/systems (electrical, mechanical and envelope).	\$592,000

**BLIMS Projects - Web Access for Capital Plan Submission
WAP2000 - Summary Report**

Capital Plan Submission for The Northland School Division - March 2022

EPR ID	Location	Title	Key Driver (s)	Asset Name	Submission Status	Project – Sub Category	Client Ranking	Schedule Start Date	Capital Plan Submission Year	Total Project Cost
14014	GROUARD	Grouard Northland	Infrastructure condition	GROUARD NORTHLAND SCHOOL	Unsubmitted	New – Replacement Facilities	1	2021	2024	\$13,120,000.00
14018	PADDLE PRAIRIE	Paddle Prairie School - Replacement School	Infrastructure condition	PADDLE PRAIRIE SCHOOL	Unsubmitted	New - Replacement Facilities	2	2021	2024	\$8,600,000.00
14015	GRANDE CACHE	Susa Creek School – Replacement School	Infrastructure condition	SUSA CREEK SCHOOL	Unsubmitted	New – Replacement Facilities	3	2021	2024	\$6,670,000.00
14013	ANZAC	Anzac Community School - Major Modernization	Infrastructure condition	ANZAC SCHOOL	Unsubmitted	Preservation - Facility Modernization	4	2021	2024	\$1,876,000.00
7872	CALLING LAKE	Calling Lake School - Major Modernization	Infrastructure condition	CALLING LAKE SCHOOL	Unsubmitted	Preservation - Facility Modernization	5	2010	2024	\$3,195,000.00
7890	COLD LAKE	Elizabeth – Major Modernization/Addition	Infrastructure condition	ELIZABETH COMMUNITY SCHOOL	Unsubmitted	Preservation – Facility Modernization	6	2010	2024	\$5,590,000.00
14016	WABASCA – DESMARAIS	Chipewyan Lake School – Major Modernization	Infrastructure condition	CHIPEWYAN LAKE SCHOOL	Unsubmitted	Preservation – Facility Modernization	7	2021	2024	\$2,100,000.00
9303	CONKLIN	Conklin School - Major Modernization	Infrastructure condition	CONKLIN COMMUNITY SCHOOL	Unsubmitted	Preservation - Facility Modernization	8	2012	2024	\$1,753,000.00
14019	SPUTINOW	J.F. Dion School - Major Modernization	Infrastructure condition	J F DION SCHOOL	Unsubmitted	Preservation - Facility Modernization	9	2021	2024	\$834,000.00
14020	JANVIER (CHARD)	Father R. Perin School - Major Modernization	Infrastructure condition	FATHER R PERIN SCHOOL	Unsubmitted	Preservation - Facility Modernization	10	2021	2024	\$1,237,000.00

BLIMS Projects - Web Access for Capital Plan Submission
WAP2000 - Summary Report

Capital Plan Submission for The Northland School Division - March 2022

14021	WABASCA – DESMARAIS	St. Theresa School – Major Modernization	Infrastructure condition	ST. THERESA SCHOOL	Unsubmitted	Preservation – Facility Modernization	11	2021	2024	\$592,000.00
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Total 11 Project(s)

\$45,567,000.00

Final Submission Sign-Off:

Representative Name

Signature

Date



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022

SUBMITTED BY: Douglas Aird, Secretary-Treasurer

SUBJECT: Preliminary Revenue/Expense Figures - Budget 2022

REFERENCE(S):

ATTACHMENTS: Projected Operational Funding - 2021 Grant Sheet

RECOMMENDATION:
THAT the Board of Trustees receive as information, the Preliminary Revenue/Expense Figures - Budget 2022, as presented.

BACKGROUND:

On February 24, 2022 the Government of Alberta tabled its budget for 2022-23 and 3-year fiscal plan. The province has indicated that operational funding for all school authorities will be the same or higher than 2021-2022.

The detailed Funding Manual, Northland Grant Sheet and other funding details will be released by March 31st. In 2021-22 the division's provincial grant sheet totalled \$ 36,489,717 (attached) including bridge funding, with the total essentially unchanged from the prior year.

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

Key messages have included:

- "Acknowledging the challenges the pandemic caused, we will be holding school authorities' operational funding allocations harmless after unexpected enrolment fluctuations caused by the pandemic. This means that operational funding allocations for all school authorities will be the same or higher than 2021/22."
- Operating expenses increase of \$700M over 3 years, including 1.7% in 2022-23
- Transportation funding increase of 4.6% over 3 years
- Curriculum funding over 3 years \$191M, including \$59M in 2022-23 for teacher development and student resources
- Bridge funding has not been specifically addressed, but in background sessions has been supported
- No details provided on any changes to the oversight of reserves, the Funding Manual may provide this

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.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022

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

SUBJECT: Deferred Transfer of Funds for ATA Convention Allowance

ORIGINATOR:

REFERENCE(S):

ATTACHMENTS: Article 3.6.3 & 3.6.3.2 of the Northland Collective Agreement (2018-2020)

RECOMMENDATION:

THAT the Board of Trustees approve carrying over the 2021-2022 travel & accommodation payment of \$500.00/teacher until the 2022-2023 school year and combine it with the 2022-2023 payment of \$500. This is a one-time payment of \$1,000/teacher to be used towards travel & accommodations to the Teachers' Convention.

BACKGROUND:

By deferring the payment, it will off-set costs associated with travel to and from Teachers' Convention and the \$1,000 payment would be for the 2021-2022 and the 2020-2023 school years. Although there was no travel in the past, the board would like to supplement the teachers' 2022-2023 teacher costs to recognize their dedication during the pandemic.

Article 3.6.3, Convention Allowance, states that the School Division shall pay to the Association Local #69 an amount per teacher, on or before September 1st each year for the purpose of providing a travel grant to teachers to attend the Teachers' Convention. The Association Local #69 shall determine the amount each teacher is to receive and distribute this amount prior to the Teachers' Convention date.

Article 3.6.3.2 states: Effective September 1, 2020 \$500 per teacher.

RISK ANALYSIS:

2022

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			0

- New Principal Orientation August 15-26, 2022
- New Teacher Orientation
- Administrators' Meeting August 25, 2022 @ 8:30 a.m.
- **School Organization Days**
All Teachers Back Aug 29 – 30, 2022

September

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

- School Organization Days September 1, 2022
- Sept 2: Division PD Day – No Classes
- **Sept 5: Labour Day - School Closed**
- **Sept 6: First Day for Students**
- **Sept 30: Truth & Reconciliation Day- School Closed**

October

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

- **Oct 10: Thanksgiving Day - Schools Closed**
- Oct 21: Division PD Day - No Classes

November

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

- **Nov 1: Metis Settlement Proclamation Day - Schools Closed**
- **Nov 11: Remembrance Day: Schools Closed**
- Nov 14: Professional Learning Day - No Classes

December

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

- **Dec 26 - 31: Christmas Break-Schools Closed**

LEGEND	
	School Organizational Day (No Students)
	Non-Operational Day (No Staff or Students)
	First/Last Day for Students
	Division PD Day (No Students)
	Day In-Lieu PTI (No Staff or Students)
	Teacher Convention/Travel Day (Operational days for Staff, no Students)

2023

January

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

- **Jan 6 - Last day Winter Break- School Closed**
- **Jan 9: Students & Staff Return**
- Jan 23: Professional Learning - No Classes

February

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

- Feb 13: Professional Learning- No Classes
- **Feb 14: In-lieu Day for Interviews - Schools Closed and No Classes**
- **Feb 15: Travel Day - Schools Closed**
- **Feb 16 to 17: Teachers' Convention - Schools Closed and No Classes**
- **Feb 20: Family Day - Schools Closed**

March

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

- **March 20: Division PD Day – No Classes**

April

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

- Mar 31: Last day of classes before Spring Break
- **April 3-10: Spring Break Schools Closed**
- **Apr 7: Good Friday - Schools Closed**
- **April 11 - School Starts**

May

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

- **May 19: Wellness Day – No School**
- **May 22: Victoria Day - Schools Closed**

June

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

- **June 21: Indigenous Peoples Day – No School**
- **June 29: Last Day for Students**
- June 30: Organization Day

180 Instructional Days (Green)

194 Operational Days

Please assign to your available instructional days:

2 Local PD Days

2 Wellness Days (To be taken in Semester 2)

= 176 Instructional Days

NOTE: Schools will follow common Christmas and Easter holiday breaks; however, to align holidays with neighboring jurisdictions some exceptions will be made on a case by case basis. There is an expectation that schools will organize Community Engagement Events.

Minimum Hours of Instruction:

ECS = 475 hours;

Elementary (1-9) = 950 hours;

High School = 1000 hours.

School Organizational Days

Monday, August 29, 2022

Tuesday, August 30, 2022

Wednesday, August 31, 2022

Thursday, September 1, 2022

Projected SEPTEMBER 2022 Count	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	E.C.S.	Grand Total Projected Enrollment 2022-2023	Actual Enrollment September 30th, 2021	Difference (Sept/21 Vs Sept/22)
ATHABASCA DELTA	13	15	18	14	16	15	16	14	10	6	2	0	10	149	143	6.0
ANZAC	18	19	17	15	17									86	91	(5.0)
BILL WOODWARD						16	10	10	14	12	20	9		91	103	(12.0)
BISHOP ROUTHIER	7	7	2	6	5	9								36	52	(16.0)
CALLING LAKE	14	8	8	14	10	11	4	7	3	13	10	9	5	116	115	1.0
CAREER PATHWAYS										23	41	54		118	86	32
CHIPEWYAN LAKE	2	3	1	5	2	2	3	2	1				4	25	22	3.0
CONKLIN	2	0	3	1	1	0	3	2	3	5	5	2	2	29	19	10.0
ELIZABETH	7	6	4	12	10	14	14	13					7	87	86	1.0
FATHER R. PERIN	12	4	10	8	9	13	9	7	7				7	86	80	6.0
FORT MCKAY	11	9	5	7	7	6	6						10	55	54	1.0
GIFT LAKE	12	9	13	9	12	11	12	10	12	0	0	0	12	112	112	0.0
GROUARD	5	1	4	4	3	3	9	4	9	0	0	0	5	47	39	8.0
HILLVIEW	2	2	8	3	4	2							3	24	24	0.0
J. F. DION	7	6	6	5	9	8	6	10					8	65	61	4.0
MISTASSINIY							42	60	45	98	67	55		367	324	43.0
NORTHLAND ONLINE SCHOOL	5	6	2	6	5	1	3	8	5				3	44	44	0.0
PADDLE PRAIRIE	11	10	10	5	8	8	6	15	15	5	5	7	7	112	106	6.0
PELICAN MOUNTAIN	2	3	1	2	4	1							3	16	13	3.0
ST. THERESA	30	28	38	38	46	45							35	260	259	1.0
SUSA CREEK	3	1	5		3	3	2	5					2	24	27	(3.0)
TOTAL Projected SEPTEMBER 2022 Count	163	137	155	154	171	168	139	167	124	162	150	136	123	1949	1860	89.0

Less transition schools 204
1745

LEGEND
In Transition



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MARCH 25, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Tender Award for Duplex and Triplex
ORIGINATOR:
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees accept the tender for one single family housing unit and one duplex housing unit from Modsolid/Northplex in the amount of \$581,367.80 + GST with the funds coming from capital reserves.

BACKGROUND:
Three (3) companies submitted proposals and were in compliance with the RFP requirements. The consulting firm that was hired by the Division recommends accepting the highest scoring proposal with the lowest base price and fastest delivery. Administration reviewed the grading criteria and agreed with the recommendations as presented.

Many of the housing units are from the 1960's and this will support a replacement and renewal process.

RISK ANALYSIS:



BOARD CHAIR HIGHLIGHTS

March 25, 2022

Corporate Board Expense Summary As of February 28, 2022

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	58,769.41	71,480.59
Trustee Benefits	40,000	31,997.89	8,002.11
Professional Development Fees	6,000	13,037.27	(7,037.27)
Legal Fees	50,000		50,000.00
Professional Services		3,733.80	(3,733.80)
Advertising	1,700		1,700.00
ASBA/PSBAA Fees	33,000	24,079.42	8,920.58
Office Supplies	2,000	309.84	1,690.16
Printing & Binding	2,700	577.50	2,122.50
Postage	600	119.62	480.38
Travel and Subsistence	125,250	33,969.81	91,280.19
Liability Insurance	250	62.12	187.88
Telephone	6,000	15,431.21	(9,431.21)
Awards	35,000	36,461.46	(1,461.46)
Furniture and Equipment	10,000	604.87	9,395.13
Visa Purchases	91,000	0	91,000.00
Elections	60,000	68,867	(8,867.43)
TOTAL	593,750	288,021.65	305,728.35



Superintendent's Highlights

March 25, 2022

NSD and Telus World of Science Present at CASS FNMI Education Gathering

The Northland School Division leadership team presented at the CASS (College of Alberta School Superintendents) FNMI Education Gathering, on March 16th, 2022, with members of the Edmonton Space and Science Center. This presentation focused on the work of the partnership NSD has with Telus World of Science-Edmonton (TWOSE).

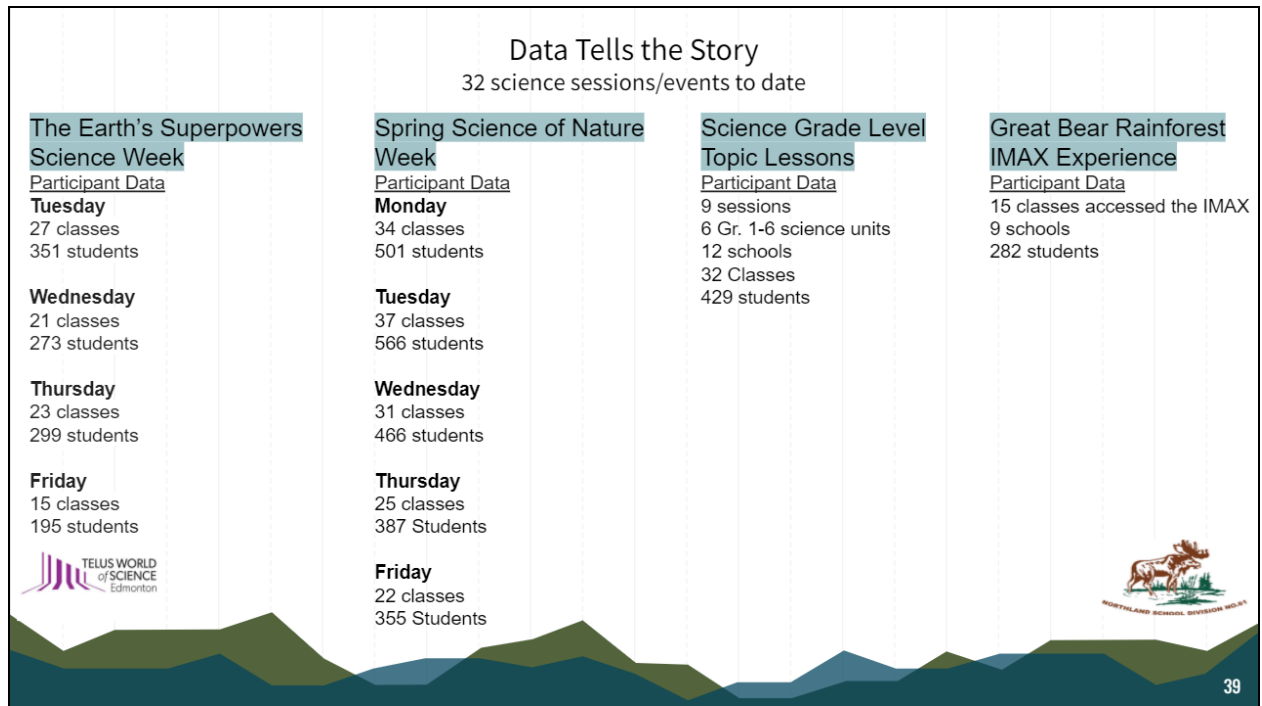
During the 2020-21 school year, and currently, TELUS World of Science – Edmonton worked closely with Northland School Division to ensure students within the division had access to the science center's engaging programming. TWOSE worked with Traditional Knowledge Keepers and Elders from Treaty 6 and Treaty 8 and Northland to ensure the Indigenous perspectives were authentic and respectful. The programming provided to Northland School Division incorporated the principles of two-eyed seeing by including traditional knowledge alongside western science concepts.

"Two-Seeing refers to the learning to see from one eye with the strengths of, or the best in, Indigenous knowledge and ways of knowing and from the other eye with the strengths of, or best in, Western ways of knowing, but most importantly, learning to use both eyes together for the benefit of all."

These events generated a lot of buzz with not only the students but within the Northland school community as well. These discussions about science generated much positive feedback from parents, guardians, and community members. We also heard countless stories of students talking and sharing their learning experiences at home and then it was discussed on Facebook. This was very exciting to see as relevant and targeted science engagement like this can be a strong contributor to student success.

The initial program with Northland School Division provides a proven, best practices model that can be replicated and expanded for schools across Alberta. This supports Northland School Division's goal of being known for Excellence in Indigenous Education but also as a leader in Excellence in Indigenous Education across the province!

Below was the schedule of event sessions.



NSD Presents as CASS Learning Conference

The Northland School Division leadership team presented at the CASS (College of Alberta School Superintendents) CASS Learning Conference on March 17th. The presentation told the story of Relationships and the journey of Northland School Division.

Northland School Division works collaboratively with Indigenous students, parents, Elders, Knowledge Keepers, communities and partners to achieve meaningful relationships, resilience and readiness to support weaving of perspectives and experiences into curriculum. The outcome of attending the Northland presentation was; participants will have the opportunity to learn about Northland School Division's practice that supports and builds excellence of learning and leadership that fosters intercultural understandings, mutual respect and readiness for reconciliation. Promotion of Indigenous understandings and relationships to acknowledge first peoples of the land, their local histories, identities, cultures, languages and land based learning will be shared.

The presentation identified the Board's three priorities and how they are being implemented throughout the division in a thoughtful and meaningful way.

Participants were taken on a journey about how Northland is weaving Indigenous knowledge, language and culture, done through story by Debbie Mineault, Director of FNMI for Northland and Delore Cox, pedagogical supervisor of FNMI Northland.

First Nations, Metis and Inuit Department Update

Sikwan (Spring) March

March 18, 2022 Professional Learning through Tapwewin (Honesty) of Language Competence and Total Physical Response – Storytelling (TPR-S) comfortableness as language speakers. Culturally responsive learning through safe social distancing could involve Elders/Knowledge keepers to collaboratively develop teaching kits on units and lesson activities such as gathering, crafts.

Principals Monthly Meeting

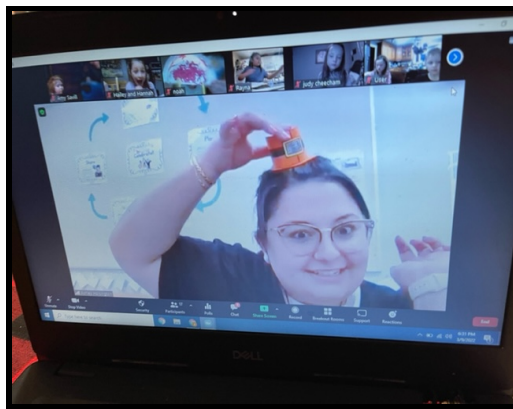
Met with the school principals and senior administration discussing the update on COVID protocols.

Literacy Night at Anzac Community School

On March 9, 2022 students, families and staff participated in Literacy Night. Craft packages went home with each student along with the Zoom meeting link information. At 6:00 p.m. families logged in and at this time, staff provided an update to parents/guardians about the Assurance Surveys, parent council meetings and shared the school's success stories.

Teachers and Educational Assistants each read a story and then directed the students through a craft. Students loved listening to the stories and showing their crafts and most of all seeing each other on Zoom.

Snacks of popcorn and a drink were supplied by Willow Lake Tiny Tots.



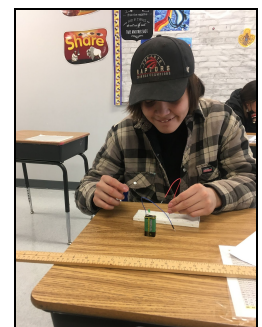
More exciting learning opportunities for students with support from MindFuel Foundation

A new relationship with the MindFuel Foundation is creating more exciting learning opportunities for Northland School Division students!

The Mini Challenges program, as part of MindFuel Tech Future Challenge, introduces students to the world of microcontrollers and robotics, builds their innovation skills and confidence, and aims to inspire them to explore more Science, Technology, Engineering, and Mathematics (STEM) related careers.

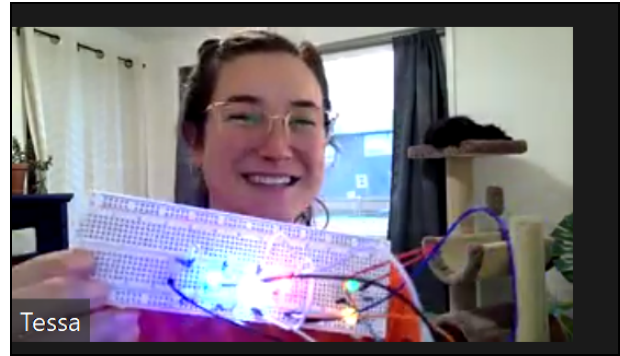
The Mini Challenges programming is supported in part by: ATB Financial, anonymous donor, Government of Canada, Natural Science and Engineering Research Council of Canada (NSERC), Future Skills Center and Syncrude (operated by Suncor). Through the support of these donors Arduino kits and workshop training has and will be provided to teachers working with students in grades 7-9 across Northland School Division.

In January, the first cohort of teachers participated in a two day workshop with the MindFuel team. The cohort included teachers from Bill Woodward School



(Anzac), Conklin Community School, Father R. Perin School, Athabasca Delta Community School and Northland Online School.

During the workshop, they were shown the basic use of the kits, how to use the Arduino app, and learned the coding pattern for turning lights on and off on a circuit. Teachers from eight more schools will also participate in training in late April. The schools include Calling Lake School, Elizabeth School, Gift Lake School, Grouard School, J. F. Dion School, Mistassiniy School, Paddle Prairie School and Susa Creek School.



Frontier College Partners with Northland School Division

Frontier College has partnered with Northland School Division to offer online tutoring services for Grades 1 -12 students at Paddle Prairie School. Students can book online tutoring sessions with educators and receive help for core subjects (English, Math, Science and Social Studies).

Changes to the Implementation of the New Curriculum

On March 10, 2022, the Government of Alberta announced that based on the advice from education leaders, teachers and curriculum experts, the province will implement a new K-3 Mathematics, K-3 English Language Arts and Literature curriculum as well as the new K-6 Physical Education and Wellness starting in September 2022. The new curriculum for grades 4-6 Mathletics and English Language Arts and Literature will be implemented in September 2023.

Northland hosted "Talking with and listening to kids about Truth and Reconciliation" with Monique Gray Smith via Zoom Webinar



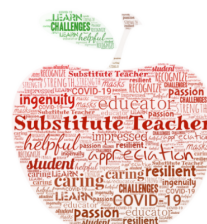
Northland School Division hosted a special presentation with award-winning and best-selling author Monique Gray Smith on Wednesday, March 23, 2022 via Zoom Webinar! The presentation was called "Talking with and listening to kids about Truth and Reconciliation."

During this visit, Monique shared her personal journey of truth and reconciliation and how that journey has transformed her and her family. Throughout the evening, everyone in attendance learned ways to have conversations with children and young people about Canada's history, with a focus on Residential Schools.

Monique Gray Smith is a proud mom of teenage twins and an award-winning, best-selling author. Her first published novel, *Tilly: A Story of Hope and Resilience* won the 2014 Canadian Burt Award for First Nation, Métis, and Inuit Literature. Since then, Monique has had 7 books come out that cover a broad spectrum of ages, topics and emotions.

Northland School Division Celebrating Substitute Teachers Appreciation Week

On March 15, 2022, Peace River Broadcasting interviewed Dr. Nancy Spencer-Poitras on Substitute Teachers Appreciation Week and stated how substitute teachers are a remarkable group of people because they walk into a classroom without knowing students and pick up the reins for that classroom and continue to carry on for the students and help them be successful in their learning. She also commented that if there were no substitute teachers, schools would run into great operational difficulty which makes them an essential part of the school community. The Northland School Division really appreciates everything that they do for Northland students.



**Thank
you!**

SUBSTITUTE TEACHERS

Northland Featured in News Article

- Asiniwaciy Acimowina Aseniwuche Stories, March 2022 Edition



OPPORTUNITY FOR NSD PARENTS TO PARTICIPATE IN THEIR CHILD'S EDUCATION

NSD NO. 61, RELEASED FEBRUARY 24, 2022

Northland School Division parents and guardians have another way to participate in their child's education. Until March 25, 2022, NSD schools will be working with parents to fill out the Alberta Education Assurance Survey.

"The 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 hear from parents what is important to them regarding their child's education, and what they would like to see in their schools.

The Alberta Education Assurance Survey is an opportunity for students, parents/guardians and teachers to provide feedback on their level of satisfaction with the education quality, parental involvement and the learning environment. The responses collected in the survey are provided to and reviewed by all school staff, the Board of Trustees, Administration, and Alberta Education.

"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 students registered in a school or with Northland Online School 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.



Education Assurance Surveys and Planning

Every year, Alberta Education surveys parents, teachers and students from grades 4 to 12 about their satisfaction with their school environments. The surveys cover respondent satisfaction on a number of topics within the following domains:

- Student Growth and Achievement,
- Teaching and Leading,
- Learning Supports, and
- Governance

The information from this survey, when combined with local context data from each school, helps the Division continuously improve how we support students to succeed in school. The executive team has worked with principals in every school to ensure that we collect as much of this information as possible. Examples of engagement activities happening in each school community include:

- Executive team members have been working with Principals to create engagement plans for assurance since the fall of 2021.
- Principals have been reaching out to community members via phone, newsletters, websites and social media, school council and principal advisory council meetings to engage as much as possible.
- School Success Report Cards - Summarizing previous years' results.

The results from the provincial Assurance Survey should be available to the division in early May 2022.

Inclusive Education/Student Services Update

Highlights:

- Family Wellness Workers are all updating their credentials in mental health first aid for youth, as well as Applied Suicide Intervention Training (ASISIT).
- Jack.org - Expanding youth-led peer support networks
 - Exploring opportunities to offer mental-health focused content on-demand to all students in the division.
 - Exploring how to establish at least one Jack.org chapter in a Northland high school program at the beginning of the coming school year.
- Student Services Department Strategic Plan



- The student services department is developing a strategic plan (aligned with the Northland School Division Education Assurance Plan) to ensure inclusive support for all students to achieve excellence in learning, leadership and relationship building. The draft plan is currently with the Chief Superintendent for review and approval ahead of the coming school year.

Flexible Learning Options and Community Engagement During the Pandemic

Amid the pandemic, students and staff members have demonstrated amazing abilities to communicate, collaborate and learn whether working in person or at a distance from each other. The need to build new ways of supporting students, developing resources and working together has increased how our students learn as well as what they have the opportunity to learn about.

- Building out an increasing number of online learning spaces as a way to connect with students wherever they are.
 - Hybrid, flexible options for students:
 - Hapara and Google Classroom:
 - Access to digital resources like digital textbooks inside each student's "Backpack," customizing course content and collaboration with other teachers.
 - Allows the ability to give students timely feedback inside the toolset itself.
- School principals are indicating that in spite of a pandemic, they have maintained communication with families and in some instances increased the communication between home and school.

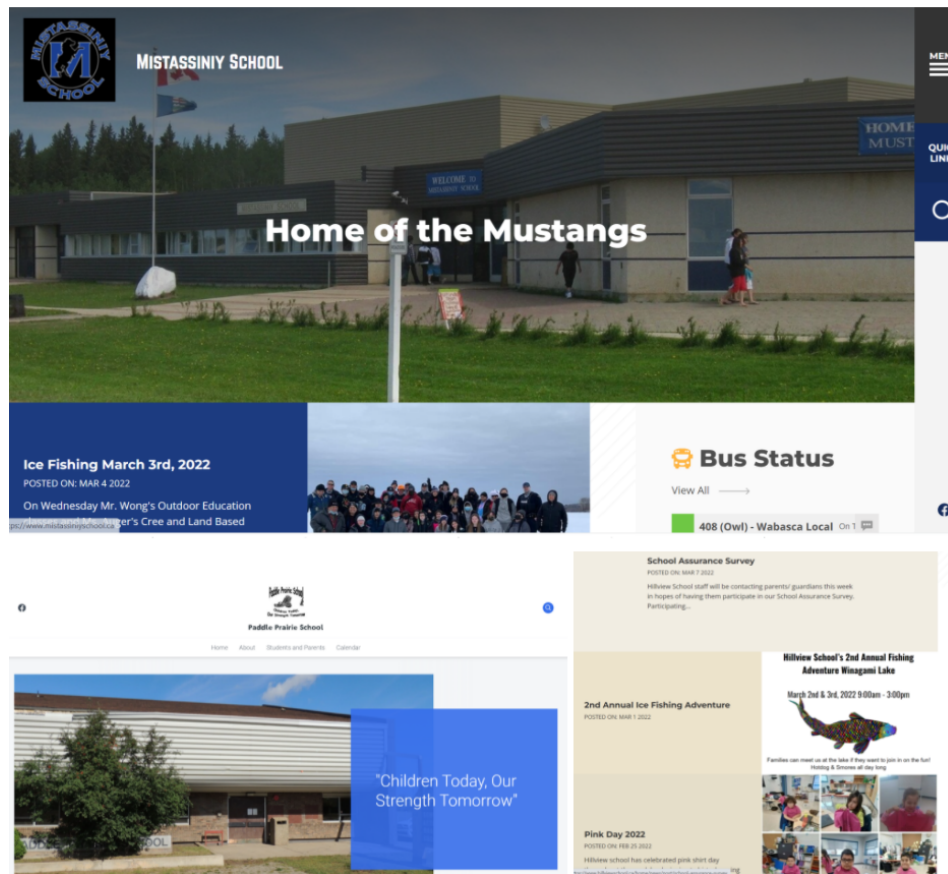
Schools have also grown in their use of multiple channels for community engagement.

- School Website Training and Updates
 - School staff have taken new training on how to keep their school websites current and how to easily share information across all social media accounts at the same time.



ASSOCIATE SUPERINTENDENT REPORT - MARCH 25, 2022

PRESENTED BY: Scott Meunier, Associate Superintendent



Detail - School staff have received more training on how to keep websites and social media channels updated and easy to access.

Leading Professional Learning - Communities of Practice

The afternoons of our common professional learning days allow for division wide communities of practice. These monthly sessions are led by staff members for staff members as a way of sharing best practices for supporting student learning across our division. In a short time, these communities have allowed principals, teachers and support staff members to meet around topics of common interest and have helped improve the sense of shared responsibility for student success in every school. Most of these sessions have a focus on Indigenous Education which helps teachers to apply this to classroom learning.

Current Communities:

- Designing Student Learning with Hapara
- High School Completion

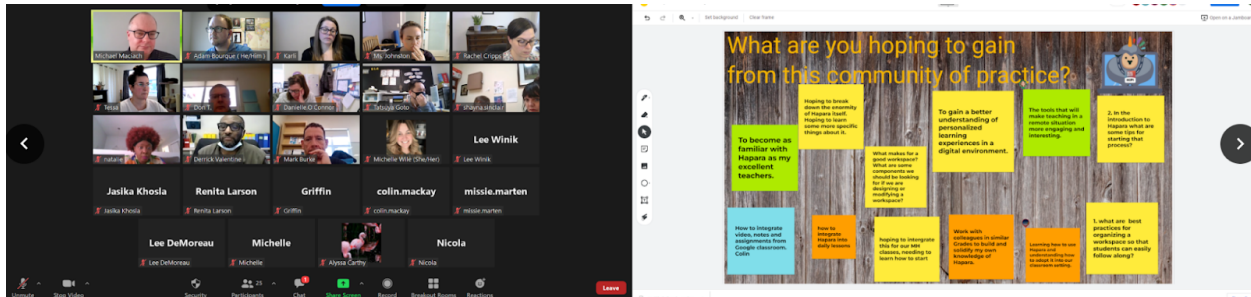


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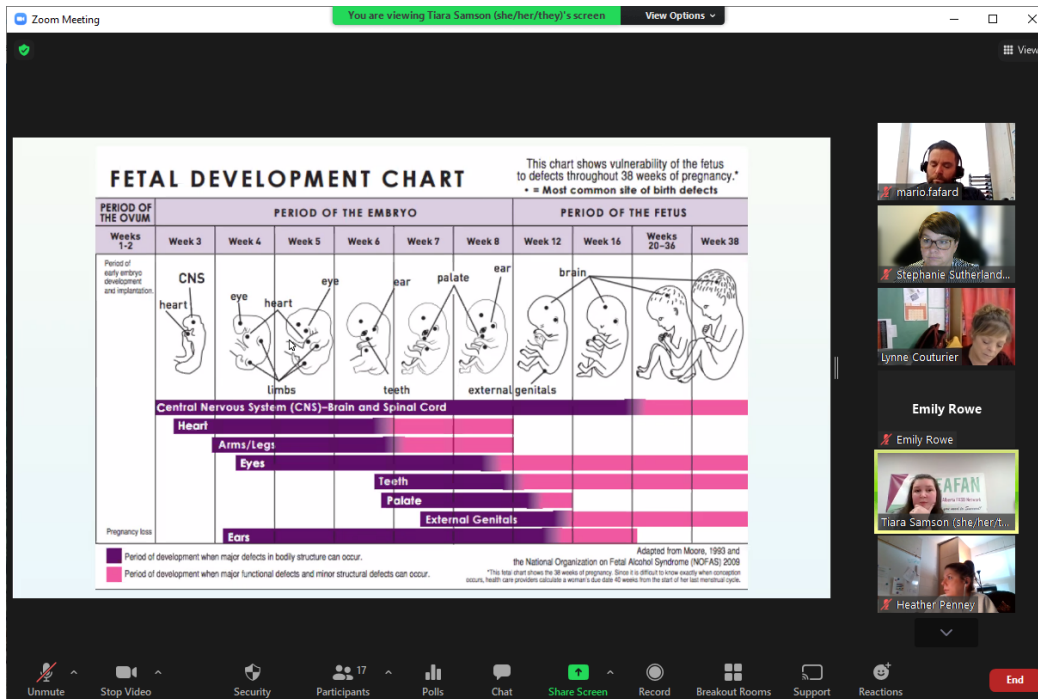
PRESENTED BY: Scott Meunier, Associate Superintendent

- Incorporating Indigenous Literature into Your Teaching
- Land Based Learning
- Local Stories from Our Land
- Subject Level Planning through Content Based/Disciplinary Literacy
- Supporting Students Who Struggle
- Teaching in Multi-Age/Grade Level Classrooms

Community of Practice photos and highlights



CoP Detail - Participants meet together in a virtual space and use a wide array of tools to communicate and collaborate around matters of common interest.

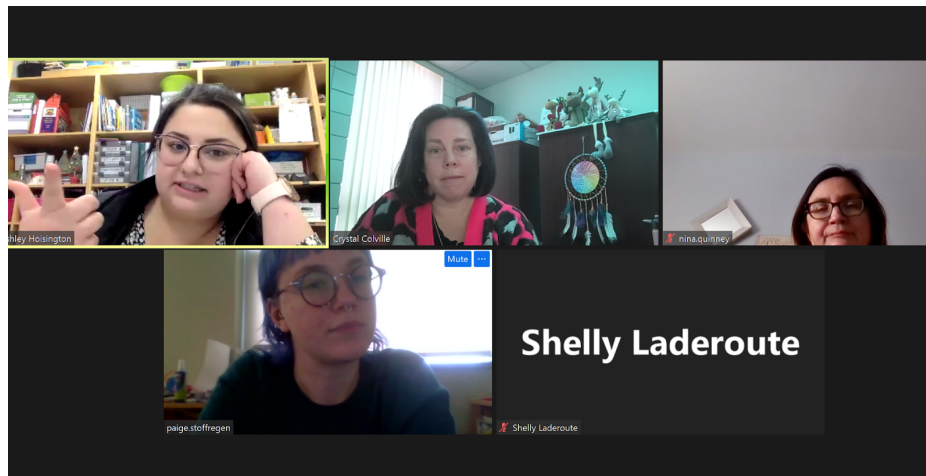




ASSOCIATE SUPERINTENDENT REPORT - MARCH 25, 2022

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Detail - Participants explore and share evidence-based practices to address concerns that impact classrooms across the division.



Detail - Smaller breakout sessions offer low-stakes environments for professionals to act both as learners AND leaders.