



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-04
AGENDA**

Location:

Zoom Meeting

Meeting ID:

Passcode:

Phone: 1 (587) 328-1099

Date & Time: Friday, April 22, 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.	Oaths of Office	Secretary-Treasurer Aird		
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 - March 25, 2022	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	12



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-04
AGENDA**

C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Board Chair Guild	Information	15
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"> ● Aimee McCamon, Trustee Ward 10 	Trustees	Information	18

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Aird	Information	19
2.	Student Engagement, Attendance & Completion Report	M. Owens, Director of Student Engagement, Attendance and Completion	Information	21
3.	Monthly Enrolment Report	M. Marran, Associate Superintendent of Human Resources	Information	26
4.	Policy 6 - Role of the Board Vice Chair	Superintendent Dr. Nancy Spencer-Poitras	Motion	28
5.	Policy 7- Appendix C Trustee Expense and Corporate Credit Card Guidelines	Superintendent Dr. Nancy Spencer-Poitras	Motion	30
6.	Policy 7 Appendix D - Rules of Order	Superintendent Dr. Nancy Spencer-Poitras	Motion	40
7.	Policy 17 - Student Transportation	Superintendent Dr. Nancy Spencer-Poitras	Motion	47
8.	Tri-Annual Report	Superintendent Dr. Nancy Spencer-Poitras	Information	50
9.	ASBA Edwin Parr Nomination	Superintendent Dr. Nancy Spencer-Poitras	Information	51
10.	Budget 2022-2023 Principles and Assumptions	Secretary-Treasurer Aird	Information	52
11.	Preliminary Revenue/Expense Figures - Budget 2022	Secretary-Treasurer Aird	Information	55
12.	ASBA Budget and Bylaws Bulletin	Chair R. Guild	Motion	58



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-04
AGENDA**

13.	Long Service Awards	Superintendent Dr. Nancy Spencer-Poitras	Motion	95
14.	NSD Logo	Superintendent Dr. Nancy Spencer-Poitras	Information	96
15.	Professional Improvement Leave	Superintendent Dr. Nancy Spencer-Poitras	Motion	97
16.	Revised 2022-2023 School Calendar	Superintendent Dr. Nancy Spencer-Poitras	Motion	98
17.	Knowledge Keepers Youth Conference	Superintendent Dr. Nancy Spencer-Poitras	Motion	101

E. TECH TALK WITH Mike Maciach

F. MONITORING REPORTS (Motion to Approve)

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.) • Fort McKay School	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Guild	Information	102
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	103
4.	Associate Superintendent Report	Associate Superintendent C. Johnson	Information	111
5.	Transportation Department Report	Secretary-Treasurer Aird	Information	113

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.	June Organizational Meeting	Superintendent Dr. Nancy Spencer-Poitras
2.		
3.		
4.		

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03 MINUTES

Location: DoubleTree West Edmonton

Date: Friday, March 25, 2022 Time: 9:00 a.m.

Membership					
x	Vacant	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Vice-Chair Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
✓	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			
✓	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 9:05 a.m. with a traditional land acknowledgment.

2. Opening Reflection

Trustee J. Lamouche provided the opening prayer, cultural reflection or reflection.

3. Moment of Silence

There was a moment of silence recognizing the unmarked graves at St. Bernard Indian Residential School in Grouard, the passing of student Cylas Cunningham from Conklin Community School and the passing of Head Start teacher Sandy Anderson from Gift Lake.

4. Adopt Agenda

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

25434/22 CARRIED

5. In Camera Session

Trustee McCamon moved that the meeting go in camera at 9:10 a.m.

25435/22 CARRIED



NORTHLAND SCHOOL DIVISION
BOARD MEETING NO. 22-03
MINUTES

Trustee Auger declared a conflict of interest and left the meeting at 10:40 a.m.

6. Regular Session

Trustee Wanyandie moved that the meeting revert to regular session at 10:43 a.m.

25436/22 CARRIED

Break from 10:43 a.m. - 11:00 a.m.

Trustee Auger returned to the meeting at this time.

B. MINUTES

1. Regular Board Meeting Minutes - February 18, 2022

MOTION: Trustee McCamon moved that the Board of Trustees approve the February 18, 2022 regular meeting minutes, with the discussed amendments.

25437/22 CARRIED

2. Board Action Items

Motion: Trustee Wanyandie moved that the Board of Trustees receive as information the Board Action items, as presented.

25438/22 CARRIED

C. CONSENT AGENDA

1. Adopt Consent Agenda

MOTION: Trustee McCamon 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

25439/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03 MINUTES

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 presented.

25440/22 CARRIED

2. Student Engagement, Attendance & Completion Report

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

25441/22 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 presented.

25442/22 CARRIED

4. Policy 4 - Trustee Code of Conduct

MOTION: Trustee McCamon moved that the Board of Trustees approve the housekeeping changes to Policy 4 - Trustee Code of Conduct as presented.

25443/22 CARRIED

5. Policy 5 - Role of the Board Chair

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 5 - Role of Board Chair as presented.

25444/22 CARRIED

6. Policy 5 Appendix A - Signing Authority Chart

MOTION: Trustee J. Lamouche moved that the Board of Trustees approved the review of Policy 5 Appendix A - Signing Authority Chart and that no revisions were made.

25445/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03 MINUTES

7. Reschedule of April 22, 2022 Board Meeting Date

After discussing the possibility of rescheduling the April 22, 2022 Board meeting date, the Board of Trustees agreed to keep the original meeting date.

8. 2022-2023 Capital Plan

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the 2022-2023 Capital Plan as presented.

25446/22 CARRIED

9. Preliminary Revenue/Expense Figures - Budget 2022

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the Preliminary Revenue/Expense Figures - Budget 2022 as presented.

25447/22 CARRIED

10. Deferred Transfer of Funds for ATA Convention Allowance

MOTION: Trustee McCamon moved that the Board of Trustees approve carrying over the 2021-2022 travel and accommodation payment of \$500 per teacher until the 2022-2023 school year and combine it with the 2022-2023 payment of \$500, which will be a one-time payment of \$1000 per teacher to be used towards the travel and accommodations to the Teachers' Convention.

25448/22 CARRIED

Trustee Auger left the meeting at this time.

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

11. 2022-2023 School Calendar

MOTION: Trustee McCamon moved that the Board of Trustees approve the 2022-2023 school calendar as presented. The Board of Trustees asked for the vote to be recorded.

Trustee B. Lamouche and Trustee J. Lamouche voted against the 2022-2023 school calendar.

25449/22 CARRIED

Trustee Durocher left the meeting.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03 MINUTES

12. Projected 2022-2023 Enrolment

MOTION: Trustee Wanyandie moved that the Board of Trustees accept as information the projected enrolment for the 2022-2023 as presented.

25450/22 CARRIED

13. Tender Award for Duplex and Triplex

MOTION: Trustee McCamon moved that the Board of Trustees award the tender for one duplex housing unit and one triplex housing unit from Northgate Industries Ltd. in the amount of \$1,237,964 plus gst with the funds coming from capital reserves.

25451/22 CARRIED

14. Tender Award for Single Family Unit and Duplex

MOTION: Trustee J. Lamouche moved that the Board of Trustees award the tender for one single family housing unit and one duplex housing unit from Modsolid/Northplex in the amount of \$581,367.80 plus gst with the funds coming from capital reserves.

25452/22 CARRIED

15. Paraprofessional and Support Staff Education Leave

MOTION: Trustee J. Lamouche moved that the Board of Trustees receive as information that the Division did not receive any paraprofessional and support staff education leave applications for the 2022-2023 school year.

25453/22 CARRIED

E. TECH TALK

Deputy Superintendent Dr. Tim Stensland did a presentation on the use of Screencastify software and demonstrated how teachers and Native Language Instructors are using the program in schools. The program allows individuals to record and share videos.

Trustee Durocher returned to the meeting.

F. MONITORING REPORTS

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



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03 MINUTES

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

25454/22 CARRIED

AWARDS/PRESENTATIONS

Dr. Sharon Friesen, Professor with Werklund School of Education at the University of Calgary presented to the Board of Trustees the study on Implementing Alberta's Professional Practice Students. This comprehensive 4 year research study is designed to understand the significant role of assessing, deepening and extending the implementation of Alberta's 3 professional practice standards as of September 2018.

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

The Board of Trustees discussed Long Services Awards, PSBAA Spring General Assembly, ASBA Spring General Meeting and the CSBA Congress. Trustees interested in attending these conferences will forward their names to the Executive Assistant.

In Camera Session

Chair Guild moved that the meeting go in-camera at 3:00 p.m.

25455/22 CARRIED

Regular Session

Trustee Wanyandie moved that the meeting revert to regular session at 4:00 p.m.

25456/22 CARRIED

H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 4:01 p.m.

25457/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-03

MINUTES

Robin Guild, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer

Draft

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	2/18/2022	Administration	Audit Committee	Administration to place ad for Audit Committee Participants within the jurisdiction	3/30/2022	In Progress	March 30, 2022: Doug sent draft ad to Tim for review.
Board	2/18/2022	Administration	Discussion	Include PSBAA logo on website	3/30/2022	In Progress	



Superintendent's Report

April 22, 2022

Executive Meetings	March 22-23, 2022
Met with the Executive Team in Edmonton.	
NSD Board Retreat	March 24, 2022
Attended the NSD Board Retreat in Edmonton.	
NSD Corporate Board Meeting	March 25, 2022
Attended the monthly Corporate Board meeting in Edmonton.	
Gift Lake School Monthly Assembly & Awards	March 25, 2022
Attended the Gift Lake School Monthly Assembly and Awards via Zoom.	
Spring Break	March 28 - April 1, 2022
Meeting with Consultant	April 3, 2022
Met with K. Kimpton, Consultant to discuss dual credits.	
Professional Improvement Leave Meeting	April 4, 2022
Met with the Professional Improvement Leave Committee to discuss applications.	
Agenda Review Meeting	April 4, 2022
Attended the monthly Agenda Review meeting to review and discuss items for the April board meeting.	
Policy Committee Meeting	April 4, 2022
Attended the monthly Policy Committee Meeting to review and discuss policies for the April board meeting.	
Rupertsland Institute Meeting	April 4, 2022
Met with Lorne Gladu, CEO and representatives from Rupertsland Institute to discuss educational opportunities.	
Metis Settlement General Council Meeting	April 5, 2022
Met with President Herb Lehr and Vice President Sherry Cunningham to the successes and various activities/celebrations that are taking place within the Division.	

Alberta Infrastructure Meeting	April 5, 2022
Attended the Alberta Infrastructure meeting to discuss Gift Lake School building concerns.	
Monthly Principals' Meeting	April 6, 2022
Attended the monthly Principals' meeting.	
PSBAA Professional Learning & PSBC Meeting	April 7 & 8, 2022
Attended the PSBAA Professional Learning and PSBC meeting that took place in Edmonton.	
Central Office	April 10-14, 2022
Worked out of the Central Office in Peace River for the week.	
Deputy Minister of Education Meeting	April 14, 2022
Attended the meeting with the Deputy Minister of Education and other Superintendents to discuss the K-6 curriculum.	



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 22, 2022
SUBMITTED BY: Aimee McCamon, Trustee Ward 10
SUBJECT: Trustee Activity Report for February - April 2022

SUMMARY:	
DATE:	DESCRIPTION
February 10, 2022	PSBAA PD Day
February 11, 2022	PSBAA Board Meeting
February 18, 2022	NSD Corp. Board Meeting
March 4, 2022	Policy Committee meeting
March 6-8, 2022	Alberta Rural Education Symposium
March 24, 2022	NSD Board Retreat
March 25, 2022	NSD Corp. Board Meeting
April 4, 2022	Professional Improvement Leave Meeting
	Policy Committee Meeting
April 7, 2022	ASBA Language Committee Meeting- Link to Ted Talk https://www.ted.com/talks/mia_nacamulli_the_benefits_of_a_bilingual_brain



NORTHLAND SCHOOL DIVISION
Monthly Financial Report
as of March 31, 2022

REVENUE	Annual Budget 2022	Year to Date			March
		Budget	Actual	Variance	YTD Variance %
Alberta Education	\$ 46,624,171	\$ 27,197,433	\$ 27,228,989	\$ 31,556	-
Federal Government & First Nations	12,305,474	7,178,193	7,867,153	688,960	10
Other Revenue	1,643,749	958,854	1,053,497	94,643	10
	<u>\$ 60,573,394</u>	<u>\$ 35,334,480</u>	<u>\$ 36,149,640</u>	<u>\$ 815,160</u>	<u>2</u>
EXPENSES					
Schools (inc. school cert. staff)	\$ 23,330,404	\$ 13,609,402	\$ 14,681,711	\$ (1,072,308)	(8)
Instructional Support	6,838,865	3,989,338	3,670,515	318,823	8
Instructional Supply	7,007,603	4,087,768	3,199,406	888,363	22
Transportation	4,611,762	2,690,195	2,445,977	244,217	9
Operations and Maintenance	9,943,109	5,800,147	6,318,350	(518,203)	(9)
External Services	4,521,544	2,637,567	2,844,872	(207,305)	(8)
System Administration	2,597,567	1,515,247	1,453,479	61,768	4
Corporate Board	593,750	346,354	324,261	22,093	6
Insurance (Buildings)	544,900	317,858	575,128	(257,270)	(81)
	<u>\$ 59,989,503</u>	<u>\$ 34,993,877</u>	<u>\$ 35,513,700</u>	<u>\$ (519,823)</u>	<u>(1)</u>
NET SURPLUS (DEFICIT)	<u>\$ 583,891</u>	<u>\$ 340,603</u>	<u>\$ 635,940</u>	<u>\$ 295,337</u>	

VARIANCE ANALYSIS

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

Year to date revenues, expenses and surplus are slightly higher than budgeted, due to the receipt of additional funding.

With 58.3% of the year complete we have received 59.7% of our planned revenues and 59.2% of expenses.

Revenue

Revenues are on track with the budget (+2%) and adjustments.

Additional Federal revenues include Jordan's Principle Education Assistants (25 positions, \$515K Year to date).

Accruals have been updated and reconciliations are underway.

Expenses

Schools are slightly overbudget (8%) with the addition Jordans staff (above), full staffing and the pandemic.

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

Uncertificated salaries are overbudget (10%) due to additional Jordans staff (above) and rising benefits.

Operations and Maintenance is being watched closely (net 4% overbudget, below), due to the cost pressures.

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

Salaries and Benefits Detail

Certificated salaries and benefits	\$ 20,584,227	\$ 12,007,466	\$ 12,076,428	\$ (68,962)	(1)
Uncertificated salaries and benefits	\$ 15,081,400	\$ 8,797,483	\$ 9,657,487	\$ (860,004)	(10)
	<u>\$ 35,665,626</u>	<u>\$ 20,804,949</u>	<u>\$ 21,733,915</u>	<u>\$ (928,966)</u>	<u>(4)</u>

Watching:

	Budget	YTD Budget	YTD	Variance	%
Operations and Maintenance	\$ 9,943,109	\$ 5,800,147	\$ 6,318,350	\$ (518,203)	(9)
Housing	\$ 1,404,991	\$ 819,578	\$ 786,050	\$ 33,528	4
Housing Renovations Program (Ph. I)	\$ 2,000,000	\$ 2,000,000	\$ 2,052,519	\$ (52,519)	(3)

Operations and Maintenance

The unfavorable variance of \$518K includes \$258K that is funded for a net variance of \$260K (3%).

Funded amounts include \$201K IMR projects and \$57K in engineering costs (\$258K total).

The net overage of \$260K (3%) arises from contract cleaners at 3 sites, vs internal cleaning.

Housing

24 units have been completed (Phase I) and 12 are being tendered in the multi-year program.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 22, 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 - March 2022

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

BACKGROUND:
RISK ANALYSIS:



The Northland School Division

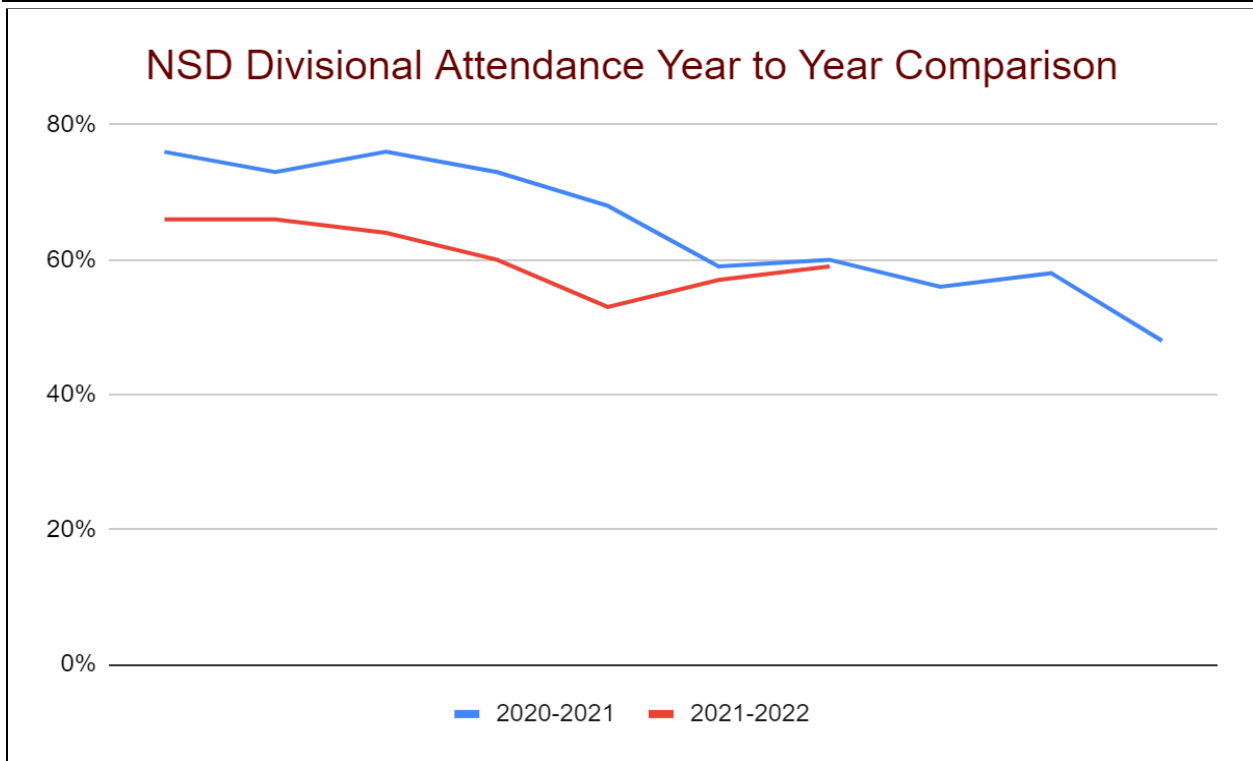
**Director of Student Engagement, Attendance and Completion
Board Attendance Report**

March 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%	59%	-1%
April	56%		
May	58%		
June	48%		



March Highlights

- There has been a divisional increase in attendance rate in February and March.
- 14 of the NSD schools had an increase in attendance rate from February to March. Congratulations to ADCS (13%), Bishop Routhier (2%), Conklin (13%), Elizabeth (7%), Father R. Perin (12%), Fort McKay (5%), Gift Lake (3%), Grouard Northland (5%), Hillview (5%), J.F. Dion (7%), Mistassiniy (3%), Northland Online (3%), Paddle Prairie (10%), and Susa Creek (1%).
- There were increases in attendance rate for both grades 4-6 and grades 7-9 from February to March.
- NSD Attendance Recognition & Awards Program - Semester 1 High School Credits Earned
 - This draw is for students earning 20 or more credits in Semester 1.
 - 2020-2021 there were 19 eligible students. 2021-2022 there were 53 eligible students for this draw.
 - Congratulations to Aliyah Gambler (21 credits) from Mistassiniy and Emma Cheecham (24 credits) from Bill Woodward.

March 2021 and March 2022 attendance rates by individual school

School	March 2021 (In-School)	March 2021 (At-Home)	March 2022
ADCS	58%	33%	53%
Anzac	84%	46%	71%
Bill Woodward	83%	25%	71%
Bishop Routhier	86%	43%	62%
Calling Lake	66%	35%	67%
Career Pathways	n/a	n/a	31%
Chipewyan Lake	71%	n/a	47%
Conklin	74%	67%	78%
Elizabeth	63%	85%	71%
Father R Perin	68%	4%	43%
Fort McKay	84%	73%	69%
Gift Lake	71%	71%	58%
Grouard Northland	71%	21%	71%
Hillview	72%	43%	66%
JF Dion	77%	65%	78%
Mistassiniy	46%	13%	46%
Northland Online	n/a	n/a	57%
Paddle Prairie	35%	41%	52%
Pelican Mountain	70%	82%	72%
St. Theresa	75%	39%	65%

Susa Creek	96%	61%	73%
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Individual School Attendance rates by percentile for March 2022

School	95-110	90-94	80-89	70-79	60-69	50-59	Below 50
ADCS	7%	12%	11%	8%	10%	8%	44%
Anzac	15%	7%	20%	15%	17%	5%	20%
Bill Woodward	16%	15%	24%	6%	14%	7%	19%
Bishop Routhier	10%	8%	10%	20%	8%	14%	30%
Calling Lake	10%	9%	16%	16%	14%	9%	25%
Career Pathways	2%	4%	7%	6%	8%	3%	70%
Chipewyan Lake	9%	0%	5%	9%	18%	14%	45%
Conklin	5%	29%	38%	10%	5%	0%	14%
Elizabeth	9%	18%	12%	18%	15%	13%	15%
Father R Perin	0%	1%	6%	12%	13%	16%	51%
Fort McKay	16%	10%	8%	20%	8%	18%	20%
Gift Lake	6%	6%	21%	14%	6%	10%	38%
Grouard Northland	20%	20%	14%	14%	0%	11%	20%
Hillview	14%	5%	27%	5%	18%	5%	27%
JF Dion	10%	10%	34%	13%	16%	10%	4%
Mistassiniy	5%	8%	7%	10%	7%	11%	52%
Northland Online	12%	5%	20%	8%	9%	6%	41%
Paddle Prairie	3%	6%	8%	17%	8%	9%	49%
Pelican Mountain	0%	18%	12%	35%	12%	6%	18%
St. Theresa	15%	8%	20%	12%	12%	6%	26%
Susa Creek	12%	31%	15%	12%	8%	4%	19%

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

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 10-12
61.98%	63.91%	65.40%	56.65%	41.55%

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

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

School	Principal	March
Conklin	Chris Turpin	78%
J.F. Dion	Angela Sanregret	78%

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

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

Grade Level	Name	School
K-3	Weston Cardinal	Anzac
4-6	Jackayla Alook	St. Theresa
7-9	Keenen Soosay	Conklin
10-12	Leairah Cardinal	Paddle Prairie



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

TO: THE BOARD OF TRUSTEES **Date:** APRIL 22, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poirtras, Superintendent of Schools
SUBJECT: April 2022 Enrolment Report
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
**REFERENCE(S) &
ATTACHMENTS:**

RECOMMENDATION:
THAT the Board of Trustees receive as information, the April 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
Anzac Community School	91	92	91	90	90	90	89	91	94	
Athabasca Delta Community School	149	142	148	146	145	145	143	142	139	
Bill Woodward School	100	102	101	98	96	95	96	96	95	
Bishop Routhier School	60	52	52	48	46	46	46	50	52	
Calling Lake School	114	115	117	117	115	115	118	118	117	
Career Pathways School	100	96	89	92	95	94	91	87	80	
Chipewyan Lake School	22	21	22	20	20	22	22	22	22	
Conklin Community School	20	19	19	20	21	21	21	21	21	
Elizabeth School	111	86	87	87	88	88	88	91	89	
Father R. Perin School	78	80	82	82	83	83	82	82	82	
Fort McKay School	57	54	50	48	48	48	50	50	50	
Gift Lake School	125	110	113	113	113	113	112	108	108	
Grouard Northland School	60	31	39	38	38	38	34	34	33	
Hillview School	33	23	22	22	22	22	20	21	21	
J.F. Dion School	69	61	62	62	62	62	64	67	68	
Mistassiniy School	250	285	300	300	297	297	292	288	288	
Northland Online School	0	47	51	51	53	55	67	68	67	
Paddle Prairie School	113	106	110	110	105	105	106	109	109	
Pelican Mountain School	30	13	16	16	16	16	16	17	17	
St. Theresa School	297	259	264	264	261	261	258	260	262	
Susa Creek School	31	25	25	25	23	23	23	26	26	
TOTAL	1910	1819	1860	1849	1837	1839	1838	1848	1840	0

Summary:

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

Down 50 students in total

Policy 6

ROLE OF THE BOARD VICE-CHAIR

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

Specific Responsibilities

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

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

Policy 7 Appendix C

TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

This Appendix provides guidelines for the claiming, reimbursement and payment of honoraria, travel, meal and other expenses and/or allowances. It is intended to ensure trustees are properly reimbursed for honoraria/expenses incurred while on Northland School Division (NSD) board business through fair and reasonable practices and also enable the efficient review of honoraria/expenses by finance staff.

HONORARIA/EXPENSE GUIDELINES

1. GENERAL GUIDELINES:

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

2. PROCEDURES:

- 2.1. This Appendix applies regardless of how an honoraria/expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system or expense claims system, etc.).
- 2.2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
- 2.3. The approved honoraria/expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or occasion giving rise to the claim unless approved by the board.
- 2.5. No claim shall be paid unless approved by the Board if;
 - 2.5.1. It has been is more than 60 days since the expense occurred
 - 2.5.2. It is not within the "electoral term of the Board" that the expense occurred
 - 2.5.3. The trustee is no longer duly elected.

- 2.6. A trustee is required to submit a signed honoraria/expense claim to start the reimbursement process.
 - 2.6.1. By signing an honoraria honorarium/expense claim, a trustee is attesting that the honoraria/expense was incurred in relation to NSD Business and has not been claimed previously
 - 2.6.2. Special oversight should be exercised when completing an honoraria/expense claim to ensure expenses charged to a corporate credit card or direct billed to NSD are not also claimed on an honoraria/expense claim.
- 2.7. All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
- 2.8. Receipts must be provided for all expenses that contain details regarding the good or service purchased, itemized costs for each item with a total, which includes the GST, if applicable.
 - 2.8.1. If a receipt is not available:
 - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
 - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair for the Chair.
 - 2.8.2. Receipts may be submitted electronically (scanned, faxed, picture from a mobile phone)
- 2.9. When a discount, credit or bonus for travel is received that reduces the original travel cost at the time the expense is incurred, only the net expense may be claimed.
- 2.10. A Reimbursement must be repaid to the extent the related expense is credited or refunded.
- 2.11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- 2.12. It is the responsibility of both the approver and the trustee to work out appropriate arrangements that would meet the test of being fair and equitable.
- 2.13. In cases where the trustee comes to the location of the Board meeting, conference, or workshops, but does not attend the meeting(s) for any reason, the Board will not pay honoraria and the trustee will be responsible to repay all expenses associated with the member's travel to that meeting through their honorarium claim(s).
- 2.14. In cases where a trustee does not attend a board meeting, conference or workshop and costs are incurred by the Board, the trustee is responsible to repay those costs through their honorarium claim(s).
 - 2.14.1. If a trustee does not attend a conference and costs are incurred by the Board, the trustee is not eligible to attend any further professional development until all ~~costs~~ expenses are repaid.
 - 2.14.2. If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
- 2.15. In cases where a trustee does not attend all sessions of the conference or workshop they are attending they may only claim honorarium for the time they actually attended sessions.

- 2.16. In cases where costs are incurred to the Board due to trustees making changes to any travel arrangements or reservations the trustee is responsible to repay the costs through their honorarium claim(s).
- 2.17. Given the administration time required to book conferences and all logistics surrounding attending a conference and cancelling a conference, if a trustee does not attend a conference or workshop on more than one occasion they shall only be allowed to attend further conferences or workshops by Board motion.
- 2.18. In cases where a logistical error is made by administration such as not registering a trustee for a conference, an error in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
- 2.19. In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events, rather than travel home and back, the trustee shall claim expenses.
- 2.20. When a trustee has to stay away from home longer due to various circumstances, such as it is more cost-effective to stay between meetings rather than travel home and back, weather, flight schedules, etc., they may claim up to two full days of honoraria.
 - 2.20.1. Additional honoraria may be conditionally approved by the Chair, in consultation with the Vice-Chair, for trustees, and by the Vice-Chair, in consultation with one other trustee, for the Chair.
 - 2.20.2. Conditionally approved honoraria are subject to Board approval.
 - 2.20.3. In a denial case payment is referred to **clause** 1.8.

3. Honoraria/Expense Claim Process

- 3.1. Honoraria/Expense claims must be submitted in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed.
- 3.2. Review Process:
 - 3.2.1. Honoraria/Expense claims are to be submitted, via the shared drive, to the Executive Secretary to the Board and Corporate Services for review against policy;
- 3.3. Correction Process:
 - 3.3.1. The Executive Secretary to the Board and Corporate Services will inform the trustee and provide **an** explanation to the trustee of any errors or omissions;
 - 3.3.2. The trustee will **correct** ~~make the correction(s)~~ and resubmit the honoraria/expense claim to the Executive Secretary **Assistant** ~~to the Board and Corporate Services~~;
 - 3.3.3. If the trustee ~~does not agree~~ **disagrees** with the correction, they may request the Board Chair to review it;
 - 3.3.4. If there is still disagreement it will be taken to the Board for a decision.
- 3.4. Approval Process:
 - 3.4.1. After the review process is complete the honoraria/expense claim shall be sent to the Board Chair for approval, or Vice-Chair if for the Chair;
 - 3.4.2. Once approved, the honoraria/expense claim shall be submitted by the Executive Secretary **Assistant** ~~to the Board and Corporate Services~~ for payment.

4. Travel

4.1. Trustees' requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Secretary ~~Assistant to the Board and Corporate Services~~.

4.1.1. If booking on own, trustee should share the information with the Executive Secretary ~~Assistant to the Board and Corporate Services~~ to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while travelling.

4.1.2. If a trustee wishes to bring a companion(s) while on board business, there shall be no additional costs to the division as a result of the companion(s).

4.1.2.1. In the case of a flight(s), arrangements are to be made through the Executive Secretary ~~Assistant to the Board and Corporate Services~~.

4.1.2.2. Repayment by the trustee will occur as per 1.8

4.2. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:

4.2.1. air or rail fare;

4.2.2. automobile rental;

4.2.3. excess baggage charges where extra equipment is required because of duties being performed;

4.2.4. charges for electronic communication, faxes related to NSD business only if receipted;

4.2.5. charges for business-related phone calls;

4.2.6. inter-municipal bus fares, including airport bus; and

4.2.7. internet connectivity in hotels or other public places if unable to use hotspot on NSD cell phone.

4.3. Flights

4.3.1. Air travel shall be by economy class unless otherwise approved by Board motion.

4.3.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.

4.4. Other Travel Routes or Modes of Transportation

4.4.1. If a trustee chooses to travel in a manner that that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation and pay the difference personally.

4.5. Travel Outside of Canada

4.5.1. When travelling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.

4.5.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.

- 4.5.3. A trustee shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
- 4.5.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.
- 4.5.5. If a trustee becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- 4.5.6. A trustee may claim the expense of travel immunizations.

4.6. Travel by Third Party Vehicle, including car rentals

- 4.6.1. A trustee may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice and may include a gratuity of up to 15 percent as shown on the receipt.
- 4.6.2. A trustee may claim the expense of hiring a taxi and may only claim the expense **cost** of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
- 4.6.3. A trustee may claim the expense of renting a vehicle.
 - 4.6.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
 - 4.6.3.2. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.

4.7. Travel by Trustee Vehicle

- 4.7.1. If a trustee uses their private vehicle to travel for NSD business they shall be paid a vehicle mileage allowance at the rate set out in Policy 7 Appendix A Schedule of Rates.

5. Meal Expenses

- 5.1. When travelling on NSD business, a trustee may claim either:
 - 5.1.1. the actual expense of the meal (with receipt) as per Policy 7 Appendix A Schedule of Rates, up to a maximum of 50% over the meal allowance subject to **C**hair approval, or
 - 5.1.2. the meal allowance as set out in Policy 7 Appendix A Schedule of Rates (no receipt required).
- 5.2. The actual expense of a meal is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.
- 5.3. When a trustee is travelling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
 - 5.3.1. for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - 5.3.2. for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or

- 5.3.3. for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
 - 5.4. A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee unless the trustee declines the meal because of a pre-authorized:
 - 5.4.1. dietary restriction; or
 - 5.4.2. business reason.
 - 5.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
 - 5.5.1. If a meal is included in the expense of airfare, a trustee cannot claim a meal allowance unless the flight is delayed. ~~When the flight is delayed, a meal may be claimed as per guidelines.~~ **A meal may be claimed as per the guidelines when a flight is delayed.**
 - 5.6. Any “room service” charges added to the cost for meals will not be reimbursed:
 - 5.6.1. unless there is a valid reason the meal could not be obtained elsewhere or,
 - 5.6.2. the room service charge plus the cost of the meal is equal to or less than the meal allowance.
6. Accommodation Expenses
- 6.1. When a trustee is travelling on NSD business, and overnight accommodation away from the trustee’s residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
 - 6.2. If a trustee wishes **for** a larger or upgraded room from a standard room they shall be reimbursed for the cost of a standard room only unless required for business reasons.
 - 6.3. Should a trustee wish to stay at a hotel other than that of the corporate booking rate, they shall be reimbursed to a maximum of 25% over the corporate booking rate.
7. Laundry Expenses
- 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.
8. Hosting Expenses
- 8.1. The main purpose of an individual trustee hosting should be:
 - 8.1.1. To engage with the community toward the ultimate goal of improving student success.
 - 8.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.
 - 8.2. Hosting may not include meeting with people about responsibilities that are outside of the Board’s role. Any request to meet about an administrative responsibility area must involve the area Associate Superintendent and is not claimable through the trustee hosting budget. Trustee General Duty Days cover meeting with community members.

- 8.3. A “hosting summary” form must be submitted with any hosting expense claims that outlines the purpose of the event, people in attendance and outcome.
9. Business Expenses
- 9.1. Office-type supplies required by a trustee to fulfil their requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
- 9.1.1. Trustees must check with the Executive ~~Secretary~~ **Assistant** ~~to the Board and Corporate Services~~ before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier, the item(s) can be obtained through at a reduced cost.
- 9.2. Any other business expenses must be approved by the board chair or vice-chair for the chair.

CORPORATE CREDIT CARD GUIDELINES

10. GENERAL GUIDELINES:

- 10.1. At their request, trustees may be provided with a corporate credit card to assist with ease of travel and fulfilling the requirements of their position.
- 10.2. The card may be used for any allowable expenses outlined in this appendix.
- 10.3. The card may not be used for personal expenses. However, with pre-approval from the Board Chair, trustees are permitted to use corporate credit cards for fuel purchases in emergent situations to attend NSD meetings.
- 10.4. All expenditures charged to a corporate credit card must be supported by original bills or vouchers as well as the customer copy of the credit card receipt.
- 10.5. Details as to the trustee duties incurring the expense should be detailed on the receipt.
- 10.6. No cash advance is allowed through the corporate credit card.
- 10.7. The “Trustee Corporate Credit Card Agreement” must be signed by trustees receiving a corporate credit card. Cardholders are expected to know and observe the agreement as a condition of accepting and using the corporate card.
- 10.8. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the Secretary to the Board and Corporate Services immediately.
- 10.9. Along with the “Trustee Corporate Credit Card Agreement”, this Appendix and all Board Policies apply to the use of a corporate credit card.
- 10.10. The Chair, or Vice-Chair in the case of the Chair are responsible for ensuring proper use of trustee corporate credit cards.
- 10.11. The Secretary/Treasurer shall immediately inform the Chair, or Vice-Chair in the case of the chair, of any use by a trustee of their corporate credit card that is outside policy, including non-provision of receipts and they shall take immediate action with the trustee involved.
- 10.12. The Chair, in consultation with the Vice-Chair, and the Vice-Chair in consultation with one other trustee in the case of the Chair, have the right to request the immediate return and/or cancellation of a card:
- 10.12.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)

- 10.12.2. Any other actions that are considered to constitute a general mishandling of the card such as, but not limited to:
 - 10.12.2.1. Excessive administration time required to reconcile the credit card statement against the trustee expense claim.
 - 10.12.2.2. Claiming expenses on their expense form that were charged to their credit card.
- 10.13. The following process shall be enacted by the Chair, or Vice-Chair in the case of the Chair if receipts are not provided, although consideration may be given if the offences do not occur simultaneously:
 - 10.13.1. The first time a receipt is not provided:
 - 10.13.1.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium/expense claim and;
 - 10.13.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card could be cancelled.
 - 10.13.2. The second time a receipt is not provided:
 - 10.13.2.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium/expense claim and;
 - 10.13.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card will be cancelled should this occur again.
 - 10.13.3. The third time a receipt is not provided the credit card will be suspended.
 - 10.13.4. Suspension of a card will be for the remainder of the electoral term unless the Chair/Vice-Chair decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed. Additional requirements can be added as well, such as signing an agreement.
- 10.14. Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
- 10.15. As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
- 10.16. The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
- 10.17. Any outstanding charges on the account must be resolved through the trustees honoraria claim prior to the end of an electoral term.
- 10.18. The following may conditionally approve expense(s) outside of policy, subject to Board approval:
 - 10.18.1. The Chair, in consultation with the Vice-Chair, and
 - 10.18.2. In the case of the Chair, the Vice-Chair in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
- 10.19. Expense(s) outside of policy may be conditionally approved, subject to Board approval, by:
 - 10.19.1. The Chair, in consultation with the Vice-Chair, and

- 10.19.2. In the case of the Chair, the Vice-Chair in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
- 10.19.3. Repayment for any conditionally approved expense that is denied by the Board is as per 1.8.

Policy 7 Appendix D

RULES OF ORDER

Rules of order are designed to facilitate group decision-making. To allow everyone's opinion to be heard while ensuring fairness, respect and civility. Rules of order help efficiently manage conduct and time to cover all business. The ultimate goal is to help deliver quality decisions.

There are two components to Rules of Order

- Rules of Procedure, how to get business done
- Rules of Conduct, how to behave

"It is better to debate a question without settling it than to settle a question without debating it" -
Joseph Joubert, 1754-1824

1. RULES OF PROCEDURE

1.1. Discussion

- 1.1.1. Prior to a motion being made, time will be allowed for discussing an item. During this time there should not be any debate on it, only time for the presenter to highlight parts and for trustees to ask questions, and gather more information.
- 1.1.2. Once the Chair is comfortable there has been enough discussion, they will call for a motion.
- 1.1.3. Before asking for a motion, the Chair will ask if anyone needs more time for discussion.

1.2. A motion is made

- 1.2.1. A trustee shall make a motion (no seconder required as per School Act).
- 1.2.2. The motion may be as recommended by the Administration but does not have to be.
- 1.2.3. Motions may be made by any trustee, including the Chair.

1.3. The Chair states the motion

- 1.3.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

1.4. Debate

- 1.4.1. Once a motion is made debate may only be about the motion.

- 1.4.1.1. E.g. I am **in** favor of this motion because; I am against this motion because
 - 1.4.2. **The Chair** controls **the** debate
 - 1.4.2.1. **The Chair** may very occasionally let another trustee or administration provide feedback on a speaker's comments.
 - 1.4.2.2. **The Chair** may ask **the Administration** to speak in the middle of the speaker list if they feel it will be beneficial to the discussion or let the mover answer a question from another trustee.
 - 1.4.3. Everyone can speak up to two times to each motion and up to two minutes per time talking.
 - 1.4.3.1. **The Chair** may allow a third or more rounds of debate on an item if they determine it is necessary to **ensuring ensure** a quality decision.
 - 1.4.4. Mover speaks first and may close the debate as well.
 - 1.4.5. No one shall interrupt a speaker unless it is to ask for **important necessary** clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Chair.
 - 1.4.6. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Chair shall rule on whether further discussion will be allowed.
 - 1.4.7. Point of Order or Point of Information
 - 1.4.7.1. Everything stops to deal with "point"
 - 1.4.7.2. Two kinds of **points** of order:
 - 1.4.7.2.1. Point of Order
 - 1.4.7.2.1.1. Process problem (e.g. someone speaking too long)
 - 1.4.7.2.2. Point of Information (e.g. Need information on an item - e.g. need to know if have enough \$\$ in **the** budget for an item asking to purchase.)
 - 1.4.8. In all **debates**, any matter of procedure in dispute shall be settled, if possible, by reference to this Appendix. If this reference is inadequate, **the** procedure shall be determined by **a** motion supported by the majority of trustees in attendance.
- 1.5. Voting
- 1.5.1. As soon as **the** motion is voted on debate is over and the motion stands as the position of the Board and each trustee.
 - 1.5.2. The Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.
 - 1.5.3. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question.
 - 1.5.4. In the case of an equality of votes, the question is defeated.

- 1.5.5. A vote on a question shall be taken by open vote, expressed by show of hands, except votes to elect the Chair or Vice-Chair, which are by secret ballot, unless there is unanimous consent of all trustees present to use a show of hands.
- 1.6. The Chair announces the result and effect.
 - 1.6.1. The result of the vote is announced (e.g. carried unanimously or carried or defeated).
 - 1.6.2. Effect of the vote is announced (e.g. will be sending \$500 to charity for school uniforms).
- 1.7. Procedural Motions
 - 1.7.1. Approve agenda; approve consent agenda.
 - 1.7.1.1. The trustee may ask for an item to be pulled from the consent agenda and put into action items but must do so prior to the approval of the consent agenda.
 - 1.7.2. Procedural motions should go through very quickly.
 - 1.7.2.1. If a trustee wishes to address a procedural motion, they should be prepared to do so as soon as the item is called or have dealt with it before prior to the board meeting, such as correcting typos in minutes.
- 1.8. Substantive motions
 - 1.8.1.1. Must only be debating one main motion at a time.
- 1.9. Amendments
 - 1.9.1. The Chair will decide if the amendment is contrary to the essence of the main motion.
 - 1.9.1.1. If an amendment is accepted, then debate on the main motion stops and debate is about the amendment only.
 - 1.9.1.2. Only debate one amendment at a time.
 - 1.9.1.3. The Chair should restart the speaking list to discuss amendments.
 - 1.9.1.4. Ask mover of amendment if they would like to speak to their amendment.
 - 1.9.1.5. Ask if anyone else wants to speak to the amendment.
 - 1.9.1.6. After all debate; mover may close.
 - 1.9.1.7. Vote is taken
 - 1.9.1.7.1. If the amendment if is accepted, then go back to the main motion as amended.
 - 1.9.1.7.2. If an amendment is not accepted then go back to the main motion as it was and go back to the speaker list for the main motion.

1.9.2. Friendly amendment

- 1.9.2.1. Someone puts forward an amendment and indicates it may be a friendly amendment or if the Chair sees a lot of heads nodding to the amendment, may ask if it is a friendly amendment.
- 1.9.2.2. Chair asks if anyone DISAGREES with it being a friendly amendment.
- 1.9.2.3. If it is unanimous then the amendment is added into the main motion and then goes back to the speaker list of the main motion (as now amended) because it is a friendly amendment.

1.9.3. Germane Amendments

- 1.9.3.1. All amendments must be germane to the main motion, which means the amendment must be about the same essence as the main motion, if not, it might not be accepted.
- 1.9.3.2. No set rule on whether it is germane, it depends on the situation
 - 1.9.3.2.1. The Chair can accept or not accept the amendment;
 - 1.9.3.2.2. Trustees can challenge the Chairs' ruling, and then the Board votes on whether it will be considered as an amendment.

1.10. Notice of Motion

- 1.10.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed.
- 1.10.2. A notice of motion is not debatable and may not be voted on.

1.11. Motion to Adjourn

- 1.11.1. If all items on the agenda are complete:
 - 1.11.1.1. Chair says: "Seeing no further business, the meeting is adjourned."
- 1.11.2. If the agenda is not completed and are deferring business then should have a motion to adjourn and defer business.

2. RULES OF CONDUCT

- 2.1. The behavior of everyone in attendance at a meeting shall be to help ensure good debate and quality decisions.
- 2.2. Laptops and cell phones should not be used during in-camera meetings.
- 2.3. Forms of address
 - 2.3.1. Titles will be used at all public meetings
 - 2.3.1.1. Example: Chair Smith, Trustee Brown, Superintendent Jones

2.4. Speaking at Meetings

- 2.4.1. Raise hands to be put on **the** speaker list.
- 2.4.2. Must be recognized by **the Chair** before speaking.
- 2.4.3. Thank Chair when recognized to speak; thank Chair when finished so everyone knows are finished speaking.
- 2.4.4. The custom of addressing comments to the Chair is to be followed by all persons in attendance.

2.5. Addressing the Motion

- 2.5.1. Debate motion, not each other.
- 2.5.2. Discussion should occur with no reference to a prior position.

2.6. Debating and Deciding the Motion

- 2.6.1. All debate and decisions shall be:
 - 2.6.1.1. Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.
 - 2.6.1.2. Informal enough to allow a complete, honest and factual sharing of information and opinions.

2.7. Role of the Chair

- 2.7.1. **The** main role is to "direct traffic."
- 2.7.2. Remain calm and neutral.
- 2.7.3. Provide a "safe space" for everyone to speak, **and** share thoughts and information.
- 2.7.4. Acknowledge, generally by nodding, that they see **a** trustee or administration that wants to be on **the** speaker's list.
- 2.7.5. Read **the** next three speakers on the speaker list and then acknowledge **the** first speaker to speak.
- 2.7.6. Be as neutral as possible.
- 2.7.7. Avoid **the** temptation to speak after every comment.
- 2.7.8. Hold own comments as long as possible, or at least until other trustees have had the opportunity to speak once.
- 2.7.9. Maintain speaking order and work towards **the** goal of hearing from everyone, with priority given to first-time speakers.
- 2.7.10. Think in "rounds". Has everybody had a chance to speak first? Anybody else wants **s** to speak first? If not, then could go to **the** second round and allow second-time speakers.
- 2.7.11. Responsible to ~~limit~~ **for limiting** a speaker when they are speaking too long, becoming repetitive or not on topic.
- 2.7.12. **The Chair** must be firm in keeping order.

2.8. Roles of Trustees

- 2.8.1. All trustees are responsible to hold ~~to hold~~ for holding themselves and the Chair to the rules of order.
- 2.8.2. Come prepared. A lot of work goes into preparing the Board packages, and asking questions that are already answered in the package just should not happen.
- 2.8.3. Read all materials provided to you ahead of the meeting at least once, preferably twice and seek clarification to on Consent Agenda items before prior to the meeting.
- 2.8.4. Represent the whole district.
- 2.8.5. Know how to behave; don't repeat yourself.
- 2.8.6. Do not sidebar; only the Chair and Superintendent can do that.
- 2.8.7. Be humble if corrected by the Chair; you are the one that made the mistake.
- 2.8.8. Help the Chair!



Policy 17

STUDENT TRANSPORTATION SERVICES

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

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

Specifically

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



Policy 17

STUDENT TRANSPORTATION SERVICES

9. For safety reasons, where practical, student pick-ups and drop-offs will be organized so that students who are picked up first in the morning are dropped off first in the afternoon.

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



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 22, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: ASBA Edwin Parr Nomination
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve Brittney Lyon, teacher at Athabasca Delta Community School for the nomination of the 2022 Edwin Parr Teacher Award.

BACKGROUND:

Northland School Division received two nominations for the 2022 ASBA Edwin Parr Award and is recommending Brittney Lyon from Athabasca Delta Community School.

Ms. Brittney Lyon is a phenomenal Grade 5 teacher whose dedication and understanding of relationships, engagement, and pedagogy is beyond her years. Ms. Lyon excels in fostering effective relationships with all of her students that is built on trust, respect, and unconditional love.

She plans thoughtfully and has established a classroom environment that inspires her students to be creative, have a voice, take risks, and get excited to learn! Ms. Lyon exceeds her teacher duties by taking on several extra curricular activities, assists and supports her colleagues, proactively and consistently communicates with parents, and is Athabasca Delta Community Schools Alberta Teacher Associations Representative.

RISK ANALYSIS:



Budget 2022 - 2023 **Principles and Assumptions**

Overview

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

The Board is required to provide the 2022-23 budget to Alberta Education by May 31, 2022.

The Division's financial management cycle includes a fall update to the budget, adjusting targets for actual enrollments, emerging priorities and any other material changes. Monthly financial reporting and variance followup ensures a close watch on developing trends and the careful use of funds..

Guiding Principles

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

Key Assumptions

Allocation model

1. The Division's allocation model provides appropriate resources for a quality education at every school
2. School Food Services is critical to the health and continuing success of our students. Although a specific grant has not been received for this, the program will continue
3. Transportation is a necessity for every one of our students, and will continue to be fully funded
4. Departments and key cost centres will operate within envelopes, based on previous

years with adjustments for innovation, efficiencies, Division priorities and key drivers

5. The potential Federal/ First Nations funding formula change to a revenue-based model will not be detrimental to students or the division
6. Improvements to operations will generate savings that will be invested in improving service quality and building towards our ideal future state
7. Board costs will continue to be modest, based on the strategic use of ZOOM to reduce travel, minimal election cycle costs net of the resumption of professional development

Revenues and Enrollment

8. Enrollment projections driving grant funding and site allocations are accurate, and will be adjusted to site actuals as appropriate (Fall Budget Update)
9. Grant totals are substantially known, Bridge Funding remains at risk in future
10. COVID-19 will have minimal enrollment and/or budgetary impact
11. Transitions for Fort McKay and Athabasca Delta Community Schools.

Salaries and benefits

12. The standard cost for teacher salaries is based on existing grid rates and will change only for grid movement/ turnover. Potential cost impacts and possible funding from central province-wide bargaining are not yet known
13. Support salaries are planned based on current costs and will fit within existing envelopes
14. ASEBP benefits costs are rising approximately 8% September 1st and will be offset by other economies. Discounted rates continue for Extended Health, Dental and Vision.

Supplies and Services

15. Insurance cost escalation has been halted and rates will not materially increase except for the area of transportation insurance.
16. Utilities have been budgeted based on current costs (rates and usage)

Capital Program

17. Investments will enhance learning, provide lasting benefits or reduce ongoing operating costs

Contingencies

18. Contingencies include inflation, carbon tax/ fuel costs and unforeseen key contract changes



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 22, 2022
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Preliminary Revenue/Expense Figures - Budget 2022-2023
REFERENCE(S):
ATTACHMENTS: Initial Grant Sheets - 2022 and 2023

RECOMMENDATION:
THAT the Board of Trustees receive as information, the Preliminary Revenue/Expense Figures - Budget 2023, as presented.

BACKGROUND:
 On February 24, 2022 the Government of Alberta tabled its budget for 2022-23 and the 3-year fiscal plan. Detailed funding profiles, the Funding Manual and other funding details were released March 24, 2022.

Total budgeted initial grant funding has been steady as follows:

	2020-2021	2021-2022	2022-2023
Formula Funding	\$ 31,356,000	\$ 31,985,597	\$ 31,417,965
2021-22 Funding Adj.	-	-	(1,320,978)
Bridge Funding	5,373,000	4,504,120	6,392,730
Total Funding	\$ 36,729,000	\$ 36,489,717	\$ 36,489,717

Key messages have included:

- Boards will not be penalized in 2021-22 or 2022-23 for lower enrollment due to COVID-19, \$130M in COVID mitigation funding is being provided (“hold harmless”)
- Base operating grants and operations & maintenance funding will increase by 1%, eligible Transportation by 4.6%



ADMINISTRATION RECOMMENDATION TO THE BOARD

- To support curriculum implementation \$59 million will be provided in 2022/23
- Funding commitment letters will be provided to each school authority by April 30, 2022
- More information has been provided on the use of financial operating reserves and the limit based on the System Administration grant (4.95% for NSD) coming on August 31, 2023

RISK ANALYSIS:

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

The Northland School Division		
Projected Operational Funding - as of March 2022		
	Budget 2022	
	New Funding Framework Grants	
Base Instruction	Grade ECS	\$80,539
	Grades 1 - 9	\$1,839,842
	High Schools	\$1,174,157
	Rural Small Schools	\$6,924,366
	Home Education & Shared Responsibility ¹	\$0
	Outreach Programs	\$150,000
	Distance Education (Non-Primary)	\$0
	Sub-Total	\$10,168,903
Services & Supports	ECS Pre-K Program Unit Funding (PUF)	\$78,840
	Moderate Language Delay Grant (Pre-K & SLS K) ¹	\$60,000
	Specialized Learning Support	\$1,255,726
	Specialized Learning Support - Kindergarten (Severe)	\$351,920
	First Nations, Métis, and Inuit Education	\$2,392,351
	English as a Second Language	\$285,660
	Francisation	\$0
	Refugee Student	\$0
	Institutional Programs (EPI)	\$0
Schools	Operations & Maintenance Grant	\$2,630,596
	SuperNet	\$192,000
	Transportation	\$2,419,017
	Infrastructure Maintenance Renewal (Operating) ²	\$281,017
Community	Socio-Economic Status	\$1,513,934
	Geographic	\$5,153,265
	Fort McMurray Allowance	\$736,320
	School Nutrition Program	\$250,000
	Francophone Equivalency	\$0
Jurisdictions	System Administration	\$3,648,416
A	Total	\$31,417,965
B	2021/22 Funding Adjustment	-\$1,320,978
C	Bridge/COVID Mitigation Funding	\$6,392,730
D = A+B+C	Budget 2022 - Projected Operational Funding²	\$36,489,717
E	2021/22 school year - Estimated Operational Funding ²	\$36,489,717
F = D-E	\$ Increase/Decrease compared to 2021/22 Level	\$0
Financial Health of the School Division (2020/21 School Year)		
	Operating Reserves	\$9,725,159
	ASO % of Operating Expenses (Provincial ASO - 5%)	16.67%
	Capital Reserves	\$1,817,151

Notes:

¹ Home Education, Shared Responsibility and Moderate Language Delay Grant (Code 48 Pre-K & SLS-K) estimates will be updated using the September 30th actual enrolment count for the 2022/23 school year.

² School jurisdictions operational funding excludes Capital Maintenance Renewal (CMR) grant.



Budget Bulletin Spring General Meeting 2022

Please refer to this bulletin during the business session of the ASBA Spring General Meeting on June 6, 2022. An electronic copy of this Bulletin is available on the ASBA website.

This Bylaw Bulletin was prepared by the 2021-22 ASBA Policy Development Advisory Committee:

Shali Baziuk, ASBA Vice-President, Chair
Marilyn Dennis, ASBA President
Tammy Henkel, Zone 1 Director
Daryl Scott, Zone 4 Director
Brad Toone, Zone 6 Director

For more information contact:
Alberta School Boards Association
Suite 1200, 9925 – 109 Street
Edmonton, AB T5K 2J8
Telephone: 780.451-7311
www.asba.ab.ca



Table of Contents

Executive Summary	4
Draft Order Paper	5
Rules of Procedure	7
Appointment of Balloting Committee	10
Minutes of November 16, 2021, Fall General Meeting	11
2022/2023 Draft Budget	18
Appendix A – Disposition of Substantive Resolutions	36

Executive Summary

The Bulletin outlines the information required for the Business Session of the ASBA Spring General Meeting on June 6, 2022.

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

Procedural Motions

Procedural motions require a simple majority of voting Full Member Boards to pass (i.e., >50%). These motions address how the business meeting will be conducted (Rules of Procedure); appoint the balloting committee; set the Order Paper; and, approve the draft minutes.

Substantive Motions

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

Emergent and Extraordinary Motions

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

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

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



ASBA Spring General Meeting

DRAFT ORDER PAPER

June 6, 2022, 9:00 a.m.

Location (hybrid meeting)

In-person: Cambridge Hotel & Conference Centre, Red Deer

Virtual: Zoom

Agenda Item	Time
Orientation for Voting Delegates	8:00 am
Opening Remarks from the Honourable Minister Adriana LaGrange	
1.0 Call to Order	9:00 am
2.0 ASBA Message	
3.0 Approval of Rules of Procedure	
4.0 Appointment of the Balloting Committee	
5.0 Consideration of Emergent Issues from PDAC	
6.0 Consideration of Emergent Issues from Members	
7.0 Adoption of Order Paper	
8.0 Approval of Minutes: FGM 2022	
9.0 Business Arising from FGM 2022 Minutes	
10.0 Approval of 2022/2023 Budget	

11.0 Bylaw Amendments

12.0 Position Statements Sponsored by ASBA Board of Directors

13.0 Position Statements Sponsored by Boards/Zones

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

15.0 Emergent Position Statements Sponsored by Full-Member Boards

16.0 Adjournment

***The Chair will call a break for lunch as close to 12:00 p.m. as debate allows; should debate carry to the evening, a dinner break close to 5:00 p.m. may be called, as debate allows**

DRAFT

Rules of Procedure

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

Procedural Steps

1. The proposed motion shall be read by the Chair who will immediately ask for a mover and a seconder.
2. As soon as the proposed motion has been moved and seconded, the Chair shall call upon the mover to speak to the motion. The mover shall have up to three (3) minutes to speak.
3. The Chair shall ask if any delegate wishes to speak for or against the proposed motion. If no delegate so wishes, the Chair will stand the meeting at ease so that Voting Members may connect with their delegates. Upon returning, the Chair will immediately put the question to the assembly.
4. If there is evidence of opposition or support, debate shall subsequently continue until the question is put to the assembly in the usual manner. The mover will have the right to be the final speaker in the debate and shall have up to three (3) minutes to close.
5. A delegate wishing to speak to a motion shall first obtain recognition by the Chair and clearly announce their name and school jurisdiction represented.
6. A delegate wishing to speak to a motion shall limit remarks to a maximum of two (2) minutes.
7. Any delegate speaking to a motion shall be allowed to speak as often as the Chair, in his or her discretion, will permit.
8. The Chair shall have the discretion to extend speaking times if technology creates any barriers to communication.

Amendments

9. A delegate may, at any time during the debate on a motion, move an amendment to the motion, providing it is relevant to, and deals with, the same subject matter as the original motion. A motion to amend must be seconded. The mover shall have up to three (3) minutes to introduce the amendment.
10. An amendment of a substantive nature to a motion shall be submitted in writing along with the resolution it is proposed to amend, the motion as it will read when amended, the mover and seconder name, and their respective school jurisdiction.
11. Amendments of a minor editorial nature may be handled by the process of unanimous consent outlined in *Robert's Rules of Order Newly Revised 12th Edition* (S4:58-60, pp.49-50).

Voting

12. Eligibility for voting shall be in accordance with Bylaw 12.3.1:
- 12.3.1. The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.*
13. Voting on Substantive Motions shall be conducted according to the Alberta School Boards Association Bylaw 12.3.2 – 12.3.4:
- 12.3.2. Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:*
- 12.3.2.1. Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and*
- 12.3.2.2. Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.*
- 12.3.3. For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:*
- 12.3.3.1. Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and*
- 12.3.3.2. Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).*
- 12.3.4. Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.*
14. Voting on Procedural Motions shall be conducted by a Majority Vote according to *Robert's Rules of Order Newly Revised 12th Edition*, as follows:
- S44.1 majority... means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting.*

Emergent and Extraordinary Resolutions

15. Adoption of emergent or extraordinary resolutions shall be governed by Governance Policy 10:
- 10.4.7 If the criteria defining an emergent position statement, as outlined in 10.4.1, are not met, the matter may still be considered by the assembly at a General Meeting if:*
- 10.4.7.1 Consideration of the proposed position is supported by a two-thirds majority of voting Full Member Boards, and*
- 10.4.7.2 The mover makes available the wording of the position statement to all delegates.*

- 10.5 *A position shall be accepted for consideration as an Extraordinary Position if:*
- 10.5.1 *The position arises out of the business of the General Meeting;*
 - 10.5.2 *Consideration of the position is supported by a two-thirds majority of voting full member Boards, and*
 - 10.5.3 *The mover makes available the wording of the position to all delegates.*

Disposition of Outstanding Policy Positions

16. Disposition of outstanding policy positions shall be as outlined in Board of Directors' Governance Policy 10.6:
- 10.6.1. *Resolutions for proposed position statements not addressed by the scheduled time of adjournment of the business session of a General Meeting shall be referred automatically to the Board of Directors for such action as the Board is at liberty to take in accordance with Bylaw 8.2.7.*
 - 10.6.2. *These outstanding items must be included on the order paper of the business session of the next General Meeting.*

Other Motion Proceedings

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

Appointment of Balloting Committee

Proposed Resolution

BE IT RESOLVED THAT, the Balloting Committee for the 2022 Spring General Meeting be appointed as: Jan Olson, ASBA Chief Advisor, Chair; James Tapankov, ASBA Learning Specialist; and Maryanne King, ASBA Manager of Governance.

Background

In order to ensure equitable access to measures concerning the counting of ballots from Full Members, a balloting committee shall be appointed at the outset of the 2022 Spring General Meeting.

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

Attachments

N/A



ASBA Fall General Meeting

November 15, 2021

Hybrid Meeting:

In Person at Delta South Edmonton Hotel and Conference Centre and Virtual via Zoom

DRAFT MINUTES

1.0 CALL TO ORDER

The 2021 Fall General Meeting was called to order at 9:20 a.m. by the Chair.

The head table was introduced:

- Lorrie Jess, ASBA President
- Brad Toone, Director for Zone 6, member of PDAC
- Dr. Vivian Abboud, CEO
- Becky Kallal, Parliamentarian
- Roshan Kalra, Legal Counsel
- Harman Kandola, Legal Counsel

2.0 ASBA MESSAGE

President Jess welcomed and congratulated all new and returning attendees to the 2021 Fall General Meeting and acknowledged the gathering's location on ancestral and traditional territory. Vice-President T. Boymook was invited by President Jess to Chair the business session.

3.0 APPROVAL OF RULES OF PROCEDURE

MOTION 3.0/FGM2021 (Procedural)

Moved by D. Engel, Director and **Seconded** by S. Baziuk, Director

THAT, The Rules of Procedure be adopted as presented in the FGM 2021 Budget Bulletin.

CARRIED by unanimous consent (Y: 100.0%)

4.0 APPOINTMENT OF THE BALLOTING COMMITTEE

The Chair introduced the Ballot Counting Committee:

- Jan Olson, Chair
- James Tapankov
- Maryanne King

MOTION 4.0/FGM2021 (Procedural)

Moved by D. Scott, Director and **Seconded** by T. Estabrooks, Director

THAT, The Balloting Committee be appointed as read.

CARRIED by unanimous consent (Y: 100%)

5.0 CONSIDERATION OF EMERGENT ISSUES FROM PDAC

The Chair advised the assembly that two emergent position statements had been received prior to the deadline for submission. The position statement under Order Paper item 16.1 “Diploma Exams and Provincial Assessment Tests” had been withdrawn by the sponsor board and was struck from the Order Paper. The position statement received from Parkland School Division named “Inflationary Pressure on Contracted Bus Operators” had been reviewed by PDAC and was added to the Order Paper.

6.0 CONSIDERATION OF EMERGENT ISSUES FROM MEMBERS

There were no emergent issues from members.

7.0 ADOPTION OF ORDER PAPER

The Chair reiterated that item 16.1 “Diploma Exams and Provincial Assessment Tests” position statement will be removed from the order paper. The emergent position statement by Parkland School Division, “Inflationary Pressure on Contracted Bus Operators” was placed as 16.1. The position statement from Edmonton Public School Division on Curriculum was placed as 16.2 on the Order Paper.

MOTION 7.0/FGM2021 (Procedural)

Moved by P. Rath, Director and **Seconded** by T. Estabrooks, Director

THAT, The Order Paper for the FGM 2021 be adopted as amended.

CARRIED by unanimous consent (Y: 100%)

8.0 APPROVAL OF MINUTES: JUNE 7, 2021, SPRING GENERAL MEETING

A correction on the minutes of the Spring General Meeting held on June 7, 2021 was noted to add the word “Director” in item 2.0, Motion 2/SGM2021.

MOTION 8.0/FGM2021 (Procedural)

Moved by B. Toone, Director and **Seconded** by S. Baziuk, Director

THAT, The minutes of the 2021 ASBA Spring General Meeting be approved as amended.

CARRIED by unanimous consent (Y: 100%)

9.0 BUSINESS ARISING FROM MINUTES

There was no business arising from the 2021 Spring General Meeting.

10.0 BYLAW AMENDMENTS

10.1 Omnibus Amendment Bylaws 1.1.8, 2.3-2.4, 14.3, 15.8-15.10, 16.1 Schedule A6.3b, and Editorial Amendments

MOTION 10.1/FGM2021 (Substantive)

Moved by D. Scott, Director and **Seconded** by B. Toone, Director

THAT, Bylaws 1.1.8, 2.3-2.4, 14.3, 15.8-15.10, 16.1 Schedule A6.3b, and Editorial Amendments be made to the ASBA Bylaws as follows:

THAT, A new clause be added as section 1.1.8 to the ASBA Bylaws as follows and all subsequent section numbers throughout 1 be amended accordingly:

1. 1.1.8 “Fraternal Organizations” means The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the *Fédération des conseils scolaires francophones de l’Alberta* (Federation of Francophone School Authorities).

THAT, Section 2.3 of the ASBA Bylaws be struck in its entirety and replaced with amendments and the addition of 2.4, as follows:

2. 2.3 Full Members or Associate Members are expected to pay fees in a timely manner.
2.4 Full members or Associate Members are required to provide notice of membership withdrawal prior to membership fee invoice date.

THAT, Section 3.3 of the ASBA Bylaws be struck in its entirety.

THAT, Section 14.3 of the ASBA Bylaws be amended accordingly:

3. 14.3 At least thirty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

THAT, Sections 15.8-15.10 of the ASBA Bylaws be struck in its entirety and replaced as follows:

4. 15.8 Fraternal Organizations
 - 15.8.1 The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the *Fédération des conseils scolaires francophones de l’Alberta* (Federation of Francophone School Authorities) shall be known as the ASBA’s Fraternal Organizations.
 - 15.8.2 Fraternal Organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization.
 - 15.8.3 The President, Vice-President, and Appointed representatives of any ASBA Fraternal Organization are not eligible to concurrently hold the position of ASBA President, Vice-President, Director, or Alternate Director.

THAT, Section 16.1 of the ASBA Bylaws be amended accordingly:

5. 16.1 A public reporting process of placing expense reports online is applicable to the ASBA President, Vice-President, Board of Directors and Chief Executive Officer.

THAT, Section A6.3b of the ASBA Bylaws be amended accordingly:

6. b. The President or Vice-President of the Alberta Catholic School Trustees' Association , the Public School Boards Association of Alberta, and the *Fédération des conseils scolaires francophones de l'Alberta* (Federation of Francophone School Authorities).

THAT, Sections of the ASBA Bylaws be updated to accommodate editorial amendments reflecting the change in title from "Executive Director" to "Chief Executive Officer."

CARRIED (96.8% of Boards, 98.19% of Students)

11.0 EXECUTIVE ELECTIONS

Regular business was suspended to begin the process of nominations for President and Vice-President. J. Olson, ASBA Chief Advisor presided over the Executive Elections Process.

11.1 Nominations for President – First, Second, and Third Calls

J. Olson made three calls for nominations for the office of President. Debbie Engel, Edmonton Catholic School Division was nominated by Edmonton Catholic Separate School Division and seconded by Palliser School Division. Debbie Engel accepted the nomination.

Marilyn Dennis, Calgary Board of Education was nominated by Judy Muir, Northern Gateway Public Schools and seconded by Trisha Estabrooks, Edmonton Public School Board. Marilyn Dennis accepted the nomination.

11.2 Nominations for Vice-President – First and Second Calls

J. Olson made two calls for nominations for the office of Vice-President. Bradley Toone, Livingstone Range School Division was nominated by Livingstone Range School Division and seconded by Calgary Catholic School Division. Bradley Toone accepted the nomination.

Shali Baziuk, Rock View School Division was nominated by N. Lang, Rocky View School Division and seconded by L. Huntley, Golden Hills School Division. Shali Baziuk accepted the nomination.

11.3 Nominators' Speeches (3 minutes per nominator)

Each nominator spoke in accordance with the election procedures to endorse the President and Vice-President candidates.

11.4 Presidential Candidates' Speeches (3 minutes per candidate)

The candidates for President spoke in accordance with the election procedures to address the assembly in relation to their own candidacy.

11.5 Vice President Candidates' Speeches (3 minutes per candidate)

The candidates for Vice-President spoke in accordance with the election procedures to address the assembly in relation to their own candidacy.

11.6 Candidates' Question and Answer

The candidates answered questions from the floor.

12.0 POSITION STATEMENTS SPONSORED BY ASBA BOARD OF DIRECTORS

There were no position statements sponsored by ASBA Board of Directors.

13.0 POSITION STATEMENTS SPONSORED BY BOARDS/ZONES

13.1 Internet for All

MOTION 13.1/FGM2021 (Substantive)

Moved by Edmonton Public School Division and **Seconded** by St Thomas Aquinas Roman Catholic Separate School Division

THAT, The assembly adopt the position that internet access is essential to Alberta students, staff, and families for participation not only in public education, but also in society, and should be accessible and affordable for all; furthermore, that ASBA advocate to the federal and provincial governments on behalf of all Alberta school divisions for immediate initiatives to increase accessibility and quality and to reduce costs of internet for students, staff, and families.

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

13.2 Ministerial Approval for Transfers from Accumulated Surplus

MOTION 13.2/FGM2021 (Substantive)

Moved by Evergreen Catholic Separate School Division and **Seconded** by Holy Spirit Roman Catholic Separate School Division

THAT, The assembly adopt the position that the Alberta Government remove the requirement of ministerial approval for the transfer of accumulated surplus funds so as to support School Board Trustees in their local decision-making autonomy.

CARRIED (98.4% of Boards, 99.41% of Students)

13.3 Environmental Education

MOTION 13.3/FGM2021 (Procedural)

Moved by St. Albert Public Schools and **Seconded** by Fort McMurray Public Schools

THAT, the assembly adopt the position that the Alberta School Board Association support and advocate to the Minister of Education that environmental literacy and competencies be integrated, across all grades and subjects, into the Alberta K-12 curriculum.

CARRIED (64.5% of Boards, 81.21% of Students)

14.0 EXECUTIVE ELECTIONS

The following elections took place at 1:20 p.m.

14.1 Balloting for President

Membership submitted votes for the election of the President. The Ballot Counting Committee counted the votes.

14.2 Announcement of Successful Candidate for President

The Ballot Counting Committee announced that Marilyn Dennis was the successful candidate for President.

14.3 Nominations for Vice-President – third call (only candidates for President who were not the declared winner are eligible in the third call)

J. Olson made a third call for Vice-President position. There were no further nominations.

14.4 Balloting for Vice President

Membership submitted votes for the election of the Vice-President. The Ballot Counting Committee counted the votes.

14.5 Announcement of Successful Candidate for Vice President

The Ballot Counting Committee announced that Shali Baziuk was the successful candidate for Vice-President.

MOTION 14/FGM2021 (Procedural)

Moved by Aspen View School Division and **Seconded** by Elk Island School Division

THAT, the 2021 President and Vice President election ballots be destroyed.

CARRIED (100.0)

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

15.1 Inflationary Pressure on Contracted Bus Operators

MOTION 15.1/FGM2021 (Substantive)

Moved by Parkland School Division and **Seconded** by Black Gold School Division

THAT, The assembly adopt the position that Contracted Bus Operators provide an essential transportation service to students across school divisions in Alberta; furthermore, that the Alberta School Boards Association advocate to the Government of Alberta for an increase in Alberta Education Transportation funding in the 2022-2023 Education Budget to offset the significantly rising insurance costs.

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Livingstone Range School Division and **Seconded** by Lethbridge School Division

THAT, the assembly adopt the position that **Alberta School Boards Association advocate to the Government of Alberta for an increase in Alberta Education Transportation funding in the 2022-2023 Education Budget to offset the significantly rising insurance costs.**

CARRIED (90.3% of Boards, 88.57% of Students)

SUBSTITUTE AMENDMENT - MOTION 15.1/FGM2021 – simple majority

Moved by Elk Island Catholic Separate School Division and **Seconded** by Red Deer Public Schools

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an **immediate** increase in Alberta Education Transportation funding **to offset the significantly rising insurance costs**.

CARRIED (Y:67.7%)

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Wild Rose School Division and **Seconded** by Livingstone Range School Division

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an immediate increase in Alberta Education Transportation funding, **with assurance that this increase will not negatively impact any other funding**, to offset the significantly rising insurance costs.

CARRIED (82.3% of Boards, 64.27% of Students)

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Parkland School Division and **Seconded** by Black Gold School Division

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an immediate increase in Alberta Education Transportation funding, with assurance that this increase will not negatively impact any other funding, to offset the significantly rising **school bus** insurance costs.

CARRIED (95.2% of Boards, 95.28% of Students)

15.2 K-6 Draft Curriculum Revisions

MOTION 15.2/FGM2021 – AMENDMENT (Substantive)

Moved by Edmonton Public School Board, **Seconded** by Livingstone Range School Division

THAT, The ASBA advocate to the provincial government that recommended stakeholder revisions to the curriculum be included and released in a second draft in the Spring of 2022, be piloted, field tested and reviewed by stakeholder groups for two years.

THAT, This feedback will include robust engagement with teachers, curriculum experts, subject area experts, parents, Indigenous leaders, francophone leaders, and other key stakeholders including the business community. The feedback gathered will also help inform the phased implementation of the new curriculum beginning in September 2024.

CARRIED (87.1% of Boards, 88.95% of Students)

14.0 ADJOURNMENT

The meeting was adjourned at 4:55 p.m.

Budget Table of Contents

ASBA Proposed Budget 2022/2023	2
Budget Discussion and Analysis	2
Introduction	2
Revenue	4
Membership Revenue	4
Fee for Service Revenue.....	4
Event Registration Revenue	4
Grant/Other Revenue	5
Expenditures	6
Staffing & Contracted Services.....	6
Other AO&MS Expenditures	6
Governance	7
General Meetings & Trustee Education	7
Lease/CAM/Property Taxes	7
Depreciation.....	8
Reserves	8
Proposed Budget 2022/2023 Summary, Schedules & Appendices	10
Proposed Budget 2022/2023 Summary	11
Schedule 1 – Revenues & Expenditures.....	12
Schedule 2 – Association Operations & Member Services	13
Schedule 3 – Governance.....	13
Schedule 4 – General Meetings & Trustee Education.....	14
Schedule 5 – Lease/CAM/Property Taxes	14
Schedule 6 – Reserves.....	14
Budget Appendix A – Membership Fees	15
Budget Appendix B – Membership Fee Formula	17
Membership Fee Calculations.....	17
Membership Fee Formula Abbreviations.....	18

Budget Discussion and Analysis

Introduction

Since it took effect in September 2020, the Alberta School Boards Association's (ASBA) 2020-2023 Strategic Plan has driven the development of the Association's annual budget and informed revenue and expenditures. Over the past three years, even when faced with the challenges of a global pandemic, ASBA has continued to deliver on its promise of being membership-driven, impactful, influential and collaborative. ASBA was responsive and nimble in ongoing work, which resulted in opportunities for members to continue having their voice heard; a voice ASBA has successfully brought to the table.

As such, ASBA focused on continuous improvement in all areas including expanding and diversifying services while continuing to ensure members have the right information anywhere, any time and at any pace. This included the development of a comprehensive collection of learning opportunities such as live virtual sessions, online self-paced resources and professional development. Recognizing the importance of fiscal responsibility, all of this was accomplished without raising membership fees.

As we shift to focus on pandemic recovery, ASBA recognizes the needs of our members are increasing in the face of a rapidly changing environment. As a membership-driven organization, our members' views continue to shape the work we do to ensure Alberta's students continue to have a world-class education. To reflect the increase in value as well as increased inflation rates in Canada, the 2022-2023 budget proposes a **3% increase** to membership fees. As stated by [Statistics Canada](#), the consumer price index in 2021 was 3.4%. We are eager to present to members the new initiatives that will continue to increase value, including the establishment of a governance task force to review the governance policies and bylaws, continuation of Speakers' Corners and additional per diem claimable activities.

ASBA's goal of operating in a fiscally sound manner is at the core of all fiscal operations. With guidance from the Board of Directors, the event registration fees in the proposed 2022-2023 budget will be \$675/person. This reflects the increased expenditures required to host effective hybrid events that offer the same level of participation to members attending in-person and online. Under the proposed 2022-2023 budget, ASBA will also diversify revenue sources through the grants and sponsorship while continuing to develop and improve resources that meet the needs of trustees and boards, including The Learning Centre (TLC), zone professional development opportunities and Speakers' Corner sessions. Through the dedication of our members, we will continue to raise the profile of trustees and promote and serve our members in supporting student success.

Moving Forward

Based on previous nation-wide environmental scans, ASBA continues to offer the same per diem rates, honoraria, reimbursement for travel, meals and lodging. These rates are in alignment with the Government of Alberta rates, and they provide fair compensation for the work carried out on behalf of the Association. The Association believes that through focused strategic efforts, we will continue to be successful in engaging members at the zone level and building support for our envisioned future. ASBA believes that it has developed a budget that will provide our members with the support they require in the upcoming fiscal year.

The budget has been prepared with a deficit for fiscal year 2022/2023. As the Association continues to expand its impact across the province, it also requires additional funds to supplement its increased operations. However, it is important to note that ASBA continues to support initiatives relating to

advocacy, trustee education and First Nations, Métis and Inuit initiatives. To fund this deficit, ASBA will access the Operating Reserve & Initiatives & Sustainability Reserve funds to continue to support member needs for the upcoming fiscal year.

The information that follows focuses on key elements of the budget which have the most significant impact on revenue and expenditures and provides additional context and information. Financial statements which provide figures of the 2022/2023 proposed budget, the 2021/2022 approved budget and 2020/2021 actual results are supplied as schedules to this discussion.

The discussion and analysis which follows is ordered to match the financials included in the [Proposed Budget 2022/2023 Summary](#) and [Schedules 1-6](#).

Revenue

Operating revenue in the proposed 2022/2023 budget totals approximately \$4.4 million, and comes in the form of:

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

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

Membership Revenue

Membership revenue in the proposed 2022/2023 budget totals \$3.1 million.

The proposed budget proposes a 3% increase for membership fees. As the recovery from a worldwide pandemic unfolds, it is important to maintain fiscal accountability for increased operational needs at ASBA. The proposed 3% increase in membership fees is in alignment with the Consumer Price Index of 3.4% in 2021. It is also important to note that over the last seven years of operations, ASBA has increased its membership by 1% only, as such, an increase of 3% is in greater alignment with the economic growth post the pandemic and current inflationary rates.

A brief history of our membership fee changes has been provided below:

Fiscal Year	Percentage Change
2015-2016	-2%
2016-2017	0%
2017-2018	0%
2018-2019	6%
2019-2020	0%
2020-2021	-3%
2021-2022	0%

Fee for Service Revenue

Fee for Service revenue in the proposed 2022/2023 budget totals \$550,000 and is generated through fee-for-service work performed by our consultants, as well as the referral program with TD Insurance Meloche Monnex.

The Association will continue to offer direct services to school boards in education and communications, on a fee-for-service basis. School boards utilizing these services are not charged for travel (neither time nor direct costs), nor for other expenses such as photocopying, materials and other disbursements. Rates are not increased in the 2022/2023 budget.

The budgeted fee-for-service revenue is maintained at the same levels as the prior year based on the assumption that our consultants will maintain the same volumes of work. The rates remain below market, particularly when the specialized expertise and experience of ASBA staff consultants are considered and the fact that no other costs are charged.

Event Registration Revenue

Registration revenue in the proposed 2022/2023 budget totals \$572,400. The Association’s vision of “inspiring exceptional public, separate and francophone school board governance,” and mission “to promote and serve member boards in supporting student success” guide the enhanced education offerings for trustees.

The proposed budget anticipates continued trustee education offerings provided at the Fall and Spring General Meetings. In addition, there are various other educational opportunities to be offered under Speakers’ Corners and Zone meetings in 2022/2023. The increase of registration fee costs for all events has been proposed to cover the increased costs of holding hybrid events, as well as accommodate for the enhanced education offerings in a fiscally accountable manner as per Governance Policy 12.5.3.

Grants/Other Revenue

Grants and Other revenue in the proposed 2022/2023 budget total \$163,595 and represent the revenue earnings from grants; sponsorships; interest income; revenue provided by ASEBP; LAPP Service Fees and miscellaneous revenue mostly earned through career postings on our website. Further analysis of these revenue components is contained below:



Grants and Sponsorships

Grant and sponsorship revenue proposed in the budget has a slight increase. ASBA has successfully launched the grant development department, and this will allow us to gain access to additional grant resources to help fund different initiatives put forward in the upcoming fiscal year.

ASBA leadership is focusing on making strategic partners for sponsoring our events and is continuing to build important relationships with potential sponsors. We believe that through this process, and through the work with our current partners, we can increase our sponsorship efforts which will further relieve pressure off our member fees.

Interest Income

Interest income in the proposed budget totals \$50,000 and has been calculated based on historical rates of return on our investments from last year. The markets have experienced extreme volatility as political and economic events continue to unfold. Additionally, the Association will be engaging its members in the establishment of an investment policy statement which will help guide the strategic investment of the member funds. With an investment policy in place, we anticipate greater revenues from interest income.

ASEBP Revenue

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

LAPP Service Fee

This new source of revenue originates from the involvement of ASBA staff on the LAPP corporate

board as ASBA continues to expand its strategic partnership with related organizations, such as LAPP.

Expenditures

Operating expenditures in the proposed 2022/2023 budget total approximately \$4.8 million, and come in the form of:

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

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

Associations Operations & Member Services

Association operations & member services (AO&MS) expenditures in the proposed budget total approximately \$3.6 million, distributed into categories of staffing & contracted services; and other operational expenditures.

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

Staffing & Contracted Services

Staffing costs in the proposed 2022/2023 budget total \$2,689,932 which is made up of salaries and benefits, professional development, and memberships if required. This is higher than the 2021/2022 budgeted staffing costs of \$2,291,984 due to a motion passed by the Board of Directors to increase the staffing positions of the Association to a total of 22 positions. The increased staffing costs will be covered by accessing the reserves. We will not be providing the 1% increase to our staff scale in 2022/2023 and put constraints on our staff professional development costs.

ASBA is staffed to enable the successful support, services and advocacy measures for our members while ensuring resources are used as effectively and efficiently as possible. Included in staff costs are salaries and benefits, staff training and development and professional association fees. The proposed budget will have a staff of 22 FTE. This increase in staffing positions is reflective of the increased level of operations and the need for additional staff to help support the strategic objectives of the Association.

Complementing staff resources, the Association accesses a variety of contracted services to fulfil core business functions. Included in the contracted services, we have the following expenditures: web maintenance; IT services; audit fees; legal costs; external consultant costs; First Nation, Métis and Inuit initiative costs and others. The contracted services have decreased slightly in 2022/2023. One of the strategic objectives of the Association is to maintain fiscal accountability. This is established through the search for best vendor quotes, requests for proposals and elimination of redundant contracted services that can be done in-house.

Other AO&MS Expenditures

Additional expense categories which fall under Association operations & member services include travel;

administration – services & supplies; memberships & subscriptions; insurance; meeting supplies & catering; and miscellaneous expenditures, which total \$182,744 in the proposed budget. This is a minimal increase from the prior year mainly caused by an increase in subscription costs for the Association to support a variety of new departmental needs.

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

Governance

Governance expenditures included in the proposed budget total \$459,955, and include Board of Director and Trustee remuneration, training and conferences; contracted services; travel, meals, and accommodations; the Association's membership in the Canadian School Boards Association; insurance; meeting supplies & catering; and miscellaneous.

We are also excited that the contracted services in the governance category includes an additional \$50,000 specifically set aside for advocacy initiatives. We know that in 2022/2023 advocacy for our members will continue to remain an important initiative to pursue during provincial elections and new curriculum implementation.

In the proposed budget:

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

During year 2019/2020, ASBA completed an environmental scan for nation-wide average compensation rates for these expenditures. With guidance from our Board of Directors, the proposed increases are in greater alignment with Government of Alberta rates and provide fair compensation for the continuous support received from our Board of Directors. [Schedule 3](#) provides figures associated with governance expenditures.

General Meetings & Trustee Education

Direct expenses associated with ASBA's General Meetings, Special General Meetings and trustee education offerings total \$340,000 in the proposed budget. These expenditures incurred in this category will be covered by registration revenue generated. However, the total cost which includes allocation of staff time and overhead costs, is not directly charged to these events in the proposed budget. The staff salary costs are re-classified at the end of the fiscal year as a part of the annual audit procedures. [Schedule 4](#) provides figures associated with general meetings & trustee education offerings expenditures.

Lease/CAM/Property Taxes

Lease/Common Area Maintenance (CAM)/property tax expenditures included in the proposed budget total \$383,113. This amount is increased as a result of our partners exiting sublease agreements of ASBA office space.

The Association is contractually obligated by a leasing arrangement for the current office space until 2028 when the current lease agreement expires. Therefore, ASBA is actively looking for other sublease tenants to fill the available office space.

[Schedule 5](#) provides figures associated with lease/common area maintenance (CAM)/ property tax expenditures.

Depreciation

Depreciation included in the proposed budget totals \$35,000 and reflects the expensing over a period of years of the cost of capital assets based on the estimated useful life of the assets. This estimated non-cash depreciation expense has decreased because ASBA has a lower asset pool which requires to be depreciated in the upcoming fiscal year.

Reserves

As a not-for-profit corporation incorporated under the *Alberta School Boards Association Act*, the Association maintains several reserves as required by policy and as recommended by the Association's external auditors.

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

7.14. Financial Oversight

7.14.1. The Board of Directors approves budget assumptions upon which budget options are prepared. The draft budget is then approved by the Board for presentation to membership through zones and at the Spring General Meeting.

7.14.2. Regarding the Association's reserve funds, the Board of Directors has approved the following:

7.14.2.1. **Operating Reserve** – the Association will keep a reasonable and adequate operating reserve to fund the monthly business operations of the Association. The operating reserve will be made up of three months operating expenditures.

7.14.2.2. **Initiative and Sustainability Reserve** – any balance over the three months operating expenditures will be moved to the Initiatives and Sustainability reserve, which may be used for special initiatives, for research and development of new business opportunities that will help and support school board work, and in the event necessary, to help cover some of the potential natural liabilities of the Association. The Initiatives and Sustainability reserve can be funded up to a maximum of \$2,000,000.

7.14.2.3. Any funds over the maximum approved funding of the initiatives and sustainability reserve will be transferred to the Investment reserve to subsidize costs to members in the annual budget.

7.14.2.4. **Investment Reserve** – as part of the budgeting process, may be used to subsidize the cost of annual lease space payments, capital asset purchases, and investment opportunities until the fund is depleted to \$300,000 at which level it will be maintained. Each year an amount will be transferred to the reserve equal to the annual amortization of existing capital assets which will ensure the dollars are available to replace those assets at the end of their useful life.

7.14.2.5. **Capital Asset Reserve** – the reserve will be used to hold the net book value of the current existing capital assets like computer equipment, photocopiers, phone systems, furniture and fixtures, and leasehold improvements. Each year an amount will be transferred to the capital asset reserve equal to the net additions less disposals.

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

**Proposed Budget 2022/2023
Summary, Schedules & Appendices**

Proposed Budget 2022/2023 Summary

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Revenue				
Membership	\$ 3,106,644	\$ 3,016,159	\$ 3,016,163	3%
Fee for Service	550,000	560,000	506,067	-2%
Event Registration (FGM/SGM/Leadership Academy)	572,400	301,488	12,800	90%
Grant and Other Revenue	163,595	203,595	304,034	-20%
Total Operating Revenue (Schedule 1)	\$ 4,392,639	\$ 4,081,241	\$ 3,839,063	
Expenditures				
Association Operations & Member Services (Schedule 2)	\$ 3,586,151	\$ 3,239,684	\$ 2,986,044	11%
Governance (Schedule 3)	459,955	369,955	253,670	24%
General Meetings/Trustee Education (Schedule 4)	340,000	312,500	67,745	9%
Lease/CAM/Property Taxes (Schedule 5)	383,113	341,508	314,883	12%
Depreciation	35,000	50,000	32,909	-30%
Total Operating Expenditures (Schedule 1)	\$ 4,804,219	\$ 4,313,647	\$ 3,655,249	11%
Total Budget Surplus (Deficit)	\$ (411,580)	(232,406)	\$ 183,814	
Transfer from Reserves (If required)	411,580	232,406	-	
Total Budget Surplus (Deficit) after Transfer	\$ -	\$ 0	\$ 183,814	

*Schedules 1-6 provide analysis of significant variances in 2022/2023 budget compared to 2021/2022 budget.

Schedule 1 – Revenues & Expenditures

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Revenue				
Membership Fees	\$3,106,644	\$ 3,016,159	\$3,016,163	3%
Fee For Service:				
Fees for Service - Consultants	500,000	500,000	456,225	0%
Fees for Service - Referral Program	50,000	60,000	49,842	-17%
Event Registration (FGM/SGM/Leadership Academy)	572,400	301,488	12,800	90% Note 1
Grant/Other Revenue:				
Grants and Sponsorships	55,000	35,000	220,517	57%
Interest Income	50,000	125,000	38,171	-60% Note 2
ASEBP	38,095	38,095	38,095	0%
LAPP Service See	11,000	-	-	100%
Miscellaneous	9,500	5,500	7,250	73%
Total Revenue	\$4,392,639	\$ 4,081,241	\$3,839,063	8%
Expenditures				
Staffing Costs	\$2,689,932	\$ 2,291,984	\$2,211,834	17% Note 3
Contracted Services	798,975	814,000	708,274	-2%
B of D's and Trustees - Remuneration, Training, Conferences	250,360	215,360	143,594	16%
Travel (FFS, Contractor, Staff, BofD's, Trustees)	109,000	108,500	33,632	0%
Memberships and Subscriptions	83,419	61,275	63,693	36%
Administration-Services and Supplies	66,400	67,000	53,240	-1%
Insurance	27,000	32,000	20,119	-16%
Meeting Supplies and Catering	15,500	15,500	4,828	0%
General Meeting and Trustee Education	340,000	312,500	67,745	9%
Lease/CAM/Prop Taxes	383,113	341,508	314,883	12%
Miscellaneous	5,520	4,020	499	37%
Depreciation	35,000	50,000	32,909	-30%
Total Expenditures	\$4,804,219	\$ 4,313,647	\$3,655,249	11%
Total Budget Surplus (Deficit)	\$ (411,580)	\$ (232,406)	\$ 183,814	
Transfer from Reserves	\$ 411,580	\$ 232,406	\$ -	
Total Budget Surplus (Deficit) after Transfer	\$ -	\$ (0)	\$ 183,814	

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

Note 1 - Revenue increase caused by an increase of event registration fees for annual general meetings

Note 2 - Revenue decrease caused by lower rate of return rates offered in volatile markets

Note 3 - Expense increase due to an increase in number of staffing positions

Schedule 2 – Association Operations & Member Services

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Staffing Costs				
Salaries and Benefits	\$2,658,397	\$ 2,263,984	\$2,207,024	17% Note 1
Staff Training and Development	26,500	21,500	4,810	23%
Professional Association Memberships	5,034	6,500	-	-23%
Contracted Services:				
Other Contracted Services	447,475	512,500	392,770	-13% Note 2
Consultants	266,000	266,000	264,225	0%
Travel/Meals/Accommodations (FFS, Contractor, Staff)	39,000	43,500	13,662	-10%
Administration - Services and Supplies	65,900	66,500	53,240	-1%
Memberships and Subscriptions	50,344	28,200	30,618	79%
Insurance	20,000	25,000	18,161	-20%
Meeting Supplies	3,000	3,000	1,035	0%
Election Materials	-	-	-	-
Miscellaneous	4,500	3,000	499	50%
Total Expenditures	\$3,586,151	\$ 3,239,684	\$2,986,044	

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

Note 1 - Expense increase due to an increase in number of staffing positions

Note 2 - Other contracted services include: First Nation, Métis and Inuit initiative costs; legal costs; external consultant costs; web maintenance; IT services; audit fees etc. The expense decrease is mainly due to advocacy costs being moved from the operations department to the governance department

Schedule 3 – Governance

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
B of D's and Trustees - Remuneration, Training, Conferences				
Per Diems	205,000	170,000	96,234	21% Note 1
Honoraria - President	18,816	18,816	\$18,816	0%
Honoraria - Vice President	12,544	12,544	12,544	0%
Board Development/Conferences	14,000	14,000	16,000	0%
Contracted Services	85,500	35,500	51,279	141% Note 2
Travel, Meals & Accommodations	70,000	65,000	19,970	8%
CSBA Membership	33,075	33,075	33,075	0%
Insurance	7,000	7,000	1,958	0%
Meeting Supplies and Catering	12,500	12,500	3,793	0%
Supplies and Materials	500	500	-	0%
Miscellaneous	1,020	1,020	-	0%
Total Expenditures	\$ 459,955	\$ 369,955	\$ 253,670	

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

Note 1 - Expense increase caused by new per diem claimable activities for Board of Directors and establishment of the governance task force

Note 2 - Expense increase due to advocacy contracted costs being moved from operational costs to governance costs

Schedule 4 – General Meetings & Trustee Education

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Fall General Meeting	\$ 200,000	\$ 170,000	\$ 26,003	18% Note 1
Spring General Meeting	140,000	120,000	31,506	17% Note 2
Other Meetings:				
Special General Meetings	-	9,000	2,735	
Leadership Academy	-	13,500	7,500	
Total Expenditures	\$ 340,000	\$ 312,500	\$ 67,745	

Note 1 - Expense increase due to higher costs for hybrid events

Note 2 - Expense increase due to higher costs for hybrid events

Schedule 5 – Lease/CAM/Property Taxes

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Lease/CAM/Property Taxes	\$ 383,113	\$ 365,837	\$ 366,339	5% Note 1
Rental Recovery	-	(24,329)	(51,457)	-100% Note 2
Total Expenditures	\$ 383,113	\$ 341,508	\$ 314,883	

Note 1 - Expense increase due to less cost recovery for staff parking stalls due to work from home arrangements

Note 2 - Expense decrease caused by a lower rental recovery from rental partners

Schedule 6 – Reserves

	Operating Reserve	Initiatives and Sustainability Reserve	Investment Reserve	Capital Asset Reserve
Estimated Reserve Balance	\$1,500,000 Note 1	\$ 2,000,000 Note 2	\$2,428,836 Note 3	\$ 96,327 Note 4

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

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

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

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

Budget Appendix A – Membership Fees

JURISDICTION	TOTAL	2021-2022	2022-2023
	STUDENTS	Membership Fees	Proposed Membership Fees
Aspen View Public Schools	2,581	\$23,110.78	\$23,427.87
Battle River School Division	5,662	\$38,592.53	\$40,037.70
Black Gold School Division	12,594	\$68,302.05	\$70,701.46
Buffalo Trail Public Schools	3,817	\$31,034.67	\$31,172.16
Calgary Catholic School Division	56,691	\$153,627.95	\$158,172.94
Calgary Board of Education	125,226	\$243,278.43	\$253,632.46
Canadian Rockies School Division	2,064	\$19,789.38	\$20,189.47
Chinook's Edge School Division	10,988	\$62,113.41	\$64,760.93
Christ the Redeemer Catholic School Division	10,189	\$62,276.10	\$61,055.92
Clearview Public Schools	2,410	\$22,100.80	\$22,355.37
East Central Alberta Catholic School Division	2,676	\$24,730.80	\$24,019.83
East Central Francophone	757	\$12,102.73	\$11,992.50
Edmonton Catholic Separate School Division	43,107	\$131,435.62	\$134,452.57
Edmonton Public School Board	105,535	\$217,995.18	\$226,207.09
Elk Island Catholic Schools	8,548	\$55,307.95	\$53,436.99
Elk Island Public Schools	17,102	\$77,947.65	\$80,117.18
Evergreen Catholic Separate School Division	3,946	\$31,997.20	\$31,980.01
Foothills School Division	8,012	\$48,922.74	\$50,943.77
Fort McMurray Roman Catholic Separate School Division	6,690	\$42,490.09	\$44,808.24
Fort McMurray Public School Division	6,699	\$42,137.61	\$44,850.02
Fort Vermilion School Division	3,624	\$28,540.24	\$29,967.33
Golden Hills School Division	8,007	\$50,664.78	\$50,922.88
Grande Prairie and District Catholic Schools	5,398	\$37,270.75	\$38,811.98
Grande Prairie Public School Division	8,032	\$49,207.43	\$51,041.27
Grande Yellowhead Public School Division	4,520	\$33,305.42	\$34,737.87
Grasslands Public Schools	3,592	\$29,353.64	\$29,765.37
Consiel Scolaire Centre Nord	3,873	\$30,085.70	\$31,527.34
Greater St. Albert Roman Catholic Separate School Division	5,306	\$37,650.34	\$38,387.16
High Prairie School Division	2,926	\$25,442.53	\$25,586.80
Holy Family Catholic Regional Division	1,781	\$18,881.09	\$18,413.58
Holy Spirit Roman Catholic Separate School Division	4,981	\$36,131.99	\$36,875.91

Horizon School Division	3,419	\$27,821.73	\$28,678.94
Lakeland Roman Catholic Separate School Division	2,634	\$22,256.70	\$23,762.15
Lethbridge School Division	11,647	\$64,587.51	\$67,818.25
Living Waters Catholic Separate School Division	1,701	\$18,216.81	\$17,912.15
Livingstone Range School Division	3,761	\$29,380.75	\$30,823.94
Lloydminster Public School Division No.99	2,396	\$21,273.84	\$22,264.83
Lloydminster Catholic School Division	1,628	\$17,552.53	\$17,452.51
Medicine Hat Catholic Board of Education	2,767	\$22,988.77	\$24,590.90
Medicine Hat Public School Division	6,962	\$45,540.34	\$46,068.77
Northern Gateway Public Schools	4,599	\$34,139.16	\$35,100.02
Northern Lights Public Schools	5,765	\$39,521.17	\$40,518.23
Northland School Division	1,827	\$18,677.73	\$18,699.11
Conseil Scolaire du Nord-Ouest	477	\$9,947.22	\$10,049.47
Palliser School Division	9,006	\$52,528.83	\$55,561.10
Parkland School Division	12,026	\$65,590.71	\$69,517.54
Peace River School Division	3,116	\$26,100.03	\$26,777.69
Peace Wapiti School Division	6,071	\$40,449.80	\$41,938.95
Pembina Hills School Division	6,070	\$44,977.74	\$41,931.98
Prairie Land Public School Division	2,848	\$22,399.05	\$25,099.30
Prairie Rose Public Schools	3,493	\$28,702.92	\$29,145.55
Red Deer Catholic Regional Schools	10,206	\$59,896.89	\$61,132.53
Red Deer Public Schools	10,858	\$62,235.43	\$64,162.00
Rocky View School Division	26,574	\$94,737.62	\$99,909.70
Conseil FrancoSud	3,666	\$28,940.16	\$30,225.01
St. Albert Public Schools	9,037	\$53,782.82	\$55,707.35
St. Paul School Division	3,815	\$31,034.67	\$31,165.19
St. Thomas Aquinas Roman Catholic Separate School Division	4,362	\$32,695.37	\$33,999.66
Sturgeon Public Schools	5,079	\$35,799.85	\$37,328.59
Westwind School Division	4,571	\$33,732.45	\$34,974.66
Wetaskiwin Regional Public Schools	3,522	\$28,757.14	\$29,326.62
Wild Rose School Division	4,539	\$33,996.81	\$34,821.44
Wolf Creek Public Schools	7,467	\$45,987.72	\$48,415.74
Yellowknife Education District	2,157	\$20,697.68	\$20,767.51
Yellowknife Catholic Schools	1,499	\$15,383.46	\$16,644.65
TOTALS	676,899	\$3,016,159.00	\$3,106,644.00

Note: Student totals were compiled from a report on student population for the 2021-2022 school year provided by Alberta Education. Student registration information is as reported at January 2022. These are updated with the most current available information as per bylaw #13.

Budget Appendix B – Membership Fee Formula

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

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

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

Membership Fee Calculations

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

$$\text{WE} = [(C1 \times S1) + (C2 \times S2) + (C3 \times S3) + (C4 \times S4) + (C5 \times S5)]$$
2. Add together the WEs of each member board to arrive at the aggregate weighted enrollment (AGWE).

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

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

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

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

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

Membership Fee Formula Abbreviations

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

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 30: 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



BOARD CHAIR HIGHLIGHTS

April 22, 2022

New Trustee for Ward 1

On March 28, 2022, Northland School Division Lorriane McGillivray was declared the new Ward 1 Trustee by acclamation representing Paddle Prairie Metis Settlement and Keg River. Lorraine has been with the Division for 27 years as a Liaison Worker, ECS Instructor, Special Assistant and Cree Instructor.

Corporate Board Expense Summary As of March 31, 2022

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	66,926	63,324
Trustee Benefits	40,000	32,662	7,338
Professional Development Fees	6,000	18,212	(12,212)
Legal Fees	50,000		50,000
Professional Services		3,734	(3,734)
Advertising	1,700		1,700
ASBA/PSBAA Fees	33,000	24,079	8,921
Office Supplies	2,000	310	1,690
Printing & Binding	2,700	578	2,123
Postage	600	371	229
Travel and Subsistence	125,250	51,260	73,990
Liability Insurance	250	71	179
Telephone	6,000	15,737	(9,737)
Awards	35,000	39,245	(4,245)
Furniture and Equipment	10,000	605	9,395
Visa Purchases	91,000	0	91,000
Elections	60,000	70,472	(10,472)
TOTAL	593,750	324,261	269,489

The Long Service Awards budget is part of the total but does not reflect this year's June awards.



Superintendent's Highlights

APRIL 22, 2022

Fort McKay School Students Recognized

Three students from Fort McKay School have been recognized for their outstanding work.

Sadi Gladue, Grade 6 student at Fort McKay School was nominated and won the Regional Aboriginal Recognition Award (RARA). This award is presented to individuals who are making positive contributions within their community.

River Denego and Harley Gladue were nominated for the ASBA The Honoring Spirit: Indigenous Student Awards. The Honoring Spirit: Indigenous Student Awards are intended to recognize First Nations, Metis and Inuit students who model strength and commitment in the pursuit of their personal education paths. This award is presented annually to students who show exemplary leadership, honor, courage and commitment.

Northland School Division Logo Community Engagement

Northland School Division has been evolving and celebrating success stories in all our communities. With this in mind, the Board of Trustees and Administration launched a community engagement contest focused on updating the Northland School Division logo.

For the first round of the Northland School Division Logo Community Engagement, students, parents/guardians, community members, and staff were invited to vote on one of the two options presented by the Board and Administration until Wednesday, April 6, 2022.

If students, parents/guardians, staff, and community members wanted to present an alternative idea, they were able to submit the concept by Wednesday, April 6, 2022. The Superintendent's leadership team reviewed 19 submissions; many of which incorporated a moose in the design.

For the second and final round of the Northland School Division Logo Community Engagement, students, parents/guardians, community members, and staff are invited to vote on one of the three options, with the final decision to be made April 22, 2022.

High School Principals Meeting

The Executive Team met with High School Principals on April 20 - 21, 2022 to discuss high school planning and scheduling that will support students for greater high school completion. They also reviewed previous data, discussed student successes and areas of growth.

New Curriculum K-6 Update

Alberta Education is moving forward with the release of the final curriculum in three K-6 subjects and providing the first of many learning and teaching resources and information about professional learning opportunities to support teachers as they prepare to teach new curriculum in the classroom this September.

Content changes were made across the three K-6 subjects, including updates to address some identified instances of content load concerns, age appropriateness, wording clarity and First Nations, Métis, and Inuit content. Content in the three K-6 subjects continued to align with Alberta's Ministerial Order on Student Learning and the Guiding Framework for Curriculum Design and Development.

Elementary teachers teaching the three curriculums in classrooms this fall, can find support and resources at [new.LearnAlberta.ca](https://www.learnalberta.ca).

Implementation, piloting and engagement starting in 2022

- The new K-3 English Language Arts and Literature, K-3 Mathematics and K-6 Physical Education and Wellness curriculums will be implemented in classrooms.
- School authorities will have the option to also implement the final grades 4-6 Mathematics and English Language Arts and Literature curriculums, if they choose. Given implementation for these grades is optional, no Provincial Achievement Tests at the grade 6 level will be implemented using the new curriculum.
- School divisions will have the option to pilot some of the other grade levels in math and language arts and other subject areas if they choose.
- Northland will be focusing on the new curriculum that is mandatory.

ELA 9 Exam Date Rescheduled

A request was made to Alberta Education to change the date for the written response portion of the ELA 9 exam from May 16, 2022 to May 17, 2022. The request was made as a result of an adjustment in our 2021-2022 School Calendar to honor the National Day for Truth and Reconciliation.

NSD Featured in News Articles

Northland School Division has been featured in the following newspapers:

- South Peace News, March 16, 2022 Edition
- The Fever, March 24, 2022 Edition
- The Fever, March 31, 2022, Edition
- Grouard Insider, April 2022 Edition



High Prairie, A

HOME SUBMIT NEWS NOTICES / EMPLOYMENT / SALES / SERVICES ▾ HOROSCOPES CLASSIFIEDS

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SELECT Tool of the Week Contest

HOME ▶ SCHOOLS ▶ NORTHLAND RECOGNIZES SUBSTITUTE TEACHERS

Northland recognizes substitute teachers

March 16, 2022 · by Admin2015 · 0

Chris Clegg

South Peace News

It takes many people to run a school efficiently, and some do not get the recognition they deserve.

Northland School Division's board of trustees is taking the time to recognize substitute teachers during Substitute Teachers' Appreciation Week March 14-18.

"The COVID-19 pandemic has presented many challenges over the past couple of years and having access to excellent substitute teachers has been critical," says board chair Robin Guild.

"I want to thank all of our substitute teachers for supporting Northland students. The service of these teachers has made a challenging time in our schools a positive experience for the students, parents and staff."

Supt. Dr. Nancy Spencer-Poitras agrees.

"They are often called upon with short notice and are always up to the task of providing quality instruction. We appreciate everything they do to help Northland students achieve success."



A wagon ride with two-horse power and a six-dog power sled ride (below) were just some of the highlights at Sunday's Calling Lake Community Gathering.

More Photos and article on Page 4

Photos courtesy of Bigstone Community Wellness

Wabasca Community Gathering Friday

See Back Page of Focus supplement

More Elders Gatherings

Article Page 7 and Poster Page 8

\$190

Northern Alberta News / Features / Commentary

The FEVER

Volume 23, Issue 12

Thursday, March 24, 2022



Last Wednesday, March 16, around 6:30 p.m., Sheldon Bossert got a good catch while ice fishing at the Habs Shack on North Wabasca Lake. He reported it weighed seven pounds and measured 31 inches.

Another delay in doctor arrival affects Wabasca hospital

Alberta doctor shortage - Fever Page 3



FOCUS

Supplement of News, Employment Ads and Classified Ads for Readers of

The FEVER

March 24, 2022

Northland School Division looking for new logo

Northland School Division Board of Trustees and Administration have launched a community engagement contest focused on updating the Northland Division logo.

For the first round of the school division's Logo Community Engagement, students, parents/guardians, staff, community members are invited to vote on one of the two options presented until Wednesday, April 6 at <https://lets-cometogethernsd.com/northland-school-division-logo-community-engagement>.

New logo designs welcomed

The same people are also invited to submit an alternative idea for a logo and have the same April 6 deadline. The top community submission will win a \$250 cash prize plus \$250 worth of Northland School Division swag featuring the new logo.

Those designing a new idea should make the graphic details capable of being imprinted on various materials and submitted in a digital format that can be emailed to curtis.walty@nsd61.ca.

However, logos hand-drawn or painted can be submitted to a Northland school office so it can be scanned and entered in the voting.

Next, the NSD Superintendent's leadership team will review and come to a consensus on the best community submitted artwork.

Another vote will be held April 11 to 15 with the NSD community choosing between the winning Option 1 or 2 designs and the best new logo submitted.

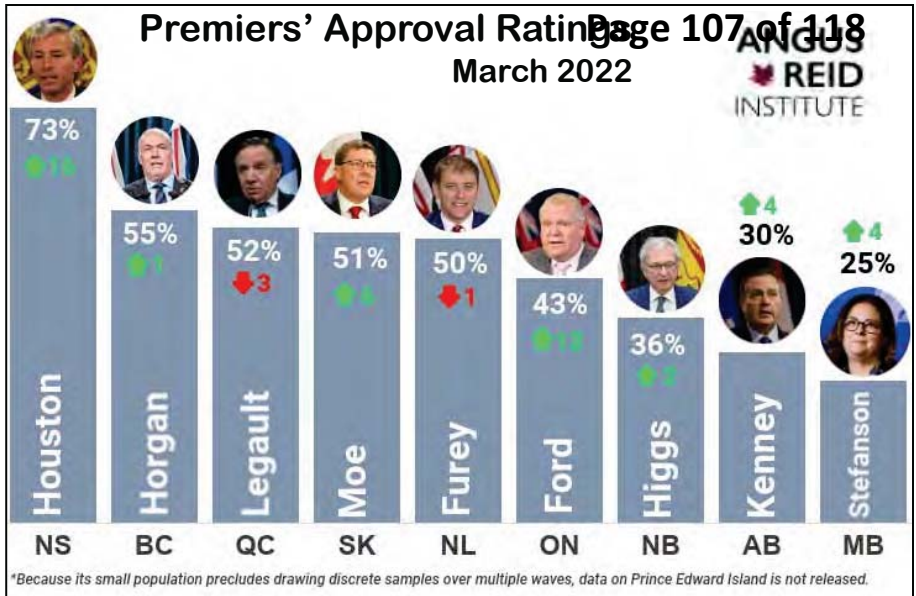
After the second vote, the winning design will be announced on April 22.

For more information, contact media relations manager Curtis Walty, 780-624-2060 ext. 6183 or curtis.walty@nsd61.ca.



Option 1

Option 2



Polls shows 7 of 9 Premiers improve popularity Alberta's Kenney rises to 3 out of 10 approval

Perhaps the pending arrival of spring and the lessening of Covid-19 restrictions put many Canadians into better spirits and more willingness to feel better about how their provincial

premier was doing.

New data from the non-profit Angus Reid Institute, released March 18 finds higher approval numbers for most of the country's premiers, including Ontario's

Doug Ford, who – less than three months before an expected provincial election – rises 13 points.

Nova Scotia's Tim Houston also springs well forward, up 16 points.

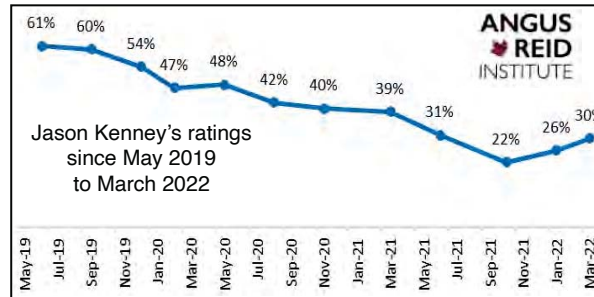
Alberta's Jason Kenney faces a crucial party leadership review on April 9.

Rising out of less-than-30 per cent approval rankings may help a bit as he faces continued widespread public criticism on health care, education, public service unions and other issues, plus a leadership challenge from Brian Jean, a former MLA and MP, who won the Fort McMurray - Lac La Biche MLA election on March 15.

Political analysts and many voters indicate that their feelings are that Kenney makes every decision based on his own political future, rather than what may be good for Albertans.

Angus Reid pollsters state: "The province is instituting a temporary "fuel tax holiday" to fight high prices for gasoline; Kenney said the holiday is a "back-door" way to fulfill his government's promise to 'scrap the carbon tax.'

"Still, two-thirds (68%) of Albertans are unhappy with his performance as premier as a leadership review looms.



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The FEVER

March 31, 2022

AR poll shows Canadians split along political lines over deal between NDP, Liberals



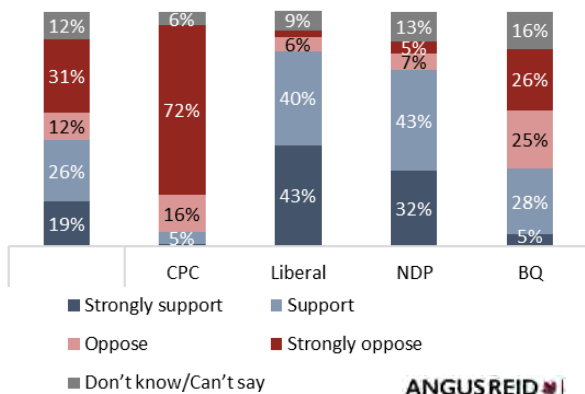
The NDP-Liberal confidence-and-supply agreement that would see major New Democratic policy planks adopted in exchange for security on confidence and money votes in Parliament may have united Canada's left of centre political parties, but it has also left the country divided over support for the deal and perceived fairness.

New data from the non-profit Angus Reid Institute finds on one side overwhelming majorities of past Liberal and NDP voters either support or strongly support the agreement. On the other, a near-unanimous number of past CPC voters and half of past Bloc Québécois voters oppose it.

Overall, 45 per cent support the deal, 43 per cent are opposed. Almost three-quarters (72%) of past Conservative voters find themselves in that group strongly against co-operation between the NDP and Liberals.

The bipartisan arrangement is set to hold until 2025, much longer than a minority government typically lasts. Canadians are more likely to see Trudeau and Liberals' side of the bargain as the favourable one, by a factor of three-to-one. Three-in-five (60%) say Trudeau got the better end of the deal; one-in-five (18%) believe it's weighted to the NDP. Notably, just one-quarter (23%) of those who voted

Do you support or oppose it?



St. Theresa School wins technology funding



Submitted by Northland School Division

Northland School Division (NSD) congratulates St. Theresa School for being awarded funding from Best Buy Canada in partnership with Samsung and Google.

The school is one of 23 schools in Canada to receive up to \$10,000 towards new technology to support student learning. They were chosen from more than 750 applications.

"On behalf of the Board of Trustees, I want to thank Best Buy, Samsung and Google for supporting student success," said Robin Guild, Board Chair.

"During this challenging time due to Covid-19, we have seen how beneficial technology is in supporting a student's educational journey. This announcement goes a long way in helping Northland achieve its Excellence in Learning outcome statements."

"We have purposefully invested in leveraging the use of technology to support and

enhance the student learning experience," said Dr. Nancy Spencer-Poitras, Superintendent of Schools.

"I want to thank Best Buy, Samsung and Google for helping schools across Canada enhance technology opportunities for students. The funding will further support the efforts made by Northland School Division to improve the technology infrastructure at St. Theresa School."

Best Buy Canada focuses its social impact efforts on building brighter futures through technology.

Past and future funding

Since 2008, Best Buy Canada has provided more than \$3.4 million to 274 Canadian schools to purchase technology that inspires, motivates, and empowers students.

For more information about Best Buy's social impact efforts and to find more information about upcoming school tech grant application periods, visit www.BestBuy.ca/SocialImpact.

NDP in September say leader Jagmeet Singh came out on top.

Another winner of the deal according to many Canadians? The country's social safety net.

Half (48%) believe the NDP-Liberal agreement will be a good thing for government social assistance, nearly double those who say it will actually be bad (26%).

Otherwise, Canadians are split on the potential effects of co-operation between the NDP and Liberals. Nearly as many say it will be good for the economy (38%), democracy (42%) and themselves (34%) as say the opposite (39%, 38%, 33% respectively).

The upcoming spring budget – expected in early April – presents a first significant hurdle for the NDP-Liberal pact. It potentially includes a "pay the piper" moment for Trudeau's promises to North Atlantic Treaty Organization allies to increase defence spending in the wake of a now month-long Russian invasion of Ukraine.

Canadians in general are now more supportive of increased defence spending than they have been in the recent past. More than half (56%) believe more money should be allo-

cated to the Department of National Defence. One-third would keep the defence budget stable and one-in-ten (12%) would decrease it.

Among that latter group are a significant proportion of those who voted for Trudeau's new partner in policy – one-quarter (24%) of past NDP voters want to reduce defence spending, more than any other partisan group. As such, the budget could present a first real test of the NDP-Liberal commitment.



If you require support, an Indian Residential School Crisis Line is available for survivors and those affected. You can access emotional and crisis support by calling 24-hour national crisis line: 1-866-925-4419.

GROUARD INSIDER

APRIL
2022





Grouard Northland School

April Dates

- 1 - Spring break
- 7 - Parent Teacher Interviews 4-7 pm
- 15 - Good Friday - No School
- 18 - Easter Monday - No School
- 29 - Spirit Day

May Dates

- 16 - Division PD - No School
- 23 - Victoria Day - No School
- 27 - Spirit Day

Early Dismissal Dates

April 6 - 1:15pm

May 4 - 1:15pm

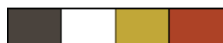
Northland School Division Logo Community Engagement



Northland School Division has been evolving and celebrating success stories in all our communities. With this in mind, the Board of Trustees and Administration are pleased to launch a community engagement contest focused on updating the Northland School Division logo.



Participate in the Northland School Division Logo Contest - Beginning Monday, March 21, 2022.



For the first round of the Northland School Division Logo Community Engagement, students, parents/guardians, staff and community members are invited to vote on one of the two options presented by the Board and Administration until **Wednesday, April 6, 2022**. To submit a vote, please visit <https://letscometogethernsd.com/northland-school-division-logo-community-engagement>.

If students, parents/guardians, staff and community members wish to present an alternative idea, the submission deadline is also **Wednesday, April 6, 2022**. The top community submission will win a \$250 cash prize plus \$250 worth of Northland School Division swag featuring the new logo. The following criteria must be followed for consideration:

1. Submissions should be simple enough in graphic detail/complexity that logos are easily replicable on hoodies, hats, backpacks, laptop/notebook stickers, jackets and other “swag”.
2. Submissions can come in electronic images, graphic files and be submitted by email to curtis.walty@nsd61.ca or hand drawn or painted design concepts can be dropped off at your local school – in which case your design will be converted to a digital image for the second round of voting on the community engagement website <https://letscometogethernsd.com/northland-school-division-logo-community-engagement>
3. Northland School Division staff reserve the right to make any changes deemed necessary to any of the public submissions while maintaining consistency to the original idea or concept of the to choice.

The Superintendent’s leadership team will review and come to a consensus on the best community submitted artwork. Following the first round, the **second and final round of voting will take place April 11-15, 2022**. The final round will see students, parents/guardians, staff and community members vote between the most popular logo choice presented by Northland in round 1 and the most popular community submitted alternative. The winning design will be announced on **April 22, 2022**.

Associate Superintendent Board Report April 22, 2022 - Cal Johnson

1. High School Planning Meetings

The high school principals and executive team met this week to go over five years of student data in order to determine trends in areas of success and areas of improvement. The goal is to build a plan using this data to make some adjustments for the 2022-2023 school year.



Some of the outcomes from this meeting will include the creation of common high school blocks throughout the day in order to support synchronous dual credit course opportunities from university partners. This will also enable possible synchronous high school courses delivered by a teacher from one of our NSD high schools and shared with students in other Northland schools. This will allow us to maximize our teacher resources and to provide more options for students.

Part of the analysis will determine the sticking points where students struggle, and can result in students not completing their graduation requirements. By identifying these areas, we are able to develop introductory courses in certain areas, build in course extensions and utilize credit recovery options to improve student completion rates.



Math Minds

2. Moving Forward With Math Minds

The math minds pilot for the six schools that are participating this year, is focusing on improving teacher practice by following some tested theories around the ways students learn and how to ensure that all students are having their needs met. The last professional learning session for this year will occur on May 16. During this session teachers will be sharing videos of themselves teaching math lessons, following the Math Minds pedagogy. They will focus on how well they check students for understanding, how they determine critical discernments (the main concepts that students need to know) and how to avoid, as a teacher, from giving too much information at one time. The teachers are utilizing this analysis of their teaching practice to support student learning.

Next year all remaining schools will participate in Math Minds as we continue our partnership with the University of Calgary in this endeavor. The focus for the year will be on self reflective evidence based transformation of practice. The schools that will be joining next year include: Bishop Rothier, Chipewyan Lake, Elizabeth, Gift Lake, Grouard, Hillview, JF Dion, Mistassiniy, NSD Online, Pelican Mountain and Susa Creek. The new math curriculum will also be using the Jump Math program.

Sample Math Minds Activity - This activity helps teachers determine if mathematical ideas are being connected by students (Raveling) and how well the teacher prompts students, interprets their understanding and decides the next steps of the lesson (PID Cycle).

Room 3 Analyze a lesson

Observe a segment of a lesson (10 to 20 min).

- 1. Place a red dot on the timeline each time students are offered a new piece of information (regarding the mathematical content of the lesson).**
- 2. Place a blue dot on the timeline each time all students are invited to engage with that prompt.**



TRANSPORTATION DEPARTMENT REPORT



Susanne Jones,
Transportation Manager
Northland School Division
April 22, 2022

Overview

Northland School Division (NSD) provides school bus transportation to all of our students regardless of distance, at no cost to the families that we serve. To provide optimum service 46 bus routes have been developed for the 20 physical schools. The Division operates 29 routes while 17 are contracted. One additional bus route has been covered by a Cooperative Transportation Agreement with another School Division.

NSD covers a total of 288,347 sq. kilometers in northern Alberta. Our buses travel approximately 700,000 kilometers per year. With only one serious accident (non-preventable, zero deaths) in the last thirteen years, school bus transportation is proven to be a safe means of transportation for our students

Due to the vast size of Northland School Division, eight local garages are utilized to administer semi-annual inspections and to maintain the owned school bus fleet of 54 buses (with spares).

The Transportation team also manages the fleet of 42 light vehicles.

Students

The Division is responsible for the safe and effective transportation of 2,200 students to 32 schools daily. Quality bus service supports student attendance and success.

Despite fluctuations in ridership from the pandemic, routes have not been cancelled. Student numbers have steadily increased throughout the year. If cuts had been made, drivers would have been lost and potentially not returned when runs would have been restored. Additionally, many of our communities are quite spread out and cutting runs would have a significant impact on student ride times. The Transportation Department continues to try and keep bus ride times lower than 60 minutes (some exceptions may apply), although the industry standard is 90 minutes.

NSD has long offered transportation for all students regardless of distance and with end of driveway pick up. The provincial block grant is based on funding eligible students that live over 2.4 kilometres from their designated school. Accordingly, 31% of the students we transport are not funded by the grant. A new provincial funding model is in development and this challenge may be addressed.

School Bus Driver Training

The 2021-2022 school year started with four vacant routes. The routes were re-staffed in a variety of ways.

- Route 393 – Gift Lake to High Prairie
 - Filled with local bus driver
 - Reduced from 3 routes locally to 2 routes

- Route 408 – Wabasca to St. Theresa, Mistassiniy & Career Pathways
 - Filled with local bus driver from Route 411 – Wabasca to St. Theresa
 - Trained a new driver for S Endorsement to fill Route 411

- Route 420 – Chipewyan Lake
 - Trained a new driver for S Endorsement

- Route 431 – Pelican Mountain School
 - Trained a new driver for 2S MELT

To date we have successfully trained a total of 8 drivers in the following:

- S Endorsement – 3 Drivers
- Class 2S MELT – 5 Drivers

The Division is continuously working to recruit more bus drivers (and spares) by finding ways to make the work more attractive and training more accessible. For example, the Transportation Department worked with Alberta Transportation, ATOSKE Group and the Municipal District of Opportunity No. 17 to bring a driver trainer from Pembina Hills School Division to perform training locally. The MD of Opportunity donated the use of the Eagle Point Golf Course (club house and parking lot) for the training while the course was closed for the season. We will continue to find other ways to provide training locally to assist in the recruitment of more drivers.

Effective July 31, 2020 S Endorsement became mandatory for all school bus drivers. Previously, drivers had to obtain an S Endorsement within 1 year of being hired, but now they must be trained prior to driving the school bus. This increased complexity has limited our spare driver list and has made an impact on the number of cancelled bus runs.

Bus Fleet

With the extremely cold winter the freezing of Diesel Exhaust Fluid (DEF) on diesel buses was a challenge. When the DEF freezes, it creates condition codes in the bus's computer. Clearing these codes requires the DEF tank to be thawed and the computer re-set. In addition, there are thin plastic hoses that deliver the DEF and they often crack when frozen. The bus then has to be towed to the repair facility. There was a severe shortage of parts across the continent, partially due to the pandemic and partially due to the high demand of these parts globally. This has caused increased wait times to receive parts.

In order to avoid these mechanical failures, (the DEF system cannot be deleted out of the schools buses), the Division will investigate the potential benefits of using gasoline fueled buses.

Electric buses are not feasible at this time. They are initially three times the cost of a fuel fired school bus, with additional infrastructure costs, specialized service, range limits and requirements.

Insurance

Insurance is a key operating cost and has been increasing significantly particularly for contracted bus operators (CBO's). One of the driving factors behind the launch of the ARMIC insurance consortium, was the desire to better manage the risks and thus contain premiums.

For NSD this has meant that across our owned vehicle fleet insurance costs have risen modestly in recent years and are flat this year (total \$98,050 vs \$99,135 last year).

However, for the 17 routes operated by contractors, and in particular the 9 routes covered by ARMIC insured providers, rates have risen dramatically from the hardening of the insurance markets. This is due to catastrophic losses in Alberta and a better understanding of the risks.

CBO Coverage rates which were just over \$1,000 a few years ago have risen from \$4,300 per bus last year to \$6,621 this year (total ARMIC covered NSD cost up from \$35,052 to \$66,209) while deductible has increased from \$2,500 to \$10,000.

Risk management based improvements are coming which will help contain these costs. These are being developed through ARMIC. For example, CBO's will only be able to drive for NSD, cameras will be strategically installed to capture road issues and contractors safety compliance will be more closely monitored.

Fuel Costs

Gasoline and diesel fuel are essential for bus operations and a key cost element. Fuel costs have risen so high, so fast and with so much uncertainty that their impact on operations going forward is hard to predict.

In February 2021 Statistics Canada reported that gas prices had risen 32.3% from a year ago, and they have risen in the two months since, including the carbon tax. With an owned bus fleet fuel budget of \$350,000 annually, a 50% uplift would result in a potential cost increase of \$175,000. Additional costs would follow similarly for the 17 contracted routes.

Cost pressures will be managed through the Division's financial management process.

The Transportation Department Goals and Action Plan

Goal #1: Safety - Provincial/Federal Compliance, Highway/Road Safety, Student/Parent/School Education, OH&S Compliance, Mechanical Compliance

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

- Understand all Provincial and Federal Regulations and ensure full compliance
- Apply “Route Risk Assessment” to every route
- Maintain active membership in the Student Transportation Association of Alberta
- Drivers educate students in rules and safety procedures (rules posted in every bus)
- Drivers practice evacuation drills (twice per year)
- Continue school based bus safety education programs
- Annual driver abstract records obtained for all bus drivers
- Mechanical Compliance & Integrity
- ARMIC Insurance requirements compliance
- Use technology to ensure safety compliance (in process)
- Review and update the Field Trip Manual

Goal #2: Service Quality and Communication - Internal and External

Solid communication is required to transmit reliable information regardless of the difficulties presented by demographics of distance, number and variety of stakeholders, age and technological maturity and literacy of stakeholders. Clear two-way communications enhances operations for all stakeholders.

- Communication using various methods such as newsletters, email, telephone, media, website, and meetings will be utilized.
- Promote use of technology (Email, Website, School Messenger, Texting)
- Provide information regarding upcoming events to the NSD Communications Coordinator
- Maintain contact with local municipalities and Transportation with regards to pertinent signage (ongoing)
- Updated Bus Driver Manual
- Review all components of the Safety & Maintenance Plan, Preventative Maintenance Plan, and Emergency Response Plan (in process)

All stakeholders work together for a safe and timely transportation system.

Goal #3: Staff Engagement - Training, Professional Development, Mentorship, Recognition

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

- Continue the focus on driver recruitment and retention
- Source outside driver training schools (ongoing)
- Continue financial support for driver training, examination and licensing costs
- Commit to funding training
- Review, analyze and potentially purchase new routing software
- Organize mandatory professional development such as Child Abuse & Neglect recognition and reporting, Anti Bullying Programs, Public School Works Safety Modules (Public School Works in process), and many more.
- Explore annual gathering for Bus Drivers (in process - was on hold due to the pandemic)

Goal #4: Operations Excellence

- Train staff in routing software, implement software/self-serve for fleet and personnel records
- Develop/review/revise policies that impact transportation
- Review/plan for shifting enrollment with increased parent expectations
- Research and implement special needs transportation, maximize route efficiencies to minimize ride time.
- Maximize funding with accurate student data pending new grant model
- Annually assess routes based on expected student pick-ups and use TransFinder to create routes that minimize costs and create reasonable ride times for students (ongoing)
- Developed Inclement Weather Administrative Procedure
- Investigate GPS for safety (In Process)
- Develop, review and revise policies that impact transportation ie. school of choice, walk limits, driveway service, cooperative bussing

Goal #5: Infrastructure

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

Conclusion

Transportation service has come a long way since the last horse-drawn wagons, used until 2004. Northland School Division is constantly investigating and implementing ways to improve, build teamwork, support students, improve safety and find efficiencies. The vast size of the Division has been a challenge in the past, however with the increased use of technology, communication to parents, bus drivers, schools and central office is more efficient.

NSD has a phenomenal group of bus drivers that support our student's education and have worked super hard this year to keep everyone safe. They drive through the snow and stand outside in the bitter cold boosting their buses. Our bus drivers are truly amazing!