



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 22-05 AGENDA

Location:

Zoom Meeting

Meeting ID:

Passcode:

Phone:

Date & Time: Friday, May 20, 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.	Approval of Agenda	All	Motion	-
4.	In-Camera	All	Motion in/out of in-camera	-

B. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Corporate Board Meeting Minutes - April 22, 2022	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	12



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-05
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	Trustees	Information	-

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Superintendent Dr. Spencer-Poitras	Information	18
2.	Student Engagement, Attendance & Completion Report	Superintendent Dr. Spencer-Poitras	Information	21
3.	Monthly Enrolment Report	Superintendent Dr. Spencer-Poitras	Information	26
4.	Policy 9 - Board Representatives	Superintendent Dr. Spencer-Poitras	Motion	28
5.	Policy 10 - Policy Making	Superintendent Dr. Spencer-Poitras	Motion	33
6.	Policy 20 - Teacher Housing	Superintendent Dr. Spencer-Poitras	Motion	38
7.	Spring Final Budget	Superintendent Dr. Spencer-Poitras	Motion	40
8.	Locally Developed Courses	Superintendent Dr. Spencer-Poitras	Motion	56
9.	ASBA Zone 1 Appreciation Award	Superintendent Dr. Spencer-Poitras	Information	57
10.	Alberta Infrastructure Statement of Final Costs - Housing	Superintendent Dr. Spencer-Poitras	Information	58
11.	Teacher Contracts Update	Superintendent Dr. Spencer-Poitras	Information	63
12.	Year End Auditors	Superintendent Dr. Spencer-Poitras	Information	64
13.	IMR/ CMR Support 2022-2023 School Year	Superintendent Dr. Spencer-Poitras	Information	65
14.	Assurance Plan	Superintendent Dr. Spencer-Poitras	Motion	78
15.	ASBA Budget and Bylaws Bulletin	Superintendent Dr. Spencer-Poitras	Motion	105

E. TECH TALK WITH DR. TIM STENSLAND



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F. MONITORING REPORTS (Motion to Approve)

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.) <ul style="list-style-type: none">• Brittney Lyons, Edwin Parr Nominee for Zone 1	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Guild	Information	142
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	146
4.	Associate Superintendent Report	Deputy Superintendent Dr. Stensland	Information	149

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.		
2.		

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-04 MINUTES

Location: Via Zoom

Date: Friday, April 22, 2022

Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Vice-Chair Ward 2	x	Dr. Tim Stensland	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Douglas Aird	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Curtis Walty	Media Relations Manager
x	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	✓	Scott Meunier	Associate Superintendent
✓	Julia Cardinal	Trustee Ward 9	✓	Cal Johnson	Associate Superintendent
✓	Aimee McCamon	Trustee Ward 10	✓	Michael Maciach	Director of Technology

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:00 a.m. with a traditional land acknowledgment.

2. Opening Reflection

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

3. Swearing In

Lorraine McGillivray was sworn in as Trustee for Ward 1.

4. Adopt Agenda

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

25458/22 CARRIED

5. In Camera Session

Trustee Gladue moved that the meeting go in camera at 9:05 a.m.

25459/22 CARRIED

Trustee Auger declared a conflict of interest and left the meeting at 9:23 a.m.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-04 MINUTES

6. Regular Session

Trustee Gladue moved that the meeting revert to regular session at 9:25 a.m.

25460/22 CARRIED

B. MINUTES

1. Regular Board Meeting Minutes - March 25, 2022

MOTION: Trustee McCamon moved that the Board of Trustees approve the March 25, 2022 regular meeting minutes, as presented.

25461/22 CARRIED

2. Board Action Items

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

25462/22 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. Board Chair Report

C2. Superintendent Report

C3. Committee and/or Board Representative Reports

C4. Trustee Activity Reports/Association Reports

25463/22 CARRIED

D. ACTION ITEMS

1. Monthly Financial Report

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

25464/22 CARRIED

**NORTHLAND SCHOOL DIVISION****BOARD MEETING NO. 22-04
MINUTES****2. Student Engagement, Attendance & Completion Report**

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

25465/22 CARRIED**3. Monthly Student Enrolment Report**

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

25466/22 CARRIED**4. Policy 6 - Role of the Board Vice Chair**

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 6 - Role of the Board Vice Chair as presented.

25467/22 CARRIED**5. Policy 7 Appendix C - Trustee Expense and Corporate Credit Card Guidelines**

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 7 Appendix C - Trustee Expense and Corporate Credit Card Guidelines as presented.

25468/22 CARRIED**6. Policy 7 Appendix D - Rules of Order**

MOTION: Trustee McCamon moved that the Board of Trustees approve the housekeeping changes to Policy 7 Appendix D - Rules of Order as presented.

25469/22 CARRIED**7. Policy 17 - Student Transportation**

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 17 - Student Transportation as presented.

25470/22 CARRIED

Break from 10:00 a.m. to 10:11 a.m.

**NORTHLAND SCHOOL DIVISION****BOARD MEETING NO. 22-04
MINUTES****8. Tri-Annual Report**

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the Tri-Annual Report, as presented.

25471/22 CARRIED**9. Zone 1 - ASBA Edwin Parr Teacher Award Nomination**

MOTION: Trustee Gladue moved that the Board of Trustees approve Brittney Lyon, teacher at Athabasca Delta Community School for the nomination of the Zone 1 ASBA Edwin Parr Teacher Award, as presented.

25472/22 CARRIED**10. Budget 2022-2023 Principles and Assumptions**

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the Budget 2022-2023 Principles and Assumptions, as presented.

25473/22 CARRIED**11. Preliminary Revenue/Expense Figures - Budget 2023**

MOTION: Trustee Gladue moved that the Board of Trustees accept as information, the preliminary revenue and expense figures for Budget 2023, as presented.

25474/22 CARRIED**12. ASBA Budget and Bylaws Bulletins**

MOTION: Trustee McGillivray moved that the Board of Trustees accept as information the ASBA's Budget and Bylaws Bulletin - Spring General Meeting 2022, as presented.

25475/22 CARRIED**13. Long Service and Retirement Awards**

MOTION: Trustee McCamon moved that the Board of Trustees approve hosting the Long Service and Retirement Awards Celebration on June 16, 2022 in Peace River, Alberta as presented.

25476/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-04 MINUTES

14. Northland School Division Logo

MOTION: Trustee B. Lamouche moved that the Board of Trustees authorize the Administration to proceed with the selection of option 3 for updating the current Northland logo, as presented.

25477/22 CARRIED

15. Paraprofessional Education Leave

MOTION: Trustee McCamon moved that the Board of Trustees approve the unpaid Professional Improvement Leave for the 2022-2023 school year, as presented.

25478/22 CARRIED

16. Revised 2022-2023 School Calendar

MOTION: Trustee McCamon moved that the Board of Trustees accept as information, the revised 2022-2023 school calendar, as presented.

25479/22 CARRIED

17. Knowledge Keepers Youth Conference

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the request from Urban Rez Cultural Society to use 10 classrooms with smart boards, technology support, and the school gym at Mistassiniy School for the evening of August 26 to August 28, 2022; must provide proof of event insurance and pay for enhanced cleaning for all areas used; and if future conferences are requested, the dates must be within the school year and not prior to school year.

25480/22 CARRIED

E. TECH TALK

Michael Maciah, Director of Technology did a presentation to the Board of Trustees on Chromebooks and the difference between chromebooks and laptops and how students are using these devices.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-04 MINUTES

F. MONITORING REPORTS

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

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

25481/22 CARRIED

Break from 12:14 p.m. to 1:00 p.m.

AWARDS/PRESENTATIONS

The Board of Trustees acknowledged Michelle Wile, Principal; and three students from Fort McKay School for their outstanding work.

Sadi Gladue, Grade 6 student was nominated for 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 Honouring Spirit: Indigenous Student Awards. This award is presented to students who show exemplary leadership, honour, courage and commitment.

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Auger moved that the Board of Trustees declare the meeting adjourned at 1:36 p.m.

25482/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-04

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	April 20, 2022: Ads have been posted on the Division's website, Facebook, community newsletters, local newspapers and on Alberta's CPA job board.
Board	2/18/2022	Administration	Discussion	Include PSBAA logo on website	3/30/2022	In Progress	
Board	4/22/2022	Administration	Discussion	Administration to draft letter on behalf of Chair Guild to Minister of Education about the cost of student transportation.	4/30/2022	Complete	May 6: Letter was emailed to Minister LaGrange.
Board	4/22/2022	Administration	Attendance	Administration to draft letter on behalf of Chair Guild to students who received 20+ credits in semester 1.	4/30/2022	Complete	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Approval of Consent Agenda
REFERENCE(S) & ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approves the consent agenda which approves the following items:

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

BACKGROUND:

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

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

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: Board Report as of May 13, 2022

April 21, 2022	Community Engagement Committee Meeting
April 22, 2022	Corporate Board Meeting via Zoom
April 23, 2022	Attraction & Retention Committee Meeting via Zoom Teaching & Learning Committee Meeting via Zoom
May 3, 2022	Agenda Review Policy Committee Meeting
May 4, 2022	Career Pathways Principal Advisory Meeting St. Theresa School Council Meeting
May 5, 2022	Reggie Leach Presentation
May 12 & 13, 2022	Grouard Indian Residential School Gathering
May 14, 2022	Sod Turning Ceremony for new Mistassiniy school Grade 12 Graduation Mistassiniy school



Superintendent's Report

May 20, 2022

PCS Executive Meeting	April 19, 2022
Attended the PCS Executive meeting with neighboring Superintendents.	
High School Principal Meeting	April 20 & 21, 2022
Met with High School Principals to discuss and start working on a common calendar.	
Corporate Board Meeting	April 22, 2022
Attended the monthly Corporate Board meeting via Zoom.	
Attraction & Retention/Teaching & Learning Committee Meetings	April 23, 2022
Attended the Attraction & Retention, Teaching & Learning Committee meetings.	
NRLC Zone 1 Leadership Learning Meeting	April 26, 2022
Participated in the NRLC Zone 1 Leadership Learning meeting.	
RCMP Partnership Meeting	April 28, 2022
Met with the RCMP to discuss further partnerships and celebrations.	
PSBAA: Private School Funding in Alberta Meeting	April 29, 2022
Attended the PSBAA Private School Funding in Alberta with the Ministry of Education.	
High School Principal Meeting	May 2, 2022
Attended the follow up meeting on creating and implementing a common calendar.	
Agenda Review Meeting	May 3, 2022
Attended the monthly Agenda Review Meeting.	
Policy Committee Meeting	May 3, 2022
Attended the monthly Policy Committee meeting which reviewed policies for the May board meeting.	
Principal Interview	May 4, 2022
Participated in a Principal interview.	

Consultant Meeting	May 5, 2022
Met with Dr. Lorne Parker with Focus 10 Educational Consulting Group.	
Reggie Leach Presentation	May 5, 2022
Attended the Reggie Leach presentation.	
Grouard Indian Residential School Gathering	May 10, 2022
Attended the Grouard Indian Residential School Gathering in Grouard, Alberta.	
Alberta Education Quarterly Attendance Meeting	May 13, 2022
Attended the Alberta Education and Northland School Division Quarterly Attendance meeting.	
Sod Turning Ceremony	May 14, 2022
Participated in the Sod Turning Ceremony for the new Mistassiniy School.	
Mistassiniy High School Graduation	May 14, 2022
Attended the Mistassiniy High School Graduation.	



NORTHLAND SCHOOL DIVISION
Monthly Financial Report
as of April 30, 2022

REVENUE	Annual Budget		Year to Date		April YTD
	2022	Budget	Actual	Difference	Difference %
Alberta Education	\$ 47,104,084	\$ 31,402,723	\$ 31,583,956	\$ 181,234	1
Federal Government & First Nations	12,305,474	8,203,649	8,935,194	731,545	9
Other Revenue	1,163,836	775,891	949,850	173,959	22
	<u>\$ 60,573,394</u>	<u>\$ 40,382,263</u>	<u>\$ 41,469,000</u>	<u>\$ 1,086,738</u>	3
EXPENSES					
Schools (inc. school cert. staff)	\$ 23,330,404	\$ 15,553,602	\$ 16,779,768	\$ (1,226,165)	(8)
Instructional Support	6,838,865	4,559,243	4,299,732	259,511	6
Instructional Supply	7,007,603	4,671,735	3,253,136	1,418,600	30
Transportation	4,611,762	3,074,508	2,811,584	262,924	9
Operations and Maintenance	9,943,109	6,628,739	7,210,137	(581,398)	(9)
External Services	4,521,544	3,014,363	3,164,332	(149,969)	(5)
System Administration	2,597,567	1,731,711	1,696,723	34,989	2
Corporate Board	593,750	395,833	324,261	71,572	18
Insurance (Buildings)	544,900	363,267	655,516	(292,250)	(80)
	<u>\$ 59,989,503</u>	<u>\$ 39,993,002</u>	<u>\$ 40,195,189</u>	<u>\$ (202,187)</u>	(1)
NET SURPLUS (DEFICIT)	<u>\$ 583,891</u>	<u>\$ 389,260</u>	<u>\$ 1,273,811</u>	<u>\$ 884,551</u>	

VARIANCE ANALYSIS

At the end of the eighth 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 67% of the year complete we have received 69% of our planned revenues and 67% of expenses.

Revenue

Revenues are on track with the budget (+3%) and adjustments.

Additional Federal revenues include Jordan's Principle Education Assistants (25 positions, \$596K Year to date).

Accruals have been updated and reconciliations are underway.

Expenses

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

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

Uncertificated salaries are over budget (9%) due to additional Jordans staff (above) and rising benefits.

External Services are slightly over (+5%) with the funded Housing Renovations Program creating a variance.

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

Insurance is over budget however provincial revenues have been received to cover this.

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

Salaries and Benefits Detail	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Certificated salaries and benefits	\$ 20,584,227	\$ 13,722,818	\$ 13,650,474	\$ 72,343	1
Uncertificated salaries and benefits	\$ 15,081,400	\$ 10,054,266	\$ 11,003,102	\$ (948,836)	(9)
	<u>\$ 35,665,626</u>	<u>\$ 23,777,084</u>	<u>\$ 24,653,577</u>	<u>\$ (876,493)</u>	<u>(4)</u>

Watching:	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Operations and Maintenance	\$ 9,943,109	\$ 6,628,739	\$ 7,210,137	\$ (581,398)	(9)
Housing Renovations Program (Ph. 1)	\$ 2,000,000	\$ 2,000,000	\$ 2,056,786	\$ (56,786)	(3)
Housing Renovations Program (Ph. 2)	\$ 1,900,000	\$ 1,266,667	\$ 279,286	\$ 987,381	78

Operations and Maintenance

The deficit of \$581K includes \$289K that is funded for a net variance of \$292K (4%).

The amount funded includes \$232K IMR projects and \$57K in engineering costs (\$289K total).

The amount over the projected budget is \$292K (4%) which arises from contract cleaners at 3 sites, COVID costs and CTS Lab setup.

Housing

(Phase 1) 24 units are completed

(Phase 2) 8 units are being tendered

(Phase 3) 2 duplexes, triplex and one single RTM (Ready to move) have been ordered



The Northland School Division

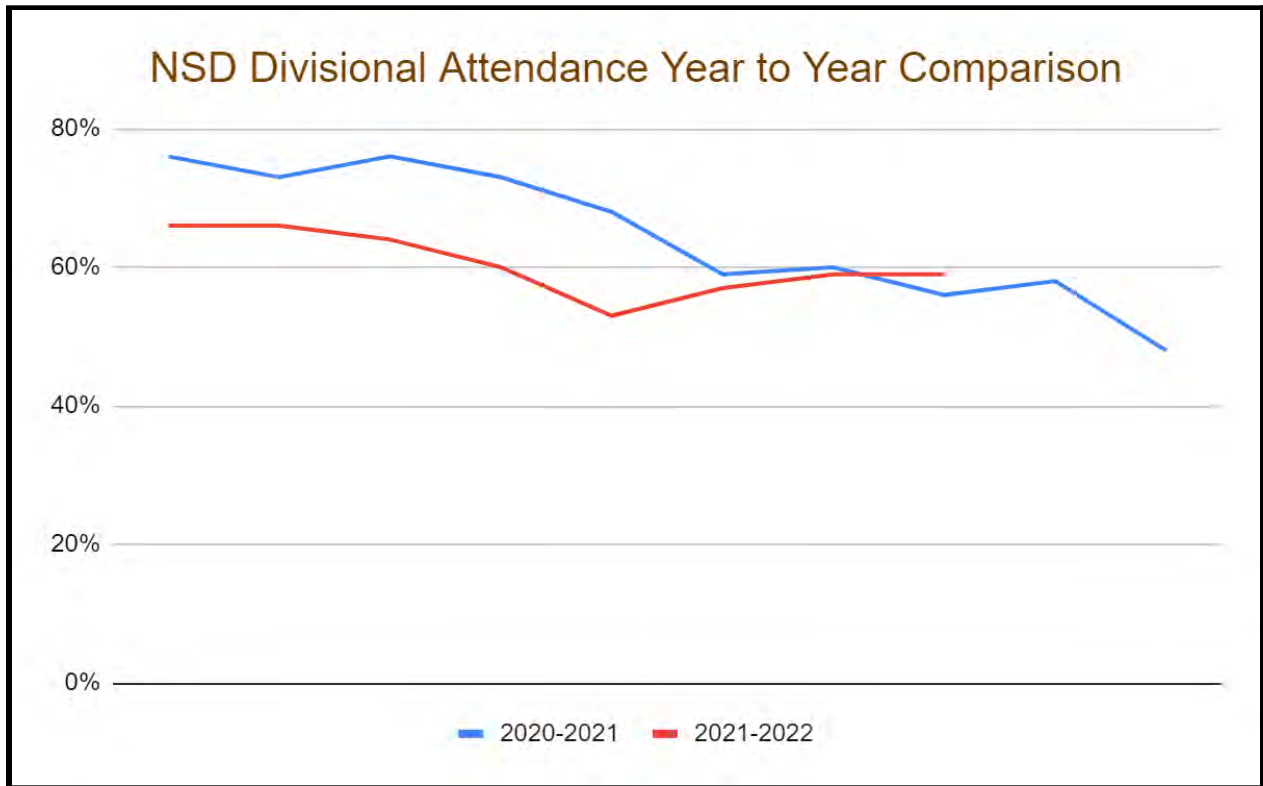
**Director of Student Engagement, Attendance and Completion
Board Attendance Report**

April 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%	59%	3%
May	58%		
June	48%		



April Highlights

- There is a 3% increase in attendance in April from 2020-2021 to 2021-2022.
- 6 schools had an increase in In-School Attendance from April of 2020-2021 to April of 2021-2022.
 - Anzac: 13%
 - Bill Woodward: 2%
 - Calling Lake: 13%
 - Grouard Northland: 14%
 - J.F. Dion: 6%
 - Mistassiniy: 5%
- 5 NSD schools had an increase from March 2022 to April 2022
 - ADCS: 10%
 - Anzac: 6%
 - Chipewyan Lake: 7%
 - Fort McKay: 5%
 - J.F. Dion: 1%
- J.F. Dion has 0% of their students attending less than 50%.

April 2021 and April 2022 attendance rates by individual school

School	April 2021 (In-School)	April 2021 (At-Home)	April 2022
ADCS	63%	41%	63%
Anzac	64%	64%	77%
Bill Woodward	67%	26%	69%
Bishop Routhier	74%	100%	61%
Calling Lake	51%	20%	64%
Chipewyan Lake	65%	100%	54%
Conklin	75%	29%	72%
Elizabeth	70%	50%	68%
Father R Perin	59%	5%	40%
Fort McKay	74%	n/a	74%
Gift Lake	54%	50%	51%
Grouard Northland	57%	8%	71%
Hillview	61%	86%	57%
JF Dion	73%	83%	79%
Mistassiniy	37%	15%	42%
Northland Online	n/a	n/a	52%
Paddle Prairie	59%	30%	50%
Pelican Mountain	75%	65	70%
St. Theresa	76%	30%	63%
Susa Creek	86%	8	72%

Individual School Attendance rates by percentile for April 2022

School	95-110	90-94	80-89	70-79	60-69	50-59	Below 50
ADCS	16%	9%	14%	12%	9%	7%	33%
Anzac	16%	17%	26%	9%	16%	6%	11%
Bill Woodward	14%	12%	15%	18%	14%	8%	18%
Bishop Routhier	15%	4%	9%	19%	9%	7%	37%
Calling Lake	16%	4%	13%	15%	17%	7%	28%
Chipewyan Lake	0%	0%	18%	27%	5%	5%	45%
Conklin	17%	0%	22%	17%	28%	0%	17%
Elizabeth	14%	5%	21%	15%	14%	8%	23%
Father R Perin	0%	2%	5%	11%	9%	10%	63%
Fort McKay	6%	20%	28%	14%	8%	10%	14%
Gift Lake	8%	7%	4%	10%	11%	18%	42%
Grouard Northland	21%	18%	15%	6%	12%	12%	18%
Hillview	5%	10%	5%	19%	14%	19%	29%
JF Dion	9%	12%	28%	22%	21%	7%	0%
Mistassiniy	2%	4%	9%	6%	9%	12%	57%
Northland Online	7%	6%	13%	13%	6%	10%	44%
Paddle Prairie	3%	3%	9%	10%	8%	20%	46%
Pelican Mountain	12%	12%	24%	6%	6%	24%	18%
St. Theresa	8%	6%	20%	16%	16%	9%	26%
Susa Creek	21%	7%	18%	18%	7%	11%	18%

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

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 11-12
67.13	65.47	64.24	52.84	30.30

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

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

School	Principal	March
Anzac	Amy Savill	77%
J.F. Dion	Angela Sanregret	79%

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

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

Grade Level	Name	School
K-3	Eulalie Meredith Yellowknee	Fort McKay
4-6	Rayden Cardinal	St Theresa
7-9	Christian Anderson	Gift Lake
10-12	Lane Young	Mistassiniy



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

TO: THE BOARD OF TRUSTEES **Date:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poirtras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: May 2022 Enrollment
REFERENCE(S):
ATTACHMENTS: Monthly Enrollment

RECOMMENDATION:

THAT the Board of Trustees receive as information, the May 2022 Student Enrollment Report, as attached.

BACKGROUND:

Administration will provide a monthly update of student enrollment .

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 ENROLLMENT 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	94
Athabasca Delta Community School	149	142	148	146	145	145	143	142	139	142
Bill Woodward School	100	102	101	98	96	95	96	96	95	86
Bishop Routhier School	60	52	52	48	46	46	46	50	52	54
Calling Lake School	114	115	117	117	115	115	118	118	117	122
Career Pathways School	100	96	89	92	95	94	91	87	80	77
Chipewyan Lake School	22	21	22	20	20	22	22	22	22	22
Conklin Community School	20	19	19	20	21	21	21	21	21	18
Elizabeth School	111	86	87	87	88	88	88	91	89	86
Father R. Perin School	78	80	82	82	83	83	82	82	82	80
Fort McKay School	57	54	50	48	48	48	50	50	50	50
Gift Lake School	125	110	113	113	113	113	112	108	108	113
Grouard Northland School	60	31	39	38	38	38	34	34	33	34
Hillview School	33	23	22	22	22	22	20	21	21	21
J.F. Dion School	69	61	62	62	62	62	64	67	68	67
Mistassiniy School	250	285	300	300	297	297	292	288	288	290
Northland Online School	0	47	51	51	53	55	67	68	67	69
Paddle Prairie School	113	106	110	110	105	105	106	109	109	107
Pelican Mountain School	30	13	16	16	16	16	16	17	17	17
St. Theresa School	297	259	264	264	261	261	258	260	262	262
Susa Creek School	31	25	25	25	23	23	23	26	26	28
TOTAL	1910	1819	1860	1849	1837	1839	1838	1848	1840	1839

Policy 9

BOARD REPRESENTATIVES

The Board may appoint Trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations to further student success. The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as determined at the annual Organizational Meeting. Appointed Trustees are responsible to inform the assigned Alternate, if applicable, the Chair and Executive Assistant Secretary to the Board and Corporate Services if they are unable to attend.

The Board representative will provide a report to a subsequent Board meeting.

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

2. Organizations that the Board determines are important to have a strong partnership with. Organizations that the Board - appoints representatives to shall be reviewed and determined at each Organizational Meeting. The listing of organizations shall be posted on the Northland School Division website in “Board Information” under “Governance”.
 - 2.1 Purpose of the Liaison
 - 2.1.1 To explore and/or strengthen partnership opportunities/challenges.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Meet with organization representatives to:
 - 2.2.1.1 Explore ways to ensure/enhance student success.
 - 2.2.1.2 Share successes.
 - 2.2.1.3 Ensure effective two-way communication.
 - 2.2.1.4 Build relationships.
 - 2.2.2 Represent the Board’s positions and interests at meetings.
 - 2.3 Representation
 - 2.3.1 One trustee; one alternate per organization.
 - 2.4 Meetings
 - 2.4.1 At least one (1) time per term.

3. Public School Boards’ Association of Alberta (PSBAA) Council
 - 3.1 Purpose of the Association Council
 - 3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice, and to address public school education issues on a provincial level to effect change and improvement.
 - 3.2 Powers and Duties of the Board Representative
 - 3.2.1 Attend PSBAA Council meetings as required.
 - 3.2.2 Represent the Board’s positions and interests at PSBAA Council meetings.
 - 3.2.3 Communicate to the Board the work of PSBAA Council.
 - 3.2.4 Build relationships.
 - 3.3 Representation
 - 3.3.1 One (1) trustee; one (1) alternate.
 - 3.4 Meetings
 - 3.4.1 As called by PSBAA Council.

4. Teachers’ Employer Bargaining Association (TEBA)
 - 4.1 Purpose of TEBA

- 4.1.1 Represent the Board at meetings of TEBA.
 - 4.2 Powers and Duties of the Board Representative
 - 4.2.1 Must attend all TEBA meetings as TEBA regulations do not allow alternates. If the appointed Board representative does not attend the meeting, Northland will not have input or a vote if it is called.
 - 4.2.2 Represent the Board's position and interests.
 - 4.2.3 Communicate to the Board the work of TEBA.
 - 4.3 Representation
 - 4.3.1 One (1) trustee (no alternates are allowed as per TEBA regulations).
 - 4.4 Meetings
 - 4.4.1 As called by TEBA.
5. Northland School Division (NSD) Act Partner Engagement
- 5.1 Purpose of Engagement with Partners
 - 5.1.1 To gather input with respect to ~~the establishment of~~ **establishing** the Board's strategic direction.
 - 5.2 Powers and Duties of the Board and/or Board Representative(s)
 - 5.2.1 The Board shall develop and implement a "NSD Act Partner Engagement Plan" for meeting with partners outlined in the NSD Act, at least once within the 12-month period immediately following each general election, ~~with respect to gathering~~ input into the Board's strategic direction.
 - 5.2.2 See also Policy 21 Appendix A, School Council Conflict Resolution and Administrative Procedure 159 Community Engagement, Appendix A Community Engagement Framework and Appendix B Community Engagement Process.
 - 5.3 Northland School Division Act Partners
 - 5.3.1 First Nations, Metis and other communities with respect to which the Board provides educational services;
 - 5.3.2 Metis Settlement General Council;
 - 5.3.3 Treaty 8 First Nations of Alberta.
 - 5.4 Meetings
 - 5.4.1 The Board and/or representatives shall meet at least once with the partners identified above within the 12-month period immediately following each general election.
6. Rural Caucus of Alberta School Boards (RCASB)
- 6.1 Purpose of the Rural Caucus
 - 6.1.1 To lobby the Provincial government as a group for rural transportation.
 - 6.2 Powers and Duties of the Board Representative

- 6.2.1 Attend RCASB meetings.
- 6.2.2 Represent the Board's positions and interests.
- 6.2.3 Communicate to the Board the work of the RCASB
- 6.2.4 Build relationships.
- 6.3 Representation
 - 6.3.1 One (1) trustee; one (1) alternate
- 6.4 Meetings
 - 6.4.1 As called by RCASB.

Legal Reference: Section 33, 34, 51, 52, 53 Education Act
Policy 21 Appendix A, School Council Conflict Resolution AP 159 Community
Engagement
AP 159 App A Community Engagement Framework AP 159 App B Community
Engagement Process
[Board Representation to Organizations](#)
[Terms of Reference Board Representation](#)



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022

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

ORIGINATOR: Aimee McCamon, Trustee Ward 10, Policy Committee

SUBJECT: Policy 10 - Policy Making

REFERENCE(S):

ATTACHMENTS: Policy 10 - Policy Making

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 10 Policy Making, as attached.

BACKGROUND:

RISK ANALYSIS:

Policy 10

POLICY MAKING

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

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

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

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

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

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

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

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

1. Planning

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

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

2. Development

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

3. Approval

The Chair shall take care to ensure all trustees understand the rationale for a new policy or a policy change prior to the motion for approval.

4. Implementation

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

5. Evaluation

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

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

Specifically

1. Any person or party may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Board Chair or Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Board Chair or Superintendent will present the proposal to the Board or appropriate standing committee of the Board, for initial consideration and determination.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. Generally, the Board will give each new or revised policy three (3) readings in public session as follows:
 - 5.1 First Reading
 - 5.1.1 The Board will consider the policy proposal and determine if the policy should be circulated for input from interested parties.
 - 5.1.1.1 In most cases, the policy proposal presented to the Board would be circulated to Division staff, principals, school staff, the Northland Local of the Alberta Teachers' Association and key stakeholders groups for consideration and reaction.
 - 5.1.1.2 The Principal is responsible to ensure **for ensuring** the school council has **the** opportunity to provide input.
 - 5.1.1.3 The Board may approve a policy change with all three readings in one motion if:
 - It is determined they are parameters which preclude feedback OR;
 - The changes are of **a** housekeeping nature (e.g. grammar, minor efficiency changes, clarifying or aligning processes) that do not change the intent of the policy.

5.2 Second Reading

- 5.2.1 The policy is discussed further by the Board after taking into consideration any input received and any amendments arising from input and comments received.
- 5.2.2 The Board shall consider the information and feedback provided and will either approve **the** second reading of the proposed policy in principle or recirculate if deemed appropriate (approve again as **the** first reading).

5.3 Third Reading

- 5.3.1 The Board shall give final approval of the policy and it will become effective immediately unless stated otherwise in the motion.

- 6. Not more than two (2) readings of any policy proposal may be given at any one (1) meeting of the Board unless a quorum of Trustees present agree to ~~give the policy~~ **provide the policy with a **the** third reading or it has been determined that the policy shall not be circulated (see 5.1.1.3).**

Holy Family CRSD Approval Process

3.1 First Reading – the policy is presented and discussed. The policy will be distributed to stakeholders for input and feedback.

3.2 Second Reading – the policy is open for discussion by the Board and between the Board and approved delegations as applicable. The policy will be distributed to stakeholders for further input and feedback.

3.3 Third Reading – the policy, in original form or as amended by the Board, is given final approval.

3.4 In special circumstances, first, second and third reading may occur at the same regular meeting of the Board.

3.4.1 A unanimous vote in favor of the final reading is required.

3.4.2 If a vote for final reading is not unanimous, then final reading shall occur at the next regular board meeting.

- 7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
- 8. In the absence of existing policy, the Board may make decisions, by motion, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy. If appropriate, **a** specific written policy will be developed.
- 9. The Board may request the Superintendent to change an administrative procedure into a draft Board policy and will provide the rationale for **the** same.
- 10. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.

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

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



Policy 20

TEACHER HOUSING

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

Specifically

1. The Division's **Housing Department** ~~Teacher Housing Services~~ will be structured in the form of a separate, financially self-sufficient entity.
2. ~~Teacher housing shall be maintained to a high standard.~~ The Board will strive to maintain teacher housing at a high standard through strategic planning while being cognizant of a balanced budget.
3. The Board supports entering into partnerships to have local entities look after teacher housing where feasible.

Legal Reference: Section 11, 16, 18, 19, 32, 33, 51, 52, 53, 60, 67, 222 Education Act
Public Health Act
Residential Tenancy Act



NORTHLAND SCHOOL DIVISION

**May
Budget
Report**

2022/2023

This document outlines the plans for the upcoming year.

Report to the
Board of Trustees
May 20, 2022

"Our students love to come to school in Northland"



**Northland School Division
May 20, 2022**

2022 - 2023 Spring Budget

Overall

- The budget has been created consistent with the Education Plan and 2023 goals
- Revenues and expenses are lower than last year, due to the projected divestment of two schools (ADCS and Fort McKay). A surplus of \$0.3M is planned.
- Provincial funding details were released March 24th and funding has been essentially frozen for the last three years.
- “Bridge Funding” has been provided to transition between the old and new funding models which will end in the 2022-2023 school year. Plans are being developed to deal with these changes.
- The province will again hold our operating funding harmless from pandemic related enrollment fluctuations.
- Key assumptions include minimal COVID impacts, hot lunch program maintained, Federal/First Nation tuition rates steady, manageable inflation, provincial funding for any negotiated certificated salary changes and an accurate forecast of the impacts of the enrollment/school changes.
- NSD will continue with building and technology improvements with a major focus on improvement for resources in the classrooms.

ANALYSIS

	Final Budget 2023	Final Budget 2022	Actual Results 2021	Final Budget 2021
Revenues	\$ 57,064,810	\$ 60,573,394	\$ 64,813,379	\$ 64,171,249
Expenses	56,749,770	59,989,503	58,337,630	62,598,612
Surplus (Deficit)	\$315,040	\$ 583,891	\$ 6,475,749	\$ 1,572,637
Enrolment	1,722 E	1,919 E	1,927	1,922 E

ENROLLMENT

- With the divestment of two schools enrollment is forecast to be reduced by 10.3%. Enrollment has fluctuated during the pandemic and is being carefully monitored.
 - Total Provincial students are forecast to be 1,303 vs 1314 in the September 2021 nominal roll (-1%).
 - Total Federal/First Nation Students are forecast to be 419 vs 538 in September (-22.1%)

REVENUE

- This is the third school year with the revised funding framework and formulas
 - The Division is funded more for division-wide program totals (ie Transportation), than on a per student basis
 - The Weighted Moving Average approach and early grant decisions have stabilized funding and moderated the financial impact of enrollment changes
 - Several key grants were discontinued.
 - Forecast revenues have declined by \$3.5M (5.8%) due to the divestment.
- For 2022-23 the annual Federal/First Nations tuition rates are based on the 2020-21 actual cost audited rates (ECS rates are separate).

EXPENSES

- School Food Services continues per the Board motion (\$2.1M annually)
- Staff costs - Inflation at 0% has been factored into salaries/benefits and key contracts
 - Certificated staff are budgeted at \$19.8M and 154.0 fte's vs 164.3 this year
 - The change is the reduction of 20 from the two school divestment, offset by the addition of 10
 - Uncertificated staff is budgeted at \$14.0M
 - The division is carefully reviewing vacancies/unfilled roles to ensure cost containment.
 - An additional 25 federally funded "Jordan's Principle" Education Assistants are on site across the Division this year (separate funding)
- Investments in technology and housing continue with available funds and are being offset by travel reductions and other cost containment measures
- The cost for property, liability and fleet insurance will be known with the bid in October
 - The province covered the legacy property insurance cost increase again (\$456K) this year
 - A "minimal" increase is forecast (0-5%), except for some vehicle types, while coverage, deductible and inclusions will continue to be reviewed. Bus coverage is challenging.
- Transferable expense budgets at schools are a reflection of the change in student enrolment, and are calculated using an allocation model
- Small schools continue to be staffed at 2.40 FTE minimum
- Housing continues to be costly - changes to utility recoveries, maintenance approach and the \$5.9M Improvement Plan

Division-wide:

- COVID Impacts continue but are declining - cleaning, janitorial, equipment, supplies
- The Division has developed a strategy to ensure that the cap on operating reserves

- (August 31, 2023), will be carefully managed to not lapse funds.
- A change in accounting policies has been mandated for all divisions that is requiring that funds be set aside from reserves for the termination costs of certain building assets. The division has estimated and is refining the “Asset Retirement Obligation” required, for review by the auditor and implementation next year.
- The capital reserves program continues into its second year.

Departments

- Educational priorities for literacy and numeracy have increased in funding
- Detailed department reviews will continue into the fall (Budget Update) to ensure that operations and costs are aligned with the Assurance Plan
- Process and systems improvement projects continue, to generate benefits this year and create efficient, modern services (Corporate Services, HR, School Food Services)
- Maintenance - CMR has helped reduce ongoing costs
- Housing - continuance of Phase 2 and launch of Phase 3
- Transportation - The Division will continue to provide full funding for all students, the budget target has been trimmed in line with spending. The replacement of 2-4 buses annually continues for the 50 bus fleet, with a cycle for other vehicles as well

Forecast and Budget Changes

- Superintendent of Schools, Associate Superintendents, Directors, and Principals will be continually reviewing opportunities/ impacts
- Flexibility will be needed to move funds, depending on circumstances

	A	B	C	D	E	F	G	H	I
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14	Color coded cells:								
15	blue cells: require the input of data/descriptors wherever applicable.				grey cells: data not applicable - protected				
16	salmon cells: populated from data entered in this template				white cells: within text boxes REQUIRE the input of points and data.				
17	green cells: populated based on information previously submitted				yellow cells: to be completed when yellow only.				
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20	HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2022/2023 BUDGET REPORT								
21	The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into								
22	consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year								
23	Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will								
24	support the jurisdiction's plans.								
25	<i>Budget Highlights, Plans & Assumptions:</i>								
26	With the province maintaining funding, and considering the recent challenges to learning, the Division is aggressively investing to build student learning, growth and								
27	success.								
28	The anticipated divestment of two schools (ADCS ~150 students, Fort McKay ~50) is shifting the mix and focus of operations.								
29	There will be an immediate reduction in revenues as some Federal/First Nation tuition billings end, while there will also be an immediate reduction in operating								
30	expenses as operations transfer or are wound down at the two divested schools. While 20 certificated positions will be reduced from the divestment, an additional								
31	10 certificated school-based positions are being added to strongly support student, learning, growth and development.								
32	An additional 25 "Jordan's Principle" Education Assistants are on sites across the Division (federally funded).								
33	Staff salaries are unchanged except for grid movement/turnover.								
34	ASEBP costs are rising 7.7% September 1st, while discounted rates continue for Extended Health, Dental and Vision.								
35	Significant operational, communication and cost savings benefits have been realized through the use of technology, including Zoom conferencing replacing								
36	face-face meetings (which have extensive costs for "windshield time"). These benefits and productivity are anticipated to continue post pandemic, with the								
37	resumption of essential travel and PD being offset by pandemic cost operational savings.								
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41	<i>Significant Business and Financial Risks:</i>								
42									
43	Unanticipated COVID/pandemic impacts to operations, such as a vaccine-resistant variant or operational disruptions.								
44	Unexpected funding changes precipitated by provincial fiscal factors.								
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46	Federal Government funding or agreement changes, which would affect the 16% of Division's revenue driven by these factors.								
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48	Collective bargaining changes (ATA/TEBA) or related unfunded impacts.								
49	Any further increases in insurance.								
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BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2022/2023	Approved Budget 2021/2022	Actual Audited 2020/2021
REVENUES			
Government of Alberta	\$ 46,890,062	\$47,130,583	\$49,677,201
Federal Government and First Nations	\$ 9,128,840	\$12,305,474	\$13,235,733
Property taxes	\$ -	\$0	\$0
Fees	\$ -	\$0	\$0
Sales of services and products	\$ 35,909	\$46,409	\$690,930
Investment income	\$ 110,000	\$40,000	\$161,290
Donations and other contributions	\$ 450,000	\$450,000	\$142,784
Other revenue	\$ 450,000	\$600,928	\$905,441
TOTAL REVENUES	\$57,064,811	\$60,573,394	\$64,813,379
EXPENSES			
Instruction - ECS	\$ 816,179	\$1,228,491	\$952,707
Instruction - Grade 1 to 12	\$ 37,298,197	\$36,018,381	\$36,640,218
Operations & maintenance	\$ 10,190,170	\$10,488,009	\$11,501,845
Transportation	\$ 3,600,000	\$4,611,762	\$3,606,489
System Administration	\$ 3,111,244	\$3,121,317	\$2,547,421
External Services	\$ 1,733,975	\$4,521,543	\$3,088,950
TOTAL EXPENSES	\$56,749,765	\$59,989,503	\$58,337,630
ANNUAL SURPLUS (DEFICIT)	\$315,046	\$583,891	\$6,475,749

BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)

for the Year Ending August 31

	Approved Budget 2022/2023	Approved Budget 2021/2022	Actual Audited 2020/2021
EXPENSES			
Certificated salaries	\$ 16,442,192	\$17,446,387	\$16,688,469
Certificated benefits	\$ 3,327,379	\$3,737,840	\$3,351,847
Non-certificated salaries and wages	\$ 11,087,452	\$11,927,816	\$11,549,878
Non-certificated benefits	\$ 2,958,867	\$3,153,583	\$2,494,659
Services, contracts, and supplies	\$ 18,375,308	\$19,162,270	\$19,032,698
Capital and debt services			
Amortization of capital assets			
Supported	\$ 3,497,079	\$3,527,079	\$3,493,736
Unsupported	\$ 1,050,488	\$1,023,528	\$1,000,709
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$0
Other interest and finance charges	\$ 11,000	\$11,000	\$2,708
Losses on disposal of capital assets	\$ -	\$0	\$64,495
Other expenses	\$ -	\$0	\$658,431
TOTAL EXPENSES	\$56,749,765	\$59,989,503	\$58,337,630

BUDGETED SCHEDULE OF PROGRAM OPERATIONS
for the Year Ending August 31

Approved Budget 2022/2023

REVENUES	Approved Budget 2022/2023						Actual Audited 2020/21	
	Instruction		Operations and Maintenance	Transportation	System Administration	External Services		TOTAL
	ECS	Grade 1 to 12						
(1) Alberta Education	\$ 551,232	\$ 33,815,934	\$ 2,616,423	\$ 2,321,130	\$ 3,648,416	\$ -	\$ 42,963,135	
(2) Alberta Infrastructure - non remediation	\$ -	\$ 247,664	\$ 2,828,000	\$ -	\$ 7,000	\$ 374,350	\$ 3,457,014	
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(4) Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,913	\$ 479,913	
(5) Federal Government and First Nations	\$ -	\$ 6,550,856	\$ 1,465,179	\$ 642,670	\$ 453,703	\$ 16,432	\$ 9,128,840	
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(10) Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(11) Sales of services and products	\$ -	\$ 15,909	\$ 20,000	\$ -	\$ -	\$ -	\$ 35,909	
(12) Investment income	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000	
(13) Gifts and donations	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000	
(14) Rental of facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000	
(15) Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(17) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(18) TOTAL REVENUES	\$ 551,232	\$ 41,190,363	\$ 6,929,602	\$ 2,963,800	\$ 4,109,119	\$ 1,320,695	\$ 57,064,811	
EXPENSES								
(19) Certificated salaries	\$ 524,620	\$ 15,538,572	\$ -	\$ -	\$ 379,000	\$ -	\$ 16,442,192	
(20) Certificated benefits	\$ 57,709	\$ 3,227,980	\$ -	\$ -	\$ 41,690	\$ -	\$ 3,327,379	
(21) Non-certificated salaries and wages	\$ 100,000	\$ 5,815,672	\$ 2,572,231	\$ 1,107,814	\$ 1,069,522	\$ 422,213	\$ 11,087,452	
(22) Non-certificated benefits	\$ 10,000	\$ 1,566,227	\$ 717,568	\$ 265,176	\$ 285,898	\$ 113,998	\$ 2,958,867	
(23) SUB - TOTAL	\$ 692,329	\$ 26,148,451	\$ 3,289,799	\$ 1,372,990	\$ 1,776,110	\$ 536,211	\$ 33,815,890	
(24) Services, contracts and supplies	\$ 123,850	\$ 10,686,067	\$ 3,912,168	\$ 1,621,010	\$ 1,265,434	\$ 766,779	\$ 18,375,308	
(25) Amortization of supported tangible capital assets	\$ -	\$ 314,164	\$ 2,828,000	\$ -	\$ 7,000	\$ 347,915	\$ 3,497,079	
(26) Amortization of unsupported tangible capital assets	\$ -	\$ 149,515	\$ 160,203	\$ 606,000	\$ 51,700	\$ 83,070	\$ 1,050,488	
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ 11,000	
(32) Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(35) TOTAL EXPENSES	\$ 816,179	\$ 37,298,197	\$ 10,190,170	\$ 3,600,000	\$ 3,111,244	\$ 1,733,975	\$ 56,749,765	
(36) OPERATING SURPLUS (DEFICIT)	\$ (264,947)	\$ 3,892,166	\$ (3,260,568)	\$ (636,200)	\$ 997,875	\$ (413,280)	\$ 315,046	
(37) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31

	Approved Budget 2022/2023	Approved Budget 2021/2022	Actual 2020/2021
FEES			
TRANSPORTATION	\$0	\$0	\$0
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$0	\$0	\$0
Alternative program fees	\$0	\$0	\$0
Fees for optional courses	\$0	\$0	\$0
ECS enhanced program fees	\$0	\$0	\$0
ACTIVITY FEES			
Other fees to enhance education (Describe here)	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$0	\$0	\$0
Non-curricular goods and services	\$0	\$0	\$0
NON-CURRICULAR TRAVEL			
OTHER FEES (Describe here)	\$0	\$0	\$0
TOTAL FEES	\$0	\$0	\$0

PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products" (rather than fee revenue). Note that this schedule should include only amounts collected from parents and so it may not agree with the Statement of Operations.	Approved Budget 2022/2023	Approved Budget 2021/2022	Actual 2020/2021
Cafeteria sales, hot lunch, milk programs	\$0	\$0	\$0
Special events	\$0	\$0	\$0
Sales or rentals of other supplies/services	\$0	\$0	\$0
International and out of province student revenue	\$0	\$0	\$0
Adult education revenue	\$0	\$0	\$0
Preschool	\$0	\$0	\$0
Child care & before and after school care	\$0	\$0	\$0
Lost item replacement fees	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other (Describe)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	\$0
Other (describe) Other sales (describe here)	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)
for the Year Ending August 31

	(1)	(2)		(3)	(4)	(5)	(6)		(7)
	ACCUMULATED OPERATING SURPLUS/DEFICITS (2+3+4+7)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED OPERATING RESERVES	CAPITAL RESERVES		
Actual balances per AFS at August 31, 2021	\$17,563,299	\$5,843,940	\$0	\$9,902,208	\$9,902,208	\$0	\$1,817,151		
2021/2022 Estimated impact to AOS for:									
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Estimated surplus/deficit	\$583,891			\$583,891	\$583,891	\$0	\$0		
Estimated board funded capital asset additions		\$2,800,000		\$0	\$0	\$0	\$0		(\$2,800,000)
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0	\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$4,550,607)		\$4,550,607	\$4,550,607	\$0	\$0		
Estimated capital revenue recognized - Alberta Education		\$3,457,014		(\$3,457,014)	(\$3,457,014)	\$0	\$0		
Estimated capital revenue recognized - Alberta Infrastructure		\$0		\$0	\$0	\$0	\$0		
Estimated capital revenue recognized - Other GOA		\$40,065		(\$40,065)	(\$40,065)	\$0	\$0		
Estimated changes in Endowments	\$0		\$0	\$0	\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0		
Estimated reserve transfers (net)				(\$6,523,628)	(\$6,523,628)	\$0	\$0		\$6,523,628
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Estimated Balances for August 31, 2022	\$18,147,190	\$7,590,412	\$0	\$5,015,999	\$5,015,999	\$0	\$0		\$5,540,779
2022/23 Budget projections for:									
Opening balance adjustment due to adoption of PS 3280 (ARO)	(\$1,593,043)			(\$1,593,043)	(\$1,593,043)	\$0	\$0		
Budgeted surplus/deficit	\$315,046			\$315,046	\$315,046	\$0	\$0		
Projected board funded tangible capital asset additions		\$2,700,000		\$0	\$0	\$0	\$0		(\$2,700,000)
Projected board funded ARO tangible capital asset additions	\$0	\$0		\$0	\$0	\$0	\$0		\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0	\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0	\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$4,547,567)		\$4,547,567	\$4,547,567	\$0	\$0		
Budgeted capital revenue recognized - Alberta Education		\$3,457,014		(\$3,457,014)	(\$3,457,014)	\$0	\$0		
Budgeted capital revenue recognized - Alberta Infrastructure		\$0		\$0	\$0	\$0	\$0		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0	\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$40,065		(\$40,065)	(\$40,065)	\$0	\$0		
Budgeted amortization of ARO tangible capital assets		\$0		\$0	\$0	\$0	\$0		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0	\$0	\$0		
Budgeted board funded ARO liabilities - recognition		(\$62,398)		\$62,398	\$62,398	\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0	\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0		
Projected reserve transfers (net)				(\$2,045,000)	(\$2,045,000)	\$0	\$0		\$2,045,000
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Projected Balances for August 31, 2023	\$16,869,193	\$9,177,526	\$0	\$2,805,898	\$2,805,898	\$0	\$0		\$4,885,779

School Jurisdiction Code: 1280

SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES
for the Year Ending August 31

	Unrestricted Surplus Usage			Operating Reserves Usage			Capital Reserves Usage		
	31-Aug-2023	30-Aug-2024	30-Aug-2025	31-Aug-2023	30-Aug-2024	30-Aug-2025	31-Aug-2023	30-Aug-2024	30-Aug-2025
Projected opening balance	\$5,016,999	\$2,805,888	\$2,787,454	\$0	\$0	\$0	\$5,540,779	\$4,885,779	\$5,111,267
Projected excess of revenues over expenses (surplus only)	\$315,046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted disposal of board funded TCA and ARO TCA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	\$4,547,567	\$4,547,567	\$4,547,567	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted capital revenue recognized, including ARO assets amortization	(\$3,497,079)	(\$3,497,079)	(\$3,497,079)	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted changes in Endowments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted board funded ARO liabilities - recognition	\$62,398	\$56,566	\$52,495	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted board funded ARO liabilities - remediation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted unsupported debt principal repayment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted reserves transfers (net)	(\$2,045,000)	(\$1,125,488)	(\$1,125,488)	\$0	\$0	\$0	\$2,045,000	\$1,125,488	\$1,125,488
Projected assumption transfers of operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in (use of) school generated funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New school start-up costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Decentralized school reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring certificated remuneration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grid creep, net salary increases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring non-certificated remuneration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-recurring contracts, supplies & services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional development, training & support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations & maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increased insurance costs - unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
English language learners	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
System Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OH&S / wellness programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B & S administration organization / reorganization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt repayment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POM expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-salary related programming costs (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - School building & land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Administration building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - POM building & equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & maintenance - Other (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School land & building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modernization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Vehicle & transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Administration building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Costs - Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other 1 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other 2 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other 3 - please use this row only if no other row is appropriate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Opening balance adjustment due to adoption of PS 3280 (ARO)	(\$1,593,043)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated closing balance for operating contingency	\$2,805,888	\$2,787,454	\$2,764,939	\$0	\$0	\$0	\$4,885,779	\$5,111,267	\$5,736,755

Total surplus as a percentage of 2023 Expenses 13.92%
ASO as a percentage of 2023 Expenses 4.91%

14.89%
4.97%

**PROJECTED SCHEDULE OF ACCUMULATED SURPLUS FROM OPERATIONS (ASO)
for the Year Ending August 31**

	Amount	Detailed explanation to the Minister for the purpose of using ASO
Estimated Operating Surplus (Deficit) Aug. 31, 2023	\$ 315,046	
PLEASE DO NOT ALLOCATE IN BLUE CELLS BELOW	0	
Estimated Operating Deficit Due to:		
Amortization of board funded ARO capital assets	\$0	
Description 2 (Fill only if your board projected an operating deficit)	\$0	
Description 3 (Fill only if your board projected an operating deficit)	\$0	
Description 4 (Fill only if your board projected an operating deficit)	\$0	
Description 5 (Fill only if your board projected an operating deficit)	\$0	
Description 6 (Fill only if your board projected an operating deficit)	\$0	
Description 7 (Fill only if your board projected an operating deficit)	\$0	
Subtotal, preliminary projected operating reserves to cover operating deficit	-	
Opening balance adjustment due to adoption of PS 3280 (ARO)	1,593,043	
Projected board funded tangible capital assets additions (including ARO) using both unrestricted surplus and operating reserves	-	
Budgeted disposal of unsupported tangible capital assets, including board funded ARO	-	
Budgeted amortization of board funded tangible capital assets	(1,050,488)	
Budgeted amortization of board funded ARO tangible capital assets	-	
Budgeted board funded ARO liabilities - recognition	(62,388)	
Budgeted board funded ARO liabilities - remediation	-	
Budgeted unsupported debt principal repayment	-	
Projected net transfer to (from) Capital Reserves	2,045,000	
Total final projected amount to access ASO in 2022/23	\$ 2,210,111	

Total amount approved by the Minister

**PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS**

	Budgeted 2022/2023 (Note 2)	Actual 2021/2022	Actual 2020/2021	Notes
Grades 1 to 12				
Eligible Funded Students:				
Grades 1 to 9	924	935	1,026	Head count
Grades 10 to 12	282	229	206	Head count
Total	1,206	1,164	1,232	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change and VA for change > 3% or < -3%	3.6%	-5.5%		
Other Students:				
Total	392	546	543	Note 3
Total Net Enrolled Students	1,598	1,710	1,775	
Home Ed Students	-	-	1	Note 4
Total Enrolled Students, Grades 1-12	1,598	1,710	1,776	
Percentage Change	-6.5%	-3.7%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	18	17	55	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	253	244	271	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
EARLY CHILDHOOD SERVICES (ECS)				
Eligible Funded Children	101	118	96	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	23	42	35	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	124	160	131	
Program Hours	900	900	900	Minimum: 475 Hours
FTE Ratio	1.125	1.125	1.125	Actual hours divided by 950
FTE's Enrolled, ECS	140	180	147	
Percentage Change and VA for change > 3% or < -3%	-22.5%	22.1%		
Of the Eligible Funded Children:				
Students with Severe Disabilities (PUF)	9	10	12	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	14	16	19	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
NOTES:				
1) Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.				
2) Budgeted enrolment is to be based on best information available at time of the 2022/2023 budget report preparation.				
3) Other Grade 1 to 12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.				
4) Because they are funded separately, Home Education students are not included with total net enrolled students.				

School Jurisdiction Code: 1280

PROJECTED STAFFING STATISTICS
FULL TIME EQUIVALENT (FTE) PERSONNEL

	Budget 2022/23		Actual 2021/22		Actual 2020/21		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
CERTIFICATED STAFF							
School Based	140	140	154	154	145	145	Teacher certification required for performing functions at the school level.
Non-School Based	14	10	14	10	13	7	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	154.0	150.0	167.7	163.7	158.4	152.4	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change and VA for change > 3% or < -3%	-8.2%		5.9%		-2.8%		
If an average standard cost is used, please disclose rate: Student F.T.E. per certificated Staff			11.3			12.1	
Certified Staffing Change due to:							
Enrollment Change							If negative change impact, the small ct if negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	(14)	-	-	-	-	-	Descriptor (required):
Total Change	(13.7)	-	-	-	-	-	Year-over-year change in Certificated FTE Year-over-year change in Certificated FTE
Breakdown, where total change is Negative:							
Continuous contracts terminated	-	-	-	-	-	-	FTEs
Non-permanent contracts not being renewed	14	-	-	-	-	-	FTEs
Other (retirement, attrition, etc.)	-	-	-	-	-	-	Descriptor (required):
Total Negative Change in Certificated FTEs	14.0	-	-	-	-	-	Breakdown required where year-over-year Breakdown required where year-over-year total change in Certificated FTE is negative only.
Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):							
Certificated Number of Teachers							
Permanent - Full time	106	-	115	111	114	108	
Permanent - Part time	2	-	2	2	2	2	
Probationary - Full time	39	-	42	42	36	36	
Probationary - Part time	-	-	-	-	-	-	
Temporary - Full time	9	-	10	10	6	6	
Temporary - Part time	-	-	-	-	-	-	
NON-CERTIFICATED STAFF							
Instructional - Education Assistants	58	-	93	-	59	-	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	67	-	48	-	47	-	Personnel providing instruction support for schools under instruction program areas other than EAs
Operations & Maintenance	45	-	44	-	43	-	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	32	-	27	-	27	-	Bus drivers employed, but not contracted
Transportation - Other Staff	3	-	3	-	4	-	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	19	-	36	-	39	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	224.0	-	250.7	-	219.1	-	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-10.7%		14.4%		2.2%		
Explanation of Changes to Non-Certificated Staff:							
Change in non-certificated staff due to enrollment change. In the current year, there are a number of non-certificated staff funded through Jordan's Principle. It is unknown if the funding will be received for the 2022/23 year. Therefore these positions have not been included in the budget							
Additional Information							
Are non-certificated staff subject to a collective agreement?	No						
Please provide terms of contract for 2021/22 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTEs.							

School Jurisdiction Code: 1280

System Admin Expense Limit %	
1280 The Northland School Division	4.95%



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Locally Developed Courses
REFERENCE(S): Administrative Procedure 219 - Locally Developed Courses
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the extension of the following locally developed courses: Astronomy 15-3, Competencies in Math 15-5, History of Ware and Warfare 15-3 and 25-3, Learning Strategies 15-3 and 15-5, Learning Strategies 25-3 and 25-5 and Learning Strategies 35-3 and 35-5, as attached.

BACKGROUND:
The locally developed courses are set to expire in August 2022 and Alberta Education has rolled them all over one year which requires board approval.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: 2022 ASBA Zone 1 Appreciation Award
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees receive as information the 2022 ASBA Zone 1 Appreciation Award, as presented.

BACKGROUND:

ASBA's Zone Appreciation Award recognizes individuals who have displayed exemplary service to trusteeship and education at the zone level.

Award Parameters:
Candidates are eligible for consideration for the Zone Appreciation Awards if they meet the following criteria:

- A. Distinguished service as a trustee, superintendent or secretary-treasurer; and
- B. Distinguished record of service in the field of education.

Nominations:
Nominations may include:

- Trustees, superintendents (all levels) and secretary-treasurers in Alberta

Individuals may be nominated by:

- Candidates must be nominated by three (3) trustees OR by a school board (via board motion)
- Trustees may nominate those outside their own school board jurisdiction but must be within their own zone.

Deadline for submission is June 10, 2022.

AR 52609

April 27, 2022

Nancy Spencer-Poitras
Superintendent
The Northland School Division
Bag 1400, 9809 – 77 Avenue
Peace River, AB T8S 1V2

Dear Nancy Spencer-Poitras:

On behalf of the Minister of Infrastructure, I am pleased to advise you of the following capital funding decision for your Division:

Approval to apply \$56,786 in board funding to the Five-Year Strategy for Teacher Housing Renovation projects throughout your Division.

The final Total Project Cost is \$2,056,786 and the Total Provincial Support remains at \$2,000,000, including non-refundable GST.

This approval will allow the processing of your Statement of Final Costs and release of final payment.

Sincerely,

Ghassan.K.E I-Chazli
Digitally signed by
Ghassan.K.El-Chazli
Date: 2022.04.26
23:48:05 -06'00'

Ghassan El-Chazli
Assistant Deputy Minister

Attachment

cc: Douglas Aird
Secretary-Treasurer, The Northland School Division

**Expenditure Officer Approval
Five-Year Strategy (Teacher Housing)**

Jurisdiction Name	The Northland School Division (1280)
School Name	Northland 5-Year Strategy (Teacher Housing)
Project ID	P-000208.01 B541
SFC Dated	March 22, 2022

Total [Excess/(Shortfall)]	
Approved Total Provincial Support (TPS)	\$ 2,000,000.00
Approved Other Funding	\$ -
Actual Project Cost	\$ 2,056,786.00
Variance [Excess(Shortfall)]	SHORTFALL \$ (56,786.00)
Other Funds to Cover Shortfall (identify):	
A-Board Funds applied to shortfall ¹	\$ 56,786.00
B-	\$ -
Total Excess/(Shortfall) on Project	\$ -

Payment Requested	
Approved Total Provincial Support (TPS)	\$ 2,000,000.00
Additional Government Support Required	\$ -
Revised Provincial Support	\$ 2,000,000.00
Provincial Payments Received to Date	\$ (1,600,000.00)
Final Provincial Payment Requested	\$ 400,000.00

Comments: (Description of other funding and adjustments- Please limit to lines provided)

¹\$56,786.00, Board funds applied to cover shortfall. CRA advised that the GST related to this Housing Program is non-refundable, so the entire 5% must be paid for this non-educational program.

Prepared By: Ingrid Pauluth, Senior Contract Administrator


Recommendation

Signature Mark.Latimer Digitally signed by Mark.Latimer
Date: 2022.03.25 15:44:33 -06'00' Date _____
Mark Latimer, Manager

Expenditure Officer Approvals

Signature Greg.Appelt Digitally signed by Greg.Appelt
DN: dc=ca, dc=ab, dc=gov, dc=ds, dc=goa,
ou=AdminUnits, ou=INFRAS, cn=Greg.Appelt Date: 2022.03.25 19:21:03 -06'00' Date _____
Greg Leitch, Director

Signature Judith.Wright Judith.Wright
2022.04.05 16:46:01 -06'00' Date _____
Judith Wright, Director

Signature  Sean Siegers
2022.04.22 11:07:31 -06'00' Date _____
Sean Siegers, (Acting) Executive Director

Signature Ghassan.K.El-Chazli Digitally signed by Ghassan.K.El-Chazli
Date: 2022.04.26 23:47:17 -06'00' Date _____
Ghassan El-Chazli, Assistant Deputy Minister

CMS Contract Details

Contract ID	038714	Amount	\$400,000.00
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Statement of Final Costs Grant Funded

(in accordance with The School Act RSA 2000, Sections 203, 204, 205 and 206)

Form 3 - Revised April 2020

Jurisdiction Name	The Northland School Division (1280)		
School Name	Various	Project ID #	P-000208
Project Description	Teacher Housing Renovation	Contract #	038714

A. Statement of Project Costs (All costs to exclude GST)

	Approved Project Cost Budget	Actual Project Cost	Variance Excess/(Shortfall)
Building Construction Costs	1,893,504.00	1,817,825.00	75,679.00
Contingency	-	-	-
Consultant Fees	-	-	-
Project Expenses	75,000.00	75,000.00	-
Modular Procurement	-	-	-
Radon Mitigation	-	-	-
Hazardous Material	-	-	-
Demolition	-	-	-
Site Development	-	-	-
Furniture and Equipment	-	69,587.00	(69,587.00)
CTS Equipment	-	-	-
Other (please specify)	-	-	-
	-	-	-
Sub-total of Costs before GST	1,968,504.00	1,962,412.00	6,092.00
NON-Refundable GST on subtotal as applicable	31,496.00	94,374.00	(62,878.00)
TOTAL PROJECT NET COST	2,000,000.00	2,056,786.00	(56,786.00)

B. Statement of Other Project Funding

	Approved Other Funding	Actual Other Funding	Request for Change in Funding
Local Contributions	-	-	-
3rd Party Funding Agreement	-	-	-
Other (please specify)	-	-	-
Total of Funds from Other Sources	-	-	-
Approved Total Provincial Support	2,000,000.00		

C. Project Excess or (Shortfall)

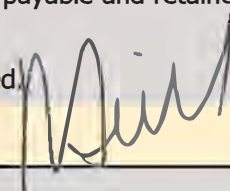
Approved Total Provincial Support	2,000,000.00
Add: Actual Statement of Other Project Funding (Section B)	-
Total of Approved Funds Available	2,000,000.00
Less: Actual Total Project Cost (TPC)	2,056,786.00
Subtotal - Excess / (Shortfall)	(56,786.00)
Interest Earned and applied to the project.	-
Total - Excess / (Shortfall)	(56,786.00)
Add New Funding Source	
Transfer from Capital Reserves	-
Transfer from IMR allocation	-
Other local funding (provide explanation) Board funds	56,786.00
Total Change in Provincial Support	-

D. Allocation of Cash Flow	
Total Amount of Approved Provincial Support	2,000,000.00
Plus: Additional Government Support being Requested	-
Minus: Total Excess / (Shortfall) (Section C)	-
Revised Total Provincial Support	2,000,000.00
Provincial Payments Received to Date	1,600,000.00
Final Provincial Payment Requested	400,000.00
Amount of Overpayment that will be reclaimed by Infrastructure	-

E. Statement of Certification

I certify that:

- 1) the actual costs reported above reflect the true and complete cost of this project,
- 2) the expenses are substantiated by invoices paid or payable and retained with our financial records,
- 3) the Small scale plans have been submitted, and
- 4) the Final plans & specifications have been submitted.

DOUGLAS AIRD SECRETARY TREASURER	 SIGNATURE	March 22, 2022 DATE
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Please submit to Learning Facilities Branch, Alberta Infrastructure
 Edmonton Office: infras.lfnorth@gov.ab.ca
 Calgary Office: infras.lfsouth@gov.ab.ca

F. Infrastructure Use Only

1. Approved TPS, Budget and Payments Made to Date have been verified.
2. Small scale plans, Final plans & specifications have been received.
3. Excess (Shortfall) has been verified and if applicable, request for Additional or Change in Funding has been approved.

Notes:

Mark Latimer Print Name	Mark.Latimer Signature	Digitally signed by Mark.Latimer Date: 2022.03.23 13:59:23 -06'00' March 23, 2022 Date
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NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: Teacher Contracts Update for the 2022-2023 School Year
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees receive as information the update on Teacher Contracts for the 2022-2023 school year, as attached.

BACKGROUND:

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

To date, we have 15 teaching positions vacant because of retirements, transfers and resignations etc. Most of these positions will be filled by in-house transfers.

Additionally we have filled 3 principal positions and 2 vice-principal positions.

We are actively recruiting for the 3 remaining administrative positions (principals at Susa Creek and Father R. Perin Schools, and vice-principal at St. Theresa School).

Currently, interviews, must-places (continuous contracted teachers), should fill the majority of the 15 vacant positions in the next few weeks.

General calls for teachers and administration have been advertised on Apply to Education, the Division’s website as well as ads pushed on social media (Facebook, LinkedIn) and job advertisements placed in targeted newspapers in Edson, Grande Cache, Grande Prairie and Fort McMurray.

Please refer to the [16 Recruitment and Selection of Personnel](#) guidelines for a comprehensive overview of the hiring process for Northland School Division.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Douglas Aird, Secretary-Treasurer
SUBJECT: Year-End Auditors
REFERENCE(S): Education Act S. 138
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees receive as information the appointment of the Metrix Group as the Division’s Year-End Auditors, as presented.

BACKGROUND:

As part of the financial management cycle and as per the Education Act the Board is required to appoint an auditor. In the spring of 2017, the Division received tenders from accounting firms for the Division’s year-end financial statement audit. The successful bid came from the Metrix Group. Previously the Office of the Auditor General completed the audits.

The Division has been using the Metrix Group for the past five years, including the two years of pandemic. Continuing with them for another year will provide consistency and economy during this period of transition.

After the year-end audit consideration will be given to either continuing or retendering.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** MAY 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Douglas Aird, Secretary-Treasurer
SUBJECT: IMR/CMR Support 2022-2023 School Year
REFERENCE(S):
ATTACHMENTS: 2022-2023 IMR/CMR Project List

RECOMMENDATION:
THAT the Board of Trustees accept as information the IMR/CMR Support Report for the 2022-2023 school year, as presented.

BACKGROUND:

The Division has school building capital assets with an insured replacement cost of \$146M while receiving annual grants totalling \$475,150 for Capital and Infrastructure Maintenance and replacement. This represents less than one half percent annually.

A summary of the Division’s current (2022/2023) and previous (2021/2022) allocations are as follows:

	2022/2023	2021/2022
IMR (Operational Funding)*	\$ 281,017	\$ 290,884
CMR (Capital Funding)**	194,133	315,395
TOTAL FUNDING:	\$ 475,150	\$ 606,279

*Allocated over school year (September to August) **Allocated over fiscal year (April to March)

Attached are the projects that were identified by Northland for building envelope repairs, drainage improvement, electrical upgrades, foundation repair, mechanical controls, heating equipment replacement, safety and security and the IMR cost report.

RISK ANALYSIS:

School Authority	The Northland School Division		2022-23 CMR Funding Allocation (GoA Fiscal Year)	194,133
Eligibility	Asset Name	Asset ID	Project Name	Budgeted Cost
Requested Projects - Eligible	Anzac Community School	B2405A	Electrical Upgrade	40,000
			Foundation Remediation, Repair and Upgrade	100,000
			Mechanical Controls Upgrade	65,000
	Athabasca Delta Community School	B3409A	Mechanical Heating Equipment Replacement	70,000
			Safety and Security	90,000
			Drainage Improvement on Parking Lots and Sidewalks	50,000
			Mechanical Controls Upgrade	110,000
			Mechanical Heating Equipment Replacement	50,000
	Bill Woodward School	B5894A	Safety and Security	111,000
			Building Envelope Repair	100,000
			Electrical Upgrade	40,000
			Mechanical Controls Upgrade	100,000
	Bishop Routhier School	B5806A	Mechanical Heating Equipment Replacement	20,000
			Safety and Security	22,000
			Drainage Improvement on Parking Lots and Sidewalks	50,000
			Electrical Upgrade	32,000
	Calling Lake School	B2875A	Mechanical Controls Upgrade	10,000
			Safety and Security	57,000
			Drainage Improvement on Parking Lots and Sidewalks	20,000
			Electrical Upgrade	160,000
	Chipewyan Lake School	B4222A	Mechanical Heating Equipment Replacement	100,000
			Safety and Security	97,000
			Drainage Improvement on Parking Lots and Sidewalks	150,000
			Electrical Upgrade	110,000
	Conklin Community School	B2975A	Foundation Remediation, Repair and Upgrade	350,000
			Mechanical Controls Upgrade	30,000
			Mechanical Heating Equipment Replacement	75,000
			Safety and Security	36,000
	Elizabeth School	B3481A	Drainage Improvement on Parking Lots and Sidewalks	70,000
			Electrical Upgrade	47,000
			Mechanical Controls Upgrade	30,000
			Safety and Security	18,000
	Father R. Perin School	B2936A	Building Envelope Repair	75,000
			Drainage Improvement on Parking Lots and Sidewalks	100,000
			Electrical Upgrade	55,000
			Mechanical Controls Upgrade	15,000
	Fort McKay School	B3418A	Mechanical Heating Equipment Replacement	300,000
			Safety and Security	36,000
			Drainage Improvement on Parking Lots and Sidewalks	150,000
			Electrical Upgrade	155,000
	Gift Lake School	B6946A	Mechanical Controls Upgrade	45,000
			Mechanical Heating Equipment Replacement	15,000
			Safety and Security	58,000
			Electrical Upgrade	32,000
	Grouard School	B3520A	Mechanical Heating Equipment Replacement	20,000
			Safety and Security	18,000
			Building Envelope Repair	50,000
Drainage Improvement on Parking Lots and Sidewalks			60,000	
Hillview School	B5805A	Foundation Remediation, Repair and Upgrade	700,000	
		Mechanical Controls Upgrade	40,000	
		Mechanical Heating Equipment Replacement	80,000	
		Safety and Security	18,000	
J.F. Dion School	B4061A	Building Envelope Repair	100,000	
		Drainage Improvement on Parking Lots and Sidewalks	80,000	
		Electrical Upgrade	61,000	
		Foundation Remediation, Repair and Upgrade	800,000	

School Authority The Northland School Division

2022-23 CMR Funding Allocation
(GoA Fiscal Year)

194,133

Eligibility	Asset Name	Asset ID	Project Name	Budgeted Cost
Requested Projects - Eligible	J.F. Dion School	B4061A	Electrical Upgrade	32,000
			Foundation Remediation, Repair and Upgrade	350,000
			Mechanical Controls Upgrade	35,000
	Paddle Prairie School	B3853A	Mechanical Heating Equipment Replacement	15,000
			Safety and Security	36,000
			Building Envelope Repair	100,000
			Drainage Improvement on Parking Lots and Sidewalks	80,000
			Electrical Upgrade	55,000
			Foundation Remediation, Repair and Upgrade	200,000
			Mechanical Controls Upgrade	100,000
			Mechanical Heating Equipment Replacement	150,000
	Pelican Mountain School	B4226A	Safety and Security	112,000
			Electrical Upgrade	32,000
			Mechanical Controls Upgrade	65,000
			Mechanical Heating Equipment Replacement	60,000
	St. Theresa School	B4751A	Safety and Security	18,000
			Drainage Improvement on Parking Lots and Sidewalks	20,000
			Electrical Upgrade	185,000
	Susa Creek School	B3491A	Mechanical Controls Upgrade	35,000
			Mechanical Heating Equipment Replacement	150,000
			Electrical Upgrade	32,000
			Mechanical Heating Equipment Replacement	45,000
	Requested Projects - Non-eligible	Susa Creek School	B3491A	Safety and Security
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				160,000
Playground Repair and Upgrade				160,000
Playground Repair and Upgrade				48,000
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				80,000
Playground Repair and Upgrade				32,000
Grand Total				8,688,000

IMR FUNDING FINAL COSTS REPORT

JURISDICTION: Northland School Division No. 61
 SCHOOL YEAR: 2020-2021 School Year

Approved Allocation: 635,949.00
 Previous years carryover: 1,490,891.42
 Interest Earned: 13,514.99
Total Allocation: 2,140,355.41

Expenditures:

Total cost* on attached VFA IMR Funding - Final Cost Report: \$631,032

All project expenditures are to be entered into the VFA system. Assets under evaluation are no longer locked and it is important that all expenditures are captured in VFA to accurately reflect all work completed.

If you are including any items here that have not been entered into VFA a clear explanation of the exceptional circumstance is required:

Asset Name	BID	System	Description of expenditure	Category	Priority	Action Year	Budget Type	Date Completed	Actual Cost	Explanation of why this item has not been entered into VFA
Total Events not in VFA:									-	



Signature of Superintendent or Designate approving this submission

Douglas Aird
 Please Print Name of Superintendent or Designate approving this submission

Total Expenditures: 631,032.00

Carryover to next program year: 1,509,323.41

Feb 25, 2022

Date

AMENDED

* Costs include non-refundable G.S.T (1.6%) and exclude refundable GST (3.4%)

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-N-The Northland School Division AND Date Completed From: Sep 1, 2020 AND Date Completed To: Aug 31, 2021

Portfolio Name: SCH-N-The Northland School Division [△]

Asset Name [△]	BID	System [△]	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Anzac School	B2405A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B2405A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B2405A	D5037 - Detection and Fire Alarm		ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$2,394.00	
	B2405A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$1,071.00	
Anzac School											\$4,461.00	
Athabasca Delta Community School	B3409A	D3068.01 - Building Systems Controls (BMCS, EMCS)	Reliable Control System 2019-20	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR#2)
	B3409A	D5037 - Detection and Fire Alarm		Fire Alarm Deficiencies	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 04, 2020	\$47.00	
	B3409A	D5037 - Detection and Fire Alarm		ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$2,366.00	
	B3409A	D5038.04 - Video Surveillance		Camera System RAM Memory	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 04, 2021	\$635.00	
	B3409A	D5038.04 - Video Surveillance		Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B3409A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$2,370.00	
Athabasca Delta Community School											\$6,414.00	
Bill	B5894A	D5032.03 -	~	Door Access	Reliability	0 - Due at	2021	Closed	A	Aug 10,	\$574.00	

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-N-The Northland School Division AND Date Completed From: Sep 1, 2020 AND Date Completed To: Aug 31, 2021

Portfolio Name: SCH-N-The Northland School Division ▲

Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Woodward School		Door Answering Systems*		System Computer		time of Inspection				2021		
	B5894A	D5037 - Detection and Fire Alarm	~Fire Alarm System - Average Density	ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$2,394.00	
	B5894A	D5038.04 - Video Surveillance	~Security System - CCTV	Camera System RAM Memory	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 04, 2021	\$635.00	
Bill Woodward School											\$3,603.00	
Bishop Routhier School	B5806A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B5806A	D5037 - Detection and Fire Alarm	~Fire Alarm System Control Panel	Replace Fire Alarm Control Panel	Building Code Mandatory	0 - Due at time of Inspection	2021	Closed	A	Feb 18, 2021	\$20,990.00	
	B5806A	D5038.04 - Video Surveillance	~Security System - CCTV 2020	Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	S5806	G2030 - Pedestrian Paving		Sidewalk Replacement	Lifecycle	0 - Due at time of Inspection	2021	Closed	A	May 25, 2021	\$5,250.00	
Bishop Routhier School											\$26,966.00	
Calling Lake School	B2875A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	Phase 2 BMS Controls Installation	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 31, 2021	\$56,425.00	2020-2021 school fiscal year CMR (CMR#2)
	B2875A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B2875A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$574.00	
	B2875A	D5037 - Detection and Fire Alarm		Fire Panel Replacement	Building Code Mandatory	0 - Due at time of Inspection	2021	Closed	A	Jul 28, 2021	\$8,581.00	
	B2875A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-N-The Northland School Division AND Date Completed From: Sep 1, 2020 AND Date Completed To: Aug 31, 2021

Portfolio Name: SCH-N-The Northland School Division ▲

Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Calling Lake School	B2875A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)	~Emergency Generator - Average 250kW	Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$1,385.00	
Calling Lake School											\$67,541.00	
Chipewyan Lake School	B4222A	B2011.07 - Exterior Wall Vapour Retarders, Air Barriers, and Insulation*		Exterior Wall Sealing	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 09, 2021	\$50,998.00	2020-2021 school fiscal year CMR (CMR #2)
	B4222A	B3011.01 - Asphalt Shingles		Replace asphalt shingles.	Lifecycle	Lifecycle Planning (at least 4 years remaining at inspection)	2028	Closed	A	Aug 03, 2021	\$77,114.00	2020-2021 school fiscal year CMR (CMR #2)
	B4222A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR#2)
	B4222A	D5032.03 - Door Answering Systems*	~	Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	B4222A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B4222A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)	1983	Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$1,571.00	
	S4222	G3031 - Storm Water Collection*		French Drain & Sump Installation	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 08, 2021	\$85,093.00	2020-2021 school year CMR (CMR #2)
Chipewyan Lake School											\$215,925.00	
Conklin Community School	B2975A	D3068.01 - Building Systems Controls (BMCS,	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR#2)

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-N-The Northland School Division AND Date Completed From: Sep 1, 2020 AND Date Completed To: Aug 31, 2021

Portfolio Name: SCH-N-The Northland School Division

Asset Name	BID	System	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Conklin Community School		EMCS)										
	B2975A	D5037 - Detection and Fire Alarm		ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$2,394.00	
	B2975A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	B2975A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$2,218.00	
	S2975	G3011 - Site Potable Water Distribution and Storage*		Water Main Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	Jun 16, 2021	\$27,368.00	
	B2975A	Not applicable		Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
Conklin Community School											\$33,129.00	
Elizabeth Community School	B3481A	C1021.01 - Interior Swinging Doors (& Hardware)*		Replace Gym Doors	Reliability	0 - Due at time of Inspection	2020	Closed	A	Sep 14, 2020	\$5,235.00	
	B3481A	D3052.02 - Packaged Rooftop Air Conditioning Units (& Heating Units)	Admin/ Classrooms	RTU Assessment and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	Feb 18, 2021	\$12,485.00	
	B3481A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$422.00	2020-2021 school fiscal year CMR (CMR #2)
	B3481A	D5022.06 - Interior LED Fixtures*		LED Lighting Upgrade	_Energy [Non-FCI]	0 - Due at time of Inspection	2021	Closed	A	Aug 20, 2021	\$27,615.00	
	B3481A	D5032.03 - Door Answering Systems*		Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$574.00	

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Portfolio Name: SCH-N-The Northland School Division ▲

Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Elizabeth Community School	B3481A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
Elizabeth Community School											\$46,484.00	
Father R Perin School	B2936A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B2936A	D5032.03 - Door Answering Systems*		Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B2936A	D5037 - Detection and Fire Alarm		ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$2,394.00	
	B2936A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	B2936A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$1,201.00	
Father R Perin School											\$4,744.00	
Fort McKay School	B3418A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B3418A	D5022.02 - Interior Fluorescent Fixtures	1984	Replace Ballasts and Lamps	Lifecycle	0 - Due at time of Inspection	2021	Closed	A	Apr 06, 2021	\$8,115.00	
	B3418A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B3418A	D5037 - Detection and Fire Alarm		ULC Fire Alarm Upgrade	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Dec 08, 2020	\$3,817.00	

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Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Fort McKay School	B3418A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
Fort McKay School											\$13,081.00	
Gift Lake School	B6946A	B1025 - Roof Construction Vapor Retarders, Air Barriers, and Insulation*	~	Roof Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 25, 2021	\$4,371.00	
	B6946A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B6946A	D5038.04 - Video Surveillance	~Security System - CCTV 2020	Camera System RAM Memory	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 04, 2021	\$635.00	
Gift Lake School											\$5,579.00	
Grouard Northland School	B3520A	D3041.04 - Air Distribution Ducts*		Duct & Air Handling System Cleaning	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2021	Closed	A	Jul 13, 2021	\$12,489.00	
	B3520A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	Phase 2 BMS Controls Installation	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 30, 2021	\$53,361.00	2020-2021 school fiscal year CMR (CMR #2)
	B3520A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	
	B3520A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	

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Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Grouard Northland School	B3520A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	B3520A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$2,487.00	
Grouard Northland School											\$69,486.00	
Hillview School	B5805A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B5805A	D5038.04 - Video Surveillance	~Security System - CCTV 2020	Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
Hillview School											\$726.00	
J. F. Dion School	B4061A	C2020.05 - Carpet Stair Finishes		Replace Carpet Stair Finishes	Lifecycle	Lifecycle Planning (at least 4 years remaining at inspection)	2021	Closed	A	Sep 14, 2020	\$3,331.00	
	B4061A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$574.00	
	B4061A	D5037 - Detection and Fire Alarm		Sprinkler System Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 26, 2021	\$3,158.00	
J. F. Dion School											\$7,063.00	
Mistassiniy School	B4225A	D2042 - Roof Drains*		Roof Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 25, 2021	\$4,188.00	
	B4225A	D3047 - Glycol Distribution Systems		Boiler Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 23, 2021	\$3,049.00	
	B4225A	D4011 - Sprinklers: Fire Protection*		Sprinkler System Repairs	Building Code Mandatory	0 - Due at time of Inspection	2020	Closed	A	Jan 07, 2021	\$13,379.00	

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Portfolio Name: SCH-N-The Northland School Division

Asset Name	BID	System	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Mistassini School	B4225A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B4225A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)	1980	Generator Inspection & Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$941.00	
Mistassini School											\$22,130.00	
Paddle Prairie School	B3853A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	Jun 21, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B3853A	D5038.01 - Door Answering*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
	B3853A	D5038.04 - Video Surveillance		Camera System HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
	B3853A	D5092.05 - Packaged Engine Generator Systems (Emergency Power System)		Generator Inspection and Repair	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 11, 2021	\$2,459.00	
	S3853	G2031.05 - Rigid Pedestrian Pavement (Concrete)		Replace concrete	Lifecycle	Lifecycle Planning (at least 4 years remaining at inspection)	2021	Closed	A	Aug 20, 2021	\$60,137.00	
Paddle Prairie School											\$63,745.00	
Pelican Mountain School	B4226A	B3022 - Other Roofing Openings (Hatch, Vent, etc)*		Roof Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	Mar 25, 2021	\$3,157.00	
	B4226A	D3068.01 - Building Systems Controls (BMCS, EMCS)	BMS Installation 2020	RC Controls Software	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 14, 2021	\$423.00	2020-2021 school fiscal year CMR (CMR #2)
	B4226A	D5038.04 -		Camera	Reliability	0 - Due at	2020	Closed	A	Dec 07,	\$153.00	

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Portfolio Name: SCH-N-The Northland School Division ▲

Asset Name ▲	BID	System ▲	Extension	Brief Description	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Pelican Mountain School		Video Surveillance		System Server HD Caddy		time of Inspection				2020		
	S4226	G2031.05 - Rigid Pedestrian Pavement (Concrete)	2007	Sidewalk Repairs	Reliability	0 - Due at time of Inspection	2021	Closed	A	May 29, 2021	\$8,258.00	
	S4226	G3063 - Fuel Storage Tanks*	Propane Tank	Propane Tank Repairs	Reliability	0 - Due at time of Inspection	2020	Closed	A	Nov 04, 2020	\$10,682.00	
	B4226A	Not applicable		Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$573.00	
Pelican Mountain School											\$23,246.00	
St. Theresa School	B4751A	E2013.01 - Blinds		Replace 2002 Blinds	Lifecycle	Lifecycle Planning (at least 4 years remaining at inspection)	2032	Closed	A	Aug 18, 2021	\$15,982.00	2020-2021 school fiscal year CMR (CMR #2)
St. Theresa School											\$15,982.00	
Susa Creek School	B3491A	D5032.03 - Door Answering Systems*	~	Door Access System Computer	Reliability	0 - Due at time of Inspection	2021	Closed	A	Aug 10, 2021	\$574.00	
	B3491A	D5038.04 - Video Surveillance		Camera System Server HD Caddy	Reliability	0 - Due at time of Inspection	2020	Closed	A	Dec 07, 2020	\$153.00	
Susa Creek School											\$727.00	
SCH-N-The Northland School Division											\$631,032.00	
Summary											\$631,032.00	

Northland School Division

2022-2025 Assurance Plan



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Message from the Board of Trustees



On behalf of the Board of Trustees, I am pleased to present the 2022-2025 Northland School Division (NSD) Assurance Plan. Within these pages, you will find NSD's priorities, outcomes, strategies and measures that have been identified as a result of conversations with staff and school communities. During the 2022-2023 school year, NSD will continue to increase engagement with the communities we serve using video-conference, our community engagement tool Let's Come Together and face to face. We encourage you to review this plan and would appreciate hearing from you. Please consider attending community engagement sessions once dates have been set.

Accountability

The Assurance Plan for The Northland School Division, commencing August 29, 2022, was prepared under the direction of the Board/Board of Directors in accordance with the responsibilities under the *Education Act* and the *Fiscal Planning and Transparency Act*.

This plan was developed in the context of the provincial government's business and fiscal plans. The Board has used its performance results to develop the plan and is committed to implementing the strategies contained within the plan to improve student learning and results.



The Board approved the 2022-2025 Education Plan on May 20, 2022.

Robin Guild
Board Chair

Dr. Nancy Spencer-Poitras
Superintendent of Schools

About Northland School Division

Commitment: To inspire students to be the best they can be by providing outstanding holistic educational opportunities, with dedicated staff and strong partnerships with families and communities.

Vision: "Our students love to come to school in Northland"

By the numbers



1840 students



487 staff

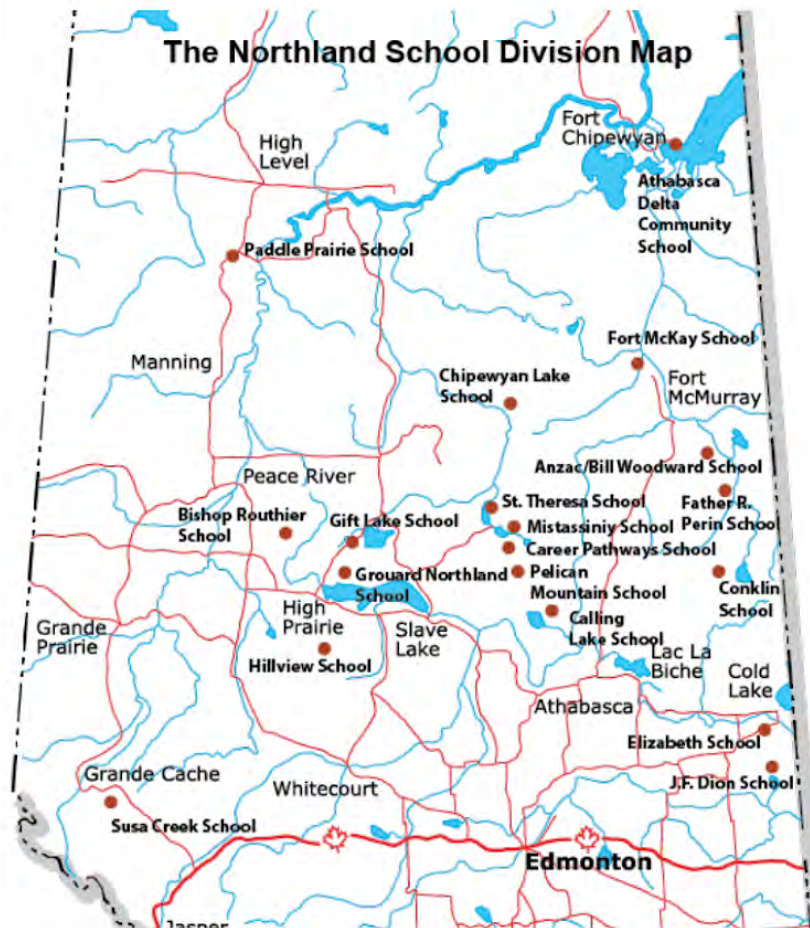


21 schools

Other Key Facts

- Cover 288,347 square kilometres.
- Over 90% of students are First Nations and Métis.
- A new Northland School Division Act proclaimed law.
- Launched Northland Online School in 2021.

Where schools are located



Assurance Domains

Assurance in the education system happens when community members, system stakeholders and education partners engage across five domains:

- Student Growth and Achievement
- Teaching and Leading
- Learning Supports
- Governance
- Local and Societal Context

Student growth and achievement is the primary purpose of the education system and is the core outcome domain for the assurance framework. The domains of Teaching and Leading, Learning Supports and Governance support and enable Student Growth and Achievement. Local and Societal Context, while a separate domain, operates across and is integrated into the others. For the purposes of description, the domains are considered discrete and separate. However, in practice, they overlap and are interconnected and interdependent, as depicted in the graphic below:

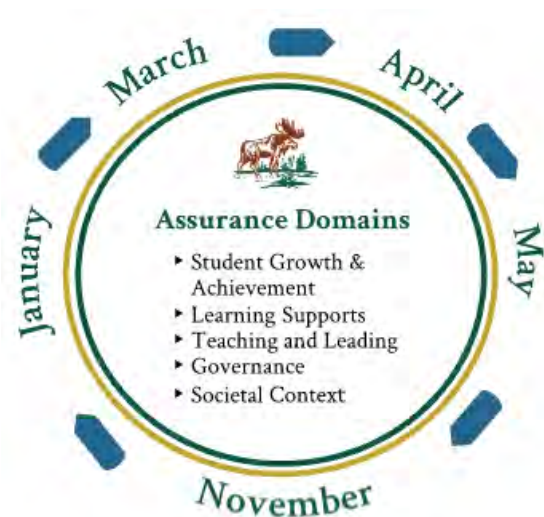


Assurance Cycle

School authorities are responsible for providing assurance they are fulfilling their responsibilities and students are successful. The assurance arises from the combination of policies, processes, action and evidence that help build public confidence in the education system. It is achieved through relationship building, engagement with education partners, and creating and sustaining a culture of continuous improvement and collective responsibility.

Ongoing Governance

The Board of Trustees consistently reviews emails from education partners, and attends school council/principal advisory committee meetings to gather input and feedback about NSD.



April

- NSD prepares a budget and develops a draft Assurance Plan for the upcoming school year.

May

- NSD submits to Alberta Education its Assurance Plan for the upcoming school year.

November

- Schools engage families to review the results from the previous year and invite them to engage in the results-review process.
- NSD engages school councils/principal advisory committees about the *Annual Education Results Report* for the Division

January/February

- The Alberta Education Assurance Survey is administered to gather feedback from staff, families and students in all assurance domains to guide future decision making.

March

- NSD gathers feedback from staff and families through our community engagement tool called Bang the Table. The engagement will focus on assurance domains and NSD priorities. This will guide future decision making.

2021-22 Performance Summary

An analysis of the Northland School Division's performance metrics demonstrates progress toward all outcomes in the last school year. The tables below summarize this progress:

Priority 1 - Excellence in Learning: Students achieve or exceed the standards set by Alberta Education in literacy and numeracy.		
Outcomes	Target	Performance - ON TARGET
<p>Staff will ensure all students feel supported and have a sense of belonging within their schools.</p> <p>The Division uses consistent literacy and numeracy practices to support the growth of educators and student achievement.</p>	<p>Provincial Measures:</p> <ul style="list-style-type: none"> ● Welcoming, Caring, Respectful and Safe Learning Environments (WCRLESE)¹ baseline performance on par with provincial average. ● High School completion rate in the Division will increase by 2%. <p>Local Measures:</p> <ul style="list-style-type: none"> ● The coordinated common professional learning calendar will increase the number of school/cross divisional professional learning opportunities. ● Language and culture supports the K-12 programs of study in all schools. 	<p>NSD Performance (Provincial):</p> <ul style="list-style-type: none"> ● WCRSLE <ul style="list-style-type: none"> ○ May 2020 - N/A ○ May 2021 - 82 ○ May 2022 - ## ● High School Completion (5 year) <ul style="list-style-type: none"> ○ May 2020 - 25 ○ May 2021 - 45 ○ May 2022 - ## <p>NSD Performance (Local):</p> <ul style="list-style-type: none"> ● 7 division-wide professional learning days. ● Language and culture programs in schools. ● Land-based learning activities are woven throughout programs of study in all schools.

¹ This measure is new under the Assurance Framework with the 2021 results providing the baseline for performance.

Priority 2 - Excellence in Leadership: Through excellent leadership practices, everyone feels welcome and valued.		
Outcomes	Target	Performance - ON TARGET
<p>Division and school leadership models a welcoming learning and working environment that fosters a sense of belonging and pride for First Nations and Métis and non First Nations and Métis learners.</p> <p>Division employs a consistent process for reviewing school improvement and assurance.</p> <p>Finances are well-managed, decisions are supported by facts and stewardship is exemplary.</p>	<p>Provincial Measures:</p> <ul style="list-style-type: none"> At least two percent (2%) increase in the number of parents, students, and staff that believe the division is making progress on school improvement (Education Quality measure).² At least two percent (2%) increase in the number of parents, students, and staff that indicate the Division has a welcoming learning environment (WCRSLE measure) <p>Local Measures:</p> <ul style="list-style-type: none"> Three times a year senior leadership meet individually with principals to review assurance plans and record progress. Parents and communities indicate how system and school leadership support First Nations and Métis students to be successful. Audited financial report. Senior leadership and all principals meet at least once per month. Senior Leadership and high school principals meet at least once per month. 	<p>NSD Performance (Provincial):</p> <ul style="list-style-type: none"> Education Quality <ul style="list-style-type: none"> May 2020 - 81 May 2021 - 83 May 2022 - ## WCRSLE <ul style="list-style-type: none"> May 2021 - 82 May 2022 - ## <p>NSD Performance (Local):</p> <ul style="list-style-type: none"> Senior Leadership met with schools multiple times to review assurance plans. 74 % of community members surveyed indicated satisfaction or high satisfaction with the support for First Nations and Métis students to be successful. 13 meetings with all principals. 5 meetings of HS principals Audited Financial Report³

² Since May 2021, the Assurance Framework has been applied to the output of provincial results. The Northland School Division has adopted provincial performance measures to align with the current mode of Educational Assurance reporting and planning.

³ Link to NSD Audited Financial Statement - <https://www.nsd61.ca/download/374402>

Priority 3 - Excellence in Relationships: Develop and actively promote healthy relationships with students, parents/guardians, staff, community, and educational partners.		
Outcomes	Target	Performance - ON TARGET
<p>Parents and community members engage in their school community and are involved in their child's education.</p> <p>Division fosters purposeful and productive working relationships to collaboratively advance division operations to support student learning.</p>	<p>Provincial Measures:</p> <ul style="list-style-type: none"> ● Parental Involvement measure (Governance Domain) improves. ● Access to Supports and Services⁴ - Baseline on par with provincial average. <p>Local Measures:</p> <ul style="list-style-type: none"> ● Increased attendance and participation in school council/principal advisory committee meetings. ● Increased staff satisfaction on surveys. ● Number of presentations and celebrations acknowledged at Board meetings/division events. ● Number of focus groups organized. ● Number of community engagements. 	<p>NSD Performance (Provincial):</p> <ul style="list-style-type: none"> ● Parental Involvement <ul style="list-style-type: none"> ○ May 2020 - 70 ○ May 2021 - 76 ○ May 2022 - ## ● Access to Supports and Services <ul style="list-style-type: none"> ○ May 2021 - 78 ○ May 2022 - ## <p>NSD Performance (Local):</p> <ul style="list-style-type: none"> ● Partnerships with Telus World of Science Edmonton and Macwan University Dual Credit. <ul style="list-style-type: none"> ○ 1547 NSD students participated in 13 TWOSE events. ○ 60 University Credits and 86 High School credits awarded in dual credit options. ● School and individual celebrations at every Board meeting and division event. ● Presentations from Indigenous thought leaders Monique-Grey Smith and Reggie Leach. ● SC/PAC attendance/Focus groups were shifted online due to COVID-19 and this affected attendance. ● 75% staff satisfied/very satisfied with professional learning. ● 82% staff satisfied/very satisfied in support they receive in their role.

⁴ This measure is new under the Assurance Framework with the 2021 results providing the baseline for performance.

Analysis of 2021-22 Results

Trends and Achievements

Northland School Division demonstrated progress toward outcome achievement in the past year and is on-target to achieve all outcomes within three years. The following trends inform the 2022-2025 plan update:

- NSD students have shown significant improvement in high school completion. This is a 20% increase in the number of students completing high school within five (5) years.
- There is greater satisfaction with the education quality from NSD parents and guardians. 86% of parents are more satisfied. This is a six (6%) percent increase over the previous year.
- 83% of parents agree that students have the appropriate supports and services at school. This is four percent (4%) over the provincial average.
- There is greater satisfaction with the amount of parental involvement in decisions about their children's future. 80% of NSD parents are more satisfied. That is a 12% increase over the previous year.
- Overall, there is a significantly higher belief that NSD students model characteristics of active citizenship. 81% of parents believe students are providing their best effort, following rules and helping others succeed. This is an 11% increase over the previous year.
- Student engagement has changed amid the pandemic.
 - 1547 students participated in 13 Telus World of Science - Edmonton events this school year.
 - Community engagement in designing a new division logo.
- Northland School Division was the only rural school division chosen in the top 3 in a recent University of Calgary-led study of leadership quality standards.

Opportunities

The information from provincial and local data sources identify the following as areas of potential growth for the Northland School Division. The following trends outline the opportunities that we seek to meet with the 2022-2025 plan update:

- Student attendance and re-engagement impacted by pandemic disruptions has the potential to **increase in the next 3 years**.
- Parent satisfaction with support for First Nations and Métis students to be successful has the **potential to exceed current performance** (74% of respondents indicated satisfaction or high satisfaction in April 2022).
- Staff member satisfaction with relevance of professional learning opportunities has the **potential to exceed current performance** (75% of respondents indicated satisfaction or high satisfaction in April 2022).

Northland School Division 2022-25 Assurance Plan

Northland School Division is pleased to present its 2022-2025 Assurance Plan. The plan below is based on an analysis of the division’s performance in areas of priority and builds upon what the division has heard from students, parents, guardians, and the wider school communities.

Priority 1: Excellence in Learning

Students achieve or exceed the standards set by Alberta Education in literacy and numeracy.

<p>Outcome 1: Student success is supported by staff who ensure all students feel supported and have a sense of belonging within their schools.</p>	<p>Performance Measures and Targets</p> <p>Provincial Measures</p> <ul style="list-style-type: none"> ● Welcoming, Caring, Respectful and Safe Learning Environments (WCRSLE) - Increase at least 2% <p>Local Measures:</p> <ul style="list-style-type: none"> ● OurSchool Survey (Elementary and High School) measures: <ul style="list-style-type: none"> ○ <i>Students with a positive sense of belonging</i> - At least 3% increase in each grade. ○ <i>Advocacy at school</i> - At least 2% increase in every grade. ○ <i>Students who state they face bullying</i> - At least 5% decrease in each grade. ● Language and culture supports the K-12 programs of study in all schools. ● Reviewing data about whether a Cree Immersion Program is viable in a pilot school in the NSD.
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● School Progress Reports (Attendance/monthly) and learning success meetings will be held three times a year. ● Professional learning on trauma informed practice and supporting students with complexity will be offered to staff. ● First Nations and Métis Language and culture is woven throughout subject areas and activities. <ul style="list-style-type: none"> ○ Example: Investigating the possibility of providing a Cree Immersion Programming in a NSD school. ● Maintain school-based activities to support welcoming, caring, respectful and safe learning environments across the division. Examples include: <ul style="list-style-type: none"> ○ Pink shirt day, ○ Anti-Bullying Campaigns, ○ Social-Emotional Learning, etc. 	<p>Performance Measures and Targets</p>

<p>Outcome 2: The Division uses consistent literacy and numeracy practices to support the growth of educators and student achievement.</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Maintain divisional literacy strategy initiated in 2021. <ul style="list-style-type: none"> ○ For example, <i>The Story of Five</i> ○ For example, use of Lexia. ● Maintain divisional numeracy strategy initiated in 2021. <ul style="list-style-type: none"> ○ For example, Math Minds and Jump Math ○ For example, use of Symphony Math. ● Maintain division-wide professional learning opportunities for staff. ● (New) Application of learning loss interventions in response to disruptions caused by the COVID-19 Pandemic. ● (New) Flexible division-led teacher support for the implementation of new programs of study (K-4 ELA and Math and K-6 PE and Wellness). 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● PAT: Acceptable and PAT: Excellence.⁵ ● Diploma: Acceptable and Diploma: Excellence. <p>Local Measures:</p> <ul style="list-style-type: none"> ● Literacy levels will increase by three percent (3%). ● Lexia and Symphony Math assessment results. ● The number of coordinated divisional/school professional learning opportunities in literacy and numeracy remains consistent or increases.

⁵ There are no PAT or Diploma results available within the last 3 years of provincial data. The next available data will be used as a baseline the NSD will use to measure performance in the subsequent years of this education plan.

<p>(New) Outcome 3: The Division offers multiple, flexible pathways to high school completion.</p>	
<p>Strategies to Achieve Outcome</p>	<p>Performance Measures and Targets</p>
<ul style="list-style-type: none"> ● The division will expand its online school offerings to include high school courses. ● The division will develop approaches for high school teachers to be available to students anywhere in the division. ● The division will develop supportive strategies for middle-years students to transition to high school. ● The division will work with university and community partners to increase dual-credit and career-focused course offerings to students across the division. 	<p>Provincial Measures:</p> <ul style="list-style-type: none"> ● The 3 and 4-year high school completion rates will increase by three percent (3%). ● The number of students that attain an acceptable level for Diploma examinations will increase by three percent (3%). <p>Local Measures:</p> <ul style="list-style-type: none"> ● The number of students who successfully transition from grade 9 to grade 10. ● Percentage of high school students enrolled in Grade 10 remains consistent with the previous year (within 1% difference). ● Increase in the number of students completing dual credit options.

Priority 2: Excellence in Leadership

Through excellent leadership practices, everyone feels welcome and valued.

<p>Outcome 1: Division employs a consistent process for reviewing school improvement and assurance.</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Maintain the assurance review process at the school level. 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● Education Quality will increase by at least two percent (2%). <p>Local Measures:</p> <ul style="list-style-type: none"> ● Three (3) times a year, senior leadership meets with schools to review assurance plans and record progress. ● Two percent (2%) increase in the number of parents, students, and staff that believe the division is making progress on school improvement.

<p>Outcome 2: Division and school leadership models a welcoming learning and working environment that fosters a sense of belonging and pride for First Nations and Métis and non First Nations and Métis learners.</p>	<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Professional learning for staff on First Nations, Métis and Inuit educational issues to foster intercultural understanding, empathy, and mutual respect for the <i>Call to Actions for Education</i> (Specifically Calls to Action 6-12 and 62-65 focused on Education and Education for Reconciliation⁶). ● School principals complete a quarterly review of student progress with the teacher. <p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● The Citizenship measure will increase by three percent (3%). ● The Access to Supports and Services measure will increase by two percent (2%). <p>Local Measures:</p> <ul style="list-style-type: none"> ● There is a two percent (2%) increase in the number of parents, students, and staff that indicate the Division has a welcoming learning environment. ● Parents and communities indicate at least two percent (2%) more satisfaction with how system and school leadership support First Nations and Métis students to be successful. ● Number of professional learning opportunities related to Indigenous educational issues made available to NSD staff members.
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⁶ Please visit <https://publications.gc.ca/site/eng/9.801236/publication.html> for the full text of the Truth and Reconciliation Commission of Canada's *Calls to Action*, or go to [Appendix A](#) below for the *Calls to Action* for Education and Education for Reconciliation.

<p>Outcome 3: Finances are well-managed, decisions are supported by facts and stewardship is exemplary.</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Initiate an objective assessment of financial processing, including comparisons to other divisions to highlight opportunities for improvement including policies, procedures, systems and structure. Use this assessment to plan a multi-year improvement project. ● Professional financial management training for relevant staff to ensure that policies, processes, systems and financial resources are understood and well-managed. ● Develop and implement periodic variance reporting for all cost centres. ● Develop and implement a procurement strategy to leverage our spend as a division rather than 20 separate schools. 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● N/A. <p>Local Measures:</p> <ul style="list-style-type: none"> ● Completion of objective assessment of financial processing and development of improvement plan. ● Majority of targeted staff are comfortable with financial management knowledge for their role. ● Leadership satisfied with the budget variance processes. ● Development and implementation of the procurement strategy.

Priority 3: Excellence in Relationships

Develop and actively promote healthy relationships with students, parents/guardians, staff, community, and educational partners.

<p>Outcome 1: Parents and community members engage in their school community and are involved in their child's education</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Schools include student learning examples and presentations in school council/principal advisory committee meetings. ● Re-engage the communities in-school events and celebrations which have ceased to exist during the pandemic. ● Implement the FNMI community engagement plan. ● NSD participation in joint Alberta Education/MacEwan University project titled <i>Engaging Family, Community, and School Members as Partners in Education in the Northland School Division</i>. 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● The Student Learning Engagement measure will increase by two percent (2%). <p>Local Measures:</p> <ul style="list-style-type: none"> ● Increased attendance and participation in school council/principal advisory committee meetings. ● The number of parents attending school events increases. ● Increase in involvement with Elders and Knowledge Keepers in the schools. ● Establishing a project advisory committee and identifying schools volunteering to participate in the Alberta Education/MacEwan project.

<p>Outcome 2: Parents, guardians, communities and education partners are informed and involved in Division plans, programs, and progress through ongoing and effective communication.</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Division continues to implement a community engagement strategy. ● Division continues to implement a communication strategy to create greater awareness of events/news in the Division and schools. ● Develop and enhance partnerships to support student learning and community relations. 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● The Parental Involvement measure increases by two percent (2%). <p>Local Measures:</p> <ul style="list-style-type: none"> ● Increased attendance and participation in school council/principal advisory committee meetings. ● Increase in the number of Facebook views, other social media accounts and positive media articles. ● Increase in the number of partnerships with the division.

<p>Outcome 3: Division fosters purposeful and productive working relationships to collaboratively advance division operations to support student learning.</p>	
<p>Strategies to Achieve Outcome</p> <ul style="list-style-type: none"> ● Implement the FNMI community engagement plan. ● MacEwan/AbEd project. ● Maintain division-wide professional learning opportunities for staff. ● Continue to offer evidence-driven communities of practice to support professional learning. ● Hold focus groups with employees to better understand the working relationships. ● Implement an employee service survey. ● Celebrate students, staff, school, and community members at district events and Board meetings. 	<p>Performance Measures and Targets</p> <p>Provincial Measures:</p> <ul style="list-style-type: none"> ● N/A. <p>Local Measures:</p> <ul style="list-style-type: none"> ● Staff satisfaction with professional learning increases by at least two percent (2%). ● Increase the number of focus groups organized. ● Increase the number of presentations and celebrations acknowledged at school events, Board meetings, and district events.

Financial Documents



BUDGET PLANNING

2022-2023 Annual Budget

Overview

- The budget has been crafted to support the Education Plan.
 - Provincial funding details were released March 24, 2022 and funding has been maintained, regardless of pandemic enrollment fluctuations.
 - “Bridge/COVID Mitigation Funding” has again been provided to transition between the old and new funding models, and offset COVID related enrollment fluctuations.
- Revenues and expenses are lower than last year, with a small surplus planned
 - Key assumptions include minimal COVID-19 impacts, maintaining the hot lunch program, fully funding transportation, steady Federal/First Nation tuition rates and minimal inflation
 - Strategically we will continue to invest in improvements and technology, to contain non-educational operating costs and focus resources on students and classrooms.

For more information click on the website link to view the 2022-2023 Annual Budget

<https://www.nsd61.ca/download/347422>.

2022-2023 Capital Plan

Overview

The Capital Plan ranks the proposed school level projects for the division, based on provincial criteria. The criteria for the plan include enrollment, projections, utilization, building age and overall condition. This ranking is used to seek capital funding from Alberta Education in a process that matches very limited capital funding with the highest-ranking projects provincially.

Recommendations are based on building condition evaluations provided by Alberta Infrastructure, ten-year enrolment projections and qualitative facility evaluations. Recommendations are divided into short, medium and long-term timeframes (**see pages 20-22**) in order to establish an integrated facility strategy that includes maintenance, environment, programming and student accommodations. Short-term priorities are the Division’s 3-year Capital Plan. Medium and long-term recommendations take into consideration the time required to prepare capital funding requests to Alberta Education.

Additional details about NSD's Capital Plan are available on our website

<https://www.nsd61.ca/download/389135>.

Capital Priority Recommendations

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

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

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

Infrastructure Maintenance and Renewal (IMR)

Overview

IMR funds are provided for the maintenance of schools, recognizing that some expenditures are outside of regular repairs and maintenance (for example equipment replacement). Click on the website to view the Infrastructure, Maintenance and Renewal Work Plan

<https://www.nsd61.ca/download/347498>.

Appendix A

Truth and Reconciliation Commission of Canada - *Calls to Action* for Education and Education for Reconciliation

The full text of the *Calls to Action* are available online at <https://publications.gc.ca/site/eng/9.801236/publication.html>

Education

6. We call upon the Government of Canada to repeal Section 43 of the Criminal Code of Canada.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.
8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with nonAboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
 - I. Providing sufficient funding to close identified educational achievement gaps within one generation.
 - II. Improving education attainment levels and success rates.
 - III. Developing culturally appropriate curricula.
 - IV. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
 - V. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
 - VI. Enabling parents to fully participate in the education of their children.
 - VII. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.

12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

Education for Reconciliation

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:

- I. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
- II. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
- III. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
- IV. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.

63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:

- I. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
- II. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
- III. Building student capacity for intercultural understanding, empathy, and mutual respect.
- IV. Identifying teacher-training needs relating to the above.

64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.



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

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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.

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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 &
Sponsorships



Interest
Income



ASEBP
Revenue



LAPP
Service Fee

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)



BOARD CHAIR HIGHLIGHTS

May 20, 2022

Grouard Indian Residential Gathering May 9 - 10, 2022

Board Chair Guild attended the Grouard Indian Residential Gathering representing the Board of Trustees and was presented with a print of Indigenous children in acknowledgement of Northland School Division.

Alberta Education Correspondence

The Minister of Education responded to the Division's letter of March 18, 2022 requesting a delay in the implementation of the draft Kindergarten to Grade 6 (K-6) curriculum. The letter outlines Alberta Education's processes and timelines for releasing the new curriculum. A copy of the letter is attached.

Reggie Leach Presentation

On May 5, 2022, Northland School Division hosted a presentation with former NHL player Reggie Leach. Reggie spoke about perseverance, life as an Indigenous athlete/person and Truth and Reconciliation.

Corporate Board Expense Summary

As of April 30, 2022

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	80,706.91	49,543
Trustee Benefits	40,000	35,748.86	4,251
Professional Development Fees	6,000	20,206.83	(14,207)
Legal Fees	50,000		50,000
Professional Services		3,733.80	(3,734)
Advertising	1,700		1,700
ASBA/PSBAA Fees	33,000	24,079.42	8,921
Office Supplies	2,000	358.60	1,641
Printing & Binding	2,700	577.50	2,123
Postage	600	371.15	229

Travel and Subsistence	125,250	53,285.09	71,965
Liability Insurance	250	70.64	179
Telephone	6,000	16,074.08	(10,074)
Awards	35,000	42,966.04	(7,966)
Furniture and Equipment	10,000	1,586.60	8,413
Visa Purchases	91,000	26.24	90,974
Elections	60,000	83,269.35	(23,269)
TOTAL	593,750	363,061.11	230,689

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

ALBERTA
EDUCATION

Office of the Minister

AR118331

APR 13 2022

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

Dear Mr. Guild: *Robin,*

Thank you for your March 18, 2022 letter on behalf of the Northland School Division Board of Trustees requesting a delay in the implementation of the draft Kindergarten to Grade 6 (K-6) curriculum.

Alberta's government promised parents and students an updated curriculum with more emphasis on the literacy and numeracy learning foundations, and outcomes students will need for success. Over the past year, we have been listening to feedback from Albertans, education partners and piloting school authorities on the draft K-6 curriculum. We are carefully considering this input to further revise all K-6 subjects. Albertans will be able to review updated curriculum as it is released.

We recognize the unique pressures the COVID-19 pandemic has placed on students, teachers and families and are taking a balanced and measured approach based on advice from the Curriculum Implementation Advisory Group. These education system leaders, teachers and curriculum experts all have extensive qualifications, expertise and experience working within the education system.

With the advisory group's insight, we will implement K-3 Mathematics, K-3 English Language Arts and Literature, and K-6 Physical Education and Wellness in September 2022. Focusing on K-3 Mathematics and K-3 English Language Arts and Literature will help younger students strengthen their numeracy and literacy skills, which are essential for early years learning. New Mathematics and English Language Arts and Literature curriculum for Grades 4-6 will be implemented in September 2023.

When the school year starts this fall, the new K-6 Physical Education and Wellness curriculum will support students in learning how to build resiliency and manage their health, mental health and well-being, while also providing them with a strong foundation in financial literacy. Introducing the new subjects by common grade groupings that school authorities follow, such as K-3 and Grades 4-6, will ensure successful implementation for teachers and students.

.../2

Mr. Robin Guild
Page Two

To ensure teachers and students are equipped for the updated K-6 curriculum in classrooms, Alberta's government is investing \$191 million over the next three years to support the implementation process. This includes \$59 million in 2022/23 for teacher professional development and quality learning and teaching resources aligned with the new curriculum.

In April, we will support teachers as they prepare for September by providing the final K-3 Mathematics, K-3 English Language Arts and Literature, and K-6 Physical Education and Wellness curriculums and corresponding resources on new.LearnAlberta.ca. Teachers will also have a number of targeted, flexible professional learning opportunities between May and September to help them prepare. We will share more information with school authorities about these opportunities in April.

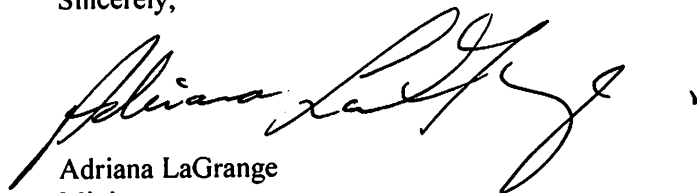
By May, the Curriculum Implementation Advisory Group will make recommendations on piloting and implementation strategies for the remaining five K-6 curriculums: French First Language and Literature; French Immersion Language Arts and Literature; Fine Arts; Science; and Social Studies.

Moving forward with curriculum development work is essential to help prepare our students for a rapidly changing labour market, which is placing an ever-increasing premium on adaptability and transferrable skills.

Students deserve to be learning from the best curriculum possible. The steps we are taking now will ensure our students are learning from an updated curriculum that prepares them for the future.

I commend Northland School Division on its commitment to delivering a world-class education to Alberta's students. I hope you find this information helpful, and I look forward to continuing to work together with your division to support student success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange', written in a cursive style.

Adriana LaGrange
Minister



Superintendent's Highlights

May 20, 2022

Mistassiniy New School Sod Turning Ceremony

Northland School Division is pleased to announce that construction of the new Mistassiniy School is officially underway. NSD hosted a sod-turning ceremony on May 14, 2022. The finalized design for the new school will include a Culinary Arts kitchen, stations for mechanics, carpentry and welding. The outside design of the school will feature outdoor classrooms along with recreation and green spaces.

First Nations, Metis and Inuit (FNMI) Update Sikwan (Spring) March – May

The revitalization of Indigenous language learning continues to be a collaborative effort between schools and communities. Elders and knowledge keepers guide language competence through their local cultural beliefs, values and practices. In depth learning and teaching of ancestral, traditional and cultural concepts are acknowledged and recognized through the weaving of curriculum, technology and land experiences.

The Community of Practice contributed to learning and teaching environments and resources inclusive of First Nations and Metis holistic interpretation and worldview.

To maintain the leadership and consultation practice, a tentative language camp to reconnect with Elders, Knowledge Keepers and language teachers is being planned for June 2022.

Grouard Indian Residential Gathering May 9 - 10, 2022

The Grouard Indian Residential Gathering was a very emotional gathering. Several Northland staff attended the event and found the experience very meaningful. The explanation by the Indigenous Archaeologist of how they engaged community members to discern where they should begin to use their ground penetrating devices to find evidence of graves generated many questions.

Over the next few days participants shared within small male and female sharing circles their experiences in residential schools. There were mental support workers available for anyone who needed support. There also were guest speakers speaking on trauma and other relevant topics for the four days.

Education Week May 2 - 6, 2022

Schools participated in numerous activities during education week. Schools did a variety of activities throughout the week such as literacy competitions and school barbeques etc.

Edwin Parr Nominee

Northland School Division is proud to announce that Brittney Lyon at Athabasca Delta Community School has been selected as NSD's 2022 Edwin Parr Teacher Award Nominee. Ms. Lyon earned a Bachelor of Education from University of Alberta in General Elementary and has stated that she has always dreamed of becoming a Grade 5 teacher and that the Division has made this dream come true.

Brittney will be recognized at NSD's Long Service Awards on June 16, 2022.

Mental Health Week May 2 - 8, 2022

May 2- 8, 2022 was Mental Health Week. Various resources were distributed via social media for all staff, students and parents/guardians. For more information please visit www.mentalhealthweek.ca.



Appreciation Weeks

The Division celebrated Administrative Assistants Day and Bus Driver Appreciation week in April.

Aboriginal Youth Career Workshop May 4, 2022

Some Northland School Division students participated in the virtual Aboriginal Youth Career Workshop on May 4, 2022. This workshop was an opportunity for Grades 9 - 12 Indigenous students to connect with Indigenous role models in a wide variety of different careers. Students had the opportunity to attend several sessions which included:

- Aboriginal Teacher Education Program
- Bold Eagle (Military)
- RCMP
- CNRL
- Mercer
- Eveline Charles International Academy
- Culinary Arts with Chef Chartrand
- Lawyer
- Social Worker
- Tattoo Artist
- Tradewinds to Success (Boilermaker, carpenter, electrical, welder and plumber)

In addition to the sessions, there were several keynote speakers. Each keynote speaker had very different stories to tell. They all spoke about changing the narrative and being persistent in following their passions.

The host Earl Lambert grew up in Dawson Creek, BC and is now a successful motivational speaker. He spoke about his life growing up and the challenges he faced.

Kendra Jesse is a Cree and Ukrainian woman from Sucker Creek First Nations and was on a Nike commercial that was aired prior to the World Junior Hockey Championships.

J.R. LaRose is a 2011 Grey Cup Champion and former BC Lions football player. He is a proud member of One Arrow First Nation and is an ambassador for Aboriginal peoples. JR is an accomplished motivational speaker who shares his stories on the challenges of growing up in low income housing in Edmonton's inner city, growing up without a father and watching his family struggle with drug abuse, especially his mother who was a survivor of the residential school system; this gave JR the drive he needed to succeed. <http://jrlarose.com/>



Billy "Rellik" LeBlanc is an award winning Aboriginal Hip Hop Artist and now radio DJ from Edmonton. Rellik got into Hip Hop at an early age which developed over the years.



ASSOCIATE SUPERINTENDENT REPORT - MAY 2022
PRESENTED BY: Dr. Tim Stensland, Deputy Superintendent

Assurance Planning - Community Engagement Surveys

As part of our commitment to hearing the voices of our communities in our current Education Assurance plan, we surveyed parents, guardians, and staff members to learn about their levels of satisfaction across our division. We used the Bang the Table format to send out surveys to these groups and this was the initial number of engaged participants:

- Parents/Guardians:
 - There were 34 respondents to our online survey.
- Staff Members:
 - There were 56 staff respondents to our online survey.

We will use the responses from these groups to inform our updated Education plan. Since this is the first time we have engaged these groups in this way, the initial responses will form the baseline that we use to measure performance over time. We will combine these results with the Alberta Education Assurance Measure data to develop strategic plans going forward.

Kindergarten to Grade 3 Support for Curriculum Implementation

School authorities will receive funding (\$17.7 million) for purchasing or developing learning and teaching resources. The learning and teaching resources may include textbooks, licenses to digital resources, books, and other materials to support instruction and student learning. Alberta Education is also provisioning resources to support curriculum implementation.

Support for Learning Disruption

Classroom teachers from Kindergarten to grade 3 continue to apply supports and strategies to help students get back on track with their learning. We will be doing a year end assessment to determine the progress they have made. Pedagogical Supervisors continue to support for teachers and students.