



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 22-02 AGENDA

Location: ZOOM

Date & Time: Friday, February 18, 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 - January 21, 2022	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	11

C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Board Chair Guild	Information	14
2.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	15
3.	Committee and/or Board Representative Reports	Trustees	Information	-
4.	Trustee Activity Reports/Association Reports <ul style="list-style-type: none">● Trustee B. Lamouche	Trustees	Information	18



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D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Aird	Information	19
2.	Student Engagement, Attendance & Completion Report	M. Owens, Director of Student Engagement, Attendance and Completion	Information	21
3.	Monthly Enrolment Report	M. Marran, Associate Superintendent of Human Resources	Information	26
4.	Policy 7 - Board Governance and Operations	Trustee J. Lamouche	Motion	28
5.	Policy 7 Appendix A: Schedule of Rates	Trustee J. Lamouche	Motion	41
6.	Professional Improvement Leave Clause 9.4 Collective Agreement	Superintendent Dr. Spencer-Poitras	Information	43
7.	Energy Strategy and Results Report	Superintendent Dr. Spencer-Poitras	Information	45
8.	Audit and Finance Committee	Secretary-Treasurer Aird	Motion	46
9.	Sale of Duplex - Unit 129/130 - Wabasca	Superintendent Dr. Spencer-Poitras	Motion	48
10.	Sale of Housing Unit 92 - Sandy Lake	Superintendent Dr. Spencer-Poitras	Motion	49
11.	Sale of Housing Unit 94 - Calling Lake	Superintendent Dr. Spencer-Poitras	Motion	50
12.	ASBA Friends of Education Award Nomination	Superintendent Dr. Spencer-Poitras	Information	51
13.	Locally Developed Courses - Forensic Studies	Superintendent Dr. Spencer-Poitras	Motion	52
14.	Ward 1 By-Election	Superintendent Dr. Spencer-Poitras	Motion	53

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

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"> ● Anzac Land-Based Learning 	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Guild	Information	54
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	56
4.	Deputy Superintendent Report	Deputy Superintendent Dr. Stensland	Information	63



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5.	Student Services Department Report	Associate Superintendent Scott Meunier	Information	65
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G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.	Alberta School Councils Conference & AGM Virtual Conference April 22 -24, 2022	Superintendent Dr. Spencer-Poitras
2.		
3.		
4.		

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Meeting Minutes, January 21, 2022
REFERENCE(S):
ATTACHMENTS: January 21, 2022 Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the January 21, 2022 Board Meeting Minutes as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-01 MINUTES

Location: Via Zoom

Date: Friday, January 21, 2022 Time: 9:00 a.m.

Membership					
x	Carmen Laboucane	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Vice-Chair Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
✓	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
x	Loretta Gladue	Trustee Ward 8			
✓	Julia Cardinal	Trustee Ward 9			
✓	Aimee McCamon	Trustee Ward 10			

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:12 a.m. with a traditional land acknowledgment.

2. Opening Reflection

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

3. Adopt Agenda

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

25383/22 CARRIED

4. In Camera Session

Trustee McCamon moved that the meeting go in camera at 9:15 a.m.

25384/22 CARRIED

Trustee Thomas Auger and Mark Owens, DSEAC left the meeting at 9:46 a.m.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-01 MINUTES

5. Regular Session

Trustee J. Lamouche moved that the meeting reverts to regular session at 9:59 a.m.

25385/22 CARRIED

6. Wellness Day

Trustee McCamon moved that the Board of Trustees approve February 16, 2022 as a Wellness Day for students and school staff for the 2021-2022 school year.

25386/22 CARRIED

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

B. MINUTES

1. Regular Board Meeting Minutes - November 26, 2021

MOTION: Trustee McCamon moved that the Board of Trustees approve the November 26, 2021 Regular meeting minutes, as presented.

25387/22 CARRIED

2. Board Action Items

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

25388/22 CARRIED

C. CONSENT AGENDA

1. Adopt Consent Agenda

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

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

25389/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-01

MINUTES

D. ACTION ITEMS

1. Monthly Financial Report

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

25390/22 CARRIED

2. Student Engagement, Attendance & Completion Report

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

25391/22 CARRIED

3. Monthly Student Enrolment Report

MOTION: Trustee B. Lamouche moved that the Board of Trustees receive as information, the January 2022 Student Enrolment Report, as attached.

25392/22 CARRIED

4. Policy 2 - Role of the Board

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 2 - Role of the Board, as attached.

25393/22 CARRIED

5. Policy 2 Appendix B: Facilitated Board Self Evaluation Process

MOTION: Trustee McCamon moved that the Board of Trustees approve the housekeeping changes to Policy 2 Appendix B: Facilitated Board Self Evaluation Process, as attached.

25394/22 CARRIED

6. 3 Year Education Plan - Tri-Annual Update

MOTION: Trustee Auger moved that the Board of Trustees receive as information, the 3 Year Education Plan Tri-Annual Update, as attached.

25395/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-01

MINUTES

7. Draft 2022-2023 School Calendar

MOTION: Trustee J. Lamouche moved that the Board of Trustees receive as information the draft Northland School Division 2022-2023 School Year Calendar, as attached.

25396/22 CARRIED

8. Viability Study - Conklin Community School

MOTION: Trustee McCamon moved that the Board of Trustees defer the consideration of closing the Conklin Community School to the 2022-2023 school year.

25397/22 CARRIED

9. Viability Study - Hillview School

MOTION: Trustee J. Lamouche moved that the Board of Trustees defer the consideration of closing the Hillview School to the 2022-2023 school year.

25398/22 CARRIED

10. Viability Study - Pelican Mountain School

MOTION: Trustee Auger moved that the Board of Trustees defer the consideration of closing the Hillview School to the 2022-2023 school year.

25399/22 CARRIED

11. Viability Study - Susa Creek School

MOTION: Trustee Wanyandie moved that the Board of Trustees defer the consideration of closing the Hillview School to the 2022-2023 school year.

25400/22 CARRIED

12. Financial Reserves Adjustments

MOTION: Trustee McCamon moved that the Board of Trustees approve the Financial Reserves Adjustments to reduce the unrestricted surplus by \$5.5 Million and move the funds to Capital Reserves, as attached.

25401/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-01 MINUTES

13. Capital/IMR Plan 2021-2022

MOTION: Trustee McCamon moved that the Board of Trustees receive as information the Capital/IMR Plan for the 2021-2022 school year, as attached.

25402/22 CARRIED

14. Annual Borrowing Resolution - Alberta Treasury Branch (ATB)

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the annual borrowing resolution per Alberta Treasury Branch (ATB) in the amount of \$3 Million if required, to meet the current operating expenditures for the 2021-2022 school year.

25403/22 CARRIED

15. 2021-2022 Conferences

MOTION: Trustee Auger moved that the Board of Trustees receive as information the 2021-2022 Conferences, as attached.

25404/22 CARRIED

16. Alberta School Employee Benefits Program (ASEBP) Participation Agreement

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the revised ASEBP Participation Agreement providing for the continued provision of critical benefits to our staff, as attached.

25405/22 CARRIED

E. TECH TALK

Deputy Superintendent Dr. Tim Stensland did a presentation on GMAIL and calendar tips and tricks.

Break: 12:09 p.m. - 1:00 p.m.

F. MONITORING REPORTS

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



**NORTHLAND SCHOOL DIVISION
BOARD MEETING NO. 22-01
MINUTES**

- F1. Awards/Celebrations
- F2. Board Chair Highlights
- F3. Superintendent Highlights
- F4. Associate Superintendent Report

25406/22 CARRIED

AWARDS/PRESENTATIONS

Shelley Stevenson, Principal at St. Theresa School presented to the Board of Trustees the various activities that are taking place at the school which focuses on Numeracy and Literacy.

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

The Board of Trustees discussed the following:

- Conference attendance

H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Auger moved that the Board of Trustees declare the meeting adjourned at 1:57 p.m.

25407/22 CARRIED

Robin Guild, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Action Items
REFERENCE(S):
ATTACHMENTS: Board Action Items

RECOMMENDATION:

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

BACKGROUND:

RISK ANALYSIS:

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	1/23/2021	Administration	Hillview School	Administration and Trustees to reach out to the Leadership, parents and staff to find out why students are attending school in High Prairie instead of Hillview; remind them of the potential risk of losing the school.	5/1/2021	In Progress	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 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:



Superintendent's Report

February 18, 2022

Meeting with Alberta Education	January 14, 2022
Met with representatives from Alberta Education to discuss the Division's Annual Education Results.	
Meeting with Alberta Education/High Prairie School Division and Holy Family Catholic School Division	January 14, 2022
Met to discuss ESA.	
Fort Chipewyan Community Collaborative Leadership Meeting	January 17, 2022
Meeting to update on COVID within the community.	
McLennan Ross LLP.	January 19, 2022
Met with legal counsel to discuss legal matters.	
Board Policy Orientation/ASEBP Presentation	January 20, 2022
Attended the Board Policy Orientation workshop with T. Gunderson, ASBA and the Board of Trustees. ASEBP provided a presentation on the different types of benefits that are offered to the Trustees and the Division.	
Corporate Board Meeting	January 21, 2022
Attended the monthly Corporate Board meeting in Edmonton.	
Alberta Teachers Association Meeting	January 23, 2022
Met with ATA to discuss various issues.	
MacEwan University Meeting	January 24, 2022
Met with MacEwan University to discuss the dual credit program.	
Fort Chipewyan Community Collaborative Leadership Meeting	January 24, 2022
Meeting to update on COVID within the community.	
Meeting with Alberta Education	January 24, 2022
Attended a meeting with Alberta Education to discuss the Annual Education Results review.	

Gift Lake Metis Settlement Community Engagement Meeting	January 25, 2022
Met with members of the Gift Lake Metis Settlement providing them with an update of various activities/celebrations within the Division.	
Principals' Meeting	January 26, 2022
Monthly meeting with the school principals and senior administration.	
Consultant Meeting	January 27, 2022
Met with K. Kimpton, Consultant discussing various programs and partnerships with the Division.	
ASBA Trustee Orientation Session 2	January 31, 2022
Part two of the ASBA Trustee Orientation sessions.	
East Prairie Metis Settlement Community Engagement Meeting	February 1, 2022
Met with members from East Prairie Metis Settlement providing them with an update of various activities/celebrations within the Division.	
Aseniwuche Winewak Nation (AWN) Community Engagement Meeting	February 3, 2022
Met with Courteney Wanayndie-Smith, the Executive Director to discuss the successes and various activities/celebrations that are taking place within the Division.	
Rede Energy Solutions Meeting	February 3, 2022
Attended a meeting with Rede Energy Solutions to discuss energy savings for the Division.	
Attraction & Retention/Teaching & Learning Committee Meetings	February 4, 2022
Attended the Attraction & Retention/Teaching & Learning Committee meetings.	
McLennan Ross LLP Meeting	February 8, 2022
Met with legal counsel to discuss legal matters.	
Minister of Education Meeting	February 8, 2022
Attended the Zoom meeting with Minister of Education LaGrange announcing the lifting of COVID restrictions at schools.	

CASS & Deputy Minister of Education Meeting	February 9, 2022
Attended the follow up meeting to Minister LaGrange's February 8, 2022 meeting.	
Principals Meeting	February 9, 2022
Attended the monthly Principals meeting which discussed various topics.	
PSBAA Professional Learning Session/PSBC Meeting	February 10 - 11, 2022
Attended the PSBAA Professional Learning Session and PSBC Meeting at the DoubleTree Hotel in Edmonton.	
Quarterly Meeting with Alberta Education	February 11, 2022
Attended the Quarterly Meeting with Alberta Education and Northland School Division where participants discussed student attendance, NSD challenges and successes.	
Assistant Deputy Minister of Education Meeting	February 11, 2022
Met with Kindy Joseph, Assistant Deputy Minister of Education to discuss further the recent COVID-19 removal of mask mandates for schools within the Division.	



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022

SUBMITTED BY: Bonnie Lamouche, Trustee, Ward 3

SUBJECT: Activity Report for the Month of January & February

SUMMARY:

Date	Description
January 20, 2022	NLSD Orientation
January 21, 2022	NLSD Virtual Board Meeting
January 25, 2022	Gift Lake Metis Settlement & NSD Community Engagement Meeting
February 10-11, 2022	PSBAA Professional Learning Session/PSBC Meeting



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022

SUBMITTED BY: Douglas Aird, Secretary-Treasurer

SUBJECT: Monthly Financial Report - January 31, 2022

REFERENCE(S):

ATTACHMENTS: January 31, 2022 Monthly Financial Report

RECOMMENDATION:
THAT the Board of Trustees accept as information the Monthly Financial Report as of January 31, 2022, as attached.

BACKGROUND:

RISK ANALYSIS:



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

REVENUE	2021-2022					%
	Budget	YTD Budget	YTD	Variance		
Alberta Education	\$ 46,624,171	\$ 19,426,738	\$ 18,339,784	\$ (1,086,954)		(6)
Federal Government & First Nations	12,305,474	5,127,281	5,340,051	\$ 212,770		4
Other Revenue	1,643,749	684,895	726,501	41,605.00		6
	<u>\$ 60,573,394</u>	<u>\$ 25,238,914</u>	<u>\$ 24,406,336</u>	<u>\$ (832,579)</u>		<u>(3)</u>
EXPENSES						
Schools (inc. school cert. staff)	\$ 23,330,404	\$ 9,721,001	\$ 10,467,230	\$ (746,229)		(8)
Instructional Support	\$6,908,865	2,878,694	\$2,448,666	430,027		15
Instructional Supply	\$7,007,603	2,919,835	\$1,706,559	1,213,276		42
External Services	4,521,544	1,883,977	1,622,596	261,381		14
Board and System Administration	3,121,317	1,300,549	1,242,735	57,814		4
Operations and Maintenance	10,488,009	4,370,004	4,425,045	(55,041)		(1)
Transportation	4,611,762	1,921,568	1,571,998	349,570		18
	<u>\$ 59,989,503</u>	<u>\$ 24,995,626</u>	<u>\$ 23,484,828</u>	<u>\$ 1,510,798</u>		<u>6</u>
NET SURPLUS (DEFICIT)	<u>\$ 583,891</u>	<u>\$ 243,288</u>	<u>\$ 921,507</u>	<u>\$ 678,219</u>		
Salaries and Benefits Detail						
Certificated salaries and benefits	\$ 20,584,227	\$ 8,576,761	\$ 8,700,933	\$ (124,172)		(1)
Uncertificated salaries and benefits	15,081,400	6,283,917	6,942,820	(658,904)		(10)
	<u>\$ 35,665,626</u>	<u>\$ 14,860,678</u>	<u>\$ 15,643,753</u>	<u>\$ (783,075)</u>		<u>(5)</u>

VARIANCE ANALYSIS**Overall - Despite the pandemic, we remain on track for a positive result.**

Revenues, expenses and our overall position are on track per the May Budget 2022.

With 42% of the year complete we have received 40.3% of our planned revenues and 39.1% of planned expenses.

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

Revenue

Revenue is on track with the budget (-3%).

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

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

Expenses

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

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

Uncertificated salaries are slightly over budget (10%), due to Jordan's resources added and increased benefit costs.

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

Watching:	Budget	YTD Budget	YTD	Variance	%
Housing	\$ 1,404,991	\$ 585,413	\$ 589,959	\$ (4,546)	-1
Housing Renovations Program	\$ 1,900,000	\$ 791,667	\$ 453,291	\$ 338,375	43

Housing - Over budget 1% YTD

Adjusting entries have been accrued to match renovation project costs to the funding sources.

Overall 22 units have been completed and 5 underway of the multi-year program total of 37 units.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Student Engagement, Attendance, and Completion Report - January 2022
ORIGINATOR: Mark Owens, Director of Student Engagement, Attendance, and Completion
REFERENCE(S) ATTACHMENTS: Student Engagement, Attendance, and Completion Report - January 2022

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

BACKGROUND:

RISK ANALYSIS:



The Northland School Division

Director of Student Engagement, Attendance and Completion Board Attendance Report

January 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%		
March	60%		
April	56%		
May	58%		
June	48%		

January Highlights

- ❖ Our first week returning was delayed by one week. This allowed schools to prepare for students returning to schools both for safety and learning.
- ❖ Weather and road conditions had an effect on student attendance.
 - We had bus cancellations due to both extreme weather and road conditions in January. We had up to 19 bus cancellations in one day.
 - The colder weather has an impact on student attendance. Schools have prepared paper packages or online learning when necessary.
- ❖ Planned power outages make it difficult for schools with an interruption to in school learning.
 - Effective communication from Dr. Nancy Spencer Poitras has convinced the power company to schedule any future power outages outside of school time.
- ❖ We have had 11 schools transition to at home learning for short periods of time due to attendance and staffing considerations.
 - Athabasca Delta, Calling Lake, Chipewyan Lake, Conklin, Elizabeth, Father R. Perin, Fort McKay, J.F. Dion, Paddle Prairie, St Theresa and Susa Creek.
 - Schools made plans for communication and work packages for students in order to support them in their learning from home and to help smooth the transition into home learning and also the return to in school learning.
 - Communication at the division level explaining to families what is the current situation in each school and the plan for return has been done extremely well.

- ❖ Continuing land based learning opportunities in school have engaged students in their learning.
 - Bill Woodward/Anzac Community Schools land-based learning opportunities
- ❖ Conklin, St Theresa, Grouard Northland and Fort McKay showed improved attendance from January 2021 to January 2022.

January 2021 and January 2022 attendance rates by individual school

Highlighted in green shows improvement for in school attendance rates for in school learning from last year

School	Jan 2021 (In-School)	Jan 2021 (At-Home)	January 2022
ADCS	62%	44%	35%
Anzac	86%	100%	73%
Bill Woodward	86%	85%	67%
Bishop Routhier	90%	84%	46%
Calling Lake	73%	66%	49%
Career Pathways	n/a	n/a	36%
Chipewyan Lake	90%	n/a	50%
Conklin	61%	n/a	62%
Elizabeth	62%	0%	60%
Father R Perin	62%	46%	27%
Fort McKay	65%	56%	70%
Gift Lake	65%	88%	53%
Grouard Northland	48%	32%	61%
Hillview	61%	100%	51%
JF Dion	68%	n/a	63%
Mistassiniy	33%	44%	33%
Northland Online	n/a	n/a	56%
Paddle Prairie	61%	n/a	49%
Pelican Mountain	85%	n/a	68%
St. Theresa	65%	47%	75%
Susa Creek	72%	n/a	53%

Individual School Attendance rates by percentile for January 2022

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
ADCS	2%	3%	6%	6%	13%	7%	63%
Anzac	17%	21%	18%	10%	9%	8%	18%
Bill Woodward	16%	14%	16%	12%	3%	13%	26%
Bishop Routhier	0%	2%	4%	9%	11%	20%	54%
Calling Lake	7%	9%	9%	7%	14%	4%	51%
Career Pathways	9%	7%	4%	7%	7%	2%	65%
Chipewyan Lake	9%	5%	5%	23%	14%	18%	27%
Conklin	10%	0%	24%	5%	10%	29%	24%
Elizabeth	9%	13%	14%	5%	8%	16%	36%
Father R Perin	0%	0%	4%	5%	1%	16%	74%
Fort McKay	14%	14%	16%	6%	20%	6%	22%
Gift Lake	9%	4%	5%	23%	0%	12%	47%
Grouard Northland	0%	11%	49%	5%	0%	5%	30%
Hillview	15%	0%	0%	25%	10%	15%	35%
JF Dion	6%	16%	9%	8%	17%	25%	19%
Mistassiniy	5%	4%	4%	5%	2%	6%	74%
Northland Online	15%	5%	9%	15%	8%	8%	40%
Paddle Prairie	11%	6%	5%	9%	13%	9%	49%
Pelican Mountain	31%	0%	0%	13%	25%	6%	25%
St. Theresa	29%	16%	15%	15%	3%	9%	14%
Susa Creek	0%	17%	4%	4%	9%	35%	30%

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

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 10-12
60.20	58.72	60.03	43.80	38.72

Celebrating the success with excellent school attendance rates for January!

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

School	Principal	January
St. Theresa	Shelley Stevenson	75%

Monthly Attendance Winners

(Drawn from all students attending 90% or higher during the month of January 2022)

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

Grade Level	Name	School
K-3	James Moon	Anzac
4-6	Vanessa Cardinal	Grouard Northland
7-9	Cole Hodgins	Mistassiniy
10-12	Helen Pedersen	Paddle Prairie



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poirtras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: February 2022 Enrolment Report
**REFERENCE(S) &
ATTACHMENTS:**

RECOMMENDATION:

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

BACKGROUND:

Administration will provide a monthly update of student enrolment .

RISK ANALYSIS:

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



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

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

Summary:

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

Down 50 students in total



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Policy 7 Board Governance and Operations
ORIGINATOR: Trustee J. Lamouche, Ward 4
REFERENCE(S) & ATTACHMENTS: Policy 7 - Board Governance and Operations

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 7 - Board Governance and Operations, as attached.

BACKGROUND:

RISK ANALYSIS:

BOARD GOVERNANCE AND OPERATIONS

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

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

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

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

1. Wards

Within the stipulation of Ministerial Order #040/2017 dated July 4, 2017, and Ministerial Order #002/2021 dated January 27, 2021, the Board will provide for the nomination and election of trustees within the Division by wards.

Copies of the Ministerial Order are available from the Division Office.

- 1.1 Seven (7) to Eleven (~~11~~10) wards can be established within Northland School Division. Eleven (~~11~~10) wards were established for the ~~2017~~ 2021 elections.
- 1.2 One (1) trustee is to be elected in each ward.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

Filling vacancies

(a) during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board, and

(b) during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.

- ~~1.4 During the four (4) year period immediately following a general election,~~
- ~~1.5 a by-election need not be held if there is a) only one (1) vacancy on the Board, and~~
- ~~1.6 b) during the fourth year following a general election, a by-election need not be held if there are only two(2) vacancies on the Board.~~

By-elections may be held as determined by the Board.

2. Organizational Meeting

- 2.1 An Organizational Meeting of the Board, subject to 2.2, shall be held annually on the date determined by the Board in setting its schedule for regular meetings. In any year in which a general election takes place, an Organizational Meeting shall be held within four weeks following the date of that election, at a time and place to be fixed by the **Corporate Secretary and/or Superintendent** and shall be the first official meeting of the Board.
- 2.2 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 2.2.1 All votes for the positions of Board Chair and Vice-Chair shall be conducted by secret ballot unless there is unanimous agreement among the trustees to use a show of hands.
- 2.3 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 2.4 Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.
- 2.5 The Organizational Meeting shall, in addition:
- 2.5.1 Elect a Vice-Chair;
- 2.5.2 Establish a schedule (date, time and place) for regular meetings and any other **predetermined** meetings required for the ensuing year;
- 2.5.3 Create such standing or ad hoc committees of the Board as deemed appropriate, and appoint members;
- 2.5.4 Appoint Board representation as per Policy 9 Board Representation;
- 2.5.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and

2.5.6 Address other organizational items as required.

3. Regular Meetings

Regular Board meeting dates, times and locations shall be as established at the Organizational Meeting each year.

3.1 Notwithstanding the schedule established at the Organizational Meeting, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.

3.2 All trustees shall notify the Board Chair, Superintendent and Executive Secretary Assistant to Board and Corporate Services if they are unable to attend a Board meeting.

3.3 All trustees who are absent from three (3) consecutive regular meetings shall:

3.3.1 Obtain authorization by resolution of the Board to do so; or

3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.

3.4 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.

3.5 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

4. Special Meetings

4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

4.2 Special meetings of the Board will only be called when the Board Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.

4.3 A notice of the special meeting including date, time, place and nature of business shall be issued to all trustees at least ~~seven (7)~~ 2 days prior to the date of the meeting or ~~personally served at least two (2) days prior to the date of the meeting~~ unless every trustee agrees to waive in writing the requirements for notice. Such notice may be provided by recorded mail, personal service or by electronic means on the provision that the trustee provides a response that they received the notice.

4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda by a majority vote when all trustees are present.

4.5 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.

4.6 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

5. Meetings by Electronic Means

- 5.1 It is the preference of the Board to meet at a common location to conduct Division business with trustees and the Superintendent or designate in physical attendance.
- 5.2 Notwithstanding 5.1, Trustees and Superintendent or designate participating in a meeting held by means of a communication facility are deemed to be present at the meeting, provided the trustee or Superintendent or designate are physically present within the boundaries of Alberta or with permission of the Chair if outside the boundaries of Alberta.
- 5.3 The facilities must enable all the meeting's participants to hear each other, and if possible enable all participants to view each other.
- 5.4 If it is a Board meeting, the facilities must enable the public to listen to the meeting, and if possible enable the public to view the meeting and participants.
- 5.5 One (1) facility will be determined by the Superintendent or designate to be the central and public-accessible site, and this site will be communicated to the public with the board agenda.
 - 5.5.1 At least one (1) trustee and the Superintendent or designate must participate from the central and public-accessible site.
- 5.6 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.7 The Superintendent or designate will be responsible for the organization of the electronic communications with participants and will inform trustees at the meeting if the identity of a participant is in question.
- 5.8 A trustee may participate from a location to which the public does not have access.
- 5.9 A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera and will meet all requirements of an in-camera session.
- 5.10 Through a Board motion, at least one (1) month in advance, trustees may determine that a future meeting will be exempt from electronic communication.

6. In-Camera Sessions

The Education Act uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

The preservation and enhancement of the public's trust in the educational system is an important priority of the Board. The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity require the Board to hold closed meetings.

In order to understand the ability to meet in-camera, consideration must first be given to the obligation of a school board to hold meetings in public and to refrain from excluding anyone from such meetings, except for improper conduct.

The exception to the general rule of holding meetings in public should be used sparingly.

- 6.1 The Board shall consider the following prior to moving in-camera:
 - 6.1.1 Is it in the public interest to move in-camera to have these discussions?

- 6.1.2 Can the need to move in-camera be articulated by way of a resolution proposed to move in-camera?
- 6.1.3 Would a reasonable member of the electorate, having understood all the circumstances, agree that it is in the public interest to have the matter further debated in-camera?
- 6.2 The Board may convene in-camera only to discuss matters of a sensitive nature, as outlined by the Education Act:
 - 6.2.1 Land: Acquisition/disposal of real property;
 - 6.2.2 Labour: Matters relating to negotiations;
 - 6.2.3 Legal: Litigation brought by or against the Board;
 - 6.2.4 Personal information of an individual, including an employee of a public body, is subject to guidelines outlined in 6.3.
 - 6.2.4.1 Personal information is much broader than personnel information and includes recorded information about an identifiable individual.
 - 6.2.4.2 When considering personal information for a matter that falls within the Board's jurisdiction, the privacy protection rules under the FOIP Act must be applied.
 - 6.2.5 Other topics that a majority of the trustees present feel are of the opinion that it is in the public interest, to be discussed in private, subject to guidelines outlined in 6.3.
- 6.3 The FOIP Act protects the privacy of certain types of information, including personal information and sets out the rules for who has access to what information:
 - 6.3.1 The access rules are generally governed by following the "need to know" principle. Under this principle, if the Board does not have a need to know, the information should not be before them.
 - 6.3.2 The need to protect confidential information and the obligations of Trustees in that regard are outlined in Policy 4 Trustee Code of Conduct.
 - 6.3.3 If the contents of a concern refer to a matter that does not fall within the authority or decision-making mandate of the Board, it should be referred to the Superintendent.
 - 6.3.4 If the contents of concern do fall within the authority or decision-making mandate of the Board, the Board Chair will be responsible to determine the use to which it is put, while protecting the privacy interests of the individual involved.
- 6.4 The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent, notwithstanding item 3.5 above.
- 6.5 Such sessions shall be closed to the public and news media. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the substance of the discussion at such sessions.

- 6.6 The Board shall, during the in-camera session, adopt only such resolution as is required to reconvene the Board in an open, public meeting. This resolution shall be recorded in the minutes of the Board meeting.

7. Agenda for Regular Meetings

The Agenda Planning Review Committee is responsible for preparing an agenda for Board meetings.

- 7.1 Items scheduled for a specific time shall be clearly identified on the agenda.
- 7.2 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
- 7.3 The Superintendent shall provide a recommendation, options considered, risk management and research, where appropriate.
- 7.4 Items may be placed on the agenda in one (1) of the following ways:
- 7.4.1 By notifying the Board Chair or Superintendent at least six (6) calendar days prior to the Board meeting.
- 7.4.2 By notice of motion at the previous meeting of the Board.
- 7.4.3 As a request from a committee of the Board.
- 7.4.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
- 7.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least four (4) calendar days prior to the Board meeting.
- 7.5.1 Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 7.5.2 The Superintendent (or designate) shall ensure - the board agenda is uploaded to the Northland Website for stakeholder access prior to the Board meeting.
- 7.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the trustees.
- 7.7 During the course of the Board meeting, the trustees present, with unanimous consent, may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.8 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
- 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of the presiding officer;
 - 8.1.4 Names of those in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Names of persons making the motions;
 - 8.1.8 A brief summary of the circumstances which gave rise to the matter being considered by the Board;
 - 8.1.9 Points of order and appeals;
 - 8.1.10 Appointments;
 - 8.1.11 Receipt of reports of committees;
 - 8.1.12 Recording of the declaration of all votes on a motion (when requested pursuant to the Education Act);
 - 8.1.13 Trustee declaration of conflict of interest pursuant to the Education Act;
 - 8.1.14 Departure and re-entry times of trustees and administration during a meeting; and
 - 8.1.15 The time of adjournment.
- 8.2 The minutes shall:
- 8.2.1 Be prepared as directed by the Superintendent;
 - 8.2.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are affixed to each page of the minutes, and those appropriate signatures are affixed to the last page of the minutes.
- 8.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
- 8.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
 - 8.4.3 The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.
- 8.5 The Superintendent or designate will establish and maintain a secure file of all Board

minutes.

- 8.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

9. Rules of Order

- 9.1 See Policy 7 Schedule D Northland School Division Board of Trustees Rules of Order.

10. Delegations at Board Meetings

The Board welcomes presentations on school matters by individuals or groups and may enter into a dialogue with a delegation concerning their expressed opinions, requests or demands in order to clarify the issues and/or explain the policy. The Board is not obligated to act in connection with a matter or matters raised by a delegation.

The Board has established the following channels of communication for parents and other groups to address their concerns regarding:

- 10.1 Issues regarding the selection of learning materials and the interpretation of Board policy by employees shall be communicated in the following order:
- 10.1.1 Teacher,
 - 10.1.2 Principal,
 - 10.1.3 Superintendent,
 - 10.1.4 Board.
- 10.2 Issues and concerns about Board policies or actions shall be:
- 10.2.1 Submitted to the Superintendent for review, discussion, and clarification.
 - 10.2.2 If the concerns are not addressed to the satisfaction of a concerned individual or group, a written submission may be made to the Board. The concerned party may also request an appearance before the Board.
- 10.3 Procedures for delegations within to make a presentation to the Board are as follows:
- 10.3.1 The delegation shall give the Superintendent at least twenty (20) calendar days' notice before the day of the meeting at which it wishes to appear.
 - 10.3.2 The notice shall be accompanied by a summary or explanation of the problem or concern that it wishes to discuss.
 - 10.3.2.1 The Agenda Review Committee shall determine whether a delegation is to be permitted.
 - 10.3.2.2 The Board Chair shall inform the delegation of the decision and review the details of the delegation process if it is to be heard.
 - 10.3.3 The notice and summary shall be included in the agenda package for the meeting.
 - 10.3.4 The delegation shall appoint not more than two (2) persons to speak on

their behalf at the meeting and to respond to questions from the Board.

- 10.3.5 Normally, the Board will make their decision at the next regularly scheduled meeting.

11. Petitions

- 11.1 Petitions shall be filed with the Corporate Secretary.
- 11.2 The Corporate Secretary shall determine petition sufficiency.
- 11.2.1 The Corporate Secretary will provide written notification of petition sufficiency/insufficiency to all petitioners.
- 11.3 Once a sufficient petition has been received by the Board, the Board shall establish an ad hoc committee within thirty (30) days to review the petition and provide recommendations on the purpose of the petition to the Board.
- 11.4 Within ninety (90) days of the receipt of a sufficient petition, the Board must make a decision(s) on the purpose of the petition.
- 11.5 Once a decision(s) on the purpose of the petition has been made by the Board, the Board will provide written notification to all petitioners.

12. Public Notices

- 12.1 Public notices must be published at least once a week for two (2) consecutive weeks in at least one (1) newspaper that has general circulation in the area in which school divisions and municipalities interested in the matter are situated.
- 12.2 Public notices must be posted for ten (10) business days in at least two (2) areas considered appropriate.
- 12.3 Additionally, public notices may be posted electronically.

13. Audio/Video Recording Devices

- 13.1 Anyone wanting to use recording devices at a public Board meeting must obtain prior approval from the Board Chair.

14. Trustee Compensation and Expenses

The Board recognizes that the Chair and trustees have a very important role to fulfill and should be fairly compensated and reimbursed for expenses for Board business.

The Board shall:

- 14.1 Include amounts for trustee honoraria and expenses in its annual budget.
- 14.2 Report individual trustee remuneration annually in the Division's audited financial statements, in accordance with the Fiscal Planning and Transparency Act.
- 14.3 Annually review and approve rates in Policy 7 Appendix A Schedule of Rates in conjunction with the budgeting process.
- 14.3.1 Any changes to rates and/or compensation shall come into effect the following September 1.
- 14.4 Services for which Trustees shall receive remuneration shall include:
- 14.4.1 Regular School Board Meetings

- 14.4.2 Special School Board Meetings;
- 14.4.3 Meetings of Committees of the Board;
- 14.4.4 ASBA Zone meetings;
- 14.4.5 ASBA and PSBAA spring and fall annual general meetings;
- 14.4.6 PSBAA Governance Sessions, Council Meetings;
- 14.4.7 ASCA Annual Conference
- 14.4.8 Local Zone Alberta Education Consultation Sessions;
- 14.4.9 Conventions, retreats and workshops as authorized by the Board through Policy 7 Appendix B Professional Development Guidelines (including ASBA and CSBA);
- 14.4.10 Attendance at Christmas concerts of their respective school(s);
- 14.4.11 Attendance at Long Services Awards at schools within their ward or a division-wide event;
- 14.4.12 Attendance at school activities where the trustee is formally invited to participate, and authorized by the Board Chair or Superintendent;
- 14.4.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
- 14.4.14 Trustee General Duty Days
 - 14.4.14.1 General Duty Days are to cover time for reading materials and preparing for board and/or committee meetings, working with community members on individuals' concerns, short visits to schools, etc.
 - 14.4.14.2 The Board Chair is entitled to claim up to five (5) Trustee Duty days per month for time spent engaging in official Division business as directed by the Board through policy or motion.
 - 14.4.14.3 All other trustees are entitled to two (2) General Trustee Duty days per month, plus a maximum of four (4) additional days annually if the trustee is a member of a committee that requires significant additional reading, research and report writing. The committee will provide a consensus of who and how many days are claimed.
- 14.4.15 Other activities where the Board places an obligation on the trustee(s) to attend and/or participate.
- 14.5 Reimbursement of expenses and allowances shall be paid in accordance with Policy 7 Appendix A Schedule of Rates, Appendix B Professional Development Guidelines and Appendix C Trustee Expense Guidelines.
- 14.6 Support Trustee Development

The Board believes that trustees can best discharge their obligations to the electorate and the Board when they possess the necessary knowledge and skills.

 - 14.6.1 The Board shall establish, in its annual budget, a sum of monies for the

purpose of defraying expenses incurred by trustees who attend workshops, conferences and seminars conducted beyond the boundaries of the Division.

- 14.6.1.1 Monies may be accumulated in the first three (3) years following the election year, but in the fourth year, the budget must be balanced.
- 14.6.1.2 Surplus accounts in election years will be returned to the general revenues.
- 14.6.1.3 Deficit accounts will be accepted in the first three (3) years, providing a Four-Year plan is developed by the Board outlining how the deficit will be cleared in the fourth year of the election term.
- 14.6.2 Attendance at professional development shall be as per Policy 7 Appendix B Professional Development Guidelines
- 14.6.3 Reimbursement of expenses for professional development shall be paid in accordance with Policy 7 Appendix A Schedule of Rates and Policy 7 Appendix B Trustee Expense Guidelines.
- 14.6.4 The Secretary-Treasurer shall advise the trustees of their cumulative professional development expenditures on a quarterly basis.

15. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner that will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare a conflict of interest.

- 15.1 The trustee is expected to ~~be~~ comply with the relevant sections of the Education Act.
- 15.2 The trustee is responsible for declaring him/herself to be in a possible conflict of interest.
 - 15.2.1 The trustee shall make such declaration in an open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
 - 15.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 15.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 15.4 The recording secretary will record in the minutes:
 - 15.4.1 The trustee's declaration;
 - 15.4.2 The trustee's abstention from the debate and the vote; and

15.4.3 That the trustee left the room in which the meeting was held.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94,
95, 96, 97, 112, 114, 138, 139, 222 Education Act
Board Procedures Regulation
Petitions and Public Notices Regulation
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Northland School Division Act
Income Tax Act (Canada)
Freedom of Information and Protection of Privacy Act

Reference: Policy 7, Appendix A – Schedule of Rates
[Template: Northland Board Agenda](#)



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Superintendent Dr. Spencer-Poitras
SUBJECT: Policy 7 Appendix A - Schedule of Rates
ORIGINATOR: Trustee J. Lamouche, Ward 4
REFERENCE(S) & ATTACHMENTS: Policy 7 Appendix A - Schedule of Rates

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 7 Appendix A - Schedule of Rates, as attached.

BACKGROUND:

RISK ANALYSIS:

Policy 7 – Appendix A

SCHEDULE OF RATES

A. TRUSTEE COMPENSATION	TRUSTEE HONORARIA
1. Meetings: <ul style="list-style-type: none"> ● Board Chair (per day) <ul style="list-style-type: none"> ○ 1.0 day (4-8 hours) ○ .5 day (2-4 hours) ○ .25 day (less than 2 hours) ● Trustee (per day) <ul style="list-style-type: none"> ○ 1.0 day (greater than 4 - 8 hours) ○ .5 day (greater than 2-4 hours) ○ .25 day (less than up to 2 hours) ● Elder attendance (only when Elder has been invited by the Board to attend a meeting or event). 	\$225.00 \$112.50 \$ 56.25 \$225.00 \$112.50 \$ 56.25 \$200.00 per diem
B. EXPENSES	AMOUNT
1. Travel	\$0.51/km
2. Regular Meal Rate: (The Division will not reimburse for the purchase of any alcohol) <ul style="list-style-type: none"> Breakfast Lunch Dinner Or with receipts to a reasonable amount 	\$15.00 (leave home – arrive home; 7:30 am) \$20.00 (leave home – arrive home; 1:00 pm) \$30.00 (leave home – arrive home; 6:30 pm)
3. Accommodation: (receipts required) Without Receipts *	\$40.00

* The purpose of this amount is to reimburse claimants for expenses incurred when staying at friends' residences or relatives when away from home.

1. Travel Days for the purpose of paying trustee honoraria:

To receive the daily honorarium for travel days, consideration is given to the following; distance between the place of residence of the members and the meeting place:

- 1.1 75 - 149 km – 1/4 Travel day
- 1.2 150–349 399-km – 1/2 travel day
- 1.3 350400+ – 1 travel day

2. Benefits

- 2.1 Blanket Life Insurance will be available for trustees, provided through ASEBP at no cost to trustees.
- 2.2 Benefits are the same as the non-teaching staff group and the cost to the trustees is the same as the non-teaching staff group.



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Professional Improvement Leave 2022-2023
ORIGINATOR:
REFERENCE(S) & ATTACHMENTS: Northland School Division Collective Agreement
(September 1, 2018 - August 31, 2020)
9.4 Professional Improvement Leave

RECOMMENDATION:
THAT the Board of Trustees accept as information, Professional Improvement Leave Clause 9.4 of the Collective Agreement, as attached.

BACKGROUND:
Northland School Division has not received any applications for Professional Improvement Leave for the 2022-2023 school year.

RISK ANALYSIS:

9.4 Professional Improvement Leave

- 9.4.1 Any employee subject to this Agreement who has served with the School Division for a period of three (3) consecutive years or more shall be eligible to apply in the fourth (4th) or any subsequent year for professional improvement leave as outlined below.
- 9.4.2 Written applications must be received by the School Division by February 1st of the year in which leave is to commence.
- 9.4.3 All applications shall be examined by a selection committee composed of the Superintendent of Schools, a Trustee and a representative of the teaching staff of the School Division. It shall be the responsibility of this committee to recommend the approved names to the School Division, who shall make the final decision.
- 9.4.4 A maximum of two (2) staff members shall be granted professional improvement leave in any one (1) year, if so recommended by the Committee.
- 9.4.5 All applicants shall be notified in writing of the School Division's decision by March 15th of the year of this Agreement.
- 9.4.6 Successful applicants shall agree to return to work with the School Division for two (2) years following the year of leave. If any of the said staff members leave the service of the School Division before the two (2) years have expired, they shall repay that portion of all costs including salary and benefits, the School Division paid on their behalf during the leave which corresponds to the time commitment which has not been honored.
- 9.4.7 No experience increment shall be allowed during the year that the leave is in effect.
- 9.4.8 The amount paid to the successful applicants shall be seventy (70%) percent of grid salary.
- 9.4.9 The rates in accordance with Clause 9.4.8 shall apply to leaves commencing with the opening day of the school year for which leave has been granted, and shall apply for the whole period of the leave.
- 9.4.10 Payments in accordance with Clause 9.4.8 shall be made in twelve (12) equally monthly installments.
- 9.4.11 Accumulated sick leave shall be retained and Alberta Health Care Benefits and Alberta School Employee Benefit Plans shall remain in effect during the year of leave.
- 9.4.12 Prior to leave being granted, the teacher shall sign a Professional Improvement Leave Agreement. This Agreement shall specify the teacher's assignment upon return to the School Division.



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Energy Strategy and Results Report
ORIGINATOR:
REFERENCE(S) &
ATTACHMENTS: Energy Strategy and Results Presentation

RECOMMENDATION:
THAT the Board of Trustees accept as information, the Energy Strategy and Results Report from Rede Building Energy Efficiency, as attached.

BACKGROUND:
The Northland School Division over the past two/three years has been investigating ways to maximize money spent on utilities. Since 2019, the Division has been working with Rede to create a framework for future energy management work, and to identify organizational goals and priorities.

The guiding principles include:

1. The balance of simple and efficient systems
2. Standardization across the Division
3. Prioritize remove accessibility

Energy Management Strategies:

1. Local contractors - to support entrepreneurs and skill development in our schools' communities by developing trusted relationships with local contractors who can augment the work of the Division's Facilities Department.
2. Staff training - to ensure that the Facilities Department staff have sufficient training to operate, maintain, and troubleshoot existing building systems. To provide custodial and administrative with sufficient knowledge to safely support the work of the Facilities Department staff.
3. Green Fund - to invest potential \$600,000 annual energy savings back into projects to ensure capitalization of further energy efficiency upgrades.

The Division will continue to make the schools and housing units as efficient as possible to save utility costs but also to be part of improving the impact on the environment and climate change.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Audit and Finance Committee
ORIGINATOR:
REFERENCE(S) & ATTACHMENTS: Policy 8 - Board Committees

RECOMMENDATION:
THAT the Board of Trustees approve the Trustee membership of the Audit and Finance Committee, the approach to filling the two public member roles and the scheduling of the initial two meetings.

BACKGROUND:
 Board Policy 8 provides the framework for the purpose, composition and operation of the Audit and Finance Committee, in compliance with the Education Act S. 142.

The recommendation is to:

1. Seek three Trustees as members and designate a chair
2. Administration will advertise, recruit and recommend:
 - a. Two (2) members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.
3. Schedule two meetings annually:
 - a. May - to review and recommend the annual budget to the Board
 - b. November - to review/recommend the Audited Financial Statements to the Board
4. The Superintendent of Schools or designate and Secretary-Treasurer are members of the Committee
5. By Board motion approve of the above.

RISK ANALYSIS:
 Low risk as the committee supports oversight.



AUDIT AND FINANCE COMMITTEE

The mandate of this Board Committee per Policy 8 is to assist the Board and Superintendent in fulfilling their oversight responsibilities for the financial reporting process, monitoring the Division's compliance with laws and regulations for financial operations and assist in the development of the budget.

The membership includes three trustees, two public members, the Superintendent and the Secretary Treasurer.

The recommendation is to:

1. Seek three Trustees as members and designate a chair
2. Administration will advertise, recruit and recommend:
 - a. Two (2) members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.
3. Schedule two meetings annually:
 - a. May - to review and recommend the annual budget to the Board
 - b. November - to review/recommend the Audited Financial Statements to the Board
4. The Superintendent of Schools or designate and Secretary-Treasurer are members of the Committee
5. By Board motion approve of the above.

CONTEXT

1. Per Board Policy 8: Board Committees
Section 11.1.1 The purpose of the Audit and Finance Committee is to assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process (including Public Sector Accounting Standards (PSAS) compliance, and monitoring the Division's compliance with laws and regulations pertaining to financial operations.

In addition, as per sections 11.1.2 and 11.1.3, the committee will also assist with the development of the budget process and budget in consultation with the administration and attend to other matters as the board may determine in the establishment of the audit and finance committee.

2. The Education Act S. 142 says
Audit committee
142(1) Each board shall establish an audit committee to
 - (a) recommend external auditors to the board,
 - (b) review the annual financial statements and report to the board, and
 - (c) attend to other matters as the board may determine in the establishment of the audit committee.
(2) The audit committee shall comprise at least 5 individuals and shall include 2 members who are not trustees



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Sale of Duplex in Wabasca
ORIGINATOR: Douglas Aird, Secretary-Treasurer
REFERENCE(S) & ATTACHMENTS:

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

BACKGROUND:
Duplex 129/130 was built in 1962 and requires extensive repairs and/or renovations. The cost to repair and/or renovate would be extensive. The lot will be retained for future development.

RISK ANALYSIS:
This is a more environmentally friendly disposal approach than demolition. Debris will be diverted from the landfill and potentially recycled to provide additional community housing. The approach is low risk, as conventional demolition remains an alternative.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Sale of Housing Unit 92 - Sandy Lake
ORIGINATOR: Douglas Aird, Secretary-Treasurer
REFERENCE(S) & ATTACHMENTS:

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

BACKGROUND:

This 1986 unit is surplus to the Division’s housing needs, and requires repairs and/or renovation. The unit will be appraised and offered for sale in accordance with the Education Act, the Disposition of Property Regulation and other relevant statutes/regulations.

Board approval will be sought for the sales agreement per the Education Act S. 192. The revenue received will be allocated towards the purchase and/or renovation of additional housing units.

RISK ANALYSIS:

The approach is low risk, as Board approval of the sale is required.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Sale of Housing Unit 94 - Calling Lake
ORIGINATOR: Douglas Aird, Secretary-Treasurer
REFERENCE(S) & ATTACHMENTS:

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

BACKGROUND:
 This house was built in 1950 and requires repairs and/or renovation. The unit will be appraised and offered for sale in accordance with the Education Act, the Disposition of Property Regulation and other relevant statutes/regulations.
 Board approval will be sought for the sales agreement per the Education Act S. 192. The revenue received will be allocated towards the purchase and/or renovation of additional housing units.

RISK ANALYSIS:
 The approach is low risk, as Board approval of the sale is required.



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: ASBA Zone 1 Friends of Education Award
ORIGINATOR:
**REFERENCE(S) &
ATTACHMENTS:**

RECOMMENDATION:

THAT the Board of Trustees receive as information the Alberta School Board Association's (ASBA) Friends of Education Award, as attached.

BACKGROUND:

Alberta School Board Association's (ASBA) Friends of Education Award recognizes individuals or organizations who are demonstrably committed to improving education for Alberta students and who have made a significant contribution to education in Alberta.

Each school board may nominate one candidate to the Zone Selection Committee. Boards may nominate an organization outside their own school board jurisdiction but within their zone.

Deadline for nominations is March 18, 2022.



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Locally Developed Courses
ORIGINATOR:
REFERENCE(S) & ATTACHMENTS: Administrative Procedure 219 - Locally Developed Courses

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to proceed with acquiring the following courses: Forensic Studies 25-3 and Forensic Studies 35-3.

BACKGROUND:
These locally developed courses have expired and Alberta Education will roll them over until August 31, 2025. The extension requires board approval.

RISK ANALYSIS:



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

TO: THE BOARD OF TRUSTEES **Date:** FEBRUARY 18, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Ward 1 By-Election
ORIGINATOR:
REFERENCE(S) & Notice of Nomination Day
ATTACHMENTS: Education Act S. 73, Local Authorities Election Act S. 25

RECOMMENDATION:
THAT the Board of Trustees approve March 28, 2022 as Nomination Day, and April 25, 2022 as the By-Election date for Ward 1.

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

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

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

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

Under the LAEA, the board secretary is deemed to be the Returning Officer. If this is not possible then the Board must pass a resolution to appoint another individual to serve as the Returning Officer. If the Board wishes to provide for an advance vote they will require a resolution. If a resolution is passed to have an advance vote then the date for the advance vote is set by the Returning Officer under the LAEA.



BOARD CHAIR HIGHLIGHTS

February 18, 2022

PSBAA Professional Learning Sessions

At the February 10, 2022 PSBAA Professional Learning Session, PSBAA presented two priorities with several goals and strategies. Each school board was asked to pick a strategy that they will work on for the 2021-2022 school year.



Northland School Division selected the following strategy for the 2021-2022 school year:

Priority One: Advance and Promote Public School Board Governance and Local Autonomy

Goal 1: Increase Awareness of the Unique Importance of Public School Board Local Autonomy

Strategy: The Association will promote the advantages of sharing resources and cooperate in program delivery to meet the needs of students.

Outcome: Increased connectivity within local communities.

Other goals for priority one are:

- Build Public School Board Capacity (Leadership Development)
- Account for Solid Leadership and Management of the Association
- Increase Solidarity and the Member of the Association

Priority Two: Advance and Promote High Quality Public School Education

Goals for priority two:

- Develop Skills to be Advocates for Public School Education
- Engage in Research Projects Related to Public School Education
- Work with Provincial Educational Organizations for Relevant Positions of Common Interest
- Enhance Municipal and Provincial Government Relationships

Community Engagement Meetings

The Board of Trustees continue to schedule meetings with various community stakeholders to promote and share the Division's successes such as: Northland School Division Partnerships, AERR Improvements, the new draft curriculum, attraction and retention of teachers and activities that are taking place in the schools.

Corporate Board Expense Summary
As of January 31, 2022

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	54,157	76,093
Trustee Benefits	40,000	26,328	13,672
PD/School Council Development	6,000	3,055	2,945
Legal Fees	50,000	0	50,000
Professional Services		3,734	(3,734)
Advertising	1,700	0	1,700
ASBA/PSBAA Fees	33,000	14,444	18,556
Office Supplies	2,000	254	1,746
Printing & Binding	2,700	578	2,123
Postage	600	0	600
Travel and Subsistence	125,250	27,995	97,255
Liability Insurance	250	62	188
Telephone	6,000	15,128	(9,128)
Awards	35,000	32,343	2,657
Furniture and Equipment	10,000	605	9,395
Visa Purchases	91,000	0	91,000
Elections	60,000	47,730	12,270
TOTAL	593,750	226,413	367,337



Superintendent's Highlights

February 18, 2022

“Stories from the Land” Community of Practice Session

The “Stories from the Land” Community of Practice session was attended by twenty two staff members including principals, teachers, educational assistants and native language instructors. It was a positive experience with a group consensus that this project is an excellent way to support “Truth and Reconciliation” and engage students with the elders in the community and their own local history.

First Nations, Metis and Inuit Department Update

Pipon (Winter) February

February 14 Professional Learning through Kisewat’siwin (Kindness) of *Community Membership* and Accelerated Second Language Acquisition (ASLA) of how culture, language and Land Based are not separate of Mother Earth, others and themselves. Culturally responsive learning through safe social distancing could involve Elders/Knowledge keepers to collaboratively develop teaching kits on units and lessons and activities such as ice fishing, snaring.

Principals Monthly Meeting

Met with the school principals and senior administration discussing several topics such as COVID update, Instructional Leadership, Resiliency/Truth and Reconciliation Presentation with Reggie Leach, Collective Effort for Student Success, Alberta Education Assurance Surveys and Edwin Parr Applications.

NSD Leadership Program

Several teachers have been selected to participate in the NSD Leadership Program. Teachers will attend multiple development sessions where they can develop their leadership skill set to be successful in future leadership roles and/or positions. The goal for these sessions is to get to know the teachers better as a person, discover their leadership style, determine what unique skill sets and talents the individuals have as leaders and how they can best serve the Division.

Sessions will take place from February to May 2022.

Alberta Education Assurance Survey

Alberta Education will be distributing their annual Alberta Education Assurance Survey in February. Parents/Guardians are encouraged to complete the survey as it assists with the ongoing process of the students growth and achievement.

Surveys are to be completed by teachers, students and parents/guardians. This approach helps the province, school divisions and schools track the successes and assists with improving the quality of education for students.

Pink Shirt Day - February 23, 2022

On February 23, 2022, NSD staff, students and central office staff will wear pink shirts in recognition of Pink Shirt Day - Anti-Bullying Day. Pink Shirt Day began in 2007 when two teens in Nova Scotia noticed a younger student in their school being bullied for wearing a pink shirt to class. To show their support, the students bought pink shirts and gave them to students and teachers at their high school to wear on the same day. Since then, Pink Shirt Day is celebrated internationally to promote bullying prevention and healthy relationships.

NSD's participation in events like Pink Shirt Day is an example of our commitment to providing a welcoming, caring, respectful, safe and healthy learning and working environments that respects diversity and fosters a sense of belonging.

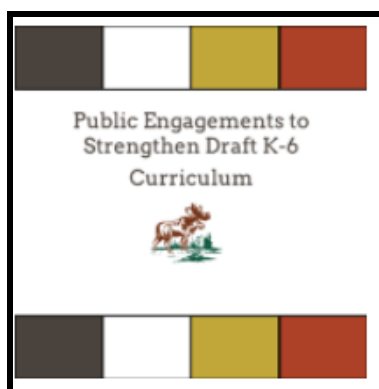
Field Trip Zoom for February

Northland School Division has a subscription to Field Trip Zoom. Field Trip Zoom has a number of exciting virtual events planned for February.

February 8th - Teach to Learn - The Music of the Dominican Republic
 February 15th - Sea Turtle Inc - Life Cycle of a Sea Turtle
 February 16th - Long Island Science Center - Electricity and Magnetism
 February 17th - Professor Valerie Rapson - Our Star the Sun
 February 22nd - Author Kenn Nesbitt - How to Write Funny Poetry
 February 23rd - Arizona - Sonora Desert Museum - Desert Reptile

Public Engagements to Strengthen the Draft K-6 Curriculum

Northland School Division has received correspondence from Alberta's Education Minister, Adriana LaGrange, about providing another way for Albertans to share specific, constructive feedback on the draft K-6 content and the draft Social Studies design blueprint.



From January 31 to February 28, 2022, Albertans can participate in virtual engagement sessions to have their say through focused conversations on the draft K-6 curriculum. [Click here](#) for more information.

Prime Minister's Awards

- **The Prime Minister's Awards for Teaching Excellence:** These awards honour outstanding and innovative elementary and secondary school teachers in all disciplines for their remarkable educational achievements and for their commitment to preparing their students for a digital and innovation-based economy.
- **The Prime Minister's Awards for Teaching Excellence in STEM:** These awards recognize inspirational Science, Technology, Engineering, and Mathematics (STEM) teachers at the

elementary or secondary school level who keep students engaged in STEM learning and who help develop the culture of innovation that Canada needs today, and in the future.

- **The Prime Minister's Awards for Excellence in Early Childhood Education:** These awards honor outstanding and innovative early childhood educators for their leadership, exemplary early childhood education practices, and their commitment to help build the foundation children need to make the best possible start in life.

Northland School Division Featured in News Articles

- January 20, 2022 - Anzac Community School and Bill Woodward School was featured in Fort McMurray Today showcasing how their outdoor classroom brings land-based learning back to the land. (See attached)
- February 1, 2022 - Northland School Division was featured on River Country news page stating how the Division has upgraded the air filtration. (See attached)



News / Local News

Anzac's outdoor classroom brings land-based learning back to the land

Jenna Hamilton • Local Journalism Initiative

Jan 20, 2022 • 17 hours ago • 2 minute read • [Join the conversation](#)



Students at the outdoor classroom outside Anzac Community and Bill Woodward School. Supplied Image/Northland School Division

When staff at Anzac Community and Bill Woodward schools noticed how much students liked learning outside, they thought of a way to bring more classes to the outdoors and build on the Truth and Reconciliation Commission's (TRC) calls to action for educators.

An outdoor classroom built in 2017 to teach land-based skills is still being expanded upon as its popularity grows. The outdoor classroom started with a chalkboard. Fire pits and benches were later donated. There are plans to build a shelter with a roof and a fume hood this spring.

The hope is students will be able to cook bannock, fry fish and tell stories. Students can already use the space for outdoor cooking, wilderness first aid or for listening to First Nation and Métis elders.

"We want to be able to bring the community members into the schools and connect the Elders with the students," said Amy Savill, principal of the schools. "We see so much value with any opportunity we get to do that."

Anzac's schools are part of the Northland School Division, which covers most rural and Indigenous communities in northern Alberta. This includes schools in Fort Chipewyan, Fort McKay, Conklin and Janvier. Other schools in the division have outdoor classrooms or are creating them.

The schools first partnered with Actua, an Ontario-based program connecting Indigenous knowledge and the Science, Technology, Engineering and Mathematics (STEM) field.

The school also works with a local business called Traditional Teachings. Recently Traditional Teachings and staff organized an ice fishing trip for students from Kindergarten to Grade 3.

"The kids are so engaged and so excited to be out there and sharing stories about their families and just really awesome to see," said Savill.

High school students take part in "land camps". The camps run for two days each in the fall, winter and spring. Students learn hunting, trapping, fishing and medicine gathering. Students can earn two credits for each camp they complete.

Tim Stensland, deputy superintendent of the Northland School Division, said roughly 95 per cent of the division's students are Indigenous. These land-based learning opportunities are what make the school division unique. On days that the schools can have students learning outside, Savill said teachers always see high engagement and attendance.

“The students just really shine and really enjoy doing it,” said Savill.

McMurray Métis donated two outdoor classrooms to the Fort McMurray Public School District (FMPSD) and Fort McMurray Catholic School District (FMCSA) in the fall.

JeHamilton@postmedia.com





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Air filtration upgraded in Northland School Division

February 1, 2022 Local News



The Northland School Division says before the 2021-22 academic school year began, air filtration within division schools were upgraded at the requirements set by Alberta Health Services and the province. In September 2021 the upgrades were made to keep staff and students safer coming back to school.

Dr. Nancy Spencer-Poitras, Superintendent of Schools says "We installed MERV 13-rated filters, which are capable of capturing particles between 0.3 micros and 1.0 with 98% efficiency." Alberta Health Services says the use of filters with a reporting value of 13 or greater are recommended to capture airborne virus particles in a FAQ & Resource Guide for School IAQ.

Spencer-Poitras noted with the improved air filtration; "Since the beginning of the school year, we have exceeded safety requirements set by Alberta Health Services and the Government of Alberta. We will continue to lead by example in our efforts to have the health and safety of students and staff as our first priority."

The division also put a number of preventative health measures in place to curb the spread of Covid-19 in their Back to School Plan for 2021-22:

- Students in Grades 4 and up and all staff are under the mandatory masking rule
- Highly recommended masks for students in Kindergarten through Grade 3
- Enhanced cleaning
- Daily screening
- Cohorting
- Physical distancing
- Enhanced protocols for field trips.

-Erika Rolling, Trending 55 Newsroom

On Air Now

Damien Gness Morning Wheelhouse
Weekdays 6-Noon



Next

Stevie De La Rose
Weekdays Noon-6pm



COMMUNITY CALENDAR

SEE WHAT'S GOING ON AROUND TOWN OR IN YOUR NEIGHBORHOOD

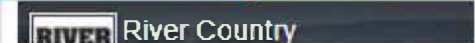


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**DEPUTY SUPERINTENDENT REPORT - FEBRUARY 18, 2022****PRESENTED BY: Dr. Tim Stensland**

Support for Learning Disruption

Assessment has been focused on Grade 1 students for the last month. Similar to the fall assessment for Grade 2 and 3 students, they are assessed to understand their literacy and numeracy abilities and to guide us in targeting areas for instruction. Results for funding will be determined by the next board meeting.

Ongoing work for Grade 2 and 3 learning disruption support focuses on classroom support to enhance student learning in areas where they are requiring further instruction. Two key programs for independent practice and assessment are Lexia and Symphony. These programs focus on literacy and numeracy to help students gain a strong foundation in underlying principles and become better equipped to take on basic and advanced subjects.

Dual Credit Courses with MacEwan University

For the second semester we are offering three dual credit courses:

- Law and the Administration of Justice
- Child and Adolescent Development
- Indigenous Studies 100/ Aboriginal Studies 30

Our increase in interest for dual credit has grown four fold.

Enrollment numbers:

- Law and the Administration of Justice - 7 students
- Child and Adolescent Development - 10 students
- Indigenous Studies 100/ Aboriginal Studies 30 - 14 students

Dual credit courses offer students an experience of what it is like to be taking a university course. We believe this opportunity allows them to be a part of the university community and they see this as a possible path for them.

2021/22 Alberta Education Assurance (AEA) Survey

Student, parent, and teacher surveys will be released in late February. These surveys are part of Alberta's Assurance Framework. The surveys gather feedback on the quality of education provided by school authorities and their schools. The surveys ask the same questions each year to measure how schools are performing over time.



DEPUTY SUPERINTENDENT REPORT - FEBRUARY 18, 2022

PRESENTED BY: Dr. Tim Stensland

Survey Example:

Do you agree with the following:	Yes	No	Don't Know
5. Do you feel welcome at school?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
6. At school, do you feel like you belong?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
7. At school, do most students care about each other?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
8. Do you feel safe at school?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
9. Do you feel safe on the way to and from school?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
10. Do your teachers care about you?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃
11. At school, do most students respect each other?	<input type="radio"/> ₁	<input type="radio"/> ₂	<input type="radio"/> ₃



Student Services Report

February 2022

Northland School Division provides a wide range of special education services to our students across the division. The Student Services department strives to ensure inclusive access to and support within all learning environments. This usually includes in-classroom support which can consist of individualized program plans, teacher assistant support, material support, and technological support.

Throughout the COVID-19 Pandemic, the Student Services department has needed to continue to pivot and explore new ways to ensure that all students' needs are being met. The service providers who we work with have been very flexible in finding ways to ensure the students are getting the needs met. They are working with families for students who have transitioned to at-home learning, as well as providing services for the students who are currently registered with the Northland Online School.

Service Counts - 2021/22

- Students currently on an IPP- 775
- Students currently receiving supports from Family Wellness Worker/Mental Health Therapist- 144
- Students currently receiving Speech and Language supports- 350
- Students currently receiving Occupational Therapy supports- 175
- Students approved for an Educational Assessment- 30
- Students currently receiving services from the Behaviour Specialist/ Gender Diversity Therapist -10

Professional Development Opportunities for NSD Staff Members

The Student Services Department has continued to offer online professional development opportunities with these sessions being open to all staff. Some topics include: Managing Behaviors, Anxiety, Trauma, Gender Diversity, Self Care and other sessions as identified by staff.

Classroom Champions

Classroom Champions is a nonprofit and charity connecting volunteer Olympians, Paralympians, student Athletes, and professional Athletes to K-8 classrooms through a social and emotional based curriculum and mentorship experience. The goal is to improve engagement, decrease bullying, and boost student achievement

This year we have expanded the number of participating schools to include St. Theresa, Anzac/



STUDENT SERVICES DEPARTMENT REPORT - FEBRUARY 18, 2022
PRESENTED BY: Stephanie Sutherland, Director of Student Services

Bill Woodward, Elizabeth, Gift Lake, and Paddle Prairie.

Over the last two years, Classroom Champions has granted Northland with scholarships which has enabled our students to participate in this amazing opportunity, for the Upcoming school year the Scholarship is approximately \$25,000.

X Movement

Northland School Division has started a relationship with X Movement during this school year. X Movement is an online wellness resource that promotes healthy movement that can happen anywhere. All schools and staff have access to streamable wellness and movement sessions that include “fitness, dance, yoga, mindfulness, meditation, sports, martial arts and more.” All activities are available to Northland students in school or at home in a COVID-safe and physically distant manner.

University of Calgary Center for Wellness

In January 2022 Northland School Division entered into a new partnership with University of Calgary Centre for Wellness (led by Centre Director Jennifer Turner). In this partnership, our students have access to online counseling with U of C Masters of Counseling practicum students. Participating students will work with this counselor each week for 12 weeks. To ensure the training counselors have the support they need while they work with our students, each counselor conducts the session with a live supervisor (available through an earpiece during the session). Our Mental Health team of Family Wellness Workers is working with the families in our communities to get consent forms completed. As this partnership develops, Northland is working with Jennifer Turner on ways to remove some of the barriers for our students to access these services (establishing consent from legal guardians, etc.). This is a great opportunity for our students and communities.

PUF and ECS Services

In September 2020, Alberta Education changed the way Program Unit Funding (PUF) grants are issued to school divisions. PUF grants are targeted specifically for children between the ages of 2 years 8 Months and less than 4 years 8 months with severe developmental delays or disabilities. This is a change from previous years, when the age was 2 years 8 months till under the age of six as September 1st. September 2021 brought another new change. Alberta Education created a new code 48 for Moderate Language Delay. Code 48 was supposed to lessen the gap that was created in 2020 when they changed the age and requirements to PUF. The New code 48 requirements are very small 3-6 percentile and have still missed a number of students who no longer meet the requirements.

Northland continues to screen all incoming ECS students and also offers screening for students who may qualify for early entry.



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Partnerships

Northland continues to collaborate with surrounding school divisions even after the move away from Regional Collaborative Service Delivery (RCSD). NSD continues to work with some previous RCSD partners in order to share information and ensure the best practices are in place for our students.

Northland has also joined with a few school divisions who used to make up the Peace Country Regional Collaborative. This partnership provides NSD with access to service providers who have specialties in areas of low incidence students, such as; blind, deaf hard of hearing, as well as the ability to complete Autism Diagnostic Observation Schedule (ADOS) assessments in our communities.

Mental Health Capacity Building Projects

Northland School Division continues to have two mental health capacity building projects:

- *Helping Hands to Success* which is based out of ADCS school in Fort Chipewyan;
- *When We Are Healthy*, which is based out of Gift Lake, Bishop Routhier and Grouard Schools.
- The projects have secured funding to ensure the projects will continue till August 31.2022.

Supporting Students Who Struggle - Communities of Practice

As part of NSD's ongoing commitment to staff professional growth and development, the Student Services department has organized three Communities of Practice during Division-wide PD days.

- Building awareness about Fetal Alcohol Spectrum Disorder (FASD);
- Supporting students presenting learning complexities in the classroom; and
- Trauma informed teaching practices for students who have experienced extreme trauma, grief and/or loss.