



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 22-08 AGENDA

Location: DoubleTree West Edmonton

Zoom Meeting

<https://us02web.zoom.us/j/82260474248?pwd=TmRGMjRvZnJ2N2tGSHpHNzgwSUtyUT09>

Meeting ID: 822 6047 4248

Passcode: 275020

Phone: 1 (587) 328-1099

Date & Time: Friday, October 21, 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	Board Chair Wanyandie		-
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.	Organizational Meeting Minutes - September 22, 2022	All	Motion	04
2.	Corporate Board Meeting Minutes - September 22, 2022	All	Motion	08
3.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	15



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C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Board Chair Wanyandie	Information	18
2.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	19
3.	Trustee Activity, Committee and/or Board Representative/Association Reports	Trustees	Information	21

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer D. Aird	Information	28
2.	Student Engagement, Attendance & Completion Report	Superintendent Dr. Spencer-Poitras	Information	31
3.	Monthly Enrolment Report	Superintendent Dr. Spencer-Poitras	Information	35
4.	2023 Budget Update	Secretary-Treasurer D. Aird	Information	37
5.	Policy 3 - Appendix B: Trustee and Administration Working Relationship Guidelines	Board Chair Wanyandie	Motion	41
6.	Policy 7 - Appendix B: Board Professional Development Plan & Guidelines	Board Chair Wanyandie	Motion	48
7.	ASBA Fall General Meeting <ul style="list-style-type: none"> ● Review of ASBA Bylaw Bulletin 	Superintendent Dr. Spencer-Poitras	Motion	52

E. TECH TALK WITH DR. TIM STENSLAND

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"> ● Project Organizers on the NSD Book Finding Fire Within 	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Board Chair	Information	53
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	55
4.	Associate Superintendent Report	Associate Superintendent Cal Johnson	Information	59



**NORTHLAND SCHOOL DIVISION
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AGENDA**

5.	First Nations, Metis, and Inuit (FNMI) Department Report	Deputy Superintendent Tim Stensland	Information	65
6.	Facilities Department Report	Superintendent Dr. Spencer-Poitras	Information	67
7.	IT Department Report	Deputy Superintendent Tim Stensland	Information	76

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.		
2.		

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: September 22, 2022 Organizational Meeting Minutes
REFERENCE(S):
ATTACHMENTS: September 22, 2022 Organizational Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the September 22, 2022 Organizational Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

Location: DoubleTree by Hilton West Edmonton

Date: Thursday, September 22, 2022

Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Trustee Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Murray Marran	Associate Superintendent of Human Resources
✓	Jesse Lamouche	Trustee Ward 4	✓	Douglas Aird	Secretary-Treasurer
x	Skye Durocher	Trustee Ward 5	✓	Curtis Walty	Media Relations Manager
✓	Thomas Auger	Trustee Ward 6	✓	Cheryl Osmond	Executive Assistant
✓	Robin Guild	Trustee Ward 7			
✓	Loretta Gladue	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

Superintendent Dr. Spencer-Poitras called the meeting to order at 9:00 a.m. with a traditional land acknowledgment.

2. Opening Reflection

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

3. Nomination Procedures

Superintendent Dr. Spencer-Poitras presented the Nomination Procedures for the election of Chair and Vice-Chair.

MOTION: Trustee Gladue moved that the Nomination Procedures for the selection of a Chair and Vice-Chair be approved as attached.

25547/22 CARRIED

4. Declaration of Interest for Board Chair

Each board member was given one opportunity to declare their intent to seek the office of Board Chair. Trustee Guild and Trustee Wanyandie stated that they would allow their names to stand for the position of Board Chair. All other board members indicated that it was not their intent to see the office of Board Chair at this time.

MOTION: Trustee Gladue moved that Robin Guild and Cathy Wanyandie be nominated as Board Chair.

25548/22 CARRIED



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

5. Candidates' Opportunity to Speak

Incumbent Chair Guild and Trustee Wayandie addressed the Board.

6. Trustees' Questions of Candidates

There were no questions for the candidates from the trustees.

Executive Assistant Cheryl Osmond distributed the ballots to conduct the election. Scrutineers Secretary-Treasurer Aird and Executive Assistant Osmond collected the ballots for counting.

7. Declaration of Results/Announcement of Board Chair

Superintendent Spencer-Poitras announced that Trustee Wayandie was elected Board Chair of the Board by majority vote.

8. Board Chair Assumes Chair Position

Chair Wayandie completed the oath of office and assumed the position of Board Chair.

9. Adoption of Agenda

Chair Wanyandie called for additions and/or deletions to the agenda.

MOTION: Trustee Auger moved that the agenda be adopted, as presented.

25549/22 CARRIED

10. Declaration of Interest for Board Vice-Chair

Each board member was given one opportunity to declare their intent to seek the office of Board Vice-Chair. Trustee McCamon stated that she would allow her name to stand for the position of Board Vice-Chair. All other board members indicated that it was not their intent to seek the office of Board Vice-Chair at this time.

11. Nomination of Vice-Chair Candidates

Chair Wanyandie announced that Trustee McCamon had been elected Vice-Chair of the Board. Trustee McCamon completed the Oath of Office.

12. 2022-2023 Board Meeting Schedule

MOTION: Trustee McGillivray moved to approve the 2022-2023 board meeting schedule as presented.

25550/22 CARRIED



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

13. 2022-2023 Board Committee Appointments

MOTION: Trustee Auger moved that the Board of Trustees approve the 2022-2023 Board Committee Appointments as presented.

25551/22 CARRIED

14. 2022-2023 Board Representatives

MOTION: Trustee Guild moved that the Board of Trustees approve the amended 2022-2023 Board Representatives as presented.

25552/22 CARRIED

15. Resolution to Destroy Ballots

MOTION: Trustee McCamon moved that the voting ballots for the Board Chair be destroyed.

25553/22 CARRIED

B. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McGillivray moved that the Board of Trustees declare the meeting adjourned at 10:00 a.m.

25554/22 CARRIED

Cathy Wanyandie, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-07

MINUTES

Location: DoubleTree by Hilton West Edmonton

Date: Thursday, September 22, 2022

Time: 10:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Chair	✓	Dr. Tim Stensland	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Murray Marran	Associate Superintendent of Human Resources
✓	Jesse Lamouche	Trustee Ward 4	✓	Douglas Aird	Secretary-Treasurer
x	Skye Durocher	Trustee Ward 5	✓	Curtis Walty	Media Relations Manager
✓	Thomas Auger	Trustee Ward 6	✓	Cheryl Osmond	Executive Assistant
✓	Robin Guild	Trustee Ward 7			
✓	Loretta Gladue	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

Chair Wanyandie called the meeting to order at 10:00 a.m.

2. Adopt Agenda

MOTION: Trustee Gladue moved that the Board of Trustees approve the agenda with the following addition:

1. Change in Signing Authority

25555/22 CARRIED

3. In-Camera Session

MOTION: Trustee McCamon moved that the meeting go in-camera at 10:06 a.m. with Administration.

25556/22 CARRIED

4. Regular Session

MOTION: Trustee McCamon moved that the meeting revert to regular session at 10:39 a.m.

25557/22 CARRIED

Break from 10:39 a.m. - 10:52 a.m.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-07

MINUTES

5. In-Camera Session

MOTION: Trustee McGillivray moved that the meeting go in-camera at 10:52 a.m. with Administration.

25558/22 CARRIED

6. Regular Session

MOTION: Trustee Auger moved that the meeting return to regular session at 11:53 a.m.

25559/22 CARRIED

B. MINUTES

1. June 17, 2022 Regular Board Meeting Minutes

MOTION: Trustee Guild moved that the Board of Trustees approve the June 17, 2022 Corporate Board Meeting minutes as presented.

25560/22 CARRIED

2. July 21, 2022 Special Board Meeting Minutes

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the July 21, 2022 Special Board Meeting minutes as presented.

25561/22 CARRIED

3. August 25, 2022 Special Board Meeting Minutes

MOTION: Trustee McCamon moved that the Board of Trustees approve the August 25, 2022 Special Board Meeting minutes as presented.

25562/22 CARRIED

4. Board Action Items

MOTION: Trustee Auger moved that the Board of Trustees receive as information the Board Action items as attached.

25563/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-07

MINUTES

C. CONSENT AGENDA

1. Consent Agenda

MOTION: Trustee Gladue moved that the Board of Trustees approve the Consent Agenda which approved the following items:

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

25564/22 CARRIED

D. ACTION ITEMS

1. Monthly Financial Report

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

25565/22 CARRIED

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

2. Student Engagement, Attendance & Completion Report

MOTION: Trustee B. Lamouche moved that the Board of Trustees receive as information the Student Engagement, Attendance, and Completion Report for June 2022, as presented.

25566/22 CARRIED

3. Monthly Enrolment Report

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

25567/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-07

MINUTES

4. Locally Developed Courses

MOTION: Trustee Guild moved that the Board of Trustees authorize the Administration to proceed with acquiring the following courses: Learning Strategies 25-3 and Learning Strategies 25-5.

25568/22 CARRIED

5. Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timelines

MOTION: Trustee McCamon moved that the Board of Trustees approve the housekeeping changes to Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timelines.

25569/22 CARRIED

6. Policy 12 Appendix B - Superintendent Performance Assessment Guide

MOTION: Trustee Guild moved that the Board of Trustees approve the housekeeping changes to Policy 12 Appendix B - Superintendent Performance Assessment Guide.

25570/22 CARRIED

7. Superintendent's Evaluation

MOTION: Trustee McCamon moved that the Board of Trustees approve the Superintendent's Evaluation Report, as developed in the Evaluation Workshop of September 20, 2022 as an accurate accounting of the Superintendent's performance for the period from September 1, 2021 to August 31, 2022; and that the Board of Trustees authorize the Board Chair to make any required edits, approvals and to sign the report on behalf of the Board of Trustees.

25571/22 CARRIED

8. Board Evaluation

MOTION: Trustee Guild moved that the Board of Trustees approve the Board self-evaluation report as developed at the facilitated workshop on September 21, 2022, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for the Board of Trustees' consideration.

25572/22 CARRIED

**NORTHLAND SCHOOL DIVISION****BOARD MEETING NO. 22-07****MINUTES****9. By-Election for Ward 5**

MOTION: Trustee Guild moved that the Board of Trustees table the By-Election for Ward 5 until a later date.

25573/22 CARRIED

10. Bylaw 01-2022 Amendment

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the Bylaw 01-2022 as per Ministerial Order No. 12/2022.

25574/22 CARRIED

11. Fort McKay School Closure

MOTION: Trustee McCamon moved that the Board of Trustees approve the authorization for Administration to proceed with the closure of Fort McKay School effective September 1, 2022.

25575/22 CARRIED

12. Tri-Annual Report

MOTION: Trustee B. Lamouche moved that the Board of Trustees accept as information the Tri-Annual Report #3 as presented.

25576/22 CARRIED

13. Change in Signing Authority

MOTION: Trustee McCamon moved that the Board of Trustees approve and authorize the Administration to begin the process of changing the signing authority to reflect the new Board Chair and Vice-Chair.

25577/22 CARRIED

E. TECH TALK

Dr. Tim Stensland gave an overview on various technology programs.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-07

MINUTES

F. MONITORING REPORTS

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

- F1. Awards/Celebrations
- F2. Board Chair Highlights
- F3. Superintendent Highlights
- F4. Associate Superintendent Report
- F5. Human Resources Department Report
- F6. Media Relations Report

25578/22 CARRIED

AWARDS/PRESENTATIONS

The Board of Trustees acknowledged the students at the Pelican Mountain School as they were the highest overall attendance average for the 2021-2022 school year.

B. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 3:05 p.m.

25579/22 CARRIED

Cathy Wanyandie, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	2/18/2022	Administration	Discussion	Include PSBAA logo on website	3/30/2022	In Progress	Will be completed when the website is refreshed this summer/fall.
Board	6/17/2022	Administration		Fort McKay Land Transfer		In Progress	
Board	6/17/2022	Administration		Fort Chipewyan Land, Housing & School Transfers	8/31/2022	In Progress	
Board	6/17/2022	Administration		Sale of Calling Lake Housing Property	8/31/2022	In Progress	
Board	6/17/2022	Administration		Audit & Finance Committee	8/31/2022	In Progress	Re-post public member, and schedule meeting (Nov.)
Board	9/22/2022	Administration		Letters to students with 20+ credits for 2nd semester	10/30/2022	In Progress	
Board	9/22/2022	Administration		Draft letter to Minister of Education RE: Fort McKay School Closure	10/30/2022	In Progress	
Board	9/22/2022	Administration		Draft letter to Minister of Education RE: Compensation	10/30/2022	In Progress	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 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 - Trustee Activity/ Committee and/or Board Representative/Association Reports**

BACKGROUND:

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

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

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022
SUBMITTED BY: Cathy Wanyandie, Board Chair, Ward 2
SUBJECT: Board Report as of October 14, 2022

October 3, 2022	Agenda Review Meeting via Zoom Policy Committee Meeting via Zoom
October 5, 2022	Breakfast Club of Canada and Danone School Visit <ul style="list-style-type: none"> ● Mistassiniy School
October 6, 2022	Breakfast Club of Canada and Danone School Visit <ul style="list-style-type: none"> ● Gift Lake School
October 12 - 14, 2022	Public School Board Association (PSBA) Fall General Conference <ul style="list-style-type: none"> ● Edmonton, Alberta
October 13, 2022	TELUS World of Science - Edmonton Virtual Awards Ceremony



Superintendent's Report

October 14, 2022

TELUS World of Science - Edmonton Grand Opening of the Aurora Project	September 15, 2022
Attended the TELUS World of Science - Edmonton Grand Opening of the Aurora Project; which included a smudge ceremony in the Pembina Indigenous Garden and the Grand Opening Gala Event.	
Superintendent Evaluation Workshop	September 20, 2022
Participated in the Superintendent Evaluation with the Board of Trustees in Edmonton.	
Board of Trustees Evaluation Workshop	September 21, 2022
Attended the Board of Trustees Evaluation Workshop in Edmonton.	
Corporate Board Meeting	September 22, 2022
Attended the monthly Corporate Board meeting in Edmonton.	
Council of School Councils Planning Meeting	September 26, 2022
Met with Associate Superintendents to discuss and plan the Council of School Councils workshop.	
Vacation	September 27-29, 2022
MacEwan University Meeting	September 27, 2022
Met with E. Milne from MacEwan University via Zoom to discuss partnership.	
Consultant Meeting	September 28, 2022
Met with Dr. Lorne Parker to discuss the new Mistassiniy School.	
Agenda Review Meeting	October 3, 2022
Attended the Agenda Review meeting to review the proposed October 21, 2022 board agenda.	
Policy Committee Meeting	October 3, 2022
Attended the Policy Committee meeting to review Policy 3 Appendix B and Policy 7 Appendix B.	
TELUS World of Science - Edmonton Meeting	October 4, 2022
Met with A. Nusall with TWOSE, to discuss the Council of School Council tour.	

Breakfast Club of Canada & Danone School Visit - Wabasca	October 5, 2022
Participated in the Breakfast Club of Canada and Danone school visit at Mistassiniy School.	
Breakfast Club of Canada & Danone School Visit - Gift Lake	October 6, 2022
Participated in the Breakfast Club of Canada and Danone school visit at Gift Lake School.	
Principals' Meeting	October 12, 2022
Attended the Principals' meeting which included breakout sessions on collective efficacy, discussion on field trip protocols, principal portal, literacy plans, crisis plans, assurance plans, community engagement activities and department updates.	
TELUS World of Science - Edmonton Meeting	October 12, 2022
Met with A. Nusall with TWOSE, to finalize the Council of School Council tour.	
TELUS World of Science - Edmonton Cascade Awards	October 13, 2022
Attended the virtual TWOSE Cascade Awards ceremony.	
Public School Boards Association of Alberta (PSBAA) Fall General Conference	October 12-14, 2022
The annual PSBAA Fall General Conference began with dinner and a lecture session presented by Hon. Lieutenant Governor of Alberta Salma Lakhani; followed by professional learning sessions and the annual general meeting on October 14, 2022.	



NORTHLAND SCHOOL DIVISION

TRUSTEE ACTIVITY REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

SUBMITTED BY: Lorraine McGillivray, Ward 1 Trustee

SUBJECT: Board Report as of October 14, 2022

Date	Description
July 6-8, 2022	National Trustee Gathering on Indigenous Education.
August 21, 2022	Special Board mtg 6:30 pm
September 8, 2022	Meet the Teacher BBQ
September 23, 2022	Trickster Theater School
September 13, 2022	Mtg Minister of Education
September 20, 2022	Superintendent Evaluation
September 26, 2022	Terry Fox Run School
September 21, 2022	Board Evaluation
September 22, 2022	Corporate Board Meeting
October 12 - 14, 2022	PSBAA Fall General Conference
	Reading of board material



NORTHLAND SCHOOL DIVISION
TRUSTEE ACTIVITY REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022
SUBMITTED BY: Cathy Wanyandie, Ward 2 Trustee
SUBJECT: Board Report as of September 16, 2022

August 20, 2022	Urban Rez Conference, Wabasca
September 1, 2022	Elsie Fabian School Grand Opening, Fort McKay
September 6, 2022	Policy Committee via Zoom Agenda Review Meeting via Zoom
September 13, 2022	Meeting with the Minister of Education, Edmonton

Comments:

At the Elsie Fabian School Grand Opening, they spoke about how Elsie was a NSD trustee for many years and her involvement to help children succeed. In addition, it was stated that it was a successful transition between Northland School Division and the Fort McKay First Nation. This partnership showed how two school authorities worked together to support student transition. The school had a warm and welcoming atmosphere.



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

SUBMITTED BY: Jesse Lamouche, Ward 4 Trustee

SUBJECT: Activity Report as of October 14, 2022

SUMMARY:

DATE:	DESCRIPTION
September 6 2022	Policy Committee Meeting
September 19 2022	Hillview Parent Council Meeting
September 20 2022	Superintendent Evaluation
September 21 2022	Board Evaluation
September 22, 2022	Corporate Board Meeting
September 29, 2022	Grouard Northland Parent Council Meeting
October 3, 2022	Policy Committee Meeting
October 12-14, 2022	PSBAA & Professional Learning



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022
SUBMITTED BY: Thomas Auger, Ward 6 Trustee
SUBJECT: Activity Report as of October 14, 2022

SUMMARY:	
Date	Description
September 20, 2022	Superintendent Evaluation
September 21, 2022	Board Evaluation
September 22, 2022	Corporate Board Meeting
October 5, 2022	Breakfast Club of Canada and Danone School Visit <ul style="list-style-type: none"> ● Mistassiniy School
October 12-14, 2022	PSBAA Fall General Conference



NORTHLAND SCHOOL DIVISION
TRUSTEE ACTIVITY REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022
SUBMITTED BY: Robin Guild, Ward 7 Trustee
SUBJECT: Board Report as of October 14, 2022

Date	Description
October 5, 2022	Breakfast Club of Canada and Danone School Visit <ul style="list-style-type: none"><li data-bbox="597 768 883 800">● Mistassiniy School
October 5, 2022	St. Theresa School Council Meeting
October 12 - 14, 2022	PSBAA Fall General Conference - Edmonton



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

SUBMITTED BY: Aimee McCamon, Trustee, Ward 9

SUBJECT: Activity Report as of October 14, 2022

SUMMARY:

Date	Description
Sept 6, 2022	Policy Committee meeting
Sept 13, 2022	Meeting with Minister of Education
Sept 16, 2022	Anzac School Community BBQ
Sept 20, 2022	Superintendent Evaluations
Sept 21, 2022	Board Evaluations
Sept 22, 2022	NSD Board Meeting
October 3, 2022	Policy Committee Meeting
October 12-14, 2022	PSBAA Fall General Conference



NORTHLAND SCHOOL DIVISION
Monthly Financial Report (Preliminary)
as of August 31, 2022

REVENUE	Annual Budget		Year to Date		%
	2022	Budget	Actual	Difference	
Alberta Education	\$ 47,104,084	\$ 47,104,084	\$ 48,764,691	\$ 1,660,607	4
Federal Government & First Nations	12,305,474	12,305,474	12,648,901	343,427	3
Other Revenue	1,163,836	1,163,836	1,462,786	298,950	26
	<u>\$ 60,573,394</u>	<u>\$ 60,573,394</u>	<u>\$ 62,876,378</u>	<u>\$ 2,302,984</u>	4
EXPENSES					
Schools	\$ 23,330,404	\$ 23,330,404	\$ 23,960,534	\$ (630,130)	(3)
Instructional Support	6,838,865	6,838,865	7,210,193	(371,328)	(5)
Instructional Supply	7,007,603	7,007,603	6,044,510	963,093	14
Transportation	4,611,762	4,611,762	3,848,832	762,930	17
Operations and Maintenance	9,943,109	9,943,109	10,939,434	(996,325)	(10)
External Services	4,521,544	4,521,544	4,988,033	(466,489)	(10)
System Administration	2,597,567	2,597,567	2,783,125	(185,558)	(7)
Corporate Board	593,750	593,750	550,068	43,682	7
Insurance (Buildings)	544,900	544,900	977,070	(432,170)	(79)
	<u>\$ 59,989,503</u>	<u>\$ 59,989,503</u>	<u>\$ 61,301,798</u>	<u>\$ (1,312,294)</u>	(2)
NET SURPLUS (DEFICIT)	<u>\$ 583,891</u>	<u>\$ 583,891</u>	<u>\$ 1,574,580</u>	<u>\$ 990,690</u>	

VARIANCE ANALYSIS

Overall - The fiscal year has ended and despite the pandemic we are on track for a positive result.

We have received 103.8% of our planned revenues and 102.2% of expenses.

There are a number of final year-end adjustments in process, adjusting both revenues and expenses.

Federal and First Nations billings are still being calculated.

Revenue

Revenues are on track with the budget (+3.8%) with adjustments pending.

Federal revenues include unbudgeted "Jordan's Principle" Education Assistants (25 positions, \$746K YTD)

Expenses

Schools are slightly over budget (3%) with additional Jordan's staff (above), full staffing and pandemic costs.

Salaries and benefits are slightly under budget (1%).

External Services are slightly over (10%) with the funded Housing Renovations Program creating a variance (\$.5M).

Operations and Maintenance is being watched closely (net 7% over budget, below), due to the cost pressures.

Insurance is over budget due to higher premiums. Provincial revenues were received to cover this deficit.

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

Salaries and Benefits Detail	Budget	YTD Budget	YTD	Difference	%
Certificated salaries and benefits	\$ 20,584,227	\$ 20,584,227	\$ 20,432,209	\$ 152,017	1
Uncertificated salaries and benefits	\$ 15,081,400	\$ 15,081,400	\$ 15,002,682	\$ 78,718	1
	<u>\$ 35,665,626</u>	<u>\$ 35,665,626</u>	<u>\$ 35,434,891</u>	<u>\$ 230,735</u>	1



NORTHLAND SCHOOL DIVISION
Monthly Financial Report (Preliminary)
as of August 31, 2022

REVENUE	Annual Budget	Year to Date		<u>Difference</u>	<u>%</u>
	<u>2022</u>	<u>Budget</u>	<u>Actual</u>		
Watching:	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Operations and Maintenance	\$ 9,943,109	\$ 9,943,109	\$ 10,939,434	\$ (996,325)	(10)
Housing Renovations Program (Ph. 1)	\$ 2,000,000	\$ 2,000,000	\$ 2,056,786	\$ (56,786)	(3)
Housing Renovations Program (Ph. 2)	\$ 1,900,000	\$ 1,900,000	\$ 621,470	\$ 1,278,530	67

Operations and Maintenance

The unfavorable variance of \$996K includes \$274K (funded amounts include Amortization \$217K and \$57K in engineering costs) that is funded for a net variance of \$722K (7%).

The amount remaining over budget is \$722K (7%) which arises from contract cleaners at 4 sites, COVID costs and utilities.

Housing

(Phase 1) 24 units are completed

(Phase 2) 8 units are in process (59% complete)

(Phase 3) 2 duplexes, a triplex and a single Ready to Move home has been ordered, and site work is underway.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

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

ORIGINATOR: Mark Owens, Director of Student Engagement, Attendance, and Completion

SUBJECT: Student Engagement, Attendance, and Completion Report - September 2022

REFERENCE(S):

ATTACHMENTS: Student Engagement, Attendance, and Completion Report -September 2022

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

BACKGROUND:
RISK ANALYSIS:



The Northland School Division

**Student Engagement, Attendance and Completion
Board Attendance Report
October 2022**

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

Month	2021-2022	2022-2023	Difference
September	66%	72%	6%
October	59%		
November	57%		
December	54%		
January	48%		
February	52%		
March	59%		
April	58%		
May	60%		
June	57%		

September Highlights

- There is a 6% increase in attendance in September 2021 to September of 2022.
- 13 schools had an increase in In-School Attendance from September of 2021 to September of 2022.

September 2021 and September 2022 attendance rates by individual school

School	Sept 2021	Sept 2022
Anzac	71%	86%
Bill Woodward	70%	74%
Bishop Routhier	72%	76%
Calling Lake	65%	67%
Chipewyan Lake	31%	62%
Conklin	90%	84%
Elizabeth	72%	84%
Father R Perin	69%	67%
Gift Lake	66%	72%
Grouard Northland	86%	84%
Hillview	66%	82%
JF Dion	82%	83%
Mistassiniy	53%	63%
Northland Online	69%	56%
Paddle Prairie	52%	64%
Pelican Mountain	77%	77%
St. Theresa	71%	77%
Susa Creek	75%	78%

Individual School Attendance rates by percentile for September 2022

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	29%	20%	22%	10%	14%	4%	1%
Bill Woodward	20%	13%	21%	11%	9%	8%	18%
Bishop Routhier	6%	14%	26%	20%	16%	14%	4%
Calling Lake	15%	12%	16%	17%	11%	7%	23%
Chipewyan Lake	6%	0%	28%	17%	17%	0%	33%
Conklin	36%	0%	43%	0%	14%	0%	7%
Elizabeth	26%	21%	20%	12%	12%	6%	2%
Father R Perin	6%	8%	19%	25%	9%	14%	19%
Gift Lake	19%	14%	15%	12%	9%	17%	14%
Grouard Northland	39%	21%	4%	18%	7%	4%	7%
Hillview	25%	8%	54%	13%	0%	0%	0%
JF Dion	28%	19%	21%	14%	9%	5%	5%
Mistassiniy	9%	7%	22%	16%	9%	9%	29%

Northland Online	30%	6%	6%	12%	3%	3%	39%
Paddle Prairie	4%	8%	22%	18%	9%	15%	25%
Pelican Mountain	44%	11%	0%	0%	0%	33%	11%
St. Theresa	18%	15%	21%	18%	9%	7%	10%
Susa Creek	31%	15%	12%	15%	12%	4%	12%

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

Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
74.90	78.98	68.85	59.58

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

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

School	Principal	September Attendance
Anzac	Amy Savill	86%
Bishop Routhier	Sheldon Bossert	76%
Conklin	Nicholas Christofalos	84%
Elizabeth	Tegan Vacheresse	84%
Grouard	Michelle Deering	84%
Hillview	Rosalind Best	82%
JF Dion	Angela Sanregret	83%
Pelican Mountain	Cindy Moore	77%
St Theresa	Shelley Stevenson	77%
Susa Creek	Chris King	78%

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

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

Grade Level	Name	School
K-3	James MacDonald	Susa Creek
4-6	Aliyah Cardinal	Paddle Prairie
7-9	Braleigh Scott	Bill Woodward
10-12	Akita Orr	Mistassiniy



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

SUBMITTED BY: Douglas Aird, Secretary-Treasurer

SUBJECT: 2023 Budget Update

REFERENCE(S): Policy 2 - Role of the Board

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees receive as information, the 2023 Budget Update, as attached.

BACKGROUND:

RISK ANALYSIS:

2023 BUDGET UPDATE STATUS

CONTEXT

- The Fall Budget Update is being completed for the Nov 25, 2022 Board Meeting
- Collaborative process is underway highlighting focus areas, emerging issues & changes from May including final enrollment, staffing, additional funding and initiatives
- Approved May 20, 2022, Budget 2023 supports the Education Plan and 2023 goals
- Revenues and expenses are lower than last year, due to the divestment of two schools (ADCS and Fort McKay). A surplus of \$0.3M is planned
- Provincial funding was frozen for the last three years
 - “Bridge and COVID Mitigation Funding” (\$6.4M in 2022-23) was provided to transition between the old and new funding models. Plans are being developed to deal with the sunseting of these funds
- The province had been holding our operating funding harmless from pandemic related enrollment fluctuations for two years. This has ended and will affect grant revenues
- Key assumptions include minimal COVID impacts, hot lunch program maintained, manageable inflation, rates steady, provincial funding for negotiated teacher salary increases and accurate forecasts of enrollment, grant, school and tuition changes
- The division will continue investing in building and technology improvements with a major focus on improvement for resources in the classrooms. Capital and other reserve plans have been developed in line with the upcoming reserves “cap”

MAY BUDGET - OVERVIEW

	<u>Budget May 2023</u>	<u>Budget May 2022</u>	<u>Actual Results Aug 31, 2021</u>	<u>Budget May 2021</u>
Revenues	\$ 57,064,810	\$ 60,573,394	\$ 64,813,379	\$ 64,171,249
Expenses	56,749,770	59,989,503	58,337,630	62,598,612
Surplus (Deficit)	\$ 315,040	\$ 583,891	\$ 6,475,749	\$ 1,572,637
Enrolment	1,722 E	1,919 E	1,927	1,922 E

KEY ASSUMPTIONS

ENROLLMENT

- The enrollment level and mix will be based on actual school data
- With the divestment of two schools enrollment is forecast to be reduced by 10.3%, including a reduction in provincial students of 1% and a reduction in Federal/First Nation Students of 22%

REVENUES

- This is the third year with the revised funding framework and formulas
 - The Division is funded more for division-wide program totals (ie Transportation), than on a per student basis. Fluctuating enrollment will affect some grants.
 - The Weighted Moving Average (WMA) approach and early grant decisions have stabilized funding and moderated the impact of enrollment variances
 - Funding for increased bus fuel costs, learning loss, and the negotiated teachers salary increase has recently been provided
 - Forecast revenues have declined by 7.6% due to the divestments
- Federal/First Nations tuition rates are estimated based on the 2021-22 audited rates.

EXPENSES

- School Food Services continues per the Board motion (\$2.1M annually)
- Staff costs - The revised pay grids and deployment will be used for staff costs
 - Vacancies/unfilled roles are being carefully reviewed to contain costs
 - The two school divestment has reduced school and departmental staff
 - An additional 25 federally funded “Jordan’s Principle” Education Assistants are on site across the Division again (separate Federal funding)
- Staffing is being allocated, based on priorities and need in discussions with principals.
- Transferable expense budgets at schools are a reflection of the change in student enrolment, and are calculated using an allocation model
- Small schools are now staffed at 2.40 fte minimum
- Investments in technology and housing continues with available funds and are being offset by travel reductions and other cost containment measures
- Housing continues to be costly - the \$5.9M Improvement Plan is helping with sustainability by reducing maintenance costs for completed units
- The cost for property, liability and fleet insurance will be known with the bid in October
 - The province supported the property insurance cost increase again this year
 - A “minimal” increase is forecast (0-5%), except for some vehicle types, while coverage, deductible and inclusions will continue to be reviewed. Contract Bus Operator (CBO) bus coverage is challenging
- The new “Asset Retirement Obligation” accounting standard has been mandated for all divisions and is requiring that funds be set aside for the termination costs of certain building assets. This will be the first budget to include them
- The capital program continues into its second year and is ensuring that division capital priorities are now being renewed systematically

BUDGET APPROACH**Collaborative process**

- Principals, Directors, Associates reviewing opportunities and change impacts to meet budget targets
- Pupil Teacher Ratio updated and managed, based on actual enrollments
- Principals will finalize site priorities, based on plans, focus areas and requirements

Division-wide:

- COVID impacts continue but much diminished
- Educational priorities for literacy and numeracy have increased in funding
- The implementation of the divestments has affected operations and related budgets
- Rate changes - teacher/support staff costs, key contracts, carbon tax, utilities, ASEBP
- Staff changes - fte's, deployment, rates and classifications
- Carryforwards - School Surplus/deficits, deferred revenues and operating surplus
- Federal Calculation - update and finalize billings with the audit November 2022
- The Board of Trustees budget remains built on the 2019-20 level, adjusted for election costs

Departments

- Detailed department reviews will continue to ensure that operations and costs are aligned with the Assurance Plan.
- The Division continues to evolve so that support teams, services and processes are more customer oriented, efficient and networked. Departments and key cost centres will operate within planned envelopes
- Learning Services will be resourced to continue to lead and support students' educational growth, assessment and development
- Human Resources will be funded to support schools, build engagement, leverage technology, lead OH&S and drive the culture
- Housing - continuance of Phase 2 and launch of Phase 3
- Maintenance - The strategies and investments made have reduced costs and elevated our schools. Focus continues on strategy, operations, quality and leadership
- Business Services - implementing the Business Process Transformation strategy to improve service, modernize processes, expand self-serve and leverage systems. This will include clarifying approval, sampling and support roles, improving procurement and updating related Administrative Procedures
- School Food Services - revisiting demand dynamically at each site and support model
- Transportation - The Division will continue to provide full funding for all students. Replacement of 2-4 buses annually continues for the 50 bus fleet, and other vehicles

Forecast and Budget Changes

Principals, Directors, Associates reviewing opportunities/ impacts

- Collaborative variance process to plan and forecast
- Flexibility will be needed to move funds, depending on circumstances



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

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

ORIGINATOR: Cathy Wanyandie, Board Chair

SUBJECT: Policy 3 - Appendix B: Trustee and Administration Working Relationship Guidelines

REFERENCE(S):

ATTACHMENTS: Policy 3 - Appendix B: Trustee and Administration Working Relationship Guidelines

RECOMMENDATION:

THAT the Board of Trustees approve the housekeeping changes to Policy 3 - Appendix B: Trustee and Administration Working Relationship Guidelines, as attached.

BACKGROUND:

RISK ANALYSIS:

Policy 3 – Appendix B

TRUSTEE AND ADMINISTRATION WORKING RELATIONSHIPS GUIDELINES

The guidelines are provided with the intent to assist trustees and administration in their work together. They are a framework of actions which that enable all parties to know and understand each other's role in working together, an understanding which is important in helping to ensure good working relationships as everyone shares the same goals: student success through strong community schools, with meaningful parent and community involvement.

The residential school legacy and oppression of the Métis people has have left behind a mistrust and fear of schools that still exists for many people. Some community members feel they can't approach the school because of the history, therefore, effectively handling concerns becomes ever more important to help move forward and, ultimately student success.

Definitions:

Senior Administration: Superintendent, Associate Superintendents, Secretary/Treasurer, Principals, Vice-Principals.

Executive Team: Superintendent, Associate Superintendents, Secretary-Treasurer.

1. Trustee/Superintendent Working Relationship

1.1. The goal of a good trustee/Superintendent working relationship is to enable the Superintendent to ensure the effective management of the Division and, ultimately student success.

1.2. The Superintendent will ensure the coordination of Associate Superintendents, Principals, Secretary-Treasurer, and any other senior staff in the resolution of a concern, as needed. (See Administrative Procedure 152 Dispute Resolution).

1.3. The Superintendent or Area Associate Superintendent is the administrative contact for trustees.

1.3.1. Superintendent and Area Associate Superintendent are responsible for keeping each other informed as required when contacted by a trustee.

1.4. Questions of clarification with regard to administrative procedures may be directed to an executive team member with a cc to the Superintendent or directly to the Superintendent.

1.5. If a matter is time-sensitive and the Superintendent or Area Associate Superintendent is not available, the trustee may contact an executive team member. The executive team member shall be responsible to inform the Superintendent.

1.6. A trustee shall contact their Area Associate Superintendent or Superintendent if Associate

Superintendent is unavailable **or** if they have questions or concerns.

2. Trustee/Principal Working Relationship

- 2.1 The goal of a strong trustee/principal working relationship is to support student success by working cooperatively within their roles to build strong community schools.
- 2.2 A strong working relationship will assist the trustee:
 - 2.2.1 In hearing the voice of the community;
 - 2.2.2 In being knowledgeable in a general sense about what is happening in the schools within their ward
 - 2.2.3 To engage the community with the school
- 2.3 A strong working relationship will assist the principal:
 - 2.3.1 In hearing the voice of the community;
 - 2.3.2 To strengthen communication and engagement with the community;
 - 2.3.3 In dealing with concerns effectively.
- 2.4 The trustee and principal shall always demonstrate mutual respect and support
- 2.5 In general, the trustee should be involved with the school through invitation only.
- 2.6 Trustees must not get involved in the ~~day-to-day operations of the school and~~ **understands school's day-to-day operations, and understand** the principal reports to the Area Associate Superintendent/Superintendent.
- 2.7 The working relationship is not for the purposes of directing or monitoring each other's work.

3. Trustee – Principal Initial Meeting

- 3.1 Following an election:
 - 3.1.1 Trustees are responsible to contact the principal to arrange a time for an initial meeting.
 - 3.1.2 Principals shall facilitate an initial meeting as soon as possible.
 - 3.1.3 The meeting should include:
 - 3.1.3.1 Tour of facilities; introductions to staff; students.
 - 3.1.4 General discussion on processes for:
 - 3.1.4.1 Sharing of school-**r**elated information, communications, invitations.
 - 3.1.4.2 How can the principal and trustee assist each other in engaging **the** community, sharing information with **the** community, etc.
 - 3.1.5 The principal is responsible for introducing the trustee to the school council chair (or principal advisory committee) and facilitating discussions with

regard to trustee participation in school council meetings (or principal advisory committee meetings).

3.1.6 The principal and trustee should review the process the trustee will use for handling concerns brought to them with regard to anything at the school and establish the best way(s) for the trustee to contact the principal.

3.1.7 Review Administrative Procedure 152 Appendix – Communication Protocol.

4 Trustee/School Council Working Relationship

4.1 At the initial meeting with the principal, the trustee should ensure arrangements are made for them to meet the school council chair.

4.2 It is important for trustees to develop and nurture a good relationship with the school council chair and school council, so the community feels connected to the board while keeping in mind it is the community's school council that is advisory to the principal.

4.3 Also important is for a trustee to be a champion of promoting parent and community involvement in education as a number one factor in student success; to be a champion of working together for the success of for every student, and to promote the vision, *"Our students love to come to school in Northland"* and how can everyone help that to be achieved.

4.4 Generally, a trustee will provide a report at each school council meeting about the work of the board, but that should be confirmed with the school council chair.

4.4.1 The report would be about items from the previous Board meeting and could include; policies to review with them; projects that are underway in the Division, and other items the trustees feel would be of interest for the school council to hear about.

4.5 If a concern is raised to the trustee, refer to the "process for Handling Concerns" below. Do not allow concerns about individuals to be discussed, as these must be handled with only the individuals involved.

5 HANDLING OF CONCERNS

5.1 Everyone involved in resolving a concern shall be treated with respect and dignity.

5.2 Where appropriate, whoever the concern is about should be given the opportunity to respond to and/or resolve the situation first.

5.3 Process for Handling Concerns Involving Teachers

5.3.1 Concerns involving teachers need to be resolved according to legal processes and agreements such as the code of conduct, collective agreement, Teaching Profession Act and/or appeal processes that are specific to teachers.

5.3.2 When the concern is about a teacher, the teacher must be given the opportunity to resolve the situation first.

5.3.3 Trustees will guide the person to:

- 5.3.3.1 Meet with the teacher directly to resolve concerns; if not resolved, then;
 - 5.3.3.2 Meet with the principal about the concern; if not resolved, then;
 - 5.3.3.3 Meet with the Area Associate Superintendent; if not resolved then;
 - 5.3.3.4 Inform them they have the right to go to the Superintendent, and if still not resolved;
 - 5.3.3.5 Inform them they have the right to appeal to the Board of Trustees on matters that significantly affect the education of the student. Trustees should seek clarification if a matter is appealable to the Board before informing the person it is.
- 5.3.4 If a person has a concern about a teacher and does not feel comfortable to go going and talking to the teacher, the trustee shall refer the matter directly to the Superintendent or Area Associate Superintendent.

5.4 Process for Handling Concerns with Regard to Staff other than Teachers

- 5.4.1 Concerns with regard to staff other than teachers (education assistants, bus drivers, caretakers, maintenance staff, etc.) need to go directly to the principal, Area Associate Superintendent, or Superintendent.
 - 5.4.2 The steps followed would be the same as for teachers omitting the first step of going to the teacher first.
 - 5.4.3 See Administrative Procedure 418, Staff Suspension, and Termination and Appeal (non-teaching staff).
- 5.5 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.

6 PROCESSES FOR HANDLING COMMUNITY CONCERNS BROUGHT TO A TRUSTEE

6.1 Goals applicable to all concerns are to ensure:

- 6.1.1 The concern is resolved or a decision made.
- 6.1.2 Details are shared on an “as needed” basis only, with as few people involved as possible for the protection of privacy.
- 6.1.3 Everyone is treated professionally and with respect.
- 6.1.4 The Superintendent is enabled to ensure the effective management of the Division.
- 6.1.5 See also Administrative Procedure 408, Staff Code of Conduct.

6.2 Procedures applicable to all concerns:

- 6.2.1 Trustees will inform the Superintendent or Area Associate Superintendent via email of all concerns/issues raised to them with a cc to the Board Chair for their awareness. The email needs to indicate if the trustees are is:
 - 6.2.1.1 Requesting the Superintendent or Area Associate to deal with

the matter; or

- 6.2.1.2 Referring the matter to the school.
- 6.2.2 To help avoid being deemed as having a personal bias should a concern come through to an appeal, trustees must be careful to only facilitate a person through the process of resolving a concern and not offer any opinion, at any time, with regard to the concern or how it should perhaps be resolved and should not become involved in the resolution.
- 6.2.3 If the trustee is directing the person to the school, they shall contact the principal to provide them with a brief overview of the concern – a “no surprises” mantra.
- 6.2.4 Trustees are responsible for ~~to~~ guiding a person through the process of resolving a concern and monitoring the process to ensure the person knows their rights in addressing their concern and that the concern is resolved or a decision made.
 - 6.2.4.1 Details about a situation must not be shared if it is about an individual due to privacy and legal implications.
 - 6.2.4.2 The Superintendent, Area Associate Superintendent, or principal will provide feedback to the trustee as/when the situation is resolved.
 - 6.2.4.3 It is also good practice for the trustee to ensure the concern is resolved or a decision is made by asking the person bringing the concern forward to communicate back to the trustee once it is resolved or a decision is made. You could also agree it will be assumed the concern was resolved unless they tell you otherwise.

6.3 Process for Handling Concerns that are with Regard to Discrimination, Harassment or Sexual Harassment

- 6.3.1 If a trustee receives a concern of this nature, they are to immediately refer it to the Superintendent or Area Associate Superintendent.
- 6.3.2 See also Administrative Procedure 170, Discrimination and Harassment.

7 PROCESS FOR HANDLING CONCERNS ABOUT A TRUSTEE

- 7.1 If there is a concern about the actions of a trustee, it should first be taken to that trustee for discussion and resolution, if possible.
- 7.2 If not able to discuss directly with **the** trustee involved or the concern is not resolved, then the following process shall apply:
 - 7.2.1 Discuss with Supervisor and determine next steps;
 - 7.2.2 Report to Superintendent, who will then work with the Chair and Vice-Chair to determine appropriate next steps, which may include, but **are** not limited to:
 - 7.2.2.1 The Superintendent ~~discussing~~ **discusses** the concern with the individual and/or trustee; and/or

- 7.2.2.2 Chair and Vice-Chair discussing the concern with the trustee; and/or
- 7.2.2.3 After discussions with the trustee whom the concern is ~~about~~, the Board as a whole may be informed about the situation at the next scheduled in-camera meeting, if deemed necessary and/or appropriate to do so by the Chair and Vice-Chair.
- 7.2.3 In the case of the concern being about the Chair, the above procedures apply, except the Superintendent will work with the Vice-Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).
- 7.2.4 In the case of the concern being about the Vice-Chair, the above procedures apply, except the Superintendent will work with the Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).

8 PROCESS FOR TRUSTEES TO HANDLE A CONCERN ABOUT A STAFF MEMBER

- 8.1 If a trustee has a concern about the behavior of any staff member, they shall report that concern to the Chair:
 - 8.1.1 The Chair will inform the Superintendent and Vice-Chair;
 - 8.1.2 The Superintendent shall investigate;
 - 8.1.2.1 The Superintendent will report to the Chair and Vice-Chair and work with them to decide the appropriate next steps if any.
 - 8.1.2.2 The trustee raising the concern and/or Board will be informed of the outcome as appropriate.

9 PROCESS FOR TRUSTEES TO HANDLE CONCERNS BETWEEN EACH OTHER

- 9.1 Trustees should always try to resolve concerns about each other directly with each other.
- 9.2 If not feasible or unable to resolve **the** concern(s) then the processes in Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions shall be followed.

Legal Reference: AP 152 Dispute Resolution
 Policy 4 Trustee Code of Conduct
 Policy 4 Appendix A Trustee Code of Conduct Sanctions
 AP 152 Appendix – Communication
 Protocol AP 170, Discrimination and Harassment
 AP 408, Staff Code of Conduct
 AP 418, Staff Suspension, Termination and Appeal (non-teaching staff) [AP Table of Contents](#)

BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES

As leaders, it is important that trustees continually expand their knowledge not only to help ensure the success of students but of the Division as a whole, staff, and communities. Modelling life-long learning not only sets a good example but sends a strong message about the importance of education, of continually learning.

By its own policy (Policy 2, 7.2), the Board is required to develop a professional development plan for governance excellence in fiduciary, strategic, and generative engagement modes.

Guidelines

1. Funds to support trustee professional development shall be allocated within the board governance budget each year.
2. Trustees should seek professional development opportunities and sessions at conferences keeping in mind their areas of strength and weakness with regard to governance excellence.
3. It is the responsibility of all trustees to help ensure the board stays within budget.
 - 3.1 Attendance at professional development opportunities shall be discussed in September of each school year, and the “Conference Chart for Attendance” completed as fully as possible possibly, with the understanding changes could occur.
 - 3.1.1 Monitoring and changes to the chart will be done by the Board Executive Secretary in consultation with the Chair and Secretary-Treasurer if required.
 - 3.2 The “Conference Chart for Attendance” provides a guideline for budgeting purposes, but closer costs must be determined before will have to be determined prior to finalization.
 - 3.3 If at any time the budget is close to being used at any time, priority will be given to trustees that have attended the fewest professional development activities within the year and/or terms.
4. Expenses and honoraria for professional development will be paid as per Policy 7 Appendix A, Schedule of Rates.
5. A trustee may attend more professional development opportunities than outlined below with special permission of the Board and if the budget allows.
6. Association Conferences
 - 6.1 The following conferences may be attended by all trustees:
 - 6.1.1 Alberta School Board Association (ASBA):
 - 6.1.1.1 ASBA Fall General Meeting (FGM) & Conference
 - 6.1.1.2 ASBA Spring General Meeting (SGM) & Conference
 - 6.1.1.3 ASBA Leadership Academy

- 6.1.1.4 ASBA New Trustee Orientation (Part 1 & 2)
 - 6.1.2 Public School Board Association of Alberta (PSBAA):
 - 6.1.2.1 PSBAA FGM & Conference
 - 6.1.2.2 PSBAA SGM & Conference
 - 6.1.2.3 PSBAA Governance Seminar
 - 6.1.3 Alberta School Councils Association (ASCA) Conference
7. Professional Development Opportunities within Alberta:
- 7.1 Trustees may attend up to three (3) additional in-province professional development opportunities per year.
 - 7.1.1 A trustee may "swap" attending an Association Conference listed above for a different professional development opportunity within Alberta with similar costs and expenses.
 - 7.2 The Board believes it would be valuable if some trustees attended the following in-province conferences each year and if each trustee attended each one at least once a term:
 - 7.2.1 College of Alberta School Superintendents (CASS) First Nation, Metis and Inuit Education Gathering
 - 7.2.2 Treaty 8 Education Symposium
 - 7.2.3 Treaty 6 Education Conference
8. Professional Development Opportunities Outside of Alberta:
- 8.1 Trustees may attend professional development outside of Alberta but within Canada, to a maximum of **twice a term**.
 - 8.2 The Board believes it would be valuable if some trustees attended the following conference, which ~~are~~ **is** outside of Alberta but within Canada, each year and if each trustee attended them at least once a term:
 - 8.2.1 Canadian Association for the Practical Study of Law in Education (CAPSLE)
 - 8.2.2 Canadian School Boards Association (CSBA) Annual Conference
 - 8.2.3 CSBA National Trustee Gathering on Aboriginal Education
 - 8.3 Trustees may attend the National School Boards Association (NSBA) Annual Conference & Exposition once a term and the Board encourages each trustee to do so.

9. Conference Chart for Attendance per Year:

PD Opportunity	Month	Number of Trustees to Attend	Trustees
PSBAA FGM & SGM	October/June	44 ⁹	
ASBA FGM & SGM	November/June	44 ⁹	
ASBA New Trustee Orientation, Part 1 & 2	November & January of 1 st year	44 ⁹	
PSBAA Governance Seminar	January of 1 st year	44 ⁹	
Treaty 8 Education Symposium	January	At least 2	
ASBA New Trustee Orientation – Part 2	January	44 ⁹	
Treaty 6 Education Conference	February/March	At least 2	
Alberta Rural Education Symposium	March	44 ⁹	
National School Boards Association (NSBA)	April	At least 2	
Alberta School Council Association (ASCA)	April	44 ⁹	
CASS FNMI Conference	April	At least 2	
CAPSLE	April/May	5	
Canadian School Board Association (CSBA) Annual Conference	July	6	
ASBA Leadership Academy	August	44 ⁹	

Legal Reference: Policy 2 Role of the Board
Policy 7 Board Governance and Operations



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** OCTOBER 21, 2022

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

SUBJECT: ASBA Fall General Meeting

REFERENCE(S):

ATTACHMENTS: ASBA Bylaw Bulletin Fall General Meeting 2022

RECOMMENDATION:
THAT the Board of Trustees receive as information, the ASBA Bylaw Bulletin for the Fall General Meeting which is scheduled for November 20 - 22, 2022, as attached.

BACKGROUND:
RISK ANALYSIS:



BOARD CHAIR HIGHLIGHTS

October 21, 2022

Breakfast Club of Canada and Danone School Visits

On October 5 and 6, 2022; the Breakfast Club of Canada and Danone conducted school visits at Mistassiniy School and Gift Lake School.

These partnerships support Northland School Division with operating breakfast programs in several schools such as: Mistassiniy School, Bishop Routhier School, Calling Lake School, Father R. Perin School, St. Theresa School and Grouard Northland School.

Local trustees were invited to participate in their school visit to showcase their community. At Mistassiniy School, local drummers played and at Gift Lake School, local jiggers entertained the group. Trustees, CEO's and Administration had fun making breakfast parfaits with students at Mistassiniy School and visiting with students during breakfast at Gift Lake School. All food was donated by Danone and the Breakfast Club of Canada.



**Corporate Board Expense Summary
As of August 31, 2022 (Preliminary)**

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	136,451.16	(6,201)
Trustee Benefits	40,000	45,355.54	(5,356)
In Service Board of Trustees	6,000	35,560.36	(29,560)
Legal Fees	50,000		50,000
Professional Services		3,937.00	(3,937)
Advertising	1,700	2,700.21	(1,000)
Membership Fees (ASBA/PSBAA)	33,000	28,823.86	4,176
Office Supplies	2,000	482.54	1,517
Printing & Binding	2,700	2,380.55	319
Postage	600	429.82	170
Travel and Subsistence	125,250	104,142.85	21,107
Travel and Subsistence - Meetings		17,458.18	
Ward 1		6,970.00	
Ward 2		14,052.62	
Ward 3		10,087.98	
Ward 4		9,679.09	
Ward 5		3,448.34	
Ward 6		7,697.24	
Ward 7		12,803.18	
Ward 8		2,020.47	
Ward 9		11,065.76	
Ward 10		8,859.99	
Liability Insurance	250	70.64	179
Telephone	6,000	18,264.65	(12,265)
Awards	35,000	81,170.80	(46,171)
Furniture and Equipment	10,000	6,103.06	3,897
Visa Purchases	91,000	932.44	90,068
Elections	60,000	84,050.81	(24,051)
TOTAL	593,750	550,856.29	42,894

**Awards: There were actually three years combined over two award evenings

Superintendent's Highlights

October 21, 2022

National Truth and Reconciliation Day and Orange Shirt Day

In recognition and commitment to calls of action to address reconciliation in Alberta, Northland School Division Board and Administration (NSD) is supporting National Day for Truth and

Reconciliation by ensuring students and staff are together with their families. Therefore, all NSD schools and facilities will be closed on Friday, September 30th, to observe this important day.



Northland schools wore orange shirts and hosted events to honour and bring awareness to the experiences of residential school students during Truth and Reconciliation Week.

Breakfast Club of Canada and Danone tour Northland Schools

To kick off the first week of October, we welcomed guests from the Breakfast Club of Canada and Danone Canada at Mistassiniy School and Gift Lake School. During the visits, Northland School Division celebrated an agreement

we have in place with the Breakfast Club of Canada and one of its partners Danone.

The agreement supports Northland School Division with operating breakfast programs at Mistassiniy School, Gift Lake School, Bishop Routhier School, Calling Lake School, Father R. Perin School, St. Theresa School, and Grouard Northland School.



Career Pathways and the Northland Online School Collaboration

At the end of the last school year, Northland School Division developed a common high school schedule as part of the plan to offer multiple, flexible pathways to high school completion.

A great example of this in practice is that Northland Online high school courses are being made available to a number of students across the entire division. Using a "Hybrid Flexible" approach, students in Paddle Prairie, Calling Lake, and Career Pathways are able to take courses they need to graduate from Northland Online high school teachers delivering direct instruction while being supported in person by teachers and success coaches working elbow-to-elbow.

Using the schedule and online availability of courses in this way, we are increasingly able to remove barriers to student success across the division.

Provincial Achievement Tests

Provincial Achievement Tests will not be available until after October 21, 2022, because of breaches in security. The updated 2022-2023 PAT General Information Bulletin is now available and can be found below.

<https://www.alberta.ca/assets/documents/edc-pat-general-information-bulletin.pdf>

CASCADE Award

On October 4, 2022, Northland School Division was advised that the Division in partnership with TELUS World of Science - Edmonton, was nominated for the Institutional Award. The national awards ceremony was held virtually and took place on Thursday, October 13, 2022.

Nine awards were distributed to recognize the Best Projects and Individual Achievements.

The Canadian Association of Science Centers (CASC) celebrated its Annual CASCADE Awards on Thursday, October 13, 2022. Close to 100 CASC members and supporters attended from across the country, including science centers, museums, and informal science engagement professionals. The hour-long event took place live on Zoom and was hosted by CASC's ScienceUpFirst content creators Amanda Bigford and Elyas Aissia.

The event was recorded and can be watched here:

<https://drive.google.com/file/d/1Qd5RR11azHaGXVvf8VgSqGcKv40qnm1m/view?usp=sharing>

INSTITUTIONAL CASCADE AWARDS

The Canadian Association of Science Centers (CASC) is a network of trusted organizations that represent a critical component of our science, technology, and innovation engagement landscape in Canada.

CASC is one of the largest membership-based associations of informal science learning organizations in Canada, collectively reaching more than 10 million citizens per year. We bring together more than 70 organizations committed to a thriving future through science and technology engagement.

Members include not only science centers and science and technology museums but also outreach and research organizations, as well as companies and nonprofit organizations that offer commercial products and services that support informal science learning environments.

Open to all CASC Science Center, Museum, and Affiliate Members, the Institutional CASCADE Awards are categorized according to the overall cost of the project, which may include engagement offerings such as:

- Temporary or travelling exhibition
- New permanent exhibition/gallery or improvement to an existing exhibition/gallery
Multimedia, live presentation, or planetarium show
- Public engagement programs - onsite or outreach educational, interpretive, or public programs, such as school visits, camps, festivals, outreach, weekend events, etc.

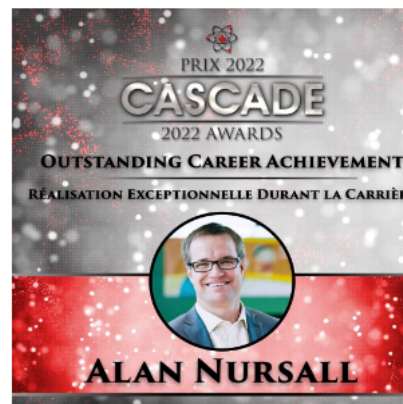
TELUS World of Science - Edmonton: Northern Science Partnership with Northland School Division and TWOSE was nominated for Category 3: \$50,000 - \$250,000. The description below was included in the press release from CASC.

TELUS World of Science - Edmonton: Northern Science Partnership - Northland School Division and TWOSE

In the fall of 2020, as Canada weathered the many challenges presented by COVID, the science center in Edmonton initiated a unique partnership with Northland School Division (NSD) Covering 288,347 square kilometers; NSD spans Treaty 6 and 8 territories. At NSD, 95% of the student population is of First Nations, Métis, and Inuit descent. It has approximately 2000 students in 21 schools. The schools are located in municipalities, First Nation reserves, and Métis Settlements.

For almost the entire school year, science educators in Edmonton and students, teachers, and families across Northern Alberta engaged in online science learning, from one on one study to science shows that reached hundreds. The two partners dove headlong into virtual connectivity

and used it to its fullest capability, bringing science and fun to some of the remotest corners of Alberta. The content was developed in concert with the NSD schools, creating learning opportunities that were relevant and needed. The project was such a success that TWOSE and NSD signed a five-year MOU on June 21, 2021, to keep the program going.



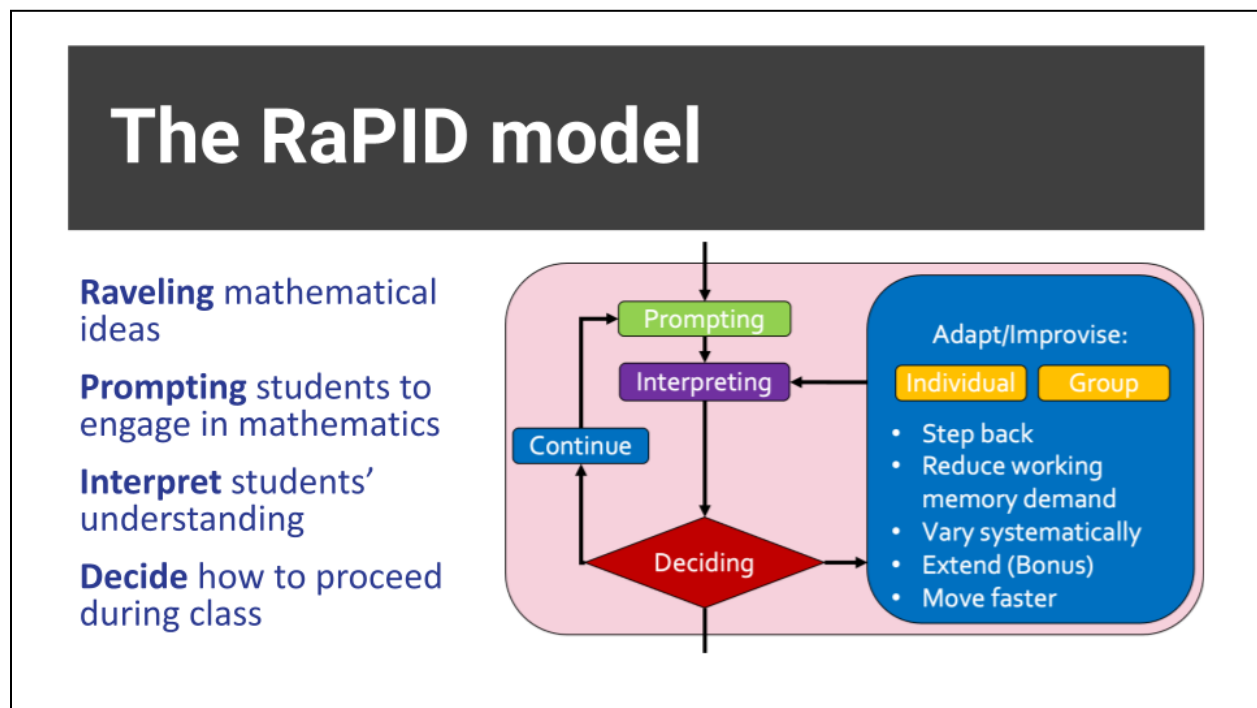
Mental Health in Schools Pilot

To support the delivery of the continuum of support and services in schools, Alberta Education has announced a Call for Grant Proposals for two-year pilot projects. These projects will focus on supporting the mental health of students in schools within the province. These pilots are scheduled to start in the fall of 2022. Northland School Division has partnered with Edmonton Public Schools EMDR Therapists.

Associate Superintendent Report
Cal Johnson, Associate Superintendent of
High School Completion/Numeracy/Literacy
October 21, 2022

Math Minds

All schools are now fully engaged in the Math Minds professional learning sessions in two separate groups; the pilot group (6 schools) and the new group (13 schools) that started this August. The focus for both groups is on reflection of practice to improve pedagogy following the RaPID Model. The Learning Intention for this month was on developing a culture of evidence based self reflection by encouraging teachers to record themselves using Jump Math as a teaching resource and Math Minds as a framework for reflection.



These are the kinds of questions that teachers will reflect on when analyzing their own practice:

- How much am I talking before ALL students engage in the activity?
- How much information did I provide to the students before I asked the students to engage in mathematical tasks?
- How did I check in on my students and then respond to them with feedback?

Associate Superintendent Report Cal Johnson, Associate Superintendent of High School Completion/Numeracy/Literacy October 21, 2022

By understanding how they engage their students, teachers can improve their practice and students' engagement, and student comprehension and confidence will improve as a result.

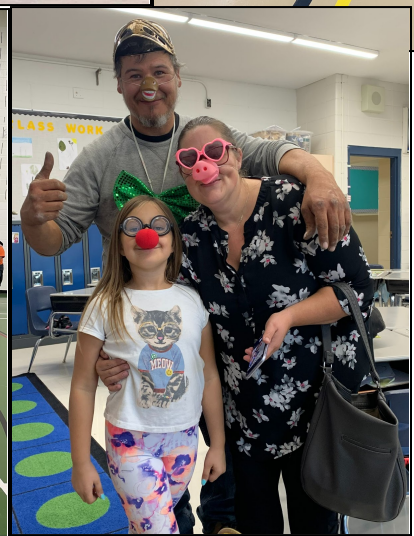
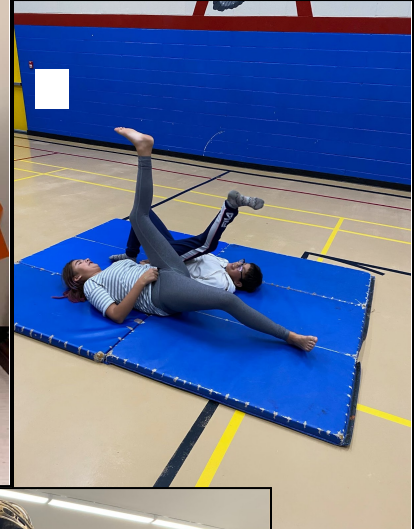
For the upcoming October 21 Math Minds session, 2-3 teachers will share a recording of their practice so other teachers can see real examples of teaching in NSD using the RaPID model. Each teacher will bring their own self reflections from one of their recorded lessons to discuss during a break out session.

Community Engagement Events have increased due to fewer restrictions.

Some examples of engagement events include; Grandparents Day Teas, Open Houses, Orange Shirt Day celebrations, Terry Fox Runs, Culture Week Celebrations, Back-to-School Barbeque, Meet the Teachers Night, Parent Carnival Day, Tipi Day and Attendance Award Celebrations, to name a few,



Associate Superintendent Report
Cal Johnson, Associate Superintendent of
High School Completion/Numeracy/Literacy
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Associate Superintendent Report

Cal Johnson, Associate Superintendent of High School Completion/Numeracy/Literacy

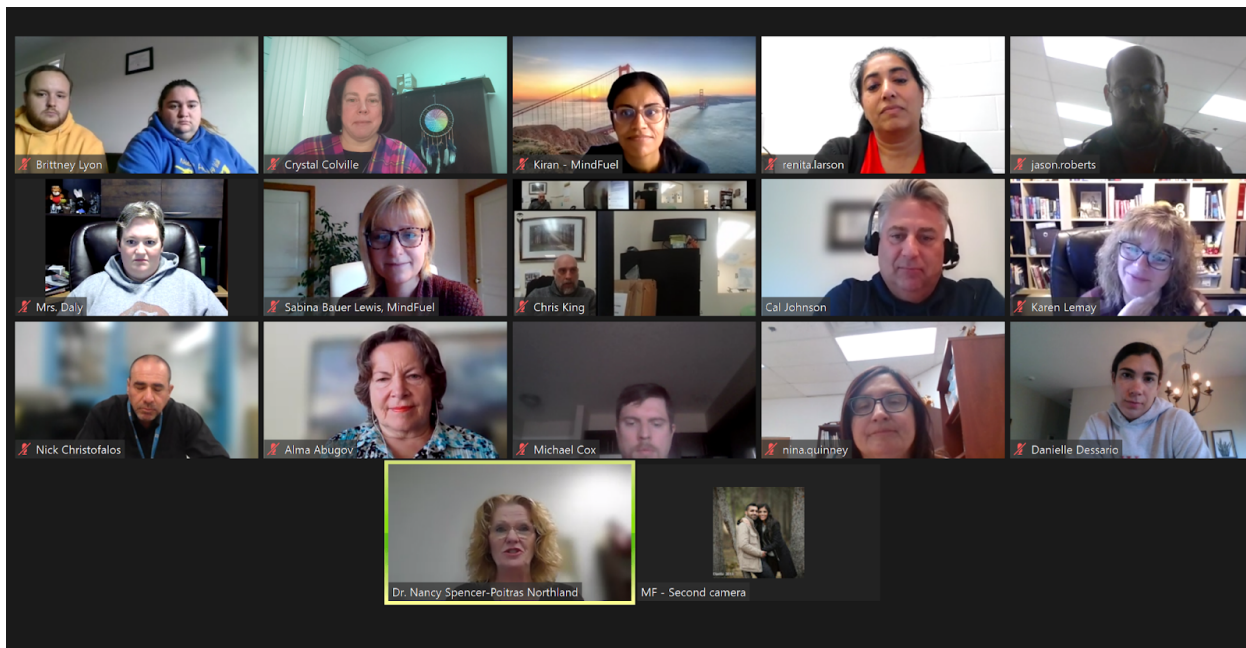
October 21, 2022

Canadian Test of Basic Skills in Numeracy

Baseline CTBS testing in numeracy will occur in October of 2022. CTBS Testing will be repeated annually over the next three years in order to track student data on numeracy skill levels, which will help inform our practice and monitor the effects of the Math Minds project.

Mind Fuel Teacher Training Sessions

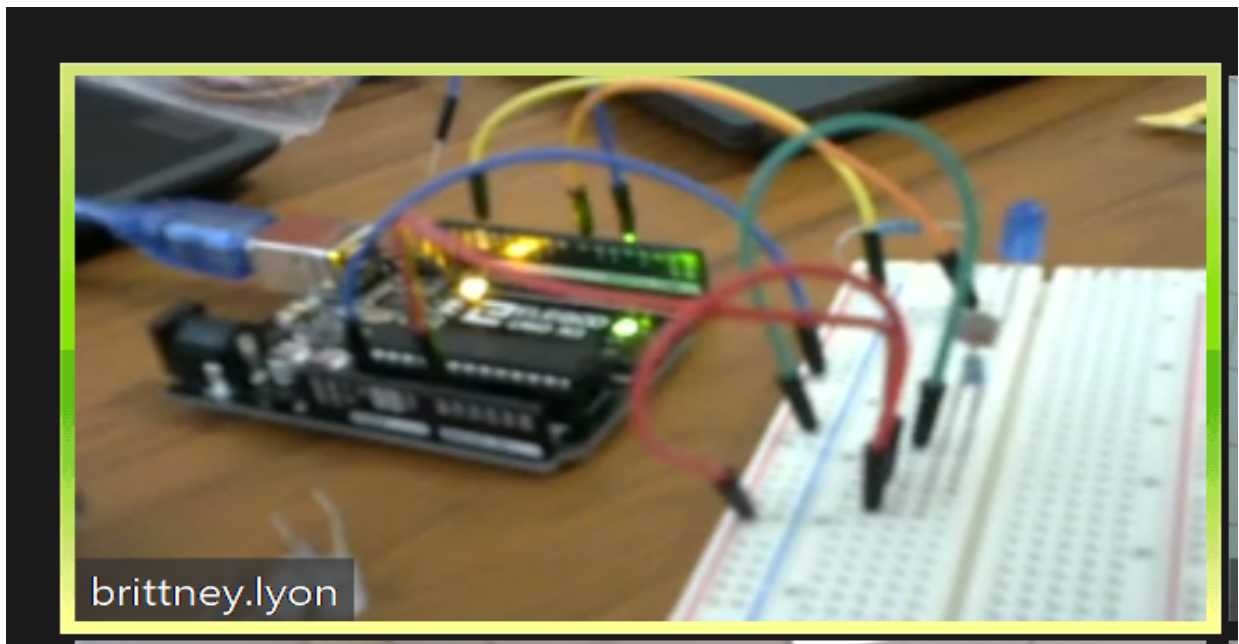
NSD has partnered with Mind Fuel for the second consecutive year. Mind Fuel is a non - profit organization that primarily focuses on STEM (Science, Technology, Engineering and Mathematics) for students, using a train-the trainer model. NSD is very excited to be partnering with Mind Fuel for the next 2 years in order to continue the introduction of microcontrollers and robotics to our students to build their innovation skills and confidence, and to inspire them to explore more STEM programs, studies, and STEM-related careers.



On October 5th and 6th, grade 7-9 teachers that are new to NSD took part in an Introduction to Robotics workshop. Topics covered in this workshop included; circuit definition and parts, circuit building, connecting circuits to a microcontroller and coding. The teachers will then use their knowledge to introduce these lessons to their students. On October 19th and 20th the teachers

Associate Superintendent Report
Cal Johnson, Associate Superintendent of
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October 21, 2022

will choose one day to receive more advanced training in circuitry and coding in order to advance our program delivery.





First Nations, Metis and Inuit Department Report

October 21, 2022

Building Effective Relationships

Northland School Division continues to ensure an outstanding Indigenous holistic education by building effective relationships with community leadership and local Elders and knowledge keepers to support student learning in schools about “ᓂᐱᐱᓄᓐ nehiyaw ᐱᐅᐅᓄᓐ pimatisiwin” – Cree way of life.

On September 30, parents and guardians attended a day of coming together to support weaving of traditional ways of knowing, doing and being on the land to achieve quality teaching and resources ensuring students are successful in the Cree Language and Culture K-12 Program of Studies.

<p>Video Clip #1</p>	<p>Elzeor Orr constructed and provide teaching on an ᐱᐅᐅᓄᓐ akwâwân (drying rack) which was used by his family members in Chipewyan Lake. He spoke Cree as he assembled it, telling us that birch bark was the best tree for designing their traditional meat rack.</p>	
<p>Video Clip #2</p>	<p>Edna Orr teaching a parent her skill of ᐱᓂᓂᐱᓄᓐ Pânisâwêw (slicing sheets of meat)</p>	

Indigenous Literature Collection

In support of the division’s priority for excellence in learning, Northland School Division purchased and delivered reading books for improving student achievement and committing to reconciliation education. The division wide community of practice plan is designed to support the school's goal of students demonstrating growth in literacy and contribution to an ongoing act of remembrance to the children lost of culture, language and land based learning impacted

First Nations, Metis and Inuit Department Report

October 21, 2022

by the residential school system. The collection and recordings includes Indigenous authors and illustrators on topics relating to wellbeing, identity, culture, languages, land based learning and reconciliation education. The evidence of success will demonstrate administrators and teachers implementing classroom practices that connect the Indigenous literature collection to curriculum and instruction across subject areas. Schools are encouraged to increase student engagement in the learning process for classroom and library through instructional strategies such as read alouds and book talks with their community members.

Preserving Languages through Syllabic

Northland School Division's plan is to work collaboratively with communities on the state of declining and endangered languages. Language connects our students to knowing who they are and holds their past and present knowledge of the land and survival for healthy well being and self esteem. A cultural strategy created by our instructors is to utilize the syllabic reading and writing systems of ancestral knowledge. The goal is to revitalize local language instruction in conjunction with Elders and knowledge keepers ensuring how identity is tied to Cree, Dene and Michif communities. Our students are also encouraged to take a leadership role in designing the syllabic writing systems.



Mistassiniy school is connecting language with the use of the CNC machine to create Cree syllabics for all students. Over the summer, two students received a CTS credit for contributing to designing syllabics. Another CNC machine is being implemented in Conklin.

Facilities Department Report

October 21, 2022

Overview

1. Serves and supports all Division sites - 19 schools, 3 shops, offices & outbuildings
2. Service and workload management
 - a. Maintenance Care - Ticket System for prioritization and tracking
3. Staff Profile (budget)
 - a. 11 maintenance
 - b. 37 custodial (matrix management)
 - c. 3 support/leadership
 - d. Blend of regular staff, casuals and contractors
4. Operations and Maintenance Budget overview
 - a. School Costs (Custodial, utilities, supplies) 70.4%
 - b. Facilities and Maintenance 23.7%
 - c. Insurance (building) 8.0%
5. Project list and backlog
 - a. \$9M project list
 - b. Funded from IMR/CMR and Capital Reserves

Review and Highlights from 2021 - 2022

- Staff
 - Kirk Parady, Dr. Lorne Parker (Advisor)
- COVID Operations - investment in enhanced custodial support, implementation of appropriate/responsive cleaning protocols
- Project Updates
 - New Mistassiniy School
 - Sub-teams created, (F&E, Technology, Kitchen), fit up resourced
 - IMR/CMR
 - Phase 2 of controls work
 - Fire panels, alarms, preventive maintenance and upgrades
 - ADCS - Fire system deficiencies, heat trace and roof repairs. Challenging logistics
 - Anzac - generator repair and portable remediation after water leak
 - Bill Woodward controls repair and refinish gym floor
 - Bishop Routhier Bus loop and teacher parking lot paving
 - Chipewyan Lake - extensive building repairs completed
 - Elizabeth - Rooftop Unit (RTU) Engineering, Maintenance & Replacement Plan
 - Gift Lake - HVAC and Drainage Mitigation (Alberta Infrastructure), Glass Gym Dividing panel replacement, duct cleaning
 - Portable Unit Roofs - Father Perin & Conklin (warranty)
 - School Roofs - Father Perin & Calling Lake
 - Susa Creek - Assessment/design and adjustment of RTUs to improve performance. Potentially a protective shelter is required
 - Fort Chipewyan Transfer, Ft McKay wind-down
 - Facility audits/status assessment at Division schools
 - In-Sourcing vs Custodial Contract
 - Support to Housing - renovations/construction

Facilities Department Report October 21, 2022

Service Demand for 2021 - 2022 School Year

Service Order Tickets	Closed	New	Pending	Declined	Total
2021-2022	1,153	10	450	27	1,640
2020-2021	1,102	3	415	23	1,545
Change	+4.6%		+8.4%		+6.1%

- Maintenance Care is the ticketing system which facilitates prioritization and workload management
- There is a large and growing demand for service with 1,640 (+6.1%) tickets created, 1,153 closed and 450 (27%) pending last year

Support for CTS

- Support for facility infrastructure needs/modifications at various schools for CTS requirements, CNC router environment & storage
- Example - Installed CTS Complex at Paddle Prairie



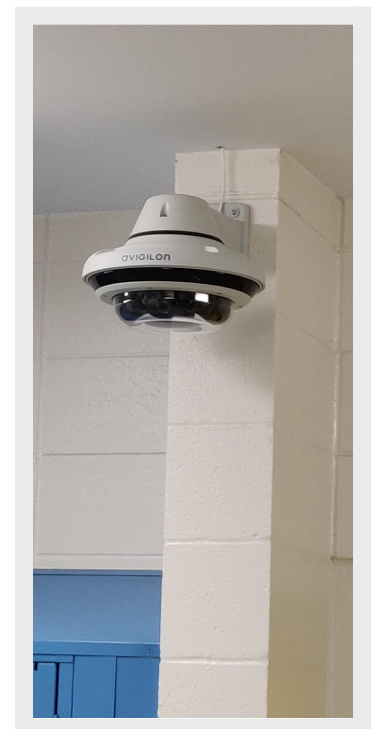
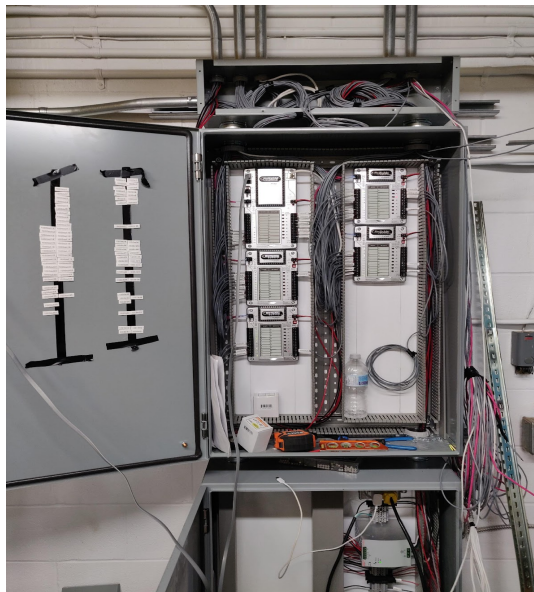
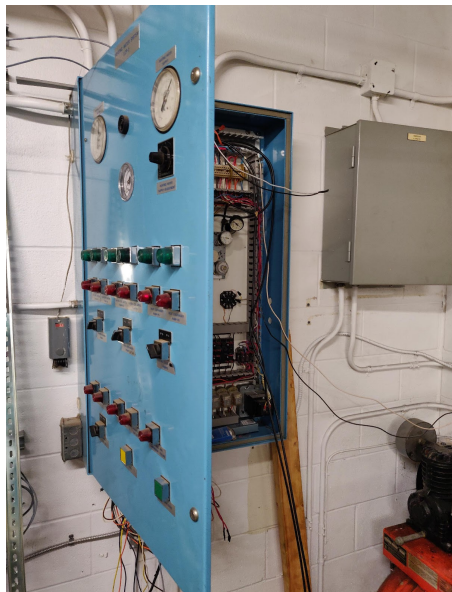
Facilities Department Report October 21, 2022

Garage to CTS Conversion at Conklin Community School



Projects

- Controls program, building fleet wide remote operations, modernizing the controls and sensors
- Security and controls enhancements



Facilities Department Report

October 21, 2022

Strategic Plan and Priorities

- Service Quality
 - Drive Customer Service culture, collaboration and metrics
 - Promote Maintenance Care usage (tickets to manage priorities & resources)
- Operations Excellence
 - Operational Review - refresh and implement Proactive Service Delivery model
 - Proactive planning to leverage spending/ buying power
 - Cost containment through energy conservation and utilities/expenses review
- High Performance Culture
 - Division-wide, blended team, focus on development and performance mgmt.
 - Custodial matrix - leverage size for processes/standards and safety
- Project Success
 - Support the build/launch of the New Mistassiniy School
 - Priority improvement projects with IMR/CMR/Capital and other funds
 - Insurance compliance/remote operations controls/monitoring projects
 - Gift Lake School - drainage and HVAC work with Alberta
 - Transition ADCS and Fort McKay
- Value-Add
 - Continuous lasting improvements, closing legacy issues

Priorities 2022-2023 Operational Review

The operational review will consider the division's unique context and characteristics, including geographical distribution, to:

1. **Strengthen leadership** (management) capacity and accountability in the departments through an examination of past and present functions and processes
2. **Highlight existing successful business practices** used by the department
3. **Leverage "leading industry practices"** across the facilities, maintenance and custodial sectors
4. **Provide recommendations and options** that will support an enhanced, responsive, and proactive service delivery model
5. **Provide ongoing support and assistance** to ensure the departments are financially healthy, well-managed and positioned to direct optimum levels of resources in support of student success across the Division

Risk Management - Best Practices

1. Fire Risk Management	Compliant	
2. Flood Risk Management	Two in process	Water sensors and flood plain data 2022-2023
3. Freezing Risk Management	One in process	Low temperature sensors 2022-2023

Facilities Department Report

October 21, 2022

4. Facilities Risk Management	Compliant	
5. Emergency on call Risk Management	Compliant	
6. Construction Risk Management	Compliant	

This is a combination of best practices and requirements from ARMIC being implemented in 2022-2023.

Project Priorities for 2022-2023

1. Three-Year Capital Plan, Facility audits/status assessment at all schools
2. IMR/CMR/Capital Reserves projects plan
 - a. IMR/CMR funding – received total of \$475,150
 - i. projects list is ~ \$9M and the insured value of buildings is \$176M
 - b. Roofing, grounds, HVAC, interiors, wall (Bill Woodward)
 - c. RTU's - Elizabeth and shelter for Susa Creek
 - d. Building Management System/Remote sensors
 - i. Continued implementation of strategy, insurance compliance and robust building fleet management
 - ii. Fire, sprinkler, propane tank recertifications and compliance
3. Procurement strategy - Janvier custodial tender, Fire inspections/remediation, engineering and technical support, energy/utilities
4. Portable Roofing Projects - Father Perin and Conklin

Note: Division is incurring significant deferred maintenance due to insufficient Infrastructure Maintenance and Renewal (IMR) funds over several years.

Mistassiniy New School

- Project on track for the scheduled October 2023 opening
- Contractor is proactively focused on utilizing Northern hires to every extent possible
 - 50% of all workers on the site (including sub contractors) are Northern hires
 - 80% of GenMec's workforce are Northern hires
- Alberta Infrastructure, GenMec and BR2 are developing a plan to actively engage Mistassiniy students and staff in the construction process, i.e, project dashboard, information sharing opportunities, etc.
- New school site sign erected on Mistassiniy School grounds

Facilities Department Report

October 21, 2022



Facilities Department Report

October 21, 2022

Budgets and Purchasing

- Operations and Maintenance Budget overview (2021-22)
 - School Costs (Custodial, utilities, supplies) \$6.5M
 - Facilities and Maintenance \$3.5M
 - Insurance (building) \$0.5M
- Operational Review - effectiveness and efficiency
- Procurement
 - Proactive planning creates the opportunity to leverage spend, through deliberate contracting
 - Standing offers
 - Consortium or educational group pricing
 - Alberta Government pricing
- Energy/Utility Management
 - Analysis and projects to mitigate inflation
 - Electricity and Insurance consortiums successful
- Reductions from ADCS & Fort McKay divestment

Energy Management

Energy Management

Goals

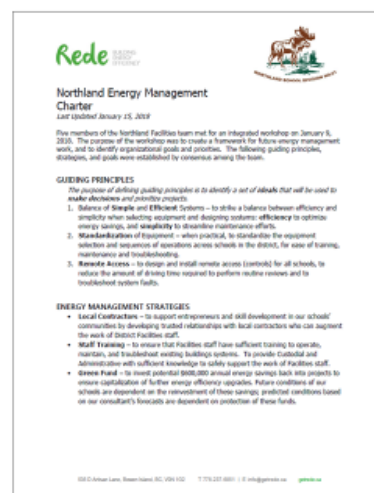
- More comfortable schools
- Reduced operational costs (lower utility bills)
- **45% energy reduction over 10 years**



Strategy

1. Aggregate utility bills
2. Identify worst performers
3. Develop potential projects
4. Implement projects
5. Repeat

Rede



Facilities Department Report

October 21, 2022

Energy Management

Key Performance Indicators – All Energy

Metric	Desired Trend	Baseline (2016-17)	2017-18	2018-19	2019-20	2020-21	2021-22	Target (2026-27)
Energy Use (ekWh/m ²)	↓	446	425	397	352	371	366	327
Energy Reduction	↑	--	5%	11%	21%	17%	18%	★45%
% Schools Remotely Controllable	↑	5%	5%	55%	60%	85%	85%	100%
\$\$ Saved	↑	--	\$104,192	\$211,473	\$416,959	\$404,286	\$328,501	

Rede



Targets were increased in Fall 2021 to 45% savings (from original target of 27%)

All values are weather normalized. 2021-2022 values are estimated, as data is only 90% complete.

Energy Management - NORTHLAND SCHOOL DIVISION

Key Performance Indicators - Electricity

Metric	Desired Trend	Baseline (2016-17)	2017-18	2018-19	2019-20	2020-21	2021-22	Target (2026-27)
Energy Use (ekWh/m ²)	↓	117	111	97	81	82	82	55
Energy Reduction	↑	--	5%	17%	30%	31%	31%	★53%

Rede



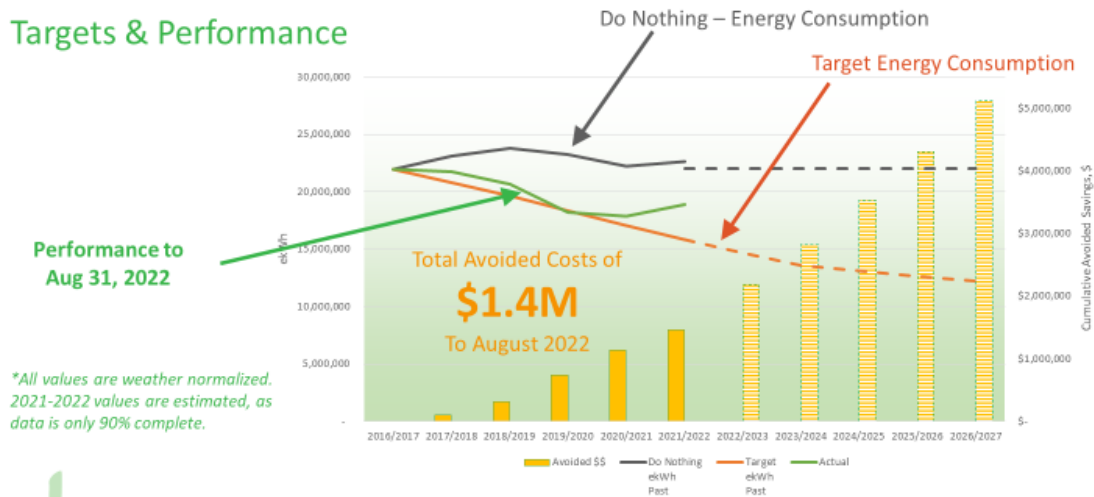
Targets were increased in Fall 2021 to 53% savings (from original target of 27%)

All values are weather normalized. 2020-2021 values are estimated, as data is only 90% complete.

Facilities Department Report
October 21, 2022

Energy Management - NORTHLAND SCHOOL DIVISION

Targets & Performance



Rede

- On track and savings are significant \$1.4M cumulative 5 years (cost avoidance)
- Project work has been focused on electricity reductions
- Next priority is reducing fuel use through mechanical upgrades

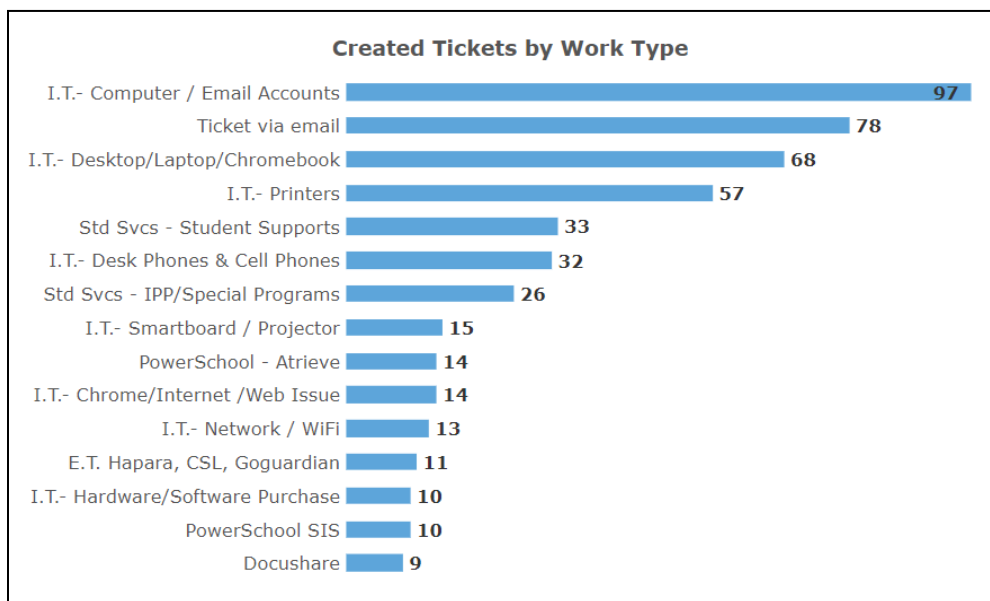
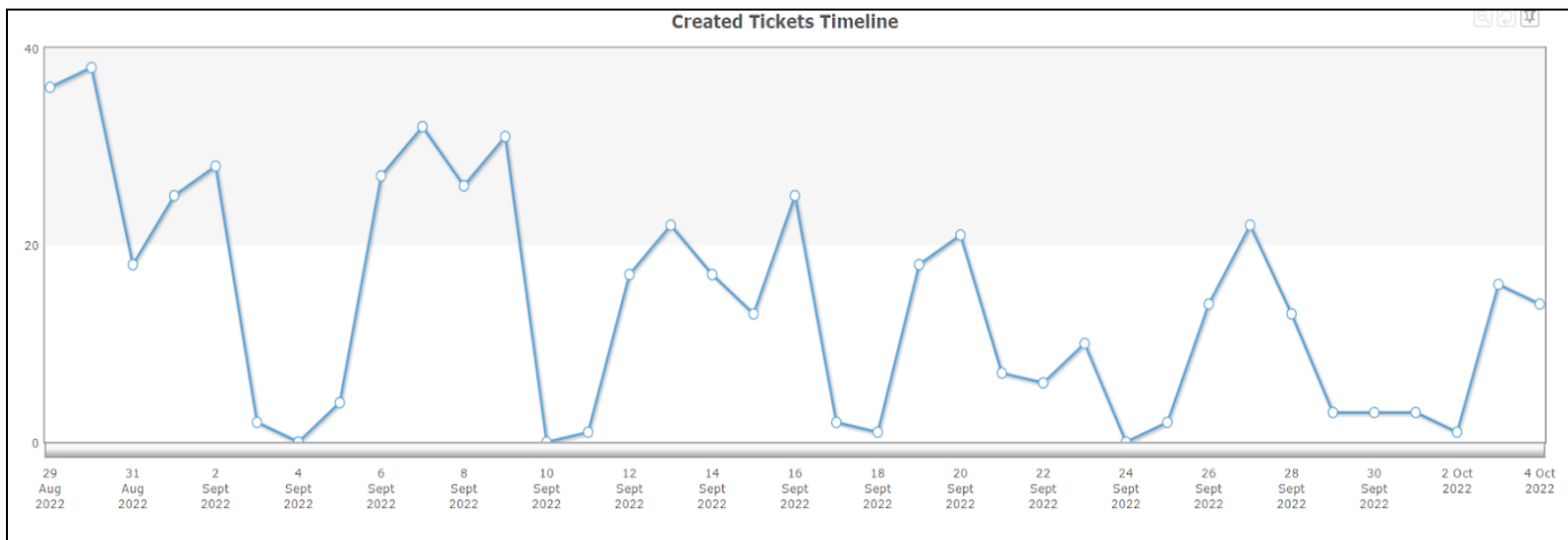
IT Department Report

Submitted by: Michael Maciach, Director of IT/ET

October 21, 2022

Service Tickets:

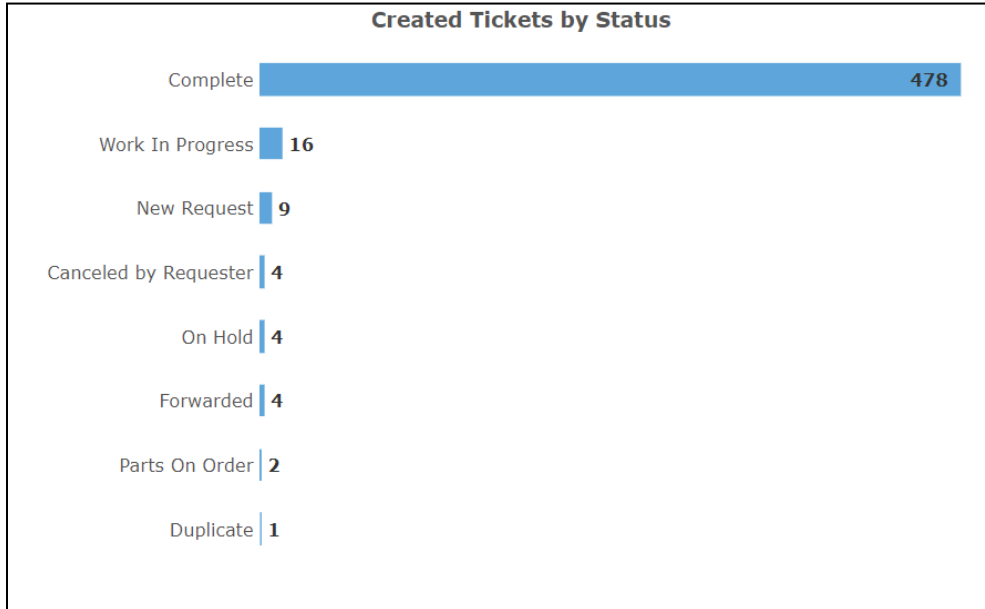
- 518 service tickets were submitted to School Dude between August 29, and October 5th, 2022.
- 459 of the submitted tickets were for IT support requests.
- The average response time was 10h 44m while the average resolution time was 18h 33m.
- The top five support requests were:
 - Computer/Email Account Support
 - Desktop/Laptop/Chromebook Support
 - Printer Support
 - Desk Phone/Cell Phone Support
 - Interactive Display/Projector Support



IT Department Report

Submitted by: Michael Maciach, Director of IT/ET

October 21, 2022



Purchases and Evergreening:

- 350 new chromebooks have been placed in schools so far this school year
- 60 new laptops have been placed in schools so far this school year.
- 45 new Ipevo document cameras have been placed in classrooms so far this school year.

Projects:

- 101 new Viewsonic interactive displays were installed in 10 schools bringing our division total to 113 viewsonic boards in 11 schools. Two teacher training sessions were held to support the implementation of the new displays.
- As part of the photocopier transition, Ricoh printers were installed and configured in all school sites and 3 office locations. The computer program to manage and optimize printing will be rolled out in October and November. Ricoh end user training will occur in November.
- The Human Resources program, Atrieve ERP will be migrated to a hosted server in mid November, which will improve speed, security, and reduce operational downtime.
- During October and November, a new desktop computer will be installed in the common area of each school for staff use. This will facilitate easier access for caretakers and bus drivers.
- In December, a new network backup server will be installed.

IT Department Report

Submitted by: Michael Maciach, Director of IT/ET

October 21, 2022

- In December, January, and February, new school servers will be installed at 13 school sites.

Educational Technology:

- Northland School Division and the Telus World of Science (TWOSE) met on October 6th to discuss collaborative projects for the upcoming school year. Some exciting opportunities in the areas of digital skills, digital citizenship, and the science curriculum, are planned. The TWOSE traveling Nature exchange will be visiting the communities of Anzac, Janvier, and Conklin in the third week of October.
- Northland School Division educators were invited to apply to participate in a week-long teacher training intensive hosted by the TWOSE and Northern Coding Academy. The intensive involves creating a cross-curricular project that will incorporate digital skill building while being given the tools to develop the project with students throughout the school year. A Northland teacher applied and was accepted into this comprehensive program.
- A professional learning session was held to demonstrate and support the use of the OWL camera for staff participating in the Math Minds program. Thirty five new OWL cameras have been ordered to support various collaborative projects throughout the school division. OWL cameras are an important part of learning that enables teachers to examine and observe their classes, as well as a way for classes to work in conjunction with other classes.
- Northland School Division supported the creation of five Hapara courses over the summer break as part of the Alberta Collaborative for Learning. These courses will become part of Hapara's extensive course library to be available to teachers and school divisions across Alberta. NSD was part of a presentation on technology learning at the Learning, Technology and Leadership Conference.
- A variety of STEM learning tools will be introduced in Northland schools over the next school year as teachers/schools express interest and receive support for their use. Northland School Division has acquired 3D printers, robotics tools, digital and graphic design equipment, and electricity/circuit kits. Stay tuned for more information!