



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 23-02 AGENDA

Location: Virtual

Zoom Meeting

Meeting ID:

Passcode:

Phone: 1 (587) 328-1099

Date & Time: Friday, February 17, 2023 9:00 a.m. – 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

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair Wanyandie		-
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee		-
3.	Adoption of Agenda	All	Motion	-
4.	Closed Session	All	Motion	-

B. BUSINESS ARISING FROM CLOSED SESSION

C. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Corporate Board Meeting Minutes - January 20, 2023	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	11



NORTHLAND SCHOOL DIVISION

REGULAR BOARD MEETING NO. 23-02

AGENDA

D. REPORTS

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Chair Wanyandie	Information	14
2.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	15
3.	Trustee Activity, Committee and/or Board Representative/Association Reports <ul style="list-style-type: none"> ● Bonnie Lamouche, Trustee, Ward 3 ● Jesse Lamouche, Trustee Ward 4 ● Tanya Fayant, Trustee Ward 5 	Trustees	Information	17

E. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer D. Aird	Information	20
2.	Student Engagement, Attendance & Completion Report	Associate Superintendent C. Johnson	Information	22
3.	Monthly Enrolment Report	Associate Superintendent M. Marran	Information	27
4.	Professional Improvement Leave	Superintendent Dr. Spencer-Poitras	Information	29
5.	ASBA Edwin Parr Teacher Award	Superintendent Dr. Spencer-Poitras	Information	30
6.	ASBA Friends of Education Award	Superintendent Dr. Spencer-Poitras	Information	31
7.	PSBAA 2023 Awards Nomination Package for 2023	Superintendent Dr. Spencer-Poitras	Information	32
8.	Policy 7: Board Governance and Operations	Chair Wanyandie	Motion	34
9.	Policy 7 Appendix A: Schedule of Rates	Chair Wanyandie	Motion	49
10.	Policy 3 Appendix A: Services, Materials and Equipment to Trustees	Chair Wanyandie	Motion	52
11.	UPS Capital Project	Superintendent Dr. Spencer-Poitras	Motion	56
12.	Ward 8 Nomination By-Election	Chair Wanyandie	Motion	59
13.	2023-2024 School Calendar	Superintendent Dr. Spencer-Poitras	Motion	60



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 23-02 AGENDA

F. TECH TALK WITH DR. TIM STENSLAND

G. MONITORING REPORTS

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.)	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Wanyandie	Information	63
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	73
4.	Associate Superintendent Report	Associate Superintendent S. Meunier	Information	77
5.	Student Services Department Report	Associate Superintendent S. Meunier	Information	82

H. PRELIMINARY DISCUSSION

No.	Title	Responsible
1.	Alberta Rural Education Symposium March 5-7, 2023, Edmonton, AB	Chair Wanyandie
2.	2023 Inclusion Alberta Family Conference April 14-15, 2023, Edmonton, AB Deadline to Register: February 28, 2023	Chair Wanyandie
3.	PSBAA/ASBA/CASS <ul style="list-style-type: none"> ● CASS FNMI Gathering <ul style="list-style-type: none"> ○ April 24 - 26, 2023, Fantasyland Hotel ● PSBAA Spring General Assembly <ul style="list-style-type: none"> ○ June 1-4, 2023, Calgary ● ASBA Spring General Assembly <ul style="list-style-type: none"> ○ June 5-6, 2023, Calgary ○ More information to follow 	Superintendent Dr. Spencer-Poitras

I. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: January 20, 2023 Regular Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: January 20, 2023 Regular Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the January 20, 2023 Regular Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-01

MINUTES

Location: Virtual

Date: Friday, January 20, 2023

Time: 1:00 p.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
✓	Tanya Fayant	Trustee Ward 5	✓	Scott Meunier	Associate Superintendent
✓	Thomas Auger	Trustee Ward 6	✓	Curtis Walty	Media Relations Manager
✓	Robin Guild	Trustee Ward 7	✓	Cheryl Osmond	Executive Assistant
		Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

Chair Wanyandie called the meeting to order at 1:08 p.m.

2. Opening Reflection

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

3. Swearing in of Trustee, Ward 5

Tanya Fayant was sworn in as Trustee for Ward 5.

4. Adopt Agenda

MOTION: Trustee McCamon moved that the Board of Trustees approve the agenda with one amendment: The Close Session will be scheduled at the end of the meeting.

25621/23 CARRIED

B. MINUTES

1. November 25, 2022 Regular Board Meeting Minutes

MOTION: Trustee McCamon moved that the Board of Trustees approve the November 25, 2022 Regular Board meeting minutes.

25622/23 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-01

MINUTES

Board Action Items

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

25623/23 CARRIED

C. CONSENT AGENDA

1. Consent Agenda

The following reports were received as information and filed.

C1. Board Chair Report

C2. Superintendent Report

C3. Trustee Activity, Committee and/or Board Representative/Association Reports

D. ACTION ITEMS

1. Monthly Financial Report

The Monthly Financial Report for December 31, 2022 was received and filed as information.

2. Student Engagement, Attendance & Completion Report

The Student Engagement, Attendance and Completion Report for the months of November and December 2022 was received and filed as information.

3. Monthly Enrolment Report

January's monthly enrolment report was received and filed as information.

4. 2023-2024 Draft School Calendar

MOTION: Trustee Guild moved that the Board of Trustees approve the Proposal 2 of the 2023-2024 draft school calendar.

25624/23 CARRIED

5. Capital Plan & IMR Report

The Capital Plan and IMR Report for the 2022-2023 was received and filed as information.



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-01

MINUTES

6. Annual Education Results Report for the 2021-2022 School Year

MOTION: Trustee McCamon moved that the Board of Trustees approve the 2021-2022 Annual Education Results Report as presented.

25625/23 CARRIED

7. Policy 16: Recruitment & Selection of Personnel

MOTION: Trustee McCamon moved that the Board of Trustees approve the correction of sections, designations, punctuations, typographical errors, cross references and authorize the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 16: Recruitment and Selection of Personnel as presented.

25626/23 CARRIED

Break from 2:07 p.m. to 2:17 p.m.

8. Policy 21 Appendix A: School Council Conflict Resolution

MOTION: Trustee McCamon moved that the Board of Trustees approve the correction of sections, designations, punctuations, typographical errors, cross references and authorize the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 21 Appendix A: School Council Conflict Resolution.

25627/23 CARRIED

9. Policy 21: Appendix B: Elder Guidelines

MOTION: Trustee Fayant moved that the Board of Trustees approve the correction of sections, designations, punctuations, typographical errors, cross references and authorize the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 21: Appendix B Elder Guidelines as presented.

25628/23 CARRIED

10. Conklin Community School Viability Study

MOTION: Trustee McCamon moved that the Board of Trustees recommend that the decision of the school closure of Conklin Community School be deferred to the 2023-2024 school year as presented.

25629/23 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-01

MINUTES

11. Hillview School Viability Study

MOTION: Trustee J. Lamouche moved that the Board of Trustees recommend that the decision of the school closure of Hillview School be deferred to the 2023-2024 school year as presented.

25630/23 CARRIED

12. Pelican Mountain School Viability Study

MOTION: Trustee McCamon moved that the Board of Trustees recommend that the Northland School Division continue to operate as an ECS to Grade 3 Program at Pelican Mountain School and to employ the school as a site for Division wide Land-Based and Cultural opportunities beginning in the 2023-2024 school year. In addition, the Board of Trustees recommend that Pelican Mountain School operates as a co-campus with St. Theresa School.

25631/23 CARRIED

13. Northland School Division Logo

The update on the Northland School Division Logo was received and filed as information.

14. Northland School Division Website Redesign

The redesign of the Northland School Division website was received and filed as information.

15. Northland School Division Promotional Video

The Northland School Division promotional video was received and filed as information.

16. Mistassiniy New School - Kitchen Equipment Tender

MOTION: Trustee Guild moved that the Board of Trustees award the kitchen equipment tender for the new Mistassiniy School to Nella West in the amount of \$300,030 + GST.

25632/23 CARRIED

17. Teacher Contract Offers for 2023-2024

MOTON: Trustee Fayant moved that the Board of Trustees authorizes the Administration to immediately offer 15 new contracts for various teaching positions for the 2023-2024 school year.

25633/23 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-01

MINUTES

E. TECH TALK

Dr. Tim Stensland gave a presentation on Google Drive.

F. MONITORING REPORTS

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

- F1.. Board Chair Highlights
- F2. Superintendent Highlights
- F3. Associate Superintendent Report

25634/23 CARRIED

G. CLOSED/REGULAR SESSION

1. MOTION: Trustee Fayant moved that the meeting enter a closed session at 3:30 p.m.

25635/23 CARRIED

2. MOTION: Trustee McCamon moved that the meeting return to regular session at 4:28 p.m.

25636/23 CARRIED

H. BUSINESS ARISING FROM CLOSED SESSION

1. **New Teacher Induction Ceremony Luncheon**

MOTION: Trustee McCamon moved that the Board of Trustees pay for a portion of the meal at the New Teacher Induction Luncheon hosted by the ATA Local 69.

25637/23 CARRIED



NORTHLAND SCHOOL DIVISION
BOARD MEETING NO. 23-01
MINUTES

2. **Trustee Reprimand Letter**

MOTION: Trustee McCamon moved that the Board of Trustees authorize the Board Chair to write a letter to an individual trustee requesting removing them from Northland School Division Committees until the September 2023 Organizational Meeting.

25638/23 CARRIED

I. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. **Adjournment**

MOTION: Trustee Fayant moved that the Board of Trustees declare the meeting adjourned at 4:38 p.m.

25639/23 CARRIED

Cathy Wanyandie, 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 17, 2023
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	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	On November 15, 2022 a letter was sent to the Minister of Education requesting the school be closed effective September 1, 2022.
Board	6/17/2022	Administration		Fort Chipewyan Land, Housing & School Transfers	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
Board	1/20/2023	Administration		Mileage	2/17/2023	In Progress	Review the CRA mileage rate, possibility of increasing NSD mileage to \$0.68
Board	1/20/2023	Administration	Pelican Mountain School Viability Report	Administration to hold a community meeting to discuss the proposed option of Pelican Mountain School	3/30/2023	In Progress	



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: Approval of Reports

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:** FEBRUARY 17, 2023
SUBMITTED BY: Cathy Wanyandie, Board Chair, Ward 2
SUBJECT: Board Report as of February 10, 2023

January 10, 2023	Meeting with B. Litun
January 11, 2023	TEBA
January 18, 2023	Draft Alberta K-12 English as an Additional Language Proficiency Benchmarks Information Session
January 19, 2023	Vice Chair & Superintendent of Schools Meeting, Edmonton TEBA
January 20, 2023	Corporate Board Meeting
January 24, 2023	Meeting with Alberta Health Services Parent Meeting
January 25, 2023	Meeting with the MD of Opportunity Susa Creek Parent Council Meeting
January 30, 2023	ASBA Board Chair Virtual Meeting
January 31, 2023	Agenda Review Policy Committee Meeting
February 1, 2023	Travel to Lake Louise for Ever Active Schools - Shaping the Future Conference
February 2-4, 2023	Ever Active Schools - Shaping the Future Conference
February 9 - 10, 2023	PSBA Learning/PSBC
February 11, 2023	RARA Awards, Fort McMurray



Superintendent's Report

February 10, 2023

University of Alberta Leadership Cohort Zone 1 Planning Meeting	January 10, 2023
High School Principal Meeting - CTS	January 11, 2023
Attended the High School Principal meeting discussing CTS strands for Semester 2.	
Learning Services Team Meeting	January 16, 2023
Met with the Directors to discuss updates on their departments.	
MNP Workshop	January 16, 2023
Met with Consultants to discuss the next steps in implementing new financial processes.	
High Prairie School Division Meeting	January 17, 2023
Met with HPSD Superintendent and Communications Director to discuss emergency communications coverage during the absence of the Media Relations Manager.	
Assistant Secretary-Treasurer Position Interviews	January 17, 2023
Participated in the Assistant Secretary-Treasurer interviews virtually.	
Principals' Meeting	January 18, 2023
Attended the monthly Principals' meeting.	
Legal Counsel	January 18, 2023
Met with legal counsel to discuss legal issues.	
Assistant Secretary-Treasurer Position Interviews	January 18, 2023
Participated in the Assistant Secretary-Treasurer interviews virtually.	
Legal Counsel	January 19, 2023
Met with legal counsel and Associate Superintendent of Human Resources to discuss legal issues.	
Board Chair & Vice Chair Meeting	January 19, 2023
Met with the Board Chair and Vice Chair to discuss the Board meeting.	

Deputy Superintendent & Associate Superintendent of Human Resources Meeting	January 20, 2023
Met with the Deputy Superintendent and Associate Superintendent of Human Resources to discuss recruitment, staffing and planning for the 2023-2024 school year.	
Corporate Board Meeting	January 20, 2023
Attended the monthly Corporate Board Meeting.	
Northern Lakes College Meeting	January 25, 2023
MD of Opportunity No. 17 Meeting	January 26, 2023
Met with the MD of Opportunity No. 17 to update and share the successes of Northland School Division.	



NORTHLAND SCHOOL DIVISION
TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023
SUBMITTED BY: Tanya Fayant, Trustee, Ward 5
SUBJECT: Activity Report for the Month of January

SUMMARY:	
Date	Description
Jan 18, 2023	Attended J.F.Dion PAC Mtg
Jan 20, 2023	Attended Board Mtg in person, sworn in.
Jan 27, 2023	Attended Elizabeth’s school Principal Advisory Committee Mtg
Jan 31, 2023	Attended Elizabeth’s Healthy Eating Presentation & lunch



NORTHLAND SCHOOL DIVISION
Monthly Financial Report
as of January 31, 2023

REVENUE	Annual Budget	Year to Date			%
	2023	Budget	Actual	Difference	
Alberta Education	\$ 46,890,061	\$ 19,537,525	\$ 18,000,130	\$ (1,537,395)	(8)
Federal Government & First Nations	9,128,840	3,803,683	4,036,788	233,105	6
Other Revenue	1,045,909	435,795	694,978	259,182	59
	<u>\$ 57,064,810</u>	<u>\$ 23,777,004</u>	<u>\$ 22,731,896</u>	<u>\$ (1,045,108)</u>	(4)
EXPENSES					
Schools	\$ 21,689,407	\$ 9,037,253	\$ 10,015,648	\$ (978,395)	(11)
Instructional Support	6,488,435	2,703,515	2,416,430	287,084	11
Instructional Supply	7,771,603	3,238,168	919,276	2,318,892	72
Transportation	3,600,000	1,500,000	1,661,732	(161,732)	(11)
Operations and Maintenance	9,272,374	3,863,489	3,765,395	98,094	3
External Services	3,898,909	1,624,545	2,041,674	(417,128)	(26)
System Administration	2,557,495	1,065,623	1,132,736	(67,113)	(6)
Corporate Board	553,750	230,729	200,309	30,420	13
Insurance (Buildings)	917,797	382,415	382,415	-	0
	<u>\$ 56,749,770</u>	<u>\$ 23,645,738</u>	<u>\$ 22,535,616</u>	<u>\$ 1,110,122</u>	5
NET SURPLUS (DEFICIT)	<u>\$ 315,040</u>	<u>\$ 131,266</u>	<u>\$ 196,280</u>	<u>\$ 65,014</u>	

VARIANCE ANALYSIS

Overall - At the end of the fifth month of the year we are on track for a positive result as planned.

With 42% of the year complete both revenues (39.8%) and expenses (39.7%) are under budget

Revenue

Revenues are on track with the budget, with one major grant pending receipt (-4%).

First Nation revenues have been accrued pending final billing.

Other revenue includes SGF and donations, which fluctuate based on activity.

Expenses

Expenses are slightly under budget (5%) due to decreases in travel and timing variances.

Schools are slightly over budget (11%) with revised rates, additional Jordans staff and cost increases.

Operations and Maintenance is being watched closely (net 3% under budget), due to the utility and maintenance cost pressures.

Insurance has become a major cost with risks being managed more closely to continue to contain premiums.

Salaries and Benefits Detail

	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Certificated salaries and benefits	\$ 18,546,861	\$ 7,727,859	\$ 7,971,851	\$ (243,992)	(3)
Uncertificated salaries and benefits	\$ 13,936,798	\$ 5,806,999	\$ 7,210,634	\$ (1,403,634)	(24)
	<u>\$ 32,483,659</u>	<u>\$ 13,534,858</u>	<u>\$ 15,182,485</u>	<u>\$ (1,647,627)</u>	(12)

Housing

(Phase 1) 24 units are completed

(Phase 2) 10 units are in process (pending final inspection)

(Phase 3) 2 duplexes, a triplex and a single Ready to Move home are under construction with site work underway.

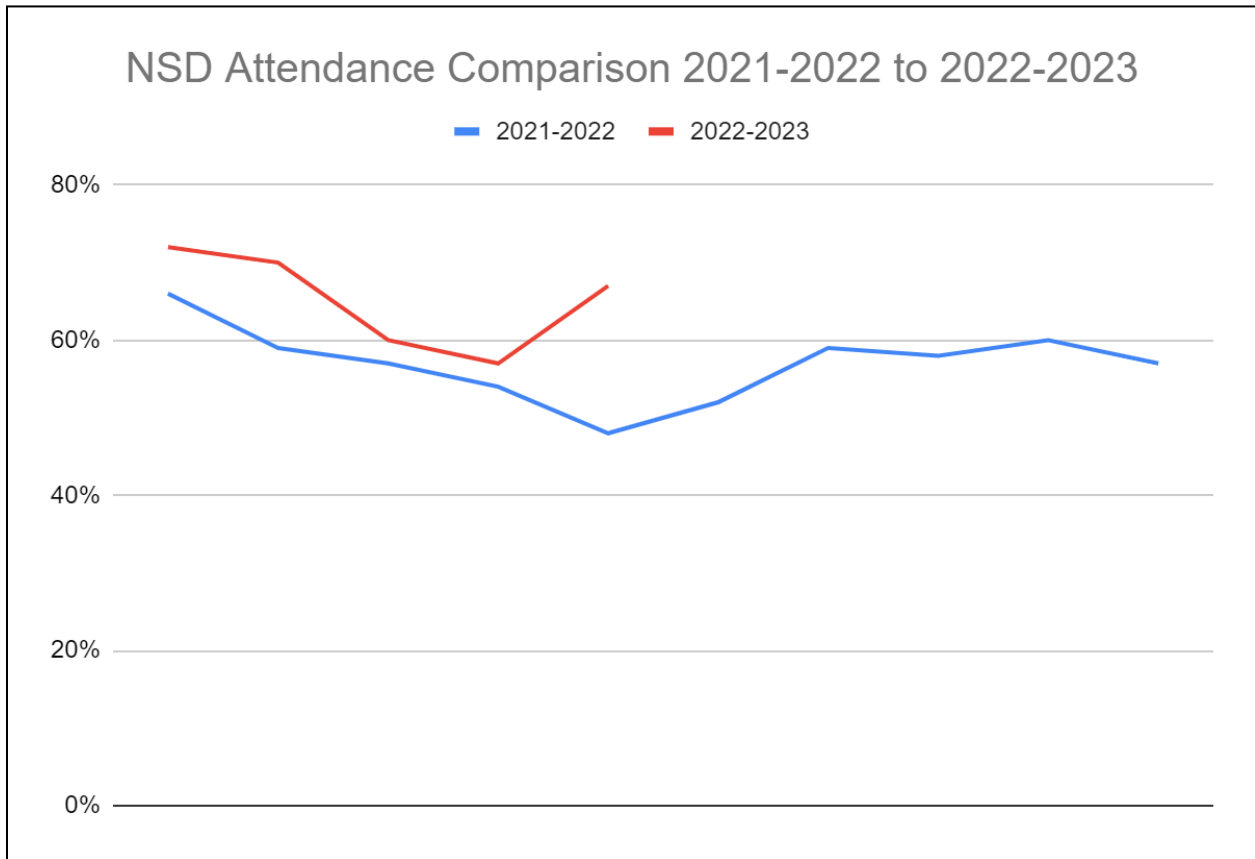


The Northland School Division

Director of Student Engagement, Attendance and Completion Board Attendance Report February 2023

Monthly Attendance Rates from previous year to current year (2021-2022 to 2022-2023)
Strategy 1.1: Standardize attendance tracking processes

Month	2021-2022	2022-2023	Difference
September	66%	72%	6%
October	59%	70%	11%
November	57%	60%	3%
December	54%	57%	3%
January	48%	67%	19%



January Highlights

- All grade divisions had an increase from December to January. The high school (grade 10-12) had the largest increase of 12%.
- The first division-wide CTS week was January 23-27 and was very well attended.
- Fourteen schools had an increase in attendance from December to January.
- Nine schools celebrated attendance rates of 75% or more in January.

January 2022 and January 2023 attendance rates by individual school

School	Jan 2022	Jan 2023
Anzac	73%	82%
Bill Woodward	67%	75%
Bishop Routhier	46%	77%
Calling Lake	49%	54%
Chipewyan Lake	50%	67%
Conklin	62%	74%
Elizabeth	60%	76%
Father R Perin	27%	60%
Gift Lake	53%	66%
Grouard Northland	61%	78%
Hillview	51%	77%
JF Dion	63%	83%
Mistassiniy	33%	59%
Northland Online	56%	40%
Paddle Prairie	49%	60%
Pelican Mountain	68%	76%
St. Theresa	75%	75%
Susa Creek	53%	64%

Individual School Attendance rates by percentile 2022-2023 Month by Month

School	Sept	October	November	December	January
Anzac	86%	82%	76%	78%	82%
Bill Woodward	74%	72%	65%	66%	75%
Bishop Routhier	76%	80%	56%	48%	77%
Calling Lake	67%	67%	58%	51%	54%
Chipewyan Lake	62%	77%	83%	80%	67%
Conklin	84%	87%	75%	79%	74%

Elizabeth	84%	86%	69%	69%	76%
Father R Perin	67%	67%	44%	29%	60%
Gift Lake	72%	68%	60%	49%	66%
Grouard Northland	84%	84%	71%	67%	78%
Hillview	82%	78%	66%	71%	77%
JF Dion	83%	82%	71%	70%	83%
Mistassiniy	63%	55%	46%	51%	59%
Northland Online	56%	47%	34%	41%	40%
Paddle Prairie	64%	66%	59%	45%	60%
Pelican Mountain	77%	76%	66%	63%	76%
St. Theresa	77%	77%	71%	66%	75%
Susa Creek	78%	91%	62%	64%	64%

Individual School Attendance rates by percentile for January 2023

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	28%	17%	14%	16%	16%	6%	4%
Bill Woodward	20%	9%	21%	10%	15%	13%	10%
Bishop Routhier	15%	17%	22%	17%	11%	7%	11%
Calling Lake	8%	6%	9%	16%	8%	11%	41%
Chipewyan Lake	0%	0%	39%	11%	28%	0%	22%
Conklin	18%	41%	12%	0%	0%	0%	29%
Elizabeth	15%	15%	25%	16%	10%	9%	9%
Father R Perin	5%	7%	20%	13%	9%	16%	30%
Gift Lake	10%	15%	14%	14%	10%	13%	23%
Grouard Northland	14%	24%	28%	14%	10%	0%	10%
Hillview	29%	23%	13%	6%	3%	6%	19%
JF Dion	20%	30%	22%	8%	6%	6%	8%
Mistassiniy	7%	7%	13%	15%	10%	13%	35%
Northland Online	7%	0%	9%	15%	9%	2%	58%
Paddle Prairie	2%	6%	17%	17%	14%	17%	27%
Pelican Mountain	0%	18%	45%	9%	9%	9%	9%
St. Theresa	20%	13%	23%	11%	11%	7%	14%
Susa Creek	6%	6%	15%	12%	21%	18%	21%

Attendance % by grade division (K-3, 4-6, 7-9 and High School) for January 2023

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
September	75%	79%	69%	60%
October	74%	78%	66%	54%
November	66%	69%	56%	48%
December	61%	61%	54%	47%
January	72%	72%	60%	59%

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 Attendance
Anzac	Amy Savill	82%
Bill Woodward	Amy Savill	75%
Bishop Routhier	Sheldon Bossert	77%
Elizabeth	Tegan Vacheresse	76%
Grouard Northland	Michelle Deering	79%
Hillview	Rosalind Best	77%
JF Dion	Angela Sanregret	83%
Pelican Mountain	Cindy Moore	76%
St Theresa	Shelley Stevenson	75%

Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of January 2023)

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

Grade Level	Name	School
K-3	Zoe Durocher	JF Dion
4-6	Flower Halcrow	Grouard
7-9	Khayelle Mirabete	Mistassiniy
10-12	Jasmine Landis	Bill Woodward



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

SUBMITTED BY: Murray Marran, Associate Superintendent of Human Resources

ORIGINATOR:

SUBJECT: Monthly Enrolment Report

REFERENCE(S):

ATTACHMENTS: Monthly Enrolment Report - February 7, 2023

RECOMMENDATION:
THAT the Board of Trustees receive as information, the January 2023 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 2022-2023

Schools	May 31st 2022	Sept 30, 2022	Oct 2022	Nov 2022	Jan 2023	Feb 2023
Anzac Community School	94	91	91	91	90	90
Bill Woodward School	86	104	104	104	101	97
Bishop Routhier School	54	50	52	52	52	46
Calling Lake School	122	121	122	116	116	120
Career Pathways School	77	109	113	123	122	125
Chipewyan Lake School	22	18	18	20	20	18
Conklin Community School	18	14	14	14	15	17
Elizabeth School	86	81	78	80	81	79
Father R. Perin School	80	79	80	80	80	77
Gift Lake School	113	132	136	133	134	136
Grouard Northland School	34	28	28	29	30	29
Hillview School	21	24	24	24	30	31
J.F. Dion School	67	58	58	53	52	50
Mistassiniy School	290	330	333	327	321	319
Northland Online School	69	36	37	42	52	60
Paddle Prairie School	107	117	115	115	112	116
Pelican Mountain School	17	9	13	12	12	11
St. Theresa School	262	245	244	256	260	254
Susa Creek School	28	26	26	28	29	33
TOTAL	1647	1672	1686	1699	1709	1708



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: Professional Improvement Leave 2023-2024

REFERENCE(S): NSD Collective Agreement (2018-2020)

ATTACHMENTS:

RECOMMENDATION:

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

BACKGROUND:

The Northland School Division has not received any applications for Professional Leave for the 2023-2024 school year.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: ASBA Edwin Parr Teacher Nomination Awards

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees receive as information the Alberta School Board Association (ASBA) Edwin Parr Teacher Awards, as attached.

BACKGROUND:

Each year, the ASBA recognizes six excellent first-year teachers across the province. Eligible candidates must meet the award parameters:

- First year Kindergarten to Grade 12 teachers
 - First year teaching experience must be completed in Alberta with a school board that is a member of the ASBA and a minimum of 100 full-time equivalent days of teaching service within the current school year.
 - A teacher must have up to a maximum of 120 full time equivalent days of teaching service prior to signing a contract
 - A teacher must hold an Interim Professional Certificate or other valid Alberta teaching authority.
- Individuals are nominated by the following process:
 - The initial identification and selection of the nominee will be made by the nominee's school board. Each school board may only nominate one candidate for submission to their associate Zone Chair.
 - Each Zone will then select one nominee as the zone recipient of the award.
- A zone-level celebration will be hosted by each zone prior to provincial recognition by ASBA.
- Deadline for nomination is **March 17, 2023**.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: ASBA Friends of Education Award
REFERENCE(S):
ATTACHMENTS:

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

BACKGROUND:

Each year, the ASBA recognizes individuals or organizations that have made a significant contribution to education in communities across Alberta.

Nominees must demonstrate a significant contribution to education and a commitment to the improvement of education for Alberta students.

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.

Each zone will host a recognition event for all nominees.

- Deadline for nomination is **March 17, 2023**.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: PSBAA Awards Nomination

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees receive as information the Public School Boards' Association Awards (PSBAA), as attached.

BACKGROUND:

Each year, the PSBAA recognizes individuals and/or organizations for various awards.

- Advancing Association Business and Initiatives
 - This award is presented to members (past or present) whose significant contributions to the important work of the Association should be recognized
- Dick Baker Legacy Award
 - This award is presented annually to one public school trustee, whom over their career in public education have modeled the following values:
 - integrity in their work as a trustee, compassion for the children, families and communities that they serve,
 - respect for the stewardship of the trust that is public service for public education;
 - mentoring of fellow public school trustees, senior administrators, and community leaders; leadership that results in a positive, significant and lasting impact on public education within and across Alberta;
 - modeling leadership that engages both the heart and mind in always placing children first.
- Promoting and Advancing One or More of the Calls to Action of the Truth and Reconciliation Commission of Canada in Relation to Education within Alberta
 - This award is presented to an individual(s) or organization(s) engaged in promoting and advancing one or more of the Calls to Action of the Truth and Reconciliation Commission of Canada in relation to education with Alberta.
- Special Contribution to Public Education

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

- This award is presented to a Public School Board, Trustee(s), Senior Administrator(s) or member of the public who has made a special contribution to Public Education.
 - Special Contribution to Public Education: Media
 - This award is presented to individuals engaged in the media and/or media outlets including but not limited to social media, newspapers, reporters, and other media sources who have made a special contribution to Public Education.

 - Deadline for nominations is **March 31, 2023**.
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NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

ORIGINATOR: Cathy Wanyandie, Board Chair

SUBJECT: Policy 7 Board Governance and Operations

REFERENCE(S):

ATTACHMENTS: Policy 7 Board Governance and Operations

RECOMMENDATION:

THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorize Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 7 Board Governance and Operations, as attached.

BACKGROUND:

RISK ANALYSIS:

POLICY 7 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 organizational 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 "closed session ~~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~~ in a closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

Presentations at Board meetings by members of the public, students and staff can enhance the 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 ~~Ten~~ Nine (~~10~~ 9) wards can be established within the Northland School Division. ~~Ten~~ Nine (~~10~~ 9) wards were established for the 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.
- 1.4 Filling Vacancies
 - 1.4.1 During the 3 year period immediately following an election, a by-election need not be held if there is only one vacancy on the board, and
 - 1.4.2 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.

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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.

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 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 is 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 2 days prior to the date of the meeting or 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

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 closed session** ~~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 **to a closed session** ~~in-camera~~ and will meet all requirements of **a closed** ~~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.

POLICY 7 BOARD GOVERNANCE AND OPERATIONS

6. In-Camera **Closed** 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 “**closed session**/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 closed sessions**, ~~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 **closed session** ~~in-camera~~:

- 6.1.1 Is it in the public interest to move to **a close session** ~~in-camera~~ to have these discussions?
- 6.1.2 Can the need to move to **a closed session** ~~in-camera~~ be articulated by way of a resolution proposed to move **to a closed session** ~~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 a closed session** ~~in-camera~~?

6.2 The Board may convene **in a closed session** ~~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 **The** 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

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 **closed session** ~~in-camera~~ meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting **in a closed session** ~~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 closed session** ~~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 **closed** ~~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

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 **the** 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;

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

- 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.

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

- 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:

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

- 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 or designate.
- 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.

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 at the Board of Trustees' discretion.
- 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;

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

- 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 on 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

POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 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 the Board or committee discussion of the subject matter which may place the trustee in a 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 are 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,



POLICY 7

BOARD GOVERNANCE AND OPERATIONS

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 17, 2023

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

ORIGINATOR: Cathy Wanyandie, Board Chair

SUBJECT: Policy 7 Appendix A: Schedule of Rates

REFERENCE(S):

ATTACHMENTS: Policy 7 Appendix A: Schedule of Rates

RECOMMENDATION:

THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorize Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 7 Appendix A: Schedule of Rates, as attached.

BACKGROUND:

RISK ANALYSIS:

POLICY 7 - APPENDIX A
SCHEDULE OF RATES

A. TRUSTEE COMPENSATION	TRUSTEE HONORARIA
<p>1. Meetings:</p> <ul style="list-style-type: none"> ● Board Chair (per day) <ul style="list-style-type: none"> ○ Greater than 8 hours - the Board Chair will use their discretion. For example: 10 hours would be \$281.25 ○ 1.0 day (greater than 4 - 8 hours) ○ .5 day (greater than 2 -4 hours) ○ .25 day (up to 2 hours) ● Trustee (per day) <ul style="list-style-type: none"> ○ Greater than 8 hours - the Board Chair will use their discretion. For example: 10 hours would be \$281.25 ○ 1.0 day (greater than 4 - 8 hours) ○ .5 day (greater than 2-4 hours) ○ .25 day (up to 2 hours) ● Elder attendance (only when Elder has been invited by the Board to attend a meeting or event). 	<p>\$225.00 \$112.50 \$56.25</p> <p>\$225.00 \$112.50 \$56.25</p> <p>\$200 per diem</p>
B. EXPENSES	AMOUNT
<p>1. Travel</p>	<p>\$0.61/km (effective April 1, 2022 March 1, 2023) \$0.68/km - after 5,000km either reduce the rate to \$0.62/km or if \$0.68/km is maintained after 5,000km, a taxable benefit is required by CRA; NSD will issue T4A's at tax time.</p>
<p>2. Regular Meal Rate: (The Division will not reimburse for the purchase of any alcohol)</p> <p style="padding-left: 40px;">Breakfast Lunch Dinner</p> <p>Or with receipts to a reasonable amount</p>	<p>\$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)</p>
<p>3. Accommodation: (receipts required)</p> <p style="text-align: right;">Without Receipts *</p>	<p>\$40.00</p>

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

POLICY 7 - APPENDIX A SCHEDULE OF RATES

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:

- 1.1 075 - 149 km = 1/4 Travel day
- 1.2 150 - 349 km = 1/2 travel day
- 1.3 350+ = 1 travel day

2. Benefits

- 2.1 Blanket Life Insurance will be available for to 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 17, 2023
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Cathy Wanyandie, Board Chair
SUBJECT: Policy 3 Appendix A: Services, Materials and Equipment to Trustees
REFERENCE(S):
ATTACHMENTS: Policy 3 Appendix A: Services, Materials and Equipment to Trustees

RECOMMENDATION:
THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorize Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 3 Appendix A: Services, Materials and Equipment to Trustees, as attached.

BACKGROUND:

RISK ANALYSIS:

POLICY 3 - APPENDIX A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees will be equipped ~~Trustees shall be provided~~ with the following services, materials, and equipment from within the Board governance budget while in office (generally by electronic access, paper copies may be provided if requested):

1. Reference

Access to:

- 1.1 The Education Act, the Regulations, and related documents
- 1.2 The Northland School Division Act
- 1.3 Board Policy Handbook and Administrative Procedures Manual
- 1.4 Current Division documents
 - 1.4.1 Budget
 - 1.4.2 Capital Plan
 - 1.4.3 Three-Year Education Plan/Report
 - 1.4.4 Collective Agreements
 - 1.4.5 Audited Financial Statements
- 1.5 School year and meeting calendars
- 1.6 Current telephone listings of schools and principals
- 1.7 Alberta School Boards Association (ASBA) membership services

2. Communications/Public Relations

- 2.1 Notification of significant media events
- 2.2 Name tags, business cards, and lapel pins
- 2.3 Key messages as required
- 2.4 Individual and Board photographs (for Division use)

3. Administrative/Secretarial Services through the Superintendent

- 3.1 Access to interoffice mail
- 3.2 Conference registration, travel, and accommodation arrangements
- 3.3 E-mail address and service support
- 3.4 Photocopying and related secretarial services
- 3.5 Coordination of events sponsored by the Board

POLICY 3 - APPENDIX A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

4. Equipment

- 4.1 Trustees will be equipped with standard office equipment to assist in Division communications. This office equipment may include a laptop computer ~~or chrome book~~ and ~~may include~~ a printer/fax/copier. The need for a printer/fax/copier shall be determined in consultation with each trustee.
- 4.2 Monthly day timer and leather portfolio.
- 4.3 Trustees may claim for **the** expense of toner and paper.
- 4.4 An outgoing trustee will return the Board provided office equipment within seven (7) days following an election ~~or~~ resignation **or no longer a trustee for the Division.**
- 4.5 If desired, trustees may purchase the Board provided office equipment at fair market value at the end of their term once it has been reformatted.
- 4.6 A replacement program for the Board provided office equipment will be established.
- 4.7 All Board provided office equipment will be maintained by the Division.
- 4.8 A record of office equipment on loan to each trustee will be kept on file.
- 4.9 Due diligence must be utilized to ensure the security of the office equipment and data.

5. Service/Retirement Awards

- 5.1 Service awards will be presented for every four (4) years of service as a trustee.
- 5.2 Awards will be given in recognition of completed years of service as a trustee, as follows:
 - 5.2.1 A four (4) year service pin.
 - 5.2.2 An eight (8) year service pin.
 - 5.2.3 A twelve (12) year service pin.
 - 5.2.4 A sixteen (16) year service pin.
 - 5.2.5 A twenty (20) year service pin and a suitable memento of approximately one hundred and fifty dollars (\$150.00) in value.
 - 5.2.6 For each term beyond twenty (20) years of service, a pin and a suitable memento.
- 5.3 The Superintendent will ensure **that the** service records of trustees are kept accurate and current. Based upon these records, ~~the list of recipients will be presented by the Superintendent~~ **will present the list of recipients** to the Board by April 30 of each year that an award(s) applies.
- 5.4 Service awards will be assembled by the Board Chair or designate, assisted by the Superintendent or designate.
- 5.5 Service awards will be presented by the Board Chair at a time and place determined by the Board Chair.



POLICY 3 - APPENDIX A SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 222 Education Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Uninterruptible Power Supply (UPS) Capital Project
REFERENCE(S):
ATTACHMENTS: UPS Capital Project Proposal

RECOMMENDATION:
THAT the Board of Trustees approve the purchase of UPS devices in the amount of \$330,795 plus GST, with the funds coming from the capital budget.

BACKGROUND:

UPS systems is an electrical apparatus that provides emergency power to a load when the input power source or main power fails. This device provides near instantaneous protection from input power interruptions, by supplying energy stored in batteries.

This project involves installing new UPS systems at all sites across the Division to provide reliable back up power to critical infrastructure devices in schools. These devices include the file server, camera server, switches, routers, Supernet device, access points, phones, security cameras and PA systems. The current solutions are outdated and reliability has degraded to the point that current equipment is not protected to the degree that we need. In addition, the current UPS in schools that have them do not provide an adequate power supply time and many are non-functional and need replacement.

This project would begin in late February or early March and will run through the 2023-2024 school year, with the bulk of the work being completed over the summer and other holiday breaks to avoid disruption to the schools. The estimated completion date for the project is June 30, 2024.

RISK ANALYSIS:

UPS Capital Project Proposal



Description of Project:

An uninterruptible power supply or uninterruptible power source (UPS) is an electrical apparatus that provides emergency power to a load when the input power source or mains power fails. A UPS differs from an auxiliary or emergency power system or standby generator in that it will provide near-instantaneous protection from input power interruptions, by supplying energy stored in batteries.

This project involves installing new UPS systems at all sites across the division to provide reliable backup power to critical infrastructure devices in schools. These devices include the file server, camera server, switches, routers, Supernet device, access points, phones, security cameras, and PA systems. The current solutions are outdated and reliability has degraded to the point that current equipment is not protected. Also, the current UPS in schools that have them do not provide an adequate power supply time and many are non-functional and need replacement.

Expected Benefits:

- Safeguards against power anomalies (interruptions, spikes, dips, surges) that damage equipment and data by providing a clean and consistent power supply
- Provides adequate power during outages for the continued use of wifi, laptops, and student Chrome devices
- Supports the continued use of school emergency cellular phones on wifi calling in areas that do not have reliable cellular service
- Ensures business continuity in remote communities where power fluctuations and outages are frequent
- Reduces the need for onsite visits to identify and correct server issues caused by frequent power outages

Project Cost:Unit Cost

120V APC Smart-UPS = \$5,399.90

240V APC Smart-UPS = \$7,900.00

Electrical upgrade to facilitate
installation of new UPS = \$2,500.00

Project Cost

50 120V UPS: 50 X \$5,399.90 = \$269,995.00

2 240V: 2 X \$7,900.00 = \$15,800.00

Electrical upgrades
at 18 sites: 18 X \$2,500.00 = \$45,000.00

Total Project Cost = **\$330,795.00**

Project Timeline:

The project would begin in February of 2023 and run through the 2023/2024 school year with the bulk of the work being completed over the summer and other holiday breaks to avoid disruption to schools. The expected final completion date for the project would be June 30th, 2024.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023

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

SUBJECT: Ward 8 Nomination & By-election
Notice of Nomination Day

REFERENCE(S): Education Act S. 73, Local Authorities Election Act S. 25,
Northland School Division Act S. 8 and S. 9

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve March 20, 2023 as Nomination Day ending at 12 noon, and April 17, 2023 as the By-election date for Ward 8, as presented.

BACKGROUND:

The Local Authorities Election Act (LAEA) outlines the by-election process. The by-election date is set by the Board and the timeline is derived from this.

Administration suggests to the Board that the election be timed at least 7 weeks after the Board motion is passed. This leaves one week lead time for advertising, then per statute there are two weeks to advertise Nomination Day with the by-election to follow four weeks later .

A person may file a nomination to become a candidate beginning on the day after the by-election resolution is passed and ending at 12 noon on Nomination Day.

The Act requires that notice be provided by publishing at least once a week in each of the 2 weeks before nomination day the prescribed notice in a newspaper or other publication circulating in the area.

Under the LAEA, the board secretary is deemed to be the Returning Officer.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** FEBRUARY 17, 2023
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: 2023-2024 School Calendar
REFERENCE(S):
ATTACHMENTS: 2023-2024 School Calendar

RECOMMENDATION:
THAT the Board of Trustees approve the 2023-2024 school calendar, as presented.

BACKGROUND:
The Board has the responsibility to set the school division calendar as per section 60 of the Education Act.

The Board approved a draft calendar at their January 20, 2023 board meeting, which was then circulated to the school principals and teachers to gather feedback from staff.

RISK ANALYSIS:
Administrative Procedure 130 - School Year states that the Board must approve an official Division Calendar by its March board meeting. At this time, schools can start developing their Instructional Delivery Plans for the upcoming school year, including establishing their local calendars.



Northland School Division 2023-2024 SCHOOL YEAR CALENDAR PROPOSAL 2

2023

August

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

- New Principal Orientation August 28-31, 2023
- New Teacher Orientation
- Administrators' Meeting August 30, 2023 @ 8:30 a.m.
- **School Organization Days**
All Teachers Back Aug 28 – 31, 2023

September

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

- Sept 1: Division PD Day
- Sept 4: Labour Day - School Closed
- Sept 5: First Day for Students

October

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

- Oct 9: Thanksgiving Day - Schools Closed
- Oct 27: Division PD Day - No Classes

November

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

- Nov 1: Metis Settlement Proclamation Day - Schools Closed
- Nov 13: Professional Learning Day - No Classes

December

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

- Dec 18 - 29: Christmas Break-Schools Closed

2024

January

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

- Jan 3: School Resumes
- Jan 29: Professional Learning - No Classes

February

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

- Feb 12: Professional Learning- No Classes
- Feb 13: In-lieu Day for Interviews - Schools Closed and No Classes
- Feb 14: Travel Day - Schools Closed
- Feb 15 to 16: Teachers' Convention - Schools Closed and No Classes
- Feb 19: Family Day - Schools Closed

March

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

- March 18: Division PD Day – No Classes
- Mar 28: Last day of classes before Spring Break
- Mar 29: Good Friday – Schools Closed

April

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

- April 1-5: Spring Break - Schools Closed
- April 8 - School Resumes

May

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

- May 17: Wellness Day – No School
- May 20: Victoria Day - Schools Closed

June

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

- June 21: Indigenous Peoples Day – No School
- June 27: Last Day for Students
- June 28: Organization Day

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



Northland School Division 2023-2024 SCHOOL YEAR CALENDAR PROPOSAL 2

179 Instructional Days (Green)
192 Operational Days

Please assign to your available instructional days:

2 Local PD Days
2 Wellness Days (To be taken in Semester 2)
= 175 Instructional Days

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

Minimum Hours of Instruction:

ECS = 475 hours;
Elementary (1-9) = 950 hours;
High School = 1000 hours.

School Organizational Days

Monday, August 28, 2023
Tuesday, August 29, 2023
Wednesday, August 30, 2023
Thursday, August 31, 2023
Friday, September 1, 2023
Friday, June 28, 2024

Key things to remember:

- Aligned with High Prairie School Division
 - HPSD is looking at having a fall break tentatively November 9-13, 2023
- Diploma Exams are tentatively scheduled for January 10-12, 2024



BOARD CHAIR HIGHLIGHTS

February 10, 2023

Corporate Board Expense Summary

As of February 10, 2023

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250.00	60,299.50	69,950.50
Trustee Benefits	40,000.00	22,067.47	17,932.53
In Service Board of Trustees	6,000.00	10,865.17	(4,865.17)
Legal Fees	50,000.00	1,668.27	48,331.73
Professional Services		6,154.60	(6,154.60)
Advertising	1,700.00	0.00	1,700.00
Membership Fees (ASBA/PSBAA)	33,000.00	22,100.23	10,899.77
Office Supplies	2,000.00	87.92	1,912.08
Printing & Binding	2,700.00	933.17	1,766.83
Postage	600.00	93.98	506.02
Travel and Subsistence	125,250.00	73,294.06	51,955.94
Travel and Subsistence - Meetings			
Ward 1		8,148.09	
Ward 2		15,906.22	
Ward 3		5,118.14	
Ward 4		5,508.82	
Ward 5		618.89	
Ward 6		6,391.64	
Ward 7		6,927.09	
Ward 8		851.30	
Ward 9		6,856.64	
Liability Insurance	250.00	0.00	250.00
Telephone	6,000.00	2,755.10	3,244.90
Awards	35,000.00	10,028.95	24,971.05
Furniture and Equipment	10,000.00	0.00	10,000.00
Visa Purchases	91,000.00	23,146.95	67,853.05
Elections	60,000.00	3,720.46	56,279.54
TOTAL	593,750.00	237,215.83	356,534.17



ANNUAL FAMILY
CONFERENCE

April 14-15, 2023

Fantasyland Hotel, Edmonton, AB

Families the HEART of
community

Inclusion Alberta

WORKSHOP

Friday, April 14 | 9 am – 4:30 pm

Trauma Informed Support and the Path to Healing

Presenter: Karyn Harvey, Ph.D. Director, Training and Program Development, Park Avenue Group, Baltimore, Maryland

Historically individuals with developmental disabilities identified as having behavioural challenges were not treated and supported with the understanding that as human beings their behaviour was a reflection of trauma and the impact of that trauma on their emotional well-being and sense of self. Individuals with developmental disabilities experience more trauma in their lives than those without disabilities being more vulnerable to loneliness, exclusion and rejection including abuse and violence, for example, from being placed in seclusion or subjected to physical restraints. It is essential we all learn to a greater degree the sources of trauma and its effects in the lives of persons with developmental disabilities, how to prevent trauma and more importantly, how to enable individuals to move through healing to living lives of belonging and inclusion.

This engaging workshop will provide a critically important view of trauma from the very perspective of the lives of people with development disabilities. Karyn will explore the sources of trauma and the effects of that trauma on both a biological and psychological level. Loneliness and the lack of a positive self-identity have only more recently been recognized for the trauma they produce and what is needed to either prevent or remedy these

effects. Karyn will also share and explore with participants key ingredients for healing on both a programmatic as well as individual level. The positive identity approach to healing she developed will be introduced and illustrated via case studies.

This workshop will be on value and interest to everyone who supports and works with individuals with developmental disabilities wherever that support that takes place, those responsible for the provision and/or funding of community services, as well as allied professionals, family members, friends, and persons with developmental disabilities.

Karyn Harvey has worked as a clinician in the field of intellectual disabilities for over 35 years. She has her Ph.D. in Applied Developmental Psychology from the University of Maryland. She has published articles about therapeutic interventions with individuals with intellectual and developmental disabilities (IDD), workbooks for individuals with IDD and two books. Her first book, *Positive Identity Development* was published in 2009 and *Trauma – Informed Behavioral Interventions*, published in 2011.

Her third book, *Trauma and Healing* will be released in 2023 by AAIDD (American Association on Intellectual and Developmental Disabilities). She is the Director of Program Development and Training for the Park Ave Group practice where she does both individual and group therapy with people with intellectual disabilities. In addition, she regularly conducts trainings on trauma-informed support for people with IDD, trauma-informed leadership, and trauma-informed behavioral interventions for both state, provincial and individual organizations throughout the US and Canada.

For more information visit karynharvey.org.

President's Reception

Friday night, from 7pm – 9pm, Inclusion Alberta hosts its annual President's Reception. Join us at this motivating celebration of community inclusion where we will honor individuals and organizations that have made extraordinary contributions to the lives of children and adults with developmental disabilities. Many find the President's Reception to be an inspiring celebration of community inclusion.

Family Celebration Dance

Join us on Saturday evening from 7:30 to 11:00 pm in the Fantasyland Hotel Ballroom for a 'funtastic' family dance, finger foods and celebration. Even if you don't like to dance, it's a great opportunity to connect and celebrate. A spectacular band will keep everyone entertained and active. Although there will be entertainment for children, parents are responsible for their supervision – Childcare and Teen Club are not provided. If you wish to attend this event, please indicate this on the registration form. Please note dinner will NOT be provided but snacks, finger foods and soft drinks will be available along with a cash bar. For dinner there are numerous restaurants and a food court in the mall if you'd like something to eat before the family celebration dance.

Friday, April 14 | 9 am – 4:30 pm

WORKSHOP

Including Students with Developmental Disabilities and ASD in STEM Using a Universal Design for Learning (UDL) Framework

Presenter: Vicki Knight, Ph.D., Associate Professor, Researcher, Director of The Centre for Interdisciplinary Research and Collaboration in Autism (CIRCA), University of British Columbia

This interactive workshop by Dr. Knight will focus on practical methods for teaching Science, Technology, Engineering, and Math (STEM) across grade levels to students with developmental disabilities and ASD in inclusive classrooms through the lens of Universal Design for Learning (UDL). The “three block model” of UDL includes methods for building classroom climate and school-based social and emotional skills, including developing students’ sense of belonging / connectedness, social skills and understanding related to interpersonal connections, and ability to work collaboratively with others.

Vicki will demonstrate how to include students with disabilities in STEM courses and curriculum within the planning, instructional, and assessment stages, using both innovative and “tried and true” methods. She will highlight a step-by-step model of instruction that can be used throughout all grade levels and inclusive classrooms. Teachers, educational assistants, administrators and parents will walk away with a deeper understanding of how UDL can be applied to enable inclusion in STEM, from developing the “big ideas”, essential questions, and goals for all students in the classroom using unit and lesson plans. Ready-made resources, lesson plans, and assessments/rubrics will be shared along with videos, discussions, and role-playing.

Victoria (Vicki) Knight, Ph.D., is an Associate Professor in Special Education at the University of British Columbia and Director, Centre for Interdisciplinary Research and Collaboration in Autism (CIRA). Vicki has more than 25 years of experience working with students who have

autism spectrum disorder (ASD) and other developmental disabilities (DD). Dr. Knight began her career as an educational assistant in a fully inclusive setting and then obtained her master’s degree from the University of Northern Colorado so she could become a teacher working in inclusive environments. Dr. Knight became especially interested in the strength-based approach and witnessed how students with ASD and DD could excel in science, technology, engineering, and math (STEM). Wanting to better understand how students with ASD and developmental disabilities could be successfully included in STEM related subjects and what teachers could do to enable that success, Vicki obtained her doctoral degree. Her research interests include: (a) promoting learning of academic content, especially in the areas of science, technology, engineering, and math (STEM); (b) evaluation of the collateral benefits of inclusion in academics and applied sciences, and (c) evaluation and dissemination of evidence-based practices for students with disabilities. Dr. Knight was recently presented with a Research Award by the Council for Exceptional Children, Division of Autism and Developmental Disabilities for her impact and innovation in the field of ASD. She has published over 40 peer reviewed articles and presents internationally on these topics.

Two of Dr. Knight’s published research papers are: Knight, V., Wood, A. L., McKissick, B., & Kuntz, E. (2019). Teaching science content and practices to students with intellectual disability and autism. *Remedial and Special Education*, 1-14. Advanced online publication doi.org/10.1177/0741932519843998 and Knight, V., Collins, B., Spriggs, A., Sartini, E., & MacDonald, M. J. (2018). Teaching scripted and unscripted science lessons to children with intellectual disabilities and autism. *Journal of Autism and Developmental Disorders*, 48(7).

Children and Teens Welcome

Childcare and Teen Club have been a part of the Family Conference since its inception. Each day will be a new adventure filled with fun, inclusive play and hands-on experiences. The staff are quality caregivers/play consultants who will add a touch of magic to the day, while parents participate in the conference. A limited number of childcare spaces are available for children 12 and under and Teen Club spaces for children aged 13 to 19. When purchasing your Conference ticket(s) online, you will be able to purchase Childcare/Teen Club programming at a cost of \$25 per day per child or teen. Spaces are limited and will be filled on a first-come basis.

OPENING PLENARY Saturday, April 15 | 9 am – 10 am

Inclusion Begins and Ends with Relationships

Presenters: Vicki Knight, Ph.D., Associate Professor, Researcher, Director of The Centre for Interdisciplinary Research and Collaboration in Autism (CIRCA), UBC and Karyn Harvey, Ph.D., Director, Training and Program Director, Park Avenue Group, Baltimore, Maryland

This year's two Keynote Speakers in sharing this Plenary session will address how relationships are the fundamental building blocks upon which inclusion, a sense of belonging and a positive self-identity is built and sustained, whether in the classroom, at home, in the

community or the workplace. They will illustrate how all of us, whether as students, teachers, community members, co-workers, support staff or family members, have a critical role to play in ensuring belonging and a meaningful life.

YOUTH FOR INCLUSION Saturday, April 15 | 9 am – 4:30 pm (ages 16-22)

Youth for Inclusion is a youth-led initiative committed to amplifying the voice and experience of youth with developmental disabilities and exploring the power of collective advocacy and leadership in contributing to the broader movement for inclusion. Youth participants will participate in the opening plenary conversations

and join concurrent sessions from the larger conference. During the afternoon, participants will join sessions specifically for youth. Participants will explore leveraging their personal networks to advance the agenda of inclusion, heightening consciousness and informing social change within our spheres of influence. Topics for sessions

will include deinstitutionalization, inclusive employment and advocacy. We welcome youth with and without disabilities committed to social justice, action, advocacy, and inclusion to join us for this day!

Lunch is provided but space is limited so please ensure any interested youth complete the necessary Registration Forms.

The Closing Plenary will follow the Afternoon Sessions (see page 6).

CLOSING PLENARY Saturday, April 15 | 3:15 Pm – 4:30 pm

Celebrating the impact of the Family Leadership Series Provincially and Nationally

Moderator: Trish Bowman, Inclusion Alberta CEO

The first Family Leadership Series was held in 1999 with close to 600 family members, inclusive of individuals with developmental disabilities, participating to date, learning, sharing stories, and taking action. The Series, which consists

of 5 weekends over 8 months was conceived and developed with the purpose of enabling families to become more effective advocates with respect to their own family and to strengthen the leadership of our multi-generational collective efforts to advance social change. The value and power of the Series has been shared internationally, and Inclusion Canada has now chosen to support the Series to be offered to families across the country. Inclusion New Brunswick is the first province to have delivered the Series with the support of Inclusion Canada.

This Closing Plenary will highlight the life-changing sustained impact of the Series across its over 20 year history and its potential impact for Canadian families across the country. Sharing their stories will be family participants from the very first Series and more recent participants. We are also very excited to have with us a young family from Inclusion New Brunswick to share their experience as one of the first families to attend the series outside of Alberta.

Saturday, April 15 | 10:30 am – 12 pm

Fostering Belonging and Resiliency in the Lives of Individuals with Developmental Disabilities and their Families

Presenter: Karyn Harvey, Ph.D. Director, Training and Program Development, Park Avenue Group, Baltimore, Maryland

Individuals with developmental disabilities and their families face many challenges over the course of their lives. However, belonging and the capacity to be resilient in addressing both anticipated and

MORNING SESSIONS

unanticipated challenges can be immensely helpful in maintaining a positive identity and emotional well-being. Belonging is a feeling of being valued, wanted and connected. Belonging fosters resilience which can be described as the capacity to cope successfully when things don't go well. In this session Karyn will outline the 10 key dimensions that must be prominent in an individual and family's life for true belonging to foster resilience: present, invited, welcomed, known, accepted, supported, heard, befriended, needed, and loved.

First Nations People with Developmental Disabilities and their Families: Challenges and Possibilities

Presenters: Arnold Fox, Director, Blood Tribe Social Development and Tracy McHugh, Siksika Nation Tribal Councillor

Persons with disabilities face numerous hardships when it comes to equality in all facets of living an inclusive high quality of life. To date, many positive changes have

been made towards ensuring a standard quality way of life for the Canadian disabled population. However, First Nations persons with disabilities continue to face discrimination and racism throughout all levels of government. We see this through the denial of certain benefits based on where our people reside, lack of dollars and supports for inclusive education, community living, and employment, to name a few. Join us to discuss the current challenges, recent breakthroughs, and collaborative plans First Nations peoples and their communities in Alberta have been developing.

The Need for Vigilance and Advocacy: Current and ongoing risks to inclusion

Presenters: Bruce Uditsky, M.Ed., Inclusion Alberta CEO Emeritus and Trish Bowman, Inclusion Alberta CEO

While there is increasing public awareness of the pernicious harm of racism in its many forms, public understanding of the comparable harms posed by ableism in its many and at times subtle guises, goes unrecognized. There is an overwhelming body of

research and lived experience as to the benefits of an inclusive life and the power of immersion to that end in the normative pathways of family and community life. Yet, the segregation and congregation of individuals with developmental disabilities continues unabated with new and old forms of segregation continuing to appear and reappear often claiming to either be inclusive or a form of community. In this session we will call attention to several continuing and near future serious threats to inclusion and actions to be considered in opposition to these forces and developments.

Finding Your People: Intentional Efforts to Facilitate Relationships

Presenters: Dave, Kathy and Cole Gunderson, Billie Jack, Executive Director of Advocacy and Family Initiatives, and Catherine Oakleaf, Director of Advocacy and others

Meaningful, freely given relationships are one of life's true joys. Whether it's a best friend, a life partner or a gym buddy, we are all born to seek connection with others. Having meaningful relationships is an essential

and intimate part of everyone's daily life, which is no less true for individuals with developmental disabilities. Relationships and friendships encourage individual expression, dreams and passions and provide necessary natural support. Families, in their intentional effort to engage the community to ensure membership and belonging, create the conditions for relationships and friendships to emerge. Through the power of holding a vision for their family member with a developmental disability, this session will explore some deliberate actions families have taken for relationships to flourish.

AFTERNOON SESSIONS Saturday, April 15 | 1:30 pm – 3 pm

Including Students with Developmental Disabilities in Academic Subjects

Vicki Knight, Ph.D, Associate Professor, Researcher, Director of The Centre for Interdisciplinary Research and Collaboration in Autism (CIRCA), University of British Columbia

Dr. Knight will illustrate how inclusion in academics and the school community can be accomplished using the “three block model” of Universal Design for Learning. Too often parents are told their child can’t be meaningfully included in academic subjects, learn alongside their peers without disabilities and form friendships. Using videos and other resources Vicki will illustrate how inclusion in academics can be realized across grades and subjects.

The Growing Landscape of Inclusive Post-Secondary Education: Promising Possibilities

Presenters: Dave Gunderson, parent, Shawna Francis, Director – Inclusive Post-Secondary Education, Inclusion Alberta, and others

In over 35 years of partnering with post-secondary institutions across the province, the opportunities for learners with developmental disabilities in higher education remain endless. What initially began as a

group of families desiring more for their family members with developmental disabilities after high school has grown to over 20 post-secondary institutions across Alberta offering the opportunity for students with developmental disabilities to continue their education. This panel session will provide a brief overview of inclusive post-secondary education supports and share stories from families, faculty, and others committed to ensuring that students with developmental disabilities have every opportunity to experience all that post-secondary education has to offer.

Sustaining the Vision: What will happen when I’m gone?

Presenters: Karen Bartell, parent; Peter & Emily Harvey, family members; Sherri Husch Foote, parent, Wendy McDonald, Chief Operating Officer and parent; Dorris Bonora, Partner at Dentons

For parents of a child with developmental disabilities, this is an ever-present, often unspoken question that haunts us. How will we ensure a life of meaning and safety continues when we’re gone? Who will support

our family members to carry on the hard-fought vision of community inclusion and valued participation? What can we do to safeguard our family member’s life when we are no longer here to advocate for and shepherd the vision? While it is impossible to entirely know and guarantee the future, this panel session will provide an overview of some practical steps that can be considered, conversations to be had, and different approaches families have used to try and ensure a life of inclusion, meaning and belonging for their family member is sustained into the future.

The Election and Beyond: The Inclusion Movement’s Power for Systemic Change

Presenters: Philip Ney, M.P.A., Director of Community Engagement and Public Affairs, Inclusion Alberta, and Bruce Uditsky, M.Ed., Inclusion Alberta CEO Emeritus

When you or your family member experiences inclusion today you are standing on the shoulders of previous generations who fought for community-based and family directed supports. Our movement has achieved much by coming together to advocate collectively. And while the long-term changes we continue to seek are not

entirely dependent on election outcomes, elections are “can’t miss” critical opportunities to inform and influence candidates who will soon be leaders in government.

This session presents six issues with proposed solutions Inclusion Alberta is asking political parties and candidates to address. To enable you to add your voice more effectively to our movement for systemic change, we will share strategies you can employ to influence candidates now and, as importantly, politicians into the future. We will also share how you can use your story as an advocacy strategy to help leaders deepen their understanding of the issues and the necessity to take action.

FAMILY CONFERENCE PRICING

Please visit inclusionalbarta.org to purchase your Conference ticket(s) online. Ticket prices are inclusive of service fees.

Group pricing available on request. For group pricing inquiries please contact mail@inclusionalbarta.org.

Contact mail@inclusionalbarta.org if you require assistance or are experiencing any barriers in attending the Inclusion Alberta Family Conference, in areas such as (but not limited to) access to technology required to register for the Conference or financial barriers limiting your ability to cover Conference fees.

Hotel Information

For attendees coming from out of town and needing a hotel, Inclusion Alberta has secured special conference pricing at the Fantasyland Hotel (flh.ca). For rates and reservations, please call the hotel at 1-800-737-3783. Callers must mention that they are attending the "Inclusion Alberta Conference" to receive the negotiated rate or provide the group code number 6399333 by March 17th.

Early Bird (until Feb. 28) - Full Conference (INDIVIDUAL)	CA\$230.00
Early Bird (until Feb. 28) - Full Conference (FAMILY)	CA\$330.00
General Admission - Full Conference (INDIVIDUAL)	CA\$280.00
General Admission - Full Conference (FAMILY)	CA\$380.00
Friday Workshop - Karyn Harvey (INDIVIDUAL)	CA\$210.00
Friday Workshop - Karyn Harvey (FAMILY)	CA\$260.00
Friday Workshop - Vicki Knight (INDIVIDUAL)	CA\$210.00
Friday Workshop - Vicki Knight (FAMILY)	CA\$260.00
Saturday only (INDIVIDUAL)	CA\$210.00
Saturday only (FAMILY)	CA\$260.00
Youth for Inclusion Forum	CA\$30.00
Child Care/Teen Club (per day per child/teen)	CA\$25.00



Inclusion Alberta

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inclusionalberta.org



Alberta School Councils


 The logo for 'CONNECT' features the word in a white, lowercase, sans-serif font. The letter 'O' is replaced by a stylized green and white circular graphic with a dot in the center.

Delta Marriott Edmonton South


 A vertical graphic with the year '2023' in large, stylized numbers. The '0' is green, the '2' is purple, and the '3' is white. To the right, the text '21.22.23 APRIL' is written vertically in a small, black, sans-serif font.

Conference and Annual General Meeting

Providing development sessions, information sharing and resources for the school community, the event offers opportunity to engage in provincial education and network with others on school council.

The 2023 event will bring school councils in Alberta back together again, to CONNECT, in person. With shared experiences, challenges and growth, a fresh appreciation for community is anticipated. Celebrating the work of school councils to benefit student success, sessions will offer elements of wellbeing, resilience, school culture, inclusion, learning equity, curriculum, and honouring family.

The event is presented over three days, starting Friday afternoon, all day Saturday and Sunday, with options to purchase event passes or individual event tickets.

Attendees include parents, teachers, community members, students, trustees, principals, superintendents, government, and education organizations personnel.

Two pre-conference session workshops are offered on Friday starting at 12:00 pm for Fundraising Associations.

Saturday sessions, keynotes, and an evening banquet are presented prior to the Sunday business meeting and election of the ASCA Board of Directors.

Vendors with products, services and resources relevant to schools, communities and fundraising associations will be exhibiting. The Trade Fair operates Friday from 4 pm to 7 pm, as well as Saturday until 4 pm. Prizes are available to be won, by entering draws and contest activities.

Delta Marriott Edmonton South Conference Centre

4404 Gateway Boulevard
Edmonton AB T6H 5C2

Conference room rate is \$150 + tax for single/double occupancy.

Reserve before March 31, 2023.

Contact the hotel directly for reservations in the [Alberta School Councils group booking](#).

Phone 780.434.6415 or toll free 1.800.268.1133 [Website](#)

Visit www.albertaschoolcouncils.ca for schedule details and registration information.

Superintendent's Highlights

February 17, 2023

St. Theresa School Principal Nominated for the Canadian Distinguished Principal of the Year Award

Shelley Stevenson, principal of St. Theresa School has been nominated for the Canadian Distinguished Principal of the Year Award. Shelley has been with the Division for approximately 30 years. She has been a model of excellence when it comes to the commitment of learning, leadership and mentorship. In addition, Shelley has been nominated provincially for the Excellence in Teaching Award twice.



Shelley's professional development and growth experiences, both as a teacher and leader, is truly impressive.

Regional Aboriginal Recognition Awards (RARA)

Northland School Division was in attendance at the Regional Aboriginal Recognition Awards (RARA) on February 11, 2023 in Fort McMurray. RARA recognizes individuals who have made positive contributions to the Regional Municipality of Wood Buffalo. This year, NSD presented the Junior Achievement Awards.

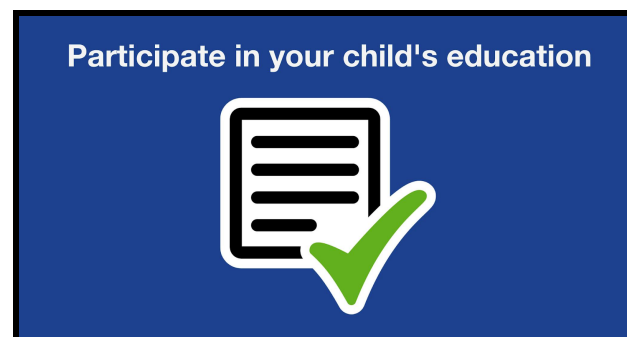
Alberta Education Assurance Surveys

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

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

The surveys are being delivered to all NSD schools. Parents and guardians who have students registered in a school or with Northland Online School in grades 4, 7, and 10 will be asked to fill out the survey (unless the school has fewer than 120 students in grades 4-12 in which case the survey will be expanded to include all parents and guardians).

Schools are implementing strategies to help parents and guardians fill out this important survey. Please contact your local school if you have any questions.



Digital Skills Weeks

During the weeks of January 17-20 and January 24-27, Northland School Division students participated in online Digital Skills Week activities hosted by the Northern Coding Academy and TELUS World of Science Edmonton. Overall, the sessions were attended by students from 21 classrooms representing 11 schools from across the division. In total approximately 221 students in grades K-12 were signed up to participate in these exciting events.

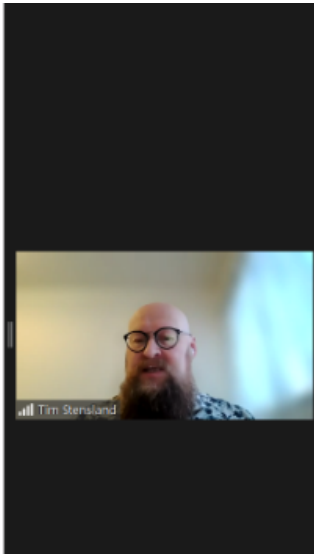
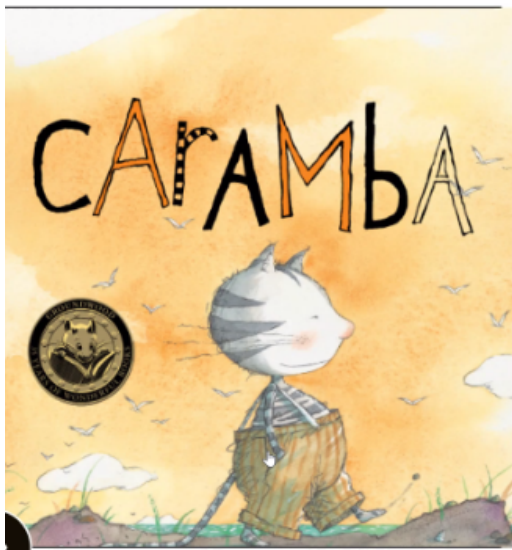
Each week consisted of four forty-five minute sessions where students were immersed in technology related learning through digital wellness, computational thinking, and coding activities. The sessions were fun, engaging and highly informative all at the same time!



World Read Aloud Day!

Northland staff and students participated in World Read Aloud Day on February 1, 2023. The Division and its schools organized activities to raise awareness about the importance of reading. Students and teachers participated in a Division wide Zoom session hosted by the Pedagogical Supervisors and included a session where students listened to a story read by our Deputy Superintendent Dr. Tim Stensland. This year focused on oral storytelling and participated in the “Build a Story Challenge.”

Pictures from World Read Aloud Day can be found on the next page.



This screenshot shows a video call interface. On the left, a document titled 'Caramba' is shared, displaying an illustration of a cat in a barrel underwater and a block of text. On the right, a grid of 18 small video thumbnails shows various participants in a classroom setting. At the bottom, three names are listed: Jasika Khosla, aliyah, and xavier sutherland.

Document Text:

Caramba flipped his ears... and gazed through the water.
 Caramba tilted his tail... and swam through the seaweed.
 He swam and he swam...
 He swam like a barrel. There was a hole.
 It was like being!



Family Literacy Day

On January 27, 2023 celebrated Family Literacy Day with various activities. Pictured below are some of the activities that took place at Bishop Routhier School. The school had Don Cunningham, a special guest who joined students and staff to support the school with storytelling activities.



TELUS World of Science Edmonton - Science Week in NSD

Classes from Paddle Prairie, Calling Lake, Susa Creek, J. F Dion and Gift Lake schools had the chance to attend virtually Science Week of Winter put on by Telus World of Science.

Each day was planned around a specific theme:

- Day 1 – Introduction to the Science of COLD - Winter Sky Science
- Day 2 – All things related to SNOW
- Day 3 – Special Guest Helen Panter of Parks Canada – Muskrats and Beavers in the winter
- Day 4 – All things related to ICE

Classes had a chance to participate in class challenges and send in pictures to Telus to show their participation.



Associate Superintendent Report

February 17, 2023

Career and Technology Studies Week - January 23-27, 2023

High School Principals worked with Board Administration to plan a Career and Technology Studies (CTS) Week. The idea of the week was to enable students to have a greater opportunity to learn and earn credits in programs that are not always available in the regular schedule. The CTS Week allowed schools to turn the last week of January from just a transition week into a productive learning opportunity.

The programs offered were both in person and virtual. Two schools, Calling Lake and Paddle Prairie, offered the Red Cross Standard first aid course, which allowed students to be certified and earn CTS credits. Students in Wabasca (Mistassiniy and Career Pathways) participated in person at Mistassiniy School and virtually. Students in Bill Woodward School explored careers in the workplace through collaboration with industries in Fort McMurray and Keyano College. Some students earned multiple credits in different modules of CTS throughout the week. The CTS week was very successful. Schools are already planning for the next CTS week in semester two!

A Breakdown of the Courses:

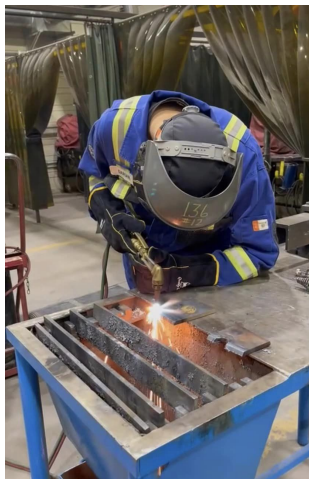
Option	Schools Participating	Students Registered
Learning and Programming Excel	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	5
Rock Band (Music Credits)	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	8
Recreation Leadership	<ul style="list-style-type: none"> ● Calling Lake ● Mistassiniy 	34
Long Hair Design (Cosmetology)	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	22
Documentary Filmmaking	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways ● Northland Online 	6
Drama 10	<ul style="list-style-type: none"> ● Mistassiniy 	5
Standard First Aid	<ul style="list-style-type: none"> ● Paddle Prairie ● Calling Lake 	36

Associate Superintendent Report

February 17, 2023

Option	Schools Participating	Students Registered
Outdoor Ed	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	24
Welding	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	14
Design Studies	<ul style="list-style-type: none"> ● Mistassiniy 	16
Sewing/Fashion	<ul style="list-style-type: none"> ● Mistassiniy ● Career Pathways 	19
Moccasin Making	<ul style="list-style-type: none"> ● Mistassiniy 	20
Welding	<ul style="list-style-type: none"> ● Paddle Prairie 	6
Job Placements <ul style="list-style-type: none"> ● Welding ● Mechanics ● Cosmetology ● Chef ● Business and Entrepreneurship ● Coding and Computer Programming 	<ul style="list-style-type: none"> ● Bill Woodward 	30

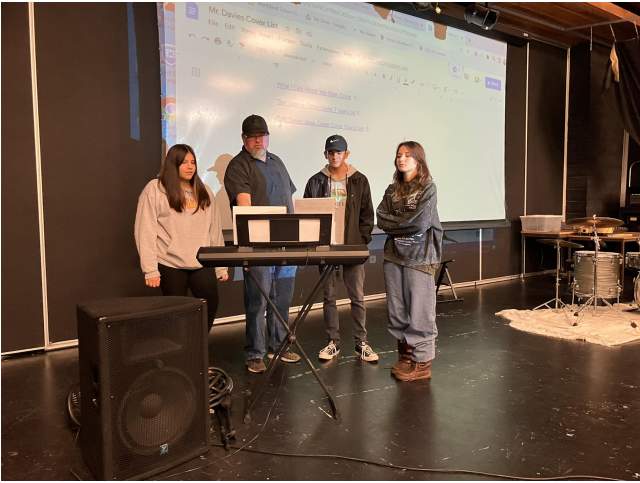
Students in Bill Woodward School in their Welding and Cosmetology Courses



Associate Superintendent Report

February 17, 2023

Mistassiniy and Career Pathway students participating in Rock Band as well as Beading



Associate Superintendent Report

February 17, 2023

Paddle Prairie Students engaged in Robotics/Coding



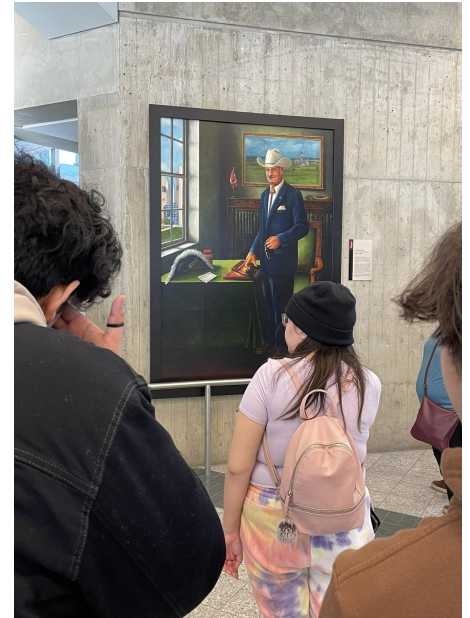
Mistassiniy, Career Pathway and Bill Woodward Students Tour MacEwan University

Twenty seven students from all three school's who have signed up for the semester two dual credit courses had a full day tour of MacEwan University on Friday, February 3rd. The students received a campus tour and met the instructors of the Indigenous Studies 100 and the Law and Administration of Justice courses. They were able to go through course requirements, become familiar with the technology, and understand what it was like to be a student on campus. This was a great opportunity for students in the program to meet the other students who are part of their cohort this semester. After a busy day they dined together and attended an Oil Kings game to complete the day.



Associate Superintendent Report

February 17, 2023



ATA Teachers' Convention and Northland Professional Learning for EAs

Northland Teachers' Convention is taking place in Edmonton February 16th and 17th, 2023.

While attending the sessions, Northland teaching staff will have opportunities to dive into the following topics:

- Supporting students' mental health and self esteem.
- How to optimize student engagement through intentional classroom design.
- Connecting nature (land-based learning) to what's happening in the classroom.

Educational Assistants across the division will have a number of learning opportunities as well:

- How to support students using Read Write in Chrome.
- How to support Speech Language training for students.
- Occupational Therapy strategies to support student success in the classroom.

Student Services Department Report

February 17, 2023

Student Services Department Plan

Overview

The Student Services department plan was developed last year to align the department’s work with the outcomes of the Northland School Division Education Assurance plan. To implement this plan, the Student Services department has built upon a strong student-centered support model to implement a range of training and communication tools for staff members responsible for timely and effective responses to student needs as they emerge.

This report contains mid-year performance details related to three departmental outcomes. At the end of this school year, final performance measures will be available for all outcomes.

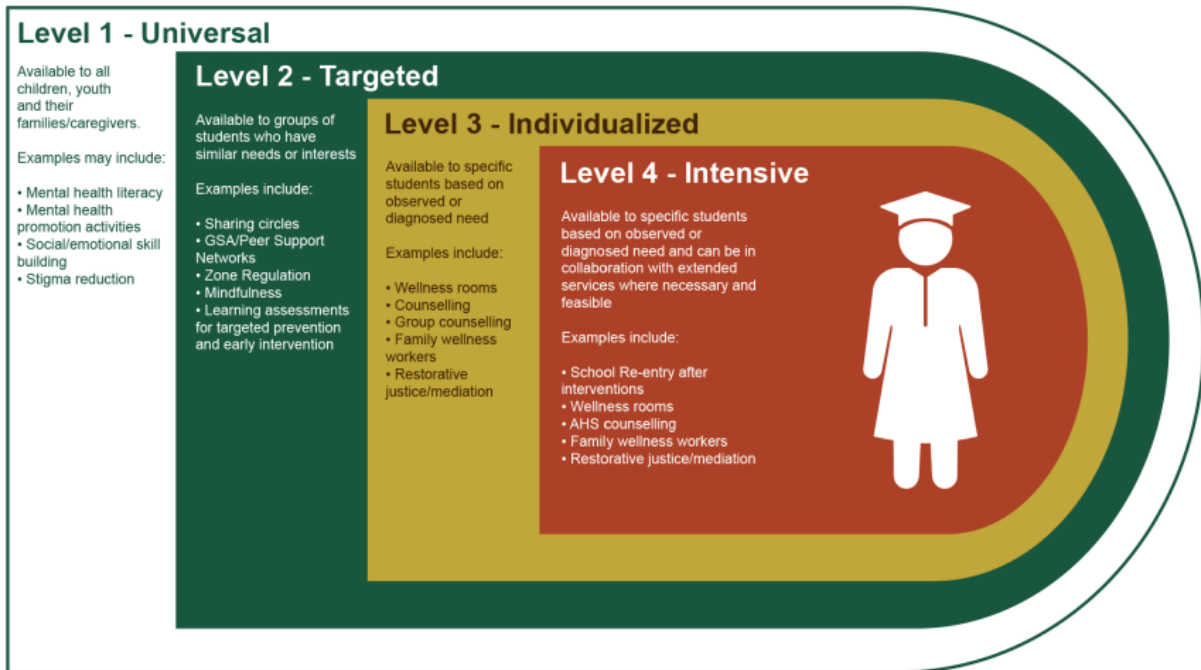


Illustration demonstrating the NSD approach to providing timely student access to supports and services.

Student Services Department Report February 17, 2023

Division priority 1:

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

Department Outcome	Strategies	Performance
By June 2023, NSD staff members will have the knowledge, skills and values necessary to support all students in achieving or exceeding literacy and numeracy standards.	Building out an integrated “Students Who Struggle” Community of Practice. Offering multiple professional learning options throughout the school year. These may include: <ul style="list-style-type: none"> ● Online and in person sessions, ● Book studies on key topics. 	In Progress

Performance Detail:

Training Sessions for Staff Members

Last year, the students services department surveyed NSD staff members to learn about what kinds of support they wanted. To support achievement of this outcome, the department has arranged voluntary training events serving principals, teachers and educational assistants across the division. In addition, the department has developed a Hapara workspace allowing staff members to access training on-demand

- Live sessions available to date (February 1, 2023): 41
- Example Topics:
 - Creating and Editing IPPs
 - Strengths, Interests, Competencies & Learning
 - How to Use Student Assessment Data
 - Classroom Accommodations and Resources
 - How to Use Assistive Technology

Measures:

- Number of Training sessions made available to staff members.
- *Alberta Education Assurance Measures* Survey Results for Welcoming, Caring, Respectful and Safe Learning Environments and Access to Supports and Services.

Student Services Department Report February 17, 2023

Common Professional Learning - The “Students Who Struggle” Community of Practice

- During the division-wide Professional Learning Days, Student Services has been facilitating a community of practice to help staff members understand students who are struggling in a range of areas.
- Example Topics explored by this community of practice include:
 - The impacts of Behaviour and Trauma on learning
 - Understanding Gender Diversity
 - How best to support students who have Fetal Alcohol Spectrum Disorder

Division Priority 2:

Through excellent leadership practices, everyone feels welcome and valued.

Department Outcome	Strategies	Performance
By June 2023, the student services department will arrange student supports to ensure the most timely, balanced responses to student needs and interests across the entire division.	Supporting all schools to provide Level 1 and sometimes Level 2 supports. Collaborating with other division-wide resources for student learning support.	In Progress

Performance Detail:

- Currently the department is seeking 2 Mental Health Therapists to fulfill requirements of the new Mental Health Capacity-Building grant.
- The department is currently seeking to fill 3 vacant Family Wellness Worker positions.
- To ensure excellent professional capacity is developed in alignment with the departmental plan, the Mental Health Staff (Mental Health Therapists and Family Wellness Workers) meet as a Community of Practice focused on Clinical Leadership. during division common professional learning days.

Measures:

- Number of vacant positions filled.
- *OurSchool* Survey Results in Social Emotional Outcomes.

Student Services Department Report February 17, 2023

Division Priority 3:

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

Department Outcome	Strategies	Performance
By June 2023, the Student Services department will implement methods of collaboration and document management that ensure timely, balanced responses to student needs across the division.	Implement student services request management system (School Dude for non-emergent support requests). Staff Training: <ul style="list-style-type: none"> ● Log entries ● Special Programs ● School Dude requests 	Implemented

Performance Detail:

SchoolDude Requests for Student Services

Since September of this school year, the Student Services department has resolved 236 support requests.

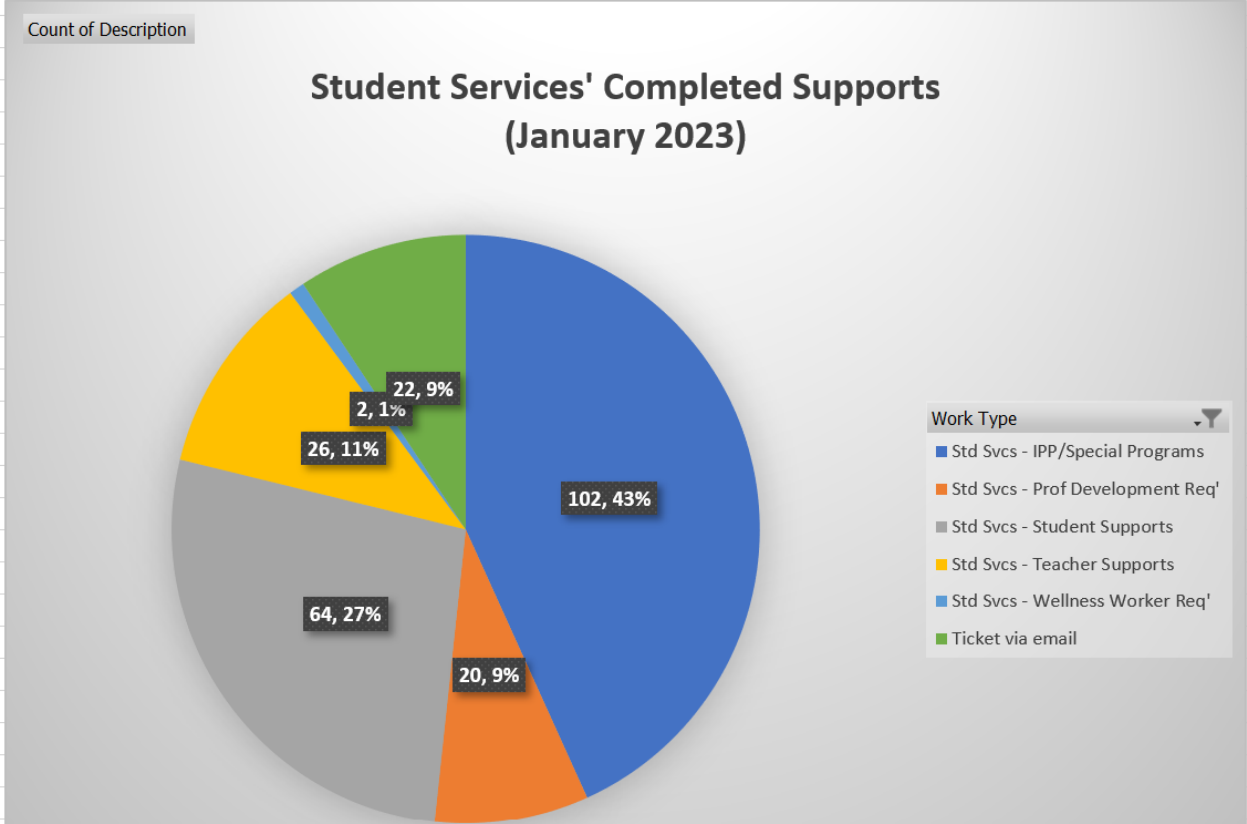
These are the current ticket details (as of January 27, 2023):

- 43% of requests have been related to setting up Individualized Program Plans for students.
- 27% of requests are for targeted or individualized student support.
- 9% of requests are for customized staff training (Welcoming, Caring, Respectful and Safe Learning environments, Special Programs, DocuShare support, etc.)
- 11% of requests are from teachers asking for support with specific students.
- Every school has received requested support, usually within one business day of making a request.

Student Services Department Report

February 17, 2023

Row Labels	Count of Description
Std Svcs - IPP/Special Programs	102
Std Svcs - Prof Development Req'	20
Std Svcs - Student Supports	64
Std Svcs - Teacher Supports	26
Std Svcs - Wellness Worker Req'	2
Ticket via email	22
Grand Total	236



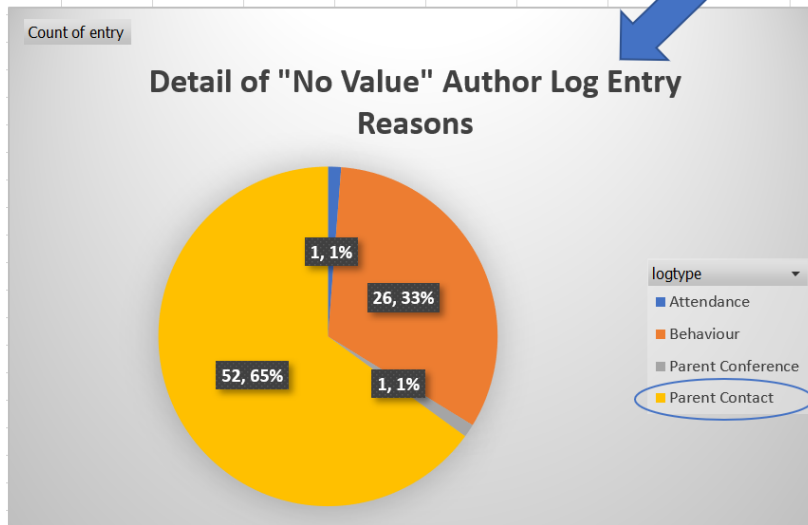
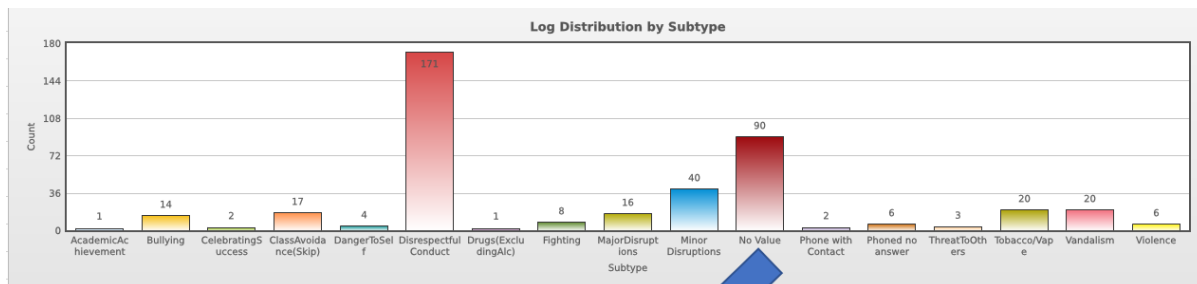
Student Services Department Report February 17, 2023

Number of and Types of Log Entries

As a result of NSD staff members' survey responses last year, Student Services worked with the I.T. department to enhance the student log entry system inside PowerSchool. The enhancement allows for more information about student behaviors and corresponding supports to be available to principals and student services' staff members.

These are the log entry subtype details (as of January 27, 2023):

- There have been 400 log entries made in the system since September.
- Entries show that severe behaviors are relatively infrequent.
- 43% of classified entries related to students requiring support to observe the student code of conduct.
- 65% of unclassified entries are defined by authors as "Parent Contacts."



Next Steps

Based on the performance details above, Student Services will take the following actions:

- Work to fill all positions.
- Review local and provincial data to revise department outcome #3 as it has been fully implemented.