



# NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 23-04 AGENDA

Location: Virtual

Zoom Meeting

Meeting ID:

Passcode:

Phone: 1 (587) 328-1099

**Date & Time:** Thursday, April 20, 2023 9:00 a.m. – 12:00 p.m.

*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](mailto: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 - March 24, 2023	All	Motion	<b>04</b>
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	<b>11</b>



# NORTHLAND SCHOOL DIVISION

## REGULAR BOARD MEETING NO. 23-04

### AGENDA

#### D. CONSENT AGENDA

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"> <li>• Trustee J. Lamouche, Ward 4</li> </ul>	Trustees	Information	17

#### E. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer D. Aird	Information	18
2.	Student Engagement, Attendance & Completion Report	Associate Superintendent C. Johnson	Information	20
3.	Monthly Enrollment Report	Associate Superintendent M. Marran	Information	25
4.	Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card Guidelines	Chair Wanyandie	Motion	27
5.	Policy 7 Appendix D - Rules of Order	Chair Wanyandie	Motion	39
6.	Policy 17 - Student Transportation	Chair Wanyandie	Motion	47
7.	ASBA Edwin Parr Nomination	Superintendent Dr. Spencer-Poitras	Motion	50
8.	Budget 2023-2024 Principles and Assumptions	Secretary-Treasurer D. Aird	Motion	51
9.	Long Service Awards	Superintendent Dr. Spencer-Poitras	Motion	54
10.	NSD Online School Ward Representation	Superintendent Dr. Spencer-Poitras	Motion	55
11.	Disposal of Mobile Homes Tender	Superintendent Dr. Spencer-Poitras	Information	56
12.	Truck Tender	Superintendent Dr. Spencer-Poitras	Motion	57
13.	Van Tender	Superintendent Dr. Spencer-Poitras	Information	58
14.	ASBA Honouring Spirit: Indigenous Student Awards 2023 Honourable Mention List - Zone 1	Superintendent Dr. Spencer-Poitras	Information	59

#### F. TECH TALK



**NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 23-04  
AGENDA**

**G. MONITORING REPORTS**

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (11:00 a.m.) <ul style="list-style-type: none"> <li>• Bill Woodward School - Wood Buffalo Regional Science Fair Participants</li> </ul>	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Wanyandie	Information	<b>61</b>
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	<b>62</b>
4.	Associate Superintendent Report	Associate Superintendent	Information	<b>69</b>
5.	OH&S Report	Associate Superintendent M. Marran	Information	<b>72</b>
6.	Transportation Department Report	Associate Superintendent S. Meunier	Information	<b>75</b>

**H. PRELIMINARY DISCUSSION**

No.	Title	Responsible
1.		
2.		

**I. ADJOURNMENT & CLOSING CULTURAL REFLECTION**



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

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** March 24, 2023 Regular Board Meeting Minutes  
**REFERENCE(S):**  
**ATTACHMENTS:** March 24, 2023 Regular Board Meeting Minutes

**RECOMMENDATION:**

**THAT the Board of Trustees approve the March 24, 2023 Regular Board Meeting minutes, as presented.**

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**BACKGROUND:**

**RISK ANALYSIS:**



**NORTHLAND SCHOOL DIVISION**  
**BOARD MEETING NO. 23-03**  
**MINUTES**

Location: DoubleTree by Hilton West Edmonton

Date: Friday, March 24, 2023

Time: 9:00 a.m.

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

V= Attended Virtua

**A. CALL TO ORDER**

**1. Call to Order**

Chair Wanyandie called the meeting to order at 9:06 a.m.

**2. Opening Reflection**

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

**3. Adopt Agenda**

MOTION: Trustee Fayant moved that the Board of Trustees approve the agenda with the following amendment by moving the closed session to the end of the agenda.

**25655/23 CARRIED**

**B. MINUTES**

**1. February 17, 2023 Regular Board Meeting Minutes**

MOTION: Trustee McCamon moved that the Board of Trustees approve the February 17, 2023 Regular Board meeting minutes.

**25656/23 CARRIED**

**2. March 15, 2023 Special Board Meeting Minutes**

MOTION: Trustee Fayant moved that the Board of Trustees approve the March 17, 2023 Special Board meeting minutes with the amendment of \$2,188,00 to \$2,188,000 in the 2023 Spring/SummerProject Expenditures.



## NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 23-03

### MINUTES

25657/23 CARRIED

#### 3. Board Action Items

The Board Action Items were received and filed as information.

### C. CONSENT AGENDA

#### 1. Consent Agenda

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

1. Board Chair Report
2. Superintendent Report
3. Trustee Activity, Committee and/or Board Representative/Association Reports

25658/23 CARRIED

### D. ACTION ITEMS

#### 1. Monthly Financial Report

The Monthly Financial Report for February 28, 2023 was received and filed as information.

#### 2. Student Engagement, Attendance & Completion Report

The Student Engagement, Attendance & Completion Report for the month of February 2023 was received and filed as information.

#### 3. Monthly Enrollment Report

March's monthly enrollment report was received and filed as information.

#### 4. Joint Use Agreement with Municipality of Greenview

MOTION: Trustee Fayant moved that the Board of Trustees authorize the Board Chair and Administration to sign the Joint Use Agreement with the Municipal District of Greenview.

25659/23 CARRIED

#### 5. Projected 2023-2024 Student Enrollment

The 2023-2024 projected student enrollment was received and filed as information.



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 23-03

#### MINUTES

6. **Preliminary Revenue/Expense Figures - 2023 Budget**  
The preliminary revenue and expense figures for the 2023 budget was received and filed as information.
  
7. **Paraprofessional and Support Educational Leave for 2023-2024**  
The paraprofessional and support educational leave for the 2023-2024 school year was received and filed as information.
  
8. **Tri-Annual Report #2**  
The Tri-Annual Report #2 was received and filed as information.
  
9. **Policy 4 - Trustee Code of Conduct**  
MOTION: Trustee McGillivray moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and 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 4 Trustee Code of Conduct.  
**25660/23 CARRIED**
  
10. **Policy 4 Appendix A - Trustee Code of Conduct Sanctions**  
MOTION: Trustee McGillivray moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and 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 4 Appendix A - Trustee Code of Conduct Sanctions.  
**25661/23 CARRIED**
  
11. **Policy 5 Appendix A - Signing Authority Chart**  
Policy 5 Appendix A - Signing Authority Chart was reviewed and no changes were made.

Trustee Fayant left the meeting at this time.

12. **Policy 13 - Appeals and Hearings Regarding Student Matters**  
MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and 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 13 - Appeals and Hearings Regarding Student Matters.  
**25662/23 CARRIED**



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 23-03

#### MINUTES

#### 13. 2023-2024 Capital Plan

MOTION: Trustee Guild moved that the Board of Trustees approve the 2023-2024 Capital Plan as presented.

**25663/23 CARRIED**

#### 14. 2023-2024 School Calendar

MOTION: Trustee McCamon moved that the Board of Trustees approve the 2023-2024 school calendar as presented.

**25664/23 CARRIED**

#### Break from 10:04 a.m. to 10:25 a.m.

Trustee Fayant rejoined the meeting at this time

#### 15. NSD Clothing with Logo

MOTION: Trustee McCamon moved that the Board of Trustees authorize Administration to purchase a variety of clothing with the new revised logo in the amount of \$60,000 with the funds coming from the operations budget.

**25665/23 CARRIED**

#### 16. Locally Developed Courses

MOTION: Trustee Fayant moved that the Board of Trustees approve the following LDC Courses:

- LDC1014 Beading (Elder Chronicles) 15-3
- LDC 1171 Hide Preparation and Tanning 15-3
- LDC 1172 Medicine Wheel 15-3
- LDC 1175 Seven Teachings 15-3
- LDC1015 Smudging (Elder Chronicles) 15-3
- LDC1021 Tipi Making (Elder Chronicles) 15-3
- LDC 1068 Treaties and Sovereignty 15-3
- LDC 2248 Traditional Land Based Learning 25-5
- LDC 3248 Traditional Land Based Learning 35-5

**25666/23 CARRIED**

#### 17. April 2023 Board Meeting

MOTION: Trustee McCamon moved that the Board of Trustees approve the change in date of the April 2023 board meeting from April 21, 2023 to a virtual meeting on April 20, 2023.

**25667/23 CARRIED**





## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 23-03 MINUTES

#### **Closed Session**

MOTION: Trustee McCamon moved that the Board of Trustees go into a Closed Session at 10:26 a.m.

**25668/23 CARRIED**

#### **Regular Session**

MOTION: Trustee Fayant moved that the Board of Trustees revert to regular session at 11:32 a.m.

**25669/23 CARRIED**

**Break from 11:35 a.m. to 11:43 a.m.**

<b>E. TECH TALK</b>
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Dr. Tim Stensland gave a presentation on SORA. SORA is an online Alberta Public School K-12 shared digital collection program where students can sign out books to read. In the last 3 months, 850 books have been signed out.

**Break from 11:56 a.m. to 12:47 p.m.**

<b>F. AWARDS AND CELEBRATIONS</b>
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Michelle Deering, principal of Grouard Northland School presented to the Board of Trustees the literacy program that she is using with the elementary students.

<b>G. ADJOURNMENT &amp; CLOSING PRAYER/CULTURAL REFLECTION</b>
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#### **1. Adjournment**

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 1:26 p.m.

**25670/23 CARRIED**



**NORTHLAND SCHOOL DIVISION**

**BOARD MEETING NO. 23-03  
MINUTES**

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Cathy Wanyandie, Board Chair

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Dr. Nancy Spencer-Poitras,  
Superintendent of Schools

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Douglas Aird, Secretary-Treasurer

DRAFT



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	4/30/2023	In Progress	Re-post public member, and schedule meeting <b>March 15:</b> Ads have been placed on the NSD website and on the CPA website. <b>April 12:</b> Have not received any applications to date.
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	4/30/2023	In Progress	Reviewing calendars to determine best possible date. <b>April 12:</b> Date has been set for April 26, 2023
Board	3/24/2023	Administration	Attendance Report	Review attendance rate prior to COVID	4/30/2023	Complete	



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

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Approval of Consent Agenda  
**REFERENCE(S) & ATTACHMENTS:**

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

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

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**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:** APRIL 20, 2023  
**SUBMITTED BY:** Cathy Wanyandie, Board Chair, Ward 2  
**SUBJECT:** Board Report as of April 14, 2023

March 20, 2023	ASBA Elections Advocacy Meeting
March 20, 2023	Alberta Education Town Hall on New K-6 Science, French First Language and Literature and French Immersion Language Arts and Literature Curriculum
March 21, 2023	TEBA Engagement Session
March 23, 2023	Board Workshop, Edmonton
March 24, 2023	Corporate Board Meeting, Edmonton
April 3, 2023	Agenda Review & Policy Committee Meeting
April 11, 2023	ASBA Zone 1 Presentation – Supporting Mental Health and Wellbeing: A Systematic and Systemic Approach
April 13 & 14, 2023	PSBAA Professional Learning and PSBC Meeting, Edmonton



# Superintendent's Report

April 14, 2023

<b>Math Minds PD Session - Principals</b>	<b>March 20, 2023</b>
Attended the Math Minds PD Session with Principals.	
<b>Alberta Education Meeting</b>	<b>March 20, 2023</b>
Met with R. Taylor, Director of Indigenous and North Services Branch to discuss the Division's AERR.	
<b>Auditor Meeting</b>	<b>March 21, 2023</b>
Met with NSD's auditor.	
<b>CASS Annual Learning Conference</b>	<b>March 22, 2023</b>
Attended the pre-conference.	
<b>Board Workshop</b>	<b>March 23, 2023</b>
Participated in the Board Workshop that was held in Edmonton.	
<b>CASS Retirement Dinner</b>	<b>March 23, 2023</b>
Attended the CASS Retirement Dinner.	
<b>Corporate Board Meeting</b>	<b>March 24, 2023</b>
Participated in the monthly Corporate Board Meeting.	
<b>Legal Counsel Meeting</b>	<b>March 24, 2023</b>
Met with legal counsel and Associate Superintendent of Human Resources to discuss legal issues.	
<b>Consultant Meeting</b>	<b>March 28, 2023</b>
Met with consultant to discuss award nominations.	
<b>High School Principals Meeting</b>	<b>March 29, 2023</b>
Attended and gave opening remarks for the High School Principals' meeting which discussed programming and common calendar for the 2023-2024 school year.	
<b>FNMI Directorate Meeting</b>	<b>March 29, 2023</b>
Introduction meeting with the new FNMI Directorate for Alberta Education.	

<b>Legal Counsel Meeting</b>	<b>March 29, 2023</b>
Met with legal counsel to discuss legal issues.	
<b>Meyers Norris Penny Meeting</b>	<b>March 29, 2023</b>
Met with MNP to discuss the update on process review.	
<b>Agenda Review Meeting</b>	<b>April 3, 2023</b>
Attended Agenda Review with Board Chair and Executive staff.	
<b>Policy Committee Meeting</b>	<b>April 3, 2023</b>
Participated in the monthly Policy Committee Meeting which reviews policies for the April Board Meeting.	
<b>Literacy/University Meeting</b>	<b>April 11, 2023</b>
Met with Dr. S. Friesen to discuss literacy programs.	
<b>Consultant Meeting</b>	<b>April 11, 2023</b>
Met with Dr. Don Tessier to discuss the report.	
<b>Principals' Meeting</b>	<b>April 12, 2023</b>
Attended the Principals' meeting discussing school programming, literacy, numeracy and collective efficacy.	
<b>Legal Counsel Meeting</b>	<b>April 12, 2023</b>
Met with legal counsel to discuss legal issues.	
<b>PSBAA Professional Learning/PSBC Meeting</b>	<b>April 13 &amp; 14, 2023</b>
Attended the PSBAA Professional Learning and PSBC Meeting in Edmonton.	





NORTHLAND SCHOOL DIVISION

## TRUSTEE REPORT TO THE BOARD

**TO:** THE BOARD OF TRUSTEES **DATE:** March/April 2023

**SUBMITTED BY:** Jesse Lamouche, Trustee, Ward 4

**SUBJECT:** Activity Report for the Month of March/April 2023

### SUMMARY:

Had a wonderful time attending the Grouard Northland School Spring Rock concert in Grouard. Everyone enjoyed the event. Parents were very pleased with the show. They would love more opportunities like this going forward. The students and teachers really had a great time from what I witnessed. Good job, great way to go into Easter break. Shout out to the host band members. They did rock it out even had a smoke machine.

Date	Description
March 15 2023	Special Board Meeting
March 20 2023	Hillview Parent Council Meeting
March 23 2023	Board Work Session via Zoom
March 24 2023	Corporate Board Meeting
March 31 2023	Grouard Northland Spring Rock Concert
April 13, 2023	PSBAA PL Session & Evening Session
April 14, 2023	PSBC Meeting



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Douglas Aird, Secretary-Treasurer  
**SUBJECT:** Monthly Financial Report  
**REFERENCE(S):**  
**ATTACHMENTS:** Monthly Financial Report - March 31, 2023

**INFORMATION ITEM**  
The Monthly Financial report for the month of March 2023 has been received as information and filed.

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**BACKGROUND:**

**RISK ANALYSIS:**



**NORTHLAND SCHOOL DIVISION**  
**Monthly Financial Report**  
**as of March 31, 2023**

REVENUE	Annual Budget	Year to Date			
	2023	Budget	Actual	Difference	%
Alberta Education	\$ 46,890,061	\$ 27,352,536	\$ 26,831,317	\$ (521,219)	(2)
Federal Government & First Nations	9,128,840	5,325,157	6,747,897	1,422,740	27
Other Revenue	1,045,909	610,114	1,050,298	440,185	72
	<u>\$ 57,064,810</u>	<u>\$ 33,287,806</u>	<u>\$ 34,629,512</u>	<u>\$ 1,341,706</u>	4
<b>EXPENSES</b>					
Schools	\$ 21,689,407	\$ 12,652,154	\$ 13,899,600	\$ (1,247,446)	(10)
Instructional Support	6,488,435	3,784,920	3,417,781	367,139	10
Instructional Supply	7,771,603	4,533,435	3,720,334	813,101	18
Transportation	3,600,000	2,100,000	2,333,332	(233,332)	(11)
Operations and Maintenance	9,272,374	5,408,885	5,300,527	108,358	2
External Services	3,898,909	2,274,364	2,904,093	(629,729)	(28)
System Administration	2,557,495	1,491,872	1,621,018	(129,146)	(9)
Corporate Board	553,750	323,021	300,645	22,376	7
Insurance (Buildings)	917,797	535,382	535,382	-	0
	<u>\$ 56,749,770</u>	<u>\$ 33,104,033</u>	<u>\$ 34,032,712</u>	<u>\$ (928,679)</u>	(3)
<b>NET SURPLUS (DEFICIT)</b>	<u>\$ 315,040</u>	<u>\$ 183,773</u>	<u>\$ 596,800</u>	<u>\$ 413,027</u>	

**VARIANCE ANALYSIS**

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

With 58% of the year complete both revenues (60.7%) and expenses (60.0%) are in line with budget  
The Division is tracking towards its year-end budget target.

**Revenue**

Revenues are on track with the budget (4%).

All enrollment, grant and rate adjustments have been recorded

Federal revenues include unbudgeted Jordans Principle Education Assistants (\$612K to date)

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

**Expenses**

Expenses are slightly higher than budget due to the unbudgeted Jordans staff costs (3%).

Schools are slightly over budget (10%) with revised rates, additional Jordans staff costs and inflation.

Salaries and benefits are higher than budgeted, due to timing, Jordans and the changes in rates and hours (11%)

Instructional Supply is under budget as several large flow-throughs are less than planned

Operations and Maintenance is monitored closely (net 2% under budget), due to utility and maintenance cost pressures.

Insurance has become a major cost with risks being managed actively 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	\$ 10,819,002	\$ 11,034,138	\$ (215,136)	(2)
Uncertificated salaries and benefits	\$ 13,936,798	\$ 8,129,799	\$ 10,056,216	\$ (1,926,417)	(24)
	<u>\$ 32,483,659</u>	<u>\$ 18,948,801</u>	<u>\$ 21,090,354</u>	<u>\$ (2,141,552)</u>	(11)

**Housing**

(Phase 1) 24 units are complete

(Phase 2) 13 units and 9 additional basements are complete

(Phase 3) 8 RTM units are under construction with delivery starting in the spring.





**The Northland School Division**

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

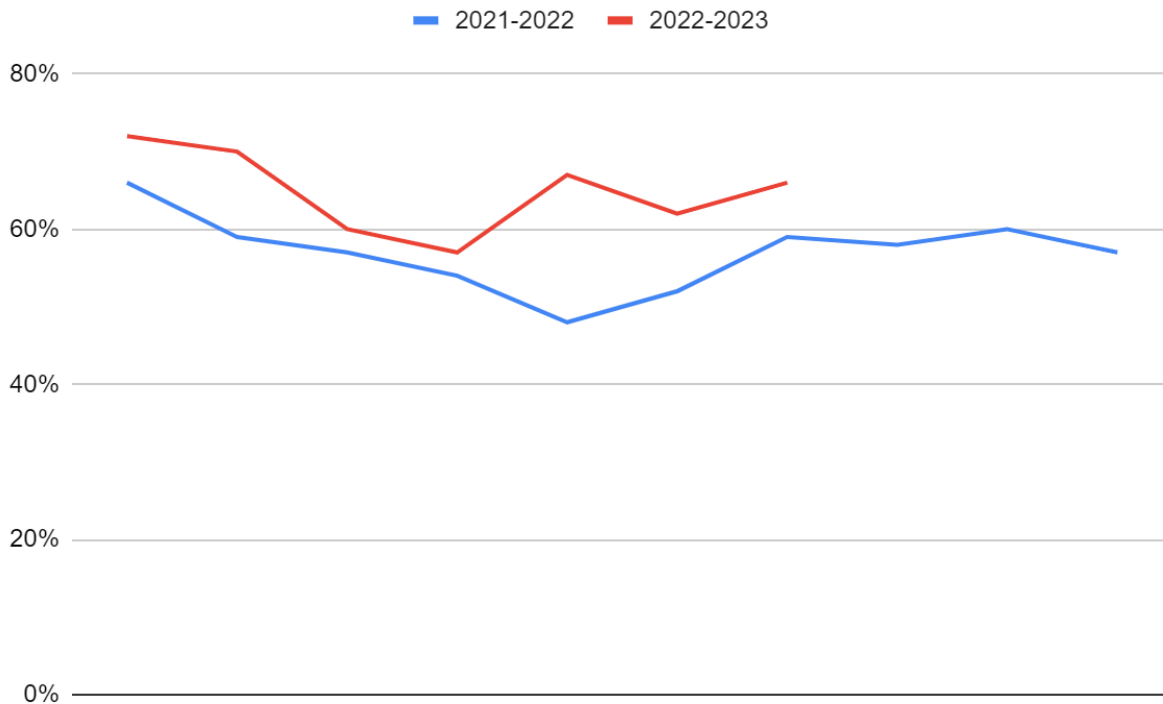
**April 2023**

**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%
February	52%	62%	10%
March	59%	66%	7%

NSD Attendance Comparison 2021-2022 to 2022-2023



## March Highlights

- We had 13 schools with an increase from March of 2022 to March of 2023
- We have had an average increase of over 10% in the division from 2021-2022 to 2022-2023
- St Theresa has had an consistent average of over 70% attendance which increased to 81% for March
- J.F. Dion, Gift Lake and Pelican Mountain Schools had increases of over 10% from February to March
- There were increases in all 4 grade level divisions from February to March (K-3, 4-6, 7-9 and 10-12)

### March 2022 and March 2023 attendance rates by individual school

School	March 2022	March 2023
Anzac	71%	77%
Bill Woodward	71%	67%
Bishop Routhier	62%	72%
Calling Lake	67%	59%
Chipewyan Lake	47%	69%
Conklin	78%	76%
Elizabeth	71%	79%
Father R Perin	43%	53%
Gift Lake	58%	65%
Grouard Northland	71%	78%
Hillview	66%	78%
JF Dion	78%	82%
Mistassiniy	46%	53%
Northland Online	57%	42%
Paddle Prairie	52%	55%
Pelican Mountain	72%	82%
St. Theresa	65%	81%
Susa Creek	73%	70%

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

School	Sept	October	November	December	January	February	March
Anzac	86%	82%	76%	78%	82%	78%	77%
Bill Woodward	74%	72%	65%	66%	75%	61%	67%
Bishop Routhier	76%	80%	56%	48%	77%	63%	72%
Calling Lake	67%	67%	58%	51%	54%	54%	59%

Chipewyan Lake	62%	77%	83%	80%	67%	63%	69%
Conklin	84%	87%	75%	79%	74%	83%	76%
Elizabeth	84%	86%	69%	69%	76%	73%	79%
Father R Perin	67%	67%	44%	29%	60%	48%	53%
Gift Lake	72%	68%	60%	49%	66%	52%	65%
Grouard Northland	84%	84%	71%	67%	78%	77%	78%
Hillview	82%	78%	66%	71%	77%	70%	78%
JF Dion	83%	82%	71%	70%	83%	71%	82%
Mistassiniy	63%	55%	46%	51%	59%	52%	53%
Northland Online	56%	47%	34%	41%	40%	42%	42%
Paddle Prairie	64%	66%	59%	45%	60%	62%	55%
Pelican Mountain	77%	76%	66%	63%	76%	66%	82%
St. Theresa	77%	77%	71%	66%	75%	77%	81%
Susa Creek	78%	91%	62%	64%	64%	70%	70%

### Individual School Attendance rates by percentile for March 2023

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	12%	22%	21%	21%	4%	4%	13%
Bill Woodward	7%	11%	17%	26%	12%	4%	23%
Bishop Routhier	10%	12%	14%	22%	20%	16%	6%
Calling Lake	11%	15%	11%	13%	5%	6%	39%
Chipewyan Lake	0%	22%	17%	22%	17%	0%	22%
Conklin	6%	29%	29%	6%	6%	12%	12%
Elizabeth	12%	28%	24%	6%	16%	6%	7%
Father R Perin	5%	5%	14%	10%	13%	11%	43%
Gift Lake	8%	10%	19%	17%	8%	16%	23%
Grouard Northland	7%	31%	24%	14%	7%	7%	10%
Hillview	13%	19%	26%	19%	10%	0%	13%
JF Dion	20%	26%	14%	20%	4%	12%	4%
Mistassiniy	9%	6%	9%	11%	14%	11%	41%
Northland Online	4%	16%	4%	6%	7%	7%	56%
Paddle Prairie	2%	3%	12%	14%	19%	14%	36%
Pelican Mountain	30%	20%	0%	20%	20%	10%	0%
St. Theresa	21%	24%	21%	13%	7%	8%	6%
Susa Creek	16%	6%	31%	6%	3%	16%	22%

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

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
<b>September</b>	75%	79%	69%	60%
<b>October</b>	74%	78%	66%	54%
<b>November</b>	66%	69%	56%	48%
<b>December</b>	61%	61%	54%	47%
<b>January</b>	72%	72%	60%	59%
<b>February</b>	68%	69%	56%	47%
<b>March</b>	74%	73%	57%	49%

**Celebrating the success with excellent school attendance rates for March!!!***Strategy 2.3: Create and atmosphere of respect and appreciation for individuals*

School	Principal	January Attendance
Anzac	Amy Savill	77%
Conklin	Bernard Woodfine	76%
Elizabeth	Tegan Vacheresse	79%
Grouard Northland	Michelle Deering	78%
Hillview	Rosalind Best	78%
JF Dion	Angela Sanregret	82%
Pelican Mountain	Cindy Moore	82%
St Theresa	Shelley Stevenson	76%

**Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of March 2023)***Strategy 2.3: Create and atmosphere of respect and appreciation for individuals*

Grade Level	Name	School
K-3	Ezikel Gladue	Pelican Mountain
4-6	Lennox Yellowknee	St Theresa
7-9	Isabelle Delorme	Susa Creek
10-12	Austin Jackson-Favel	Calling Lake





NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Murray Marran, Associate Superintendent of Human Resources  
**SUBJECT:** Monthly Enrollment  
**REFERENCE(S):**  
**ATTACHMENTS:** Monthly Enrollment as of April 12, 2023

**INFORMATION ITEM**  
The monthly enrollment report for the month of April 2023 has been received as information and filed.

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**BACKGROUND:**  
Administration will provide a monthly update of student enrollment.

**RISK ANALYSIS:**  
It is important for the Division to be aware of student enrollments, 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  
**ADMINISTRATION INFORMATION ITEM**

**NORTHLAND SCHOOL DIVISION - MONTHLY ENROLLMENT UPDATE FOR  
 2022-2023**

<b>Schools</b>	<b>May 31st 2022</b>	<b>Sept 30, 2022</b>	<b>Oct 2022</b>	<b>Nov 2022</b>	<b>Jan 2023</b>	<b>Feb 2023</b>	<b>Mar 2023</b>	<b>April 2023</b>
Anzac Community School	94	91	91	91	90	90	88	89
Bill Woodward School	86	104	104	104	101	97	95	96
Bishop Routhier School	54	50	52	52	52	46	49	51
Calling Lake School	122	121	122	116	116	120	119	119
Career Pathways School	77	109	113	123	122	125	132	134
Chipewyan Lake School	22	18	18	20	20	18	18	18
Conklin Community School	18	14	14	14	15	17	16	17
Elizabeth School	86	81	78	80	81	79	82	82
Father R. Perin School	80	79	80	80	80	77	80	80
Gift Lake School	113	132	136	133	134	136	135	132
Grouard Northland School	34	28	28	29	30	29	29	29
Hillview School	21	24	24	24	30	31	31	32
J.F. Dion School	67	58	58	53	52	50	49	53
Mistassiniy School	290	330	333	327	321	319	297	292
Northland Online School	69	36	37	42	52	60	62	73
Paddle Prairie School	107	117	115	115	112	116	114	113
Pelican Mountain School	17	9	13	12	12	11	10	10
St. Theresa School	262	245	244	256	260	254	256	258
Susa Creek School	28	26	26	28	29	33	33	33
<b>TOTAL</b>	<b>1647</b>	<b>1672</b>	<b>1686</b>	<b>1699</b>	<b>1709</b>	<b>1708</b>	<b>1695</b>	<b>1711</b>



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:** Cathy Wanyandie, Board Chair

**SUBJECT:** Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card Guidelines

**REFERENCE(S):**

**ATTACHMENTS:** Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card Guidelines

<b>RECOMMENDATION:</b>
<b>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 C - Trustee Honoraria/Expense and Corporate Credit Card Guidelines, as attached.</b>

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<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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

#### HONORARIA/EXPENSE GUIDELINES

##### 1. GENERAL GUIDELINES:

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

##### 2. PROCEDURES:

- 2.1. This Appendix applies regardless of how an honoraria/expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system or expense claims system, etc.).
- 2.2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
- 2.3. The approved honoraria/expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or occasion giving rise to the claim unless approved by the board.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 2.5.** No claim shall be paid unless approved by the Board if;
  - 2.5.1. It has been more than 60 days since the expense occurred
  - 2.5.2. It is not within the “electoral term of the Board” that the expense occurred.
  - 2.5.3. The trustee is no longer duly elected.
- 2.6.** A trustee is required to submit a signed honoraria/expense claim to start the reimbursement process.
  - 2.6.1. By signing the honorarium/expense claim, a trustee is attesting that the honoraria/expense was incurred in relation to NSD Business and has not been claimed previously.
  - 2.6.2. Special oversight should be exercised when completing an honoraria/expense claim to ensure expenses charged to a corporate credit card or direct billed to NSD are not also claimed on an honoraria/expense claim.
- 2.7.** All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
- 2.8.** Receipts must be provided for all expenses that contain details regarding the good or service purchased, and itemized costs for each item with a total, which includes the GST, if applicable.
  - 2.8.1. If a receipt is not available:
    - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
    - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair for the Chair.
  - 2.8.2. Receipts may be submitted electronically (scanned, faxed, or picture from a mobile phone)
- 2.9.** When a discount, credit or bonus for travel is received that reduces the original travel cost at the time the expense is incurred, only the net expense may be claimed.
- 2.10.** Reimbursement must be repaid to the extent the related expense is credited or refunded.
- 2.11.** Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 2.12.** It is the responsibility of both the approver and the trustee to work are responsible for working out appropriate arrangements that would meet the test of being fair and equitable.
- 2.13.** In cases where the trustee comes to the location of the Board meeting, conference, or workshops, but does not attend the meeting(s) for any reason, the Board will not pay honoraria and the trustee will be responsible **for repaying** ~~to repay~~ all expenses associated with the member's travel to that meeting through their honorarium claim(s).
- 2.14.** In cases where a trustee does not attend a board meeting, conference or workshop and costs are incurred by the Board; the trustee is responsible for **repaying** ~~to repay~~ those costs through their honorarium claim(s).
- 2.14.1.** If a trustee does not attend a conference and costs are incurred by the Board, the trustee is not eligible to attend any further professional development until all expenses are repaid.
- 2.14.2.** **If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.** *or by the discretion of the Board Chair*
- 2.15.** In cases where a trustee does not attend all sessions of the conference or workshop, they may only claim a honorarium for the time they actually attended sessions.
- 2.16.** In cases where costs are incurred to the Board due to trustees making changes to any travel arrangements or reservations, the trustee is responsible to repay the costs through their honorarium claim(s).
- 2.17.** Given the administration time required to book conferences and all logistics surrounding attending a conference and cancelling a conference, if a trustee does not attend a conference or workshop on more than one occasion, they shall only be allowed to attend further conferences or workshops by Board motion.
- 2.18.** In cases where a logistical error is made by the administration, such as not registering a trustee for a conference or an error in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
- 2.19.** In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events, rather than travel home and back, the trustee shall claim expenses.
- 2.20.** When a trustee has to stay away from home longer due to various circumstances, such as it is more cost-effective to stay between meetings rather than travel home and back, weather, flight schedules, etc., they may claim up to two full days of honoraria.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 2.20.1. Additional honoraria may be conditionally approved by the Chair, in consultation with the Vice-Chair, for trustees, and by the Vice-Chair, in consultation with one other trustee, for the Chair.
- 2.20.2. Conditionally approved honoraria are subject to Board approval.
- 2.20.3. In a denial, case payment is referred to **in** Clause 1.8.

#### 3. HONORARIA/EXPENSE CLAIM PROCESS

- 3.1. Honoraria/Expense claims must be submitted in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed.
- 3.2. Review Process:
  - 3.2.1. Honoraria/Expense claims are to be submitted, via the shared drive, to the Executive Assistant for review against policy;
- 3.3. Correction Process:
  - 3.3.1. The Executive Assistant will inform the trustee and provide an explanation to the trustee of any errors or omissions;
  - 3.3.2. The trustee will correct and resubmit the honoraria/expense claim to the Executive Assistant;
  - 3.3.3. If the trustee disagrees with the correction, they may request the Board Chair to review it;
  - 3.3.4. If there is still disagreement it will be taken to the Board for a decision.
- 3.4. Approval Process:
  - 3.4.1. After the review process is complete, the honoraria/expense claim shall be sent to the Board Chair for approval, or Vice-Chair if for the Chair;
  - 3.4.2. Once approved, the honoraria/expense claim shall be submitted by the Executive Assistant for payment.

#### 4. TRAVEL

- 4.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Assistant. If booking on their own, the trustee should share the information with the Executive Assistant to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while traveling.
  - 4.1.1. If a trustee wishes to bring a companion(s) while on board business, there shall be no additional costs to the division as a result of the companion(s).
    - 4.1.1.1. In the case of a flight(s), arrangements are to be made through the Executive Assistant.
    - 4.1.1.2. Repayment by the trustee will occur as per 1.8



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 4.2.** Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
- 4.2.1. Air or rail fare;
  - 4.2.2. Automobile rental;
  - 4.2.3. Excess baggage charges where extra equipment is required because of duties being performed;
  - 4.2.4. Charges for electronic communication, and faxes related to NSD business only if receipted;
  - 4.2.5. Charges for business-related phone calls;
  - 4.2.6. Inter-municipal bus fares, including airport buses; and
  - 4.2.7. Internet connectivity in hotels or other public places if unable to use the hotspot on NSD cell phone.
- 4.3. FLIGHTS**
- 4.3.1. Air travel shall be by economy class unless otherwise approved by Board motion.
  - 4.3.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.
- 4.4. OTHER TRAVEL ROUTES OR MODES OF TRANSPORTATION**
- 4.4.1. If a trustee chooses to travel in a manner that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation and pay the difference personally.
- 4.5. TRAVEL OUTSIDE OF CANADA**
- 4.5.1. When traveling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.
  - 4.5.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.
  - 4.5.3. A trustee shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
  - 4.5.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.





## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 4.5.5. If a trustee becomes ill and requires medical attention or hospitalization or both while traveling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- 4.5.6. A trustee may claim the expense of travel immunizations.

#### 4.6. TRAVEL BY THIRD-PARTY VEHICLE, INCLUDING CAR RENTALS

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

#### 4.7. Travel by Trustee Vehicle

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

## 5. MEAL EXPENSES

- 5.1. When traveling on NSD business, a trustee may claim either:
  - 5.1.1. The actual expense of the meal (with receipt) as per Policy 7 Appendix A Schedule of Rates, up to a maximum of 50% over the meal allowance subject to Chair approval, or
  - 5.1.2. The meal allowance as set out in Policy 7 Appendix A Schedule of Rates (no receipt required).
- 5.2. The actual expense of a meal is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 5.3.** When a trustee is traveling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
- 5.3.1. For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
  - 5.3.2. For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
  - 5.3.3. For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- 5.4.** A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee unless the trustee declines the meal because of a pre-authorized:
- 5.4.1. Dietary restriction; or
  - 5.4.2. Business reason.
- 5.5.** Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
- 5.5.1. If a meal is included in the expense of airfare, a trustee cannot claim a meal allowance unless the flight is delayed. A meal may be claimed as per the guidelines when a flight is delayed.
- 5.6.** Any “room service” charges added to the cost ~~for~~ of meals will not be reimbursed:
- 5.6.1. Unless there is a valid reason the meal could not be obtained elsewhere or,
  - 5.6.2. The room service charge plus the cost of the meal is equal to or less than the meal allowance.
- 6. ACCOMMODATION EXPENSES**
- 6.1.** When a trustee is traveling on NSD business, and overnight accommodation away from the trustee’s residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
- 6.2.** If a trustee wishes for a larger or upgraded room from a standard room they shall be reimbursed for the cost of a standard room only unless required for business reasons.
- 6.3.** Should a trustee wish to stay at a hotel other than that of the corporate booking rate, they shall be reimbursed to a maximum of 25% over the corporate booking rate.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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#### 7. LAUNDRY EXPENSES

- 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while traveling.

#### 8. HOSTING EXPENSES

- 8.1. The main purpose of an individual trustee hosting should be:
- 8.1.1. To engage with the community toward the ultimate goal of improving student success.
  - 8.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.
- 8.2. Hosting may not include meeting with people about responsibilities that are outside of the Board's role. Any request to meet about an administrative responsibility area must involve the area Associate Superintendent and is not claimable through the trustee hosting budget. Trustee General Duty Days cover meetings with community members.
- 8.3. A "hosting summary" form must be submitted with any hosting expense claims that outline the purpose of the event, people in attendance and outcome.

#### 9. BUSINESS EXPENSES

- 9.1. Office-type supplies required by a trustee to fulfill the requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
- 9.1.1. Trustees must check with the Executive Assistant before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier, the item(s) can be obtained through at a reduced cost.
- 9.2. Any other business expenses must be approved by the board chair or vice-chair for the chair.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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#### CORPORATE CREDIT CARD GUIDELINES

##### 10. GENERAL GUIDELINES:

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



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 10.12.2.2. Claiming expenses on their expense form that were charged to their credit card.
- 10.13.** The following process shall be enacted by the Chair, or Vice-Chair in the case of the Chair if receipts are not provided, although consideration may be given if the offences do not occur simultaneously:
- 10.13.1. The first time a receipt is not provided:
- 10.13.1.1. The charge will not be reimbursed and will be deducted from the trustee's next honorarium/expense claim;
- 10.13.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn **them** that their card could be cancelled. **This will be followed up in writing.**
- 10.13.2. The second time a receipt is not provided:
- 10.13.2.1. The charge will not be reimbursed and will be deducted from the trustee's next honorarium/expense claim ~~and~~;
- 10.13.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn **them** that their card will be cancelled should this occur again. **This will be followed up in writing.**
- 10.13.3. The third time a receipt is not provided, the credit card will be suspended. **This will be followed up in writing.**
- 10.13.4. Suspension of a card will be for the remainder of the electoral term unless the Chair/Vice-Chair decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed. Additional requirements can be added as well, such as signing an agreement.
- 10.14.** Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
- 10.15.** As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
- 10.16.** The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
- 10.17.** Any outstanding charges on the account must be resolved through the trustee's honoraria claim prior to the end of an electoral term.



## POLICY 7

### APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 10.18.** The following may conditionally approve expense(s) outside of policy, subject to Board approval:
- 10.18.1. The Chair, in consultation with the Vice-Chair, and
  - 10.18.2. In the case of the Chair, the Vice-Chair in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
- 10.19.** Expense(s) outside of policy may be conditionally approved, subject to Board approval, by:
- 10.19.1. The Chair, in consultation with the Vice-Chair, and
  - 10.19.2. In the case of the Chair, the Vice-Chair in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
  - 10.19.3. Repayment for any conditionally approved expense that is denied by the Board is as per 1.8.



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:** Cathy Wanyandie, Board Chair

**SUBJECT:** Policy 7 Appendix D - Rules of Order

**REFERENCE(S):**

**ATTACHMENTS:** Policy 7 Appendix D - Rules of Order

<b>RECOMMENDATION:</b>
<p><b>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 D - Rules of Order, as attached.</b></p>

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>

## POLICY 7 APPENDIX D RULES OF ORDER

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

There are two components to the Rules of Order

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

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

### 1. RULES OF PROCEDURE ORDER

#### 1.1. Discussion

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

#### 1.2. A motion is made

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

#### 1.3. The Chair states the motion

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



## POLICY 7 APPENDIX D

### RULES OF ORDER

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- 1.4. Debate
  - 1.4.1. Once a motion is made debate may only be about the motion.
    - 1.4.1.1. E.g. I am in favour of this motion because; I am against this motion because
  - 1.4.2. The Chair controls the debate to ensure the rules are followed
    - 1.4.2.1. The Chair may very occasionally let another trustee or administration provide feedback on a speaker's comments.
    - 1.4.2.2. The Chair may ask the Administration to speak in the middle of the speaker list if they feel it will be beneficial to the discussion or let the mover speaker answer a question from another trustee.
  - 1.4.3. Everyone can speak up to two times to each motion and up to two minutes per time talking.
    - 1.4.3.1. The Chair may allow a third or more rounds of debate on an item if they determine it is necessary to ensure a quality decision.
  - 1.4.4. Mover speaks first and may close the debate as well.
  - 1.4.5. Members must speak to or through the Chair. Members must wait to be recognized by the Chair. No interruption is permitted except for a point of order (for a breach of rules) or an urgent parliamentary inquiry. ~~No one shall interrupt a speaker unless it is to ask for a necessary clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Chair.~~
  - 1.4.6. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Chair Board shall rule on whether further discussion will be allowed.
  - 1.4.7. ~~Point of Order or Point of~~ Request for Information
    - 1.4.7.1. Everything stops to deal with "point"
    - 1.4.7.2. Two kinds of points of order:
      - 1.4.7.2.1. Point of Order
        - 1.4.7.2.1.1. Process problem (e.g. someone speaking too long)
      - 1.4.7.2.2. Point of Information (e.g. Need information on an item - e.g. need to know if you have enough dollars in the budget for an item asking to purchase.)
  - 1.4.8. In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to this Appendix. If this reference is inadequate,

## POLICY 7 APPENDIX D RULES OF ORDER

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the procedure shall be determined by a motion supported by the majority of trustees in attendance.

### 1.5. Voting

- 1.5.1. As soon as the motion is voted on, the debate is over and the motion stands as the position of the Board and each trustee.
- 1.5.2. The Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Education Act, shall vote on each question.
- 1.5.3. Each question shall be decided by a majority of the votes of those trustees present. ~~A simple majority of a quorum of the Board will decide in favour of the question.~~
- 1.5.4. In the case of an equality of votes, the question is defeated.
- 1.5.5. A vote on a question shall be taken by open vote, expressed by show of hands, except votes to elect the Chair or Vice-Chair, which are by secret ballot, unless there is unanimous consent of all trustees present to use a show of hands.

### 1.6. The Chair announces the result and effect.

- 1.6.1. The result of the vote is announced unanimous consent (e.g. carried unanimously or carried or defeated).
- 1.6.2. The effect of the vote is announced (e.g. will be sending \$500 to charity for school uniforms).

### 1.7. Procedural Motions

- 1.7.1. Approve agenda; approve consent agenda.
  - 1.7.1.1. The trustee may ask for an item to be pulled from the consent agenda and put into action items but must do so prior to the approval of the consent agenda.
- 1.7.2. Procedural motions should go through very quickly.
  - 1.7.2.1. If a trustee wishes to address a procedural motion, they should be prepared to do so as soon as the item is called or have dealt with it before the board meeting, such as correcting typos in minutes.

### 1.8. Substantive Main motions

- 1.8.1.1. Must only be debating one main motion at a time.

## **POLICY 7 APPENDIX D**

### **RULES OF ORDER**

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#### 1.9. Amendments

1.9.1. The Chair will decide if the amendment is contrary to the essence of the main motion.

1.9.1.1. If an amendment is accepted, then debate on the main motion stops and debate is about the amendment only.

1.9.1.2. Only debate one amendment at a time.

1.9.1.3. The Chair should restart the speaking list to discuss amendments.

1.9.1.4. Ask the mover of the amendment if they would like to speak to their amendment.

1.9.1.5. Ask if anyone else wants to speak to the amendment.

1.9.1.6. After all debate; mover may close.

1.9.1.7. Vote is taken

1.9.1.7.1. If the amendment is accepted, then go back to the main motion as amended.

1.9.1.7.2. If an amendment is not accepted then go back to the main motion as it was and go back to the speaker list for the main motion.

#### 1.9.2. Friendly amendment

1.9.2.1. Someone puts forward an amendment and indicates it may be a friendly amendment or if the Chair sees a lot of heads nodding to the amendment, may ask if it is a friendly amendment.

1.9.2.2. Chair asks if anyone DISAGREES with it being a friendly amendment.

1.9.2.3. If it is unanimous then the amendment is added to the main motion and then goes back to the speaker list of the main motion (as now amended) because it is a friendly amendment.

#### 1.9.3. Germane Amendments

1.9.3.1. All amendments must be germane to the main motion, which means the amendment must be about the same essence as the main motion, if not, it might not be accepted.

1.9.3.2. No set rule on whether it is germane, it depends on the situation

1.9.3.2.1. The Chair can accept or not accept the amendment;

## POLICY 7 APPENDIX D RULES OF ORDER

---

1.9.3.2.2. Trustees can challenge the Chair's ruling, and then the Board votes on whether it will be considered as an amendment.

### 1.10. Notice of Motion

1.10.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed.

1.10.2. A notice of motion is not debatable and may not be voted on.

### 1.11. Motion to Adjourn

1.11.1. If all items on the agenda are complete:

1.11.1.1. Chair says: "Seeing no further business, the meeting is adjourned."

1.11.2. If the agenda is not completed and are deferring business then should have a **the** motion to adjourn and defer business.

## 2. ~~RULES OF CONDUCT~~ **DEBATE DECORUM**

2.1. The behaviour of everyone in attendance at a meeting shall be to help ensure good debate and quality decisions.

2.2. Laptops and cell phones should not be used during ~~in-camera~~ **closed session** meetings.

### 2.3. Forms of address

2.3.1. Titles will be used at all public meetings

2.3.1.1. Example: Chair Smith, Trustee Brown, Superintendent Jones

### 2.4. ~~Speaking at Meetings~~ **Seeking Recognition to Speak**

2.4.1. Raise hands to be put on the speaker list.

2.4.2. Must be recognized by the Chair before speaking.

2.4.3. Thank Chair when recognized to speak; thank Chair when finished so everyone knows they are finished speaking.

2.4.4. The custom of addressing comments to the Chair is to be followed by all persons in attendance.

## POLICY 7 APPENDIX D

### RULES OF ORDER

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- 2.5. Addressing the Motion
  - 2.5.1. Debate motion, not each other.
  - 2.5.2. Discussion should occur with no reference to a prior position.
  
- 2.6. Debating and Deciding the Motion
  - 2.6.1. All debates and decisions shall be:
    - 2.6.1.1. Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.
    - 2.6.1.2. Informal enough to allow a complete, honest and factual sharing of information and opinions.
  
- 2.7. Role of the Chair
  - 2.7.1. The main role is to "direct traffic."
  - 2.7.2. Remain calm and neutral.
  - 2.7.3. Provide a "safe space" for everyone to speak, and share thoughts and information.
  - 2.7.4. Acknowledge Recognize, generally by nodding, that they see a trustee or administration that wants to be on the speaker's list.
  - 2.7.5. Read the next three speakers on the speaker list and then acknowledge the first speaker to speak.
  - 2.7.6. Be as neutral as possible.
  - 2.7.7. Avoid the temptation to speak after every comment.
  - 2.7.8. Hold your own comments as long as possible, or at least until other trustees have had the opportunity to speak once.
  - 2.7.9. Maintain speaking order and work towards the goal of hearing from everyone, with priority given to first-time speakers.
  - 2.7.10. Think in "rounds". Has everybody had a chance to speak first? Does anybody else want to speak first? If not, then could go to the second round and allow second-time speakers.
  - 2.7.11. Responsible for limiting a speaker when they are speaking too long, becoming repetitive or not on topic.
  - 2.7.12. The Chair must be firm in keeping order.

## **POLICY 7 APPENDIX D**

### **RULES OF ORDER**

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#### 2.8. Roles of Trustees

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



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:** Cathy Wanyandie, Board Chair

**SUBJECT:** Policy 17 - Student Transportation

**REFERENCE(S):**

**ATTACHMENTS:** Policy 17 - Student Transportation

**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 17 - Student Transportation, as attached.**

\*\*\*\*\*

**BACKGROUND:**

**RISK ANALYSIS:**



## POLICY 17

# STUDENT TRANSPORTATION SERVICES

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

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

### Specifically

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





## POLICY 17 STUDENT TRANSPORTATION SERVICES

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students who are picked up first in the morning are dropped off first in the afternoon.

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



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:**

**SUBJECT:** ASBA Edwin Parr Nomination

**REFERENCE(S):**

**ATTACHMENTS:**

<b>RECOMMENDATION:</b>
<b>THAT the Board of Trustees approve Jaskaran Klair, teacher at Bishop Routhier School for the nomination of the 2023 Edwin Parr Teacher Award.</b>

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

**SUBMITTED BY:** Douglas Aird, Secretary-Treasurer

**ORIGINATOR:**

**SUBJECT:** Budget 2023-2024: Principles and Assumptions

**REFERENCE(S):**

**ATTACHMENTS:**

**RECOMMENDATION:**  
**THAT the Board of Trustees approve the Budget 2023-2024 Principles and Assumptions, as attached.**

\*\*\*\*\*

**BACKGROUND:**

Per the Board Annual Work Plan the Principles and Assumptions are used by Administration to develop the annual budget. This will be presented for Board approval at the May 26, 2023 Board meeting and then shared with Alberta Education.

**RISK ANALYSIS:**

## **Principles and Assumptions**

### **Budget 2023 - 2024**

#### **Overview**

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

The budget will also be provided to Alberta Education by May 31, 2023.

The Division's financial management cycle includes a fall update to the budget considering actual enrollments and emerging priorities; monthly financial reporting; variance followup and quarterly forecasting.

#### **Guiding Principles**

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

#### **Key Assumptions**

##### **Allocation model**

1. The Division's allocation model provides appropriate resources for quality education at every school.
2. School Food Services is critical to the health and continuing success of our students. Although a specific grant has not been received for this, the program will continue.
3. Transportation is a necessity for each of our students, and will continue to be fully funded.
4. Departments and key cost centres will operate within envelopes, based on previous years with adjustments for innovation, efficiencies, Division priorities and key drivers.
5. The potential Federal/ First Nations funding formula change to a revenue-based model will not be detrimental to students or the division.

6. Improvements to operations will generate savings that will be invested in improving service quality and building towards our ideal future state.
7. Board will continue the strategic use of videoconferencing to reduce travel.

**Revenues and Enrollment**

8. Enrollment projections driving grant funding and site allocations are accurate, and will be adjusted to site actuals when known (Fall Budget Update).
9. Grant totals are for the most part known. Finances will be tighter as the space provided by Bridge Funding has ended. With the reduction of two schools in the 2022-2023 school year, this will still impact the 2023-2024 school year enrollment. Some offsetting stabilization funding has been provided but remains at risk in future.

**Salaries and benefits**

10. The standard cost for teacher salaries is based on existing grid rates and will change only for grid movement/changes/ turnover.
11. Potential cash cost impacts from local bargaining are not yet known, but are expected to be minimal.
12. Support salaries are planned based on current costs and will fit within existing envelopes.
13. ASEBP benefits costs are increasing approximately 10% for September 1st. Discounted rates continue for Extended Health, Dental and Vision.

**Supplies and Services**

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

**Capital Program**

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

**Contingencies**

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



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:**

**SUBJECT:** 2023 Long Service and Retirement Awards Celebration

**REFERENCE(S):**

**ATTACHMENTS:**

<b>RECOMMENDATION:</b>
<b>THAT the Board of Trustees approve holding the Long Service and Retirement Awards Celebration on May 25, 2023 in Peace River, Alberta, as presented.</b>

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:**

**SUBJECT:** NSD Online School Ward Representation

**REFERENCE(S):**

**ATTACHMENTS:**

<b>RECOMMENDATION:</b>
<b>THAT the Board of Trustees approve that the Northland Online School Ward representation be to Ward 5.</b>

\*\*\*\*\*

<b>BACKGROUND:</b>
The Northland Online School principal and school secretary are based out at Elizabeth School, which resides within Ward 5.
<b>RISK ANALYSIS:</b>



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Disposal of Mobile Homes Tender  
**REFERENCE(S):**  
**ATTACHMENTS:**

**INFORMATION ITEM**  
Administration has a tender out for the purchase and removal of two (2) 1998 Palm Harbor 16x60 three (3) bedroom mobile homes, in the community of Conklin, Alberta. The tender closes April 18, 2023.

\*\*\*\*\*

**BACKGROUND:**  
With the Housing Department renovation plan, the Division would like to relocate one mobile home from Wabasca and transfer it to Conklin, to replace the older mobile unit. We are asking bidders to remove, and clean the area of all debris by June 1, 2023.

**RISK ANALYSIS:**





NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**ORIGINATOR:**

**SUBJECT:** 3/4 Ton Truck Tender

**REFERENCE(S):**

**ATTACHMENTS:**

<b>RECOMMENDATION:</b>
<b>THAT the Board of Trustees approve the purchase of four (4) 3/4 ton trucks from Courtesy Chrysler in the amount of \$355,529.60 including GST, with the funds coming from the capital reserves.</b>

\*\*\*\*\*

<b>BACKGROUND:</b>
This was the only tender received.
<b>RISK ANALYSIS:</b>



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Van Tender  
**REFERENCE(S):**  
**ATTACHMENTS:**

**INFORMATION ITEM**  
Administration placed a tender for a new van to replace Unit 696; the Administration did not receive any tenders and will be contacting local dealerships.

\*\*\*\*\*

**BACKGROUND:**

Unit 696 was involved in a motor vehicle accident and has been written off by the insurance company. Administration will continue to get quotes and/or tender.

**RISK ANALYSIS:**



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** APRIL 20, 2023

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

**SUBJECT:** Alberta School Boards Association (ASBA) Honouring Spirit: Indigenous Student Awards 2023 - Honourable Mention List Zone 1

**REFERENCE(S):**

**ATTACHMENTS:** ASBA Honouring Spirit: Indigenous Student Awards 2023 List

<b>INFORMATION ITEM</b>
The Northland School Division nominated Tyson Bigstone, a Grade 5 student from Chipewyan Lake School for the ASBA Honouring Spirit: Indigenous Student Award and Administration was informed that Tyson has received a Honourable Mention.

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



Alberta School Boards Association  
Honouring Spirit: Indigenous Student Awards 2023  
Honourable Mention List  
Zone 1

Northland School Division

First Name	Last Name	Grade	School	Nominator	Last Name	Email
Tyson	Bigstone	5	Chipewyan Lake School	Brittney	Lyon	<a href="mailto:brittney.lyon@nsd61.ca">brittney.lyon@nsd61.ca</a>



## BOARD CHAIR HIGHLIGHTS

April 20, 2023

### Corporate Board Expense Summary

As of April 14, 2023

EXPENSES	BUDGET	YTD	REMAINING
Trustee Remuneration	130,250.00	101,080.75	29,169.25
Trustee Benefits	40,000.00	29,228.36	10,771.64
In Service Board of Trustees - PD	6,000.00	27,609.76	(21,609.76)
Legal Fees	50,000.00	1,668.27	48,331.73
Professional Services		6,154.60	(6,154.60)
Advertising	1,700.00	620.57	1,079.43
Membership Fees (ASBA/PSBAA)	33,000.00	22,100.23	10,899.77
Office Supplies	2,000.00	403.23	1,596.77
Printing & Binding	2,700.00	1,183.79	1,516.21
Postage	600.00	254.60	345.40
Travel and Subsistence	125,250.00	122,332.96	2,917.04
Ward 1		14,423.40	
Ward 2		28,566.13	
Ward 3		10,020.79	
Ward 4		7,330.76	
Ward 5		2,484.28	
Ward 6		12,137.64	
Ward 7		10,837.77	
Ward 8		851.30	
Ward 9		7,516.56	
Liability Insurance	250.00	0.00	250.00
Telephone	6,000.00	2,755.10	3,244.90
Awards	35,000.00	12,491.91	22,508.09
Furniture and Equipment	10,000.00	0.00	10,000.00
Visa Purchases/Other	91,000.00	1,551.83	89,448.17
Elections	20,000.00	6,714.29	13,285.71
<b>TOTAL</b>	<b>553,750.00</b>	<b>336,150.25</b>	<b>217,599.75</b>

# Superintendent's Highlights

April 20, 2023

## Forestry Pilot Project at Calling Lake School

A new Forestry Pilot project in Calling Lake School combines the Forestry CTS modules taught in the school as a high school option with the WOLF (Woodland Operations Learning Foundation) simulator training and also a potential dual credit partnership with NAIT and their Forestry Technician program.

Northland School Division's partnership with AL-PAC (Alberta-Pacific Forest Industries) enables them to engage with NSD students on potential careers in forestry, and their financial support allows NSD to bring the WOLF simulator to Calling Lake School. AL-PAC successfully applied and received a grant from FRIAA (Forest Resource Improvement Association of Alberta) of \$25,000 which will cover the cost of the simulator and the WOLF instructors for the week of May 1-5.

The simulator allows students to get hands-on training for machine operation in the forestry industry. These are the same simulators that they use in the industry for evaluation and developing skills for current and potential forestry machine operators.

[WOLF Simulator Training](#)

[Alberta-Pacific Forest Industries](#)

[Forest Resource Improvement Association of Alberta](#)

## Paddle Prairie School and Mistassiniy School Selected for Generate & Navigate Youth Leadership Summit

Paddle Prairie and Mistassiniy Schools represented the Northland School Division at the Generate (energy/climate) & Navigate (water) Youth Leadership Summit that took place on March 16-19, 2023 in Canmore, Alberta. Twenty schools were selected across the province to participate.

The Summit brought together students, teachers and over 50 expert guest speakers to learn and provide hands-on sessions on energy, water and climate change. Participants attended workshops, tours, shared ideas and had the opportunity to learn about technologies and innovations that are shaping the future.

## **Northland School Division Partners with Olds College - Dual Credit Courses**

Northland School Division has partnered with Olds College and will be offering a dual credit program to NSD students. Olds College will be offering 16 courses; conversations are occurring as to which courses NSD students would be interested in taking.

## **ACT First Aid Training Session**

Northland School Division is working with ACT (Advanced Coronary Treatment) Foundation to provide training for high school Physical Education teachers and school leaders in our division.

This training will qualify teachers to teach basic first aid with CPR and Automated External Defibrillator (AED) to grade 10 students as part of the PE 10 curriculum requirements and also provide two Career and Technology Studies (CTS) credits in First Aid for the students. Teachers will be able to earn their Red Cross Standard First Aid Certificate on the first day, and then ACT training on the second day. NSD's Occupational Health and Safety officer, James Martin, will also be trained to teach this course to future teachers in NSD. The ACT Foundation is also providing training supplies for our high schools so NSD can run future courses for students.

## **Bill Woodward Students Participate in the Wood Buffalo Regional Science Fair**

Seven students from the Bill Woodward School participated in the Wood Buffalo Regional Science Fair, which took place on March 24 and 25, 2023 in Fort McMurray.

The Wood Buffalo Regional Science Fair is an annual event with students participating from grades four through twelve. The fair is one of ten regional fairs in Alberta and is affiliated with Youth Science Canada.



## 2022-2023 Northland School Division Assurance Plan Community Engagement



Northland School Division (NSD) has been evolving and celebrating success stories in all our communities. With this in mind, the Board of Trustees and Administration are pleased to launch a community engagement focused on updating NSD's Assurance Plan.

Every year, school divisions in Alberta develop and submit an Assurance Plan before the end of May. The Board of Trustees reaffirmed the key priorities for the Northland School Division in March of 2023.

The priorities include:

1. **Excellence in Learning:** Students achieve or exceed the standards set by Alberta Education in literacy and numeracy.
2. **Excellence in Leadership:** Through excellent leadership practices, everyone feels welcome and valued.
3. **Excellence in Relationships:** Develop and actively promote healthy relationships with students, parents/guardians, staff, community, and educational partners.

A survey has been developed to gather input from parents, guardians, and community members. Parents are able to complete the survey online or fill out a paper copy.

The survey will be open until April 28, 2023.

### News Articles Featuring Northland School Division

- The Lakeside Leader, March 8, 2023 Edition
- The Fever, April 6, 2023 Edition



# Kid's Talk

*"Would you rather be only able to whisper or only able to talk incredibly loud? Why?"*

*Asked of Grade 4 students at Kinuso School*



Ryder

"Only able to whisper, because if you talk too loud I hurt my voice. And with a whisper it's peaceful and people don't get mad at you for being too noisy."

Marleah

"Whisper, because I wouldn't want to hurt people's ear drums and their canals."



C.G.

"Whisper, because if you whisper you can just talk into someone's ear and if you talk loud everyone can hear your loud chats."



Jude

"Whisper, because you don't have to have a loud voice to be heard."



Camryn

"Talk in a really loud voice, because people sometimes can't hear you when you whisper."



# Design funding for new Red Earth Creek School

**Leader staff**

The capital plan portion of the 2023 Alberta government budget included an announcement about K to 12 school building projects. Two of these are in the Lesser Slave Lake area.

Peace River School Division received design funding for a school to replace the current Red Earth Creek School, says the news release. This is to be used toward the preparation of con-

struction tender documents such as drawings and specifications. Red Earth Creek is one of 20 schools that received design funding in 2023.

Red Earth Creek is a hamlet in the M.D. of Opportunity. It is 165 km north of Slave Lake on Hwy. 88.

According to the 2021 Canada Census, Red Earth Creek has a population of 315 people. Of these, 90 people were aged zero to 19 years old. The average age of

the population was 32.8 years.

The news release also included information about a High Prairie School Division school. GP Vanier School, in Donnelly, received school planning project funding. Donnelly is on the western edge of the school division. Slave Lake is on the east.

The news release says that 14 planning projects, which include site analysis and scope development were ap-

proved, for a total of \$4 million.

In total across Alberta, the budget includes support for 58 projects - 13 construction, 20 design, 14 planning, and 11 pre-planning.

Pre-planning and planning are new this year, says the news release. The reason for this is "the availability of suitable sites has been one of the biggest roadblocks causing delays to school projects."



The current Red Earth Creek School in May 2022. The Peace River School Division has received funding to start the design phase of replacing this school.

# Northland superintendent receives Jubilee Medal

**Leader staff**

Dr. Nancy Spencer-Poitras has received a Queen Elizabeth II's Platinum Jubilee Medal.



**Nancy Spencer-Poitras**

Spencer-Poitras is the superintendent and CEO of Northland School Division, which has schools in Wabasca and other northern communities.

A news release from Northland says she received this medal "for her exceptional qualities and outstanding service in the form of selfless giving and vol-

unteering."

In the news release, Spencer-Poitras says, "It is an absolute honour to receive this prestigious award. Working in the field of education is such a rewarding experience. As an educator, you have an opportunity to have a profound impact on a child's learn-

ing journey, something I take very seriously. Throughout my career, I have been fortunate to work with so many talented educators and interact with a number of parents/guardians and stakeholders invested in the education of children. From my perspective, I share this award

with so many individuals who have helped students achieve success in life."

This award was created by the provincial government and 7,000 Albertans have received it.

Northland is organizing a ceremony to honour Spencer-Poitras.



## Intricate work

Smith School Grade 9 student Nathan, with a hen and chick he made in 'intarsia' (wood inlay) class at the school.

Smith principal Amber Hensch says, "Students take a pattern and cut each of the individual pieces out of wood.

"Then they sand them down, and glue them together. Once they are glued together, they stain them. Most of the projects have over 10 intricate pieces they need to trace and cut out."

# Wabasca Girl Guides have lots of treats for cookie lovers

While the present contingent of Wabasca Girl Guides hopes that lots of cookie monsters and other cookie lovers show up next Wednesday, April 12, to buy iconic Girl Guide cookies, they also would be pleased to see more adult leaders step forward so that there can be more Guides joining them.

Part of the Muskotehk District of Guiding which includes the Slave Lake Girl Guides, Wabasca leaders, Rena Auger, Taryn Putinta, Clay-Ce Badger and Gloria



Time out from Easter art creations to attract the attention of Fever photographer Alexis St. Cyr.

Auger-Yellowknee have capacity enrollment now and must recruit more leaders if more local girls are to get involved.

“Volunteering is a great way to support the girls and the community,” says Rena Auger, adding, “It’s fun and great to add to a resume! Helping can be a weekly commitment or a few meetings a year.”

Wabasca Girl Guides have been operating in Wabasca since September 2017.

The Guiding Program accepts girls, ages 5 through 18.

The local program typically operates from late September until the end of May.

Before this 2022/23 Guiding season closes, the girls have to complete their various badge projects and are already excited about an overnight camping trip when warmer time occurs.

More information about enrolling a girl in the Wabasca program or adults wanting more information about becoming a volunteer leader can be obtained by



Brielle Auger (left) helps Aliyah Brule plant and water her plants, one of the Girl Guides’ spring projects.



There are plenty of individual and group projects for Guides to enjoy. Above, it was all hands busy coloring in the letters of the posters for the Cookie Sale Blitz, a major fundraiser for the Guides.

speaking to one of the lot. leaders at the upcoming Cookie Sale Blitz, 6:30 to 8 p.m., April 12, at the Northern Lakes College parking lot. “If we find the volunteers for next year, our registrations will open again in September,” says Auger.



## Board Meeting Highlights March 24, 2023

### Triannual Report #2 for 2022-2023 Presented to the Board

Superintendent of Schools Dr. Nancy Spencer-Poitras presented the second Triannual Report for the 2022-2023 school year. The report highlights the progress we have made with meeting or exceeding the following Northland School Division priorities:

1. Excellence in Learning
2. Excellence in Leadership
3. Excellence in Relationships



To view the Triannual Report visit <https://tinyurl.com/a9cpxu9f>.

### 2023-2024 Northland School Division Calendar approved by the Board of Trustees

The Board’s primary focus when approving the 2023-2024 School Year Calendar is doing what is best for Northland students. On an annual basis, the Board is responsible for approving a school year calendar as set out in Section 60 of the Education Act.

The main difference with the 2023-2024 School Year Calendar

in comparison to the 2022-2023 School Year Calendar is the Christmas / New Year’s break for schools. The break begins on December 18, 2023 and school resumes on January 3, 2024.

When school resumes on January 3rd, students writing Diploma Exams will have extra classroom time to prepare for upcoming Diploma Exams. View the approved calendar at <https://www.nsd61.ca/download/412848>.

### Capital Plan approved by the Board of Trustees

The Board of Trustees approved a Capital Plan that includes adjustments in the way Northland is prioritizing school construction projects. The plan outlines priority projects based on key drivers such as building condition and student enrolment. The priority projects include Calling Lake School, J.F. Dion School, Paddle Prairie School, Anzac School, Father R. Perin School, Elizabeth School and St. Theresa School. View the Capital Plan in more detail: <https://www.nsd61.ca/download/412679> (starting on page 103).

The next **Regular Board Meeting** is Thursday, April 20, 2023. Visit <https://www.nsd61.ca/governance/board-meetings> to view upcoming Regular Board Meeting dates and Board-related documents.

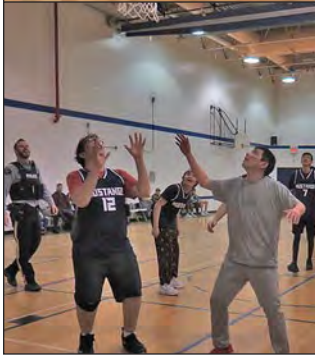
**Note:** These writings do not constitute the official record of the Northland School Division. They are however, provided as general information relating to the action taken at board meetings. For further information, please call 780-624-2060 or 1-800-362-1360.



## Mounties versus Mustangs

Wabasca Mounties went to Mistassini School last week ready to shoot ..... basketball hoops with the school's basketball team. Not wanting to bring all their big guns, only three officers came so they needed to be assisted by some law-abiding teachers.

No speeding tickets were issued on the court to the faster students. Since it was all for fun and no arrests had to be made, the final score was the only thing locked up.



### Celebrating Northland with a new promotional video

Dr. Nancy Spencer-Poitras highlighted a number of exciting events and important projects in the latest Superintendent's Highlights. She discussed the new

promotional video NSD released on March 14, 2023. The purpose of the video is to showcase why Northland School Division is a great place to learn and work. You can view the video on our website by visiting [www.nsd61.ca](http://www.nsd61.ca).



### Grouard Northland School: Literacy Success

The latest edition of Awards and Celebrations saw the Board learn about literacy successes taking place at Grouard Northland School. Principal Michelle Deering discussed a literacy program she is over the moon about.

The Science of Reading program provides teachers with lesson plans to help students become better readers. Some of the activities the program promotes include phonemic awareness, visual drills and word work.

With respect to word work, Deering referred to a video she posted on the Grouard Northland School Facebook page <https://www.facebook.com/Grouard-NorthlandSchool/videos/1251965599062867>. In the video, the student uses letter magnets to spell out a word and then they work on sounding out the word with the teacher.

When asked about the success of this program, Deering said she is seeing results quicker, students are happier and more confident. She added one of her kindergarten students has progressed to the point where they are able to read a whole paragraph!

Deering also told the Board she believes the literacy program is helping the Grouard Northland School become better teachers.



# Catering Call Out



Mr. Easter Bunny wishes all Fever readers a safe and enjoyable Easter Holiday!

**Bigstone Child & Family Services** will be hosting an event at **G.D. Auger Community Hall WABASCA, April 18, 2023**



If interested, please submit the following:  
✓ COVER LETTER - stating area(s) of interest

**Submission Deadline is April 7, 2023**

Please submit your application to:  
Bigstone Child & Family Services  
PO Box 780, Wabasca, AB T0G 2K0  
780-891-2225  
Email: [cfs@bigstone.ca](mailto:cfs@bigstone.ca)



**Wabasca & Area Bigstone Cree Nation COOKIE MONSTERS**  
**It's time to feast on your favourite cookies!**

**#GirlGuideCookies**  
Name a more iconic duo.  
**We'll wait.**

**COOKIE SALE BLITZ**

**Wednesday, April 12**

6:30 to 8:00 p.m.

Northern Lakes College parking lot  
Wabasca

Only \$6 a box!





In one of his early visits to Wabasca, Mr. Easter Bunny stopped by St. Theresa School after being invited by the staff to a fun after-school event. Olivia Power cuddled up to perhaps tell how many chocolates she wished for.

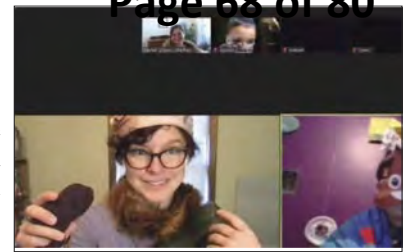
### Exciting learning opportunities for NSD students with Art Gallery of Hamilton

While presenting the latest Associate Superintendent Report, Dr. Tim Stensland discussed an exciting relationship Northland has developed with the Art Gallery of Hamilton (AGH). Northland, specifically Northland Online School, was selected by AGH to be part of artist-led projects.

Earlier this year, grade 1-2 students from Northland Online School worked with AGH on puppet making and storytelling called Pop Up Puppet Play. The students made puppets using things they found at home. The grade 3-5 class worked with performance artist, Jody Boston, in Imagine, Laugh, and Play through Drama. Jody takes students on a theatrical journey through movement, character exploration, storytelling, and theater games. The students are encouraged to explore, laugh, connect with their classmates, and stretch their imaginations.

Another session saw AGH working with high school students across Northland to offer a documentary film making course for Career and Technology Studies (CTS) Week. Due to the success of the projects, AGH has offered Northland Online School and other schools in NSD, more opportunities to work with additional artists. This additional support was offered because AGH found the student engagement through online capacity is exceptional!

To view the Associate Superintendent Report in more detail, visit <https://www.nsd61.ca/download/412679> (starting on page 145).



## NEW VISION ~ NEW DIRECTION



# BIGSTONE CREE NATION CHILD & FAMILY SERVICES INTRODUCTION

George D. Auger Community Hall, WABASCA

4:00 p.m. to 8:00 p.m.

# TUESDAY, APRIL 18

Bigstone Cree Nation Child & Family Services works on building the strengths within families, and we focus on the ongoing improvement and pursuit of excellence for our Children, Youth & Families

Information Topics presented by Bigstone Child & Family Services and guest speakers



Supper 5:00 p.m.

**DOOR PRIZES** throughout the evening

**DRAW PRIZE FOR 50-INCH TV**  
Must attend the entire information session to enter this draw



Also at the St. Theresa Easter Carnival, Kimberly Shaw and Zyesah Auger had a guessing game. What was under the cup and which cup?

St. Theresa Carnival photos by Alexis St. Cyr



With spectators watching, Arirssa Beauregard tried to get a ringer to gain some prize points.

**Follow TheFever ...**  
**FACEBOOK** at Bruce Thomas  
News • Weather • Missing & Wanted Persons  
Comments • Scam Alerts • Upcoming Events  
Interesting Stuff



## Associate Superintendent Report April 20, 2023

### Northland Games

The Northland Games is scheduled to begin on Thursday, June 1st, in Anzac. The Northland Games is organized in partnership with the Northland School Division, the local Alberta Teachers Association No. 69 and local school administrators.

Students requiring overnight accommodation will stay in the Anzac Community School or Bill Woodward School unless they choose other accommodations in Fort McMurray. Breakfast, lunch and travel snacks will be provided for participants and volunteers.



#### Students will participate in the following events:

##### Elementary students:

40m race  
Standing long jump  
Ball throw  
Obstacle course  
Long jump

##### JR and SR High students:

High jump  
Long jump  
Discus  
Shot put  
100m race  
200m race

##### Traditional games:

Bone foot throw  
Sled race  
Walrus push  
Leg wrestling  
Hoop toss  
Sash race  
Kneel jump



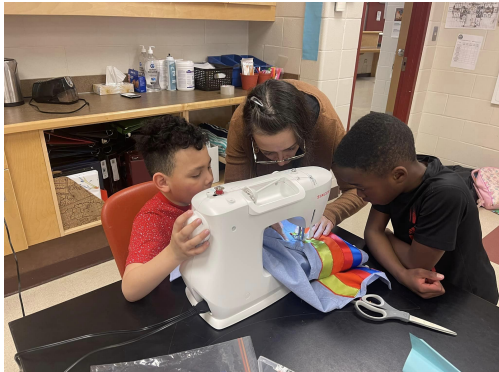
## Associate Superintendent Report April 20, 2023

### Anzac and Bill Woodward Schools Activities

Grade 12 students from the Bill Woodward School participated in CTS Days and earned credits in computer programming, construction, yoga, music and volunteering. In addition, grade 12 students are taking a diploma prep course to help them be successful with their diploma exams!



Students from the Anzac Community School learnt how to make ribbon skirts and shirts.





## Associate Superintendent Report April 20, 2023

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### **New Curriculum Implementation**

In September 2023, students across Alberta will learn from new curriculum in:

- **K-3 French First Language and Literature/ K-3 French Immersion Language Arts and Literature**
- **K-3 Science**
- **4-6 Mathematics**
- **4-6 English Language Arts**

School authorities may also choose to implement grades 4-6 French Immersion Language Arts and Literature, grades 4-6 French First Language and Literature, and grades 4-6 Science curriculums in September 2023.

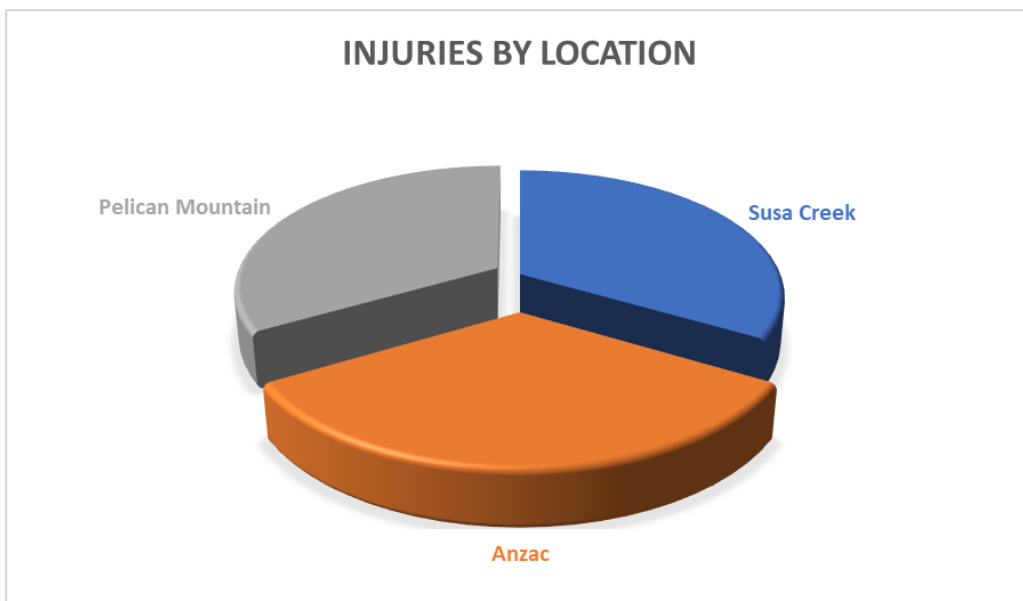


# Occupational Health & Safety Report

## April 20, 2023

**Teacher/Sub Teacher/Employee Incidents:** We received 3 injury reports for the period of March 2023 - April 2023. Out of the 3 reports below, 1 requires follow-up and reporting. 1 incident was reported to WCB and OHS.

*Teacher/Sub Teacher/Employee Incidents:*





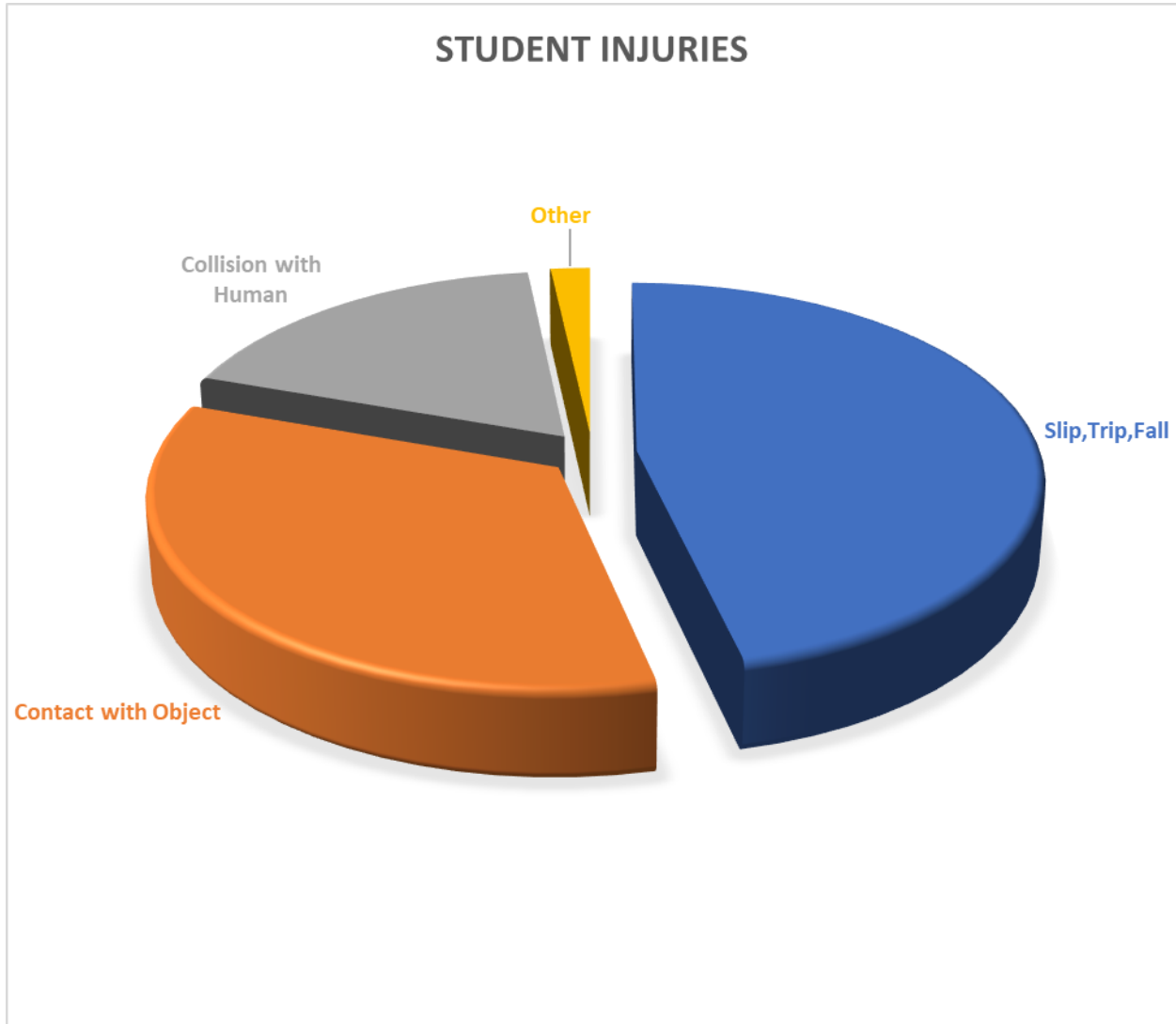


# Occupational Health & Safety Report

## April 20, 2023

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**Students:** 55 Student Injuries March 2023 - April 2023

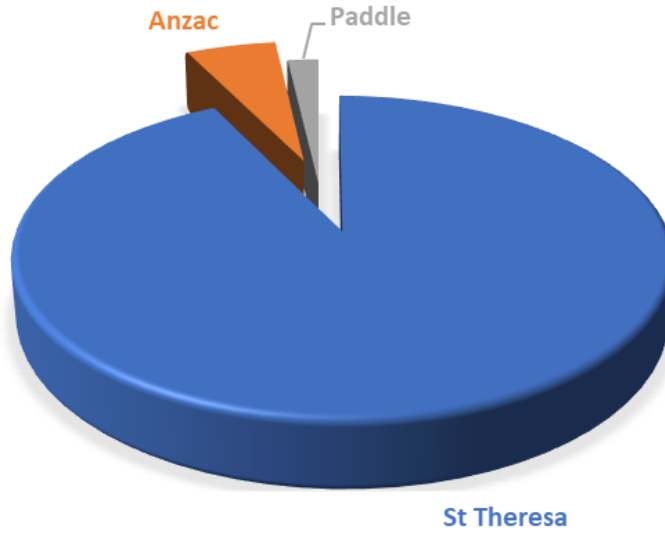




Occupational Health & Safety Report  
April 20, 2023

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INJURIES BY SCHOOL



2023

# Transportation Department Monitoring Report



**Susanne Jones**  
**Transportation Manager**  
**Northland School Division**

**April 20, 2023**

### Staffing

Our department consists of 1.5 staff in central office, 32 bus drivers and 11 contract bus operators.

### School Bus Driver Training

We started off the 2022-2023 school year with 0 vacant routes. There is 1 full time bus driver off on extended medical leave. We have been able to fill the route with a spare driver.

Most areas have no spare drivers available. In spite of continuous advertising, we have received no suitable applications from areas such as Paddle Prairie, High Prairie Area (Gift Lake, Grouard & East Prairie), Sandy Lake & Conklin.

We are continuously recruiting more school bus drivers. We have trained two drivers' from Wabasca this year. One driver just needed an S Endorsement and he has been driving since February 1<sup>st</sup>. We also trained one driver from a Class 5 to Class 2S Melt drivers license and she has been subbing full time in Sandy Lake for the last few weeks.

***On April 13, 2023 the government of Alberta announced that they are discontinuing the MELT (Mandatory Entry Level Training). This means that Class 5 drivers will no longer be required to take the mandatory 53.5 hours of training before they can take the road test. All School Bus Drivers are still required to have an S Endorsement in order to transport students. The current S Endorsement is going through a revision, but at this time, it is an 18-hour course plus a road test with the instructor (not through registries).***

The changes to the driver training should make it a little easier to obtain drivers and reduce costs significantly.

### Budget

Currently the Transportation Department is on par to stay on budget for the 2022-2023 school year.

### Fleet

NSD owns 55 School Buses that travel approximately 717,000 km's/year. Northland School Division maintains a large spare fleet to ensure buses are always available to use. We have many communities with only one or two regular bus routes. In those communities, we must keep at least one spare bus. For example: Susa and Conklin have one bus run each and one spare bus each. We have to maintain 4 buses to service 2 routes. Due to the fact that they are so far away from any of our other communities (with divisionally operated buses), the spare buses aren't shared like they are in the High Prairie Area. For example, Gift Lake, Grouard and East Prairie all share the spare buses so we don't have to have one spare per run.

With only one serious accident (non-preventable, zero deaths) in the last fifteen years, proves that School Bus Transportation is the safest means of transportation for our students

With the extremely cold weather we had just before Christmas, our buses had some mechanical issues but overall, they did well. Some of the issues that we encountered were weak batteries and starters. These buses start fine when the weather is warmer, but in the bitter cold, their weakness showed. It was difficult to even get the buses towed as all of the tow trucks were frozen as well.

### **Students**

In spite of the decrease in NSD student numbers, the Transportation Department has maintained roughly the same number of students as previous years. We are responsible for the safe and effective transportation of over 2,200 students that reside in the Northland School Division boundary to 26 different schools.

Alberta Education funds students that live over 2.4 kilometres from their designated school only. NSD has long offered transportation for all NSD students regardless of distance and with pick up locations right at the end of their driveway (no walk limit). Of the 1,577 students registered to ride NSD or contract buses, 760 reside under 2.4 kilometres. Which means 48% of the students we transport, ride the bus without any funding.

Due to the decreased ridership in 2020-2021 & 2021-2022 it appeared that we would be able to eliminate one bus run in Wabasca. However, by the 2<sup>nd</sup> day of school, it became apparent that the extra run was still needed. We were able to fill the position with a newly acquired spare bus driver and has been in full operation since.

Additionally, many of our communities are quite spread out and cutting runs would have a significant impact on student ride times. The Transportation Department continues to try and keep bus ride times lower than 60 minutes (some exceptions may apply) even though the industry standard is 90 minutes.

### **Operation – Busing**

2022-2023 (Sept to Dec) total = **96.9% operational**

56 % of the cancelled buses were due to driver illness. Other reasons for cancelled buses are Mechanical break down, COVID, Personal (2 paid per year), Compassionate, Family Care & Field Trips.

56 route days non-operational due to inclement weather (this figure is not deducted from the total operational percentage as there was a bus and a driver available).

### **Strengths Weakness Opportunities Threats**

#### **Strengths**

- Staffing – Team respect and cooperation / Long-term contractors / Excellent benefits (both a strength and a weakness) / Centralized business service

- Communication – Cell Phones / Texting / Social Media / School Messenger / Bus Status App
- Solid fleet and driver practices as evidenced through Carrier Services audit (July 2014)
- Solid student data practices for grant purposes as evidence by the Alberta Education audit (2017-2018 Funding Application Audit).
- Support from external bus repair facilities
- New routing software (TransFinder implemented 2017-2018 – Upgraded 2020-2021)
- Updated Bus Driver Handbook (Sept 2020)

#### Weaknesses

- Limited labor force - Casual driver availability/Training (MELT)
- Age of staff
- Education/Communication/Literacy issues
- Timelines to get new procedures approved
- Mobility of the student population
- External fleet maintenance
- Size & Distance of the division (also a threat)
- In-Bus Reviews (drivers & routes)
- Green Movement - emissions standards
- Use of technology – SIS Export for student data for routing

#### Opportunities

- Skill/knowledge of staff - mentorship
- Community Support & Engagement - partnering with Metis Settlements / First Nations / local educational institutions / working with municipalities / road safety
- Provincial Government - Increasing safety recommendations
- Technology Integration - School Messenger / Website / PowerSchool

#### Threats

- Funding Uncertainty - Fuel incentive / Carbon Tax / Federal students living off of reserve
- Increasing expectations – Parents, communities, schools / Yard/door service
- Declining enrollment
- Weather and road conditions
- Training - Class 2 & 4 MELT / Air Brakes / First Aid / S Endorsement
- Socioeconomic circumstances of the stakeholders
- Purchasing difficulties - Parts & service / Buses
- School of Choice - Impact on schools
- Size & distance of the division
- COVID Regression / Increased behavioural issues (ie. vaping on buses)

As a result of the identified strengths, weaknesses, opportunities and threats, the Transportation Department has put together goals to improve our system and a plan on how to obtain them. The goals and action plans are:

### **Goal #1: People - Training, Professional Development, Mentorship, Recognition**

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

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

### **Goal #2: Safety – Provincial/Federal Compliance, Highway/Road Safety, Student/Parent/School Education, OH&S Compliance & Mechanical Compliance**

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

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

### Goal #3: Service Quality and Communication – Internal and External

*Solid communication is required to transmit reliable information regardless of the difficulties presented by demographics of distance, number and variety of stakeholders, age and technological maturity and literacy of stakeholders. Clear communication will enhance operations and various methods such as newsletters, email, telephone, website, staff meetings will be utilized.*

- ✓ Promote use of technology (Email, Website, School Messenger, Texting, Bus Status App)
- ✓ Provide information regarding upcoming events to the NSD Communications Coordinator
- ✓ Maintain contact with local municipalities and Transportation with regards to pertinent signage (ongoing)
- ✓ Updated Bus Driver Manual (Summer 2020)
- Review all components of the Safety & Maintenance Plan, Preventative Maintenance Plan, and Emergency Response Plan (in process)

### Goal #4: Operations Excellence

- ✓ Train staff in routing software, implement software/self-serve for fleet and personnel records
- ✓ Maximize funding with accurate student data
- ✓ Annually assess routes based on expected student pick-ups and use TransFinder to create routes that minimize costs and create reasonable ride times for students (ongoing)
- ✓ Developed Inclement Weather AP
- Investigate GPS for safety
- Investigate Camera's for student safety
- Develop, review and revise policies that impact transportation i.e. school of choice, walk limits, driveway service, cooperative bussing,

### Goal #5 Infrastructure

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

### Conclusion

The vast size of NSD has been a challenge in the past but with technology becoming more the norm, we are able to communicate better with parents, bus drivers, schools and within central office.

We are continuously looking for ways to better improve the safety and the use of technology in the Transportation Department.

We have a phenomenal group of bus drivers that support our student's education and they have worked super hard this year to keep everyone safe. They drive in the dark, snow, ice and rain. They stand outside at -40°C to boost their buses when the batteries die and do their daily pre-trips to ensure their buses are safe. Our bus drivers are truly amazing.