



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 24-01 AGENDA

Location: DoubleTree West Edmonton	
Zoom:	
Meeting ID: Passcode:	Phone: 1 (587) 328-1099
Date: Saturday, January 27, 2024	Time: 9:00 a.m. - 4:30 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

Note: If the 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 Guild		-
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. BOARD CONCERNS

D. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Organizational Meeting Minutes - November 17, 2023	All	Motion	04
2.	Regular Board Meeting Minutes - November 17, 2023	All	Motion	08
3.	Special Board Meeting Minutes - November 30, 2023	All	Motion	15
4.	Special Board Meeting Minutes - December 22, 2023	All	Motion	19



NORTHLAND SCHOOL DIVISION

REGULAR BOARD MEETING NO. 24-01

AGENDA

No.	Title	Responsible	Action	Page No.
5.	Special Board Meeting Minutes - January 12, 2024	All	Motion	23
6.	Board Action Items	Acting Superintendent Johnson	Information	26

E. BUSINESS ARISING FROM MINUTES

F. CONSENT AGENDA

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Chair Guild	Information	29
2.	Acting Superintendent Report <ul style="list-style-type: none"> ● S. Meunier ● C. Johnson 	Acting Superintendent Johnson	Information	31
3.	Trustee Activity, Committee and/or Board Representative/Association Reports <ul style="list-style-type: none"> - Trustee McGillivray - Trustee B. Lamouche - Trustee Fayant 	Trustees	Information	33

G. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Glaudemans	Information	36
2.	Student Engagement, Attendance & Completion Report	Director M. Owens	Information	38
3.	Monthly Enrollment Report	Associate Superintendent S. Meunier	Information	49
4.	2024-2025 Draft School Calendar	Associate Superintendent K. Veitch	Information	51
5.	2023-2024 IMR Report	Secretary-Treasurer Glaudemans	Information	54
6.	Policy 2 Appendix D - Board and Superintendent Communications Guidelines	Chair Guild	Motion	56
7.	Policy 16 - Recruitment and Selection of Personnel	Chair Guild	Motion	62
8.	Policy 21 Appendix A - School Conflict Resolution	Chair Guild	Motion	66
9.	Policy 21 Appendix B - Elder Guidelines	Chair Guild	Motion	70
10.	Pelican Mountain School Viability Study	Acting Superintendent Johnson	Motion	73



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11.	Fishing Lake Metis Settlement - Bussing	Secretary-Treasurer Glaudemans	Motion	88
12.	Locally Developed Courses	Acting Superintendent Johnson	Motion	96
13.	PSBAA Recognition Awards Package	Chair Guild	Information	98

H. MONITORING REPORTS

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations/Presentations		Information	-
2.	Board Chair Highlights	Chair Guild	Information	111
3.	Acting Superintendent Highlights	Acting Superintendent Johnson	Information	113
4.	OH&S Report	Secretary-Treasurer Glaudemans	Information	121

I. PRELIMINARY DISCUSSION

No.	Title	Responsible
1.	Alberta Rural Education Symposium (ARES) March 3-5, 2024, River Cree Resort	Chair Guild
2.	National School Board Association (NSBA) April 6-8, 2024, New Orleans	Chair Guild
3.	CAPSLE April 28-30, 2025, Toronto, Ontario	Chair Guild

J. ADJOURNMENT & CLOSING CULTURAL REFLECTION



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools

SUBJECT: November 17, 2023 Organizational Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: November 17, 2023 Organizational Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the November 17, 2023, Organizational Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

Location: DoubleTree West Edmonton

Date: Friday, November 17, 2023

Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	x	Shelley Willier	Superintendent of Schools/CEO
✓	Cathy Wanyandie	Trustee Ward 2	✓	Scott Meunier	Associate Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Krisa Veitch	Associate Superintendent of Human Resources
✓	Jesse Lamouche	Trustee Ward 4	✓	Johan Claudemans	Secretary-Treasurer
✓	Tanya Fayant	Trustee Ward 5	✓	Curtis Walty	Media Relations Manager
✓	Thomas Auger	Trustee Ward 6	✓	Krystal Whitehead	Consultant, Recording Secretary
✓	Robin Guild	Trustee Ward 7			
✓	Wally Rude	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

Associate Superintendent Meunier called the meeting to order at 9:19 a.m.

2. Recognition of Traditional Lands

Associate Superintendent Meunier gave the Land Acknowledgement.

3. Consultant Potts gave the Opening Prayer

4. Nomination Procedures

Associate Superintendent Meunier presented the Nomination Procedures for selecting a Chair and Vice-Chair.

MOTION: Trustee McCammon moved that the Nomination Procedures for selecting a Chair and Vice-Chair be approved as presented.

25792/23 CARRIED

5. Declaration of Interest for Board Chair

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

MOTION: Trustee McCammon moved that Trustee Guild be nominated as Board Chair.

25793/23 CARRIED



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

6. Candidates' Opportunity to Speak

Trustee Guild addressed the Board.

7. Trustees' Questions of Candidates

Trustees were given the opportunity to ask questions to Trustee Guild.

8. Declaration of Results/Announcement of Board Chair

Associate Superintendent Meunier announced that Trustee Guild was elected Board Chair by acclamation.

9. Board Chair Assumes Chair Position

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

10. Adoption of Agenda

Trustee J. Lamouche called for additions or deletions to the agenda.

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

25794/23 CARRIED

11. Declaration of Interest for Board Vice-Chair

Each board member was given one opportunity to declare their intent to seek the office of Board Vice-Chair. Trustee Rude, Trustee McCamon, and Trustee Fayant stated that they would allow their names to stand for the position of Vice-Chair. All other board members indicated that they did not intend to seek the office of Board Vice-Chair.

MOTION: Trustee Guild moved that Trustee Fayant, Trustee Rude, and Trustee McCamon be nominated as Vice Chair.

25795/23 CARRIED

12. Candidates' Opportunity to Speak

Trustee Rude, Trustee Camon, and Trustee Fayant were given the opportunity to speak to the Board.

13. Trustees' Questions of Candidates

Trustees were given the opportunity to ask questions to both Trustee Rude, Trustee McCamon, and Trustee Fayant. Questions were asked of the candidates.

Consultant Whitehead distributed the ballots to conduct the election. Scrutineers Secretary-Treasurer Glaudemans and Consultant Whitehead collected the ballots for counting.



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES**

14. Declaration of Results/Announcement of Board Vice Chair

Secretary-Treasurer Glaudemans announced that Trustee Fayant was elected Vice Chair of the Board by majority vote.

15. Vice Chair Assumes Vice Chair Position

Trustee Fayant completed the oath of office and assumed the position of Vice Chair.

16. 2023-2024 Board Committee Appointments

MOTION: Trustee Rude moved that the Board of Trustees approve the 2023-2024 Board Committee Appointments as amended.

25796/23 CARRIED

17. 2023-2024 Board Representatives

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the 2023-2024 Board Representatives as amended.

25797/23 CARRIED

The administration will send a letter to the various organizations advising them of the representatives.

18. Resolution to Destroy Ballots

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

25798/23 CARRIED

B. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION
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1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 9:54 a.m.

25799/23 CARRIED

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES

Location: DoubleTree West Edmonton

Date: Friday, November 17, 2023

Time: 11:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	x	Shelley Willier	Superintendent of Schools/CEO
x	Cathy Wanyandie	Trustee Ward 2	✓	Scott Meunier	Associate Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Krista Veitch	Associate Superintendent of Human Resources
✓	Jesse Lamouche	Trustee Ward 4	✓	Johan Glaudemans	Secretary-Treasurer
✓	Tanya Fayant	Vice Chair	✓	Curtis Walty	Media Relations Manager
✓	Thomas Auger	Trustee Ward 6	✓	Krystal Whitehead	Consultant, Recording Secretary
✓	Robin Guild	Board Chair			
✓	Wally Rude	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

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

2. Recognition of Traditional Lands

Chair Guild gave the Land Acknowledgement.

3. Opening Prayer, Cultural Reflection or Reflection

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

4. Adopt Agenda

MOTION: Trustee Auger moved that the Board of Trustees approve the agenda with the following additions:

- 1. Future Engagement Sessions - Action Items
- 2. Cultural Events - Board Concerns
- 3. Finance Report - Action Items

25800/23 CARRIED

5. Closed Session

MOTION: Trustee McCamon moved that the Board of Trustees delay the closed session.

25801/23 CARRIED



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES**

B. BOARD CONCERNS

1. Cultural Events
 - a. Trustee J. Lamouche gave an overview of the cultural events happening within Ward 4.

C. MINUTES

1. Regular Board Meeting Minutes - October 27, 2023

MOTION: Trustee McGillivray moved that the Board of Trustees approve the October 27, 2023, Regular Board Meeting Minutes, as presented.

25802/23 CARRIED

2. Board Action Items

The Board Action Items were received as information and filed.

D. CONSENT AGENDA

1. Consent Agenda

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

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

E. ACTION ITEMS

1. Bussing Letter of Concern Fishing Lake Metis Settlement

The November 3, 2023, bussing letter of concern from Fishing Lake Metis Settlement has been received as information and filed.

Break 10:56 - 11:07 am



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES**

Closed Session

Trustee Lamouche moved that the Board of Trustees go into a Closed Session at 11:07 a.m.

25803/23 CARRIED

Regular Session

Trustee McCamon moved that the Board of Trustees return to regular session at 11:56 a.m.

25804/23 CARRIED

Break from 11:56 am - 1:07 pm

2. Student Engagement, Attendance, and Completion Report

The Student Engagement, Attendance, and Completion report for the month of October 2023 has been received as information and filed.

3. Monthly Enrollment Report

The monthly enrollment report for the month of October and the first week of November 2023 has been received as information and filed.

4. 2023-2024 Fall Budget

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the 2023 - 2024 Fall Budget Update as attached.

25805/23 CARRIED

5. Tri-Annual Report #1

Media Relations Manager Walty highlighted the events in the tri-annual report. The Tri-Annual Report #1 has been received as information and filed.

6. 2023- 2024 Capital Maintenance Renewal Report

The Capital Maintenance Renewal Report has been received as information and filed.

7. School Viability Study

The notice that the Superintendent of Schools is conducting a school viability study at Pelican Mountain School has been received as information and filed.



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES**

8. 2022 - 2023 Audited Financial Statements (Presentation)

Trustee J. Lamouche moved that the Board of Trustees approve the 2022 - 2023 Audited Financial Statements, as attached and presented by the Auditors.

25806/23 CARRIED

9. Annual Borrowing Resolution

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the Annual Borrowing Resolution as per Alberta Treasury Branch (ATB) in the amount of \$3 Million, if required, to meet the current operating expenditures for the 2023 - 2024 school year.

25807/23 CARRIED

10. Approval of Transfers from Reserves

MOTION: Trustee McCamon moved that the Board of Trustees table the transfer of reserve funds as per the draft Audited Financial Statements Schedule of Net Assets from Unrestricted Surplus to Capital and Operating Reserves in the amounts specified for the purposes of the multi-year priority learning investment plan and capital renewal.

25808/23 CARRIED

11. Mistassiniy International Field Trip

MOTION: Trustee Auger moved that the Board of Trustees approve the April 3, 2024 - April 13, 2024 Mistassiniy International Field Trip to Buenavente, Spain.

25809/23 CARRIED

12. LGBTQ2SIA+ Community Support

Support and education for students and families related to gender identity, and human rights for members of the LGBTQ2SIA+ community was received as information and filed.

13. Audit and Finance Committee - Recruitment of Public Members

Audit and Finance Committee - Recruitment of Public Members was received as information and filed.

14. Annual Education Results Report

Trustee McGillivray moved that the Board of Trustees approve the Annual Education Results Report for the 2022-2023 school year.

25810/23 CARRIED



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES**

Break 2:34 pm - 2:47 pm

15. Monthly Financial Report

This report has been received as information and filed.

F. MONITORING REPORTS

AWARDS/CELEBRATIONS/PRESENTATIONS

The Board of Trustees received and filed as information the following reports:

1. Awards/Celebrations
2. Board Chair Highlights
3. Superintendent Highlights
4. Associate Superintendent Report

Chair Guild left the meeting at 3:01 pm and returned at 3:06 pm.

PRELIMINARY DISCUSSION

Trustee Christmas Party

This is usually planned in September. Suggested moving it to the end-of-school-year BBQ.

Closed Session

MOTION: Trustee McCamon moved that the Board of Trustees go into a closed session with only Associate Superintendent Meunier at 3:07 pm. Secretary-Treasurer Glaudemans, Associate Superintendent Veitch and Consultant Whitehead left the meeting.

25811/23 CARRIED

Regular Session

MOTION: Trustee McCamon moved that the Board of Trustees return to regular session at 3:50 pm.

25812/23 CARRIED



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 23-09
MINUTES

G. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

Consultant Whitehead came back to the meeting at 3:52.

1. Adjournment

MOTION: Trustee J. Lamouche moved that the Board of Trustees declare the meeting adjourned at 3:52 p.m.

25813/23 CARRIED

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools

SUBJECT: November 30, 2023 Special Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: November 30, 2023 Special Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the November 30, 2023, Special Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:

**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-07
MINUTES**

Location: Zoom

Date: Thursday, November 30, 2023

Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Scott Meunier	Acting Superintendent of Schools
x	Cathy Wanyandie	Trustee Ward 2	✓	Johan Glaudemans	Secretary-Treasurer
✓	Bonnie Lamouche	Trustee Ward 3	✓	Curtis Walty	Media Relations Manager
✓	Jesse Lamouche	Trustee Ward 4	✓	Ron Taylor	Alberta Education
✓	Tanya Fayant	Trustee Ward 5	✓	Jeff Alliston	Metrix Group
✓	Thomas Auger	Trustee Ward 6	x	Cheryl Osmond	Executive Assistant
✓	Robin Guild	Board Chair			
✓	Wally Rude	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:05 a.m.

2. Recognition of Traditional Lands

Chair Guild read the recognition of traditional lands.

3. Opening Prayer, Cultural Reflection or Reflection

Trustee Rude gave the opening prayer, cultural reflection or reflection.

4. Adoption of the Agenda

MOTION: Trustee Rude moved that the Board of Trustees approve the agenda as presented.

25814/23 CARRIED

B. ACTION ITEMS

1. 2022-2023 Audited Financial Statements

Secretary-Treasurer Glaudemans spoke about the surplus and shared a copy of a draft letter from the Board Chair to the Minister of Education. The response to the Minister of Education letter will be shared with the Board of Trustees once received.

MOTION: Trustee Rude moved that the Board of Trustees approve the 2022-2023 Audited Financial Statements as presented.

25815/23 CARRIED

**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-07
MINUTES**

2. Utility Contract Renewal

MOTION: Trustee Fayant moved that the Board of Trustees approve the option to continue its participation in the CPC retail group effective January 1, 2024, and authorize Secretary-Treasurer Glaudemans to implement the necessary arrangements.

25816/23 CARRIED

3. October 13, 2023 Special Board Meeting Minutes

MOTION: Trustee McGillivray moved that the Board of Trustees approve the minutes from the October 13, 2023 Special Board Meeting as presented.

25817/23 CARRIED

Break from 10:01 a.m. to 10:11 a.m.

4. Closed Session

MOTION: Chair Guild moved that the Board of Trustees move to a closed session at 10:11 a.m.

25818/23 CARRIED

5. Regular Session

MOTION: Chair Guild moved that the Board of Trustees return to regular session at 10:32 a.m.

25819/23 CARRIED

6. Board Concerns

MOTION: Trustee McCamon moved that the Board of Trustees instruct the Board Chair and Vice Chair to take steps in furtherance of the closed session discussion of November 30, 2023.

25820/23 CARRIED

C. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION
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1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 10:34 a.m.

25821/23 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-07
MINUTES**

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer

Draft



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools

SUBJECT: December 22, 2023 Special Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: December 22, 2023 Special Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the December 22, 2023, Special Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-08
MINUTES**

Location: Zoom

Date: Friday, December 22, 2023

Time: 9:30 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Scott Meunier	Acting Superintendent of Schools
x	Cathy Wanyandie	Trustee Ward 2	✓	Krista Veitch	Associate Superintendent of Human Resources
✓	Bonnie Lamouche	Trustee Ward 3	✓	Johan Glaudemans	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Curtis Walty	Media Relations Manager
✓	Tanya Fayant	Trustee Ward 5	✓	Cheryl Osmond	Executive Assistant
✓	Thomas Auger	Trustee Ward 6	✓	Ron Taylor	Alberta Education
✓	Robin Guild	Board Chair			
✓	Wally Rude	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

- 1. Call to Order**
Chair Guild called the meeting to order at 9:36 a.m.
- 2. Recognition of Traditional Lands**
Chair Guild gave the land acknowledgement.
- 3. Opening Prayer, Cultural Reflection or Reflection**
Trustee B. Lamouche gave the opening prayer, cultural reflection or reflection.
- 4. Adoption of the Agenda**
MOTION: Trustee Auger moved that the Board of Trustees approve the agenda as presented.

25822/23 CARRIED

B. ACTION ITEMS

- 1. Closed Session**
MOTION: Trustee McCamon moved that the Board of Trustees move to a closed session at 9:38 a.m. Mr. Taylor and the staff left the meeting at this time.
- 2. Regular Session**
MOTION: Trustee B. Lamouche moved that the Board of Trustees return to a regular session.

25823/23 CARRIED

**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-08
MINUTES**

25824/23 CARRIED

3. Letter to the Alberta Teaching Professional Commissioner (ATPC)

MOTION: Trustee McCamon moved that the Board of Trustees send a letter to the Alberta Teaching Professional Commissioner (APTC) to address the concerns from the Board.

25825/23 CARRIED

Staff was asked to leave the meeting at this time except for Acting Superintendent Meunier at 10:32 a.m. Staff returned to the meeting at 10:35 a.m.

4. Acting Superintendent Position

MOTION: Trustee McCamon moved that the Board of Trustees appoint Mr. Cal Johnson as Acting Superintendent effective January 8, 2024, until such time a Superintendent of Schools is appointed.

The Board of Trustees expressed their gratitude to Associate Superintendent Meunier for assuming the role of Acting Superintendent and thanked him for his leadership and support to the students and staff during this transition.

25826/23 CARRIED

5. Superintendent Position Recruitment

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to engage with Richardson Executive Search with the advertisement of the Superintendent position.

25827/23 CARRIED

C. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION
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1. Adjournment

MOTION: Trustee B. Lamouche moved that the Board of Trustees declare the meeting adjourned at 10:40 a.m.

25828/23 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 23-08
MINUTES**

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer

Draft



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools
SUBJECT: January 12, 2024 Special Board Meeting Minutes
REFERENCE(S):
ATTACHMENTS: January 12, 2024 Special Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the January 12, 2024, Special Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-01
MINUTES**

Location: Zoom

Date: Friday, January 12, 2024

Time: 1:00 p.m.

Membership					
x	Lorraine McGillivray	Trustee Ward 1	✓	Cal Johnson	Acting Superintendent of Schools
x	Cathy Wanyandie	Trustee Ward 2	x	Scott Meunier	Associate Superintendent
x	Bonnie Lamouche	Trustee Ward 3	✓	Krista Veitch	Associate Superintendent of Human Resources
✓	Jesse Lamouche	Trustee Ward 4	✓	Johan Glaudemans	Secretary-Treasurer
✓	Tanya Fayant	Trustee Ward 5	x	Curtis Walty	Media Relations Manager
✓	Thomas Auger	Trustee Ward 6	✓	Cheryl Osmond	Executive Assistant
✓	Robin Guild	Board Chair			
✓	Wally Rude	Trustee Ward 8			
✓	Aimee McCamon	Trustee Ward 9			

A. CALL TO ORDER

- 1. Call to Order**
Chair Guild called the meeting to order at 1:04 p.m.
- 2. Recognition of Traditional Lands**
Chair Guild gave the land acknowledgement.
- 3. Opening Prayer, Cultural Reflection or Reflection**
Trustee Rude gave the opening prayer, cultural reflection or reflection.
- 4. Adoption of the Agenda**
MOTION: Trustee McCamon moved that the Board of Trustees approve the agenda as presented.

25829/24 CARRIED

B. ACTION ITEMS

- 1. January 2024 Board Meeting**
MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the change in date of the January 2024 board meeting from January 25, 2024, to January 27, 2024, in Edmonton.

25830/24 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-01
MINUTES**

2. Ward 2 Resignation

MOTION: Trustee McCamon moved that the Board of Trustees accept Trustee Wanyandie, Ward 2 resignation effective January 12, 2024.

25831/24 CARRIED

3. Investigation

MOTION: Trustee Auger moved that the Board of Trustees proceed with an investigation into the allegations made by Trustee Wanyandie in her resignation letter.

25832/24 CARRIED

4. By-Election for Ward 2

MOTION: Trustee Fayant moved that the Board of Trustees approve February 28, 2024, as Nomination Day ending at 12 noon, and March 27, 2024, as the By-Election date for Ward 2.

25833/24 CARRIED

5. Closed Session

MOTION: Trustee Fayant moved that the Board of Trustees and Administration go into a closed session at 1:19 p.m.

25834/24 CARRIED

6. Regular Session

MOTION: Trustee Rude moved that the Board of Trustees and Administration return to regular session at 1:29 p.m.

25835/24 CARRIED

C. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Fayant moved that the Board of Trustees declare the meeting adjourned at 1:30 p.m.

25836/24 CARRIED

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer

Current Board Action Items:

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	17-Jun-2022	Administration		Audit & Finance Committee	17-Nov-2023	In Progress	Re-post public member, and schedule meeting March 15/22: Ads have been placed on the NSD website and on the CPA website. April 12/22: Have not received any applications to date. May 26/22: Update provided at Board meeting Sept 22/22: Agenda drafted, meeting scheduled for November, public member opportunity re-posted Sept 15/23: Reposted opportunity on CPA website Oct. 20/23 Will provide a verbal update in the Closed Session of the October Board Meeting. Oct. 27/23 Secretary-Treasurer will back the job description and minimum requirements, Trustees to send a potential candidate name to him within a month. Nov. 17/23 Update is in the Board Package.
Board	26-Aug-2023	Administration	Central Office Furniture	Donate surplus furniture at Central Office to senior and youth organizations within the jurisdiction boundaries.	30-Sep-2023	In Progress	Keekenow Senior Facility has been contacted, and the schools have been given the option to take the rest.
Board	26-Aug-2023	Administration	Financial Allocation Policy	Financial allocation drafted for October	27-Oct-2023	In Progress	
Board	22-Sep-2023	Administration	Feeder Bus Contract at JF Dion School	Administration to look into another bus route for J.F. Dion School due to long bus ride times.	17-Nov-2023	In Progress	A response has been drafted and will be sent to the Settlement, an update will be given at the Nov. 17, 2023 Board meeting.
Board	27-Oct-2023	Administration	School Budgets	Requested to add the student population and the cost per student to each school budget.	17-Nov-2023	In Progress	Will be included in the budget.
Board	17-Nov-2023	Administration	Fishing Lake Metis Settlement Bussing Letter	Administration to draft solutions to the bussing issue; identify the feasibility and bring options to the Board Meeting.	5-Jan-2024	In Progress	This will be addressed at the January 27, 2024 board meeting.
Board	17-Nov-2023	Administration	Student Engagement, Attendance, and Completion Report	Show pre-covid attendance numbers as a comparison	25-Jan-2024	In Progress	
Board	17-Nov-2023	Administration	Student Engagement, Attendance, and Completion Report	Ideas on recognizing Students, EAs, Teachers and Principals for their contribution to the Division; spotlight on social media	28-Feb-2024	In Progress	
Board	17-Nov-2023	Administration	Board Expenses	A report of the last 12 months breakdown of Trustees honorarium and travel expenses side by side, month by month break it out,	28-Feb-2024	In Progress	
Board	17-Nov-2023	Administration	Jordan's Principles	The Board directed the Administration to have the funds in place to hire EAs before Jordan's principle funding comes in. Administration can do a report semi-annual on Jordan's Principals and submit it to the Board in the Spring and Fall.		In Progress	Dec 22, 2023: Ads have been posted on social media and the Careers Page.
Board	17-Nov-2023	Administration	Grouard Northland School Renovations	Secretary-Treasurer Glaudemans to email Trustee a timeline for the renovations at Grouard School.	31-Jan-2024	In Progress	
Board	17-Nov-2023	Administration	Mistassiniy International Field Trip	Do the students have their passports? Is this through EF Tours? How do they pick the 11 students?	27-Jan-2024	In Progress	Information: Participating students were self-selected on the basis of their possession of a passport already and their family's ability to pay for the trip (approximately \$2500). This trip is not planned through EF tours.
Board	17-Nov-2023	Administration	Audit and Finance Committee	The Media Relations Manager to share on social media, LinkedIn, communicate to the schools to post on bulletin boards and to provide copies to the Board of Trustees.	27-Jan-2024	In Progress	
Board	17-Nov-2023	Administration	Annual Education Results Report	Include a Planning and Reporting Committee for the AERR; place on next board agenda and place on Policy Committee Agenda; schedule a meeting.	28-Feb-2024	In Progress	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools
SUBJECT: Approval of Consent Agenda
REFERENCE(S) & ATTACHMENTS:

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

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

BACKGROUND:

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

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

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: Board Report as of January 12, 2024

November 17, 2023	Corporate Board Meeting, Edmonton
November 18, 2023	Meeting with Legal via Zoom
November 21, 2023	TEBA Annual General Meeting
November 24, 2023	Alberta Education Meeting, Edmonton
November 27, 2023	Parent Advisory Committee - Chipewyan Lake School via Zoom
November 28, 2023	Meeting with Legal via Zoom/Travel to Peace River
November 29, 2023	Meeting with Investigator
November 30, 2023	Meeting with Legal via Zoom Alberta Teaching Profession Meeting Special Board Meeting
December 1, 2023	Christmas Judging at Mistassiniy School
December 4, 2023	Policy Committee Meeting via Zoom
December 5, 2023	Alberta Teacher Association (ATA) Meeting
December 11, 2023	Meeting with Legal via Zoom ASBA Speakers Corner
December 18, 2023	Meeting with Legal via Zoom
December 19, 2023	Meeting with Legal via Zoom



Acting Superintendent's Report

S. Meunier

January 27, 2024

Corporate Board Meeting	November 17, 2023
Attended the Corporate Board meeting in Edmonton.	
Attraction & Retention/Teaching & Learning Committee Meetings	November 18, 2023
Attend the Attraction & Retention/Teaching & Learning Committee meetings with representatives from the Board of Trustees, ATA Local and Administration.	
Peace River	November 20-23, 2023
Worked out of the Central Office in Peace River.	
CASS Zone 1 Meeting	November 24, 2023
Attended the CASS Zone 1 meeting via Zoom.	
Alberta Education Meeting	November 24, 2023
Attended the "Call to Action" meeting with Alberta Education, Board Chair Guild and Vice Chair Fayant.	
Trustee and Student Engagement Session	November 25, 2023
Led the Trustee and Student Engagement Session with the Board of Trustees, Administration and students.	
Peace River	November 27, 2023
Special Board Meeting	November 30, 2023
Attended the Special Board meeting via Zoom.	
Community Engagement - Paddle Prairie	December 4, 2023
Community Engagement - Gift Lake	December 6, 2023
Community Engagement - Elizabeth Settlement	January 4, 2024
Meeting - Elizabeth Settlement Council members	January 4, 2024
Community Engagement - Fishing Lake Metis Settlement	January 5, 2024
Community Engagement - Wabasca-Desmarais	January 8-12, 2024



Acting Superintendent's Report

C. Johnson

January 27, 2024

Executive Team Meeting	January 8, 2024
Met with the Senior Leadership Team to discuss department updates and pressing issues.	
Agenda Review Meeting	January 8, 2024
Attended the Agenda Review Meeting via Zoom, reviewing January's board agenda.	
New Mistassiniy School Tour/Wabasca Community Engagement Session	January 9, 2024
Travel to Wabasca for the Community Engagement Session. Tour of the new Mistassiniy School.	
Career Pathways and St. Theresa School Visits	January 10, 2024
Visited Career Pathways and St. Theresa Schools.	
Legal Meeting	January 11, 2024
Met with legal counsel to discuss legal issues.	
Special Board Meeting	January 12, 2024
Attended the Special Board Meeting via Zoom in Wabasca with the Board Chair.	
Board Chair and Vice Chair Meeting	January 15, 2024
Met with the Board Chair and Vice Chair via Zoom.	
Legal Meeting	January 15, 2024
Met with legal counsel, Board Chair and Vice Chair to discuss legal issues.	
Principals' Meetings	January 17 - 18, 2024
Attended the Principals Meetings in Slave Lake. Sessions on Restorative Practices, and discussion on the Assurance Surveys, CTS Days, Locally Developed Courses and other Administrative housekeeping items.	



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Lorraine McGillivray, Trustee, Ward 1
SUBJECT: Activity Report as Nov - Dec 2023

SUMMARY:	
Date	Description
Nov 17-18, 2023	Board Meeting/Attraction and Retention
Nov 23, 2023	PSBC Meeting
Nov 24-25, 2023	Corporate Board Meeting Trustee/Student Community Engagement
Nov 30, 2023	Special Board Meeting
Dec 4, 2023	Superintendent Community Engagement
Dec 22, 2023	Special Board Meeting



NORTHLAND SCHOOL DIVISION
TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Bonnie Lamouche, Trustee, Ward 3
SUBJECT: Activity Report for the Month of November 2023

SUMMARY:	
Date	Description
Nov 9, 2023	Peavine Community Engagement Meeting
Nov 17, 2023	Board Meeting
Nov 18, 2023	Attraction & Retention Meeting



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Tanya Fayant, Vice Chair, Ward 5
SUBJECT: November - December 2023

SUMMARY:	
Date	Description
November 6	Agenda Review
November 14	Fishing Lake PAC
November 17	Board Meeting
November 19-21	ASBA Fall General Mtg
November 25	Student Engagement
November 30	Special Board Mtg, Online School PAC
December 4	Policy Mtg
December 5	Fishing Lake PAC
December 11	Elizabeth School
December 22	Special Board Mtg



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Johan Gludemans, Secretary-Treasurer
SUBJECT: Monthly Financial Report
REFERENCE(S):
ATTACHMENTS: Monthly Financial Report as of December 31, 2023

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

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
As at December 31, 2023
Statement of Revenues and Expenses DRAFT

REVENUE	Budget				
	2023-24	YTD Budget	YTD Actual	Variance	%
Alberta Education	\$ 44,698,045	\$ 14,899,348	\$ 11,450,359	\$ (3,448,989)	(23)
Federal Government & First Nations	9,880,018	3,293,339	4,047,855	754,516	23
Other Revenue	1,870,899	623,633	603,303	(20,330)	(3)
	<u>\$ 56,448,962</u>	<u>\$ 18,816,321</u>	<u>\$ 16,101,517</u>	<u>\$ (2,714,804)</u>	<u>(14)</u>
EXPENSES					
Schools	\$ 22,045,761	\$ 7,348,587	\$ 6,266,489	\$ 1,082,098	15
Instructional Support	7,124,845	2,374,948	2,025,231	349,717	15
Instructional Supply	7,010,427	2,336,809	1,588,797	748,012	32
Transportation	3,854,628	1,284,876	1,238,505	46,371	4
Operations and Maintenance	9,076,052	3,025,351	2,694,208	331,143	11
External Services	3,857,191	1,285,730	1,190,697	95,033	7
System Administration	2,563,525	854,508	1,389,751	(535,243)	(63)
Corporate Board	453,068	151,023	159,451	(8,428)	(6)
Insurance (Buildings)	915,597	305,199	305,199	-	0
	<u>\$ 56,901,094</u>	<u>\$ 18,967,031</u>	<u>\$ 16,858,328</u>	<u>\$ 2,108,703</u>	<u>11</u>
NET SURPLUS (DEFICIT)	<u>\$ (452,132)</u>	<u>\$ (150,711)</u>	<u>\$ (756,811)</u>	<u>\$ (606,101)</u>	<u>402</u>

VARIANCE ANALYSIS

Overall - At the end of the fourth month we are on track with our planned use of reserve funds.

Revenues

Revenues received have been less than projected due to timing variances and slightly reduced enrolment.

There is also a shift in the provincial vs. federal student mix. Lastly the Transportation grant data has been filed and the results are expected in February.

Other revenue includes SGF and interest, which fluctuate based on activity, but are in line with expectations.

Expenses

Expenses are lower than budget (11%) due to spending below forecast in schools, transportation, and maintenance.

Certified salaries and benefits are lower than budgeted due to vacancies in positions.

Uncertified salaries and benefits incorporate staffing changes related to the Superintendent Entry Plan, unbudgeted Jordans Principle staff and benefits inflation.

Transportation is under budget as there have been fewer repairs and maintenance than initially forecasted.

Operations and Maintenance expenses are monitored closely due to utility and maintenance cost pressures and they have been within our budget expectation.

System Administration costs include restructuring and pooled costs for other programs to be adjusted.

External Services are also being monitored closely to ensure the Housing renovations program remains on budget.

Salaries and Benefits Detail

Certificated salaries and benefits	\$ 20,021,665	\$ 6,673,888	\$ 6,118,062	\$ 555,826	8
Uncertificated salaries and benefits	14,150,837	4,716,946	5,701,258	(984,312)	(21)
	<u>\$ 34,172,502</u>	<u>\$ 11,390,834</u>	<u>\$ 11,819,320</u>	<u>\$ (428,486)</u>	<u>(4)</u>



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Mark Owens, Director of Student Engagement, Attendance, and Completion

SUBJECT: Student Engagement, Attendance, and Completion Report

REFERENCE(S):

ATTACHMENTS: Student Engagement, Attendance, and Completion Report
November and December 2023.

INFORMATION ITEM
The Student Engagement, Attendance, and Completion report for the months of November and December have been received as information and filed.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

The Northland School Division

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

Monthly Attendance Rates from previous year to current year (2022-2023 to 2023-2024)

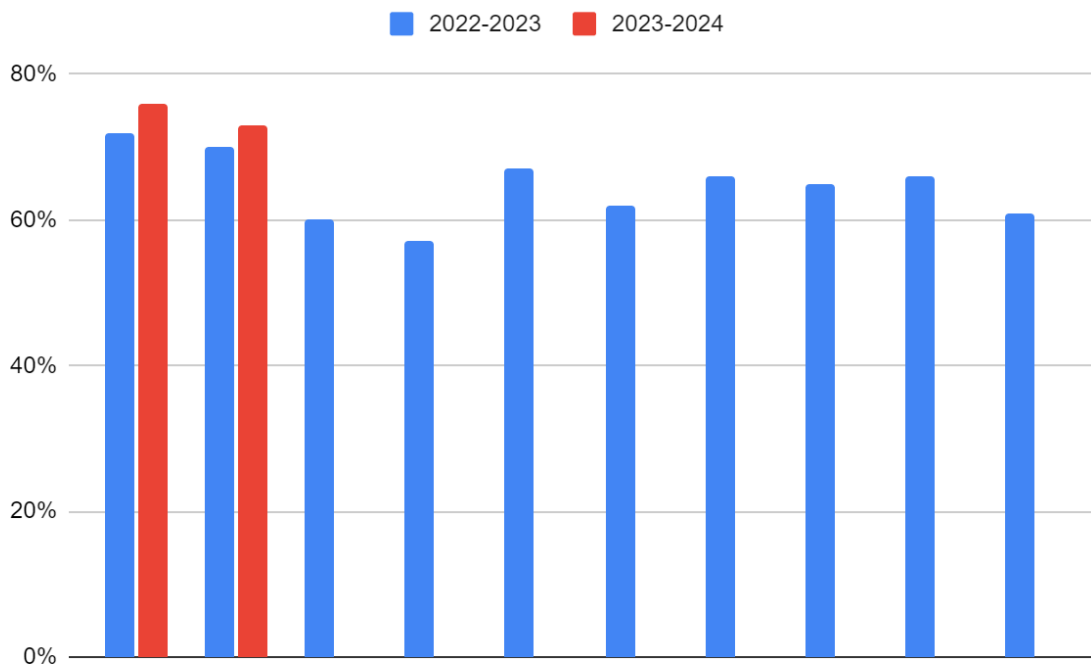
Strategy 1.1: Standardize attendance tracking processes

Month	2022-2023	2023-2024	Difference
September	72%	76%	4%
October	70%	73%	3%
November	60%		
December	57%		
January	67%		
February	62%		
March	66%		
April	65%		
May	66%		
June	61%		
Year End	65%		



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

NSD Attendance Comparison 2022-2023 to 2023-2024



Highlights

- NSD October 2023 attendance is 3% higher than October 2022.
- 10 NSD schools had an increase in attendance from October 2022 to October 2023.
- Hillview, Pelican Mountain and St Theresa Schools had increases in attendance from September to October.
- Anzac School has 90% of students with 70% or higher attendance.
- 205 students in Grade ECS-3 had 90%+ attendance for October.

October 2022 and October 2023 attendance rates by individual school

School	Oct 2022	Oct 2023
Anzac	82%	87%
Bill Woodward	72%	79%
Bishop Routhier	80%	72%
Calling Lake	67%	71%
Chipewyan Lake	77%	78%
Conklin	87%	66%
Elizabeth	86%	76%
Father R Perin	67%	67%



NORTHLAND SCHOOL DIVISION

ADMINISTRATION INFORMATION ITEM

Gift Lake	68%	72%
Grouard Northland	84%	76%
Hillview	78%	81%
JF Dion	82%	80%
Mistassiniy	55%	65%
Northland Online	47%	49%
Paddle Prairie	66%	65%
Pelican Mountain	76%	100%
St. Theresa	77%	82%
Susa Creek	91%	74%

Individual School Attendance rates by percentile for October 2023

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	26%	30%	26%	9%	6%	2%	2%
Bill Woodward	16%	24%	21%	12%	13%	1%	12%
Bishop Routhier	12%	10%	17%	29%	6%	8%	19%
Calling Lake	7%	24%	19%	13%	9%	9%	19%
Chipewyan Lake	4%	25%	25%	21%	13%	8%	4%
Conklin	11%	11%	0%	42%	5%	16%	16%
Elizabeth	14%	13%	22%	20%	16%	9%	8%
Father R Perin	7%	20%	14%	8%	17%	13%	21%
Gift Lake	14%	12%	21%	18%	13%	7%	15%
Grouard Northland	10%	26%	16%	13%	23%	3%	10%
Hillview	19%	25%	19%	19%	6%	9%	3%
JF Dion	16%	20%	27%	16%	7%	9%	5%
Mistassiniy	7%	14%	14%	14%	12%	14%	25%
Northland Online	2%	6%	15%	10%	12%	6%	50%
Paddle Prairie	4%	6%	21%	20%	14%	13%	23%
Pelican Mountain	100%	0%	0%	0%	0%	0%	0%
St. Theresa	21%	29%	21%	11%	7%	4%	7%
Susa Creek	19%	8%	15%	23%	15%	8%	12%



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

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

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
September	80%	81%	71%	66%
October	79%	78%	68%	61%

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

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

School	Principal	October Attendance
Anzac	Amy Savill	87%
Bill Woodward	Amy Savill	79%
Chipewyan Lake	Brittney Lyon	78%
Elizabeth	Tegan Vacheresse	76%
Grouard Northland	Michelle Deering	76%
Hillview	Rosalind Best	81%
JF Dion	Angela Sanregret	80%
Pelican Mountain	Shelley Stevenson	100%
St Theresa	Shelley Stevenson	82%

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

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

Grade Level	Name	School
K-3	Lincoln Courtepatte	Elizabeth
4-6	Jensen Cardinal	St Theresa
7-9	Mitchell Engdahl	Bill Woodward
10-12	Brandon Favel	Mistassiniy



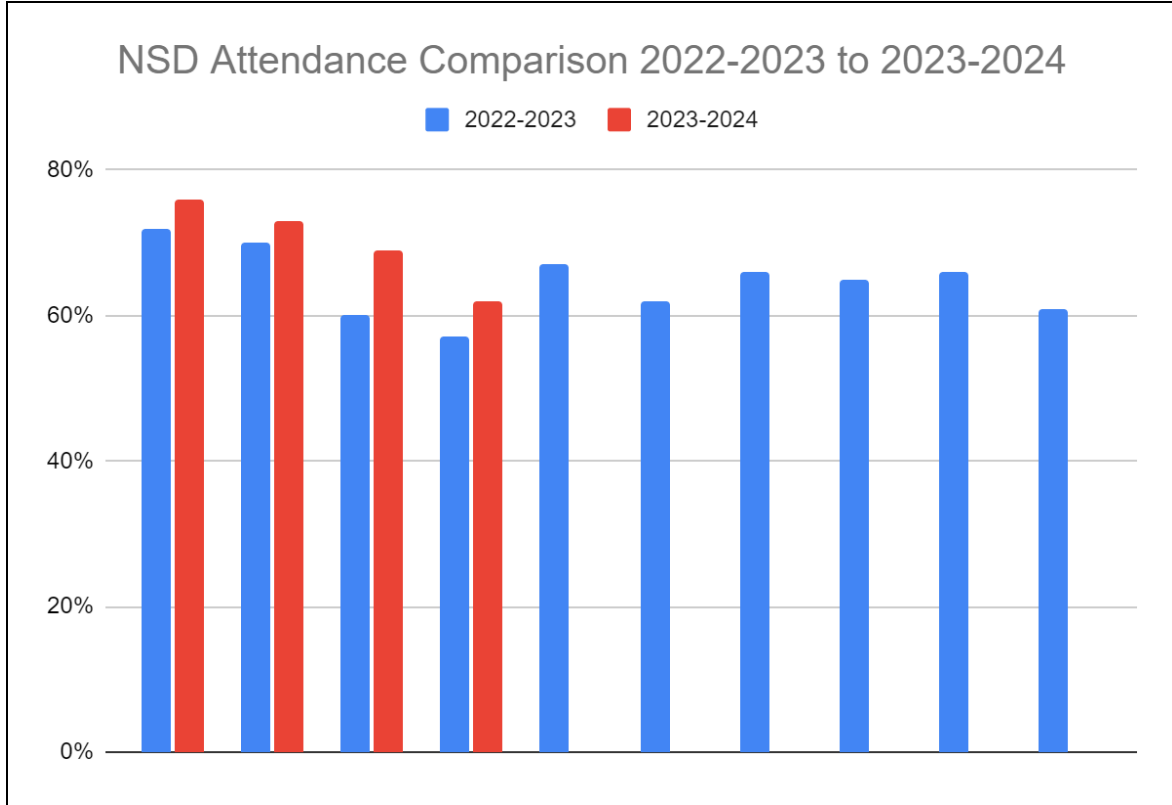
The Northland School Division

**Director of Student Engagement, Attendance and Completion
Board Attendance Report
January 2024**

Monthly Attendance Rates from the previous year to the current year (2022-2023 to 2023-2024)

Strategy 1.1: Standardize attendance tracking processes

Month	2022-2023	2023-2024	Difference
September	72%	76%	4%
October	70%	73%	3%
November	60%	69%	9%
December	57%	62%	5%
January	67%		
February	62%		
March	66%		
April	65%		
May	66%		
June	61%		
Year End	65%		



Highlights

- J.F. Dion and Conklin School increased attendance rate in both November and December of 2023.
- 15 schools increased attendance from 2022 to 2023 in November and 13 schools increased attendance from 2022 to 2023 in December.
- Attendance rates in 2023-2024 are consistently higher than 2022-2023.

November 2022 and November 2023 attendance rates by individual school

School	Nov 2022	Nov 2023
Anzac	76%	80%
Bill Woodward	65%	71%
Bishop Routhier	56%	70%
Calling Lake	58%	68%
Chipewyan Lake	83%	72%
Conklin	75%	76%
Elizabeth	69%	63%
Father R Perin	44%	56%
Gift Lake	60%	71%
Grouard Northland	71%	65%

Hillview	66%	77%
J.F. Dion	71%	83%
Mistassiniy	46%	60%
Northland Online	34%	57%
Paddle Prairie	59%	66%
Pelican Mountain	66%	100%
St. Theresa	71%	77%
Susa Creek	62%	74%

December 2022 and December 2023 attendance rates by individual school

School	Dec 2022	Dec 2023
Anzac	78%	72%
Bill Woodward	66%	71%
Bishop Routhier	48%	59%
Calling Lake	51%	68%
Chipewyan Lake	80%	69%
Conklin	79%	81%
Elizabeth	69%	65%
Father R Perin	29%	51%
Gift Lake	49%	62%
Grouard Northland	67%	65%
Hillview	71%	72%
J.F. Dion	70%	84%
Mistassiniy	51%	53%
Northland Online	41%	53%
Paddle Prairie	45%	61%
Pelican Mountain	63%	82%
St. Theresa	66%	67%
Susa Creek	64%	50%

Individual School Attendance rates by percentile for November 2023

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	24%	11%	25%	17%	9%	7%	8%
Bill Woodward	9%	19%	18%	21%	5%	7%	20%
Bishop Routhier	10%	6%	20%	26%	14%	12%	12%
Calling Lake	7%	12%	20%	19%	12%	12%	18%

Chipewyan Lake	0%	8%	28%	36%	4%	12%	12%
Conklin	19%	5%	29%	14%	24%	0%	10%
Elizabeth	0%	14%	14%	16%	21%	8%	26%
Father R Perin	6%	3%	13%	8%	23%	14%	34%
Gift Lake	11%	15%	20%	18%	7%	11%	19%
Grouard Northland	10%	10%	17%	13%	10%	17%	23%
Hillview	24%	19%	14%	16%	8%	5%	14%
J.F. Dion	14%	32%	23%	14%	12%	5%	0%
Mistassiniy	7%	10%	13%	16%	13%	10%	32%
Northland Online	11%	14%	16%	14%	5%	2%	39%
Paddle Prairie	2%	8%	23%	19%	15%	10%	22%
Pelican Mountain	100%	0%	0%	0%	0%	0%	0%
St. Theresa	19%	20%	17%	15%	10%	9%	10%
Susa Creek	11%	22%	11%	19%	22%	7%	7%

Individual School Attendance rates by percentile for December 2023

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	21%	12%	14%	13%	11%	11%	17%
Bill Woodward	9%	19%	18%	21%	5%	7%	20%
Bishop Routhier	8%	8%	15%	9%	21%	4%	36%
Calling Lake	6%	21%	16%	16%	8%	10%	23%
Chipewyan Lake	12%	16%	16%	12%	8%	16%	20%
Conklin	15%	40%	15%	5%	5%	10%	10%
Elizabeth	19%	18%	11%	9%	9%	6%	28%
Father R Perin	0%	10%	13%	8%	4%	24%	41%
Gift Lake	7%	11%	18%	12%	9%	12%	30%
Grouard Northland	27%	10%	10%	10%	10%	3%	30%
Hillview	31%	9%	14%	3%	11%	11%	20%
J.F. Dion	35%	28%	16%	5%	2%	4%	11%
Mistassiniy	4%	3%	11%	14%	11%	13%	43%
Northland Online	15%	8%	7%	14%	5%	5%	46%
Paddle Prairie	0%	3%	9%	23%	18%	29%	18%
Pelican Mountain	0%	0%	100%	0%	0%	0%	0%
St. Theresa	12%	20%	13%	7%	12%	11%	25%
Susa Creek	7%	7%	0%	4%	15%	19%	48%

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

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
September	80%	81%	71%	66%
October	79%	78%	68%	61%
November	73%	75%	64%	56%
December	67%	68%	61%	52%

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

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

School	Principal	November Attendance
Anzac	Amy Savill	80%
Conklin	Tony Duguay	76%
Hillview	Rosalind Best	77%
JF Dion	Angela Sanregret	83%
Pelican Mountain	Shelley Stevenson	100%
St Theresa	Shelley Stevenson	77%

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

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

School	Principal	December Attendance
Conklin	Tony Duguay	81%
JF Dion	Angela Sanregret	84%
Pelican Mountain	Shelley Stevenson	82%

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

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

Grade Level	Name	School
K-3	Lincoln Courtepatte	Elizabeth
4-6	Jensen Cardinal	St Theresa
7-9	Mitchell Engdahl	Bill Woodward
10-12	Brandon Favel	Mistassiniy

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

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

Grade Level	Name	School
K-3	Carter Courtoreille	Bishop Routhier
4-6	Azalea Logan Perreault	Calling Lake
7-9	Kharl Roberto	Mistassiniy
10-12	Kate Platt	Bill Woodward



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools
SUBJECT: Monthly Enrollment
REFERENCE(S):
ATTACHMENTS: Monthly Enrollment as of January 11, 2024

INFORMATION ITEM
The monthly enrollment report as of January 11, 2024 has been received as information and filed.

BACKGROUND:
The administration will provide a monthly update on 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

Schools	May 31st 2023	Sept 2023	SEPT 30	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Anzac Community School	88	92	89	89	90	90	90
Bill Woodward School	92	99	91	92	92	96	94
Bishop Routhier School	52	55	54	54	52	51	56
Calling Lake School	123	118	109	115	115	114	114
Career Pathways School	137	99	100	105	109	117	120
Chipewyan Lake School	20	23	25	25	25	25	25
Conklin Community School	17	14	18	18	19	20	20
Elizabeth School	83	102	104	104	102	98	99
Father R. Perin School	82	72	69	67	71	71	72
Gift Lake School	126	119	121	116	119	122	126
Grouard Northland School	29	25	28	31	31	30	31
Hillview School	32	30	30	30	32	37	35
J.F. Dion School	50	53	55	56	56	57	57
Mistassiniy School	294	360	323	323	319	316	316
Northland Online School	77	56	41	44	51	59	61
Paddle Prairie School	125	107	116	115	117	120	121
Pelican Mountain School	12	4	4	3	2	2	2
St. Theresa School	262	267	256	254	257	259	260
Susa Creek School	31	21	25	26	26	27	28
TOTAL	1732	1716	1658	1667	1685	1711	1727



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Krista Veitch, Associate Superintendent of Human Resources
SUBJECT: 2024-2025 School Year Calendar Draft
REFERENCE(S):

ATTACHMENTS: Draft 2024-2025 Calendar

INFORMATION ITEM
The Board Action Items report has been received as information and filed.

BACKGROUND:
As per item 1.10 in the Board Work Plan, the Administration is required to bring a draft calendar to the Board for review and discussion in January. The final draft of the school year calendar will be brought to the March Corporate Board meeting for approval.

The Board has the responsibility to set the school division calendar as set out by Section 60 of the Education Act. The Board approves a draft calendar in its January Board meeting, which is then circulated to school principals to gather feedback from staff and community members. No feedback was received.

RISK ANALYSIS:
AP130 School Year states the Board must approve an official Division School Year Calendar by the March Board meeting. At this time, schools will distribute the draft calendar to their communities for input to work towards this goal.

Northland School Division

2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OD 5

ID 0

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OD 20

ID 20

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OD 21

ID 20

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OD 19

ID 19

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OD 15

ID 15

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OD 20

ID 19

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

OD 18

ID 14

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OD 20

ID 19

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OD 16

ID 16

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OD 20

ID 20

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OD 19

ID 18

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Non-Operational Day-No school for staff or students
- Teachers Only - No school for students
- Day in Lieu - No school for staff or students
- Teacher Prep Day - No school for students

Semester 1: 93

Total Operational Days

193

Semester 2: 87

Instructional Days is 180 minus 2 local PD days and 2 wellness days = 176

Key Dates

August 26	First Day for Staff
August 26 - 29	School Organizational Days
August 30	Teacher Prep Day
September 2	Labour Day- Non Operational Day
September 3	First Day for Students
October 11	Non Operational Day - No staff or students
October 14	Thanksgiving Day
October 25	Divisional PD Day
November 1	Metis Settlement Day - Non Operational Day
November 11	Remembrance Day
Dec 23 to Jan 3	Christmas Break - No school for staff/students
January 6	Classes Resume
January 30	Semester 1 Ends
January 31	Divisional PD Day- No school for students

February 10	Professional Learning Day - No school for students
February 11	Teacher Prep Day - No school for students
February 12	Non Operational day - No school for staff or students
February 13 - 14	Teacher Convention - No school for students
March 14	Divisional PD Day- No school for students
March 31 - April 4	Spring Break- No school for staff or students
April 18 & 21	Easter Weekend - No school for staff or students
May 16	Day in Lieu - No school for staff or students
May 19	Victoria Day
June 20	Non Operational Day -No school for staff or students
June 26	Last Day for Students
June 27	Last Day for Staff

NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

Infrastructure, Maintenance & Renewal (IMR) Projects (2023 - 2024)	Cost
Proposed	
Controls upgrade - Calling Lake, Chip Lake, Elizabeth, Susa Creek	\$ 158,000
Boilers and HVAC - Conklin, Susa, Father Perin,	130,000
Public address/communications - Bill Woodward, Grouard	200,000
Sewer, water - Elizabeth, Paddle Prairie	45,000
Fencing/Sidewalks - Elizabeth, J.F Dion	45,000
LED Gym lights - Bishop Routhier	<u>5,000</u>
	<u>\$ 603,000</u>
Completed	
J.F Dion - Vermin control (bats and snakes)	\$ 6,200
Elizabeth - Office egress renovation	3,700
Elizabeth - PA System replacement	31,000
Susa Creek - Sewer repairs and service	8,400
St. Theresa - Boiler repairs	9,100
Conklin - Boiler repairs	9,100
Conklin - Water line break repairs	13,500
Chip Lake - Propane tank PRV valves	42,200
Gift Lake - Drainage redesign build	85,000
Hillview - Fencing	34,000
Bill Woodward - Roof repairs	<u>8,000</u>
	<u>\$ 246,000</u>
Less: deferred to 2024-25 (18% - based on feasibility/timing)	<u>(\$ 149,000)</u>
	<u>\$ 700,000</u>
Total IMR 2023-24	<u></u>

Note: Projects in excess of the funds available are being included to ensure that the full allocation will be used.



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Robin Guild, Board Chair

SUBJECT: Policy 2 Appendix D - Board and Superintendent Communications Guidelines

ATTACHMENTS: Policy 2 Appendix D - Board and Superintendent Communications Guidelines

RECOMMENDATION:

THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 2 Appendix D - Board and Superintendent Communications Guidelines, as attached.

BACKGROUND:

RISK ANALYSIS:



POLICY 2 - APPENDIX D

BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES

The Board and Superintendent form one of the most important teams in the Northland School Division and as such the communication between them needs to be very strong and effective. This appendix is designed to help enhance communication and is not intended in any way to interfere with the roles and responsibilities, or authority of either.

These guidelines are in addition to the guidelines about communication in policies:

- Policy 2 Role of the Board;
- Policy 3 Role of Trustee,
 - Policy 3 Appendix B Trustee Working Relationships
- Policy 5 Role of Chair
- Policy 12 Role of Superintendent

GUIDELINES

A. GOLDEN RULES OF COMMUNICATION

- a. Model Policy 1 Foundational Statements at all times (*see also Policy 2 Role of Board, Policy 3 Role of Trustee*)
- b. Remember to deposit into other's emotional bank accounts with the words you choose and the way you say them.
- c. Keep confidential information, confidential – no exceptions.
- d. Before sharing information from a conversation ensure the person who provided you the information is okay with you sharing it.
- e. Confirm understanding of communication:
 - i. Email follow up to phone conversations to ensure understanding and a record of information shared and actions to occur where feasible. Generally administration will follow up with email however, the trustee too has a responsibility to ensure there is understanding.
- f. Remember decision-making is made up of an education perspective and political (community) perspective.
- g. Communicate, Communicate, Communicate

B. EDUCATION PROGRAMS/INITIATIVES

(see also Policy 12 Role of Superintendent).

- a. Engage the Board with regard to the structure and community engagement process of significant, or potentially controversial, education initiatives/programs. When determining what items involve significant change, or have the potential to be controversial, the following factors are for consideration:
 - i. Traditions, cultures and practices vary extensively by community;



POLICY 2 - APPENDIX D

BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES

- ii. Potential for it to be controversial - the larger the change being proposed, the higher the chance for controversy.
 - iii. Using the services of an elder, expert or consultant outside of the division.
- b. Engage the Board to provide input and/or approval as required into major education initiatives such as, but not limited to:
- i. Approval and implementation of locally developed courses;
 - ii. Major program initiatives: Flexible learning, family wellness workers program
 - iii. Attendance;
 - iv. Land-based learning framework;
 - v. Pilot projects;
 - vi. School year calendar concept.

C. HUMAN RESOURCES

(see also Policy 16 Recruitment & Selection of Personnel)

- a. Through various processes, practices and communication the Board will be assured that Northland has strong human resources policies and procedures so they can confidently say “we have good, lawful and fair processes and they are being followed in all instances”.

D. INFORMATION SHARING

(see also Policy 12 Role of Superintendent)

- a. Superintendent shall keep the Board informed about what is going on in the division ahead of public knowledge:
 - i. To enable them to fulfill their role effectively;
 - ii. Ensure they have the information they need so they can answer questions in a professional, informed manner, for example:
 1. If there is something that has a possible political implication that may cause a trustee to have to respond to the community;
 2. Major staff changes (i.e. teacher transfers, appt. of senior staff, principals, staff termination); and/or
 3. A critical incident in the division.
 - iii. Division initiatives that might result in questions to trustees from their communities:
 1. Purpose of professional development, especially a session involving large staff travel
 2. Northland Games – location, purpose and attending participants



POLICY 2 - APPENDIX D

BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES

- b. Trustees shall keep the Superintendent informed about communities to help ensure he/she can fulfill their role effectively.
 - i. Equipping him/her with all information to help make great decisions or handle issues/concerns effectively.
- c. Superintendent shall keep the Board informed of division media releases 1-2 hours prior to their release with the exception of media releases by schools about school events. Notwithstanding this exception:
 - i. The Chair will receive all media releases prior to their release, with time to provide input;
 - ii. Social media releases related to things that could be politically sensitive will be approved by the Superintendent and the Chair based on the item;
 - iii. Questions about any media release are to be directed to the Superintendent.

E. ISSUES

(see also Policy 12 Role of Superintendent)

- a. Trustees need to be informed as soon as possible when a critical incident occurs so they are not “blindsided” and also so they are prepared to answer questions.
- b. If the Associate or Superintendent sends out information about an incident, trustees should provide them with any additional information they have about the incident, regardless of whether the information is accurate, it should be shared.
- c. There is an understanding that the Superintendent cannot always share complete/exact details with trustees due to privacy and/or process rules.
 - i. Example: An incident occurred between 2 staff members, a trustee may hear about it, let the Superintendent know immediately. Then the appropriate action can be taken. The Superintendent will keep the Board informed as quickly as possible.
- d. The Board needs to be confident that action is being taken although they may not be aware of the details (if confidential). This is part of their governance monitoring role but also assists them to answer questions within the community. The action might not have political implications but is important for the Board to know.
- e. Inform the Board when an incident has happened;
 - i. Include information about the process;
 - ii. Keep the Board up to date on the process moving forward, including some detailed information about what is occurring;
 - iii. If information is sensitive, state what can and cannot be shared;
 - iv. Include suggestions on how to communicate information, especially if it is sensitive.
- f. Communication of decisions shall generally be shared with the Board prior to the decision going public:



POLICY 2 - APPENDIX D

BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES

- i. Let the Board know about a principal or key position hires, promotions or any other substantial change 1-2 hours prior to it going public;
- ii. Inform the Board of substantive staff discipline type incidents with as much information as allowable;
- iii. The Board shall not hear about the transfers of a teacher prior to the public as transfers are appealable to the Board.

F. CONCERNS

(see also Policy 3 Role of Trustee Appendix B Trustee Working Relationships Guidelines)

- a. Trustee is to advise the Associate Superintendent immediately when a concern is heard:
 - i. ~~When advising via email, cc to Superintendent;~~
 - ii. ~~When speaking with the Associate Superintendent on the phone, the Associate Superintendent will follow up with an email re-outlining the concern to the Superintendent;~~
 - iii. The Associate Superintendent will acknowledge the information and give an idea of a timeline for resolving;
 - iv. Trustee will follow up with an email to the Associate ~~(cc to Superintendent)~~ if they do not hear back within a reasonable timeline;
 - v. The Associate Superintendent ~~(cc to Superintendent)~~ shall advise the Trustee when the concern is resolved, providing as much information as allowable.
- b. Trustees should always follow up with the person regarding the concern to ensure it is resolved.
- c. Trustees are responsible ~~to communicate~~ for communicating a concern directly with the Associate/Superintendent and not asking or assuming the Chair will take it forward.

G. TRUSTEES ROLE IN EFFECTIVE COMMUNICATION

(see also Policy 3 Role of a Trustee)

- a. Keep confidential information, confidential – no exceptions **(Please refer to Policy 4 - Trustee Code of Conduct).**
- b. Check emails, texts, and voicemail answering each in a timely manner.
- c. Respond to requests by staff with regards to travel ASAP. Try to keep changes to a minimum.
 - i. Please respond quickly to requests to ensure arrangements can be made for you.
- d. When told something negative about Northland, acknowledge the information and indicate that you will look into it and get back to the individual;



POLICY 2 - APPENDIX D BOARD AND SUPERINTENDENT COMMUNICATION GUIDELINES

- i. Gather information on the details for Administration follow through.
- ii. Always “challenge” negative comments (in a polite way) if you know they are not correct, if you feel comfortable doing so.
- e. When you have questions, feel free to ask the Administration.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 16 - Recruitment and Selection of Personnel Staff
ATTACHMENTS: Policy 16 - Recruitment and Selection of Personnel Staff

RECOMMENDATION:
THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 16 - Recruitment and Selection of Personnel Staff, as attached.

BACKGROUND:

RISK ANALYSIS:



POLICY 16

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to student success and the effective and efficient operation of the school division.

The Board recognizes our critical role and responsibility in contributing to Truth and Reconciliation. The Board is committed to employment equity. To achieve a representative workforce, selection may be based on qualified candidates self-identifying as belonging to First Nation, Métis, and Inuit peoples in order to recognize diverse viewpoints that have traditionally been underrepresented.

Specifically

1. The Board, in the case of the Superintendent, and the Superintendent or designate, in the case of all other staff, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of any vacancies.
2. The Board has the sole authority/responsibility to recruit and select an individual for the position of Superintendent. The Board may appoint an individual to the position of Deputy Superintendent when the Superintendent position is vacant, and the Board determines such action to be beneficial.
3. **Interview Committees:** The following process shall be followed for all interview committees:
 - 3.1. All persons forming part of any interview committee are required to sign a confidentiality agreement.
 - 3.2. An orientation about all the processes and procedures with regard to interviewing, including reviewing the interview questions, selection, and hiring, is to be provided to all persons participating in any interview committee.
 - 3.3. At the end of interviewing all candidates, the administration lead shall ensure all committee members are fully aware of the next steps in the process.
 - 3.4. The Superintendent or designate shall keep committee members informed of the process after the interviews (e.g. references are complete, references for the first choice didn't work out, etc.)
 - 3.5. The Board and committee members shall be advised of the hiring decision before making the decision public.
4. **Deputy/Associate Superintendents, Secretary-Treasurer:** The following process will be followed for the Deputy/Associate Superintendent positions and the Secretary-Treasurer



POLICY 16

RECRUITMENT AND SELECTION OF PERSONNEL

position:

- 4.1. The Superintendent and the Board shall be responsible for creating a shortlist of candidates for these positions.
- 4.2. A committee of the Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
- 4.3. The successful candidate must be supported by a majority of the selection committee. The Superintendent must be one (1) of the votes in the majority.
- 4.4. These positions shall have a role description and a written evaluation for each person occupying one (1) of the positions. These individuals shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. **Division Office Staff:** The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
 - 5.1. All positions with a duration longer than 6-month period shall be posted within the community, utilizing social media (school and community) and local posting boards;
 - 5.2. The Division cannot use section 5.1 to extend or renew the hiring of a person with a shorter contract past the cumulative period of six months.
6. **Principal:** The following process will be followed for the appointment of candidates to the position of Principal:
 - 6.1. The Superintendent or designate shall form an interview committee which will include central office staff and representatives from the following if they wish to participate:
 - 6.1.1. School staff member;
 - 6.1.2. Ward trustee or Board Chair or designate if the trustee is not available;
 - 6.1.3. School Council Chair or designate;
 - 6.1.4. Local First Nation and/or Métis Settlement, as applicable.
 - 6.2. Generally, the preferred candidate(s) will be chosen by consensus of the interview committee, with their recommendation being submitted to the Superintendent.
 - 6.2.1. The interview committee shall:
 - 6.2.1.1. Rank the interviewed candidates to have 1st and 2nd choices in the case a candidate declines the position, or that reference, criminal record, and vulnerable sectors checks determine the 1st preferred candidate is not viable, or
 - 6.2.1.2. Recommend that the position be reposted if the preferred



POLICY 16 RECRUITMENT AND SELECTION OF PERSONNEL

candidate does not accept the position or that reference, criminal record and vulnerable sectors checks determine the 1st (or 2nd) preferred candidate is not viable.

- 6.3. The Superintendent will make the final decision on the successful candidate following reference checks and other procedural steps.
 - 6.4. The Superintendent and/or designate will **inform the committee** ~~keep the committee informed~~ of the process and ensure they are aware of the final decision before it is **publicly released** ~~released publicly~~.
 - 6.5. The Superintendent has delegated the authority to make all decisions regarding the term of appointment of Principals.
- 7. School-Based Staff:**
- 7.1. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions with the understanding that the principal should involve a hiring committee consisting of the school council chair/member, designated **Elder** or community members.
 - 7.2. All school-based positions will be posted within the community, utilizing social media (school and community) and local posting boards.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 52, 53, 68, 222, 223, 224, 225 Education Act Freedom of Information and Protection of Privacy Act



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Robin Guild, Board Chair

SUBJECT: Policy 21 Appendix A - School Conflict Resolution

ATTACHMENTS: Policy 21 Appendix A - School Conflict Resolution

RECOMMENDATION:

THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 21 Appendix A - School Conflict Resolution, as attached.

BACKGROUND:

RISK ANALYSIS:



POLICY 21 APPENDIX A

SCHOOL COUNCIL/PARENT ADVISORY COMMITTEE CONFLICT RESOLUTION

A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council/Parent Advisory Committee (PAC) may apply respecting disputes on policies proposed or adopted for a school.

Procedures

1. It is expected that conflicts will be avoided by keeping the focus on what is best for students and working through consensus, with each school council member, the principal, and school staff agreeing always to conduct themselves respectfully and collaboratively manner.
2. Should a situation arise whereby the school council and principal cannot resolve a conflict through discussion at a school council/PAC meeting, they shall first seek resolution through conciliatory measures such as:
 - 2.1 The principal and school council/PAC chair sit together to discuss the situation and attempt to find a resolution. If a resolution is agreed upon, they should present it to the school council and get a consensus on the solution.
 - 2.2 The principal and school council chair agree to seek the advice of an Elder. Protocols of the area should be used in asking an Elder for advice.
 - 2.2.1 May want to ask the Elder to advise the school council/PAC and principal as a whole or to the principal and school council chair separately.
 - 2.2.2 Consensus should be reached by the school council and principal on implementing the Elder's advice.
 - 2.3 Other methods identified by the community.
3. If conciliatory measures to resolve a conflict are not successful, the school council/PAC chair or principals shall contact the associate superintendent of their area and request a meeting, including the principal and school council/PAC chair.
 - 3.1 The Associate Superintendent will hear the concern and determine a process for resolution in consultation with the Superintendent.
 - 3.2 If, after implementation of the process outlined by the Associate Superintendent and Superintendent, the conflict still needs to be resolved, then the school council/PAC chair or principal shall appeal to the Board of Trustees.
4. The school council/PAC chair, principal, or Superintendent may start the process of an appeal to the Board on behalf of the parties.
 - 4.1 The appeal must be in the form of a letter that outlines the conflict, the steps to resolve and the preferred resolution of the principal and school council/PAC.
 - 4.2 All parties will be informed that the decision of the Board is final prior to the appeal proceeding.



POLICY 21 APPENDIX A SCHOOL COUNCIL/PARENT ADVISORY COMMITTEE CONFLICT RESOLUTION

4.3 The hearing of the appeal must be scheduled within thirty (30) days of the letter being received.

5. At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the conflict shall be heard in an ~~in-camera~~ **closed** session of the special meeting.

The Board Chair shall ensure fairness in dealing with the conflict by adhering to the following procedures and outlining them to all parties at the beginning of the meeting:

5.1 The appeal will be heard ~~in-camera~~ **in a closed session** with the school council representative(s), the principal, and the Associate/Superintendent in attendance.

5.2 The appeal hearing will be conducted in accordance with the following guidelines:

5.2.1 The Board Chair will outline the purpose of the hearing, which is to provide the following:

5.2.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. The information presented may include both written and verbal communication;

5.2.1.1 The Board with the means to receive information and review the facts of the conflict;

5.2.1.1 A process through which the Board can reach a fair and impartial decision.

5.2.2 Notes of the proceedings will be recorded for the purpose of the Board's records.

5.2.3 The Superintendent and/or staff will explain the decision and give reasons for the decision.

5.2.4 The school council/**PAC** representative will present their position on the conflict and their preferred resolution.

5.2.5 The principal will present their position on the conflict and their preferred resolution.

5.2.6 Board members will have the opportunity to ask questions or clarification from both parties.

5.2.7 No cross-examination of the parties shall be allowed:

5.2.7.1 Questions may be directed to the other party through the Board Chair with the permission of the Board Chair.

5.2.7.2 The Board may ask questions of the parties to help their understanding of the conflict.

POLICY 21 APPENDIX A SCHOOL COUNCIL/PARENT ADVISORY COMMITTEE CONFLICT RESOLUTION

- 5.2.7.3 The Board Chair may facilitate more discussion if it is felt that will assist the Board in resolution or understanding of the conflict.
 - 5.2.8 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
 - 5.2.9 If the Board requires additional information or clarification to make its decision, all parties to the appeal will be requested to return to the hearing for the required additional information.
 - 5.2.10 The Board decision and the reasons for the decision will be communicated to everyone once a decision has been reached.
 - 5.2.10.1 If a decision is not reached immediately following the hearing, then it shall be communicated and confirmed in writing following the hearing.
 - 5.2.10.2 Included in the communication to all parties shall be informed that the decision of the Board is final.
 - 5.2.11 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at an appeal hearing.
6. The Board may request the Minister to dissolve a school council/PAC without notice at any time if the Minister is of the opinion that the school council/PAC is not carrying out its responsibilities in accordance with this Act and the regulations.

Legal Reference: Section 55(8), (9) Education Act



TO: THE BOARD OF TRUSTEES

DATE: JANUARY 27, 2024

SUBMITTED BY: Robin Guild, Board Chair

SUBJECT: Policy 21 Appendix B - Elder Guidelines

ATTACHMENTS: Policy 21 Appendix B - Elder Guidelines

RECOMMENDATION:
THAT the Board of Trustees approves the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 21 Appendix B - Elder Guidelines, as attached.

BACKGROUND:

--

RISK ANALYSIS:

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POLICY 21 - APPENDIX B ELDER/KNOWLEDGE KEEPERS GUIDELINES

There is no one definition of an Elder. Each person defines and chooses their own Elder. It is important that everyone respects and honours all Elders/**Knowledge Keepers**. **Schools will work with their community to adopt a definition of an Elder and protocols for engaging with Elders.**

Procedures

1. Consideration should be given to involving the Elder/**Knowledge Keepers** in a meaningful way in the entire meeting or event as feasible.
2. Each person extending an invitation to an Elder is responsible for personally contacting the Elder before the event/meeting to ensure:
 - 2.1 Proper protocol is followed, understanding it may be different for each Elder.
 - 2.2 The Elder is aware of and understands all details of the event/meeting.
 - 2.3 Ensure the Elder is aware of and understands all the logistics, such as travel, lodging, billing/payment, etc.
3. The Northland First Nations, Metis & Inuit Education staff will provide support, if requested, to Trustees and other staff with regard to inviting an Elder to a Ward Council or Board meeting, Division or Area event/meeting to help ensure proper protocol is followed.
4. The Northland First Nation, Metis & Inuit Education will provide support to schools if requested with regard to inviting an Elder to school events/meetings to help ensure proper protocol is followed.
5. Selecting an Elder(s):
 - 5.1 Generally, Elders will be selected from within the Northland School Division; however, an Elder may be selected from outside of Northland School Division in special circumstances and in consideration of budget implications.
 - 5.2 **BOARD and DISTRICT EVENTS/MEETINGS:**
 - 5.2.1 In consultation with the Board Chair, the Northland First Nation, Metis & Inuit Education staff shall ensure Elders, if any, are chosen from across the Division equitably.
 - 5.2.2 The Northland First Nation, Metis & Inuit Education staff will consult with the trustee of the ward the Elder is to be chosen from.
 - 5.3 **WARD COUNCIL MEETINGS:**
 - 5.3.1 The Board is responsible for appointing Elders, if any, by motion to a ward council meeting.
 - 5.3.2 The selection of Elders shall be done by each trustee on a rotational basis, with due consideration given to the number of communities in a ward.

POLICY 21 - APPENDIX B ELDER/KNOWLEDGE KEEPERS GUIDELINES

5.4 **AREA EVENTS/MEETINGS:**

- 5.4.1 The Associate Superintendent shall ensure Elders, if any, are chosen from across the area equitably.
- 5.4.2 The Associate Superintendent will work with the Northland First Nation, Metis & Inuit Education staff and Trustee of the community(s) and their Elders.

5.5 **SCHOOL EVENTS/MEETINGS (including school councils):**

- 5.5.1 The principal is responsible for ensuring a selection process for choosing Elders, if any, for school events.
- 5.5.2 In consultation with the principal, the school council chair shall set up a process for selecting an Elder, if any, for school council meetings.

6. Compensation:

- 6.1 When an Elder is officially invited or appointed by Board motion to participate in a Ward Council meeting, Board, Division, and/or Area event/meeting, their expenses shall be paid, and they shall receive honoraria for the event/meeting.
 - 6.1.1 Their expenses **and honoraria** shall be paid per Policy 7, Appendix A Schedule of Rates.
 - 6.1.2 ~~The honoraria rate shall be \$200 for each day, or partial day, of attendance at an event/meeting.~~
 - 6.1.3 Payment of honoraria and expenses to Elders for Ward Council meetings, Board, Division, and Area events/meetings shall be from the central budget.
- 6.2 The principal shall be responsible for the procedures and payment of honoraria and expenses to Elders, if any, for school events.
 - 6.2.1 Payment of honoraria and expenses for school events shall be from school budgets.

7. See also Administrative Procedure 155 Appendix - Indigenous Customs and Protocol.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools

SUBJECT: Pelican Mountain School Viability Study

REFERENCE(S): Policy 15 School Closure

ATTACHMENTS: Education Act, Closure of Schools, Section 62
Pelican Mountain School Viability Report

RECOMMENDATION:

THAT the Board of Trustees make a Notice of Motion to consider the closure of the Pelican Mountain School, Grades K-3 and that this motion will be decided upon by the end of May 2024.

BACKGROUND:

As per Policy 15, section 2, the Superintendent of Schools is required to inform the Board before December 1 of each year of any school viability studies to be undertaken.

At the November 17, 2023 Corporate Board meeting, Superintendent Willier gave notice that a viability study was being conducted and would be brought to the January 2024 Corporate Board meeting to determine if further action needs to be taken on the matter of closure.

As of January 11, 2024, Pelican Mountain School in Sandy Lake has two students registered.

RISK ANALYSIS:

The viability of small schools has an impact on the Board’s overall ability to serve all of the students in the Northland School Division. Operating costs and education quality are the primary drivers of the viability studies. This process will include community meetings.



**Pelican Mountain School
Viability Report
January 27, 2023**

Prepared by

Cal Johnson
Acting Superintendent of Schools

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Purpose Statement

This report is intended to collect information regarding the viability of Pelican Mountain School. The report was requested by the Board of Trustees at their November 17, 2023 Board meeting.

The report was prepared to meet the requirements of the:

Education Act, Section 62, Closure of schools
Northland School Division Policy 15, School Closure

Background Information

Pelican Mountain School is located in Sandy Lake, Alberta.

At Pelican Mountain School, the family, the Community, and the School are all partners in learning. Due to learning being lifelong, we strive together to help the children and the community members reach their full potential. We attempt to foster respect, care, and enthusiasm for learning and education.

The school's mission statement

At Pelican Mountain School, we believe that:

- Each child and each community member is unique,
- Each and every person can learn and should be encouraged to do so to their full potential,
- Each child learns in different ways and at different rates,
- Every child needs love, respect, encouragement, and a positive environment in order to grow and to fulfill expectations, and that
- Families, Community Members and the School need to work together as partners in learning because learning and teaching are both lifelong processes which involve everyone.

Data

Position	FTE
Principal	0.3
Teacher	1.0
Cook	0.56
Custodian	1.0
Educational Assistant	0.25
Native Language Instructor	0.25
School Secretary	0.5
Bus Driver	0
TOTAL FTE	3.86

Students

Enrolment - As of January 11, 2024	
ECS	0
Grade 1	1
Grade 2	0
Grade 3	1
TOTAL	2

The school was opened in 1984. The student capacity of the school is 57.

The 2021 Statistics Canada census showed that the community had 163 people, including 50 school-aged children (aged 0-14 yrs), an increase of 35% from the 2016 count.

There are also area students whose parents choose to send their children to Wabasca rather than attend Pelican Mountain School.

Rationale

This report is prepared in accordance with Northland School Division Policy 15 School Closures.

The policy rationale includes:

The Board believes that the students of the Division must have the opportunity to receive educational programs that are characterized by excellence, equity, and efficiency. In achieving this objective, it may be necessary to close a school or a portion of a school's educational program for operational and/or financial reasons.

The Board also believes that an orderly and fair process must be in place to provide the Board with appropriate information before making any decision.

The review process is defined as:

Before December 1 of each year, the Superintendent will bring to the Board for information the school(s), if any, for which a viability review will be undertaken to determine if further action needs to be taken on the matter of possible closure, or the nature of the educational program.

1. Generally, the need for a viability study will be based on enrollment.
2. The viability review shall be provided to the Board by the end of January of the following year.

Viability includes three factors:

The Board recognizes that a school must meet certain critical factors to be a viable educational institution:

1. Program factors;
2. Enrollment factors; and
3. Revenue factors.

The viability of Pelican Mountain School was reviewed and previously presented to the Board of Trustees on several occasions.

Analysis

Per Section 4 of the policy, there are eight criteria to be utilized by the Board in considering the closure of a school. In summary, the viability study is being done to determine whether the costs to operate the program are effective and sustainable and whether the school division can provide a good educational program at the school.

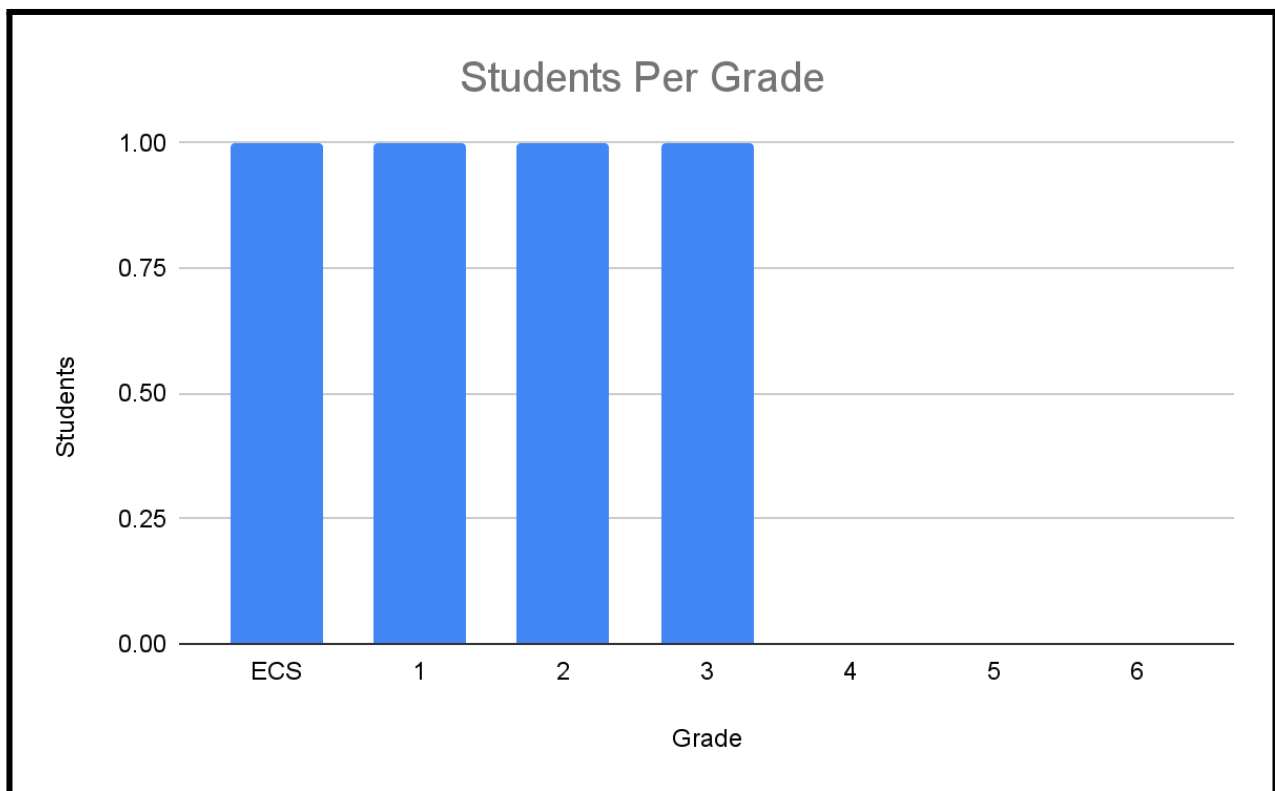
The criteria and the assessment for Pelican Mountain School are as follows.

1. Student enrollment and trends

As of September 30th:

2023	2022	2021	2020	2019
4	9	13	28	26

Enrollment changes in the school are likely impacted by and reflective of changes to the community's population.



2. Location and suitability of alternative school accommodation for the students affected;

Further reductions in teaching staff at schools are a way to make them more sustainable. Students will be bused to Wabasca and attend St. Theresa School (enrollment 286), staying within the Northland School Division.

The travel time for the students on the bus would be 70 minutes each way, a daily commute with a total of over 2.2 hours. The educational impact on students would be that some younger students would be riding a bus to school for a long time. For young students, this can have a negative impact as they are not used to this type of daily commute. While not preferred, this is within tolerable limits given that many other similar-aged children have similar ride times in the province.

The attendance area defined for this school is per the map attached as Appendix 1.

1. Program implications for other schools to which students could be transferred;

Program implications for accepting 12 additional students into another school program are achievable. St. Theresa School or an alternate school would be able to adjust to an increased student population.

The advantage of a larger school is the ability to do additional programming.

3. Program implications for other schools to which students could be transferred;

The absorption of 12 students should not significantly impact educational programming at St. Theresa School.

4. Transportation needs of all students are potentially affected, and the implications on both a local and Division basis.

Students would be bused to St. Theresa School in Wabasca. Northland School Division will operate the bus service. The approximate ride time for all students is 70 minutes one way (2.2 hours daily). Some parents have made a choice to transport their children on their own to St. Theresa School each day; other students are being bused to the band-operated school/OPK School.

5. Factors related to the school building include but are not limited to the age and expected life of the building, building modernization requirements, and education program needs.

The school was built in 1984. NSD commissioned a facility review in the fall of 2018, which was updated in 2021. Some items would require capital investment.

The chart below shows the recommended work needed at Pelican Mountain School.

The exterior brick veneer exhibits damage resulting from freeze-thaw conditions. Most of the concrete sidewalks and entrance plaza concrete flatwork is broken, cracked, and spalled.

Also, the paving stone has significant weed growth. Pelican Mountain School's Millwork, plumbing fixtures, mechanical and electrical systems have all exceeded service life expectancy. Moreover, the gymnasium lighting seems excessive, with several full arrays. Last, the kitchen equipment appears original.

The chart below shows the work that should be further investigated for Pelican Mountain School.

Priority	Description	Estimated Cost
#1	Remove and replace concrete flatwork	\$50,000
#2	Replace outdated millwork and plumbing fixtures	\$200,000
#3	Modernize mechanical and electrical systems /BMS	\$100,000
#4	Rehabilitate brick veneer	\$25,000
#5	Modify gym lighting switching for 'adjustable' lighting levels	\$15,000
#6	Upgrade kitchen equip	\$75,000
#7	Air conditioning	\$30,000
Total Estimated Cost		\$495,000

Overall the division rates the school and mechanical systems as being in good shape.

Alternative uses, or next steps for the facility will need to be determined.

6. The educational and financial impact of closure and non-closure will include but is not limited to, on both a local and a Division basis. The effect upon operational costs; and capital implications.

The educational impact on students would be that some younger students would now be riding a bus to school, which may be close to 2.2 hours per day. For young students, this can have a negative impact as they are not used to this type of daily commute. While not preferred, this is within tolerable limits given that many other similar-aged children have similar ride times in the province.

Administrative duties are time-consuming, and regardless of the number of students in the school, some duties do not reduce in scope. At least 0.25 FTE must be given to teachers to be Principals and adequately cover all duties. In the case of Pelican Mountain School and 12 students, 0.25 administrative time is not financially viable.

If the school were closed, the Board would need to consider alternatives for using the building or transferring the building to the community.

Operational costs, revenues and capital requirements would decline. From a financial perspective, the education system would be more economical.

The financial analysis and viability chart are below.

The financial analysis below reports net operating deficits of \$101,708 year to date for 2022-23 and \$202,005 for 2021-22 year. If the school were to continue in operation and no new students were to attend, deficits would continue. The cost per student this year is significantly above the average allocation.

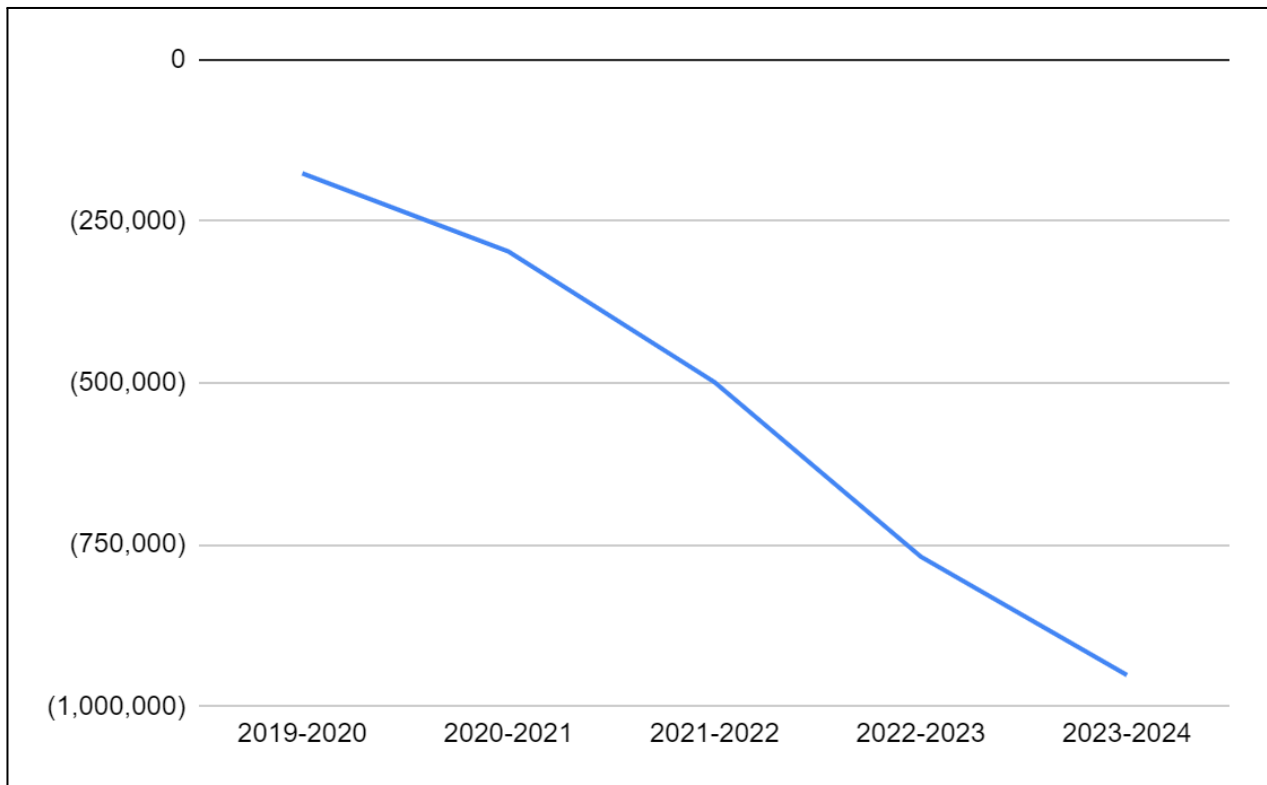
7. The capital needs of the school or the schools which may experience increased enrolments due to a transfer of students.

The transfer of this group would be immaterial to St. Theresa School or alternates.

Financial Analysis

Pelican Mountain School					
Financial Analysis					
As of December 31, 2023					
	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
ENROLLMENT	(Projected)				
ECS	0	1	2	5	4
Grades 1 - 6	2	11	14	23	22
Rate	\$ 22,198.00	\$16,599.53 +	\$16,774.63 +	\$ 17,021.55 +	\$ 21,175.00
REVENUE					
ECS	\$ 11,099	\$ 13,221	\$ 28,750	\$ 59,907	\$ 42,350
1 -12	44,396	290,859	402,503	551,143	465,850
TOTAL REVENUE	\$55,495	\$304,080	\$431,253	\$611,050	\$508,200
EXPENSES					
Instruction and Supplies	\$ 119,023	\$ 380,834	\$ 434,098	\$ 427,060	\$ 432,758
Maintenance	87,743	127,743	144,733	228,774	180,899
Housing	4,037	4,037	9,836	14,535	9,563
Transportation	3,600	25,406	13,583	28,832	22,590
Food Services	24,034	35,871	31,008	32,762	38,236
TOTAL EXPENSES	\$ 238,437	\$ 573,892	\$ 633,258	\$ 731,963	\$ 684,046
Surplus (Deficit)	(182,942)	(269,812)	(202,005)	(120,913)	(175,846)
(Cumulative Deficit)	(951,518)	(768,576)	(498,764)	(296,759)	(175,846)
Deficit per student	\$ (91,471)	\$ (22,484)	\$ (12,625)	\$ (4,318)	\$ (6,763)
<i>Note: Expenditures do not include amortization or project costs</i>					

Chart 1. Cumulative Deficit



The chart shows that the cumulative deficit of continued operations for the school over the last five years is approaching the \$1 million dollar mark. We expect this trend to continue.

Potential School Closure Schedule

January 26, 2024	Notice of Motion - Proposed School Closure Pelican Mountain School ECS to Grade 3 School closure decision May 31, 2024
February 8, 2024	Written notification to parents of Pelican Mountain School
February 15, 2024	Public notification process
March 11, 2024	Public meeting - proposed school closure
March 18, 2024	Minutes from the public meeting posted
April 5, 2024	Deadline for written submissions
May 31, 2024	Regular Board Meeting School closure decision

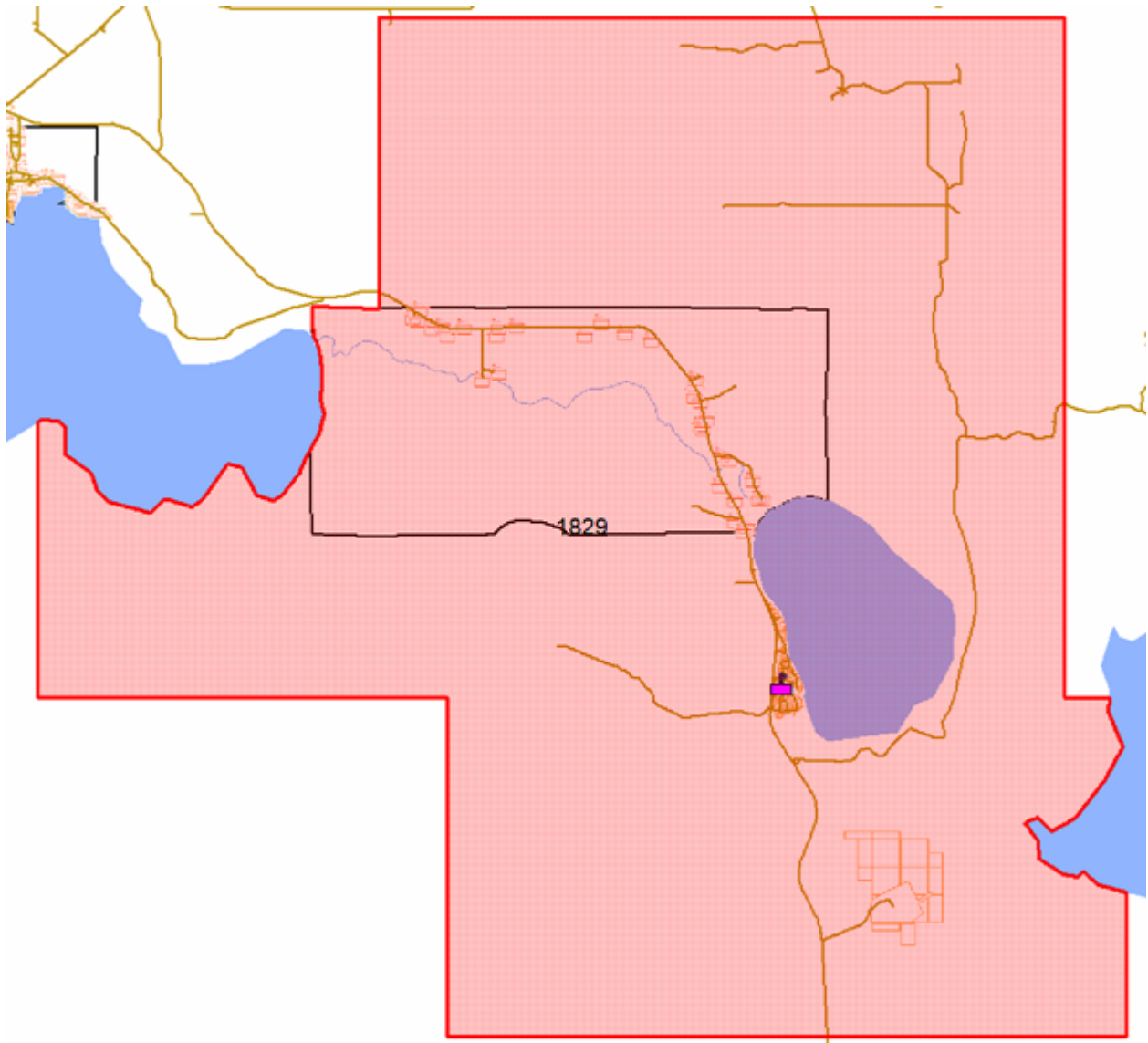
Recommendation

The intention of this study was to determine the viability of Pelican Mountain School. School viability is measured by the ability to provide educational opportunities for students in the Northland School Division in relation to the cost of providing such opportunities.

Based on the fact that many local parents choose to transport their students out of the community to a school of choice, the relative cost of continuing to offer a full ECS to grade 3 programming has risen dramatically. Despite the age of the building, however, both the school's location and general high-quality facility, the school site would be ideal to support division-wide land-based learning programming for students as well as staff members.

It is recommended that the **Northland School Division begin the process of closing ECS to Grade 3 program at Pelican Mountain School. It is also recommended that the Board of Trustees employ the school as a site for Division-wide Land-Based and Cultural Learning opportunities beginning in the 2024/2025 school year.** This additional time will allow for further time to complete the necessary consultation and analysis of the impact on the community.

Appendix 1 Pelican Mountain School Attendance Area Map



Appendix 2 Pelican Mountain Alberta Education Assurance Survey Results - November 2023

Assurance Domain	Measure	Pelican Mountain School		
		Current Result	Prev Year Result	Prev 3 Year Average
Student Growth and Achievement	Student Learning Engagement	n/a	80.0	80.0
	Citizenship	n/a	75.0	56.3
	3-year High School Completion	n/a	n/a	n/a
	5-year High School Completion	n/a	n/a	n/a
	PAT: Acceptable	n/a	*	n/a
	PAT: Excellence	n/a	*	n/a
	Diploma: Acceptable	n/a	n/a	n/a
	Diploma: Excellence	n/a	n/a	n/a
Teaching & Leading	Education Quality	n/a	93.3	94.2
Learning Supports	Welcoming, Caring, Respectful and Safe Learning Environments (WCRSLE)	n/a	70.8	70.8
	Access to Supports and Services	n/a	62.5	62.5
Governance	Parental Involvement	n/a	n/a	n/a

Notes:

1. Data values have been suppressed where the number of respondents/students is fewer than 6. Suppression is marked with an asterisk (*).



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer

SUBJECT: Fishing Lake Metis Settlement Busing Report

REFERENCE(S):

ATTACHMENTS: Fishing Lake Metis Settlement Busing Report

RECOMMENDATION

THAT the Board of Trustees authorize the Administration to proceed with Option 1, which will increase the busing service by having an additional bus transport the Fishing Lake Metis Settlement students to Cold Lake.

BACKGROUND:

Attached is the Fishing Lake busing report that determines the source of the long busing times for the students from Fishing Lake attending schools in the Cold Lake area. It proposes an interim solution for the current school year, as well as proposes options for moving forward to the 2024-2025 School year end beyond.

RISK ANALYSIS:

Addressing Busing times for students is important as long days can impact school attendance and thereby impact learning outcomes



**Fishing Lake Metis Settlement
Busing Report
January 27, 2023**

Prepared by

Johan Glaudemans
Secretary-Treasurer

Purpose Statement

This report is intended to collect information regarding the cause of the long busing routes for the Fishing Lake Metis Settlement students who are attending Grade 7 and higher in the community of Cold Lake. The report was requested by the Board of Trustees at their November 17, 2023 Board meeting.

Background Information

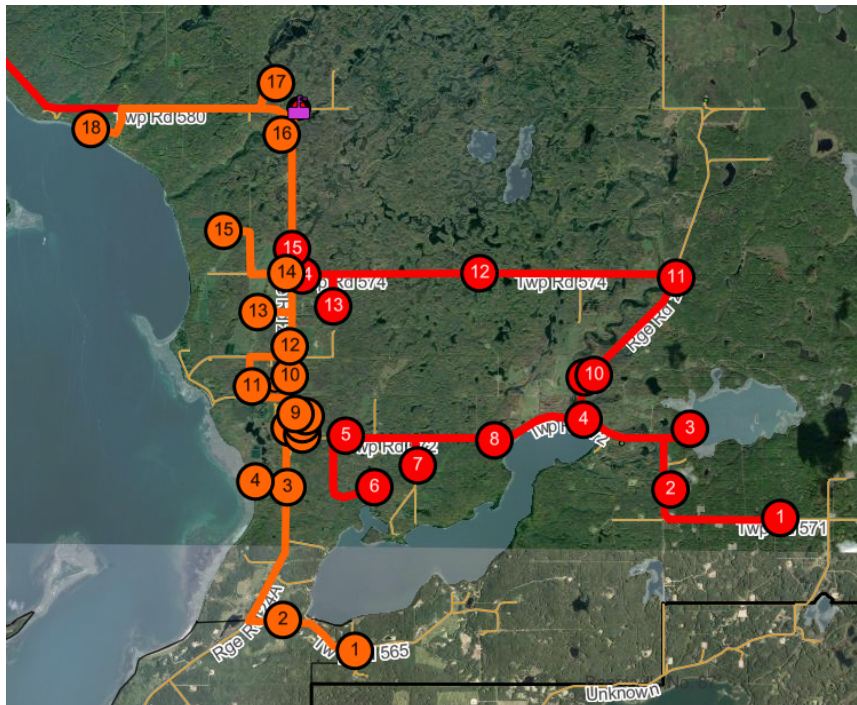
J.F. Dion School is located in Fishing Lake Metis Settlement. Prior to the 2023-2024 School year, J.F. Dion School provided education up to and including grade 8. Following public consultation, the Board took the decision to not offer education for grades 7 and 8 at J. F. Dion, and to bus the students (together with the students from grade 9 and higher) to Cold Lake.

This increased the number of students being bused to Cold Lake which is 84 km distance from J.F. Dion School.

Analysis

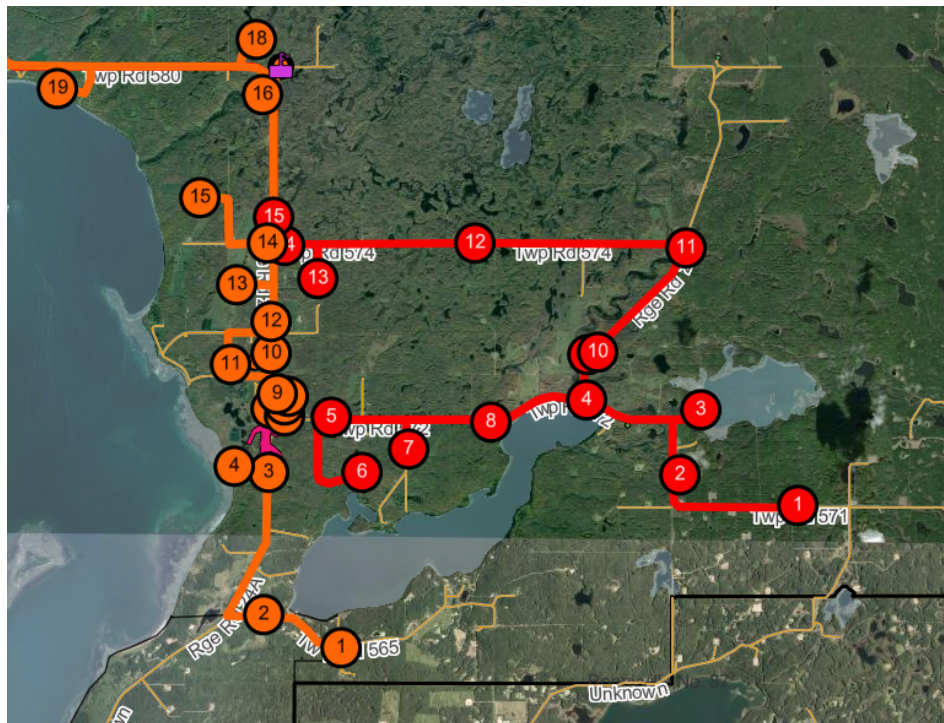
Current Situation

- Currently, the busing routes are as follows:
- Orange – FLMS Feeder
 - Pick up students, meet at the Settlement North Shop and transfer onto the Northland bus that carries onto Cold Lake.
 - Starts at 6:28 AM
 - Mileage 96 kms/day
 - Cost \$26,000 (Bus) + \$21,176 (wages) = \$47,176 (estimated increase to current contract that is only \$26,000/yr)
- Red – NSD Bus
 - Picks up students, meets at the Settlement North Shop, loads students from the feeder bus and goes to Cold Lake.
 - Starts at 6:20 AM
 - Mileage 391 kms/day
 - Cost \$105,570 (Bus) + \$43,456 (wages) = 149,026 + Benefits
 - Total Busing Cost \$175,047 (annually)
 - **Total Cost = \$175,047.18**



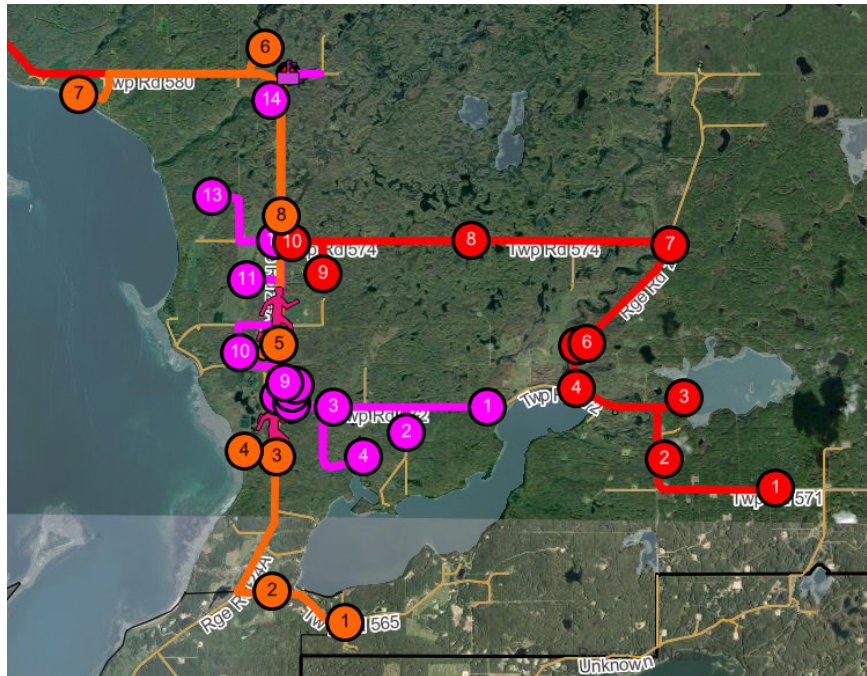
Option 1 – 2 Full Runs to Cold Lake

- Orange - FLMS Feeder
- Picks up along the same route and transfer students attending Cold Lake High and Cold Lake
- Outreach onto NSD Bus and pick up transfer from NSD bus. The bus carries onto Cold Lake with just
- Assumption and Cold Lake Jr High students.
- Starts at 6:46 am
- Mileage 354 kms per day
- Cost \$100,000 (Based on another contract of similar distance)
- Red - NSD bus
- Picks up along the same route and transfers students attending Cold Lake Jr. High and Assumption onto FLMS Bus and picks up transfer students from FLMS bus. The bus carries onto Cold Lake with just Cold Lake High and Outreach students.
- Starts at 6:32 am
- Mileage 391 kms/day
- Cost \$105,570 (Bus) + \$43,456 (wages) = \$149,026 + Benefits
- **Total Cost \$249,026.00**



Option 2 - 2 Feeder Buses

- Orange - FLMS Feeder
- Picks up along the same route and transfer students attending Cold Lake High and Cold Lake
- Outreach onto NSD Bus and pick up transfer from NSD bus. The bus carries onto Cold Lake with just Assumption and Cold Lake Jr High students.
- Starts at 6:46 am
- Mileage 354 kms per day
- Cost \$100,000 (Based on another contract of similar distance)
- Red - NSD bus
- Picks up along the same route and transfers students attending Cold Lake Jr. High and Assumption onto FLMS Bus and picks up transfer students from FLMS bus. The bus carries onto Cold Lake with just Cold Lake High and Outreach students.
- Starts at 6:32 am
- Mileage 391 kms/day
- Cost \$105,570 (Bus) + \$43,456 (wages) = \$149,026 + Benefits
- **Total Cost \$249,026**



Comparison of options for the remainder of 2023-2024 School Year

Maintain Status quo:

- No additional costs
- Busing delays not improved

Option 1: 2 full runs to Cold Lake

- No capital outlay required
- No new staffing required (but more hours for current staff)
- Student ridership can be separated by grade level (younger / older students)
- -> can be implemented almost immediately
- Cost $(\$249,026 - \$175,047) * 5/10 = \$36,990$
- Estimated time saved for first pickup and last drop off on bus route **30 minutes/day**
- There is no offsetting busing revenue from the Alberta Ministry of Education for this change.

Option 2: 2 Feeder buses

- Extra bus needs to be sourced
- Extra bus driver required
- -> implementation delay
- Cost $(\$220,572 - \$175,047) * 5/10 = \$22,763 + \text{Bus cost}$
- Estimated time saved for first pickup and last drop off on bus route **34 minutes/day**
- There is no offsetting busing revenue from the Alberta Ministry of Education for this change.

We recommend Option 1 as the most logical to implement under the circumstances.

Options for the 2024 - 2025 school year and beyond.

During our review with the Transportation Manager, it was confirmed to us that there were no community concerns about the busing length during the 2022-2023 school year and prior.

In fact, the decision to stop offering grades 7 and 8 created a situation where additional students were being bused to Cold Lake, thereby necessitating additional pickups and drop-offs, which caused the increased busing time. There are currently 12 students in grade 6. If these students were to be bused to Cold Lake for 2024-2025, busing times could creep up once more.

While community consultation was done related to the closure of grades 7 and 8 there was no evidence of a financial impact analysis having been conducted at the time.

The changes for 2023-2024 resulted in a loss of funding to Northland. The loss of the current grade 6 students would create an additional loss. The table below shows the calculation.

School Year	Grade 7	Grade 8	Total	Funding Shortfall
2023-2024	8	6	14	\$392k
2024-2025	12	8	20	\$560k
				\$952k

As a benefit of this, the Grade 7 and 8 students would not have to commute by bus to Cold Lake, thereby saving approximately 2 hours of busing time a day.

We recommend that the Division further consider whether J.F. Dion should reinstate Grade 7 for the 2024-2025 school year and evaluate whether Grade 8 should be reinstated for the 2025-2026 school year.



TO: THE BOARD OF TRUSTEES **DATE:** JANUARY 27, 2024

SUBMITTED BY: Cal Johnson, Acting Superintendent of Schools

SUBJECT: Locally Developed Courses

REFERENCE(S):

ATTACHMENTS: Locally Developed Courses 2023-2024

RECOMMENDATION

THAT the Board of Trustees authorize the Administration to proceed with acquiring the following locally developed courses, as attached.

BACKGROUND:

School authorities may approve, develop or acquire locally developed courses for Kindergarten through to Grade 12 students.

Locally developed courses can help:

- accommodate the needs and interests of students
- encourage and support innovative learning and teaching practices
- address unique community priorities
- engage students at risk of leaving school early
- promote successful transition to further education by exposing students to advanced subject matter and learning environments.

RISK ANALYSIS:

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

Course Name	Version	Course Code
Leadership, Character and Social Responsibility	3 credits	1509
Leadership, Character and Social Responsibility	5 credits	1509
Leadership, Character and Social Responsibility	3 credits	2509
Leadership, Character and Social Responsibility	5 credits	2509
Leadership, Character and Social Responsibility	3 credits	3509
Leadership, Character and Social Responsibility	5 credits	3509
Traditional Learning 25	5 credits	2248
Traditional Learning 35	5 credits	3248

NORTHLAND SCHOOL DIVISION

ADMINISTRATION INFORMATION ITEM

- This award is presented to individuals engaged in the media and/or media outlets, including but not limited to social media, newspapers, reporters, and other media sources who have made a special contribution to Public Education.

- The deadline for nominations is **March 31, 2024**.

January 15, 2024

MEMO

TO: Public School Boards Member Trustees

FROM: Jan Sawyer, Chair, Special Recognition Committee

COPY: Board of Directors
Board Executive Assistants
Troy Tait, Executive Director and CEO

RE: *Public School Boards' Association Awards Nomination Package for 2024*

Attached to this Memo is the *2024 Association Awards Nomination Package*. The Association's Awards ceremony will be held during our Spring General Assembly, scheduled for May 30 - June 1, 2024.

Please note that the deadline for all award nominations, is **Friday, March 31, 2024.**

Should you have any questions regarding any of the Association awards, please feel welcome to contact me (Jan.Sawyer@public-schools.cab.ca) or our Executive Director and CEO (executivedirector@public-schools.ab.ca) directly.

The award nomination forms are also available on the PSBAA website at <http://www.public-schools.ab.ca/member-resources> (scroll down to find them).

On behalf of the Special Recognition Committee, thank you for your nominations in support of our vibrant Public School Education system!

Jan Sawyer
PSBAA Director
Chair, Special Recognition Committee

ADVANCING ASSOCIATION BUSINESS AND INITIATIVES NOMINATION FORM

This award is presented to members (past or present) whose SIGNIFICANT contributions to the important work of the Association should be recognized, which may include, but not limited to:

- Work on Standing Committees of the Association.
- Work on Ad Hoc Committees of the Association.
- Assisting with the organizing and hosting of Association Business Meetings.
- Assisting with the work of special projects, initiatives and/or Association events.

(Nomination Deadline: Friday, March 31, 2024)

NOMINEE INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

NOMINATOR INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNIFICANT CONTRIBUTION

Please describe the reason(s) for this nomination; for example, the SIGNIFICANT contribution that the individual has made to advance Association Business or initiatives.

DICK BAKER LEGACY AWARD NOMINATION FORM

This award is in honor of Dick Baker – friend, mentor and dedicated advocate for Public Education in Alberta. Dick’s career in Public Education reflected his unwavering commitment to placing children first and modelling respect for the stewardship of the public trust that is service as a locally elected Public School Trustee.

Integrity, compassion, respect and wisdom are the foundation of Dick’s legacy to Public Education. He was friend, colleague and mentor to many who have followed and will follow in his footsteps.

The Dick Baker Legacy Award is presented annually to one Public School Trustee, whom over their career in Public Education have modelled the following values:

- *Integrity* in their work as a Public-School Trustee, in their relationships without exception and in their demonstrated support of Public Education in Alberta;
- *Compassion* for the children, families, and communities that they serve;
- *Respect* for the stewardship of the trust that is public service for Public Education;
- *Mentoring* of fellow Public School Trustees, Senior Administrators, community leaders, those who will follow in their footsteps;
- *Leadership* that results in a positive, significant, and lasting impact on Public Education within and across Alberta; and
- *Modelling* leadership that engages both the heart and mind in always placing children first.

(Nomination Deadline: Friday, March 31, 2024)

NOMINEE INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

NOMINATOR INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNIFICANT CONTRIBUTION

Please describe the reason(s) for this nomination; for example, the SIGNIFICANT contribution that the individual has made to advance Association Business or initiatives.

SPECIAL CONTRIBUTION TO PUBLIC EDUCATION
NOMINATION FORM

This award is presented to a Public School Board, Trustee(s), Senior Administrator(s) or member of the public whom has made a special contribution to Public Education.

(Nomination Deadline: Friday, March 31, 2024)

NOMINEE INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

NOMINATOR INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNIFICANT CONTRIBUTION

Please describe the reason(s) for this nomination; for example, the special contribution that the nominee(s) made to Public Education.

**SPECIAL CONTRIBUTION TO PUBLIC EDUCATION: MEDIA
NOMINATION FORM**

This award is presented to individuals engaged in the media and / or media outlets including but not limited to social media, newspapers, reporters, and other media sources whom have made a Special Contribution to Public Education.

(Nomination Deadline: Friday, March 31, 2024)

NOMINEE INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

NOMINATOR INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNIFICANT CONTRIBUTION

Please describe the reason(s) for this nomination; for example, the special contribution that the nominee(s) made to Public Education: Media.

**PROMOTING AND ADVANCING ONE OR MORE
OF THE CALLS TO ACTION OF THE TRUTH AND
RECONCILIATION COMMISSION OF ALBERTA**

NOMINATION FORM

This award is presented to an individual(s) or organization(s) engaged in promoting and advancing one or more of the Calls to Action of the Truth and Reconciliation Commission of Canada in relation to education within Alberta.

(Nomination Deadline: Friday, March 31, 2024)

NOMINEE INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

NOMINATOR INFORMATION

NAME: _____

POSITION: _____

JURISDICTION (if applicable): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

For reference, a link to the Calls to Action of the Truth and Reconciliation Commission of Canada is here: www.rcaanc-cirnac.gc.ca/eng/1450124405592/1529106060525

SIGNIFICANT CONTRIBUTION

Please describe the reason(s) for this nomination; for example, the special contribution that the nominee(s) made to promoting and advancing in Alberta one or more of the Calls to Action of the Truth and Reconciliation Commission of Canada on education:



BOARD CHAIR HIGHLIGHTS

January 27, 2024



Holiday Message

Tansi, Edlanat'e, Hello students, parents, guardians, staff and community members:

I want to acknowledge the hard work and dedication all of you have exhibited during the first half of the 2023-2024 school year.

As a Board, it's been exciting to celebrate successes together with respect to Excellence in Learning, Leadership and Relationships.

Since November, we have been hosting in-person community engagements. The input we have been receiving has been incredibly valuable. We love hearing your thoughts on how to make the learning experience for Northland students even better.

If you were unable to attend an in-person engagement or have more input to share, fill out our online survey at <https://letscometotheternsd.com/2023-2024-community-engagement-survey>. The deadline to complete the survey is January 19, 2024.

On behalf of the Board of Trustees, Miyo Nipayamiha, Tedhyati Haretiya Watei, Merry Christmas and a Happy New Year!

Corporate Board Expense Summary
September 2023 - December 31, 2023

EXPENSES	BUDGET	YTD
Trustee Remuneration		67,244.25
Trustee Benefits		16,504.41
In Service Board of Trustees - PD		7,875.00
Legal Fees		
Professional Services		19,335.50
Advertising		506.21
Awards/Bursaries		76.20
Membership Fees (ASBA/PSBAA)		11,493.00
Office Supplies		1,145.93
Printing & Binding		
Postage		
Travel and Subsistence		53,458.51
Ward 1		7,521.99
Ward 2		10,559.87
Ward 3		4,020.35
Ward 4		6,800.10
Ward 5		5,724.04
Ward 6		4,932.35
Ward 7		3,432.82
Ward 8		2,915.64
Ward 9		3,503.37
Liability Insurance		
Telephone		
Awards		
Repairs & Maintenance		2,091.45
Visa Purchases/Other		4,483.77
Elections		
TOTAL		184,214.23

Acting Superintendent's Highlights

January 27, 2024

We Are Metis and We Are Proud Song - Bishop Routhier School

During Metis Week, which was from November 12-18, 2023, Bishop Routhier students and staff collaborated with Artists in Residence, Marissa Karpiak, Septimus Alexander, and Northland Music Specialis Boyd Davies to create an original song to celebrate Metis Culture. Please click on the link to watch the video.

[We Are Metis and We Are Proud - Original Northland Song](#)



NSD Community Engagement Update



Since November, the Northland School Division has been hosting engagements with parents and communities across the jurisdiction. Various topics/themes have been identified during these sessions that will assist the Board of Trustees and Administration with achieving long-term and sustainable outcomes, processes, and relationships. Engagement sessions have been held in the following communities:

- Calling Lake School - November 2, 2023
- Susa Creek School - November 6, 2023
- Hillview School - November 8, 2023
- Bishop Routhier School - November 9, 2023
- Paddle Prairie School (Paddle Prairie Métis Settlement) - December 4, 2023
- Gift Lake School (Gift Lake Métis Settlement) - December 6, 2023
- Elizabeth School (Elizabeth Métis Settlement) - January 4, 2024
- J.F. Dion School (Fishing Lake Métis Settlement) - January 5, 2024
- Wabasca schools/Pelican Mountain School (George D. Memorial Hall - Wabasca-Desmarais) - January 9, 2024
- Chipewyan Lake School - January 10, 2024
- Grouard Northland School - January 15, 2024



Upcoming sessions are scheduled for:

- Bill Woodward School (Anzac) - February 5, 2024
- Father R. Perin School (Janvier) - February 7, 2024
- Conklin Community School (Conklin) - February 8, 2024
- Northland Online School (Virtual Meeting) - February 21, 2024

If parents and community members would like to have their voices heard, individuals can complete an online form.

NSD principals transformed into actors to better understand restorative practices

NSD principals learned about restorative practices by doing role-play during professional learning sessions in Slave Lake on January 17, 2024. Restorative conversations are set to enable solution-based discussions with all parties involved. In these talks, everyone affected gets together to tell their story and figure out how to move forward in a positive way.

In the role-play, the principals assumed the roles of different people in a situation where someone was hurt. This process enables all stakeholders to have a voice and help to come up with a solution with a trained and unbiased mediator.

These conversations are good because they help everyone understand the whole story. They make sure that the person who was hurt can ask questions and say what they need to feel better. By doing the role-plays, the principals are more prepared to address complex situations.

They also were introduced to restorative practices as a proactive approach to communication in our schools. Restorative practices are recommended by Alberta Education to support welcoming, caring, respectful and safe workplaces.

News Articles Featuring the Northland School Division

- Athabasca Advocate, October 10, 2023 - Local students release third Indigenous storybook
- Echo Pioneer, October 11, 2023 - Northland educator receives award from Metis Settlements General Council
- The Fever, November 16, 2023 - Northland educator wins provincial award
- Big Lakes Bulletin, December 2023 - Board Meeting Highlights

Local students release third Indigenous story book

Collection of community stories the latest installment in a continued series

BY LEXI FREEHILL
Athabasca Advocate Staff

ATHABASCA – Students in Northland School Division (NSD) have written a third book containing stories from Elders, knowledge keepers, and residents in their northern Alberta communities.

According to an Oct. 3 press release, the book, entitled *Weaving Hearts Together: Reconnecting with our Past to Strengthen Cultural Roots*, and described as “a labour of love and connection,” is available for purchase on Amazon.

Cathy Wanyandie, board chair for NSD, said: “Publishing these stories is an excellent way for students to learn and celebrate their language, culture, and identity.”

Other books written by students in the division — which encompasses 17 schools and one online school, and spans from Paddle Prairie 69 km south of High Level to Fishing Lake Metis settlement east of Elk Point— are also community and cultural curations.

Finding Fire Within: By Reconnecting with the Land was published in August 2022, and features a collec-

tion of stories similar to *Weaving Hearts Together: Kayas Ayamikamik Acimowina: Old Stories of the Mission* was made available for purchase on Amazon in December 2022, but was written and released in 2017.

Karen Davies, principle of the Mistassiniy school in Wabasca was a driving force behind *Weaving Hearts Together*, inspired by the success of *Finding Fire Within*.

“We decided it was such a valuable experience that we wanted to do it again,” said Davies in an Oct. 5 interview. She shared templates and tips to different schools in the division, and said “every school did it a little bit differently, because each community has its own flavour.”

Five schools in the division participated; along with Mistassiniy school, students from St. Theresa, Wabasca’s elementary school, Chipewyan Lake, Grouard Northland, and Father R. Perin — located in the Regional Municipality of Wood Buffalo — schools contributed their re-tellings and accompanying illustrations of stories.

In Wabasca, Davies said elders and community members were invited to an introductory tea, which was followed by weekly visits to the school to speak and share stories with students — and the book isn’t the only tangible product from the visits.

“The other day, I had four Grade 9 girls come into my office and they said ‘Mrs. Davies, are we having elders come this year?’” said Davies. “We wanted to (involve) cultural reclamation and recognize the culture, and that came so naturally that (the students) didn’t even recognize that they were doing it.”

“It was a whole different way to approach things. They were still meeting the outcomes; they were still learning things; they were still making those connections and they were building those relationships, but all of those things were part of something bigger,” said Davies.

Genovus Energy sponsored the project, donating funds that were used to facilitate the community gatherings and purchase new tools like an iPad for digital artwork for the next iteration of the series. Davies said the story-telling gatherings have already begun at Mistassiniy, who hosted the first community speaker Oct. 4.

Cahkapes and the Bear Cahkapes ekwa maskwa



Weaving Hearts Together is a retelling of stories compiled, written, and illustrated by students in Northland School Division, shared by Elders, knowledge keepers, and other community members.

And the students aren’t the only ones eager to continue the series. Davies noted participating elders, community members, and even parents are looking forward to the next book in the series.

“I went to an elders meeting recently and I took a box of books with me, and I gave each of them a book and they were just as excited as the kids,” said Davies. “They were really pleased and they were just joyful because they got to participate... it’s really important to them that the students and the future generation is able to carry out that culture.”

To Davies, the name of the book — *Weaving Hearts Together* —encompasses the spirit of the project: “The key point is that we’re trying to build our community together. We’re trying to help support kids as a community, as a family, as you know, a school.”

“Doing things together and supporting each other really brings people together, and it really does bring your hearts together.”

lfreehill@greatwest.ca

VJV WESTLOCK

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PHONE BIDS ON ALL LIVESTOCK AND
TACK ARE ALSO ACCEPTED.**

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THURSDAY, OCT. 19 @ 9:00 AM**

**SHEEP, GOAT & HOG SALE
MONDAY, OCT. 16 @ 11:00 AM**

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■ KYLE MILLER.....	780-689-9373
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■ TRAPPER GREEN.....	780-837-0171
■ JAKE HOWLETT.....	780-719-2962
■ ROGER ALBERS SHEEP & GOAT.....	780-777-7416
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■ FAX	780-349-5466

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High Level to get spooky with new activities, contest this Halloween

Jordan Maskell

Town of High Level is offering some new fun and spooky activities and contests in the community this Halloween season.

'Trunk or Treat on Main Street' is a new concept developed by the Town and takes place Tuesday, October 31, 2023 from 6 p.m. to 8 p.m.

The area of Main Street between 99 and 100 Streets, as well as the downtown parking lots, will be blocked off for the event.

Town Community Development Manager Kayla Wardley said 70 spots are available for people to participate.

Wardley said 'Trunk or Treat on Main Street' is free to sign-up.

"We'll have staff directing people where they can go," said Wardley. "Setup time is 5 p.m. and the event will start at 6 p.m., although we'll probably have people trick-or-treating before then. We've opened up locations for local groups and reached out to some partners to help with the event. The street portion down the meridian will be decorated to create a Halloween town vibe."

Wardley said the event opens up participation for people who may not otherwise decorate for Halloween.

"Anyone who lives on a

street where they don't get trick-or-treaters, people in apartment buildings or who live out of town," she explained. "We also have a lot of evacuees who are still in the community, so this is something they can participate in as well. This type of event allows it to be open up for everyone, and there still will be trick-or-treating in the community. Not everyone has to participate, this is just something different. We're going to try it and see how it goes. Hopefully, businesses that are able to on Main Street will participate as well."

First, second and third prizes will be awarded for 'best decorated trunk.'

The Annual Zombie Walk, hosted by the Town and Alberta Health Services, happens Saturday, October 28 from 12 p.m. to 2 p.m.

"It is free to register, but we do require pre-

registration so we know how much food to get," Wardley said. "We'll have hot dogs, hot chocolate and prizes. We've got a few prize categories including 'scariest woman,' 'scariest man,' 'scariest couple,' 'scariest kid,' and 'scariest pet.' The walk will start and end at Town Hall."

Town is also hosting a Halloween House Decorating Contest.

"Participants have to send in two good quality photos of their fully decorated house, along with their first and last name, address and phone number," said Wardley. "We are going to do first, second and third prizes, and three runner-up prizes for gift cards to local stores or restaurants."

Wardley said the contest replaces the Town's scarecrow contest.

"We wanted to try something different," Wardley said. "Our light-up

contest for Christmas is always a huge success and this is something the public had asked for last year."

Deadline for entering the house decorating contest is Friday, October 27.

HIGH LEVEL AGRICULTURE SOCIETY

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Northland educator receives award from Métis Settlements General Council

For immediate release – October 4, 2023



Northland School Division proudly congratulates Lorraine Ridsdale from Paddle Prairie School! She was honoured by the Métis Settlements General Council (MSGC) for her outstanding contributions and achievements in education.

Lorraine, originally from Manning and raised in Paddle Prairie, has dedicated 24 years to her role as an educator with Northland School Division. Interestingly, her initial dream was to follow in the footsteps of her sister Cecilia and pursue a career in nursing.

However, much like nursing, a career in education offers a unique opportunity to make a difference in someone's life. Lorraine began her journey in the field of education at Paddle Prairie School, initially serving as a secretary. Eventually, she transitioned to the role of an educational assistant after completing an early child development diploma. After fulfilling this role for two years, Lorraine returned to university to pursue a teaching degree. During her university years, she had the privilege of sharing this educational path with former Paddle Prairie School Principal, Jill Gaudet, and the late Martha Ghostkeeper.

"I am truly honoured to receive this award as I have always felt blessed to be able to work with our children in our community [Paddle Prairie], said Ridsdale. "My one big regret is that my university partner, Martha Ghostkeeper is not here to share this award with me."

"On behalf of the Board of Trustees, I extend my heartfelt congratulations to Lorraine for her remarkable achievements and the well-deserved recognition she has received from the Métis Settlements General Council," said Cathy Wanyandie, Board Chair. "Her journey is an inspiration to us all.

"Lorraine's remarkable achievement is a testament to her dedication to education," said Shelley Willier, Superintendent of Schools/CEO. "Her passion for teaching and her outstanding contributions have positively impacted many Northland students. Congratulations Lorraine!"

Lorraine received the award from MSGC on September 21, 2023.

For more information please contact Media Relations Manager Curtis Walty at 780-624-2060 ext. 6183 or curtis.walty@nsd61.ca.



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OTHER SPECIAL EVENTS

- **YOUTH EVENING AT THE VILLAGE** - High Level
 October 25, 6:00-7:30 PM, Registered program
- **MINDFULNESS COSTUME WALK** - High Level
 October 28, 11:00 AM-1:00 PM, Canfor Park Path.
 This is a registered program.
- **YOUTH NIGHT WITH TOWN OF HIGH LEVEL & NATIVE FRIENDSHIP CENTRE** - High Level
 October 20, 6:00-8:00 PM, Jubilee Park, Ages 10-18
 Register with Town of High Level

Supporting Families to
Learn • Grow • Connect

MONDAY
 Baby & Me - 10:00-11:30 AM
 High Level & La Crete

TUESDAY
 Seven Grandfather Teachings
 High Level - 6:00-7:30 PM

WEDNESDAY
 Family Night (DIY)
 La Crete, Oct 4, 11 & 18

FRIDAY
 Toddler Time - 1:30-3:00 PM
 High Level

Family Winnie the Pooh Nights
 High Level - 1:30-3:00 PM

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Your guide to fun things to do and where to eat in High Level

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Northland educator wins provincial award

By Northland Division

Northland School Division (NSD) has announced that Director of First Nations, Métis and Inuit Education Debbie Mineault has been selected as the 2023 Outstanding Indigenous Educator of the Year Award.

The award is presented by the Alberta Teachers' Association's (ATA's) Indigenous Education Council.

The ATA's Indigenous Education Council is a professional organization for teachers, associate members of the ATA and university students.

The council strives to provide resources and projects for members to explore with students.

The Outstanding Indigenous Educator of the Year Award is for a teacher, advocate and professional; who has made significant efforts in furthering First Nations, Métis and Inuit Education in Alberta.

"On behalf of the Board of Trustees, I congratulate Debbie on earning such a prestigious award," said Cathy Wanyandie, Board Chair.

"We very much appreciate the efforts Debbie puts in to weave language and culture into the student learning experience.

"Her contributions support Northland School Division's priorities around excellence in learning, leadership and relationships."

"Debbie has contributed so much to education as a teacher, school principal, while working with Alberta Education and as the Director of First Nations, Métis and Inuit Education with Northland School Division," said Shelley Willier, Superintendent of Schools/CEO.

"Ninankomin, I am so thankful, proud and honoured to be selected for such a highly praised award in excellence of Indigenous education," said Mineault.

Debbie will be presented the 2023 Outstanding Indigenous Educator Award on November 18, 2023.



Municipal District of Opportunity #17 EMPLOYMENT OPPORTUNITY

APPRENTICE MECHANIC

Permanent Full Time • Wabasca

The MD of Opportunity is currently looking for an Apprentice Mechanic for our Wabasca location. The individual chosen for this full time Permanent position will be responsible for the following duties on the municipal fleet equipment:

- Perform scheduled maintenance services such as oil changes, lubrications and tune ups;
- Advise Shop Foreman of work performed, general equipment conditions and future repair requirements;
- Assist the Shop Foreman in determining mechanical problems by examining equipment, using diagnostic equipment, test driving the vehicles;
- Assist in the dismantling of faulty assemblies, repair and/or replace worn or damaged parts;
- Other duties that may be assigned from time to time.

The successful applicant must possess the following abilities:

- A Grade 12 Diploma or GED;
- A Valid Driver's License;
- Good hearing, eyesight and manual dexterity;
- Ability to interpret work orders and technical manuals;
- Ability to keep up to date with changes in technology;
- Write service reports;
- Ability to work within a Microsoft Office computer environment

The working conditions for the service technician vary considerably from one job to another. Some duties will be performed in the shop, construction sites and sometimes outdoors in all types of weather conditions. Travel requirements and hours of work also may vary. The position may involve lifting items weighing over 200lbs with the help of cranes etc. The salary range for this position is based on experience and qualifications.

Interested persons are invited to submit their current Resumes, current Criminal Record Check and 3 work related references to:

Human Resources Department
Municipal District of Opportunity No. 17
Box 60, Wabasca, AB. T0G 2K0
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Or Email: hr@mndopportunity.ab.ca

This advertisement will remain open until
November 28, 2023 @ 3:00 p.m.

The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information & Protection of Privacy Act.



YOUR POLICE, YOUR COMMUNITY

Wabasca Detachment

With holidays, gift buying time arriving RCMP have these tips about safely shopping online

The holiday season is just around the corner, which means more and more people will be shopping for presents.

Online shopping has become an increasingly popular and convenient way to find deals and cross things off our lists. With both Black Friday and Cyber Monday taking place this month, many Albertans will be handing out their credit card details in exchange for deals this month.

In the Alberta RCMP's jurisdiction in 2022 there were:

- 34 reports of unauthorized use of credit card data (4 in November and 2 in December);
- 726 reports of Theft, Forgery, Misuse of Credit Card (53 in November and 47 in December);
- 1,796 reports of Fraud (money/property/security) greater than \$5,000 (183 in November and 150 in December); and
- 5,653 reports of Fraud (money/property/security) less than or equal to \$5,000 (445 in November and 401 in December).

Alberta RCMP reminds all online shoppers to protect their personal and financial information making online purchases.

Here are tips to protect yourself while shopping online:

- Don't reuse passwords; change them often, and be sure to use a combination of letters, numbers, and special characters to create a strong one.
- Many websites, especially social media platforms, offer the option of multi-factor authentication. Multi-factor authentication makes it more difficult for criminals to access your accounts by needing more than one piece of identity.
- Review privacy settings regularly in order to control who can see what personal information is posted to your profile.
- Don't purchase anything using public Wi-Fi; shop using your own data connection or a trusted network.
- Buy from reputable sources and don't let unbeatable prices cloud your judgement. Research retailers before purchasing.
- Install updates on your devices as soon as you're prompted. Updates fix security issues.
- Phishing is a commonly used tactic for cyber crime. Phishing messages ask you to validate information by clicking links and may threaten you with legal action. Verify legitimacy by calling the company directly.
- Follow our social media accounts on Twitter @RCMPAlberta and Facebook @RCMPinAlberta, and check out #CyberSafety online for more tips.

RCMP encourage the public to report any criminal or suspicious activity to police. Reports tell us where to look, who to look for, and where to patrol in the future.

If you see a crime in progress, dial 911. If you wish to remain anonymous, contact Crime Stoppers at 1-800-222-8477 (TIPS), online at www.P3Tips.com or by using the "P3 Tips" app available through the Apple App or Google Play Store.

S.Sgt Amie Blize 55194
Detachment Commander
Wabasca Detachment. (780)891-3768

Between Issues
of The Fever
on Facebook
at Bruce Thomas Scope Fever

Big Lakes Bulletin

December 2023



Big Lakes
COUNTY



This newsletter provided by Big Lakes
Family and Community Support Services



Board Meeting Highlights November 17, 2023

Organizational Meeting - Board Chair and Vice-Chair election results



Northland School Division (NSD) is pleased to announce that Ward 7 Trustee Robin Guild has been declared Board Chair. Guild previously served as Board Chair from June 2019 until September 22, 2022.

Additionally, NSD is pleased to share that Tanya Fayant has been re-elected as Vice-Chair. Click on the website link to learn more about Robin and Tanya

<https://www.nsd61.ca/governance/board-of-trustees-2>.

The Board extends its sincere gratitude to Ward 2 Trustee Cathy Wanyandie for her valuable contributions during her tenure as Board Chair from September 2022 to November 17, 2023. The nominations for the trustee roles took place during the Organizational Meeting on November 17, 2023.

Board approved the 2022-2023 Annual Education Results Report



The Board of Trustees were pleased with the division's initiatives to support numeracy, literacy and high school completion. They approved the 2022-2023 Annual Education Results Report (AERR). The AERR is one-way NSD communicates student achievement, accomplishments and priorities to the students, parents, community members and school division partners. The 2022-2023 version of the AERR details progress Northland School Division has made in meeting Alberta Education Assurance Measures (AEAMs). Analysis of provincial and local information revealed that:



- NSD improved in three measures (Citizenship, Education Quality and Access to Supports and Services) and improved significantly in five measures (Parental Involvement, Lifelong Learning, Program of Studies, Satisfaction with Program Access, and School Improvement).

- NSD is supporting high school completion. In the last year, the percentage of students completing high school within three years of entering grade 10 has **gone up 8%**. The percentage of Northland students completing high school within four years of entering grade 10 has **gone up 10%**.
- In addition, NSD students are finding success writing Provincial Achievement Tests (PATs). 45% of Grade 6 students and 27% of Grade 9 students who wrote the PATs achieved "Acceptable" performance.

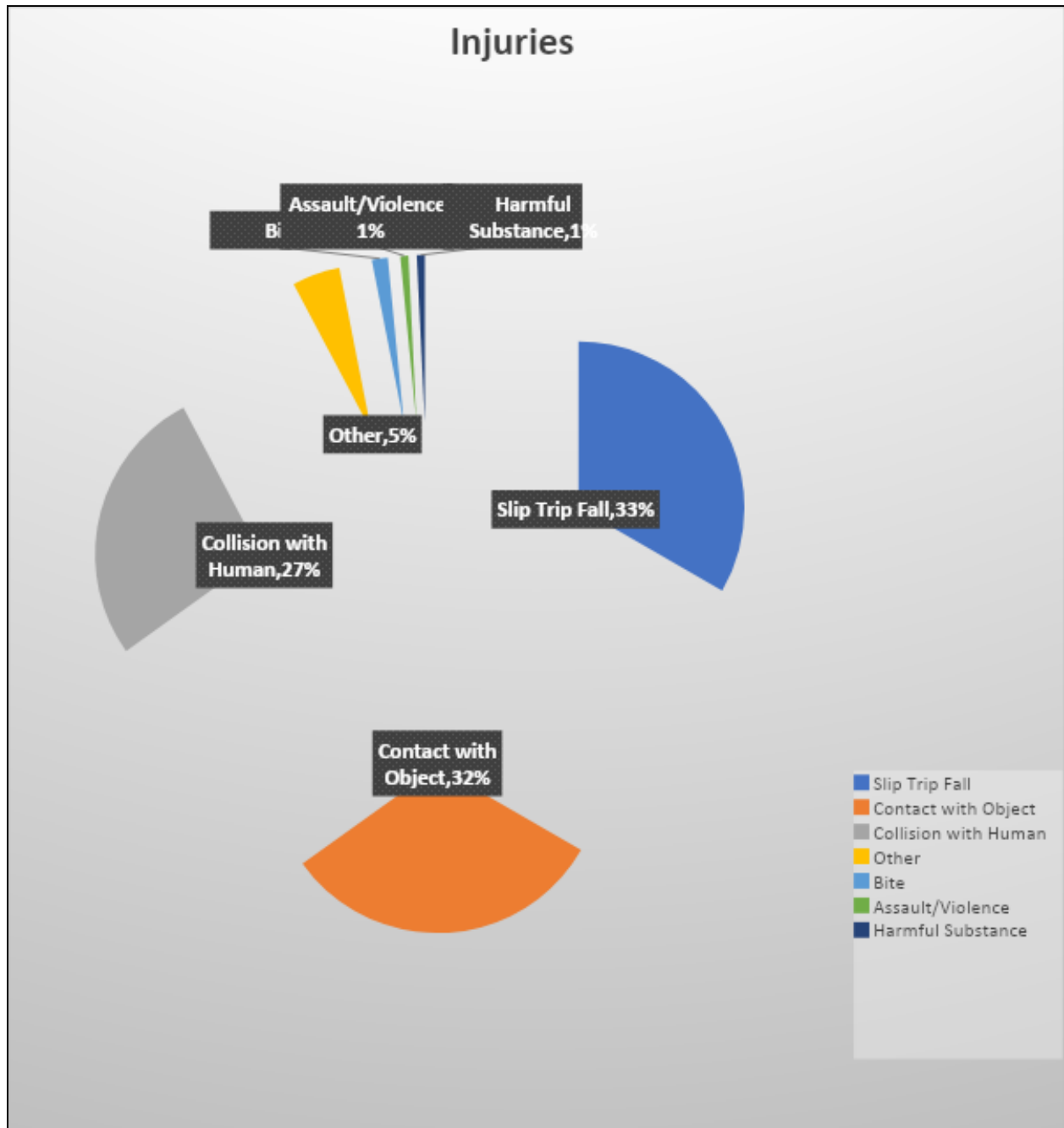
The entire Annual Education Results Report will be posted on the NSD website by **November 30, 2023**. You will be able to view it by visiting <https://www.nsd61.ca/about-us/reports>.

To view the Board Highlights in more detail visit <https://www.nsd61.ca/about-us/division-news/post/november-board-highlights>. The next Regular Board Meeting is **Thursday, January 25, 2024**.



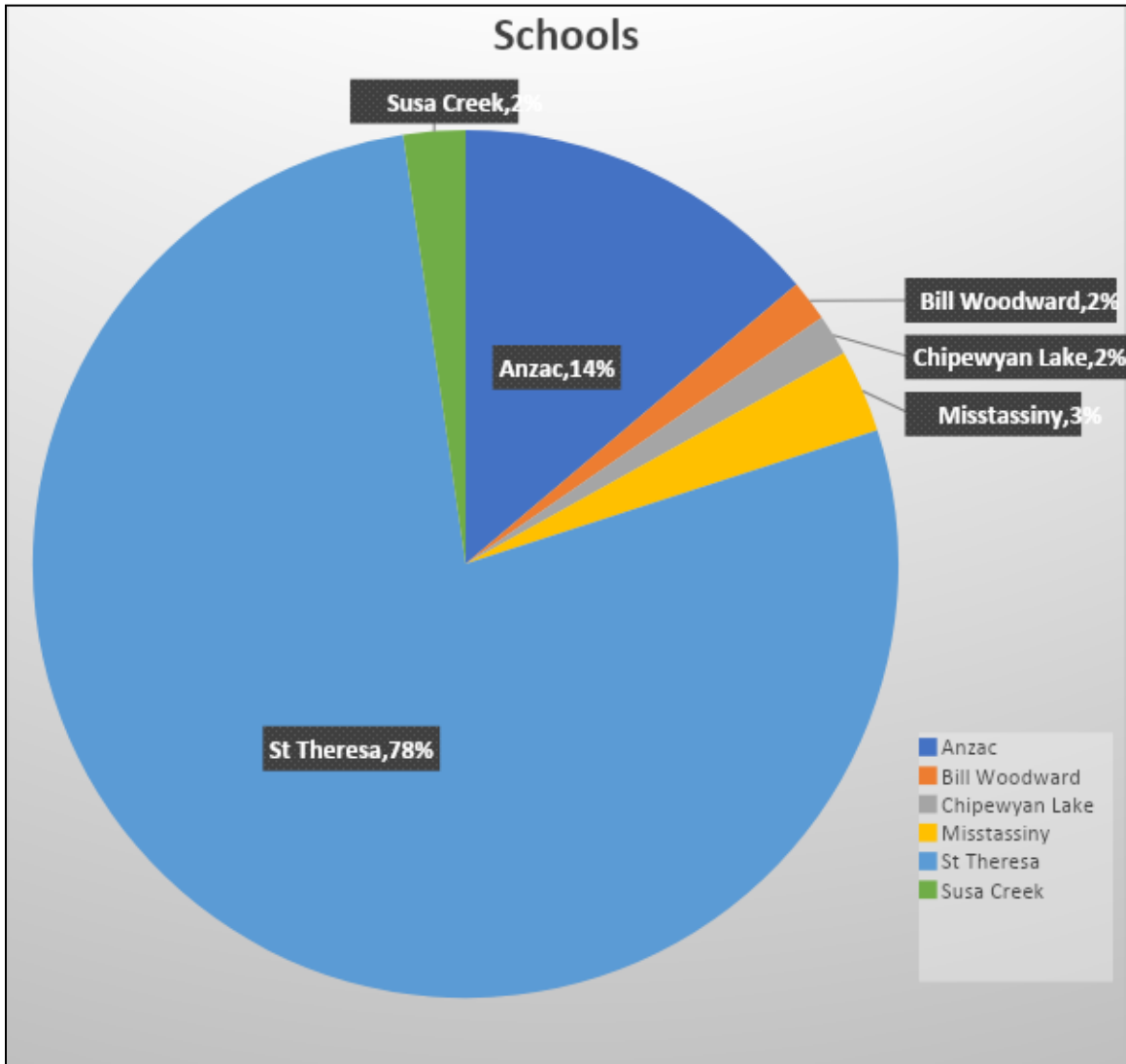
Occupational Health & Safety Report
January 27, 2024

Students: 130 student injuries from September 1, 2023, to October 11, 2023, were reported.





Occupational Health & Safety Report
January 27, 2024

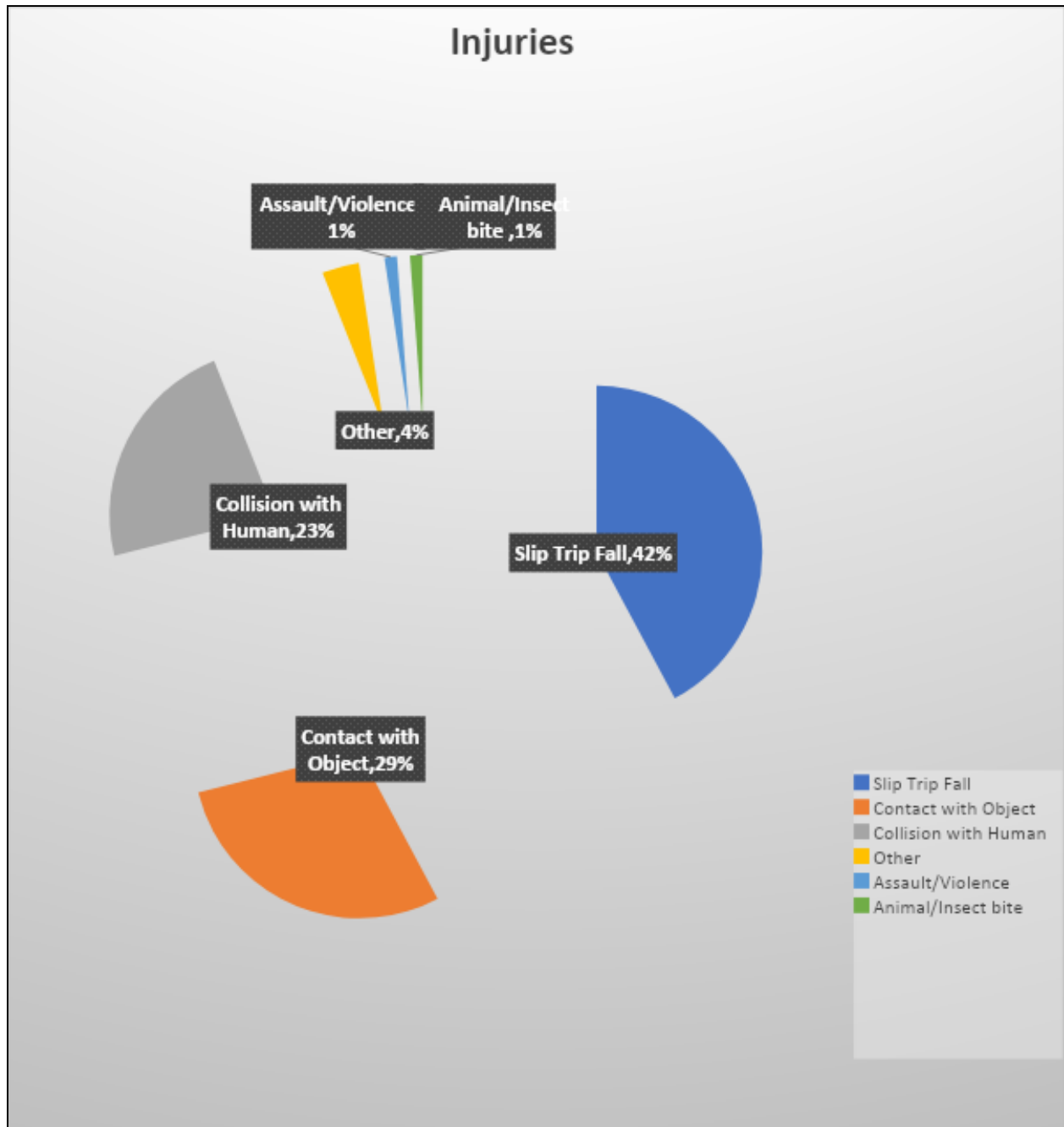




Occupational Health & Safety Report

January 27, 2024

Students: 83 student injuries from November 14, 2023, to January 14, 2024, were reported.





Occupational Health & Safety Report
January 27, 2024

