



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 24-06 AGENDA

Location: Virtual	
Zoom:	
Meeting ID: Passcode:	Phone: 1 (587) 328-1099
Date: Friday, June 28, 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.	Moment of Silence - Trustee Auger	All		
4.	Adoption of Agenda	All	Motion	-
5.	Closed Session	All	Motion	-

B. BUSINESS ARISING FROM CLOSED SESSION

C. BOARD MATTERS

D. MINUTES

No.	Title	Responsible	Action	Page No.
1.	May 9, 2024 Special Board Meeting Minutes	All	Motion	04
2.	May 11, 2024 Regular Board Meeting Minutes	All	Motion	08
3.	May 23, 2024 Special Board Meeting Minutes	All	Motion	16
4.	Board Action Items	Superintendent Johnson	Information	21

E. BUSINESS ARISING FROM MINUTES



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F. CONSENT AGENDA

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Chair Guild	Information	24
2.	Superintendent of Schools Report	Superintendent Johnson	Information	25
3.	Trustee Activity, Committee and/or Board Representative/Association Reports	Trustees	Information	28

G. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Glaudemans	Information	29
2.	Student Engagement, Attendance & Completion Report	Associate Superintendent Owens	Information	31
3.	Monthly Enrollment Report	Superintendent Johnson	Information	36
4.	Policy 2 - Role of the Board	Chair Guild	Motion	38
5.	Policy 12 - Role of the Superintendent	Chair Guild	Motion	46
6.	Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timeline	Chair Guild	Motion	51
7.	Policy 12 Appendix B - Performance Assessment Guide	Chair Guild	Motion	55
8.	Bishop Routhier School and Grouard Northland School Programming Pilot	Superintendent Johnson	Motion	66
9.	Bursaries & Scholarships	Superintendent Johnson	Motion	67
10.	Contract Bus Routes	Secretary-Treasurer Glaudemans	Motion	69
11.	September 2024 Organizational Meeting Date	Superintendent Johnson	Motion	71
12.	September 2024 Board Meeting	Superintendent Johnson	Motion	72
13.	Borrowing Resolution	Secretary-Treasurer Glaudemans	Motion	72
14.	Contract Facilitator for Superintendent Evaluation	Superintendent Johnson	Motion	74
15.	Contract Facilitator for Board Evaluation	Superintendent Johnson	Motion	75
16.	Chatter High Digital Resources	Associate Superintendent Owens	Information	76
17.	Disposal of Assets	Secretary-Treasurer Glaudemans	Information	78



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18.	Bus Tender	Secretary-Treasurer Glaudemans	Motion	79
19.	Phone System Upgrade	Secretary-Treasurer Glaudemans	Motion	80
20.	Network Infrastructure Upgrade	Secretary-Treasurer Glaudemans	Motion	84
21.	Mistassiniy Welding Shop	Secretary-Treasurer Glaudemans	Motion	88

H. MONITORING REPORTS

No.	Title	Responsible	Action	Page No.
1.	Board Chair Highlights	Chair Guild	Information	90
2.	Superintendent Highlights	Superintendent Johnson	Information	98
3.	Deputy/Associate Superintendents Report	Deputy Superintendent Meunier	Information	102
4.	OH&S Report	Associate Superintendent Veitch	Information	105
5.	FNMI Department Report	Superintendent Johnson	Information	108
6.	SFS Department Report	Associate Superintendent Owens	Information	109
7.	Technology Services Department Report	Deputy Superintendent Meunier	Information	112
8.	Human Resources Department Report	Associate Superintendent Veitch	Information	119

I. PRELIMINARY DISCUSSION

No.	Title	Responsible
1.	2024-2025 Board Meeting Schedule	Superintendent Johnson
2.		

J. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: May 9, 2024 Special Board Meeting Minutes
REFERENCE(S):
ATTACHMENTS: May 9, 2024 Special Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the May 9, 2024 Special Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-02
MINUTES

Location: River Cree Resort

Date: Thursday, May 9, 2024

Time: 8:30 a.m.

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

A. CALL TO ORDER

1. Call to Order

MOTION: Chair Guild called the meeting to order at 8:35 a.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.

4. Adoption of Agenda

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

25907/24 CARRIED

B. ACTION ITEMS

1. Policy 10 - Policy Making

MOTION: Trustee Fayant moved that the Board of Trustees approve the first reading of Policy 10 - Policy Making as presented,

25908/24 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-02
MINUTES**

2. Policy 10 - Policy Making

MOTION: Trustee Rude moved that the Board of Trustees approve the second reading of Policy 10 - Policy Making as presented.

25909/24 CARRIED

3. Closed Session

MOTION: Trustee J. Lamouche moved that the Board of Trustees move into a closed session at 9:03 a.m. *Executive Assistant Osmond left the meeting at this time.*

25910/24 CARRIED

4. Regular Session

MOTION: Trustee McCamon moved that the Board of Trustees revert to regular session at 10:20 a.m.

25911/24 CARRIED

Break from 10:20 a.m. to 10:35 a.m.

5. Closed Session

MOTION: Trustee J. Lamouche moved that the Board of Trustees move into a closed session at 10:35 a.m.

25912/24 CARRIED

6. Regular Session

MOTION: Trustee Fayant moved that the Board of Trustees revert to regular session at 11:23 a.m.

25913/24 CARRIED

Break from 11:23 a.m. to 11:41 a.m.

7. Closed Session

MOTION: Trustee Moberly moved that the Board of Trustees move into a closed session at 11:41 a.m.

25914/24 CARRIED



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-02
MINUTES

Regular Session

MOTION: Trustee Fayant moved that the Board of Trustees revert to regular session at 12:10 p.m.

25915/24 CARRIED

Break from 12:10 p.m. to 12:37 p.m.

8. Closed Session

MOTION: Trustee J. Lamouche moved that the Board of Trustees move into a closed session at 12:37 p.m.

25916/24 CARRIED

9. Regular Session

MOTION: Trustee Fayant moved that the Board of Trustees revert to regular session at 2:13 p.m.

25917/24 CARRIED

C. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Fayant moved that the Board of Trustees adjourn the meeting at 2:22 p.m.

25918/24 CARRIED

Robin Guild, Board Chair

Cal Johnson, Superintendent of Schools



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: May 11, 2024 Regular Board Meeting Minutes
REFERENCE(S):
ATTACHMENTS: May 11, 2024 Regular Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the May 11, 2024 Regular Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

Location: River Cree Resort

Date: Saturday, May 11, 2024 Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Cal Johnson	Superintendent of Schools
✓	Marianne Moberly	Trustee Ward 2	✓	Scott Meunier	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Mark Owens	Associate Superintendent
✓	Jesse Lamouche	Trustee Ward 4	✓	Krista Veitch	Associate Superintendent
✓	Tanya Fayant	Trustee Ward 5	✓	Johan Glaudemans	Secretary-Treasurer
x	Thomas Auger	Trustee Ward 6	✓	Curtis Walty	Media Relations Manager
✓	Robin Guild	Board Chair	✓	Cheryl Osmond	Executive Assistant
✓	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 9:00 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.

4. Adoption of Agenda

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

25919/24 CARRIED

5. Closed Session

MOTION: Trustee J. Lamouche moved that the meeting go into a closed session at 9:08 a.m. with the Administration.

25920/24 CARRIED

At 9:28 a.m., the Administration was asked to leave the meeting except for Superintendent Johnson.



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

6. Regular Session

MOTION: Trustee Fayant moved that the meeting return to regular session at 9:59 a.m.

25921/24 CARRIED

B. BUSINESS ARISING FROM CLOSED SESSION

The administration will conduct a feasibility study on turning the Pelican Mountain School into a land-based learning site, transitioning to relocating the Central Office to the Pelican Mountain School, or other viable options.

C. BOARD CONCERNS

There were no board concerns at this time.

D. MINUTES

1. Regular Board Meeting Minutes - April 19, 2024

MOTION: Trustee McCamon moved that the Board of Trustees approve the April 19, 2024, Regular Meeting minutes as presented.

25922/24 CARRIED

2. Board Action Items

Superintendent Johnson reviewed the Board Action Items with the Board of Trustees. The Board Action Items were received and filed as information.

E. CONSENT AGENDA

1. Consent Agenda

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

1. Board Chair Report
2. Superintendent Reports



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

- 3. Trustee Activity, Committee and Board Representative/Association Report

25923/24 CARRIED

F. ACTION ITEMS

1. Monthly Financial Report

Secretary-Treasurer Glaudemans presented the Monthly Financial Report for April. This report was received and filed as information.

2. Student Engagement, Attendance & Completion Report

Associate Superintendent Owens presented the Student Engagement, Attendance & Completion Report for April 2024. This report was received and filed as information.

3. Monthly Enrollment Report

Superintendent Johnson presented the Monthly Enrollment Report for May 2024. This report was received and filed as information.

4. Policy 3 - Role of the Trustee

MOTION: Trustee Fayant moved that the Board of Trustees approve 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 3 - Role of the Trustee.

25924/24 CARRIED

5. Policy 10 - Policy Making

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the third reading for Policy 10 - Policy Making as presented.

25925/24 CARRIED

6. Policy 20 - Teacher Housing

MOTION: Trustee McCamon moved that the Board of Trustees approve 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 20 - Teacher Housing.

25926/24 CARRIED



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES

7. Policy 21 - Community Voice and Community Engagement

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve 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 - Community Voice and Community Engagement.

25927/24 CARRIED

Break from 10:57 a.m. to 11:10 a.m.

8. Spring Final Budget

Secretary-Treasurer Glaudemans presented the Spring Final Budget to the Board of Trustees.

MOTION: Trustee Fayant moved that the Board of Trustees approve the 2024-2025 Spring Final Budget as presented.

25928/24 CARRIED

9. Year-End Auditors

MOTION: Trustee McCamon moved that the Board of Trustees approve the appointment of the Metrix Group as the Division's Year-End Auditor.

25929/24 CARRIED

10. ASBA Budget and Bylaws

MOTION: Trustee Fayant moved that the Board of Trustees approve the 4% fee increase and authorize Chair Guild to bring any comments or recommendations regarding the ASBA's Budget and Bylaws to the Spring General Session in June.

25930/24 CARRIED

11. PSBAA Membership

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the 5% increase for the Public School Boards' Association of Alberta 2025 enrollment and membership fees.

25931/24 CARRIED



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

12. Mistassiniy School Grand Opening

MOTION: Chair Guild moved that the Board of Trustees approve September 27, 2024, as the Grand Opening for the Mistassiniy School.

25932/24 CARRIED

13. 2024-2027 Education Plan

Deputy Superintendent Meunier presented the 2024-2027 Education Plan to the Board of Trustees.

MOTION: Trustee Rude moved that the Board of Trustees supports the overarching priorities of the Northland School Division 2024-2027 Education Plan and recognizes that amendments to the wording of specific outcomes and strategies will be made to better align with these priorities.

25933/24 CARRIED

Break from 12:05 p.m. to 12:52 p.m.

14. Northland Online School Programming

MOTION: Trustee McCamon moved that the Board of Trustees authorize the Administration to add Grade 12 programming to the Northland Online School effective September 1, 2024.

25934/24 CARRIED

15. Community Engagements for Grade-Level Programming

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to schedule community engagements in Peavine, East Prairie, Gift Lake, and Grouard to determine whether there is enough interest in increasing grade-level programming for the 2024-2025 school year.

25935/24 CARRIED

16. Disposition of Fort McKay School

Superintendent Johnson received a letter from the Deputy Minister's Office stating they approve the transfer of property described as Plan 9623087, portions of Lot 6 and Lot 7, to the Fort McKay Land Stewardship Society for \$1.00.

The letter was received and filed as information.



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

17. 2024-2025 Board Work Plan

MOTION: Trustee McCamon moved that the Board of Trustees approve the 2024-2025 Board Work Plan as presented.

25936/24 CARRIED

18. Pelican Mountain School Closure

MOTION: Trustee McCamon moved that the Board of Trustees approve the closure of the instructional program, grades K-3, at Pelican Mountain School, effective August 31, 2024, and that the Administration explore the site for other uses.

25937/24 CARRIED

G. MONITORING REPORTS

1. The Board of Trustees received and filed the following reports:

- a. Board Chair Highlights
- b. Superintendent Highlights
- c. Deputy/Associate Superintendents Report
- d. OH&S Report

2. Presentation on Jigsaw Learning

Superintendent Johnson and Associate Superintendent Owens presented information on Jigsaw Learning to the Board of Trustees.

Jigsaw Learning and the Collaborative Response Model will allow the Division to work with a proven action planning facilitator to engage the Division's new education plan priorities. Working with school leadership teams, school staff, and divisional leaders will assist in building capacity in the schools to support students more effectively in their academic, mental, social, and emotional needs.

H. PRELIMINARY DISCUSSION

There were no preliminary discussions at this time.



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-05
MINUTES**

I. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Closing Prayer, Cultural Reflection or Reflection

Trustee Rude provided the closing prayer.

2. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 2:30 p.m.

25938/24 CARRIED

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: May 23, 2024 Special Board Meeting Minutes
REFERENCE(S):
ATTACHMENTS: May 23, 2024 Special Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the May 23, 2024 Special Board Meeting minutes, as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-03
MINUTES

Location: Zoom

Date: Thursday, May 23, 2024 Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Cal Johnson	Superintendent of Schools
✓	Marianne Moberly	Trustee Ward 2	x	Scott Meunier	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	x	Mark Owens	Associate Superintendent
✓	Jesse Lamouche	Trustee Ward 4	x	Krista Veitch	Associate Superintendent
✓	Tanya Fayant	Trustee Ward 5	x	Johan Glaudemans	Secretary-Treasurer
x	Thomas Auger	Trustee Ward 6	x	Curtis Walty	Media Relations Manager
✓	Robin Guild	Board Chair	✓	Cheryl Osmond	Executive Assistant
✓	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 9:00 a.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.

4. Adoption of Agenda

MOTION: Trustee McCamon moved that the Board of Trustees approve the agenda with one additional item: C6. Superintendent Evaluation.

25940/24 CARRIED

5. Closed Session

MOTION: Trustee Rude moved that the Board of Trustees move into a closed session at 9:07 a.m. with Superintendent Johnson and Executive Assistant Osmond.

25941/24 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-03
MINUTES**

6. Regular Session

MOTION: Trustee Moberly moved that the Board of Trustees return to regular session at 9:37 a.m.

25942/24 CARRIED

B. BUSINESS ARISING FROM CLOSED SESSION

MOTION: Chair Guild moved that the Board of Trustees authorize the Administration to prepare and send the three letters that were reviewed for employees 12399, 19268 and 11629.

25943/24 CARRIED

C. ACTION ITEMS

1. Policy 4 - Trustee Code of Conduct

The Board of Trustees reviewed Policy 4 - Trustee Code of Conduct.

MOTION: Trustee McGillivray moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 4 - Trustee Code of Conduct.

25944/24 CARRIED

2. Policy 4 Appendix A - Trustee Code of Conduct Sanctions

The Board of Trustees reviewed Policy 4 Appendix A - Trustee Code of Conduct Sanctions.

MOTION: Trustee McCamon moved that the Board of Trustees approve 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 4 - Trustee Code of Conduct.

25944/24 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-03
MINUTES**

3. K-6 Social Studies Curriculum Letter

MOTION: Trustee Fayant moved that the Board of Trustees approve the draft K-6 Social Studies letter as presented.

25945/24 CARRIED

4. Disposal of Mobile Homes (Units 119, 269 and 141/241)

MOTION: Trustee Rude moved that the Board of Trustees authorize the Administration to dispose of three mobile homes (buildings only, Units 119, 269 and 141/241) by public auctions with the proceeds to be used for additional housing projects.

25946/24 CARRIED

5. Locally Developed Courses

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to acquire the following locally developed courses:

Tipi Making 15	3 Credits	LDC 1021
Competencies in Math 15	3 Credits	LDC 1515
Understanding Video Games 15	5 Credits	LDC 1008

25947/24 CARRIED

6. Superintendent Evaluation

MOTION: Chair Guild moved that the Board of Trustees postpone the Superintendent Evaluation until September 2024.

25948/24 CARRIED

D. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee Moberly moved that the Board of Trustees declare the meeting adjourned at 10:30 a.m.

25949/24 CARRIED



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 24-03
MINUTES**

Robin Guild, Board Chair

Cal Johnson, Superintendent of Schools

Draft



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Board Action Items
REFERENCE(S):
ATTACHMENTS: Board Action Items

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

BACKGROUND:
RISK ANALYSIS:

Current Board Action Items:

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action	Key Contact
Board	27-Jan-2024	Administration	Board Concerns	Hillview School Signage	31-Aug-2024	In Progress	The Hillview School Sign provides a space to post text announcements, but should be replaced with a sign that bears the name of the school and the school division. Will be considered as a summer item.	Johan
Board	23-Feb-2024	Administration	Board Concerns	Cultural Equity - small renovations to visibly see that our schools are Indigenous	31-Aug-2024	In Progress		Johan
Board	15-Mar-2024	Administration	Board Concerns	Review trustee remuneration across the province to see if we are aligned with other school jurisdictions.	30-Apr-2024	Update	Attached is a link based on audited financials of several divisions for the 2020-21 School year. Board Chair Remuneration.pdf	Johan
Board	15-Mar-2024	Administration	Board Concerns	Include in the trustees portfolio binders: wellness data and funding; breakout on funding and lunch programs	30-May-2024	In Progress		Curtis
Board	15-Mar-2024	Administration	Board Concerns	Draft a letter for parents/community members to lobby for Capital Plan Projects	30-May-2024	In Progress		Curtis
Board	19-Apr-2024	Administration	Board Concerns	Gather information on law firms that other school divisions are using	28-Jun-2024	In Progress	Cheryl has received the name of one possible firm.	Johan
Board	19-Apr-2024	Administration	Discussion	Host a PD Session on the Community Based Education Teaching Program	30-Sep-2024	In Progress		Scott/Mark
Board	19-Apr-2024	Administration	Discussion	Send an letter to all school divisions and local communities stating the Division's position on the new social studies curriculum	30-May-2024	Complete	Update: Statement has been drafted, based on released curriculum on April 26, 2024. Copy of the draft . A letter is being drafted for Board approval prior to dissemination to other divisions. May 27, 2024: Letter was emailed to the Minister of Education and Chief of Staff May 28, 2024: A copy of the letter was emailed to PSBAA, ASBAA and all school divisions in Alberta.	
Board	19-Apr-2024	Administration	Board Concerns	Possibility in having a NSD student design the pink shirt for Pink Shirt Day	31-Aug-2024	In Progress	Message other school division communication contacts in an effort to gather ideas. Perhaps we organize a logo design contest. Will present a contest idea during August Principal Meetings.	
Board	11-May-2024	Administration	Discussion	Contact Rupertsland in regard to tutoring; confirm that Metis students can access the tutoring.	30-May-2024	Update	May 13, 2024: Mark spoke with Lisa with Rupertsland on tutoring; they have a meeting scheduled for next week and applications will be open next week and during the summer.	Mark
Board	11-May-2024	Administration	Enrollment	Elizabeth and Mistassiniy decline in student enrollment - where did the students go? Did they go to the NSD Online School?	15-Jun-2024			Mark



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, 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:** JUNE 28, 2024
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: Board Report as of June 13, 2024

May 7, 2024	Policy Committee Meeting via Zoom
May 9, 2024	Special Board Meeting
May 10, 2024	Long Service Awards Celebration
May 11, 2024	Monthly Corporate Board Meeting
May 13, 2024	Legal Meeting via Zoom
May 17, 2024	Legal Meeting via Zoom
May 23, 2024	Special Board Meeting via Zoom
May 30, 2024	St. Theresa Teacher Interview
May 30 - June 1, 2024	PSBAA Spring Conference
June 3-4, 2024	ASBA Spring Conference
June 10, 2024	Bishop Routhier School Community Engagement
June 11, 2024	Trustee Auger’s Funeral
June 12, 2024	Hillview School Community Engagement
June 13, 2024	St. Theresa ECS Graduation
June 17, 2024	Gift Lake School Community Engagement
June 19, 2024	Grouard School Community Engagement
June 20, 2024	St. Theresa Grade 6 Graduation
June 22, 2024	Mistassiniy and Career Pathways Graduation



Superintendent's Report

C. Johnson

June 28, 2024

Special Board Meeting	May 9, 2024
Participated in the Special Board Meeting with the Board of Trustees.	
Meeting with Bigstone Cree Education Authority	May 10, 2024
Met with the Bigstone Cree Education Authority to discuss High School Partnerships.	
Long Service Awards	May 10, 2024
Hosted the Long Services Awards Celebration.	
Corporate Board Meeting	May 11, 2024
Attended the monthly corporate board meeting.	
Legal Meeting	May 13, 2024
Met with legal counsel to discuss legal matters.	
Principals' Meeting	May 14-15, 2024
Attended the monthly Principals' meeting in Edmonton.	
Legal Meeting	May 17, 2024
Met with legal counsel to discuss legal matters.	
Special Board Meeting	May 23, 2024
Attended the Special Board Meeting.	
ATA Local Meeting	May 27, 2024
Met with the ATA Local.	
J.F. Dion School Community Engagement and School Visit	May 27, 2024
Visited J.F. Dion School and attended the J.F. Dion School Community Engagement meeting.	

Elizabeth School Visit	May 28, 2024
Visited Elizabeth School.	
PSBAA Spring General Assembly	May 30, 2024 - June 1, 2024
Attended the annual PSBAA Spring General Assembly in Calgary.	
ASBA Spring General Meeting	June 3 - 4, 2024
Attended the annual ASBA Spring General Meeting in Calgary.	
Legal Meeting	June 4, 2024
Met with Legal Counsel to discuss legal matters.	
Legal Meeting	June 5, 2024
Met with Legal Counsel to discuss legal matters.	
Agenda Review	June 6, 2024
Attended the monthly Agenda Review meeting with Chair Guild and Vice Chair Fayant and Administration.	
Policy Committee Meeting	June 6, 2024
Attended the monthly Policy Committee meeting to review policies for the June board meeting.	
Johnson Controls Meeting	June 7, 2024
Met with representatives from Johnson Controls to discuss school infrastructure support.	
Bishop Routhier School Community Engagement	June 10, 2024
Attended and participated in the Bishop Routhier School Community Engagement meeting.	
Trustee Auger's Funeral	June 11, 2024
Attended Trustee Thomas Auger's funeral in Wabasca with Board Chair Guild, Vice Chair Fayant and Administration.	
Hillview School Community Engagement Meeting	June 12, 2024
Attended and participated in the Hillview School Community Engagement meeting.	
Travel to Fort McMurray	June 14, 2024
Bill Woodward High School Graduation	June 15, 2024
Attended the Bill Woodward High School Graduation.	

KTCEA Meeting	June 17, 2024
Met with KTCEA Administration in Red Earth Creek to discuss possible areas of collaboration with one another.	
Gift Lake School Community Engagement Meeting	June 17, 2024
Attended and participated in the Gift Lake Community Engagement meeting.	
Principals' Monthly Meeting	June 18, 2024
Attended the monthly Principals' meeting discussing year end and new school year items.	
Grouard School Community Meeting	June 19, 2024
Attended and participated in the Grouard School Community meeting.	

Upcoming Events:

- June 22, 2024 Mistassiniy School and Career Pathways Graduation
- June 26, 2024 Alberta Education/NSD Quarterly Attendance Meeting
- June 28, 2024 Corporate Board Meeting



NORTHLAND SCHOOL DIVISION
TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Aimee McCamon, Trustee, Ward 9
SUBJECT: Activity Report as of June 5, 2024

SUMMARY:	
Date	Description
March 14, 2024	<ul style="list-style-type: none"> ● Governance Training
March 15, 2024	<ul style="list-style-type: none"> ● NSD Board meeting
April 8, 2024	<ul style="list-style-type: none"> ● Shorting Listing for Deputy Superintendent
April 15, 2024	<ul style="list-style-type: none"> ● Honouring Indigenous Spirit Awards
April 16, 2024	<ul style="list-style-type: none"> ● Deputy Superintendent Interviews
April 17, 2024	<ul style="list-style-type: none"> ● Associate Superintendent Interviews
April 27 & 28, 2024	<ul style="list-style-type: none"> ● ASCA Conference in Edmonton
May 9, 2024	<ul style="list-style-type: none"> ● NSD Special Meeting
May 10, 2024	<ul style="list-style-type: none"> ● Long Service Awards
May 11, 2024	<ul style="list-style-type: none"> ● NSD Board Meeting
May 23, 2024	<ul style="list-style-type: none"> ● NSD Special Meeting
May 27, 2024	<ul style="list-style-type: none"> ● ACS/BWS Parent Advisory Meeting
May 30 - June 1, 2024	<ul style="list-style-type: none"> ● PSBAA Spring Meeting
June 3 & 4, 2024	<ul style="list-style-type: none"> ● ASBA Spring Meeting



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Monthly Financial Report
REFERENCE(S):
ATTACHMENTS: Monthly Financial Report as of May 31, 2024

INFORMATION ITEM
The Monthly Financial report for the month of May 31, 2024 has been received as information and filed.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
As at May 31, 2024
Statement of Revenues and Expenses

REVENUE	Budget				
	2023-24	YTD Budget	YTD Actual	Variance	%
Alberta Education	\$ 44,698,045	\$ 33,523,534	\$ 29,088,590	\$ (4,434,944)	(13)
Federal Government & First Nations	9,880,018	7,410,014	10,392,235	2,982,221	40
Other Revenue	1,870,899	1,403,174	1,897,680	494,506	35
	<u>\$ 56,448,962</u>	<u>\$ 42,336,722</u>	<u>\$ 41,378,505</u>	<u>\$ (958,217)</u>	<u>(2)</u>
EXPENSES					
Schools	\$ 22,045,761	\$ 16,534,321	\$ 18,808,171	\$ (2,273,850)	(14)
Instructional Support	7,124,845	5,343,634	4,456,589	887,045	17
Instructional Supply	7,010,427	5,257,820	3,598,401	1,659,419	32
Transportation	3,854,628	2,890,971	2,994,684	(103,713)	(4)
Operations and Maintenance	9,076,052	6,807,039	7,050,971	(243,932)	(4)
External Services	3,857,191	2,892,893	3,102,363	(209,470)	(7)
System Administration	2,563,525	1,922,644	2,493,668	(571,024)	(30)
Corporate Board	453,068	339,801	442,955	(103,154)	(30)
Insurance (Buildings)	915,597	686,698	686,698	-	-
	<u>\$ 56,901,094</u>	<u>\$ 42,675,821</u>	<u>\$ 43,634,500</u>	<u>\$ (958,679)</u>	<u>(2)</u>
Accumulated Surplus utilization	\$ -	\$ -	\$ (1,205,350)	\$ (1,205,350)	-
NET SURPLUS (DEFICIT)	<u>\$ (452,132)</u>	<u>\$ (339,099)</u>	<u>\$ (1,050,645)</u>	<u>\$ (711,546)</u>	

VARIANCE ANALYSIS

Overall - At the end of the ninth month we are on track with our revenues, expenditures and planned use of reserve funds.

Revenues

Revenues received (+1%) have been in line with the budget.
An analysis is underway on the provincial vs. federal student mix.
The higher actual federal tuition cost from 2023 is also helping revenues.

Expenses

Expenses are slightly over budget (+2%) due to spending in all program areas slightly higher than planned.
Certified salaries and benefits are 10% lower than budgeted due to vacancies in positions and positive cost variances.
Uncertified salaries and benefits incorporate staffing changes related to the Superintendent Entry Plan, unbudgeted Jordans Principle staff and benefits inflation.
Transportation is slightly over budget based on winter repairs, maintenance and the federal carbon tax higher than forecast.
Operations and Maintenance expenses are being monitored closely. This includes \$308K in IMR funded separately. Utility and maintenance cost pressures continue.
System Administration costs include restructuring and pooled costs for other programs, which are being allocated to each program and school.
External Services are also being monitored closely to ensure Housing operations and renovations remain on the revised plan.
Accumulated surplus is being used as per the Board's request and Ministerial approval

Salaries and Benefits Detail

Certificated salaries and benefits	\$ 20,021,665	\$ 15,016,249	\$ 13,588,529	\$ 1,427,720	10
Uncertificated salaries and benefits	14,150,837	10,613,128	13,588,784	(2,975,656)	(28)
	<u>\$ 34,172,502</u>	<u>\$ 25,629,377</u>	<u>\$ 27,177,313</u>	<u>\$ (1,547,936)</u>	<u>(6)</u>



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024

SUBMITTED BY: Mark Owens, Associate Superintendent

SUBJECT: Student Engagement, Attendance, and Completion Report

REFERENCE(S):

ATTACHMENTS: Student Engagement, Attendance, and Completion Report
May 2024

INFORMATION ITEM
The Student Engagement, Attendance, and Completion report for the month of May has been received as information and filed.

BACKGROUND:

RISK ANALYSIS:



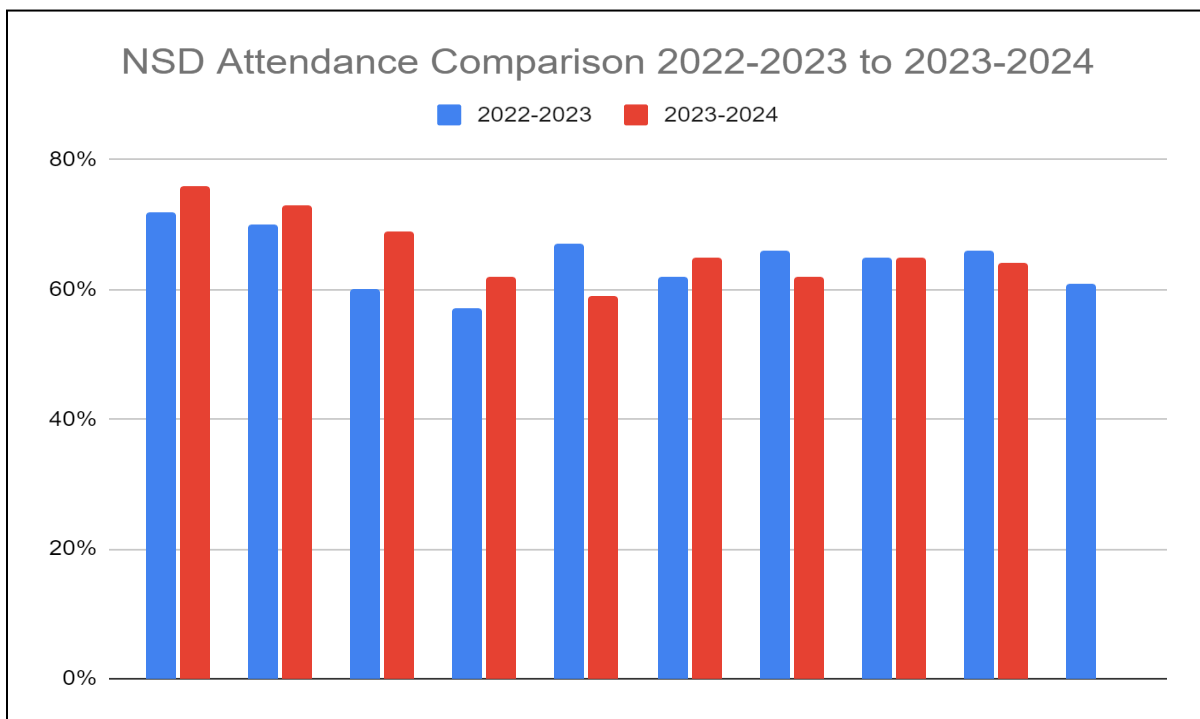
The Northland School Division

Director of Student Engagement, Attendance and Completion Board Attendance Report June 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%	59%	-8%
February	62%	65%	3%
March	66%	62%	-4%
April	65%	65%	0%
May	66%	64%	-2%
June	61%		
Year End	65%		



Highlights

- Northland was recommended by Alberta Education that one of the school divisions call and ask about attendance initiatives that we have been working on.
- 6 schools had an increase in attendance from May 2023 to May 2024
- 6 schools had an increase in attendance from April 2024 to May 2024

May 2023 to May 2024 attendance rates by individual school

School	May 2023	May 2024
Anzac	85%	76%
Bill Woodward	72%	62%
Bishop Routhier	72%	60%
Calling Lake	56%	56%
Chipewyan Lake	65%	78%
Conklin	70%	66%
Elizabeth	79%	74%
Father R Perin	51%	46%
Gift Lake	63%	65%
Grouard Northland	73%	84%
Hillview	86%	65%
JF Dion	83%	69%
Mistassiniy	53%	51%
Northland Online	48%	47%
Paddle Prairie	60%	53%
Pelican Mountain	76%	98%
St. Theresa	77%	79%
Susa Creek	65%	77%

Individual School Attendance rates by percentile for May 2024

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	15%	24%	12%	21%	5%	5%	16%
Bill Woodward	6%	5%	20%	14%	10%	16%	28%
Bishop Routhier	3%	5%	7%	22%	23%	13%	27%
Calling Lake	5%	13%	11%	8%	11%	7%	45%
Chipewyan Lake	16%	20%	20%	16%	16%	0%	12%
Conklin	10%	15%	20%	15%	5%	5%	30%
Elizabeth	10%	19%	28%	11%	8%	8%	17%
Father R Perin	0%	10%	7%	6%	14%	10%	53%
Gift Lake	7%	16%	16%	18%	10%	4%	28%
Grouard Northland	39%	24%	18%	3%	3%	3%	9%
Hillview	7%	13%	23%	0%	3%	17%	37%
JF Dion	9%	11%	28%	17%	11%	9%	15%
Mistassiniy	2%	9%	10%	12%	14%	9%	43%
Northland Online	10%	11%	14%	6%	3%	7%	50%
Paddle Prairie	2%	3%	11%	16%	13%	11%	44%
Pelican Mountain	67%	33%	0%	0%	0%	0%	0%
St. Theresa	13%	25%	25%	14%	7%	7%	9%
Susa Creek	10%	20%	27%	20%	7%	10%	7%

Attendance % by grade division (K-3, 4-6, 7-9 and High School) for 2023-2024

	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%
January	62%	64%	60%	55%
February	71%	71%	58%	54%
March	69%	68%	54%	49%
April	72%	71%	58%	51%
May	72%	70%	54%	47%

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

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

School	Principal	April Attendance
Anzac	Amy Savill	76%
Chipewyan Lake	Brittney Lyon	78%
Grouard	Michelle Deering	84%
Pelican Mountain	Shelley Stevenson	98%
St Theresa	Shelley Stevenson	79%
Susa Creek	Tresha Moorhouse	77%

Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of May 2024)

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

Grade Level	Name	School
K-3	Zharah Dumont	Gift Lake
4-6	Letty Cardinal	Calling Lake
7-9	Linden Collins	Bill Woodward
10-12	Benjamin Orr	Mistassiniy



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Monthly Enrollment
REFERENCE(S):
ATTACHMENTS: Monthly Enrollment as of June 18, 2024

INFORMATION ITEM
The monthly enrollment report as of June 18, 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	SEPT 30	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024
Anzac Community School	89	89	90	90	90	90	86	90	90	91
Bill Woodward School	91	92	92	96	94	97	96	94	93	93
Bishop Routhier School	54	54	52	51	56	58	60	59	60	60
Calling Lake School	109	115	115	114	114	118	117	119	119	118
Career Pathways School	100	105	109	117	120	124	126	130	133	137
Chipewyan Lake School	25	25	25	25	25	25	25	26	29	25
Conklin Community School	18	18	19	20	20	20	20	20	20	20
Elizabeth School	104	104	102	98	99	96	98	91	90	91
Father R. Perin School	69	67	71	71	72	72	71	70	70	70
Gift Lake School	121	116	119	122	126	128	127	131	133	135
Grouard Northland School	28	31	31	30	31	31	31	29	31	34
Hillview School	30	30	32	37	35	36	37	34	33	31
J.F. Dion School	55	56	56	57	57	57	57	57	58	54
Mistassiniy School	323	323	319	316	316	314	310	308	305	305
Northland Online School	41	44	51	59	61	61	65	68	72	72
Paddle Prairie School	116	115	117	120	121	125	127	126	126	123
Pelican Mountain School	4	3	2	2	2	3	3	3	3	3
St. Theresa School	256	254	257	259	260	259	258	258	254	261
Susa Creek School	25	26	26	27	28	28	27	30	30	30
TOTAL	1658	1667	1685	1711	1727	1742	1741	1743	1749	1753



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 2 - Role of the Board
ATTACHMENTS: Policy 2 - Role of the Board

DATE: JUNE 28, 2024

RECOMMENDATION:
THAT the Board of Trustees approve 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 - Role of the Board.

BACKGROUND:

RISK ANALYSIS:



POLICY 2 ROLE OF THE BOARD

The Board is a corporate entity established by the provincial legislature and given authority by the Education Act, the Northland School Division Act, and the attendant regulations. Board means Board of Trustees.

The Board is responsible for providing an education system that is organized and operated in the best interests of the students and the communities it serves. It exercises this responsibility through the setting of effective policies, clear strategic direction, the wide use of resources, and good monitoring practices.

The Board is responsible for providing an education system organized and operated in the best interests of the students and the communities it serves. It exercises this responsibility by setting effective policies, clearly defining strategic direction, effectively utilizing resources, and following good monitoring practices.

SPECIFIC AREAS OF RESPONSIBILITY

1. Accountability for Student Learning and Wellness
 - 1.1 Provide overall direction for the Division by establishing the vision, mission/commitment, beliefs, and values.
 - 1.2 Support & ensure the establishment of a welcoming, caring, respectful, safe, and healthy learning and work environment.
 - 1.3 Ensure Board policies respect local cultural goals, values, and traditions.
 - 1.4 Enable each community to guide and shape the building of culture, values, and traditions in their local school.
 - 1.5 Enable supports for children regarding the impacts of residential school legacy.
 - 1.6 Enable processes to support quality teaching.
 - 1.7 Closely monitor the effectiveness of each school in achieving student success, establishing priorities and learning from other key performance indicators.

SUGGESTED WORDING: Monitor each school's effectiveness in achieving student success, establish priorities, and learn from other key performance indicators

- 1.8 Initiate school and program reviews as necessary to ensure the achievement of outcomes and student success.
- 1.9 Annually approve the process and timelines for refining the Three-Year Education Plan.
- 1.10 In consultation with communities, identify Division priorities at the outset of the annual Three-Year Education planning process.



POLICY 2

ROLE OF THE BOARD

- 1.11 Annually approve the “rolling” Three Year Assurance Model Framework/ Education Plan-and the Annual Education Results Report for submission to Alberta Education and for public distribution.
2. Engagement
 - 2.1 Engage at least once within the 12-month period immediately following each general election with respect to the establishment of the Board’s strategic direction with:
 - 2.1.1 the wards;
 - 2.1.2 First Nations, Metis, Municipalities and other communities for which the Board provides educational services;
 - 2.1.3 Treaty 8 First Nations of Alberta;
 - 2.1.4 the Metis Settlements General Council; and
 - 2.1.5 The Council of School Councils.
 - 2.2 Meet with the Council of School Councils (COSC) at least once a term.
 - 2.3 Enable and support the meeting of Ward Councils at least once each school year.
3. Community Assurance
 - 3.1 Make informed decisions representing the entire Division’s best interests and honour community diversity.
 - 3.2 Establish ongoing plans for collaborative work between the Division and First Nations and Métis Settlements.
 - 3.3 Report Division outcomes to the community at least annually.
 - 3.4 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 3.5 Model a culture of respect and integrity.
 - 3.6 Maintain transparency in all fiduciary aspects.
 - 3.7 Ensure Board processes and procedures respect local culture, values and traditions.
 - 3.8 School facilities and grounds shall be kept to a high standard.
4. Accountability to the Provincial Government
 - 4.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 4.2 Perform Board functions required by governing legislation and existing Board policy.
 - 4.3 Ensure all students, teachers and Division leaders learn about First Nations, Métis



POLICY 2 ROLE OF THE BOARD

and Inuit perspectives, experiences and contributions throughout history, treaties, and the history and legacy of residential schools.

5. Fiscal Accountability

- 5.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
- 5.2 Approve the annual budget and allocation of resources to achieve desired results.
- 5.3 Approve, if any, annual fees for instructional resources, transportation and tuition.
- 5.4 Approve expense reimbursement rates.
- 5.5 Approve substantive budget adjustments when necessary.
- 5.6 Enable the development of reciprocal partnership agreements to collectively enhance support and services for all students, including those attending First Nations-operated schools.
- 5.7 Approve **all** tenders/purchases/contracts/lease agreements over one hundred twenty-five thousand dollars (\$125,000).
- 5.8 Ensure fair tender and bid processes.
- 5.9 Monitor the **division's fiscal management by receiving,** ~~fiscal management of the Division through receipt of,~~ at minimum, quarterly variance analyses and year-end projections.
- 5.10 Receive and approve the annual Audit Plan.
- 5.11 Receive the Audit Report and ensure the management letter recommendations are addressed.
- 5.12 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
- 5.13 Approve borrowing for capital expenditures within provincial restrictions.
- 5.14 Set the parameters for negotiations after soliciting advice from the Superintendent and others.
- 5.15 At its discretion, ratify Memoranda of Agreement with bargaining units.
- 5.16 Approve the Superintendent's contract.
- 5.17 Approve ~~annually the signing authorities for the Division~~ **the signing authorities for the Division annually.**
- 5.18 Approve transfer of funds to/from reserves.
- 5.19 Approve investment parameters.
- 5.20 Ensure all non-instructional programs are regularly reviewed to test **their relevance,**



POLICY 2 ROLE OF THE BOARD

the programs' relevancy, effectiveness and efficiency against desired outcomes.

6. Board/Superintendent Relations ("First Team")
 - 6.1 Select the Superintendent; provide for succession planning as required.
 - 6.2 Provide the Superintendent with clear corporate direction.
 - 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
 - 6.4 Respect the authority of the Superintendent **Superintendent's authority** to carry out executive action and support the Superintendent's actions which are exercised within the ~~delegated discretionary powers of the position~~ **position's delegated discretionary powers**.
 - 6.5 Demonstrate mutual respect and support, which is then conveyed to the staff and the community.
 - 6.6 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism.
 - 6.7 Annually review the compensation of the Superintendent.
 - 6.8 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.
 - 6.9 **Written resolutions which are put forward electronically for agenda purposes, require board approval.**
7. Board Development
 - 7.1 Annually review and approve the [Board Work Plan](#).
 - 7.2 Develop a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.
 - 7.3 Annually evaluate Board effectiveness in meeting performance indicators in the annual Assurance and Education Plans.
 - 7.4 **Annual training for the Board Chair and Trustees (See Board Work Plan 7.3 and 7.3a).**
8. Policy
 - 8.1 Identify how the Board is to function.
 - 8.2 **Annually** develop/revise policies using an engagement process when appropriate.
 - 8.3 On a regular basis, monitor policy currency, relevancy and effectiveness.



POLICY 2 ROLE OF THE BOARD

9. Political Advocacy

- 9.1 Act as an advocate for public education and the Division.
- 9.2 Identify issues for advocacy on an ongoing basis.
- 9.3 Develop a plan for advocacy, including focus, key messages, relationships and mechanisms.
- 9.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
- 9.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education in local communities.

SELECTED RESPONSIBILITIES

The Board shall act in accordance with those board responsibilities set out in section 33 of the Education Act as amended from time to time and shall:

1. Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land are in place before capital project construction.
2. Approve school attendance areas.
3. Establish entrance ages for student admission.
4. Approve locally developed/acquired courses for students.
5. Name schools and other Division-owned facilities.
6. Approve Division Calendar Framework and school calendar(s).
7. Provide for recognition of students, staff and community.
8. Approve leases and agreements with municipal authorities; ensure leases are in place for all schools situated on Métis Settlement lands.
9. Approve all international field trips and out-of-province field trips in excess of three (3) school days.



POLICY 2 ROLE OF THE BOARD

ORIENTATION

Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans to ensure continuity and facilitate the smooth transition from one Board to the next following an election.

The Board believes an orientation program is necessary for effective trusteeship.

1. The Board Chair and Superintendent are responsible for **developing and implementing** ~~ensuring the development and implementation of the Division's orientation program for trustees~~ **trustee orientation program**.
2. The Superintendent shall provide each trustee with access to the references listed in Policy 3 Appendix "Services, Materials and Equipment Provided to Trustees" at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.
3. In the year of an election, the Division will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting, ~~which~~ **This session** will include a review of and an expression of interest in Board assignments and committees.
4. The Division will offer an orientation program for all trustees that provides information on:
 - 4.1 Role of the trustee, ward councils and school councils
 - 4.2 Board policies, agendas and minutes;
 - 4.3 The organizational structure and administrative procedures of the Division;
 - 4.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 4.5 Division programs and services;
 - 4.6 Divisional Community/School Overview
 - 4.7 Board's function as an appeal body;
 - 4.8 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;
 - 4.9 Meeting rules and guidelines, including Robert's Rules of Order, meeting etiquette, and key procedures.
 - 4.10 Trustee remuneration, expenses and associated processes.
 - 4.11 Technology **O**rientation



POLICY 2 ROLE OF THE BOARD

4.12 Trustee handbook; budgeting training

5. The orientation program may also include:
 - 5.1 A tour of the offices and the opportunity to meet Division Office staff.
 - 5.2 A tour of the schools and the opportunity to meet principals and staff.

6. The Division will provide support within the Board governance budget for trustees attending provincial association-sponsored orientation seminars.

Legal Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act
 Fiscal Planning and Transparency Act
 Borrowing Regulation
 Investment Regulation
 School Fees Regulation
 Trust and Reconciliation Commission Calls To Action
 Local Authorities Elections Act
 Northland School Division Act
 Board Procedures Regulation
 Results-Based Budgeting Act
 Disposition of Property Regulation
 Early Childhood Services Regulation



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 12 - Role of the Superintendent
ATTACHMENTS: Policy 12 - Role of the Superintendent

RECOMMENDATION:
THAT the Board of Trustees approve 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 12 - Role of the Superintendent.

BACKGROUND:

RISK ANALYSIS:

POLICY 12

ROLE OF THE SUPERINTENDENT

Under the provisions of section 10 of the Northland School Division Act, the Superintendent is the Chief Executive Officer of the Board. In accordance with the Education Act, the Superintendent is also the Chief Education Officer of the Division. The Superintendent shall perform the duties and assume the responsibilities assigned through provincial legislation and those assigned by the Board. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement.
- 1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning, and citizenship.
- 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- 1.6 Provides leadership in implementing education policies established by the Minister and the Board.
- 1.7 Acts as, or designates, the attendance officer for the Division.

2. Student Wellness

- 2.1 Ensures that each student is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2 Ensures that the social, physical, intellectual, cultural, spiritual, and emotional growth needs of students are met in the overall school environment.
- 2.3 Develops pathways beyond the residential school legacy.
- 2.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
- 2.5 Ensures the facilities adequately accommodate Division students.

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the preparation and the presentation of the budget.

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- 3.4 Ensures the Board has current and relevant financial information.
- 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.
- 4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
- 4.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis, and all other students.
- 4.4 Ensures the coordination and integration of human resources within the Division.
- 4.5 Ensures that each staff member and the contractor is provided with a welcoming, caring, respectful, and safe working environment that respects diversity and fosters a sense of belonging.

5. Policy/Administrative Procedures

- 5.1 Provides leadership in the planning, development, implementation, and evaluation of Board policies.
- 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.

6. Superintendent/Board Relations (“The First Team”)

- 6.1 Engages in and maintains positive, professional working relations with the Board.
- 6.2 Respects and honours the Board’s role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- 6.4 Provides the information and counsel that the Board requires to perform its role.
- 6.5 Keeps the Board informed on sensitive issues in a timely manner.
- 6.6 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.
- 6.7 Attends and/or designates administrative attendance at all committee meetings.
- 6.8 Demonstrates respect, integrity, and support, which is conveyed to the staff and community.

7. Strategic Planning and Reporting

- 7.1 Leads a generative Strategic Planning engagement process.
- 7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short and long-range plans.

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ROLE OF THE SUPERINTENDENT

- 7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- 7.4 Implements plans **as approved by the Board**.
- 7.5 Reports regularly on results achieved.
- 7.6 Develops the Annual Education Results Report/Assurance Plan for Board approval.

8. Organizational Management

- 8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial, and Board mandates and timelines.
- 8.2 Reports to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- 8.3 Reviews, modifies, and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 8.5 Facilitates collaboration with First Nations and Métis leaders, organizations, and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis, and all other students.
- 8.6 **Ensures compliance with legislative requirements related to privacy.**

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders, and community members.
- 9.4 Pursues opportunities and engages in practices to facilitate reconciliation within the school community.
- 9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 9.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public to keep the Division's messages consistent and accurate.
- 9.7 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

POLICY 12

ROLE OF THE SUPERINTENDENT

- 10.2 Develops and maintains positive and effective relations with national, provincial, and regional government departments and agencies.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty, and respect.
- 10.4 Understands **the** historical, social, economic, and political implications of:
 - 10.4.1 Treaties and agreements with First Nations;
 - 10.4.2 Agreements with Métis;
 - 10.4.3 Residential schools and their legacy.
- 10.5 Site visits

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act
Trust and Reconciliation Commission Calls To Action
Superintendent Leadership Quality Standard
Section 10, Northland School Division Act
Freedom of Information and Protection of Privacy Act



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timeline
ATTACHMENTS: Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timeline

RECOMMENDATION:
THAT the Board of Trustees approve 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 12 - Appendix A - Superintendent Evaluation Process, Criteria and Timeline.

BACKGROUND:
RISK ANALYSIS:



POLICY 12 - APPENDIX A SUPERINTENDENT EVALUATION PROCESS, CRITERIA AND TIMELINES

EVALUATION PROCESS

1. It provides for both accountability and growth and strengthens the strengthening of the relationship between the Board and the Superintendent. The written report will affirm specific accomplishments and will identify growth areas. Some growth goals may address areas requiring improvement, while others will identify areas where greater emphasis is required due to changes in the environment.
2. Complies with Form 4 and Form 5 of the Superintendent of Schools Regulation. These forms require that the contract between the Board and the Superintendent includes performance evaluation criteria and processes and, at minimum, provision for a regular written evaluation of the Superintendent’s performance.
3. Highlights the key role of the Superintendent as the Chief Education Officer for the Division to enhance student achievement and success for all children.
4. Recognizes that the Superintendent is the Chief Executive Officer. The Superintendent is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
5. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or growth areas. The Performance Assessment Guide identifies possible sources of the evidence in advance, while the quality indicators further describe role expectations.
6. Meets contractual requirements in that the Superintendent and Board came to a mutual agreement relative to the comprehensive evaluation process to be followed.
7. It is aligned with and based upon the Superintendent’s roles and responsibilities. The evaluation document is consistent with Board Policy 12.
8. It is linked to the Division’s goals. The Strategic Planning and Reporting section directly links to the Superintendent’s performance in the three-year planning process, which includes the Division’s goals.
9. Sets out standards of performance. The quality indicators in the Performance Assessment Guide sets out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and the means of assessing performance.
10. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations take into consideration the previous evaluation, and an assessment of the Superintendent’s success in addressing identified growth areas.



POLICY 12 - APPENDIX A SUPERINTENDENT EVALUATION PROCESS, CRITERIA AND TIMELINES

- 11. It uses multiple data sources. Objective data such as audit reports, Alberta Education monitoring reports, and student achievement data are augmented with subjective data provided in surveys.
- 12. Elicits evidence to support subjective assessments. This might be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.
- 13. Ensures Board feedback is provided regularly. Such feedback will be timely, supported by specific examples from the quarterly report, and will focus on areas over which the Superintendent has authority.

Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B, the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in the previously written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. The Role Expectation “Leadership Practices” will be included in the first and fourth evaluations and/or as mutually agreed. An external consultant will collect data relative to leadership practices by interviewing all principals and all “direct reports”. “Direct reports” are defined to be those individuals who report directly to the Superintendent on the Division’s organizational chart.

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Superintendent the Corporate Board’s performance expectations for the Superintendent. held by the Corporate Board. The Board will use this guide is also intended to be used by the Board to evaluate the Superintendent’s performance of the Superintendent in regard to each role expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

The Superintendent will provide evidence materials to individual trustees and to the facilitator approximately one (1) week prior to the evaluation session. The purpose of the evidence information is to provide proof that the quality indicators identified in Appendix B have been achieved. Therefore evidence will be organized under each quality indicator.

A working template will be provided by the facilitator for use at the evaluation session. The Board and the Superintendent will be present. The Superintendent will be invited to ensure the Board has full information and may choose to enter into a discussion to make certain the evidence provided has been understood. The Superintendent may leave the room when the Board develops the growth goals/areas for emphasis and the conclusion section. The evaluation report will be composed during the evaluation session and will reflect the corporate Board position. The evaluation report, as developed, will be signed off by the Board Chair on behalf of the Board.



POLICY 12 - APPENDIX A SUPERINTENDENT EVALUATION PROCESS, CRITERIA AND TIMELINES

Outcomes:

This is an internal document for evaluation and feedback purposes; it will be filed in the Superintendent’s personnel file. All feedback will be respectful and unbiased. The evaluation report, as developed, will be signed off by the Board Chair on behalf of the Board; and is final, and there will be no further edits.

Timelines for Evaluations

Evaluations will be conducted annually, within the school year parameters, and with the report will be delivered to the Superintendent by October 15 of each year unless notice is given to the Superintendent that the deadline cannot be met. This can only be extended once by 30 days.

- Legal Reference:
- Section 8, 33, 35.1, 51, 52, 222, 224 Education Act
 - Trust and Reconciliation Commission Calls To Action
 - Superintendent Leadership Quality Standard
 - Section 10 Northland School Division Act
 - Freedom of Information and Protection of Privacy Act



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

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Robin Guild, Board Chair
SUBJECT: Policy 12 Appendix B - Performance Assessment Guide
ATTACHMENTS: Policy 12 Appendix B - Performance Assessment Guide

RECOMMENDATION:
THAT the Board of Trustees approve 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 12 - Appendix B - Performance Assessment Guide.

BACKGROUND:

RISK ANALYSIS:



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Student Learning	Superintendent Evaluation Evidence	Quality Indicators
<p>1.1 Provides leadership in all matters relating to education in the Division</p> <p>1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister</p> <p>1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement</p> <p>1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship</p> <p>1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students</p> <p>1.6 Provides leadership in implementing education policies established by the Minister and the Board</p> <p>1.7 Acts as, or designates, the attendance officer for the division.</p>	<ul style="list-style-type: none"> ● Annual Education Plan/Results Report (AERR) <ul style="list-style-type: none"> ○ Satisfaction survey information ○ PAT results ○ Diploma results ○ Completion rates ○ Rutherford and other scholarships ○ Trends and Issues ● Superintendent recommendations to Three-Year Planning process ● Annual Education Results Report ● Feedback from Alberta Education re: AERR ● Designation of attendance officer ● Attendance correspondence 	<ul style="list-style-type: none"> ● Identifies trends and issues related to student achievement to inform the Three-Year Planning process ● Conducts an analysis of student success and ensures school principals analyze individual student success and develop action plans to address concerns ● Measurable improved student achievement as a trend over time is realized ● Ensures parents and students are satisfied with improvement in student achievement ● Develops initiatives to foster student achievement ● Develops new approaches to the solution of significant and complex learning challenges ● Meets all timelines with provision for appropriate Board input relative to the AERR ● Meets Alberta Education’s expectations re: AERR format, process and content ● Ensures the Division’s academic results are published and effectively communicated ● Complies with legislative requirements to appoint an Attendance Officer for the Division ● Improves student attendance



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Student Wellness	Superintendent Evaluation Evidence	Quality Indicators
<p>2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging</p> <p>2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment</p> <p>2.3 Develops pathways beyond the residential school legacy</p> <p>2.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division</p> <p>2.5 Ensures the facilities adequately accommodate Division students</p>	<ul style="list-style-type: none"> ● Accountability Pillar ● Survey results ● Character Education ● Response to Intervention (RTI) ● Superintendent’s Report <ul style="list-style-type: none"> ○ Suspension/ expulsion statistics ○ Incidents/accidents ○ Mental health ● Three-Year Education Plan ● Crisis Response Manual ● Three-Year Capital Plan ● IMR Summary ● OHS Advisory Committee minutes 	<ul style="list-style-type: none"> ● Develops standards and monitors progress relative to providing an engaging, welcoming, caring, respectful and safe learning environment ● Develops programming thrusts to activate “whole child” learning ● Develops an action plan that advances understanding of reconciliation and healing surrounding the residential school legacy ● Provides analysis of incident reports ● Implements the requirements of Occupational Health and Safety legislation, including required staff professional development



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Fiscal Responsibility	Superintendent Evaluation Evidence	Quality Indicators
<p>3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act</p> <p>3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures</p> <p>3.3 Directs the preparation and the presentation of the budget</p> <p>3.4 Ensures the Board has current and relevant financial information</p> <p>3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board</p>	<ul style="list-style-type: none"> ● Auditor's Report ● Auditor's Management Letter ● Response to external reports ● Budget process and timelines ● Annual Budget ● Quarterly financial reports ● Three-Year Capital Plan ● Superintendent's Report ● Superintendent confidential communications to the Board showing notification of litigation ● Monthly budget update 	<ul style="list-style-type: none"> ● Public sector accounting standards are being followed ● Adequate internal financial controls exist and are being followed ● All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made ● Revenue/expenditure envelope designations are clearly demonstrated in budget documents ● The budget process is transparent ● The budget is developed according to a timeline which ensures the Board's ability to provide direction, and revise priorities, and is approved within Alberta Education timelines ● All funds are expended as per approved budgets ● Variance analysis and year-end projections are provided quarterly ● The Board is informed annually about incurred liabilities ● The Board is informed immediately regarding pending litigation ● The Capital Plan facilitates integrated planning and implementation and is approved within Alberta Education timelines



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Personnel Management	Superintendent Evaluation Evidence	Quality Indicators
<p>4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy</p> <p>4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place</p> <p>4.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis and all other students</p> <p>4.4 Ensures the coordination and integration of human resources within the Division</p> <p>4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging</p>	<ul style="list-style-type: none"> ● Board Policy Handbook ● Administrative Procedures Manual ● Superintendent’s Report ● Personnel statistics ● Staff Development Plan ● Superintendent’s Evaluation Document ● Organizational charts ● Job descriptions ● Job evaluations ● Grievances/complaints ● OHS Advisory Committee minutes 	<ul style="list-style-type: none"> ● Provides useful, timely information and advice which facilitates the negotiating teams and the Board’s work ● Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, supervisory and evaluation processes ● Fosters high standards of instruction and professional improvement (Teaching Quality Standard) ● Provides for comprehensive staff development opportunities to facilitate the meeting of student needs ● Provides for training of administrators and the development of leadership capacity within the Division ● Models commitment to personal and professional growth ● Ensures effective workforce planning ● Follows Board policies re: personnel ● Models high ethical standards of conduct ● Develops standards and monitors progress relative to providing a welcoming, caring, respectful and safe working environment



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Policy/Administrative Procedures	Superintendent Evaluation Evidence	Quality Indicators
<p>5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies</p> <p>5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures</p>	<ul style="list-style-type: none"> ● Board Policy Handbook ● Administrative Procedures Manual ● Summary of past year's activity 	<ul style="list-style-type: none"> ● Appropriately involves individuals and groups in the policy development process ● Takes leadership in bringing policies to the Board for review ● Demonstrates a knowledge of and respect for the role of the Board in policy processes ● Ensures adherence to Board policies ● Ensures adherence to Administrative Procedures ● Ensures timeliness of policy revision ● Ensures timeliness of Administrative Procedures development and revision, and Board notification of the same



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

Table with 3 columns: Role Expectation: Superintendent/Board Relations ("The First Team"), Superintendent Evaluation Evidence, and Quality Indicators. It lists various performance metrics and indicators for a superintendent.



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Strategic Planning and Reporting	Superintendent Evaluation Evidence	Quality Indicators
<p>7.1 Leads a generative Strategic Planning engagement process</p> <p>7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans</p> <p>7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval)</p> <p>7.4 Implements plans as approved</p> <p>7.5 Reports regularly on results achieved</p> <p>7.6 Develops the Annual Education Results Report for Board approval</p>	<ul style="list-style-type: none"> ● Planning process and timelines ● Three-Year Education Plan ● Three-Year Capital Plan ● Facilities Master Plan (FMP) ● Technology Plan ● Board Work Plan ● Accountability Pillar ● Satisfaction surveys ● Alberta Education Monitoring Reports ● Annual Education Results Report ● Maintenance Plan ● Housing Plan 	<ul style="list-style-type: none"> ● Ensures the Three-Year planning process involves appropriate stakeholder input and results in high stakeholder satisfaction ● Ensures the Three Year Education Plan is developed according to a timeline which ensures the Board’s ability to provide direction, revise priorities and is approved within Alberta Education timelines ● Develops short and long-range plans to meet the needs of the Division and provides for continuous improvement ● Ensures facility project budgets and construction schedules are followed or timely variance reports are provided to the Board ● Ensures transportation services are provided with due consideration for efficiency, safety and length of ride ● Ensures “key results” identified by the Board are achieved ● Develops a comprehensive, succinct Annual Education Results Report to be approved within Alberta Education timelines



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Organizational Management	Superintendent Evaluation Evidence	Quality Indicators
<p>8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines</p> <p>8.2 Reports to the Minister with respect to matters identified in and required by the School Act and provincial legislation</p> <p>8.3 Review, modifies modify, and maintains an organizational chart which accurately delineates lines of authority and responsibility</p> <p>8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion</p> <p>8.5 Facilitates collaboration with First Nations and Métis leaders, organizations and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis and all other students.</p>	<ul style="list-style-type: none"> ● Board agenda packages ● Superintendent’s Reports ● Alberta Education Monitoring Reports ● Organizational chart ● Administrative Procedures Manual ● Emergency Preparedness ● Crisis Response Manual 	<ul style="list-style-type: none"> ● Ensures Division compliance with all Alberta Education and Board mandates (timelines and quality) ● Ensures contracted services (eg, fiscal, labour and legal) meet the quality expectations of the Board ● Ensures organizational structure is clear and facilitates results to be achieved ● Effectively manages time and resources ● Ensures the use of technology is effective and efficient ● Ensures that appropriate procedures are in place for the management of critical events and emergencies ● Ensures that First Nations and Métis leaders, organizations and communities are satisfied with their involvement



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Communications and Community Relations	Superintendent Evaluation Evidence	Quality Indicators
<p>9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained</p> <p>9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division</p> <p>9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders and community members</p> <p>9.4 Pursues opportunities and engages in practices to facilitate reconciliation within the school community</p> <p>9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act</p> <p>9.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division’s messages consistent and accurate</p>	<ul style="list-style-type: none"> ● Superintendent’s memos ● Website interactions ● Satisfaction survey data ● Focus groups/public events ● Administrative Procedures Manual ● FOIP requests ● Media releases ● Key messages ● Communications Plan ● Community Leadership Meetings ● Communications sent to communities 	<ul style="list-style-type: none"> ● Ensures information is disseminated to inform the appropriate publics ● Promotes positive public engagement in the Division ● Facilitates effective home-school relations ● Facilitates effective First Nations and Métis relations ● Manages conflict effectively ● Implements the Board approved Communications Plan ● Facilitates reconciliation within school communities ● Represents the Division in a positive, professional manner ● Complies with FOIP legislation ● Works cooperatively with the Board Chair and the media to represent the Board’s views/positions ● Improves the Division’s public image



POLICY 12 - APPENDIX B
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE (PAG)

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Leadership Practices	Superintendent Evaluation Evidence	Quality Indicators
<p>10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister</p> <p>10.2 Develops and maintains positive and effective relations with national, provincial and regional government departments and agencies</p> <p>10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect</p> <p>10.4 Understands the historical, social, economic and political implications of:</p> <p> 10.4.1 Treaties and agreements with First Nations</p> <p> 10.4.2 Agreements with Métis</p> <p> 10.4.3 Residential schools and their legacy</p> <p>10.5 Site visits</p>	<ul style="list-style-type: none"> ● Report of interviews with principals ● Report of interviews with Superintendent’s “direct reports” ● Report of interviews with external agencies ● Partnerships ● Plan for emergency situations 	<ul style="list-style-type: none"> ● Provides clear expectations and direction ● Provides effective educational leadership ● Establishes and maintains positive, professional working relationships with staff ● Unites people toward common goals ● Demonstrates a high commitment to the needs of students ● Has a well-established value system based on integrity ● Empowers others ● Effectively solves problems ● Builds the leadership capacity of school-based and central office administrators ● Demonstrates an understanding of treaties and agreements with First Nations, agreements with Métis, residential schools and their legacy

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act
 Freedom of Information and Protection of Privacy Act
 Trust and Reconciliation Commission Calls To Action
 Superintendent Leadership Quality Standard
 Section 10 Northland School Division Act
 Freedom of Information and Protection of Privacy Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Bishop Routhier School and Grouard Northland School Programming Pilot
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to pilot Grade 7 at Bishop Routhier School and pilot Grade 10 at Grouard Northland School effective September 1, 2024.

BACKGROUND:
The administration has received positive feedback from the communities and would like to expand the learning opportunities for our students at Northland School Division.

RISK ANALYSIS:



NORThLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Bursaries and Scholarships
REFERENCE(S):
ATTACHMENTS: Policy 9, AP 370 and Board Work Plan

RECOMMENDATION:
THAT the Board of Trustees approve the recommendation from the Bursary and Scholarship Committee, the list of recipients for the NSD bursaries and scholarships with funds coming from the current year-end budget, as attached.

BACKGROUND:
The Division received eight applications for various scholarships and the bursary. Out of the eight applications, two were not approved for the following reasons:

- the applicant was not enrolled/registered with a post-secondary institute
- the applicant did not meet the requirements

RISK ANALYSIS:

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

Recipient	Home School	Registered Program	Bursary/Scholarship
Cardinal, Wilma (Tina)	Elizabeth School	University of Blue Quills <ul style="list-style-type: none"> Diploma of Social Work 	NSD Scholarship of \$800 for students entering University programs other than Education Total Received: \$1066.67
Flett, Cassie	Gift Lake School	University of Alberta <ul style="list-style-type: none"> Bachelor of Arts in Native Studies/Bachelor of Education 	NSD Bursary of \$20,000 (paid over 2 years in four installments) for students entering university in the Faculty of Education
Landis, Jasmine	Bill Woodward School	NAIT <ul style="list-style-type: none"> Auto Body Technician 	NSD Scholarship of \$800 for students entering a College or Technical Institute Total Received: \$1600
Milton, Darian	Bill Woodward School	NAIT <ul style="list-style-type: none"> HET - Heavy Duty (Off-Road) 	NSD Scholarship of \$800 for students entering a College or Technical Institute Total Received: \$1600
Pratt, Hunter	Bill Woodward School	Mount Royal University <ul style="list-style-type: none"> Bachelor of Arts Sociology Program 	NSD Scholarship of \$800 for students entering University programs other than Education Total Received: \$1066.67
Young, Erin	Career Pathways	NAIT <ul style="list-style-type: none"> Youth Career Exposure Program 	NSD Scholarship of \$800 for students entering University programs other than Education Total Received: \$1066.67

Note: The two (2) \$10,000 bursaries were not awarded as there were no applicants.

As per section 4 of Administrative Procedure 370 Student Bursaries and Scholarships, in the event there are less than four (4) applicants, the Superintendent may disburse the allotted three thousand two hundred dollars (\$3,200) among the applicants.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Contract Bus Routes
REFERENCE(S):
ATTACHMENTS: 2024 Tender Summary

RECOMMENDATION:
THAT the Board of Trustees approve the contract awards to the recommended bidders as attached, selected by tender for the provision of contract bus service.

BACKGROUND:
The Division selects vendors for major work through a public tender. Requirements are developed and proponent responses are ranked based on objective criteria determined in advance. The ranking categories for this tender included quality of service, contractor qualifications, capabilities to provide the service, cost and other factors.

RISK ANALYSIS:
The Division has confirmed that these contractors are suitable, offer the best value and that the work will meet operational requirements. Accordingly, the risk is low.

2024-2027 Contract Bus Route Tender Results Summary

Route #	Route Description	Recommended Provider	Annual Cost	Term	Contract Cost	Supporting Documentation Received	Notes	# Bids Received
401	In Janvier to Father R. Perin School	Sparksman	\$139,650.00	3	\$418,950.00	<input checked="" type="checkbox"/>	Cost plus fuel surcharge and GST; 5% increase for 2024-2025 and 2.5% increase for the following two years.	1
442	Peavine to High Prairie	Anderson Bus Lines	\$104,075.00	3	\$312,225.00	<input type="checkbox"/>	Plus GST, 2.5% increase; missing some supporting documents	1
445	Fishing Lake to J.F. Dion	Christensen Bussing	\$97,280.75	3	\$291,842.25	<input type="checkbox"/>	Plus GST, 56.2% increase; supporting documents not submitted; Recommended that NSD take over the bus route	1
446	Fishing Lake to J.F. Dion	Christensen Bussing	\$93,940.00	3	\$281,820.00	<input type="checkbox"/>	Plus GST, 59.4% increase; supporting documents not submitted; Recommended that NSD take over the bus route	1
450	Peavine to High Prairie	Al Anderson	\$104,075.00	3	\$312,225.00	<input type="checkbox"/>	Plus GST, 2.5% increase; missing some supporting documents	1
453	Near Anzac to Anzac and Bill Woodward Schools	Sparksman	\$96,010.25	3	\$288,030.75	<input checked="" type="checkbox"/>	Cost plus fuel surcharge and GST; 5% increase for 2024-2025 and 2.5% increase for the following two years.	1
454	Peavine to High Prairie	Noskey Bus Lines	\$58,135.00	3	\$174,405.00	<input type="checkbox"/>	Plus GST; supporting documents not submitted; possibility of NSD taking over route	1
460	Peavine to Bishop Routhier School	Noskey Bus Lines	\$58,135.00	3	\$174,405.00	<input type="checkbox"/>	Plus GST; supporting documents not submitted; possibility of NSD taking over route	1
461	Near Anzac to Anzac and Bill Woodward Schools	Sparksman	\$96,010.25	3	\$288,030.75	<input checked="" type="checkbox"/>	Cost plus fuel surcharge and GST; 5% increase for 2024-2025 and 2.5% increase for the following two years.	1
462	Near Anzac to Anzac and Bill Woodward Schools	Sparksman	\$96,010.25	3	\$288,030.75	<input checked="" type="checkbox"/>	Cost plus fuel surcharge and GST; 5% increase for 2024-2025 and 2.5% increase for the following two years.	1
472	In Fishing Lake (Feeder Bus for High School Bus)	Lynndex Bussing	\$69,840.00	3	\$209,520.00	<input type="checkbox"/>	Re-negotiate rate for route 472 with vendor. Vendor submitted tender at 142 kms/day when the feeder bus is estimated to be approximately 74 km/day. Daily rate of \$600 to cover Cold Lake run; Recommended that NSD reject the daily rate for the Cold Lake run ; not all supporting documentation received.	1



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: September 2024 Organizational Meeting
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve scheduling the September 2024 Organizational meeting on Saturday, September 28, 2024, in Wabasca.

BACKGROUND:
The Division will be hosting the Mistassiniy School Grand Opening on Friday, September 27, 2024, in Wabasca and would like to schedule the organizational meeting and board meeting in conjunction with the grand opening event.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: September 2024 Board Meeting
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve scheduling the September 2024 board meeting on Saturday, September 28, 2024, in Wabasca.

BACKGROUND:
The Division will be hosting the Mistassiniy School Grand Opening on Friday, September 27, 2024, in Wabasca and would like to schedule the board meeting in conjunction with the grand opening event.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Annual Borrowing Resolution
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
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 2024-2025 school year.

BACKGROUND:
If needed, the Alberta Treasury Branch requires the Borrowing Resolution to cover borrowing for current operating expenditures during the school year. It is secured by provincial revenues, provides an interest rate of 1% above ATB prime and authorizes the signing officers.

This Borrowing resolution is to provide a Standby Borrowing facility, but it is unlikely to be used.

RISK ANALYSIS:
The Borrowing Resolution reduces the cash flow risk of the Division by allowing it to use a \$3 Million line of credit to cover expenses if there are significant outstanding receivables or other impediments to cash flow.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Contract Facilitator for Superintendent Evaluation
REFERENCE(S): Board Work Plan, Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timeline
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to contract a facilitator to conduct the Superintendent’s annual evaluation.

BACKGROUND:
As per section 6.1 of the Board Work Plan, the Division is required to hire a facilitator to review the Superintendent performance evaluation process.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Contract Facilitator for Board Evaluation
REFERENCE(S): Board Work Plan, Policy 2 Appendix B - Facilitated Board Self-Evaluation Process
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to contract a facilitator to conduct the Board’s annual evaluation.

BACKGROUND:
As per section 7.9 of the Board Work Plan, the Division is required to hire a facilitator to review the Board self-evaluation process.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Mark Owens, Associate Superintendent
SUBJECT: Chatter High Digital Resources
REFERENCE(S):
ATTACHMENTS: May 28, 2024 Email

INFORMATION ITEM

ChatterHigh is a free, bilingual educational resource for grades 6-12, funded by government agencies, post-secondary institutions, non-profits, industry associations, and now school boards with their own customized content.

In partnership with various agencies, students can sign up for the following courses and additional courses offered by ChatterHigh:

- Learn About Your Taxes
- Money Management & Budgeting
- Insurance Literacy
- Climate Solutions
- Cyber Security Occupations



Cheryl Osmond <cheryl.osmond@nsd61.ca>

Request to become an approved digital resource

1 message

Tessa Porter <tessa@chatterhigh.com>

Tue, May 28, 2024 at 8:11 AM

To: Cheryl Osmond <cheryl.osmond@nsd61.ca>

Good morning,

In addition to our 5-year contract to provide the Canada Revenue Agency's "Learn About Your Taxes" course, designed for middle & high schools, we also provide **Money Management & Budgeting** (Financial Consumer Agency of Canada), **Insurance Literacy** (Insurance Institute), **Climate Solutions** (Environment and Climate Change Canada), **Cyber Security Occupations** (Communications Security Establishment (CSE)) and many more activities that are provided by the content authority, are easy to assign, and self-mark. ([See all activities](#))

We are also increasing the prize pot in Canada's largest career exploration competition (Let's Talk Careers) to \$100,000.

Funds come from various industry sector leaders (Let's Talk Science, Skills/Compétences Canada, Engineers Canada, NGen: Advanced Manufacturing, NavCanada, Quantum Algorithm Institute). ([See all competitions](#))

For these reasons, **we would like to help ensure our resource is reviewed and listed as 'approved' by your Board.**

ChatterHigh is a free, bilingual, educational resource for grades 6-12, funded by government agencies, post-secondary institutions, non-profits, industry associations, and now school boards with their own customized content.

We know many School Boards are going through a deeper review of digital resources used in schools to ensure compliance with privacy legislations. Would you be able to connect me with the right point of contact to do this?

Sincerely,
Tessa Porter

Tessa Porter

School Board Liaison - Agente de liaison avec les conseils scolaires

[ChatterHigh - Book a meeting](#)

Online Learning Resources for Educators!

Our free life skills and supplemental curriculum content helps improve youth awareness about essential topics like mental health, financial literacy, and career pathways.

[Click Here](#)



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NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Disposal of Assets - Buses
REFERENCE(S):
ATTACHMENTS:

INFORMATION ITEM
<p>As per Administrative Procedure 518 - Disposal of Division Property, the following buses will be scheduled for disposal either through public tender or auction. The net book value of these units is \$0.</p> <p>Unit 508 - 15 years old and requires extensive engine and body work. Unit 517 - 12 years old and requires extensive engine (\$7,000 +) and body work. Unit 521 - 11 years old and requires extensive body work. Unit 555 - 19 years old and requires extensive body work. Unit 567 - 14 years old and requires extensive body work. Unit 573 - 11 years old and requires engine replacement. Unit 578 - 10 years old and requires engine replacement. Unit 590 - burnt in a garage fire at a shop in High Level.</p>



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Bus Tender - Additional Bus to Replace Unit 590
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to purchase an additional bus (70 seater - Freightliner) to replace Unit 590 from the Bus Centre in the amount of \$173,108.51, including tax, with the funds coming from capital reserves.

BACKGROUND:

Northland School Division lost Unit 590 in a fire while being serviced at a garage in High Level. This bus was serving the community of Paddle Prairie. As this unit is a total loss, the Division is short one bus. We will receive a claims settlement for the total loss, which is based on actual value. The new bus purchase will be more than \$125,000; therefore, the Administration is asking for Board approval.

On April 19, 2024, the Board of Trustees passed a motion to approve the purchase of four (70) seater buses from the Bus Centre. The Bus Centre has been contacted, and they have an additional bus they could sell to the Division.

RISK ANALYSIS:

By procuring this bus as an add-on to the initial tender, the Division is adhering to procurement best practices.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Phone System Replacement Project
REFERENCE(S):
ATTACHMENTS: Phone System Replacement Proposal

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to proceed with the Phone System Replacement Project in all schools supporting the Education Plan and student learning at an estimated cost of \$500,000 with the funds coming from capital reserves.

BACKGROUND:
This project involves replacing the phone system, including handsets and routers at all sites, moving the two phone servers and one voicemail server at the central office to a cloud-based platform, and establishing a new phone services support contract.

Currently, we have two end-of-life and end-of-support phone servers at the central office, with the second already being replaced with a salvaged model. These two servers have limited remaining functionality. Replacing them is imperative for ensuring the viability and continuity of phone services across the school division.

We currently have only one functional voicemail server at the central office, which provides no redundancy of services should that server fail. It is anticipated that replacing these services with cloud-based servers will improve long-term reliability and consistency and also prevent the loss of phone and voicemail services. Moving to cloud-based services will improve cost-effectiveness and support service improvements with power and cooling responsibilities removed from our data centre. Finally, this project will provide new handsets and an active support contract.

The planned cost is \$500,000, which will be refined through procurement, either by leveraging existing government contract pricing or through a tender process. The vendor selection will be brought to the Board for approval prior to ordering.

NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

The project timeline is estimated to be from August 2024 to approximately August 2025. Work would occur on a site-by-site basis on weekends and school holidays.

RISK ANALYSIS:

Delaying the replacement of the telephone system could cause service interruptions of undetermined lengths. Aside from the inconvenience, it can affect certain remote monitoring and the ability to contact authorities in case of an emergency.

Phone System Capital Project Proposal



Description of Project:

The NSD phone system consists of hundreds of handsets, routers, and various hardware components at each division site and phone and voice mail servers at the central office. This project involves replacing the handsets and routers at all sites, moving the two phone servers and one voicemail server at the central office to a cloud-based platform, and establishing a new phone services support contract.

Expected Benefits:

Currently, we have two end-of-life and end-of-support phone servers at the central office, with the second already being replaced with a salvaged model. These two servers have limited remaining functionality. Replacing them is imperative for ensuring the viability and continuity of phone services across the school division.

We currently have only one functional voicemail server at the central office, which provides no redundancy of services should that server fail. It is anticipated that replacing these services with cloud-based servers will improve long-term reliability and consistency and also prevent the loss of phone and voicemail services. Also, moving to cloud-based services will improve cost-effectiveness with upkeep and support services downloaded to the provider and power load and cooling responsibilities removed from our data centre, thereby saving on electricity. Finally, this project will ensure that we have new handsets that have a current warranty and an active support contract should support be needed.

Projected Costs:

Based on preliminary estimates, we anticipate the cost of this project to be around \$500,000.00. However, we cannot be certain of the exact cost until the project goes to tender and/or a quote is received. It is likely that the estimated cost could fluctuate based on a number of variables.

Projected Timeline:

August 2024 to August 2025 or beyond. This is a multi-year project, and work would occur on a site-by-site basis, taking advantage of weekends and school holidays. The project could take up to two years, depending on site variables and the availability of hardware and labour. Each site will always have a functional phone system for the duration of the project; however, four-digit dialing and seamless connection may not occur until the completion of all sites and connection to the new cloud platform.

Recommendations:

Utilizing our membership in the Share IT/Cybera procurement partnership, it is recommended that we investigate the telephony, hardware, and managed service solutions offered through Netagen as indicated in the procurement master agreement.

This would leverage the savings and value-added services offered through our Cybera procurement partnership and avoid a lengthy RFP process. Should Netagen not be a viable provider for our project needs, it is recommended that we investigate other alternatives through the procurement partnership and before proceeding to the RFP process if necessary.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Network Infrastructure Capital Project
REFERENCE(S):
ATTACHMENTS: Network Infrastructure Proposal

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to proceed with the Network Infrastructure Replacement Project supporting the Education Plan and student learning to replace and modernize the IT network hardware in all schools at a planned cost of \$340,000 funded from capital reserves.

BACKGROUND:

This project involves replacing the network hardware in all school sites across the entire division, leveraging existing government contract pricing or proceeding to procurement appropriately. The vendor selection will be brought to the Board for approval prior to ordering.

The key benefits of this network rebuild include:

- Enhanced performance and speed.
- Improved cyber security, data protection and future-proofing.
- Reliability and downtime reduction.
- Manufacturer support and warranty

Our current IT network infrastructure has become dated and is primarily 10 to 15 years old. As network infrastructure ages, connection speed deteriorates, older devices do not function correctly, and equipment is no longer supported. When a switch or router fails it can interrupt service to a site for several days or weeks until a repair or replacement can be installed. In our dispersed and increasingly connected learning ecosphere, this is an impediment to student learning, motivation and business continuity. Division telephony also relies on the network to function.

There is also an increased cybersecurity threat. Our data and systems will otherwise become more vulnerable to hackers. These risks cost students time and can detract from their interest and motivation. If an existing public sector contract can be used, the project will begin in 2024 one school at a time during breaks to minimize disruption to school operations, with completion during the summer of 2025.

NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

RISK ANALYSIS:

Outdated IT infrastructure, poses a hazard on effective operation of Northland’s online school. It could also adversely affect hybrid learning models as well as overall functioning of critical activities such as payroll and finance.



Network Infrastructure Capital Project Proposal

Description of Project:

This project involves replacing the network hardware in all school sites across the entire division. Networking hardware, also known as network equipment or computer networking devices, are electronic devices required for communication and interaction between devices on a computer network. Specifically, they mediate data transmission and facilitate access to Wi-Fi, printers, phones, and the Internet. This project will also involve replacing switching equipment. A network switch connects devices in a network to each other, enabling them to talk by exchanging data packets.

Expected Benefits:

Our current network infrastructure has become dated, and in many locations, the infrastructure is between 10-15 years old. As network infrastructure ages, connection speed deteriorates, older devices no longer function correctly, and equipment is no longer supported by the original manufacturer. In some cases, a switch or router may stop working completely, leaving the site with no internet access for several days or weeks until a replacement device can be installed. In NSD schools and office sites, the phone lines also rely on the network connection to function. A failed network device can result in a loss of phone service. Network infrastructure failures present both a risk to learning and business continuity. Also, when network infrastructure deteriorates, there is an increased cybersecurity threat as our data and systems become more vulnerable to hackers and others who might seek to infiltrate our network. Some of the expected benefits of this upgrade are as follows:

- Enhanced performance and speed.
- Improved security and data protection.
- Scalability and future-proofing.
- Reliability and downtime reduction.
- Manufacturer support and warranty for equipment.

Projected Costs:

Anzac/Bill Woodward School: \$40,311.11

Bishop Routhier School: \$16,271.19

Chip Lake School: \$4,600.40

Conklin School: \$11,903.57

Calling Lake School: \$14,373.56

Career Pathways: \$14,033.98

Elizabeth School: \$14,140.78

Father Perin School: \$14,373.56

Gift Lake School: \$40,185.13

Grouard School: \$14,373.56

Hillview School: \$11,670.79
JF Dion School: \$14,373.56
Pelican Mountain School: \$11,903.57
Paddle Prairie School: \$14,373.56
Susa Creek School: \$11,903.57
St. Theresa School: \$33,347.52
Wabasca Office: \$7,070.39
Aruba Central: \$8,898.24

Subtotal: \$298,108.04
Estimated Tax: \$14,905.42

Total: \$313,013.46

**Please note that the total cost for this project is based on a quote provided a few months ago. This quote will likely expire by the time the project reaches the final approval phase. Although the anticipated final price should be similar, prices for network hardware can fluctuate based on a number of variables. Once the project is approved to move forward, a new quote will need to be requested to acquire final project pricing.

Projected Timeline:

July 2024 to August 2025. The project will begin in the summer of 2024 while school is out to minimize disruption to school operations, with final project work being completed when school is out during the summer of 2025. The project will progress with the work being completed one school at a time, with as much work as possible being completed during vacation periods and when students and staff are off-site.

Recommendations:

It is recommended that we utilize the support and hardware provided by Alternative Converged Solutions Inc. (ACSI), which is an authorized Aruba partner, as stated in the signed master agreement. Because we are seeking Aruba network equipment and Aruba/Hewlett Packard and Share IT/Cybera have entered into a master agreement for network services and equipment, leveraging our membership within this procurement group would allow us to accrue considerable savings and avoid a lengthy RFP process.

In addition, we have worked with ACSI on several large projects in the past and feel confident in their ability to support this project to a successful completion.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 28, 2024
SUBMITTED BY: Johan Glaudemans, Secretary-Treasurer
SUBJECT: Mistassiniy Welding Shop
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to further scope the Costing and Design of a Welding Facility to be constructed at the Mistassiniy School site.

BACKGROUND:

The New Mistassiniy School is currently in operation, and the final adjustments to the project are being completed. While initially, a CTS room was incorporated in the design plans of the building and has been built, this room is not appropriate for teaching Welding, which is a skill that is in high demand and prepares the students for a successful career. This training also functions as a great program to engage students who are less academically inclined to keep them in school and graduate.

Offering a career and technology program that includes welding is part of the division's strategic direction, as set out in its three-year education plan.

The Division is requesting that the Board authorize it to further scope out the cost of building such a facility by preparing a preliminary architectural plan, allowing for detailed cost calculations as well as a selection of where to place it on the school site.

While this initial step will be below the cost requiring Board Approval, we want to ensure the Board's agreement to take this step.

If approved, the Administration will return to the Board once this initial work has been done. At that time the Board has the opportunity to decide whether to go to tender on this project.

The Division's consultants have visited a similar project built in Ponoka. It is 2,400 sq. ft. and comprises 11 welding stations, a classroom, and materials storage on the second floor. The facility in Ponoka received outside government funding. The administration intends to pursue similar (partial) funding opportunities.

NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

RISK ANALYSIS:
Career and Technology studies are part of the direction pursued by the Division. Offering a welding program at the Mistassiniy school would perfectly fit this mandate and ensure that the school remains the premier choice for students in the area.



BOARD CHAIR HIGHLIGHTS

June 28, 2024

Corporate Board Expense Summary as of May 31, 2024

EXPENSES	BUDGET	YTD	REMAINING
Trustee Remuneration	155,973.00	136,375.50	19,597.50
Trustee Benefits	38,667.00	31,833.63	6,833.37
Advertising	1,253.00	706.21	546.79
Awards/Bursaries	32,335.00	22,084.44	10,250.56
In Service Board of Trustees - PD Training	39,361.00	26,450.25	12,910.75
Insurance	250.00		250.00
Legal Fees	1,742.00		1,742.00
Membership Fees (ASBA/PSBAA)	31,200.00	26,917.44	4,282.56
Professional Services	29,714.00	56,688.76	(26,974.76)
Repairs & Maintenance	0.00	365.47	(365.47)
Office Supplies	4,471.00	1,527.83	2,943.17
Office Equipment	0.00	654.30	(654.30)
Travel and Subsistence	188,437.00	134,773.80	53,663.20
Ward 1		18,637.89	
Ward 2		15,267.71	
Ward 3		6,326.10	
Ward 4		16,892.67	
Ward 5		15,190.00	
Ward 6		10,105.27	
Ward 7		12,528.10	
Ward 8		12,770.79	
Ward 9		12,077.05	
Telephone & Internet	2,898.00	474.33	2,423.67
Visa Suspense		4,102.99	(4,102.99)
Elections			0.00
TOTAL	526,301.00	442,954.95	83,346.05



LEGISLATIVE ASSEMBLY
OF ALBERTA

April 30, 2024

Subject: Invitation to Pilot the New Draft Kindergarten to Grade 6 (K-6) Social Studies Curriculum

Dear Lakeland Superintendents and Board Chairs,

I am writing to extend an enthusiastic invitation for your schools to consider participating in the pilot program for the newly developed Draft Kindergarten to Grade 6 (K-6) Social Studies Curriculum. This initiative represents a significant step forward in our commitment to providing a world-class education that is both current and reflective of best practices in teaching and learning.

The development of this curriculum has been a rigorous process, incorporating valuable insights from a diverse range of stakeholders, along with the latest research in educational methodologies. The Education Ministry's objective is to ensure that the curriculum not only meets the educational needs of our students but also prepares them to understand and engage with the world in a meaningful way.

We believe that your involvement in the pilot program would be instrumental in optimizing the curriculum for broader implementation. Your feedback will be crucial in refining and enhancing the educational experience for all students across Alberta.

For more detailed information about the Draft K-6 Social Studies Curriculum and to access additional resources, please visit: [New LearnAlberta | Social Studies](#). Here, you will find comprehensive materials designed to support educators in implementing and adapting the new curriculum.

We are looking forward to your participation and are eager to hear your insights and feedback. Please consider this opportunity to play a pivotal role in shaping the educational landscape in Alberta for the betterment of our students and future generations.

Thank you for considering this invitation. I am confident that together, we can achieve an outstanding educational experience for our students.

Yours sincerely,

A handwritten signature in black ink that reads "Scott Cyr".

Scott Cyr, MLA
Bonnyville-Cold Lake-St. Paul

C.c.

Honourable Demetrios Nicolaidis, Minister of Education



Cheryl Osmond <cheryl.osmond@nsd61.ca>

Request for Your Top Three School Construction/Renovation Priorities in Bonnyville-Cold Lake-St. Paul Constituency

1 message

Bonnyville-Cold Lake-St. Paul <Bonnyville.ColdLake.StPaul@assembly.ab.ca>

Fri, May 24, 2024 at 4:25 PM

To: Robin Guild <ward7@nsd61.ca>

Cc: Cal Johnson <cal.johnson@nsd61.ca>, "cheryl.osmond@nsd61.ca" <cheryl.osmond@nsd61.ca>

Dear Chair Guild,

I hope this email finds you well. As part of my ongoing efforts to support and enhance the educational infrastructure within our constituency, I am reaching out to gather your valuable input on the Northland School Division's top three priorities for new school constructions and your top three renovation projects within the Bonnyville-Cold Lake-St. Paul area, along with their positions on your capital lists.

Understanding the specific needs and priorities of our school boards is crucial for effective advocacy. To this end, I would appreciate it if you could provide me with a list of your requests that are located strictly within the Bonnyville-Cold Lake-St. Paul Constituency area. Please note that I am limited to advocating for projects within my constituency.

I intend to present these priorities directly to the Minister of Education to ensure that our constituency's needs are clearly communicated and considered in future planning and funding decisions. Your input will play a vital role in this process, and I am keen to represent your needs accurately and effectively.

Please feel free to provide any supporting information or context that you believe would be helpful in making a compelling case for these projects. I look forward to your response and to working together to improve our educational facilities for the benefit of all students in our area.

Thank you for your time and cooperation.

Warm regards,



Scott Cyr, MLA

Bonnyville-Cold Lake-St. Paul



Robin Guild
Board Chair

Tansi, Edlánat'e, Greetings everyone:

At [Northland School Division](#) (NSD), we start by listening. Over the past few months, we've held community engagement sessions across all our schools. The feedback we've gathered is supporting priorities in the new education plan and helping us make learning and working at Northland better every day. It's through these conversations we understand what communities need and expect from us, ensuring Northland students receive an education that prepares them for future opportunities.

For years, NSD has woven First Nations and Métis knowledge into the curriculum. This approach helps students engage more deeply with their learning while better understanding their cultural and personal identities. For example, at J.F. Dion School in the Fishing Lake Métis Settlement, students learned traditional skills like setting rabbit snares. Meanwhile, at Career Pathways School, students gained insights into the fur trade and survival techniques during a Winter Land Camp.

Our Career and Technology Studies (CTS) Days have opened doors to potential careers by providing practical learning experiences such as fashion design, cosmetology, real estate, engine operations, and wildlife procedures. These programs empower Northland students to see a future they can aspire to, blending traditional skills with modern career opportunities.

Northland School Division's dedication to weaving traditional wisdom with modern educational practices ensures every student finds relevance and pride in their learning journey. We are excited about the future as we continue to adapt and improve educational strategies based on community guidance.

Choice in Alberta Education: Challenges and Opportunities for Public Schools

PSBAA hired educator and researcher Dr. Curtis Riep to do a deep dive into the topic of Choice in Alberta Education: Challenges and Opportunities for public schools. Curtis has publicly released the research findings in a thirty-page paper which can be found on our website. PSBAA has written a brief summary of the full paper that is also now available on the PSBAA website directly under Dr. Riep's paper.

[CLICK HERE to view this document](#)



Peace River School Division

June 5, 2024

Board Chair Robin Guild
Northland School Division
9809 – 77 Ave.
Peace River, AB. T8S 1C9

Dear Chair Guild and Trustees,

On behalf of the board of Trustees of the Peace River School Division, I wish to extend our deepest condolences for the loss of Trustee Thomas Auger. Thomas was a dedicated public servant whose hard work and advocacy on behalf of the students of Northland School Division will truly be missed.

Thomas’s commitment to the well-being of education of students was evident in all his efforts, and his contributions have made a lasting impact. His dedication and passion for improving the lives of students will always be remembered and cherished.

Please know that our thoughts are with you, the Board of Trustees, and the entire Northland School Division community during this difficult time.

Sincerely,

Crystal Owens
Board Chair

Board of Trustees

Chair
Crystal Owens

Vice Chair
Lacey Buchinski

Trustees
Marie Dyck
Moïse Dion
Lori Leitch
David Ruston
Edith Giesbrecht

Superintendent of Schools
Adam Murray

Deputy Superintendent
Jeff Thompson

Secretary-Treasurer
Rhonda Freeman





Office of the Minister
MLA, Calgary - Bow

AR 125163

June 12, 2024

Mr. Robin Guild
Board Chair
Northland School Division
9809 - 77 Avenue
Peace River AB T8S 1C9

Dear Mr. Guild:

On behalf of the Ministry of Education, please accept my condolences to Northland School Division on the passing of Trustee Thomas Auger.

I understand that over the years, Mr. Auger dedicated much time and energy to public service, both as a school board trustee and as a councillor with the Municipal District of Opportunity. The people and communities he represented have benefitted from his many contributions, which will serve as part of his legacy, along with the fond memories of his family, friends, and colleagues.

Our thoughts are with Mr. Auger's family, and with the board, staff, and students of Northland School Division, as you honour his memory and reflect on his life. All of us in the education community share in your loss.

Best,

Demetrios Nicolaides ECA PhD
Minister of Education



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 125078

June 19, 2024

Mr. Robin Guild
Board Chair
Northland School Division
9809 - 77 Avenue
Peace River AB T8S 1C9

Dear Mr. Guild:

Thank you for your letter on behalf of the Northland School Division Board of Trustees regarding Alberta Education's draft Kindergarten to Grade 6 Social Studies curriculum. I appreciate the opportunity to respond.

Alberta's government is continuing to modernize the education system and improve student success by developing a curriculum that will drive a passion for learning. This has included engaging with parents, teachers, education partners, and curriculum development specialists to inform a new draft Kindergarten to Grade 6 Social Studies curriculum that focuses on building critical thinking skills and empowering students to be engaged citizens.

Based on feedback received between August 2023 and April 2024 through engagement with Albertans and education partners—including Indigenous communities—Alberta Education released an updated draft Kindergarten to Grade 6 Social Studies curriculum for optional classroom piloting beginning in September 2024. Participating in the piloting process gives school authorities the opportunity to help strengthen the draft curriculum and prepare for implementation.

Content was adjusted prior to the release of the draft curriculum. Revisions were made to deepen understandings of Indigenous communities. With the revised curriculum, students will be engaged in learning that promotes understanding of diversity across Canada and throughout the world, including First Nations, Métis, and Inuit histories, contributions, and perspectives.

.../2

Mr. Robin Guild
Page 2

In the new draft Social Studies curriculum, learning about First Nations, Métis, and Inuit histories, contributions, and perspectives builds from year to year. As outlined in the *Guiding Framework for the Design and Development of K-12 Provincial Curriculum*, the curriculum will respectfully include this content, including explicit knowledge about treaties and the history and legacy of residential schools with developmentally appropriate content.

The curriculum will also be coordinated horizontally to reinforce learning across multiple subjects. For example, students playing a variation of the Indigenous game of hockey in physical education and wellness will at the same time study Indigenous stories in language arts and literature; learn Indigenous geography, place names, and history in social studies; learn Indigenous ways of telling time in mathematics; and have aligned content in arts, such as Indigenous theatre, beadwork, music, or dance.

In this way, students will be immersed in a rich world of learning where essential knowledge can build toward understanding and demonstrable skills in a natural progression. When students cycle back to learn more about Indigenous knowledge, skills, and understanding in future years of study, they will continue to build on this memorable foundation in a systematic way.

I appreciate Northland School Division's feedback and have shared it with curriculum developers for further review. We will carefully consider the feedback from all engagement activities and classroom piloting to finalize the new Kindergarten to Grade 6 Social Studies curriculum before provincial implementation. Feedback will continue to be considered as we move into development of Grades 7 to 12 curriculum.

I appreciate you taking the time to share your division's perspectives. Thank you for continuing to support student success.

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with a large initial "D" and "N".

Demetrios Nicolaides ECA PhD
Minister of Education

Superintendent's Highlights

June 28, 2024



Bill Woodward School

Jasmine Landis
Darian Milton
Alexander Rober
Lukasz Irski
Tyrese Pindog
Kennedy Jensen
Emily MacMillan
Kelly Cree
Jaycee Kreutzer
Elvera Fontaine
Akacia Montgrand
Liam Sturgess

Calling Lake School

Ronin Clearwater

Conklin School

Brayden Quintal
Ryley Quintal

Career Pathways

Aliyah Gambler
Erin Young
Grace Gambler
Dominic Alook
Cadence Young
Marcus Young
Hunter Cardinal
Javonte Beaver
Emery Orr
Gaylen Gamber
Tyana Beaver
Justin Noskiye
Edward Cardinal
Dennis Doroliat
Ryan Yellowknee

Paddle Prairie School

Helen Pederson
Eve Lizotte
Kadence Poitras
Rayden McGillivray
Hayden Lizotte
Tetiana Volska
Braden Laboucane

Mistassiniy School

Diesel Alook
Daryn Alook-Auger
Julian Creed Auger
Peyton Auger
Jomar Bahillo
Tayva Beaver
Carter Buchanan
Khalil Caballero
Maria Cardinal
Phoenix Cardinal
Lily Cardinal-Anderson
Dennis Doroliat
Kaiden Gagnon
Jorja Gladue
Kiara Gladue
Matthew Gullion
Tia Gullion
Alexander James
Donald John
Evan Merrier
Georgia Molloy
Davion Moncrief
Asiah Noskiye
Jolena Noskiye
Julie Rathbone
Jakob Stuart
Chazlee Supernault
Halle Waskahat
Taylor Young





Paddle Prairie School Graduates - June 15, 2024



Bill Woodward School Graduates - June 15, 2024



Career Pathways and Mistassiniy School Graduation - June 22, 2024

**Upcoming Graduations:
Calling Lake Graduation - June 26, 2024**

National Indigenous Peoples Day Celebrations

National Indigenous Peoples Day is recognized on June 21, 2024 across Canada. Numerous activities are organized across the country to showcase and celebrate the richness and diversity of the First Nations, Inuit, and Metis cultures.

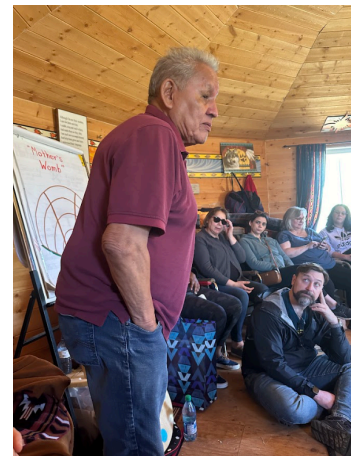
Below are some of the celebrations and activities that took place at various schools throughout the Northland School Division during the week.



Principals' Meeting May 14 - 15, 2024

From May 14 - 15, 2024, the principals gathered in Edmonton for their monthly meeting and to continue to build connections with one another.

The principals visited Elder Bob Cardinal on his land at Enoch Cree First Nation. He spoke about connecting to the land and one another and building relationships. Principals and Administration participated in various activities.



Upper Bound Conference Special Report - May 21-24, 2024

Deputy Superintendent Meunier attended the Alberta Machine Intelligence Institute's (AMII) Upper Bound conference from May 21 to May 24, 2024. The conference offered a wide variety of sessions related to the current state of the art in machine learning, the process of training computer systems to independently identify patterns in data, and the artificial intelligence (AI) tools like ChatGPT that emerge from these processes.

What Did the Conference Cover?

Sessions ranged from general introductions to machine learning and generative AI to expert analyses and poster presentations on current challenges for those on the frontiers of AI research. Topics included:

- The applications of AI in Healthcare;
- Philosophical considerations of the ways in which AI tools are changing education, business and work (inherent opportunities and system biases included); and
- The regulation of AI and data by various governments (Canada's draft *Artificial Intelligence and Data Act* was discussed, as well as the recently passed *European Union AI Act*);

What Did the Conference Not Cover?

Due to the nature of the state of the art, specific promising practices and applications in Education were not widely covered.

Considerations for the Future

Based on the information presented here and at the special CASS conference in March 2024, much of the future of how AI might be used is developing. As such, the primary actions recommended for school divisions include ensuring existing policies and procedures are clearly communicated across the division and that students and staff members have access to information and training to support their effective use of AI tools in their work.



Associate Superintendents Report June 2024

In the coming year, the Division will take the following actions to support Division-wide understanding of their opportunities and responsibilities when it comes to using Artificial Intelligence tools in schools:

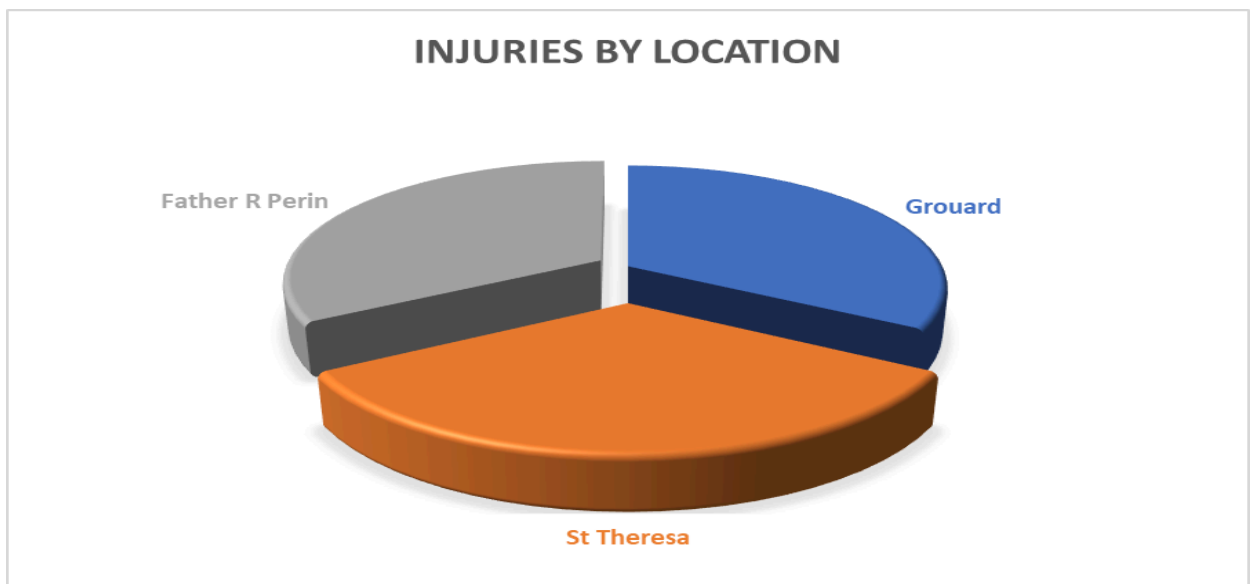
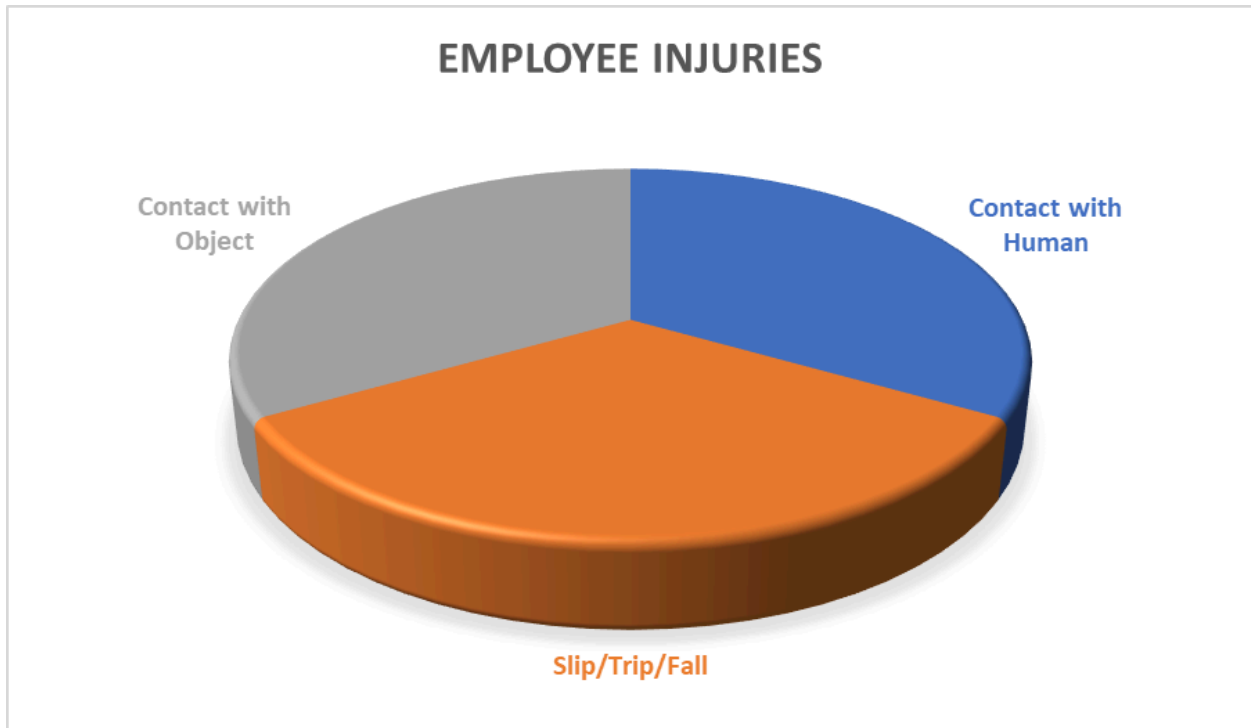
- Re-establishing the Educational Technology Committee to hear concerns and ideas from teaching staff.
- The IT department will facilitate internal learning opportunities with internal thought leaders.
- The Division will identify an array of external professional learning opportunities specifically tailored to supporting teachers exploring how to constructively apply AI tools into their teaching. Topics include:
 - Introduction to Alberta Machine Intelligence Institute (Amii) Toolkits designed to help K-12 Educators engage with AI tools.
 - How to use AI tools to support planning and to improve assessments,
 - How to use AI tools as ways to make learning more accessible to all learners.
 - How AI tools can be seen increasingly as thinking tools and collaboration “partners” for students and staff members (i.e., peer-style tutoring availability for students, “chatting” with GPT tools in the style of historical or fictional characters, etc.).
- Finally, to ensure administrative procedures and all user agreements are up to date, the IT department has refreshed the following documents for the coming school year:
 - Student Cell Phone Use in Schools (in progress)
 - Staff User Technology Agreement
 - Student User Technology Agreement
 - Usage of Apps on Division devices and What Apps Can Be Used



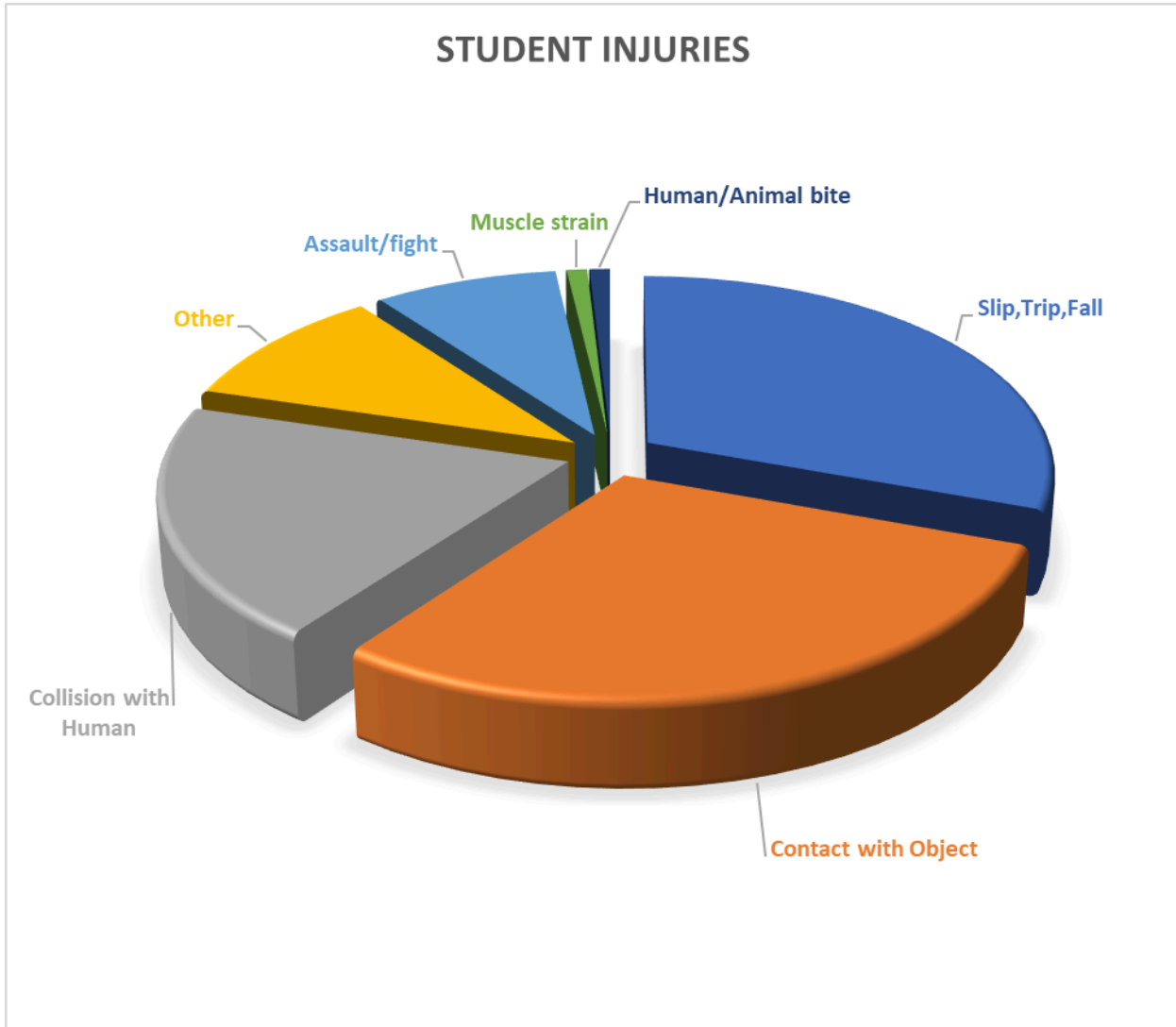
Associate Superintendents Report June 2024



Teacher/Sub Teacher/ Employee Incidents: Of the three reports above, no follow-up is required, and no WCB reporting.



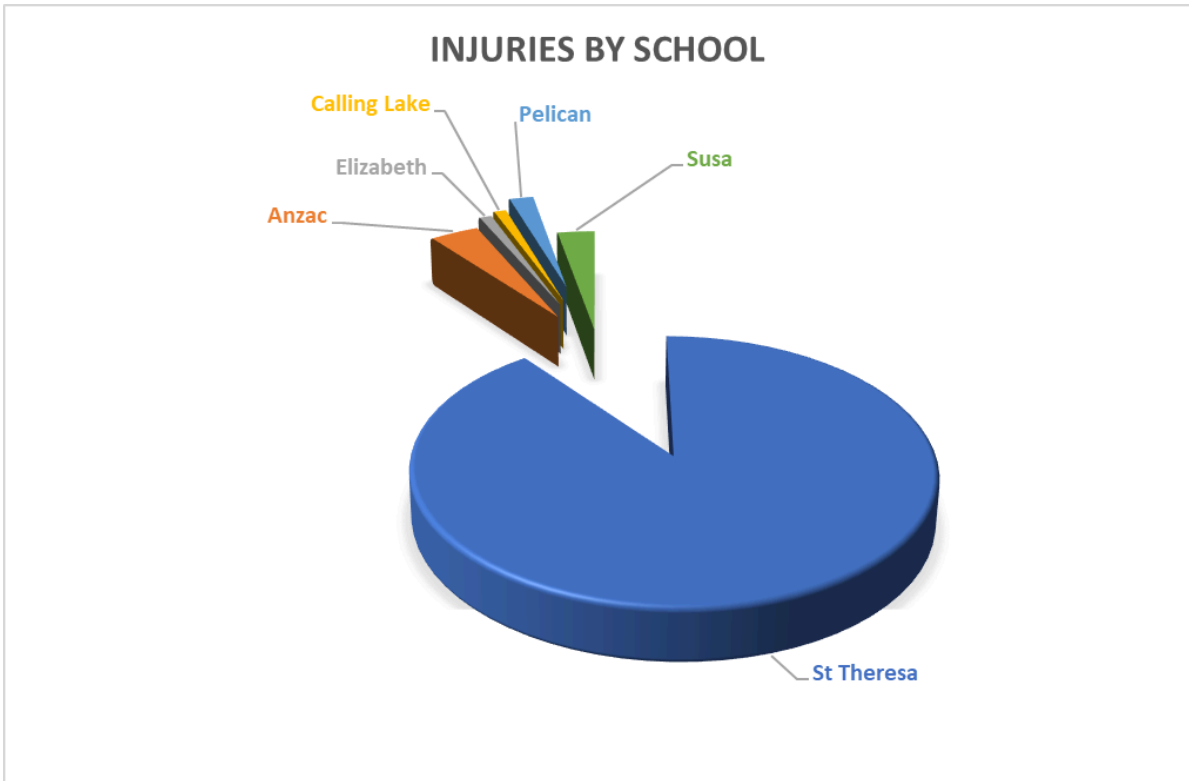
Students: 108 student Injuries April 27, 2024 - June 14, 2024





Occupational Health & Safety Report

June 2024





First Nations, Métis and Inuit Department Report

June 2024

Presented by: **Debbie Mineault, Director of FNMI**

The “What We Heard Report” (2024) affirmed that we are heading in the right direction by developing collaborative efforts between schools and communities. We repeatedly heard about more local involvement of parents, volunteers, Elders, and Knowledge Keepers to reclaim and revive Cree, Dene, and Metis identity.

As a result of the 2024-2027 Education Plan, Northland School Division is compelled to dive deeper into building relationships using TRC principles by involving Indigenous peoples and communities. We conducted a year-end survey to further gather insights from language teachers and principals about the importance of preserving and revitalizing culture, language, and land-based learning in their school communities.

We heard that our languages are declining in use between home and school and that we are facing a parental gap due to culture and language loss and a shortage of fluent speakers. Most communities reported that grandparents mostly speak Cree/Dene, which is not an everyday language. Students also need to learn where they come from to acquire a strong sense of belonging to their cultural practices on the land.

As per the Board’s approval of the 2024-2025 suggestions/recommendations in the draft report, we request funding to increase the number of learning opportunities connecting Elders, Knowledge Keepers, and Indigenous educators with NSD staff members.

The Director of First Nations, Metis and Inuit, Assistant, and newly appointed Indigenous Land-Based Learning Coach will implement Priority 1 to increase and strengthen visible connection to land, Indigenous languages, school communities and collaborative partnerships.

In addition to all schools having Indigenous language and culture instruction, the Director is requesting a budget of \$250,00 to design a seasonal plan using suggestions and recommendations. The plan request will include 3-4 PD sessions per year for language instructors to inspire and preserve local culture and language programming and weaving perspectives into the curriculum by working alongside Elders, Knowledge Keepers and educators to strengthen classroom instruction, partnerships and land-based pedagogy.

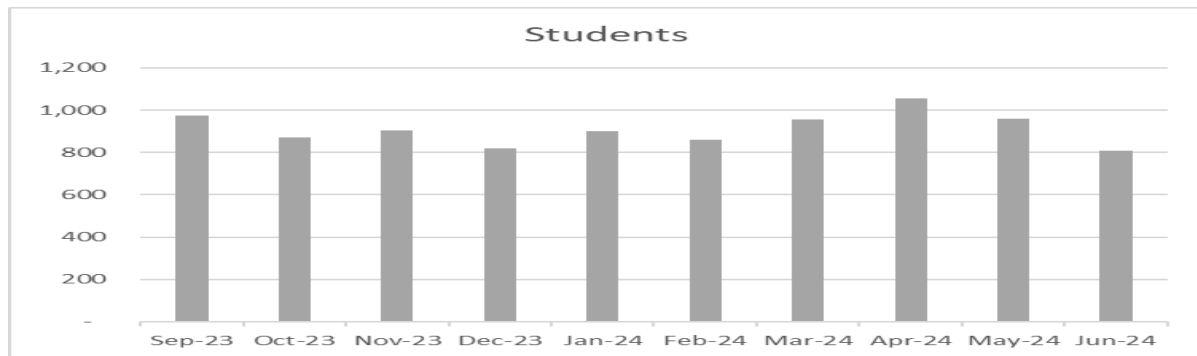
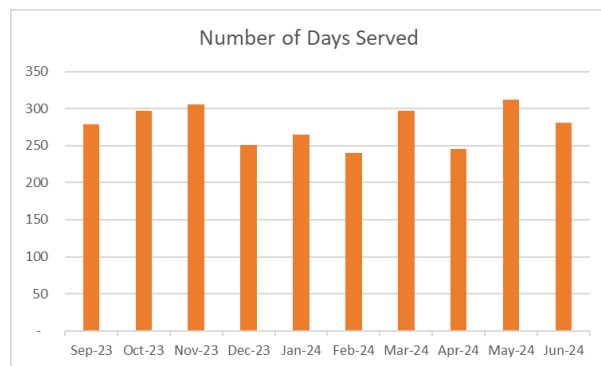
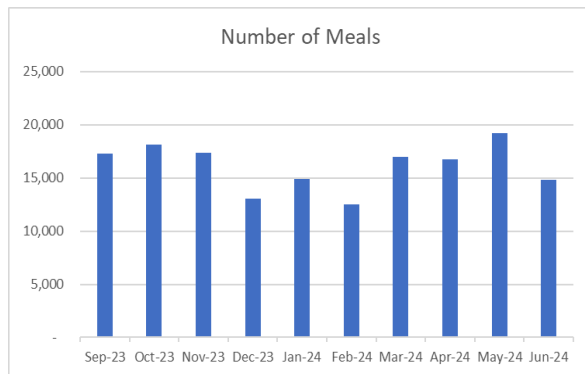


Food Services Overview

School Food Services offers healthy, cost-effective lunch meals and morning nutrition breaks to seventeen Northland School Division schools. Program consultants use Canada’s Food Guide to Healthy Living and the Alberta Healthy Nutrition guidelines to plan the menus. Twenty -Seven cooks are employed at the school, directly reporting to each Principal, with support from one operations manager and one program consultant. The program has an annual budget of \$2.1M.

Annual Student Numbers

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YEARLY TOTALS
Number of Meals	17,307	18,109	17,359	13,023	14,890	12,489	16,941	16,718	19,208	14,817	160,861
Number of Days Served	279	297	306	251	265	240	297	245	312	281	2,773
Students	975	870	905	818	901	858	957	1,054	958	809	9,105



Highlights and Improvements

School Food Services support Northland schools through the 2023-2024 year with some major accomplishments:

- The new Mistassiniy School opened at the end of January 2024, launching the new state-of-the-art kitchen space used for the lunch program and CTS programming for the students.

- During the Division-wide PD Days, the School Food Services Department provided morning snacks, lunches, and treats in three different locations, showcasing some of the new products coming for the 2024-2025 school year to all of the teachers and principals.
- Career Pathways, which relocated in May, was very well received by the community and is now serving its own morning Nutrition Break and Hot Breakfast on Fridays.
- Darcy Thomas was hired in January as the Operations Manager to lead the School Food Services Department.
- Federico Padagdag was hired in May 2024 to fill the vacant consultant role, working day to day in the schools training and developing our cooks' skills.
- Together they bring over 50 years of diverse culinary and training backgrounds to the schools. They both have a passion for cooking, experience in menu development and love being in the schools working and developing the cooks' abilities and increasing their knowledge.
- SFS celebrated the retirement of Emily Hunt after 30 years of dedicated hard work to the Northland School Division and all her successes.



Throughout 2023-24, School Food Services has supported numerous Community Engagement Dinners and Christmas Suppers for a few of the communities. We have been cooking alongside our cooks and previewing some of the new menu items at the dinners to allow feedback from the parents, teachers, and community leaders to ensure their satisfaction with the food we are going to continue to serve to the youth through this fall.



Future Plans

We have been working with our grocery supplier eCPS to put together a program in which the cooks can enter the grocery order into a tablet and also have the capacity to provide inventory reports. This new process will save the program consultant a considerable amount of time and



allow the Food Services Department to spend more time in schools teaching, developing cooks and eventually working with CTS programs and the kids.

In August, the cooks will be in Peace River for two days of hands-on training from our suppliers directly to ensure everyone has a comfortable understanding of how to use the tablets. This time will also be spent teaching some hands-on kitchen training with some of the new menu items to ensure all cooks can deliver top-quality meals back at their schools for fall 2024.

Another goal we are continuing to work on this year is streamlining School Food Services processes. This includes supporting the kitchen staff in entering absences electronically into Atrieve rather than sending paperwork to the central office. We will continue to offer Zoom courses in subjects such as food safety, safety in the workplace, and culinary skills virtual workshops through 2024.

In addition to these goals, the budget will be reviewed to consider replacing/upgrading the stoves in Anzac, Conklin, J.F. Dion, and Grouard.

Technology Services Department Board Report June 28, 2024

The 2023/24 school year has been a busy and exciting year for the technology services department. A significant event for our team was the opening of the new Mistassiniy School in Wabasca.

The Technology Services Department has been planning and preparing the technological infrastructure for the new school for over a year. When the school was handed over to NSD in January, our team worked diligently to put internet and Wi-Fi services in place and to ensure fully functional school technology for teaching, learning, and day-to-day business operations. The end result is a school



equipped with advanced technology for both teaching and learning. These tools include classrooms and collaborative learning spaces fitted with state-of-the-art interactive displays, modern multimedia tools in the gym, including a large screen digital wall, an advanced PA and alert system, digital signage in the foyer and administration areas, and an extensive Wi-Fi access point layout to effectively support enhanced 1:1 device usage.

Another exciting project this year has been the migration of the CSL elementary report card to a self-hosted service. Prior to the current school year, CSL was hosted by an outside vendor with the technology services department only managing the external user interface. With the impending discontinuation of vendor-hosted services and the planned sunsetting of the CSL report card tool, the technology services department needed to migrate the report card to a self-hosted server to be fully managed and hosted by NSD. We are pleased to announce that the migration went smoothly, and we are now independently supporting both the front and back end of the elementary report card tool. This has ensured that CSL remains available to elementary teachers and provides continuity for elementary assessment and reporting in NSD.

An additional achievement this year was the migration of Atrieve to a hosted service. Atrieve is the backbone that supports many finance and HR department processes and is essential to the efficient daily operations of NSD schools and the school division as a whole. This migration required the technology services department to undertake extensive preparation and remediation processes, which took over a year to complete. In the end, the migration of Atrieve to a PowerSchool hosted service was successful, and this has resulted in less downtime for the service, a faster connection speed, and greater department efficiency when using this tool.

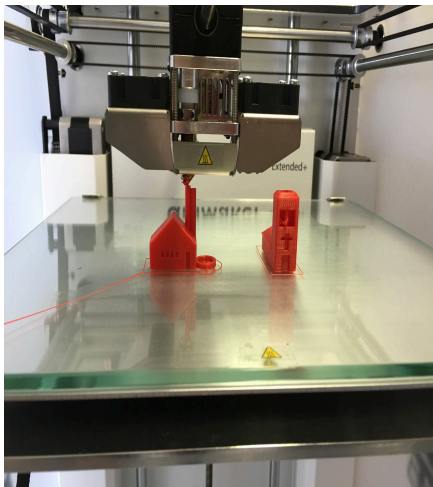
Technology Services Department Board Report June 28, 2024

Finally, numerous cybersecurity enhancements have been made over the last year to ensure that our network remains secure, protecting our data and ensuring that the technologies we need for daily operations are always available and functioning correctly. Recent network testing completed by an outside vendor verified that our network is tightly sealed and protected from cyber-attacks. Each year when our cyber insurance renews, we have taken an in-depth look at our security practices and are constantly adjusting and evolving to ensure that we have the most up-to-date controls in place.

Again, this has been a busy and successful year for the technology services department. Please read on to learn more about the department, our achievements over the last school year and a summary of the historical achievements we are most proud of over the last few years.

About Technology Services

The Northland School Division Technology Services department supports 19 schools and 3 office locations within a geographic area of 288,347 square kilometres. We serve approximately 1700 students and 400 staff. Our department consists of 8 staff members strategically located throughout the division's vast geographical area.



We are responsible for the complex network infrastructure that keeps the division connected, which includes everything from switches, routers, servers, Wi-Fi access points, phone systems, security cameras, and copiers to the swipe cards that open the doors at each school. We are also responsible for maintaining the software and systems that manage and store student records, report cards, attendance, finance, and human resources data.

We also provide support to students and staff users for learning management systems, various applications, user logins, email, and help for devices such as laptops and Chromebooks. In addition, we cover educational technology support in classrooms for both teaching and learning. This includes helping teachers with technology integration, support for classroom

Technology Services Department Board Report June 28, 2024

interactive displays, assistance with STEM learning and the use of technology tools such as robotics, 3D printers, and video conferencing equipment.

In addition to being present and visible in schools and classrooms when we are needed, we also work behind the scenes on cybersecurity initiatives that keep our network infrastructure and data secure while also protecting our users and their safety and privacy when they are online. Whether it be to support a user when a device isn't functioning correctly, provide assistance for email or user account issues, or troubleshoot a wifi or internet outage in a NSD site, the Technology Services department is here to help. Schools, students, and staff are our priorities while we provide timely and comprehensive support that keeps the division connected and allows technology to be used effectively, whether it be for teaching, learning, or for performing daily work-related tasks.

Achievements for 2023-2024

→ Ticketing and Support

During the 2023/23 school year, the Technology Services department completed 1701 tickets with an average help desk response time of 46 minutes and 9 seconds. The top requested support services were as follows:

- Email/user accounts
- Desktop/laptop/Chromebook
- Educational Technology
- Printers
- Internet/wifi
- Desk phones/cell phones
- Security cameras/PA/door systems
- PowerSchool/Atrieve
- Interactive displays
- DocuShare

→ Staffing

The Technology Services department is currently adequately staffed.

This has allowed the department to fulfill user ticket requests in a timely manner and to ensure that technology infrastructure is maintained while also undertaking important projects and keeping a close eye on cybersecurity within our network.

Technology Services Department Board Report June 28, 2024

→ Infrastructure

- ◆ New Mistassiniy School opening
- ◆ PA system replacement (2 schools)

→ Systems

- ◆ Atrieve migration

→ Cybersecurity

- ◆ Cybersecurity enhancements
- ◆ Cyber incident response plan
- ◆ Network infiltration testing (PEN testing)

→ Teaching and Learning

- ◆ CSL report card self-hosted migration
- ◆ Digital Skills Weeks (Nov-Dec)
- ◆ Digital Skills Weeks (March)

2021-2023

→ Ticketing and Support

Beginning in 2021, the technology services department fully implemented the use of a ticketing system (School Dude) in order to reduce a backlog of pending service requests and to ensure timely and equitable service and support to all division sites. We realigned the department workflows to ensure that all service requests are directed to the School Dude system, and then these requests are assigned to the technology services staff member who has the applicable knowledge and is geographically positioned to provide support. This has resulted in improvements to service delivery, decreased service time, enhanced tracking of school technology needs and a considerable reduction in outstanding service requests. We received a significant amount of positive feedback after this change was made.

→ Staffing

Over the last few years, technology services have made a number of staffing adjustments in order to provide improved support and to position the department for enhanced efficiency and effectiveness. We hired two new technicians and a new network administrator. We realigned the network administrator position to be an IT manager position. A systems analyst and a help desk position were also created. Both

Technology Services Department Board Report June 28, 2024

the systems administrator and the maintenance IT positions were realigned to report to the technology services department. We also made changes to the overall department structure to ensure adequate and equitable division-wide support coverage and to better align our structure with what would be expected of a school division with the size and geographic complexity of Northland.

→ Infrastructure

- ◆ UPS Installation project
- ◆ File server upgrades
- ◆ Copier replacement (all sites)
- ◆ Backup server replacement (two sites)
- ◆ Security camera replacement (2 schools)

→ Systems

- ◆ Active Directory Remediation

→ Cybersecurity

- ◆ Security Incident Event Management(SIEM)/Security Operations Centre(SOC)
- ◆ Two Factor Authentication
- ◆ Cybersecurity enhancements
- ◆ KnowBe4 phishing training and simulation
- ◆ Google security audit

→ Teaching and Learning

- ◆ Sora digital library implementation (all schools)
- ◆ 3D printers (all schools)
- ◆ Coding and robotics resources (all schools)
- ◆ Teacher laptop migration (all schools)
- ◆ Staff common use desktop installation (all schools)
- ◆ Classroom document cameras (all schools)
- ◆ Video conferencing cameras (all schools)
- ◆ Interactive display replacement (15 sites)
- ◆ Chromebook storage unit replacement (5 schools)
- ◆ NSD/Northern Coding Academy(TWOSE) partnership

Goals for the 2024-2025 School Year

Both the educational and informational technology landscapes are changing and evolving rapidly. Technology Services is continually monitoring challenges and trends within the industry to ensure that we remain current and responsive to the technology needs of our school division. A top concern over the last few years has been cybersecurity. Our department will need to continue to be responsive to the evolving threats to our division's technology ecosystem and align and adjust our systems and procedures accordingly. As such, monitoring and enhancing security practices will continue to be a driving force for the work we do over the next year.

Artificial intelligence is another continually evolving factor impacting school divisions and both teaching and learning. Generative AI is an advancing technology that is on our radar and the technology services department will need to be nimble to stay ahead of advancements in order to keep our staff and student users informed and to ensure sufficient practices and procedures are in place.

Also, 21st-century learning skills are essential for student engagement and the academic success of NSD learners. Accordingly, 21st-century learning requires that every student has sufficient access to a device such as a Chromebook when they need it for learning. In the past, the division has been able to maintain a 1:1 student-to-device ratio despite not having an actual budget earmarked for the purchase of student devices. Securing a budget for the purchase of student devices will continue to be a high priority for technology services over the next year.

Aging technology and network infrastructure is also an ongoing challenge for the Northland School Division. The replacement of aging network equipment and outdated school technology for learning continues to be a priority. Our current network infrastructure has become dated and in many locations, the infrastructure is between 10-15 years old. As network infrastructure ages, connection speed deteriorates, equipment is no longer supported by the original manufacturer, and older switches and routers no longer function correctly. As was the case at one school site last year when a switch suddenly reached the end of its life and stopped working. This left the site with no reliable internet access for several weeks until a replacement device could be located and installed.

When it comes to technology for communication, we currently have two end-of-life and end-of-support phone servers at the central office, with the second phone server already being replaced with a salvaged model. These two servers have limited remaining functionality.

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Replacing them is imperative for ensuring the viability and continuity of phone services across the school division. We currently have only one functional voicemail server at the central office, which provides no redundancy of services should that server fail. It is anticipated that replacing these services with cloud-based servers will improve long-term reliability and consistency and also prevent the loss of phone and voicemail services. Also, moving to cloud-based services will improve cost-effectiveness with upkeep and support services downloaded to the provider and power load and cooling responsibilities removed from our data centre, thereby saving on electricity.

Finally, in some schools, technology for teaching is reaching the end of life, thereby impacting student learning. For example, some school sites have interactive displays that are far beyond their expected life span, and when a projector bulb burns out, it is very difficult to order a new one because certain bulbs are no longer produced by the manufacturer. Although a recent project involved replacing the interactive displays at 15 division sites, four school sites still require their expired displays to be replaced.

In light of the various technology infrastructure needs mentioned above, the following three large-scale projects are anticipated over the next 1-2 years.

- Network infrastructure replacement project
- Phone system replacement project
- Interactive display project completion (4 schools)



Human Resources Year-End Report

Presented by: Krista Veitch, Associate Superintendent of Human Resources
June 28, 2024

HR/Payroll

Support staff were moved from 10-month employees back to 12-month employees, enabling year-round pay.

Streamlined processes and record keeping, ensuring that records are properly documented and maintained.

Housing

We are gathering quotes for landscaping work to be completed on the new homes in Wabasca, Calling Lake, and Conklin.

We continue to implement a service model and examine rental prices to ensure they are fair and equitable.

Reduced rent by \$50 a month, as we will cover the internet.

Certified staff in NSD housing will have their rent waived for July as a show of appreciation and as a retention effort.

Staff Vacancies and Hiring

Staff recruitment efforts included attending career fairs on the East Coast, in Toronto, and in Newfoundland. I am discussing with other school divisions to determine places in Canada where travelling for a Career Fair may benefit us in hiring. By the end of next week, we will have all the principal positions and learning coach positions filled. I want to acknowledge that there is a significant teacher shortage, which makes hiring a challenge.

We currently have a number of vacancies, but not all of them are essential for the start of school. However, hiring will be a priority. Also, retention is a focus. We are working on retention initiatives to keep our certified staff; we understand that this is linked to student success.

As discussed previously, as a proactive measure for possible staff shortages, we plan to fill any potential teaching vacancy by offering online school teachers and educational assistants. A unified divisional school timetable will help facilitate uninterrupted learning for children. Our goal is to have certified staff in place for all children.

We have updated and slimmed down our onboarding packages, as they sometimes hinder employment. To further facilitate creating an easy-to-apply structure we are developing an online application form.



Human Resources Year-End Report

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June 28, 2024

Staff Training

Northland is offering educational assistants the opportunity to gain their Educational Assistant Certification through Northern Lakes College. The program will be 100% funded through the Northland School Division. 16 educational assistants have initially signed up.

I am working on plans to provide training for educational assistants that reflects their needs.

I have found that many uncertified staff are not availing of their ASEBP benefits. I have reached out to schools and some staff to explain the available benefits. This work will continue in the fall.

We have provided training to secretaries and will continue this in the fall.

Student Services

I recently took over Student Services. I am interviewing and meeting with personnel to learn processes. I am creating plans for the restructuring of Student Services, including a collaborative services model. I am building up school-based expertise that can better serve our students promptly and equitably.

Collective Agreement

I finished negotiating the collective agreement in November and have identified areas for future negotiation. I also represented the Division at the Central Bargaining Table (TEBA).

OH&S

Increased training for principals on reporting staff and student accidents and injuries.

Administrative Procedures

MNP is working with me to identify gaps and concerns in the 400s APs. This report will be completed soon, and the necessary Administrative Procedures will be updated during the summer. I will also ensure that the APs are more in line with policies, the Collective Agreement, and best practices.