



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 24-07 AGENDA

Location: Mistassiniy High School	
Zoom:	
Meeting ID: Passcode:	Phone: 1 (587) 328-1099
Date: Saturday, September 28, 2024	Time: 10:00 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		-
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee		-
3.	Adoption of Agenda	All	Motion	-
4.	Closed Session	All	Motion	-

B. BUSINESS ARISING FROM CLOSED SESSION

C. BOARD MATTERS

D. MINUTES

No.	Title	Responsible	Action	Page No.
1.	June 28, 2024 Board Meeting Minutes	All	Motion	04
2.	Board Action Items	Superintendent Johnson	Information	13

E. BUSINESS ARISING FROM MINUTES



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F. CONSENT AGENDA

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Chair	Information	16
2.	Superintendent of Schools Report	Superintendent Johnson	Information	17
3.	Trustee Activity, Committee and/or Board Representative/Association Reports	Trustees	Information	20

G. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Acting Secretary-Treasurer	Superintendent Johnson	Motion	21
2.	Monthly Financial Report	Acting Secretary-Treasurer Aird	Information	22
3.	Student Engagement, Attendance & Completion Report	Associate Superintendent Owens	Information	24
4.	Monthly Enrollment Report	Superintendent Johnson	Information	29
5.	Policy 8 - Board Committees	Superintendent Johnson	Motion	31
6.	Policy 9 - Board Representatives	Superintendent Johnson	Motion	43
7.	Policy 11 - Board Delegation of Authority	Superintendent Johnson	Motion	48
8.	Year-End Audit Plan	Acting Secretary-Treasurer Aird	Motion	51
9.	Superintendent and Board of Trustees Evaluations	Superintendent Johnson	Motion	77
10.	Network Infrastructure Capital Project	Acting Secretary-Treasurer Aird	Motion	78
11.	Organizational Chart	Superintendent Johnson	Information	91
12.	Mistassiniy School's Education First Field Trip	Superintendent Johnson	Motion	93
13.	2023-2024 Tri-Annual Report #3	Superintendent Johnson	Information	102

H. MONITORING REPORTS

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations/Presentations Owen Gladue, Minister's Youth Council, at 1:00 p.m.	Superintendent Johnson	Information	
2.	Board Chair Highlights	Chair	Information	115



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3.	Superintendent Highlights	Superintendent Johnson	Information	121
4.	Deputy/Associate Superintendents' Report	Deputy Superintendent Meunier	Information	127
5.	Human Resources Department Report	Associate Superintendent Veitch	Information	130
6.	Media Relations Report	Media Relations Manager Walty	Information	133

I. PRELIMINARY DISCUSSION

No.	Title	Responsible
1.		
2.		

J. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

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

RECOMMENDATION: THAT the Board of Trustees approve the June 28, 2024 Regular Board Meeting minutes, as presented.
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BACKGROUND:
RISK ANALYSIS:



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-06
MINUTES**

Location: Zoom

Date: Friday, June 28, 2024

Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Cal Johnson	Superintendent of Schools
x	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
	Vacant	Trustee Ward 6	✓	Curtis Walty	Media Relations Manager
✓	Robin Guild	Board Chair	x	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 9:03 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. Moment of Silence**
The Board of Trustees and Administration had a moment of silence in memory of Trustee Thomas Auger.
- 5. Adoption of Agenda**
MOTION: Trustee McCamon moved that the Board of Trustees approve the agenda as presented.

25950/24 CARRIED



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-06
MINUTES**

6. Closed Session

MOTION: Trustee Fayant moved that the Board of Trustees go into a closed session with the Administration at 9:05 a.m.

25951/24 CARRIED

Trustee Rude left the meeting at 10:00 a.m.

7. Regular Session

MOTION: Trustee McGillivray moved that the Board of Trustees revert to regular session at 10:28 a.m.

25952/24 CARRIED

B. BUSINESS ARISING FROM CLOSED SESSION
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1. Ward 6 By-Election

MOTION: Trustee McCamon moved that the Board of Trustees leave the Ward 6 - Desmarais and Sandy Lake trustee position vacant until the School Board Elections in October 2025.

25953/24 CARRIED

2. Métis Nation of Alberta and Rupertsland Institute Education Service Agreement

MOTION: Trustee Fayant moved that the Board of Trustees authorize the Administration to enter into an education service agreement with the Métis Nation of Alberta and the Rupertsland Institute.

25954/24 CARRIED

C. BOARD MATTERS

There were no board matters at this time.



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-06
MINUTES**

D. MINUTES

1. May 9, 2024 Special Board Meeting Minutes

MOTION: Trustee Fayant moved that the Board of Trustees approve the May 9, 2024 Special Board Meeting minutes as presented.

25955/24 CARRIED

2. May 11, 2024 Regular Board Meeting Minutes

MOTION: Trustee McGillivray moved that the Board of Trustees approve the May 11, 2024 Regular Board Meeting minutes as presented.

25956/24 CARRIED

3. May 23, 2024 Special Board Meeting Minutes

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the May 23, 2024 Special Board Meeting minutes as presented.

25957/24 CARRIED

4. Board Action Items

Superintendent Johnson reviewed the Board Action Items with the Board of Trustees, and the 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
3. Trustee Activity, Committee and/or Board Representative/Association Reports

25958/24 CARRIED

F. ACTION ITEMS

1. Monthly Financial Report



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REGULAR BOARD MEETING NO. 24-06
MINUTES**

Secretary-Treasurer Glaudemans presented the Monthly Financial Report for May. 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 May 2024. This report was received and filed as information.

3. Monthly Enrollment Report

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

4. Policy 2 - Role of the Board

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 2 - Role of the Board.

25959/24 CARRIED

5. Policy 12 - Role of the Superintendent

MOTION: Trustee B. 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 12 - Role of the Superintendent.

25960/24 CARRIED

6. Policy 12 Appendix A - Superintendent Evaluation, Process, Criteria and Timeline

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 12 Appendix A - Superintendent Evaluation, Process, Criteria and Timeline.

25961/24 CARRIED

7. Policy 12 Appendix B - Performance Assessment Guide

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and



**NORTHLAND SCHOOL DIVISION
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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.

25962/24 CARRIED

8. Bishop Routhier School and Grouard Northland School Programming Pilot

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to pilot Grade 7 at Bishop Routhier School and Grade 10 at the Grouard Northland School effective September 1, 2024. School bus transportation will still be provided to families who wish to send their children to High Prairie for Grade 10.

25963/24 CARRIED

9. Bursaries and Scholarships

MOTION: Trustee McGillivray moved 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 the funds coming from the current year-end budget.

25964/24 CARRIED

10. Contract Bus Routes

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the contract awards to the recommended bidders as attached, except for the recommendation for Route 472 (Fishing Lake Feeder Bus), which will be reviewed further.

25965/24 CARRIED

11. September 2024 Organizational Meeting

MOTION: Trustee McGillivray moved that the Board of Trustees approve scheduling the September 2024 Organizational meeting on Saturday, September 21, 2024 in Wabasca.

25966/24 CARRIED



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REGULAR BOARD MEETING NO. 24-06
MINUTES**

12. September 2024 Board Meeting

MOTION: Trustee McCamon moved that the Board of Trustees approve scheduling the September 2024 board meeting on Saturday, September 21, 2024 in Wabasca.

25967/24 CARRIED

13. Borrowing Resolution

MOTION: Trustee McGillivray moved that the Board of Trustees approve the annual borrowing resolution as per Alberta Treasury Branch (ATB) in the amount of \$3 million, if required, to meet the current operating expenditures for the 2024-2025 school year.

25968/24 CARRIED

14. Contract Facilitator for Superintendent Evaluation

MOTION: Trustee McCamon moved that the Board of Trustees authorize the Administration to contract a facilitator to conduct the Superintendent's annual evaluation.

25969/24 CARRIED

15. Contract Facilitator for Board Evaluation

MOTION: Trustee McCamon moved that the Board of Trustees authorize the Administration to contract a facilitator to conduct the Board's annual evaluation.

25970/24 CARRIED

16. Chatter High Digital Resources

Associate Superintendent Owens presented information on Chatter High's digital resources to the Board of Trustees. Chatter High is a digital learning tool for K-12 that expands awareness of various topics such as financial literacy, health, wellness, and safety, colleges and universities, and humanities. The presentation on Chatter High was received and filed as information.



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17. Disposal of Assets - Buses

Secretary-Treasurer Glaudemans presented to the Board of Trustees a list of buses that the Administration would like to dispose of. The buses will be disposed of according to Administrative Procedure 518—Disposal of Division Property. There are seven (7) buses in the fleet, 6 of which require extensive bodywork and/or engine replacements. One bus was burnt in a garage fire at the shop while being repaired. This information was received and filed as information.

18. Bus Tender - Additional Bus to Replace Unit 590

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to purchase an additional 70-seater bus to replace Unit 590 from the Bus Centre for \$173,108.51, including tax, with the monies coming from capital reserves.

25971/24 CARRIED

19. Phone System Replacement Project

MOTION: Trustee J. Lamouche moved 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.

25971/24 CARRIED

20. Network Infrastructure Project

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to proceed with the Network Infrastructure 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.

25972/24 CARRIED

21. Mistassiniy School Welding Shop

MOTION: Trustee J. Lamouche moved 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.

25973/24 CARRIED



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 24-06
MINUTES**

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
 - e. FNMI Department Report
 - f. SFS Department Report
 - g. Technology Services Report
 - h. Human Resources Department Report

All reports were received and filed as information.

Associate Superintendent Veitch left the meeting at 11:41 a.m. and returned at 11:46 a.m.

Trustee Fayant left the meeting at 12:02 p.m.

H. PRELIMINARY DISCUSSION

The Board of Trustees discussed scheduling the board meetings on Saturdays for the 2024-2025 school year and agreed to give an additional five (5) management days to administration members involved with Board meetings.

I. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 12:27 p.m.

25973/24 CARRIED

Robin Guild, Board Chair

Johan Glaudemans, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 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
Board	27-Jan-2024	Administration	Board Concerns	Hillview School Signage	31-Aug-2024	Complete	Sept 17 2024 The sign has been replaced as requested. 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.
Board	23-Feb-2024	Administration	Board Concerns	Cultural Equity - small renovations to visibly see that our schools are Indigenous	31-Aug-2024	In Progress	
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	Complete	Attached is a link based on audited financials of several divisions for the 2021-22 and 2022-2023 school years.
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	
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	
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.
Board	19-Apr-2024	Administration	Discussion	Host a PD Session on the Community Based Education Teaching Program	30-Sep-2024	In Progress	Will target an October delivery for info session. I'll arrange it with the U of C and share with all
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	Presented a proposed communication at the August Principal's Meeting. Next step is launching a contest launch date and submission deadline.
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.
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		



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 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:** SEPTEMBER 28, 2024
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: Board Report as of September 20, 2024

June 28, 2024	Corporate Board Meeting
July 3, 2024	Minister of Education Meeting, Virtual
July 4, 2024	Chief Janvier Meeting, Virtual
August 7-9, 2024	PSBAA PD & PSBC Meeting, Grande Prairie
August 10-11, 2024	Board Retreat, Edmonton
August 22, 2024	New Teacher & Principal Orientation, Peace River
August 26, 2024	Welcome Back Message to Staff, Virtual
August 27, 2024	Meeting with the Metrix Group Auditors
September 5, 2024	Agenda Review, Virtual Policy Committee Meeting, Virtual



Superintendent's Report

C. Johnson

September 28, 2024

Mistassiniy School and Career Pathways Graduation	June 22, 2024
Attended the Mistassiniy School and Career Pathways Graduation in Wabasca.	
CRDAC Board & Executive Meeting	June 27, 2024
Corporate Board Meeting	June 28, 2024
Attended the monthly Corporate Board meeting.	
Minister of Education Meeting	July 3, 2024
Met with the Minister of Education, Chair Guild, and Vice Chair Fayant to discuss educational needs.	
Chief Janvier Meeting	July 4, 2024
Met with Chief Janvier and Chair Guild to discuss educational needs at the Father R. Perin School.	
Meeting with ATA and Principal	July 16, 2024
Meeting with Assistant Deputy Minister	July 25, 2024
Met with Assistant Deputy Minister Kindy Joseph and other school jurisdictions to discuss the wildfires.	
Met with Legal re: FOIP Request	July 30, 2024
Meeting with Assistant Deputy Minister	August 6, 2024
Met with Assistant Deputy Minister Kindy Joseph and other school jurisdictions to discuss an update on the wildfires.	
PSBAA & PSBC Meeting	August 8-9, 2024
Attended the PSBAA professional development day and the PSBC meeting in Edmonton.	
Executive Planning Meeting	August 9, 2024
Met with the Executive Team to discuss planning and the start-up of the 2024-2025 school year.	
Board Retreat	August 10-11, 2024
Participated in the Board Retreat with sessions on Governance and Unlearning colonialism.	

CASS/ASBOA Summer Learning Conference	August 14-16, 2024
In-Person Meeting with Alberta Ed Oversight Committee	August 14, 2024
Participated in the CASS/ASBOA Summer Learning Conference in Edmonton.	
New Science Curriculum Workshop/New Teacher Orientation and Principals' Orientation	August 18-22, 2024
Executive Members Evaluations	August 23-24, 2024
Meeting with the Mental Health Association	August 26, 2024
Math Minds Division Learning Session	August 29, 2024
Executive Directors and Learning Coaches in Person Collaboration Meeting	September 4, 2024
Participated in the new science curriculum workshop, new teacher and principal orientation in Peace River.	
Agenda Review	September 5, 2024
Attended the monthly Agenda Review meeting with Chair Guild and Vice Chair Fayant and Administration.	
Policy Committee Meeting	September 5, 2024
Attended the monthly Policy Committee meeting to review policies for the September board meeting.	
Interview with Lakeside Leader	September 5, 2024
Paddle Prairie Metis Settlement Meeting	September 6, 2024
Attended a "meet and greet" with Vice Chair Fayant and the Paddle Prairie Metis Settlement Council and Administration.	
Gift Lake Metis Settlement Meeting	September 9, 2024
Attended a meeting with the Gift Lake Metis Settlement Council along with Vice Chair Fayant.	
JUPA Agreement Meeting	September 11, 2024
Attended and participated in the JUPA Agreement meeting with Fort McMurray Public School Division, Fort McMurray Catholic School Division and the Regional Municipality of Wood Buffalo in Fort McMurray.	
Visit to Janvier, Conklin, Anzac	September 12, 2024
Anzac Community BBQ	September 12, 2024

ATC Cultural Festival	September 12-15, 2024
Participated in the annual ATC Cultural Festival in Fort McMurray.	
Gift Lake Community BBQ	September 16, 2024
Anzac and Bill Woodward Schools	September 18, 2024
Visited the Anzac Community School and the Bill Woodward School.	
Northland Games	September 19, 2024
Volunteered at the Northland Games in Fort McMurray.	



NORTHLAND SCHOOL DIVISION

TRUSTEE REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Tanya Fayant, Vice Chair, Ward 5
SUBJECT: July - September 2024

SUMMARY:	
Date	Description
Jul 3, 2024	Meeting with the Minister of Education
Jul 23, 2024	Meeting with Minister of Mental Health in Bonnyville
August 7-9	Grand Prairie - PSBAA
August 9-11	Board Development
August 21-23	Principal/Teacher Orientation in Peace River
Sep 5, 2024	Agenda Review and Policy Mtg
Sep 6, 2024	Meeting with Paddle Prairie Metis Settlement
Sept 9, 2024	Tour Grouard School, Meeting with Gift Lake Metis Settlement
Sept 18-20	Northland Games in Anzac



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Acting Secretary-Treasurer
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION
THAT the Board of Trustees appoint Douglas Aird as Acting Secretary-Treasurer of the Northland School Division, effective immediately until an incumbent has been hired.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Douglas Aird, Acting Secretary-Treasurer
SUBJECT: Monthly Financial Report
REFERENCE(S):
ATTACHMENTS: Monthly Financial Report as of July 31, 2024

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

BACKGROUND:

RISK ANALYSIS:



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

REVENUE	Budget				
	2023-24	YTD Budget	YTD Actual	Variance	%
Alberta Education	\$ 44,698,045	\$ 40,973,208	\$ 37,960,629	\$ (3,012,579)	(7)
Federal Government & First Nations	9,880,018	9,056,683	12,111,846	3,055,163	34
Other Revenue	1,870,899	1,714,991	2,331,351	616,360	36
	<u>\$ 56,448,962</u>	<u>\$ 51,744,882</u>	<u>\$ 52,403,826</u>	<u>\$ 658,944</u>	<u>1</u>
EXPENSES					
Schools	\$ 22,045,761	\$ 20,208,614	\$ 21,605,435	\$ (1,396,821)	(7)
Instructional Support	7,124,845	6,531,108	6,982,536	(451,428)	(7)
Instructional Supply	7,010,427	6,426,225	5,794,816	631,409	10
Transportation	3,854,628	3,533,409	3,701,422	(168,013)	(5)
Operations and Maintenance	9,076,052	8,319,714	9,210,206	(890,492)	(11)
External Services	3,857,191	3,535,758	3,994,395	(458,637)	(13)
System Administration	2,563,525	2,349,898	3,325,552	(975,654)	(42)
Corporate Board	453,068	415,312	592,101	(176,789)	(43)
Insurance (Buildings)	915,597	839,297	839,297	-	-
	<u>\$ 56,901,094</u>	<u>\$ 52,159,335</u>	<u>\$ 56,045,760</u>	<u>\$ (3,886,425)</u>	<u>(7)</u>
Accumulated Surplus utilization	\$ -	\$ -	\$ (1,205,350)	\$ (1,205,350)	-
NET SURPLUS (DEFICIT)	<u>\$ (452,132)</u>	<u>\$ (414,453)</u>	<u>\$ (2,436,584)</u>	<u>\$ (2,022,131)</u>	

VARIANCE ANALYSIS

Overall - At the end of the eleventh 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.

Additional provincial revenues are pending enrolment review.

Federal revenues have been helped by the higher 2023 tuition cost (subject to the final 2024 tuition calculation).

Expenses

Expenses are slightly over budget (+7%) due to spending in all program areas slightly higher than planned.

Certified salaries and benefits are 3% lower than budgeted due to vacancies in positions and positive cost variances.

Uncertificated salaries and benefits include 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 \$625K in IMR funded separately. Utility and maintenance cost pressures continue.

System Administration costs include restructuring and pooled costs for other programs, which will be allocated to each program and school.

External Services are also being monitored closely to ensure Housing operations, renovations and School Food Services remain on 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	\$ 18,353,193	\$ 17,831,032	\$ 522,161	3
Uncertificated salaries and benefits	14,150,837	12,971,601	16,807,279	(3,835,678)	(30)
	<u>\$ 34,172,502</u>	<u>\$ 31,324,794</u>	<u>\$ 34,638,311</u>	<u>\$ (3,313,517)</u>	<u>(11)</u>



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

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

SUBMITTED BY: Mark Owens, Associate Superintendent

SUBJECT: Student Engagement, Attendance, and Completion Report

REFERENCE(S):

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

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

BACKGROUND:

RISK ANALYSIS:



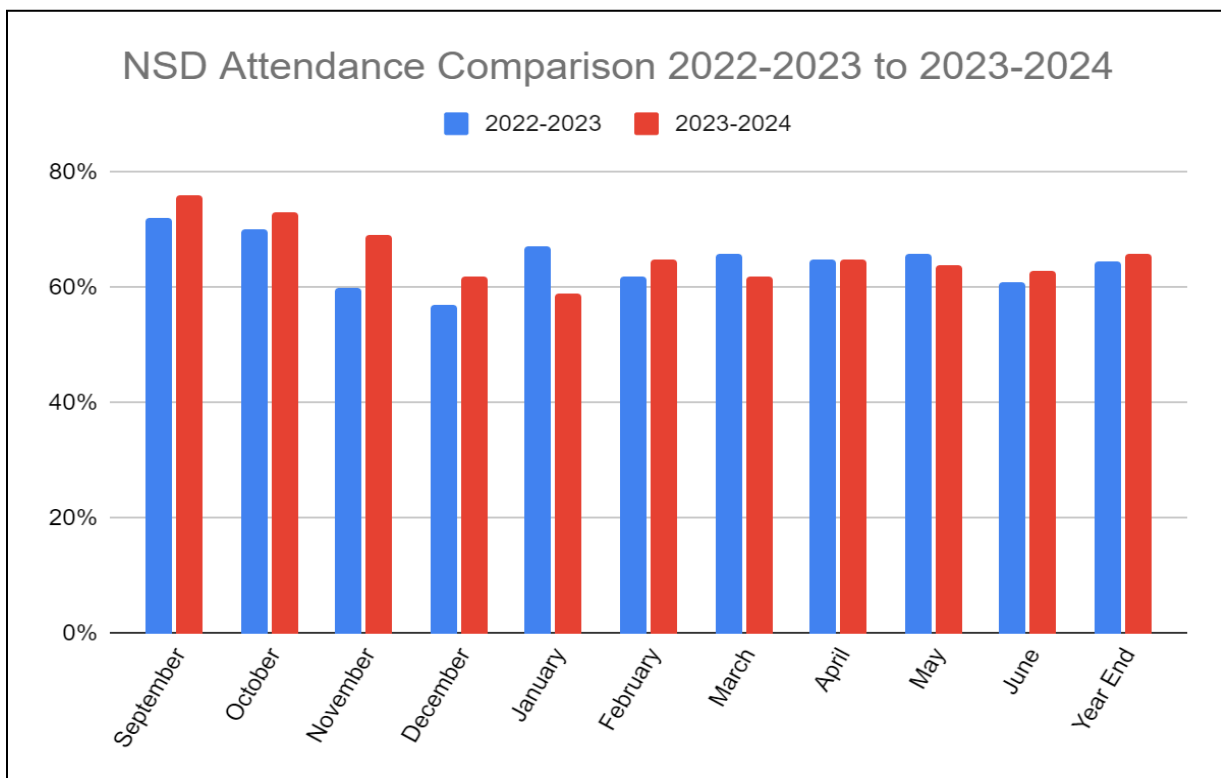
The Northland School Division

Director of Student Engagement, Attendance and Completion Board Attendance Report September 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%	63%	2%
Year End	65%	66%	1%



Highlights

- Overall division attendance increase of 1%
- Increase or maintain 70% of the year
- November showed a 9% increase in attendance division-wide
- 14/19 school showed an increase in attendance from June 2023 to June 2024

June 2023 to June 2024 attendance rates by individual school

School	June 2023	June 2024
Anzac	78%	78%
Bill Woodward	74%	73%
Bishop Routhier	67%	63%
Calling Lake	57%	59%
Chipewyan Lake	72%	82%
Conklin	69%	65%
Elizabeth	74%	74%
Father R Perin	38%	44%
Gift Lake	56%	59%
Grouard Northland	72%	82%
Hillview	65%	68%
JF Dion	77%	68%
Mistassiniy	48%	52%
Northland Online	52%	39%
Paddle Prairie	52%	52%
Pelican Mountain	62%	82%
St. Theresa	72%	75%
Susa Creek	63%	75%

Individual School Attendance rates by percentile for June 2024

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	27%	12%	16%	19%	8%	7%	11%
Bill Woodward	11%	16%	17%	19%	18%	8%	11%
Bishop Routhier	8%	0%	15%	25%	13%	16%	23%
Calling Lake	3%	11%	12%	14%	9%	14%	38%
Chipewyan Lake	12%	8%	44%	20%	8%	4%	4%
Conklin	5%	20%	10%	20%	20%	0%	25%
Elizabeth	15%	19%	22%	9%	12%	10%	13%
Father R Perin	0%	4%	11%	4%	11%	10%	59%
Gift Lake	7%	7%	15%	13%	14%	11%	34%
Grouard Northland	29%	24%	12%	9%	15%	3%	9%
Hillview	6%	16%	23%	6%	6%	13%	29%
JF Dion	9%	13%	24%	17%	7%	9%	20%
Mistassiniy	4%	9%	17%	11%	7%	7%	44%
Northland Online	7%	14%	6%	4%	6%	4%	60%
Paddle Prairie	0%	3%	9%	16%	12%	7%	52%
Pelican Mountain	0%	0%	100%	0%	0%	0%	0%
St. Theresa	20%	13%	19%	13%	12%	10%	13%
Susa Creek	17%	10%	27%	20%	13%	0%	13%

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%
June	71%	68%	54%	50%
Year End	72%	71%	60%	54%

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

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

School	Principal	June Attendance
Anzac	Amy Savill	78%
Chipewyan Lake	Brittney Lyon	82%
Grouard	Michelle Deering	82%
Pelican Mountain	Shelley Stevenson	82%
St Theresa	Shelley Stevenson	75%
Susa Creek	Tresha Moorhouse	75%

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

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

Grade Level	Name	School
K-3	Randy Courtoreille	Grouard
4-6	Letty Cardinal	Elizabeth
7-9	Leonidas Cardinal-Janvier	Elizabeth
10-12	Kaylee James	Mistassiniy



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Monthly Enrollment
REFERENCE(S):
ATTACHMENTS: Monthly Enrollment as of September 19, 2024

INFORMATION ITEM
The monthly enrollment report as of September 19, 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 RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Policy 8 - Board Committees
ATTACHMENTS: Policy 8 - Board Committees

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 8 - Board Committees.

BACKGROUND:
RISK ANALYSIS:

POLICY 8

BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the Education Act.

GENERAL SPECIFICATIONS

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers, and duties, membership, and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held through technology.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair, and Executive Secretary ~~Assistant~~ to the Board and Corporate Services **as soon as possible** if they are unable to attend a meeting ~~as soon as possible~~ so an alternate can be arranged and briefed.

STANDING COMMITTEES

Standing committees are established to assist the Board ~~with governance work~~ of an ongoing or recurring **governance of work** nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. Agenda Review Committee

- 1.1. Purpose
 - 1.1.1. To make decisions regarding agenda items for regular Board meetings.
- 1.2. Powers and Duties
 - 1.2.1. After careful consideration, to determine **the** items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board, **as determined**.
 - 1.2.2. Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.
- 1.3. Membership
 - 1.3.1. Board Chair
 - 1.3.2. Vice-Chair
 - 1.3.3. One (1) trustee on a rotational basis
 - 1.3.4. Superintendent and/or designate(s)

POLICY 8 BOARD COMMITTEES

- 1.3.5. The Board Chair shall be the chair of the Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.
- 1.4. Meetings
 - 1.4.1. At least two (2) weeks prior to each regular Board meeting.
- 2. Student Expulsion Committee**
 - 2.1. Purpose
 - 2.1.1. To make decisions regarding the recommendations for the expulsion of a student in consultation with the superintendent or designate.
 - 2.2. Powers and Duties
 - 2.2.1. On a recommendation for expulsion, reinstate or expel the student. If reinstated, state the date for return and conditions to be met. If expelled, state terms of expulsion and conditions for re-entry.
 - 2.2.2. Inform the Board of the action taken by the Committee.
 - 2.2.3. Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; and their legal and other responsibilities.
 - 2.3. Membership
 - 2.3.1. Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
 - 2.3.1.1. The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.
 - 2.3.1.2. The trustee for of the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.
 - 2.3.1.3. The Board Chair shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.
 - 2.3.2. Superintendent and/or designate(s) as a resource person to the Board.
 - 2.4. Meetings
 - 2.4.1. As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

POLICY 8

BOARD COMMITTEES

3. Board Advocacy Committee

3.1. Purpose

3.1.1. Guide and support the ongoing advocacy efforts of the Board.

3.1.2. Support the ongoing advocacy efforts of the Board.

3.2. Powers and Duties

3.2.1. Develop an action plan to support the Board's identified advocacy plan and Board Positive Path Forward Action Plan.

3.2.2. Identify key messages to support the advocacy plan.

3.3. Membership

3.3.1. The whole Board of Trustees

3.3.2. Media Relations Manager

3.3.3. Superintendent of designate, as required

3.3.4. Secretary-Treasurer, as required

3.3.5. Committee members will determine the committee chair at their first meeting.

3.3.6. The Media Relations Manager shall ensure the first meeting is called after the Organizational Meeting.

3.4. Meetings

3.4.1. As called by the Committee Chair

4. Local Bargaining Committee

4.1. Purpose

4.1.1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

4.2. Powers and Duty

4.2.1. Report to the Board from time to time.

4.2.2. Maintain confidentiality of negotiation proceedings

4.2.3. Present a tentative agreement to the Board for their consideration.

4.3. Membership

4.3.1. Maximum three (3) trustees

4.3.2. May include TEBA Representative

4.3.3. Superintendent or designate, if required

POLICY 8

BOARD COMMITTEES

- 4.3.4. Associate Superintendent of Human Resources
- 4.3.5. Secretary-Treasurer
- 4.3.6. The Board will appoint the Chair and Vice-Chair
- 4.4. Meetings
 - 4.4.1. To be called by the Committee Chair.

5. Professional Improvement Leave Selection Committee

- 5.1. Purpose
 - 5.1.1. To review teacher applications for professional leave for the following school year.
 - 5.1.2. This committee is part of the local collective agreement.
- 5.2. Power and Duties of Board Representative
 - 5.2.1. To attend selection committee meetings or ensure **an** alternate is arranged if **one** cannot attend.
 - 5.2.2. Represent the interest of the Board and its priorities.
- 5.3. Representation
 - 5.3.1. One (1) trustee; one (1) alternate
 - 5.3.2. Superintendent
 - 5.3.3. One (1) teacher from the ATA local.
- 5.4. Meetings
 - 5.4.1. One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent.

6. Attraction and Retention Committee

- 6.1. Purpose
 - 6.1.1. To facilitate communication between the Board and the Local Teachers' Association.
 - 6.1.2. To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing, isolation, and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.
 - 6.1.3. This committee is part of the local collective agreement.
- 6.2. Power and Duties of Board Representative

POLICY 8

BOARD COMMITTEES

- 6.2.1. To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
- 6.2.2. Represent the interest of the Board and its priorities.
- 6.2.3. Provide a report to the Board after each meeting.
- 6.2.4. The Superintendent or designate shall ensure the first meeting is called.
- 6.3. Representation
 - 6.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members. **The same trustees will sit on both the Attraction and Retention Committee and the Teaching and Learning Committee.**
 - 6.3.2. Superintendent or designate
 - 6.3.3. Associate Superintendent of Human Resources
 - 6.3.4. The committee members shall determine the chair at their first meeting.
- 6.4. Meetings
 - 6.4.1. No less than two (2) per year to be called by the Committee Chair.
 - 6.4.2. The first meeting of the committee will occur no later than November of any school year.

7. Teaching and Learning Committee

- 7.1. Purpose
 - 7.1.1. To facilitate communication between the Board and the Local Teachers' Association.
 - 7.1.2. To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
 - 7.1.2.1. Examining and providing feedback for proposed Board policy; and
 - 7.1.2.2. Exploring innovative professional practices specific to Northland schools.
 - 7.1.2.3. This committee is part of the local collective agreement.
- 7.2. Power and Duties of Representative
 - 7.2.1. Represent the interest of the Board and its priorities.
 - 7.2.2. Provide a report to the Board after each meeting.

POLICY 8

BOARD COMMITTEES

7.3. Membership/Representation

- 7.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members. The same trustees will sit on both the Attraction and Retention Committee and the Teaching and Learning Committee.
- 7.3.2. Superintendent or designate
- 7.3.3. Associate Superintendent of Human Resources
- 7.3.4. The committee shall determine their chair at their first meeting
- 7.3.5. The Superintendent or designate shall ensure the first meeting of each school year is called.

7.4. Meetings

- 7.4.1. No less than two (2) per year to be called by the Committee Chair.
- 7.4.2. The first meeting of the committee will occur no later than November of any school year.

8. Occupational Health & Safety (OH&S) Committee

8.1. Purpose

- 8.1.1. Is formed and operates in accordance with the Occupational Health and Safety Act, effective June 1, 2018.
- 8.1.2. Provide an OHS compliance in the Division and make recommendations to the Executive Team for action.

8.2. Powers and Duties of Representative

- 8.2.1. Attend OH&S meetings as required.
- 8.2.2. Represent the interest of the Board and its priorities.
- 8.2.3. Support the work of the OH&S Committee.
- 8.2.4. Provide a report to the Board after each meeting.

8.3. Representation

- 8.3.1. Board representative: One (1) trustee; one (1) alternate
- 8.3.2. Cross-organizational representatives from all major operations of the Division,
- 8.3.3. Superintendent or designate
- 8.3.4. Safety Officer
- 8.3.5. Other members as required by the Act.

POLICY 8

BOARD COMMITTEES

8.3.6. Committee members shall determine the committee chair at their first meeting.

8.3.7. The Superintendent shall ensure the first meeting is called.

8.4. Meetings

8.4.1. As called by the Committee Chair to ensure meets the requirements of the Occupational Health and Safety Act.

9. *Student Scholarship and Bursaries Committee*

9.1. Purpose

9.1.1. To review student scholarship and bursary applications and select recipients.

9.2. Powers and Duties

9.2.1. Attend scheduled meetings prior to May 30 every school year to select recipients.

9.2.2. Bring the committee's selection to the June Board meeting for information.

9.3. Membership

9.3.1. One (1) trustee; one (1) alternate

9.3.2. Superintendent or designate

9.3.3. Director of First Nation, Metis and Inuit Learner Success

9.4. Meetings

9.4.1. One (1) meeting every year prior to the June Board meeting.

10. *Wellness Committee*

10.1. Purpose

10.1.1. To develop, implement and evaluate a comprehensive workplace health promotion program.

10.2. Powers and Duties of Board Representative

10.2.1. Attend meetings as required.

10.2.2. Represent the interests of the Board and its priorities.

10.2.3. Provide a report to the Board after each meeting.

10.3. Representation

10.3.1. Two (2) Trustees, one (1) alternate

POLICY 8

BOARD COMMITTEES

- 10.3.2. Superintendent or designate
- 10.3.3. One (1) Associate Superintendent
- 10.3.4. Two (2) teachers, the ATA Local President and One (1) support staff
- 10.3.5. The committee shall select their chair at the first meeting,
- 10.3.6. The Superintendent or designee shall ensure the first meeting is called.

10.4. Meetings

- 10.4.1. As scheduled.

11. Audit and Finance Committee

11.1. Purpose

- 11.1.1. To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.
- 11.1.2. To assist with the development of the budget process and budget, in consultation with the administration.
- 11.1.3. To attend to other matters as the board may determine in the establishment of the audit and finance committee.

11.2. Powers and Duties of Board Representative

- 11.2.1. The committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 11.2.1.1. With the consent of the Board, retain outside counsel, accountants, or others to advise the Committee or assist in the conduct of an investigation.
 - 11.2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the Committee's request or that of associated external parties.
 - 11.2.1.3. Meet the Division officers, external auditors, or outside counsel as necessary.
- 11.2.2. The committee will carry out the following responsibilities:
 - 11.2.2.1. Financial Statements:
 - 11.2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions.

POLICY 8 BOARD COMMITTEES

- 11.2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties, encountered.
- 11.2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question and other information known to Committee members, and reflect appropriate accounting principles; and
- 11.2.2.1.4. Review with management and the auditors all matters required to be communicated to the entire Board
- 11.2.2.2. Internal Control:
 - 11.2.2.2.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
 - 11.2.2.2.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- 11.2.2.3. Audit:
 - 11.2.2.3.1. Review the auditor's proposed audit scope and approach
 - 11.2.2.3.2. Review the performance of the auditors, and provide recommendations to the Board concerning the final approval ~~on~~ of the appointment or the discharge of the auditors
 - 11.2.2.3.3. On a needs basis, meet separately with the auditors to discuss any matters that the Committee or auditors believe must be discussed privately.
- 11.2.2.4. Compliance:
 - 11.2.2.4.1. Review the findings of any examination by regulatory agencies and any audit observations
 - 11.2.2.4.2. Obtain regular updates from management and Division legal counsel regarding compliance matters.
 - 11.2.2.4.3. Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact ~~upon~~ on Board operations.

POLICY 8

BOARD COMMITTEES

11.3. Membership

11.3.1. Audit and purpose of the committee

11.3.1.1.1. Three (3) trustees; one (1) of the three trustees will act as the Chair of the Committee.

11.3.1.1.2. Two (2) members of the general public, who are independent ~~to~~ **of** the Division, have no relationship to the audit firm and ~~who~~ are financially literate.

11.3.1.1.3. Superintendent or designate

11.3.1.1.4. Secretary-Treasurer

11.3.2. Finance (budget) purpose of the committee

11.3.2.1. The same membership as above. The purpose of using the same trustees is to provide training on the budgeting process, to help deepen their understanding of the financial statements.

11.4. Meetings

11.4.1. The committee will meet at least once a year, ~~with~~ **and has the** authority to convene additional meetings, as circumstances require.

11.4.1.1. All committee members are expected to attend each meeting, in person or via tele- or video-conference

11.4.1.2. The Committee will invite members of management, auditors, or others to attend meetings and provide pertinent information, as necessary.

11.4.1.3. It may hold private meetings with auditors and executive sessions

11.4.1.4. Minutes of the meeting will be prepared. Committee reports shall be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate.

12. Policy Review Committee

12.1. Purpose

12.1.1. To prepare recommendations for new Board policies as well as amendments/deletions to existing Board policies

12.1.2. All recommended amendments will be brought forward to the Board at a regular public Board meeting.

12.2. Powers and Duties

12.2.1. To receive information from trustees/administration/stakeholders and to discuss/develop/review policy positions as per the Policy Review

POLICY 8

BOARD COMMITTEES

Schedule or as directed by the Board.

- 12.2.2. To review Board Policies on a regular schedule as per Policy 10: Policy Making and provide recommendations to the Board regarding amendments, changes, and deletions required.

12.3. Membership

- 12.3.1. One trustee to serve as Chair and two other trustees.
- 12.3.2. Superintendent and/or designate(s).
- 12.3.3. A Trustee shall be the chair of the Policy Review Committee but may assign chairing duties to someone else at the meeting if they so wish. The chair shall be named at the first meeting called and will be on an annual rotational basis.

12.4. Meetings

- 12.4.1. As per the Policy Review Schedule and shall meet at least two (2) weeks prior to each regular Board meeting. Additional meetings may be arranged by the Chair.
- 12.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and Superintendent and/or designate and record meeting summaries for all meetings.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreement



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

DATE: SEPTEMBER 28, 2024

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: Policy 9 - Board Representatives

ATTACHMENTS: Policy 9 - Board Representatives

RECOMMENDATION:
<p>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 8 - Board Representatives.</p>

BACKGROUND:
RISK ANALYSIS:

POLICY 9

BOARD REPRESENTATIVES

The Board may appoint Trustees to represent the Board on various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations to further student success.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as determined at the annual Organizational Meeting. Appointed Trustees are responsible to inform for informing the assigned Alternate, if applicable, the Chair and Executive Assistant if they are unable to attend.

The Board representative will provide a report to a subsequent Board meeting.

1. Alberta School Boards Association (ASBA) Zone

Meetings Purpose of the Association Zones

- 1.1.1 Act as a forum for discussion of relevant, timely, and emerging issues identified from individual boards, ASBA Board of Directors, Alberta Education, and other sources.
- 1.1.2 Discuss and/or develop policy issues for submission at the Fall General Meeting of the ASBA.
- 1.1.3 Facilitate the development of trustee skills and knowledge.
- 1.1.4 Act on action requests from the ASBA Board of Directors.

1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend ASBA Zone meetings.
- 1.2.2 Represent the Board's positions and interests at the Zone level.
- 1.2.3 Communicate to the Board the work of the ASBA Zone.
- 1.2.4 Build relationships.

1.3 Representation

- 1.3.1 One (1) trustee; one (1) alternate per Zone
- 1.3.2 All trustees may attend ASBA Zone 1 or ASBA Zone 2/3, subject to what zone is closest and most cost-effective to attend.

POLICY 9

BOARD REPRESENTATIVES

- 1.4 Meetings
 - 1.4.1 As called by ASBA Zone.

- 2. Organizations that the Board determines are important to have a strong partnership with. Organizations that the Board - appoints representatives to shall be reviewed and determined at each Organizational Meeting. The listing of organizations shall be posted on the Northland School Division website in “Board Information” under “Governance.”
 - 2.1 Purpose of the Liaison
 - 2.1.1 To explore and/or strengthen partnership opportunities/challenges.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Meet with organization representatives to:
 - 2.2.1.1 Explore ways to ensure/enhance student success.
 - 2.2.1.2 Share successes.
 - 2.2.1.3 Ensure effective two-way communication.
 - 2.2.1.4 Build relationships.
 - 2.2.2 Represent the Board’s positions and interests at meetings.
 - 2.3 Representation
 - 2.3.1 One trustee; one alternate per organization.
 - 2.4 Meetings
 - 2.4.1 At least one (1) time per term.

- 3. **Public School Boards’ Association of Alberta (PSBAA) Council**
 - 3.1 Purpose of the Association Council
 - 3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice and to address public school education issues on a provincial level to effect change and improvement.
 - 3.2 Powers and Duties of the Board Representative
 - 3.2.1 Attend PSBAA Council meetings as required.
 - 3.2.2 Represent the Board’s positions and interests at PSBAA Council meetings.
 - 3.2.3 Communicate to the Board the work of the PSBAA Council.
 - 3.2.4 Build relationships.

POLICY 9

BOARD REPRESENTATIVES

- 3.3 Representation
 - 3.3.1 One (1) trustee; one (1) alternate.
- 3.4 Meetings
 - 3.4.1 As called by the PSBAA Council.

4. Teachers Employer Bargaining Association (TEBA)

- 4.1 Purpose of TEBA
 - 4.1.1 Represent the Board at meetings of TEBA.
- 4.2 Powers and Duties of the Board Representative
 - 4.2.1 Must attend all TEBA meetings as TEBA regulations do not allow alternates. If the appointed Board representative does not attend the meeting, Northland will not have input or a vote if it is called.
 - 4.2.2 Represent the Board's position and interests.
 - 4.2.3 Communicate to the Board the work of TEBA.
- 4.3 Representation
 - 4.3.1 One (1) trustee (no alternates are allowed as per TEBA regulations).
- 4.4 Meetings
 - 4.4.1 As called by TEBA.

5. Northland School Division (NSD) Act Partner Engagement

- 5.1 Purpose of Engagement with Partners
 - 5.1.1 To gather input with respect to establishing the Board's strategic direction.
- 5.2 Powers and Duties of the Board and/or Board Representative(s)
 - 5.2.1 The Board shall develop and implement a "NSD Act Partner Engagement Plan" for meeting with partners outlined in the NSD Act at least once within the 12-month period immediately following each general election; to gather input into the Board's strategic direction.
 - 5.2.2 See also Policy 21 Appendix A, School Council Conflict Resolution and Administrative Procedure 159 Community Engagement, Appendix A Community Engagement Framework, and Appendix B Community Engagement Process.

POLICY 9

BOARD REPRESENTATIVES

- 5.3 Northland School Division Act Partners
 - 5.3.1 First Nations, Metis, and other communities with respect to which the Board provides educational services;
 - 5.3.2 Metis Settlement General Council;
 - 5.3.3 Treaty 8 First Nations of Alberta.
- 5.4 Meetings
 - 5.4.1 The Board and/or representatives shall meet at least once with the partners identified above within the 12-month period immediately following each general election.

6. Rural Caucus of Alberta School Boards (RCASB)

- 6.1 Purpose of the Rural Caucus
 - 6.1.1 To lobby the Provincial government as a group for rural transportation.
- 6.2 Powers and Duties of the Board Representative
 - 6.2.1 Attend RCASB meetings.
 - 6.2.2 Represent the Board's positions and interests.
 - 6.2.3 Communicate to the Board the work of the RCASB
 - 6.2.4 Build relationships.
- 6.3 Representation
 - 6.3.1 One (1) trustee; one (1) alternate
- 6.4 Meetings
 - 6.4.1 As called by RCASB.

Legal Reference: Section 33, 34, 51, 52, 53 Education Act
Policy 21 Appendix A, School Council Conflict Resolution
AP 159 Community Engagement
AP 159 App A Community Engagement Framework
AP 159 App B Community Engagement Process
[Board Representation to Organizations](#)
[Terms of Reference Board Representation](#)



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Policy 11 - Board Delegation of Authority
ATTACHMENTS: Policy 11 - Board Delegation of Authority

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 11 - Board Delegation of Authority.

BACKGROUND:

RISK ANALYSIS:

POLICY 11 BOARD DELEGATION OF AUTHORITY

The Education Act allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or to exercise any power that the Board may do or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the Education Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the Education Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves ~~to itself~~ the authority to make decisions on specific matters requiring Board approval. This reserved authority ~~of the Board~~ is set out in Board policies, as **which are** amended from time to time.

Further, the Board requires that any significant new provincial, regional or local obligations must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the Education Act, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend ~~from~~ the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 3.1 Dispute Resolution.
 - 3.2 Early Childhood Services.
 - 3.3 Student Evaluation.
 - 3.4 Surplus Land and Buildings.
 - 3.5 Teacher Growth, Supervision, and Evaluation.



POLICY 11 BOARD DELEGATION OF AUTHORITY

4. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the Education Act.

Legal Reference: Section 33, 51, 52, 202, 203, 204, 206, 209, 210, 213, 214, 215, 217, 218, 219, 222 Education Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Douglas Aird, Acting Secretary-Treasurer
SUBJECT: Year-End Audit Plan
REFERENCE(S):
ATTACHMENTS: Audit Planning Report & Engagement Letter

RECOMMENDATION:
THAT the Board of Trustees approve the 2023-2024 audit plan as presented and authorize the Board Chair to approve the engagement letter.

BACKGROUND:
As per the Board Work Plan, the external auditors develop an audit plan each year for the year-end audit and present it to the board.

The audit enhances the confidence of users in the financial statements through the expression of an opinion by the auditor on whether the financial statements are prepared in all material respects in accordance with Canadian public sector accounting standards.

The audited financial statements are prepared by the administration with oversight from those charged with governance. The auditor is responsible to the Board and examines the financial records and operations on their behalf to determine whether the information reported in the financial statements is presented fairly. The auditor communicates this assessment to the Board through the audit opinion.

If the auditor discovers the financial statements depart materially from the applicable financial reporting framework, this fact is disclosed in the auditor’s report.

RISK ANALYSIS:
The auditors are governed professionals retained for their expertise. The risk is low.



NORTHLAND SCHOOL DIVISION






Audit Planning Report

For the year-ended August 31, 2024

August 19, 2024



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EXECUTIVE SUMMARY

Purpose of this report

We are pleased to provide you with our audit planning report for Northland School Division (the “Division”) for the year-ended August 31, 2024. The purpose of this report is to:

1. Communicate clearly with Board of Trustees (“Board”) what our responsibilities are in relation to the financial statement audit.
2. Provide an overview of the planned scope and timing of the audit.
3. Obtain from the Board information relevant to the audit.
4. Promote effective two-way communication between the Board and the auditor.

Services to be provided

We have been engaged to perform the following services.

- Audit of the Division’s financial statements
- Preparation of the Division’s financial statements
- Specified audit procedure engagement for the Division’s Local Authorities Pension Plan (“LAPP”).

Audit fees

We estimated our audit fees to be in accordance with those quoted in our engagement letter to the Division. The fee estimate, which does not include out-of-pocket expenses, is based on the assumption the Division will provide all necessary supporting working papers, and that minimal adjusting journal entries will be required.

Engagement team

Team member	Role	Experience
<p>Jeff Alliston, CPA, CA Engagement Partner</p>	<p>As the engagement partner, Jeff will have the responsibility of leading the audit and will be responsible for the quality and timeliness of the audit.</p> <p>Jeff will also be available throughout the audit process and will attend the Board meeting with management and present the financial statements.</p>	<p>Jeff holds over 15 years of public sector auditing experience working with municipalities of all types and sizes.</p> <p>He has also delivered many presentations on public sector topics and is also a member of the Emerging Issues Task Force as administered by the Government Finance Officers Association – Alberta Chapter.</p>
<p>Nichia Roque, CPA Manager</p>	<p>Nichia joined the Division audit in 2020 and will lead the team as the engagement manager.</p> <p>Nichia will be responsible for planning, executing, and reporting the audit.</p>	<p>Nichia specializes in providing assurance services to public sector entities, not-for-profit organizations, and school divisions.</p> <p>Nichia has in-depth knowledge of the Division's processes, transactions, and requirements.</p>

Responsibilities

It is important for the Board to understand the responsibilities that rest with the Division and its management and those that belong to the auditor in relation to the financial statement audit.

Our responsibilities

Our audit of the Division's financial statements will be performed in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly in all material respects, the financial position, the results of operations and cash flows of the Division in accordance with Canadian public sector accounting standards.

Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements.

The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

Canadian generally accepted auditing standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to the Board.

Responsibilities of management and those charges with governance

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Those charged with governance, the Board, is responsible for overseeing the Division's financial reporting process.



MATERIALITY

Materiality in an audit is used as a guide for planning the nature and extend of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Misstatements, individually or the aggregate, are considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has reasonable knowledge of business and economic activities, would be changed or influenced by such misstatements or the aggregate of all misstatements. The materiality decision is based on our professional judgement taking into consideration quantitative and qualitative factors.

Materiality	Comments	Preliminary balances ¹
Benchmark	We have concluded that the use of operating expenses is an appropriate benchmark for calculating materiality.	
Planning materiality	4% of the relevant benchmark has been determined to be appropriate.	\$2,305,400
Performance materiality	75% of planning materiality, used primarily to determine the nature, timing and extent of audit procedures.	\$1,729,100
Trivial threshold	We have set the trivial threshold at 5% of materiality used to accumulate misstatements identified during the audit.	\$115,300

¹ Preliminary materiality balances are based on prior year results which are subject to change due to procedures performed. If actual results vary significantly, we will communicate these changes the Board as part of our year-end communication.



PLANNED SCOPE

Audit approach

Based on our knowledge of the Division, we are planning on utilizing a combined approach testing internal controls that are relevant to the audit in addition to planned substantive procedures. This approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining assurance through tests of controls, we are able to place reliance on the control environment and reduce the number of substantive procedures required.

Our response to significant risks

Our planned procedures have been designed in response to risks identified during our risk assessment. We have identified the following areas of focus for the audit.

Areas of Focus	Why it Matters	Our Response
Management override of controls	<ul style="list-style-type: none"> - Under Canadian Auditing Standards (“CAS”), there is a presumed fraud risk due to the potential of management override of controls through manual journal entries. <p>We have not identified any indicators of additional risks with respect to management override of internal controls.</p>	<ul style="list-style-type: none"> - Using data analytics, we will identify a sample of journal entries and other adjustments and assess the business rationale of the entries recorded.

Planned Scope (continued)

Areas of Focus	Why it Matters	Our Response
Revenue recognition (including deferred revenue)	<ul style="list-style-type: none"> - There is risk of premature revenue recognition of funding amounts received with external restrictions attached to them (e.g., Government of Alberta, federal government, ...etc.). 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls in place regarding revenues received. - We will review the recognition of amounts subject to external restrictions to ensure they are correctly recognized. - We will examine related agreements and other source documentation containing guidance for the purpose and use of the restricted funds. - We will assess the completeness and existence of deferred revenue recorded. - Where possible, we will coordinate with procedures performed over accounts receivable and tangible capital assets.
Operating expenses (including accounts payable and accrued liabilities)	<ul style="list-style-type: none"> - There is an inherent risk with fraudulent expenses being recorded. - There is the risk that expenses have not been recorded in the appropriate reporting period. That is, expenses have been prematurely recorded (cut-off). - Conversely, there is the risk that expenses related to the reporting period have not been fully accrued. 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls in place regarding procurement and payment. - We will perform inquire with management and review subsequent Board minutes. - We will select a sample of expenditures recorded and agree the amounts to supporting documentation. - We perform a search for unrecorded liabilities. - We will examine accrued liabilities for accuracy and cut-off.

Areas of Focus	Why it Matters	Our Response
Salaries, wages and benefits	<ul style="list-style-type: none"> - There is the risk that fraudulent (ghost) employees have been created. - There exists the risk that employees are paid at a rate inconsistent with their employment contract. 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls in place regarding payroll and human resource activities. - We will perform tests of controls over significant payroll controls. - We will perform substantive analytical procedures over salaries, wages and benefits. - Where required, we will design and perform additional substantive procedures to address any additional risk factors that we may identify. - We will coordinate procedures with the LAPP agree-upon procedures engagement.
Cash and cash equivalents (including interest income)	<ul style="list-style-type: none"> - There is an inherent risk of fraud related to cash and cash equivalents. - Cash and cash equivalents are material balances to the Division. 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls implemented over cash and other treasury activities. - We will obtain the line of credit agreement and assess compliance with restrictive covenants (if any). - We will obtain third-party audit evidence to test the completeness and accuracy of balances recorded. - We will test the accuracy and existence of significant reconciling items. - We will assess the classification of financial instruments recorded as cash equivalent. - We will assess the reasonability of interest income recorded.

Planned Scope (continued)

Areas of Focus	Why it Matters	Our Response
Receivable balances (including Taxes, Trade, Other Governments, and Loans receivable)	<ul style="list-style-type: none"> - There exists the risk that the amounts outstanding will not be collectible. - There exists the risk that receivables have been overstated. - There exists the risk that receivables outstanding at year-end have not been accrued for. 	<ul style="list-style-type: none"> - We will update our understanding regarding the Division's policies regarding collections and provisions. - We will review management's assessment of the collectability of receivable balances outstanding at year-end, including assessing for subsequent receipts. - We will perform a search for unrecorded receivables to assess the completeness of receivables outstanding at year-end.
Tangible capital assets ("TCA")	<ul style="list-style-type: none"> - There exists the risk that TCA has been expensed rather than capitalized or have been recorded incorrectly. - Conversely, there exists the risk that expenditures that are not capital in nature have been capitalized. - The valuation of TCA is subject to management's estimate which may be complex and subject to change. 	<ul style="list-style-type: none"> - We will review the amortization policy. - We will inquire with management regarding any indicators of impairment. Where required, we will perform an impairment assessment. - We will perform substantive tests of details over additions and disposals. - We will re-calculate amortization expense and any gains / losses on the disposal of TCA. - Where possible, we will coordinate with procedures performed over deferred revenue.
Asset retirement obligations	<ul style="list-style-type: none"> - PS 3280, Asset Retirement Obligations, is being implemented for the first year. - AROs are estimates subject to management bias. 	<ul style="list-style-type: none"> - We will assess the completeness of assets identified with an asset retirement obligation. - We will assess the reasonability of inputs used in calculating the estimate. - We will verify the mathematical accuracy of the liability calculated.

Request of those charged with governance

In performing your duties as those charged with governance, you may become aware of additional areas of concern. This includes any instances of actual, suspected, or alleged fraud affecting the Division. We request that the Board advise us whether there are any additional areas of concern which we should consider. We welcome discussion on any areas of audit concern that the Board may have.



TIMELINE

Below is our planned timeline for the Division's audit.

Planning (July 2024)	<ul style="list-style-type: none"> - Completed initial risk assessment. - Send interim requests.
Interim Fieldwork² (August 2024)	<ul style="list-style-type: none"> - Update for changes to the control environment. - Begin tests of internal controls. - Begin substantive procedures (where possible). - Complete the risk assessment process.
Year-end Fieldwork² (October 2024)	<ul style="list-style-type: none"> - Completion of substantive procedures and tests of controls.
Reporting (November 2024)	<ul style="list-style-type: none"> - Draft financial statements provided to management. - Presentation of financial statements to the Board. - Council approval of financial statements. - Submission to Alberta Education.
Debrief (December 2024)	<ul style="list-style-type: none"> - Discussion with management and the Board regarding any matters impacting future audits, if any.

² Currently planned to be performed remotely and is subject to change. The Division will be consulted with any modification to the planned fieldwork.



APPENDICES

- **Appendix 1 – Required communications**
- **Appendix 2 – Engagement letter**
- **Appendix 3 – New and revised accounting standards**

Appendix 1 – Required communications

Independence

At the core of the provision of external audit services is the concept of the independence. Canadian generally accepted auditing standards require us to communicate to the Board, at least annually, all relationships between our Firm and the Division that—in our professional judgement—may reasonably be thought to bear on our independence.

We will confirm our independence up to the date of our auditor report at the conclusion of the audit.

Engagement letter

The Engagement Letter will document the objective and scope of the audit; define the responsibilities required of Metrix and management; and establish the terms and conditions of the engagement. Please refer to **Appendix 2**.

Management representation

Management's representations are integral to the audit evidence we will gather. Prior to the release of our independent auditors' report, we will require management's representations in writing to support the content of our report.

Communication of results

At the completion of our audit, we will communicate to the Board matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Board under Canadian generally accepted auditing standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Division's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matter arising from the audit that, in our professional judgement are important and relevant to the Board; and,
- Any other matters previously agreed with you to be communicated to the Board.

Appendix 2 – Engagement letter

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August 19, 2024

Northland School Division
P.O. Bag 1400
9809 - 77 Avenue
Peace River Alberta T8S 1C9

Attention: Mr. Robin Guild, Board Chair

Dear Mr. Guild:

Re: Engagement letter

The Objective and Scope of the Audit

Metrix Group LLP are pleased to serve as auditor's for the Northland School Division for the fiscal year ending August 31, 2024. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of the Northland School Division, which comprise the statement of financial position as at August 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information. Jeff Alliston, CPA, CA will be responsible for the services that Metrix Group LLP performs for the Northland School Division. He will, as considered necessary, call upon individuals with specialized knowledge at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.



- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards.
2. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
3. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - A. Information concerning subsequent events.
 - iii) Unrestricted access to persons within Northland School Division from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- b. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- c. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Northland School Division unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Alberta Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Northland School Division and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Northland School Division.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Northland School Division) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditors' Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditors' report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditors' report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information in the electronic site with the original document.

Preparation of Schedules

We understand that management will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

- a. Schedules and analyses; and
- b. Other specified documents.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our Firm, constitute our confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Indemnity

Northland School Division hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Northland School Division, or its directors, officers, agents or employees, of any of the covenants or obligations of Northland School Division herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm.
- b. A misrepresentation by a member of your management or board of directors.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Northland School Division of its obligations.

Estimated Fees

We estimate that our fees for these services will be \$40,000 for the audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

1. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
2. The ongoing assistance of personnel throughout the Engagement; and
3. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Northland School Division shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditors' report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

GST Services

It should be noted that our audit work in the area of GST and other commodity taxes is limited to that appropriate to form an opinion regarding the financial statements. Accordingly, the audit process may not detect situations where you are incorrectly collecting GST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST could result in you or your Division becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties, and excise taxes.

Not Liable for Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Division of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Division.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

The services and terms set out above are as agreed to on behalf of Northland School Division by:

Mr. Robin Guild, Board Chair

Date signed

Appendix A - Expected Form of Report

To the Board of Trustees of Northland School Division

Opinion

We have audited the financial statements of Northland School Division (the Division), which comprise the statement of financial position as at August 31, 2024, and the statements of operations, cash flows, change in net assets, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Division as at August 31, 2024, and the results of its operations and cash flow for the period then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Division in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Division's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Division's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Division's internal control.

Appendix A *(continued)*

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Appendix 3 – New and revised accounting standards

Standard	Summary	Effective Date
PS 3160 Public Private Partnerships	This section will establish standards on how to account for public private partnership agreements, specifically recognition and measurement of infrastructure assets and the corresponding financial liability.	Fiscal years beginning on or after April 1, 2023. Early adoption is permitted.
PS 3400 Revenue	This section will be updated to provide additional guidance regarding the timing of revenue recognition along with additional disclosure requirements.	Fiscal years beginning on or after April 1, 2023. Early adoption is permitted.
PSG-8 Purchased Intangibles	This guideline explains the scope of intangible assets now allowed to be recognized in financial statements.	Fiscal years beginning on or after April 1, 2023. Early adoption is <i>encouraged</i> .
PS 1202 Financial Statement Presentation	This standard sets out general and specific requirements for the presentation of information in general purpose financial statements. The financial statement principles are based on the concepts in the Conceptual Framework for Financial Reporting in the Public Sector.	Fiscal years beginning on or after April 1, 2026. Early adoption is permitted.



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

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: Superintendent & Board Evaluation Dates

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION
THAT the Board of Trustees schedule and conduct the Superintendent of Schools and the Board evaluations on either October 28, 29, 30 or November 4, 2024, as presented.

BACKGROUND:
The annual evaluation of the Superintendent and the Board of Trustees is an essential component of the Board’s oversight and governance responsibilities. This process ensures accountability and promotes continuous improvement in the school division's leadership and administration.
RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

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

SUBMITTED BY: Douglas Aird, Acting Secretary-Treasurer

SUBJECT: Network Infrastructure Capital Project

REFERENCE(S):

ATTACHMENTS: ACSI Securing Networks Quote

RECOMMENDATION:

THAT the Board of Trustees authorize the Administration to proceed with the quote from ACSI Securing Networks for \$309,906.36, including GST, with the funds coming from the capital reserves.

BACKGROUND:

This project involves replacing the network hardware in all school sites across the entire division, leveraging existing government contract pricing, and proceeding to procurement appropriately.

The Network Infrastructure Replacement Project supports the Northland School Division’s Education Plan for student learning by replacing and modernizing the IT network hardware in all schools.

RISK ANALYSIS:



Aruba 6200M Switches

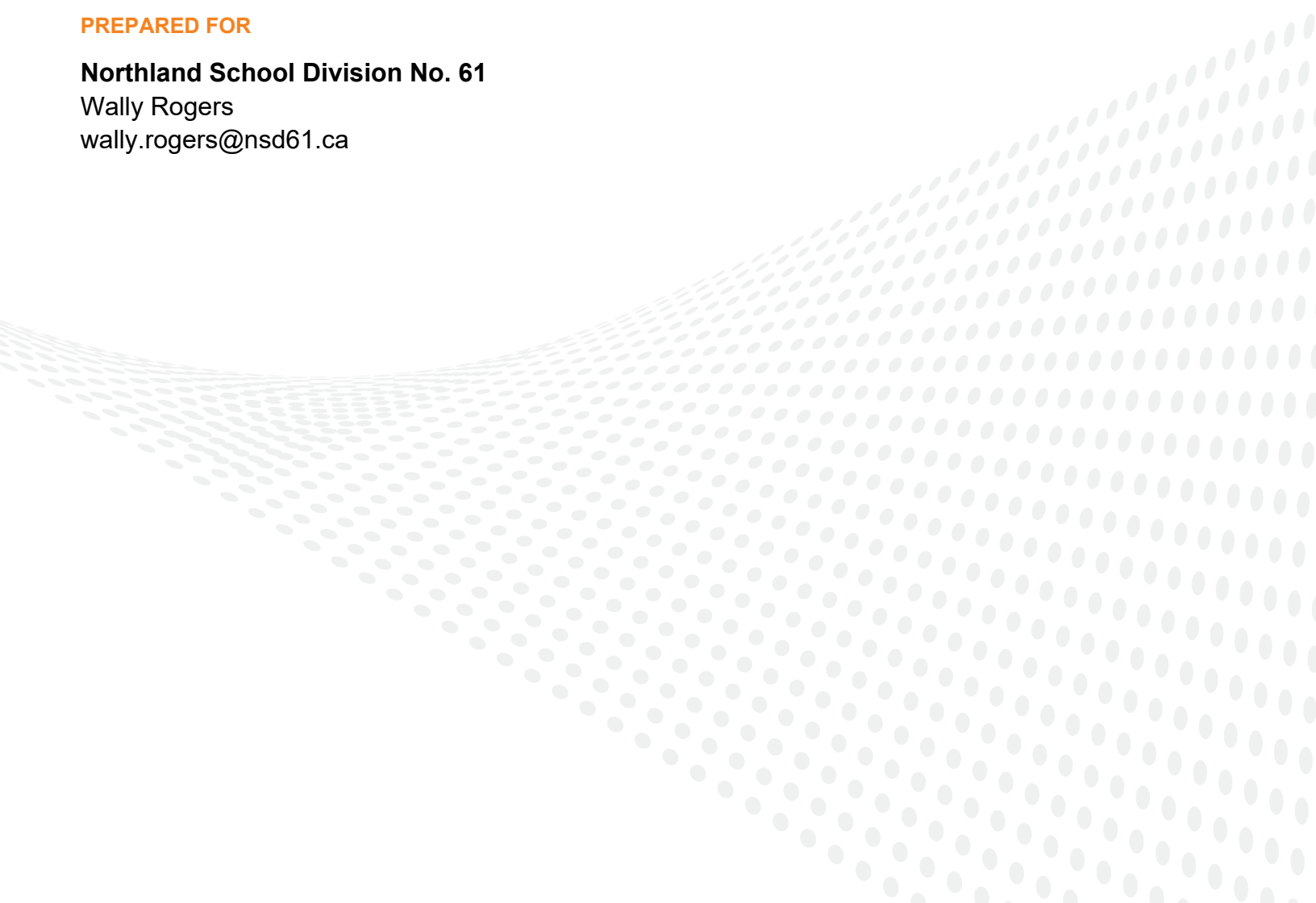
Quote #015266 v1

PREPARED FOR

Northland School Division No. 61

Wally Rogers

wally.rogers@nsd61.ca





Central Office

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R0X27C	Aruba 6410 v2 Switch	\$16,180.47	1	\$16,180.47
R0X40C	Gigabit Ethernet - Plug-In Module - SFP56 - Gigabit Ethernet	\$7,574.58	6	\$45,447.48
R0X36A#ABA	Aruba 6400 3000W PS/C20 Accessory U.S. - English localization	\$2,753.44	2	\$5,506.88
SMX3000HVNC	APC Smart-UPS X 3000VA Rack/Tower LCD 200-240V with Network Card	\$4,353.08	1	\$4,353.08
Shipping	Shipping Fee for UPS	\$200.00	1	\$200.00
			Subtotal:	\$71,687.91

Bishop Routhier School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
			Subtotal:	\$14,140.78

Chip Lake School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72



Chip Lake School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68
			Subtotal:	\$4,600.40

Conklin School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56

Calling Lake School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56



Career Pathways

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68
			Subtotal:	\$4,600.40

Elizabeth School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56

Father Perin School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72



Father Perin School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$18,973.96

Gift Lake School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	5	\$27,866.35
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	10	\$7,485.60
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68



Gift Lake School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	5	\$581.95
			Subtotal:	\$40,534.30

Grouard School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56

Hillview School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56



JF Dion School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56

Pelican Mountain School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	1	\$5,573.27
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	2	\$1,497.12
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$11,903.57



Paddle Prairie School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	2	\$11,146.54
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	4	\$2,994.24
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$14,373.56

Susa Creek School

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q68A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 32 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$3,659.72	1	\$3,659.72
JL086A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 650W 100-240VAC PowerSupply	\$470.34	2	\$940.68
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	1	\$5,573.27
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	2	\$1,497.12
J9281D	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$116.39	2	\$232.78
			Subtotal:	\$11,903.57



Wabasca Office

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8Q70A	HEWLETT PACKARD ENTERPRISE:Switch - HPE Aruba Networking CX 6200 Switch Series - 1U - Wired - 1Gbps - Networking / Ports Qty: 56 - Gigabit Ethernet - ARM Cortex A72 - 8GB RAM - 16GB Flash Memory - 100V-120V/200V-240V	\$5,573.27	1	\$5,573.27
JL087A#ABA	HEWLETT PACKARD ENTERPRISE:HP X372 54VDC 1050W 100-240VAC Power Supply	\$748.56	2	\$1,497.12
			Subtotal:	\$7,070.39

Aruba Central

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
R8L80AAE	HPE ARUBA CENTRAL 64/54XX F 1Y E-STU	\$607.34	1	\$607.34
Q9Y73AAE	HEWLETT PACKARD ENTERPRISE:Aruba Central 62/29xx F 1y E-STU	\$193.44	44	\$8,511.36
			Subtotal:	\$9,118.70



Terms & Conditions

- **Title and Delivery**

All shipments of goods shall be delivered F.O.B. shipping point, and title and liability for loss or damage thereto shall pass to Buyer upon Seller's delivery of the goods to a carrier for shipment to Buyer, and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder.

- **Insured Shipments**

Seller will insure the shipment, at the request of the Buyer. Buyer shall be liable for costs of insurance and any other expenses incurred as part of insuring shipment.

- **Payment Terms**

Terms on all orders is NET30 days. LATE PAYMENT CHARGE - A late payment charge calculated at 2% per month (26.82% per annum) will be paid by the Buyer on any balance remaining unpaid thirty-one (31) days after the date of the invoice.

- **Seller may deliver goods in installments.**

- **Shipping dates are approximate only.**

- **Liability**

Seller shall not be liable for any loss or expense, whether by way of contract or tort, (consequential or otherwise) incurred by Buyer if Seller fails to meet the specified estimated delivery schedule because of unavoidable production or other delays.

- **Time & Material**

Work effort is an estimate only. Customer will be invoiced actual number of hours consumed. Customer will be notified if the engagement is expected to take longer than the original estimate.

- **Prepaid Services**

All repurchased hours expire within one year.



Aruba 6200M Switches

Prepared by:

Headquarters

Terry Mack
(403) 313-8295
tmack@acsiconnect.com

Prepared for:

Northland School Division No. 61

9809 - 77 Avenue Bag 1400
Peace River, AB T8S 1V2
Wally Rogers
(780) 624-2060
wally.rogers@nsd61.ca

Quote Information:

Quote #: 015266

Version: 1
Delivery Date: 08/20/2024
Expiration Date: 08/27/2024

Quote Summary

Description	Amount
Central Office	\$71,687.91
Bishop Routhier School	\$14,140.78
Chip Lake School	\$4,600.40
Conklin School	\$14,373.56
Calling Lake School	\$14,373.56
Career Pathways	\$4,600.40
Elizabeth School	\$14,373.56
Father Perin School	\$18,973.96
Gift Lake School	\$40,534.30
Grouard School	\$14,373.56
Hillview School	\$14,373.56
JF Dion School	\$14,373.56
Pelican Mountain School	\$11,903.57
Paddle Prairie School	\$14,373.56
Susa Creek School	\$11,903.57
Wabasca Office	\$7,070.39
Aruba Central	\$9,118.70
	Subtotal: \$295,148.90
	Estimated Tax: \$14,757.46
	Total: \$309,906.36



Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

THANK YOU FOR YOUR INTEREST IN ACSI'S TECHNOLOGY SOLUTIONS AND SERVICES. PLEASE FEEL FREE TO CONTACT US IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE!

Northland School Division No. 61

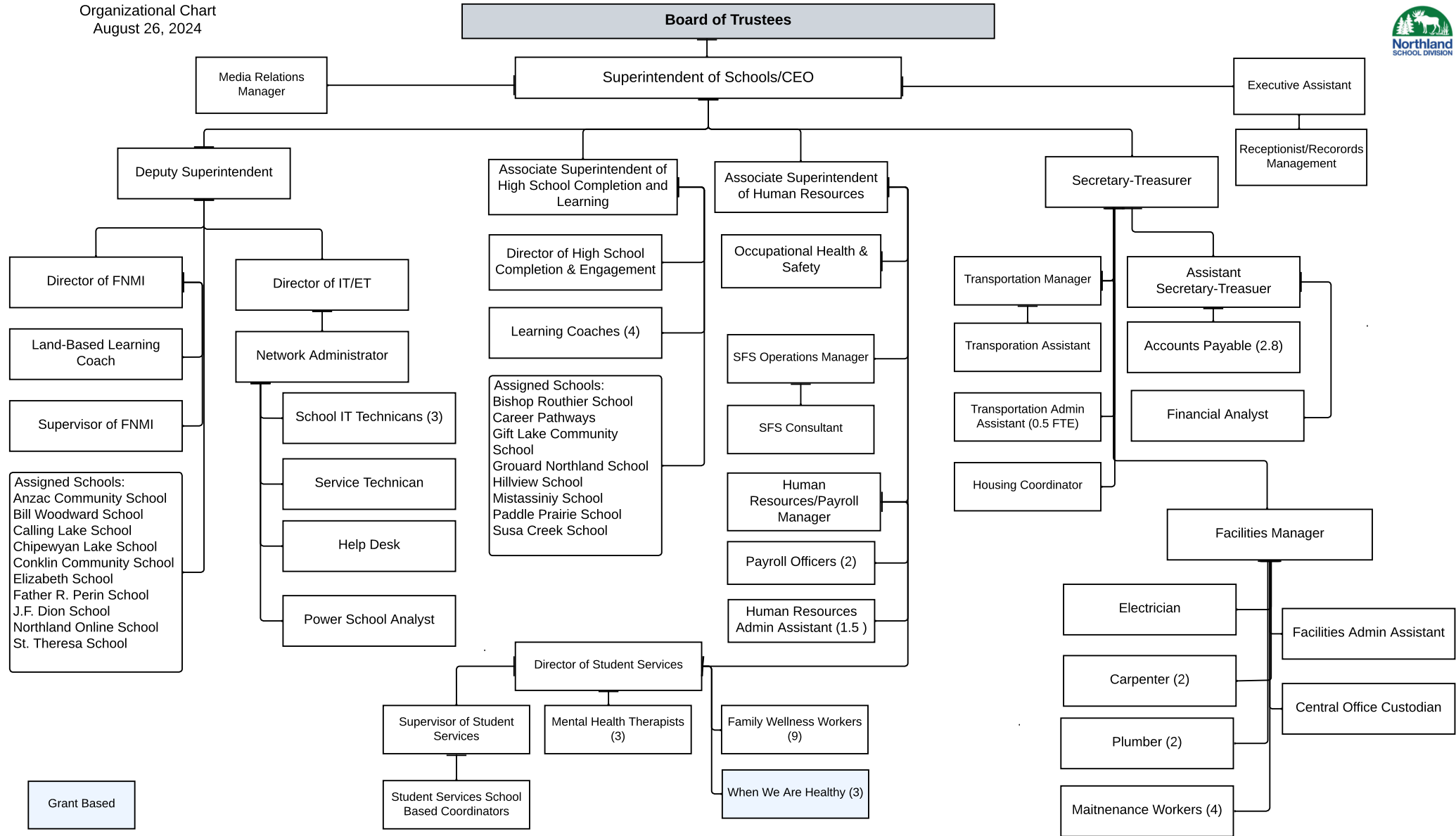
Signature: _____

Name: Wally Rogers

Date: _____



Organizational Chart
August 26, 2024





NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

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

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: Mistassiniy School’s Education First Trip to London, Paris and Rome

REFERENCE(S):

ATTACHMENTS: Letter from B. Davies, Mistassiniy EF Trip Sponsor
Administrative Procedure 260 - Field Trips and Excursions

RECOMMENDATION:
THAT the Board of Trustees approve the Mistassiniy School’s Education First Trip to London, Paris and Rome from March 22, 2025, to April 4, 2025, as presented.

BACKGROUND:

As per Administrative Procedure 260 Field Trips and Excursions, as per section 3.4.2, the Board of Trustees must approve all international field trips and out-of-province field trips in excess of three (3) school days, and the approval must be requested by the Superintendent of Schools before fundraising and at least three (3) months before the planned departure date.

Five students from the Mistassiniy School would like to participate in the Education First Travel Trip to London, Paris, and Rome during spring break. The cost for the students is \$5429, which includes flights, hotels, meals, full-time tour guides at each location, and travel insurance.

Each student is responsible for the trip's cost. The school will seek financial support from the M.D. of Opportunity and Bigstone Cree Band to help subsidize the cost.

RISK ANALYSIS:

Dear Superintendent Johnson and School Board Members

This year there are five students (two girls and three boys) from Mistassiniy School who have registered to go on an Education First Travel Trip to London, Paris and Rome. We are currently still open to having more students sign up. We would like to secure your endorsement for this trip as is board policy for any out of country trips.

The details of the trip are as follows:

We have requested that we travel between the dates of March 22 and April 4th. Part of our trip would be on our Spring Break Dates for this year. We also wanted to stay away from the Easter Weekend on April 18-21 as there will be a special pilgrimage to Rome this year at that time.

The cost of the trip for Students is \$5429 which includes flights, hotels, meals, full time tour guide, tour guides at each location, travel insurance, and the security of traveling with the largest education tour company. Some students have been making payments since last fall and the company offers a wide variety of budget conscious payment options including monthly payments, scheduled deposits, and even a credit option that allows students to continue to pay after the time of travel.

The cost of the trip is the responsibility of each of the students going on the trip but we will be asking for financial support from our MD and local band council to help subsidize the cost to students.

I am the teacher sponsor of the trip and chaperone for the trip. If six more students sign up for the trip we would add a second chaperone.

I have led students on many EF trips in the past. This trip to London, Paris, and Rome is particularly impactful and one of the most popular EF Trips. Students will get the opportunity to walk through three of the most historical capital cities in Europe, each of which represents a historical empire in history. I have seen the amazing effect it has on students who can witness buildings and architecture up to 2000 years old and the impact it has on their future desire to continue on learning and growing.

Thanks for considering our request to endorse this school travel trip.

Sincerely,

Boyd Davies.
Mistassiniy School EF Trip Sponsor.

--



Karen Davies M. Ed
Principal-Mistassiniy School, Wabasca, AB
(780)891-2106

Northland School Division

**"Education is your passport to the future, for tomorrow belongs to the people who prepare for it today."
Malcolm X**



Administrative Procedure 260

Field Trips and Excursions

Background

Firsthand learning experiences provided by field trips are an effective and worthwhile means of learning. The Division encourages field trips that enrich curriculum and expand the learning experiences of students. All field trips are to be linked to curriculum outcomes within the students' educational or school extra-curricular program.

The Division recognizes that the basis of a parent or guardian's decision to let his or her child participate in a school activity is the implied understanding that ultimately the school staff will not put the children at risk.

The Division expects that safe field trip practices will be used in planning and executing all field trips and excursions. These include risk assessment and risk management for each trip.

Definitions

Day Trip – any trip within or outside the community which is completed in one (1) school day.

Overnight Trip – any trip greater than one (1) school day and less than five (5) school days.

Extended Stay Trip – any trip greater than five (5) school days or out of province.

Procedures

1. Teacher-in-charge and School Principals shall become familiar with insurance guidelines and procedures and any relevant manuals.
2. Teacher-in-charge proposes field trip to the School Principal for approval.
 - 2.1 The following items shall be considered when approving a field trip:
 - 2.1.1 Educational outcomes are being met
 - 2.1.2 Proposed activities are appropriate for the age and ability of the students invited, based on the review of insurance guidelines and procedures and any relevant manuals.
 - 2.1.3 Emergency plans are in place
 - 2.1.3.1 Accident management

2.1.3.2 Reporting procedures for accidents and field trip incidents

2.1.4 Budget

2.1.4.1 Sufficient funds for trips.

2.1.4.2 Refund policy for fees collected from parents for students who are unable to participate.

2.1.5 Accommodation

2.1.5.1 Cost

2.1.5.2 Suitability of supervision

2.1.6 Contingency Plan is in effect

2.1.6.1 Alternate activities stated in Letter of Disclosure (Form 260-1) with informed consent of parents.

2.1.6.2 Getting students to safety/home.

2.1.6.3 Name a specified alternate person if a certificated teacher cannot attend to an emergency.

2.1.6.4 Field trip supervisors cannot add an activity and may only use previously agreed to alternate activities in the event of having to cancel an activity during the field trip.

2.1.7 Field trips for students are not to be planned during the provincial achievement tests (PAT's) or diploma exams.

3. Field Trip Approvals

3.1 Field trip requests are initiated by a school staff member

3.1.1 Documentation must be uploaded with the submission

3.1.1.1 Itinerary

3.1.1.2 Risk Assessment

3.2 All field trips shall have a Division certificated teacher who would normally be assigned responsibility for that class or activity as one of the supervisors.

3.2 The Principal reviews the trip to ensure educational outcomes are met, safety compliance and budget availability.

3.3 The Associate Superintendent reviews the trip

3.4 Extended Stay and Out-of-Province Trips

3.4.1 Superintendent approves all extended stay or out-of-province trips less than (3) school days.

3.4.2 The Board approves all international field trips, and out-of-province field trips in excess of (3) school days.

3.4.3 Approval must be requested from the Superintendent:

3.4.3.1 prior to any fundraising activities;

3.4.3.2 At least three (3) months before planned departure date;

3.4.3.3 In order for students to participate in an extended stay or out-of-province field trip, students must:

- 3.4.3.3.1 Be diligently completing their studies and have acceptable academic achievement; or
 - 3.4.3.3.2 Be meeting the outcomes of their IPP; and
 - 3.4.3.3.3 Have an attendance rate of 85% or higher.
 - 3.4.4 Wherever possible, extended stay trips will be planned around fall, winter or spring break;
 - 3.4.5 International or out-of-province extended stay trips will include travel cancellation insurance in the budgeting process.
 - 3.4.6 In a situation where a student, school team or club, wins its way to a competition or event that requires an extended stay trip, the Principal shall contact the respective Associate Superintendent for trip approval.
- 3.5 Transportation
 - 3.5.1 The Transportation Department approves (Bus and Private Vehicles):
 - 3.5.1.1 Drivers
 - 3.5.1.1.1 Valid and appropriate class of license
 - 3.5.1.1.2 Driver's Abstract
 - 3.5.1.2 Vehicles
 - 3.5.1.2.1 Appropriate type of vehicle
 - 3.5.1.2.2 Appropriate insurance
 - 3.5.2 Requests for transportation can be submitted by entering the request into the field trip software.
 - 3.5.3 Drivers must be in possession of the approved trip ticket before departing in order to be in compliance with Commercial Vehicle Enforcement Regulations.
 - 3.5.4 The maximum number of hours a driver can drive in a 24-hour period is 13 hours (Hours of Service Regulation). Schools will be expected to provide accommodations for resting periods.
 - 3.5.5 When a driver is "On Duty", the bus and driver are to remain at the same venue as the passengers.
 - 3.5.6 Drivers on overnight field trips will receive 8 hrs stand by / On Duty time on the first day and on subsequent days which are overnight, except on the final return trip day, when standby / On Duty time will be the actual hours.
 - 3.5.7 Miscellaneous expenses – Drivers must submit miscellaneous expenses such as meals, hotel costs, parking fees and any other expenses that shall be pre-approved by the school principal.
 - 3.5.8 If there is a cost to have the bus cleaned, the cost will be billed back to the school.

4. Disclosure Letter and Consent Form

- 4.1 After the field trip has been approved, Disclosure Letter and Consent forms need to be prepared.
 - 4.1.1 The basis of a parent or guardian's decision to let his or her child participate in a school activity is the implied understanding the school staff will not put the child at risk.
 - 4.1.2 Students are permitted to travel only if their parents or guardians have signed both the Letter of Disclosure (Form 260-1) and the Consent Form (Form 260-2) as required.
 - 4.1.3 On repetitive day trips, a separate Consent Form is not required unless the students' return to the school after the regular school day has ended.
 - 4.1.4 Consent Forms and Day Trip Disclosure Letters are to be returned to the Principal forty-eight (48) hours prior to the trip's departure.
 - 4.1.5 Letters of disclosure and Consent Forms must include all information required as per the insurance guidelines and procedures and any relevant manuals.

5. Supervision
 - 5.1 There shall be a minimum of one (1) supervisor for every ten (10) students unless otherwise noted in the insurance guidelines and procedures and any relevant manuals.
 - 5.1.1 In deciding on the number of supervisors for field trips, the following are to be considered:
 - 5.1.1.1 The age, sex and ability of students;
 - 5.1.1.2 The number of students involved;
 - 5.1.1.3 Whether there are students with special education or medical needs;
 - 5.1.1.4 The experience level of the student with respect to the activity involved;
 - 5.1.1.5 Whether or not the students have been away from home and the nature of the activities involved;
 - 5.1.1.6 The degree of responsibility and discipline shown by the individual group members;
 - 5.1.1.7 The experience and quality of available supervisors;
 - 5.1.1.8 The availability of appropriately certificated staff;
 - 5.1.1.9 The requirements of the organizational location to be visited
 - 5.2 All field trips shall have a Division certificated teacher who would normally be assigned responsibility for that class or activity as one of the supervisors.
 - 5.3 Both male and female supervisors will be provided as required.
 - 5.4 Supervisors and alternates shall be selected by the Principal and school staff and be viewed by the community as responsible adults.
 - 5.4.1 Criminal Records Checks and Intervention Record Checks are required for all volunteer supervisors.

6. Itinerary
 - 6.1 No prohibited activities have been included in the field trip
 - 6.2 Alternative activities have been included
 - 6.3 Disclosure meeting with parents held for field trips that include high-risk activities
 - 6.4 Itinerary must be uploaded with field trip request

7. Participation List
 - 7.1 List of all participating students checked against whether they have returned signed Letters of disclosure (Form 260-1) and Consent Forms (Form 260-2).
 - 7.2 Emergency contact and medical information completed for all participating students.

8. Risk Assessment
 - 8.1 Risk is the combination of the likelihood of an incident happening (frequency) and the consequences of the incident (severity).
 - 8.2 Any activity that is prohibited by the division's insurance must be insured by another insurer or the activity will not be approved.
 - 8.3 In assessing the risk of any field trip activity, the following are to be considered:
 - 8.3.1 The type of activity and the level at which it is undertaken (beginner, intermediate, advanced).
 - 8.3.2 The location: (mountainous terrain, outdoor water, urban or country setting).
 - 8.3.3 The confidence, expertise and qualifications of staff, volunteers and on-site staff if applicable.
 - 8.3.4 The age, confidence, fitness, experience and character of the students
 - 8.3.5 Staff/student ratio.
 - 8.3.6 If firearms are involved in any way, provide a record of staff or volunteer PAL or completion of the Division's Firearm Safety Awareness online course.
 - 8.3.7 The quality and suitability of available equipment.
 - 8.3.8 Inventory of emergency supplies and equipment suitable to the activity and level of risk.
 - 8.3.9 The number of staff or volunteers that hold current first aid certification and the level of their certification.
 - 8.3.10 Seasonal conditions such as weather and time of year.
 - 8.3.11 Risk assessment must be uploaded with field trip request

 - 8.4 Information needed from service providers of field trips and overnight residential camps to provide the trip organizers with information that will allow for them to effectively plan the itinerary and accurately assess and manage risk:

- 8.4.1 Statement from management on recruitment, training and assessment of staff.
- 8.4.2 Statement that Criminal Records Checks are conducted on staff.
- 8.4.3 Written operations and procedures for each activity offered.
- 8.4.4 First aid certification of staff.
- 8.4.5 Water safety training (where applicable) of staff.
- 8.4.6 Written plan for equipment assessment and maintenance.
- 8.4.7 Written accident or emergency procedures.
- 8.4.8 Insurance – including information on whether the service provider has third party liability for participants.
- 8.4.9 Cost breakdown for planned activities.
- 8.4.10 Site map.
- 8.4.11 Assessment of potential risks at site.
- 8.4.12 Any Consent Form/Waivers that must be signed by parents and students from the service provider.

9. Risk Management

- 9.1 Ask, "Is this necessary?" for all activities planned on the trip and consider avoiding any high-risk activities that do not reflect the educational outcomes of the trip. Activities where severe risks are uncontrollable or unpredictable are not to be considered.
- 9.2 Assess potential risks to participants by answering: "If we do this activity, is it foreseeable that someone can be injured?"
- 9.3 Reduce risk by answering: "What can we do to prevent an injury?"
- 9.4 Ensure that safety guidelines, practices and rules are implemented throughout the field trip and that responsibility has been appropriately assigned to all parties.

10. Documentation

- 10.1 Copies of the Letters of Disclosure (Form 250-1) and Consent Forms (260-2) will be held at the school and sent to the Superintendent before the departure of any Overnight or Extended Stay Trips.
- 10.2 All pre- and post-trip documents along with copies of letters and consent forms from off-site activities should be filed together and kept for either seven years, or two years past the student's turning eighteen years of age, whichever is the longest period of time.
 - 10.2.1 The following is a list of documents that require storage:
 - 10.2.1.1 Off-site Activity Proposals including written approval from the principal
 - 10.2.1.2 All signed parental Acknowledgement of Risk and Informed Consent Forms
 - 10.2.1.3 List of volunteers from volunteers registered with the school

- 10.2.1.4 Driver Abstracts and vehicle insurance policies
 - 10.2.1.4.1 The Transportation Department will collect driver's abstracts, driver's licenses and insurance to ensure they are valid.
- 10.2.1.5 Pre-trip site assessment notes
- 10.2.1.6 Parent meeting minutes, attendance sheets (including who did not attend) and any other pertinent information
- 10.2.1.7 Student participant lists, medical forms, travel insurance and passport copies
- 10.2.1.8 Signed Student Code of Conduct Forms
- 10.2.1.9 Maps
- 10.2.1.10 Equipment and emergency kit sign-out checklists
- 10.2.1.11 Lesson Plans
- 10.2.1.12 Records of changes in itinerary
- 10.2.1.13 Notes from teachers (e.g. log books)
- 10.2.1.14 Incident forms and all post-incident notes, reports and correspondence
- 10.2.1.15 Contracts and meeting notes with service providers
- 10.2.1.16 financial reports, e.g., a record of student payment and record of costs
- 10.2.1.17 Proof of insurance from another insurer for prohibited activities.
- 10.2.1.18 Trip debrief reports

- 10.3 The teacher in charge is responsible for ensuring the principal has received all pertinent information at the end of each trip and the principal is responsible for ensuring the documents are properly stored for the appropriate amount of time.

Reference: Section 1, 6, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act

Updated: August 24, 2020



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 28, 2024
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: 2023-2024 Tri-Annual Report
REFERENCE(S):
ATTACHMENTS: Tri-Annual Report #3

INFORMATION ITEM
The Tri-Annual Report #3 has been received as information and filed.

BACKGROUND:
RISK ANALYSIS:



Tri-Annual Report #3

2023-2024



Message from Board & Superintendent

Tri-Annual Report #3 2023-2024

Tansi, Edlánat'e, Hello everyone! We are pleased to present our third and final Tri-Annual Report for the 2023-2024 school year! This report highlights progress we have made with meeting or exceeding the priorities for Northland School Division (NSD):

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

Before you turn the page, check out our promotional video! Let us show you why Northland is a great place to learn and teach! Visit our website to watch the video <https://www.nsd61.ca/careers!>

On behalf of the Board of Trustees and Administration, thank you for your continued support.

Sincerely,



A handwritten signature in black ink, appearing to read "Robin Guild".

Robin Guild
Board Chair



A handwritten signature in black ink, appearing to read "Cal Johnson".

Cal Johnson
Superintendent of Schools/CEO

Excellence in Learning

Tri-Annual Report #3 2023-2024

Priority 1: Excellence in Learning

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

Outcome: Student success is supported by staff who ensure all students feel supported and have a sense of belonging within their schools.

Outcome: The Division uses consistent literacy and numeracy practices to support the growth of educators and student achievement.

Outcome: The Division offers multiple, flexible pathways to high school completion.

How is Northland achieving these outcomes?

NSD celebrated 66 graduates in 2024!

NSD celebrated 66 graduates in Anzac, Calling Lake, Conklin, Wabasca-Desmarais, and Paddle Prairie! Paddle Prairie School celebrated seven graduates, the most ever in one year since the school opened. In Wabasca-Desmarais, we celebrated 44 graduates, with 29 at Mistassiniy School and 15 from Career Pathways School.



The Class of 2024 at Career Pathways School and Mistassiniy School!

Excellence in Learning

Tri-Annual Report #3 2023-2024



The Class of 2024 at Career Pathways School - Conklin Campus!



Ronin Clearwater, Calling Lake School Graduate!

Excellence in Learning

Tri-Annual Report #3 2023-2024



The Class of 2024 at Bill Woodward School in Anzac!



The Class of 2024 at Paddle Prairie School!

Excellence in Leadership

Tri-Annual Report #3 2023-2024

Priority 2: Excellence in Leadership

Through excellent leadership practices, everyone feels welcome and valued.

Outcome: Northland School Division employs a consistent process for reviewing school improvement and assurance.

Outcome: Northland School Division and school leadership models a welcoming learning and working environment that fosters a sense of belonging and pride for First Nations and Métis and non First Nations and Métis learners.

Outcome: Finances are well managed, decisions are supported by facts and stewardship is exemplary.

How is Northland achieving these outcomes?

Northland School Division's New Three Year Education Plan Approved!

Northland School Division's 2024-2027 Education Plan, approved by the Board of Trustees on May 11, 2024, was shaped by input from students, staff, parents, and community members. The plan focuses on four key priority areas:

1. **Connections Supporting Reconciliation**
2. **Holistic Learning**
3. **Excellent People Supporting Students**
4. **Responsible Resourcing**

To view the Education Plan, visit <https://www.nsd61.ca/download/453870>.



Excellence in Leadership

Tri-Annual Report #3 2023-2024



Career Pathways School student selected for Minister's Youth Council

NSD is pleased to congratulate Owen Gladue on being selected to serve on the Minister's Youth Council for the 2024-2025 school year!

Owen, a Grade 12 student from Career Pathways School in Wabasca-Desmarais, is one of 40 students chosen to provide first-hand experiences and perspectives directly to the Minister of Education. Click on the link to learn more about the Minister's Youth Council <https://www.alberta.ca/student-engagement>.

Owen has lived in Wabasca-Desmarais his entire life. He loves spending time with family and friends and enjoys cooking, baking, and writing in his spare time. At school, he enjoys English and Science, with a special interest in Chemistry. In fact, he took Chemistry over the summer to ease his workload for Grade 12.

Owen is highly driven and unafraid to share his thoughts and ideas as a First Nations student. When he learned about the Minister's Youth Council from his former principal, Tessa Dagenais, he eagerly applied.

"I was looking online and noticed the list of names on the council, and it struck me that there isn't much representation from rural or Indigenous communities," said Gladue. "I wanted to provide that perspective because it's so important. We don't have enough Indigenous voices in education, media, or many other places. I felt it was crucial to apply because I believe we can do more to support Indigenous students, especially in a system that wasn't designed for us and still needs significant change. Even though we're just starting to address these issues, there's a lot of work ahead. I wanted to share my perspective as someone who lives in an Indigenous community in rural Alberta and is navigating the education system."

"On behalf of the Board of Trustees, I congratulate Owen on this important achievement," said Robin Guild, Board Chair. "Having representation from Northland School Division on the Minister's Youth Council is a big deal. Owen's voice will greatly support the Board's ongoing efforts to advocate for Northland communities. The entire Northland family is very proud of you Owen!"

To view the entire article visit <https://www.nsd61.ca/about-us/division-news/post/career-pathways-school-student-selected-for-minister-s-youth-council>.

Excellence in Leadership

Tri-Annual Report #3 2023-2024



Northland Online School now offering grade 12 programming

NSD students have another pathway to complete high school! Northland Online School is now offering grade 12 programming. The Board authorized Administration to add grade 12 to Northland Online School.

NSD is so excited to celebrated high graduates for the first time at the online school! Click on the website link to learn more about Northland Online School <https://www.northlandonlineschool.ca/>.



Strengthening Student Success: Implementing the Collaborative Response Model at NSD

NSD is implementing the Collaborative Response Model from Jigsaw Learning, a structured framework that enhances student success through regular collaborative team meetings involving teachers, support staff, and administrators, data-informed decision making, and targeted interventions.



Expanding Learning Opportunities with Common Timetable

NSD is introducing a Common Timetable for elementary and high school, allowing us to provide more learning options for all Northland students.

Excellence in Relationships

Tri-Annual Report #3 2023-2024

Priority 3: Excellence in Relationships

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

Outcome: Parents and community members engage in their school community and are involved in their child's education.

Outcome: Parents, guardians, communities and education partners are informed and involved in Northland School Division (NSD) plans, programs and progress through ongoing and effective communication.

Outcome: Northland School Division fosters purposeful and productive working relationships to collaboratively advance division operations to support student learning.

How is Northland achieving these outcomes?



NSD addressing challenges raised at Community Engagements

From early November to the end of February, NSD hosted in person engagement sessions in all school communities with students, staff, parents and community members. The feedback collected was then organized into a What We Heard Report Overview, which was presented by Superintendent of Schools/CEO Cal Johnson to the Board.

To view the What We Heard Report, click on the website link: <https://www.nsd61.ca/download/444545>.

In response to challenges raised during community engagements, please see what NSD is doing on the next page!

Excellence in Relationships

Tri-Annual Report #3 2023-2024



Debbie Mineault



Melanie Lapp



Angela James

NSD hires additional staff to support First Nations, Métis, and Inuit Education

NSD has expanded its First Nations, Métis, and Inuit Education team by introducing hiring:

- Melanie Lapp, Indigenous Cultural Land-Based Learning Coach
- Angela James, Supervisor of First Nations, Métis, and Inuit Education

Melanie and Angela will work alongside Debbie Mineault, Director of First Nations, Métis, and Inuit Education. All three will support schools and work with Elders and Knowledge Keepers.

NSD hires staff member to support schools with Physical Literacy and Athletics

In June, NSD hired Leanne Schram to become the division's Learning Coach for Physical Literacy and Athletics. The division heard the need for better physical education programming and more opportunities for students to play team sports. Leanne has the experience NSD is looking for and the ability to work with schools and communities around Physical Literacy and Athletics.



NSD hiring additional Educational Assistants

NSD made a commitment to hire 30 additional Educational Assistants to better support student learning.



Excellence in Relationships

Tri-Annual Report #3 2023-2024

NSD engages families on expanding grades and promotes Northland Online School as a pathway for high school graduation in home communities



In June, Northland School Division (NSD) hosted community engagements at Bishop Routhier, Gift Lake, Grouard, Hillview, and J.F. Dion Schools to explore expanding the grades offered in these communities. NSD heard from parents and guardians about how much their children would benefit from graduating in their home communities rather than being bussed elsewhere.

After listening to feedback, NSD is excited to announce a pilot program for the 2024-2025 school year: Grade 7 will be offered at Bishop Routhier School, and Grade 10 at Grouard Northland School. Along with the discussion on expanding grades, NSD also promoted Northland Online School as another great option for students to graduate while staying in their home communities. For example, due to high demand, dedicated classroom spaces were set up at Conklin Community School and Chipewyan Lake School, allowing students to attend virtual high school classes in a school setting. This model can be expanded to other communities if similar demand exists.

Northland Online School offers a high-quality learning experience, with teachers delivering lessons remotely through technology like computers or smart boards. An educational assistant is present in the classroom to support students and answer any questions. This setup ensures students stay on track academically while remaining in their home community.



Northland

SCHOOL DIVISION

"Our students love to come to school in Northland"



BOARD CHAIR HIGHLIGHTS

September 28, 2024

Welcome Back Message from Chair Guild



Tansi, Edlánat'e, Hello students, parents, guardians, staff, and community members.

I hope everyone had a safe and restful summer. On behalf of the Board of Trustees, I welcome back returning students and staff. For new families and staff, welcome to Northland School Division (NSD).

2024-2027 (3-Year) Education Plan

In my year-end message, I discussed Northland School Division's 2024-2027 Education Plan. This plan was shaped by valuable feedback from the communities we serve and reflects the priorities voiced by families and education partners. I encourage you to take a moment to review the education plan here: 2024-2027 Education Plan

<https://www.nsd61.ca/download/453870>.

How to get involved in your child's education?

I want to take a moment to stress how important it is for parents/guardians to be involved in their child's education and to have support from the communities. One of the ways you can get involved is by attending School Council or Principal Advisory Committee meetings. For more information, please visit the Northland School Division website

<https://www.nsd61.ca/students-parents/school-council> or contact your school principal. The more participating from families, the more voices we hear from, which support the Board's efforts in advocating on important issues concerning NSD students.

Student engagement

I am proud to say we received a lot of valuable feedback from students during community engagement during the 2023-2024 school year. Much of the feedback shared was used in creating the education plan. This year, we are establishing a Superintendent's Youth Council to gather regular feedback from NSD students, which will inform both school-level and division-wide decisions.

The Board is also proud to share that we have a Northland student representative on the Minister's Youth Council. Owen Gladue from Career Pathways School has been selected to serve on the Minister's Youth Council for the 2024-2025 school year! You can read more about Owen's achievement here:

<https://www.nsd61.ca/about-us/division-news/post/career-pathways-school-student-selected-for-minister-s-youth-council!>

Having NSD representation on the Minister's Youth Council is a big deal. Owen's voice will greatly support the Board's ongoing efforts to advocate for Northland communities. The entire Northland family is very proud of you Owen!

Community Engagement

We are planning a series of community engagement events throughout the school year. During these gatherings, we will:

- Review what we heard from communities during the 2023-2024 school year.
- Discuss the actions we are taking in response to this feedback.
- Ensure we are on the right track and continue to align our efforts with community needs.

Hai Hai, Masi Cho, Thank you for choosing and supporting the Northland School Division. I look forward to connecting with communities and education partners throughout the 2024-2025 school year.

Letters Received

- PSBAA, August 8, 2024
 - Minister of Education, August 15, 2024
-

Corporate Board Expense Summary as of August 31, 2024

EXPENSES	BUDGET	YTD	REMAINING
Trustee Remuneration	155,973.00	175,806.25	(19,833.25)
Trustee Benefits	38,667.00	45,241.52	(6,574.52)
Advertising	1,253.00	706.21	546.79
Awards/Bursaries	32,335.00	42,531.70	(10,196.70)
In Service Board of Trustees - PD Training	39,361.00	36,528.26	2,832.74
Insurance	250.00	0.00	250.00
Membership Fees (ASBA/PSBAA)	31,200.00	27,134.22	4,065.78
Professional Services	29,714.00	64,762.05	(35,048.05)
Repairs & Maintenance	0.00	365.47	(365.47)
Office Supplies	4,471.00	1,548.66	2,922.34
Office Equipment	0.00	789.78	(789.78)
Travel and Subsistence	188,437.00	191,126.80	(2,689.80)
Ward 1		24,868.60	
Ward 2		16,340.76	
Ward 3		8,154.19	
Ward 4		23,469.62	
Ward 5		22,617.03	
Ward 6		10,105.27	
Ward 7		19,084.07	
Ward 8		16,143.26	
Ward 9		16,645.20	
Telephone & Internet	2,898.00	2,471.41	426.59
Visa Suspense		4,493.94	(4,493.94)
Elections			0.00
TOTAL	524,559.00	593,506.27	(68,947.27)



PUBLIC SCHOOL BOARDS'
ASSOCIATION OF ALBERTA™

August 8, 2024

The Honourable Steven Guilbeault
Minister of Environment and Climate Change
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Guilbeault,

On behalf of the Public School Boards' Association of Alberta, I would like to draw your attention to a pressing issue for your consideration.

As you are aware, public school divisions are funded entirely by tax dollars. School boards strive to manage these funds responsibly and effectively.

However, the introduction and subsequent increases of the Carbon Tax have significantly raised operational costs for Alberta public school boards. While we acknowledge our shared responsibility to reduce emissions and lower our carbon footprints, this tax has placed a substantial strain on the budgets, removing necessary dollars out of the classrooms and is essentially an unnecessary tax on tax. There are tens of millions of dollars each year that can not be used for the education of our students, in Alberta alone, never mind the hundreds of millions each year across Canada.

We request consideration for an exemption to organizations that operate on tax dollars, or at the very least, a carbon tax rebate similar to what is provided for private residences and small businesses. This would enhance our ability to invest in environmentally sustainable infrastructure and initiatives.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

Dennis MacNeil
President

cc: All Alberta Members of Parliament
Hon. Demetrios Nicolaides, Minister of Education
James Johnson, Chief of Staff, Minister of Education
Hon. Rebecca Schulz, Minister of Environment and Protected Areas
Public School Boards' Association of Alberta Members
Troy Tait, Executive Director and CEO, PSBAA

ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 125506

August 15, 2024

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

Dear Mr. Guild:

Thank you for writing in follow up to our July 3, 2024 meeting. I appreciate the opportunity to address your comments regarding the Fort McMurray Allowance and *Northland School Division Act*.

Alberta's government values the contributions of teachers, school administrators, and education support staff, who all play a critical role in ensuring that students receive a high-quality education that enriches their lives and prepares them for success beyond school.

Since 2007, the Fort McMurray Allowance has provided an additional living allowance to public sector employees, including those of school boards, within Fort McMurray and vicinity (defined as within 30 minutes travel one-way from Fort McMurray). Treasury Board and Finance sets the monthly allowance annually at the beginning of the fiscal year, and the amount is subject to change based on the housing cost differential in the Fort McMurray area.

Since spring 2024, my staff have been working on one of my mandate items: "Exploring incentives to support the recruitment and retention of teachers, educational assistants, and support staff in underserved areas of the province." Alberta's government has committed to the Rural Practicum Bursary and the Northern Student Teacher Bursary. These bursaries range from \$2,000 for offsetting the costs of a final practicum, such as travel and housing, to \$18,000 for a three-year return-of-service commitment for those working for your school authority.

Alberta Education recognizes that rural schools face unique challenges in the operation and the delivery of educational services. Many small rural schools are unable to realize economies of scale on staffing and other expenses and can be disproportionately affected by fluctuations in student enrolment.

.../2

Mr. Robin Guild
Page 2

Alberta's funding framework includes the Rural Small Schools Grant and the Geographic Grant, in addition to the basic education grant, to address the unique challenges that rural Alberta classrooms experience. This funding is flexible and can be used for human resources.

If a school authority wishes to establish a living or location allowance beyond areas included in the Fort McMurray Allowance, it is at the discretion of the school authority to provide any additional compensation through its operational funding within the parameters of its collective agreements.

In regard to your comments about establishing a committee to regularly review and update the *Northland School Division Act*, Alberta Education recognizes that legislation requires ongoing review and maintenance to ensure that the education system is well governed and continues to meet the needs of students.

As the *Northland School Division Act* does not currently provide for the establishment of a committee to review the act, the department is responsible for this type of review. The department continuously monitors the education system to identify emerging issues that may need to be addressed. Stakeholders are encouraged to share feedback and concerns so the department can ensure the legislative framework for Alberta's Kindergarten to Grade 12 education system continues to be well-managed and students are successful.

If have further questions or concerns, you may wish to contact Ron Taylor, Director, Indigenous and North Services Branch, at ronald.taylor@gov.ab.ca or 780-427-5411 (toll free by first dialing 310-0000).

Thank you for taking the time to share your concerns. I appreciate your commitment to education in our province.

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with the first name being the most prominent.

Demetrios Nicolaides ECA PhD
Minister of Education



Superintendent's Highlights

September 28, 2024

Welcome Back Message

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



Welcome back to another school year! I hope you all had a safe and enjoyable summer.

To our new families and staff, welcome to Northland School Division (NSD). It's an honor to serve you as the Superintendent of Schools/CEO.

As we embark on this new school year, we are excited to introduce a new three-year education plan. This plan reflects the priorities set by the Board and Administration in response to the feedback received from communities during the 2023-2024 school year:

Priority 1 - Connections Supporting Reconciliation: Each year, the Northland School Division will work to increase and strengthen visible connections to the land, Indigenous languages, school communities, and collaborative partnerships. This is part of our commitment to reconciliation and building a stronger community.

Priority 2 - Holistic Learning: Our goal is for every child enrolled in a Northland School Division school to excel in literacy and numeracy and to have a solid foundation in social-emotional skills. This priority ensures a well-rounded education that supports both academic and personal growth.

Priority 3 - Excellent People Supporting Students: To ensure our students receive the best possible education, we aim to attract and retain dedicated staff and empowered leaders by providing access to lifelong learning opportunities, high-quality resources, excellent teacher lodging, and comprehensive remuneration and benefits.

Priority 4 - Responsible Resourcing: We are committed to maintaining the highest standards of equitable access to timely supports and school site infrastructure while operating within a fiscally responsible framework.

To support these priorities, these strategies will be in action this year to support student success:

- We have expanded our First Nations, Métis, and Inuit Education team by introducing two new roles: a Supervisor of First Nations, Métis, and Inuit Education and an Indigenous Cultural Land-Based Learning Coach. All three will support schools and work with Elders and Knowledge Keepers.
- A new Learning Coach for Physical Literacy and Athletics has been hired to enhance physical education programming and provide more opportunities for students to participate in team sports.

- The Collaborative Response Model from Jigsaw Learning is being implemented to enhance student success. This model involves regular team meetings with teachers, support staff, and administrators, focusing on data-informed decision-making and targeted interventions.
- We are introducing a Common Timetable for elementary and high school students, which will offer more learning options for all Northland students.
- Additional Educational Assistants have been hired across the division to better support student learning.

To help families see how these priorities are positively impacting student learning, please watch for updates from schools on Facebook and in newsletters.

Welcome back, everyone! Let's continue working together to help Northland students achieve their goals and dreams. I look forward to connecting with communities throughout the school year!

Wabasca Student Selected for Minister's Youth Council



Owen Gladue, a grade 12 student at Career Pathways in Wabasca, will represent Wabasca on the Minister's Youth Council.

The Minister's Youth Council allows Alberta students to share their input and perspectives on the province's education system. Forty junior and senior high school students will sit on the council, which will provide opportunities to build positive relationships with education partners, engage students as leaders of change in their communities, support the leadership development for students at school and community levels and empower students as leaders of their learning.

Students are members of the Minister's Youth Council for ten months, aligning with the school year, and attend three meetings per year.

Mistassiniy School Grand Opening

On Friday, September 27, 2024, NSD held a grand opening for the new Mistassiniy School. Dignitaries, students, staff and community members participated in the celebration.



Paddle Prairie School Teacher Featured in the Alberta Teachers' Association Magazine

The Alberta Teachers' Association featured Lorraine Ridsdale, a teacher from the Paddle Prairie School, in the Spring 2024 edition of their magazine.¹

Lorraine started her career as a school secretary with the Northland School Division, then pursued her Early Childhood Development Certificate and became an Educational Assistant. In 1994, Lorraine graduated from the University of Alberta with her teaching certificate and taught at the Paddle Prairie School.

Lorraine told the ATA Magazine that she always wants her community to move forward. She tells every child she teaches that they are our future leaders, and whatever they learn at Paddle Prairie School and from the Elders, they will take with them.



In the fall of 2023, Lorraine was recognized and honoured by the Metis Settlements General Council (MSGC) for her outstanding educational contributions and achievements.

¹Picture of Lorraine teaching in her classroom is courtesy of the ATA Magazine

Northland at ATC Cultural Festival 2024



We are proud to share that our Superintendent of Schools/CEO, Cal Johnson, represented Northland School Division in the Grand Entry of the Athabasca Tribal Council Cultural Festival.

This annual event celebrates the rich traditions of Indigenous communities in the Wood Buffalo region, featuring cultural performances, workshops, and community gatherings.

The festival took place at Snye Point Park in Fort McMurray.

News Articles Featuring the Northland School Division

- The Athabasca Advocate - August 27, 2024 Edition
- Lakeside Leader - September 11, 2024 Edition

The Athabasca Advocate



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Wabasca student eager to take seat on Minister's Youth Council

Grade 12 student eager to add Indigenous voice alongside his peers

BY COLE BRENNAN
Athabasca Advocate Staff

WABASCA - As students gear up and get ready to go back to school this week, one Grade 12 student in Wabasca-Desmarais is preparing for a new challenge.

Owen Gladue, who will start his Grade 12 year at Career Pathways School Sept. 3, was one of 40 students across the province named to the Minister's Youth Council this year, something he said he is eager to take on.

"It struck me that there isn't much representation from rural or Indigenous communities," said Owen, who applied to the council after hearing about it from his former principal. "I wanted to provide that perspective because it's so important — we don't have enough Indigenous voices in education, media, or many other places."

The council, which is comprised of junior high and high school students, provides opportunities for youth to interact with education partners, practice their leadership skills, and make sure that the voices of their peers are heard by adults making decisions.

"I wanted to share my perspective as someone who lives in an Indigenous community in rural Alberta and is navigating the education system," said Owen.

During his 10-month term, Owen will take part in three meetings spaced throughout the school year. He said he aims to emphasize the importance of promoting Indigenous education, including land-based learning and storytelling. Owen also plans to advocate for equal opportunities for Indigenous students, be it in the arts, a STEM field, or another career pathway.

Tessa Dagenais was Owen's principal at Career Pathways, and she told him to apply for the position.

"I actually screamed when I got the email he was accepted," said Dagenais. "Owen is hardworking, kind, and deeply passionate about his home community, Indigenous education and his culture, as well as

"I wanted to share my perspective as someone who lives in an Indigenous community in rural Alberta and is navigating the education system."

OWEN GLADUE
Career Pathways School

education in general.

"I couldn't think of a more perfect student to represent not only his community but Indigenous youth in rural Alberta."

Dagenais wasn't the only staff member with words of praise for Owen. Northland School Divisions Supt. Cal Johnson praised the insights the young man will bring to the table.

"His knowledge and perspectives will also help us ensure we deliver the best possible education for all Northland students."

Owen's first meeting will take place from Oct. 4-6 in Edmonton, but he's also reflective of the journey that brought him to that point.

"I'd like to thank Ms. Dagenais for being such a great principal and my parents and siblings for their support during my application process," said Owen. "A special thanks to my English teacher from last year, Ms. Ell — she was a big inspiration for me. I really enjoyed her class and the work we did; she was an exceptional teacher. I also want to thank Emma, one of my best friends, for always being there for me."

"I felt it was crucial to apply because I believe we can do more to support Indigenous students, especially in a system that wasn't designed for us and still needs significant change," said Owen.

"Even though we're just starting to address these issues, there's a lot of work ahead."

cbrennan@greatwest.ca



PHOTO SUBMITTED BY NORTHLAND SCHOOLS DIVISION

Owen Gladue, a Grade 12 student at the Career Pathways School in Wabasca-Desmarais, was one of 40 students chosen across the province to have a seat on the newly created Minister's Youth Council.

Kid's Talk

What is one thing you're looking forward to this school year and why?

Asked of Grade 4 students at St. Mary of the Lake Catholic School



Alec

"Seeing my brother make new friends and to take care of my brother."

Jayce

"Making new friends"



Kyle

"Making the basketball team because it is fun and I like basketball."

Samantha

"Making new friends"



Tasia

"Making new friends"

Northland focused on reconciliation

So Indigenous students feel represented at school

Pearl Lorentzen
Local Journalism Initiative
Reporter

In response to community engagement, Northland School Division has made connections that support reconciliation with its Indigenous communities and students its number one priority.

Northland runs schools in northern Alberta, including in Wabasca, Calling Lake, Chipewyan Lake, Grouard, Métis settlements, and other communities.

The majority of Northland students are Indigenous, says Cal Johnson, Northland superintendent. About 10 to 20 per cent of the teachers are Indigenous, but a higher percentage of education assistants and support staff are Indigenous community members.

In an effort to get more teachers from the local communities, Northland has a program with the University of Calgary for education assistants who want to study to become teachers while living in their own community.

Last year, Northland did community engagement in all 19 schools.

"We had conversations with students, staff and most important, community," says Johnson.

The community included parents, grandparents, and community elders.

After the engagement, the board of trustees changed the three-year education plan, adding 'connections that support reconciliation,' as the main priority.

The school division is

school division is redoubling its efforts.

All staff are encouraged "to bring learning from the land into all of our subject areas," Johnson says.

One example is a course which connects land-based learning and science, technology, engineering, and math

Lake, which only has one teacher and is 145 km of gravel north of the nearest school.

Under the new system, a teacher will appear online on a 'smart' TV and an education assistant will help out in the classroom.

This will be used by substitute teachers and to offer more high school course.

This was piloted in one school last spring, and is being implementing division-wide this fall.

To facilitate this, along with extra online teachers, over the summer, Northland hired 30 more education assistants.

Technology also allows students in remote communities to take dual-credit courses from university professors in the city.

The school division makes sure each student has a Chromebook and internet access to be able to attend remote classes.

The COVID-19 pandemic "added to our ability to program better," says Johnson.

Asked about some Northland successes, Johnson says, "our graduation rate."

In 2023-24, Northland graduated 66 students, he adds. That year, the number of students completing high school in three years increased by eight per cent and the number in four years increased by 12 per cent.

"That means our students are having more success," he says.

The school division is focused on "making sure that our students see themselves in the schools" - Cal Johnson, Northland School Division superintendent

focused on "making sure that our students see themselves in the schools," says Johnson. Part of this is also to "make sure we are supporting our Indigenous communities to be in our schools."

This varies by the community. Northland has schools in Cree, Métis, and one Dene communities.

"We have history against us," says Johnson, mentioning the 60s Scoop and Indian residential schools.

Asked how Northland is incorporating Indigenous ways of knowing and land-based learning, Johnson says, "It's in everything we do, right now."

Northland has a long history with land-based learning, a style of learning which is based on Indigenous culture and teachings.

After the renewed focus on connections for reconciliation, the

(STEM).

The second big focus of the school division is holistic learning, which includes training staff to use a 'collaborative response model.'

"That's the other big rock," says Johnson, of collaborative response, which means that teachers and staff will meet frequently to discuss the needs of students.

Technology

Northland is using technology to expand the courses it can offer, and to fill teaching gaps.

"It's no secret that recruitment of teachers is a problem ...," says Johnson, but he adds, "We've actually been quite successful. We don't have many huge gaps. We're hiring extra teachers in our Northland online school."

Substitute teachers, on the other hand, are very difficult to find, especially in remote communities like Chipewyan



1,000 books!

Three local kids who read 1,000 books before Kindergarten each got rewarded a goodie basket for their hard work at the Slave Lake Public Library. From left to right Flynn Shupac, Ryland Sarrasin, Susan Al-Mais (library program coordinator), and Renée Munro.



Associate Superintendent Report September 28, 2024

Priority 1: Building Connections and Priority 2: Holistic Learning

New Curriculum Workshop - August 18-20, 2024

Hitting the ground running and establishing connections supporting the implementation of the new curriculum in our division, the NSD Learning Coaches and Associate Mark Owens led sessions on the weekend of August 18-20.

These optional sessions offered Northland teachers a guided deep-dive into curriculum development for the new Grade 4-6 Science programs of study and how to weave in Indigenous ways of knowing into all science curriculum.

To support thinking differently about curriculum and connections to the land, the NSD teachers who volunteered their time for this session visited Lubicon Lake to take a hands-on approach to understanding how the land is the starting place for understanding.

The participants explored how they could combine land-based and cultural learning into the science curriculum. They spent the whole day at Lubicon Lake with Elders and Knowledge Keepers and then went back together to brainstorm ideas of how students could see themselves and their culture in their learning.



Priority 3: Excellent People Supporting Our Students

New Teacher and Principal Orientations

From August 20-23, 2024, NSD held orientations for new teachers and principals and a two-day session for all school-based leaders (principals and vice-principals).



Associate Superintendent Report

September 28, 2024

New Teacher Orientation:

The theme of these sessions was “A Place to Connect,” and topics included introductions to:

- How each new teacher owns the opportunity and responsibility to build connections within the school and the community,
- Teaching in an Indigenous community,
- NSD educational technology resources,
- Human Resources available to NSD staff and
- The “Big Picture” of connections within and throughout our Division begins with Trustee and Senior Leadership responsibilities to support each new teacher's success.



New Principal Orientation:

The morning offered NSD’s new principals an opportunity to hear from Elders and community members from their new school communities.

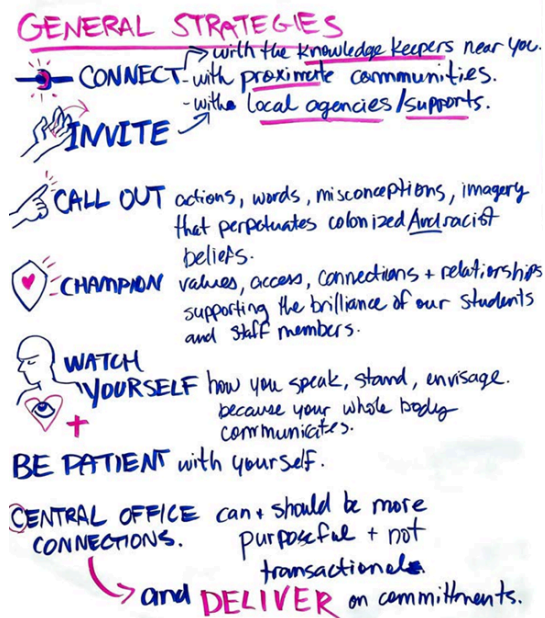
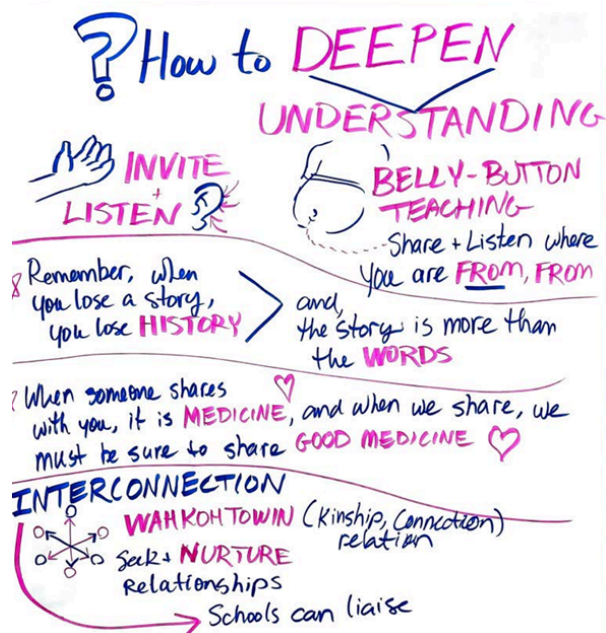
The time spent listening allowed the new principals to understand the truth of residential schools' impact on our communities and showed them the way forward for building connections supporting Reconciliation in their schools.

The images below show a graphic recording of the share-back conversation at the end of the first day.



Associate Superintendent Report

September 28, 2024

**All School-Based Leaders Orientation:**

On August 21 and 22, all school-based leaders had the opportunity to meet and prepare for the year by covering the following reviews and introductions:

- The 2024-2027 Education Plan Priorities,
- Leading literacy and numeracy excellence in classrooms,
- Division-wide financial management,
- Student attendance and re-engagement strategies,
- School-based education assurance planning and reporting strategies,
- Educational technology resources, and
- The continuum of supports available across the division through student services.





Human Resources Department Report

Krista Veitch, Associate Superintendent of HR

September 28, 2024

Teacher Recruitment and Staffing

In response to the ongoing teacher shortage, NSD will continue its recruitment campaign by attending both virtual and in-person career fairs. We have also visited some universities to promote our school division and encourage new teachers to join us.

2024-2025 Vacant Positions

School	Position
Father R.	Gr. 4-5
Susa Creek	Elementary Generalist
Gift Lake	Grade 8 Grade 9
Bishop Routhier	ECS/Gr 1 4/5/6
Hillview	Elementary Generalist
Bill Woodward School	Physical education *
St. Theresa	Grade 6
Paddle Prairie	Resource Teacher

The key positions are highlighted, while the others are extra FTE to enhance student achievement. We currently have four key positions vacant, which is a small improvement from last September, when there were six key positions to be filled.

One approach to mitigating the teacher shortage is to overhire for Online School. These online teachers provide instruction where there is a key vacancy, and they are supported by some of the **extra 30 Educational Positions** we have provided.



Human Resources Department Report

Krista Veitch, Associate Superintendent of HR

September 28, 2024

Attraction & Retention Plans:

Retaining our current teachers is best for student learning. New Attraction and Retention Plans:

- **Principal Mentorship Program**- The new administrators are being mentored by three retired, former divisional leaders. The mentors help in the three geographical areas and focus on community relations and engagement.
- **EA Certification Program** - Fully funded cohort to allow EAs to gain their certification through NLC.
- **Community Education Program** - This fully funded program allows EAs to pursue their teaching degree. We have increased the promotion of this program with staff, from which we then identify strong candidates and personally discuss the Community Education Program with them.
- **Housing** - We are currently recruiting for a new housing coordinator. We need to ensure homes are affordable and well maintained and that all new staff entering NSD housing receive a welcome gift.
- **Support for new hires** - From hiring to arrival, new teachers will be provided with wrap-around support. This high level of contact helps ensure a smooth transition, instill a sense of loyalty, and help start off their new position in the best possible way.
- **Staff Training**
 - EA training:
 - School Culture
 - How to Effectively Work in a Classroom
 - What to do With Challenging Behaviours
 - Para-Bytes
 - NRLC- collaborate with them on training opportunities for EAs.
 - Principal training - “Fierce Conversations” (This builds leadership capability in effectively managing difficult conversations with staff)

Housing

Review the rent process. Monthly rent was previously determined by square footage but is now determined by square footage and location. Homes need to be affordable as housing is a decisive factor in recruitment.

The new Housing Coordinator for the Housing Department should operate on a service model, as supporting the teacher is often critical for staff attraction and retention.



Human Resources Department Report

Krista Veitch, Associate Superintendent of HR

September 28, 2024

Review of APs

Administrative Procedures 400s have been reviewed with MNP and are now being rewritten along with current labour law regulations, collective agreements and best practices. Sample of what the new APs format will look like: [AP 400s](#)

Educational Assistant evaluations have been rewritten. A less onerous and more growth-oriented EA evaluation document has been created. EAs will now be evaluated in the first three months and at the end of the year.

Student Services

New Acting Director of Student Services is Michelle Wile.

Student Services has a new mandate to provide fair and equitable services to all schools.

The department's re-evaluation resulted in the elimination of redundant practices and paperwork and an increased focus on providing services for children.

Each school will have a new school-based student services coordinator, as we want to increase capacity in all schools.

Media Relations Department
Annual Report to the Board
2023-2024



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[2024-2025 Strategic NSD Communications Plan Goals and Strategies](#)

[Social Media and Website Highlights](#)

[Traditional Media Highlights](#)

[Joint Radio Campaigns](#)

Role of the Media Relations Manager

Guided by Northland School Division's (NSD) commitment, vision, values, and beliefs, the Media Relations Manager assists the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, the Northland School Division Act and in the Policy Manual. The Media Relations Manager is directly responsible and accountable to the Superintendent. [Click here](#) to view the job description for the Media Relations Manager.

2024-2025 Strategic NSD Communications Plan Goals and Strategies

The goals and strategies are aligned with Northland School Division's priorities as outlined in the [2024-2027 Education Plan](#).

- **Priority 1 - Connections Supporting Reconciliation:** In each year of this plan, The Northland School Division students and staff members will increase and strengthen visible connections to land, Indigenous languages, school communities and collaborative partnerships.
- **Priority 2 - Holistic Learning:** In each year of this plan, each child enrolled in a Northland School Division school will demonstrate excellent literacy and numeracy skills as well as a solid foundation in social-emotional skills.
- **Priority 3 - Excellent People Supporting Students:** In each year of this plan, Northland School Division will attract and retain invested staff members and empowered leaders by ensuring access to a range of lifelong learning opportunities, high quality resources, excellent teacher lodging, and comprehensive remuneration and benefits.
- **Priority 4 - Responsible Resourcing:** In each year of this plan, Northland School Division will maintain the highest standards of equitable access to timely supports and school site infrastructure within a fiscally responsible framework.

Goal 1: Provide direct communication support to the Board of Trustees, central office and school staff

- Support the Board with developing and implementing advocacy strategies.
- Continue to produce the internal communication newsletter "The Communique". The internal publication is a central vehicle for communicating action items, opportunities, information and highlights of the week.
- Assist principals with school-based communication plans.
- Social media management (Facebook, Instagram, LinkedIn).
- Manage the Division's website www.nsd61.ca and assist schools with their websites. This includes completing a redesign of the Northland School Division website.
- Manage the Division's brand identity transition. This includes helping staff understand the Division's new branding guide.

- Develop key messages in collaboration with the Board of Trustees and Superintendent of Schools.
- Assist schools with School Messenger Communicate.

Goal 2: Maintain strong relationships with education partners

- Maintain relationships with education partners (parents/guardians, school councils, community members, First Nations, Métis Settlements, Municipalities, Métis Settlements General Council, Métis Nation of Alberta (Otipemisiwak Métis Government), Treaty 8 First Nation of Alberta, Alberta Education, media).

Goal 3: Organize and implement communication strategies to promote division priorities

- In 2023-2024, the Media Relations Manager assisted with developing school-based assurance and newsletter guidelines. The guidelines assist schools with communicating how they are achieving outcomes listed in the Education Plan. In 2024-2025, the Media Relations Manager will continue to help schools understand how to apply the newsletter guidelines.
- Enhance engagement with the communities. Focus on communicating “What We Heard from communities and show them “What We are Doing”.
- Continue to improve NSD’s recruitment and retention strategy to attract quality teachers.
 - Promote new recruitment video on our website, social media accounts and recruitment fairs.
 - Review and update recruitment materials as needed to align with the new brand identity.
- Focus on ways to support Northland with increasing student enrollment.
- Assist Northland with using Artificial Intelligence to support the working and learning environment.

Social Media and Website Highlights

NSD Facebook (@TheNorthlandSchoolDivision)

Followers Annual Comparison:

- Followers: 2173

Post Highlights:

Post Reach: The number of people who saw any of your posts at least once. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.

Post Impressions: The number of times your post was on screen.

Engagement: The number of times people engaged with your post through reactions, comments, shares and clicks.



Northland educator receives award from Métis Settlements General Council

Northland educator receives award from Métis Settlements General Council
<https://www.nsd61.ca/.../northland-educator-receives...>

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

Lorraine, originally from Manning and raised in Paddle P... See more

- Post Reach: 1533
- Post Impressions: 1743
- Engagement: 270





Northland School Division

...

Published by [Curtis Walty](#)

October 20, 2023

The newly elected Member of the Legislative Assembly (MLA) for Lesser Slave Lake, [Scott Sinclair](#), recently paid a visit to [Calling Lake School](#).

This visit presented Mr. Sinclair with various opportunities, including:

→ Meeting with the Board of Trustees. Ward 8 Trustee (Calling Lake) Wally Rude represented the Board during the visit.

→ Engaging with Calling Lake School staff and members of Northland School Division's senior administration.

→ Tour... [See more](#)

MLA for Lesser Slave Lake Scott Sinclair visits Calling Lake School

- Post Reach: 1353
- Post Impressions: 1667
- Engagement: 420





Northland School Division

Published by [Curtis Walty](#)

November 9, 2023

Debbie Mineault wins Outstanding Indigenous Educator of the Year Award
<https://www.nsd61.ca/.../debbie-mineault-wins-outstanding...>

Northland School Division (NSD) is pleased to announce that Director of First Nations, Métis and Inuit Education Debbie Mineault has been selected as the 2023 Outstanding Indigenous Educator of the Year Award. The award is presented by the Alberta Teachers' Association's (ATA's) Indige... See more

...

Debbie Mineault wins Outstanding Indigenous Educator of the Year Award

- Post Reach: 2113
- Post Impressions: 2280
- Engagement: 265



**OUTSTANDING
INDIGENOUS EDUCATOR
OF THE YEAR!**

Debbie Mineault





Northland School Division

Published by Curtis Walty

December 22, 2023



Important Notice - From Board Chair to External Stakeholders

Important Notice - From Board Chair to External Stakeholders

We wish to inform our Northland School Division community members and stakeholders that Superintendent of Schools, Shelley Willier, is no longer with the School Division.

We would like to thank Ms. Willier for her service. We wish Ms. Willier the very best in all her future plans and endeavours. ... [See more](#)

- Post Reach: 1621
- Post Impressions: 1819
- Engagement: 276





Northland School Division

Published by [Curtis Walty](#)

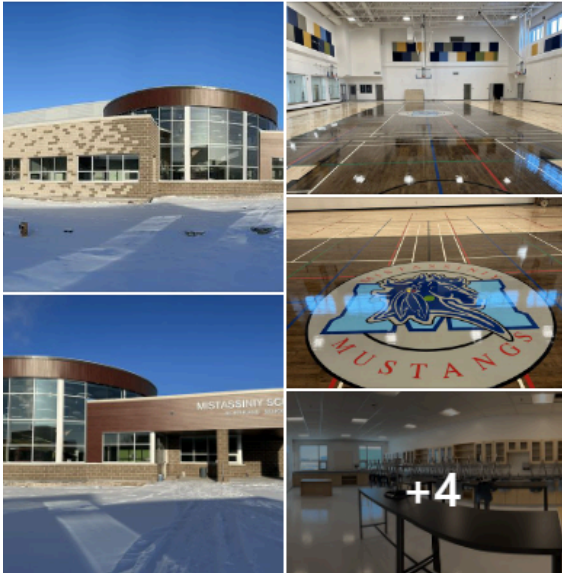
February 1

The eagerly-awaited sound of students engaging in academic and extracurricular activities at the new Mistassiniy School is about to become a reality <https://www.nsd61.ca/.../new-era-dawns-as-the-new...!>

Northland School Division (NSD) has reached a pivotal stage in the construction of the new state-of-the-art learning facility. 🏗️ The transfer of items from the old Mistassiniy School has begun, paving the way for... See more

Important Notice - From Board Chair to External Stakeholders

- Post Reach: 4460
- Post Impressions: 5163
- Engagement: 1378





Northland School Division

Published by [Curtis Walty](#)

March 12



Celebrating Excellence in Northland School Division

🌟 Celebrating Excellence in Northland School Division!



We are thrilled to announce the launch of our new staff recognition initiative: The Awesomeness Awards!

This award program is all about celebrating those among us who consistently go above and beyond to support student success in Northland School Division. The recipients recognized were nominated by other staff members.... [See more](#)

- Post Reach: 1772
- Post Impressions: 2033
- Engagement: 397





Northland School Division

Published by [Curtis Walty](#)

March 15

Cal Johnson appointed Superintendent of Schools/CEO <https://www.nsd61.ca/.../cal-johnson-appointed...>

Northland School Division (NSD) is pleased to announce that Cal Johnson has been appointed the new Superintendent of Schools and Chief Executive Officer (CEO), effective March 15, 2024.

The Board of Trustees unanimously passed the motion during the March 15, 2024 Regular Board Meeting. ... See more



Cal Johnson appointed Superintendent of Schools/CEO

- Post Reach: 1907
- Post Impressions: 2076
- Engagement: 494





Northland School Division

Published by Curtis Walty

April 18

We are thrilled to announce that two Northland School Division (NSD) students have been selected as recipients of the 2024 Honouring Spirit: Indigenous Student Award! 🏆

Congratulations to Rodney Lalonde from [Hillview School](#) and Amelia Savill from Anzac Community School [Anzac School - Bill Woodward School](#)!

"On behalf of the Board of Trustees, I am very pleased to congratulate Rodney and Amelia on receiving such a prestigious award," said Robin Guild, Board Chair. "To ... [See more](#)

Two Northland students selected as recipients of the 2024 Honouring Spirit: Indigenous Student Award!

- Post Reach: 2096
- Post Impressions: 2465
- Engagement: 272





Northland School Division

Published by Curtis Walty

April 23

Two Northland students selected as recipients of the 2024 Honouring Spirit: Indigenous Student Award!

Wildfire Emergency Response Information for Northland Families <https://www.nsd61.ca/.../division-news/post/wildfire-update3>

Attention Northland School Division (NSD) Families, Click on the images below to view important information regarding wildfire emergency response planning. More information is also available on the NSD website <https://www.nsd61.ca/.../division-news/post/wildfire-update3>.

- Post Reach: 2944
- Post Impressions: 2149
- Engagement: 175

WILDFIRE EMERGENCY RESPONSE INFORMATION

Attention Northland School Division (NSD) Families,

On previous events concerning wildfires, we fully understand and share your concerns and anxieties. To ensure the safety of students and staff, we actively review emergency response plans for each school and work with emergency contacts in the communities we serve. This includes making sure emergency contact information is up-to-date. If your contact information has changed recently, please contact your local school to ensure information is updated.

WHEN A WILDFIRE EMERGENCY OCCURS

Communication Channels

During an emergency, we will contact parents/guardians directly or by one of the methods listed below:

School Messenger: We use School Messenger to send notifications (phone, email, text message) to parents/guardians for urgent matters, student attendance and other events taking place.

Facebook

Division Website: www.nsd61.ca

WHAT CAN YOU DO?

It is your responsibility to stay informed, regularly check these resources and adhere to guidelines and instructions issued. Parents/guardians should also ensure that all emergency contact information is up-to-date and accurate. For more information, please contact your local school.

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Northland School Division

Published by [Curtis Walty](#)

June 4

It is with sadness that we announce the passing of School Board Trustee Thomas Auger. Thomas, who served as Ward 6 Trustee (Demarais, Sandy Lake), passed away on Monday, June 3, 2024.

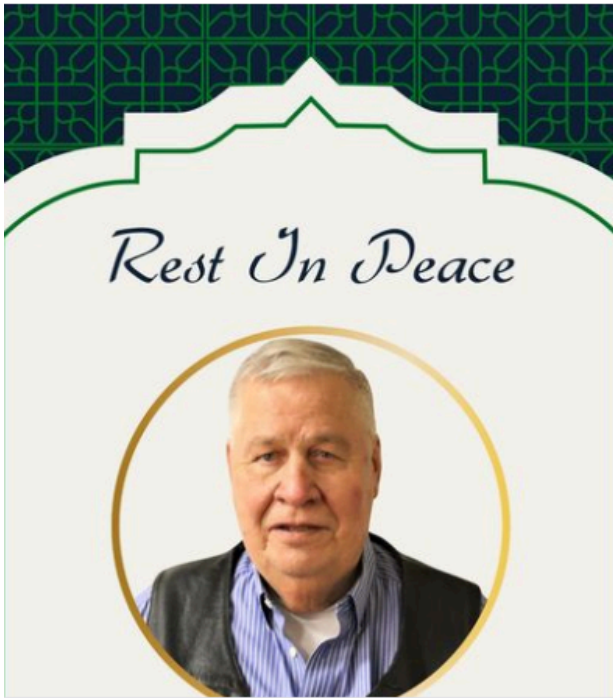
Thomas was a dedicated public servant. He served as a School Board Trustee with Northland School Division multiple times and as a councillor with the Municipal District of Opportunity. Thomas was instrumental in negotiating for a school to be built in Sandy Lake.

Outside of public service re... [See more](#)



NSD mourning loss of School Board Trustee

- Post Reach: 4173
- Post Impressions: 4988
- Engagement: 1284





Northland School Division

Published by Curtis Walty

June 25

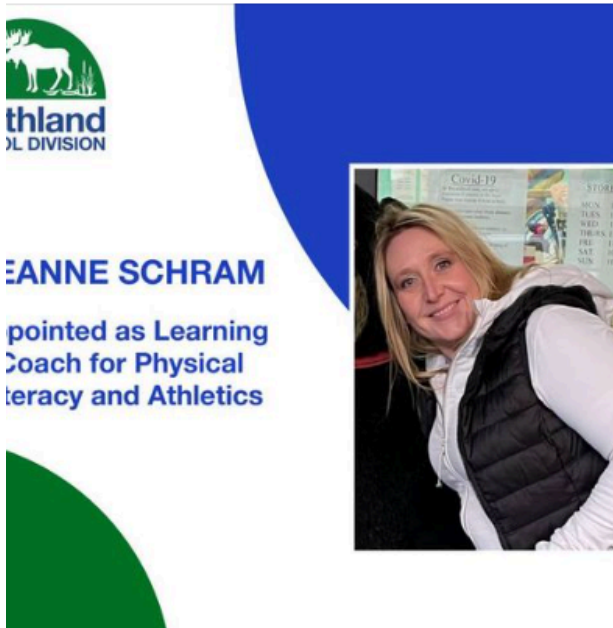
🏆 Leanne Schram Appointed Learning Coach for Physical Literacy and Athletics 🏃
<https://www.nsd61.ca/.../leanne-schram-appointed-learning...>

🌟 Northland School Division is pleased to announce the appointment of Leanne Schram as Learning Coach for Physical Literacy and Athletics.

📖 Leanne Schram began her education journey as an Educational Assistant in 2000. Inspired by a colleague, she pursued a teaching care... See more

Leanne Schram appointed Learning Coach for Physical Literacy and Athletics

- Post Reach: 4551
- Post Impressions: 5830
- Engagement: 2008





Northland School Division

Published by [Curtis Walty](#)



June 27

NSD staff celebrated at 2024 Long Service Awards

NSD Staff Celebrated at 2024 Long Service Awards 🎉

On May 10, 2024, Northland School Division hosted the Long Service Awards at the River Cree Resort and Casino in Enoch. This special event celebrated NSD's Edwin Parr Teacher Award nominee, participants in the Community Based Teacher Education Program, and honoured staff who have dedicated 20, 25, 30, 35, 40, and 45 years of service, along with our esteemed retirees. Congratulations to all the 2024 recipients! 🎉

- Post Reach: 2074
- Post Impressions: 2236
- Engagement: 667

Edwin Par... See more



NSD Instagram (northland_school_division)

Followers: 184

NSD LinkedIn

Followers: 847

NSD Twitter (@northland61)

Followers: 1106

NSD Website Statistics (www.nsd61.ca)

Acquisition Statistics as of September 12, 2024	
Sessions Explanation: Sessions tell us how many times people came to the website, regardless of how long they stayed or what they did while they were there.	
Search Engines	47% (2649 sessions)
Direct Entry	40% (2262 sessions)
Social Networks	8% (445 sessions)
Referrals	5% (286 sessions)

Top 5 Pageviews of September 12, 2024	
Page	Pageviews
www.nsd61.ca	3029 views
https://www.nsd61.ca/careers/career-opportunities	1433 views
https://www.nsd61.ca/careers/opportunities-for-staff	1109 views
https://www.nsd61.ca/careers/teachers-principals-and-superintendents	815 views

Traditional Media Highlights (Newspapers, Radio)

Page 6 - THE ECHO-PIONEER Wednesday, October 11, 2023

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

Jordan Maskell

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

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

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

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

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

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

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

"Anyone who lives on a

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

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

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

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

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

Town is also hosting a Halloween House Decorating Contest.

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

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

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

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

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

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Northland School Division

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Northland educator receives award from Métis Settlements General Council

For immediate release – October 4, 2023



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

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

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

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

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

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

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

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





THE VILLAGE
Mackenzie Family Resource Network

MACKENZIE FAMILY RESOURCE NETWORK
780-926-4668 • www.thevillagefrn.ca



OTHER SPECIAL EVENTS

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

Supporting Families to
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LISTEN LIVE

HOME ON-AIR NEWS SPORTS CONTESTS FEATURES CONTACT

Mineault wins Provincial Award

November 9, 2023 Local News

Courtesy: Northland School Division



Debbie Mineault wins Outstanding Indigenous Educator of the Year Award

Northland School Division (NSD) is pleased to announce that Director of First Nations, Métis and Inuit Education Debbie Mineault has been selected as the 2023 Outstanding Indigenous Educator of the Year Award. The award is presented by the Alberta Teachers' Association's (ATA's) Indigenous Education Council.

The ATA's Indigenous Education Council is a professional organization for teachers, associate members of the ATA and university students. Given the changes to the provincial curriculum and the Teaching Quality Standard with regards to First Nations, Métis and Inuit Education inclusion, the council strives to provide resources and projects for members to explore with students.

The Outstanding Indigenous Educator of the Year Award is for a teacher, advocate and professional; who has made significant efforts in furthering First Nations, Métis and Inuit Education in Alberta. This person cares deeply about the success of Indigenous students, and has demonstrated leadership, and authentic inclusion of Indigenous voice and presence in Education.

"On behalf of the Board of Trustees, I congratulate Debbie on earning such a prestigious award," said Cathy Wanyandie, Board Chair. "We very much appreciate the efforts Debbie puts in to weave language and culture into the student learning experience. Her contributions support Northland School Division's priorities around excellence in learning, leadership and relationships."

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

Congratulations Debbie!

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

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



On Air Now
Tamara Pawloske
Weekdays 11am-3pm

Next
Everett Barilla
Weekdays 3-8pm

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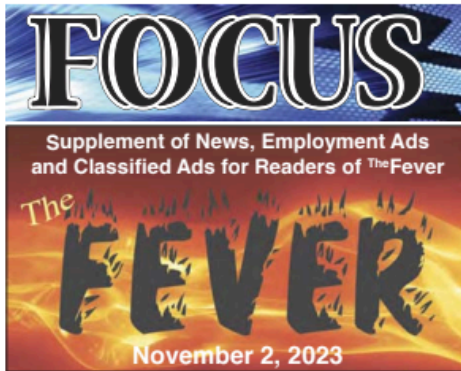
ON AIR TEXT 780-624-3000

THINK LOCAL

T55 NEWS POLL

With the Federal Liberal/NDP deal now over, do you believe a federal election is happening this fall?

- Yes
- No



Huge lottery wins give lower populated regions better average of earnings

Nunavut has been named the luckiest lottery region in Canada, according to a new study.

A report from online casino expert Datslots analyzed lottery winnings of \$10,000 or more over the last 12 months in Canada's three national draws: Lotto Max, Lotto 6/49, and Daily Grand.

The amounts were totalled and divided per 1,000 residents to reveal Canada's luckiest lottery region.



Nunavut topped the study as Canada's luckiest lottery region. Residents in Nunavut have the highest chance of winning a large sum of money in the lottery than any other place in Canada, averaging winnings of \$172,473 per 1,000 people. The region ranked above everywhere else in Canada after one local claimed a huge Daily Grand jackpot of \$7 million back in October 2022.

Alberta came second in the study of Canada's luckiest lottery regions. Albertans are some of the most fortunate lottery players in the country, averaging winnings of \$67,566 per 1,000 people.

Over the last 12 months, a total of \$310,892,575 has



been won in the region, with a huge \$70 million Lotto Max jackpot going to one Calgary individual in October 2022.

During a late October tour of Calling Lake School, student Emmy Johnson was the centre of attention as she created an image on a computer for Northland School Division officials and local school board trustee, and Lesser Slave Lake MLA Scott Sinclair. Left to right: NSD associate superintendent Scott Meunier; Krista Veitch NSD associate superintendent of human resources; principal Stephen Marsh; Calling Lake Ward 8 trustee Wally Rude; MLA Sinclair and Mark Owens, NSD director of student engagement. During the school tour, Sinclair explained his role representing constituents in the provincial Legislature to a Grade 6 social studies class and organized a fun game for other students. Student Johnson was demonstrating her skills in coding the computer to create a video game.

The Canadian province of Manitoba was named as the country's third luckiest

lottery region with average winnings of \$53,959 per 1,000 residents.

Over the last 12 months, the largest jackpot win in the region was found in Winnipeg, where a local picked up a huge Lotto Max prize of \$60 million in March 2023.



The Atlantic Provinces placed fourth in the new study, averaging lottery winnings of \$45,688 per 1,000 residents.

People in New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island are some of the luckiest lottery players in Canada.



A total of \$116,652,647 has been won in this region over the past year, with the largest jackpot win of \$64 million going to one lucky Lotto 6/49 player in April 2023.

A6 - Tuesday, October 10, 2023, TOWN and COUNTRY THIS WEEK-Athabasca Advocate-Barrhead Leader-Westlock News

Local students release third Indigenous story book

Collection of community stories the latest installment in a continued series

BY LEXI FREEHILL
Athabasca Advocate Staff

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

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

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

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

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

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

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

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

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

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

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

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

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

Cahkapes and the Bear Cahkapes ekwa maskwa



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

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

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

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

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

lfreehill@greatwest.ca

VJV WESTLOCK

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■ JAKE HOWLETT	780-719-2962
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WWW.VJVAUCTION.COM/WESTLOCK

Check out The Town & Country

Classifieds

SERVING THE MUNICIPAL DISTRICT OF OPPORTUNITY & BIGSTONE CREE NATION

Northland School Division names new superintendent

Cal Johnson has been appointed the new Superintendent of Schools and the Chief Executive Officer

FEVER – Thursday, March 21, 2024 PAGE 7

(CEO) for Northland School Division.

The Board of Trustees unanimously passed the motion during last Friday's Regular Board Meeting.

"Our nation-wide advertising resulted in a number of applications," said Robin Guild, Board Chair.

Guild noted that one of the reasons Johnson was appointed is his "commitment to working with communities to ensure students are successful."

"I am focused on making sure students love to learn and have the skills they need to achieve their goals and dreams," said Johnson following his appointment.

The new superintendent brings 29 years of experience as an educator in three Canadian provinces.

Since joining Northland School Division in 2016, he has served as a Principal in



Conklin and in Anzac, and as the division's Associate Superintendent and Acting Superintendent of Schools/CEO.

Johnson holds a Master's degree from the University of Calgary.

He also earned a Bachelor of Physical Education and a Bachelor of Education, both with honours from the University of Manitoba.



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Board Meeting Highlights

June 28, 2024



Board held a moment of silence for Ward 6 Trustee Thomas Auger

In early June, it was with sadness that we announced the passing of School Board Trustee Thomas Auger. Thomas, who served as Ward 6 Trustee (Demarais, Sandy Lake), passed away on Monday, June 3, 2024. To honour his memory, the trustees held a moment of silence.

Thomas was a dedicated public servant. He served as a School Board Trustee with Northland School Division multiple times and as a councillor with the Municipal District of Opportunity. Thomas was instrumental in negotiating for a school to be built in Sandy Lake.

The loss of Thomas is felt deeply, not only by his immediate family but also by the entire Northland School Division family. We extend our heartfelt condolences to Thomas' family, friends, and all who knew him. He will be profoundly missed.

NSD to pilot Grade 7 at Bishop Routhier School and Grade 10 at Grouard Northland School next school year



Offering Grade 7
Next Year!

Northland School Division is excited to pilot expanded grades at Bishop Routhier School and Grouard Northland School. The board authorized administration to pilot Grade 7 at Bishop Routhier School and Grade 10 at Grouard Northland School, effective September 1, 2024.



Offering Grade 10
Next Year!

During a series of community engagement sessions in both communities, Northland heard from parents and guardians who expressed that their children would benefit from learning at home longer, rather than being bussed to High Prairie.

School bus transportation will still be provided to families who wish to send their children to High Prairie for Grade 10.

Four students awarded NSD bursary or scholarship

The Bursary and Scholarship Committee announced the recipients of the bursaries and scholarships provided by NSD. Congratulations to the following students!

- **Wilma (Tina) Cardinal - Elizabeth School**
 - o Program: University of Blue Quills, Diploma of Social Work
 - o Award: NSD Scholarship of \$800 for students entering University programs other than Education
- **Cassie Flett - Gift Lake School**
 - o Program: University of Alberta, Bachelor of Arts in Native Studies/Bachelor of Education
 - o Award: NSD Bursary of \$20,000 (paid over 2 years in four installments) for students entering university in the Faculty of Education
- **Jasmine Landis - Bill Woodward School**
 - o Program: NAIT, Auto Body Technician
 - o Award: NSD Scholarship of \$800 for students entering a College or Technical Institute
- **Darian Milton - Bill Woodward School**
 - o Program: NAIT, HET - Heavy Duty (Off-Road)
 - o Award: NSD Scholarship of \$800 for students entering a College or Technical Institute
- **Hunter Pratt - Bill Woodward School**
 - o Program: Mount Royal University, Bachelor of Arts, Sociology Program
 - o Award: NSD Scholarship of \$800 for students entering University programs other than Education
- **Erin Young - Career Pathways School**
 - o Program: NAIT, Youth Career Exposure Program
 - o Award: NSD Scholarship of \$800 for students entering University programs other than Education

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Indigenous Day dancer

Photo: A. St. Cyr

BIGSTONE CREE NATION TRUST
 P.O. BOX 990
 WABASCA, AB T0G 2K0
 Telephone: 780-891-4803

Bigstone Trust Office relocated:
Bigstone Professional Centre
#28 Duran Trail, I.R. 166A
Site#3 As long as the sun shines
 The river flows; and
 The grass grows

Contact Information:
Administration:
 780-891-4802
Trust Administrator
 Office 780-891-4803
 Cell 780-319-9649

Deputy Superintendent attends conference about artificial intelligence

Deputy Superintendent Meunier attended the Alberta Machine Intelligence Institute's (Amii) Upper Bound conference in May. The conference focused on machine learning and artificial intelligence, covering topics such as artificial intelligence in healthcare, philosophical considerations, and artificial intelligence regulation.

Conference Highlights:

- Expert analyses and discussions on the current state of artificial intelligence and its applications.
- Emphasis on understanding artificial intelligence's impact on various sectors.

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**Board
 approves
 contract
 awards for
 bus routes**




NSD has approved contract awards for various bus routes following a public tender process. The Board of Trustees authorized the administration to proceed with the recommended bidders for the 2024-2027 contract period, with the exception of Route 472 (Fishing Lake Feeder Bus), which will undergo further review. The awarded contracts are as follows:

- Route 401: Janvier to Father R. Perin School – Sparksman
- Route 442: Peavine to High Prairie – Anderson Bus Lines
- Route 445: Fishing Lake to J.F. Dion – Christensen Bussing
- Route 446: Fishing Lake to J.F. Dion – Christensen Bussing
- Route 450: Peavine to High Prairie – Al Anderson
- Route 453: Near Anzac to Anzac and Bill Woodward Schools – Sparksman
- Route 454: Peavine to High Prairie – Noskey Bus Lines
- Route 460: Peavine to Bishop Routhier School – Noskey Bus Lines
- Route 461: Near Anzac to Anzac and Bill Woodward Schools – Sparksman
- Route 462: Near Anzac to Anzac and Bill Woodward Schools – Sparksma

**Board Meeting
 Highlights**
June 28, 2024




Board authorizes further scoping of welding facility at the new Mistassiniy School



The Board of Trustees has authorized the administration to further scope the costing and design of a welding facility to be constructed at the new Mistassiniy School. This facility is intended to enhance the Career and Technology Studies (CTS) program by providing students with the opportunity to acquire welding skills, which are in high demand and can prepare students for successful careers. The project will involve preparing a preliminary architectural plan and detailed cost calculations, and selecting a suitable location on the school site for the facility.

Superintendent's Highlights - Northland high school graduates celebrated



Superintendent of Schools/CEO Cal Johnson provided highlights, which included several key updates and acknowledgments:

- Celebrating High School Graduates:
 - o Superintendent Johnson congratulated all the high school graduates from Bill Woodward School, Calling Lake School, Career Pathways School, Mistassiniy School and Paddle Prairie School.
 - o He expressed excitement about attending the graduation ceremonies and noted that members of the Executive Team attended all the ceremonies to celebrate with the students.
- Community Engagements:
 - o Johnson thanked the Board for their participation in the recent community engagement sessions hosted at Bishop Routhier, Hillview, Gift Lake, and Grouard Northland Schools.
 - o These engagements have been vital in understanding community needs and strengthening relationships.
- National Indigenous Peoples Day:
 - o Johnson highlighted the celebrations of National Indigenous Peoples Day on June 21, 2024, across the division.
- Principal Meeting in Enoch:
 - o Johnson spoke about the recent principal meeting that included Elder Bob Cardinal.
 - o He emphasized the value of Elder Cardinal's insights on connecting with the land and building relationships, which were shared with principals.

Future Considerations for Northland School Division

- Re-establishing the Educational Technology Committee.
- Facilitating internal and external learning opportunities for teachers.
- Updating administrative procedures and user agreements to align with artificial intelligence developments.

These initiatives aim to enhance understanding and use of artificial intelligence tools within Northland School Division.

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Radio Active with Jessica Ng, Min Dhariwal



Land-based learning



Play Segment

9:36

<https://www.cbc.ca/listen/live-radio/1-52-radio-active/clip/16080667-land-based-learning>

Joint Radio Campaigns



During the 2023-2024 school year, NSD partnered with High Prairie School Division, Peace River School Division, Holy Family Catholic Regional Division and The Conseil Scholaire Du Nord-ouest on a series of radio advertisements. The following advertisements included:

- Back to School
- Orange Shirt Day
- Alberta Education Assurance Survey
- Education Week and Mental Health Week
- National Indigenous Peoples Day
- Year-end Message

The advertisements aired on River Country/KIX FM (Peace River Broadcasting) and CFWE Radio. NSD also partnered on joint Stingray radio advertisements with High Prairie School Division. Stingray owns radio stations in High Prairie, Slave/Wabasca. The radio campaigns were the same as the above-mentioned. NSD is continuing this partnership in 2024-2025.