



# NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 25-02 AGENDA

Location: DoubleTree West Edmonton	
Zoom:	
Meeting ID: Passcode:	Phone: 1 (587) 328-1099
Date: Friday, February 14, 2025	Time: 9:00 a.m. - 4:30 p.m.

***If you want to join the public meeting, please contact Media Relations Manager Curtis Walty at 780-624-2060, ext. 6183 or [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca).***

*Note: If 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.	January 25, 2025 Regular Meeting Minutes	All	Motion	<b>04</b>
2.	Board Action Items	Superintendent Johnson	Information	<b>13</b>

## E. BUSINESS ARISING FROM MINUTES



# NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 25-02 AGENDA

## F. CONSENT AGENDA

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Chair Fayant	Information	16
2.	Superintendent of Schools Report	Superintendent Johnson	Information	17
3.	Trustee Activity, Committee and/or Board Representative/Association Reports <ul style="list-style-type: none"> <li>• Trustee McGillivray, Ward 1</li> <li>• Trustee B. Lamouche, Ward 3</li> <li>• Trustee Rude, Ward 8</li> </ul>	Trustees	Information	19

## G. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Aird	Information	22
2.	Student Engagement, Attendance & Completion Report	Associate Superintendent Owens	Information	24
3.	Monthly Enrollment Report	Superintendent Johnson	Information	29
4.	Policy 7 - Board Governance and Operations	Chair Fayant	Motion	31
5.	Policy 7 Appendix A - Schedule of Rates	Chair Fayant	Motion	46
6.	Policy 14 - Hearings on Teacher Matters	Chair Fayant	Motion	49
7.	Policy 19 - Welcoming, Caring, Respectful, Safe, Healthy Learning & Working Environments	Chair Fayant	Motion	53
8.	Professional Improvement Leave	Superintendent Johnson	Information	58
9.	Bus Replacement Plan	Secretary-Treasurer Aird	Motion	60
10.	ASBA Friends of Education Award	Superintendent Johnson	Motion	61
11.	Locally Developed Course - Traditional Ceremonies	Superintendent Johnson	Information	62
12.	ASBA Honouring Spirit: Indigenous Student Award	Superintendent Johnson	Information	63



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## H. MONITORING REPORTS

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations/Presentations <ul style="list-style-type: none"> <li>● NSD Elder and Youth Council Podcast</li> </ul>	Superintendent Johnson	Information	-
2.	Board Chair Highlights	Chair Fayant	Information	<b>64</b>
3.	Superintendent Highlights	Superintendent Johnson	Information	<b>67</b>
4.	Student Services Department Report	Associate Superintendent Veitch	Information	<b>74</b>
5.	OH&S Department Report	Associate Superintendent Veitch	Information	<b>76</b>

## I. PRELIMINARY DISCUSSION

No.	Title	Responsible
1.	Upcoming Meetings & Conferences <ul style="list-style-type: none"> <li>● ARES - March 2 - 4, 2025 (Edm)</li> <li>● CSBA</li> </ul>	Chair Fayant
2.		

## J. ADJOURNMENT & CLOSING CULTURAL REFLECTION





NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 25-01  
MINUTES

Location: Virtual

Date: Saturday, January 25, 2025

Time: 9:00 a.m.

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

**A. CALL TO ORDER**

**1. Call to Order**

Chair Fayant called the meeting to order at 9:00 a.m.

**2. Recognition of Traditional Lands**

**3. Opening Prayer, Cultural Reflection or Reflection**

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

**4. Adoption of Agenda**

MOTION: Trustee McGillivray moved that the Board of Trustees adopt the agenda as presented.

**26042/25 CARRIED**

**5. Closed Session**

MOTION: Trustee McCamon moved that the Board of Trustees go into a closed session with only the administration at 9:03 a.m.

**26043/25 CARRIED**

*Pearl Lorentzen left the meeting at that point.*



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**6. Regular Session**

MOTION: Trustee McCamon moved that the Board of Trustees return to regular session at 9:17 a.m.

**26044/25 CARRIED**

*Trustee Moberly joined the meeting at 9:17 a.m., and Pearl Lorentzen rejoined the meeting at this time.*

**B. BUSINESS ARISING FROM CLOSED SESSION**

There was no business arising from the closed session.

**C. BOARD MATTERS**

There were no board matters brought before the Board of Trustees.

**D. MINUTES**

**1. November 22, 2024 Regular Board Meeting Minutes**

MOTION: Vice Chair Guild moved that the Board of Trustees approve the November 22, 2024, regular board meeting minutes as presented.

**26045/25 CARRIED**

**2. December 17, 2024, Special Board Meeting Minutes**

MOTION: Trustee Rude moved that the Board of Trustees approve the December 17, 2024, special board meeting minutes as presented.

**26046/25 CARRIED**

**3. Board Action Items**

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



**NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 25-01  
MINUTES**

**E. BUSINESS ARISING FROM MINUTES**

There were no business items arising from the minutes.

**F. CONSENT AGENDA**

**1. Consent Agenda**

MOTION: Trustee Moberly moved that the Board of Trustees approve the consent agenda, which adopts the following reports:

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

**26047/25 CARRIED**

**G. ACTION ITEMS**

**1. Monthly Financial Report**

Secretary-Treasurer Aird presented the financial report to the Board of Trustees as of December 31, 2024. The monthly financial report was received and filed as information.

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

Associate Superintendent Owens presented the Student Engagement, Attendance and Completion Reports for November and December 2024. The Student Engagement, Attendance and Completion Reports were received and filed as information.

*Director Michelle Wile joined the meeting this time.*

**3. Monthly Enrollment Report**

Superintendent Johnson presented the monthly enrollment report as of January 15, 2025. The monthly report was received and filed as information.

**4. Draft 2025-2026 School Calendar**

Director Michelle Wile, on behalf of Associate Superintendent Veitch, presented the 2025-2026 draft school calendar to the Board of Trustees.

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It was noted that the calendar meets instructional hours as required by Alberta Education. In addition, it is a common calendar across the Division and aligns with neighbouring school jurisdictions.

MOTION: Trustee Moberly moved that the Board of Trustees approve the draft 2025-2026 school calendar as presented.

**26048/25 CARRIED**

*Director Michelle Wile left the meeting this time.*

**5. Policy 2 Appendix D - Board and Superintendent Guidelines**

MOTION: Trustee Rude 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 Appendix D - Board and Superintendent Guidelines.

**26049/25 CARRIED**

**6. Policy 16 - Recruitment and Selection of Personnel**

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 16 - Recruitment and Selection of Personnel.

**26050/25 CARRIED**

**7. Policy 21 Appendix A - School Council Conflict Resolution**

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

**26051/25 CARRIED**



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**8. Policy 21 Appendix B - Elder Guidelines**

MOTION: Vice Chair Guild moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 21 Appendix B - Elder Guidelines.

**26052/25 CARRIED**

**9. Bill 27 Draft Administrative Procedures**

Superintendent Johnson shared with the Board of Trustees some revisions required to the Administrative Procedures from Bill 27. Changes will not be in effect until the fall. This information was received and filed.

**10. 2023 -2024 Audited Financial Statements Update**

Secretary-Treasurer Aird gave an update on the 2023-2024 Audited Financial Statements. The update was received and filed as information.

**11. 2024 - 2025 IMR Project List**

Secretary-Treasurer Aird presented the 2024 - 2025 IMR project list to the Board of Trustees. The project list was received and filed as information.

**12. ASBA Sustainability Engagement Presentation**

Trustee Rude shared information with the Board of Trustees on ASBA's Sustainability Engagement Presentation, which was presented at the ASBA Zone 1 meeting in January. This report was received and filed as information.

**13. Bishop Routhier School Out of Province Field Trip with DC Student Adventures**

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the Bishop Routhier School's Out of Province Field Trip to Toronto, Ontario, from June 16 - 20, 2025, as presented.

**26053/25 CARRIED**

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**H. MONITORING REPORTS**

1. The Board of Trustees received and filed the following reports:
  - a. Recognition of Mistassiniy Students of Zain Ibdah and Avery Auger-Gladue
  - b. FNMI Presentation - Director Debbie Mineault and Melanie Lapp, Indigenous Cultural Land-Based Learning Coach
  - c. Board Chair Highlights
  - d. Superintendent Highlights
  - e. Occupational Health & Safety Report

Recognition of Mistassiniy Students:

The Board of Trustees recognized grade 12 students Zain Ibdah and Avery Auger-Gladue from Mistassiniy School for their leadership during Alberta's Lieutenant Governor, the Honourable Salma Lakhani's visit on November 19, 2024. They guided Her Honour on a school tour and served as emcees for the assembly.

Zain and Avery's contributions during this special day exemplify the leadership, resilience, and school pride that Mistassiniy School and Northland School Division strive to build.

The Board of Trustees is incredibly proud of its members' achievements and of the example they have set for their peers and community.

FNMI Presentation

Debbie Mineault, Director of FNMI, and Melanie Lapp, Indigenous Cultural Land-Based Learning Coach, presented to the Board of Trustees key initiatives that the FNMI Department is working on for the 2024-2025 school year. The Department is ensuring that its initiatives align with the 2024-2027 Education Plan, emphasizing cultural inclusion, language revitalization, and reconciliation efforts.

Key Priorities and Initiatives

Priority 1: Connections Supporting Reconciliation

- Infusing Indigenous Languages in Learning Spaces
  - Michif virtual training with Rupertsland Institute (Feb 2025).
  - Cree training session with the University of Alberta (Nov 2024).
  - Collaboration with Cold Lake FN Denesuline for local pedagogy integration.

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- Digital tools to preserve and teach local dialects.
- Establishing the Elder Advisory Council
  - Meetings are planned for February and May 2025.
  - Collaboration with Treaty 6 Elder Dr. Francis Whiskeyjack for spiritual ceremonies.
  - Contributions to the Superintendent’s Elders and Knowledge Keeper Advisory Council.
- Engagement with Elders, Knowledge Keepers, and Indigenous Educators
  - Participation in 2025 Community Engagement sessions.
  - Planning a Métis Culture, Language, and Land-Based Camp (Feb 2025).
  - Supporting the Métis Education Service Agreement.
  - Providing “Wahkohtowin EveryDay” learning materials to staff.
- Supporting Truth and Reconciliation Commission (TRC) Commitments
  - Enhancing awareness of residential schools.
  - Developing learning principles with Elders and educators.

Priority 2: Holistic Learning

- Enhancing Literacy and Numeracy Skills
  - Implementing Indigenous perspectives in literacy and numeracy programs.
  - Supporting reading, writing, and oral traditions.
  - Providing Indigenous literature training for new teachers.

Priority 3: Excellent People Supporting Students

- Staff Training and Indigenous Leadership Development
  - Indigenous language mentorship programs led by Elders.
  - Cultural initiatives such as traditional workshops, nature walks, and radio broadcasts.
  - Development of language learning apps, dictionaries, and Indigenous songs.

The FNMI Department is committed to fostering meaningful relationships with Indigenous communities, integrating Indigenous languages and cultural practices into education, and enhancing staff training. These efforts aim to create a more inclusive and supportive learning environment for FNMI students.

The presentations and reports have been received as information and have been filed.



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**I PRELIMINARY DISCUSSION OF BOARD ITEMS**

There was a follow-up discussion on IMR projects that Secretary-Treasurer Aird will look into further.

1. Grouard Northland School
  - a. The PA system at the Grouard Northland School. The public cannot access the building.
  - b. Paving of the parking lot and repairing the downspout drainage.
  - c. Repairing the hole in the bathroom ceiling.
  
2. J.F. Dion School
  - a. The removal of planters, landscaping and repairs to the sidewalks.

**J. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION**

**1. Adjournment**

MOTION: Vice Chair Guild moved that the Board of Trustees declare the meeting adjourned at 11:15 a.m.

**26054/25 CARRIED**

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Tanya Fayant, Board Chair

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Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Cal Johnson, Superintendent of Schools  
**SUBJECT:** Board Action Items  
**REFERENCE(S):**  
**ATTACHMENTS:** Board Action Items

<b>INFORMATION ITEM</b>
The Board Action Items report has been received as information and filed.

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

**Current Board Action Items:**

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	28-Sep-2024	Administration	Website	FNMI Department to list the resources available on the NSD website, just like Rupertsland	30-Jun-2025	In Progress	Reference: <a href="https://www.rupertsland.org/#">https://www.rupertsland.org/#</a> January 2025 Update (Scott) - <a href="#">February 2025 Webinar Series (Preview)</a> . This series has been prepared by our FNMI Team in collaboration with the Educational Technology department and will be available to any interested party online.
Board	25-Jan-2025	Administration	IMR Project List	Review Grouard School IMR List to include PA System, paving of the parking lot, repair of the downspout drainage and hole in the bathroom ceiling.	30-Apr-2025	In Progress	
Board	25-Jan-2025	Administration	IMR Project List	Review J.F. Dion School IMR List to include removal of planters, landscaping and repairs to the sidewalks.	30-Apr-2025	In Progress	<b>January 29, 2025:</b> The planters have been removed as per the custodian.



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

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**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

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**BACKGROUND**  
  
The consent agenda process is based on the assumption that everyone reads all the consent agenda items and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question and the response.  
  
Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done before the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

**RISK ANALYSIS**



NORTHLAND SCHOOL DIVISION  
**BOARD CHAIR REPORT TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** JANUARY 25, 2025  
**SUBMITTED BY:** Tanya Fayant, Board Chair, Ward 5  
**SUBJECT:** Board Chair Report

DATE	EVENT
January 25, 2025	Corporate Board Meeting
January 28, 2025	Elizabeth School Community Engagement
January 29, 2025	J.F. Dion School Community Engagement
February 3, 2025	Agenda Review Virtual Meeting Policy Committee Virtual Meeting





# Superintendent's Report

## C. Johnson

February 14, 2025

<b>Legal Meeting</b>	<b>January 22, 2025</b>
<b>Alberta Education Oversight Meeting</b>	<b>January 22, 2025</b>
Met with members from Alberta Education and NSD personnel to discuss and review the division's monthly student attendance.	
<b>Corporate Board Meeting</b>	<b>January 25, 2025</b>
Attended the monthly Corporate Board meeting in Edmonton.	
<b>Elizabeth School Community Engagement/School Visit</b>	<b>January 28, 2025</b>
Hosted the Elizabeth School Community Engagement session and attended a school visit.	
<b>J.F. Dion School Community Engagement/School Visit</b>	<b>January 29, 2025</b>
Hosted the J.F. Dion School Community Engagement session and attended a school visit.	
<b>Legal Meeting</b>	<b>January 29, 2025</b>
<b>Ever Active Schools - Shaping the Future Conference</b>	<b>January 30 - February 1, 2025</b>
Attended the Ever Active Schools - Shaping the Future Conference.	
<b>Agenda Review Virtual Meeting</b>	<b>February 3, 2025</b>
Participated in the virtual Agenda Review meeting, which reviewed the draft agenda for the February 14, 2025 Corporate Board Meeting.	
<b>Policy Committee Meeting</b>	<b>February 3, 2025</b>
Participated in the virtual Policy Committee meeting; which reviewed the following policies: Policy 7 - Board Governance and Operations, Policy 7 Appendix A - Schedule of Rates, Policy 14 - Hearings on Teacher Matters and Policy 19 - Welcoming, Caring, Respectful, Safe & Health Learning and Work Environments.	
<b>Calling Lake School Community Engagement Session/School Visit</b>	<b>February 3, 2025</b>
Hosted the Calling Lake School Community Engagement session with parents, staff and community members.	

<b>Mistassiniy School Community Engagement Session/School Visit</b>	<b>February 4, 2025</b>
Hosted the Mistassiniy School Community Engagement session with parents, staff and community members.	
<b>Interview - Director of Inclusive Education</b>	<b>February 5, 2025</b>
Participated in the Director of Inclusive Education interview.	
<b>St. Theresa School Community Engagement Session/School Visit</b>	<b>February 5, 2025</b>
Hosted the St. Theresa School Community Engagement session with parents, staff and community members.	
<b>Interview - Director of Inclusive Education</b>	<b>February 6, 2025</b>
Participated in the Director of Inclusive Education interview.	
<b>Career Pathways School Community Engagement Session/School Visit</b>	<b>February 6, 2025</b>
Hosted the Career Pathways Community Engagement session with parents, staff and community members.	



NORTHLAND SCHOOL DIVISION

**TRUSTEE REPORT TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Lorraine McGillivray, Trustee, Ward 1  
**SUBJECT:** Activity Report as of February 4, 2025

<b>SUMMARY:</b>	
<b>Date</b>	<b>Description</b>
December 17, 2024	Corporate Zoom Board Meeting
December 18, 2024	Paddle Prairie Christmas Concert
January 25, 2025	Corporate Zoom Board meeting



# TRUSTEE REPORT TO THE BOARD

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Bonnie Lamouche, Trustee, Ward 3  
**SUBJECT:** Activity Report as of February 4, 2025

<b>SUMMARY:</b>	
<b>Date</b>	<b>Description</b>
January 9, 2025	GL School Awards
January 13, 2025	Parent Council - Peavine
January 25, 2025	Board Meeting
January 27, 2025	Parent Council - Gift Lake
February 3, 2025	Parent Council - Gift Lake





NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Douglas Aird, Secretary-Treasurer  
**SUBJECT:** Monthly Financial Report  
**REFERENCE(S):**  
**ATTACHMENTS:** Monthly Financial Report as of January 31, 2025

<b>INFORMATION ITEM</b>
The Monthly Financial report for the month of January 31, 2025 has been received as information and filed.

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



**NORTHLAND SCHOOL DIVISION**  
**As at January 31, 2025**  
**Statement of Revenues and Expenses**

REVENUE	Budget				
	2024-25	YTD Budget	YTD Actual	Variance	%
Alberta Education	\$ 43,413,453	\$ 18,088,939	\$ 16,244,528	\$ (1,844,411)	(10)
Federal Government & First Nations	11,375,099	4,739,625	6,797,558	2,057,933	43
Other Revenue	2,290,899	954,541	994,501	39,960	4
	<u>\$ 57,079,451</u>	<u>\$ 23,783,105</u>	<u>\$ 24,036,587</u>	<u>\$ 253,482</u>	<u>1</u>
<b>EXPENSES</b>					
Schools	\$ 23,778,823	\$ 9,907,843	\$ 9,586,708	\$ 321,135	3
Instructional Support	7,184,433	2,993,514	3,098,273	(104,759)	(3)
Instructional Supply	5,949,243	2,478,851	2,536,323	(57,472)	(2)
Transportation	3,854,628	1,606,095	1,853,104	(247,009)	(15)
Operations and Maintenance	8,739,791	3,641,580	3,672,826	(31,246)	(1)
External Services	3,877,194	1,615,498	1,831,213	(215,715)	(13)
System Administration	2,563,525	1,068,135	1,394,753	(326,618)	(31)
Corporate Board	526,063	219,193	253,020	(33,827)	(15)
Insurance (Buildings)	861,691	359,038	384,802	(25,764)	(7)
	<u>\$ 57,335,391</u>	<u>\$ 23,889,747</u>	<u>\$ 24,611,022</u>	<u>\$ (721,275)</u>	<u>(3)</u>
<b>NET SURPLUS (DEFICIT)</b>	<u>\$ (255,940)</u>	<u>\$ (106,642)</u>	<u>\$ (574,435)</u>	<u>\$ 974,757</u>	

**VARIANCE ANALYSIS**

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

**Revenues**

Revenues received and accrued have been in line with the budget (+1%).

Adjustments for enrollment being below forecast will be received by the end of February.

**Expenses**

Expenses are slightly overbudget (+3%) including unbudgeted Jordans costs.

Certified salaries and benefits are below budget (2%).

Uncertificated salaries and benefits (+69%) include additional student supports and Jordans staffing (\$1.1M year to date) which is funded by Canada and not included in the annual budget.

The Transportation variance (+15%) will be reduce by 1/2 as fleet costs are re-allocated to programs.

Operations and Maintenance (+1%) expenses are being monitored closely. Utility and maintenance cost pressures continue.

System Administration costs (+31%) include some division-wide costs which will be re-allocated.

External Services (+13%) are monitored closely to ensure Housing operations, renovations and School Food Services remain on plan.

**Salaries and Benefits Detail**

	Budget				
	2024-25	YTD Budget	YTD Actual	Variance	%
Certificated salaries and benefits	\$ 20,035,569	\$ 8,348,154	\$ 8,181,117	\$ 167,037	2
Uncertificated salaries and benefits	15,900,011	6,625,005	8,949,957	(2,324,952)	(35)
	<u>\$ 35,935,580</u>	<u>\$ 14,973,159</u>	<u>\$ 17,131,074</u>	<u>\$ (2,157,915)</u>	<u>(14)</u>



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025

**SUBMITTED BY:** Mark Owens, Associate Superintendent

**SUBJECT:** Student Engagement, Attendance, and Completion Report

**REFERENCE(S):**

**ATTACHMENTS:** Student Engagement, Attendance, and Completion Report  
January 2025

<b>INFORMATION ITEM</b>
The Student Engagement, Attendance, and Completion report for January 2025 has been received as information and filed.

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





## The Northland School Division

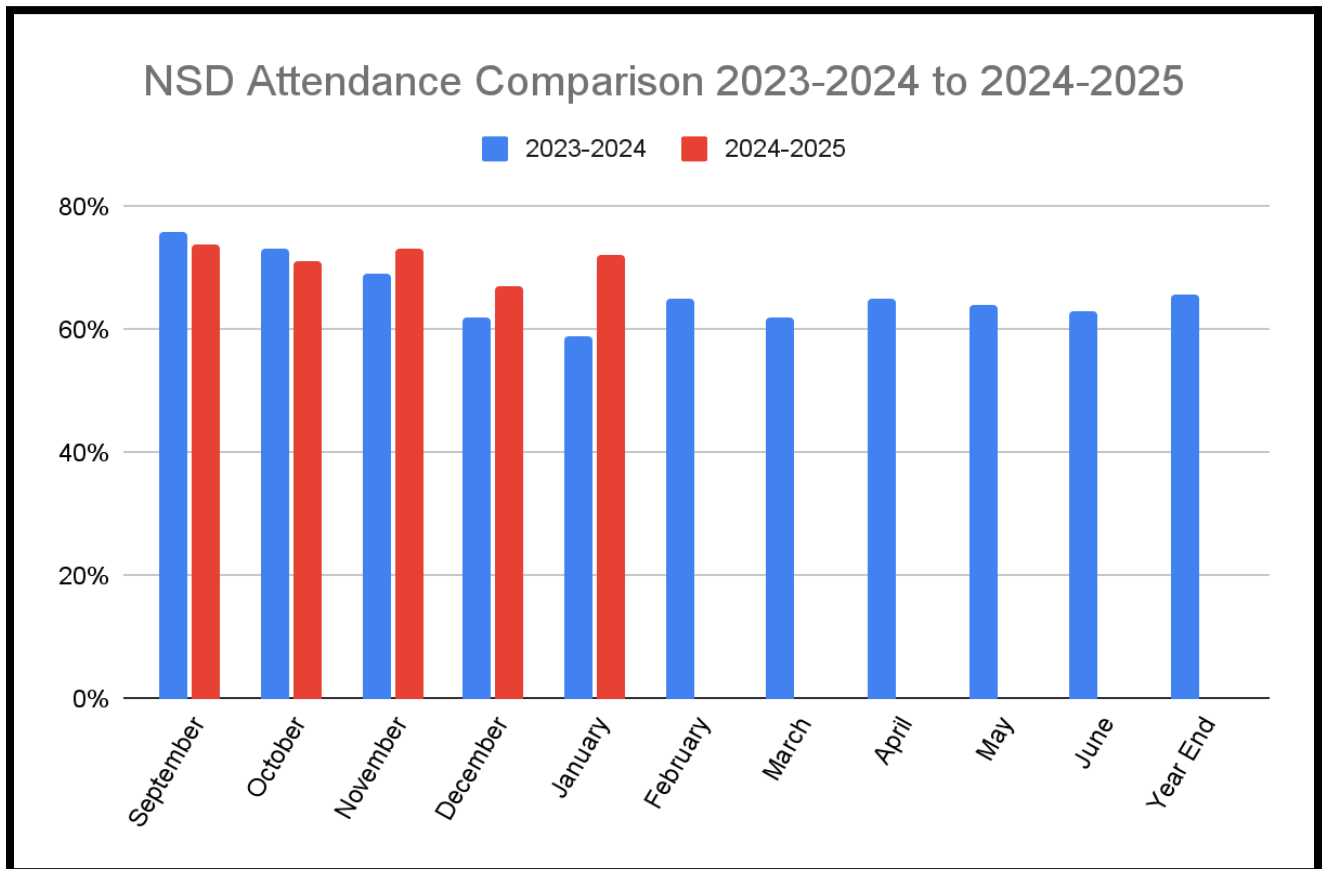
### Director of Engagement and High School Completion Board Attendance Report

February 2025

Monthly Attendance Rates from the previous year to the current year (2023-2024 to 2024-2025)

Strategy 1.1: Standardize attendance tracking processes

Table 1 - YR-YR Comparison			
Month	2023-2024	2024-2025	Difference
September	76%	74%	2%
October	73%	71%	2%
November	69%	73%	4%
December	62%	67%	5%
January	59%	72%	13%



### Highlights

- 6 schools surpassed their target for the 2024-2025 school year
- Divisionally, we had a 13% attendance increase from January 2024 to January 2025
- Susa Creek had no students with under 50%attendance
- 17/18 schools increased from January 2024-January 2025

#### January 2024 to January 2025 attendance rates by individual school

School	Jan 2024	Jan 2025
Anzac	76%	78%
Bill Woodward	63%	72%
Bishop Routhier	50%	60%
Calling Lake	58%	63%
Chipewyan Lake	58%	65%
Conklin	59%	80%
Elizabeth	64%	79%
Father R Perin	48%	55%
Gift Lake	62%	67%
Grouard Northland	62%	71%
Hillview	56%	68%
JF Dion	60%	74%
Mistassiniy	64%	73%
Northland Online	50%	46%
Paddle Prairie	46%	58%
St. Theresa	57%	71%
Susa Creek	57%	81%

### Individual School Attendance rates by percentile for January 2025

School	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Anzac	13%	13%	28%	21%	11%	4%	11%
Bill Woodward	15%	10%	20%	18%	13%	5%	20%
Bishop Routhier	2%	3%	15%	17%	15%	15%	33%
Calling Lake	12%	3%	18%	15%	9%	5%	37%
Chipewyan Lake	9%	9%	17%	13%	13%	22%	17%
Conklin	35%	18%	12%	0%	12%	6%	18%
Elizabeth	2%	16%	24%	19%	11%	9%	18%
Father R Perin	8%	1%	11%	23%	10%	7%	39%
Gift Lake	14%	4%	14%	18%	17%	14%	20%
Grouard Northland	14%	3%	14%	24%	21%	10%	14%
Hillview	13%	8%	21%	21%	11%	11%	16%
JF Dion	2%	11%	36%	17%	11%	9%	15%
Mistassiniy	12%	11%	25%	15%	14%	10%	13%
Northland Online	7%	3%	3%	16%	8%	10%	51%
Paddle Prairie	2%	2%	12%	17%	21%	14%	33%
St. Theresa	2%	17%	28%	14%	14%	9%	16%
Susa Creek	19%	19%	22%	4%	22%	15%	0%

### Celebrating the success with excellent school attendance rates for January!!!

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

School	Principal	January Attendance
Conklin	Bernard Woodfine	80%
Susa Creek	Tresha Moorehouse	81%

### Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of January 2025)

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

Grade Level	Name	School
K-3	Sutherland, Jaxxon Leo	Gift Lake
4-6	Courtoreille, Randy Aiden Junior	Grouard
7-9	LeBouthillier, Lily Grace	Bill Woodward
10-12	Kafle, Sandhya	Mistassiniy

## 2024 Target Attendance

School	2024-25 Target	January
Anzac	81.5	78%
Bill Woodward	70.5	72%
Bishop Routhier	64.5	60%
Calling Lake	64.5	63%
Chipewyan Lake	75.5	65%
Conklin	74.5	80%
Elizabeth	73.5	79%
Father R Perin	55.5	55%
Gift Lake	66.5	67%
Grouard Northland	74.5	71%
Hillview	73.5	68%
JF Dion	75.5	74%
Mistassiniy	59.5	73%
Northland Online	49.5	46%
Paddle Prairie	59.5	58%
St. Theresa	76.5	71%
Susa Creek	71.5	81%



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Cal Johnson, Superintendent of Schools  
**SUBJECT:** Monthly Enrollment  
**REFERENCE(S):**  
**ATTACHMENTS:** Monthly Enrollment as of February 3, 2025

**INFORMATION ITEM**  
The monthly enrollment report, as of February 3, 2025 has been received as information and filed.

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**BACKGROUND**  
The administration will provide a monthly enrollment update.

**RISK ANALYSIS**  
It is important for the Division to be aware of student enrollments, as this affects how Northland can organize and deliver services. A monthly update will be provided to the Board as information.



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**NORTHLAND SCHOOL DIVISION - MONTHLY ENROLLMENT UPDATE FOR 2024-2025**

<b>Schools</b>	<b>JUNE 30th</b>	<b>SEPT 19, 2024</b>	<b>OCT 9, 2024</b>	<b>Nov 2024</b>	<b>Dec 2024</b>	<b>Jan 2025</b>	<b>Feb 2025</b>	<b>Mar 2025</b>	<b>April 2025</b>	<b>May 2025</b>	<b>June 2025</b>
Anzac Community School	91	85	88	89	84	85	85				
Bill Woodward School	93	109	111	110	111	111	110				
Bishop Routhier School	60	60	57	53	61	60	60				
Calling Lake School	118	123	111	121	122	123	123				
Career Pathways School	137	86	103	118	124	126	125				
Chipewyan Lake School	25	22	22	22	22	23	23				
Conklin Community School	20	17	17	17	17	17	17				
Elizabeth School	91	84	83	81	80	80	80				
Father R. Perin School	70	69	70	70	71	71	71				
Gift Lake School	135	140	140	137	122	131	137				
Grouard Northland School	34	32	35	33	28	27	29				
Hillview School	31	35	37	38	39	39	38				
J.F. Dion School	54	46	46	46	45	47	47				
Mistassiniy School	305	278	214	214	215	217	212				
Northland Online School	72	64	72	80	84	82	88				
Paddle Prairie School	123	120	119	117	119	122	119				
St. Theresa School	261	231	238	240	241	246	247				
Susa Creek School	30	29	29	29	29	20	27				
<b>TOTAL</b>	<b>1750</b>	<b>1630</b>	<b>1592</b>	<b>1615</b>	<b>1614</b>	<b>1627</b>	<b>1638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Tanya Fayant, Board Chair  
**SUBJECT:** Policy 7 - Board Governance and Operations  
**ATTACHMENTS:** Policy 7 - Board Governance and Operations

**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 7 Board Governance and Operations.

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**BACKGROUND**

**RISK ANALYSIS**

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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The Board's ability to discharge its obligations **productively and effectively** in a productive and effective manner is dependent upon the development and implementation of a sound organizational design. ~~In order to~~ **To** discharge its responsibilities to the **Division's** electorate ~~of the Division~~, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to engage in the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when **the** public interest is best served by private discussion of specific issues in a "closed session." The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in a closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

Presentations at Board meetings by members of the public, students and staff can enhance the public interest.

### 1. Wards

Within the stipulation of Ministerial Order #040/2017, dated July 4, 2017, and Ministerial Order #002/2021, dated January 27, 2021, the Board will provide for the nomination and election of trustees within the Division by wards.

Copies of the Ministerial Order are available from the Division Office.

- 1.1 Seven (7) to Ten (10) wards can be established within the Northland School Division. Ten (10) wards were established for the 2021 elections.
- 1.2 One (1) trustee is to be elected in each ward.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.4 Filling Vacancies
  - 1.4.1 During the 3 year period immediately following an election, a by-election need not be held if there is only one vacancy on the board, and
  - 1.4.2 During the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the Board



## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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to a number that is less than the quorum of the Board plus one.

By-elections may be held as determined by the Board.

### 2. Organizational Meeting

- 2.1 An Organizational Meeting of the Board, subject to 2.2, shall be held annually on the date determined by the Board in setting its schedule for regular meetings. In any year in which a general election takes place, an Organizational Meeting shall be held within four weeks following the date of that election, at a time and place to be fixed by the Corporate Secretary and/or Superintendent and shall be the first official meeting of the Board.
- 2.2 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of **electing** the Board Chair.
  - 2.2.1 All votes for the positions of Board Chair and Vice-Chair shall be conducted by secret ballot unless there is unanimous agreement among the trustees to use a show of hands.
- 2.3 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 2.4 Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.
- 2.5 The Organizational Meeting shall, in addition:
  - 2.5.1 Elect a Vice-Chair;
  - 2.5.2 Establish a schedule (date, time and place) for regular meetings and any other predetermined meetings required for the ensuing year;
  - 2.5.3 Create such standing or ad hoc committees of the Board as deemed appropriate, and appoint members;
  - 2.5.4 Appoint Board representation as per Policy 9 Board Representation;
  - 2.5.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 2.5.6 Address other organizational items as required.
- 2.6 Organizational meetings can only be called at a regular board meeting.

## POLICY 7

# BOARD GOVERNANCE AND OPERATIONS

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### 3. Policies

- 3.1 The Board of Trustees, by majority vote, may revise or amend its policies at any time. However, a proposed policy revision may be addressed at one session of the Board prior to acting upon a subsequent board meeting.
- 3.2 All new policies must have three (3) readings.

### 4. Regular Meetings

Regular Board meeting dates, times and locations shall be as established at the Organizational Meeting each year.

- 4.1 Notwithstanding the schedule established at the Organizational Meeting, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 4.2 All trustees shall notify the Board Chair, Superintendent and Executive Assistant to Board and Corporate Services if they are unable to attend a Board meeting.
- 4.3 All trustees who are absent from three (3) consecutive regular meetings shall:
  - 4.3.1 Obtain authorization by resolution of the Board to do so; or
  - 4.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.Failure to attend may result in disqualification.
- 4.4 If both the Board Chair or Vice-Chair, through illness or other cause, is unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Board Chair, who on being so appointed, has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 4.5 Regular board meetings will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.
- 4.6 All agenda items must be submitted to the Board Chair no later than the first Monday of each month.

### 5. Special Meetings

- 5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 5.2 Special board meetings will only be called when the Board Chair, the majority of trustees, or the Minister ~~is of the opinion that~~ **believes** an issue must be dealt with

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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before the next regular Board meeting.

- 5.3 A notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees at least two (2) days prior to the date of the meeting or unless every trustee agrees to waive in writing the requirements for notice. Such notice may be provided by recorded mail, personal service, or by electronic means **provided** ~~on the provision~~ that the trustee provides a response that they received the notice.
- 5.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda by a majority vote when all trustees are present.
- 5.5 Special meetings of the Board shall be open to the public, recognizing that specific agenda matters may be held in a closed session.
- 5.6 Special board meetings will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

### 6. Meetings by Electronic Means

- 6.1 The Board **prefers** ~~It is the preference of the Board~~ to meet at a common location to conduct Division business with trustees and the Superintendent or designate in physical attendance.
- 6.2 Notwithstanding 5.1, Trustees and **the** Superintendent or designate participating in a meeting held by means of a communication facility are deemed to be present at the meeting, provided **they** ~~the trustee or Superintendent or designate~~ are physically present within the boundaries of Alberta or with permission of the Chair if outside the boundaries of Alberta.
- 6.3 The facilities must enable all the meeting's participants to hear each other and, if possible, enable all participants to view each other.
- 6.4 If it is a Board meeting, the facilities must enable the public to listen to the meeting and, if possible, enable the public to view the meeting and participants.
- 6.5 The Superintendent or designate will determine one (1) facility ~~will be determined by the Superintendent or designate~~ to be the central and publicly accessible site, and this site will be communicated to the public with the board agenda.
  - 6.5.1 At least one (1) trustee and the Superintendent or designate must participate from the central and publicly accessible site.
- 6.6 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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- 6.7 The Superintendent or designate will be responsible for the organization of the electronic communications with participants and will inform trustees at the meeting if the identity of a participant is in question.
- 6.8 A trustee may participate from a location to which the public does not have access.
- 6.9 A trustee must ensure the means and location used to participate in the meeting will allow moving to a closed session and will meet all requirements of a closed session.
- 6.10 Trustees ~~Through a Board motion, at least one (1) month in advance,~~ trustees may determine that a future meeting will be exempt from electronic communication **through a Board motion, at least one (1) month in advance.**

### 7. Closed Sessions

The Education Act uses the term “private” for non-public meetings. Robert’s Rules of Order uses the term “executive session” for the same distinction. The term “closed session/in-camera” is most commonly used and is synonymous with the other two terms.

The Board’s important priority is preserving and enhancing ~~preservation and enhancement~~ of the public’s trust in the educational system ~~is an important priority of the Board.~~ The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally, matters of unusual sensitivity require the Board to hold closed meetings.

~~In order to~~ understand the ability to meet in closed sessions, consideration must first be given to **a school board’s** ~~obligation—the obligation of a school board~~ to hold meetings in public and to refrain from excluding anyone from such meetings except for improper conduct.

The exception to the general rule of holding meetings in public should be used sparingly.

- 7.1 The Board shall consider the following prior to moving to a closed session:
- 7.1.1 Is it in the public interest to move into a closed session to have these discussions?
  - 7.1.2 Can the need to move a closed session be articulated by way of a resolution proposed to move in-camera?
  - 7.1.3 Would a reasonable member of the electorate, having understood all the circumstances, agree that it is in the public interest to have the matter further debated in a closed session?
- 7.2 The Board may convene in a closed session only to discuss matters of a sensitive nature, as outlined by the Education Act:
- 7.2.1 Land: Acquisition/disposal of real property;

## POLICY 7

# BOARD GOVERNANCE AND OPERATIONS

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- 7.2.2 Labour: Matters relating to negotiations;
- 7.2.3 Legal: Litigation brought by or against the Board;
- 7.2.4 The personal information of an individual, including an employee of a public body, is subject to guidelines outlined in 6.3.
  - 7.2.4.1 Personal information is much broader than personal information and includes recorded information about an identifiable individual.
  - 7.2.4.2 When considering personal information for a matter that falls within the Board's jurisdiction, the privacy protection rules under the FOIP Act must be applied.
- 7.2.5 Other topics that a majority of the trustees ~~present~~ feel are ~~of the opinion that it is in the public interest~~ **and should** to be discussed in private, subject to **the** guidelines outlined in 6.3.
- 7.3 The FOIP Act protects the privacy of certain types of information, including personal information and sets out the rules for who has access to what information:
  - 7.3.1 The access rules are generally governed by following the "need to know" principle. Under this principle, if the Board does not have a need to know, the information should not be before them.
  - 7.3.2 The need to protect confidential information and the obligations of Trustees in that regard are outlined in Policy 4 Trustee Code of Conduct.
  - 7.3.3 If the contents of a concern refer to a matter that does not fall within the authority or decision-making mandate of the Board, it should be referred to the Superintendent.
  - 7.3.4 If the contents of concern do fall within the **Board's** authority or decision-making mandate ~~of the Board~~, the Board Chair will be responsible for determining ~~the its~~ use to which it is put while protecting the privacy interests of the individual involved.
- 7.4 The Board may, by resolution, schedule a closed **session** meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of ~~meeting in~~ **holding** a closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent, notwithstanding item 3.5 above.
- 7.5 Such sessions shall be closed to the public and news media. The Board shall only discuss the matter(s) that gave rise to the closed session meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the substance of the discussion at such sessions.

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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- 7.6 The Board shall, during the closed session, adopt only such resolution as is required to reconvene the Board in an open, public meeting. This resolution shall be recorded in the minutes of the Board meeting.

### 8. Agenda for Regular Meetings

The Agenda Planning Review Committee is responsible for preparing an agenda for Board meetings.

- 8.1 Items scheduled for a specific time shall be clearly identified on the agenda.
- 8.2 The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business that will come before the Board and **that** will be of value to the Board in the performance of its duties.
- 8.3 The Superintendent shall provide a recommendation, options considered, risk management and research, where appropriate.
- 8.4 Items may be placed on the agenda in one (1) of the following ways:
- 8.4.1 By notifying the Board Chair or Superintendent at least six (6) calendar days prior to the Board meeting.
- 8.4.2 By notice of motion at the previous meeting of the Board.
- 8.4.3 As a request from a committee of the Board.
- 8.4.4 Issues that require Board action may arise after the agenda has been prepared. ~~The Board Chair,~~ **At the beginning of the meeting, the Board Chair** shall ask for additions to and/or deletions from the agenda prior to agenda approval. **A majority of those present may** changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
- 8.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least four (4) calendar days prior to the Board meeting.
- 8.5.1 Subsequently, information may be provided at the meeting; further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 8.5.2 The Superintendent (or designate) shall ensure that the board agenda is uploaded to the Northland Website for stakeholder access prior to the Board meeting.
- 8.6 The Board will follow the order of business set by the agenda unless **the trustees agree to alter it or add new items.** ~~order is altered or new items are added by the agreement of the trustees.~~

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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- 8.7 During ~~the course of~~ the Board meeting, the trustees present, with unanimous consent, may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 8.8 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

### 9. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 9.1 The minutes shall record:
- 9.1.1 Date, time and place of meeting;
  - 9.1.2 Type of meeting;
  - 9.1.3 Name of the presiding officer;
  - 9.1.4 Names of those in attendance;
  - 9.1.5 Approval of preceding minutes;
  - 9.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
  - 9.1.7 Names of persons making the motions;
  - 9.1.8 A brief summary of the circumstances which gave rise to the matter being considered by the Board;
  - 9.1.9 Points of order and appeals;
  - 9.1.10 Appointments;
  - 9.1.11 Receipt of reports of committees;
  - 9.1.12 Recording of the declaration of all votes on a motion (when requested pursuant to the Education Act);
  - 9.1.13 Trustee declaration of conflict of interest pursuant to the Education Act;
  - 9.1.14 Departure and re-entry times of trustees and administration during a meeting; and
  - 9.1.15 The time of adjournment.
- 9.2 The minutes shall:
- 9.2.1 Be prepared as directed by the Superintendent;
  - 9.2.2 Be reviewed by the Superintendent prior to submission to the Board;
  - 9.2.3 Be considered an unofficial record of proceedings until such time as

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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- adopted by a resolution of the Board; and
- 9.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 9.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are affixed to each page of the minutes and those appropriate signatures are affixed to the last page of the minutes.
- 9.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
- 9.4.1 Provide for ready identification as to the meeting at which it was considered;
- 9.4.2 Provide for cross-referencing with resolutions of a similar nature adopted by the Board at previous meetings.
- 9.4.3 The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.
- 9.5 The Superintendent or designate will establish and maintain a secure file of all Board minutes.
- 9.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following **after** approval. The Superintendent or designate is responsible **for distributing and posting** to distribute and post the approved minutes.

### 10. Rules of Order

- 10.1 See Policy 7 Schedule D Northland School Division Board of Trustees Rules of Order.

### 11. Delegations at Board Meetings

The Board welcomes presentations on school matters by individuals or groups and may enter into a dialogue with a delegation concerning their expressed opinions, requests or demands in order to clarify the issues and/or explain the policy. The Board is not obligated to act in connection with a matter or matters raised by a delegation.

The Board has established the following channels of communication for parents and other groups to address their concerns regarding:

- 11.1 Issues regarding the selection of learning materials and the interpretation of Board



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policy by employees shall be communicated in the following order:

- 11.1.1 Teacher,
  - 11.1.2 Principal,
  - 11.1.3 Superintendent,
  - 11.1.4 Board.
- 11.2 Issues and concerns about Board policies or actions shall be:
- 11.2.1 Submitted to the Superintendent for review, discussion, and clarification.
  - 11.2.2 If the concerns are not addressed to the satisfaction of a concerned individual or group, a written submission may be made to the Board. The concerned party may also request an appearance before the Board.
- 11.3 Procedures for delegations to make a presentation to the Board are as follows:
- 11.3.1 The delegation shall give the Superintendent at least twenty (20) calendar days' notice before the day of the meeting at which it wishes to appear.
  - 11.3.2 The notice shall be accompanied by a summary or explanation of the problem or concern that it wishes to discuss.
    - 11.3.2.1 The Agenda Review Committee shall determine whether a delegation is to be permitted.
    - 11.3.2.2 The Board Chair shall inform the delegation of the decision and review the details of the delegation process if it is to be heard.
  - 11.3.3 The notice and summary shall be included in the agenda package for the meeting.
  - 11.3.4 The delegation shall appoint not more than two (2) persons to speak on their behalf at the meeting and to respond to questions from the Board.
  - 11.3.5 Normally, the Board will make their decision at the next regularly scheduled meeting.

### 12. Petitions

- 12.1 Petitions shall be filed with the Corporate Secretary or designate.
- 12.2 The Corporate Secretary shall determine petition sufficiency.
  - 12.2.1 The Corporate Secretary will provide written notification of petition sufficiency/insufficiency to all petitioners.
- 12.3 Once a sufficient petition has been received by the Board, the Board shall establish an ad hoc committee within thirty (30) days to review the petition and

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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provide recommendations on the purpose of the petition to the Board.

12.4 ~~Within ninety (90) days of the receipt of a sufficient petition,~~ The Board must make a decision(s) on the purpose of the petition **within ninety (90) days of receiving a sufficient petition.**

12.5 Once a decision(s) on the purpose of the petition has been made by the Board, the Board will provide written notification to all petitioners.

### 13. Public Notices

13.1 Public notices must be published at least once a week for two (2) consecutive weeks in at least one (1) newspaper that has general circulation in the area in which school divisions and municipalities interested in the matter are situated.

13.2 Public notices must be posted for ten (10) business days in at least two (2) areas considered appropriate.

13.3 Additionally, public notices may be posted electronically.

### 14. Audio/Video Recording Devices

14.1 Anyone wanting to use recording devices at a public Board meeting must obtain prior approval from the Board Chair.

### 15. Trustee Compensation and Expenses

The Board recognizes that the Chair and trustees have a very important role to fulfill and should be fairly compensated and reimbursed for expenses for Board business.

The Board shall:

15.1 Include amounts for trustee honoraria and expenses in its annual budget.

15.2 Report individual trustee remuneration annually in the Division's audited financial statements in accordance with the Fiscal Planning and Transparency Act.

15.3 Annually review and approve rates in Policy 7 Appendix A Schedule of Rates in conjunction with the budgeting process.

15.3.1 Any changes to rates and/or compensation shall come into effect at the Board of Trustees' discretion.

15.4 Services for which Trustees shall receive remuneration shall include:

15.4.1 Regular School Board Meetings

15.4.2 Special School Board Meetings;

15.4.3 Meetings of Committees of the Board;

15.4.4 ASBA Zone meetings; meetings with MLA and local Government

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- 15.4.5 ASBA and PSBAA spring and fall annual general meetings;
  - 15.4.6 PSBAA Governance Sessions, Council Meetings;
  - 15.4.7 ASCA Annual Conference
  - 15.4.8 Local Zone Alberta Education Consultation Sessions;
  - 15.4.9 Conventions, retreats and workshops as authorized by the Board through Policy 7 Appendix B Professional Development Guidelines (including ASBA and CSBA);
  - 15.4.10 Attendance at Christmas concerts of their respective school(s); awards at schools; Parent Council Meetings/Council of School Council meetings
  - 15.4.11 Attendance at Long Services Awards at schools within their ward or a division-wide event;
  - 15.4.12 Attendance at school activities where the trustee is formally invited to participate and authorized by the Board Chair or Superintendent;
  - 15.4.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
  - 15.4.14 Trustee General Duty Days
    - 15.4.14.1 General Duty Days are to cover time for reading materials and preparing for board and/or committee meetings, working with community members on individuals' concerns, short visits to schools, etc.
    - 15.4.14.2 The Board Chair is entitled to claim up to five (5) Trustee Duty days per month for time spent engaging in official Division business as directed by the Board through policy or motion.
    - 15.4.14.3 All other trustees are entitled to two (2) General Trustee Duty days per month, plus a maximum of four (4) additional days annually if the trustee is a member of a committee that requires significant additional reading, research and report writing. The committee will provide a consensus on who and how many days are claimed.
  - 15.4.15 Other activities where the Board places an obligation on the trustee(s) to attend and/or participate.
- 15.5 Reimbursement of expenses and allowances shall be paid in accordance with Policy 7 Appendix A Schedule of Rates, Appendix B Professional Development Guidelines and Appendix C Trustee Expense Guidelines.

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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### 15.6 Support Trustee Development

The Board believes that trustees can best discharge their obligations to the electorate and the Board when they possess the necessary knowledge and skills.

15.6.1 The Board shall establish, in its annual budget, a sum of **money to defray** ~~monies for the purpose of defraying~~ expenses incurred by trustees who attend workshops, conferences and seminars conducted ~~beyond~~ **outside** the boundaries of the Division.

15.6.1.1 Monies may be accumulated in the first three (3) years following the election year, ~~but in the fourth year~~, the budget must be balanced **in the fourth year**.

15.6.1.2 Surplus accounts in election years will be returned to the general revenues.

15.6.1.3 Deficit accounts will be accepted in the first three (3) years, ~~providing~~ **provided that the board develops** a Four-Year plan ~~is developed by the Board~~ outlining how the deficit will be cleared in the fourth year of the election term.

15.6.2 Attendance at professional development shall be as per Policy 7 Appendix B Professional Development Guidelines

15.6.3 Reimbursement of expenses for professional development shall be paid in accordance with Policy 7 Appendix A Schedule of Rates and Policy 7 Appendix B Trustee Expense Guidelines.

15.6.4 The Secretary-Treasurer shall advise the trustees of their cumulative professional development expenditures on a quarterly basis.

### 16. Trustee Conflict of Interest - Refer to Policy 4

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner that will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is ~~of the firm~~ **in its** conviction that its ability to discharge its obligations is dependent upon the **electorate's** trust and confidence ~~of the electorate~~ in its Board and ~~in~~ its trustee members. Therefore, the Board believes in the requirement to declare a conflict of interest.

16.1 The trustee is expected to comply with the relevant sections of the Education Act.

16.2 The trustee is responsible for declaring him/herself to be in a possible conflict of

## POLICY 7 BOARD GOVERNANCE AND OPERATIONS

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interest.

- 16.2.1 The trustee shall make such declaration in an open meeting prior to the Board or committee discussion of the subject matter, which may place the trustee in a conflict of interest.
- 16.2.2 Following **a trustee's** ~~the~~ declaration of conflict of interest ~~by a trustee~~, all debate and action shall cease until the trustee has left the room.
- 16.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence are properly recorded within the minutes.
- 16.4 The recording secretary will record in the **following** minutes:
  - 16.4.1 The trustee's declaration;
  - 16.4.2 The trustee's abstention from the debate and the vote; and
  - 16.4.3 That the trustee left the room in which the meeting was held.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act  
Board Procedures Regulation  
Petitions and Public Notices Regulation  
Fiscal Planning and Transparency  
Act Local Authorities Elections Act  
Northland School Division Act  
Income Tax Act (Canada)  
Freedom of Information and Protection of Privacy Act

Reference: Policy 7, Appendix A – Schedule of Rates  
[Template: Northland Board Agenda](#)



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**DATE:** FEBRUARY 14, 2025

**SUBMITTED BY:** Tanya Fayant, Board Chair

**SUBJECT:** Policy 7 Appendix A - Schedule of Rates

**ATTACHMENTS:** Policy 7 Appendix A - Schedule of Rates

<b>RECOMMENDATION</b>
<b>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 7 Appendix A - Schedule of Rates.</b>

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



## POLICY 7 - APPENDIX A SCHEDULE OF RATES

A. TRUSTEE COMPENSATION	TRUSTEE HONORARIA
1. Meetings:	
<ul style="list-style-type: none"> <li>● Board Chair/Trustee (per day)               <ul style="list-style-type: none"> <li>○ Greater than 8 hours; the Board Chair will use their discretion.</li> <li>○ 1.0 day (greater than 4 - 8 hours)</li> <li>○ 0.5 day (greater than 2-4 hours)</li> <li>○ 0.25 day (up to 2 hours)</li> </ul> </li> </ul>	\$225.00 \$112.50 \$56.25
<ul style="list-style-type: none"> <li>● Elder/Knowledge Keeper attendance (only when the Elder has been invited by the Board to attend a meeting or event).               <ul style="list-style-type: none"> <li>● 1.0 day (greater than 4 hours)</li> <li>● 0.5 day (up to 4 hours)</li> </ul> </li> <li>● Elder/Knowledge Keeper requested to do prayer, or cultural reflection will be up to the community protocol</li> </ul>	\$225 per diem \$112.50  Community-Based
B. EXPENSES	AMOUNT
1. Travel	Effective March 1, 2025  <del>\$0.70</del> <b>\$0.72</b> /km for the first 5,000 kilometres driven; <del>\$0.64</del> <b>\$0.66</b> /km driven after that  <i>*<a href="#">Mileage rate is based on the CRA Reasonable Allowance Rates</a></i>
2. Regular Meal Rate: (The Division <b>will not</b> reimburse for the purchase of any alcohol)  Breakfast Lunch Dinner Or with receipts to a reasonable amount	\$15.00 (leave home – arrive home; 7:30 am) \$20.00 (leave home – arrive home; 1:00 pm) \$30.00 (leave home – arrive home; 6:30 pm)
3. Accommodation: (receipts required)   <div style="text-align: right;">Without Receipts*</div>	\$170 unless specific to the conference venue/event or approval by the Board Chair   \$40.00
4. Incidentals after 24 hours	\$25.00/day

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



## POLICY 7 - APPENDIX A SCHEDULE OF RATES

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### 1. Travel Days for the purpose of paying trustee honoraria:

To receive the daily honorarium for travel days, consideration is given to the following; distance between the place of residence of the members and the meeting place:

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

### 2. Benefits

- 2.1 Blanket Life Insurance will be available for trustees, provided through ASEBP, at no cost to trustees.
- 2.2 Benefits are the same as the non-teaching staff group, and the cost to the trustees is the same as the non-teaching staff group.





NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**DATE:** FEBRUARY 14, 2025

**SUBMITTED BY:** Tanya Fayant, Board Chair

**SUBJECT:** Policy 14 - Hearings on Teacher Matters

**ATTACHMENTS:** Policy 14 - Hearings on Teacher Matters

**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 14 - Hearings on Teacher Matters.

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**BACKGROUND:**

**RISK ANALYSIS:**



## POLICY 14

### HEARINGS ON TEACHER MATTERS

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The Education Act gives the Superintendent the authority to make all decisions on employee matters.

The Superintendent may transfer a teacher in accordance with Section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing ~~before the Board for the purpose of objecting~~ **to object** to the transfer. Prior to the commencement of the hearing, Trustees shall declare any conflict of interest and excuse themselves from the proceedings.

#### Specifically

1. The Board respects the teachers' right to a Board of Reference and, therefore, shall not hear any appeals that are dealt with by the Board of Reference.
2. A teacher who has received a notice of transfer may, within seven (7) days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board ~~for the purpose of objecting~~ **to object** to the transfer.
3. The **teacher shall submit the** request for a hearing before the Board ~~shall be submitted by the teacher~~ to the Secretary-Treasurer, **and** with a copy **shall be** being provided to the Superintendent.
4. The Board may set a date and time for the hearing requested not earlier than fourteen (14) days after the teacher receives the notice of transfer unless the teacher agrees in writing to an earlier date. The Board shall not listen or discuss any information prior to the hearing.
5. Board members must disclose any conflict of interest prior to the commencement of the hearing.
6. The Secretary-Treasurer shall advise the teacher in writing of the date, time and location of the hearing.
7. Any written materials the teacher or the Superintendent wishes **the** trustees to consider must be submitted to the Secretary-Treasurer not less than four (4) days prior to the scheduled date of the meeting. The Secretary-Treasurer will provide copies of all such documentation to the parties prior to the hearing, where possible, and to the Trustees at the hearing.
8. The teacher or the Superintendent may be accompanied by counsel or another representative and may bring witnesses if, not less than four (4) days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing, the names of counsel, other representatives, and any witnesses.



## POLICY 14

### HEARINGS ON TEACHER MATTERS

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9. Notwithstanding, the Board Chair shall reserve the right to receive further documentation or witnesses as deemed relevant or necessary to the determination.

#### 10. Procedure at Hearings

- 10.1 The hearing shall be conducted at an in-camera session of the Board and chaired by the Board Chair or, in the Board Chair's absence, the Vice-Chair or designate.
- 10.2 The Board Chair will introduce all parties, and the parties or their representatives shall introduce all witnesses at the hearing.
- 10.3 The sequence of the hearing shall be as follows and will be outlined by the Chair:
- 10.3.1 An opening statement to be made by each of the parties;
  - 10.3.2 Written and oral presentation by the Superintendent or designate, including any evidence by witnesses where appropriate;
  - 10.3.3 Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;
  - 10.3.4 The Superintendent or designate's an opportunity for a response to **respond** to the teacher's presentation;
  - 10.3.5 Teacher's opportunity for a response to the administration's presentation;
  - 10.3.6 An opportunity for the Board to ask questions of both parties and any questions of clarification of both parties and any of the other witnesses;
  - 10.3.7 An opportunity for the Superintendent or designate to make final comments;
  - 10.3.8 An opportunity for the teacher to make final comments; and
  - 10.3.9 No cross-examination of witnesses shall be allowed unless the Board Chair deems it advisable.
- 10.4 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board shall have the Secretary-Treasurer and/or legal counsel in attendance.
- 10.5 If the Board requires additional information or clarification in order to make its decision, both parties will be recalled to appear before the Board, and the request for information will be made in the presence of both parties.
- 10.5.1 If the information is not readily available, the Board Chair may request a recess or, if necessary, an adjournment of the hearing to a later date.
  - 10.5.2 In the case of an adjournment, Trustees are prohibited from disclosing the evidence presented or matters raised at the hearing, either amongst



## POLICY 14 HEARINGS ON TEACHER MATTERS

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themselves or with the parties and their representatives or witnesses, until the hearing is reconvened.

- 10.6 When the Board is ready to make its decision on the matter, both parties, if still present, will be advised that the Board will be reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.
- 10.7 The Board's decision will be communicated to the teacher, in writing, following the hearing.

Legal Reference: Section 33, 52, 53, 212, 222 Education Act



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025

**SUBMITTED BY:** Tanya Fayant, Board Chair

**SUBJECT:** Policy 19 - Welcoming, Caring, Respectful, Safe, Healthy Learning and Working Environments

**ATTACHMENTS:** Policy 19 - Welcoming, Caring, Respectful, Safe, Healthy Learning and Working Environments

**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 19 - Welcoming, Caring, Respectful, Safe, Healthy Learning and Working Environments.**

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**BACKGROUND:**

**RISK ANALYSIS:**



## POLICY 19

# WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENTS

The Board is committed to providing a welcoming, caring, respectful, safe, healthy learning and working environment that respects diversity and fosters a sense of belonging. Each student and staff member within the Division has the right to learn and work in facilities that promote equality of opportunity, dignity, and respect.

The Board is further obligated to protect all students and staff from harassment, discrimination, violence, or threat thereof during the Division's school-related activities. All those involved with the Division, including Trustees, employees, students, parents, volunteers, contractors and visitors, must share in the responsibility for eliminating bullying, discrimination, harassment and violence. The Board prohibits bullying, harassment, discriminatory and violent behaviours and expects allegations of such behaviours to be investigated in a timely and respectful manner.

Inclusion and a sense of belonging for all students and staff – those from diverse backgrounds, those with learning challenges, those who excel academically or on the sports field, those of different colour, race, sexual orientation or beliefs, those who are absolutely "average" – stems from creating an environment that focuses on our right to learn and work, not on the things that make us different.

One key outcome of our vision for the Division is that all students will **feel** possess a strong connection to their schools **which are** as a welcoming, caring, respectful, safe and healthy learning and work environments focused on their individualized success.

The Comprehensive School Health approach in the Division focuses on three specific tenets: positive social environments, active living, and healthy eating, and acknowledges the causal relationship between the three. The school lunch program is an important component of the services provided to students by the Division to positively impact the reciprocal relationship between health and education outcomes.

### 1. Positive Social Environment

Students who have a strong sense of self and belonging and who feel cared for at school are more likely to achieve greater academic success, have successful and rewarding relationships, and exhibit positive social behaviours and character traits.

### 2. Active Living

Students who are physically active are more likely to exhibit on-task behaviour, academic success, and social inclusion. Engagement in physical activities encourages students to make health-enhancing choices and reduces the risk of obesity.



## POLICY 19

# WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENTS

### 3. Healthy Eating

Nutrition plays a significant role in student growth, **development of** ~~developing~~ disease resistance, and physical and mental health. Students who make healthy nutritional choices reduce their risk of obesity and health issues.

#### Specifically

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful, safe and healthy learning and working environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Division Student Code of Conduct and schools' codes of conduct.
2. The Board expects all Trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy.
3. This policy covers behaviour not only at all campuses but also at any school-related functions. This applies whether contact is face-to-face, by phone, fax, e-mail, Internet or Intranet, or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community, including aggressive behaviours such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or in other settings by any person within the school community is prohibited.
4. The Board encourages reporting to a responsible adult all incidents of threats, bullying, harassment, violence or intimidation, regardless of the identity of the alleged harasser or offender.
5. The Board supports the establishment of student organizations and student-led activities that promote quality and non-discrimination, including but not limited to gay-straight alliances, queer-straight alliances, diversity clubs, anti-racism clubs and anti-bullying clubs.
6. Safe, Caring and Healthy Environments - The Superintendent shall ensure that all Division schools and workplaces:
  - 6.1. Recognize the importance of staff and students' emotional, social, intellectual, spiritual and physical wellness to their success at school.
  - 6.2. Establish environments that support, ensure and integrate positive social



## POLICY 19

# WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENTS

- environments, active living and healthy eating.
- 6.3. Acknowledge that emotional well-being, active living, and healthy eating play significant roles in students' overall health.
  - 6.4. Promote lifestyles that support healthy attitudes toward emotional well-being, positive social environments, active living and healthy eating.
7. Positive Social Environments – The Superintendent will ensure that principals will:
    - 7.1. Actively build relationships within the school and community.
    - 7.2. Support and embed character education programs to support emotional well-being.
    - 7.3. Create learning environments where emotional well-being is role-modelled and developed in students.
    - 7.4. Access resources and link with community agencies, partners and support networks to help students develop the skills to be aware of and monitor their emotional well-being.
    - 7.5. Encourage reporting of all incidents of threats, bullying, harassment, violence, intimidation or discrimination to a responsible adult.
    - 7.6. Expect students to adhere to the Division Code of Conduct for students.
  8. Active Living – The Superintendent will ensure that principals will:
    - 8.1. Implement Alberta Education's Daily Physical Activity (DPA) initiative.
    - 8.2. Meet the minimum time allocations for quality Physical Education.
    - 8.3. Implement the philosophical and curricular shift to outcome-based learning experiences that ensure successful, meaningful engagement in physical activity and encourage lifelong fitness.
    - 8.4. Encourage students to engage in physical activity inside and outside of the regular curriculum (e.g. community events, clubs, special events, teams, intramurals, etc.) to support their development as healthy, active learners.
    - 8.5. Have access to all Division resources in support of positive mental health for all students.
  9. Healthy Eating – The Superintendent will ensure that principals will:
    - 9.1. Foster knowledge, skills and attitudes that promote healthy eating by:
      - 9.1.1. Promoting nutrition education and creating an environment of positive food messages.
      - 9.1.2. Establishing a strong connection between nutrition education and foods available at the school.
    - 9.2. Examine school nutrition practices and provide opportunities, support and encouragement for staff and students to eat healthy foods by:





## POLICY 19

# WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENTS

- 9.2.1. Creating an environment where healthy foods are available, affordable and promoted as the best choice.
- 9.2.2. Reviewing options with food suppliers to maximize the nutritional value of the items.
- 9.2.3. Choosing healthy fundraising options.
- 9.2.4. Modelling healthy nutritional practices.
- 9.2.5. Promote the Apple School philosophy within the Division.
- 9.3. The primary reference for the provision, promotion, sale and distribution of food in school shall be the Alberta Nutrition Guidelines for Children and Youth, ~~from~~ which Schools shall include foods from the “choose most often” and “choose sometimes” categories and limit foods from the “choose least often” category in accordance with the Canada Food Guide.
- 9.4. The school lunch program shall align with the Alberta Nutrition Guidelines for Children and Youth

Legal Reference: Section 8, 31, 33, 35, 35.1, 36, 37, 41, 51, 52, 53, 222 Education Act  
 Alberta Bill of Rights  
 Alberta Human Rights  
 Act Teaching  
 Profession Act  
 Canadian Charter of Rights and Freedoms  
 Criminal Code  
 Alberta Nutrition Guidelines for Children and Youth  
 Canada Food Guide



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 15, 2025  
**SUBMITTED BY:** Cal Johnson, Superintendent of Schools  
**SUBJECT:** Professional Improvement Leave  
**REFERENCE(S):**  
**ATTACHMENTS:** NSD Collective Agreement (2020-2024)

<b>INFORMATION ITEM</b>
The Professional Improvement Leave report has been received and filed as information.

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<b>BACKGROUND:</b>
The Northland School Division has not received any applications for Professional Leave for the 2025-2026 school year.
<b>RISK ANALYSIS:</b>



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**9.4. Professional Improvement Leave**

- 9.4.1. Any employee subject to this Agreement who has served with the School Division for a period of three (3) consecutive years or more shall be eligible to apply in the fourth (4th) or any subsequent year for professional improvement leave as outlined below.
  - 9.4.2. Written applications must be received by the School Division by February 1st of the year in which leave is to commence.
  - 9.4.3. All applications shall be examined by a selection committee composed of the Superintendent of Schools, a Trustee and a representative of the teaching staff of the School Division. It shall be the responsibility of this committee to recommend the approved names to the School Division, who shall make the final decision.
  - 9.4.4. A maximum of two (2) staff members shall be granted professional improvement leave in any one (1) year, if so recommended by the Committee.
  - 9.4.5. All applicants shall be notified in writing of the School Division's decision by March 15th of the year of this Agreement.
  - 9.4.6. Successful applicants shall agree to return to work with the School Division for two (2) years following the year of leave. If any of the said staff members leave the service of the School Division before the two (2) years have expired, they shall repay that portion of all costs including salary and benefits, the School Division paid on their behalf during the leave which corresponds to the time commitment which has not been honored.
  - 9.4.7. No experience increment shall be allowed during the year that the leave is in effect.
  - 9.4.8. The amount paid to the successful applicants shall be seventy (70%) per cent of grid salary.
  - 9.4.9. The rates in accordance with Clause 9.4.8 shall apply to leaves commencing with the opening day of the school year for which leave has been granted, and shall apply for the whole period of the leave.
  - 9.4.10. Payments in accordance with Clause 9.4.8 shall be made in twelve (12) equal monthly installments.
  - 9.4.11. Accumulated sick leave shall be retained and Alberta Health Care Benefits and Alberta School Employee Benefit Plans shall remain in effect during the year of leave.
  - 9.4.12. Prior to leave being granted, the teacher shall sign a Professional Improvement Leave Agreement. This Agreement shall specify the teacher's assignment upon return to the School Division.
-



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Douglas Aird, Secretary-Treasurer  
**SUBJECT:** Bus Replacement Plan 2025  
**REFERENCE(S):**  
**ATTACHMENTS:**

**INFORMATION ITEM**  
 The Bus Replacement Plan for 2024-2025 has been received as information and filed.

\*\*\*\*\*

**BACKGROUND:**

Transportation is a crucial driver of attendance and, ultimately, a supporter of student success. The Division operates a fleet of 56 buses, with an average age of 2019 (6 yrs) for active buses and 2016 (9 yrs) for spares.

The fleet includes active buses (31), required spares (21) and those pending disposal (4).

The annual purchase of 4 buses is planned as a sustainable way to refresh the fleet using existing capital reserves, which are being replenished each year. This change will reduce the fleet’s average age as older models are replaced.

Requirements are developed to execute the purchase, and a public tender process is used. An appropriate division team ranks proponent responses based on objective criteria determined in advance. The ranking categories include specific qualitative criteria and price, service, and delivery.

Due to the anticipated value of the contract, the actual tender award recommendation will be coming to the Board for approval. The Division is open to either gasoline or diesel-fueled buses, depending on the location and the route.

**RISK ANALYSIS:**

The plan is low-risk, as a public tender process is used, the ranking is based on objective criteria and a point-based system, and the recommended award is brought to the Board for approval. Recent tariff and trade issues are not forecast to affect immediate tender prices significantly.



NORTHLAND SCHOOL DIVISION

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025

**SUBMITTED BY:** Cal Johnson, Superintendent of Schools

**SUBJECT:** ASBA Friends of Education Award

**ATTACHMENTS:**

**RECOMMENDATION:**  
**THAT the Board of Trustees nominate Pearl Lorentzen, with the Lakeside Leader, for the ASBA Friends of Education Award.**

\*\*\*\*\*

**BACKGROUND:**

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

Nominees must demonstrate a significant contribution to education and a commitment to improving education for Alberta students.

Each school board may nominate one candidate to the Zone Selection Committee. Boards may nominate an organization outside their own school board jurisdiction but within their zone.

Each zone will host a recognition event for all nominees.

- The deadline for nomination is **March 18, 2025**

**RISK ANALYSIS:**



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION INFORMATION ITEM**

**TO:** THE BOARD OF TRUSTEES **DATE:** FEBRUARY 14, 2025  
**SUBMITTED BY:** Cal Johnson, Superintendent of Schools  
**ORIGINATOR:** Mark Owens, Associate Superintendent  
**SUBJECT:** Locally Developed Course - Traditional Ceremonies  
**ATTACHMENTS:**

<b>INFORMATION ITEM</b>
The Locally Developed Course - Traditional Ceremonies has been received and filed as information.

\*\*\*\*\*

<b>BACKGROUND</b>
Northland School Division is developing a locally created ceremony course with the Athabasca Tribal Council (ATC). A draft course was shared with ATC, and a group meeting is scheduled for February 12, 2025, to refine the language before presenting it to the Elders for approval. A proposed meeting with Elders is tentatively scheduled for February 27, 2025, including the Elder Committee members from Janvier and 468.  The application deadline for Alberta Education is March 1.
<b>RISK ANALYSIS</b>





**BOARD CHAIR HIGHLIGHTS**  
**February 14, 2025**

**Corporate Board Expense Summary as of January 31, 2025.**

<b>EXPENSES</b>	<b>BUDGET</b>	<b>YTD</b>	<b>REMAINING</b>
Trustee Remuneration	155,973.00	62,213.50	93,759.50
Trustee Benefits	38,667.00	14,312.58	24,354.42
Advertising	1,253.00	335.28	917.72
Awards/Bursaries	32,335.00	1,867.53	30,467.47
In Service Board of Trustees - PD Training	39,361.00	24,693.78	14,667.22
Insurance	12.00	0.00	12.00
Legal Fees	0.00	42,733.21	(42,733.21)
Membership Fees (ASBA/PSBAA)	31,200.00	25,056.00	6,144.00
Professional Services	31,456.00	26,164.55	5,291.45
Office Supplies	4,471.00	1,414.72	3,056.28
Office Equipment	0.00	0.00	0.00
Travel and Subsistence	188,437.00	54,494.26	133,942.74
Ward 1		4,380.87	
Ward 2		4,278.29	
Ward 3		4,990.04	
Ward 4		3,693.30	
Ward 5		10,730.52	
Ward 6		0.00	
Ward 7		4,358.63	
Ward 8		4,569.56	
Ward 9		8,707.97	
Telephone & Internet	2,898.00	789.02	2,108.98
Visa Suspense		(1,054.36)	1,054.36
Elections			0.00
<b>TOTAL</b>	<b>526,063.00</b>	<b>253,020.07</b>	<b>273,042.93</b>



Volume 33-25 No. 01 January 2025

## Highlights of the January 17, 2025, Trustees' Meeting

### 1. PLAN DESIGN – PRELIMINARY DISCUSSION

- The ASEBP Trustees discussed potential plan design changes for 2026. Plan design and premium rate decisions will be made in tandem, with initial approval expected in February 2025 and final approval in March 2025. Decisions will be shared in future editions of the ASEBP Trustees' Report.

### 2. OTHER BUSINESS

- The ASEBP Trustees made housekeeping changes to the Retirement Incentive for Extended Disability Benefits Recipients Policy:
  - Covered members that accept a Retirement Incentive for Teachers and Employees (RITE) offer are now able to add or remove dependants from their benefits coverage at a later date.
  - Clarity was provided for the administration of the policy in situations where a reconciliation of other income needs to be completed. In these cases, RITE payments may be delayed.
- The ASEBP Trustees participated in a communications information session.

### 3. WELCOME

- The ASEBP Trustees welcomed Norma Lang and Allison Purcell to their first meeting as ASEBP Trustees. Norma and Allison were appointed by the Alberta School Boards Association. Allison was previously an ASEBP Observer.

### 4. APPOINTMENTS

- The ASEBP Trustees appointed Norma Lang to the Audit & Risk Committee. Other members and alternates include Brad Toone, Brett Nixon, and Morey Terry.
- The ASEBP Trustees appointed Allison Purcell to the Extended Disability Benefits Appeal Committee. Other members and alternates include Rob Pirie, Natashya Shewchuk, Meagan Kuik, Shelley Russell, and Kevin Smith.
- The Executive Appeal Committee members and alternates include Daryl Scott, James Gerun, Brad Toone, Natashya Shewchuk, Shelley Russell, and Mark Tisdale.
- The Executive & Governance Committee includes the Chair, Daryl Scott, and Vice-Chair, James Gerun.

#### ASEBP TRUSTEES

Daryl Scott, Chair  
James Gerun, Vice-Chair  
Meagan Kuik  
Norma Lang  
Brett Nixon  
Rob Pirie  
Allison Purcell  
Natashya Shewchuk  
Morey Terry  
Brad Toone

#### ACTING CHIEF EXECUTIVE OFFICER

Jocelyn Plakas-Lock



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The ASEBP Trustees' Report provides an overview of topics discussed at all ASEBP Trustees' Meetings. These meetings provide the opportunity for ASEBP Trustees to come together to discuss matters of importance at ASEBP—from the financial health of the benefit plan to the introduction of new benefits and programs. While all information in each report is an accurate account of decisions made at the meetings, there can be changes that occur between first and second readings of certain topics, which may result in differences between their reporting. To learn more about the ASEBP Trustees, please visit the Governance page, found in the About section of our website, [asebp.ca](http://asebp.ca).

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Phone: 780-438-5300 • Email: [trustees@asebp.ca](mailto:trustees@asebp.ca) • Website: [asebp.ca](http://asebp.ca)

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# Superintendent's Highlights

## February 14, 2025

### PRIORITY 1 - CONNECTIONS SUPPORTING RECONCILIATION

In service of Priority 1 and Priority 3 this month, we have supported all teachers with the following professional learning opportunities in the past month:

- **January 31, 2025**—All teachers participated in the next session, “Wahkohtowin Every Day,” which explores concrete ways to weave Indigenous knowledge into every program of study. This month, the session specifically focused on Weaving Métis Ways of Knowing into Land-Based Learning.
- **February 10, 2025** - Kiyokewin: Visiting with Community and Métis Education Resources
  - Kiyokewin is visiting in Michif. Kiyokewin is a traditional way in which Métis people connect and shape relationships with each other, the land, water, plants, cosmos, and animals. In this session, you will learn how Kiyokewin can foster learning between educators, students and the community more deeply. This session, hosted by Rupertsland Institute, shared how many initiatives, resources and programs are created through Kiyokewin and will explore how meeting the TQS, LQS, and SQS standards of fostering, building and maintaining relationships is woven into authentic Métis resources.
- [2024 - 2027 Education Plan Action Items](#)

### PRIORITY 2 - HOLISTIC LEARNING



#### Jigsaw Learning and Collaborative Response

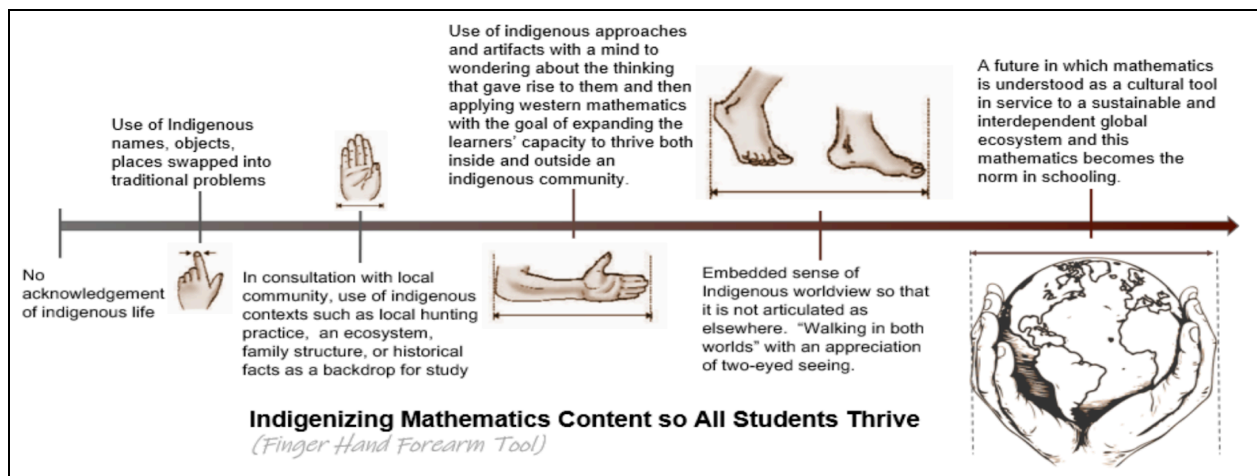
- August 2024: Principals and divisional leaders we introduced to Kurtis Hewson and the Collaborative Response Model.
- October 2024: All divisional staff were introduced to Kurtis and the CR Model at the divisional in-person PD sessions in Wabasca, Hillview, and Anzac.
- Ongoing: Schools have had CR meetings to look at initial Key Concerns dealing with student learning and action planning together to support students.
- January 31, 2025: Grade 9-12 teachers and administrators CR meeting to discuss key concerns and action planning for the end of semester one and the start of semester 2 (writing PAT, Engagement and completion of courses, offering of CTS courses, and Dual Credit offerings in Northland).

## Math Minds - From The Boardroom to the Classroom

Our partnership with the U Of C continues to develop the capacity of our educators to strengthen the implementation of Math Minds research in our classrooms. However, the focus on professional learning has expanded this year to focus on what it looks like for mathematics teaching and learning to “*grow the connection between our schools and the lands upon which we learn.*”<sup>1</sup>

Specifically, the professional learning sessions have included:

- Providing examples of lessons that weave together math concepts, an Indigenous Worldview and connections to the land.
- Inviting schools to create math lessons that are connected to the community and to nature.
- Developing an understanding of Indigenous WorldView in relationship to one’s own teaching as explained in the following graphic.



We also recognize that to ensure “*every Northland student can thrive in every stage of their math learning journey,*”<sup>2</sup> focused attention to our grade 9 to 12 classrooms is a priority. As a result, beginning conversations are occurring to develop a Math Cohort that invites educators to advance leadership skills within NSD by participating in:

- A series of Mathematics Teaching and Learning courses offered by the U of C to develop a deeper understanding of mathematics pedagogy.
- The development/revisions of Gr. 9 - 12 math resources that reflect indigenized math content and connections to the land.

<sup>1</sup> Northland School Division 2024-2027 Education Plan pg.4

<sup>2</sup> Northland School Division 2024-2027 Education Plan pg.4

It is an exciting time for NSD, as we have an example of 'Connections Supporting Reconciliation' - 'Holistic Learning' and 'Excellent People Supporting Students' - coming to life in our classrooms.

### PRIORITY 3 - EXCELLENT PEOPLE SUPPORTING STUDENTS

#### CASS Requests Northland School Division Present at the FNMI Gathering and the Annual Learning Conference



- CASS has reached out to division leadership requesting our support as presenters at the next two CASS conferences. On Thursday, March 20, 2025 NSD will present along with two other school divisions on the topic of ***"Effective Change Leadership Using System Data."***
- This presentation will focus on how NSD used AERR data to manage changes within our system. Edgar Schmidt, DSocSci Leadership Consultant / Mentorship Coordinator with CASS, reached out after seeing a post about our Education Plan on LinkedIn.
- We will also present for 90 minutes at the 2025 First Nations, Metis, and Inuit Education Gathering: Wahkohtowin for Student Success, which will take place April 30 - May 2 at the Wyndham Hotel in Edmonton. The theme of our presentation will be ***"Priority 1—Connections that Support Reconciliation."***

### PRIORITY 4 - RESPONSIBLE RESOURCING

#### People Plan

The people plan has started, it begins with meeting principals individually to grade by grade determine where staff are assigned, both certified and uncertified. The enrollment is examined, and considering the individual needs of the students and the school, we determine the FTEs for the school.

The government is reviewing its JP finding. We received our money for this year. We are going to submit our 2025-2026 application early in hopes it is approved. In building the people plan, alternatives will be developed to adjust to government funding.

# Northland 2023-24 grad percentage double three year average

**Pearl Lorentzen**  
Local Journalism Initiative  
Reporter

Last year, the percentage of students

graduating from Northland School Division was double the three-year average, the board of trustees learned at its November 22 meeting.

That day the Northland board approved the 2023-24 Alberta Education Results Report (AERR). Once approved, this report is

submitted to the government and uploaded onto the Northland website.

"We haven't slid back," said Scott Meunier, deputy superintendent, about the division's results last year compared to the three year average.

One of the measures reported on is the number of students who complete high school within three years of starting, which is called three-year high school completion.

"We've doubled (over the three year average) our three year high school completion, which is good," he added.

The written report includes a table that compared graduation information from 2019 through 2023 (the 2023-24 school year).

In 2023, Northland had 85 students graduate within three years which was 29 per cent. In 2019, Northland had 100 students (26.2 per cent) graduate in three years, 106 (10 per cent) in 2020, 100 (12.6 per cent) in 2021, and 92 (21.1 per cent) in 2022. This is a 'very low' achievement but a significant improvement, so an overall acceptable mark.

The report includes information on high school course enrolment and completion.

These have increased, said Meunier, partly because concurrent enrolment has increased. Concurrent enrolment refers to students enrolled in two or more of the following: a traditional high school, outreach school (Career Pathways), and Northland Online School.

An issue that Meunier noted from the report is that the Northland students aren't doing as well on their Provincial Achievement Tests (PAT) and diploma exams as on their course work.

Referring to the difference between classroom and diploma exams, Meunier said, "those two things shouldn't be as different as they are."

**"We haven't slid back" - Scott Meunier**

The schools are looking into training students how to take tests, he said. "We know that we can close that gap."

"We really need to get these a lot closer," said Robin Guild, Wabasca trustee. If not, it will fuel rumours that Northland doesn't teach to the same standard as other divisions. Rumours which he has heard in the past.

Wally Rude, Calling Lake trustee agreed. He'd had conversations with parents who were considering driving their children to Athabasca for school, because "they want the students to be successful academically." He thinks that having a critical mass of students interested in academics would help the situation, which is connected with attendance.

"If they are there in the classroom," he said, "they are learning."

Board Chair Tanya Fayant added that when students can't see themselves going to college or university it doesn't matter to them to work

hard in high school. She encouraged administration to have conversations with kids about their options.

Amy Savill, director of engagement and high school completion, said that the division is focusing on getting students thinking about careers.

In Grade 7, she said, the students do a career survey based on their interests. The results are explained including what they would need to do in high school and after high school to do that job. Also, the division is working on taking some junior high school kids to the University of Alberta for a week.

The idea is to get the students "excited about university at a younger age," said Savill.

Meunier sees the issues pointed out in the AERR as opportunities for growth.

Meunier mentioned three other issues where last school year didn't do as well as the previous year. The teachers were less pleased with the amount of parental involvement. The number of parents who did the survey decrease. The students felt less safe and welcome at the school.

Meunier thinks that two programs initiated by the division in the fall will address these issues. The new school liaisons may bring more parents into the schools and find ways to engage with the students. The creation of a youth council should give the students a chance to voice their concerns, to help the division find ways to make them feel more welcome.

## High Prairie School Division

### HPSD Notebook

November 26, 2024 regular board meeting

**Chastin Martel**  
Lakeside Leader

The board meeting opened up with a financial presentation by Ted DeKlein. Its topics included the division reporting on financial assets and non financial assets.

One of the highlights included their expenses being over budget. Expenses increased a bit over the previous year, he said, by about \$668,000.

### Points to celebrate

Kyle Nichols, HPSD's director of communications, presented what he called 'points to celebrate.' One was the recent appointment of Lisa Palko as attendance officer and Jessie Johnson was appointed as director of mental health services. (See article on Page 10)

"HPSD will be at Freson Bros. Grocery store in High Prairie collecting food bank donations for the High Prairie light-up parade for Christmas this year," said Nichols.

Moving on, he announced that the division's numeracy framework is in its final stages.

"Final approval is happening next month," said Nichols.

He also adds to his announcement, "literacy framework is done and can be found on the website."

Nicholls then announced that HPSD was the recipient of the 2024 School Board Community Association Award.

Chairperson Joy McGregor expressed her appreciation for the award.

"Thank you to our community members and our staff stakeholders. Without you, participating in that process for community engagement, we wouldn't have received that award."

### Family commitment statements

Superintendent Murray Marran began the discussion.

"I'm very, very happy, pleased and proud of this board and the work they've done regarding how we looked at our stakeholder information last year," he said. "And that they committed that information to where we are moving as a board."

Marran then went on to say that accountability is important to teachers, families and students.

"Not only do school boards need to be accountable, but students, teachers, and families - we all have mutual accountability."

He added his last remarks to his above statements by letting the public know that his input and stakeholder input can be found on the HPSD website.

Marran then went on to talk about the family statement.

"As a division, for our families, we ask, in order for us to have effective and productive relationships, we have to adhere to certain values and adhere to certain processes," he said.

"This document clearly outlines how that roadmap looks. It talks about conflict resolution, interaction with one another and most importantly, it outlines the relationship between the family and school," said Marran.

The family commitment statement can be found on the HPSD website.

Chairperson McGregor added a last comment to Marran's statements.

"We need parents to be on board; we need parents to support their students," she said.

"I'm looking forward to some families coming back into school checking with their teachers."

### Electronics and cell phones

Marran began the board's discussion by saying, "we keep reviewing this. This is our last review."

He then added that the information they are discussing in this segment are thoughts and opinions of the board of trustees.

Marran went on to discuss the positive feedback of the cell phone policy.

"Overall, the message has been both provincially and locally of overwhelming support through this procedure," he said.

"We know our parents feel that their children are more engaged. Our teachers certainly feel that."

McGregor added a comment.

"The premier talked about this at the meeting where all the school boards were in the room, just last week. It had overwhelming clapping for this," she said.

"This has been very well received, so thank you to the province for taking the lead. We appreciate that."

More notes on Page 25

## Deficit only way Northland can use reserves

**Pearl Lorentzen**  
Local Journalism Initiative  
Reporter

Northland School Division will likely have a larger than expected deficit this school year, but it will allow them to come in line with the government school reserve policy.

At the Nov. 22 meeting, Douglas Aird, Northland secretary-treasurer, reported on the 2024-25 budget.

Northland will have about \$1 million less revenue, Aird told the board, because of having 71 fewer students from the previous year

and over 100 less than projected. The division was already planning on having a deficit, the lower revenue will increase this.

The extra money will come from reserves.

This isn't necessarily a bad thing, said Aird, as the divisions current reserves are higher than the provincial rules. Running a deficit allows the division to bring this closer to the minimum.

"We don't have another way of accessing our reserves," said Aird.

"I've always been concerned about going into reserves," said Robin

Guild, trustee for Wabasca, but it makes sense to bring reserves down within the allowed amounts.

The decrease in students was mostly at Mistassiniy School, the public high school in Wabasca. This year, a high school run by Bigstone Cree Nation opened in Wabasca, causing some competition.

At the meeting, Cal Johnson, Northland superintendent, reported on school enrolment across the division.

Please see Page 25

# Simulation gives people experience of real poverty

**Emily Plihal**  
Local Journalism Initiative Reporter

A poverty simulation was held late in October, and Peace River Family and Community Sup-

port Services program-mer Tamara Brunham says people should consider attending next time to learn about the affects of poverty.

"This program tends to be offered randomly

by social services and schools in the province," says Brunham.

"Poverty affects many areas of our life and can be very hard to work ourselves out of," she adds. "Many people are

unfamiliar with the different situations dealt with by those who live in or below the poverty line."

The simulation was held at the Sagitawa Friendship Centre in Peace River on Oct. 22 from 1-4 p.m.

"There are so many different situations from the many walks of life, this simulation gives us a glimpse into those scenarios and with understanding comes growth and change," Brunham explains.

"The simulation was designed to create awareness among participants to educate and inspire them to take action to reduce poverty in their communities."

Brunham explains the poverty simulation has 20 or so volunteers who are tasked with running a service (bank, utilities, pawn shop, school, work, social services, bank or others.)

"The participants are given an identity and a scenario to live out for a month," says Brunham.

The month is broken up into four 15-minute 'weeks'. At the beginning and at the end of each week, participants reconvene in their 'family,' if that is their scenario, to make a plan for the next week.

Brunham says this simulation helps people understand what people in their community or family are facing when struck with poverty.

"We have had enormous positive feedback from those who participated in the simulation," says Brunham.

"Whether you have lived in poverty or not, everyone takes different things from the experience. There is no limit to empathy, and this could inspire people to act in many ways."

Brunham says this is also a great way to high-

light the supports there are available in Peace River."

Brunham says FCSS is considering hosting the event again in upcoming years because of the positive feedback they've received.

This year's event attracted 50 participants and 20 volunteers. Brunham says they are happy to have had so many individuals show interest in educating themselves about an issue that is affecting Peace River and the surrounding area.

"Poverty looks different for everyone and it's important to have grace for those who are doing their best with what they have," she explains.

"It is very rare to have someone choose to live in poverty; many systems are flawed and it's important to look outside of our own backyards with kindness and compassion first."

## High Prairie School Division

### HPSD Notebook

November 26, 2024 regular board meeting

**Chastin Martel**  
Lakeside Leader

#### Participation in graduation ceremony

The board discussed the topic of graduation. More specifically, the requirements to walk across the stage and who gets to participate. The perceived importance of the ceremony also came up.

"There seems to be a ground-swell of thought that graduation is losing some of its importance or symbolic importance," said Superintendent Murray Marran. "It's because students are not able to graduate because they aren't eligible."

Marran added that there is an ongoing discussion with career coaches about the proposed requirements to graduate.

The requirements for graduation can be found on the HPSD website, under 'student policy.'

"It talks about where a student needs to be in order to graduate," said Marran.

Trustee Lorraine Shelp asked a follow-up question.

"Where is the standing for kids who are doing K&E (knowledge and employment) credit certificates?"

Karin Scholl answered the question: "A diploma or certificate of achievement, and all their percentages (grades); that would work as well."

The board then went on to discuss minimum requirements to graduate. Notably, they mentioned that a student must have 80 credits at the end of their high school journey to be eligible for graduation.

"Normally, students get 20 credits a semester," said Shelp. "If a student takes two-and-a-half years to get 75 credits, it's pretty hard."

This topic was tabled and will be brought back for the December meeting.

#### Student Attendance

Marran opened the conversation by acknowledging that the last person that wrote the attendance policy is retired.

"Very little changes, very thorough, comprehensive and well done," he said.

After Marran's opening remark, chairperson McGregor opened the floor for questions and concerns.

Trustee Scholl added a comment referring to the attendance policy.

"I do like the addition of excusable absences."

Scholl then asked if schools get enough support with regard to the attendance policy, "to get done what needs to be done?"

Marran answered: "Well this is exactly where the work of the attendance officer is going to come in and develop that plan."

This was carried.

#### Capital Budget

Trustee Adrian Wong read the following motion:

"To approve the purchase from the capital budget, three new 60-passenger buses for the 2025-2026 school year, costing \$191,000, per unit, including GST. Bringing the total of all three buses to \$573,000."

Marran then expressed concern about 'fly-bys' of school buses.

"When I was with the trustees this past week, behind a school bus that stopped," he said. "There was a six or seven foot arm that swung out into the oncoming lane with a stop sign. If you are coming out or if you are flying by, you cannot avoid it without smacking it."

Marran added that buses with these arms should help with those zones that drivers fly-by.

This motion was carried.

#### Numeracy Framework

During the superintendent report, Marran announced that the numeracy framework committee meeting is December 9.

"It will then go to schools and we will get teacher feedback," he said.

This was carried.

#### Trustee reports

Trustee Corey Hughes mentioned he attended a school council meeting at CJ Schurter School in Slave Lake sometime earlier in the school year. One question he was asked at the meeting was whether trustees are learning while doing their reports.

"We always go and learn powerful stuff," McGregor said. "We take away, but then we don't come back and share."

## Northland finances

From Page 23

"It's pretty close (to last June) across the board, except Mistassiniy," said Johnson.

In June 2024, Mistassiniy had 305 students, said the report. In September, it had 278. In Oct. and Nov., it had 214.

The board learned that the financial decrease this year for having fewer students depended on whether the students are treaty or

non-treaty.

Non-treaty students are paid for through provincial funding, which has a weighted-moving average so the money decreases, more significantly if the numbers remain low. Treaty children are paid for by the federal government, which decreases as soon as the numbers go down.

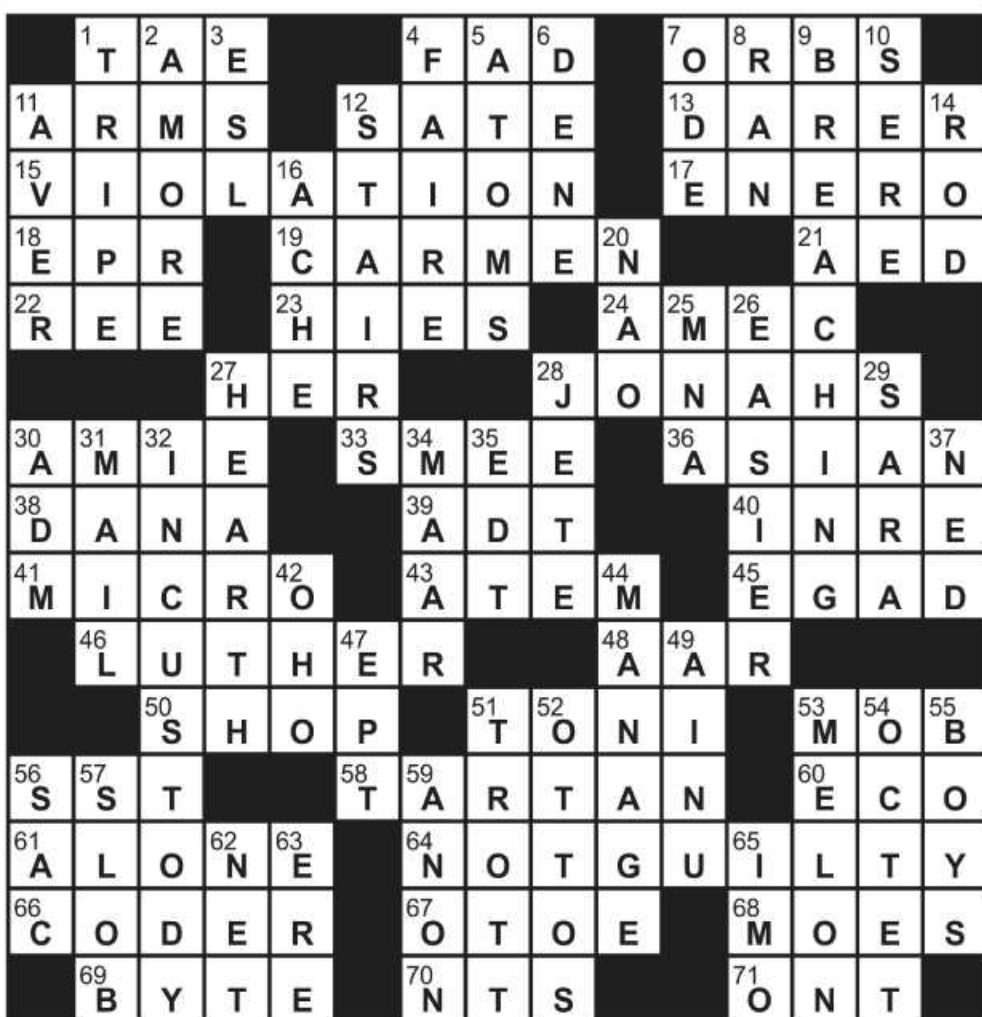
If we lose another 100 students, what do we do? asked Jesse Lamouche, trustee for East Prairie Métis Settlement and Grouard.

The projection will change, said Johnson. "It's (the projection is) a

best guess based on the information we have."

School income is based on the enrolment in late September, but students can change schools at the beginning of the next term or during the semester.

Last year, the numbers increased the second semester, said Johnson. As it is hard to hire teachers, at the moment the division is keeping the ones it has even though the Mistassiniy numbers are lower than expected. The hope is more students will come next semester.



# Students given voice through NSD Youth Council

**Pearl Lorentzen**  
Local Journalism Initiative Reporter

(Peace River) – Northland School Division's Superintendent's Youth Council met for the first time Dec. 3 in Edmonton. Some of the representatives were online because of bad weather.

"This (youth council) allows us to hear the voice of our most important people, our students," says Supt. Cal Johnson.

The youth council is new, but the schools have received feedback from students in the past through surveys and attending individual schools.

"Representatives from all the schools at the same time, which is unique," says Johnson.

Northland has schools in northern Alberta communities with large Indigenous populations, including First Nations, Métis settlements, and hamlets.

The creation of the youth council and an Elder's council are part of Northland's new education plan. The top priority is connections supporting reconciliation.

The changes to the education plan and the councils came out of community and student engagement sessions last year, says Johnson.

"Their (the student's) voice is critical to us," he says.

The purpose of the council "is to make sure we're supporting reconciliation," adds Johnson, "and we're keeping the (Truth and Reconciliation Commissions) Calls to Action."

Education wasn't always good for the students' parents and grandparents, says Johnson.

"We want it to be great for them."

In the community engagement last year,

Northland learned that students wanted to connect with other schools, which are spread out across northern Alberta. The Division has started organizing some sporting events and other ways to connect the schools. The youth council is part of this.

"It (the council) brings our Division closer together," says Johnson.

A Northland news release mentions students discussed field trip ideas. One of the ideas, says Johnson, was for class exchanges between schools, to learn about the local culture of each community.

Not all of the school representatives were able to make the first meeting.

Asked if all of the schools had chosen representatives, Mark Owens, associate superintendent, says, "I think they all have them."

Asked about how the student representatives were found, Johnson says, "we left that process to the individual schools."

The meeting included the students learning about how a meeting usually runs and deciding how they wanted the meeting to run.

"We asked them what their meeting should look like," says Owens.

The students decided that respect was key.

"We gave them opportunities to lead," says Johnson.

Teachers at each school asked the students questions and the student representatives brought these to the meeting.

Johnson and Owens met a few weeks before the meeting to decide what they would like to learn from the students.

Part of this is attracting and retaining staff, says Johnson. The students will help make videos about their communities to help staff learn about the communities. This connects with another education plan goal: excellent people supporting students.

This year, the council will meet three times. When it starts next fall, it will meet four times including twice in person and twice online. The information gleaned from the youth council will be shared with Northland staff and the community.

Northland is also working on setting up additional community engagements early in the new year.



At the first youth council meeting, St. Theresa Grade 6 student Agatha Calitis (facing the camera) and speaking with Northland Supt. Cal Johnson (to her left) and vice-chair Robin Guild (back to camera) and other Northland students on her right. In the background are other Northland students having a small group discussion. Photo courtesy of Northland School Division.



The first Northland School Division Superintendent's Youth Council In the front row, left-right, are Wynter Anderson (Gift Lake School), Alexis Cunningham (Gift Lake School), Agatha Calitis (St. Theresa School), and Avery Gladue-Auger (Mistassiniy School). In the the back row, left-right, are Jacob Swan (Elizabeth School), Rosie Lightning (Calling Lake School), Savaya Courtorielle (Grouard Northland School), and Ava Roe (Paddle Prairie School). Photo courtesy of Northland School Division.

## Coffee Break Answers

### Find-a-Word

Joseph

### Fill in the Blanks

The quotation answer: Jesus loves us all.

Words in order from top to bottom: Joy, Angels, Mistletoe, Turkey, Music, Carols, Shopping, Giving, Trees, Presents, Rudolph, Christ, Santa, Family, Holiday

### Name Scramble

1. Comet 2. Dancer 3. Donner 4. Dasher 5. Cupid 6. Prancer

### Quotefalls

Quotefalls 1: Where there is love there is life. - Unknown

Quotefalls 2: Nothing good ever comes from violence - Unknown

### Syl 'la'cros' tic

The quotation answer: Season's Greetings

1. Santa 2. Ebenezer 3. Artificial 4. Stocking 5. Organ 6. Noel 7. Saviour 8. Gabriel 9. Reindeer 10. Eggnog 11. Evergreen 12. Turtle 13. Israel 14. Nativity 15. Garland 16. Stable

### Sudoku

Easy

8	9	5	1	3	2	6	4	7
7	1	6	9	5	4	8	2	3
4	3	2	6	7	8	5	9	1
1	8	9	5	2	3	4	7	6
5	6	7	8	4	9	1	3	2
2	4	3	7	1	6	9	5	8
3	5	1	4	8	7	2	6	9
9	2	4	3	6	1	7	8	5
6	7	8	2	9	5	3	1	4

Medium

4	6	1	2	7	9	8	3	5
8	5	7	4	3	6	1	9	2
2	3	9	5	1	8	7	4	6
6	2	8	9	5	1	3	7	4
1	7	3	6	2	4	9	5	8
9	4	5	7	8	3	2	6	1
7	1	4	3	6	2	5	8	9
3	9	2	8	4	5	6	1	7
5	8	6	1	9	7	4	2	3



### SEEKING MEMBERS AT LARGE

Volunteers are a significant part of the Town of High Prairie and Big Lakes County.

Town Council requests the assistance of the public in filling the following Volunteer position.

**The High Prairie Municipal Library Board is seeking one (1) Town of High Prairie resident to serve as a member-at-large for a three (3) year term.**

**The term begins January 8<sup>th</sup>, 2025, and ends January 8<sup>th</sup>, 2028.**

Individuals must submit a letter of interest by 4:30 pm on January 7<sup>th</sup>, 2025

To: David Joy, CAO  
cao@highprairie.ca  
Town of High Prairie - 4806-53 ave.  
Box 179, High Prairie, AB T0G 1E0  
PH:780-523-3388 FAX 780-523-5930

DID YOU KNOW THAT CANADA HAS HUNDREDS OF HISTORICAL SITES?



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# Kid's Talk

*"Do you think you'll attend college? Where would you attend?"*

*Asked of Grade 7 students at Mistassiniy School*



Chesney

"University of Alberta."

Jensen

"I would like to attend University of Alberta in Edmonton."



Layla

"I wanna go to MacEwan University in Edmonton"



Lynelle

"University of Alberta"



Benjamin

"Edmonton for college."



# Northland elders council a step toward reconciliation

**Pearl Lorentzen**  
Local Journalism Initiative Reporter

Northland School Divisions' number one priority is 'connections supporting reconciliation,' which refers to the Truth and Reconciliation Commission's calls to action in response to the harmful legacy of the Indian residential school system in Canada.

"There's been a lot of good work in the past ...," says Cal Johnson, Northland superintendent. "What we're doing now is making this our number one priority division-wide, and I think that is long overdue."

Northland has schools across northern Alberta in Métis, Cree, and Dene communities.

The Northland website says it's student are 95 per cent Indigenous.

For Northland, Johnson says, the next step toward reconciliation is weaving Indigenous knowledge, language, and land-based learning into all parts of the provincial curriculum.

Part of this is the development of two new advisory councils. One for youth and one for elders and knowledge keepers. The division reached out to the schools to recommend the youth and the communities to recommend the elders.

Northland felt that having the Métis settle-

ments and First Nations recommend the elders and knowledge keepers was important, says Johnson. "It's a diverse group of elders."

Debbie Mineault is the Northland director of First Nations, Métis and Inuit Education.

She highlights the importance of community partnerships, having community leaders as visible leaders within the school division, and "equal representation of the 18 vibrant communities that we have."

The elders council met with Northland administration and trustees for the first time on December 4 in Edmonton, says a Northland news release. It will meet virtually on February 20.

In May, the elders council will meet twice, says Johnson. The elders asked to meet with the youth. Therefore, on May 6, the elders, youth council and division leadership will meet in person. On May 7, the elders will meet with the division leadership.

Connecting elders and students is important, says Mineault. "Elders are teachers. They're guides."

Mineault facilitated the first meeting.

Northland has schools in Treaty 6 and Treaty 8. The meeting was in Edmonton, which is in Treaty 6.

Being on Treaty 6 land, says Mineault,

Northland invited Dr. Francis Whiskeyjack to open the meeting with ceremony.

"We take an active role in listening," says Mineault, of how the division leadership approached the meeting. "We're using verbatim what we bring back so those voices are there. I think that voice resonates into the school culture."

Students seeing their own culture in the schools is important, she adds. This helps them feel like they belong at the school, could improve attendance, and help break down barriers to learning.

At the meeting, says Mineault, the Cree, Métis, and Dene elders brought up the need to include these traditional ways of knowing and build "a deeper understanding of land-based learning," which includes the concept of "land as teacher," and also that the land and the Indigenous languages are intertwined.

Many parents don't speak the Indigenous languages, says Mineault. The division is working on ways of connecting the schools and students with traditional ways and to try to bridge the gaps between the school and home.

Northland has released a report of what was talked about at the youth and elder advisory meetings. It is on

[www.nsd61.ca](http://www.nsd61.ca).

## Community engagements

Northland is also holding community engagements from 5 to 7 p.m. over the next few months.

A January 14 news release lists the following dates:

January 14, 2025: Anzac (Bill Woodward School)

January 15, 2025: Father R. Perin School  
\*\*postponed\*\*

January 16, 2025: Conklin Community School

January 28, 2025: Elizabeth School

January 29, 2025: J.F. Dion School

February 3, 2025: Calling Lake School

February 4, 2025: Mistassiniy School (Wabasca)

February 5, 2025: St. Theresa School (Wabasca)

February 6, 2025: Career Pathways School (Wabasca)

February 25, 2025: Hillview School

February 26, 2025: Bishop Routhier School

February 27, 2025: Grouard Northland School

March 11, 2025: Gift Lake School

March 12, 2025: Paddle Prairie School

March 17, 2025: Northland Online School

March 25, 2025: Susa Creek School

March 27, 2025: Chipewyan Lake School.



Northland School Division Superintendents' Elders-Knowledge Keeper Advisory Council, board members, and administration at the first elders council meeting on December 4, 2024 in Edmonton. Everyone who doesn't have a position next to their name is a representative of the elders council. Back row: Jesse Lamouche (Ward 4 trustee), Debbie Mineault (director of First Nations, Métis and Inuit Education), Scott Meunier (deputy superintendent), Robin Guild (vice-chair), John Bigstone, Roy Yellowknee, Ron Cowan, Mark Owens (associate superintendent), and Cal Johnson (superintendent).

Middle row: Randy Anderson, Melanie Lap (Indigenous cultural land-based learning coach), Lorraine McGillivray (Ward 1 Trustee), Paul Courtoreille, Tom Duocher, and Angela James (supervisor of First Nations, Métis and Inuit Education).

Front row: Marianne Moberly (Ward 2 trustee), Irene Pirie, Vicky Wanyandie, Mary Cowan, Virginia Cardinal, and Tina St. Germain. Photo courtesy of Northland



# Student Services Board Report

## February 2025

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The Student Services Department set out at the beginning of the 2024/2025 school year to transition to a service department that serves the needs of all schools in a model of equity, efficiency, and transparency while aligning with the goals within the education plan. The department's work and this transition are still ongoing, but progress is being made in positive ways.

### **Key Updates and Priorities**

#### **1. Universal Supports in the Classroom**

- Universal supports are being integrated into classrooms to ensure all students receive the necessary assistance with speech, language and mental health. These supports align with our goals of student wellness and success.
- Resources are allocated on a needs-based, triage level, with a specific focus on behavioural specialists to support students with varying needs and individualized programming for specific students.

#### **2. Ongoing Improvements**

- Efforts are underway to streamline student records by working closely with the Student Information System team. Administrative Assistants are receiving support through professional learning opportunities across the division as well as one-on-one support when required,
- We are working with school principals to enhance their understanding of the processes and responsibilities within the Student Services department, including the roles of service providers and how to access them.

#### **3. Collaboration with Mental Health Team**

- School-based Mental Health Therapists and Family Wellness Workers have changed their schedules from a twelve-month schedule to a ten-month schedule. This adjustment aims to ensure mental health support staff are in schools when students are so they can support them.
- Priorities are focused on minimizing redundant tasks, allowing staff to focus on direct student support.
- Over half of the mental health team have been and continue receiving specialized EMDR training.
- The Mental Health Team consists of Success Coaches, Family Wellness Workers, and Mental Health Therapists to offer layered support on a universal, small group, and

individual basis.

#### **4. Staffing and Capacity Building**

- The Mental Health Team is staffed in approximately 90% of our schools.
- Work is being done to build capacity in schools, primarily through school-based coordinators. This is a gradual process that includes sharing small pieces of information with staff so they can become experts in specific areas and share this knowledge with their school teams.
- Monthly meetings are being held to build skills and further integrate the service delivery model.

#### **5. Priorities in the Education Plan Aligned with Service Delivery**

##### ***Priority One: Connections Supporting Reconciliation***

- Collaboration with teachers and Educational Assistants (EAs) ensures that educators are equipped to meet student needs with the necessary tools and resources.

##### ***Priority Two: Holistic Learning***

- Universal programming and the establishment of safe, caring schools are key initiatives in promoting holistic learning.

##### ***Priority Three: Excellent People Supporting Student Success***

- Training initiatives for Educational Assistants through Professional Development as well as formal certification.
- Current PowerSchool Training for Administrative Assistants to ensure the student information handling is streamlined for efficiency and compliance.
- Emphasis is placed on ensuring that the Student Services team remains receptive, kind, and effective in its approach to supporting students.

##### ***Priority Four: Responsible Resourcing***

- Efforts are being made to minimize expenses while ensuring that staff have the resources they need to perform their duties effectively.
- Grants are being utilized strategically to support the initiatives, while service providers are leading on best practices, resulting in savings.

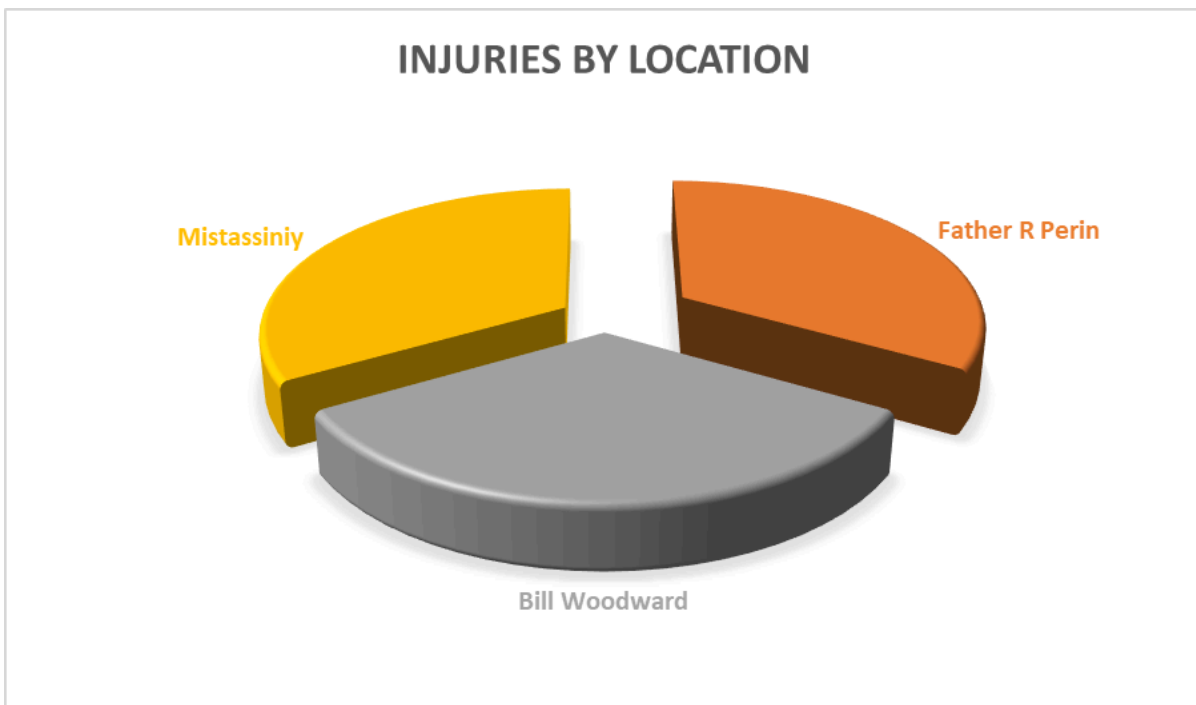
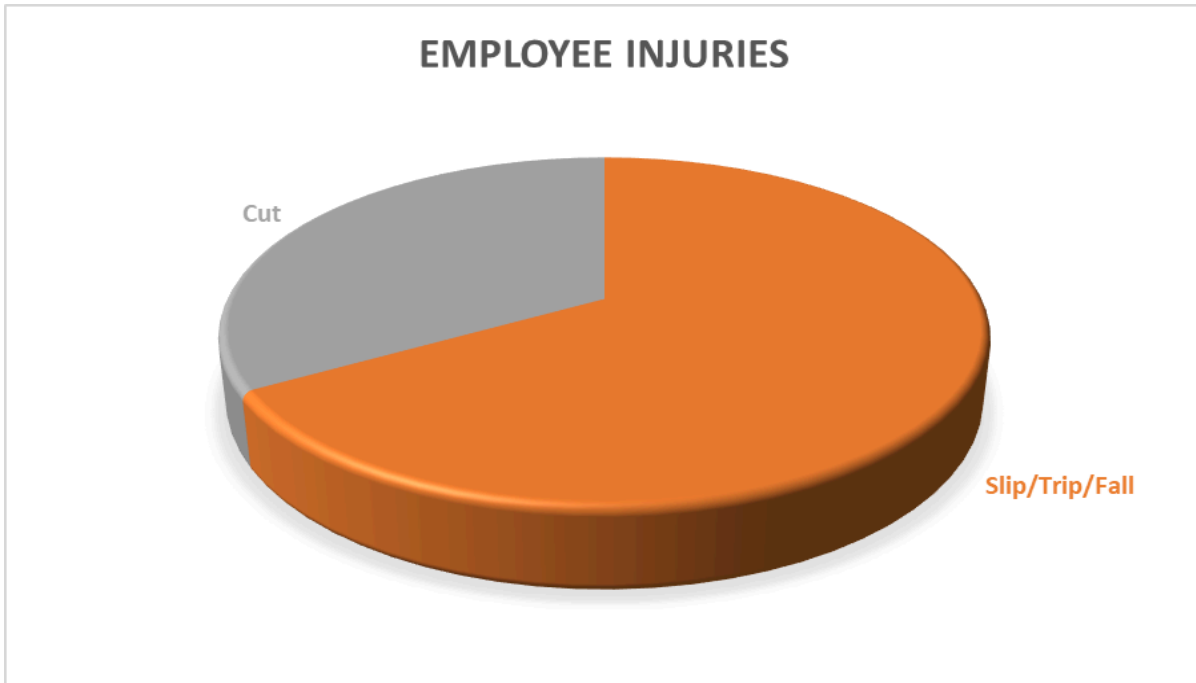
#### **Conclusion**

The service delivery model continues to evolve, with a clear focus on providing equitable, efficient, and transparent support for students and staff. Significant strides are being made in areas such as staff training, resource allocation, and capacity building. Moving forward, we will continue to refine the model based on feedback, ongoing collaboration, and a focus on student success.

# Occupational Health & Safety Report

## February 14, 2025

Teacher/Sub Teacher/ Employee Incidents: 3 injuries with 1 WCB reporting



# Occupational Health & Safety Report

## February 14, 2025

Students: 44 student Injuries January 13, 2025-January 31, 2025

