



**NORTHLAND SCHOOL DIVISION NO. 61**

**REGULAR BOARD MEETING NO. 16 – 05**

**AGENDA**

Time: 5:30 p.m. May 27, 2016, 9:00 a.m. May 28, 2016  
Location: Divisional Office, Peace River

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**A. CALL TO ORDER**

- 1. Opening Prayer

**B. GENERAL BUSINESS**

- 1. Approval of Agenda
- 2. Adopt Minutes
  - 2.1 April 22/23, 2016..... 5

**C. PRESENTATIONS**

- 7:00 p.m. Paddle Prairie School, Jill Gaudet, Principal
- 7:30 p.m. Literacy, Janette Cavanaugh, Literacy Coordinator
- 8:00 p.m. Land Based Learning, Lorraine Cardinal-Roy, Director of FNMI Learner Success
- 8:30 p.m. Boarding Home Discussion, Don Tessier, Associate Superintendent

**D. RECESS**

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*"Every student is a lifelong learner and successful in life"*



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#### I. CLOSING PRAYER

#### J. ADJOURNMENT



**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON APRIL 22/23,  
2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.**

<b>MEMBERSHIP</b>		
✓	Colin Kelly	• Official Trustee
✓	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Julia Cardinal	• Advisory Committee Member – ADCS
✓	Donna Barrett	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantal	• Executive Secretary - Finance
<b>GUESTS</b>		
✓	Dwight Gladue	• Little Buffalo, LSBC Chair
✓	Roseanna Gladue	• Community Member
✓	Wayne Turpin	• Construction Project Foreman
✓	Bob Daly	• HVAC Technician
✓	Tina Schierman	• Maintenance Secretary
✓	Christy Jellett	• Housing Coordinator

**INTRODUCTIONS**

Colin Kelly, Official Trustee welcomed guests and introductions were made.

**CALL TO ORDER**

Colin Kelly, Official Trustee called the meeting to order at 5: 53 p.m.

**OPENING PRAYER**

Louis Cardinal, Advisory Committee Member gave the opening prayer.

**RECESS**

The meeting recessed for dinner at 5:57 p.m.  
The meeting reconvened at 6:38 p.m.

**ADOPT AGENDA**

24052/16 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended:  
Add items  
• 2.5 Minimum Attendance

- 3.4 Role of Supervisor of Student Services

CARRIED

MINUTES –  
JANUARY  
FEBRUARY  
19/20, 2016

24053/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the February 19/20, 2016 minutes as presented.

CARRIED

SPECIAL  
MEETING  
MINUTES –  
MARCH 31, 2016

24054/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the March 31, 2016 special meeting minutes as presented.

CARRIED

Dwight Gladue, Little Buffalo LSBC Chair, Roseanna Gladue, Community Member and Candice Calliou, Advisory Committee Member joined the meeting at 7:01 p.m.

CAREER PATHWAYS  
SCHOOL  
ATTENDANCE/  
ACHIEVEMENT  
RESULTS  
PRESENTATION

Christoph Ruge, Career Pathways School Principal presented information to the Board on the Attendance/Achievement Results Career Pathways School by Video Conference.

RECESS

The meeting recessed at 7:24 p.m.  
The meeting reconvened at 7:36 p.m.

FACILITIES &  
MAINTENANCE  
DEPARTMENT  
PRESENTATION

David Cox, Division Facilities Manager, Wayne Turpin, Bob Daly, HVAC Technician and Tina Schierman presented information on the Facilities & Maintenance department to the Board.

Colin Kelly, Official Trustee requests the following:

- Provide Julia Cardinal, Advisory Committee Member with a list of all improvements done at ADCS;
- Advertise the cleaning supply tender in our communities as well as the government website.

**RECESS**

The meeting recessed at 9:13 p.m. on April 22, 2016.  
The meeting reconvened at 9:10 a.m. on April 23, 2016.

Delores Pruden-Barrie, Community Member joined the meeting.

**OPENING  
PRAYER**

Louis Cardinal, Advisory Committee Member gave the opening prayer.

**2016-2017 BUDGET  
PRESENTATION**

Trudy Rasmuson, Secretary-Treasurer presented the draft 2016-2017 Budget to the Board.

**RECESS**

The meeting recessed at 9:46 a.m.  
The meeting reconvened at 10:11 a.m.

**REVISE MOTION  
24021/16 – 2016-  
2017 CALENDAR  
A & B**

24055/16 Colin Kelly, Official Trustee moved that the Board of Trustees revise motion 24021/16 to approve the Northland School Division 2016-2017 Calendar 'A' & 'B', with the following change:

- August 22, 2016 was added to the New Teacher Orientation and the New Principal meeting has been changed to August 21-22, 2016.

**CARRIED**

**2016  
ORIENTATION  
SCHEDULE**

24056/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2016 new teacher orientation schedule, as attached.

**CARRIED**

**PROCEDURE 100  
SAFE & CARING  
SCHOOLS**

24057/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve in principle, the attached changes to Procedure 100, Safe & Caring Schools.

Colin Kelly, Official Trustee requests a copy of Procedure 100, Safe and Caring Schools be sent to all LSBC members and principals requesting feedback.

**CARRIED**

PROCEDURE 304 STUDENT CONDUCT	24058/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 304, Student Conduct.
		Colin Kelly, Official Trustee requests a copy of Procedure 304, Student Conduct be sent to all LSBC members and principals requesting feedback.
		CARRIED
MINIMUM ATTENDANCE		The Official Trustee and Advisory Committee Members discussed what Northland has in effect for truant students.
PARAPROFESSION- AL EDUCATION LEAVE	24059/16	Colin Kelly, Official Trustee moved that the Board of Trustees grant Paraprofessional Education Leave to the following staff members for the 2016-2017 school year, as per Procedure 420:
		<ul style="list-style-type: none"> <li>• Rhonda LaBoucane, J.F. Dion School</li> </ul>
		CARRIED
JOB DESCRIPTION DIRECTOR OF FNMI LEARNER SUCCESS	24060/16	Colin Kelly, Official Trustee moved that the Board of Trustees accept the attached job description for the position of Director of First Nations, Metis and Inuit Learner Success, as information.
		CARRIED
JOB DESCRIPTION TRANSPORTATION MANAGER	24061/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve the housekeeping changes to the job description for the position of Transportation Manager, as attached.
		CARRIED
ROLE OF SUPERVISOR OF STUDENT SERVICES		Donna Barrett, Superintendent of Schools and Julia Cardinal, Advisory Committee Member discussed the role of the Supervisor of Student Services.



DISPOSAL OF  
HOUSING UNITS  
#93, #217 & #225  
IN WABASCA

24062/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the disposal of housing units #93, #217 and #225 in Wabasca.

CARRIED

DISPOSAL OF  
CENTRAL OFFICE  
COPIERS

24063/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the disposal of the following central office photocopiers:

Make	Model	Serial #
Ricoh	Aficio MP 9000	L5561000396
Toshiba	E-Studio 520	CZH725214

Colin Kelly, Official Trustee requests that administration bring back to the May 2016 Board meeting a cost saving comparison with the new copier contract.

CARRIED

PROCEDURE 501  
BUDGET  
TRANSFERS

24064/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the attached changes to Procedure 501, Budget Transfers.

CARRIED

PROCEDURE 502  
SITE BASED  
BUDGETING

24065/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 502, Site Based Budgeting.

CARRIED

PROCEDURE 511  
BUS RENTALS

24066/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 511, Bus Rentals.

CARRIED

PROCEDURE 524  
INVESTMENT  
PROCEDURE

24067/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 524 Investment Procedure.

CARRIED

PROCEDURE 520  
PETTY CASH  
ACCOUNTS                      24068/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 520 Petty Cash Accounts.

CARRIED

PROCEDURE 521  
MANAGEMENT OF  
SCHOOL BASED  
FUNDS                              24069/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 521 Management of School Based Funds.

TABLED

PROCEDURE 528  
SCHOOL  
GENERATED  
FUNDS                                24070/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 528 School Generated Funds.

TABLED

PROCEDURE 526  
FRAUD                                24071/16    Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 526 Fraud.

Colin Kelly, Official Trustee, requests administration obtain legal advice on the use of will and may in Procedure 526.

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED                            24072/16    Colin Kelly, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Anzac	February 16, 2016
ADCS	February 15, 2016
	March 23, 2016
	September 28, 2015
Conklin	October 28, 2015
	November 16, 2015
	December 15, 2015
Desmarais	December 9, 2015
	February 3, 2016
East Prairie	January 13, 2016
	February 17, 2016
	March 9, 2016
Elizabeth	January 18, 2016
Fort McKay	February 25, 2016
	March 15, 2016
Gift Lake	February 22, 2016

	January 5, 2016
J.F. Dion	February 2, 2016
	March 1, 2016
	April 5, 2016
Janvier	February 2, 2016
Keg River	February 2, 2016
Little Buffalo	February 16, 2016
	March 15, 2016
Paddle Prairie	February 24, 2016
	March 16, 2016
Peerless Lake	February 24, 2016
	March 17, 2016
	November 24, 2015
Pelican Mountain	December 2, 2015
	January 13, 2016
	March 3, 2016
Susa Creek	January 28, 2016
	March 3, 2016
Trout Lake	March 8, 2016
Wabasca	February 17, 2016

**CARRIED**

ADMINISTRATIVE  
ACTION –  
CURRENT LSBC  
MEETING  
MINUTES  
RECEIVED

24073/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Anzac	Feb 16, 2016		As presented
ADCS	Feb 15, 2016		As presented
	Mar 23, 2016		As presented
Conklin	Sept 28, 2015		As presented
	Oct 28, 2015		As presented
	Nov 16, 2015		As presented
	Dec 15, 2015		As presented
Desmarais	Dec 9, 2015		As presented
	Feb 3, 2016	4028/16	Exclude
		4029/16	Administration
East Prairie	Jan 13, 2016		As presented
	Feb 17, 2016	Comment – 6. LSBC Concerns Boarding Allowance	Administration
		Comment – 6. LSBC Concerns - Fencing	Administration
	Mar 9, 2016		As presented
Elizabeth	Jan 18, 2016		As presented
Fort McKay	Feb 25, 2016		As presented
	Mar 15, 2016	11-6	Administration
Gift Lake	Feb 22, 2016		As presented
J.F. Dion	Jan 5, 2016	Comment – Lunch program	Administration
	Feb 2, 2016		As presented
	Mar 1, 2016	446-03/16	Administration
	Apr 5, 2016	Comment – Lunch Program	Administration
Janvier	Feb 2, 2016		As presented
Keg River	Feb 2, 2016		As presented

Little Buffalo	Feb 16, 2016		As presented
	Mar 15, 2016		As presented
Paddle Prairie	Feb 24, 2016		As presented
	Mar 16, 2016	058:15/16	Administration
Peerless Lake	Feb 24, 2016		As presented
	Mar 17, 2016		As presented
Pelican	Nov 24, 2015		As presented
Mountain	Dec 2, 2015		As presented
	Jan 13, 2016		As presented
	Mar 3, 2016		As presented
Susa Creek	Jan 28, 2016	88/16	Administration
	Mar 3, 2016		As presented
Trout Lake	Mar 8, 2016		As presented
Wabasca	Feb 17, 2016		As presented

CARRIED

COVERING  
MOTION, IN LIEU  
DAYS FOR  
ADMINISTRATION

24074/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2015-2016 in-lieu days for administrators.

CARRIED

COVERING  
MOTION, ANNUAL  
EDUCATION  
RESULTS REPORT/  
ANNUAL REPORT

24075/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2014-2015 Annual Education Results Report, 2015–2016 Annual Plan.

CARRIED

COVERING  
MOTION,  
ORGANIZATIONAL  
PLANS

24076/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.

CARRIED

RECESS

The meeting recessed for lunch at 12:06 p.m.  
The meeting reconvened at p.m. 12:58 p.m.

Dwight Gladue, Little Buffalo LSBC Chair, Roseanna Gladue, Community Member and Delores Pruden-Barrie, Community Member did not rejoin the meeting.

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**SUPERINTENDENT'S REPORT**                      24077/16    Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

**CHAIRMAN'S REPORT**                      24078/16    Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

**SECRETARY – TREASURER'S REPORT**                      24079/16    Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

**REPORTS FOR INFORMATION**                      24080/16    Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- 2016-2017 Proposed PAT Implementation Dates
- NSD-ATC Collaboration Grant Application
- NSD-BCN Collaboration Grant Application
- NSD-KTC Collaboration Grant Application
- C2 Update
- NSD Teacher Recruitment for 2016-2017
- 2017-2018 Capital Plan
- Monthly Reporting
- List of Acronyms
- Payment of Accounts

Colin Kelly, Official Trustee requests that administration draft letters of intent to Alberta Environment to transfer all land to Peerless/Trout First Nation for the purpose of land improvements.

CARRIED

**ADJOURN**

The meeting adjourned at 2:37 p.m.

**CLOSING PRAYER**

Louis Cardinal, Advisory Committee member gave the closing prayer.

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Colin J. Kelly, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** EDUCATION QUARTERLY REPORT

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**ORIGINATOR** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
That the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.





## Education Quarterly Report to the Board for May, 2016

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**Purpose:**

A key purpose of the Northland Quarterly Education Report is to chronicle progress of Northland School Division No. 61 as a school division with a special purpose focused on excellence in First Nations and Metis education.

<b>Quarterly Content for May, 2016</b>		
<b>1. Superintendent's Message</b>	<b>Bulletin #1</b>	
<b>2. Enrolment, Staffing Positions and Staff and Student Attendance</b>	<b>Bulletin #2</b>	<b>Divisional Priorities</b>
	<b>Bulletin #3</b>	<b>Student Attendance</b>
	<b>Bulletin #4</b>	<b>Student Attendance by Division in Percentage</b>
	<b>Bulletin #5</b>	<b>Staff Attendance</b>
	<b>Bulletin #6</b>	<b>Staffing Update</b>
	<b>Bulletin #7</b>	<b>School Visits by Staff</b>
	<b>3. School and Division Success Stories</b>	<b>Bulletin #8</b>
<b>Bulletin #9</b>		<b>Edwin Parr Media Release</b>
<b>Bulletin #10</b>		<b>Esquao Awards</b>
<b>Bulletin #11</b>		<b>Excellence in Teaching</b>



## May, 2016 Quarterly Report

### Superintendent's Update

#### Literacy

Principals have been meeting in small groups to review their benchmark reading level data and develop processes to work with staff. Grade level indicator levels were adjusted to more accurately represent reading requirements at the grade one and two levels. At the May administrator meetings, principals began developing their literacy plans for the 2016-17 school year with the support of the pedagogical supervisors and division literacy leads. Detailed planning to support schools is also occurring in May. Next year the Division is planning to use the CAT 4 to assess students who have reached level 30 on the PM Benchmarks.

At the May Board meeting there will be a presentation on the work that has been completed in the 2015-16 school year.

Northland continues to work with our partners in Kee Tas Kee Now to co-ordinate supports related to the literacy initiative.

#### First Nation, Métis and Inuit Learning

Northland School Division, in partnership with Kee Tas Kee Now Tribal Council, is continuing to build our capacity to connect community knowledge, culture and curriculum through locally developed experiential learning camps. In April, the partners received conditional grant funding from Alberta Education to provide professional development to staff and to operate land based learning camps for students. On May 13-16 the first weekend professional development session was held at Marten Lakes Camp. Highlights of this camp will be presented at the May board meeting.

#### Attendance Initiative

Student attendance is showing modest gains when compared with previous years. Attendance committee meetings continue and more community partners are seeing how they can play a role in supporting regular school attendance. At the May administrators meeting principals shared and reviewed their attendance data and discussed strategies to re-engage chronic non-attenders.

#### Quality Teaching and Leadership

Alberta Education is working on a new draft of the Teaching Quality Standard and School Leadership Quality Standard. These documents were reviewed at the May administrators meeting. A key addition to these draft documents is the addition of requirements related to applying knowledge of First Nations, Metis and Inuit peoples. At the May administrators' meeting principals had an opportunity to review these draft documents. Copies of both draft documents are included in the board package.

#### Partnerships

Kee Tas Kee Now Tribal Council, Northern Lakes College and Northland School Division are discussing the possibility of entering into a tripartite agreement to use the Marten Lakes Camp.

**Wabasca Desmarais Education Group**

Northland School Division and Bigstone Cree Nation have received a collaborative grants to work on shared initiatives. The community engagement co-ordinator has initiated several projects to promote student leadership and engagement. The value scoping for modernization and expansion of Mistassiniy School is scheduled for mid-June.

**School Review Process**

School reviews will be piloted in the 2016-17 school year focused on key Division initiatives

**May, 2016 - Quarterly Report  
Divisional Priorities**

<b>Literacy Plan to Support Schools</b>	<b>AERR Priority:</b>	
	Continue the Literacy Focus Group, principal PLC's and working with schools to improve Literacy instruction for English, Cree and Dene Languages to meet or exceed division annual improvement targets.	

This year NSD61 literacy plans have centred on Principal and Literacy Lead PLC's reviewing literacy practices based on research, data analysis and cross referencing data with students on IPP's. We have also worked with the Literacy Leads providing updated training in assessment. Our focus this year has also been on providing in service for kindergarten and grade one teachers. We have been working on resource management in the schools and ensuring that schools have the training and materials necessary to implement their instructional plans. Guided reading has been a focus for all of our schools. In addition we have focussed on ensuring all certified staff have had updated training in the assessment tool we use for determining reading levels. A renewed focus has been taken with regards to Response to Intervention and we provided training in Levelled Literacy Intervention to schools that had the resource. We continue to travel to schools to provide support and training for teachers. NSD61 works collaboratively with the Kee Tas Kee Now partnership as well as Oski Pasikoniwew Kamik School in Wabasca.

School administrators received guidance to begin working on their literacy plans for the 2016-17 school year at the May administrators' meeting.

An update on the literacy initiative will be presented to the Board and the May Board Meeting.

<b>First Nation, Métis, Inuit Learning</b>	<b>AERR Priority:</b>	
	Strengthen implementation of land-based and experiential learning to improve student engagement, attendance, learning, and achievement.  Complete the Community Resource List for all Northland Communities.	

What does it mean to think of the land as a source of knowledge and understanding? What can the land teach us? How can we develop capacity to connect community, culture and curriculum to the living and learning experience? How can we work, learn and teach collaboratively with our communities?

On May 13-16, 2016, approximately 11 teachers, a Cree language Instructor, Elders, Local Knowledge Keepers, KTC Education Staff, NSD61 Director of First Nation, Métis, and Inuit Education, and Beverley Barca, attended Marten Lake Camp as a beginning step in answering these questions. The camp opened with a pipe ceremony and a teaching about the pipe and its meaning from the Elders. Our teachers from Cadotte Lake, Clarence Jaycox, Little Buffalo, Grouard and Peerless Lake had the option of participating in the ceremony.

During the weekend, the teachers were in groups that participated in learning from the land and learning from the classroom. Land activities included hiking, medicinal plants and trees, canoeing, bannock and moccasin making. Learning from the classroom introduced the concept of 'Two-Eyed Seeing' as a partnership to develop capacity of educators, community and Elders to embrace a bicultural model that weaves culture, traditions, language and land-based learning into the Alberta Program of Studies. Sessions facilitated by Beverley Barca included an introduction to:

- Developing an understanding and vision of land based learning
- Developing an understanding of what value does land based learning have for students, school staff and community
- Understanding the barriers to implementing land based learning
- Ways of knowing - understanding assessment purposes in the land based learning context.
- Reviewing the role of the teachers as Planner, Coach, Judge and Reporter in the land based learning environment.
- Unpacking the curriculum to determine essential learning outcomes connected to land based experiences.
- Game of 'Muskrats and Beavers' to show how math, science and social can be woven into a land based experience.

<b>Attendance Initiative</b>	<b>AERR Priority:</b>	
	Continue working with the Attendance Improvement Committee and schools to improve division wide attendance.	

**NSD61 Attendance Continues to Improve**

When compared to the previous two years, NSD61 division-wide attendance patterns continue to improve. The following attendance information shows a modest 2% improvement in student attendance over the previous school year:

- 2013-2014 = 78%
- 2014-2015 = 80%
- 2015-2016 = 82% (September 2015 to March 2016)

To date, there has been a 4% improvement in attendance since September 2013. We are pleased with this modest but gradual improvement in our student attendance rates.

**Attendance Improvement Committee Activities**

Since the last Quarterly Report, the Attendance Improvement Committee met on Saturday, April 30, 2016 in Wabasca to discuss:

- Follow-up on the Attendance Improvement Agency Meeting in Wabasca on March 7<sup>th</sup>, 2016 – discussion of the feedback from participants
- Division-wide attendance update for the period of September 2015 through to March 2016 – presentation of attendance information and discussion
- Minimum attendance - discussion
- Attendance Award Criteria – discussion
- Resources to help support attendance improvement at the school level – Alberta Education website (<https://education.alberta.ca>)
- Administrators' Extranet Access to Attendance Board link for reporting non-attenders, and
- 4-Day Boreal forest Campout at Marten Lakes:

- Youth Leadership Mentorship Retreat – Wabasca schools
- Non-Attendees Retreat

The next Attendance Improvement Committee meeting is scheduled for Saturday, June 18, 2016 at Northern Lakes College in Wabasca.

**Administrators’ Meeting – May 5/6 in Peace River**

A portion of the May 2016 Administrators’ Meeting was devoted to Division attendance. Principals were provided with the following attendance information for their respective schools: (a) monthly attendance information from September 2015 through to March 2016, (b) line graph attendance data showing individual school attendance averages (2013-2014, 2014-2015, & 2015-2016) compared with NSD61 averages, and (c) individual school attendance data for March 2016.

Principals engaged roundtable discussions on attendance success, challenges and specific strategies on how best to target those students whose attendance patterns are below 69%. Table discussions were then brought to the larger group for further strategizing and follow-through at the school level. Individual table and large group discussion notes will be distributed to principals. The summary discussion notes will also form part of the next Quarterly Report.

**School Attendance Improvement Summary Reports**

Principals will submit their school-based attendance improvement summary planning reports in central office by June 15, 2016. These reports will highlight school progress for the 2015-2016 school year; including school attendance successes, challenges and particular barriers to strategy implementation at the school and community levels.

<b>Quality Teaching and Leadership</b>	<b>AERR Priority:</b>	
	Develop indicators of quality teacher performance related to key improvement areas and enhance instructional leadership and strengthen teacher supervision and evaluation to improve teacher practice.	

Human Resources is working with a sub-committee to develop a Northland School Division Teaching Quality Standard rubric/guide for principals based on the feedback provided earlier this year. This guide provides indicator of what principals should look for when supervising teachers in the Northland context.

At the May 2016 Administrators’ Meeting, administrators looked at the new draft Teaching Quality Standard and the School Leader Quality Standard. Principals started to identify the supports and resources they will need to use these documents within the Northland School Division context.

<b>Partnership with KTC</b>	<b>AERR Priority:</b>	
	In partnership with KTC, move forward with the regional/virtual high school.	

We are continue to work in partnership to support students in the ten schools. In early April we received confirmation of three year conditional grant funding to support further development of land based learning and the establishment of an interschool sports program for the partnership schools. The funds



from this grant will be used in part to build the capacity of staff to make links between land based learning experiences and the learning outcomes of the provincial curriculum. Principals continue to be involved in implementation plans related to this grant. Second level service staff from NSD and KTC continue to work together to co-ordinate delivery of CTS programs and support for literacy.

<b>Wabasca-Desmarais Education</b>	<b>AERR Priority:</b>	
	In consultation with the school community, develop and begin implementation of a multi-year operational plan to improve student attendance, achievement and high school completion for junior and senior high school students beginning in Wabasca – Desmarais.	

A meeting was held on April 13. The meeting focused on a discussion of the challenges presented when students are required to upgrade after graduation prior to being accepted in post-secondary. Regular attendance and guidance are particularly important in helping students ensure that they have the graduation requirements for the programs they wish to enter.

Value scoping for the modernization and expansion of Mistassiniy School has now been scheduled for mid-June. We will receive confirmation of the dates at the end of May.

Darrell Anderson, our community engagement facilitator is making a significant contribution to student and community engagement through such things as the development of a student mentorship program. Northland School Division and Bigstone Cree First Nation each received a conditional grant to support collaboration to improve student learning. We are in discussions with the Nation and the University of Calgary to develop a partnership.

<b>School Review Process</b>	<b>AERR Priority:</b>	
	Formalize the Northland school review process related to key improvement focuses and pilot in selected schools.	

Initial meetings were held with NSD61 staff regarding the School Review Process and we decided to develop our own process based on NSD61 initiatives. We will plan to meet again before the end of the year and develop a process that we will implement in pilot schools for the 2016-17 school year.



### 2015-2016 Division Attendance

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
September 2014	1347 (48%)	347 (12%)	470 (17%)	272 (10%)	149 (5%)	82 (3%)	146 (5%)	2807
September 2015	1445 (52%)	305 (11%)	450 (16%)	249 (9%)	127 (5%)	79 (3%)	116 (4%)	2771
October 2014	1168 (42%)	390 (14%)	496 (18%)	294 (10%)	170 (6%)	84 (3%)	204 (7%)	2806
October 2015	1229 (45%)	245 (9%)	516 (19%)	287 (10%)	152 (6%)	101 (4%)	228 (8%)	2758
November 2014	793 (28%)	456 (16%)	579 (21%)	316 (11%)	235 (8%)	133 (5%)	271 (10%)	2783
November 2015	873 (32%)	399 (14%)	603 (22%)	303 (11%)	184 (7%)	121 (4%)	270 (10%)	2753
December 2014	596 (21%)	439 (16%)	531 (19%)	355 (13%)	290 (10%)	161 (6%)	426 (15%)	2798
December 2015	895 (32%)	396 (14%)	478 (17%)	362 (13%)	212 (8%)	129 (5%)	283 (10%)	2755
January 2015	902 (32%)	223 (8%)	529 (19%)	372 (13%)	249 (9%)	173 (6%)	338 (12%)	2798
January 2016	846 (31%)	402 (15%)	554 (20%)	305 (11%)	250 (9%)	128 (5%)	267 (10%)	2752
February 2015	793 (29%)	430 (16%)	536 (19%)	350 (13%)	239 (9%)	174 (6%)	240 (9%)	2762
February 2016	909 (34%)	393 (15%)	527 (20%)	295 (11%)	228 (9%)	114 (4%)	200 (8%)	2666
March 2015	873 (32%)	296 (11%)	569 (21%)	352 (13%)	225 (8%)	146 (5%)	296 (11%)	2557
March 2016	603 (23%)	424 (16%)	577 (22%)	395 (15%)	229 (9%)	178 (7%)	262 (10%)	2665
April 2015	688 (25%)	443 (16%)	598 (22%)	306 (11%)	225 (8%)	152 (6%)	317 (12%)	2729
April 2016	653 (24%)	417 (16%)	573 (21%)	384 (14%)	228 (9%)	176 (7%)	242 (9%)	2673

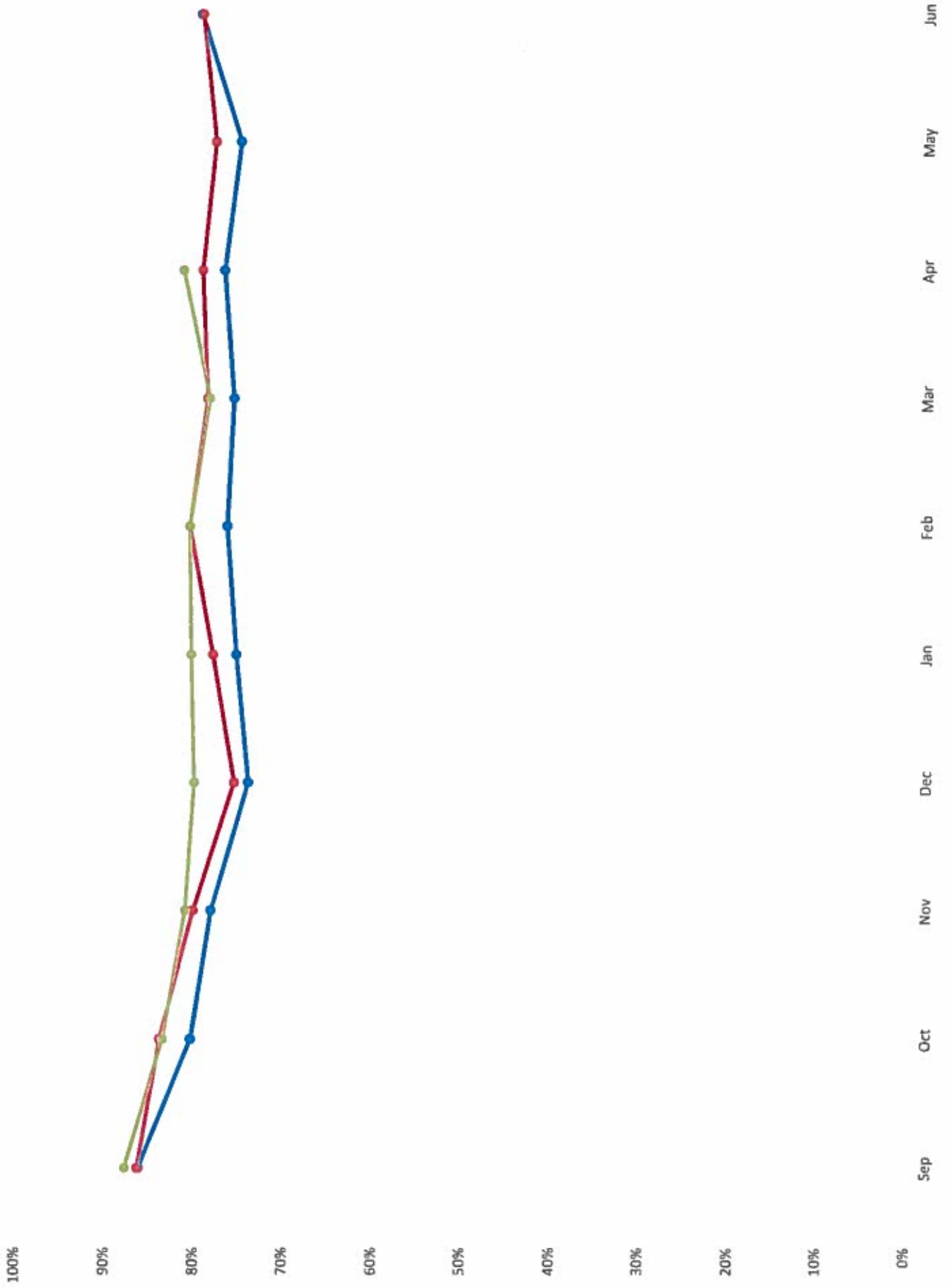
\*Does not include Outreach

## DIVISION ATTENDANCE APRIL 2016

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	55	40	63	42	32	27	19	278
Gr. 1	63	48	61	45	22	18	16	273
Gr. 2	70	41	65	38	24	14	19	271
Gr. 3	82	52	55	30	21	13	13	266
Gr. 4	68	47	53	32	19	13	6	238
Gr. 5	71	49	45	34	17	11	11	238
Gr. 6	66	37	61	24	20	16	16	240
Gr. 7	45	26	50	43	11	12	25	212
Gr. 8	43	27	46	27	15	13	26	197
Gr. 9	18	17	24	33	19	14	42	167
Gr. 10	28	13	22	10	15	11	16	115
Gr. 11	19	14	15	14	9	10	19	100
Gr. 12	25	6	13	12	4	4	14	78
<b>Student Totals</b>	<b>653</b>	<b>417</b>	<b>573</b>	<b>384</b>	<b>228</b>	<b>176</b>	<b>242</b>	<b>2673</b>

\*Does not include Outreach

NSD61 Division Attendance





## April 2016 Division Attendance by School

	95-100%	90-94 %	80-89%	Column1	60-69%	50-59%	Below 50%	Total
Anzac Community School	12 (14%)	15 (18%)	18 (21%)	18 (21%)	12 (14%)	7 (8%)	3 (4%)	85
ADCS	44 (19%)	12 (5%)	38 (16%)	32 (14%)	20 (9%)	32 (14%)	54 (23%)	232
Bill Woodward School	3 (3%)	12 (11%)	37 (34%)	25 (23%)	19 (18%)	9 (8%)	3 (3%)	108
Bishop Routhier School	13 (21%)	6 (10%)	11 (17%)	13 (21%)	5 (8%)	7 (11%)	8 (13%)	63
Calling Lake School	26 (22%)	23 (19%)	27 (23%)	16 (14%)	10 (8%)	5 (4%)	11 (9%)	118
Chipewyan Lake School	1 (4%)	3 (13%)	8 (33%)	6 (25%)	5 (21%)	0 (0%)	1 (4%)	24
Conklin Community School	8 (21%)	10 (26%)	11 (29%)	5 (13%)	3 (8%)	0 (0%)	1 (3%)	38
Dr. Mary Jackson School	7 (23%)	10 (32%)	9 (29%)	4 (13%)	1 (3%)	0 (0%)	0 (0%)	31
Elizabeth School	65 (46%)	21 (15%)	29 (21%)	17 (12%)	1 (1%)	6 (4%)	1 (1%)	140
Father R. Perin School	21 (26%)	14 (18%)	24 (30%)	8 (10%)	9 (11%)	4 (5%)	2 (3%)	82
Fort McKay School	29 (32%)	10 (11%)	19 (21%)	11 (12%)	13 (14%)	2 (2%)	7 (8%)	91
Gift Lake School	44 (25%)	20 (11%)	44 (25%)	29 (16%)	21 (12%)	13 (7%)	6 (3%)	177
Grouard Northland School	26 (33%)	13 (17%)	13 (17%)	14 (18%)	5 (6%)	5 (6%)	2 (3%)	78
Hillview School	10 (37%)	8 (30%)	2 (7%)	4 (15%)	2 (7%)	0 (0%)	1 (4%)	27
JF Dion School	31 (35%)	20 (23%)	20 (23%)	5 (6%)	7 (8%)	3 (3%)	2 (2%)	88
Kateri School	21 (24%)	14 (16%)	12 (14%)	11 (13%)	9 (10%)	4 (5%)	16 (18%)	87
Little Buffalo School	50 (29%)	31 (18%)	34 (20%)	8 (5%)	14 (8%)	11 (6%)	26 (15%)	174
Mistassinny School	39 (12%)	40 (13%)	54 (17%)	59 (19%)	24 (8%)	29 (9%)	69 (22%)	314
Paddle Prairie School	45 (40%)	21 (18%)	21 (18%)	13 (11%)	5 (4%)	6 (5%)	2 (2%)	113
Peerless Lake School	44 (35%)	23 (19%)	23 (19%)	16 (13%)	11 (9%)	4 (3%)	3 (2%)	124
Pelican Mountain School	1 (4%)	6 (25%)	6 (25%)	5 (21%)	3 (13%)	2 (8%)	1 (4%)	24
St. Theresa School	100 (24%)	79 (19%)	99 (24%)	57 (14%)	25 (6%)	27 (7%)	23 (6%)	410
Susa Creek School	13 (29%)	6 (13%)	14 (31%)	8 (18%)	4 (9%)	0 (0%)	0 (0%)	45

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	20 (20%)	3 (3%)	4 (4%)	5 (5%)	5 (5%)	9 (9%)	54 (54%)	100
Calling Lake Outreach School	2 (25%)	2 (25%)	1 (13%)	1 (13%)	1 (13%)	0 (0%)	1 (13%)	8

**Student Attendance by Division in Percentage**  
**For the Month of April, 2016**

School	ECS	Div 1	Div 2	Div 3	Div 4
Anzac	81	86			
ADCS	83	76	74	64	64
Bill Woodward			90	86	86
Bishop Routhier	81	74	84		
Calling Lake	74	83	81	71	65
Calling Lake Outreach					54
Career Pathways					45
Chipewyan Lake	82	81	84	69	
Conklin	85	91	92	89	
Dr. Mary Jackson	88	90	91	86	100
Elizabeth	82	92	93	92	
Fr. R. Perin	80	77	78	75	
Fort McKay	82	87	85	78	
Gift Lake	75	85	87	84	
Grouard	79	86	90	86	
Hillview	84	91	84		
J.F. Dion	88	90	89	91	
Kateri	74	81	89	73	54
Little Buffalo	72	77	79	71	54
Mistassiniy				77	62
Pelican Mountain	81	87	91		
Paddle Prairie	89	89	87	91	69
Peerless Lake	85	90	88	79	79
St. Theresa	84	87	87		
Susa Creek	96	89	94	85	
All Schools	83	86	86	79	66



**Staff Attendance (Based on Leave Applications)**

**February 1, 2016 to April 30, 2016**

	# of Staff	Calendar Days	Possible Days	Actual Days Recorded	Actual Attendance	# of P.D. Days Taken	# of "Other" Days Taken	% Attendance	% Absent	% Absent for PD	% of Other
Certificated Staff	200	58	11600	1243	10357	106	1137	89%	11%	0.91%	9.80%
Uncertified Staff	177	58	10266	1044.5	9221.5	31	1013.5	90%	10%	0.30%	9.87%
Maintenance Staff	53	62	3286	314.5	2971.5	1	313.5	90%	10%	0.03%	9.54%
Central Office Staff	41	62	2542	111	2431	1.5	109.5	96%	4%	0.06%	4.31%

**Types of Leaves:**

ATA  
 Mentorship Teachers  
 Casual Sick Days  
 Personal Paid Leave  
 Compassionate  
 Personal Unpaid Leave  
 Conference  
 Principals' Meeting  
 Critical Care Leave  
 Professional Development  
 Evergreen  
 School Business  
 Family Care Days  
 FNMI  
 Leave – Other  
 Lieu Days

**Maintenance includes:**

Area Maintenance Workers  
 Custodial Staff

**Central Office Staff includes:**

Ped Supervisors





### Staffing Update - May 12, 2016

Bulletin 6

	Certified Staff	Certified Staff - NL	ECS - PUF	Teacher Assistants	Special Assistants	School Community Liaison Worker	Family Community Liaison Advisor	Library Assistant	Native Language Instructor	Clerical	Total by School
Anzac	5.5	0	1.5	0.6	1.5	0	0	0.5	1	1	11.6
ADCS	19	1	0	1	8	1	0	0	1	1	32
Bill Woodward	7.5	0	0	0	2.6	1	0	0.5	0	1	12.6
Bishop Routhier	5	0	1.5	0	2	0	0	0	0.5	0	9
Calling Lake	10	0	0	1	1	0.5	0	0	0.5	1	14
Career Pathways	3	0	0	1.5	0	0	0	0	0	0.5	5
Chipewyan Lake	2	0	0	0.67	0.5	0	0	0	0.33	0.5	4
Conkin	4	0	0	1	0	0	0	0	0	0	5
Dr. Mary Jackson	2	0	0	1	1.5	0	0	0	0	0.9	5.4
Elizabeth	10	0	2.8	0.5	1.4	0	0	0.5	1	1	17.2
Father R. Perin	8	0	0	0	0.4	0	0	0	0.6	0.9	9.9
Fort McKay	7	0	0	5	0	0	0	0	1	1	14
Gift Lake	14	0	0	3	4.7	0	0	0	1	1	23.7
Grouard	7	0	0.8	2	1	0	0	0	1	1	12.8
Hillview	3	0	0	0	0.5	0	0	0	0	0.5	4
J.F. Dion	6	0	1.75	1	0	0	0	0	0	1	9.75
Kateri	7	0	0	1	1.5	0	0	0	1	0.75	11.25
Little Buffalo	11	0	0	0.8	4	0	0	0	1	1	17.8
Mistassiniy	21	0	0	3	1	0	1	0	0	2	28
Paddle Prairie	8	0	0	0.8	1	0.2	0	0	0.5	0.9	11.4
Peerless Lake	9	0	0	2	1	0	0	0	0.9	0.9	13.8
Pelican Mountain	2	0	0	0.75	0	0	0	0	0.25	0	3
St. Theresa	25	0	6	7	11	0	2	1	1	2	55
Susa Creek	3	0	1	0.9	0	0	0	0	0.4	0.8	6.1
<b>Totals</b>	<b>199</b>	<b>1</b>	<b>15.35</b>	<b>34.52</b>	<b>44.6</b>	<b>2.7</b>	<b>3</b>	<b>2.5</b>	<b>12.98</b>	<b>20.65</b>	<b>336.3</b>



School Visits by Department			
September 1, 2015 -April 30, 2016			
	Management	Learning Services Team	Totals
Anzac	3	4	7
ADCS	5	7	12
Bill Woodward	3	3	6
Bishop Routhier	6	5	11
Career Pathways	4	6	10
Calling Lake	7	8	15
Chipewyan Lake	3	4	7
Conklin	4	3	7
Dr. Mary Jackson	4	2	6
East Prairie/Hillview	4	7	11
Elizabeth	3	4	7
Fort McKay	3	5	8
Fr. R. Perin	5	11	16
Gift Lake	4	5	9
Grouard	7	8	15
J.F. Dion	4	4	8
Kateri	2	3	5
Little Buffalo	7	6	13
Mistassiniy	5	5	10
Paddle Prairie	4	5	9
Peerless Lake	5	2	7
Pelican Mountain	4	6	10
St. Theresa	4	5	9
Susa Creek	3	2	5

Bulletin 7





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## Wabasca-Desmarais student nominated for Indigenous Shining Student Award

*For immediate release – April 20, 2016*



Northland School Division No.61 (NSD) is pleased to announce that Wabasca-Desmarais student Chantelle Manybears has been nominated for the Indigenous Shining Student Award. This annual award is presented to a student of First Nations, Métis or Inuit heritage, who demonstrates leadership and inspires others, through embracing and respecting Aboriginal perspectives. Chantelle, a grade 12 student from Career Pathways School, was nominated by one of her teachers Angela James.

“When I first met Chantelle, she was quiet, shy and withdrawn,” said James. Within the first year at Career Pathways School, Chantelle utilized her artistic skills and immersed her rich Indigenous cultures of both Woodland Cree and Blackfoot into the school logo design. She continues to be a leader and role model by sharing her Indigenous knowledge on various topics and issues we discuss within the school.”

Chantelle’s willingness to talk about her heritage goes beyond sharing. She says embracing her worldview helps her to understand people’s perspectives on aboriginal culture.

“The reason why I’m so intrigued by knowing other people’s perspectives is because I learn what my place is on the world stage,” said Manybears. “I share this knowledge at my school by encouraging people to share their worldviews by talking about it. My hopes for people at my school is for them to know their culture by continuing their education and to learn about Aboriginal history. I truly believe that’s the way to bridge two worldviews and be blended respectfully.”

In addition to leading by example at the school, Chantelle demonstrates role model qualities outside of school by volunteering for the Bigstone Cree Nation Fire Department. Despite the busy schedule, Chantelle says it doesn’t get in the way of pursuing her dreams.



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“My dream is to become a botanist (plant scientist) or something similar to that,” said Manybears. “Art is a part of my life, so it’d be nice to go to school for that also. But whatever happens, I just mainly want to be happy.”

When asked about being nominated for the Indigenous Shining Student Award, Chantelle says it’s an honour just to be considered for the award and appreciates the support from everyone.

“I feel like my principal, and teachers really helped me tons,” said Manybears. “They make my education experience pleasant and enjoyable. When I wake up for school, I don’t dread it. Sure there’s days when I don’t feel the greatest. But I’m still comfortable going to school because I know I’m welcomed, supported, and wanted there. So thank you to everyone who supported and never gave up on me. You guys helped me sprouted and enabled me to grow.”

Chantelle was one of 41 students nominated for the Indigenous Shining Student Award. This annual recognition is made possible by the Alberta School Boards Association (ASBA), Alberta School Councils Association (ASCA), Alberta Teachers Association (ATA) and the College of Alberta School Superintendents (CASS). Chantelle will be recognized at NSD’s Long Service and Recognition Awards on May 5<sup>th</sup> in Peace River.

For more information please contact:

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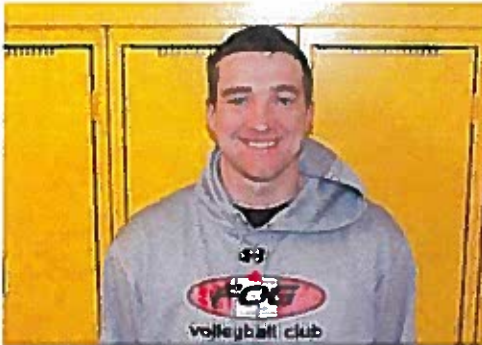
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## Gift Lake educator Nominated for Edwin Parr Teacher Award

*For immediate release – May 5, 2016*



Northland School Division No.61 (NSD) is pleased to announce that Andrew Bots, Gift Lake School Teacher, has been selected as NSD's 2016 Edwin Parr Teacher Award Nominee. The Edwin Parr Teacher Award recognizes first year teachers who demonstrate exemplary dedication and commitment in the field of education. Andrew, who teaches Physical Education and Health, says, "It is a tremendous honour to be nominated for the Edwin Parr Teacher Award and to be placed in the same conversation as great first year teachers this year and from years past".

Robert Heyde, Gift Lake School Vice-Principal says, "Every time I walk into the gymnasium, students are activity engaged in a wide variety of activities. There may be a perception that Physical Education is an easy subject to teach. But, like any other subject, teaching it well, adding variety to your program, having all of the students engaged – that takes a tremendous amount of planning, skill, and persistence. Mr. Bots is well respected by his peers, his students, and our administration. He is an excellent candidate for the Edwin Parr Teacher Award."

Andrew's ability to connect with students could very well be attributed to his teaching style. He says, "I provide the key points that students need to understand but allow the students to discover what way works best for them to get the desired result. I think this has been successful for me because it provides a balance between the structured delivery of information that some students require, but also the freedom to try things in a new or challenging way."

In addition to teaching Physical Education and Health, Andrew and another staff member provide afterschool programs and coach the school's junior high boys' basketball team. The team made history this season by going undefeated and by winning the Smoky River Basketball League and the Northwest Alberta Athletic Association 1J Zones for the first time ever.

"Mr. Bot's skills as a coach are of a national standard," said Heyde. "But his commitment to his players remains on a personal level. He and another colleague approached outside resources to provide players shoes, uniforms, and road trip opportunities worth thousands of dollars. "In a school where extracurricular activities are always in short supply, Mr. Bots has been a tremendous example to his peers."

Donna Barrett, Superintendent of Schools says, "Outstanding teachers like Andrew make a difference in the lives of students they teach. On behalf of Northland School Division, I want to extend our congratulations and our appreciation for the contribution."



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Each year, the Alberta School Boards Association (ASBA) honours outstanding first year teachers representing six zones throughout the province. Andrew will be recognized at the Zone 1 ASBA Awards Luncheon in the fall. At the divisional level, Andrew was honoured at NSD's Long Service and Recognition Awards May 5<sup>th</sup> in Peace River. Graham Collier, who was nominated for the Edwin Parr Teacher Award by Kateri School, was also recognized at the awards.

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## Northland celebrates Esquao Award recipients

*For immediate release – April 29, 2016*



*Joyce Hunt, First Nations, Métis Coordinator*

*Former NSD Director of First Nations, Métis Education  
 Delores Pruden-Barrie*

Northland School Division No.61 (NSD) congratulates First Nations, Métis Coordinator Joyce Hunt and former NSD Director of First Nations, Métis Education Delores Pruden-Barrie on receiving Esquao Awards! Hunt and Pruden-Barrie were honoured at the Esquao Awards Gala in Edmonton on April 15<sup>th</sup>. The award, which recognize the achievements of Aboriginal Women in Canada, are unique because when a community nominates an Aboriginal woman and provides three letters of support, she will be honoured. Joyce, who was nominated for preserving and maintaining the Cree Language and culture, says she hopes being nominated for this award will inspire the next generation of Aboriginal women.

“This is an important message to all of our Indigenous young ladies,” said Hunt. “It means that the creator is watching us all the time and when your time comes to be recognized, its message needs to be heard and seen. I am proud of my culture. This is who I am.”

Pruden-Barrie, who worked at NSD for many years, is now Director of First Nations, Métis and Inuit Learning and Achievement at Aspen View Public Schools. She was nominated for an Esquao Award by NSD Superintendent of Schools Donna Barrett, Cultural Advisor Herman Sutherland and Joyce Hunt. Delores says the award is a reminder of accomplishments made at NSD to strengthen language and culture.

“While working at NSD, we strengthened literacy programing by focusing on cultural competency where every child and educator became more aware of valuing diversity,” said Pruden-Barrie. “We had the opportunity to build on these cultural competencies with a variety of teaching strategies and incorporate land base learning in school communities.”



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In her current role as First Nations, Métis Coordinator, Joyce spends many hours preparing and planning activities and projects, which are aimed at preserving the Cree language and culture both in and out of the classroom. She believes understanding your language and culture improves quality of life.

**“Teach what you know, we are all born to teach,” said Hunt. “Be helpful to each other and learn your language and culture.”**

During her acceptance speech, Pruden-Barrie shared a powerful message from a Peerless Lake Elder. She says it resonates with her to this day.

**“At an NSD meeting, I clearly recall, Elder Louis Cardinal from Peerless Lake say in Cree “You must know where you come from; to understand yourself in order to move forward, once that happens, then success will follow,” said Pruden-Barrie. “That comment resonates with me because my late dad Harry Pruden always said don’t try to be something you’re not.”**

Joyce and Delores will both be recognized for their Esquao Awards at the NSD Long Service and Recognition Awards on Thursday May 5, 2016 in Peace River.

For more information please contact:

Curtis Walty, Communications Coordinator  
 Office: 1-780-624-2060 extension: 6183  
 Cell: 1-780-219-1870



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## Trout Lake educator nominated for Excellence in Teaching Award

*For immediate release – May 5, 2016*



Northland School Division No.61 (NSD) is pleased to announce that Kateri School's Andrea Horton has been nominated for an Excellence in Teaching Award. The award recognizes innovative and outstanding teaching that takes place every day in classrooms across the province.

"I am honoured that my principal, colleagues and students see something in my instructional practices which they believe merits this award," said Horton. "I am especially grateful to my students: my principal invited my class to submit letters in support of my nomination, and I had the opportunity to read these before they were sent away. To have their perspective on my instruction and support of their learning over the years is absolutely priceless."

"Outstanding teachers like Andrea make a difference in the lives of the students they teach," said Donna Barrett, Superintendent of Schools. "On behalf of Northland School Division, I want to extend our congratulations and our appreciation for the contribution."

Horton's theory about creating a stimulating environment for students is simply to show interest in the subject you are teaching to students.

"I try to be very open with them about what is interesting to me," said Horton. "If I am genuinely enthusiastic about a topic, our level of trust is such that they are willing to give it a chance. If I can connect a lesson to something I know they enjoy, or if I can help them see the connection between a task and something they are already interested in, it's much easier to get them revved up for the subject."

Andrea is the jack of all trades at Kateri School. In addition to educating grade 7/8 students, she teaches Career and Technology studies courses, fills in as acting principal, provides tech support and works with parents and community members to organize field trips.

"I am a big fan of field trips to promote student engagement, especially for students in isolated areas like ours," said Horton. "This year we are planning our most ambitious trip yet, with stops in Montreal, Ottawa, Quebec City and Toronto. The students will have a chance to tour the Parliament buildings, explore a traditional longhouse, and walk on the Plains of Abraham. They have learned about all these places from textbooks and now they are thrilled to have the chance to see them in person."



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Horton is a third generation educator in her family. She credits family support for helping her improve as a teacher.

"After I accepted my position at Kateri School my great-uncle Len wrote me a beautiful letter in which he reflected on his own years as a teacher and principal," said Horton. "He offered advice and encouragement based on the experience of a long career and assured me that he saw my potential to live up to our family vocation. I think with that level of familial support and involvement in a profession, it's almost impossible not to develop certain ideals for the classroom."

Excellence in Teaching Award recipients will be announced in June. At the divisional level, Andrea was recognized at the Northland Long Service and Recognition Awards in Peace River.

For more information please contact:

Curtis Walty, Communications Coordinator  
Office: 1-780-624-2060 extension: 6183  
Cell: 1-780-219-1870

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** FINANCE QUARTERLY REPORT

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**ORIGINATOR** TRUDY RASMUSON, SECRETARY-TREASURER

<b>RECOMMENDATION</b>
That the Board of Trustees receives as information, the Finance Quarterly Report, as presented and attached.



## Secretary-Treasurer's Report

### For the Period Ending April 30, 2016

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#### INTRODUCTION

In our year-to-date, for the period ending April 30, 2016, Northland School Division's operating costs are in line with the operating budget. There is about 33% left of the year, with 33% left of the budget. There are pockets of activities that will be over budget (eg: boarding home allowances), but others that are under budget (eg: transportation). As well, there are some departments in which spending is heavy during the summer months (maintenance), and some departments have less spending over summer (School Food Services). However, overall, the budget is on track.

#### REVENUE

- Revenue received to date is in line with historical numbers and the budget.
- Confirmation of provincial numbers has been made, and no substantial changes to the budget need to be made.

#### EXPENSES

- Expenses are also in line with historical data and the budget.
- An analysis of the salaries was completed, and the salary expenses are almost identical to budget. This analysis is critical, as the November budget was submitted using actual salary costs as of September, versus using averages, which are used for budgeting in June.

#### OTHER BUSINESS

##### Receivables

- Two receivables are causing cash flow issues with the division (see below) – the \$4 million owed by Mikisew Cree First Nation and Woodland Cree First Nation, for \$672,000. The Official Trustee met with INAC on Tuesday, May 24, and reported that INAC will be responsible, going forward, for the Mikisew tuition payments, starting in July. On Tuesday, May 31, INAC will provide the division with a plan to repay the arrears.

##### Cash flow

- A cash flow analysis was completed, and as the receivable to Mikisew Cree First Nation grows, the division's cash flow gets tighter. More frequent monitoring of bank balances increases as the amount of cash to months of payroll begins to fall under two. As of May, our cash flow falls to 1.79 months of payroll, and the division will be using the \$3 million line of credit in July, and will be overdrawn in August. This plan includes about \$2.5 million of maintenance projects over the summer. Administration will be meeting to review the projects, and determine what can be postponed. A plan will be drafted to apply to Alberta Education for help, as the issue is the \$4 million outstanding amount owed by Mikisew Cree First Nation.

##### Reserve Projection

- In January, a reserve projection was presented, with \$1.7 million projected for an unrestricted surplus and \$62,000 in restricted capital reserves. With the Mikisew Cree First Nation outstanding receivable at \$4 million, the division may have to expense the amount of the

current receivable to doubtful accounts. This may have to be done as a result of not having a written commitment from either the First Nations or INAC for the repayment of the arrears. If this happens, the unrestricted surplus drops from \$1.7 million to a deficit of \$35,000. The restricted capital reserve may change slightly, depending on the capital projects approved for the summer. If the majority of the projects proposed for capital funding are postponed, the restricted capital reserve may rise to as much as \$500,000.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2015-2016 ANZAC COMMUNITY SCHOOL CLOSURE

**ORIGINATOR:** EDUCATION COMMITTEE

**RECOMMENDATION**

That the Board of Trustees recommends that administration commence the process in accordance with the School Act to close Anzac Community School effective immediately for the remainder of the 2015-2016 school year.

\*\*\*\*\*

**BACKGROUND**

Due to the forest fires in Fort McMurray and surrounding area, the schools are not able to open and are effectively closed.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2015-2016 BILL WOODWARD SCHOOL CLOSURE

**ORIGINATOR:** EDUCATION COMMITTEE

**RECOMMENDATION**

That the Board of Trustees recommends that administration commence the process in accordance with the School Act to close Bill Woodward School effective immediately for the remainder of the 2015-2016 school year.

\*\*\*\*\*

**BACKGROUND**

Due to the forest fires in Fort McMurray and surrounding area, the schools are not able to open and are effectively closed.



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2015-2016 FORT MCKAY SCHOOL CLOSURE

**ORIGINATOR:** EDUCATION COMMITTEE

### **RECOMMENDATION**

That the Board of Trustees recommends that administration commence the process in accordance with the School Act to close Fort McKay School effective immediately for the remainder of the 2015-2016 school year.

\*\*\*\*\*

### **BACKGROUND**

Due to the forest fires in Fort McMurray and surrounding area, the schools are not able to open and are effectively closed.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2015-2016 FATHER R. PERIN SCHOOL CLOSURE

**ORIGINATOR:** EDUCATION COMMITTEE

**RECOMMENDATION**

That the Board of Trustees recommends that administration commence the process in accordance with the School Act to close Father R. Perin School effective immediately for the remainder of the 2015-2016 school year.

\*\*\*\*\*

**BACKGROUND**

Due to the forest fires in Fort McMurray and surrounding area, the schools are not able to open and are effectively closed.





## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** GROUARD NORTHLAND SCHOOL JUNIOR HIGH PROGRAM

**ORIGINATOR:** EDUCATION COMMITTEE

<b>RECOMMENDATION</b>
<p>That the Board of Trustees approve the continuation of the junior high program at Grouard Northland School, access to transportation to High Prairie on the Northland bus for junior high students for the 2016-2017 school year as a pilot.</p>

\*\*\*\*\*

### **BACKGROUND**

In January the Official Trustee approved the following motion:

23994/16 Colin Kelly, Official Trustee moved that the Board of Trustees recommends administration commence the process in accordance with the School Act to consider the closure of Grouard Northland School Junior High at the end of the 2015-16 school year.

Two community meetings were held on March 21 and April 28, 2016.

41 homes were surveyed to gather community input to inform the decision.

**CURRENT SITUATION**

Families and community members have differing opinions as to the advisability of closing the junior high program. Students would have expanded program opportunities in schools with larger enrolment. However concerns were raised about the costs associated with school fees, the lack of a hot lunch program and the difficulty that some families would have getting to High Prairie in case of emergency. These latter items would result in hardships for some families. Parents were also concerned that there would be less access to language and cultural programs in High Prairie.

**OPTIONS**

Access to Northland transportation will provide transportation at no cost to parents choosing to have students enrol in High Prairie for grades 7 through 9. Grouard Northland School will continue to offer educational programming for junior high students. Staffing and programming will be determined by enrolment.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROCEDURE 100, SAFE & CARING SCHOOLS

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
That the Board of Trustees approve the attached changes to Procedure 100, Safe & Caring Schools.

\*\*\*\*\*

**BACKGROUND**

Following the March 31, 2016 Special Board meeting which first reading was approved, this procedure was sent in its draft form to Alberta Education for review.

Following the April 22, 2016 Board meeting, copies of this draft procedure was sent to all Local School Board Committee members and principals with a request for feedback. To date NSD has not received any feedback.





## Procedure 100

### Safe and Caring and Inclusive Schools

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#### Background

The goal of the division is to develop responsible, caring and respectful members of a just, peaceful and democratic society. In order to achieve this goal, it is essential that all members of the school community: **students, family, staff and community members**, assist and promote the development of a safe and caring school environment.

**Creating a safe, caring and inclusive school requires all schools to identify and implement strategies that ensure the safety, belonging and full participation of all members of the school community.**

#### Procedures

- 1. Practices that support safe, caring and inclusive learning environments include:**
  - 1.1 providing supports that respond to a student's individual needs**
  - 1.2 defining appropriate expectations, behaviours, language and actions in order to prevent discrimination, prejudice and harassment through greater awareness of, and responsiveness to, their harmful effects.**
  - 1.3 ensuring that discriminatory behaviours and complaints are taken seriously, documented and dealt with expeditiously.**
  - 1.4 respecting an individual's right to self-identification;**
  
- 2. Principals shall:**
  - 2.1 ensure all staff members share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe and inclusive learning**

**Procedure 100****Safe and Caring  
and Inclusive  
Schools**

---

- environments that acknowledge and promote understanding and appreciation of the diversity, equity and human rights of all students and families within the school community;**
- 2.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour, and an understanding of and appreciation for diversity, equity and human rights;**
  - 2.3 provide equity of opportunity, and equity of access to programs, services, and resources to support all students in realizing their full potential;**
  - 2.4 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying;**
  - 2.5 create a clear reporting and investigative process and a safe environment for students and parents/guardians to bring concerns forward in a timely manner;**
  - 2.6 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;**
  - 2.7 hold everyone accountable for their behaviour and actions such as discrimination, intimidation or bullying;**
  - 2.8 ensure dress codes respect an individual's culture, gender identity and gender expression;**
  - 2.9 provide professional learning opportunities that build the capacity of staff to understand and support diverse learners;**
  - 2.10 use a comprehensive whole-school approach to promote healthy relationships and prevent and respond to bullying behaviour;**



## Procedure 100

### Safe and Caring and Inclusive Schools

**2.11 work alongside staff, students and families to provide supports and resolve issues and concerns in a timely fashion.**

### **3. Staff shall:**

- 3.1 help all students work to their full potential and develop their sense of self-worth;**
- 3.2 assist students to be positive contributors to their classroom, school and community by building social, interpersonal, assertiveness, empathy, conflict resolution and leadership skills;**
- 3.3 maintain consistent standards of behaviour for all students to contribute to a positive school climate;**
- 3.4 communicate regularly and meaningfully with parents/guardians; and**
- 3.5 report all incidents of discrimination, intimidation; and bullying, and assist administration when conducting an investigation into such incidents.**

### **4. The principal shall advise parents of the following expectations for them in the creation of a safe and caring school:**

- 4.1 To have input into the development of school policies and procedures.
- 4.2 To support the school policies and procedures and encourage their children to understand and respect them.
- 4.3 To encourage their children to pursue their studies diligently.
- 4.4 To maintain communication with school staff regarding the progress of their children and attend scheduled conferences with their children.
- ~~4.5 To encourage and support the regular and punctual attendance of their children.~~



## Procedure 100

### Safe and Caring and Inclusive Schools

- ~~3.6 — To advise the principal and/or the school staff of any problems and issues their children are having with other students or members of the school community.~~
- ~~5. — The principal and teachers are to advise students that they are expected to:~~
- ~~4.1 — Be diligent in pursuing their studies.~~
  - ~~4.2 — Attend school regularly and punctually.~~
  - ~~4.3 — Co operate fully with everyone authorized by the board to provide educational programs and other services.~~
  - ~~4.4 — Comply with the rules of the school.~~
  - ~~4.5 — Respect the rights of others.~~
  - ~~4.6 — Be accountable to the school staff for their own conduct.~~
- ~~6. — The resolution of any problems or issues arising from the application of these procedures will be dealt with in accordance with the specific procedures established for that issue or problem.~~

#### Procedures

- ~~7. — The principal shall work with, and direct, the staff of the school to maintain order and discipline in the school, on school grounds, buses and during school approved activities.~~
- ~~8. — The principal shall, in cooperation with the Local School Board Committee, strive to:~~
- ~~2.1 — Ensure that students in the school have the opportunity to achieve provincial standards of education.~~
  - ~~2.2 — Develop an action plan in consultation with all community stakeholders that will:~~
    - ~~8.1.1 — Ensure the development of a basic package of essential information such as class lists, school timetable, student demographics, blue prints and school maps, emergency services and emergency plans.~~





## Procedure 100

### Safe and Caring and Inclusive Schools

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- ~~8.1.2—Contain an identification of the internal and external communication systems necessary to communicate with all components of the division.~~
- ~~8.1.3—Review and update on an annual basis the roles and responsibilities of students, staff, parents and appropriate community agencies to support safe and caring schools.~~
- ~~8.1.4—Ensure crisis management and school disaster plans are in place.~~
- ~~8.1.5—Encourage staff development and training necessary to create a safe and caring school.~~



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROCEDURE 304, STUDENT CONDUCT

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
That the Board of Trustees approve the attached changes to Procedure 304, Student Conduct.

\*\*\*\*\*

### **BACKGROUND**

Following the March 31, 2016 Special Board meeting which first reading was approved, this procedure was sent in its draft form to Alberta Education for review.

Following the April 22, 2016 Board meeting, copies of this draft procedure was sent to all Local School Board Committee members and principals with a request for feedback. The feedback received to date is attached.

Since the April 22, 2016 Board meeting Section 4 has been changed to align with the *School Act*.





## **Background**

If all students are to benefit from the instructional program in school and from the wide variety of activities planned for them by the teaching staff, both inside and outside of the school building, then students must conduct themselves in an acceptable manner. ~~The establishment and enforcement of standards of student conduct and behaviour consistent with the school's mission statement, vision, values, core commitments and goals that support the creation of a favorable learning environment must occur.~~

## **Procedure**

### **Student Rights and Responsibilities**

- 1. Students shall be treated with dignity, respect, and fairness by other students and staff.**
- 2. Students have a right to be provided a learning environment that is free from physical, emotional, social abuse, bullying and cyber bullying.**
- 3. Students and parents shall be informed of the Division's and school's expectations for student behaviour within the school, the school grounds, and during school activities.**
- 4. In the event of student misbehaviour, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.**
- 5. Students shall exercise their responsibilities to:**
  - 5.1 use their abilities and talents to gain maximum learning benefits from their school experiences;**
  - 5.2 contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and**
  - 5.3 attend school regularly and punctually.**



6. **Appropriate opportunities for student consultation and involvement in student related matters shall be provided.**

## **STUDENT BEHAVIOUR AND CONDUCT**

**The Division supports the endeavours of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the Division expects parents and students to recognize their responsibility in developing student self-discipline.**

1. **Students shall be responsible and accountable for their behaviour and conduct:**
  - 1.1 **while involved in school-sponsored or related activities;**
  - 1.2 **while on school property;**
  - 1.3 **during any recess or lunch periods on or off school property;**
  - 1.4 **while travelling to and from school; and**
  - 1.5 **beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) (*School Act* Sections 24(1)(b) and 24(7)(b)).**
2. **Parents play a vital role in developing student behaviour and conduct. It is the Division's expectation that parents:**
  - 2.1 **be aware of the Division administrative procedures and the school's expectations for student behaviour and conduct;**



- 2.2 review the Division administrative procedures and the school's expectations for student behaviour and conduct with their child(ren);
  - 2.3 work with the school to resolve student behavioural issues when they affect their child(ren); and
  - 2.4 co-operate with the school's or Division's recommended course of action prior to re-admission of the student following a student suspension.
3. Students shall show respect for:
- 3.1 school authority;
  - 3.2 others and their property;
  - 3.3 ethnic, racial, religious, and gender differences;
  - 3.4 school attendance and punctuality;
  - 3.5 work habits, assignments and homework;
  - 3.6 school property;
  - 3.7 textbooks and equipment;
  - 3.8 fire alarms and safety equipment; and
  - 3.9 Division administrative procedures relating to smoking, alcohol, drugs and inhalants.
4. Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences **which must take into account the student's age, maturity and individual circumstances.**
- 4.1 problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
  - 4.2 parental involvement;
  - 4.3 temporary removal of privileges;
  - 4.4 detention of student;
  - 4.5 temporary exclusion of student from class;
  - 4.6 in-school suspension;
  - 4.7 out-of-school suspension;



- 4.8 behaviour contract with student;
  - 4.9 restitution for property damage to an individual or Division;
  - 4.10 referral for assessment of student to develop appropriate programming;
  - 4.11 referral to Attendance Board;
  - 4.12 involvement of police; and
  - 4.13 expulsion from a school or all Division's schools.
5. Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:
- 5.1 conduct which threatens the safety of students and/or staff;
  - 5.2 possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff. A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
  - 5.3 displaying or brandishing a weapon in a threatening or intimidating manner;
  - 5.4 assaulting another person;
  - 5.5 possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
  - 5.6 contravention of Division's policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
  - 5.7 theft;
  - 5.8 wilful disobedience and/or open opposition to authority;
  - 5.9 use or display of improper or profane language;
  - 5.10 wilful damage to school or others' property;





- 5.11 interfering with the orderly conduct of class(es) or the school;
  - 5.12 contravention of the code of conduct as set out in the *School Act* Section 12;
  - 5.13 contravention of the provisions of Section 27 of the *School Act* related to trespassing, loitering, and causing a disturbance; and/or
  - 5.14 use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.
6. The principal and school staff shall inform students of their responsibility to comply with the requirements identified in Section 12 of the *School Act*.
  7. The principal, in consultation with the Local School Division Committee, superintendent and staff, ~~and with the approval of the Local School Division Committee~~ shall develop a code of behaviour and discipline policy for the school consistent with this procedure.
  8. The teaching staff shall be guided by "reasonableness" and fair and just treatment of all students when developing classroom rules of conduct and disciplinary measures.
  9. The local code of conduct and discipline policy is to focus upon:
    - 9.1 developing as far as possible in every student the capacity for intelligent self-control.
    - 9.2 establishing clearly understood and reasonable limits to student behaviour that can be consistently respected and updated.



- 9.3 recognizing that the maintenance of effective student behaviour is the responsibility of students, staff and parents.**
- 9.4 establishing regulations and procedures in the school through the cooperative involvement of students, staff and parents.**
- 10. The principal shall be responsible for making parents, staff and students fully aware of the code of behaviour and discipline policy of the school.**
- 11. The teacher shall identify the rules of conduct within the classroom and for identifying disciplinary measures that must conform to the expectations of the school and the division.**

### **Procedures**

- ~~9. The principal and school staff shall inform students of their responsibility to comply with the requirements identified in Section 12 of the *School Act*.~~
- ~~10. The principal, in consultation with the superintendent and staff, and with the approval of the Local School Division Committee shall develop a code of behaviour and discipline policy for the school.~~
- ~~11. The local code of conduct and discipline policy should focus upon:
 
  - ~~3.1 Developing as far as possible in every student the capacity for intelligent self-control.~~
  - ~~3.2 Establishing clearly understood and reasonable limits to student behaviour that can be consistently respected and updated.~~
  - ~~3.3 Recognizing that the maintenance of effective student behaviour is the responsibility of students, staff and parents.~~
  - ~~3.4 Establishing regulations and procedures in the school through the cooperative involvement of students, staff and parents.~~~~



## Procedure 304

### Student Conduct

- ~~12. The principal shall be responsible for making parents, staff and students fully aware of the code of behaviour and discipline policy of the school.~~
- ~~13. The teacher shall identify the rules of conduct within the classroom and for identifying disciplinary measures that must conform to the expectations of the school and the division.~~
- ~~14. The teaching staff shall be guided by "reasonableness" and fair and just treatment of all students when developing classroom rules of conduct and disciplinary measures.~~
- ~~15. If a principal believes that the school has insufficient resources or expertise to deal with a disciplinary issue, the superintendent must be advised.~~
- ~~16. Teachers should consider the following guidelines when dealing with situations requiring disciplinary measures:~~
- ~~8.1 Teachers may temporarily remove from their classroom a student whose conduct continues to be detrimental to the work of the class after having been given reasonable warning. The exclusion is to be used temporarily to settle the class down, provide a "cooling off period" if necessary and should be followed up with an individual conference with the student in order to secure the desired behaviour.~~
  - ~~8.2 Penalties or consequences for misbehaviour should be appropriate to the circumstances. Discipline systems that bear a poor relationship to appropriate process and consequence involving the automatic imposition of pre-determined penalties for certain acts should be avoided. Consequences selected should be chosen to encourage the desired changes in student behaviour or attitude.~~
  - ~~8.3 Teachers should avoid getting into power struggles with students. While upholding the dignity and authority of the teacher's position is important, students will generally respond more effectively to a quietly worded request that respects their dignity than strongly voiced public reprimands.~~
  - ~~8.4 A "cooling off" period between the commission of the offense and the imposition of punishment is usually advisable. When either the teacher or students are angry or upset, judgment is often impaired and focusing on issues is more difficult.~~



## Procedure 304

### Student Conduct

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- ~~8.5— Teachers should recognize that “good discipline” often depends on their ability to spot and check unacceptable behaviour in its early stages before it escalates into a disruptive confrontation. This requires constant monitoring of the class throughout the class period. Moving around the class during a lesson is highly recommended.~~
- ~~8.6— As an educational institution the school must provide an environment that allows children’s’ creative talents and abilities to emerge. This implies that students will test the boundaries and make mistakes. Use of positive reinforcement for desired behaviour is a powerful tool that teachers can use to consistently encourage desired growth. The freedom to make mistakes must be respected. Mistakes and their correction are important aspects of learning.~~
- ~~8.7— Unacceptable methods of discipline will not be supported. Examples of these are:~~
- ~~8.7.1— Physical attacks by the teacher upon a student.~~
  - ~~8.7.2— Use of corporal punishment.~~
  - ~~8.7.3— Mass detentions and mass punishments imposed to punish a small number of offenders~~
  - ~~8.7.4— Detaining students for disciplinary purposes in an arbitrary or inflexible fashion that prevents students from meeting other legitimate, important, commitments.~~
  - ~~8.7.5— Verbal attack by a teacher upon a student including such things as name calling, use of sarcasm, profanity, and unfavorable personal references and attempts to belittle the student.~~

## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** POLICY ONE, BOARD PHILOSOPHY MANDATE, CORE PURPOSE, VISION BELIEFS AND VALUES

**ORIGINATOR:** EDUCATION COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees approve the attached changes to Policy One, Board Philosophy Mandate, Core Purpose, Vision Beliefs and Values.

\*\*\*\*\*

### **BACKGROUND**

Northland School Division No. 61 is taking an important step to lead the way in First Nations, Metis education in Alberta. Policy One has been changed to reflect with NSD61's approach to educational programming and to align with the Education Act.

Following the February 19, 2016 and January 22/23, 2016 Board meetings, copies of the draft policy were sent to all Local School Board Committee Members and principals with a request for feedback. Feedback received to date is attached.



## FEEDBACK: DRAFT POLICY ONE 2015/2016 REVISION

February 17, 2016 – Received from Gift Lake, LSBC Chair, Ken Shaw

A comment has been posted on your blog titled "Division News" and needs moderation.

"In policy one under "Metis" some dates need to be verified in 1938 the Metis population betterment act was established and in 1989 the Metis settlements Accord was adopted which included the new metis settlement act."

Posted by: Ken Shaw

**2016-March-10<sup>th</sup>**

**Colin KELLY  
Official Trustee  
Northland School Division #61  
9809- 77<sup>th</sup> Avenue  
Bag 1400  
Peace River, AB  
T8S 1V2**

**Dear Mr. KELLY,**

**Re: Policy One**

**Thank you for sending a copy of the a/n policy. We, the local board committee reviewed the policy on Monday March 7<sup>th</sup>, 2016.**

**There were some concerns raised at our meeting with the whole policy itself. We appreciate the fact a policy simply describes the way things are done, however, there were questions raised at our meeting, which are as follows:**

**What is the overall purpose of the policy? Are there attachments to come later to compliment this policy?**

**Who was the author of this policy?**

**There were expectations listed for Northland School Division, teachers, parents, community members and elders. The question posed at our meeting was, who was consulted within the Peavine Metis Settlement?**

**There were other minor flaws noted on the policy itself. The Cree translations need a little work and the last page describing Metis Settlements. The 1955 and 1970 Metis Settlements Act and Federation of Metis Settlements do not exist.**

**Northland School Division services 6 Metis Settlements out of eight and we felt Northland School Division should be more knowledgeable pertaining to the Metis Settlements if Northlands wants to promote and establish respectful relationships with communities.**

**We are sorry but the Bishop Routhier School Board Committee cannot support this policy.**

**Regards,**

**Don Cunningham,  
Acting Chair,  
Bishop Routhier School Board Committee  
Peavine Metis Settlement**

**FILED IN  
DOCUSHARE**

## FEEDBACK: DRAFT POLICY ONE 2015/2016 REVISION

----- Forwarded message -----

From: **Gloria Cardinal** <[gloria.cardinal@nsd61.ca](mailto:gloria.cardinal@nsd61.ca)>  
 Date: Tue, Mar 15, 2016 at 1:29 PM  
 Subject: Re: Cree translations  
 To: Lorraine Cardinal-Roy <[lorraine.cardinalroy@nsd61.ca](mailto:lorraine.cardinalroy@nsd61.ca)>

I got Charles to proof them. Policy one Cree words

kisēwâtisowin – loving kindness also: miyohtwâwin  
 wâhkôhtowin – kinship – relationship  
 mâmawihkamâtowin – working together.  
 miyo-wîcēhitowin - getting along well  
 manâcihitowin – respect  
 âhkamēhtamowin – perseverance; determination  
 kâywâtisowin – working diligently – consistency

On Mon, Mar 14, 2016 at 4:04 PM, Lorraine Cardinal-Roy <[lorraine.cardinalroy@nsd61.ca](mailto:lorraine.cardinalroy@nsd61.ca)> wrote:  
 Tansi Gloria  
 can you send me the correct Cree translations from the Policy One.

thanks

*Lorraine Cardinal-Roy*  
 Director of First Nation Métis Inuit Education  
 Northland School Division No. 61  
 Phone [780-624-2060](tel:780-624-2060) Ext. 6161  
 Cell [780-523-1507](tel:780-523-1507)  
[lorraine.cardinalroy@nsd61.ca](mailto:lorraine.cardinalroy@nsd61.ca)

### East Prairie Local School Board Committee Meeting Minutes – February 17, 2016

#### 5. Principals Report

m) Draft Policy One: it states the revised division vision, mission statement, adding gender sensitivity and items bolded are being changed.

#### Board issues/concerns

- How the document's perspective follows First Nation identity however there is nothing for METIS
- This document doesn't identify who is responsible for what.
- The board recommends that the division meet with the local elected leaders prior to any adoption.

Division will set up a meeting with the local school board. So board members need to read the document and make notes of their concerns to this meeting.



## FEEDBACK: DRAFT POLICY ONE 2015/2016 REVISION

### Gift Lake School Board Meeting Minutes – February 22, 2016

#### 4. Policy One

##### 443:16 motion with recommendation #38 changes

Howard Shaw moves, second by Gordon Belcourt; AIF: Carried

Priority 5: Governance – Recommendation #38 of the Northland School Division Inquiry Team Report:

- Recognize our metis members (both professional and paraprofessional) to become a part of our teaching compliment. Under Purpose/Mandate Statement
- Under Mandate – Add word – Teachers – on the last bullet.
- Metis Settlements – add MGSC acts as a political voice and pursues goals instead of The Federation of Metis Settlements/Settlements

444:16 Gift Lake School board after discussion does not agree with Recommendation No. #38. The focus point of the discussion is the contradictory nature of the policy which encourage and invites community engagement yet the community as well as governance may not be represented at the board table.

Motion made by Dale Laderoute, Second by Gordon Belcourt; AIF: Carried

### Janvier Local School Board Meeting Minutes – April 27, 2016

#### - Policy 1

**No response or issue with any statements but the only concern raised was one of financial/personnel resources to fully realize.**





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NORTHLAND SCHOOL DIVISION NO.  
61

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POLICY ONE

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## Northland School Division No. 61: Policy One

**PREAMBLE**

A policy simply describes the way things are done. Policies set the direction for an organization. Alberta school division policies ensure leaders, staff, children and parents understand where they are going, how to get where they are going and why it is important to get there.

95% of learners in Northland are of First Nation and Métis Ancestry.

**BACKGROUND**

Northland School Division No. 61 is an Alberta school system located in the northern half of Alberta. The Division is recognized as being culturally and geographically unique because its student population is primarily First Nation and Métis learners. Twenty-four schools serve approximately two thousand nine hundred (2900) students and employ five hundred (500) staff. Included in the division's geographic service area are six Métis Settlements, other Metis communities, eleven First Nation communities and other non-indigenous communities. Most of the communities in Northland School Division No. 61 are remote. The overall geographic locations include diverse terrain such as agricultural parklands, mountainous foothills, boreal forests, the Canadian Shield and northern prairies.

**VISION**

Northland School Division No. 61 is committed to providing a culturally responsive curricula that honors and respects the uniqueness, the diversity, the strengths and the talents of each of its communities and its students. Education and lifelong learning is viewed as a partnership between parents, teachers, administrators, communities and its Leadership. Each partner has a role and shared responsibility in the education of the children of Northland School Division No. 61.



Northland School Division No. 61: Policy One

Northland School Division No. 61 Leadership will:

- Actively promote and establish respectful relationships with community leaders and their representatives following the principle of 'good relations'.
- Establish welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and positive sense of self.
- Co-create shared goals and strategies to reach and celebrate the division's vision of 'Kids First'.
- Identify wise practices and implement together with community and school partnerships the most appropriate methods and strategies.
- Champion our values on a daily basis in the living and learning environment.
- Engage purposefully with First Nations and Metis community leadership and members in the education of their children.

Northland School Division No. 61 Community Leadership, Parents, Elders, Community Members will:

- Recognize the school as a compliment to their role as their child's first teacher.
- Share responsibility for developing their children to be lifelong learners.
- Engage as active partners in the education of their children in the living and learning environment.
- Support the learning path of their children and emphasize the importance of learning in the classroom.

"The Creator loans us children to raise them to be the best they can be."

Elder Pauline Omnyak

## Northland School Division No. 61: Policy One

### Northland School Division No. 61 Teachers, Administrators and Staff will:

- Collaborate with community to build lived experiences for shared ownership of learning in and out of the classroom.
- Participate authentically as members within the communities they serve.
- Facilitate learning with caring, honor and respect.
- Nurture every student's learning style.
- Be culturally knowledgeable and competent.
- Develop an understanding of the history and protocols of communities they serve.
- Understand and respect diversity, leadership, kinship connections and social influencers in communities they serve.

### Northland School Division No. 61 Students will:

- Have a clear vision of where they come from, who they are and where they want to go.
- Feel that their schools are welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.
- Know that their culture, language and community history is valued.
- Feel empowered by different teaching approaches that build upon what they already know and what talents they bring to the learning environment.
- Experience learning using the land as a teaching tool to reflect and embrace an understanding of their community's history, language and culture. (For example: trap line, animal husbandry, gardening and harvest of wild foods).

**Our youth are lifelong learners who have different learning styles. Some achieve better in experientially based learning environments.**

## PURPOSE STATEMENT

Northland School Division 61's purpose is to effectively respond to the uniqueness of its student population and the cultural diversity in the communities it serves by providing culturally rich, collaborative, learner/child focused education. Our students will be provided with opportunities to gain knowledge, skills and attitudes that promote self-determination and self-confidence; so they can champion their own lifelong path to walk in two worlds.

## VALUES

Northland School Division No 61 is guided by the core values reflective of the collaboration among First Nation, Métis, Cree, and Dene representatives in the region (Source: *Cree Language and Culture: 12-year Program Guide to Implementation*).

Cree	Dene	English Translation
Manâcihitowin		Respect
Wâhkohtowin		Kinship, relationships
Kisewâtisowin		Loving kindness
Mîyo-wîcehitowin		Getting along together
Mâmawihkamâtowin		Working Together
Ahkamîtamowin		Perseverance and determination
Kâyawatisew		Working diligently.
		Trust
Mamisewâtikosiwin		Integrity, Accountability and taking responsibility

Northland School Division No. 61; Policy One

Northland School Division No.61 is also guided by the Seven Sacred Teachings of; Love, Trust, Courage, Honesty, Humility, Truth and Wisdom.

## MANDATE

The primary mandate of Northland School Division No. 61 is to provide leadership and allocate resources in support of educational programming for youth from kindergarten through to grade 12. We do this by:

- Focusing on a 'Kids First' approach.
- Facilitating the Community Engagement Framework.
- Ensuring parents, Elders and community members are welcomed at the school and respected for their roles and contributions to learner success.
- Weaving historical, social, language and cultural content relevant for First Nation and Métis experiences to instructional programming.
- Partnering with community, local knowledge keepers, elders and the school to co-create shared land-based learning experiences.

## GLOSSARY OF TERMS

Key to understanding a policy is understanding the nuances of terminology describing a policy. The definitions provided here reflect the content of this document. In other documents the terms may have different or more in-depth meanings.

**Denè** – A First Nation tribe located in Northern Alberta who speaks an Athabaskan language. They were called Chipewyan by the Cree. Denè (Chipewyan) are situated in Fort McKay, Fort Chipewyan, Janvier and Anzac.

**Culture** – Culture is a broad concept describing “the way life was and the way life is”. The term ‘culture’ represents a culmination of the history, beliefs, language and values of a group of people. Culture is a collection of customs, practices, protocols and roles that make a group of people distinct from others.



## Northland School Division No. 61: Policy One

**Family** – The term ‘family’ includes an all-encompassing set of relatives including extended family members such as grandparents, uncles, aunts and cousins.

**First Nations** – This term was adopted by Aboriginal peoples in Canada in the 1970s to replace the word ‘band’ when referring their communities. The term can include both status and non-status peoples. Each First Nation shares a common heritage and cultural practices.

**Métis** – According to the Métis Nation of Alberta, “Métis means a person who self-identifies as a Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation ancestry and is accepted by the Metis Nation.”

**‘Kid’s First’** – It is a non-political statement reflecting the idea of considering the well-being of the whole child in all decision making.

**Land Based Learning** – is a collaborative partnership that connects community, culture and the curriculum to co-create hands on learning experiences from the land as a source of knowledge and a recognition of First Nations and Metis *ways of being*.

**Protocols** – Respectful codes of behavior considered to be appropriate when communicating with First Nations and Métis peoples. Each community (and groups within communities) have their own set of protocols.

**Good Relations** – is the interactions with communities and its leadership to foster; support and mutual understanding.



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** SUPPORT STAFF RETIREMENT PLAN

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES  
 TRUDY RASMUSON, SECRETARY-TREASURER

<b>RECOMMENDATION</b>
That the Board of Trustees approve a Support Staff Retirement Plan.

\*\*\*\*\*

**CURRENT SITUATION:** Only some Northland support staff pay into a registered retirement plan, LAPP (Local Authorities Pension Plan). Many do not qualify under our procedures or labour standards to contribute to anything other than a personal Registered Retirement Savings Plan.

**BACKGROUND:** All Northland support staff are non-unionized and do not have a central organized pension plan. Many do not contribute to a plan. To qualify to contribute to a pension plan, an employee must work more than 30 hours/week and be on a continuous contract. Those that qualify have to contribute, but what they accrue through their lifetime of service is minimal.

The Board directed Administration to look at Retirement support options. We have developed two models we would like to proceed with. They are a service recognition model that would peak with length of service and a RRSP contribution model where the board would match RRSP contributions by staff members to build pension funds. This model would only

be accessible to those staff not contributing to LAPP.

The service recognition model would have a program cap of \$100,000 to manage costs. Staff who apply but do not get the package due to the cap will be first considered the following year.

**OPTIONS:**

## **Support Staff Retirement Plan (Service Recognition Model)**

### **Background**

Excepting those employees required to hold teaching certificates, the division may implement a retirement plan for its staff during any school year.

The plan will promote both individual and division goals in the following ways:

1. Provide additional remuneration to staff members who are retiring, but may not have contributed to a retirement plan in the past.
2. Permit some long term employees an option of early retirement.
3. Help maintain a good balance of staff experience and training in the division, when this might otherwise not be possible.
4. Assist with staff reductions as needs occur.

### **Procedures**

1. The Superintendent will decide by November 1 whether a plan will be offered during the school year.
2. The Superintendent will publicize this plan among staff if he/she chooses to offer it during any given year.
3. Employees applying for participation in the plan must have attained the age of 55 by August 31 of the current school year.
4. The employee must be on a continuing contract with the division.
5. The employee must have a minimum of 20 years of service with the division.
6. The Superintendent reserves the right to allow any employee to participate in the plan, regardless of the employee's eligibility, and the decision will be made on the application's merits.
7. Employees who accept a package, but seek re-employment will need to repay the amount they received originally.
8. Application:
  - a. Applications must be made in writing to the Superintendent prior to January 31.
  - b. The Superintendent shall determine, from among the applicants, those who are to be considered for approval, based on:
    - i. The ability of the division to fill the vacant position with an applicant who has fewer years of experience than the leaving employee.
    - ii. Need to provide vacancies to stimulate promotion or hiring opportunities
    - iii. Funding available
    - iv. Order in which the applications were received.
  - c. The Superintendent reserves the right to restrict the number of employees approved to participate in the retirement plan.

## 9. Provisions:

- a. Payments shall be governed by applicable income tax legislation.
- b. One-time cash payment to non-teachers.

Years of Service	29+	28	27	26	25	24	23	22	21	20
Cash payment in thousands	8	7.5	7	6.5	6	5	4	3	2	1

## **Support Staff Retirement Plan (RRSP Contribution Model)**

### **Background**

The division recognizes the importance of planning for retirement by all staff.

The plan will promote both individual and division goals in the following ways:

1. Permit some long term employees an option of early retirement.
2. Help maintain a good balance of staff experience and training in the division, when this might otherwise might not be possible.

### **Procedures**

1. Excepting those employees required to hold teaching certificates, the Division offers a savings plan to employees who are eligible for benefits.
2. The Board will contribution of 4% of gross monthly earnings towards a Registered Retirement Saving Plan (RRSP) established by the Board, provided the employee contributes a minimum 4% of gross monthly earnings to the plan.
3. The Division's contribution is a taxable benefit.
4. Employees shall only withdraw RRSP funds upon termination of employment with the Board or when using the RRSP funds for purchasing a house according to the Canada Revenue Agency homebuyer's rules.





## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** JOB DESCRIPTION – SUPERVISOR OF STUDENT SERVICES

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**ORIGINATOR:** PERSONNEL COMMITTEE MEETING

<b>RECOMMENDATION</b>
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That the Board of Trustees approve the housekeeping changes to the job description for the position of Supervisor of Student Services, as attached.
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\*\*\*\*\*

**CURRENT SITUATION:** The Supervisor of Students Services provides leadership to Division personnel in planning, developing, coordinating and evaluating inclusive education curriculum and instruction for Grades K-12. The Supervisor's job description was last reviewed in March 2010.

**BACKGROUND:** Alberta has significantly shifted from a special education model of services to identified students to an inclusive education model. The current job description needs to reflect this shift.

**OPTIONS:**





## Supervisor of Student Services

### IDENTIFYING INFORMATION

POSITION TITLE: Supervisor of Student Services

DEPARTMENT: Instructional

IMMEDIATE SUPERVISOR'S TITLE: Assistant Superintendent

POSITION SUPERVISES: ~~Special—Education~~ **Inclusive Education**  
Coordinator, **Mental Health Project Staff,**  
**School-based Counsellors**

REASON FOR SUBMISSION: \_\_\_\_\_   X    
Creation Change Update

**Date: March 2010**

### **POSITION SUMMARY**

The Supervisor of ~~Special—Education (Programs)~~ **Student Services** provides leadership to principals, teachers and other ~~special—education~~ **division** personnel in planning, developing, coordinating and evaluating special education curriculum and instruction for Grades K-12. Assists in the on-going development and improvement of ~~special~~ **inclusive** education programs in the division. Implements and maintain excellent ~~special~~ **inclusive** educational programs.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assists in the formulation of a philosophy and objectives for the ~~special~~ **inclusive** education program.
2. Keeps abreast of developments in ~~special~~ **inclusive** education, and determines their appropriateness for inclusion in the division's educational program.
3. Assists teachers and other school staff in program development for ~~special—education~~ **all students.**



## Supervisor of Student Services

- 
4. Supervises the ~~Special Education Coordinator~~ **Inclusive Education Lead Teacher, Mental Health Capacity Building Projects and School Based Counsellors**.
  5. Oversees the maintenance of the ~~Special Education~~ **Student Services** Department filing system.
  6. Interprets testing results based upon the Alberta Education guidelines.
  7. Coordinates the involvement of specialist services from outside agencies as needed.
  8. Evaluates and recommends materials, teaching aids, equipment, and programs to improve instruction.
  9. Provides teachers with counsel and assistance regarding the instructional programs and educational environment for ~~special needs~~ **all** children.
  10. Plans educational in-services for ~~special education~~ **school** staff.
  11. Initiates, coordinates and monitors ~~special~~ **inclusive** educational reform and instruction.
  12. Attends board meetings upon request.
  13. Maintains liaison and active participation with educational leaders in ~~special~~ **inclusive** education at the local, provincial, and regional level.
  14. Is a consultant for staff in-service and ~~special~~ **inclusive** educational materials.
  15. Monitors divisional budget allocations within areas of responsibility.
  16. Assists with budget development in areas of ~~special~~ **inclusive** education.
  17. Recommends changes in policy appropriate to assigned areas.
  18. Conducts teacher observations to promote professional improvement in the classroom.
  19. Evaluates ~~special education staff~~ **school-based personnel** as directed by the Assistant Superintendent.
  20. Assists with student referrals, observations, screenings and the identification procedure.
  21. Act as a liaison between special education teachers, administrators and parents.
  22. Completes necessary Alberta Education reports.



## Supervisor of Student Services

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23. Maintains open communication with parents of children on **Individual Program Plans (IPPs)**.
24. **Complete and submit the Program Unit Fund application.**
25. **Oversee the Mental Health Capacity Building, budgets, staffing, and programing.**
26. **Coordinate regional counselling, caseloads and programing for the students.**

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Cooperate with senior administration and other staff in the development and implementation of administrative procedures and board policies.
2. Perform other duties as assigned.



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** JOB DESCRIPTION – DIRECTOR OF FNMI LEARNER SUCCESS

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**ORIGINATOR:** PERSONNEL COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees approve in principle, the attached job description for the position of Director of First Nations, Metis and Inuit Learner Success.

\*\*\*\*\*

**CURRENT SITUATION:** A draft job description has been in development since 2013/14 when the then Supervisor was promoted to Director, but has not been formalized.

**BACKGROUND:** Roles and responsibilities documents establish the expectations and parameters of positions in school jurisdictions.

With a new Director in place, it is important to update her job description document to both aid her and support the direction of the jurisdiction.

**OPTIONS:**







**Director of First  
Nations, Metis and  
Inuit Learner Success**

**Draft**

**IDENTIFYING INFORMATION**

POSITION TITLE: Director of First Nations, Metis and Inuit Learner Success

CLASSIFICATION TITLE: Division Level Leadership Position

DEPARTMENT: First Nations, Metis and Inuit Education

IMMEDIATE SUPERVISOR'S TITLE: Superintendent

REASON FOR SUBMISSION:  X             
Creation Change Update

Date: March 2016

**POSITION SUMMARY**

The Director of First Nations, Metis and Inuit Learner Success provides division wide leadership in the development and delivery of First Nations, Metis and Inuit language and culture programming and planning. This includes advocating for language revitalization and leading the weaving of First Nations, Metis and Inuit history and perspectives into curriculum. The Director will foster amicable and effective working relationships with and between the local and school community. Other primary responsibilities include coordination of key actions as determined by the division's Annual Education Plan.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Fostering Effective Relationships:**

1. Promote and support relationship building
2. Implement programs that celebrate student, teacher and staff accomplishments. Incorporate recognition of the role of parents, family members and community contributions to student success.
3. Works in conjunction with the Senior Management Team to implement division plans, projects, and initiatives.
4. Attends Local School Board Committee meetings, as requested, to provide information or resolve concerns in the areas of FNMI content and delivery, instruction, or any other area designated by the Superintendent of Schools.
5. Maintains liaison with other professional, social and community agencies and groups having an interest in the schools.
6. Works cooperatively with all departments to ensure cohesive delivery of education within the Division.

### **Embodying Visionary Leadership:**

7. Provides division leadership in the areas of FNMI language and culture revitalization; weaving First Nations, Metis and Inuit history and perspectives into curriculum; and fostering amicable and effective working relationships with between the local and school community.
8. Provides division leadership and strategies for improving student achievement in the Division as it relates to First Nations, Metis and Inuit Learner Services.
9. Chairs meetings as required to discuss issues, trends and changes in First Nations, Metis and Inuit curriculum development.
10. Coordinate and supervise committee work with regard to First Nations, Metis and Inuit Learner outcomes with Alberta Education/ First Nations, Metis and Inuit Education.
11. Assists with the recruitment of professional staff for the Division.

### **Leading a Learning Community:**

12. Enhance First Nations, Metis and Inuit Professional Development
13. Provide First Nations, Metis and Inuit Language Instructors with training to deliver quality programs and design a rotational process where advanced language instructors can share with other instructors.
14. Respond to requests for program needs as identified by Local School Board Committee.
15. Plan and implement in-services or training programs for Native Language Instructors and teachers.
16. Guides and oversees First Nations, Metis and Inuit in-service to the schools, staff and local school board committees of the Division.

**Providing Instructional Leadership:**

17. Monitor and evaluate the effectiveness of programs under the department.
18. Assists with the evaluation of Principals, teachers and other staff, as required.
19. Participate in the coordination of school/program evaluations, as requested.
20. Facilitate school access to First Nations, Metis and Inuit Materials, program models, cultural camps, consultants and other resources.
21. Develop approval criteria for First Nations, Metis and Inuit teaching processes, teaching materials, cultural camp content and consultants.

**Supporting Application of Foundational Knowledge about First Nations, Metis and Inuit:**

22. Communicates to the Superintendent of Schools the requirements and needs of the Division as it relates to FNMI Learner Outcomes.
23. Ensures that First Nations, Metis and Inuit learner initiatives and requirements are communicated to Principals.
24. Establish division guidelines for First Nations, Metis and Inuit English and Numeracy teaching materials, digital resources, artifacts to be acquired for school libraries and classroom resources.
25. Work with principals on establishing, maintaining and evaluate all programming for First Nations, Metis and Inuit content and English Language Learner considerations.
26. Identify viable ways to share resources and program models between schools.

**Developing and Facilitating Leadership:**

27. Coordinate with principals on establishing, maintaining and evaluating all programs for First Nations, Metis and Inuit considerations.
28. Provide information to assist principals in the supervision of the Native Language Instructors.
29. Access resource people to assist principals/instructors with the Native Language program.
30. Plan and implement in-services or training programs for Native Language Instructors and teachers.

**Managing Operations and Resources:**

31. Maintain updated inventory of materials and resources to aid incorporation of First Nations, Metis and Inuit content into curriculum.
32. Responsible for the development and administration of the annual budget of the First Nations, Metis and Inuit Learner Services department.
33. Attends Corporate Board and Committee meetings and is responsible for arranging other meetings, as needed.
34. Guide School First Nations, Metis and Inuit Spending and Measure Outcomes

**Other:**

35. Provides input in the implementation of policies related to the First Nations, Metis and Inuit Learner Services, school and student evaluation.
36. Perform other duties as assigned

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROCEDURE 404 – RECRUITMENT AND RE-ASSIGNMENT OF  
CERTIFICATED STAFF

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**ORIGINATOR:** PERSONNEL COMMITTEE MEETING

<b>RECOMMENDATION</b>
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That the Board of Trustees receive the attached changes to Procedure 404 – Recruitment and Re-Assignment of Certified Staff, as information.
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**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





## Procedure 404

### Recruitment and Re-Assignment of Certificated Staff

#### Background

The selection and appropriate assignment of certificated staff members is essential to providing a high quality educational program to the students of the division. As certificated staff will be working in local communities it is also vital that opportunities for community input into the selection process be provided.

Wherever possible, the ~~Board~~ **Superintendent** will provide opportunity for local interviews of certificated staff.

#### Procedures

1. The Superintendent ~~shall~~ **will** ensure that an effective recruitment process is developed and implemented in order to ensure that quality applicants are attracted to the division.
2. Advertisements for vacant positions shall be posted within the province of Alberta. Advertisements will be made outside of the province, if necessary.
3. All advertisements shall provide some background information about the division and/or a specific location where a specific vacancy may exist. In addition advertisements shall describe the multi-cultural nature of the division.
4. Applicants shall be directed to submit their application to the ~~superintendent, or designate~~ **Director of Human Resources**, who will ensure that all applicant files are carefully reviewed for interviews.
5. **The Human Resources department will collect and review all applicants for certificated positions.**
  - 5.1 The review of the applicant's file **for certificated positions** shall consist of a consideration of:
  - 5.2 Competency in **the Alberta Teaching Quality Standard, including** classroom routines and management, teacher/student/ **parent** relations, and lesson development and delivery.



## Procedure 404

### Recruitment and Re-Assignment of Certificated Staff

- 5.3 **Relevant or successful experience related to the**
  - 5.4 **teaching assignment.**
  - 5.5 **Proficiency, knowledge and/or skills in First Nations, Métis and Inuit language and cultural settings.**
  - 5.6 Academic preparation, including overall achievement and program content.
  - 5.7 Coursework in ~~English as a~~ Second Language **Learning, multicultural indigenous education, experiential learning, inclusive instruction** and individual differences.
  - 5.8 Previous employment history based on assessment reports and letter of recommendation.
  - 5.9 Overall suitability based on areas of expertise and personal background including philosophy of education, extracurricular and community interests.
  - 5.10 The principal may, in consultation with the Local School Board Committee, advise the ~~human resources department~~ **Director of Human Resources** of any special qualifications or considerations for vacant positions prior to the selection of candidates for a local interview.
6. ~~8~~ **Whenever possible**, preliminary interviews shall be conducted by interview teams **approved by the Superintendent** in order to determine the overall suitability of each candidate. **Interview teams shall be representative of the Division's and/or community's First Nations, Metis and/or Inuit makeup.** A summary statement of each interview shall be submitted to the ~~human resources department~~ **Director of Human Resources.**
- 6.1 ~~7~~ Candidates that have been selected for a preliminary interview shall be provided with a career information package that will be updated annually and contains:





## Procedure 404

### Recruitment and Re-Assignment of Certificated Staff

- 6.1.1 A map of the Northland School Division.
  - 6.1.2 Information of the governance and administrative structure.
  - 6.1.3 Information on school facilities and the curriculum being offered.
  - 6.1.4 A copy of the Collective Agreement outlining salary and benefits.
  - 6.1.5 Information on selection procedures
- 7. The Human Resources department will forward suitable applications to the principal or supervisor of the open position for consideration at the local interview level. Human Resources will also inform the principal or supervisor whether any of the applicants have a recent reference check on file.**
- 8. Principals or supervisors should review the applications provided by the Human Resources department and shortlist for local interviews.**
- 8.1 Whenever possible, a minimum of three candidates should be considered.**
  - 8.2 If a shortlisted candidate does not have a reference check on file with Human Resources, whenever possible, reference checks should be conducted by the principal or supervisor to assist with the shortlist. If reference checks cannot be done until after the interview, then only the preferred candidate(s) reference(s) need to be completed.**
    - 8.2.1 All reference checks need to be submitted to Human Resources when they are completed.**
- 9. Local interviews for certificated staff shall be conducted in the following manner:**
- 9.1 Whenever possible, interviews shall take place on a face-to-face setting. Should face-to-face setting not be available, then alternate media such as video-conferencing or teleconferencing shall be used. A Northland senior administrative officer may be**



## Procedure 404

### Recruitment and Re-Assignment of Certificated Staff

- designated by the Superintendent to participate with the local interview committee and may accompany qualified candidates to the local interview.**
- 9.2 The interview shall be conducted by a committee consisting of the principal and Local School Board Committee members. At the discretion of the **Superintendent and/or** Local School Board Committee, a representative of any respective First Nations Band, Local Métis Settlement and/or Local Community Association may be present.
- 9.3 Any individual that is in a conflict of interest with any of the candidates shall be excluded from the interview and selection process.
- 9.4 **Interviews need to occur in a timely manner.** The Principal or a Northland senior administrative representative shall notify all of the members of the interview committee of the interview date and time once it has been agreed to by the chairperson, principal and senior administrative staff.
- 9.4.1 **Should a date be set and the interview committee members are not available, the interviews shall proceed as scheduled with the principal and a senior administrative staff person, who will then inform the Local School Board Committee of the recommendation.**
- 9.4.2 **Should the local interview committee be unable to set a timely date, the principal in consultation with a Northland senior administrator shall act in place of the local interview committee, set a date, conduct the interviews, and then inform the Local School Board Committee of the recommendation.**
- 9.4.3 The interview committee will recommend **in order their preferred a** candidate(s) to the Superintendent for employment based upon overall suitability. **The local interview committee shall, where all other factors are equal, preference will be given to candidates with the requisite First Nations, Metis and/or Inuit language and cultural skills and/or knowledge.** Whenever possible, the recommendation should be arrived at by consensus. In the



## Procedure 404

### Recruitment and Re-Assignment of Certificated Staff

- event that this is not possible, the recommendation will be based upon a majority vote.
- 9.5 Suitable candidates, as well as teachers currently on staff seeking reassignment, may be given a local interview. Whenever possible, it is desirable to have three applicants for each position attend a local interview.
- 9 A Local School Board Committee may nominate a teacher for a position in the school in accordance with the following:
- 9.1 The nominated candidate will be required to submit a complete resume to the human resources department.
- 9.2 The resume will be reviewed and references checked.
- 10 The Superintendent will review the recommendation of the local interview committee and make the final determination.
- 11 The Superintendent ~~shall~~ **will** make the written offer of employment which will include:
- 11.1 Assignment;**
  - 11.2 Salary range, estimated allowance and benefits;**
  - and**
  - 11.3 Start date.**
15. For all staff new to the division the offer of employment shall not exceed one full school year.



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROCEDURE 431 – EMPLOYEE BENEFITS

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**ORIGINATOR:** PERSONNEL COMMITTEE MEETING

<b>RECOMMENDATION</b>
That the Board of Trustees receive the attached changes to Procedure 431 – Employee Benefits, as information.

\*\*\*\*\*

**CURRENT SITUATION:** Teaching couples under the current collective agreement are allowed to choose which benefit plan (single or family) under Alberta School Board Employee Benefit Plan (ASEBP) they want. Non-teaching staff are restricted one of the pair can choose the Family plan while the other must elect the single plan.

**BACKGROUND:** In the last round of collective bargaining, the Board and the ATA agreed to remove the restriction of only one ASEBP family plan per teaching couple. NSD usually parallels the intent of the collective agreement with relevant policies and procedures.

This requires removing section 2.2.1 of Procedure 431 Employee Benefits.

**OPTIONS:**





## Procedure 431

### Employee Benefits

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The Board recognizes that benefits, in addition to salary, are an integral part of the total compensation plan for employees. These benefits are intended to promote employees' economic security and include a comprehensive health insurance program.

A number of health benefits are established through negotiations with the Alberta Teachers' Association. In an effort to be fair, health benefits granted to teachers will generally be granted to other employee groups, as detailed in the guidelines.

#### Guidelines

##### 1. Alberta Health Care

The Board shall pay the premiums with accordance with the percentages prescribed by the current collective agreement for Alberta Health Care for all employees, except those classified as casual.

##### 2. Alberta School Employee Benefit Plans

2.1 The Board shall pay the premiums, in accordance with the percentages prescribed by the current collective agreement, for:

- 2.1.1 Alberta School Employee Benefit Plan Extended Health Care
- 2.1.2 Alberta School Employee Benefit Plan Dental Care
- 2.1.3 Alberta School Employee Benefit Plan Vision Care
- 2.1.4 Alberta School Employee Benefit Plan Life Insurance
- 2.1.5 Alberta School Employee Benefit Plan Long Term Disability

for all employees except those classified as casual, provided that they meet the Alberta School Employee Benefit Plan eligibility requirements.

2.2 Participation in the plans shall be a condition of employment unless the employee has Treaty Indian status and wishes to exercise the option of waiving Extended Health Care, Dental Care, and Vision Care only, or the employee has spousal coverage through Northland School Division.



## Procedure 431

### Employee Benefits

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~~2.2.1 In the case where the spouse is a teacher or employed in another capacity with the Board, couples have the option of choosing whose cheque their benefits will be deducted from, or either spouse may select single coverage only, but not a combination of family and single coverage.~~

- 2.3 All premiums for Alberta Health Care and ASEBP in excess of the Board's contribution shall be paid for by the employee through Payroll Deduction.
  - 2.4 Effective September 1, 1999, employees employed on a temporary contract are not eligible for the Alberta Health Care and ASEBP coverage outlined herein until they have provided service on a continuous basis for one full calendar month. The coverage will begin on the first day of the following month. Where an employee is employed on a temporary contract and wishes to be covered under the ASEBP, such employees may apply for coverage and shall be responsible for the total cost of all premiums for the first month. Should an employee be hired for more than one temporary period per school year or consecutive temporary periods of employment, they will be required to adhere to the one (1) month waiting period, once.
  - 2.5 For staff who have made application for EDB benefits and who do not have enough accumulated sick days to extend through the 90 day waiting period, the Board will be responsible for the EDB, Life Insurance, EHC, Dental, Vision and AHC premiums for those months without pay to the 90<sup>th</sup> day. After the 90<sup>th</sup> day, the employee will be responsible for all premiums.
3. Pension Plan
    - 3.1 The Board shall enroll each employee who holds an Alberta Teacher's Certificate in the Teachers' Retirement Fund Pension Plan.
      - 3.1.1 Contributions to this plan shall be made solely by the teacher.





## Procedure 431

### Employee Benefits

3.2 The Board shall enroll, and pay employer contributions, for all eligible non-teaching staff in the Local Authorities Pension Plan.

3.2.1 For purposes of this clause, eligibility is determined by the Local Authorities Pension Plan on the basis of a minimum 30 hours worked per week, and who do not have a predetermined-end date.

3.2.2. Participating classes are: Administrative staff not covered by the New Teachers' Salary Agreement, Support Staff (Divisional Office Secretaries, Clerks and School Secretaries) Caretakers and Paraprofessional staff excluding Special Assistants who have a pre-determined end date and bus drivers.

3.2.3 Staff serving a probationary period and who qualify to contribute to LAPP shall participate.

3.2.4. During an approved leave of absence without salary or on approved Extended Disability Benefits or receiving WCB payments and no salary from the employer, no contribution to LAPP will be made by the employer unless the plan member purchases their leave. The Local Authority Pension Plan guidelines will be followed.

3.2.5 All employees currently receiving a monthly pension from LAPP are excluded from membership.

3.2.6 All employees 71 years of age and older are excluded from LAPP membership

#### 4. Voluntary Life Insurance

4.1 The Board shall make available the Alberta School Employee Benefit Plan Voluntary Life Insurance Plan for all interested eligible employees; however, the Board is not responsible to administer the plan in any respect.

#### 5. Worker's Compensation

5.1 The Board shall pay 100% of the premiums for Worker's Compensation Benefits to designated employees.



## Procedure 431

### Employee Benefits

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- 5.2 If in the event of injury, an employee's sick leave will be debited and full salary paid until sick leave accrued is completely utilized, up to and including 90 calendar days.
- 5.2.1 After 90 calendar days or upon the expiry of accrued sick leave, the employee receives benefits directly from Worker's Compensation and sick leave is no longer debited.
- 5.2.2 In the event the illness causes the employee to be relieved from his duties beyond 90 calendar days, an application shall be made for Long Term Disability Benefits to begin upon expiration of Worker's Compensation Benefits.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: BORROWING RESOLUTION**

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**ORIGINATOR: FINANCE, MAINTENANCE, TRANSPORTATION COMMITTEE**

<b>RECOMMENDATION</b>
That the Board of Trustees approve the Borrowing Resolution, if required, in the amount of \$3,000,000 to meet the current operating expenditures for the 2016-17 school year, as attached.

\*\*\*\*\*

**CURRENT SITUATION:** The Borrowing Resolution is required by the Alberta Treasury Branch to cover borrowing, if required, for current operating expenditures during the 2016/17 school year.



## Borrowing Resolution School Division/District – Current Expenditures

WHEREAS the Board of Trustees of the Northland School Division/District No. 61 (hereafter called the "Board") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures for its schools for its financial year commencing September 1, 2016;

NOW THEREFORE, pursuant to the provisions of the School Act, be it resolved by the Board that:

1. The Board do borrow from Alberta Treasury Branches (hereafter called "ATB") sums of money from time to time in the said financial year as required to meet current expenditures of the Board in the said financial year, provided that the total principal amount owed to ATB at any one time hereunder shall not exceed the sum of three million DOLLARS (\$300,000,000).
2. The Chairman and Treasurer of the Board be and they are hereby authorized for and on behalf of the Board:
  - (a) to apply to ATB for the aforesaid loans to the Board;
  - (b) to obtain advance of monies from ATB in the said financial year by way of an overdraft on the Board's account at an ATB or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB; and
  - (c) to execute on behalf of the Board such bills, promissory notes or similar forms of obligation as ATB may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and ATB shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Resolution.

3. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to less (.25%) PER CENT below the Prime Lending Rate established from time to time by ATB, and such interest shall be calculated and due and payable monthly.
4. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than August 31 of the said financial year.
5. As security for payment of money borrowed hereunder, the Board hereby charges to and in favour of ATB the whole of the Alberta Learning Funding received or to be received by the Board, and all other money due or accruing due to the Board, and the Chairman and Secretary of the Board are hereby authorized on behalf and in the name of the Board to execute and deliver to ATB such security documents as ATB may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with interest all sums borrowed from ATB and ATB shall not be bound to recover any such funding or other monies before being entitled to payment from the Board.
6. ATB shall be furnished with a certified copy of this Resolution and a list of the officers of the Board together with specimens of their signatures, and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Alberta Treasury Branch at which the account of the Board is kept.

### CERTIFICATE

WE HEREBY CERTIFY that the foregoing Resolution was duly passed by the Board therein mentioned at a duly and regularly constituted meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_ at which a quorum was present, and that the said Resolution is in full force and effect.

WITNESS our hands and the seal of the Board this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chairman

(Seal)

\_\_\_\_\_  
Secretary

**ATB Financial™**



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: ROLL SHUTTER ACCEPTANCE**

**ORIGINATOR: FINANCE, MAINTENANCE, TRANSPORTATION COMMITTEE**

**RECOMMENDATION**

That the Board of Trustees approve accepting the lowest quote, from Rolco.com, for \$45,293.85 plus GST for installation of roll shutters on the teacherages at Little Buffalo.

Other quotes received include:

Talius \$74,651.88

Rollshutter.ca \$51,030.00

\*\*\*\*\*

**CURRENT SITUATION:** Official Trustee, Colin Kelly requested Housing Coordinator, Christy Jellett get quotes for the installation of roll shutters for the teacherages at Little Buffalo School for added safety when staff are away from their houses.





## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TRANSFER OF KEG RIVER TEACHERAGE TO KEG RIVER COWBOY  
 WAY SOCIETY

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**ORIGINATOR:** FINANCE, MAINTENANCE, TRANSPORTATION COMMITTEE

<b>RECOMMENDATION</b>
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<p>That the Board of Trustees approve the transfer of the old teacherage east of Dr. Mary Jackson School to the Keg River Cowboy Way Society, with the condition that the Keg River Cowboy Way Society move the teacherage to its own site at its cost.</p>
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**CURRENT SITUATION:** The Keg River Cowboy Way Society has requested the old teacherage. They are planning to make a historic old town.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** WABASCA HOUSING PLAN

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**ORIGINATOR:** FINANCE, MAINTENANCE, TRANSPORTATION COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees approve the Wabasca housing plan, as attached.

\*\*\*\*\*

**CURRENT SITUATION:** Housing Coordinator, Christy Jellett was asked to draft a plan that would see NSD get out of housing in Wabasca.



**Draft Proposal for  
Five Year Plan to  
Exit Northland School Division No. 61 Teacher Housing  
in Wabasca-Desmarais**

Northland School Division offers teachers housing in communities where there is little or no rental housing available. It is the intent of the division to divest itself of teacherages wherever possible, as the combined role of landlord and employer can be difficult to manage.

With the growth of the Wabasca-Desmarais area, there are opportunities for teachers to rent from landlords other than the school division. Due to the increase in rental properties, it appears to be an ideal time for the division to reduce its teacherages in the area. This is a first step towards building a strategy to improve teacher retention.

**Partners:**

Northland School Division No. 61  
Local rental unit developer(s)

**Background:**

Historically, the division has offered teachers housing. Retention and attrition has long been an issue with qualified staff in the division. Presently, housing needs to be improved due to deferred maintenance as a result of lack of funding and the age of the properties. Improvements to housing, including security, will help with overall staff well-being and increase the health of the workplace environment. Living accommodations and working environments will no longer be controlled by the school administrator, thereby allowing a separation of work and leisure. Quality of teaching will be improved by the separation of the two. The plan would take place over three years.

**Proposed Development Schedule**

**PHASE 1:**

In the first year, 6 townhouses will be built by private developer(s). These units will be available to teachers, and will have increased square footage, a garage, additional washrooms, an unfinished basement for storage, security and grounds maintenance.

The rent for the units will be higher than what the teachers are currently paying. In order to ease the transition, the three acres, zoned commercially, that currently house the Mistassiniy School teachers will be sold for approximately \$200,000 an acre. The proceeds will be used to subsidize the rents for \$500 a month for the first year, then decreasing \$100 per month per year, until the

subsidy is gone after the fifth year. Any teachers that cannot be accommodated in the new units in the first year can rent divisional teacherages located in another area of the community, or rent elsewhere.

#### **PHASE 2:**

In the second year, an additional 6 townhouses will be built, and the plan will follow similarly to Phase 1, with the exception of the sale of the land. A second set of teachers will be moved to the new development, and the teacherages either demolished or, if they are mobile homes, sold. Again, proceeds of the sales will be used to finance the demolition of the houses, and/or the additional 12 rental subsidies.

#### **PHASE 3:**

In the third year, additional townhouses/apartments will be available for rent, which will accommodate the remaining teachers when the final property and mobile homes are sold. Rent will be subsidized as in years one and two, if renting the townhouses. The rent for apartments will be less than the townhouses, and may not require subsidization.

#### **Other items:**

Consideration was given to the repair of the units in the area. There are 23 units and mobiles that need major renovations and repairs. With an approximate cost of \$45,000 to repair each unit, bring them up to code and make sewer repairs (without cosmetic renovations), the total cost would be over \$1 million. This would do little to improve the quality of living for the teachers, and would not separate the landlord from the employer.

#### **Next Steps**

- Meeting with private developer(s)
- Appraisal of Northland School Division teacherage properties
- Discussion of plan with Mistassiniy and St. Theresa teachers
- Discussion at June Quality of Work Life meeting

**Year One**

**Budget**

Enter into agreement with local developer to provide at least 6 rental units

Put Mistassiniy land and five houses (for demolition) up for tender

(\$200,000 per acre x 3 acres, less \$20,000 cost per demolition x 5 houses)

\$500,000

Tender for sale any mobile homes on the Mistassiniy site

Subsidize new units by \$500/month, from sale proceeds

Tender Stump Hollow for sale (3 acres @ \$15,000 acre, less

\$25,000

\$20,000 to demo)

**Year Two**

Enter into agreement with local developer to provide an additional 6 rental units

Put St. Theresa land and houses (for demolition) up for tender.

Price received for land will cover the cost of demolition

\$0

**Year Three**

The local developer will add an additional 12 townhouses and apartment building to the community. These will be available for rent by NSD staff. At this point, subsidies will

be reviewed to see if there is any capital left.

Sell mobile homes on Noel Drive

**Years One - Six**

Subsidize 12 units at \$500/month for the first year, then reduce the subsidy by \$100/month annually over the remaining four years.

- \$180,000

Remaining from sale proceeds

\$345,000





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROCEDURE 526, FRAUD

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**ORIGINATOR:** FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE

<b>RECOMMENDATION</b>
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That the Board of Trustees, approve in principle, the attached changes to Procedure 526, Fraud.
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**CURRENT SITUATION:** At the April 22, 2016 Board meeting Official Trustee, Colin Kelly requested administration obtain legal advice on the use of will and may on Section 11 in Procedure 526, Fraud.

Legal came back with the following response, "Reporting Fraud to the RCMP is discretionary".





## Procedure 526

### Fraud

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#### Background:

Northland School Division is committed to maintaining the highest standards of honesty, integrity and ethical conduct and has adopted this procedure to ensure consistent and effective investigation, reporting and disclosure of fraud occurrences within ~~Northland School Division~~ **the division**. Further, the ~~Division~~ **division** is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, or its own employees, to gain by deceit, financial or other benefits.

This procedure does not refer to students.

The terms fraud, defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery or alteration of any document or account belonging to ~~Division~~ **division**.
3. Destruction, alteration, mutilation, concealment, covering up, falsification or making of a false entry in any record, document or tangible object with the intent to impede, obstruct or influence any investigation.
4. The destruction, alteration or concealment of any records used in the conduct of an audit.
5. Forgery or alteration of a cheque, bank draft, or any other financial document.
6. Misappropriation of funds, securities, supplies, equipment, or other assets.
7. Impropriety in the handling or reporting of money or financial transactions.
8. Disclosing confidential and proprietary information to ~~outside~~ **non-divisional employees** or inappropriate parties.



## Procedure 526

### Fraud

9. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the Division. Exception: ~~gifts less than a nominal amount of \$75.00 or less in value~~ **gifts worth a nominal value of \$75 or less.**
10. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
11. Improperly influencing or attempting to improperly influence the conduct of any audit of the ~~Division's~~ **division's** finances or accounts.
12. Any similar or related irregularity.

#### Procedures:

1. Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.
2. The Secretary-Treasurer is responsible for ~~the~~ instituting and maintaining a system of internal control**s** to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities.
3. Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the Superintendent-~~of Schools~~ or the Secretary-Treasurer.
4. It is the ~~Division's~~ **division's** ~~intention~~ **duty** to fully investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the ~~Division~~ **division** of any party who might be or becomes involved in or becomes the subject of such investigation.



## Procedure 526

### Fraud

5. The employee shall not discuss the matter with anyone other than his/her supervisor, Superintendent ~~of Schools~~ or the Secretary-Treasurer. Employees who knowingly make false allegations will be subject to discipline up to and including dismissal.
6. Upon notification from an employee of suspected fraud, or if the supervisor has reason to suspect that a fraud has occurred, the supervisor shall immediately notify the Superintendent ~~of Schools~~. The supervisor shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the Superintendent ~~of Schools~~ or designate.
7. Once a suspected fraud is reported, the Secretary-Treasurer shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but not limited to, removing the records and placing in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. **The Secretary-Treasurer will co-ordinate the investigation.**
8. The Superintendent ~~of Schools~~ will notify the Chair of the Finance, **Maintenance** and Transportation Committee and the Chair of the Board of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation to the extent practical. Throughout the investigation these individuals should be informed of pertinent investigative findings.
9. Upon conclusion of the investigation, the results will be reported to Chair of the Finance, **Maintenance** and Transportation Committee and the Chair of the Board.
10. All participants in a fraud investigation shall keep the details and results of the investigation confidential.
11. In all circumstances where there are reasonable grounds to indicate that a fraud may have occurred, the Superintendent ~~of Schools~~, subject to the advice of legal counsel, ~~will~~ **may** contact the RCMP.



## Procedure 526

### Fraud

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12. At the conclusion of the investigation, the Secretary-Treasurer will document the results in a confidential memorandum report to the Superintendent of ~~Schools~~. If the report concludes that the allegations are founded, the report will **may** be forwarded to the RCMP.
  13. Any staff person or elected official contacted by the media with respect to an audit investigation shall refer the media to the Superintendent of ~~Schools~~. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Superintendent of ~~Schools~~.
  14. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of the essential particulars of the allegations following the conclusion of the audit and prior to final disciplinary action being taken. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Superintendent of ~~Schools~~ no later than seven calendar days after the notice is received.
  15. If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken by management in consultation with legal counsel.
  16. The ~~Division~~ **division** will pursue every reasonable effort, to obtain recovery of the ~~Division's~~ **division's** losses from the offender, or other appropriate sources.
  17. The Secretary-Treasurer will be required to make recommendations which will assist in the prevention of future similar occurrences.
  18. The Secretary-Treasurer will report to the external auditors all information relating to investigations.
  19. (Whistle-Blower Protection) No employer or a person acting on behalf of an employer shall:
    - 17.1 dismiss or threaten to dismiss an employee,
    - 17.2 discipline or suspend or threaten to discipline or suspend an employee,
    - 17.3 impose any penalty upon an employee or,

**Procedure 526****Fraud**

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17.4 intimidate or coerce an employee,

because the employee has acted in accordance with the requirements of this procedure. The violation of this section will result in discipline up to and including dismissal.

- ~~20. Any fraud that is detected or suspected must be reported immediately to the Superintendent of Schools or, alternatively, to the Secretary-Treasurer.~~
- ~~21. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of such conduct.~~
- ~~22. The Superintendent of Schools or designate has the primary responsibility for the investigation.~~
- ~~23. Upon notification or discovery of a suspected fraud, the Superintendent of Schools will promptly investigate the fraud. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Superintendent of Schools, in consultation with legal counsel, will contact the RCMP.~~
- ~~24. After the initial review and determination that the suspected fraud warrants additional investigation, the Superintendent of Schools will notify the Chair of the Finance and Transportation Committee and the Chair of the Board of the allegations. The Secretary-Treasurer shall co-ordinate the investigation.~~





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED**

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**ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

<b>RECOMMENDATION</b>
That the Board of Trustees receives the Local School Board Committee Minutes as outlined on the attached list:

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**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD MEETING AS OF MAY 13, 2016**

<b>LSBC NAME</b>	<b>DATE(S) OF MEETING</b>	<b>DATE(S) RECEIVED</b>
Anzac/Bill Woodward		
Athabasca Delta		
Bishop Routhier	Nov 2/ Dec 6, 2015	May 6, 2016
Calling Lake		
Chipewyan Lake	Feb 4, Mar 3, Apr 5, 2016	Apr 8, May 12, 2016
Conklin	Jan 19, Feb 3, Mar 17, Mar 24, Apr 19, 2016	Apr 26, May 8, 2016
Desmarais		
East Prairie	Apr 18, 2016	May 1, 2016
Elizabeth		
Fort McKay	Apr 21, 2016	Apr 28, 2016
Gift Lake	Apr 11, 2016	Apr 15, 2016
Grouard	Jan 11, Jan 14, Feb 4, Feb 16, 2016	Apr 8, 2016
J.F. Dion		
Janvier	Apr 27, 2016	May 2, 2016
Keg River		
Little Buffalo	Apr 12, 2016	Apr 19, 2016
Paddle Prairie	Mar 16, Apr 6, May 9, 2016	Apr 8, May 11, 2016
Peerless Lake		
Pelican Mountain	Apr 5, 2016	Apr 21, 2016
Susa Creek	Apr 20, 2016	Apr 21, 2016
Trout Lake	Apr 12, May 9, 2016	Apr 21, May 10., 2016
Wabasca	Apr 12, 2016	Apr 15, 2016

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF MAY 13, 2016**

<b>Local School Board</b>	<b>Last Minutes Submitted</b>
Anzac/Bill Woodward	Feb 16, 2016
Athabasca Delta	Mar 23, 2016
Bishop Routhier	
Calling Lake	Nov 30, 2015
Chipewyan Lake	
Conklin	
Desmarais	Feb 3, 2016
East Prairie	
Elizabeth	Jan 18, 2016
Fort McKay	
Gift Lake	
Grouard	
J.F. Dion	Apr 5, 2016
Janvier	
Keg River	Feb 2, 2016
Little Buffalo	
Paddle Prairie	
Peerless Lake	Mar 17, 2016
Pelican Mountain	
Susa Creek	
Trout Lake	
Wabasca	



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ADMINISTRATIVE ACTION  
LOCAL SCHOOL COMMITTEE MINUTES RECEIVED

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined below:

\*\*\*\*\*

Committee	Minutes	Action Taken/ Motion
Bishop Routhier	11/2/2015	<b>Pull Comment – Refer to Administration:</b> Change Lorraine’s name to Lorraine Cardinal–Roy under Guest and VI.
Chip Lake	2/4/2016 3/3/2016 4/5/2016	<b>Pull Comment – Refer to Administration:</b> Pull V. b) Supplemental TA as she has been hired
Conklin	2/3/2016	<b>Pull Comment – Refer to Administration:</b> Field Trip Dates
Conklin	3/24/2016	<b>Refer to Administration:</b> Special Meetings Talk to Conklin about Special meetings, if it’s a special meeting they have to do a motion to waive the Section 67 (4) of the School Act.
East Prairie	4/18/2016	<b>Pull Comment – Refer to Administration:</b> LSBC Concerns - What’s with the double bus run lately? Dr’s appointment for the bus driver.
Fort McKay	4/21/2016	<b>Pull Comment – Refer to Administration:</b> SGF...this was discussed and Janet McDonald, Shelley Harte, and Tina Black want the SGF to stay at the school.
Paddle Prairie	3/16/2016	<b>Pull Motion - Refer to Administration:</b> Motion #057/:15/16 – moved that Paddle Prairie School kitchen can only be used for school functions or not-for-profit organizations.
Paddle Prairie	5/9/2016	<b>Pull Motion - Refer to Administration:</b> Motion # 068:15/16 moved to approve the Kitchen Use Policy (draft one) as presented.
Pelican Mountain	4/5/2016	<b>Pull Motion – Refer to Administration:</b> Motion #0504052016 – ...’To request to have grade 7 junior high at Pelican Mountain School’.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: COVERING MOTION  
IN-LIEU DAYS FOR ADMINISTRATORS**

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**ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**RECOMMENDATION**

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to the 2015-2016 in-lieu days for administrators.

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**CURRENT SITUATION:** One covering motion receiving in-lieu days for administrators will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

**Committee                      Date                      Motion No.**





## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** COVERING MOTION  
 ANNUAL EDUCATION RESULTS REPORT/ANNUAL PLAN

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
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<p>That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relates to the 2014-2015 Annual Education Results Report, 2015–2016 Annual Plan.</p>
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**CURRENT SITUATION:** One covering motion receiving organization plan motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
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**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** COVERING MOTION  
ORGANIZATION PLANS

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**RECOMMENDATION**

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to Organizational Plans.

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**CURRENT SITUATION:** One covering motion receiving organizational plans motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

Committee      Date      Motion No.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** BISHOP ROUTHIER LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- NOVEMBER 2, 2015
- DECEMBER 6, 2015

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**Bishop Routhier School**  
**Meeting Minutes**

November 2, 2015

**I. Call to order**

Greg Gauchier called to order the regular meeting of the Bishop Routhier School Board Committee at 05:11 PM on November 2, 2015 at Bishop Routhier School.

**II. Roll call**

Greg conducted a roll call. The following persons were present: Greg Gauchier, Bruce Joudrey, Don Cunningham, Brad Cunningham and Leanne Gauchier

Guest- Joanne Cunningham, Colin Kelly, Norma Noskey, Brenda Tullock, Donna Barrett, Tara Gauchier, Heather Hempstock, Tracy Tullock, Joyce Collins, Kiersten Noskey, Sandra Cunningham, Darren Cunningham, Stephanie, Stuart, Susan Cunningham and Lorraine Cardinal.

Absent –Dave Cunningham

**III. Agenda**

Cree program discussion

**IV. Chair Report**

**Motion # 11/01/15-** Brad moves to accept June 01 2015 minutes Leanne seconds 4 in favor/passed.

**V. Principal's Report**

- a) 86% Attendance for October
- b) Work Order
- c) Security system working can now be armed
- d) Speech screens complete
- e) Bonnie books, grade one received free
- f) Heather Hempstock travelled to Edmonton for literacy
- g) Administration meetings for Bruce

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- h) Fall harvest day October 22nd
- i) Swimming for grade 4,5 and 6 up to October 15<sup>th</sup> and 16<sup>th</sup>
- j) October 21<sup>st</sup> picture day
- k) WWAH program

Gym night, Family Reading Night, Wednesday homework night, Family movie night, Sewing night, Learning to cook November 4<sup>th</sup>, Fiddle near future, Corn maze in High Prairie, Books for grade 1, Student attendance award, Improved attendance award, Shining star report, Tell them from me surveys, Grade 5 and 6 google drive, Homework and agenda bags, In school funding and planning guide.

**Motion # 11/02/15** - Leanne Moves to accept Bruce's report as presented Don seconds 4 in favor/passed.

#### **VI. Guest Donna Barrett**

- a) Cree language program

Explains the legislation as an authorized language class

Lorraine Cardinal further explains the language program is mandated by the Province of Alberta

- b) Donna introduces Lorraine Cardinal as the director of the Cree language program

Lorraine Cardinal provides support to the Cree language instructors

- c) Donna explains that two individuals in the division office provide support to instructors for the Cree language program
- d) Donna explains that a teaching degree is not required to teach Cree.
- e) Donna explains that fluency in the Cree language is not required to teach Cree

#### **VII. Guest Lorraine Cardinal Roy**



- a) Lorraine gives brief history of personal school experiences
- b) Lorraine gives education background
- c) Explanation of teaching the Cree language
- d) History of the Cree language is explained
- e) Examples are given of the Cree language and how to evaluate the program
- f) Gives explanation as to why Brenda Tullock's Cree class is in line with curriculum guide

Don Cunningham explains that he has halted the music class as he was unsure if he was required to be a certified instructor as a volunteer.

Donna Barrett, Lorraine Cardinal and Colin Kelly confirm that he can continue to volunteer as a music supervisor

### **VIII. Guest Colin Kelly**

- a) Pilot Project power school
- b) Supervision not to be confused with instructor- Explanation

Brad asks about a liaison worker – Colin is in discussion with others regarding a school liaison worker

**Motion # 11/03/15 Don Moves to support and endorse the Cree program**  
Leanne Seconds 4 in favor passed

**Motion # 11/04/15 Don Moves to accept the in school cultural funding guide**  
Leanne Seconds 4 in favor passed

### **IX. Adjournment**

**Greg adjourns the meeting at 7:40 Pm**



# **Bishop Routhier School**

## **Meeting Minutes**

**December 6, 2015**

### **I. Call to order**

Greg Gauchier called to order the regular meeting of the Bishop Routhier School Board Committee at 12:17 PM on December 6, 2015 at Bishop Routhier School.

### **II. Roll call**

Greg conducted a roll call. The following persons were present: Greg Gauchier, Bruce Joudrey, Don Cunningham, Brad Cunningham and Leanne Gauchier

Guest- Joanne Cunningham and Sherry Cunningham.

Absent –Dave Cunningham

### **III. Chair Report**

Discussion on report of the Northland School Division Community Engagement Team

Chair asks that concerned members draft and submit feedback on their own behalf.

**Motion # 12/15/01** Leanne moves to accept Chair's report Brad seconds 4 in favor passed.

### **IV. Principal's Report**

- a) 81% Attendance
- b) Swimming lessons complete
- c) School pictures requires a reshoot
- d) Art therapy provided by Heather Hempstock
- e) Teasa Gauchier is organizing the school book fair
- f) 62% attendance for parent teacher interviews
- g) WWAH program

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DOCUSHARE**

2 Workshops provided by Norma Noskey (empowering parenting and healthy relationships for children)

- h) December 16<sup>th</sup> 6Pm Christmas concert
- i) Skating for students
- j) School returns January 4th
- k) Crafts Christmas function December 9<sup>th</sup> at Peavine inn & suites third floor

**Motion # 12/15/02** - Brad Moves to accept Bruce's report as presented Leanne seconds 4 in favor/passed.

#### **V. Members Concerns**

##### **a) Leanne**

November 12<sup>th</sup> meeting. Leanne explains that there was not a Special Meeting called on November the 12<sup>th</sup> and that if there was one that she did not attend.

##### **b) Don**

Request an in camera session at the end of the meeting

##### **c) Brad**

No concerns

#### **VI. Guest Sherry Cunningham – LTA Implementation Report**

- a) Sherry explains that each community is to select a member to attend the next round of talks
- b) LTA meeting in January
- c) Ignite kit is to be given to Bruce
- d) October 2017 – New trustee board is to be implemented

e) Sherry asks about the Christmas concert - discussion

**Motion # 12/15/03** Leanne moves to postpone the January 4<sup>th</sup> meeting until February  
Don seconds 4 in favor passed.

**Motion # 12/15/04** Don Moves to go in camera with Bruce invited to stay Leanne  
seconds 4 in favor at 1:24 PM passed

**In Camera session**

**Motion # 12/15/05** Don Moves to come out of camera at 2:20 Pm Brad seconds 4 in  
favor passed.

## **VII. Adjournment**

**Greg adjourns the meeting at 2:21 Pm**



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CHIPEWYAN LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- FEBRUARY 4, 2016
- MARCH 3, 2016
- APRIL 5, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





## **Chipewyan Lake School LSBC Minutes**

February 4, 2016

5:15 p. m.

LSBC Members: Jason Yuck, Chair, Irene Lee-Anne Young, Ida Noskiye  
Principal: Patrick Lambton

- I. Call to order
  - Jason Yuck, Chairperson called the meeting to order at 5:21 p.m.
  
- II. Roll call
  - Present: Jason Yuck, Lee-Anne Young, Ida Noskiye ,Patrick Lambton
  - Absent: None
  
- III. Approval of minutes from last meeting
  - Lee-Anne Young moved that minutes be accepted. Jason Yuck second. **Carried (2.4.16.1)**
  
- IV. Open issues (Updates)
  - a) LSBC Budget
    - See discussion below
  - b) School Budget
    - Reviewed, no major expenditures.
  - c) Boiler issues
    - Nothing to report
  - d) Student Attendance
    - Discussed by Attendance Committee, see minutes.
    - K-6: 80% (- 3%); 7-9: 69% (+ 9%)
  - e) Parent/Teacher Interviews: proposed date of March 23<sup>rd</sup>, should build on last term's success, have a potluck, gym night, veggies and cheese trays, 5:00 pm-7:30pm
  - f) Current Staffing
    - Discussion was had regarding protocol, policy, and proper supervision of staff.
    - It was proposed that the principal put out a call to the community to obtain a sub list for all school positions; this was agree upon for the next newsletters home.
  - g) Literacy – Testing in February has begun.
  - h) New Calendar
    - Presented and discussed.
  
- V. Business arising from minutes
  - a) Discussion of LSBC professional development/surplus: Principal informed members of procedure and process of obtaining funds for professional development and encouraged participation and use of funds to go on conferences.

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2016 FEBRUARY 4  
DOCUSHARE**

## CHLS LSBC Minutes – February 2016

- b) Supplemental T.A. assistance some afternoons (inquiry): Have not heard a definitive response, presumed to be denied.

## VI. New business

- a) Discussion/grades 4-9 tip – review itinerary/budget; approved as presented  
- moved by Jason; Second by Ida **Carried (2.4.16.2)**
- b) Crisis Response Plan: distributed; discussion deferred to next meeting.
- c) New Item: Winter Carnival: Ida will look into volunteers and planning.

## VII. Adjournment

- 7:11 p.m.

## **Chipewyan Lake School LSBC Meeting Minutes**

March 3, 2016

5:15 p. m.

LSBC Members: Jason Yuck, Chair, Irene Lee-Anne Young, Ida Noskiye  
Principal: Patrick Lambton

- I. Call to order
  - Jason: 5:21 p.m.
  
- II. Roll call
  - Present: Jason, Ida, Patrick; Absent: Irene (Lee-Anne).
  
- III. Approval of minutes from last meeting
  - Lee-Anne moves; 2<sup>nd</sup> Second (motion: 02.04.16.1)
  
- IV. Open issues (Updates)
  - a) LSBC Budget
    - Reviewed
  - b) School Budget
    - Reviewed
  - c) Boiler issues – New control boxes and fresh air finally!
    - Discussion
  - d) Student Attendance (Attendance Committee Report)
    - See Attendance Committee.
  - e) Parent/Teacher interviews: plan 2<sup>nd</sup> term- Change of Date
    - Proposed date: Wednesday March 23<sup>rd</sup>, 5:00 p.m.; pot luck?
  - f) Current Staffing/NSD Policy and Procedures
    - Discussion
    - Suggestion: sub list request to community through News Letter.
  - g) Literacy Test Results
    - Discussion: Very positive, average of 5 books increased per student.
  - h) New Calendar
    - Reviewed
  
- V. Business arising from minutes
  - a) Discussion of LSBC professional development/surplus
    - Discussion about expensed pre-paid, and stipend post-paid; members encouraged to take advantage of funding.
  - b) Supplemental T.A. assistance part time
    - Seems like it has been denied, but not sure.

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**VI. New business**

- a) **Review/Amendment of grades 4-9 tip – Chaperones (motion)**
  - Accepted as presented: Chaperones will be Mary Y., Patrick L. and Lee H. (assisting). Moved by Jason; Second: Ida (**motion 02.04.16.2**)
- b) **Crisis Response Plan**
  - Discussion. Accepted as Presented. Moved by Jason; Second: Ida (**motion 02.04.16.3**)
- c) **Shower times at school**
  - Discussion. Shower times will be between 3:15- 4:15, Monday to Thursday. Moved by Jason; Second Ida (**motion 02.04.16.4**)
- d) **Policy One**
  - Presented to be reviewed. Preliminary discussion.
- e) **Other Business: Winter Carnival, community outreach? Ida will look into volunteers**

**VII. Adjournment**

- Jason: 7:11 p.m.

## **Chipewyan Lake School**

### **LSBC Meeting Minutes**

April 5, 2016

5:15 p. m.

LSBC Members: Jason Yuck, Chair, Irene Lee-Anne Young, Ida Noskiye  
Principal: Patrick Lambton

#### I. Call to order:

- Ida, 5:19 p.m.

#### II. Roll call:

- Present: Ida, Lee-Anne, Patrick.
- Absent: Jason

#### III. Approval of minutes from last meeting

- Ida moves to Amend: Change III “Lee-Anne” to “Ida, second Jason”
- Carried (**motion 4.5.16.1**)

#### IV. Open issues (Updates)

##### a) LSBC Budget:

- Reviewed

##### b) School Budget: New classroom materials

- Literacy materials: K-9 downloaded/.pdf comprehension stories and work sheets;
- K-3 sand/water table (sensory)

##### c) Maintenance: Boiler – Fresh Air! Waste water tank.

- Waste water tank continues to periodically over-flow; NSD maintenance has been contacted a couple of times, both locally and David Cox, as well as Jason (pump truck). There was a spring soft ramp issue that made pumping difficult.

##### d) Student Attendance (Attendance Committee Report)

K-6, 81% (+5%); 7-9, 67% (-3%)

##### e) Parent/Teacher interviews: Review of evening.

- Almost all of the students had an adult representing them and some that couldn't make it gave prior notice; good turn-out and good conversations; open gym and food were good, too.

##### f) Current Staffing – New .5

- Nothing posted as of yet.

##### g) Literacy: Book sorting/storage

- Maureen (PED Supervisor), and Jeanette (Division Literacy) sorted, organized, and shelved our levelled books, both individual and sets (for guided reading). They

**FILED IN  
DOCUMENTS**

have been secured in file room so that they are easily accessible, but not in danger of being lost, stolen, or re-arranged.

- Having these books organized will be very helpful for daily classroom literacy.
- h) New Calendar
  - Not available for meeting

V. Business arising from minutes

- a) Discussion of LSBC professional development/surplus
  - discussion
- b) Supplemental T.A. assistance part time
  - Would be helpful for guided reading, special needs, and office work.

VI. New business

- a) Review of grades 4-9 trip in G.P.
  - Went very well. Students average ratings were either 9 or 10 out of 10.
  - Had exclusive time with a paleontologist for the whole day at the museum.
- b) Jasper Trip in June (motion)
  - Itinerary presented and discussed. Sleeping arrangements will need to be finalized: students and parents will be consulted.
  - That the trip be approved as presented: Ida moves, Lee-Anne second: Carried (motion 4.5.16.2)
- c) Policy One
  - Brief discussion

Adjournment : 7:10 p.m.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CONKLIN LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- JANUARY 19, 2016
- FEBRUARY 3, 2016
- MARCH 17, 2016
- MARCH 24, 2016
- APRIL 19, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





**CLSB  
Conklin Local School Board  
Meeting Minutes  
January 19, 2016**

**Participants:**

Shirley Tremblay  
Margaret Quintal  
Wendy Tremblay  
Christopher Carson – School Principal  
Don Tessier - NSD

**Excused Regrets**

Verna Quintal-Janvier  
Kathryn Quintal

Opening prayer.

**Call to order:**

Margaret Quintal called the meeting to order at 5:07 p.m. at Conklin Community School.

**Motion # 0292—16**

Conklin Local School Board motions to adopt January 18, 2016 agenda as presented.  
All in favor, motion carried

**Motion # 0293-16**

Conklin Local School Board motions to adopt minutes from December 15, 2015 as presented.  
All in favor, motion carried

Business arising from previous minutes –

Schedule a date to meet with community regarding vision and mission statement.

**Motion 0294-16**

Old business –

Conklin Local School Board motions to hold a community meeting for parents and caregivers on February 23, 2016 at 5:00 p.m. Movie to be provided for children. Supper to be provided. Meal and related expenses to be covered by local school board.

All in favor, motion carried

Funding Proposal Update – Dance proposal is put on hold. Swimming proposal supported in the amount of \$11,542. Proposal for Music is tabled. Recommendation made to write a proposal for PE Equipment.

**Motion # 0295-16**

Conklin Local School Board motions to support the revised school Swimming funding request in the amount of \$11,542.00 going to Conklin Community Enhancement Society.

All in favor, motion carried

**Motion # 0296-16**

Conklin Local School Board motions approve Principals Report as presented.

All in favor, motion carried

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eLearning meeting has been scheduled for February 16, 2016 at 5:00 p.m.

AERR – Review by board member to provide board motion at the next meeting.

**Motion # 0297-16**

Conklin Local School Board motions to approve staff appreciation gifts in the amount of \$25.00 each for three (3) teachers. Monies to come out of local school board budget.

All in favor, motion carried

**Motion # 0298-16**

Conklin Local School Board motions to approve staff appreciation gift certificates in the amount of \$50.00 each for support staff. Monies to come out of local school board budget.

All in favor, motion carried

**Motion # 0299-16**

Conklin Local School Board motions to approve the purchase of gift cards for staff. Monies to come out of the local school board budget.

All in favor, motion carried

**Motion # 0300-16**

Conklin Local School Board motions to approve the purchase of supper for the Sunchild eLearning meeting on November 18<sup>th</sup> in the amount of \$241.00.

All in favor, motion carried

Brief discussion on Principal Evaluation by Don Tessier.

Add scheduled meeting to the next agenda.

**Motion # 0301-16**

Conklin Local School Board motions go in-camera at 6:57 p.m. to include Don Tessier.

All in favor, motion carried

**Motion # 0302-16**

Conklin Local School Board motions to come out of in-camera at 7:12 p.m.

All in favor, motion carried

**Motion # 0303-16**

Conklin Local School Board motions to adjourn the meeting at 7:18 p.m.

All in favor, motion carried

**CLSB  
Conklin Local School Board  
Special Meeting Minutes  
February 3, 2016**

**Participants:**

Shirley Tremblay  
Margaret Quintal  
Wendy Tremblay  
Kathryn Quintal  
Christopher Carson – School Principal

**Excused Regrets**

Verna Quintal-Janvier

Opening prayer.

**Call to order:**

Margaret Quintal called the meeting to order at 12:00 p.m. at Conklin Community School.

**Motion # 0304—16**

Conklin Local School Board motions to adopt February 3, 2016 special meeting agenda as presented.

All in favor, motion carried

Brief discussion regarding letter received from Sara Loutitt regarding motion to change Conklin E-learning High School bank account signing authorities.

**Motion # 0305-16**

- Conklin Local School Board Motions to make the following changes to Conklin E-Learning High School Bank Account at Servus Credit Union –
  - Remove Dillon Bone from signing authority and add Tyson Adby (Sunchild Elearning High School Student Representative) as one of the signing authorities with full access to the bank account along with either of the following signing authorities Margaret Quintal and Wendy Tremblay (Conklin Local School Board Members) and Phil Reck (Conklin Sunchild Elearning Staff Member).
- All in favor, motion carried

Brief discussion on the following topics:

Facility Use – recognized organization to be approved by principal. Any political event or unrecognized organization to be approved by the board.

Field trip dates – May 30 to June 3, 2016 – Batoche. June 3, 2016 – Family Friday to be moved to an alternate Friday.

Accountability Pillars – Pam to deliver accountability forms to each home on February 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>

Swim Proposal – Six week swimming program. Three times per week. Motion was approved supporting funding proposal going to CCES.

Fire Arm Safety Course – CLSB Recommends the Firearm Safety Course be postponed. All in favor.

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Thank you letters to go to Devon, Cenovus, Jane, Mrs. Reck and Mrs. Kazuik

**Motion # 0306-16**

Conklin Local School Board motions go in-camera at 1:50 p.m.  
All in favor, motion carried

**Motion # 0307-16**

Conklin Local School Board motions to come out of in-camera at 2:00 p.m.  
All in favor, motion carried

**Motion # 0308-16**

Conklin Local School Board motions to adjourn the meeting at 2:30 p.m.  
All in favor, motion carried

**CLSB  
Conklin Local School Board  
Special Meeting Minutes  
March 17, 2016**

**Participants:**

Shirley Tremblay  
Margaret Quintal  
Wendy Tremblay  
Kathryn Quintal  
Verna Quintal-Janvier  
Christopher Carson – School Principal

**Excused Regrets**

Opening prayer by Margaret Quintal

**Call to order:**

Meeting called to order at 3:52 p.m. at Conklin Community School.

**Motion # 0309—16**

Conklin Local School Board motions to adopt March 17, 2016 meeting agenda as presented.  
All in favor, motion carried

**Motion # 310-16**

Wendy Tremblay motions to adopt January 19, 2016 meeting minutes as presented.  
All in favour, motion carried.

**Motion # 311-16**

Wendy Tremblay motion to adopt February 3, 2016 meeting minutes with amendments to motion #0305-16.  
All in favour, motion carried.

**Motion # 0305-16 (Amended)**

- Conklin Local School Board motions to move that the present signing authority of Greg Helmer is to be removed and changed to Phillip Reck with additional signing authority Wendy Tremblay and Margaret Quintal. The present student signing authority of Dillon Bone should be removed and changed to Tyson Adby.  
All in favor, motion carried

**Motion # 312-16**

Margaret Quintal motions to approve February 16, 2016 Conklin Elearning High School meeting minutes with follow-up.  
All in favour, motion carried.

**Motion # 0313-16**

Conklin Local School Board motions go in-camera at 4:01 p.m.  
All in favor, motion carried

Verna Quintal-Janvier joined meeting at 5:00 p.m.

Shirley Tremblay excused at 5:15 p.m.

**FILED IN  
DOCUSHARE**

**Motion # 0314-16**

Conklin Local School Board motions to come out of in-camera at 5:28 p.m.  
All in favor, motion carried

## Agenda Items Tabled -

#4 Principals Report

#6 Job Applications

#7 March Break Proposal

#8 Field Trip Proposal

#9 Calendar Choices

#10 Policy 1 &amp; 20

#11 Facebook

**Motion # 0315-16**

Conklin Local School Board motions to adjourn the meeting at 5:55 p.m.  
All in favor, motion carried

Closing Prayer by Margaret Quintal

**CLSB  
Conklin Local School Board  
Special Meeting Minutes  
March 24, 2016**

**Participants:**

Margaret Quintal  
Wendy Tremblay  
Verna Quintal-Janvier  
Christopher Carson – School Principal  
Don Tessier - NSD

**Excused Regrets**

Shirley Tremblay  
Kathryn Quintal

Opening prayer by Margaret Quintal

**Call to order:**

Meeting called to order at 11:30 a.m. at Conklin Community School.

**Motion # 0316—16**

Conklin Local School Board motions to go in-camera at 11:32 p.m.  
All in favor, motion carried

**Motion # 0317—16**

Conklin Local School Board motions to come out of in-camera at 1:15 p.m.  
All in favor, motion carried

**Motion # 0318—16**

Conklin Local School Board motions to adopt March 24, 2016 meeting agenda as presented.  
All in favor, motion carried

**Motion # 319-16**

Conklin Local School Board motions to adopt March 17, 2016 meeting minutes as presented.  
All in favour, motion carried.

**Motion # 320-16**

Conklin Local School Board motions to recommend 'Applicant B' be hired for the 0.5 Educational Position.  
All in favour, motion carried.

**Motion # 321-16**

Conklin Local School Board motions to approve the 2016 Batoche, Sask Field Trip proposal in Principle.  
All in favour, motion carried.

**Motion # 0322-16**

Conklin Local School Board motions to approve future planning with 'Calendar B' as presented.  
All in favor, motion carried

**FILED IN  
DOCUSHARE**

**Agenda Items Tabled -**

#5 - Policy One and Policy 20

#6 - Facebook

#7 - Principals Report

**Motion # 0323-16**

Conklin Local School Board motions to adjourn the meeting at 1:50 p.m.

All in favor, motion carried



**CLSB  
Conklin Local School Board  
Regular School Board Meeting Minutes  
April 19, 2016**

**Participants:**

Margaret Quintal  
Wendy Tremblay  
Shirley Tremblay  
Christopher Carson – School Principal

**Excused Regrets**

Verna Quintal-Janvier  
Kathryn Quintal

**Call to order:**

Meeting called to order at 5:15 p.m. at Conklin Community School.

Opening prayer by Margaret Quintal

Apple School Presentation by Marg Schwartz

- Minimum of \$1000 funding available for 3 years
- plus an additional \$55,000 per year for staff position
- Baseline starting May 9, 2016
- Job description to be created

**Motion # 0324-16**

Conklin Local School Board motions to proceed with implementing Apple Schools at Conklin Community School.

All in favor, motion carried

**Motion # 0325—16**

Conklin Local School Board motions to adopt April 19, 2016 meeting agenda with additions.

All in favor, motion carried

**Motion # 326-16**

Conklin Local School Board motions to adopt March 17, 2016 meeting minutes with amendment and March 24, 2016 meeting minutes as presented.

All in favour, motion carried.

Business Arising from Minutes

New Business

**Motion # 327-16**

Conklin Local School Board motions to recommend 'Applicant C' be hired providing successful interview and child welfare and criminal record check handed in within allowable time frame for the 0.5 Educational Position.

All in favour, motion carried.

**Motion # 0328—16**

Conklin Local School Board motions to go in-camera at 6:11 p.m.

All in favor, motion carried

FILED IN  
DOCUSHARE

**Motion # 0329—16**

Conklin Local School Board motions to come out of in-camera at 6:18 p.m.  
All in favor, motion carried

VISA Log

**Motion # 0330-16**

Conklin Local School Board motions to approve payment out of the Local School Board Budget for the following amounts:

- Elearning meeting \$125.34, Karens Katering – February 16, 2016
- Parent meeting \$1219.58, CIVEO – February 23, 2016
- LSB meeting \$58.28, Karens Katering – March 24, 2016

All in favour, motion carried.

**Motion # 0331-16**

Conklin Local School Board motions to approve

All in favor, motion carried

**Motion # 0332—16**

Conklin Local School Board motions to approve the field trip in principle providing chaperone availability.

All in favor, motion carried

**Motion # 0333-16**

Conklin Local School Board motions to approve the 2016/17 school calendar with changes to Family Friday dates and Spring Break.

All in favor, motion carried

**Motion # 0334-16**

Conklin Local School Board motions to host a Community BBQ on May 19, 2016. Monies to come out of LSB Budget.

All in favor, motion carried

Swimming – Discussion regarding male chaperoning

**Agenda Items Tabled -**

#7 – Movie night and Sexual Assault Awareness Month

#8 – Bike Safety

#10 – Self Regulation

#12 – Year-end Awards & Grad

**Motion # 0335-16**

Conklin Local School Board motions to adjourn the meeting at 7:00 p.m.

All in favor, motion carried

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** EAST PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
APRIL 18, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





## HILLVIEW ELEMENTARY SCHOOL

PO BOX 1589, HIGH PRAIRIE, AB, T0G 1E0

PHONE 780-523-9679 FAX 780-523-9671

April 18, 2016

### Local School Board Committee Meeting

Attendance: Victor Prinz - Member, Rhonda Walter Desjarlais - Member and Shelly Auger - Chairperson. (note: Shelly joined via telephone)

Missing: Joan Haggerty and Karen L'Hirondelle called in.

#### 1. Call to Order

Shelly called the meeting to order at 4:40 pm. Due to the nature of Shelly's phone in we are going through the principal report.

Vic moves to go into camera. 3 in favor - MOTION CARRIED 16.04.093

Vic moves to come out of committee. 3 in favor - MOTION CARRIED 16.04.094

Note: Karen joined the meeting.

#### 2. Adopt Agenda

Karen moves to adopt the agenda and table items #3 & #4. All in favor - MOTION CARRIED 16.04.095

#### 5. Principal's Report

##### a. Principal Evaluation - Lucinda Jenkins

Rhonda moves to approve Karen's Lemay's evaluation as information. All in favor - MOTION CARRIED 16.04-.96

##### b. Student enrollment - 29 - (K-3, 1-2, 2- 4, 3-2, 4-3, 5-7, 6-7 Homeschool - 1)

One student removed due to repeat of grade next year.

##### c. Attendance - March 85.39%

Attendance went up a little

##### d. Budget

No budget

##### e. Academics - PATs, Whole School Write, PM Benchmarking

Gave update of dates for tests



## HILLVIEW ELEMENTARY SCHOOL

PO BOX 1589, HIGH PRAIRIE, AB, T0G 1E0

PHONE 780-523-9679 FAX 780-523-9671

- f. FNMI – list of recommended community resources (still looking)  
No volunteers submitted their names, if anyone knows of any give their names.
  - g. Field Trips – curricular; Year end  
A few field trips being planned. Trip to Fort Edmonton part will take place in June same as year-end trip.
  - h. Safe and Caring Initiatives  
Nothing new
  - i. Monthly Family Engagement –Spring Concert & KinderFair  
Spring concert on Wednesday. Kinderfair is May 7/16. Education week is coming up, teachers asked to plan something.
  - j. Maintenance  
Maintenance is pretty much up to par.
  - k. 2016-17 Organizational Plan  
The calendar is being planned for the year.
  - l. Other – Educational Boarding  
A question arose out of the February 17, 2016 minutes. What was meant was why does the board recommend or make motions when head office can accept or change it.
3. Read and adopt Minutes
- a. Remove the d, h. year-end, i. her to here, L. Shelly to Shelly, Randall has 2 l's.  
Rhonda moves to adopt the minutes of March 9, 2016 with noted changes. All in favor – MOTION CARRIED 16.04.0979
4. Business arising from previous minutes  
Are we still on one bus run? No, we have 2 bus runs.
6. LSBC Concerns  
Karen – is June our last board meeting? Hopefully Karen tells her, but we may be hiring and there might be more.  
  
Rhonda – What's with the double bus run lately? Dr.'s appointment for the bus driver  
  
Vic – no concerns

**HILLVIEW ELEMENTARY SCHOOL**

PO BOX 1589, HIGH PRAIRIE, AB, T0G 1E0

PHONE 780-523-9679 FAX 780-523-9671

**7. Next Meeting**

May 11, 2016 4:30 pm

Note: Joan needs to provide updated minutes and Shelly needs to sign off.

**8. Adjournment**

Meeting adjourned at 5:26 pm





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** FORT MCKAY LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- APRIL 21, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**Fort McKay**  
**Local School Board Committee**  
**Meeting Agenda**  
**April 21, 2016**  
**5:00 PM**

**Call LSB Meeting to Order @ 5:05 PM**

**Board Members Present:**

Shelley Harte  
Tina Black  
Janet McDonald

**Administration Present:**

Ruth Ryan

**Absent:**

**Additions to Agenda...**

**1. Approval of Agenda**

Adopt Agenda: Janet McDonald recommended to move to adopt the agenda as presented.

**2. Approval of Previous Minutes**

Adopt Minutes: Tina Black recommended to move to adopt minutes of March 15, 2016.

**3. Business Arising from the Minutes...nothing at this time**

**4. Maintenance Report-  
Discussed**

**5. Correspondence – Nothing at this time**

**6. Principal's Report ... see attachment – Shelley Harte recommended to move to adopt the Principal's Report as presented.**

**7. FMS Counselling Update- Vivian**

**8. New Business –**

In Camera@ 5:45-6:10

- Grade 7 and 8 next year...meeting with parents-date/ survey parents...this was discussed

**FILED IN**  
**DOCUSHARE**

- School Budget – Teachers...this was discussed
- Sports Academy? Baseball.... Giants in FMM- next year?...this was discussed
- Apple School- position for 2016-2017...this was discussed
- Calendar – Instructional Delivery plan... subject vs stay in homerooms next year? Discussion...Janet McDonald recommended to accept the Instructional plan as presented
- Advertisement for custodians...this was discussed and the advertisement will be posted
- Speech forms - signed end of May if Khan doing the assessments for preschool...Janet is looking into this and the children are being tested at the Day Care
- June 24<sup>th</sup> –Treaty Days - Tina Black recommended to have June 24<sup>th</sup> off as Treaty Day rather than June 17<sup>th</sup> since the community Treaty Day/Pow Wow is on June 24<sup>th</sup> this year.
- Bus Monitor – Shelley Harte recommended that Katherine McDonald be bus monitor until June 28, 2016.
- Awards – gift cards/ trophies...this was discussed
- Keg...A date will be arranged for the staff and LSB to go to the Keg.
- SGF...this was discussed and Janet McDonald, Shelley Harte, and Tina Black want the SGF to stay at the school.

**Additions to Agenda:**

- 
- 
- 

**9. Any other business**

**Next Meeting May 26, 2016**

**Adjournment @ 6:20 PM**

**Fort McKay School  
Local School Board Committee Recommendations  
April 21, 2016**

- 12-16 Recommendation to adopt the agenda as presented.  
Moved by Janet McDonald
- 13-16 Recommendation to approve the previous minutes from March 21, 2016.  
Moved by Tina Black
- 14-16 Recommendation to accept the Principal's Report as presented.  
Moved by Shelley Harte
- 15-16 Recommendation to accept the Fort McKay Instructional Delivery Plan as presented.  
Moved by Janet McDonald
- 16-16 Recommendation to change the date for Treaty Days from June 17th to June 24<sup>th</sup>.  
Moved by Tina Black
- 17-16 Recommendation to have Katherine McDonald as school bus monitor until June 28, 2016.  
Moved by Shelley Harte



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** GIFT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 11, 2016

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





Gift Lake School Board Meeting  
April 11, 2016

Present: Ken Shaw-Chair  
Howard Shaw  
Dale Laderoute  
Gordon Belcourt  
Barb Laderoute  
Gail Lamouche

Ken Shaw called the meeting @ 4:57 pm.

1. Approval of Agenda

454:16- motion to accept the agenda with changes.

Dale Laderoute moves; Second by Gordon Belcourt; AIF: Carried.

2. Approval of Minutes

455:16- motion to accept the minutes with changes.

Howard Shaw moves; Second by Dale Laderoute; AIF: Carried.

3. Business Arising from Minutes.

456:16

- Megan ordered Long-sleeved T-Shirts instead of Jackets for the Basketball Team for the Jackets were too costly. Donated by Gift Lake Metis Settlement.
- Banner ordered- Donated by Gift Lake School Board.  
Dale Laderoute moves, Second by Gordon Belcourt; AIF: Carried

4. In Camera @ 5:09 pm

457:16

Out of Camera @ 5:45 pm.

Gordon Belcourt moves; Second by Howard Shaw, AIF: Carried.

5. Organizational Plan for next School year: staffing.

458:16-Discussed in Camera.

6. Gift Lake Action Committee.

459:16

- Barb Laderoute on behalf of the action committee is requesting an opportunity to sit down with Gift Lake Council.
- During the Action Committee meeting early in the day, there was a discussion about adding more people that would be beneficial to the Action committee. The people we would like to add are: Inier Cardinal, Ericka Schmitz and our Community appointed Police Officer.

**FILED IN  
DOCSHARE**

Howard Shaw moves, Second by Dale Laderoute; AIF: Carried

7. School Board Motion for Badminton Trip  
**460:16-** The request for the badminton sports trip has been approved with one small recommended change to be added to the written letter. Approval granted with change.  
 Howard Shaw moves; Second by Dale Laderoute; AIF: Carried.
  
8. Music Alive presentation (Grade 4-6) May 3, Tuesday  
**461:16**  
 Fiddle Music mainly. He is from Edmonton.  
 Gordon Belcourt moves: Second by Dale Laderoute AIF: Carried.
  
9. School Calendar ( B for Gift Lake)  
**462:16-**Gordon Belcourt moves: Second by Dale Laderoute; AIF: Carried
  
10. Basketball Awards and Dinner  
**463:16**
  - Recognition & Appreciation Dinner for the Basketball Team/Coaches/Parents will be On May 5, 2016 changed from April 28, 2016.
 Dale Laderoute moves: Second by Gordon Belcourt; AIF: Carried.
  
11. Bullying  
**464:16**
  - Major bullying happening in the school as well as on the playground and students are now congregating afterschool and on weekends in groups promoting violence and bullying.
  - To make a motion to put up Signage and Notices for Use of Playground; after hours, & weekend usage of the Playground must be accompanied and supervised at all times by Parents. Letter of notice to be sent by the school to the parents and postings to be done at the settlement office, post office and other designated areas.  
 Gordon Belcourt moves; Second by Dale Laderoute; AIF: Carried.
  
12. Transition Meeting  
**465:16**
  - There will be a short presentation by St. Andrew's high School and E.W Pratt on April 14, 2016. 5:00 pm  
 Howard Shaw moves; Second by Gordon Belcourt; AIF: Carried
  
13. School Deficiencies Update  
**466:16-**Verbal Deficiencies update by Ken Shaw
  
14. Other  
**467:16-**Next School Board Meeting- May 16, 2016. 4:30 pm

Meeting adjourn @ 6:29 pm.

Dale Laderoute moves; Second by Gordon Belcourt; AIF: Carried



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** GROUARD LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- JANUARY 11, 2016
- JANUARY 14, 2016
- FEBRUARY 4, 2016
- FEBRARURY 16, 2016

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**Grouard Northland School  
Local School Board Committee**

**Meeting**

**January 11, 2016 at 6 PM**

**Grouard Northland School**

**Attendance:** Veronica Courtoreille, Becky Cloutier, Shawn Auger, Darcy Halcrow, Shelly Hamelin, Lucinda Jenkins

**Absent:** Jesse Lamouche

**AGENDA**

1. Call to Order at 6:32pm
  - Approval of Agenda
2. Principal Evaluation Meeting with Lucinda Jenkins, Evaluator
3. Approval of Previous Minutes
  - November 15, 2015
  - December 14, 2015
  - December 21, 2015
  - December 26, 2015
  - January 4, 2016
4. Reports
  - FNMI Budget
  - GLBTQ Policy-recommendations, concerns
  - Attendance (Community Attending Meeting on January 6, 2016, Attendance Action Protocol)
  - School Budget - \$33,077.39 in Transferrable as of November 30, 2015
  - LSBC Budget – handout
  - XMAS Activities – Final Budget to be presented in February
  - Upcoming Events (Jan./Feb. Calendar)
  - Final Liaison (Edward Chalifoux – October)
5. Other
  - School Facilities Usage Request for January 16, 2016
  - Archery NASP Nationals March 10-13, 2016 in Edmonton, AB (24 students, 2 teams 3-5, 6-8, 12 on each team)
  - LSBC Member Concerns
6. Next Meeting Date: February 16, 2016 5:00pm
7. Adjournment at 9:35 PM January 11, 2016.

**FILED IN  
DOCUSHARE**

**Grouard Northland School Local School Board Committee**

**Meeting Motions/ Recommendations**

**January 11, 2016**

**Grouard Northland School**

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**Motion 01-11-2016- 01**

**The Grouard Northland Local School Board Committee does recommend accepting the agenda as presented.**

**Mover: Becky Cloutier**

**Second: Veronica (Jacqueline) Courtorielle**

**X   CARRIED**

---

**Motion 01-11-2016- 02**

**The Grouard Northland Local School Board Committee does recommend going in-camera from 6:51pm to 7:00pm**

**Mover: Darcy Halcrow**

**Second: Shawn Auger**

**X   CARRIED**

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**Motion 01-11-2016- 03**

**The Grouard Northland Local School Board Committee does recommend accepting the minutes of November 15, 2015; December 14, 2015; December 21, 2015; December 26, 2015; and January 4, 2016 as presented.**

**Mover: Veronica (Jacqueline) Courterelle**

**Second: Becky Cloutier**

**X   CARRIED**

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**Motion 01-11-2016- 04**

The Grouard Northland Local School Board Committee does recommend approving the FNMI budget as presented.

Mover: Darcy Halcrow

Seconder: Becky Cloutier

\_\_X\_ CARRIED

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**Motion 01-11-2016- 05**

The Grouard Northland Local School Board Committee does recommend using the \$250 supply line in the LSBC budget towards Awards for the parent and student for attendance initiatives.

Mover: Shawn Auger

Seconder: Darcy Halcrow

\_\_X\_ CARRIED

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**Motion 01-11-2016- 06**

The Grouard Northland Local School Board Committee does recommend accepting the reports as presented.

Mover: Shawn Auger

Seconder: Veronica (Jacqueline) Courtereille

\_\_X\_ CARRIED

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**Motion 01-11-2016- 07**

The Grouard Northland Local School Board Committee does recommend approving Shawn Auger's request to use the school gym on January 16, 2016.

Mover: Becky Cloutier

Seconder: Veronica (Jacqueline) Courtoerielle

\_\_X\_ CARRIED

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**Motion 01-11-2016- 08**

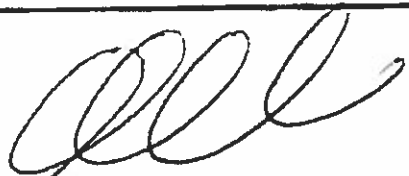
The Grouard Northland Local School Board Committee does recommend adjourning the meeting at 9:35pm on January 11, 2016.

Mover: Darcy Halcrow

Seconder: Veronica (Jacqueline) Courtoreille

\_\_X\_ CARRIED

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Tessa Lamouch, Chairperson



**Grouard Northland School  
Local School Board Committee  
Phone Call Meeting  
January 14, 2016 at 5 PM  
Grouard Northland School**

Attendance: Jacqueline (Veronica) Courterelle, Darcy Halcrow, Shawn Auger, Jesse Lamouche, Becky Cloutier

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**AGENDA**

1. School Use Form (Equipment usage request).

Brandi Sutherland has requested the use of mats for a Hand Games tournament in Grouard on January 16-17, 2016.

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**Motion # 01-14-2016-001**

The Grouard Northland Local School Board Committee does approve the application request.

**Mover: Becky Cloutier**

**Seconder: Shawn Auger**

**Carried**

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Jesse Lamouche, Chair person

**DOCUSHARE**

**Grouard Northland School Local School Board Committee**

**Meeting Motions/ Recommendations**

**January 14, 2016**

**Grouard Northland School**

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**Motion 02-16-2016- 001**

The Grouard Northland Local School Board Committee does recommend approval of the agenda as amended.

**Mover: Becky Cloutier**

**Secunder: Shawn Auger**

**CARRIED**

---

**Motion 02-16-2016-002**

The Grouard Northland Local School Board Committee does recommend to move in camera at 6:57 pm.

**Mover: Becky Cloutier**

**Secunder: Darcy Halcrow**

**CARRIED**

---

**Motion 02-16-2016-003**

The Grouard Northland Local School Board Committee does recommend to move out of camera at 7:56 pm.

**Mover: Jacqueline (Veronica) Courtereille**

**Secunder: Becky Cloutier**

**CARRIED**

---

**Motion 02-16-2016-004**

The Grouard Northland Local School Board Committee does recommend to accept the DRAFT Sexual Orientation and Gender Identity as presented.

**Mover: Becky Cloutier**

**Secunder: Shawn Auger**

**CARRIED**

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**Motion 02-16-2016-005**

The Grouard Northland Local School Board Committee does recommend purchasing sympathy cards to use for condolence messages for the community.

Mover: Becky Cloutier

Seconder: Jesse Lamouche

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CARRIED

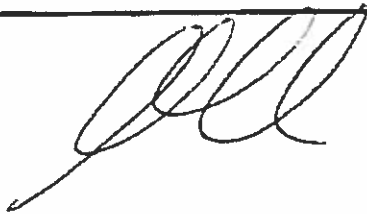
**Motion 02-16-2016-006**

The Grouard Northland Local School Board Committee does recommend to approve the use of school tables and chairs for community functions such as funerals and family friendly events, pending the completed school use agreement form is completed and the school staff are able to accommodate the request without impeding any activities they have scheduled.

Mover: Becky Cloutier

Seconder: Jacqueline (Veronica) Clourtereille

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Jesse Lamarche, Chairperson



**Grouard Northland School**  
**Local School Board Committee Meeting**  
**February 4, 2016 at 6 PM (Telephone)**  
**Grouard Northland School**

Attendance: Becky Cloutier, Jacqueline (Veronica) Courtoireille, Shawn Auger, Darcy Halcrow, Jesse Lamouche, Shelly Hamelin

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**AGENDA**

1. Call to Order
  - Approval of Agenda
2. Business
  - Motion for Martin Lakes Field Trip (FNMI Cultural/Educational)

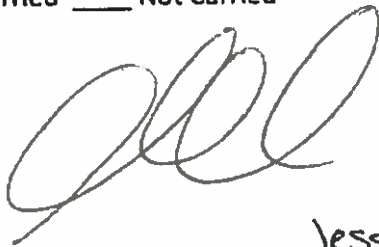
**Motion 02-04-2016- 01**

The Grouard Northland Local School Board Committee does recommend approval of the FNMI Cultural and Educational Field Trip to Martin Lakes on February 16 – 19, 2016 for the Junior High Class, further the class and teacher will be required to make a presentation or submit a report of their trip to the LSBC at the next meeting.

Mover: Becky Cloutier

Seconded: Jesse Lamouche

Carried     Not Carried



Jesse Lamouche, Chairperson

**FILED IN  
DOCUSHARE**





**Grouard Northland School  
Local School Board Committee  
Meeting**

**February 16, 2016 at 5 PM**

**Grouard Northland School**

**Attendance:** Jacqueline (Veronica) Courtereille, Shawn Auger, Jesse Lamouche, Becky Cloutier

**Absent:** Darcy Halcrow

**AGENDA**

1. Call to Order
  - a. Approval of Agenda
2. Approval of Previous Minutes
  - a. January 11, 2016
  - b. January 14, 2016
  - c. February 4, 2016
3. Business:
  - a. Junior High Program Closure
  - b. NSD 61 Policy 1 Review
  - c. NSD61 Review: Sexual Orientation and Gender Identity Policy
  - d. Attendance Committee: Spring into Success Attendance Challenge launch March – June 2016.

Month	School	Elementary	Junior High
September	91		
October	87		
November	88		
December	89		
January	78		
February			
March			

- e. School Budget - \$33, 077.39 in Transferrable as of November 30, 2015  
- \$12, 864.88 in Transferrable as of February 16, 2016.
  - f. Community Use of Tables and Chairs Request
  - g. LSBC Budget – handout
  - h. XMAS Activities Report
  - i. Upcoming Events Feb./March Calendar
  - j. LSBC Member Concerns
4. Next meeting date: March 7, 2016 at 5 PM
  5. Adjournment at 8:27 pm.

**FILED IN  
DOCUSHARE**



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** JANVIER LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
APRIL 27, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





Local School Board Meeting Wednesday April 27 2016

Members attending: Principal, Teachers, All LSB members

Father R. Perin

- Start 4:00 pm
- Opening Prayer

### New Business

Note: Last motion number 15-59

- TTFM survey information analysis  
A summary of the TTFM survey data was presented to all. Of the 9 categories for which data exists, surveys indicate that the school remains concerned with Safe and Caring measures, Academic and Citizenship. It was also noted that 4 of the 9 categories show improvement particularly in parental involvement (rated "excellent").
- 2016-2017 schedule and Instructional Org Plan Motion to accept 15-60  
Note: The actual dates chosen for family days and PD may change if assumptions about Band Pay days are incorrect as we want these days to align with pay days.
- Review of Northland Policy
  - Policy 1  
No response or issue with any statements but the only concern raised was one of financial/personnel resources to fully realize.
  - Gender Issues  
No issue with policy and Father R. Perin already has a person identified as the LGBTQ contact (Mrs. Hammond). Mrs. Hammond has already created a large display area in the main corridor outside the office with all important information along with aboriginal information re two-spirited.
  - Procedure 100
  - Procedure 304These procedures were handed out to those present for discussion at a later date.
- Attendance grade 89 school day  
Schedule changes not possible due to unavailability of a driver.



- **Mentorship Program Initiative Motion to accept 15-61**  
The principal informed LSB that a mentorship program is being attempted with the partnership of Conoco Phillips and Suncor. The idea is that selected workers from the companies will be trained by Big Brothers and Big Sisters this spring and summer. These workers will hopefully be in place with a schedule in September so that we can match students with mentors. Mentorship goals will be to establish a relationship with the student and involved reading and general discussions which may include offsite visits to various institutions and email connections between the mentor and student.
- **Restorative Justice Initiative**  
Mr. Woodfine and Mr. Turpin will be attending a Restorative Justice PD on Friday April 29. Mr. Woodfine suggested that the school will need to move to a restorative justice model next year. This is an effort to have a greater impact upon student behaviours and relationships. Discussion ensued with a variety of opinions ranging from the feeling that we should have more consequences for the behaviours of kids to the feeling that we should do more for these kids. Mr. Woodfine explained that consequences can range from chatting with students, home visits, building relationships etc. and that some people must understand that many consequences are unseen.
- **Hands on Activities**  
A summary of the latest project a school greenhouse headed by Chris Turpin. All student will be able to grow their plants and take home this summer. Mr. Turpin's class is handling the construction of the project. Mr. Woodfine is arranging the Science and math connections with the project.
- **Meals on Wheels**  
Mr. Woodfine explained that a conversation with Public Health has happened with respect to the possibility that our school could be involved in some sort of Meals on Wheels to selected members of our community. Such involvement would create a positive "citizenship" aspect of our school. This is very broad in discussion at the moment.
- **Program for selected students after grade 9**  
Mr. Woodfine suggested that for many of our grade 9 students there is no viable program waiting for them at the High School because many cannot handle online learning. A meeting with Chief and Council will be requested to discuss this issue.
- **End of year graduation**  
The LSB will give \$500 to the ECS class as well as \$500 to the Grade 9 class for their respective graduation ceremonies. The dates for celebrations are as follows:  
ECS- June 22 in the afternoon  
Grade 9 – June 20

Meeting adjourned: 6:30 pm

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- APRIL 12, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





AGENDA: April 12, 2016

LBS BOARD MEETING

Meeting called to order at

Attendance:

Dwight Gladue Chair

Bryan Laboucan

Larry Ominayak

Crystal Colville –Principal

Debbra McBride

Andrew Tweedle

Absent:

Troy Laboucan

Cheryl McMann

Meeting called to order at 7:38 pm

1. Old Business

a. Attendance: We had 35 students from k-7 with 100% which is up by 6. We had 62 students with 90% attendance with is down by 7. 8-12 we had 7 with 100% up by 1 and 5 with 90% same as last month.

2. Org Plan Next year – Calendar for Next year –

Motion 11/15/16 made by Dwight and seconded by Bryan to accept the 2016-2017 organizational plan.

3. ECS Pre-registration is on May 4, we are going to try to do the pre-screening this year on June 7 for them through Peace Collaborative Services

4. Classes sizes for next year

ECS – 17

1 – 7

2 -16

3 – 21

4- 22

5- 18

6- 16

7 – 16

8- 11

9 – 7

10 – 13

11 – 10

12 – 14

4. Fair View – we are taking 8 high school kids to Fairview the 21 and 22 for the skills competition. Arleyne and Andrew will be taking them with Lynn Bakewell and Gwena Cunnimgham.

FILED IN  
DOCUSHARE

Leave Little Buffalo for Fairview 2:00 p.m. April 21, 2016.

Arrive Fairview – check in at hotel 4:30 p.m.

Attend light supper & Opening Ceremonies

Friday: attend scheduled events

Gather up students and board bus 4:30 – 5:00 p.m.

Leave Fairview for Little Buffalo 5:00 p.m.

Arrive Little Buffalo area 7:30 p.m. April 22, 2016.

Motion 12/15/16 made by Bryan and seconded by Larry to take 8 students to attend Skill in Fairview on April 21 and 22.

5. Grade 9 – celebration in June – small plaques and certificates?

6. Plains Midstream – spoke to them we have been approved for \$1000 from them, check is on the way, I have contacted OT sports to find out what a volleyball net and hockey nets will cost and then I will figure out what to purchase.

7. Robotics – Red Earth Taras is taking 8 and Stacey is taking 6. We have 2 different styles of robotics the students have access do. Both sets require the students to build and then they have to program their robot to do something.

8. Andrew – Cultural Knowledge and Skills Web page

9. Grade 6-12 skill completions will be on April 18.

10. Skills Canada in Edmonton. We will be taking the same 8 students to Edmonton leaving the school on May 10 and returning on May 13.

Motion 13/15/16 made by Dwight seconded by Larry to take 8 students to Edmonton from May 10 to the 13<sup>th</sup>, 2016 to attend Skill Canada competition.

11. Book Fair is being held at the school this week from April 11-15, 2016

12. PD Next year – looking at team building activities with the staff.

Went in Camera at 8:10 pm

13. Student

14. Staffing

Out of Camera at 8:54 pm

Meeting adjourned at 9:00 pm

Next corporate board meeting 22, 23

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- MARCH 16, 2016
- APRIL 6, 2016
- MAY 9, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR BOARD MEETING  
MARCH 16, 2016**

**In Attendance:** Candice Calliou, Chairperson  
Kristen McGillivray, Secretary/Treasurer  
Nelson Auger, Board Member  
Doreen Poitras, Board Member  
Priscilla Christian, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary

**Call to order:** The meeting was called to order at 3:45 p.m.

**Agenda:**

**Motion #047:15/16** Kristen McGillivray moved to approve the agenda as presented. Carried.

**Minutes:**

**Motion #048:15/16** Doreen Poitras moved to approve the minutes of the June 15/16 regular board meeting with corrections to wording of Motion #046:15/16 to read "that Paddle Prairie LSBC will not support recommendation 38-Wards System, as presented by the Northlands Community Engagement Team." Carried.

February 02/16 information meeting notes were accepted as information.

**Principal's Report:**

**Motion #049:15/16** Nelson Auger moved to accept the Principal's Report as information. Carried.

**Motion #050:15/16** Priscilla Christian moved to approve boarding home allowance for student "B". Carried.

**Motion #051:15/16** Priscilla Christian moved to approve applications for subs from Yulande Laboucan, Gordon McGillivray (Bus) and Richard Poitras (Bus). Carried.

**Motion #052:15/16** Nelson Auger moved to approve conveyance allowance application from Carol Cardinal. Carried.

**Motion #053:15/16** Kristen McGillivray moved to approve the proposed Skills trip to Edmonton for Gr. 7-9 on May 11-14/16. Carried.

**Motion #054:15/16** Doreen Poitras moved to approve the proposed trip to Fairview for the Trades Workshop for High School students on May 5&6/16. Carried.

**In Camera Session:**

**Motion #055:15/16** Nelson Auger moved to go in camera with the Principal at 4:45p.m. Carried.

**Motion #056:15/16** Nelson Auger moved to return to regular format at 5:30 p.m. Carried.

**FILED IN  
DOCSHARE**

**Motion #057:15/16** Priscilla Christian moved that Paddle Prairie School kitchen can only be used for school functions or not-for-profit organizations. Carried.

**Motion #058:15/16** Doreen Poitras moved to have security cameras installed through-out the school. Carried.

**Meeting Dates:**

Regular Board Meeting – changed to Wednesday, April 6<sup>th</sup> at 3:30 p.m., due to commitment conflicts.  
Attendance Committee Meeting = Wednesday, April 6<sup>th</sup> after the board meeting.

**Adjournment:** The meeting adjourned at 5:45 p.m.

**Signatures:**

  
\_\_\_\_\_  
Candice Calliou, Chairperson

  
\_\_\_\_\_  
Reta Nooskey, Recording Secretary

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR MONTHLY MEETING  
APRIL 06, 2016**

**In Attendance:** Candice Calliou, Chairperson  
Doreen Ducharme, Board Member  
Nelson Auger, Board Member  
Priscilla Christian, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary  
**Absent:** Kristen McGillivray, Secretary/Treasurer

**Call to Order:** The meeting was called to order at 3:54 p.m.

**Agenda:**

**Motion #059:15/16** Doreen Poitras moved to accept the agenda as presented. Carried.

**Minutes:**

**Motion #060:15/16** Nelson Auger moved to approve the minutes of March 16, 2016 regular board meeting with correction to motion #051:15/16 – "Gordon Ghostkeeper, not Gordon McGillivray". Carried.

**Principal's Report:**

**Motion #061:15/16** Doreen Poitras moved to accept the Principal's Report as information. Carried.

Priscilla Christian entered the meeting at this time.

**Board Member Concerns:**

**Motion #062:15/16** Nelson Auger moved to go in camera with the Principal at 4:05 p.m. Carried.

**Motion #063:15/16** Nelson Auger moved to return to regular format at 4:20 p.m. Carried.

**Next Board Meeting:** Monday, May 09, 2016 at 3:30 p.m.

**Adjournment:** The meeting adjourned at 4:42 p.m.

**Signatures:**

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Candice Calliou, Chairperson

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Reta Nooskey, Recording Secretary

**FILED IN  
DOCUSHARE**





**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE  
REGULAR BOARD MEETING  
MAY 09, 2016**

**In Attendance:** Candice Calliou, Chairperson  
Kristen McGillivray, Secretary/Treas.  
Doreen Poitras, Board Member  
Jill Gaudet, Principal  
Reta Nooskey, Recording Secretary

**Absent:** Nelson Auger, Board Member (excusable)  
Priscilla Christian, Board Member (excusable)

**Call to Order:** The meeting was called to order at 3:45 p.m.

**Agenda:**

**Motion #064:15/16** Kristen McGillivray moved to accept the agenda as presented. Carried.

**Minutes:**

**Motion #065:15/16** Doreen Poitras moved to approve the minutes of the regular board meeting of April 06, 2016 as read. Carried.

**Principal's Report:**

**Motion #066:15/16** Kristen McGillivray moved to accept the Principal's Report as information. Carried.

**Motion #067:15/16** Kristen McGillivray moved that Family Friday be moved from May 20 to Tuesday, May 24 to accommodate CTS week. Carried.

**Motion #068:15/16** Kristen McGillivray moved to approve the Kitchen Use Policy (draft one) as presented. Carried.

**Motion #069:15/16** Kristen McGillivray moved to approve the request for field trip for Northland games. Carried.

**Motion #070:15/16** Doreen Poitras moved to go in camera with the Principal at 4:00 p.m. Carried.

**Motion #071:15/16** Kristen McGillivray moved to return to regular format at 4:25 p.m. Carried.

**Motion #072:15/16** Doreen Poitras moved to refer Boarding home applications for Students "G" and "E" to Northlands. Carried.

**Next meeting dates:** Regular board meeting on Monday, June 13, 2016 at 3:30 p.m.

**Adjournment:** The meeting adjourned at 4:30 p.m.

**Signatures:**

**FILED IN  
DOCUSHARE**

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Candice Calliou, Chairperson

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Reta Nooskey, Recording Secretary

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PELICAN MOUNTAIN LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- APRIL 5, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



LSBC Pelican Mountain School  
Organizational Meeting/Regular Monthly Meeting  
April 5, 2016

Attendance: Linda-Principal, Violet-Board Chair, Sandra and Heather (late)

**Business Arising:** n/a

Call meeting to order 7:05 pm by Violet.

1. **New Business-Draft Policy-n/a**
2. **Chair person's Report**-attending a meeting on April 13 at Northern Lakes College Career Pathways room.
3. **Principal's Report**-The attendance is at 79.87%, discussed Frontier College (BC) summer literacy program. Will be attending meeting on April 13 to discuss long term planning at 5 pm with Chair person. The students also went swimming.
4. **Other business**-Heather makes a motion to the purchase of Ms. Marie Rose Boskoyous funeral wreath, Voilet seconds. **Motion #0304052106**. Heather makes a motion to the purchase of Mrs. Rose Taron funeral wreath, Voilet seconds. **Motion #0404052106**. Heather makes a motion to the purchase 8 or 10 \$50.00 gift cards for year end, Voilet seconds. **Motion #0504052106**. Parents to have a Grad meeting on May 10, 2016 to discuss the grad. To request to have Grade 7 Junior High at Pelican Mountain School.

Next meeting-May 3, 2016

Adjournment-at 8:04 pm

**FILED IN  
DOCUSHARE**



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 20, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





## SUSA CREEK LSBC MEETING

April 20, 2016

PRESENT:	Rachelle McDonald,	Chair
	Maryanne Moberly,	Secretary/Treasurer
	Robert Wanyandie	Member
	Charles McDonald	Member
	Cathy Wanyandie	Absent

OTHERS:	Brian Dewar	Interim Principal
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## CALL TO ORDER:

Rachelle called the meeting to order at 6:00 P.M.

## OPENING PRAYER:

Robert gave the opening prayer

## ADOPT THE AGENDA:

92/16 Robert moved to adopt the agenda as presented  
CARRIED

## ADOPTION OF THE MARCH MINUTES:

93/16 Charles moved to adopt the SCLSBC March minutes as presented.  
CARRIED

## PRINCIPAL'S REPORT:

94/16 Rachelle moved to adopt the oral report  
CARRIED

## OLD BUSINESS:

Busing concerns: Dewar to call Susanne Jones re issue.  
Update on IPADS and cases

**FILED IN  
DOCUSHARE**

## NEW BUSINESS:

- I. Field trip for ECS/! To Jasper on June 1, 2016
  - II. Field trip to Fort Edmonton for grades 2 thru 4 on June 15 and 16, 2016
  - III. Field trip to Skills Canada for grades 5 thru 8 on May 11 thru 13, 2016
  - IV. Resignation of the SCLSBC recording secretary
  - V. May 25<sup>th</sup> community and school PD
  - VI. Robin Guild's letter re-establishing a return to the NLSB # 61 Corporate Board and not going to the Ward system.
  - VII. MRR and clean-up campaign
  - VIII. Budget
  - IX. Organizational Plan
  - X. Community engagement for August 2016
  - XI. PD for September 2016
- 95/16 Charles moved that the ECS/1 field trip be approved as presented  
CARRIED
- 96/16 Robert moved that the 2 thru 4 field trip be approved as presented  
CARRIED
- 97/16 Rachelle moved that the 5 thru 8 field trip be approved as presented  
CARRIED
- 98/16 Maryanne moved that the recording secretary's resignation be accepted  
CARRIED
- 99/16 Maryanne moved that the staff PD be moved to May 25<sup>th</sup> to attend the AWN Restorative Practices offered in Grand Cache  
CARRIED
- 100/16 Rachelle moved to support that Robin Guild's letter recommendation of returning/reinstating the NSD Corporate Board, as defined in the Northlands Act, to one member from each Local School Board to be sworn in as a Trustee sit as of the Corporate Board and not go with a Ward System.  
CARRIED
- 101/16 Moved by Charles that the Organizational Plan for 2016/17 school year be accepted as presented.

102/16 Moved by Maryanne that the LSBC recording secretary's resignation be accepted as presented.

Budget ending April 18, 2016 was presented and discussed.

Organizational Days for August 2016 to include Community Engagement. This will be finalized with the new principal and the Board.

PD needs were discussed and Dewar to arrange with Head office personnel to facilitate.

102/16 Rachelle moved to go in camera at 8:45 P.M.

## DISCUSSION ITEMS

- i. Personnel was discussed on how to get thru until the end of the school year.
- ii. Budget for the 2016/17 school year
- iii. Principal position was discussed at 9:00 P.M. and Dewar declared a conflict and left the meeting.

OUT OF CAMERA at 9:25 P.M.

Rachelle was directed by the LSBC to contact Donna Barrett regarding recruitment of a new Principal.

Meeting adjourned at 9:30 P.M.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** TROUT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- APRIL 12, 2016
- MAY 9, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





# Kateri School



## Local School Board Committee Meeting

April 12<sup>th</sup>, 2016

**In Attendance:** Conrad Metsikassus      Julianne Noskiye  
 Shane Metsikassus      Jennifer Nanooch (A. Principal)

**Absent:** Elmer Gullion (Excused)      Caroline Bigstone

**Guests:** Wesley Oginski, Director of Human Resources, NSD61  
 Sharon Metsikassus, Parent      Lillian Noskiye (Nee) Thunder, Parent

**Meeting called to order at 7:08 PM by Julianne Noskiye**

**Opening Prayer** Conrad Metsikassus

**Motion #895742** Motion to adopt agenda  
 By: Shane Metsikassus  
 Carried Unanimously

Moved in camera at 7:15 pm  
 Moved out of camera at 7:49 pm

Listened to concern from parents in regards to the Robotics Tournament. Kateri School was expecting to be short bus drivers on the tournament day and was unsure if a driver would be able to be found for the tournament. The parents were very upset at this and wanted a driver to be found so their children could attend this tournament. Principal agreed to continue to look for a driver so that students could attend. Parents also raised concern regarding a prospective field trip. Principal will attend field trip meetings to give some guidance to teacher and parents.

Wesley Oginski, Sharon Metsikassus and Lillian Noskiye all exited meeting.

**Motion #895743** Motion to accept the minutes of March 8<sup>th</sup>, 2016.  
 By: Shane Metsikassus  
 Carried Unanimously

**Motion #895744** Motion to accept the principal's report.  
 By: Shane Metsikassus  
 Carried Unanimously

**Motion #895745** Motion to accept the financial report.  
 By: Shane Metsikassus  
 Carried Unanimously

**FILED IN  
 DOCUSHARE**

**Motion #895746**

Motion to adjourn.  
By: Shane Metsikassus

*Meeting adjourned at 9:20 PM*  
*Next meeting date: May 2<sup>nd</sup>, 2016 at 7:00 PM*





# Kateri School



## Local School Board Committee Meeting

May 9<sup>th</sup>, 2016

**In Attendance:** Elmer Gullion Caroline Bigstone  
Julianne Noskiye Jennifer Nanooch (A. Principal)

**Absent:** Shane Metsikassus (Excused) Conrad Metsikassus

**Meeting called to order at 7:05 PM by Elmer Gullion**

**Opening Prayer** Elmer Gullion

**Motion #895747** Motion to adopt amended agenda for May 9<sup>th</sup>  
By: Julianne Noskiye  
Carried Unanimously

**Motion #895748** Motion to accept the minutes of April 12<sup>th</sup>, 2016.  
By: Caroline Bigstone  
Carried Unanimously

*Review of principal's report. Students will be attending Northland Games in Wabasca, however only grades 4-12. If parents of children in grades ECS-3 want their children to attend they will be required to take them to the games as bus will be leaving at 6:00 AM to Wabasca on the 27<sup>th</sup> of May. This was judged to be too long of a day for the students in ECS-grade 3 to handle. A letter/note will be sent home to ECS-grade 3 parents outlining this option.*

**Motion #895749** Motion to accept the principal's report.  
By: Caroline Bigstone  
Carried Unanimously

**Motion #895750** Motion to accept the financial report.  
By: Julianne Noskiye  
Carried Unanimously

*Discussion on PTFN meeting with Kateri LSBC on May 18<sup>th</sup> at 10:00 AM in Edmonton. Board will call in by Friday May 13<sup>th</sup> to state whether they will attend or not.*

*Review and discussion of Procedure 100 and 304. Board chose to take document to review and will provide feedback on a later date.*

*Review and discussion of the proposed grade 7/8 field trip (Quebec, Montreal, Ottawa, Toronto). Reviewed itinerary, safety guidelines and funding requirements (what is still needed to secure trip).*

**FILED IN  
DOCUSHARE**

**Motion #895751**

Motion to approve of the Andrea Horton's Grade 7/8 field trip to Quebec, Montreal, Ottawa and Toronto on June 12 – 20, 2016.

By: Julianne Noskiye

*Carried Unanimously*

*Review of 2016-2017 Instructional Organizational Plan. Error's found in time. Will amend and bring to next meeting in June for further review and approval.*

**Motion #895752**

Motion to adjourn at 8:02 PM

By: Caroline Bigstone

*Next meeting date: June 7<sup>th</sup>, 2016 at 7:00 PM*

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** WABASCA LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- APRIL 12, 2016

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**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



Wabasca Local School Board Meeting

St. Theresa School

April 12, 2016

**ATTENDANCE:**

Robin Guild	Anthony Rathbone	Jeff Junkin
Thomas Bissell	Robert Gullion	Mandi MacLennan
Shelley Stevenson	June Houle	

1. **CALL MEETING TO ORDER:** Robin called the meeting to order at 7:00 p.m.
2. **ADOPTION OF AGENDA:** Recommendation 3101/04/16.  
Robert moved to adopt the agenda as presented. Carried.
3. **ADOPTION OF MINUTES:** Recommendation 3102/04/16.  
Jeff moved to accept the minutes from March 8<sup>th</sup> meeting as presented. Carried.
4. **CHARPERSON'S REPORT:** Recommendation 3103/04/16.  
Anthony moved to accept the Chairperson's report as information. Carried.
5. **ASSISTANT PRINCIPAL'S REPORT:** Recommendation 3104/04/16.  
Thomas moved to accept the Assistant Principal's report as information. Carried.
6. **PRINCIPAL'S REPORT:** Recommendation 3105/04/16.  
Robert moved to accept the Principal's report as information. Carried.
7. **CORRESPONDENCE:** Recommendation 3106/04/16.  
Jeff moved to accept the correspondence as information. Carried.
8. **HIRING OF GRADE 3 TEACHER:** Recommendation 3107/04/16.  
Anthony moved to hire M.M. as the grade 3 teacher to replace CM until the end of this school year. Carried.
9. **SCHOOL GROUND USE:** Recommendation 3108/04/16.  
Jeff moved to allow K.P. use of the school grounds as per application. Carried.
10. Next meeting – May 10<sup>th</sup>, 2016 at 7:00 p.m.

**FILED IN  
DOCUMENTS**

**11. ADJOURN MEETING: Recommendation 3109/04/16.**

Thomas moved to adjourn the meeting at 7:39 p.m. Carried.

**TOPICS OF DISCUSSION**

Long service awards on May 5 – no one from St. Theresa will be receiving  
Robin's letter to newspapers- The Journal and The Fever printed his letter

Attendance committee meeting

Correspondence

Local school board financial reports

Property use application – Date is changed to April 27<sup>th</sup>, 2016

Science in Motion

Observation and Evaluations

Northland Games – meeting and planning

Literacy

PLC meeting - Differentiated literacy

Met with kindergarten students –brainstorming to see where we need to strengthen our focus  
at our foundation

Richard Harvey – meeting on April 13– summer reading program

April 25 – Word power author visit – different author from last year, sponsored by Cenovus. We  
will get free books – a lot of new resources, also use the FNMI budget

Apple schools – Jump rope on May 11

Walking/running club for kids

Irene also wants to do walking buddies – pedometers, rewards

D.A.R.E.

Long term educational planning committee meeting

RAP student from Mistassiniy will be joining the St. Theresa kitchen staff for job placement

Reliability – 2A sang "Count on me" during assembly

High fiving a student – summarizing is almost complete

Student council – Monday meetings

Caught being nice

Attendance

Mandi attending NSD budget meeting tomorrow

Northland Games – had 2 meetings so far and supplies are ordered.



## Superintendent's Report May 27, 2016

### April, 2016

25	Keg River	Dr. Mary Jackson School Visit
26	Gift Lake	Gift Lake School Visit
27	Paddle Prairie	Paddle Prairie High School Redesign Tour with Alberta Education
28	Peace River	Teleconference with Alberta Education
	Grouard	Grouard Community Meeting Re: Possible Junior High Program Closure at Grouard Northland School

### May, 2016

5	Peace River	Administrators' Meeting
		Long Service & Recognition Award Banquet
6	Peace River	Administrators' Meeting
11	Wabasca	Principal Interviews at Mistassiniy School
		Meeting with Community Engagement Coordinator
12	Wabasca	Housing Meeting
	Peerless Lake	Peerless Lake Community Supper
13	Edmonton	Meeting with Superintendents and Alberta Education Re: Fort McMurray Fire Evacuation Update
		Meeting with Bigstone Cree Nation and University of Calgary
		Meeting with CEO and Director of Education, Kee Tas Kee Now Tribal Council
17	Peace River	Committee Meetings and Agenda Review
18	Edmonton	Peerless Trout First Nation Meeting
19	Edmonton	Meeting with Superintendents and Alberta Education Re: Fort McMurray Fire Evacuation Update
		Student Transition Partnership Conference Call
		Bill Woodward School Graduation Ceremony
25	High Prairie	Student Transition Partnership Administrators' Meeting
	Gift Lake	Student Transition Partnership Gift Lake Community Dinner
26	Peace River	Teleconference with Superintendents and Alberta Education Re: Fort McMurray Fire Evacuation Update
27	Wabasca	Northland Games
	Peace River	Corporate Boarding Meeting
28	Peace River	Corporate Boarding Meeting







Donna Barrett <donna.barrett@nsd61.ca>

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## INFORMATION: Teacher Workload Study

1 message

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Barry Litun <barry.litun@cass.ab.ca>  
To: Barry Litun <barry.litun@cass.ab.ca>

Mon, Apr 25, 2016 at 2:14 PM

Superintendents

Earlier this month, the GoA media release related to the Malatest Teacher Workload Study was issued. I became aware this morning that it was not sent to Superintendents, so I am providing as information to you.

Feel free to distribute as you believe appropriate.

Barry

## Government, Alberta Teachers' Association and school boards release teacher workload survey

April 08, 2016 Media inquiries

On average, teachers are working approximately 48 hours a week, including weekends, during the busy school year, according to a new study.

The report, a first of its kind in Canada, tracked hours spent before and after school, as well as weekends. More than 1500 teachers from across the province, teaching all grade levels, participated in the survey.

The survey results show that teachers work an average of 48 hours during a typical week, during the school year. This excludes weeks such as Christmas and spring break, as well as the final week of June when school calendars are shortened. The study examines time spent on instruction (which makes up 50% of teachers' time) as well as time spent on educational supports, such as planning, administration, grading assignments, communicating with parents and extra-curricular activities.

"This confirms what Albertans already know, that teachers are professionals who dedicate their time and energy to our future generations. This survey will help inform discussions with education partners as we move forward."

*Minister of Education, David Eggen*

The survey identified workload issues such as an increase in the number of high-needs students in the classroom, as well as increased expectations from parents and the community.

"This is rich data that confirms the complexity of teachers' practice. Clear concerns arise about how teachers are being distracted from their core work with students, and we will need to have discussions about conditions that impact the classroom experience."

*Mark Ramsankar, President of the Alberta Teachers' Association (ATA)*

"The survey reflects the reality that learning environments have become more complex. It is critically important that teaching staff have adequate supports. Locally elected school boards work with their communities – including staff, students and parents – to achieve these outcomes."

*Helen Cleese, President of the Alberta School Boards Association*

The survey, administered by R.A. Malatest and Associates, was commissioned as part of the 2013 Assurance for Students Act, which established collective agreements for teachers in Alberta through to August 2016. An advisory committee consisting of representatives from the Government of Alberta, ATA, and Alberta School Boards Association (ASBA) partnered on this project. The cost of the survey was approximately \$500,000, paid for by the Government of Alberta.

## Related information

- [Alberta Teacher Workload Study \(pdf\)](#)

## Media inquiries

Larissa Liepins

780-868-4200

Press Secretary, Education



# Chairman's Report

## May 27, 2016

### April, 2016

18	Peavine	Community Meeting
	High Prairie	Overnight
19	Peavine	Meeting with the Peavine Métis Settlement Council regarding Demolition/Reclamation Contract
20 (PM)	Edmonton	Meeting with the CEO, Kee Tas Kee Now Tribal Council · Regional/Virtual High School Proposal · Tuition Payments · Lagoon/Land Transfer
21	Peace River	Office
	High Level	Overnight
22	High Level	Meeting with Municipal Council Representative
	Paddle Prairie	School Visit
	Keg River	School Visit
	Peace River	Corporate Board Meeting
23	Peace River	Corporate Board Meeting
25 (PM)	High Prairie	Travel/Overnight
26	Gift Lake	Meeting with Architect and Maintenance Staff Regarding Deficiencies
27	Slave Lake	Travel/Overnight
28	Slave Lake	Meeting with Northern Lakes College and University of Alberta Senate Representatives
	Grouard	Community Meeting Regarding Possible Closure of the Junior High Program, Grouard Northland School
29	Edmonton	Meeting with the Alberta School Boards Association (ASBA) Re: Superintendent Search

### May, 2016

2	Edmonton	Meeting with the Office of the Auditor General of Alberta
4	Edmonton	Meeting with the Alberta School Boards Association (ASBA) Consultant Re: Superintendent Search
	Peace River	Travel
5	Peace River	Office
		Administrators' Meeting
		Northland School Division Long Service & Recognition Awards Banquet
6	Peace River	Administrators' Meeting
		Office
9	Edmonton	McLennan –Ross Legal · Gift Lake Education Centre Joint Use Agreement · Land Access Agreement Fort McKay
10	Edmonton	McLennan-Ross Legal · Gift Lake Education Centre · Janvier Land Use



# Chairman's Report

## May 27, 2016

11	Edmonton	McLennan-Ross Legal · Insurance Clause · Kee Tas Kee Now Education Services Agreement Draft
	Wabasca	Travel
12	Wabasca	Housing Meeting
	Peerless Lake	Community Function
	Wabasca	Travel/Overnight
13	Sandy Lake	School Visit
	Calling Lake	School Visit
16	Peace River	Travel
17	Peace River	Committee Meetings and Agenda Review
	Leduc	Travel
18	Edmonton	Meeting with Peerless Trout First Nation Chief and Council and the Trout Lake and Peerless Lake Local School Board Committee
		Meeting with the Fort McKay First Nation Director of Education Re: Evacuation and Return Plans
19	Edmonton	Bill Woodward School Graduation Ceremony
20	Edmonton	McLennan-Ross Legal · Draft Education Services Agreement
		First Nation, Métis, and Inuit Programs, Alberta Education · Update
24	Edmonton	Alberta Education
		Indigenous and Northern Affairs Canada
		McLennan-Ross Legal

NORTHLAND SCHOOL DIVISION NO. 61  
 LOCAL SCHOOL BOARD COMMITTEE REPORT  
 2015/2016 SCHOOL YEAR  
 PERIOD ENDING - APRIL 30, 2016

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget		Percent Expended
				Budget	Difference	
<b>Anzac</b>						
Quarterly Honorarium	3,424.50	1,161.07	4,585.57	4,920.00	334.43	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	7,879.00	7,879.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,424.50	1,161.07	4,585.57	18,081.00	13,495.43	25.4%
<b>Athabasca Delta</b>						
Quarterly Honorarium	2,436.00	1,682.78	4,118.78	4,920.00	801.22	
Travel & Subsistence		407.36	407.36	5,340.00	4,932.64	
In - Service			-		-	
Prior Year Carryover			-	9,265.00	9,265.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,436.00	2,090.14	4,526.14	19,775.00	15,248.86	22.9%
<b>Bishop Routhier</b>						
Quarterly Honorarium	2,700.75	2,459.50	5,160.25	4,920.00	(240.25)	
Travel & Subsistence		1,500.00	1,500.00	1,992.00	492.00	
In - Service			-		-	
Prior Year Carryover			-	3,477.00	3,477.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,700.75	3,959.50	6,660.25	10,639.00	3,978.75	62.6%
<b>Calling Lake</b>						
Quarterly Honorarium	2,057.43	2,700.75	4,758.18	4,920.00	161.82	
Travel & Subsistence		-	-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-	10,040.00	10,040.00	
Casual Labour, Supplies & Awards		638.02	638.02	250.00	(388.02)	
Total	2,057.43	3,338.77	5,396.20	18,270.00	12,873.80	29.5%
<b>Chipewyan Lakes</b>						
Quarterly Honorarium	1,494.50	1,494.50	2,989.00	4,920.00	1,931.00	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-	10,124.00	10,124.00	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	1,494.50	1,494.50	2,989.00	18,034.00	15,045.00	16.6%
<b>Conklin</b>						
Quarterly Honorarium	2,057.42	2,459.50	4,516.92	4,920.00	403.08	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	9,367.00	9,367.00	
Casual Labour, Supplies & Awards		508.68	508.68	250.00	(258.68)	
Total	2,057.42	2,968.18	5,025.60	18,681.00	13,655.40	26.9%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	2,942.00	1,977.00	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-	2,644.00	2,644.00	
Casual Labour, Supplies & Awards		562.74	562.74	250.00	(312.74)	
Total	2,942.00	2,539.74	5,481.74	9,998.00	4,516.26	54.8%
<b><u>East Prairie</u></b>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		1,650.00	1,650.00	2,128.00	478.00	
In - Service			-		-	
Prior Year Carryover			-	2,528.00	2,528.00	
Casual Labour, Supplies & Awards		300.00	300.00	250.00	(50.00)	
Total	2,459.50	4,409.50	6,869.00	9,826.00	2,957.00	69.9%
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	1,704.44	2,436.00	4,140.44	4,920.00	779.56	
Travel & Subsistence		600.00	600.00	3,816.00	3,216.00	
In - Service			-		-	
Prior Year Carryover			-	7,487.00	7,487.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	1,704.44	3,036.00	4,740.44	16,473.00	11,732.56	28.8%
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	4,144.00	4,144.00	
In - Service		-	-		-	
Prior Year Carryover		-	-	4,269.00	4,269.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,459.50	2,459.50	4,919.00	13,583.00	8,664.00	36.2%
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	1,471.00	1,471.00	2,942.00	4,920.00	1,978.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	11,961.00	11,961.00	
Casual Labour, Supplies & Awards		1,331.96	1,331.96	250.00	(1,081.96)	
Total	1,471.00	2,802.96	4,273.96	21,275.00	17,001.04	20.1%
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	2,194.75	2,286.92	4,481.67	4,920.00	438.33	
Travel & Subsistence		1,500.00	1,500.00	2,292.00	792.00	
In - Service			-		-	
Prior Year Carryover			-	4,874.00	4,874.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,194.75	3,786.92	5,981.67	12,336.00	6,354.33	48.5%
<b><u>Grouard</u></b>						
Quarterly Honorarium	2,137.84	2,918.50	5,056.34	4,920.00	(136.34)	
Travel & Subsistence		1,065.60	1,065.60	2,028.00	962.40	
In - Service			-		-	
Prior Year Carryover			-	5,713.00	5,713.00	
Casual Labour, Supplies & Awards		351.89	351.89	250.00	(101.89)	
Total	2,137.84	4,335.99	6,473.83	12,911.00	6,437.17	50.1%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		900.00	900.00	4,052.00	3,152.00	
In - Service			-		-	
Prior Year Carryover			-	6,658.00	6,658.00	
Casual Labour, Supplies & Awards		712.15	712.15	250.00	(462.15)	
Total	2,459.50	4,071.65	6,531.15	15,880.00	9,348.85	41.1%
<b><u>Kateri</u></b>						
Quarterly Honorarium	3,195.00	1,237.59	4,432.59	4,920.00	487.41	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-	7,710.00	7,710.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,195.00	1,237.59	4,432.59	15,296.00	10,863.41	29.0%
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	2,436.00	2,436.00	4,872.00	4,920.00	48.00	
Travel & Subsistence		1,101.80	1,101.80	1,880.00	778.20	
In - Service			-		-	
Prior Year Carryover			-	288.00	288.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,436.00	3,537.80	5,973.80	7,338.00	1,364.20	81.4%
<b><u>Mistassiniy</u></b>						
Quarterly Honorarium	2,459.50	2,436.00	4,895.50	4,920.00	24.50	
Travel & Subsistence	-	-	-	2,836.00	2,836.00	
In - Service			-		-	
Prior Year Carryover			-	1,040.00	1,040.00	
Casual Labour, Supplies & Awards		1,831.62	1,831.62	250.00	(1,581.62)	
Total	2,459.50	4,267.62	6,727.12	9,046.00	2,318.88	74.4%
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	2,712.50	1,567.08	4,279.58	4,920.00	640.42	
Travel & Subsistence	-	2,050.00	2,050.00	2,288.00	238.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	6,907.00	6,907.00	
Casual Labour, Supplies & Awards	-	500.00	500.00	250.00	(250.00)	
Total	2,712.50	4,117.08	6,829.58	14,365.00	7,535.42	47.5%
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		80.00	80.00	2,340.00	2,260.00	
In - Service			-		-	
Prior Year Carryover			-	1,474.00	1,474.00	
Casual Labour, Supplies & Awards		576.38	576.38	250.00	(326.38)	
Total	2,459.50	3,115.88	5,575.38	8,984.00	3,408.62	62.1%
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	1,494.50	1,494.50	2,989.00	4,920.00	1,931.00	
Travel & Subsistence		278.04	278.04	3,096.00	2,817.96	
In - Service			-		-	
Prior Year Carryover			-	6,343.00	6,343.00	
Casual Labour, Supplies & Awards		1,383.08	1,383.08	250.00	(1,133.08)	
Total	1,494.50	3,155.62	4,650.12	14,609.00	9,958.88	31.8%

	Future	Paid	Total Pd. &	Budget	Difference	Percent Expended
	Pay Out	During Yr.	Committed			
<b>St. Theresa</b>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-	1,237.00	1,237.00	
Casual Labour, Supplies & Awards		789.94	789.94	250.00	(539.94)	
<b>Total</b>	<b>2,459.50</b>	<b>3,249.44</b>	<b>5,708.94</b>	<b>9,267.00</b>	<b>3,558.06</b>	<b>61.6%</b>
<b>Susa Creek</b>						
Quarterly Honorarium	1,153.26	2,459.50	3,612.76	4,920.00	1,307.24	
Travel & Subsistence		93.61	93.61	2,984.00	2,890.39	
In - Service			-		-	
Prior Year Carryover			-	8,084.00	8,084.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>1,153.26</b>	<b>2,553.11</b>	<b>3,706.37</b>	<b>16,238.00</b>	<b>12,531.63</b>	<b>22.8%</b>
<b>GRAND TOTAL</b>	<b>50,368.89</b>	<b>67,688.56</b>	<b>118,057.45</b>	<b>310,905.00</b>	<b>192,847.55</b>	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	192,847.55
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	192,847.55



**NORTHLAND SCHOOL DIVISION NO. 61**  
**BOARD REPORT**  
**2015/2016 SCHOOL YEAR**  
**PERIOD ENDING - April 30, 2016**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b><u>ELECTIONS</u></b>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	60.00	-	(60.00)
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	658.75	-	(658.75)
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	342.14	-	(342.14)
PRINTING & BINDING--ELECTIONS	524.22	-	(524.22)
ADVERTISING--ELECTIONS	2,196.62	-	(2,196.62)
OFFICE SUPPLIES--ELECTIONS	-	-	-
<b>SUB-TOTAL</b>	<b>3,781.73</b>	<b>80,000.00</b>	<b>76,218.27</b>
<b><u>COMMITTEES</u></b>			
RENUMERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	9,204.68	30,000.00	20,795.32
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	328.17	-	(328.17)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	8,671.88	-	(8,671.88)
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	761.79	-	(761.79)
<b>SUB-TOTAL</b>	<b>18,966.52</b>	<b>30,000.00</b>	<b>11,033.48</b>
<b><u>OTHER EXPENSES</u></b>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	3,747.44	4,000.00	252.56
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	66,957.51	200,000.00	133,042.49
IN-SERVICE - BOARD	93.16	60,000.00	59,906.84
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	14,737.96	25,000.00	10,262.04
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	83.05	-	(83.05)
TELEPHONE - TRUSTEE	337.45	3,000.00	2,662.55
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	38,939.40	40,000.00	1,060.60
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	5,575.19	-	(5,575.19)
TRAVEL & SUBSISTENCE - RETREAT	-	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	41,671.08	38,000.00	(3,671.08)
PRINTING & BINDING	2,084.12	3,500.00	1,415.88
INSURANCE - BOARD OF TRUSTEES	169.28	250.00	80.72
ADVERTISING - BOARD	939.14	3,000.00	2,060.86
OFFICE SUPPLIES	1,134.84	5,000.00	3,865.16
AWARDS	6,824.70	25,000.00	18,175.30
POSTAGE - BOARD	210.48	4,000.00	3,789.52
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
<b>SUB-TOTAL</b>	<b>183,504.80</b>	<b>411,750.00</b>	<b>228,245.20</b>
<b>TOTAL</b>	<b>206,253.05</b>	<b>521,750.00</b>	<b>315,496.95</b>



**ASBA Key Messages**  
**Public Funding for Private Schools**  
**April 29, 2016**

**Issue:** On Monday, April 18, 2016 Motion 504 was introduced in the Legislature. This motion calls on the Legislative Assembly to “urge the Government to affirm its commitment to allowing parents the choice of educational delivery for their children, including home, charter, private, francophone, separate, or public education programs.” This motion has again raised the concern of using public funding for private and charter schools.

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**General Messages:**

- The Alberta School Boards Association believes every child deserves the opportunity to achieve their full potential, and this potential is best achieved within a strong public education system.
- In 2008, private schools received a 21 per cent funding increase. By comparison, public schools only received a 4.5 per cent increase in funding.
- Over the years, many other grants including transportation, plant operations and maintenance, and special needs funding have not kept up with inflation.
- With tight budgets and the current state of the Alberta economy, it is even more important we adequately fund our public education system.
- In the 2016-2017 school year, private schools and private early childcare operators will receive \$248 million in public funding – a 2.5 per cent increase from this year.
- Redirecting those dollars to the public system could help address issues like class size, more supports for complex needs students, school fees, nutrition programs, and new or modernized schools.
- We support the policy of parental choice in education, but we do not believe public dollars should be used to pay for private education. We know that private schools are often not accessible to all Alberta students – reserved for those who can afford it.
- In 2013, the ASBA approved a policy stating: “In order to build a viable, sustainable, equitable public education system, public funding currently provided to private schools should be reallocated to public education.”
- We believe public, separate and francophone schools offer an abundance of program choices for Alberta students, and publicly-funded education in Alberta is widely recognized as being among the best in Canada – and the world – because of this abundance.
- The ASBA believes this discussion is part of a larger conversation around the education funding model. We have long been asking for the opportunity to work collaboratively with the government in a review of the current funding model, and we look forward to continuing the conversation with them on how our membership can engage in that process in an authentic way.
- Public dollars must support a public education system that is accessible to all Alberta students.

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**Background:**

- Since 1967, as a result of Bill 29, the *Schools Grants Act*, accredited funded private schools in Alberta have been recognized with some level of government funding (\$100 per full-time student in Grades 1-12). To receive funding, private schools had to be operating for three years, serving at least 30 students, and employing two full-time teachers where none of the teachers taught more than three grades. Further, the schools had to be approved, employ certificated teachers, and were to be inspected regularly.
- In 1974, the funding system was changed to reflect a percentage of the base instructional per funded student grants paid to public school authorities. Base instructional grants varied by grade. There were three different rates: elementary students, junior high students, and high school students. In 1974 and 1975, private schools were eligible for 33 1/3 per cent of the base instructional rate.
- In 1976, the percentage was raised to 40%. In 1977, the percentage was raised to 50%. The percentage was further raised by an additional five per cent per year for the next three years, to 65% in 1980.
- Private schools have never been eligible for funding supported through property taxes.
- In 1994, the Alberta government authorized the creation of 13 charter schools.
- In June 1997, the Private Schools Funding Task Force was established with the goals of providing Albertans with opportunity to express their views on how private schools should be funded, and to recommend a funding framework for Alberta's accredited private schools.
- In keeping with the recommendations of the task force, private schools received 60% of the basic instruction funding as of the 1999/2000 school year. Additionally, private schools received 60% of public school funding for ESL, Alberta Initiative for School Improvement, Daily Physical Activity, and SuperNet funding. Private schools further received full funding for students with severe disabilities and for home education students.
- In 2008, private schools became eligible for 70% of the base instruction funding based on the premise that 70% of funding for education comes from the General Revenue Fund, while 30% is supported by property tax revenue. This represented a 21% increase in the public funding provided to private schools. The number of grants for which private schools were eligible was also expanded to include: Early Literacy, Education Program in an Institution, English as a Second Language, Equity of Opportunity (per-student component), First Nation, Metis and Inuit, Home Education, Northern Allowance, and Plant Operations and Maintenance.
- In August 2008, as the 21% increase in public funding provided to private schools drew the attention of education stakeholders and the public, ASBA, ASCA, CASS and ASBOA sent a letter to the Premier expressing their concern about the increase compared to the public system, which only received a 4.5% increase.
- In the 2015-2016 budget, the provincial government year gave \$151 million to 94 private schools to fund 60–70% of the basic per-student instructional grant. Alberta's 13 charter schools received another \$83 million.
- In the 2016-2017 school year, private schools and private early childcare operators will receive \$248 million in public funding – an increase of 2.5%.
- A Mainstreet Research poll conducted in mid-April 2016 indicated 61% of those surveyed believe taxpayer dollars should not go to private schools.
- The same survey indicated 47% of those surveyed believe taxpayer dollars should not go to charter schools.

**From:** Education Deputy Minister <EducationDeputyMinister@gov.ab.ca>  
**Date:** May 16, 2016 at 9:12:01 AM MDT  
**Subject:** Message from Deputy Minister of Education

**To: Superintendents of Public, Separate, Francophone and Charter School Boards  
 Executive Directors of Stakeholder Associations**

AAMDC (Alberta Association of Municipal Districts and Counties)  
 ACSTA (Alberta Catholic School Trustees' Association)  
 AEFAA (Alberta Educational Facilities Administrators Association)  
 ASBA (Alberta School Boards Association)  
 AHEA (Alberta Home Education Association)  
 ASCA (Alberta School Councils' Association)  
 ATA (Alberta Teachers' Association)  
 AAPCS (Association of Alberta Public Charter Schools)  
 ACFA (Association canadienne-française de l'Alberta)  
 AISCA (Association of Independent Schools & Colleges in Alberta)  
 ASBOA (Association of School Business Officials of Alberta)  
 AUMA (Alberta Urban Municipalities Association)  
 CASS (College of Alberta School Superintendents)  
 CCSSA (Council of Catholic Superintendents of Alberta)  
 Federation des parents francophones de l'Alberta  
 Federation des conseils scolaires francophones de l'Alberta  
 Learning Disabilities Association of Alberta  
 PSBAA (Public School Boards' Association of Alberta)

As I prepared for the transition to Alberta Education I dusted off one of my favourite quotes from Abraham Lincoln. He viewed education "as the most important subject which we as a people can be engaged in" (1832). Upon reflection I realized what an honour it is to be the Deputy Minister for Alberta Education and how privileged I am to be given the opportunity to work in partnership with each of you. I look forward to meeting with many of you in the near future and to continue the important work we are so passionate about. In the meantime, I wanted to take this opportunity to introduce myself.

I have been with the Government of Alberta (GoA) public service for 10 years working for Justice and Solicitor General. My most recent role was as Associate Deputy Solicitor General. Prior to joining the GoA public service, I held the position of Associate Professor and Coordinator of the Criminal Justice program at Athabasca University, where I was responsible for the development of on-site and on-line programming, implementation of Prior Learning assessment criteria and partnership development with colleges, universities and public sector stakeholders. I have also carried out studies on competency based curriculum design, experiential learning and adult education.

In my role as President of the Canadian Association of Police Educators, Board member of the National Police Sector Council and a founding member of the INTERPOL Group of Experts in Training, I helped design and implement national and international models of competency based curriculum design and delivery. And as the Executive Director of the JSG Staff College, I guided

the revision of the provincial training and curriculum model for Alberta's Sheriffs, Correctional Peace Officers and Community Peace Officers.

I am eager to start and to continue conversations on our strong education system and how, by working together, we can strengthen it even more. As Deputy Minister, I look forward to working with you as we share in our commitment to Alberta's education system.

Sincerely,

Dr. Curtis Clarke  
Deputy Minister

cc: Board Chairs of Public, Separate, Francophone and Charter School  
Boards  
Presidents of Stakeholder Associations  
First Nations Directors of Education  
Communications Contacts at School Divisions

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A · S · B · A  
Alberta School Boards  
Association

For members of the Alberta School Boards Association

# Communications Now

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Nutrition is key to academic performance for students

## Plan to start off the new school year right with new employee breakfasts

Students are not the only ones with “new kid jitters” at the beginning of the year. New teachers – fresh out of university or new to the school – may also be nervous when school starts. New rules, routines, friends and facilities can seem overwhelming at first.

So, while you are thinking about hiring staff for the 2016-2017 school year, it is also a good idea to consider how you will welcome new employees, and put that into your action plan for fall.

Many divisions help ease the jitters of those new teachers by inviting them to an event called The New Teachers Breakfast. Another variation could be The New Employee Breakfast, depending on the size of your division and your new hires. You might want to consider a separate but similar event for classified staff.

The event should be an upbeat gathering that brings together members of the school division’s team, the school council leaders and members from your division’s schools, the school board and other

division-level administrators, and could extend into your community’s business community as well.

At these events, new teachers and employees are introduced and welcomed. This celebratory event can be the prelude to a series of morning meetings with personnel department staff for the administrative details and other formalities of employment, or it can be a stand-alone event.

These welcome get-togethers can have a positive impact on the new employee. And if a single event could have an impact, just think what a series of such gatherings could do.

Use the suggestions below to create your new teacher/employee breakfast, or a series of them spanning the school year. Mix and match the ideas to create events that best fit your division.

## Staging the kick-off breakfast

1. Select a location large enough to accommodate the sit-down breakfast, such as a school cafeteria, a hotel ballroom or a community centre meeting room. Consider using round tables to encourage conversations among the small groups at each of those tables.
2. Get a date for the breakfast on the division calendar and book the facility early.
3. Send a personalized invitation to each new employee. Don’t use a bulk computer program like Evite.

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4. Whether you serve buffet or plated meals will depend on your budget and facility. Consider whether a community co-sponsor like the Chamber of Commerce or a large business in the area, your school council association or the Alberta Teachers' Association local would be willing to help share its costs.
5. Decorate with "Welcome" signs and table adornments. Do you have a horticulture class that could provide table centrepieces? Is there a florist in town willing to donate some flowers?
6. Have a table at the entryway staffed with greeters who will provide guests with name tags. Make sure the person's name and title or association they represent is on the name tag.
7. Before the event, ensure each new teacher will be paired up with a "buddy" – a school council representative, a teacher's association representative or an administrator who will act as their individual host during the event.
8. Allow 20 minutes of 'meet and greet' mingle time before the meal begins.
9. If a plated meal is served, don't compete with the wait staff. Allow another 10 minutes of table talk time before starting the program.
10. Keep the overall program relatively short – no more than 30-40 minutes – upbeat, and welcoming. Don't provide a lot of detailed information that could be overwhelming to a new staff member.

### The program

Resist the urge to make the program detailed or overly formal. New teachers are already trying to process and remember many names and faces, facts and places in a short period of time. The program can be both entertaining and educational. Limit the number of welcome speeches to one or two.

Consider having a short slide show or PowerPoint that gives an overview of your school division. Make sure it includes a map of the area and photos of the

various schools and support buildings within it. Make the program interactive by including some interesting facts about your division. You might even make it fun and interesting by sharing your information with a multiple choice game that involves modest prizes for the most correct answers.

### For example:

1. Our fleet of *x-number* of school buses travels every school day, and by the end of the year they have covered:
  - a. 25,000 kilometres
  - b. 100,000 kilometres
  - c. 250,000 kilometres
2. Our school division's food service program serves *x-number* of hot lunches to students. The litres of milk the students consumed, the amount of apple sauce and the number of hamburgers served are among the facts you could provide.
3. The school division's payroll each month is how many dollars:
  - a. \$1.6 million
  - b. \$800,000
  - c. \$300,000

You might also conclude the breakfast with a tour of your school division on one of your yellow buses. Have your on-board tour guide – the one who describes the schools and buildings included on the tour – also highlight the services of the transportation department. If your division is geographically too spread out to go on an actual tour, consider providing a virtual tour by including images of each school or facility in a presentation, along with a map.

### Host more breakfasts throughout the year

To keep building momentum, continue the welcome breakfasts throughout the year with a series of smaller-scale breakfast get-togethers. The frequency





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and format – it could be quarterly or monthly and range from a quick continental breakfast to a late morning brunch – would depend on the size of your school division, the instructional day calendar, the community and the number of new staff. Try different small-sized gatherings that could include events hosted by:

- **The instruction/curriculum department at your division's administration building.** Teachers can meet the resource staff on an informal basis and learn about the services they provide. Include a tour of the building and the various departments it houses.
- **The superintendent and board of directors.** Many people, and likely some new teachers, do not understand the governance structure of public schools. Some of these staff members may not have the opportunity to attend a board meeting, so provide the opportunity for them to meet the central office staff who are responsible for the administration of the school division, as well as giving them a primer on governance structure.
- **School councils.** These key volunteers can talk about the role of school councils in your division and introduce volunteer leaders. They can also explain the importance of parent involvement, the changing face of parent ethnicity and give important insights about the unique personality of your school division.
- **Your local Chamber of Commerce.** New staff members will gain a better understanding of the important partnerships and business relationships in your community.
- **The social service/safety net providers in the community.** This breakfast could highlight the supports and services available

to students and families in the community and help staff know how can help students access these supports.

- **Host a breakfast without any presentations.** Give new staff members time to talk informally among themselves about their experiences. Allow time at the end for verbalizing some of their observations to the group.

### End-of-the-year evaluation

Ask new teachers/new employees to complete a survey about the breakfasts. This will help you improve the events in future years. Include questions about the convenience of the times and locations and the helpfulness of the information provided. Ask for suggestions to improve the event. What could be changed, and what should not be changed? And don't forget to ask if those staff members would like to be part of the committee that plans and executes these events the following year.

*Contributed by Jackie Smith, communications consultant*



## Communications Now

### The importance of having a communications plan

“If you don't know where you're going, any road will get you there.” That old adage applies to road trips... and communicating with stakeholders.

If you're taking your kids on a cross-country road trip to learn first-hand about Canadian history, the first thing you will likely do is Google the directions and begin planning your route. Then you'll choose which sites along the way you'd most like to visit, while factoring in your budget and time.

If you want to communicate with stakeholders about your school division, you will want to develop a solid communications plan to make sure your efforts are a success. The communications plan is like the road map that will guide your family's trip. It outlines what you want to accomplish and how you will get it done.

### Why develop a communications plan?

Having a written communications plan helps you do thoughtful, strategic planning and stay focused throughout the year. The time you spend on planning at the start of school can save you time later because you know exactly what you need to do at any point during the year.

Writing down your plan also helps you decide what you want to do and say, and who you want to target for your communications. Each group of stakeholders has unique characteristics. Through planning, you can identify the most effective ways to communicate with them.

### How to develop a communication plan

#### Identify the purpose of your communication

What you say and the tools you use to communicate your message depends on what you're trying to accomplish. Are you trying to educate your community about a change in policy? Increase parent engagement? More actively engage families who have recently immigrated to Canada? By when do you want to achieve these goals? How will you measure your progress toward these goals? Once you're

specific about your goals and your timelines, you will be able to better target your audience and methods of communication.

#### Identify your audience

You'll need different messages for different groups, and you'll need different communications channels and methods to reach each of those groups. How does each of your audiences prefer to receive their information, and how do they prefer to communicate? Where do they gather?

It's important to place your message where they'll see it and believe it. For instance, those age 60 and older like printed materials and are likely to read materials that come in the mail as well as articles in the newspaper. Younger adults are more likely to read electronic posts. Some cultures generally prefer attending meetings at their children's school rather than at the school division's central office, because they know and trust the staff and are comfortable in the surroundings. By focusing on the outlets where your audiences prefer to receive their information, you're more assured that they'll receive it and read it.

#### Consider your resources

What is your budget? Do you have enough help? If you're going to spend money, will the results will be worth the expense? Your communications plan should take into account how much you can spend and how much staff time it's reasonable to use.

There are a variety of communication tools available, some that cost nothing more than your time, such as presentations to community groups or posting on social media.

Others will cost more money, depending on how you do them. For instance, are you going to design your flyers and posters yourself and print on the office copier, or will you hire a graphic designer and print at a commercial printer? If you're hosting an event, did you budget for food and child care? Some families are more likely to turn out in much greater numbers if food and child care are provided. Those considerations should be part of your planning process. <http://ctb.ku.edu/en/table-of->



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[contents/sustain/long-term-sustainability/share-positions/main](http://contents/sustain/long-term-sustainability/share-positions/main)

**Hampton City Schools, Virginia**

[www.hampton.k12.va.us/departments/publicrelations/communicationPlan.pdf](http://www.hampton.k12.va.us/departments/publicrelations/communicationPlan.pdf)

### Evaluate

Evaluation is a critical part of any good plan to ensure your strategies are actually working. In fact, you may find yourself changing your tactics based on your ability to evaluate your success. Your plan needs to include evaluation checkpoints along the way to ensure you're on the right path, as well as an evaluation at the end of the project to ensure you achieved your goals.

Your plan is a living document that you should monitor and adjust as needed. It should not live on a shelf until it's time to develop the next one.

While it takes some work to develop a good communication plan, the rewards can be huge. When you know what your purpose is and who you need to reach and how to reach them, you can concentrate your efforts in getting your message out. By having your staff and stakeholders on the same page, you can articulate and deliver a consistent message.

### Samples of strategic communication plans:

**Foothills Composite High School / Alberta High School of Fine Arts**

[http://fchs.fsd38.ab.ca/wp-content/uploads/FCHSCommPlan\\_2014-15\\_R.pdf](http://fchs.fsd38.ab.ca/wp-content/uploads/FCHSCommPlan_2014-15_R.pdf)

**Grande Yellowhead Public School Division**

<http://www.gvpsd.ca/documents/general/2015-16%20Final%20GYPSD%20Communications%20Plan.pdf>

**Jeffco Public Schools, Colorado**

[www.jeffcopublicschools.org/media/2013-14%20Communications%20Plan\\_newpix.pdf](http://www.jeffcopublicschools.org/media/2013-14%20Communications%20Plan_newpix.pdf)

**Orange Unified School District, California**

[www.orangeusd.k12.ca.us/superintendent/strategic\\_plan/OUSDCommPlanFinal.pdf](http://www.orangeusd.k12.ca.us/superintendent/strategic_plan/OUSDCommPlanFinal.pdf)

**Tucson Unified School District, Arizona**

[www.tusd1.org/contents/govboard/packet11-13-12/11-13-12-BA15-Att-TUSD-CommunicationsPlan.pdf](http://www.tusd1.org/contents/govboard/packet11-13-12/11-13-12-BA15-Att-TUSD-CommunicationsPlan.pdf)

*Contributed by Connie Potter, chief of staff, Forest Grove School District, Ore.*



## Communications Now

### Build trust and credibility by making first impressions count

Sometimes, the simple everyday things that happen in your schools can undermine your best efforts to build credibility and trust within your school community. It can be something you do – or don't do – so routinely that you may not even notice it.

Staff behaviours or attitudes, lack of building signage and out-of-date social media are among the many things that can turn off parents and community members, to the point of impacting your credibility as an administrator.

The good news is that many things are easily fixed or changed. First impressions count. And it doesn't matter whether that first impression comes from your website, a telephone call, an announcement or flyer or a visit to the school.

Take a critical look at the most routine situations and actions. The list below is designed to help you start assessing ways you might unintentionally be undermining your credibility, followed by a solution for each.

### Technology / social media

#### Your school website

Is it filled with outdated information because the web designer hasn't yet perfected the new one?

While you and the designer know how great the new site will be, parents and community members don't care. What they need is current and correct information. Lack of information is going to undermine your communication efforts far more than a new flashy website will bolster it. Parents may question your ability to manage a school if you can't manage something as simple as keeping a website current.

**Solution:** Regularly update the old website until the new one is introduced and proven to work.

#### Your school Facebook page

Social media was fun to set up during the summer

months and then school started and it became another thing that requires your precious time. Taking photos – and getting permissions to use student photos – writing posts and responding to comments is just too time consuming to do on a daily basis. Parents continue to check the page and wonder why there is nothing newsworthy going on at your school. Certainly the athletic awards, or other such awards, are worthy of noting, especially since their child won one.

**Solution:** Create a pinned post that appears at the top of the Facebook page every time it is opened. In it explain the schedule for posting information and when commenters on the page can expect a reply. If you don't have time to look at the page daily, assign that duty to someone in the office and have them alert you to or remove inappropriate comments.

Consider periodically asking parents and your community to evaluate your social media channels as a source of information. If a tool is not being used, eliminate it but publicize the fact you are doing so.

#### Emails

Is your inbox full, but you've been so busy that you just can't get to your email each day? While thinking how tired you are and that you'll respond to emails 'tomorrow,' the person who has written to you may be thinking that your lack of response means their request/question isn't important enough to get back to them.

**Solution:** Set up an automatic reply to emails saying 1) you've received it 2) it is important to you and 3) that you will respond by the end of the next school day. Then make sure you do it.

Include a sentence or two that advises calling the school office during work hours if it is something requiring immediate attention. Include hours and a phone number. If you are going to be away from the office and unable to respond to emails for any period of time, have your administrative assistant or assistant principal take responsibility for responding to emails.



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### Directional signage

#### Visitors must report to the main office

Nothing irritates a first-time visitor to your school campus as much as being greeted by a sign that reads, “Visitors MUST report to the main office,” and then doesn’t tell them how to find it. While its location is abundantly clear to you and your staff, visitors don’t know where the office is, or even which entrance to use. Also, if your campus has multiple buildings, that can add confusion.

**Solution:** In the parking lot or lots, expand your “Visitors must report to the office” sign to include a simple “You are here” map with the office location noted on the map. Install directional signs “to office” on all sidewalks leading from parking lots.

#### Exterior doors are locked

A first-time visitor may not understand that security requires keeping most exterior doors locked. Bad weather or taking a ‘short-cut’ to the office may lead them to a set of locked doors. Someone who is in a hurry or already irritated about something will find those locked doors adding to their agitation.

**Solution:** Put signs on locked doors explaining why they are closed, “For the safety of our students and staff, these doors are locked. Please use our main entrance near the school office.” Add a directional arrow or map that shows the way to the office.

#### Soften your language

At the main entrance, you have posted regulations like visitor requirements to check in at the office. While that may be necessary, it doesn’t provide a very warm welcome message.

**Solution:** Rethink the wording of the signs. Can you emphasize that safety of staff and students is a top priority and then go into the rules and regulations? How about adding a large “Welcome to Our School” banner written in the languages that are spoken by students and their families? And don’t forget the directional sign to the office if it can’t be seen from the entryway.

### Once inside...

#### What type of welcome?

Visitors may have had to work up a lot of courage to come to school or they may have taken time off work or hired a babysitter for children at home.

Imagine how they feel if front office staff tell them to “take a seat and someone will be right with you,” and then leaves them sitting. That initial greeting – good or bad - will make a long lasting impression. People don’t want to be treated as if they are after-thoughts. Think how you feel when you are met with such a greeting.

**Solution:** Unless staff are dealing with a health or safety issue, there is no reason they can’t talk to visitors for a minute or two – just long enough to welcome them to the school, learn their name and the purpose of their visit. Perhaps they don’t need to see the principal who is in a meeting but could be helped by someone else. If the office work load is simply too much to juggle both clerical and customer service, enlist student office assistants or parent volunteers to help during the busiest hours.

#### Treat them like a visitor

A parent or volunteer arrives at the office and wants to go to a particular classroom and you tell them they must sign in, wear a ‘Visitor’ ID badge and sign out before leaving. Some will understand the security issues and others will be insulted by it; some may even claim you are questioning their integrity.

**Solution:** Point out that safety is a priority at the school and it is required of all visitors – even other school division staff members. Let them know that in the event of an emergency situation, you will want first responders to know where to look for everyone in the building.

### Telephone etiquette

#### Student aides

Student office helpers can develop office skills while providing much needed assistance to the front office staff, but sometimes their telephone manner is rather



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abrupt or lacking. An upset parent who needs to speak with someone immediately will only be more upset to have a student answer the phone using a form of 'no one can talk to you right now' and hang up.

**Solution:** All students who work in the office and answer phones must be trained to answer phones, take messages and repeat names and phone numbers. That training should include what to do if they happen to take a bomb threat or other safety issue call.

### Parent relations

A parent calls repeatedly and leaves messages for you but you've been, for a variety of reasons, unable to return calls. The parents may see this lack of response as you avoiding them because you don't want to talk to them, or they may believe you don't think they are important enough to return the call.

**Solution:** Unless you are out of town, make sure that you return phone calls that day, even if it is to let them know you got the message. If you aren't able to provide an answer or a solution to their problem, let them know when they can expect another contact from you or an appropriate staff member.

Parents are calling the school between the end of the school day and the end of the business day. When they reach an answering machine that tells them to leave a message and their call will be returned the next day, they assume that staff members don't work a full day or don't want to bother answering the phone. If it is a case of a missing student, this inability to reach someone at the school will make a frantic parent even more hysterical.

**Solution:** Have a human answer a phone while the office is staffed. Use the answering machine for after-hours calls and check it immediately the next morning. Make sure the message on the machine states your office hours. If you have an after-hours emergency number that is answered by a person, state that too.

*Contributed by Jackie Smith, communications consultant*





## Communications Now

### Share good news to build support... in and out of your school division

Employees and students are the backbone of any school division. But, too often, their accomplishments go unheralded outside their immediate circle of peers. By recognizing the outstanding work of students and staff, the division increases morale and boosts its public image.

Publicity will not happen organically. School staff need to be intentional about sharing good news with the division's office, and the larger community outside of school walls. The school division needs to develop systems for promoting accomplishments to the school board and other stakeholders. Drawing attention to the success of each student and employee strengthens public opinion about the division and its work.

Each principal should understand and take on the role of reporter, or delegate the role to a specific person at the school. Gathering the stories – or the details for someone else to write the story – is only part of the work. Follow up by a division-level communications contact is key.

If the division does not have a communications professional, someone at central office should be tapped to collect and distribute staff and student highlights.

#### Students

Students often impress adults with their accomplishments. From sports to studies and activities, there are many ways to prove that today's students are doing just as well as any prior generation.

The problem is that school and division staff sometimes forget that people outside of the school have no way of hearing about these students and their impressive accomplishments unless the educators get the word out.

#### Sports

For sports, consider a partnership with local media

to highlight the athlete of the week. Show readers profiles of each student athlete, highlighting academic and athletic achievements. Nominations may come from division staff, parents or sports reporters. Nobody loses in this contest because it is simply a method of drawing attention to some great kids.

Regional and provincial champions should be featured on the division website and social media. With so many news outlets using Twitter and Facebook, it is easy to retweet and share their content with your stakeholders.

#### Academic

Academic achievements can be highlighted in a number of ways. Individual students should be presented at school board meetings. They can be chosen according to their academic average, or their standing in their class. There are also a number of competitions, such as the Pythagoras Math Competition, or local science fairs that produce winners to be highlighted.

More and more, companies and associations are sponsoring academic contests that highlight students with knowledge as well as hands-on skills. Some schools have robotics teams or student clubs entering contests that encourage engineering and creative problem solving on scientific challenges. Check with your schools and encourage them to send you the details of any students involved in such competitions so you can share them with your school board and news media.

Consider building a page on the division website that highlights student achievements of all types. This gives you a repository of story ideas to pitch to news media and gives stakeholders a window into student excellence whenever they visit the website.

#### Staff

Newsletter editors have long known that staff are most interested in reading about their peers. They want to know that the administration cares enough about employees to highlight their accomplishments. Therefore, sometimes simply profiling employees



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with interesting jobs or long service make interesting features and are good for morale.

Division staff are often honoured by professional associations and community groups. Sometimes those awards are deemed newsworthy by the media. More often these awards will not be noted in the news, so it is important for the division to find a way to let the community know that outside groups are recognizing their staff for excellence.

Staff who have won awards should be presented at school board meetings and their photos should be posted on the division website and social media with a short explanation of the award.

As with students, nobody outside of the school or department will know about their accolades if nobody gets the word out. Each principal and department supervisor should be asked to pass along news of employee awards to the division office. Once supervisors notice employees in other departments and schools being honoured, it will be easier to get them to pass along their own good employee news.

Staff can also be recognized internally by their peers. Each division should have a program by which staff may nominate each other for excellent service on behalf of students and/or other staff.

Some divisions have regular awards for custodians or bus drivers. Others simply allow staff to nominate their peers. These awards should include an easy nomination process. Whenever peer recognition is used, it should be clearly labeled as such so that nobody confuses peer recognition with an official performance evaluation or endorsement.

### **A culture of celebrating success**

The superintendent and other division leaders have a huge impact on the culture of celebrating success. Given that, the highest levels of the division administration need to set the tone and lead by example. They should highlight staff and student accomplishments at leadership meetings and community meetings where they speak. Each

supervisor should know that an important part of their job is to ensure that the fantastic work of their students or staff is shared with all the patrons who support them.

*Contributed by Jay Remy, communications director, Salem-Keizer Public Schools, Salem, Ore.*





## Communications Now

### Weblinks

#### Education Week 2016

Theme: We are Teachers

May 2 – May 6, 2016

Shine a light on Alberta's education system

[www.teachers.ab.ca/News%20Room/IssuesandCampaigns/Pages/Education-Week.aspx](http://www.teachers.ab.ca/News%20Room/IssuesandCampaigns/Pages/Education-Week.aspx)

#### Science Odyssey

May 6 – 15, 2016

This is a collaborative event, designed to “engage and inspire Canadians of all ages with activities in science, technology and engineering, and mathematics. Events include anything from science-to-the-streets type of celebrations, to visits to labs, science fairs, talks / conferences, school field trips, encounters with researchers, museums and science centres special exhibits, and more.

Science Odyssey evolved from the National Science and Technology Week, into what is now a celebration of science from the whole Canadian scientific community.

Anyone can participate by taking part in the hundreds of activities planned.

For more information:

<http://www.science.gc.ca/default.asp?lang=En&n=F90AC2D1-1>

#### National Aboriginal Day

June 21, 2016

[http://www.aadnc-](http://www.aadnc-aaandc.gc.ca/eng/1100100013248/1100100013249)

[aaandc.gc.ca/eng/1100100013248/1100100013249](http://www.aadnc-aaandc.gc.ca/eng/1100100013248/1100100013249)

#### Alberta Seniors' Week

June 6-12, 2016

30<sup>th</sup> Anniversary celebration

Take the opportunity to celebrate the seniors in your community. Seniors make a difference in the lives of Albertans every day.

From supporting family members and friends to assisting charities and volunteering in schools,

seniors are deeply involved in our communities and their contributions benefit Albertans of all ages.

For ideas and / or information:

<http://www.seniors.alberta.ca/seniors/seniors-week.html>

#### Stars of Alberta Volunteer Awards

The Stars of Alberta Volunteer Awards recognize extraordinary Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members.

There are three categories for awards including youth, adult and senior. There will be two awards for each category making a total of six awards, to be presented on or around International Volunteer Day on December 5.

Nomination forms are available in June 2016.

<http://culture.alberta.ca/voluntarysector/stars/default.aspx>





A monthly publication provided by your child's school in recognition of your role as a partner in education.

# Resources for Families

## Nutrition is key to academic performance for students

According to the Centers for Disease Control and Prevention (CDC), and Health Canada (<http://www.hc-sc.gc.ca/fn-an/nutrition/child-enfant/index-eng.php>), student health has a strong effect on academic achievement.

“No matter how well teachers are prepared to teach, no matter what accountability measures are put in place, no matter what governing structures are established for schools, educational progress will be profoundly limited if students are not motivated and able to learn. Health-related problems play a major role in limiting the motivation and ability to learn...” says Charles Basch, professor of health and education at Columbia University.

It is not surprising that students who are distracted by health issues related to illness, sleep deficits and poor nutrition will not – or cannot – focus on school work.

Many schools are taking steps to minimize distractions related to unhealthy or inadequate foods by offering a school breakfast program to ensure that students start the day with an adequate meal.

Research has shown these connections between dietary behaviors or issues and academic achievement.

## Connections between food and performance:

**Issue:** Participation in a school breakfast program

**Outcomes:** Increased academic grades and standardized test scores; reduced absenteeism; and improved cognitive performance

**Issue:** Skipping breakfast

**Outcome:** Decreased cognitive performance

**Issue:** Lack of adequate consumption of healthy foods

**Outcome:** Lower grades

**Issue:** Deficits in specific nutrients

**Outcomes:** Lower grades and higher rates of absenteeism and tardiness

**Issue:** Insufficient food intake

**Outcome:** Lower grades; higher rates of absenteeism; repeating a grade; inability to focus

In addition to these food-related issues, the CDC has found that the more soda pop students drink, the lower their grades.

[www.cdc.gov/healthyschools/health\\_and\\_academics/pdf/2014\\_8\\_29\\_health-academics\\_508tagged.pdf](http://www.cdc.gov/healthyschools/health_and_academics/pdf/2014_8_29_health-academics_508tagged.pdf)

## Brain food for kids

Starting the day with a healthy meal is essential for school success. WebMD has the following healthy food tips for kids:

- **Twenty-five percent of daily calories should come from breakfast.** Low-carb, high-protein foods, such as oatmeal, whole wheat toast and eggs are good choices. Calcium is important, so the meal should include milk to drink or with cereal. Yogurt and fruit are also healthy options. Be sure to look for low-sugar brands.



## Resources for Families

- **Inadequate water can make students feel tired and less alert.** Offer children water with every meal. Busy kids can get dehydrated. Water keeps their brains functioning well and is a better option for health and protection against sugary drinks on teeth enamel.
  - **Fish supplies great food for the brain.** Fish with omega-3 oil found in fish may be beneficial to brain health and function. Try to offer children one serving per week of salmon, sardines or tuna.
  - **Iron can help kids learn.** A lack of iron can affect concentration and increase feelings of fatigue. Most balanced diets provide enough of the required daily allowance of iron. Iron can be found in red meat, oily fish, eggs, some cereals and leafy green vegetables. Citrus fruits can help improve iron absorption. Children should never be given iron supplements without a recommendation from a physician.
  - **Eat a rainbow.** Students who eat a variety of fruits and vegetables are more likely to get enough **vitamins** and minerals that contribute to health and school success. Offer a range of fruits and vegetables. Cut them up and serve with dip, cook them into foods, and make smoothies.
  - **Avoid sugar.** One study found that children who eat a high-sugar diet at age three have a lower IQ at age eight. Junk food is hard to avoid, but there is growing evidence that it is harmful to students' health and intelligence. <http://bit.ly/IQAtG9>
  - One portion of lean protein, such as chicken, ham, tuna, eggs, beans or lentils.
  - Lots of fruit and vegetables. Remember to make it colourful.
  - One portion of dairy, such as milk, cheese or yogurt.
  - Plenty to drink. Aim for non-sugar beverages. Water is best.
- Nutritionists suggest offering a variety of foods to keep students interested. Think beyond sandwiches. Homemade soup, salads and leftovers from dinner can be good options. But be careful of food temperatures. Pack foods that can wait, unrefrigerated, until lunch time. <https://bit.ly/1QEnQji>

### Suggestions for a healthy lunch

Combine food from these categories when you pack your child's lunch:

- One portion of starchy food, preferably whole grain or whole wheat. If your child only eats white bread, try to compromise by making a sandwich with one slice of white and wheat.

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The Advocate: Volume 3 - Issue 15

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PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA



# THE ADVOCATE

MAY 2016

## Spring General Assembly 2016

The Public School Boards' Association of Alberta is pleased to announce that our 2016 Spring General Assembly Program, *A Celebration of Public School Education in Alberta: Every day heroes in the lives of our Students* begins the evening of Friday 03 June 2016 and will conclude at noon on Sunday 05 June 2016. Our Spring General Assembly will be hosted at the Sheraton Red Deer Hotel, 3310 – 50th Ave., Red Deer, AB.

Registration closes Friday 20 May 2016 at 5:00 p.m.

[View our Program](#)

[Register now!](#)

**Spring General Assembly: Developing Student Voice**

Please see an important video message from President Hrynyk, Public School Boards' Association of Alberta and Tyler Waye, Facilitator, regarding the Association's *Developing Student Voice Program*. You may view the video message by clicking the link below.

We are very pleased to welcome Student Leaders to our *2016 Spring General Assembly* and have created an exciting *Student Voice Program* as part of our *2016 Spring Assembly Program*. Member Boards are encouraged to bring Student Representatives to our *Spring Assembly*. Please register your Student Leaders by accessing the link below, please also find a Liability Waiver form below that **MUST** be completed and uploaded when registering.

[Video message](#)

[Register now!](#)

[Liability Waiver Form](#)

## Provincial GSA Coordinator

Lauren Alston is the Provincial GSA Coordinator for Alberta, a new position within the Institute for Sexual Minority Studies and Services (iSMSS) at the University of Alberta in Edmonton. Lauren's role is to support students, teachers, and admin in the formation & maintenance of alliance clubs between straight and sexual & gender minority (SGM) students in K-12 schools throughout Alberta. The alliance clubs are often known as Gay-Straight-Alliances (GSA's) or Queer-Straight-Alliances (QSA's), however names may vary. Lauren is in the process of creating a network that tracks services for SGM students and staff in Alberta, with an emphasis on developing supports in rural communities. If Lauren is unable to locate resources close to your community, she will either visit your school or connect you with workshops that can travel to you! The ultimate goal of the GSA Coordinator is to foster student

leadership within their schools and communities with the purpose of creating safer and more inclusive spaces.

If you would like information, support, or resources regarding GSA/QSA's you are welcome to contact Lauren by email at [lalston@ualberta.ca](mailto:lalston@ualberta.ca) or by phone at (780) 492-0766.

## Other news


### Government & MLA Contacts

If you need the contact information for Premier Notley, Cabinet or any MLAs, just click [here](#).

### Public School Boards' Association's Four Year Calendar

Our [Four Year Calendar](#) provides you with an outline of our Upcoming Events for 2016 - 2019.

## Sponsors



If you have unionized employees and require the services of an expert labour relations professional, get in touch for a free consultation.

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# Secretary-Treasurer's Report

## May 27, 2016

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School Jurisdiction Code: 1280  
 STATEMENTS OF OPERATIONS  
 For the Period Ending April 30, 2016 (in dollars)

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual YTD Apr 30 2015-2016	Budget 2015-2016 June Approved	Budget 2015-2016 Nov. Revised	Balance to be received or spent
<b>REVENUES</b>							
Alberta Education	\$37,700,087	\$38,136,250	\$39,642,357	\$23,178,924	\$35,134,527	\$37,358,938	\$11,955,603
Other - Government of Alberta	\$966,929	\$774,716	\$477,229	\$374,230	\$930,824	\$930,824	\$556,594
Federal Government and First Nations	\$20,862,392	\$20,838,515	\$22,880,096	\$18,010,481	\$22,175,563	\$22,486,874	\$4,165,082
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$556,887	\$1,162,953	\$1,160,007	\$2,492,424	\$3,822,439	\$1,329,483	\$1,330,015
Investment income	\$10,292	\$67,600	\$77,530	\$39,458	\$40,000	\$40,000	\$542
Gifts and donations	\$665,555	\$801,935	\$1,205,389	\$111,733	\$0	\$450,000	(\$111,733)
Rental of facilities	\$973,522	\$832,864	\$883,937	\$656,538	\$1,045,540	\$1,045,540	\$389,002
Fundraising	\$251,194	\$394,866	\$875,109	\$0	\$0	\$0	\$0
Gains (losses) on disposal of capital assets	\$156,458	\$200	\$94,037	\$157,285	\$0	\$0	(\$157,285)
Other revenue	\$0	\$0	\$0	\$238,889	\$1,014,417	\$0	\$775,528
<b>TOTAL REVENUES</b>	<b>\$61,743,256</b>	<b>\$63,009,899</b>	<b>\$65,995,631</b>	<b>\$45,259,963</b>	<b>\$64,163,310</b>	<b>\$63,641,659</b>	<b>\$18,903,347</b>
<b>EXPENSES</b>							
Certificated salaries	\$21,031,068	\$20,878,193	\$20,617,010	\$14,032,940	\$21,740,258	\$20,995,435	\$7,707,318
Certificated benefits	\$4,092,469	\$4,390,192	\$4,569,529	\$2,902,389	\$4,742,909	\$4,630,577	\$1,840,519
Non-certificated salaries and wages	\$13,282,741	\$12,583,969	\$13,408,813	\$9,018,990	\$12,976,830	\$13,089,026	\$3,957,839
Non-certificated benefits	\$2,916,648	\$2,805,020	\$2,968,222	\$2,078,587	\$3,214,034	\$3,309,589	\$1,135,447
<b>SUB - TOTAL SALARIES AND BENEFITS</b>	<b>\$41,322,920</b>	<b>\$40,657,288</b>	<b>\$41,563,574</b>	<b>\$28,032,907</b>	<b>\$42,674,030</b>	<b>\$42,024,627</b>	<b>\$14,641,124</b>
Services, contracts and supplies	\$15,450,160	\$16,819,764	\$17,667,159	\$10,142,415	\$16,946,083	\$17,007,445	\$6,803,668
Amortization of supported tangible capital assets	\$3,192,543	\$3,526,233	\$9,208,958	\$2,382,305	\$3,562,723	\$3,443,090	\$1,180,418
Amortization of unsupported tangible capital assets	\$1,609,872	\$2,232,457	\$1,700,256	\$822,632	\$1,208,944	\$1,208,400	\$386,312
Supported interest on capital debt	\$23,198	\$9,178	\$0	\$0	\$6,838	\$0	\$6,838
Unsupported interest on capital debt	\$433	\$216	\$0	\$0	\$324	\$0	\$324
Other interest and finance charges	\$29,008	\$2,430	\$954	\$2,027	\$38,000	\$41,137	\$35,973
Losses on disposal of tangible capital assets	\$67,735	\$52,002	\$22,935	\$0	(\$80,029)	\$0	(\$80,029)
Other expense	\$0	\$0	\$2,492,548	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$61,695,864</b>	<b>\$63,299,567</b>	<b>\$66,156,384</b>	<b>\$41,382,285</b>	<b>\$64,356,913</b>	<b>\$63,724,699</b>	<b>\$22,974,628</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$47,392</b>	<b>(\$289,668)</b>	<b>(\$160,753)</b>	<b>\$3,877,678</b>	<b>(\$193,603)</b>	<b>(\$83,040)</b>	<b>(\$4,071,281)</b>
<b>EXPENSES</b>							
Instruction	\$39,872,808	\$39,307,282	\$42,362,054	25,852,158.00	\$40,823,304	\$40,261,986	\$14,409,828
Plant operations and maintenance	\$9,696,288	\$11,647,020	\$11,576,495	\$7,343,467	\$10,646,054	\$10,401,915	\$3,058,448
Transportation	\$3,721,737	\$3,741,924	\$3,581,793	\$2,361,010	\$3,582,035	\$3,579,355	\$1,218,345
Administration	\$3,233,159	\$3,510,503	\$3,370,913	\$2,240,626	\$3,793,603	\$3,997,735	\$1,757,109
External services	\$5,172,972	\$5,092,839	\$5,266,129	\$3,585,024	\$5,511,916	\$5,483,708	\$1,898,684
<b>TOTAL EXPENSES</b>	<b>\$61,695,864</b>	<b>\$63,299,568</b>	<b>\$66,156,384</b>	<b>\$41,382,285</b>	<b>\$64,356,913</b>	<b>\$63,724,699</b>	<b>\$22,342,414</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$47,392</b>	<b>(\$289,668)</b>	<b>(\$160,753)</b>	<b>\$3,877,678</b>	<b>(\$193,603)</b>	<b>(\$83,040)</b>	<b>(\$3,439,067)</b>



Northland School Division  
Federal Accounts Receivable

Aged Summary

Months Outstanding	ACFN	Indian Education Authority	Mikisew	Peerless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
May-16	67,533.84		288,906.16	388,945.62	852,289.74	128,462.22	13,254.86	177,948.00	244,087.83	74,738.16	2,236,166.43
Apr-16	67,533.84		277,206.16	388,945.62	852,289.74	128,462.22	-	176,168.52	244,087.83	74,738.16	2,209,432.09
Mar-16			288,906.16							74,738.16	363,644.32
Feb-16			288,906.16							74,738.16	363,644.32
Jan-16			303,394.13						39,865.50	373,690.80	716,950.43
Dec-15			285,284.44					0.00			285,284.44
Nov-15			285,284.44					0.00			285,284.44
Oct-15								0.00			0.00
Sep-15								0.00			0.00
Aug-15	55,758.29		303,816.20	(183,564.29)	(0.00)	(47,838.56)		(95,090.87)	(117,006.68)		(83,925.91)
Jul-15											
Jun-15					36,450.26			0.00			36,450.26
May-15							0.50				0.50
Apr-15											
Mar-15			505,552.24								505,552.24
Feb-15			248,573.14								248,573.14
Jan-15			248,573.14				0.50				248,573.64
Dec-14			248,573.14								248,573.14
Nov-14											
Oct-14											
Sep-14											
Aug-14			222,000.60								222,000.60
Jul-14											
Jun-14			248,573.14					0.00			248,573.14
May-14											
Apr-14											
Mar-14											
Feb-14			24,073.60								24,073.60
Jan-14											
Sep-13	5,208.60										5,208.60
Feb-13									4,819.88		4,819.88
Sep-12		61,333.22									
Dec 2005 & older											
	196,034.57	61,333.22	4,067,622.85	594,326.95	1,741,029.74	209,085.88	13,255.86	259,025.65	415,854.36	672,643.44	8,230,212.52
Current	67,533.84		288,906.16	388,945.62	852,289.74	128,462.22	13,254.86	177,948.00	244,087.83	74,738.16	2,236,166.43
30 days	67,533.84		566,112.32	388,945.62	852,289.74	128,462.22		176,168.52	244,087.83	74,738.16	2,496,336.25
60 days			288,906.16							74,738.16	363,644.32
90 days			303,394.13					0.00	39,865.50	448,428.96	791,688.59
120 days			285,284.44					0.00		0.00	285,284.44
180 days			285,284.44					0.00		0.00	285,284.44
181 - 365	55,758.29		1,555,087.86	(183,564.29)		(47,838.56)	1.00	(95,090.87)	(117,006.68)	0.0	1,167,346.75
1 yr - 2 yr	5,208.60		494,647.34		36,450.26			0.00	4,819.88	0.00	541,126.08
Over 2 yr		61,333.22								0.00	61,333.22
Current	196,034.57	61,333.22	4,067,622.85	594,326.95	1,741,029.74	209,085.88	13,255.86	259,025.65	415,854.36	672,643.44	8,230,212.52
Long Term											
Total Aging	196,034.57	61,333.22	4,067,622.85	594,326.95	1,741,029.74	209,085.88	13,255.86	259,025.65	415,854.36	672,643.44	8,230,212.52

Accounts Receivable  
Federal Government and First Nations

Student Counts 15-16 Student Count Reg E.C.S.	Prior to & 2004/2005	Outstanding Aug-2012 2011/2012	Outstanding Aug-2013 2012/2013	Outstanding Aug-2014 2013/2014	Outstanding Aug-2015 2014/2015	Outstanding Mar-2016 2015/2016	Mths O/S	Total Outstanding	Monthly Billing	REG rate	ECS Rate
126	-	0.00	4,819.88	(0.00)	(117,006.68)	528,041.16	1.7	415,854.36	244,087.83	1,779.48	946.35
8	-	-	-	-	1.00	13,254.86	1.5	13,255.86	9,079.93	1,134.99	476.44
463	-	-	-	-	44,422.68	1,696,607.06	2.0	1,741,029.74	852,289.74	1,779.48	946.35
0	61,333.22	-	-	-	-	-	-	61,333.22	-	-	-
30	-	-	5,208.60	-	55,758.29	135,067.68	2.9	196,034.57	67,533.84	2,124.31	634.09
138	-	-	-	1,241,276.18	1,555,087.86	1,271,258.81	14.1	4,067,822.85	288,906.16	2,124.31	634.09
42	-	(0.00)	-	-	-	672,643.44	9.0	672,643.44	74,738.16	1,779.48	946.35
100	-	-	-	-	-	259,025.65	1.5	259,025.65	177,948.00	1,779.48	946.35
70	-	0.00	0.00	0.00	(47,838.56)	256,924.44	1.6	209,085.88	130,241.70	1,779.48	946.35
209	-	(0.00)	0.00	0.00	(183,564.29)	777,891.24	1.5	594,326.95	388,945.62	1,779.48	946.35
1184											
81											
<b>Total Outstanding</b>		<b>(0.00)</b>	<b>10,028.48</b>	<b>1,241,276.18</b>	<b>1,306,860.30</b>	<b>5,610,714.34</b>		<b>8,230,212.52</b>			

Bigstone Cree  
Bigstone Cree  
Bigstone Cree

Career Pathways/Calling Lk Outreach  
Adj. Sep-Dec 2015  
Feb 2016

1,525,991.41

Bigstone #'s does not include Career Pathways  
Career Pathway is being paid by CEU's earned by the students  
Lialson - Bigstone Cree  
Lialson - Mikisew paid by INAC

## BOARD OF TRUSTEES

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PROPOSED EDUCATION PARTNERSHIP WITH BIGSTONE CREE  
FIRST NATION AND NORTHLAND SCHOOL DIVISION NO. 61 IN  
CONTRACT WITH THE UNIVERSITY OF CALGARY

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
--------------------

That the Board of Trustees receive as information a draft education partnership proposal between Bigstone Cree First Nation, Northland School Division No. 61 and the University of Calgary.
--

\*\*\*\*\*

**BACKGROUND:** On Friday, May 13, 2016, representatives from Bigstone Cree First Nation, Northland School Division No. 61, Treaty 8 First Nations of Alberta, Calling Lake Representative and University of Calgary at Treaty 8 offices in Edmonton.

This meeting was organized to discuss the potential of a five year partnership aimed at improving educational outcomes for all students.

The attached proposal outlines three specific strategies for educational change – each with its own budget estimates. Research methods will honour community values, traditions and history.

**PROPOSED  
PARTNERSHIP  
PROJECT:**

Proposed Strategies for Change and the Associated Budgets:

Building leadership and teacher capacity – to better meet the needs of students through improved teaching practice, build leadership capacity and improve positive relationships with school stakeholders. Three year budget = \$750,000

Building Youth Leadership Capacity within the community – Using the successes of the Werklund Youth Leadership Centre, create a program that will empower and inspire community youth. Three year budget = \$300,000 includes one youth international symposium.

Increasing the number of First Nation teachers through Community-based Bachelor of Education Program – a blended delivery model whereby students will be able to remain in their community for most of their studies. There is an expectation that students attend on-campus study for two weeks each year. Budget costs = \$175,000 (based on four full-time students over a four year degree program)

Finally, there is an estimated three year budget for travel, accommodations and other associated costs of \$150,000.

**Total project costs over three years is \$1.375 million**



# Proposed Education Partnership with Bigstone Cree First Nation

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The proposed project with Bigstone Cree First Nation and Northland School Division is the first stage of a long-term commitment to partner with Treaty 8 First Nations of Alberta in support of their vision to transform education for Indigenous students in the province. Through working in close partnership with communities that are highly motivated to develop long-term education solutions, and researching what works, we will develop a prototype that can be adapted to different community settings. Over time, our goal is to support many communities in achieving their education aspirations, and in the process change perceptions, policy and investment models to secure long-term change for Indigenous education in Canada.

Through working in partnership with the community, philanthropic partners and government, we will strive to address underlying issues that impact education, engagement and aspirations for Indigenous students. Our focus will be on creating sustainable change through working over a number of years, building local capacity both on-reserve and in regional schools, and creating a strong foundation for long-term growth. This will be achieved through a series of specific activities, each with clearly identified budget, milestones and performance indicators. Research findings will be regularly reviewed and applied to ensure that strategies are working effectively, or adapted as required.

Working with the community and regional education stakeholders, we will:

- Implement solutions to address the underlying causes of low student engagement, attendance and completion rates;
- Build capacity of regional schools to meet the needs of diverse learners effectively, thereby lifting academic outcomes;
- Create positive intergenerational experiences that also foster a sense of cultural pride, strengthen identities and build a sense of relevance around education;
- Empower youth to become leaders in their communities, locally, regionally and internationally;
- Grow the number of highly qualified Indigenous teachers who are committed to remaining in the community as leaders and educators through the Community-based Bachelor of Education program;
- Advance Indigenous education research at Werklund School of Education.

The activities described in this proposal are planned over a five year period, commencing September 2016 (subject to funding). The success of this initiative is dependent on sustained engagement over a number of years, in order to develop a comprehensive plan in close collaboration with the community and regional education stakeholders, and to effect systemic change.

Bigstone Cree First Nation is a small community with both an on-reserve school serving K- 6 students, and two off-reserve schools serving older primary and secondary school students. The community is seeking partners who will help to transform education in their community. Over recent months, we have met with community and education stakeholders in the region to identify key issues that must be addressed, in order to move forward with a comprehensive plan for strengthening education outcomes for all students.

We have identified a number of strategies to address issues faced by schools and students in this community. Each of these strategies will be developed in partnership with the community and regional education stakeholders, with clearly identified objectives and measurable outcomes. We are committed to accountability to the community, stakeholders and supporters at every project stage. Each strategy and associated activity is described below, with budget estimates to sustain the activity over a five year period. Working over a sustained period not only builds a strong foundation for sustained change at a community level, it also enables meaningful measurement to be undertaken that can inform project development with other communities based on our findings.

Three key strategies for change, with associated budget estimates, are outlined below. Budgets are specific to the project with Bigstone Cree First Nation; which is part of a larger partnership with Treaty 8 First Nations of Alberta. Associated research will be designed in close collaboration with the community, to ensure research methodology and objectives are consistent with community values and goals, and achieve the endorsement and participation necessary to be successful.

### **Building leadership and teacher capacity in regional schools**

**Total project cost \$750,000 over three years**

A key strategy is to work with schools within the region to build their capacity to better meet the needs of Indigenous learners and foster positive relationships with parents and community. Our team has a proven track record of working with marginalized communities and schools to build leadership capacity and teaching expertise that benefits all students. We will develop a tailored plan for professional learning opportunity, delivered on-site in each school, with associated research being undertaken to develop our understanding in how to effectively support students and teachers in regional and remote schools.

### **Indigenous Youth Leadership Development**

**Total project cost \$300,000 for three annual events**

Building on our Youth Leadership focus at Werklund Youth Leadership Centre, and powerful Indigenous youth leadership initiatives, we will create a program of youth leadership development and annual events that empower Indigenous youth to become leaders in their own communities, while also connecting to the growing global community of youth leaders. At least one symposium over this three year project will bring representatives from Bigstone Cree First Nation together with other Indigenous youth leaders from across British Columbia, Alberta, Saskatchewan and the Northwest Territories as well as representatives from the United States, Mexico, Australia and New Zealand. Each year, the symposium will inspire youth through exploring shared issues and creating solutions for things that impact them in their communities.

**Growing the number of highly qualified Indigenous and regional teachers through Community-based Bachelor of Education Program**

**Total project cost \$175,000 (based on four full-time students over a four year degree program).**

Regional and rural schools often struggle to attract and retain qualified, experienced teachers, and for Indigenous communities, this problem is amplified by funding inequities between federal and provincial systems. Too often, these schools can only attract inexperienced teachers, who tend to stay in the community for a short time. Growing the number of Indigenous teachers who are committed to remaining in community and have relevant cultural backgrounds will not only contribute to the sustainability of positive change in education for Indigenous communities—these teachers will also become leaders in their communities and in the education sector. The Community-based Bachelor of Education Program has generated considerable interest from Indigenous communities, including Bigstone Cree First Nation. Through a blended delivery model, students will be able to take most of their degree while remaining in the community. In addition to addressing significant transition issues faced by many Indigenous students from regional and remote areas due to moving away to study, the blended delivery model will also enable people who are committed to making positive change in their communities continue to contribute to the program. Awards will be provided to students to cover travel and accommodation for the two week period on campus each year, with additional funds made available to support community-based mentors and upgrades to e-learning facilities as required.

**Research- as designed in collaboration with the community.**

**Estimated budget to support travel, accommodation and associated costs over three years: \$150,000**

**Total project cost over three years: \$1, 375,000**



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: ASEBP PREMIUM RATE NOTIFICATION**

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**ORIGINATOR: PERSONNEL COMMITTEE MEETING**

<b><i>INFORMATION ITEM</i></b>
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Every May, ASEBP provides a report to all jurisdictions outlining the factors that will affect premium rates for the coming year. These factors include claims experience of the pool, market conditions and forecasted benefit usage for the coming year.

NSD's Level 1 (paid premiums, paid claims and pay loss ratio) and Level 2 (extended disability benefits-EDB) usage both significantly exceed the incurred/paid loss ratios.

Our Life Insurance, EDB and Accidental Death & Dismemberment current 2015/2016 incurred loss ratio is 148.8%, and is projected to increase to 158.4% next year. This will result in a 25% surcharge for these benefit charges.

In the meantime our Extended Health Care, Dental Care and Vision Care paid loss ratio is currently 66.5% and projected to increase to 76.5% next year. This will result in a 10% discount for these benefit charges

An analysis and recommendations follows.

## NSD ASEBP LEVEL 1 & 2 ANALYSIS

The Level 1 report is based on a three-year average paid loss ratio. Paid loss ratios are calculated by paid premiums; however, it is important to note that a breakeven incurred loss ratio (not including administration cost) is approximately 92%. So NSD's loss ratio of 99.58% is seen as significant.

### Paid Loss Ratio Summary

<u>Benefit</u>	<u>Paid Premiums</u>	<u>Paid Claims</u>	<u>Paid Loss Ratio</u>
Extended Health	\$2,387,375	\$1,645,286	68.92%
Dental	\$1,673,406	\$1,277,034	76.31%
Vision	\$ 259,594	\$ 207,137	79.79%
Extended Disability	\$1,925,198	\$2,915,931	151.46%
Life	\$ 343,497	\$ 186,788	54.38%
<b>2013-2015 TOTAL</b>	<b>\$6,589,070</b>	<b>\$6,232,176</b>	<b>98.58%</b>

The Level 2 report digs deeper into the composition of NSD staff and their use of benefits. Important elements to consider include:

NSD is similar in demographics to other jurisdictions in the ASEBP pool where the staff is predominantly female and under the age of 55

- NSD's overall EDB claim has increased significantly in 2015, reaching a 5-year high in 2015.
- NSD has an increasing number of open EDB claims since 2011. Of those NSD staff covered under EDB benefits compared to the ASEBP pool average:
  - 77.2% are female compared to 75.7%
  - 41.3% are teachers compared to 69.4% and
  - 69.4% are under the age of 55 compared to 81.9%
- NSD's paid loss ratio has risen to 134.2% and the incurred loss is 168.2%
- NSD has consistently greater proportion of physical claims (63.3%) compared to psychological claims (36.7%)

### Recommendation

NSD needs to become proactive in supporting staff and work to identify early issues and concerns regarding staff health. It is recommended that NSD:

- Meet with Quality of Work Life to open dialogue with the local ATA about the concerns being presented in the ASEBP report.
- Work with the ATA Local to develop and implement strategies to further support staff, such as an attendance management system.

**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: BY-ELECTION UPDATE**

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**ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE**

**INFORMATION**

That the Board of Trustees receive as information the by By-election update for the Desmarais Local School Board as follows:

Nomination Day was held on May 3, 2016 in the community of Wabasca for the two vacancies for the Desmarais Local School Board Committee. One set of papers were received on May 3, 2016 and then Nomination Day remained open for 6 consecutive days, until May 10, 2016 (as per *Section 31 of the Local Authorities Election Act*) at which time a second set of nomination papers were received to fill the two vacancies. Both candidates were acclaimed.

The new LSBC Members are:

**Desmarais - 2 vacancies - 2 nomination paper received - Acclaimed**  
Silas Yellowknee  
Fay Cardinal





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** COPIER CONTRACT UPDATE

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**ORIGINATOR:** FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE

<b>INFORMATION</b>					
That the Board of Trustees receive as information the copier contract update as follows:					
Cost Saving Comparison					
2011	2012	2013	2014	2015	2016
\$317,506	\$285,323	\$302,372	\$319,877	\$332,312	\$228,724 ytd, projected to be \$286,000
2016 numbers include lease returns, so numbers may be affected by credits received returning used equipment. Some delays in implementing copier cards may have caused more copies being made than with cards. Original presentation contained training of teachers by it staff (which hasn't happened, as there has been no it coach for the past two years) to reduce the use of paper.					
2016-2017 will be a better indicator of the success of the project.					
*****					
<b>CURRENT SITUATION:</b> Colin Kelly, Official Trustee requested Trudy Rasmuson, Secretary-Treasurer bring to the May Board Meeting, a cost saving comparison with the new copier contract.					



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: LIST OF ACRONYMS**

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That the Board of Trustees receive as information a list of acronyms, as attached.

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## NORTHLAND SCHOOL DIVISION NO. 61 ACRONYMS

ACV	Aboriginal Content Validation	
AI	Alberta Infrastructure	
AISI	Alberta Initiative for School Improvement	
ARCQE	Alberta Research Consortium for Quality Education	
AERR	Annual Education Results Report	
AOTC	Assembly of Treaty Chiefs	
ASBA	Alberta School Boards Association	
ASEBP	Alberta School Employee Benefit Plan	
	EAS	Experience Adjustment System
	EDB	Extended Disability Benefits
	EDB-NS	EDB Non-Surcharge Pool
	EDB-S	EDB Surcharge Pool
	RITE	Retirement Incentive for Teachers and Employees
ASBOA	Association of School Business Officials of Alberta	
ASETS	Aboriginal Strategies Employment Training Services	
ATA	Alberta Teachers Association	
ATC	Athabasca Tribal Council	
CASS	College of Alberta School Superintendents	
CCES	Conklin Community Enhancing Society	
CEFPI	Council of Facility Planners International	
CEP	Community Enhancement Program	
CEU	Credit Enrollment Unit	
CTS	Career and Technology Strand	
DDC	Direct Digital Control (Computerized heating and air handling controls)	
DLT	Division Leadership Team	
ERP	Enterprises Resource Planning Software	
ESA	Education Services Agreements	
EYE	Early Years Evaluation	
FMT	Finance Maintenance Transportation	
FNMI	First Nation Métis & Inuit	
HVAC	Heating Ventilation & Air Conditioning (Air Handling Units)	

IMR	Infrastructure Maintenance Renewal Program
INAC	Indigenous and Northern Affairs Canada
IT	Information Technology
KCEC	Kapaskwatinak Cultural Educational Centre
KKP	Kweskipta Kipimatsowin Program
KTC	Kee Tas Kee Now Tribal Council
LSBC	Local School Board Committee
MD	Municipal District
MFWHSR	Moving Forward With High School Redesign
NLC	Northern Lakes College
NSD	Northland School Division No. 61
OH & S	Occupational Health and Safety
OPK	Oski Pasikoniwew Kamik
OSLI	Oil Sands Leadership Initiative
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Tests
PMR	Principal Monthly Report
PO&M	Plant Operations & Maintenance (Costs or revenues related to facility maintenance)
PSBA	Public School Boards Association
PTR	Pupil Teacher Ratio
PUF	Program Unit Funding
RAP	Registered Apprenticeship Program
RCSD	Regional Collaborative Service Delivery
RFP	Request for Proposal
RFQ	Request for Qualifications
RTU	Roof Top Unit
SCCM	System Center Configuration Manager
SLA	Student Learning Assessments
SWALE	Shallow-sided, sloped channels intended for the conveyance of surface runoff towards the nearest street, lane, or ditch
TEBA	Teachers Employer Bargaining Association
TLE	Treaty Land Entitlement

WWAH	When We Are Healthy
YAP	Youth Apprenticeship Program





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: MAY 27, 2016**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PAYMENT OF ACCOUNTS

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**ORIGINATOR** TRUDY RASMUSON, SECRETARY-TREASURER

<b>INFORMATION ITEM</b>
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Attached is a list of accounts approved for payment in accordance with Board Motion 11329/82 and 11515/82 – 11517/82 inclusive.
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**Pay Period:** April 1, 2016 - , April 30, 2016



## N O R T H L A N D   S C H O O L   D I V I S I O N

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SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: 01-Apr-2016 TO END DATE: 30-Apr-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
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COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Apr-2016 AND 30-Apr-2016						
0221000001	0001	0000298281	868	ABORIGINAL MULTI-MEDIA SOCIETY	07-Apr-16	672.00
0221000002	0001	0000298282	1767	ALBERTA ELEVATING DEVICES AND AMUSEMENT	07-Apr-16	115.40
0221000003	0001	0000298283	353	ALBERTA TEACHERS ASSOCIATION	07-Apr-16	303.57
0221000004	0001	0000298284	447	ALL WEST GLASS - PR	07-Apr-16	691.35
0221000005	0001	0000298285	8781	AUGER, CINDY L.	07-Apr-16	214.14
0221000006	0001	0000298286	8417	AUGER, KEVIN S.	07-Apr-16	786.28
0221000007	0001	0000298287	9319	BOX CLEVER	07-Apr-16	105.00
0221000008	0001	0000298288	10590	CALAHESON, RUTH	07-Apr-16	2,100.00
0221000009	0001	0000298289	402	CANADA BREAD WEST(MCGAVINS) #4065	07-Apr-16	49.36
0221000010	0001	0000298290	346	CANADA WIDE	07-Apr-16	811.98
0221000011	0001	0000298291	6065	CARDINAL, ESTHER	07-Apr-16	82.00
0221000012	0001	0000298292	EM11960	CARDINAL, LORRAINE C.	07-Apr-16	104.00
0221000013	0001	0000298293	6976	COURTOREILLE, KIM	07-Apr-16	200.00
0221000014	0001	0000298294	5287	DIRECT ENERGY REGULATED SERVICES	07-Apr-16	5,631.62
0221000015	0001	0000298295	10492	EBEN CONSTRUCTION LTD	07-Apr-16	525.00
0221000016	0001	0000298296	7540	EDUCATION LOGISTICS INC	07-Apr-16	1,922.52
0221000017	0001	0000298297	10158	FLEETCOR CANADA MASTERCARD	07-Apr-16	1.51
0221000018	0001	0000298298	7235	FLETT, DOUG	07-Apr-16	278.30
0221000019	0001	0000298299	693	FRESON BROS. (HP)	07-Apr-16	277.15
0221000020	0001	0000298300	4816	G.B. TRUCK & DIESEL LTD. (PR)	07-Apr-16	294.84
0221000021	0001	0000298301	10591	GRACE ARCHITECTURE INC.	07-Apr-16	9,354.91
0221000022	0001	0000298302	699	GREYHOUND COURIER EXPRESS	07-Apr-16	48.31
0221000023	0001	0000298303	3100	GUILD, ROBIN	07-Apr-16	200.00
0221000024	0001	0000298304	10589	HIGHLANDER COUNSELLING & MEDIATION	07-Apr-16	5,557.78
0221000025	0001	0000298305	10482	INTEGRA TIRE PEACE RIVER	07-Apr-16	171.61
0221000026	0001	0000298306	5741	LEARNING NETWORK EDUCATIONAL SERVICES	07-Apr-16	250.00
0221000027	0001	0000298307	111	MCGRAW-HILL RYERSON LIMITED	07-Apr-16	259.88
0221000028	0001	0000298308	10562	MERCER, JOHN	07-Apr-16	245.00
0221000029	0001	0000298309	10419	MOBERLY, ANNIE	07-Apr-16	107.00
0221000030	0001	0000298310	373	NORTH EAST GAS CO-OP	07-Apr-16	356.07
0221000031	0001	0000298311	10396	NORTHERN AIR CHARTER (P.R.) INC	07-Apr-16	5,219.40
0221000032	0001	0000298312	1990	NOSKIYE, ROSEMARIE	07-Apr-16	321.00
0221000033	0001	0000298313	10588	PASZKOWSKI, RYCHARD	07-Apr-16	1,255.12
0221000034	0001	0000298314	455	PEACE RIVER HOME CENTRE INC.	07-Apr-16	952.12
0221000035	0001	0000298315	9411	PEDERSON, JEN	07-Apr-16	40.32
0221000036	0001	0000298316	5825	PITNEYWORKS	07-Apr-16	4,200.00
0221000037	0001	0000298317	9272	POSITIVE BEHAVIOR SUPPORT, INC	07-Apr-16	4,586.00
0221000038	0001	0000298318	7668	REGISTRATIONS ARE US	07-Apr-16	31.50
0221000039	0001	0000298319	2277	REVENUE CANADA	07-Apr-16	14,905.57
0221000040	0001	0000298320	1646	RIDSDALE, LORRAINE	07-Apr-16	274.60
0221000041	0001	0000298321	3466	SHAJACHAN HOLDINGS LTD	07-Apr-16	3,757.10
0221000042	0001	0000298322	605	SOUTH PEACE NEWS	07-Apr-16	309.75
0221000043	0001	0000298323	8951	STANDARD LIFE	07-Apr-16	1,119.52
0221000044	0001	0000298324	10584	SUMMIT CHEV GMC CADILLAC BUICK LTD	07-Apr-16	391.60
0221000045	0001	0000298325	8	TELUS COMMUNICATIONS INCORPORATED	07-Apr-16	12,676.63
0221000046	0001	0000298326	6094	THE NORTH WEST COMPANY	07-Apr-16	317.85
0221000047	0001	0000298327	7004	TRYUS MOVING & STORAGE LTD	07-Apr-16	189.00
0221000048	0001	0000298328	3344	TULLOCH, BRENDA	07-Apr-16	158.40
0221000049	0001	0000298329	634	UFA CO-OPERATIVE LIMITED	07-Apr-16	53.25

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 25-May-2016 08:37 AM

SUMMARY - ISSUED CHEQUE REPORT

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0221000050	0001	0000298330	10574	VALLEY TRAFFIC SYSTEMS	07-Apr-16	27.83
0221000051	0001	0000298331	10555	VILLENEUVE, FRAN	07-Apr-16	214.00
0221000052	0001	0000298332	812	WASTE MANAGEMENT	07-Apr-16	1,668.70
0221000053	0001	0000298333	79	XEROX CANADA LTD.	07-Apr-16	43,086.57
0221000054	0001	0000298334	5480	XPLOARNET COMMUNICATIONS INC	07-Apr-16	161.69
0221000055	0001	0000298335	8867	YELLOWKNEE, ALBERT	07-Apr-16	200.00
0221000056	0001	0000298336	3236	YELLOWKNEE, DONNA	07-Apr-16	107.00
0221ET0001	0001	*****	8663	AIR LIQUIDE CANADA INC	07-Apr-16	33.80
0221ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	07-Apr-16	7,335.03
0221ET0003	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	07-Apr-16	10,635.55
0221ET0004	0001	*****	3803	ANDERSON, JENNIFER	07-Apr-16	700.00
0221ET0005	0001	*****	5580	ANDERSON, TAMMY LYNN	07-Apr-16	700.00
0221ET0006	0001	*****	9287	ARMSTRONG'S COMMUNICATION LTD	07-Apr-16	144.74
0221ET0007	0001	*****	5882	AXIA SUPERNET LTD.	07-Apr-16	23,009.70
0221ET0008	0001	*****	EM11947	BABEY, SUSAN	07-Apr-16	226.44
0221ET0009	0001	*****	9370	BRUSTER P.H.C.LTD.	07-Apr-16	31,993.90
0221ET0010	0001	*****	831	CARLSON, VIOLET	07-Apr-16	241.31
0221ET0011	0001	*****	9506	CCI WIRELESS	07-Apr-16	69.29
0221ET0012	0001	*****	10463	CHYCHUL, NICOLE	07-Apr-16	700.00
0221ET0013	0001	*****	EM18313	COLE, LILY	07-Apr-16	1,270.08
0221ET0014	0001	*****	4189	COLVILLE, CRYSTAL	07-Apr-16	227.97
0221ET0015	0001	*****	4544	COX, DAVID	07-Apr-16	1,140.00
0221ET0016	0001	*****	7539	DUNLEAVY, ELIZABETH	07-Apr-16	768.17
0221ET0017	0001	*****	1608	FORT MCKAY SCHOOL STUDENT COUNCIL	07-Apr-16	19,700.00
0221ET0018	0001	*****	10144	FOURNIER, DONNA	07-Apr-16	700.00
0221ET0019	0001	*****	8744	GFS PRAIRIES INC	07-Apr-16	4,486.57
0221ET0020	0001	*****	27	HALFORDS	07-Apr-16	137.52
0221ET0021	0001	*****	8523	HALTER'S AUTOMOTIVE	07-Apr-16	137.03
0221ET0022	0001	*****	EM11765	HAROLDSON, LEE	07-Apr-16	40.77
0221ET0023	0001	*****	9378	HERMAN, MICHELLE	07-Apr-16	700.00
0221ET0024	0001	*****	7968	HOULE, ANN	07-Apr-16	107.00
0221ET0025	0001	*****	8106	HUNT, DOROTHY JOYCE	07-Apr-16	340.00
0221ET0026	0001	*****	EM10068	JOUDREY, BRUCE	07-Apr-16	197.88
0221ET0027	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	07-Apr-16	15,477.58
0221ET0028	0001	*****	10454	L'HIRONDELLE, MATTHEW	07-Apr-16	700.00
0221ET0029	0001	*****	9377	LABOUCANE, CYNTHIA	07-Apr-16	700.00
0221ET0030	0001	*****	443	LADERROUTE, BARBARA MS.	07-Apr-16	944.96
0221ET0031	0001	*****	9095	LADERROUTE, RANDI	07-Apr-16	700.00
0221ET0032	0001	*****	EM18460	LADERROUTE, SHELLY	07-Apr-16	25.50
0221ET0033	0001	*****	8255	LAMBTON, PATRICK	07-Apr-16	15.00
0221ET0034	0001	*****	7875	MARSHALL, PAULINE	07-Apr-16	700.00
0221ET0035	0001	*****	347	MCMURRAY AVIATION	07-Apr-16	2,260.88
0221ET0036	0001	*****	4577	MOBERLY, ALICE	07-Apr-16	450.00
0221ET0037	0001	*****	10086	NANOCH, JENNIFER	07-Apr-16	687.24
0221ET0038	0001	*****	30	NELSON EDUCATION LTD.	07-Apr-16	344.41
0221ET0039	0001	*****	3794	PAHLKE, GORDON & LINDA	07-Apr-16	392.82
0221ET0040	0001	*****	10076	PRAIRIE DISPOSAL LTD.	07-Apr-16	231.00
0221ET0041	0001	*****	10126	RASMUSON, TRUDY	07-Apr-16	338.61
0221ET0042	0001	*****	4587	RECOVERY AUTOMOTIVE	07-Apr-16	4,390.26
0221ET0043	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	07-Apr-16	175.66
0221ET0044	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	07-Apr-16	323.73

## N O R T H L A N D   S C H O O L   D I V I S I O N

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SUMMARY - ISSUED CHEQUE REPORT

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START DATE: 01-Apr-2016 TO END DATE: 30-Apr-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0221ET0045	0001	*****	EM18479	SINGH, ANSHUMALI	07-Apr-16	220.00
0221ET0046	0001	*****	7245	SINOTTE, RONNIE	07-Apr-16	333.20
0221ET0047	0001	*****	460	SOPER'S SUPPLY LTD.	07-Apr-16	189.60
0221ET0048	0001	*****	1448	STRANG, LINDA	07-Apr-16	732.51
0221ET0049	0001	*****	EM10185	SUTHERLAND, STEPHANIE	07-Apr-16	680.00
0221ET0050	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	07-Apr-16	7,726.87
0221ET0051	0001	*****	10512	TUCCARO, PAUL	07-Apr-16	1,400.00
0221ET0052	0001	*****	9295	TURPIN, CHRIS	07-Apr-16	981.00
0221ET0053	0001	*****	9003	TWEEDLE, JENNIFER	07-Apr-16	175.60
0221ET0054	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	07-Apr-16	388.92
0221ET0055	0001	*****	EM12430	VOGEL, KATHY	07-Apr-16	77.11
0221ET0056	0001	*****	751	WESCLEAN - (EDM)	07-Apr-16	8,013.97
0221ET0057	0001	*****	EM18236	WHITEHEAD, SHIRLEY	07-Apr-16	281.52
0221ET0058	0001	*****	10088	WILE, MICHELLE	07-Apr-16	481.77
0221ET0059	0001	*****	9349	WINDFALL BOOKS	07-Apr-16	307.28
0222ET0001	0001	*****	7693	ANDERSON BUSING	12-Apr-16	700.00
0222ET0002	0001	*****	10467	ANDERSON, AL RHEAL	12-Apr-16	700.00
0222ET0003	0001	*****	776	CHRISTENSEN BUSING	12-Apr-16	1,800.00
0222ET0004	0001	*****	2994	DESJARLAIS BUSES	12-Apr-16	4,000.00
0222ET0005	0001	*****	4884	NOSKEY BUS LINES	12-Apr-16	1,400.00
0222ET0006	0001	*****	2461	ORR, CHARLES	12-Apr-16	700.00
0223000001	0001	0000298337	5004	1176976 ALBERTA LTD.	14-Apr-16	64.26
0223000002	0001	0000298338	10022	1789135 AB LTD	14-Apr-16	50.50
0223000003	0001	0000298339	10542	A&R TRUCKING	14-Apr-16	4,357.50
0223000004	0001	0000298340	17	ALLMAR INC.	14-Apr-16	3,500.16
0223000005	0001	0000298341	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	14-Apr-16	42.14
0223000006	0001	0000298342	1289	B.G.E. SERVICE & SUPPLY LTD	14-Apr-16	177.44
0223000007	0001	0000298343	10572	BEST TRUCK STOP & WASH	14-Apr-16	189.00
0223000008	0001	0000298344	10024	BLUEWAVE ENERGY	14-Apr-16	2,537.01
0223000009	0001	0000298345	5086	BUDNEY'S MAINTENANCE SERVICES LTD	14-Apr-16	1,722.00
0223000010	0001	0000298346	2640	CALLING LAKE MOOSEHORN MARKET	14-Apr-16	289.98
0223000011	0001	0000298347	402	CANADA BREAD WEST(MCGAVINS) #4065	14-Apr-16	43.50
0223000012	0001	0000298348	346	CANADA WIDE	14-Apr-16	1,232.46
0223000013	0001	0000298349	6065	CARDINAL, ESTHER	14-Apr-16	100.00
0223000014	0001	0000298350	1394	CHRISTIAN, DORIS	14-Apr-16	107.00
0223000015	0001	0000298351	3438	CRYSTAL CLEAR WATER SALES	14-Apr-16	90.00
0223000016	0001	0000298352	9209	DALYN DISPOSALS LTD.	14-Apr-16	264.60
0223000017	0001	0000298353	5287	DIRECT ENERGY REGULATED SERVICES	14-Apr-16	1,306.90
0223000018	0001	0000298354	9526	DUCHARME, WALTER	14-Apr-16	107.00
0223000019	0001	0000298355	2490	ELIZABETH METIS SETTLEMENT	14-Apr-16	60.00
0223000020	0001	0000298356	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	14-Apr-16	415.73
0223000021	0001	0000298357	813	ESSO TASTY EXPRESS	14-Apr-16	30.25
0223000022	0001	0000298358	10597	GEORGE, DARREN	14-Apr-16	11.99
0223000023	0001	0000298359	10012	GOVERNMENT OF ALBERTA	14-Apr-16	67,552.81
0223000024	0001	0000298360	1227	GRANDE CACHE MOUNTAINEER	14-Apr-16	243.92
0223000025	0001	0000298361	699	GREYHOUND COURIER EXPRESS	14-Apr-16	72.24
0223000026	0001	0000298362	217	HIGH PRAIRIE ACE HARDWARE	14-Apr-16	30.48
0223000027	0001	0000298363	517	HIGH PRAIRIE TRUCK AND TRAILER LTD.	14-Apr-16	40.95
0223000028	0001	0000298364	4064	INSTITUTE FOR THE ADVANCEMENT OF ABORIGI	14-Apr-16	187.95
0223000029	0001	0000298365	5859	KIVA GROUP CORP.	14-Apr-16	3,665.97
0223000030	0001	0000298366	1360	LAMOUCHE, SHAUNA	14-Apr-16	214.00

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0223000031	0001	0000298367	425	MACDOUGALL, SUSAN	14-Apr-16	200.00
0223000032	0001	0000298368	10600	MERASTY, FLORENCE	14-Apr-16	849.37
0223000033	0001	0000298369	10553	MERCREDI, MISTI	14-Apr-16	162.72
0223000034	0001	0000298370	872	MODERN PAINT & DECOR LTD.	14-Apr-16	502.41
0223000035	0001	0000298371	2441	NATIVE REFLECTIONS	14-Apr-16	1,232.96
0223000036	0001	0000298372	9454	NEWCAP RADIO INC.	14-Apr-16	641.66
0223000037	0001	0000298373	10450	NORTH RAY EQUIPMENT SERVICES LTD	14-Apr-16	273.59
0223000038	0001	0000298374	2895	NORTHERN LAKES COLLEGE	14-Apr-16	40.00
0223000039	0001	0000298375	3415	OKEMOW, LAURIE	14-Apr-16	107.00
0223000040	0001	0000298376	1471	PEACE RIVER FORD SALES INC	14-Apr-16	2,883.79
0223000041	0001	0000298377	10599	PEARCE, JOE	14-Apr-16	551.00
0223000042	0001	0000298378	9288	PLS SECURITY	14-Apr-16	1,973.76
0223000043	0001	0000298379	7289	PRASHAD, SAVITRI	14-Apr-16	206.37
0223000044	0001	0000298380	1403	PUROLATOR INC	14-Apr-16	21.91
0223000045	0001	0000298381	349	RECEIVER GENERAL FOR CANADA	14-Apr-16	129,100.00
0223000046	0001	0000298382	7668	REGISTRATIONS ARE US	14-Apr-16	15.75
0223000047	0001	0000298383	9502	REVOLUTION CHEVROLET	14-Apr-16	1,525.01
0223000048	0001	0000298384	2409	RIMAR HOLDINGS LTD	14-Apr-16	77.81
0223000049	0001	0000298385	4233	ROGER'S AUTO	14-Apr-16	37.46
0223000050	0001	0000298386	51	RONA INC	14-Apr-16	208.24
0223000051	0001	0000298387	6054	SCHOOL SPECIALTY CANADA	14-Apr-16	793.01
0223000052	0001	0000298388	1843	WABASCA HOME HARDWARE	14-Apr-16	605.12
0223000053	0001	0000298389	10595	WESTERNONE RENTALS & SALES LP	14-Apr-16	9,135.00
0223000054	0001	0000298390	79	XEROX CANADA LTD.	14-Apr-16	69.29
0223ET0001	0001	*****	6907	ACCORD ANSWERING SERVICE	14-Apr-16	315.00
0223ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	14-Apr-16	21,544.32
0223ET0003	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	14-Apr-16	8,181.09
0223ET0004	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	14-Apr-16	3,224.00
0223ET0005	0001	*****	9129	ALLEN, CHEYNE	14-Apr-16	104.29
0223ET0006	0001	*****	8015	ANDREWS, MADELINE	14-Apr-16	37.00
0223ET0007	0001	*****	1996	ANZAC COMMUNITY SCHOOL	14-Apr-16	31.25
0223ET0008	0001	*****	9287	ARMSTRONG'S COMMUNICATION LTD	14-Apr-16	283.50
0223ET0009	0001	*****	EM10961	BADGER, JOE J.	14-Apr-16	600.00
0223ET0010	0001	*****	10107	BILYEA, JACKIE	14-Apr-16	107.00
0223ET0011	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	14-Apr-16	733.47
0223ET0012	0001	*****	9370	BRUSTER P.H.C.LTD.	14-Apr-16	4,303.64
0223ET0013	0001	*****	EM11462	CARDINAL, SOPHIE	14-Apr-16	100.00
0223ET0014	0001	*****	EM18168	CAVANAUGH, JANETTE	14-Apr-16	4,268.22
0223ET0015	0001	*****	38	CDI SPACES	14-Apr-16	5,057.85
0223ET0016	0001	*****	9329	CERETZKE, KERRI	14-Apr-16	124.20
0223ET0017	0001	*****	EM18313	COLE, LILY	14-Apr-16	532.32
0223ET0018	0001	*****	4189	COLVILLE, CRYSTAL	14-Apr-16	3,646.09
0223ET0019	0001	*****	925	CUNNINGHAM, LINDA	14-Apr-16	370.00
0223ET0020	0001	*****	8964	CYBERA INC.	14-Apr-16	590.63
0223ET0021	0001	*****	3489	DAUK, MARGARET	14-Apr-16	42.00
0223ET0022	0001	*****	8678	DT'S MAINTENANCE REPAIR & OVERHAUL	14-Apr-16	762.26
0223ET0023	0001	*****	10505	DUCHARME, ROLAND	14-Apr-16	700.00
0223ET0024	0001	*****	18	EDMONTON PUBLIC SCHOOLS	14-Apr-16	8.72
0223ET0025	0001	*****	EM10305	ETHIER, ASHLEY	14-Apr-16	52.07
0223ET0026	0001	*****	5244	EXECUTIVE ROYAL INN - WEST EDMONTON	14-Apr-16	161.54
0223ET0027	0001	*****	3193	FORT MCMURRAY HOME HARDWARE	14-Apr-16	6.28

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0223ET0028	0001	*****	529	FRESON BROS.	14-Apr-16	50.54
0223ET0029	0001	*****	6457	GAUCHIER, TEASA	14-Apr-16	171.36
0223ET0030	0001	*****	10040	GFL ENVIRONMENTAL INC	14-Apr-16	494.90
0223ET0031	0001	*****	8744	GFS PRAIRIES INC	14-Apr-16	12,618.00
0223ET0032	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	14-Apr-16	1,190.70
0223ET0033	0001	*****	10511	GRAY, DONA	14-Apr-16	700.00
0223ET0034	0001	*****	561	GRIMSHAW TRUCKING	14-Apr-16	93.41
0223ET0035	0001	*****	EM11201	HALCROW, CHRISTOPHER	14-Apr-16	270.00
0223ET0036	0001	*****	27	HALFORDS	14-Apr-16	3,501.44
0223ET0037	0001	*****	EM18498	HICKS(SINCLAIR), JANE	14-Apr-16	1,721.25
0223ET0038	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	14-Apr-16	14,643.00
0223ET0039	0001	*****	620	HOULE, JUNE	14-Apr-16	146.88
0223ET0040	0001	*****	8661	ION PRINT SOLUTIONS	14-Apr-16	217.16
0223ET0041	0001	*****	EM12806	JOHNSON, PATTY	14-Apr-16	131.28
0223ET0042	0001	*****	5826	L&P DISPOSALS	14-Apr-16	886.84
0223ET0043	0001	*****	EM11159	LADEROUTE, JOYCE	14-Apr-16	282.03
0223ET0044	0001	*****	10427	LASSARDO, RYAN	14-Apr-16	687.24
0223ET0045	0001	*****	EM18542	LEE-MORIN, JESSIE	14-Apr-16	500.00
0223ET0046	0001	*****	10008	MANITOULIN	14-Apr-16	84.09
0223ET0047	0001	*****	EM13362	MARTEN, MISSIE	14-Apr-16	735.63
0223ET0048	0001	*****	10502	MCKINLEY, ROBERT ALAN	14-Apr-16	700.00
0223ET0049	0001	*****	347	MCMURRAY AVIATION	14-Apr-16	904.72
0223ET0050	0001	*****	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	14-Apr-16	4,523.44
0223ET0051	0001	*****	EM11106	NAHACHICK, VINA	14-Apr-16	131.44
0223ET0052	0001	*****	10086	NANOOCH, JENNIFER	14-Apr-16	292.04
0223ET0053	0001	*****	30	NELSON EDUCATION LTD.	14-Apr-16	6,757.17
0223ET0054	0001	*****	5650	NORTHERN PLUMBING & HEATING	14-Apr-16	237.43
0223ET0055	0001	*****	3088	O'CONNOR, DANIELLE	14-Apr-16	45.84
0223ET0056	0001	*****	551	PARKER, BRYAN	14-Apr-16	218.66
0223ET0057	0001	*****	EM11200	PARKER, RAY	14-Apr-16	500.00
0223ET0058	0001	*****	7536	PEACE RIVER BROADCASTING CORP. LTD	14-Apr-16	772.80
0223ET0059	0001	*****	521	PEACE WAPITI SCHOOL DIVISION NO. 76	14-Apr-16	4,410.06
0223ET0060	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	14-Apr-16	339.61
0223ET0061	0001	*****	EM15194	PETLEY-JONES, ANNA	14-Apr-16	712.50
0223ET0062	0001	*****	9462	PHASAR ELECTRIC LTD.	14-Apr-16	10,625.74
0223ET0063	0001	*****	EM18268	PICHE, GENEVIEVE	14-Apr-16	200.00
0223ET0064	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	14-Apr-16	405.37
0223ET0065	0001	*****	249	PRAIRIE RIVER GAS CO-OP	14-Apr-16	4,262.47
0223ET0066	0001	*****	276	PRESSE COMMERCE	14-Apr-16	305.29
0223ET0067	0001	*****	10598	RAYDON RENTALS LTD	14-Apr-16	251.43
0223ET0068	0001	*****	9297	RECK, KIMBERLEY	14-Apr-16	311.26
0223ET0069	0001	*****	292	REIN, KENT	14-Apr-16	230.00
0223ET0070	0001	*****	3820	SAWAN, RANDALL	14-Apr-16	107.00
0223ET0071	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	14-Apr-16	863.28
0223ET0072	0001	*****	EM18322	SCARBOROUGH, RICK	14-Apr-16	210.00
0223ET0073	0001	*****	63	SHAW, BILL	14-Apr-16	107.00
0223ET0074	0001	*****	460	SOPER'S SUPPLY LTD.	14-Apr-16	736.44
0223ET0075	0001	*****	5181	SPARKSMAN TRANSPORTATION LTD.	14-Apr-16	24,205.68
0223ET0076	0001	*****	34	SPORTFACTOR INC.	14-Apr-16	989.90
0223ET0077	0001	*****	5413	STAN LADEROUTE CONSTRUCTION	14-Apr-16	1,200.00
0223ET0078	0001	*****	EM10373	STORMS, PATRICIA	14-Apr-16	384.76

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0223ET0079	0001	*****	EM10185	SUTHERLAND, STEPHANIE	14-Apr-16	265.00
0223ET0080	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	14-Apr-16	15,505.96
0223ET0081	0001	*****	EM10878	TESSIER, DONALD	14-Apr-16	785.00
0223ET0082	0001	*****	EM18309	TURPIN, WAYNE	14-Apr-16	635.00
0223ET0083	0001	*****	1891	U.S. BANCORP CANADA CO.	14-Apr-16	141,648.45
0223ET0084	0001	*****	8891	VIKING REFRIGERATION LTD	14-Apr-16	727.13
0223ET0085	0001	*****	3572	WALMSLEY, KATHRYN	14-Apr-16	1,481.28
0223ET0086	0001	*****	EM11144	WATSON, JOHN	14-Apr-16	140.00
0223ET0087	0001	*****	751	WESCLEAN - (EDM)	14-Apr-16	5,718.17
0224000001	0001	0000298441	868	ABORIGINAL MULTI-MEDIA SOCIETY	21-Apr-16	420.00
0224000002	0001	0000298442	10161	ACCO BRANDS CANADA INC	21-Apr-16	69.41
0224000003	0001	0000298443	8568	ACSI CONNECT	21-Apr-16	8,242.50
0224000004	0001	0000298444	43	ALBERTA DISTANCE LEARNING CNTR	21-Apr-16	1,134.90
0224000005	0001	0000298445	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	21-Apr-16	98.91
0224000006	0001	0000298446	8507	ALTAGAS UTILITIES INC	21-Apr-16	1,126.23
0224000007	0001	0000298447	244	ATCO ELECTRIC LTD.	21-Apr-16	60.96
0224000008	0001	0000298448	2911	BARTLE & GIBSON - FT M	21-Apr-16	307.43
0224000009	0001	0000298391	5415	BCOM COMPUTER CENTRE INC.	21-Apr-16	141.07
0224000011	0001	0000298393	8876	BELL CANADA	21-Apr-16	172.15
0224000012	0001	0000298394	10605	BOGAR VENTURES LTD.	21-Apr-16	472.50
0224000013	0001	0000298395	2262	CALAHASEN, WENDY	21-Apr-16	149.94
0224000014	0001	0000298396	1099	CALLIOU, CANDICE	21-Apr-16	629.50
0224000015	0001	0000298397	402	CANADA BREAD WEST(MCGAVINS) #4065	21-Apr-16	85.75
0224000016	0001	0000298398	EM18508	CARDINAL, EVANGELINE	21-Apr-16	150.00
0224000017	0001	0000298399	1935	CARDINAL, JULIA MARGARET	21-Apr-16	770.00
0224000018	0001	0000298400	8429	CARDINAL, LOUIE AUGUST	21-Apr-16	630.52
0224000019	0001	0000298401	6976	COURTOREILLE, KIM	21-Apr-16	807.60
0224000020	0001	0000298402	10602	CPA ALBERTA	21-Apr-16	1,103.55
0224000021	0001	0000298403	5287	DIRECT ENERGY REGULATED SERVICES	21-Apr-16	1,526.26
0224000022	0001	0000298404	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	21-Apr-16	354.12
0224000023	0001	0000298405	2285	FMR MECHANICAL ELECTRICAL	21-Apr-16	251.79
0224000024	0001	0000298406	9190	FONTAINE, EDGAR	21-Apr-16	281.50
0224000025	0001	0000298407	8829	GAMBLER, WALLIE J.	21-Apr-16	104.68
0224000026	0001	0000298408	1077	GLADUE, DWIGHT G.	21-Apr-16	342.00
0224000027	0001	0000298409	10012	GOVERNMENT OF ALBERTA	21-Apr-16	80.00
0224000028	0001	0000298410	2268	GRANDE PRAIRIE COMPOSITE HIGH SCHOOL	21-Apr-16	235.00
0224000029	0001	0000298411	3100	GUILD, ROBIN	21-Apr-16	807.60
0224000030	0001	0000298412	3846	GULLION, ELMER	21-Apr-16	655.00
0224000031	0001	0000298413	217	HIGH PRAIRIE ACE HARDWARE	21-Apr-16	41.55
0224000032	0001	0000298414	10580	INTEGRITY RISK MANAGEMENT	21-Apr-16	157.50
0224000033	0001	0000298415	EM18413	LAROCQUE, TIM	21-Apr-16	37.00
0224000034	0001	0000298416	1317	MARIGOLD ENTERPRISES	21-Apr-16	767.81
0224000035	0001	0000298417	10327	MIGHTY PEACE CHEVROLET BUICK GMC LTD	21-Apr-16	38.80
0224000036	0001	0000298418	1948	MIKISEW TECHNICAL SERVICES	21-Apr-16	125.00
0224000037	0001	0000298419	10603	MULLEY, MELISSA	21-Apr-16	147.90
0224000038	0001	0000298420	248	NORTH PEACE GAS CO-OP	21-Apr-16	1,194.00
0224000039	0001	0000298421	374	PADDLE PRAIRIE GAS CO-OP	21-Apr-16	2,199.25
0224000040	0001	0000298422	4605	PADLOCK DISTRIBUTORS	21-Apr-16	378.05
0224000041	0001	0000298423	10180	PEACE FIRE EXTINGUISHER & SAFETY LTD	21-Apr-16	552.30
0224000042	0001	0000298424	10604	PERFORMANCE NORTH LTD.	21-Apr-16	472.50
0224000043	0001	0000298425	8788	PHONECO INC	21-Apr-16	3,018.96



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0224000044	0001	0000298426	10601	REMSEN, STEVE JAMES	21-Apr-16	750.00
0224000045	0001	0000298427	9502	REVOLUTION CHEVROLET	21-Apr-16	461.94
0224000046	0001	0000298428	51	RONA INC	21-Apr-16	136.39
0224000047	0001	0000298429	865	SCHOOL DISTRICT #59 (PEACE RIVER SOUTH)	21-Apr-16	5,051.50
0224000048	0001	0000298430	6054	SCHOOL SPECIALTY CANADA	21-Apr-16	203.14
0224000049	0001	0000298431	1017	SHAW, KENNETH RUSSELL	21-Apr-16	583.60
0224000050	0001	0000298432	1439	SMART APPLE MEDIA	21-Apr-16	940.78
0224000051	0001	0000298433	9457	STAPLES #332	21-Apr-16	155.69
0224000052	0001	0000298434	4603	STIELOW CANADA INC	21-Apr-16	184.80
0224000053	0001	0000298435	8	TELUS COMMUNICATIONS INCORPORATED	21-Apr-16	256.01
0224000054	0001	0000298436	1728	TOWN OF GRANDE CACHE	21-Apr-16	15.00
0224000055	0001	0000298437	1843	WABASCA HOME HARDWARE	21-Apr-16	871.58
0224000056	0001	0000298438	10390	WOOD BUFFALO BUILDING SUPPLIES INC	21-Apr-16	109.26
0224000057	0001	0000298439	79	XEROX CANADA LTD.	21-Apr-16	4,282.36
0224000058	0001	0000298440	8867	YELLOWKNEE, ALBERT	21-Apr-16	200.00
0224ET0001	0001	*****	8663	AIR LIQUIDE CANADA INC	21-Apr-16	36.13
0224ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	21-Apr-16	214.28
0224ET0003	0001	*****	EM11976	ANDERSON, AUDREY	21-Apr-16	149.94
0224ET0004	0001	*****	7868	BIGSTONE, ANGELA	21-Apr-16	478.64
0224ET0005	0001	*****	9370	BRUSTER P.H.C.LTD.	21-Apr-16	20,839.95
0224ET0006	0001	*****	EM13154	CARDINAL, GWEN	21-Apr-16	107.00
0224ET0007	0001	*****	EM18168	CAVANAUGH, JANETTE	21-Apr-16	1,661.67
0224ET0008	0001	*****	6969	CDW CANADA INC.	21-Apr-16	4,302.08
0224ET0009	0001	*****	9329	CERETZKE, KERRI	21-Apr-16	285.60
0224ET0010	0001	*****	224	CHARLIE'S SECURITY	21-Apr-16	76.65
0224ET0011	0001	*****	EM10098	CHARTRAND, SUSAN	21-Apr-16	79.02
0224ET0012	0001	*****	EM18313	COLE, LILY	21-Apr-16	72.83
0224ET0013	0001	*****	4189	COLVILLE, CRYSTAL	21-Apr-16	475.52
0224ET0014	0001	*****	EM18541	DALY, WILLIAM ROBERT	21-Apr-16	21.03
0224ET0015	0001	*****	EM12348	DASHCAVICH, TANIA	21-Apr-16	375.00
0224ET0016	0001	*****	8678	DT'S MAINTENANCE REPAIR & OVERHAUL	21-Apr-16	15,076.85
0224ET0017	0001	*****	18	EDMONTON PUBLIC SCHOOLS	21-Apr-16	976.56
0224ET0018	0001	*****	6273	ENMAX CORPORATION (NEW)	21-Apr-16	72,507.69
0224ET0019	0001	*****	EM10305	ETHIER, ASHLEY	21-Apr-16	1,139.40
0224ET0020	0001	*****	6425	FRESON BROS MANNING	21-Apr-16	113.97
0224ET0021	0001	*****	8744	GFS PRAIRIES INC	21-Apr-16	21,978.25
0224ET0022	0001	*****	4482	GHOSTKEEPER, SHAWNA	21-Apr-16	337.62
0224ET0023	0001	*****	10575	GIBOT, PAMELA	21-Apr-16	600.00
0224ET0024	0001	*****	27	HALFORDS	21-Apr-16	749.41
0224ET0025	0001	*****	EM13072	HAMELIN, SHELLY	21-Apr-16	156.06
0224ET0026	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	21-Apr-16	13,498.26
0224ET0027	0001	*****	10213	I&P MECHANIC	21-Apr-16	1,586.61
0224ET0028	0001	*****	5876	J.F.DION SCHOOL STAFF	21-Apr-16	9,304.79
0224ET0029	0001	*****	9480	J.H. HUNTER (JEFFERY HUNTER)	21-Apr-16	246.00
0224ET0030	0001	*****	EM10068	JOUDREY, BRUCE	21-Apr-16	208.08
0224ET0031	0001	*****	8122	LAC LA BICHE COUNTY	21-Apr-16	70.06
0224ET0032	0001	*****	5926	LAC LA BICHE TRANSPORT LTD	21-Apr-16	52.94
0224ET0033	0001	*****	10148	LADEROUTE, KRISTEL	21-Apr-16	149.94
0224ET0034	0001	*****	8255	LAMBTON, PATRICK	21-Apr-16	240.20
0224ET0035	0001	*****	10172	LEDINGHAM, KATHLEEN	21-Apr-16	700.00
0224ET0036	0001	*****	10317	LJ SYSTEMS	21-Apr-16	68.10

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0224ET0037	0001	*****	9300	MACLEAN, SHELLEY	21-Apr-16	58.70
0224ET0038	0001	*****	EM18301	MACLELLAN, VANESSA LYNN	21-Apr-16	105.75
0224ET0039	0001	*****	EM11809	MCARTHUR, MICHAEL	21-Apr-16	99.85
0224ET0040	0001	*****	347	MCMURRAY AVIATION	21-Apr-16	311.60
0224ET0041	0001	*****	5202	MICHEL'S SUPER A FOODS	21-Apr-16	41.52
0224ET0042	0001	*****	7409	MUGERWA, PATRICK	21-Apr-16	45.97
0224ET0043	0001	*****	10086	NANOCH, JENNIFER	21-Apr-16	548.16
0224ET0044	0001	*****	4652	NORTHERN DIGITAL SERVICES	21-Apr-16	542.69
0224ET0045	0001	*****	10541	O'KEEFE GENERAL CONTRACTING	21-Apr-16	3,475.50
0224ET0046	0001	*****	1801	PADDLE PRAIRIE SCHOOL	21-Apr-16	500.00
0224ET0047	0001	*****	1263	PEACE COUNTRY CO-OP	21-Apr-16	9.70
0224ET0048	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	21-Apr-16	287.15
0224ET0049	0001	*****	690	RATHBONE, DENISE	21-Apr-16	22.70
0224ET0050	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	21-Apr-16	39.00
0224ET0051	0001	*****	EM10469	RUGE, CHRISTOPH	21-Apr-16	195.09
0224ET0052	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	21-Apr-16	431.64
0224ET0053	0001	*****	8563	SECRET RESOURCES LTD	21-Apr-16	7,985.57
0224ET0054	0001	*****	9016	SILLIKER, WESLEY	21-Apr-16	58.69
0224ET0055	0001	*****	10596	SIMPSON, ROBERT	21-Apr-16	2,750.00
0224ET0056	0001	*****	7245	SINOTTE, RONNIE	21-Apr-16	105.00
0224ET0057	0001	*****	34	SPORTFACTOR INC.	21-Apr-16	1,274.70
0224ET0058	0001	*****	10000	SUPERIOR PROPANE	21-Apr-16	14,121.65
0224ET0059	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	21-Apr-16	18,866.41
0224ET0060	0001	*****	539	TOWN OF PEACE RIVER	21-Apr-16	248.00
0224ET0061	0001	*****	9134	WALTY, CURTIS	21-Apr-16	181.50
0224ET0062	0001	*****	751	WESCLEAN - (EDM)	21-Apr-16	454.72
0225000001	0001	0000298449	1935	CARDINAL, JULIA MARGARET	26-Apr-16	1,497.68
0225000002	0001	0000298450	8429	CARDINAL, LOUIE AUGUST	26-Apr-16	1,538.14
0225000003	0001	0000298451	6976	COURTOREILLE, KIM	26-Apr-16	1,219.56
0225000004	0001	0000298452	3846	GULLION, ELMER	26-Apr-16	1,563.64
0226000001	0001	0000298453	1610	FORT VERMILION SCHOOL DIVISION NO.52	27-Apr-16	16,563.40
0226000002	0001	0000298454	75	HOLTBY HOLDINGS LTD	27-Apr-16	4,287.50
0226ET0001	0001	*****	8062	668040 ALBERTA LTD.	27-Apr-16	2,173.50
0226ET0002	0001	*****	10415	914246 ALTA. LTD.	27-Apr-16	3,971.10
0226ET0003	0001	*****	7693	ANDERSON BUSING	27-Apr-16	8,290.71
0226ET0004	0001	*****	10467	ANDERSON, AL RHEAL	27-Apr-16	7,363.10
0226ET0005	0001	*****	776	CHRISTENSEN BUSING	27-Apr-16	6,977.79
0226ET0006	0001	*****	2994	DESJARLAIS BUSES	27-Apr-16	14,955.81
0226ET0007	0001	*****	4884	NOSKEY BUS LINES	27-Apr-16	8,099.08
0226ET0008	0001	*****	2461	ORR, CHARLES	27-Apr-16	1,207.64
0227000001	0001	0000298455	868	ABORIGINAL MULTI-MEDIA SOCIETY	28-Apr-16	1,669.50
0227000002	0001	0000298456	7924	AIM INTEGRATED PEST MANAGEMENT	28-Apr-16	490.88
0227000003	0001	0000298457	43	ALBERTA DISTANCE LEARNING CNTR	28-Apr-16	132.25
0227000004	0001	0000298458	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	28-Apr-16	1,432.00
0227000005	0001	0000298459	353	ALBERTA TEACHERS ASSOCIATION	28-Apr-16	25,478.91
0227000006	0001	0000298460	8507	ALTAGAS UTILITIES INC	28-Apr-16	2,034.47
0227000007	0001	0000298461	10577	ANDERSON FILION, JODY	28-Apr-16	700.00
0227000008	0001	0000298462	EM18412	ANDERSON, SHANNON	28-Apr-16	26.01
0227000009	0001	0000298463	8417	AUGER, KEVIN S.	28-Apr-16	416.11
0227000010	0001	0000298464	8861	BERNIER DIESEL & AUTO REPAIR & PERFORMAN	28-Apr-16	1,296.17
0227000011	0001	0000298465	981	BIG LAKES COUNTY	28-Apr-16	1,250.49

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0227000012	0001	0000298466	10609	BJARNASON, SHELLY	28-Apr-16	84.00
0227000013	0001	0000298467	1267	BOX CARS & ONE EYED JACKS	28-Apr-16	119.57
0227000014	0001	0000298468	10610	BRENT'S AUTO GLASS	28-Apr-16	381.15
0227000015	0001	0000298469	8566	CARC	28-Apr-16	20.00
0227000016	0001	0000298470	1935	CARDINAL, JULIA MARGARET	28-Apr-16	94.50
0227000017	0001	0000298471	10342	COURTOREILLE, WILLIAM CHARLES	28-Apr-16	37.00
0227000018	0001	0000298472	6517	CRYSTAL GLASS	28-Apr-16	6,128.85
0227000019	0001	0000298473	6219	D'LUGOS, JOANNE	28-Apr-16	83.62
0227000020	0001	0000298474	10514	DAHL, BRIAN	28-Apr-16	259.78
0227000021	0001	0000298475	5287	DIRECT ENERGY REGULATED SERVICES	28-Apr-16	557.68
0227000022	0001	0000298476	5076	ERIC AUGER & SONS CONTRACTING LTD.	28-Apr-16	1,417.61
0227000023	0001	0000298477	6196	FERSOVITCH, KAREN	28-Apr-16	540.00
0227000024	0001	0000298478	10158	FLEETCOR CANADA MASTERCARD	28-Apr-16	40.00
0227000025	0001	0000298479	EM18601	GAZE, CINDY	28-Apr-16	24.99
0227000026	0001	0000298480	699	GREYHOUND COURIER EXPRESS	28-Apr-16	24.08
0227000027	0001	0000298481	3100	GUILD, ROBIN	28-Apr-16	200.00
0227000028	0001	0000298482	357	INDUSTRIAL-ALLIANCE	28-Apr-16	788.01
0227000029	0001	0000298483	355	LOCAL AUTHORITIES PENSION PLAN	28-Apr-16	159,626.11
0227000030	0001	0000298484	2807	MARSON EQUIPMENT LTD.	28-Apr-16	104.69
0227000031	0001	0000298485	10329	MARTEN, VICTORIA	28-Apr-16	213.00
0227000032	0001	0000298486	10299	MIKISEW GROUP OF COMPANIES	28-Apr-16	349.91
0227000033	0001	0000298487	10450	NORTH RAY EQUIPMENT SERVICES LTD	28-Apr-16	911.82
0227000034	0001	0000298488	2669	NORTHERN HARDWARE LIMITED	28-Apr-16	387.45
0227000035	0001	0000298489	3373	PARKLAND INDUSTRIES LTD	28-Apr-16	11,777.01
0227000036	0001	0000298490	4370	PEREDERY, CHERYL	28-Apr-16	63.60
0227000037	0001	0000298491	8509	PITNEY BOWES	28-Apr-16	64.89
0227000038	0001	0000298492	1403	PURULATOR INC	28-Apr-16	9.62
0227000039	0001	0000298493	349	RECEIVER GENERAL FOR CANADA	28-Apr-16	710,541.24
0227000040	0001	0000298494	1714	RECEIVER GENERAL FOR CANADA	28-Apr-16	6,304.21
0227000041	0001	0000298495	2277	REVENUE CANADA	28-Apr-16	14,931.58
0227000042	0001	0000298496	681	RIVERSIDE CONVENIENCE	28-Apr-16	1,308.29
0227000043	0001	0000298497	1017	SHAW, KENNETH RUSSELL	28-Apr-16	667.16
0227000044	0001	0000298498	10583	SOLUSHOW	28-Apr-16	3,501.75
0227000045	0001	0000298499	605	SOUTH PEACE NEWS	28-Apr-16	309.75
0227000046	0001	0000298500	8951	STANDARD LIFE	28-Apr-16	1,242.36
0227000047	0001	0000298501	8	TELUS COMMUNICATIONS INCORPORATED	28-Apr-16	12,749.73
0227000048	0001	0000298502	102	TELUS MOBILITY INCORPORATED	28-Apr-16	2,064.92
0227000049	0001	0000298503	6094	THE NORTH WEST COMPANY	28-Apr-16	1,367.26
0227000050	0001	0000298504	10606	THE PARISH OF ST. MARY AND ST. GEORGE	28-Apr-16	592.00
0227000051	0001	0000298505	10531	VERMILLION, NIPIN	28-Apr-16	150.00
0227000052	0001	0000298506	10295	WALMART STORE #3640	28-Apr-16	106.93
0227000053	0001	0000298507	570	WAWANESA LIFE	28-Apr-16	664.72
0227ET0001	0001	*****	3677	ACKLANDS GRAINGER	28-Apr-16	61.90
0227ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	28-Apr-16	3,952.10
0227ET0003	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	28-Apr-16	186,775.26
0227ET0004	0001	*****	10466	ANDERSON, DELAUREN	28-Apr-16	700.00
0227ET0005	0001	*****	7957	ANDERSON, IRIS	28-Apr-16	700.00
0227ET0006	0001	*****	10479	AUGER, BEVERLY	28-Apr-16	2,100.00
0227ET0008	0001	*****	EM18505	BROMLEY, VIVIAN	28-Apr-16	1,837.92
0227ET0009	0001	*****	9370	BRUSTER P.H.C.LTD.	28-Apr-16	10,614.87
0227ET0010	0001	*****	4597	CARDINAL, RAYMOND	28-Apr-16	400.00

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0227ET0011	0001	*****	EM10121	CLARKE, LISA	28-Apr-16	151.20
0227ET0012	0001	*****	EM18541	DALY, WILLIAM ROBERT	28-Apr-16	815.79
0227ET0013	0001	*****	EM12348	DASHCAVICH, TANIA	28-Apr-16	450.00
0227ET0014	0001	*****	6899	DEBOER, MARIA	28-Apr-16	1,369.48
0227ET0015	0001	*****	EM10719	DEWAR, BRIAN	28-Apr-16	1,424.88
0227ET0016	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	28-Apr-16	1,457.15
0227ET0017	0001	*****	2710	DR. MARY JACKSON SCHOOL FUND RAISERS	28-Apr-16	105.17
0227ET0018	0001	*****	18	EDMONTON PUBLIC SCHOOLS	28-Apr-16	1,370.80
0227ET0019	0001	*****	10608	FRASER, TINA	28-Apr-16	10,171.14
0227ET0020	0001	*****	6425	FRESON BROS MANNING	28-Apr-16	70.85
0227ET0021	0001	*****	529	FRESON BROS.	28-Apr-16	51.49
0227ET0022	0001	*****	EM10910	GAUDET, JILL	28-Apr-16	513.59
0227ET0023	0001	*****	8744	GFS PRAIRIES INC	28-Apr-16	4,350.72
0227ET0024	0001	*****	561	GRIMSHAW TRUCKING	28-Apr-16	93.41
0227ET0025	0001	*****	EM18414	GULLION, BEVERLYANN	28-Apr-16	400.00
0227ET0026	0001	*****	27	HALFORDS	28-Apr-16	2,577.16
0227ET0027	0001	*****	2583	HEAVY EQUIPMENT REPAIR	28-Apr-16	910.12
0227ET0028	0001	*****	4127	JAVA DOMAIN LTD.	28-Apr-16	503.99
0227ET0029	0001	*****	8704	JO-KAT STORE 'N' PUMPS	28-Apr-16	999.89
0227ET0030	0001	*****	232	LABOUCAN, BEATRICE	28-Apr-16	400.00
0227ET0031	0001	*****	443	LADEROUTE, BARBARA MS.	28-Apr-16	556.08
0227ET0032	0001	*****	EM11159	LADEROUTE, JOYCE	28-Apr-16	63.46
0227ET0033	0001	*****	5019	LAGIMODIERE, VALERIE	28-Apr-16	28.56
0227ET0034	0001	*****	10558	LOCCISANO, OLIVIA	28-Apr-16	595.00
0227ET0035	0001	*****	356	LONDON LIFE	28-Apr-16	5,140.39
0227ET0036	0001	*****	10008	MANITOULIN	28-Apr-16	42.38
0227ET0037	0001	*****	EM10490	MANTAI, MELANIE	28-Apr-16	16.74
0227ET0038	0001	*****	EM13362	MARTEN, MISSIE	28-Apr-16	150.00
0227ET0039	0001	*****	347	MCMURRAY AVIATION	28-Apr-16	1,245.68
0227ET0040	0001	*****	EM11340	MERCREDI, JULIE	28-Apr-16	150.00
0227ET0041	0001	*****	358	NORTHLAND PRINCIPAL'S ASSOCIATION	28-Apr-16	125.00
0227ET0042	0001	*****	EM12291	NOSKEY, NORMA	28-Apr-16	173.80
0227ET0043	0001	*****	10607	ORR, CRYSTAL	28-Apr-16	1,400.00
0227ET0044	0001	*****	10173	P3 MARKETING SOLUTIONS INC	28-Apr-16	4,005.80
0227ET0045	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	28-Apr-16	288.66
0227ET0046	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	28-Apr-16	1,834.47
0227ET0047	0001	*****	9016	SILLIKER, WESLEY	28-Apr-16	190.00
0227ET0048	0001	*****	10596	SIMPSON, ROBERT	28-Apr-16	1,810.00
0227ET0049	0001	*****	EM12127	SMITH, TAMMY	28-Apr-16	415.43
0227ET0050	0001	*****	6081	STAN'S EAGLE'S NEST	28-Apr-16	50.00
0227ET0051	0001	*****	8378	SUN MEDIA	28-Apr-16	551.58
0227ET0052	0001	*****	10000	SUPERIOR PROPANE	28-Apr-16	2,656.65
0227ET0053	0001	*****	783	SUTHERLAND, KYLA	28-Apr-16	700.00
0227ET0054	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	28-Apr-16	14,216.12
0227ET0055	0001	*****	354	TEACHER'S RETIREMENT FUND	28-Apr-16	216,929.47
0227ET0056	0001	*****	10512	TUCCARO, PAUL	28-Apr-16	699.90
0227ET0057	0001	*****	9295	TURPIN, CHRIS	28-Apr-16	558.56
0227ET0058	0001	*****	751	WESCLEAN - (EDM)	28-Apr-16	2,487.38
0227ET0059	0001	*****	10179	WILLIER, AMANDA	28-Apr-16	700.00
0227ET0060	0001	*****	4515	YOUNG, LAUREL	28-Apr-16	48.26

TOTALS FOR BANK - 0001

2,676,557.09

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TOTAL NUMBER OF CHEQUES						507
TOTAL NUMBER OF CHEQUES WITH MICR						226
GRAND TOTAL						2,676,557.09
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,676,557.09
GRAND TOTAL NUMBER OF CHEQUES						507
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						226

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

