

**September 8, 2016
Board Meeting
Attachments**

Agenda Item	Motion No.	Page No.
1. Education Quarterly Report	24162/16	2
2. Policy 11 – Role of the Superintendent	24164/16	31
3. Procedure 404 – Recruitment and Re-assignment of Certificated Staff	24168/16	46
4. Procedure 431 – Employee Benefits	24169/16	52
5. Procedure 107 – Smoke Free Environment	24122/16	57
6. Superintendent’s Report	24178/16	59
7. Official Trustee’s Report	24179/16	62
8. Secretary-Treasurer’s Report	24180/16	70

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: SEPTEMBER 8, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: EDUCATION QUARTERLY REPORT

ORIGINATOR GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

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

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.

Quarterly Content for August, 2016		
1. Superintendent's Message	Bulletin #1	
2. Enrolment, Staffing Positions and Staff and Student Attendance	Bulletin #2	Divisional Priorities
	Bulletin #3	Student Attendance
	Bulletin #4	Student Attendance by Division in Percentage
	Bulletin #5	Staff Attendance
	Bulletin #6	Staffing Update
	Bulletin #7	School Visits by Staff
	3. School and Division Success Stories	Bulletin #8
Bulletin #9		2nd Annual Northland Photography Contest
Bulletin #10		Northland Schools Celebrate Aboriginal Day
Bulletin #11		Motivational Week of Learning for New Teachers

August, 2016 Quarterly Report

Superintendent's Update

Literacy

The results of the division literacy assessments were presented at the June board meeting. The results showed promising positive trends. Throughout the year the vast majority of students demonstrated increases in reading levels. The data suggests that as students' progress through elementary grades more of them are reading at grade level. The reading results were also paired with attendance data to provide information on the relationship between attendance and achievement.

Due to the closure of schools as a result of the wild fires, the results were not aggregated at the division level.

School leaders will be using the results of the June assessments to inform their literacy plans for the 2016-17 school year.

At the August administrators meeting, school leaders learned to administer the CAT 4 which will be used to assess reading levels of students in grade six and above.

First Nation Metis and Inuit Learning

Over the summer, the Director of First Nations and Metis Student Success developed a draft strategic action plan focused on providing support to build capacity to provide instruction in indigenous languages. During orientation all new staff had the opportunity to learn about First Nations and Metis perspectives as well learning about the history of residential schools.

At the August administrators meeting, school leaders discussed fall plans for community engagement activities.

Student Attendance

Attendance data indicates that student attendance is improving over previous years. While there is improvement, more needs to be done to address the needs of students whose attendance has not improved despite many interventions. Working closely with parents local community partners to highlight the importance of regular attendance will continue to be a high priority.

Quality Teaching and Leadership

Human Resources have been very actively recruiting teachers and leadership staff to ensure that our schools are fully staffed for school opening. As well, we have recruited several itinerant teachers who will provide supply teacher service.

During July, several of our new administrators were supported to attend the CASS Start Right Program for new school administrators. This program is designed to support new school administrators in their role as principals.

Partnerships

We have continued to work with our educational partners particularly Kee Tas Kee Now (KTC) and Bigstone on initial implementation of the Building Collaboration Agreements. Key highlights of this work include the contracting of a graduation coach in the Wabasca and the secondment of staff member from Northland to KTC to provide leadership on curriculum development. Partnership work with Athabasca Tribal Council was delayed by the wildfires in Fort McMurray.

Wabasca-Desmarais Education

A two day value scoping session facilitated by Alberta Infrastructure was held in June. The session was well attended by students, staff, parents and community members. The results of the session will be used to develop plans for the modernization of Mistassiniy School.

August, 2016 - Quarterly Report Divisional Priorities

Bulletin 2

Literacy Plan to Support Schools	AERR Priority:	
	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.	

Plans were made for the NSD61 literacy initiative that have centred on maintaining Principal and Literacy Lead PLC's reviewing literacy practices based on research, data analysis and cross referencing data with students on IPP's. Meetings were held in May and June to plan the focus for the 2016-17 school year. One major change that has occurred is that we have a new Pedagogical Supervisor that will be working with the Literacy team for the 2016-17 school year. This will enable more school based support for teachers and administrators with regards to Literacy instruction. Our plan is to focus this year on Kindergarten-Grade Two teachers with regards to training and staff development. Professional development was planned for August 30-31 and September 15-16 for all Kindergarten through grade two teachers. In addition principals were asked to invite any community Headstart or preschool teachers to the training. Division priorities were reviewed with the teachers as well as a systematic and sequential approach to Literacy instruction for these teachers. Our Literacy structure is for all teachers to use the Daily 5 structure within their classrooms to enable small guided instruction groups. Guided reading has been a focus for all of our schools and it continues to be. A renewed focus has been taken with regards to Response to Intervention and we will be providing training in Levelled Literacy Intervention to schools that just received the resource. We will 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.

The Literacy data was presented to the Northland School Division trustee and advisory board in May and at the June 24th Board meeting.

In August all new staff to the Division were trained in our major initiatives with regards to Literacy. We have also made the decision to commence the Canadian Achievement Test with all grade 6-12 students within the Division. This will enable us to track data at these grade levels with more detailed information than just a reading comprehension level. Students will be tested on reading comprehension, vocabulary, spelling and language conventions.

First Nation, Métis, Inuit Learning	AERR Priority:	
	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.	

As part of the Building Capacity and Collaboration in Education grant for land based learning. A second voluntary based learning camp for teaching staff was offered from June 10th to June 13th 2016. The purpose was to continue supporting and assisting teachers how to unpack the curriculum to determine essential learning outcomes to the land based learning experiences.

The community resource list is ongoing.

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

NSD61 Attendance Continues to Improve

Since implementation, overall student attendance in the jurisdiction has improved by 3% (i.e. 2013-2014 = 78%; 2014-2015 = 80% and 2015-2016 = 81%). To continue this upward trend, we need to support schools who require targeted assistance. This targeted help is in the form of home visits, land-based learning mentor & leadership camps for chronic non-attenders, community meetings with leaders and interested stakeholders, engaging learning opportunities for students, and support from Alberta Attendance Review Board. Additional funding to support School Community Liaison Workers (SCLW) in schools would build much needed communication bridges between schools and homes.

2015-2016 Attendance Highlights

- NSD61's attendance improvement initiative has been operational since September 2014. Since that time, Division overall attendance has improved by 3% (i.e. 2013-2014 = 78%; 2014-2015 = 80% and 2015-2016 = 81%).
- 4 schools have yearly attendance rate of 90% or better for the 2015-2016 school year – Elizabeth School, J.F. Dion School, Conklin Community School and Susa Creek School. There were only two schools with an overall attendance rate of 90% or better for 2014-2015.
- During the 2014-2015 school year, 877 (31%) students had an overall attendance rate of 95% or better. For the current year, 971 (36%) students achieved our attendance target of 95% or better. This is a 5% increase over the previous school year.
- For the current school year, 1338 (49%) students have an attendance rate of 90% or better.
- Industry (i.e. Cenovus Energy, Suncor Energy, and Devon Oil) embraces and financially supports NSD61's attendance initiative by contributing to our school-based elders programs.
- Of 23 schools (including one outreach program), 21 have either maintained or improved their

overall yearly attendance rates from the previous year.

- NSD61 has developed an attendance improvement rubric. There is an expectation that school principals, staff, and Local School Board Committees use the rubric to gauge their school's compliance with the 29 recommendations outlined in the *Attendance Improvement Initiative – Every Day Counts Final Report*.

Attendance Improvement Committee Activities

Since the last Quarterly Report, the Attendance Improvement Committee met on Saturday, June 18th, 2016 in Wabasca to discuss:

- Strategies focused on how best to re-integrate chronic non-attenders back to school (i.e. an active elders program that reaches into the home; land-based learning opportunities that focus on basic academic skills; build into Jr./Sr. school timetabling 'catch-up programs' that are designed to meet individual student needs, counseling programs that reduce the 'shame' of returning to school after long absences, provide increased funding to a "pilot" school to create innovative programs and projects that represent out-of-the-box thinking, create a 'welcoming' committee at the school level that embraces students who have been absent from school for a prolonged period of time). Actively solicit support from community leadership (i.e. political leaders) to assist with promoting the importance of regular attendance is also thought to be a worthwhile strategy.
- As a committee, how can we best support communities to address the social and economic challenges that exist in our communities?
- The school attendance improvement rubric was discussed and approved for distribution to school principals.
- How can we support principals when they have exhausted every possible strategy to get chronic attenders back to school?
- Reviewed attendance patterns for all schools – for the years 2014-2015 and 2015-2016 compared to the 2015-2016 Northland attendance average.

The next Attendance Improvement Committee meeting is scheduled for mid-September 2016 at Northern Lakes College in Wabasca.

Next Steps in the NSD61 Attendance Improvement Plan

- Over the past three years there has been significant attendance improvement in the majority of Northland schools. There are, however, a number of schools that require targeted help and support from Central Office. This targeted help is in the form of home visits by the DAL/School administration, land-based mentorship transition campouts for chronic non-attenders, community meetings with leaders, an infusion of program support dollars, assistance from the Alberta Attendance Review Board and/or a combination of all of the above.
- Recent student attendance patterns indicate that greater numbers of students are attending school at higher rates than ever before – i.e. 90% and above. However, there continues to be a very large percent of students whose attendance patterns are below the 80% attendance rate. Even more disturbing are the 9% (267) of Northland students whose attendance patterns are below 50%. The DAL will continue to work with individual schools and community stakeholders (i.e. First Nation chiefs' and Councils', Métis Settlement chairs' and councils' and community agencies) and the NSD61 Attendance Improvement Committee to develop strategies that

specifically target chronic non-attenders.

- To supplement our existing fleet two additional school buses need to be purchased in order to safeguard regular daily bus services to and from our schools. The new buses would ensure that there are spare buses available in the event of unexpected mechanical breakdowns which is commonplace in northern sectors and that schools have reliable access to educational field trips. Unfortunately, the costs of two school buses will add a financial burden of \$200,000 to an already overextended budget.
- To fully operate NSD61's Attendance Improvement Initiative Plan, specific recommendations (#21 and #23) in the Attendance Improvement Initiative "Every Day Counts" Report will require an infusion of dollars. Only three NSD61 schools have access to School Community Liaison Workers (SCLW). The SCLW role is critical to building a bridge between the school and the school community of parents and community leadership. It is the local SCLW who facilitates dialogue with parents and guardians to ensure children attend school and offers support when there are home issues. The SCLW works hand-in-hand with parents, the school administration and teachers to facilitate regular school attendance.
- Approximately 10-15 SCLWs will need to be hired to further support the school and the school community. With an average salary of \$62,500, an additional 15 SCLWs would add an additional financial burden of \$930,000. The Attendance Improvement Committee believes that the acquisition of 10-15 SCLWs is a priority and necessary to continue division-wide attendance improvement efforts.
- There are two reasons to supplement our existing fleet of school buses to safeguard regular daily bus services to and from our schools: (a) to ensure that there are spare buses available in the event of unexpected mechanical breakdowns which is commonplace in northern sectors and (b) to ensure that students and teachers have reliable access to educational field trips. Four additional buses need to be strategically located throughout the division to support our schools. Two additional school buses will add a financial burden of \$200,000 to the already overextended division budget.

NSD61 is working on many fronts to improve student attendance – at the school level, parent and student level, community engagement and agency level, local political leadership level and the partnership level. We understand there is no quick fix or 'silver bullet' to improved attendance. In many cases, there are social, economic, historical and political pressures that directly impact our schools and student attendance. These pressures are more often than not beyond the control of the school. It should go without saying that our school communities are unique and, as such, will progress and develop at a pace that is appropriate to that community.

School Attendance Improvement Summary Reports

Principals submitted their school-based attendance improvement summary planning reports to the DAL on June 15, 2016. These reports highlighted 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.

Quality Teaching and Leadership	AERR Priority:	
	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 worked with a sub-committee to develop a Northland School Division Teaching Quality Standard rubric/guide for principals based on the feedback provided in 2015/16. This guide provides indicator of what principals should look for when supervising teachers in the Northland context. It will be released at the October 2016 Administrators' Meeting

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.

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

As part of moving forward with the regional virtual high school concept, this spring KTC, NSD and Red Earth School participated in weeklong CTS program offered at Peerless Lake School. Students participating in the program were bussed daily from their home community to Peerless Lake for full day intensive programming. This model proved very successful in providing an opportunity for a group of students from different schools to gain advanced credits. Additional transportation in the form of dedicated buses will be required to expand this program.

Wabasca-Desmarais Education	AERR Priority:	
	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.	

In June, a two day community consultation was held at Mistassiniy School with representatives from Alberta Infrastructure and approximately 60 members of the community. Students, parents, staff, and local governance and industry representatives provided input to the value scoping process that will

inform the development of the proposal for the modernization of Mistassiniy School.

Student mentors who are being supported by Darrell Anderson, community engagement co-ordinator took an active part in the process and their contributions help to ensure a strong student voice in the discussions.

Darrell Anderson will continue in his role as community engagement co-ordinator in the Wabasca-Desmarais area working with youth in all schools, supported by the Northland 2016-17 budget.

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

A School Review Committee has chosen a pilot school to complete the school review process. The first meeting is scheduled for September 28, 2016.

2014-2015 & 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
May 2015	880 (32%)	250 (9%)	542 (20%)	324 (12%)	226 (6%)	162 (6%)	364 (13%)	2748
May 2016	839 (36%)	200 (9%)	440 (19%)	294 (13%)	163 (7%)	103 (4%)	269 (12%)	2308
June 2015	658 (23%)	373 (13%)	571 (20%)	321 (11%)	241 (9%)	171 (6%)	492 (17%)	2817
June 2016	745 (32%)	156 (7%)	388 (17%)	331 (14%)	195 (8%)	148 (6%)	341 (15%)	2304

*Does not include Outreach

*May 2016 and June 2016 do not include Anzac, Bill Woodward, Father R. Perin, or Fort McKay due to Fire Evacuation

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
Student Totals	653	417	573	384	228	176	242	2673

*Does not include Outreach

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
Mistassiniy 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

DIVISION ATTENDANCE MAY 2016

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	85	21	53	25	20	12	18	234
Gr. 1	96	26	48	31	16	7	12	236
Gr. 2	80	19	51	33	12	13	16	224
Gr. 3	102	24	56	20	12	5	10	229
Gr. 4	84	20	39	27	16	8	6	200
Gr. 5	97	17	34	28	15	7	9	207
Gr. 6	88	11	32	38	15	9	19	212
Gr. 7	62	21	33	30	12	5	26	189
Gr. 8	63	19	34	17	11	6	27	177
Gr. 9	27	8	32	15	12	15	41	150
Gr. 10	20	4	13	13	6	9	31	96
Gr. 11	18	7	7	13	12	2	33	92
Gr. 12	17	3	8	4	4	5	21	62
Student Totals	839	200	440	294	163	103	269	2308

*Does not include Outreach, Anzac, Bill Woodward, Fort McKay, or Father R. Perin Schools

May 2016 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School*								
ADCS	53 (23%)	13 (6%)	34 (15%)	31 (13%)	15 (6%)	21 (9%)	69 (30%)	236
Bill Woodward School*								
Bishop Routhier School	29 (47%)	8 (13%)	10 (16%)	7 (11%)	2 (3%)	3 (5%)	4 (6%)	63
Calling Lake School	35 (29%)	14 (12%)	13 (11%)	17 (14%)	5 (4%)	12 (10%)	16 (13%)	112
Chipewyan Lake School	11 (46%)	4 (17%)	2 (8%)	4 (17%)	1 (4%)	1 (4%)	1 (4%)	24
Conklin Community School	20 (49%)	8 (20%)	11 (27%)	1 (2%)	3 (7%)	1 (2%)	0 (0%)	44
Dr. Mary Jackson School	12 (38%)	1 (3%)	6 (19%)	3 (9%)	4 (13%)	0 (0%)	5 (16%)	31
Elizabeth School	90 (64%)	22 (16%)	18 (13%)	10 (7%)	1 (1%)	0 (0%)	1 (1%)	142
Father R. Perin School*								
Fort McKay School*								
Gift Lake School	43 (26%)	14 (9%)	34 (21%)	41 (25%)	24 (15%)	10 (6%)	8 (5%)	174
Grouard Northland School	34 (41%)	6 (7%)	16 (20%)	10 (12%)	9 (11%)	2 (2%)	2 (2%)	79
Hillview School	11 (35%)	6 (19%)	4 (13%)	3 (10%)	2 (6%)	0 (0%)	1 (3%)	27
JF Dion School	41 (48%)	19 (22%)	12 (14%)	11 (13%)	6 (7%)	0 (0%)	1 (1%)	90
Kateri School	23 (26%)	12 (14%)	21 (24%)	5 (6%)	3 (3%)	3 (3%)	18 (21%)	85
Little Buffalo School	36 (21%)	3 (2%)	47 (28%)	31 (18%)	17 (10%)	7 (4%)	33 (19%)	174
Mistassiniy School	56 (18%)	29 (9%)	66 (21%)	36 (11%)	29 (9%)	21 (7%)	78 (25%)	315
Paddle Prairie School	51 (45%)	5 (4%)	22 (19%)	14 (12%)	6 (5%)	5 (4%)	13 (11%)	116
Peerless Lake School	114 (94%)	4 (3%)	1 (1%)	6 (5%)	0 (0%)	0 (0%)	0 (0%)	125
Pelican Mountain School	8 (33%)	3 (13%)	5 (21%)	4 (17%)	3 (13%)	0 (0%)	1 (4%)	24
St. Theresa School	152 (37%)	23 (6%)	106 (26%)	59 (14%)	31 (8%)	17 (4%)	18 (4%)	406
Susa Creek School	20 (49%)	6 (15%)	12 (29%)	1 (2%)	0 (0%)	2 (5%)	0 (0%)	41

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	17 (17%)	0 (0%)	2 (2%)	7 (7%)	5 (5%)	7 (7%)	62 (62%)	100
Calling Lake Outreach School	4 (40%)	3 (30%)	1 (10%)	0 (0%)	0 (0%)	0 (0%)	2 (20%)	10

***SCHOOLS CLOSED DUE TO FORT MCMURRAY FIRE EVACUATION**

DIVISION ATTENDANCE JUNE 2016

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
ECS	89	23	46	33	22	10	14	237
Gr. 1	73	23	36	39	21	20	24	236
Gr. 2	62	15	42	36	20	13	33	221
Gr. 3	86	18	48	34	18	10	13	227
Gr. 4	83	10	29	25	29	8	16	200
Gr. 5	70	8	31	39	17	19	23	207
Gr. 6	72	15	36	28	14	19	28	212
Gr. 7	63	14	33	27	11	9	31	188
Gr. 8	54	11	32	24	9	11	35	176
Gr. 9	27	7	27	20	15	9	44	149
Gr. 10	21	5	10	15	7	3	35	96
Gr. 11	24	3	12	10	10	11	22	92
Gr. 12	21	4	6	1	2	6	23	63
Student Totals	745	156	388	331	195	148	341	2304

*Does not include Outreach, Anzac, Bill Woodward, Fort McKay, or Father R. Perin Schools

June 2016 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School*								
ADCS	30 (12%)	10 (4%)	18 (7%)	36 (15%)	26 (11%)	23 (10%)	98 (41%)	241
Bill Woodward School*								
Bishop Routhier School	16 (25%)	4 (6%)	14 (22%)	9 (14%)	8 (13%)	5 (8%)	7 (11%)	63
Calling Lake School	22 (20%)	0 (0%)	17 (15%)	18 (16%)	15 (14%)	10 (9%)	29 (26%)	111
Chipewyan Lake School	13 (54%)	0 (0%)	3 (13%)	5 (21%)	0 (0%)	1 (4%)	2 (8%)	24
Conklin Community School	13 (30%)	6 (15%)	12 (29%)	9 (22%)	3 (7%)	1 (2%)	0 (0%)	44
Dr. Mary Jackson School	3 (10%)	0 (0%)	4 (13%)	4 (13%)	6 (19%)	4 (13%)	10 (32%)	31
Elizabeth School	91 (64%)	20 (14%)	18 (13%)	10 (7%)	2 (1%)	1 (1%)	0 (0%)	142
Father R. Perin School*								
Fort McKay School*								
Gift Lake School	49 (28%)	22 (13%)	33 (19%)	20 (12%)	20 (12%)	9 (5%)	20 (12%)	173
Grouard Northland School	35 (44%)	3 (4%)	13 (16%)	11 (14%)	8 (10%)	2 (3%)	7 (9%)	79
Hillview School	8 (30%)	2 (7%)	5 (19%)	5 (19%)	1 (4%)	4 (15%)	2 (7%)	27
JF Dion School	55 (61%)	14 (16%)	9 (10%)	3 (3%)	3 (3%)	6 (7%)	0 (0%)	90
Kateri School	21 (26%)	18 (22%)	17 (21%)	3 (4%)	7 (9%)	0 (0%)	16 (20%)	82
Little Buffalo School	25 (15%)	2 (1%)	34 (20%)	39 (23%)	21 (12%)	13 (8%)	38 (22%)	172
Mistassiniy School	62 (20%)	18 (6%)	64 (20%)	57 (18%)	22 (7%)	31 (10%)	61 (19%)	315
Paddle Prairie School	48 (42%)	4 (4%)	18 (16%)	18 (16%)	10 (9%)	4 (4%)	12 (11%)	114
Peerless Lake School	112 (90%)	2 (2%)	5 (4%)	2 (2%)	2 (2%)	1 (1%)	1 (1%)	125
Pelican Mountain School	5 (21%)	2 (8%)	2 (8%)	8 (33%)	3 (13%)	3 (13%)	1 (4%)	24
St. Theresa School	110 (27%)	27 (7%)	93 (23%)	72 (18%)	38 (9%)	28 (7%)	37 (9%)	405
Susa Creek School	27 (64%)	2 (5%)	9 (21%)	2 (5%)	0 (0%)	2 (5%)	0 (0%)	42

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	19 (33%)	0 (0%)	2 (4%)	1 (2%)	0 (0%)	2 (4%)	33 (58%)	57
Calling Lake Outreach School	2 (17%)	0 (0%)	1 (8%)	1 (8%)	0 (0%)	1 (8%)	7 (58%)	12

*SCHOOLS CLOSED DUE TO FORT MCMURRAY FIRE EVACUATION

Student Attendance by Division in Percentage

For the Month of August, 2016

School	ECS	Div 1	Div 2	Div 3	Div 4
Anzac	81	86			
ADCS	79	75	71	60	59
Bill Woodward			90	86	86
Bishop Routhier	82	75	84		
Calling Lake	74	81	81	68	62
Calling Lake Outreach					56
Career Pathways					42
Chipewyan Lake	84	84	85	70	
Conklin	86	91	92	88	
Dr. Mary Jackson	82	87	87	79	100
Elizabeth	83	92	93	93	
Fr. R. Perin	80	77	78	75	
Fort McKay	82	87	85	78	
Gift Lake	75	82	84	83	
Grouard	78	86	90	86	
Hillview	85	92	83		
J.F. Dion	89	90	90	91	
Kateri	72	79	89	72	55
Little Buffalo	75	76	77	69	50
Mistassiniy				76	62
Pelican Mountain	79	86	88		
Paddle Prairie	87	88	84	91	68
Peerless Lake	83	90	88	80	81
St. Theresa	84	86	85		
Susa Creek	96	89	94	85	
All Schools	82	85	85	77	65

Bulletin 5

Staff Attendance (Based on Leave Applications)												
May 1, 2016 to July 31, 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	42	8400	723.5	7676.5	38.5	685	91%	9%	0.46%	8.15%	
Uncertificated Staff	177	42	7434	585.5	6848.5	13	572.5	92%	8%	0.17%	7.70%	
Maintenance Staff	52	62	3224	243.5	2980.5	0	243.5	92%	8%	0.00%	7.55%	
Central Office Staff	40	62	2480	125.5	2354.5	0	125.5	95%	5%	0.00%	5.06%	

Types of Leaves:	Maintenance includes:	Central Office Staff includes:
ATA Casual Sick Days Compassionate Conference Critical Care Leave Evergreen Family Care Days FNMI Leave – Other Lieu Days	Mentorship Teachers Personal Paid Leave Personal Unpaid Leave Principals' Meeting Professional Development School Business	Area Maintenance Workers Custodial Staff Ped Supervisors

Staffing Update - August 29, 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	1	1	0	0	1	1	25
Bill Woodward	7.5	0	0	0	1.5	1	0	0.5	0	1	11.5
Bishop Routhier	5	0	1	0	2.5	0	0	0	0.5	0	9
Calling Lake	11	0	0	0	1	0.5	0	0	0.5	1	14
Career Pathways	3	0	0	1	0	0	0	0	0	0	4
Chipewyan Lake	2	0	0	0.7	0.75	0	0	0	0.3	0.25	4
Conklin	5	0	0	1	0	0	0	0	0	0	6
Dr. Mary Jackson	2	0	0	0	1.8	0	0	0	0	0.8	4.6
Elizabeth	10	0	1	1	1.9	0	0	0.37	0.75	0.63	15.65
Father R. Perin	8	0	0	0	0.4	0	0	0	0.6	1	10
Fort McKay	6	0	0	5	0	0	0	0	1	1	13
Gift Lake	14	0	0	3	4.5	0.5	0	0	1	1	24
Grouard	6	0	0	2	0	0	0	0	0	1	9
Hillview	2	0	0	0	0.75	0	0	0	0	0.25	3
J.F. Dion	6.48	0	1	0	2	0	0	0	0	1	10.48
Kateri	7	0	0	1	1	0	0	0	1	1	11
Little Buffalo	11	0	0	0.5	4	0	0	0	1	1	17.5
Mistassiniy	21	0	0	3	1	0	1	0	1	2	29
Paddle Prairie	8	0	0	1	0	0.35	0	0	0.65	0.9	10.9
Peerless Lake	9	0	0	1.75	0.9	0.15	0	0	0.9	0.9	13.6
Pelican Mountain	2	0	0	0.75	0	0	0	0	0.25	0	3
St. Theresa	22.6	0	0	7	12	0	1	1	1	2	46.6
Susa Creek	4	0	0	0.75	0.75	0	0	0	0.4	0.4	6.3
Totals	197.08	1	4.5	31.05	39.25	3.5	2	2.37	12.85	19.13	312.73

School Visits by Department September 1, 2015 -August 31, 2016			
	Management	Learning Services Team	Totals
Anzac	5	6	11
ADCS	7	9	16
Bill Woodward	4	5	9
Bishop Routhier	8	7	15
Career Pathways	7	8	15
Calling Lake	9	10	19
Chipewyan Lake	4	5	9
Conklin	5	4	9
Dr. Mary Jackson	5	4	9
East Prairie/Hillview	6	9	15
Elizabeth	5	6	11
Fort McKay	6	8	14
Fr. R. Perin	7	13	20
Gift Lake	6	8	14
Grouard	9	10	19
J.F. Dion	6	7	13
Kateri	4	5	9
Little Buffalo	9	8	17
Mistassiniy	7	12	19
Paddle Prairie	5	7	12
Peerless Lake	6	4	10
Pelican Mountain	6	8	14
St. Theresa	8	9	17
Susa Creek	4	3	7

Bulletin 7

Northland schools showing reading level improvement

For immediate release - June 24, 2016



Almost 80% of our schools are showing improvement with students reading at grade level! This improvement is a result of our focus to improve student literacy. Results show an 8% increase in the number of students reading a grade level. June results are not available for Anzac Community School, Bill Woodward School, Fort McKay School and Father R. Perin School due to temporary closures related to wildfires. This progress report was presented by Janette Cavanaugh, Division Principal Literacy and Maureen Chernipeski, Pedagogical Supervisor. See Board Attachments for more information <http://nsd61.ca/download/80383> (page 1).

Student and parent participate in Super Family Literacy Night at St. Theresa School in Wabasca-Desmarais!

Bulletin 9

2nd Annual Northland Photography Contest

For immediate release – July 7, 2016

Congratulations to all students who entered the 2nd Annual Northland Photography Contest! This year, students submitted a picture and a short story to explain the photograph to judges. View photos and results below! Students received recognition for quality of photo and for short story content.



Jasmine Sinclair, Kateri School, earned a 1st place finish with this photo in the high school category!



Carolyn Letendre, Kateri School, 1st place in junior high category!

Place	Name	Category	Grade	School
1 st place	Jasmine Sinclair	High School Recognized for photo/short story content	12	Kateri School (Trout Lake)
1 st place	Carolyn Letendre	Junior High Recognized for quality of photo	8	Kateri School (Trout Lake)
2 nd place	Isaiah Alook	Junior High Recognized for quality of photo	8	Kateri School (Trout Lake)
3 rd place	Kaylynn Piper	Junior High	9	Paddle Prairie School

		Recognized for quality of photo		
1 st place	Kaylee Orr	Junior High Recognized for short story	7	Kateri School (Trout Lake)
2 nd place	Tia Alook	Junior High Recognized for short story	7	Kateri School (Trout Lake)
Honourable Mention	Aaliyah Cardinal		7	Kateri School (Trout Lake)
Honourable Mention	Janina Noskiye		7	Kateri School (Trout Lake)

Written submissions!



I chose this photo because I think this photo shows our community and how it looks. This photo speaks to me because the landscaping shows a little bit of our culture and our heritage. The lake is a big part of our community because our community is called Trout Lake. We get our water from the lake. The pipes pump water into the water plant so the workers can clean out the water. The trees are a big resource of ours as well because the trees help keep us warm when we

make fires in our fire stoves. The fire that we make helps us make traditional foods one very traditional food that we make over the fire is dry meat. There are a lot of traditional things that are important in our culture. This picture shows our land and the beauty of the nature all around us. This is where I'm from.

Written by: Kaylee Orr, Kateri School



I chose this picture because it has a high standard of natural architecture. In this image the camera is very focused on the sun rising up into the nice blue sky with many altocumulus clouds in the background and shade hitting the surface of the tree. The spring time buds are growing out of the oak trees, almost looking like tiny butterflies sitting all above the branches. The sky looks like a little bit of sapphire blue. The poplar trees look almost as if they were supposed to be

gray. The sun brings out the sky and the trees. Branches look as if about to fall off, and hit the ground. Looking a little closer you can see the little tiny pine trees sitting there at the bottom left angle. I chose to shoot this photo looking up because of the beautiful weather and also the poplar trees had a very nice shading coming from the sun.

Written by: Tia Alook, Kateri School

Northland schools celebrate Aboriginal Day

For immediate release – June 21, 2016

National Aboriginal Day is annually held on June 21st to celebrate the unique heritage, diverse cultures and outstanding achievement of Aboriginal peoples in Canada. See how Northland schools celebrated Aboriginal Day!



Conklin Community School students developed a deeper understanding about Traditional Hands Games on Aboriginal Day. Hand Games involve hiding and guessing objects through using elaborate hand signals, songs, rhythms and gestures to both hide and find the object.



Grouard Northland School hosted a community breakfast to kick-off Aboriginal Day. Students participated in activities at the Cultural Museum and When We Are Healthy (WWAH) staff organized Cree culture sessions.



Hillview School participated in land-based learning activities to celebrate Aboriginal Day on June 21st. Kindergarten to grade 3 students learned about the local land and the animals and grade 4-6 students went canoeing and developed an understanding on how to properly skin a deer.



Mistassiniy School hosted an all day celebration on Aboriginal Day. The day started with opening prayer with Elder Betty Jackson. The event also include local drumming performance, hand games, fish fry, bannock on a stick and storytelling.



Paddle Prairie Métis Settlement hosted an Aboriginal Day celebration. Paddle Prairie School and Dr. Mary Jackson School students, staff, parents, Elders and community members participated in various sessions such as learning how to make a mini Métis Sash, creating art with fish scales and learning how to make moccasins.



St. Theresa School organized a variety of activities in recognition of Aboriginal Day. Activities include, Identity Station, Traditional Games, Storytelling, Craft Station, Bannock Station, Music/Singing Station, Seven Teaching, Drumming and a talent show.



Motivational week of learning at New Teacher Orientation

For immediate release – August 31, 2016



An educator described Northland School Division's (NSD) New Teacher Orientation in Wabasca-Desmarais as one of the best introductions to any workplace she's ever had. From August 22-26, 2016 at St. Theresa School, new educators became familiar with First Nations, Métis and Inuit (FNMI) perspectives, cultural traditions and various initiatives across NSD. The week began with opening prayer from local Elder Nora Yellowknee; and welcoming remarks from Local School Board Committee members Louis Cardinal and Ernie Grach, Gord Atkinson, Superintendent of Schools and Lois Byers, Official Trustee.

During the week, educators developed a better understanding about Northland communities, Aboriginal culture, literacy assessment tools, classroom management practices and health and wellness ideas that can be integrated into the classroom. Laurie Elkow, a newcomer at Mistassiniy School, says the highlight session was Bee Calliou Schadeck from Center of the Sky. Bee educated teachers about Canada's history and how it impacted Aboriginal peoples. During the presentation, she wove in personal stories while explaining Residential Schools and the

impact it has in our school communities. In addition to in-school sessions, activities such as kayaking, pontoon boating, golf, and beach volleyball were organized to help teachers bond with each other. Chelsea Cattroll, one of many to participate in golfing at the Eagle Point Golf Course, will begin her education journey at Peerless Lake School this year. She says the orientation helped her feel welcome and comfortable.

"I immediately felt welcomed by everyone that I met and I felt like I had become part of the Northland family right from the start," said Cattroll. "I really valued that all the guests at orientation had a valuable message and contribution to ensure that I would have a successful start as a beginning teacher and reassured me that everything would be alright and that they would be there for me. If I were to reflect on what I feel was left out of the orientation week, I would have a hard time coming up with things that I feel were missed, as I feel it answered all of my questions I had going into the orientation. I left with a sense of community and I found it valuable to have face to face interactions with the staff that I will be working with this coming year."

A special thank you to Karen Alook, Head Cook from St. Theresa School, Leanne Gladue, Head Cook from Mistassiniy School, Gina Kotash, Casual Cook and Emily Hunt, Operations Manager from School Food Services, for preparing delicious meals for new teachers, central office staff, principals and guests during New Teacher Orientation!

For more information please contact:

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

BOARD OF TRUSTEES

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: SEPTEMBER 8, 2016

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 11 – ROLE OF THE SUPERINTENDENT

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION
That the Board of Trustees receive as information Policy 11, Role of the Superintendent, as attached.

CURRENT SITUATION: Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee and Gord Atkinson, Superintendent of Schools revised Policy 11 – The Role of the Superintendent.

Policy 11

ROLE OF THE SUPERINTENDENT

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

Specific Areas of Responsibility

1. Student Learning

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

2. Student Wellness

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

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act.

- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the preparation and the presentation of the budget.
- 3.4 Ensures the Board has current and relevant financial information.
- 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.

4. Personnel Management

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

5. Policy/Administrative Procedures

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

6. Superintendent/Board Relations ("The First Team")

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

7. Strategic Planning and Reporting

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

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

8. Organizational Management

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

9. Communications and Community Relations

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

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- 10.2 Develops and maintains positive and effective relations with national, provincial and regional government departments and agencies.

- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.
- 10.4 Understands historical, social, economic and political implications of:
 - 10.4.1 Treaties and agreements with First Nations;
 - 10.4.2 Agreements with Métis;
 - 10.4.3 Residential schools and their legacy.

Legal Reference: Section 14, 16.1, 45, 45.1, 60, 61, 113, 114, 115 School Act
Section 10, Northland School Division Act
Freedom of Information and Protection of Privacy Act

NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation:	Superintendent Evaluation Evidence	Quality Indicators
<p>1. Student Learning</p> <p>1.1 Provides leadership in all matters relating to education in the Division</p> <p>1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister</p> <p>1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement</p> <p>1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship</p> <p>1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students</p> <p>1.6 Provides leadership in implementing education policies established by the Minister and the Board</p>	<ul style="list-style-type: none"> • Annual Education Plan/Results Report (AERR) <ul style="list-style-type: none"> ○ Satisfaction survey information ○ PAT results ○ Diploma results ○ Completion rates ○ Rutherford and other scholarships ○ Trends and Issues • Superintendent recommendations to Three-Year Planning process • Annual Education Results Report • Feedback from Alberta Education re: AERR 	<ul style="list-style-type: none"> • Identifies trends and issues related to student achievement to inform the Three-Year Planning process • Conducts an analysis of student success and ensures school principals analyze individual student success and develop action plans to address concerns • Measurable improved student achievement as a trend over time is realized • Ensures parents and students are satisfied with improvement in student achievement • Develops initiatives to foster student achievement • Develops new approaches to the solution of significant and complex learning challenges • Meets all timelines with provision for appropriate Board input relative to the AERR • Meets Alberta Education's expectations re: AERR format, process and content • Ensures the Division's academic results are published and effectively communicated

**NORTHLAND SCHOOL DIVISION
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE**

Role Expectation:	Superintendent Evaluation Evidence	Quality Indicators
<p style="text-align: center;">2. Student Wellness</p> <p>2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging</p> <p>2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment</p> <p>2.3 Develops pathways beyond the residential school legacy</p> <p>2.4 Ensures the safety and well-being of students whether or not it occurs within the school building, during the school day or by electronic means</p> <p>2.5 Ensures the facilities adequately accommodate Division students</p> <p>2.6 Acts as, or designates, the attendance officer for the Division</p>	<ul style="list-style-type: none"> • Accountability Pillar • Survey results • Character Education • RTI • Superintendent's Report <ul style="list-style-type: none"> ○ Suspension/ expulsion statistics ○ Incidents/accidents ○ Mental health • Three Year Education Plan • Crisis Response Manual • Three Year Capital Plan • IMR Summary • OHS Advisory Committee minutes • Designation of attendance officer • Attendance correspondence • Individual RCSDs 	<ul style="list-style-type: none"> • Develops standards and monitors progress relative to providing an engaging, welcoming, caring, respectful and safe learning environment • Develops programming thrusts to activate "whole child" learning • Develops an action plan that advances understanding of reconciliation and healing surrounding the residential school legacy • Provides analysis of incident reports • Implements the requirements of Occupational Health and Safety legislation, including required staff professional development • Complies with legislative requirements to appoint Attendance Officer for the Division • Improves student attendance

**NORTHLAND SCHOOL DIVISION
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE**

Role Expectation: 3. Fiscal Responsibility	Superintendent Evaluation Evidence	Quality Indicators
<p>3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act</p> <p>3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures</p> <p>3.3 Directs the preparation and the presentation of the budget</p> <p>3.4 Ensures the Board has current and relevant financial information</p> <p>3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board</p>	<ul style="list-style-type: none"> • Auditor's Report • Auditor's Management Letter • Response to external reports • Budget process and timelines • Annual Budget • Quarterly financial reports • Three Year Capital Plan • Superintendent's Report • Superintendent confidential communications to the Board showing notification of litigation 	<ul style="list-style-type: none"> • Public sector accounting standards are being followed • Adequate internal financial controls exist and are being followed • All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made • Revenue/expenditure envelope designations are clearly demonstrated in budget documents • Budget process is transparent • The Budget is developed according to a timeline which ensures the Board's ability to provide direction, revise priorities, and is approved with Alberta Education timelines • All funds are expended as per approved budgets • Variance analysis and year-end projections are provided quarterly • The Board is informed annually about incurred liabilities • The Board is informed immediately regarding pending litigation • The Capital Plan facilitates integrated planning and implementation, and is approved within Alberta Education timelines

NORTHLAND SCHOOL DIVISION		
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: 4. Personnel Management	Superintendent Evaluation Evidence	Quality Indicators
<p>4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy</p> <p>4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place</p> <p>4.3 Facilitates professional development and training sessions for staff</p> <p>4.4 Ensures the coordination and integration of human resources within the Division</p> <p>4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging</p>	<ul style="list-style-type: none"> • Board Policy Handbook • Administrative Procedures Manual • Superintendent's Report • Personnel statistics • Staff Development Plan • Superintendent's Evaluation Document • Organizational charts • Job descriptions • Grievances/complaints • OHS Advisory Committee minutes 	<ul style="list-style-type: none"> • Provides useful, timely information and advice which facilitates the negotiating teams and the Board's work • Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, supervisory and evaluation processes • Fosters high standards of instruction and professional improvement (Teaching Quality Standard) • Provides for training of administrators and the development of leadership capacity within the Division • Models commitment to personal and professional growth • Ensures effective workforce planning • Follows Board policies re: personnel • Models high ethical standards of conduct • Develops standards and monitors progress relative to providing a welcoming, caring, respectful and safe working environment

**NORTHLAND SCHOOL DIVISION
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE**

Role Expectation: Policy/Administrative 5. Procedures	Superintendent Evaluation Evidence	Quality Indicators
<p>5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies</p> <p>5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures</p>	<ul style="list-style-type: none"> • Board Policy Handbook • Administrative Procedures Manual • Summary of past year's activity 	<ul style="list-style-type: none"> • Appropriately involves individuals and groups in the policy development process • Takes leadership in bringing policies to Board for review • Demonstrates a knowledge of and respect for the role of the Board in policy processes • Ensures adherence to Board policies • Ensures adherence to Administrative Procedures • Ensures timeliness of policy revision • Ensures timeliness of Administrative Procedures development and revision, and Board notification of the same

NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: Superintendent/Board 6. Relations ("The First Team")	Superintendent Evaluation Evidence	Quality Indicators
<p>6.1 Engages in and maintains positive, professional working relations with the Board</p> <p>6.2 Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy</p> <p>6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions</p> <p>6.4 Provides the information and counsel which the Board requires to perform its role</p> <p>6.5 Keeps the Board informed on sensitive issues in a timely manner</p> <p>6.6 Attends, and/or designates, administrative attendance at all Committee meetings</p> <p>6.7 Demonstrates mutual respect and support, which is conveyed to the staff and community</p>	<ul style="list-style-type: none"> • Board directives report • Board agenda packages • Board meetings • Listing of issues and background information • Superintendent e-mails and phone calls • Planning retreats • Superintendent's calendar • Committee meetings • Board functions • Public events 	<ul style="list-style-type: none"> • Interacts with the Board in an open, honest, proactive and professional manner • Ensures high quality management services are provided to the Board • Implements Board directions with integrity in a timely fashion • Provides support to the Board re: advocacy efforts on behalf of the Division • Ensures Board agendas are prepared and made available to trustees in sufficient time to allow for appropriate trustee preparation for the meeting • Provides the Board with balanced, sufficient, concise information and clear recommendations in agendas • Keeps the Board informed about Division operations and on emergent issues • Provides the Board with correspondence directed to the Board or trustees

NORTHLAND SCHOOL DIVISION		
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: 7. Strategic Planning and Reporting	Superintendent Evaluation Evidence	Quality Indicators
<p>7.1 Leads a generative Strategic Planning engagement process</p> <p>7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short and long range plans</p> <p>7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval)</p> <p>7.4 Implements plans as approved</p> <p>7.5 Reports regularly on results achieved</p> <p>7.6 Develops the Annual Education Results Report for Board approval</p>	<ul style="list-style-type: none"> • Planning process and timelines • Three Year Education Plan • Three Year Capital Plan • Facilities Master Plan (FMP) • Technology Plan • Board Work Plan • Accountability Pillar • Satisfaction surveys • Alberta Education Monitoring Reports • Annual Education Results Report 	<ul style="list-style-type: none"> • Ensures the Three Year planning process involves appropriate stakeholder input and results in high stakeholder satisfaction • Ensures the Three Year Education Plan is developed according to a timeline which ensures the Board's ability to provide direction, revise priorities and is approved within Alberta Education timelines • Develops short and long-range plans to meet the needs of the Division and provides for continuous improvement • Ensures facility project budgets and construction schedules are followed or timely variance reports are provided to the Board • Ensures transportation services are provided with due consideration for efficiency, safety and length of ride • Ensures "key results" identified by the Board are achieved • Develops a comprehensive, succinct Annual Education Results Report to be approved within Alberta Education timelines

NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: 8. Organizational Management	Superintendent Evaluation Evidence	Quality Indicators
<p>8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines</p> <p>8.2 Reports to the Minister with respect to matters identified in and required by the School Act and provincial legislation</p> <p>8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility</p> <p>8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion</p> <p>8.5 Facilitates collaboration with First Nations and Métis leaders, organizations and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis and all other students.</p>	<ul style="list-style-type: none"> • Board agenda packages • Superintendent's Reports • Alberta Education Monitoring Reports • Organizational chart • Administrative Procedures Manual • Emergency Preparedness • Crisis Response Manual 	<ul style="list-style-type: none"> • Ensures Division compliance with all Alberta Education and Board mandates (timelines and quality) • Ensures contracted services (eg, fiscal, labour and legal) meet quality expectations of the Board • Ensures organizational structure is clear and facilitates results to be achieved • Effectively manages time and resources • Ensures use of technology is effective and efficient • Ensures that appropriate procedures are in place for the management of critical events and emergencies • Ensures that First Nations and Métis leaders, organizations and communities are satisfied with their involvement

NORTHLAND SCHOOL DIVISION SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: 9. Communications and Community Relations	Superintendent Evaluation Evidence	Quality Indicators
<p>9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained</p> <p>9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division</p> <p>9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders and community members</p> <p>9.4 Maintains effective relationships within the system and the community served by the system</p> <p>9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act</p> <p>9.6 In consultation with the Board, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate</p>	<ul style="list-style-type: none"> • Superintendent's memos • Website interactions • Satisfaction survey data • Focus groups/public events • Administrative Procedures Manual • FOIP requests • Media releases • Key messages 	<ul style="list-style-type: none"> • Ensures information is disseminated to inform appropriate publics • Promotes positive public engagement in the Division • Facilitates effective home-school relations • Facilitates effective First Nations and Métis relations. • Manages conflict effectively • Implements the Board approved Communications Plan • Represents the Division in a positive, professional manner • Complies with FOIP legislation • Works cooperatively with the Board and the media to represent the Board's views/positions • Improves the Division's public image

NORTHLAND SCHOOL DIVISION		
SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE		
Role Expectation: 10. Leadership Practices	Superintendent Evaluation Evidence	Quality Indicators
<p>10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister</p> <p>10.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies</p> <p>10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect</p> <p>10.4 Understands historical, social, economic and political implications of:</p> <p style="padding-left: 20px;">10.4.1 Treaties and agreements with First Nations</p> <p style="padding-left: 20px;">10.4.2 Agreements with Métis</p> <p style="padding-left: 20px;">10.4.3 Residential schools and their legacy</p>	<ul style="list-style-type: none"> • Report of interviews with principals • Report of interviews with Superintendent's "direct reports" • Report of interviews with external agencies • Regional Collaborative Service Delivery • Partnerships 	<ul style="list-style-type: none"> • Provides clear expectations and direction • Provides effective educational leadership • Establishes and maintains positive, professional working relationships with staff • Unites people toward common goals • Demonstrates a high commitment to the needs of students • Has a well-established value system based on integrity • Empowers others • Effectively solves problems • Builds the leadership capacity of school-based and central office administrators • Demonstrates an understanding of treaties and agreements with First Nations, agreements with Métis, residential schools and their legacy

Legal Reference: Section 14, 16.1, 45, 45.1, 60, 61, 113, 114, 115 School Act
Freedom of Information and Protection of Privacy Act

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: SEPTEMBER 8, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

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

ORIGINATOR: PERSONNEL COMMITTEE MEETING

RECOMMENDATION

That the Board of Trustees approve the attached changes to Procedure 404 – Recruitment and Re-Assignment of Certified Staff.
--

BACKGROUND: Following the May 27/28, 2016 Board meeting, copies of this procedure was sent to all Local School Board Committee Chairs and principals with a request for feedback.



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-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 certified positions. The review of the applicant's file for certificated positions shall consist of a consideration of:
 - 5.1 Competency in the Alberta Teaching Quality Standard, including classroom routines and management, teacher/student/parent relations and lesson development and delivery.
 - 5.2 Relevant or successful experience related to the teaching assignment.



Recruitment and Re-Assignment of Certificated Staff

-
- 5.3 Proficiency, knowledge and/or skills in First Nations, Métis and Inuit language and cultural settings.
 - ~~5.15.4~~ Academic preparation, including overall achievement and program content.
 - ~~5.25.5~~ Coursework in ~~English as a Second Language Learning, multicultural indigenous education, experiential learning, inclusive instruction and individual differences.~~
 - ~~5.3~~ ~~Competency in classroom routines and management, teacher/student relations and lesson development and delivery.~~
 - ~~5.45.6~~ Previous employment history based on assessment reports and letter of recommendation.
 - 5.7 Overall suitability based on areas of expertise and personal background including philosophy of education, extracurricular and community interests.
 - ~~5.55.8~~ The principal may, in consultation with the Local School Board Committee, advise the Director of Human Resources of any special qualifications or considerations for vacant positions prior to the selection of candidates for a local interview.
6. 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, Métis and/or Inuit makeup. A Summary statement of each interview shall be submitted to the Director of Human Resources.
- ~~6.6.1~~ Candidates that have been selected for a preliminary interview shall be provided with a career information package that will be updated annually and contains:
 - ~~6.16.1.1~~ ~~a~~ map of the Northland School Division.
 - ~~6.26.1.2~~ ~~Information~~—~~information~~ of the governance and administrative structure.
 - ~~6.36.1.3~~ ~~Information~~—~~information~~ on school facilities and the curriculum being offered.



Procedure 404

Recruitment and Re-Assignment of Certificated Staff

~~6.46.1.4A~~ a copy of the Collective Agreement outlining salary and benefits.

~~6.56.1.5~~ ~~Information~~ 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) references(s) need to be completed.
 - 8.2.1 all reference checks need to be submitted to Human Resources when they are completed.
- ~~7. Preliminary interviews shall be conducted by interview teams in order to determine the overall suitability of each candidate. A summary statement of each interview shall be submitted to the human resources department.~~
- ~~8. The principal may, in consultation with the Local School Board Committee, advise the human resources department of any special qualifications or considerations for vacant positions prior to the selection of candidates for a local interview.~~
- ~~8. 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. Local interviews for certificated staff shall be conducted in the following manner:



Recruitment and Re-Assignment of Certificated Staff

-
- 9.1 Whenever possible, interviews shall take place on a face-to-face setting. Should a 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 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 Superintendent for employment based upon overall



Procedure 404

Recruitment and Re-Assignment of Certificated Staff

suitability. The local interview committee shall, where all other factors are equal, preference will be given to candidates with the requisite First Nations, Métis and/or Inuit language and cultural skills and/or knowledge. Whenever possible, the recommendation should be arrived at by consensus. In the 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.
10. A Local School Board Committee may nominate a teacher for a position in the school in accordance with the following:
 - 10.1 The nominated candidate will be required to submit a complete resume to the ~~human~~-Human resources-Resources department.
 - 10.1 The resume will be reviewed and references checked.
11. The ~~superintendent~~-Superintendent will review the recommendation of the local interview committee and make the final determination.
12. The ~~superintendent~~-Superintendent shall-will make the written offer of employment which will include:
 - 12.1 Assignment;
 - 12.2 Salary range, estimated allowance and benefits; and
 - ~~12-~~12.3 Start date.
13. For all staff new to the division the offer of employment shall not exceed one full school year.

Reference:

BOARD OF TRUSTEES

**TO: LOIS BYERS
TRUSTEE OF THE BOARD**

DATE: SEPTEMBER 8, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 431 – EMPLOYEE BENEFITS

ORIGINATOR: PERSONNEL COMMITTEE MEETING

RECOMMENDATION
That the Board of Trustees approve the attached changes to Procedure 431 – Employee Benefits.

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. For non-teaching staff only one out of the couple 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

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

~~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 90th day. After the 90th 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**

- 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

TO: LOIS BYERS,
TRUSTEE OF THE BOARD

DATE: SEPTEMBER 8, 2016

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 107, SMOKE FREE ENVIRONMENT

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE

RECOMMENDATION
That the Board of Trustees receive as information the attached changes to Procedure 107, Smoke Free Environment.

CURRENT SITUATION: It has been brought to the attention of the Housing Coordinator that many of NSD's divisional housing units have been smoked in. Going forward NSD would like to clarify that Procedure 107, Smoke Free Environment also includes all divisional housing properties as well as schools and facilities.



Smoke Free Environment

Background

The division has a responsibility to ensure that students and staff are protected from the harmful effects of smoking and second hand smoke.

Procedures

1. All of the facilities and grounds **including divisional housing** under the control of the board are to be smoke free areas.
2. The principal shall ensure that all students, staff, parents and visitors to the school are made aware of the smoke free requirement **in the schools**.
3. Continued violation of the smoke free requirement **in the schools** will be brought to the attention of the ~~superintendent~~ **Superintendent** by the principal.
4. **The Housing Coordinator will inform tenants that the rental units are smoke-free.**
5. **Violation of the smoke-free requirement in divisional housing could result in eviction.**

Reference: **Policy 17 – Teacher Housing**



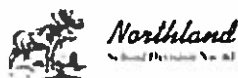
Superintendent's Report September 8, 2016

August, 2016

15	Peace River	Meet and Greet with Central Office Staff
		Division Leadership Team Meeting
16	Peace River	Division Leadership Team Meeting
17	Peace River	Committee Meetings & Agenda Review
18	Edmonton	Alberta Education Meeting Re: Fire Affected Schools Update
19	Wabasca	School Visits: Mistassiniy, St. Theresa, and Career Pathways
22-24	Wabasca	New Teacher Orientation
25-26	Wabasca	Administrators' Meeting
29	Edmonton	Alberta Education Meeting Re: FNMI Perspectives
30	Edmonton	Alberta Education Meeting Re: Northland School Division
31	Slave Lake	Bigstone Cree Nation Education Authority Meeting

September, 2016

1	Edmonton	Kee Tas Kee Now Tribal Council Meeting
7	Peace River	Boarding Home Appeal Hearing
8	Peace River	Corporate Board Meeting



Gord Atkinson <gord.atkinson@nsd61.ca>

Nutrition Pilot Project

1 message

EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>
 Cc: Carolyn Lewis-Shillington <Carolyn.Lewis-Shillington@gov.ab.ca>

Wed, Aug 31, 2016 at 3:45 PM

To: Superintendents of Public, Separate, Francophone and Charter School Boards

Dear colleagues:

Thank you for taking the time to complete the survey we sent out last November regarding school nutrition programs in Alberta. The information you provided has been instrumental in helping determine next steps for development of a school nutrition program in the province.

I am pleased to announce the launch of a targeted school nutrition pilot program in select school jurisdictions. Alberta Education has identified 11 school jurisdictions to participate in the pilot, based on greatest need as determined by socio-economic status data from Statistics Canada:

- Calgary Board of Education
- Canadian Rockies Regional Division
- Edmonton School District
- High Prairie School Division
- Livingstone Range School Division
- Medicine Hat School District
- Northern Lights School Division
- Red Deer Public School District
- St. Paul Education Regional Division
- Westwind School Division
- Wetaskiwin Regional Division

Each jurisdiction will choose one school to participate in the nutrition pilot project. Alberta Education will provide the 11 publicly funded school jurisdictions with \$250,000 in grant funding per jurisdiction for the 2016/2017 school year to assist in developing a pilot nutrition program. The results of the pilot will help inform decisions regarding nutrition programs for schools across the province in 2017/2018.

Alberta Education cares about the health and well-being of students in Alberta schools. I appreciate your support and co-operation as this project progresses.

If you have any questions, please contact your respective Field Services manager or Carolyn Lewis-Shillington, Education Manager, Field Services, at carolyn.lewis-shillington@gov.ab.ca or 780-415-5877 (dial 310-0000 first for toll-free access).

Sincerely,

Curtis Clarke, PhD

Deputy Minister of Education

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



Official Trustee's Report September 8, 2016

62

173

July 2016

13		Official Trustee Appointment Made Public
15	Edmonton	Orientation with Donna Barrett and Alberta Education Staff
21	Edmonton	Superintendent Interviews
22	Edmonton	Alberta Education Meeting Re: Timelines for Elections for October, 2017
26	Edmonton	Meeting with Indigenous and Northern Affairs Canada, Mikisew Cree Nation, and Colin Kelly Re: Payments and Results
27	Edmonton	Metis Settlement General Council – Post Secondary Directors

August, 2016

15	Peace River	Meet and Greet with Central Office Staff
		Division Leadership Briefing Meeting
16	Peace River	Division Leadership Briefing Meeting
17	Peace River	Committee Meetings & Agenda Review
22-24	Wabasca	New Teacher Orientation
30	Peavine	Peavine Metis Settlement Council Meeting
		Bishop Routhier School Tour and Principal Meeting
		Meeting with Peavine Local School Board Committee Chairperson and Member

September, 2016

1	Edmonton	Kee Tas Kee Now Tribal Council Meeting
7	Peace River	Boarding Home Appeal Hearing
8	Peace River	Corporate Board Meeting

**NORTHLAND SCHOOL DIVISION NO. 61
BOARD REPORT
2015/2016 SCHOOL YEAR
PERIOD ENDING - July 31, 2016**

	ACTUAL	BUDGET	VARIANCE
<u>ELECTIONS</u>			
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	2,395.59	-	(2,395.59)
OFFICE SUPPLIES--ELECTIONS	-	-	-
SUB-TOTAL	3,980.70	80,000.00	76,019.30
<u>COMMITTEES</u>			
RENUMERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
PROFESSIONAL SERVICES - POLICY REVIEW	3,710.00	-	(3,710.00)
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	12,722.56	30,000.00	17,277.44
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	328.17	-	(328.17)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	4,961.88	-	(4,961.88)
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	761.79	-	(761.79)
SUB-TOTAL	22,484.40	30,000.00	7,515.60
<u>OTHER EXPENSES</u>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
RENUMERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	4,680.23	4,000.00	(680.23)
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	123,720.33	200,000.00	76,279.67
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	38,624.03	25,000.00	(13,624.03)
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	42.26	-	(42.26)
TELEPHONE - TRUSTEE	1,041.19	3,000.00	1,958.81
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	59,495.87	40,000.00	(19,495.87)
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	8,027.68	-	(8,027.68)
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	1,286.42	3,000.00	1,713.58
OFFICE SUPPLIES	1,202.14	5,000.00	3,797.86
AWARDS	22,735.10	25,000.00	2,264.90
POSTAGE - BOARD	345.80	4,000.00	3,654.20
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	305,218.69	411,750.00	106,531.31
TOTAL	331,683.79	521,750.00	190,066.21

**NORTHLAND SCHOOL DIVISION NO. 61
LOCAL SCHOOL BOARD COMMITTEE REPORT
2015/2016 SCHOOL YEAR
PERIOD ENDING - July 31, 2016**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Anzac</u>						
Quarterly Honorarium	3,424.50	1,402.32	4,826.82	4,920.00	93.18	
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	1,402.32	4,826.82	18,081.00	13,254.18	26.7%
<u>Athabasca Delta</u>						
Quarterly Honorarium	2,436.00	1,115.96	3,551.96	4,920.00	1,368.04	
Travel & Subsistence		1,189.14	1,189.14	5,340.00	4,150.86	
In - Service			-		-	
Prior Year Carryover			-	9,265.00	9,265.00	
Casual Labour, Supplies & Awards		91.00	91.00	250.00	159.00	
Total	2,436.00	2,396.10	4,832.10	19,775.00	14,942.90	24.4%
<u>Bishop Routhier</u>						
Quarterly Honorarium	1,229.75	3,930.50	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	1,229.75	5,430.50	6,660.25	10,639.00	3,978.75	62.6%
<u>Calling Lake</u>						
Quarterly Honorarium	2,700.75	1,812.27	4,513.02	4,920.00	406.98	
Travel & Subsistence		118.44	118.44	3,060.00	2,941.56	
In - Service			-		-	
Prior Year Carryover			-	10,040.00	10,040.00	
Casual Labour, Supplies & Awards		638.02	638.02	250.00	(388.02)	
Total	2,700.75	2,568.73	5,269.48	18,270.00	13,000.52	28.8%
<u>Chipewyan Lakes</u>						
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%
<u>Conklin</u>						
Quarterly Honorarium	1,229.75	3,287.17	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		1,745.16	1,745.16	250.00	(1,495.16)	
Total	1,229.75	5,032.33	6,262.08	18,681.00	12,418.92	33.5%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Dr. Mary Jackson</u>						
Quarterly Honorarium	1,953.50	3,206.75	5,160.25	4,920.00	(240.25)	
Travel & Subsistence		-	-	2,184.00	2,184.00	
In - Service					-	
Prior Year Carryover				2,644.00	2,644.00	
Casual Labour, Supplies & Awards		1,062.74	1,062.74	250.00	(812.74)	
Total	1,953.50	4,269.49	6,222.99	9,998.00	3,775.01	62.2%
<u>East Prairie</u>						
Quarterly Honorarium	1,229.75	3,689.25	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		600.00	600.00	250.00	(350.00)	
Total	1,229.75	5,939.25	7,169.00	9,826.00	2,657.00	73.0%
<u>Elizabeth</u>						
Quarterly Honorarium	2,436.00	1,624.03	4,060.03	4,920.00	859.97	
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	2,436.00	2,224.03	4,660.03	16,473.00	11,812.97	28.3%
<u>Father R Perin</u>						
Quarterly Honorarium	1,229.75	3,689.25	4,919.00	4,920.00	1.00	
Travel & Subsistence		68.00	68.00	4,144.00	4,076.00	
In - Service					-	
Prior Year Carryover				4,269.00	4,269.00	
Casual Labour, Supplies & Awards				250.00	250.00	
Total	1,229.75	3,757.25	4,987.00	13,583.00	8,596.00	36.7%
<u>Fort McKay</u>						
Quarterly Honorarium	735.50	2,206.50	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	735.50	3,538.46	4,273.96	21,275.00	17,001.04	20.1%
<u>Gift Lake</u>						
Quarterly Honorarium	1,459.25	3,034.17	4,493.42	4,920.00	426.58	
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	1,459.25	4,534.17	5,993.42	12,336.00	6,342.58	48.6%
<u>Grouard</u>						
Quarterly Honorarium	2,137.84	2,983.24	5,121.08	4,920.00	(201.08)	
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		1,654.87	1,654.87	250.00	(1,404.87)	
Total	2,137.84	5,703.71	7,841.55	12,911.00	5,069.45	60.7%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Percent Expended	
				Budget	Difference
J.F. Dion					
Quarterly Honorarium	1,229.75	3,689.25	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	1,229.75	5,301.40	6,531.15	15,880.00	9,348.85
					41.1%
Kateri					
Quarterly Honorarium	1,965.25	3,701.35	5,666.60	4,920.00	(746.60)
Travel & Subsistence		2,043.80	2,043.80	2,416.00	372.20
In - Service			-		-
Prior Year Carryover			-	7,710.00	7,710.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	1,965.25	5,745.15	7,710.40	15,296.00	7,585.60
					50.4%
Little Buffalo					
Quarterly Honorarium	1,218.00	3,654.00	4,872.00	4,920.00	48.00
Travel & Subsistence		1,440.50	1,440.50	1,880.00	439.50
In - Service			-		-
Prior Year Carryover			-	288.00	288.00
Casual Labour, Supplies & Awards		-	-	250.00	250.00
Total	1,218.00	5,094.50	6,312.50	7,338.00	1,025.50
					86.0%
Mistassiniy					
Quarterly Honorarium	1,712.25	3,171.50	4,883.75	4,920.00	36.25
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	1,712.25	5,003.12	6,715.37	9,046.00	2,330.63
					74.2%
Paddle Prairie					
Quarterly Honorarium	1,482.75	2,551.67	4,034.42	4,920.00	885.58
Travel & Subsistence	-	2,200.00	2,200.00	2,288.00	88.00
In - Service	-	-	-	-	-
Prior Year Carryover	-	-	-	6,907.00	6,907.00
Casual Labour, Supplies & Awards	-	500.00	500.00	250.00	(250.00)
Total	1,482.75	5,251.67	6,734.42	14,365.00	7,630.58
					46.9%
Peerless Lake					
Quarterly Honorarium	1,229.75	5,089.25	6,319.00	4,920.00	(1,399.00)
Travel & Subsistence		2,426.36	2,426.36	2,340.00	(86.36)
In - Service			-		-
Prior Year Carryover			-	1,474.00	1,474.00
Casual Labour, Supplies & Awards		774.28	774.28	250.00	(524.28)
Total	1,229.75	8,289.89	9,519.64	8,984.00	(535.64)
					106.0%
Pelican Mountain					
Quarterly Honorarium	747.25	2,241.75	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		1,434.85	1,434.85	250.00	(1,184.85)
Total	747.25	3,954.64	4,701.89	14,609.00	9,907.11
					32.2%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
St. Theresa						
Quarterly Honorarium	1,229.75	3,689.25	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		1,054.66	1,054.66	250.00	(804.66)	
Total	1,229.75	4,743.91	5,973.66	9,267.00	3,293.34	64.5%
Susa Creek						
Quarterly Honorarium	2,459.50	743.35	3,202.85	4,920.00	1,717.15	
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	
Total	2,459.50	836.96	3,296.46	16,238.00	12,941.54	20.3%
GRAND TOTAL	36,971.09	92,512.08	129,483.17	310,905.00	181,421.83	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	181,421.83
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	<u>22</u>	<u>181,421.83</u>

The Advocate: Volume 3 - Issue 17

[View this email in your browser](#)



THE ADVOCATE

JULY 2016

Upcoming August Governance Seminars

Deadline is quickly approaching .

We are very excited to present our August Governance Seminar on: Local Bargaining Preparation, facilitated by Mr. Dave Johnson.

This workshop will cover several items including how to respond to ATA proposals, how to use the bargaining process in the most effective way as well as several other items.

Please ensure you register as soon as possible as spaces are filling up quickly. Please note, that the Edmonton Governance session is a repeat of the Medicine Hat session.

The registration links for both sessions can be found below.

[August 10 Governance Session - Medicine Hat, AB](#)

[August 18 Governance Session - Edmonton, AB](#)

Upcoming August Council Meeting

will be joining us for our August Council meeting on Friday August 19th for a session entitled: *A Conversation with the Deputy Minister*. Stay tuned for more details.

Member Board Meetings

President Hrynyk will be scheduling meetings with Member Boards in Southern Alberta, starting Late August into September. We will be reaching out soon to schedule these meetings.

Stars of Alberta Volunteer Awards

The search is on for nominations of Alberta's outstanding volunteers for the ***Stars of Alberta Volunteer Awards!***

Do you know a volunteer in your organization or community who is making a difference in the lives of Albertans? Nominate them for a [Stars of Alberta Volunteer Award](#) to help recognize their important and vital contributions!

The deadline for submissions is September 20, 2016. Please see below for the link to enter!

[Stars of Alberta Volunteer Award Nominations](#)

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



Secretary-Treasurer's Report

September 8, 2016

For the Period Ending July 31, 2016

INTRODUCTION

In our year-to-date, for the period ending July 31, 2016, Northland School Division's operating costs are in line with the operating budget. There is about 8% left of the year, with about 12% 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). Overall, the budget is on track. However, keep in mind that the Finance Department is busy completing year-end entries, and, depending on the amounts coming in on VISA expense claims, the adjusting entries could be significant. A projected year-end Statement of Operations should be available at the next board meeting.

REVENUE

- Revenue received to date is in line with historical numbers and the budget.

EXPENSES

- Expenses are also in line with historical data and the budget.
- Salary expenses are right on track, with other expenses slightly under budget to date.

OTHER BUSINESS

Receivables

- Two receivables are causing cash flow issues with the division (see below) – the \$3.4 million owed by Mikisew Cree First Nation and Woodland Cree First Nation, for \$447,000. There is an agreement with Mikisew to a repayment plan, but as of September 7, 2016, the August payment has not been made. Woodland Cree First Nation, through KTC, has verbally agreed to a repayment plan over 24 months, starting in September.

Cash flow

- Cash flow continues to be monitored regularly, as our projections still indicate we are under the three months' payroll limit (new procedure). We received payment for last summer's portable move, and partial payment from Woodland Cree, which eased the situation somewhat. Monitoring will continue, according to procedure.

Year-end audit

- Work has started on the year-end audit. The audit dates the auditors are on-site has been moved up about 10 days, so there is pressure to complete all the activities required to prepare draft statements. This is the first year that the date has been this early, and appears to be what is required by the Office of the Auditor General. After this year's audit is complete, and a clean audit is obtained, consideration will be given to discontinuing the OAG involvement in the audit process, and contracting an audit firm, in line with other school divisions.

School Jurisdiction Code: 1280
STATEMENTS OF OPERATIONS
 For the Period Ending July 31, 2016 (in dollars)

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual YTD July 31 2015-2016	Budget 2015-2016 June Approved	Budget 2015-2016 Nov. Revised	Balance to be received or spent
REVENUES							
Alberta Education	\$37,208,087	\$38,136,250	\$39,642,357	\$31,460,414	\$35,134,527	\$37,358,938	\$3,674,113
Other - Government of Alberta	\$966,929	\$734,716	\$477,229	\$556,659	\$930,824	\$930,824	\$374,165
Federal Government and First Nations	\$20,862,392	\$20,838,515	\$22,080,036	\$22,482,814	\$22,175,563	\$22,486,874	(\$307,251)
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	\$656,887	\$1,162,953	\$1,160,007	\$3,390,168	\$3,822,439	\$1,329,483	\$432,271
Investment income	\$10,792	\$67,600	\$77,530	\$48,616	\$40,000	\$40,000	(\$8,616)
Gifts and donations	\$665,555	\$801,935	\$1,205,389	\$153,356	\$0	\$450,000	(\$153,356)
Rental of facilities	\$973,522	\$832,864	\$883,937	\$832,821	\$1,045,540	\$1,045,540	\$212,719
Fundraising	\$251,134	\$894,866	\$975,109	\$0	\$0	\$0	\$0
Gains (losses) on disposal of capital assets	\$156,458	\$200	\$94,037	\$158,065	\$0	\$0	(\$158,065)
Other revenue	\$0	\$0	\$0	\$441,682	\$1,014,417	\$0	\$572,735
TOTAL REVENUES	\$61,743,256	\$63,009,899	\$65,995,631	\$59,524,596	\$64,163,310	\$63,641,659	\$4,638,714
EXPENSES							
Certificated salaries	\$21,031,068	\$20,878,183	\$20,617,010	\$19,107,085	\$21,740,258	\$20,995,435	\$2,633,173
Certificated benefits	\$4,092,469	\$4,390,192	\$4,569,529	\$4,084,702	\$4,742,909	\$4,630,577	\$658,206
Non-certificated salaries and wages	\$13,282,741	\$12,583,963	\$13,408,893	\$12,368,244	\$12,976,830	\$13,089,026	\$608,586
Non-certificated benefits	\$2,916,643	\$2,805,020	\$2,968,222	\$2,854,824	\$3,214,034	\$3,309,589	\$359,210
SUB - TOTAL SALARIES AND BENEFITS	\$41,322,920	\$40,657,288	\$41,563,574	\$38,414,855	\$42,674,030	\$42,024,627	\$4,259,175
Services, contracts and supplies	\$15,450,160	\$16,819,764	\$17,667,159	\$13,767,227	\$16,946,083	\$17,007,445	\$3,178,856
Amortization of supported tangible capital assets	\$3,192,543	\$3,526,293	\$3,208,958	\$3,264,653	\$3,562,723	\$3,443,090	\$298,070
Amortization of unsupported tangible capital assets	\$1,609,872	\$2,232,457	\$1,200,256	\$1,145,967	\$1,208,944	\$1,208,400	\$62,977
Supported interest on capital debt	\$23,193	\$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	\$2,893	\$38,000	\$41,137	\$35,107
Losses on disposal of tangible capital assets	\$67,735	\$52,002	\$2,935	\$0	(\$80,029)	\$0	(\$80,029)
Other expense	\$0	\$0	\$2,492,548	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$61,695,864	\$63,299,567	\$66,156,384	\$56,595,595	\$64,356,913	\$63,724,699	\$7,761,319
OPERATING SURPLUS (DEFICIT)	\$47,392	(\$289,668)	(\$160,753)	\$2,929,002	(\$193,603)	(\$83,040)	(\$3,122,604)
EXPENSES							
Instruction	\$9,872,808	\$9,907,282	\$42,362,054	35,668,140.65	\$40,823,304	\$40,261,986	\$4,593,845
Plant operations and maintenance	\$9,696,288	\$11,647,020	\$11,576,495	\$9,981,578	\$10,646,054	\$10,401,915	\$420,337
Transportation	\$3,712,237	\$3,491,924	\$3,581,793	\$3,147,910	\$3,582,035	\$3,579,355	\$431,445
Administration	\$8,283,159	\$3,510,503	\$3,370,913	\$3,118,897	\$3,793,603	\$3,997,735	\$878,838
External services	\$5,172,372	\$5,092,839	\$5,265,129	\$4,679,069	\$5,511,916	\$5,483,708	\$804,639
TOTAL EXPENSES	\$61,695,864	\$63,299,568	\$66,156,384	\$56,595,595	\$64,356,913	\$63,724,699	\$7,129,104
OPERATING SURPLUS (DEFICIT)	\$47,392	(\$289,668)	(\$160,753)	\$2,929,002	(\$193,603)	(\$83,040)	(\$2,490,390)

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
Jun-16	-	-	-	-	852,289.74	-	-	-	-	74,738.16	927,027.90
May-16	-	-	-	-	-	-	-	-	-	74,738.16	74,738.16
Apr-16	-	-	277,206.16	-	-	-	-	-	-	74,738.16	351,944.32
Mar-16	-	-	288,906.16	-	-	-	-	-	-	74,738.16	363,644.32
Feb-16	-	-	288,906.16	-	-	-	-	-	-	74,738.16	363,644.32
Jan-16	-	-	14,487.97	-	-	-	-	-	39,865.50	73,690.80	128,044.27
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	48,640.34	-	303,816.20	(183,564.29)	(0.00)	(47,838.56)	-	(95,090.87)	(117,006.68)	-	(91,043.86)
Jul-15	-	-	-	-	36,450.26	-	-	0.00	-	-	36,450.26
Jun-15	-	-	-	-	-	-	0.50	-	-	-	0.50
May-15	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-
Jan-14	-	-	-	-	-	-	-	-	-	-	-
Sep-13	5,208.60	-	-	-	-	-	-	-	-	-	5,208.60
Feb-13	-	-	-	-	-	-	-	-	4,819.88	-	4,819.88
Sep-12	-	-	-	-	-	-	-	-	-	-	-
Dec 2005 & older	-	61,333.22	-	-	-	-	-	-	-	-	61,333.22
Current	53,848.94	61,333.22	3,465,736.93	(183,564.29)	888,740.00	(47,838.56)	1.00	(95,090.87)	(72,321.30)	447,381.60	4,518,226.67
30 days	-	-	-	-	852,289.74	-	-	-	-	0.00	852,289.74
60 days	-	-	-	-	-	-	-	-	-	74,738.16	74,738.16
90 days	-	-	277,206.16	-	-	-	-	0.00	39,865.50	74,738.16	391,809.82
120 days	-	-	288,906.16	-	-	-	-	0.00	-	74,738.16	363,644.32
180 days	-	-	588,678.57	-	-	-	-	0.00	-	148,428.96	737,107.53
181 - 365	48,640.34	-	1,840,372.30	(183,564.29)	-	(47,838.56)	1.00	(95,090.87)	(117,006.68)	0.00	1,445,513.24
1 yr - 2 yr	5,208.60	-	470,573.74	-	36,450.26	-	-	0.00	4,819.88	-	517,052.48
Over 2 yr	-	61,333.22	-	-	-	-	-	-	-	0.00	61,333.22
Current	53,848.94	61,333.22	3,465,736.93	(183,564.29)	888,740.00	(47,838.56)	1.00	(95,090.87)	(72,321.30)	447,381.60	4,518,226.67
Long Term	-	-	-	-	-	-	-	-	-	-	-
Total Aging	53,848.94	61,333.22	3,465,736.93	(183,564.29)	888,740.00	(47,838.56)	1.00	(95,090.87)	(72,321.30)	447,381.60	4,518,226.67