



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 16 – 13

AGENDA

Date & Time: October 19, 2016 / 5:30 p.m. – 8:00 p.m.

Location: Mistassiniy School, Wabasca, Alberta

Page No.

A. CALL TO ORDER

1. Opening Prayer

B. GENERAL BUSINESS

1. Approval of Agenda
2. Adopt Minutes
 - 2.1 September 7, 2016 Special Meeting Minutes #2016-001 5
 - 2.2 September 7, 2016 Special Meeting Minutes #2016-002 7
 - 2.3 September 8, 2016 9
 - 2.4 September 30, 2016 Special Meeting Minutes 19

C. PRESENTATIONS

D. ACTION ITEMS

1. Recommended Items

- 1.1 Amend Motion 24121/16 Previously Adopted – 2016 – 2017 Board Meeting Dates ... 21
- 1.2 Advisory Committee Terms of Reference 23
- 1.3 Appointment of Advisory Committee 27
- 1.4 Policy 11, Role of the Superintendent (Second Reading) 29
- 1.5 Policy 13, Appeals and Hearings Regarding Student Matters (First Reading) 47
- 1.6 Policy 19, Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments (First Reading)..... 53
- 1.7 Lubicon Lake Land Sewage Lagoon Use Agreement..... 67
- 1.8 Lubicon Lake Ball Diamond Joint-Use Agreement 69

2. Education Committee Items

- 2.1 2015-2016 Provincial Achievement Test Results 71
- 2.2 Commitments to Northland School Division and its Communities 85

3. Personnel Committee Items

- 3.1 Procedure 410, Support Staff Classifications and Positions 89
- 3.2 Procedure 425, Annual Leave Deferral 95
- 3.3 Procedure 438, Administrative Staff Classifications and Positions..... 99

4. Finance Committee Items

- 4.1 Draft 2015-2016 Audited Financial Statements..... 103
- 4.2 Draft November Revised Budget 135
- 4.3 Cash Flow Projection Analysis Update 159

5. Local School Board Committee (LSBC) Items

- 5.1 LSBC Minutes Received 161
- 5.2 LSBC Minutes Received, Administrative Action 165
- 5.3 LSBC Meeting Minutes
 - 5.3.1 Anzac..... 171



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 16-13

	<u>Page No.</u>
5.3.2 ADCS	179
5.3.3 Bishop Routhier	
5.3.4 Calling Lake	183
5.3.5 Chipewyan Lake	
5.3.6 Conklin	187
5.3.7 Desmarais	
5.3.8 East Prairie	
5.3.9 Elizabeth	191
5.3.10 Fort McKay.....	193
5.3.11 Gift Lake.....	201
5.3.12 Grouard.....	203
5.3.13 J.F. Dion.....	207
5.3.14 Janvier.....	211
5.3.15 Keg River	
5.3.16 Little Buffalo	215
5.3.17 Paddle Prairie.....	217
5.3.18 Peerless Lake	221
5.3.19 Pelican Mountain.....	223
5.3.20 Susa Creek.....	225
5.3.21 Trout Lake.....	227
5.3.22 Wabasca.....	231
E. REPORTS	
1.1 Superintendent.....	233
2.1 Official Trustee	235
2.1.1 Expenses	
2.1.1.1 Board Expenses (ending 09/30/2016).....	237
2.1.1.2 Local School Board Committee Expenditure Report (ending 09/30/2016)	239
2.2.2 Correspondence	
2.2.2.1 Communications Now (October 2016)	247
2.2.2.2 Resources for Families (October 2016).....	257
F. IN-CAMERA SESSION	
G. REPORTS FOR INFORMATION	
1.1 Attendance Focus Group	
1.1.1 (None)	
1.2 Education Committee	
1.2.1 Learning Technology Policy Framework	259
1.2.2 Train the Facilitator.....	263
1.3 Personnel Committee	
1.3.1 2015-2016 Staff Absenteeism Data	267
1.3.2 Staffing Update	271
1.3.3 2016 Teacher Collective Bargaining Update.....	275



NORTHLAND SCHOOL DIVISION NO. 61
REGULAR BOARD MEETING NO. 16-13

Page No.

1.4	Finance Committee	
1.4.1	(None)	
1.5	Acronyms	277
1.6	Accounts Payable	283

H. CLOSING PRAYER

I. ADJOURNMENT

MINUTES OF THE BOARD EDUCATION COMMITTEE SPECIAL MEETING CASE #2016/001 ON SEPTEMBER 7, 2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

ATTENDANCE		
✓	Lois Byers	• Official Trustee
✓	Louis Cardinal	• Chair, Peerless Lake LSBC
✓	Gord Atkinson	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Melanie Mantai	• Executive Secretary - Finance
✓	Jennifer Anderson	• Parent (attended via tele-conference)

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 1:30 p.m.

CARRIED

IN CAMERA

24151/16 Lois Byers, Official Trustee moved that the meeting go in camera at 1:34 p.m.

CARRIED

REGULAR SESSION

24152/16 Lois Byers, Official Trustee moved that the meeting revert to regular session at 2:35 p.m.

CARRIED

CASE #2016/001
BOARDING HOME
ALLOWANCE APPEAL

The Board Education Committee acknowledges that administration has followed the policies of the Board. The Committee is in agreement that the extenuating circumstances for this student still remain, therefore, it is in this student's best interest to remain in the current registered school for grade 12.

24153/16 Lois Byers, Official Trustee moved that the Board Education Committee approve the boarding home appeal for student "A" for the 2016-2017 school year only.

CARRIED

ADJOURN

The meeting was declared adjourned at 2:39 a.m.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary-Finance

MINUTES OF THE BOARD EDUCATION COMMITTEE SPECIAL MEETING CASE #2016/002 ON SEPTEMBER 7, 2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

ATTENDANCE		
✓	Lois Byers	• Official Trustee
✓	Louis Cardinal	• Chair, Peerless Lake LSBC
✓	Gord Atkinson	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Melanie Mantai	• Executive Secretary – Finance
✓	Bob Ghostkeeper	• Parent
✓	Maddie Daniels	• Parent

- CALL TO ORDER Lois Byers, Official Trustee called the meeting to order at 2:40 p.m.
- IN CAMERA 24154/16 Lois Byers, Official Trustee moved that the meeting go in camera at 3:10 p.m.
- CARRIED
- REGULAR SESSION 24155/16 Lois Byers, Official Trustee moved that the meeting revert to regular session at 3:55 p.m.
- CARRIED
- CASE #2016/002
BOARDING HOME
ALLOWANCE APPEAL
- The Board Education Committee acknowledges that Paddle Prairie School does offer a quality high school program, and acknowledges that administration has followed the policies of the Board. The Committee is in agreement that the extenuating circumstances for this student still remain, therefore, it is in this student's best interest to remain in the current registered school for grade 12.
- 24156/16 Lois Byers, Official Trustee moved that the Board Education Committee approve the boarding home allowance appeal for student "B" for the 2016-2017 school year only.
- CARRIED
- ADJOURN The meeting was declared adjourned at 3:58 p.m.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary-Finance

**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON SEPTEMBER 8,
2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.**

MEMBERSHIP		
✓	Lois Byers-	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
x	Julia Cardinal	• Advisory Committee Member – ADCS
✓	Gord Atkinson	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance

INTRODUCTIONS

Lois Byers, Official Trustee welcomed guests and introductions were made.

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 9:01 a.m.

OPENING PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

ADOPT AGENDA

24157/16

Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended, add items:

1.2.1 Student Counselling Services for Wabasca Schools – St. Theresa School, Mistassiniy School and OPK FN Band School.

1.2.2. Cenovus Grant Update

CARRIED

-
- MINUTES – JUNE
24/25, 2016
- 24158/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the June 24/25, 2016 minutes as presented.
- Lois Byers, Official Trustee requests administration draft a procedure that fosters volunteer fire fighters and balances it with a safe & caring school environment and bring this information back to the October 2016 Regular Board meeting.
- CARRIED
- MINUTES – JULY
21, 2016
- 24159/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the July 21, 2016 special meeting minutes as presented.
- CARRIED
- MINUTES –
AUGUST 15,
2016
- 24160/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 15, 2016 special meeting minutes as presented.
- CARRIED
- MINUTES –
AUGUST 22,
2016
- 24161/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 22, 2016 special meeting minutes as presented.
- CARRIED
- EDUCATION
QUARTERLY
REPORT
- Superintendent Atkinson presented the Education Quarterly Report to the Board. The plans and strategies included in the Superintendent's Report were discussed in depth.
- 24162/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.
- CARRIED

**COMMUNITY
LIAISON WORKERS**

In depth discussion was had in response to the importance of having community liaison workers in the school. It was decided that a motion would be made, making this a divisional priority.

- 24163/16 Lois Byers, Official Trustee moved that the Board of Trustees request Northland School Division make having school community liaison workers a divisional priority.

CARRIED

**POLICY 11 – ROLE
OF THE
SUPERINTENDENT**

Superintendent Atkinson presented Policy 11, Role of the Superintendent to the Board for first reading. This policy was reviewed and amended in consultation with Terry Gunderson, ASBA Educational Consultant. The additions include First Nations, Métis & Inuit quality indicators, and the policy will now include the assessment guide which will be used as evidence that the Superintendent is performing the duties that have been assigned to him by the Board and provincial legislation.

- 24164/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information Policy 11, Role of the Superintendent, as attached and requests that Policy 11, Role of the Superintendent be sent to all Local School Board Chairs and principals for review and feedback.

CARRIED

RECESS

The meeting recessed at 10:07 a.m.
The meeting reconvened at 10:16 p.m.

**ATTENDANCE
DATA – APPLE
SCHOOLS**

- 24165/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the request from APPLE Schools to look at non-specific attendance data over the next five years for the six APPLE Schools (St. Theresa, Athabasca Delta, Bill Woodward/Anzac, Conklin, Father R. Perin and Fort McKay).

CARRIED

LOCALLY DEVELOPED COURSES – FILM STUDIES 15-25-35	24166/16	Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed Courses – Film Studies 15-25-35 from Calgary School District No. 19 for the period of September 1, 2016 to August 31, 2017.
		CARRIED
LOCALLY DEVELOPED COURSES – READING 15-25	24167/16	Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed Courses – Reading 15-25 from Calgary School District No. 19 for the period of September 1, 2016 to August 31, 2020.
		CARRIED
PROCEDURE 404 RECRUITMENT AND RE-ASSIGNMENT OF CERTIFICATED STAFF	24168/16	Lois Byers, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 404 – Recruitment and Re-assignment of Certificated Staff.
		Lois Byers, Official Trustee requests administration to gather a legal opinion on Procedure 404, Recruitment and Re-Assignment of Certificated Staff to ensure that the amendments align with the Northland Act.
		TABLED
PROCEDURE 431 EMPLOYEE BENEFITS	24169/16	Lois Byers, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 431 – Employee Benefits.
		CARRIED
ASSISTANT SUPERVISOR ALLOWANCE	24170/16	Lois Byers, Official Trustee moved that the Board of Trustees approve the Assistant Supervisor designation allowance and include the allowance in the Appendix 2 Schedule of Rates.
		CARRIED
LEVEL 1 ASSISTANT COOK WAGE	24171/16	Lois Byers, Official Trustee moved that the Board of Trustees approve changes to the Level 1 Assistant Cook wage to \$12.20 per hour plus holiday pay to meet Alberta minimum wage.
		CARRIED

DISPOSAL OF
SCHOOL BUS
UNITS #514 &
#542

24172/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the disposal of school bus unit #514, 48 passenger, 2001 Thomas Freightliner and unit #542, 54 passenger 2001 Thomas Freightliner and request that these buses be put up for tender as per Procedure 516, Disposal of Divisional Property.

CARRIED

PROCEDURE 107,
SMOKE FREE
ENVIRONMENT

Secretary-Treasurer Rasmuson presented Procedure 107, Smoke Free Environment to the Board. The amendments include the inclusion of divisional housing. Concerns were raised by staff that the Residential Tenancies Act be crossed referenced to this procedure and be linked to a Health & Wellness Policy to promote healthy habits, and to research the use of smudging and its side effects.

24173/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the attached changes to Procedure 107 Smoke Free Environment.

Lois Byers, Official Trustee requests that administration review Procedure 107, Smoke Free Environment to ensure the procedure aligns with the Residential Tenancies Act and review smudging as a safe practice.

TABLED

LSBC MEETING
MINUTES
RECEIVED

24174/16 Lois Byers, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
ADCS	June 2, 2016
	June 16, 2016
Bishop Routhier	March 8, 2016
	April 4, 2016
	May 2, 2016
Calling Lake	January 24, 2016
East Prairie	April 18, 2016
	May 11, 2016
Grouard	May 12, 2016
J.F. Dion	May 2, 2016
	June 7, 2016
Little Buffalo	June 22, 2016
Paddle Prairie	June 13, 2016
Peerless Lake	April 21, 2016

Pelican Mountain	May 2, 2016
Trout Lake	June 22, 2016
Wabasca	June 14, 2016

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24175/16 Lois Byers, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

Lois Byers, Official Trustee requests administration to compile one Action Item list which is to include the status of the action and who it is directed to and bring this information to the October 2016 Board Meeting as a standing document.

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
ADCS	June 2, 2016 June 16, 2016	#773-30-06-16	Administration As Presented
Bishop Routhler	March 8, 2016 April 4, 2016 May 2, 2016		As Presented As Presented As Presented
Calling Lake	January 24, 2016	#240116-03 #240116-04	Administration Administration
East Prairie	April 18, 2016 May 11, 2016	Comment – Principals Report (5) n.	Administration Administration
Grouard	May 12, 2016	#05-12-201-004	Administration
J.F. Dion	May 2, 2016 June 7, 2016		As Presented Administration
Little Buffalo	June 22, 2016	#468-06/16	As Presented
Paddle Prairie	June 13, 2016		As Presented
Peerless Lake	April 21, 2016		As Presented
Pelican Mtn.	May 2, 2016		As Presented
Trout Lake	June 22, 2016	#895760	Administration
Wabasca	June 14, 2016	#3125/06/16 #3126/06/16 #3127/06/16	Exclude Exclude Exclude

CARRIED

COVERING
MOTION, ANNUAL
EDUCATION
RESULTS REPORT/
ANNUAL PLAN

Official Trustee Byers and administration discussed the Covering Motion, Annual Education Results Report/Annual Plan as a standing agenda item. Going forward, this practice will be reviewed.

- 24176/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2015-2016 Annual Education Results Report, 2016–2017 Annual Plan.

Lois Byers, Official Trustee requests administration to review the current practice of including the Covering Motion, Organizational Plans as a standing Board agenda item.

CARRIED

COVERING
MOTION,
ORGANIZATIONAL
PLANS

Official Trustee Byers and administration discussed the Covering Motion Organizational Plans as a standing agenda item. Going forward, this practice will be reviewed.

- 24177/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.

Lois Byers, Official Trustee requests administration to review the current practice of including the Covering Motion, Organizational Plans as a standing Board agenda item.

CARRIED

SUPERINTENDENT'S
REPORT

Superintendent Atkinson presented his Superintendent's Report to the board as information.

- 24178/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

**OFFICIAL
TRUSTEE'S
REPORT**

Byers Official Trustee presented her Official Trustee Report to the Board as information.

24179/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

**SECRETARY –
TREASURER'S
REPORT**

Secretary-Treasurer Rasmuson presented her Secretary-Treasurer's Report to the Board as information.

24180/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

IN CAMERA

24181/16 Lois Byers, Official Trustee moved that the Board go in camera at 11:44 a.m.

CARRIED

**REGULAR
SESSION**

24182/16 Lois Byers, Official Trustee moved that the Board revert to regular session at 12:07 p.m.

CARRIED

RECESS

The meeting recessed for lunch at 12:07 p.m.
The meeting reconvened at 12:40 p.m.

REPORTS FOR
INFORMATION

24183/16 Lois Byers, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Student Counselling Services for Wabasca Schools – St. Theresa School, Mistassiniy School and OPK FN Band School
- Cenovus Grant Update
- Paraprofessional Staff Education Leave Extension Request
- List of Acronyms
- Payment of Accounts

Lois Byers, Official Trustee requests administration follow up with the Cross Ministry Committee to review the 10 commitments developed with Northland School Division, to ensure that they are the right 10 commitments and bring this information back to the October 2016 Board Meeting.

Lois Byers, Official Trustee requests administration to review our current payment of accounts practice to ensure it aligns with FOIP.

CARRIED

ADJOURN

The meeting adjourned at 1:01 p.m.

CLOSING PRAYER

Louis Cardinal, Advisory Committee member gave the closing prayer.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON SEPTEMBER 30, 2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

		ATTENDANCE
✓	Lois Byers	• Official Trustee
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Melanie Mantai	• Executive Secretary - Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 4:02 p.m.

ADOPT
AGENDA/WAIVER

24184/16 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as provided and waive Special Meetings Section 67 (4) of the *School Act*.

CARRIED

OCTOBER 2016
REGULAR BOARD
MEETING DATE AND
LOCATION CHANGE

Official Trustee Byers discussed the importance of moving the Corporate Board Meetings to different communities, which will enable easier accessibility for Local School Board Chairs to attend the meetings.

24185/16 Lois Byers, Official Trustee moved that the Board of Trustees approve changing the date and location of the October 21 and 22, 2016 Regular Board Meeting to October 19, 2016 and the Board Meeting location will change to Mistassiniy School in Wabasca.

CARRIED

ADJOURN

The meeting was declared adjourned at 4:24 p.m.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary-Finance

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMSON, SECRETARY-TREASURER

**SUBJECT: AMEND MOTION 24121/16 PREVIOUSLY ADOPTED - 2016-2017
BOARD MEETING DATES**

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION		
<p>That the Board of Trustees amend motion 24121/16 previously adopted at the June 24/25, 2016 Regular Board Meeting to read:</p> <p>Lois Byers, Official Trustee moved that the Board of Trustees approve the following Board Meeting dates in the following communities for the 2016-2017 school year, as listed below:</p>		
Date	Time	School / Community
November 24, 2016	5:00 - 8:00 p.m.	Bill Woodward / Anzac
January 26, 2017	5:00 - 8:00 p.m.	Bishop Routhier / Peavine
February 23, 2017	5:00 - 8:00 p.m.	Kateri / Trout Lake
April 20, 2017	5:00 - 8:00 p.m.	Elizabeth / Cold Lake
May 25, 2017	5:00 - 8:00 p.m.	Susa Creek / Grande Cache
June 22, 2017	5:00 - 8:00 p.m.	Divisional Office / Peace River

CURRENT SITUATION: Currently, the Corporate Board Meetings are held at the Divisional Office in Peace River. Moving the Board Meetings to different locations would enable easier accessibility for Local School Board Chairs to attend and gives administration the opportunity to visit different communities and schools.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMSON, SECRETARY-TREASURER

SUBJECT: ADVISORY COMMITTEE TERMS OF REFERENCE

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees approve the Terms of Reference for the Advisory Committee as attached.

CURRENT SITUATION: In order for the Advisory Committee to have clear and specific information on how the committee is organized, what the committee is trying to achieve and the expectations of the committee, Lois Byers, Official Trustee in consultation with executive staff drafted the attached Terms of Reference.

Previously, there were no Terms of Reference for this committee.



Advisory Committee Terms of Reference

1. Name of Committee: Advisory Committee to the Official Trustee.
2. Purpose: The purpose of the Advisory Committee is to provide input on agenda items at the Corporate Board Meeting. The Committee will be in effect during the period of time where there is no elected Board of Trustees.
3. Powers & Duties: The Duties of the Advisory Committee are to read the Board package prior to the Corporate Board meeting and contribute to discussion in the spirit of making the best decisions for all students of Northland School Division. The Advisory Committee has no powers.
4. Membership: The Advisory Committee shall be made up of LSBC Chairs authorized by motion to attend a Corporate Board Meeting.
5. Meetings: The Advisory Committee does not meet as a committee alone. The Advisory Committee only meets as part of a Corporate Board meeting.
6. Honoraria and Expenses: Honoraria shall be paid at the rate of Trustees. Expenses will be paid/reimbursed as per administrative procedure 508.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMSON, SECRETARY-TREASURER

SUBJECT: APPOINTMENT OF ADVISORY COMMITTEE

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees change the format of the Advisory Committee to include the following: appoint the Local School Board Committee Chairs of the local area to sit as the Advisory Committee at the Corporate Board Meeting thus allowing easier accessibility for the Local School Board Chair of the local community to attend the Corporate Board Meeting; and send an invitation to the Local School Board Chairs to attend the Corporate Board Meeting as the Advisory Committee as per the following list:

Date of Meeting	School/ Community	LSBC Chair
November 24, 2016	Bill Woodward/ Anzac	Claris Voyageur, ADCS David Czibere, Anzac Margaret Quintal, Conklin Janet McDonald, Fort McKay Alice Fontaine, Janvier Shelley Bartman, Elizabeth Joan Daniels, J.F. Dion
January 26, 2017	Bishop Routhier/ Peavine	Greg Gauchier, Bishop Routhier Shelly Auger, East Prairie Ken Shaw, Gift Lake Jesse Lamouche, Grouard, Candice Calliou, Paddle Prairie, Michael Fischer, Keg River Rachelle McDonald, Susa Creek
February 23, 2017	Kateri/ Trout Lake	Cora Weber-Pillwax, Calling Lake Jason Yuck, Chipewyan Lake Fay Cardinal, Desmarais Violet Carlson, Pelican Mountain Robin Guild, Wabasca Dwight Gladue, Little Buffalo Elmer Gullion, Trout Lake Louie Cardinal, Peerless Lake
April 20, 2017	Elizabeth/ Cold Lake	Claris Voyageur, ADCS David Czibere, Anzac Margaret Quintal, Conklin Janet McDonald, Fort McKay Alice Fontaine, Janvier Shelley Bartman, Elizabeth Joan Daniels, J.F. Dion

Date of Meeting	School/ Community	LSBC Chair
May 25, 2017	Susa Creek/ Grande Cache	Greg Gauchier, Bishop Routhier Shelly Auger, East Prairie Ken Shaw, Gift Lake Jesse Lamouche, Grouard, Candice Calliou, Paddle Prairie, Michael Fischer, Keg River Rachelle McDonald, Susa Creek
June 22, 2017	Divisional Office/ Peace River	

CURRENT SITUATION: The recommendation to change the current structure of the Advisory Committee is to allow local representation at each meeting, enabling easier accessibility for the Local School Board Chair to attend the Corporate Board Meeting.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 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 approve in principle, Policy 11, Role of the Superintendent, as attached.

CURRENT SITUATION: At the September 8, 2016 Regular Board Meeting, Lois Byers, Official Trustee asked that Policy 11, be sent to all LSBC members and principals for inclusion at their next LSBC meeting for review, discussion and feedback. Feedback received is attached.

Changes to Policy 11 from first reading to second include the addition of 10.5 Site Visits.

BACKGROUND: 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.

FEEDBACK: POLICY 11 – ROLE OF THE SUPERINTENDENT

Janvier LSBC Meeting Minutes – October 4, 2016

New Business

Policy 11 Review

A summary review of policy 11 was given and a copy given to all with any feedback due by October 12. There seemed to be a general feeling that the new policy places the Superintendent in a position where there can be a more hands on interaction and that was viewed as a really positive thing.

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.
- 10.5 Site visits

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

Policy 11 – Appendix

NORTHLAND SCHOOL DIVISION

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE

Role Expectation: 1. Student Learning	Superintendent Evaluation Evidence	Quality Indicators
<p>1.1 Provides leadership in all matters relating to education in the Division</p> <p>1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister</p> <p>1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement</p> <p>1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship</p> <p>1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students</p> <p>1.6 Provides leadership in implementing education policies established by the Minister and the Board</p>	<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:	Superintendent Evaluation Evidence	Quality Indicators
3. Fiscal Responsibility		
<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

<p style="text-align: center;">Role Expectation: 5. Policy/Administrative Procedures</p>	<p style="text-align: center;">Superintendent Evaluation Evidence</p>	<p style="text-align: center;">Quality Indicators</p>
<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: 6. Superintendent/Board 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, pro-active 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: OCTOBER 19, 2016

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 13, APPEALS AND HEARINGS REGARDING STUDENT MATTERS

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION

That the Board of Trustees accept as information, Policy 13, Appeals and Hearings Regarding Student Matters, as attached.

CURRENT SITUATION: This is a new policy that has been drafted by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Policy 13

APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Background

Under relevant sections of the School Act, the only matters on which the Minister of Education will consider appeals are:

- Special education placement;
- Language of instruction;
- Home education programs;
- Student expulsion;
- Amount and payment of fees or costs;
- Access to, or the accuracy or completeness of student records;
- Amount of fees payable by a Board to another Board; or
- Board responsibility for a specific student.

Generally, the Board will hear appeals on matters appealable to the Minister.

All Matters Other Than Expulsion of a Student

The Board will hear appeals in this manner on administrative decisions on all matters other than expulsion of students, which are submitted in accordance with relevant section(s) of the School Act and that significantly affect the education of a student.

1. Prior to a decision being appealed to the Board, it must be appealed to the Superintendent.
2. Parents of students, and independent students sixteen (16) years of age or over, have the right to appeal to the Board, a decision of the Superintendent that significantly affects the education of the student. The Superintendent must advise parents and students of this right of appeal.
3. The appeal to the Board must be made within five (5) days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand and the reason for the appeal.
4. Parents or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

5. The hearing of the appeal must be scheduled within thirty (30) days so as to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal will be heard in-camera, with specified individuals in attendance.
7. The appeal hearing will be conducted in accordance with the following guidelines:
 - 7.1 The Board Chair will outline the purpose of the hearing, which is to provide:
 - 7.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 7.1.2 The Board with the means to receive information and to review the facts of the dispute;
 - 7.1.3 A process through which the Board can reach a fair and impartial decision.
 - 7.2 Notes of the proceedings will be recorded for the purpose of the Board's records.
 - 7.3 The Superintendent and/or staff will explain the decision and give reasons for the decision.
 - 7.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or staff.
 - 7.5 The Superintendent and/or staff will have an opportunity to respond to information presented by the appellant.
 - 7.6 Committee members will have the opportunity to ask questions or clarification from both parties.
 - 7.7 No cross-examination of the parties shall be allowed, though questions may be directed to the other party through the Board Chair with the permission of the Board Chair.
 - 7.8 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
 - 7.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
 - 7.10 The Board decision and the reasons for that decision will be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Student Appeals Committee, if the matter under appeal is a matter described in section 124 of the School Act.

Expulsion of a Student

It is expected that all students will comply with relevant section(s) of the School Act, Board policy and school policy.

In accordance with section 61 of the School Act, the Board delegates to the Student Expulsion Committee the power to make decisions with respect to the expulsion of students.

The Student Expulsion Committee will hear representations with respect to a recommendation for a student expulsion in accordance with relevant sections of the School Act.

If a student is not to be reinstated within five (5) school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and provide a recommendation to the Student Expulsion Committee through the Office of the Superintendent.

The Student Expulsion Committee will convene in an in-camera session upon the call of the Superintendent, but in no event shall the meeting occur later than ten (10) school days from the first day of suspension.

Parents of students, or independent students sixteen (16) years of age or over, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

The Student Expulsion Committee may have legal counsel in attendance.

Notes of the proceedings will be recorded for the purpose of the Board's records.

The expulsion hearing will be conducted in accordance with the following guidelines:

1. The Committee Chair will outline the purpose of the hearing, which is to:
 - 1.1 Provide an opportunity to hear representations relative to the recommendation from the Principal;
 - 1.2 Provide an opportunity for the student and/or the student's parents to make representations;
 - 1.3 Reinstatement or expulsion of the student.
2. The Committee Chair will outline the procedure to be followed, which will be as follows:
 - 2.1 The Principal will present the report documenting the details of the case and the recommendation to expel the student;
 - 2.2 The student and the student's parents will be given an opportunity to respond to the information presented and to add any additional relevant information;
 - 2.3 The members of the Student Expulsion Committee will have the opportunity to ask questions of clarification from both the Principal and the student and the student's parents;
 - 2.4 The Student Expulsion Committee will meet, without either the administration or the student and the student's parents present, to discuss the case and the

- recommendation. The recording secretary may remain in attendance. Legal counsel may also remain in attendance;
- 2.5 Should the Student Expulsion Committee require additional information, both parties will be requested to return in order to provide the requested information;
 - 2.6 The Student Expulsion Committee will then make a decision to either reinstate or expel the student; and
 - 2.7 The Student Expulsion Committee decision shall be communicated in writing to the student and the student's parents within five (5) days of the hearing, with copies being provided to the Principal and the Superintendent. The Superintendent's office will attempt to inform the parent(s) and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.
3. If the Student Expulsion Committee's decision is to expel the student, the following information must be included in the letter to the student and the student's parents:
- 3.1 The length of the expulsion which must be greater than ten (10) school days;
 - 3.2 The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
 - 3.3 The right of the student and the student's parents to request a review of the decision by the Minister of Education.

Legal Reference: Section 8, 10, 12, 24, 25, 45, 45.1, 47, 48, 60, 61, 113, 123, 124, 125 School Act

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

FROM: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT: POLICY 19, WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY
LEARNING AND WORKING ENVIRONMENTS**

ORIGINATOR: TERRY GUNDERSON, ASBA EDUCATION CONSULTANT

RECOMMENDATION

That the Board of Trustees accept as information, Policy 19, Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments, as attached.

CURRENT SITUATION: This is a new policy that has been drafted by Terry Gunderson, ASBA Education Consultant in consultation with Lois Byers, Official Trustee.

Policy 19

WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING AND WORKING ENVIRONMENTS

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

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

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

One key outcome of our vision for the Division is that all students will possess a strong connection to their schools as welcoming, caring respectful and safe places focused on their individualized success.

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

1. Positive Social Environment

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

2. Active Living

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

3. Healthy Eating

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

Specifically

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Division Student Code of Conduct and schools' codes of conduct.
2. The Board expects all trustees, Local School Board Committee members, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behavior not only at all campuses, but also at any school-related functions. This applies whether contact is face-to-face, by phone, fax, e-mail, Internet or Intranet, or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including aggressive behaviors such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings by any person with the school community is prohibited.
3. The Board encourages reporting to a responsible adult all incidents of threats, bullying, harassment, violence or intimidation, regardless of the identity of the alleged harasser or offender.
4. The Board supports the establishment of student organizations and student-led activities that promote quality and non-discrimination, including but not limited to gay-straight alliances, queer-straight alliances, diversity clubs, anti-racism clubs and anti-bullying clubs.
5. The Superintendent shall ensure that all Division schools and workplaces:
 - 5.1 Recognize the importance of students' emotional, social, intellectual, spiritual and physical wellness to their success at school.
 - 5.2 Establish environments that support, ensure and integrate positive social environments, active living and healthy eating.
 - 5.3 Acknowledge that emotional well-being, active living and healthy eating, play significant roles in students' overall health.
 - 5.4 Promote lifestyles that support healthy attitudes toward emotional well-being, positive social environments, active living and healthy eating.
6. Positive Social Environments – The Superintendent will ensure that principals will:
 - 6.1 Actively build relationships within the school and community.
 - 6.2 Support and embed character education programs to support emotional well-being.
 - 6.3 Create learning environments where emotional well-being is role modeled and developed in students.

- 6.4 Access resources and link with community agencies, partners and support networks to help students develop the skills to be aware of and monitor their emotional well-being.
 - 6.5 Encourage reporting to a responsible adult all incidents of threats, bullying, harassment, violence, intimidation or discrimination.
 - 6.6 Expect students to adhere to the Division Code of Conduct for students.
7. Active Living – Superintendent will ensure that principals will:
- 7.1 Implement Alberta Education's Daily Physical Activity (DPA) initiative.
 - 7.2 Meet the minimum time allocations for quality Physical Education.
 - 7.3 Implement the philosophical and curricular shift to outcome-based learning experiences that ensure successful, meaningful engagement in physical activity and encourage lifelong fitness.
 - 7.4 Encourage students to engage in physical activity inside and outside of regular curriculum (e.g. community events, clubs, special events, teams, intramurals, etc.) to support their development as healthy, active learners.
8. Healthy Eating – Superintendent will ensure that principals will:
- 8.1 Foster knowledge, skills and attitudes that promote healthy eating by:
 - 8.1.1 Promoting nutrition education and creating an environment of positive food messages.
 - 8.1.2 Establishing a strong connection between nutrition education and foods available at the school.
 - 8.2 Examine school nutrition practices and provide opportunities, support and encouragement for staff and students to eat healthy foods by:
 - 8.2.1 Creating an environment where healthy foods are available, affordable and promoted as the best choice.
 - 8.2.2 Reviewing options with food suppliers to maximize the nutritional value of the items.
 - 8.2.3 Choosing healthy fundraising options.
 - 8.2.4 Modeling healthy nutritional practices.
 - 8.3 The primary reference for the provision, promotion, sale and distribution of food in school shall be the Alberta Nutrition Guidelines for Children and Youth from which schools shall include foods from the "choose most often" and "choose sometimes" categories, and limit foods from the "choose least often" category in accordance with the Canada Food Guide.

Legal Reference: Section 12, 16.1, 18, 20, 24, 25, 45, 45.1, 50, 60, 61, 105, 113 School Act
 Alberta Bill of Rights
 Alberta Human Rights Act
 Teaching Profession Act
 Canadian Charter of Rights and Freedoms
 Criminal Code
 Alberta Nutrition Guidelines for Children and Youth
 Canada Food Guide

Policy 19 – Appendix A

STUDENT CODE OF CONDUCT

The Board endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility and self-control.

Students are expected to learn, practice and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act, including gender identity and gender expression as set out in the Alberta Bill of Rights. Students are to foster a sense of belonging amongst all students.

Within the aforementioned context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive and contributing members of society.

Specifically

1. In displaying acceptable behaviour, students are expected to:
 - 1.1 Use their abilities and talents to gain maximum learning benefits from their school experiences;
 - 1.2 Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
 - 1.3 Co-operate fully with everyone authorized by the Board to provide education programs and other services;
 - 1.4 Comply with all applicable federal, provincial and municipal laws, and the rules of the Division and school;
 - 1.5 Account to their teachers for their conduct;
 - 1.6 Attend school regularly and punctually;
 - 1.7 Use non-violent means to resolve conflict;
 - 1.8 Treat all other students and staff with dignity, respect and fairness at all times;
 - 1.9 Contribute to a learning environment that is free from physical, emotional, and social abuse;
 - 1.10 Take appropriate measures to help those in need; and
 - 1.11 Demonstrate honesty and integrity.
2. Students are accountable for demonstrating respect for:
 - 2.1 Authority;
 - 2.2 Others and their property;

- 2.3 School property, equipment and textbooks; and
 - 2.4 Differences in ethnicity, race, religion, gender and sexual orientation.
3. Students are prohibited from engaging in unacceptable behaviour, whether it occurs within the school building, during the school day or by electronic means.

Examples of such behaviours include, but are not limited to:

- 3.1 Use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on Board property, or in a vehicle on Board property used by a student or occupied by a student as a passenger;
 - 3.2 Threats;
 - 3.3 Conduct which endangers others;
 - 3.4 Encouraging conduct which endangers or may endanger others;
 - 3.5 Encouraging unacceptable conduct;
 - 3.6 Use or display of improper, obscene or abusive language;
 - 3.7 Distribution or display of offensive messages or pictures;
 - 3.8 Theft, including identity theft;
 - 3.9 Assault;
 - 3.10 Willful damage to school or others' property;
 - 3.11 Use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in school, on Board property or in the context of any school-related activity;
 - 3.12 Attending school or any school-related activity under the influence of illicit drugs, alcohol or inhalants;
 - 3.13 Personal or sexual harassment;
 - 3.14 Hazing, initiation activities; the formation or the operation of sororities, fraternities, gangs and secret organizations;
 - 3.15 Extortion;
 - 3.16 Disruptive behaviour, willful disobedience or defiance of authority;
 - 3.17 Interfering with the orderly conduct of classes or the school;
 - 3.18 Tampering with fire alarms and safety equipment;
 - 3.19 Criminal activity;
 - 3.20 Contravention of the school's code of conduct;
 - 3.21 Workplace violence;
 - 3.22 Bullying, including cyber-bullying; and
 - 3.23 Inappropriate information technology use.
4. Unacceptable student behaviour:
- 4.1 May be grounds for disciplinary action; and

- 4.2 Provides an opportunity for critical learning in the areas of:
 - 4.2.1 Personal accountability and responsibility;
 - 4.2.2 The development of empathy;
 - 4.2.3 Conflict resolution;
 - 4.2.4 Communication; and
 - 4.2.5 Social skills development.

5. When responding to unacceptable student behaviour, the following are to be considered:
 - 5.1 The effect of the student's behaviour upon other students, the staff, the school, and the community;
 - 5.2 The nature of the action or incident that calls for disciplinary or alternative measures;
 - 5.3 The student's previous conduct and previous interventions;
 - 5.4 The student's age, maturity and abilities;
 - 5.5 The impact of proposed action on the student's future behaviour;
 - 5.6 The student's learning needs; and
 - 5.7 Any other information considered appropriate or relevant.

6. The consequences of unacceptable behaviour may be:
 - 6.1 Assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location;
 - 6.2 Short term removal of privileges;
 - 6.3 Detention;
 - 6.4 Use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
 - 6.5 Alternative interventions such as community conferencing or other forms of restorative justice;
 - 6.6 Corrective student transfer;
 - 6.7 Suspension; and
 - 6.8 Recommendation for expulsion.

7. Students will contribute, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth.

Legal Reference: Section 12, 16.1, 18, 20, 24, 25, 45, 45.1, 50, 60, 61, 105, 113 School Act
 Alberta Bill of Rights
 Alberta Human Rights Act
 Canadian Charter of Rights and Freedoms
 Criminal Code

Policy 19 – Appendix B

SEXUAL ORIENTATION AND GENDER IDENTITY

The Board is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community. This includes those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer (LGBTQ) or questioning their sexual orientation, gender identity, or gender expression. The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school.

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta School Act. These rights shall be supported, and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The Board will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

The Board believes that all sexual and gender minority students, staff and families have the right to:

1. Be treated fairly, equitably, and with dignity and respect;
2. Have their confidentiality protected and respected;
3. Self-identification and determination;
4. Freedom of conscience, expression, and association;
5. Be fully included in an inclusive, positive, and respectful manner by all school personnel;
6. Have equitable access to the same supports, services and protections provided to heterosexual students and families;
7. Have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
8. Have their unique identities, families, cultures, and communities included, valued and respected within all aspects of the school environment.

The Board is committed to implementing measures that will:

1. Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.

2. Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
3. Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities.
4. Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that sexual and gender minorities and their families are welcomed and treated with respect and dignity in all aspects of the school community.

Specifically

1. Students and staff who identify as lesbian, gay, bisexual, transgender and/or queer (LGBTQ) shall be treated fairly, equitably, with respect and have their confidentiality protected.
2. Employees of the Division shall not tolerate harassment, bullying, intimidation or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.
3. The Principal shall support student groups, including Gay-Straight Alliances or Queer-Straight Alliances, where interest by students has been expressed.
4. Students may select a respectful and inclusive name for the group, in consultation with the Principal.
5. The Principal shall promote and provide inclusive education, professional development opportunities and support for staff to support same -gender parented families and students who are LGBTQ.
6. The Principal shall appoint and publicly identify a staff member to serve as a safe contact on LGBTQ issues in their school community. The safe contact shall inform the school community about available Division and community supports and resources.
7. The Principal will ensure the safety, health and educational needs of students who identify as transgender, transsexual or gender queer and promote best practices, including universal design of washrooms, preferred name and pronouns, information contained on the student record, and access to locker room facilities, field trips, and extracurricular activities consistent with a student's lived gender identity or gender expression.
8. Students who identified as LGBTQ are encouraged to report any incident or victimization, harassment, discrimination, intimidation or bullying to the Principal/safe contact person.
9. The Principal shall ensure satisfactory resolution to any conflict that may arise in the process of providing reasonable accommodation and inclusive practices in keeping with the best interests of the student.

10. The Principal shall ensure that all students, staff and families are aware of this policy, promote equality and non-discrimination with respect to gender, gender identity, gender expression and/or sexual orientation.

Legal Reference: Section 12, 16.1, 18, 20, 24, 25, 45, 45.1, 50, 60, 61, 105, 113 School Act
Alberta Bill of Rights
Alberta Human Rights Act
Canadian Charter of Rights and Freedoms
Criminal Code

BOARD OF TRUSTEES

**TO: COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMSON, SECRETARY-TREASURER

SUBJECT: LUBICON LAKE BAND SEWAGE LAGOON USE AGREEMENT

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees approve Northland School Division No. 61 enter into an agreement with the Lubicon Lake Band to allow the Band to carry out testing and investigation to identify strategies for optimizing the sewage lagoon effluent quality and carry out the work and services to implement those strategies as agreed upon by the Band and the Division.

CURRENT SITUATION: The sewage lagoon sits on property that belongs to Northland School Division. The band would like access to the lagoon to complete some work and analysis.

BOARD OF TRUSTEES

**TO: COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMSON, SECRETARY-TREASURER

SUBJECT: LUBICON LAKE BALL DIAMOND JOINT-USE AGREEMENT

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees approve Northland School Division No. 61 enter into an agreement with the Lubicon Lake Band for the construction of a ball diamond on the Division's land.

CURRENT SITUATION:

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT: 2015-2016 PROVINCIAL ACHIEVEMENT TEST RESULTS
ANALYSIS**

ORIGINATOR: EDUCATION COMMITTEE

RECOMMENDATION

That the Board of Trustees receive as information the 2015-2016 Provincial Achievement Test Results analysis, as attached.

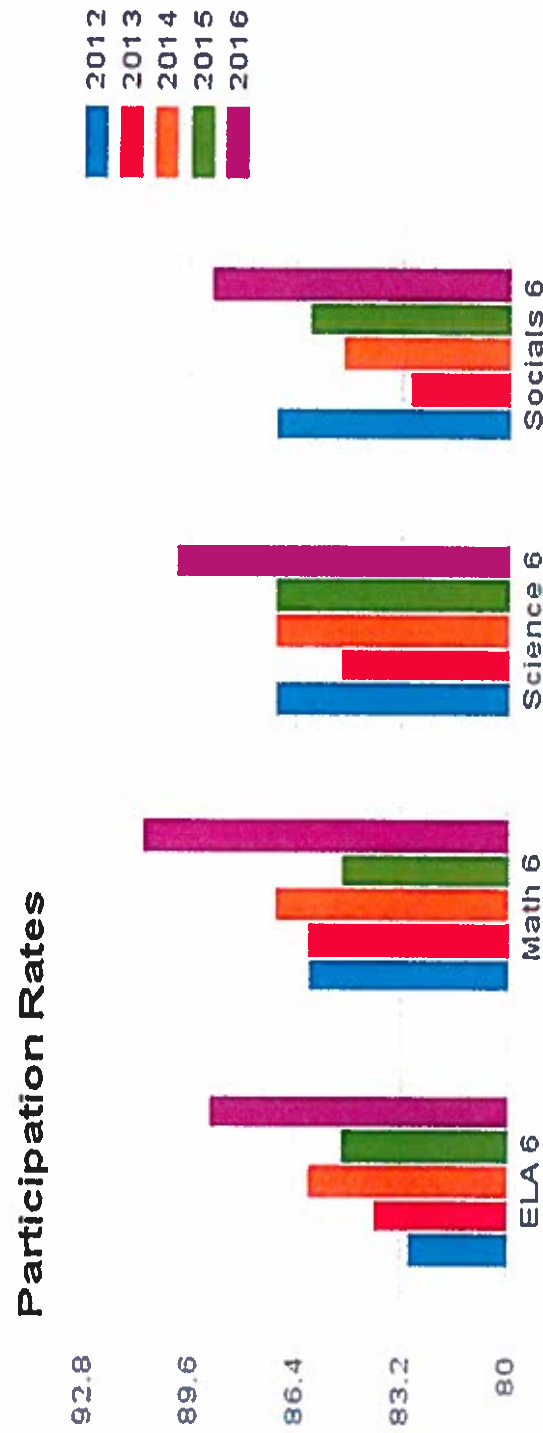
CURRENT SITUATION: Don Tessier, Associate Superintendent presented the 2015-2016 Provincial Achievement Test Results to the Official Trustee at the October 12/13, 2016 Administrators' Meetings in Edmonton.

Provincial Achievement Test

Results 2015/2016

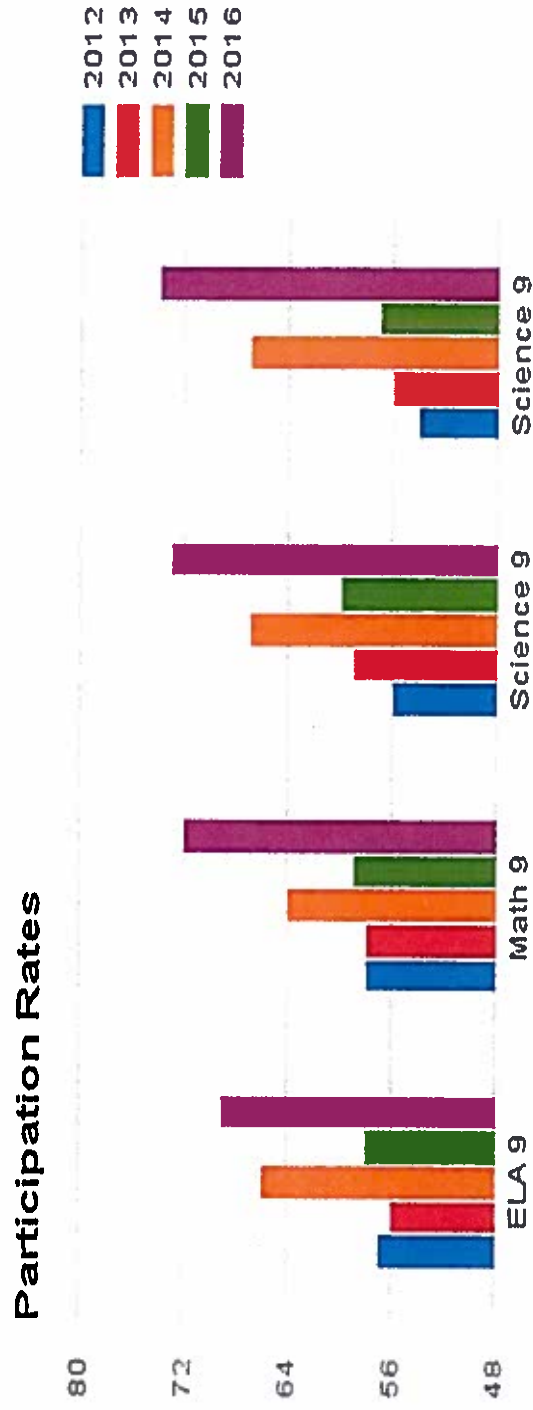
Prepared by
Maureen Chernipeski

Grade 6 Participation Rates



The province has a 90-91% participation rate (224 students enrolled)

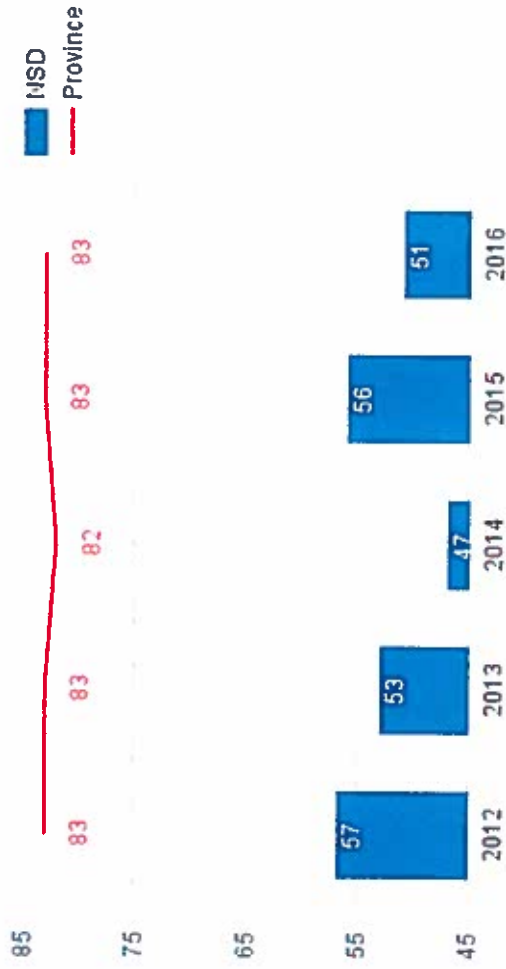
Grade 9 Participation Rates



The province has a 89-91% participation rate (188 students enrolled)

English Language Arts 6

Percent of students Achieving Acceptable Standard



Year	Standard of Excellence
2012 students	3
2013 students	3
2014 students	2
2015 students	4
2016 students	3

Math Grade 6

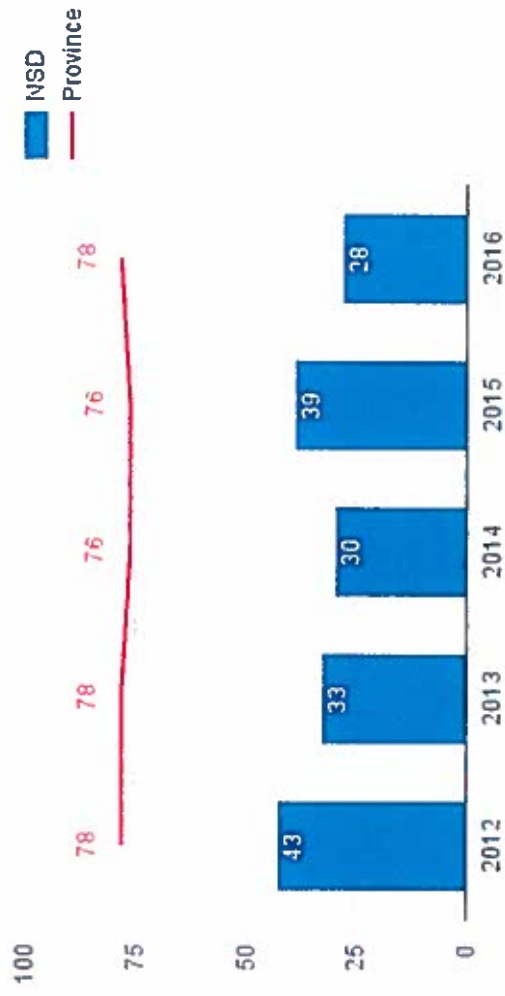
Percent of students Achieving Acceptable Standard



Standard of Excellence	Year	Count
3	2012	3 students
4	2013	4 students
6	2014	6 students
5	2015	5 students
1	2016	1 student

Grade 6 Science

Percent of students Achieving Acceptable Standard



Standard of Excellence

2012 students 8

2013 students 4

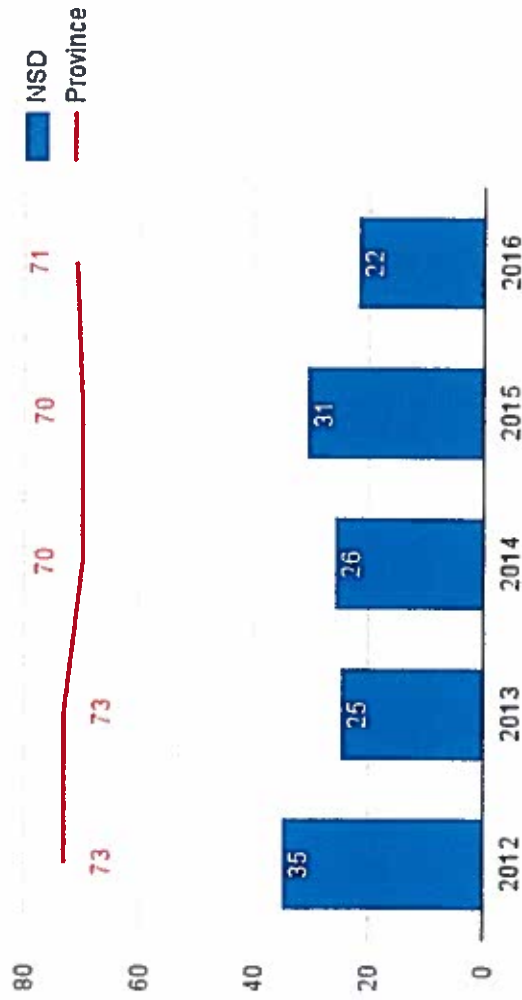
2014 students 11

2015 students 8

2016 students 3

Social Studies Grade 6

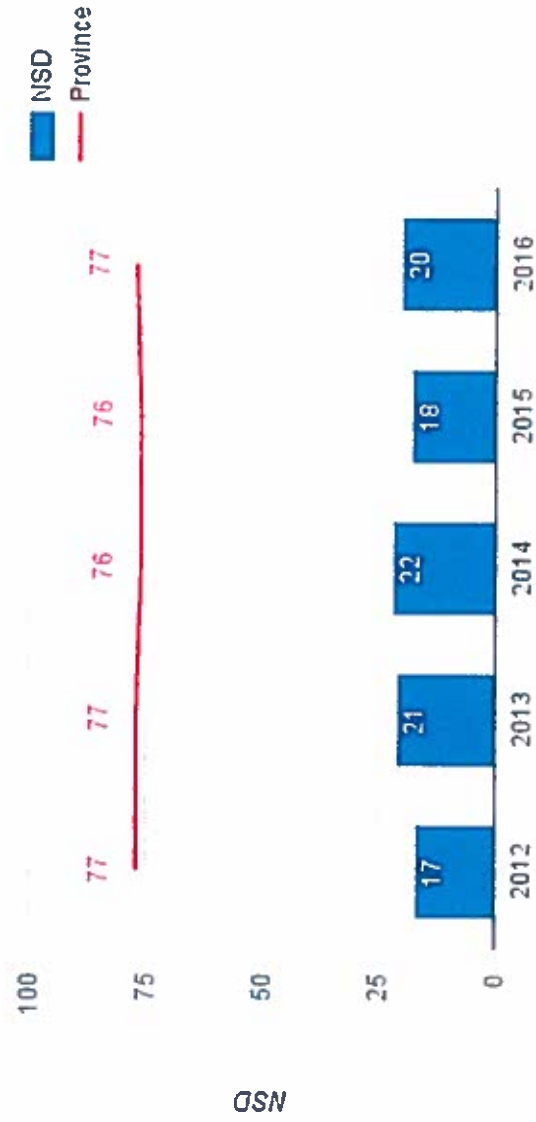
Percent of students Achieving Acceptable Standard



Standard of Excellence	Count
2012 students	10
2013 student	1
2014 students	4
2015 students	9
2016 students	2

English Language Arts 9

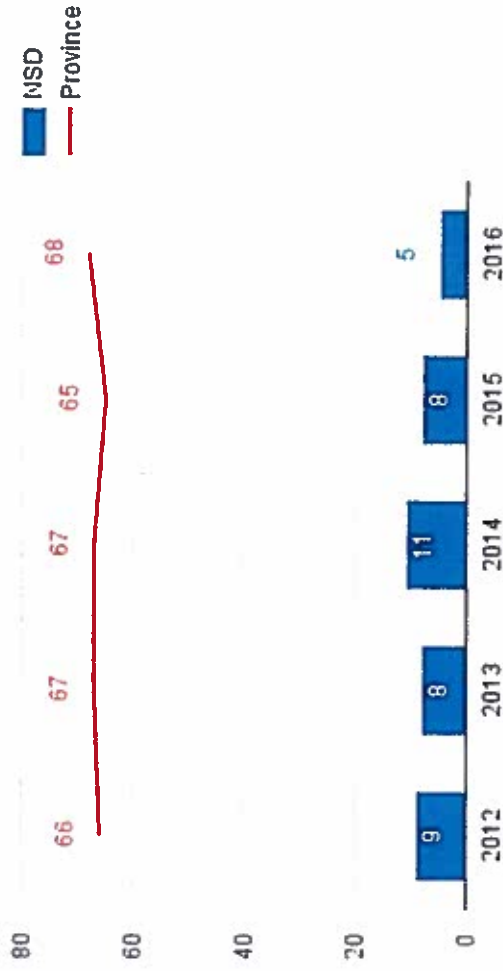
Percent of students Achieving Acceptable Standard



Year	Standard of Excellence
2012	2 students
2013	2 students
2014	0 students
2015	1 student
2016	1 student

Math Grade 9

Percent of students Achieving Acceptable Standard



Standard of Excellence

2012 students 3

2013 students 0

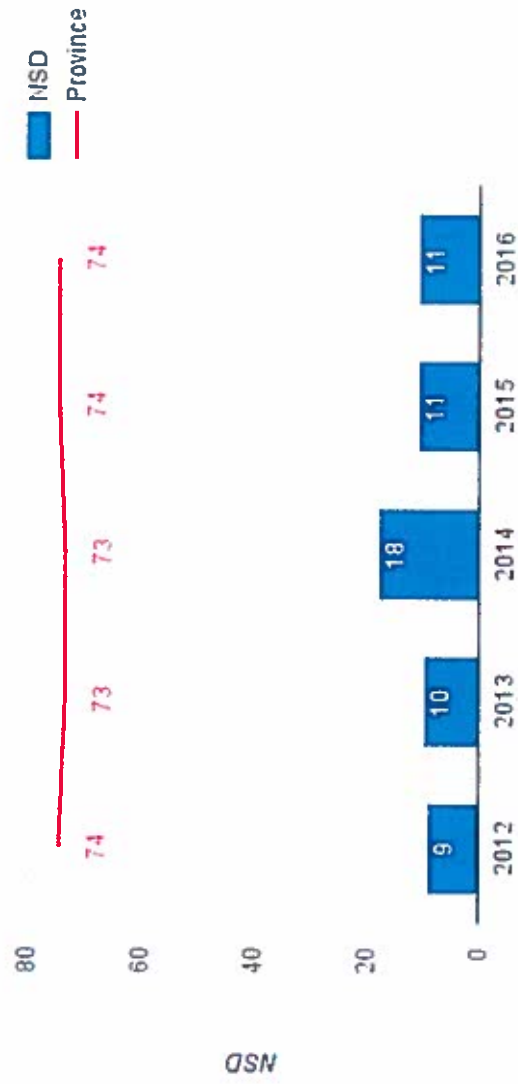
2014 students 0

2015 student 1

2016 students 0

Science Grade 9

Percent of students Achieving Acceptable Standard



Standard of Excellence

2012 student 1

2013 student 1

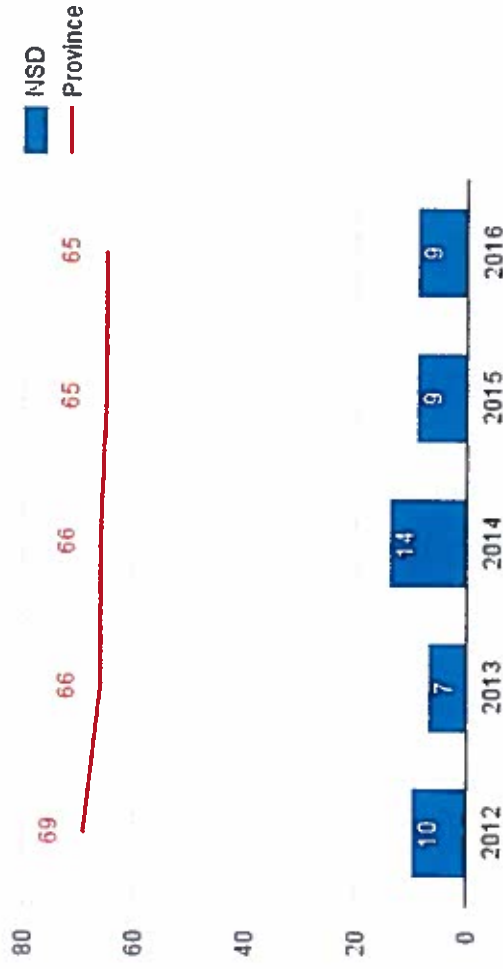
2014 student 1

2015 student 1

2016 student 1

Social Studies Grade 9

Percent of students Achieving Acceptable Standard



Standard of Excellence

2012 student 1

2013 students 3

2014 student 1

2015 student 1

2016 student 1

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT: COMMITMENTS TO NORTHLAND SCHOOL DIVISION AND ITS
COMMUNITIES**

ORIGINATOR: EDUCATION COMMITTEE

RECOMMENDATION

That the Board of Trustees receive as information the Commitments to Northland School Division and its Communities, as attached.

CURRENT SITUATION: At the September 8, 2016 Regular Board Meeting, Lois Byers, Official Trustee requested administration follow up with the Cross Ministry Committee to review the 10 commitments developed with Northland School Division, to ensure that they are the right 10 commitments and bring this information back to the October 2016 Board Meeting.

Commitments to Northland School Division and its Communities

1. Reinstatement of an elected board in October 2017 to coincide with the next school board elections.
2. Work with Northland School Division and its communities to identify their values, needs and priorities, and ensure that these community values guide government and community decision-making.
3. Explore governance options that allow communities to have a voice in their children's educational programming.
4. Review the *Northland School Division Act* to ensure it supports student learning and success, and develop amendments based on consultation with community and policy direction from government.
5. Reference the Community Engagement Framework for engaging communities, as described in the report from the Northland Community Engagement Team.
6. Review funding within Northland School Division to support student learning and success, and work with Northland administrators to evaluate division programs and resource allocations to maximize student achievement.
7. Revise and develop performance measures with Northland School Division that are meaningful to Northland communities and government.
8. Collaborate with Northland School Division administration to reinforce the importance of educational programming, teaching and community engagement in support of student learning and success.
9. Support a culturally appropriate approach to teaching and learning within Northland School Division by developing provincial curriculum, as well as teaching and leadership quality standards, to support a culturally appropriate approach to teaching and learning, including First Nations, Métis and Inuit competencies.
10. Continue to support Northland School Division before, during and after an elected board is reinstated.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 410 – SUPPORT STAFF CLASSIFICATIONS AND POSITIONS

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees receive as information, the attached changes to Procedure 410 - Support Staff Classifications and Positions.

CURRENT SITUATION: Procedure 410 provides the guidelines for NSD staff to access overtime and lieu time.

BACKGROUND: Currently, Procedure 410 speaks specifically to providing overtime to workers who were generally considered maintenance staff. Over time, other staff have been included in these terms of reference but never captured within the procedure. Technically, staff who do not fall under this procedure are being granted lieu time. There are also several instances where lieu time is accumulating, not being accessed appropriately and not being paid out as per the procedure.

Revisiting this procedure allows us to refine the expectations and parameters under which overtime and lieu time are accessed and utilized, and clarify who qualifies.

OPTIONS:



Procedure 410

Support Staff Classifications and Positions

Background

Staff members **who** work within the division and are not certificated staff, **administrative staff** or paraprofessionals will be classified as support staff.

Procedures

1. The following classifications shall apply to all support staff with the exception of bus drivers:
 - 1.1 Work week classifications:
 - 1.1.1 A full time employee is one who works 36.25 hours per week on a regular basis.
 - 1.1.2 A part time employee is one who works for less than 36.25 hours per week on a regular basis.
 - 1.2 Work year classifications;
 - 1.2.1 A probationary employee is one who is initially employed to fill an authorized position and serves on a probationary basis for one year.
 - 1.2.2 A regular employee is one who works for a total of 260 days per year, inclusive of vacations and holidays.
 - 1.2.3 A school secretary's work year is based on the school calendar.
 - 1.2.4 A sessional employee is one who is engaged for a specific portion of a year, generally coinciding with the operational and instructional days of a school year. Each sessional employee shall be on leave without salary for the balance of the year, exclusive of holidays and vacation entitlements.
 - 1.2.5 A casual employee is one who is employed as needed and is not classified as either a regular or sessional employee.
2. It is expected that instances of **support staff workers'** overtime will be minimized wherever possible. However overtime may be claimed under the following conditions:



Procedure 410

Support Staff Classifications and Positions

- 2.1 Prior approval is obtained from the immediate supervisor.
 - 2.2 A claim for overtime hours **for maintenance staff** shall be considered for those hours in excess of:
 - 2.1.1 eight (8) hours per day, or forty (40) hours per week for those employees working a five (5) day week,
 - 2.1.2 ten (10) hours per day, or forty (40) hours per week, for those employees working a four (4) day week.
 - 2.2 **A claim for overtime hours for all other support staff shall be considered for those hours in excess of their regularly scheduled work hours.**
 - 2.3 Overtime will be paid at the rate of one and one half (1½) times the hours worked.
 - 2.4 Time off in lieu will be paid at the regular rate of pay and should be utilized within 30 calendar days after the month end in which they were earned.
 - 2.5 ~~Overtime hours can only be accumulated for 30 calendar days after the month end in which they were earned.~~ **Overtime hours must be taken within six months following the pay period in which they are earned.**
 - 2.6 If the overtime hours are not taken off in lieu, **overtime will be paid out at the end of the six month period.**
3. The following shall apply to school secretaries:
 - 3.1 Salary calculations shall be based on a 7.25 hour workday over the school year as outlined in the organizational plan.
 - 3.2 The following table is provided as a guideline for the principal in establishing Full Time Equivalency:

<u>Work Days</u>	<u>FTE</u>	<u>0.75 FTE</u>	<u>0.5 FTE</u>	<u>0.25 FTE</u>
5	36.25	27.00	18.00	9.00
4	29.00	21.60	15.00	7.20
3	21.75	16.20	10.80	5.40

**Procedure 410****Support Staff
Classifications
and Positions**

2	14.50	10.80	7.20	3.60
1	7.25	5.40	3.60	2.00

BOARD OF TRUSTEES

TO: LOIS BYERS
TRUSTEE OF THE BOARD

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 425 – ANNUAL LEAVE DEFERRAL

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees receive as information, the attached changes to Procedure 425 – Annual Leave Deferral.

CURRENT SITUATION: Procedure 425 recognizes that there may be times when the full entitlement cannot be utilized and carried over during the school year.

BACKGROUND: The current procedure is out of line with changes proposed for Procedure 410 Support Staff Classifications and 438 Administrative Staff Classifications.

OPTIONS:



Procedure 425

Annual Leave Deferral

Background

The Board believes that employees need to utilize annual leave entitlements as outlined in Procedure 424 – Staff Vacations and Holidays. It is recognized that there may be times when the full entitlement cannot be utilized during the school year.

Procedures

1. **Effective September 1st, 2016**, the following formula will be applied to annual leave carry-over for Divisional Office employees, including Maintenance Staff.
2. ~~Employees employed in the following positions: Supervisor, Supervisor of Plant Operations, Assistant Secretary-Treasurer, can carry over annual leave days as follows:~~ Employees who are in their first five (5) years of employment can carry over annual leave days over the five (5) year period to a maximum of 15. Employees from their sixth year **to fourteenth year** of employment can carry over annual leave days, to a maximum of **20**. **Employees from their twenty-first year of employment can carry over annual leave days to a maximum of 24.**
3. ~~Employees employed in the following positions: Revenue Accountant, Human Resources Administrator, Administrative Assistant, Food Services Program Consultant, Transportation Coordinator and Area Maintenance Supervisor, can carry over annual leave days as follows: Employees who are in their first five (5) years of employment can carry over annual leave days over the five (5) year period to a maximum of 18. Employees from their sixth year of service can carry over annual leave days to a maximum of 24.~~
4. ~~Employees in all other positions who are in their first five years of employment can carry annual leave days over the five (5) year period to a maximum of 15. Employees from their sixth year of service can carry over annual leave days to a maximum of 20.~~
5. Carryover of annual leave days in excess of the above maximums will be paid out on an annual basis on or before November 30th of each year, at the rate that is current for the year in which it is paid.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

**SUBJECT: PROCEDURE 438 – ADMINISTRATIVE STAFF CLASSIFICATIONS
AND POSITIONS**

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees receive as information, the newly created Procedure 438 - Administrative Staff Classifications and Positions.

CURRENT SITUATION: There are no procedures for NSD administrative staff to access overtime and lieu time.

BACKGROUND: Procedure 410 - Support Staff Classifications and Positions has been used as a guideline to grant staff lieu time who do not qualify under the procedure by some departments. Other departments have granted lieu time on an ad hoc basis without following any guidelines. As well, staff who do not fall under this procedure are being granted lieu time.

Creating this procedure allows NSD to provide guidelines for a staff classification that have not qualified for lieu time officially and parameters under which lieu time are accessed and utilized.

OPTIONS:



Procedure 438

Administrative Staff Classifications and Positions

Background

Administrative staff consists of Divisional Office administrators who are either on contract in administrative capacities, paid on the Administrative Staff Salary Grid, or certificated staff assigned to Divisional Office positions.

Procedures

1. The following classifications shall apply to all administrative staff:
 - 1.1 Work week classifications:
 - 1.1.1 A full time employee is one who works 36.25 hours per week on a regular basis.
 - 1.1.2 A part time employee is one who works for less than 36.25 hours per week on a regular basis.
 - 1.2 Work year classifications;
 - 1.2.1 A probationary employee is one who is initially employed to fill an authorized position and serves on a probationary basis for one year.
 - 1.2.2 A regular employee is one who works for a total of 260 days per year, inclusive of vacations and holidays.
 - 1.3 Employees who are 12-month certified staff or on the administrative salary grid are eligible for up to 5 Management Days in a full school calendar year in lieu of extra hours worked in the course of their responsibilities. These days must be approved by the employee's supervisor prior to being taken and must be taken within the year in which they were earned. There is no cash value at the time of resignation/termination.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: DRAFT 2015-2016 AUDITED FINANCIAL STATEMENTS

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION
That the Board of Trustees receive as information the Draft 2015-2016 Audited Financial Statements, as attached.

CURRENT SITUATION: The draft 2015-2016 Audited Financial Statements show a surplus of approximately \$1 million. The Federal financial calculation has not yet been completed and once it is, this surplus could easily rise or fall by a \$1 million or more.

School Jurisdiction Code: 1280

**AUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2016**
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

Northland School Division No. 61

Legal Name of School Jurisdiction

9809 - 77 Avenue Peace River AB T8S 1V2

Mailing Address

(780) 624-2060 (780) 624-5914 trudy.rasmuson@nsd61.ca

Telephone & Fax Numbers, and Email Address

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Northland School Division No. 61 presented to Alberta Education have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

Board of Trustees Responsibility

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

External Auditors

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

Declaration of Management and Board Chair

To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

BOARD CHAIR

Mr. Gord Atkinson

Name

Signature

SUPERINTENDENT

Ms. Lois Byers

Name

Signature

SECRETARY-TREASURER OR TREASURER

Ms. Trudy Rasmuson

Name

Signature

Board-approved Release Date

c.c. ALBERTA EDUCATION, Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5
EMAIL: mei-ling.irwin@gov.ab.ca AND robert.mah@gov.ab.ca
PHONE: Mei-Ling: (780) 415-8940; Robert: (780) 427-3855 FAX: (780) 422-6996

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	3
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF OPERATIONS	5
STATEMENT OF CASH FLOWS	6
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (NET DEBT)	7
STATEMENT OF REMEASUREMENT GAINS AND LOSSES	8
Schedule 1: SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS	9
Schedule 2: SCHEDULE OF CAPITAL REVENUE	11
Schedule 3: SCHEDULE OF PROGRAM OPERATIONS	12
Schedule 4: SCHEDULE OF PLANT OPERATIONS AND MAINTENANCE EXPENSES	13
Schedule 5: SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS	14
Schedule 6: SCHEDULE OF CAPITAL ASSETS	15
Schedule 7: SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES	16
NOTES TO THE FINANCIAL STATEMENTS	17
Schedule 8: UNAUDITED SCHEDULE OF FEE REVENUES	28
Schedule 9: UNAUDITED SCHEDULE OF DIFFERENTIAL FUNDING	29
Schedule 10: UNAUDITED SCHEDULE OF CENTRAL ADMINISTRATION EXPENSES	30

School Jurisdiction Code: 1280

STATEMENT OF FINANCIAL POSITION
As at August 31, 2016 (in dollars)

		2016	2015
FINANCIAL ASSETS			
Cash and cash equivalents	(Schedule 5)	\$ 5,256,133	\$ 6,975,578
Accounts receivable (net after allowances)	(Note 3)	\$ 2,953,179	\$ 2,050,929
Portfolio investments	(Schedule 5)	\$ -	\$ -
Other financial assets	(Note 4)	\$ 93,250	\$ 71,250
Total financial assets		\$ 8,302,562	\$ 9,097,757
LIABILITIES			
Bank indebtedness	(Note 6)	\$ -	\$ -
Accounts payable and accrued liabilities	(Note 5)	\$ 2,789,631	\$ 4,802,470
Deferred revenue	(Note 7)	\$ 69,967,356	\$ 72,406,345
Employee future benefit liabilities	(Note 8)	\$ 16,838	\$ 28,454
Liability for contaminated sites	(Note 16)	\$ -	\$ -
Other liabilities		\$ -	\$ -
Debt			
Supported: Debentures and other supported debt		\$ -	\$ -
Unsupported: Debentures and capital loans		\$ -	\$ -
Mortgages		\$ -	\$ -
Capital leases		\$ -	\$ -
Total liabilities		\$ 72,783,825	\$ 77,237,269
Net financial assets (debt)		\$ (64,481,263)	\$ (68,139,512)
NON-FINANCIAL ASSETS			
Tangible capital assets	(Schedule 6)		
Land		\$ 538,792	\$ 538,792
Construction in progress		\$ -	\$ -
Buildings		\$ 146,374,592	
Less: Accumulated amortization		\$ (76,688,399)	\$ 71,916,964
Equipment		\$ 7,585,339	
Less: Accumulated amortization		\$ (6,718,363)	\$ 866,976
Vehicles		\$ 8,352,647	
Less: Accumulated amortization		\$ (6,260,879)	\$ 2,091,768
Computer Equipment		\$ 5,154,388	
Less: Accumulated amortization		\$ (4,149,351)	\$ 1,005,037
Total tangible capital assets		\$ 74,188,766	\$ 77,091,491
Prepaid expenses		\$ 450,927	\$ 352,498
Other non-financial assets	(Note 4)	\$ 39,267	\$ 39,267
Total non-financial assets		\$ 74,678,960	\$ 77,483,256
Accumulated surplus	(Schedule 1; Note 12)	\$ 10,197,697	\$ 9,343,744
Accumulating surplus / (deficit) is comprised of:			
Accumulated operating surplus (deficit)		\$ 10,197,697	\$ 9,343,744
Accumulated remeasurement gains (losses)		\$ -	\$ -
		\$ 10,197,697	\$ 9,343,744
Contractual obligations	(Note 10)		
Contingent liabilities	(Note 17)		

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF OPERATIONS
For the Year Ended August 31, 2016 (in dollars)

	Budget 2016	Actual 2016	Actual 2015
REVENUES			
Alberta Education	\$ 38,334,542	\$ 38,432,269	\$ 39,642,357
Other - Government of Alberta	\$ 930,824	\$ 443,726	\$ 477,229
Federal Government and First Nations	\$ 22,175,563	\$ 22,957,390	\$ 21,822,073
Other Alberta school authorities	\$ -	\$ -	\$ -
Out of province authorities	\$ -	\$ -	\$ -
Alberta municipalities-special tax levies	\$ -	\$ -	\$ -
Property taxes	\$ -	\$ -	\$ -
Fees (Schedule 8)	\$ -	\$ 1,396	\$ -
Other sales and services	\$ 1,186,843	\$ 1,197,114	\$ 1,160,007
Investment income	\$ 40,000	\$ 58,588	\$ 77,530
Gifts and donations	\$ 450,000	\$ 426,655	\$ 1,205,389
Rental of facilities	\$ 1,045,540	\$ 878,196	\$ 883,937
Fundraising	\$ -	\$ 353,416	\$ 375,109
Gains on disposal of capital assets	\$ -	\$ 86,742	\$ 94,037
Other revenue	\$ -	\$ -	\$ -
Total revenues	\$ 64,163,310	\$ 64,835,494	\$ 65,737,668
EXPENSES			
Instruction - ECS	\$ 2,066,571	\$ 2,551,406	\$ 2,376,996
Instruction - Grades 1 - 12	\$ 38,756,733	\$ 37,432,353	\$ 39,985,058
Plant operations and maintenance	\$ 10,646,054	\$ 11,075,766	\$ 11,576,495
Transportation	\$ 3,582,035	\$ 3,697,697	\$ 3,581,793
Board & system administration	\$ 3,793,603	\$ 3,529,949	\$ 3,370,913
External services	\$ 5,511,916	\$ 5,694,370	\$ 5,265,129
Total expenses	\$ 64,356,912	\$ 63,981,541	\$ 66,156,384
Operating surplus (deficit)	\$ (193,602)	\$ 853,953	\$ (418,716)

The accompanying notes and schedules are part of these financial statements

		School Jurisdiction Code: 1290	
STATEMENT OF CASH FLOWS For the Year Ended August 31, 2016 (in dollars)			
		2016	2015
CASH FLOWS FROM:			
A. OPERATING TRANSACTIONS			
Operating surplus (deficit)		\$ 853,953	\$ (418,716)
Add (Deduct) items not affecting cash:			
Total amortization expense		\$ 4,942,871	\$ 4,409,214
Gains on disposal of tangible capital assets		\$ (86,742)	\$ (94,037)
Losses on disposal of tangible capital assets		\$ -	\$ 22,935
Expended deferred capital revenue recognition		\$ (3,689,943)	\$ (3,208,958)
Deferred capital revenue write-down / adjustment		\$ -	\$ 120,719
Donations in kind		\$ -	\$ -
Changes in:			
Accounts receivable		\$ (902,250)	\$ 1,588,087
Prepays		\$ (98,429)	\$ 164,676
Other financial assets		\$ (22,000)	\$ (3,000)
Non-financial assets		\$ -	\$ -
Accounts payable, accrued and other liabilities		\$ (2,032,839)	\$ 2,766,571
Deferred revenue (excluding EDCR)		\$ 43,016	\$ 292,481
Employee future benefit liabilities		\$ (11,616)	\$ (22,248)
Other (describe)		\$ -	\$ -
Total cash flows from operating transactions		\$ (973,979)	\$ 5,617,724
B. CAPITAL TRANSACTIONS			
Purchases of tangible capital assets			
Land		\$ -	\$ -
Buildings		\$ (98,274)	\$ (1,217,752)
Equipment		\$ (366,930)	\$ (533,210)
Vehicles		\$ (425,895)	\$ (410,368)
Computer equipment		\$ -	\$ (242,545)
Net proceeds from disposal of unsupported capital assets		\$ 145,633	\$ 152,264
Other (describe)		\$ -	\$ -
Total cash flows from capital transactions		\$ (745,466)	\$ (2,251,611)
C. INVESTING TRANSACTIONS			
Purchases of portfolio investments		\$ -	\$ -
Dispositions of portfolio investments		\$ -	\$ -
Remeasurement (gains) losses recognized to the statement of operations		\$ -	\$ -
Change in endowments		\$ -	\$ -
Other (describe)		\$ -	\$ -
Total cash flows from investing transactions		\$ -	\$ -
D. FINANCING TRANSACTIONS			
Issue of debt		\$ -	\$ -
Repayment of debt		\$ -	\$ -
Other factors affecting debt (describe)		\$ -	\$ -
Issuance of capital leases		\$ -	\$ -
Repayment of capital leases		\$ -	\$ -
Other factors affecting capital leases (describe)		\$ -	\$ -
Other (describe)		\$ -	\$ -
Total cash flows from financing transactions		\$ -	\$ -
Increase (decrease) in cash and cash equivalents		\$ (1,719,445)	\$ 3,366,113
Cash and cash equivalents, at beginning of year		\$ 6,975,578	\$ 3,609,465
Cash and cash equivalents, at end of year		\$ 5,256,133	\$ 6,975,578

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (NET DEBT)
For the Year Ended August 31, 2016 (in dollars)

	Budget 2016	2016	2015
Operating surplus (deficit)	\$ (193,602)	\$ 853,953	\$ (418,716)
Effect of changes in tangible capital assets			
Acquisition of tangible capital assets	\$ (770,000)	\$ (2,099,038)	\$ (8,724,578)
Amortization of tangible capital assets	\$ 4,771,667	\$ 4,942,871	\$ 4,409,214
Net carrying value of tangible capital assets disposed of	\$ -	\$ 58,892	\$ 201,882
Write-down carrying value of tangible capital assets	\$ -	\$ -	\$ -
Other changes	\$ -	\$ -	\$ -
Total effect of changes in tangible capital assets	\$ 4,001,667	\$ 2,902,725	\$ (4,113,482)
Changes in			
Prepaid expenses	\$ -	\$ (98,429)	\$ 164,676
Other non-financial assets	\$ -	\$ -	\$ -
Net remeasurement gains and (losses)	\$ -	\$ -	\$ -
Endowments	\$ -	\$ -	\$ -
Increase (decrease) in net financial assets (net debt)	\$ 3,808,065	\$ 3,658,249	\$ (4,367,522)
Net financial assets (net debt) at beginning of year	\$ (68,139,512)	\$ (68,139,512)	\$ (63,771,990)
Net financial assets (net debt) at end of year	\$ (64,331,447)	\$ (64,481,263)	\$ (68,139,512)

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 1280

STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the Year Ended August 31, 2016 (in dollars)

	2016	2015
Accumulated remeasurement gains (losses) at beginning of year	\$ -	\$ -
<u>Prior Period Adjustment (Explain)</u>	\$ -	\$ -
<u>Prior Period Adjustment (Explain)</u>	\$ -	\$ -
Unrealized gains (losses) attributable to:		
<u>Portfolio investments</u>	\$ -	\$ -
<u>Other</u>	\$ -	\$ -
Amounts reclassified to the statement of operations		
<u>Portfolio investments</u>	\$ -	\$ -
<u>Other</u>	\$ -	\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -
Accumulated remeasurement gains (losses) at end of year	\$ -	\$ -

The accompanying notes and schedules are part of these financial statements.

DRAFT

SCHEDULE 1

School Jurisdiction Code:

1280

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the Year Ended August 31, 2016 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
Balance at August 31, 2015	\$ 9,343,744	\$ -	\$ 9,343,744	\$ 7,345,158	\$ -	\$ 925,416	\$ -	\$ 1,073,170
Prior period adjustments:								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2015	\$ 9,343,744	\$ -	\$ 9,343,744	\$ 7,345,158	\$ -	\$ 925,416	\$ -	\$ 1,073,170
Operating surplus (deficit)	\$ 853,953		\$ 853,953			\$ 853,953		
Board funded tangible capital asset additions								
Disposal of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ 688,523		\$ (685,102)		\$ 46,579
Write-down of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ (66,892)		\$ (86,742)		\$ 145,634
Net remeasurement gains (losses) for the year	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -
Endowment expenses & disbursements	\$ -		\$ -		\$ -			
Endowment contributions	\$ -		\$ -		\$ -			
Reinvested endowment income	\$ -		\$ -		\$ -			
Direct credits to accumulated surplus (Describe)	\$ -		\$ -		\$ -			
Amortization of tangible capital assets	\$ -		\$ -	\$ -	\$ -			\$ -
Capital revenue recognized	\$ -		\$ -	\$ (4,942,871)		\$ 4,942,871		
Debt principal repayments (unsupported)	\$ -		\$ -	\$ 3,689,943		\$ (3,689,943)		
Additional capital debt or capital leases	\$ -		\$ -	\$ -		\$ -		
Net transfers to operating reserves	\$ -		\$ -	\$ -		\$ -		
Net transfers from operating reserves	\$ -		\$ -			\$ -		
Net transfers to capital reserves	\$ -		\$ -			\$ -		\$ -
Net transfers from capital reserves	\$ -		\$ -			\$ -		\$ -
Assumption/transfer of other operations' surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Balance at August 31, 2016	\$ 10,197,697	\$ -	\$ 10,197,697	\$ 6,671,861	\$ -	\$ 2,260,453	\$ -	\$ 1,265,383

SCHEDULE 1

School Jurisdiction Code: _____

1280

**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the Year Ended August 31, 2016 (in dollars)**

	INTERNALLY RESTRICTED RESERVES BY PROGRAM												
	School & Instruction Related			Operations & Maintenance			Board & System Administration			Transportation		External Services	
	Operating Reserves	Capital Reserves		Operating Reserves	Capital Reserves		Operating Reserves	Capital Reserves		Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2015	\$ -	\$ 1,250	\$ -	\$ -	\$ 56,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,521	\$ -	\$ 1,005,393
Prior period adjustments:													
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2015	\$ -	\$ 1,250	\$ -	\$ -	\$ 56,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,521	\$ -	\$ 1,005,393
Operating surplus (deficit)													
Board funded tangible capital asset additions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,579
Disposal of unsupported tangible capital assets or board funded portion of supported assets		\$ 400			\$ 66,084				\$ -		\$ -		\$ 79,150
Write-down of unsupported tangible capital assets or board funded portion of supported assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net remeasurement gains (losses) for the year													
Endowment expenses & disbursements													
Endowment contributions													
Reinvested endowment income													
Direct credits to accumulated surplus (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets													
Capital revenue recognized													
Debt principal repayments (unsupported)													
Additional capital debt or capital leases													
Net transfers to operating reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net transfers from operating reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net transfers to capital reserves		\$ -			\$ -				\$ -		\$ -		\$ -
Net transfers from capital reserves		\$ -			\$ -				\$ -		\$ -		\$ -
Assumption/transfer of other operations' surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance at August 31, 2016	\$ -	\$ 1,650	\$ -	\$ -	\$ 122,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,521	\$ -	\$ 1,131,122

**SCHEDULE OF CAPITAL REVENUE
(EXTERNALLY RESTRICTED CAPITAL REVENUE ONLY)
for the Year Ended August 31, 2016 (in dollars)**

	Unexpended Deferred Capital Revenue				
	Provincially Approved & Funded Projects ^(A)	Surplus from Provincially Approved Projects ^(B)	Proceeds on Disposal of Provincially Funded Tangible Capital Assets ^(C)	Unexpended Deferred Capital Revenue from Other Sources ^(D)	Expended Deferred Capital Revenue
Balance at August 31, 2015	\$ 348,406	\$ -	\$ 8,721	\$ 44,320	\$ 69,746,331
Prior period adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted balance, August 31, 2015	\$ 348,406	\$ -	\$ 8,721	\$ 44,320	\$ 69,746,331
Add					
Unexpended capital revenue received from:					
Alberta Education school building & modular projects (excl. IMR)					
Infrastructure Maintenance & Renewal capital related to school facilities	\$ -				
Other sources:	\$ -			\$ -	
Other sources	\$ -			\$ -	
Unexpended capital revenue receivable from:					
Alberta Education school building & modular (excl. IMR)	\$ 76,283				
Other sources:	\$ -			\$ -	
Other sources:	\$ -			\$ -	
Interest earned on unexpended capital revenue	\$ -	\$ -	\$ -	\$ -	
Other unexpended capital revenue				\$ -	
Proceeds on disposition of supported capital - Alberta Education			\$ 13,201	\$ -	
Insurance proceeds (and related interest)			\$ -	\$ -	
Donated tangible capital assets					\$ -
Alberta Infrastructure managed projects					\$ 978,952
Transferred in (out) tangible capital assets (amortizable, @ net book value) - Alberta Seniors					\$ 228,986
Expended capital revenue - current year	\$ (252,010)	\$ -	\$ -	\$ (505)	\$ 252,575
Surplus funds approved for future project(s)	\$ -	\$ -			
Other adjustments: Non-capital expenditures	\$ (150,000)	\$ -	\$ -	\$ -	\$ -
Deduct					
Net book value of supported tangible capital dispositions or write-offs					\$ -
Other adjustments		\$ -	\$ -	\$ -	\$ -
Capital revenue recognized - Alberta Education					\$ 3,689,943
Capital revenue recognized - Other Government of Alberta					\$ -
Capital revenue recognized - Other revenue					\$ -
Balance at August 31, 2016	\$ 22,679	\$ -	\$ 21,922	\$ 43,755	\$ 67,516,901
	(A)	(B)	(C)	(D)	
Balance of Unexpended Deferred Capital Revenue at August 31, 2016 (A) + (B) + (C) + (D)				\$ 88,356	

Unexpended Deferred Capital Revenue

- (A) - Represents funding received from the Government of Alberta to be used toward the acquisition of new approved tangible capital assets with restricted uses only. Please specify department if funds received from a source other than Alberta Education
- (B) - Represents any surplus of funding over costs from column (A) approved by Minister for future capital expenditures with restricted uses only.
- (C) - Represents proceeds on disposal of provincially funded restricted-use capital assets to be expended on approved capital assets per 10(2)(a) of Disposition of Property Reg. 181/2010
- (D) - Represents capital revenue received from entities OTHER THAN the Government of Alberta for the acquisition of restricted-use tangible capital assets.

SCHEDULE 3

School Jurisdiction Code: 1280

SCHEDULE OF PROGRAM OPERATIONS
for the Year Ended August 31, 2016 (in dollars)

REVENUES	2016					2015				
	Instruction		Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	Instruction		TOTAL
	ECS	Grades 1 - 12						ECS	Grades 1 - 12	
(1) Alberta Education	\$ 1,813,344	\$ 23,785,500	\$ 6,368,354	\$ 2,192,724	\$ 479,498	\$ 3,792,849	\$ 38,432,269	\$ 1,813,344	\$ 23,785,500	\$ 39,642,357
(2) Other - Government of Alberta	-	-	-	-	-	-	443,728	-	-	443,728
(3) Federal Government and First Nations	\$ 755,431	\$ 22,201,959	-	-	-	-	22,957,390	-	-	21,822,073
(4) Other Alberta school authorities	-	-	-	-	-	-	-	-	-	-
(5) Out of province authorities	-	-	-	-	-	-	-	-	-	-
(6) Alberta municipalities-special tax levies	-	-	-	-	-	-	-	-	-	-
(7) Property taxes	-	-	-	-	-	-	-	-	-	-
(8) Fees	-	\$ 1,396	-	-	-	-	1,396	-	-	-
(9) Other sales and services	-	\$ 874,661	\$ 167,695	\$ 1,616	\$ 54,660	\$ 98,482	\$ 1,197,114	-	-	\$ 1,160,007
(10) Investment income	-	\$ 58,588	-	-	-	-	58,588	-	-	77,530
(11) Gifts and donations	-	\$ 407,776	\$ 18,879	-	-	-	426,655	-	-	1,205,389
(12) Rental of facilities	-	-	-	-	-	\$ 878,196	\$ 878,196	-	-	883,937
(13) Fundraising	-	\$ 353,416	-	-	-	-	353,416	-	-	375,109
(14) Gains on disposal of tangible capital assets	-	\$ 400	\$ 15,163	-	-	\$ 71,179	\$ 86,742	-	-	94,037
(15) Other revenue	-	-	-	-	-	-	-	-	-	-
(16) TOTAL REVENUES	\$ 2,568,775	\$ 47,663,696	\$ 6,570,091	\$ 2,194,340	\$ 534,158	\$ 5,284,434	\$ 64,835,494	\$ 2,568,775	\$ 47,663,696	\$ 65,737,668
EXPENSES										
(17) Certificated salaries	\$ 1,167,147	\$ 19,028,930	-	-	\$ 469,287	\$ 117,005	\$ 20,782,369	\$ 1,167,147	\$ 19,028,930	\$ 20,617,010
(18) Certificated benefits	\$ 125,538	\$ 4,433,280	-	-	\$ 30,065	\$ 9,159	\$ 4,598,042	\$ 125,538	\$ 4,433,280	\$ 4,569,529
(19) Non-certificated salaries and wages	\$ 815,426	\$ 5,530,602	\$ 1,196,003	\$ 1,203,225	\$ 1,212,620	\$ 1,509,513	\$ 13,467,389	\$ 815,426	\$ 5,530,602	\$ 13,408,613
(20) Non-certificated benefits	\$ 179,149	\$ 1,738,617	\$ 729,931	\$ 225,003	\$ 319,837	\$ 375,616	\$ 3,066,353	\$ 179,149	\$ 1,738,617	\$ 2,968,222
(21) SUB - TOTAL	\$ 2,287,260	\$ 30,220,429	\$ 3,925,934	\$ 1,428,228	\$ 2,031,809	\$ 2,011,493	\$ 41,914,153	\$ 2,287,260	\$ 30,220,429	\$ 41,563,574
(22) Services, contracts and supplies	\$ 264,146	\$ 5,727,284	\$ 4,204,901	\$ 1,981,434	\$ 1,235,358	\$ 2,943,875	\$ 16,349,998	\$ 264,146	\$ 5,727,284	\$ 17,667,159
(23) Amortization of supported tangible capital assets	-	\$ 350,698	\$ 2,778,885	-	\$ 5,788	\$ 556,577	\$ 3,689,943	-	\$ 350,698	\$ 3,208,958
(24) Amortization of unsupported tangible capital assets	-	\$ 360,519	\$ 167,748	\$ 285,674	\$ 256,600	\$ 182,387	\$ 1,252,928	-	\$ 360,519	\$ 1,200,256
(25) Supported interest on capital debt	-	-	-	-	-	-	-	-	-	-
(26) Unsupported interest on capital debt	-	-	-	-	-	-	-	-	-	-
(27) Other interest and finance charges	-	\$ 334	\$ 298	\$ 2,361	\$ 394	\$ 38	\$ 3,425	-	\$ 334	\$ 954
(28) Losses on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	-
(29) Other expense	-	\$ 771,094	-	-	-	-	\$ 771,094	-	-	\$ 22,935
(30) TOTAL EXPENSES	\$ 2,551,406	\$ 37,432,353	\$ 11,075,766	\$ 3,697,697	\$ 3,529,949	\$ 5,694,370	\$ 63,981,541	\$ 2,551,406	\$ 37,432,353	\$ 66,156,384
(31) OPERATING SURPLUS (DEFICIT)	\$ 117,369	\$ 10,251,343	\$ (4,505,675)	\$ (1,503,357)	\$ (2,995,791)	\$ (409,936)	\$ 853,953	\$ (117,369)	\$ 10,251,343	\$ (1,418,716)

SCHEDULE 4

School Jurisdiction Code: 1290

SCHEDULE OF PLANT OPERATIONS AND MAINTENANCE EXPENSES
for the Year Ended August 31, 2015 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2015 TOTAL Operations and Maintenance	2015 TOTAL Operations and Maintenance
Unclassified salaries and wages	\$ 1,897,155	\$ 1,179,269	\$ -	\$ -	\$ 119,579	\$ -	\$ -	\$ 3,196,003	\$ 3,126,086
Unclassified benefits	\$ 457,521	\$ 249,266	\$ -	\$ -	\$ 23,143	\$ -	\$ -	\$ 729,930	\$ 708,899
Sub-total Remuneration	\$ 2,354,676	\$ 1,428,535	\$ -	\$ -	\$ 142,722	\$ -	\$ -	\$ 3,825,933	\$ 3,834,985
Supplies and services	\$ 154,416	\$ 1,565,250	\$ -	\$ 761,767	\$ 163,167	\$ -	\$ -	\$ 2,644,600	\$ 2,687,870
Electricity		\$ -	\$ 744,140					\$ 744,140	\$ 767,641
Natural gas/heating fuel		\$ -	\$ 384,998					\$ 384,998	\$ 460,772
Sewer and water		\$ -	\$ 107,565					\$ 107,565	\$ 132,018
Telecommunications		\$ -	\$ 47,708					\$ 47,708	\$ 49,180
Insurance		\$ -	\$ -	\$ 196,626			\$ -	\$ 196,626	\$ 192,319
ASAP maintenance & renewal payments		\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Amortization of tangible capital assets		\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Supported							\$ 2,776,885	\$ 2,776,885	\$ 2,750,276
Unsupported						\$ 167,748	\$ -	\$ 167,748	\$ 148,854
Total Amortization						\$ 167,748	\$ 2,776,885	\$ 2,944,633	\$ 2,899,130
Interest on capital debt						\$ -	\$ -	\$ -	\$ -
Supported						\$ -	\$ -	\$ -	\$ -
Unsupported						\$ -	\$ -	\$ -	\$ -
Lease payments for facilities				\$ 79,265			\$ -	\$ 79,265	\$ 357,500
Other interest charges				\$ -		\$ 208	\$ -	\$ 208	\$ -
Losses on disposal of capital assets				\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 2,500,092	\$ 2,993,785	\$ 1,264,411	\$ 841,032	\$ 502,515	\$ 168,046	\$ 2,776,885	\$ 11,075,760	\$ 11,576,495
SQUARE METRES									
School buildings								54,354.2	54,554.2
Non school buildings								1,913.8	2,099.6

Note:

- Custodial:** All expenses related to activities undertaken to keep the school environment and maintenance shops clean and safe.
- Maintenance:** All expenses associated with the repair, replacement, enhancement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components. Maintenance expenses exclude operational costs related to expensed IMR & Modular Unit relocations, as they are reported on separately.
- Utilities & Telecommunications:** All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.
- Expensed IMR & Modular Unit Relocation & Lease Pmts:** All operational expenses associated with non-capitalized Infrastructure Maintenance Renewal projects, modular unit (portable) relocation, and payments on leased facilities.
- Facility Planning & Operations Administration:** All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees & contractors, school facility planning & project administration, administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.
- Unsupported Amortization & Other Expenses:** All expenses related to unsupported capital assets amortization and interest on unsupported capital debt.
- Supported Capital & Debt Services:** All expenses related to supported capital assets amortization and interest on supported capital debt.

SCHEDULE 5School Jurisdiction Code: 1280

SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS
for the Year Ended August 31, 2016 (in dollars)

<u>Cash & Cash Equivalents</u>	2016		2015
	Average Effective (Market) Yield	Cost	Amortized Cost
Cash		\$ 5,256,133	\$ 6,975,578
Cash equivalents			
Government of Canada, direct and guaranteed	0.00%	-	-
Provincial, direct and guaranteed	0.00%	-	-
Corporate	0.00%	-	-
Municipal	0.00%	-	-
Pooled investment funds	0.00%	-	-
Other, including GIC's	0.00%	-	-
Total cash and cash equivalents	0.00%	\$ 5,256,133	\$ 6,975,578

See Note 1.12 for additional detail.

<u>Portfolio Investments</u>	2016			2015	
	Average Effective (Market) Yield	Cost	Fair Value	Balance	Balance
Long term deposits	0.00%	\$ -	\$ -	\$ -	\$ -
Guaranteed interest certificates	0.00%	-	-	-	-
Fixed income securities					
Government of Canada, direct and guaranteed	0.00%	\$ -	\$ -	\$ -	\$ -
Provincial, direct and guaranteed	0.00%	-	-	-	-
Municipal	0.00%	-	-	-	-
Corporate	0.00%	-	-	-	-
Pooled investment funds	0.00%	-	-	-	-
Total fixed income securities	0.00%	-	-	-	-
Equities					
Canadian	0.00%	\$ -	\$ -	\$ -	\$ -
Foreign	0.00%	-	-	-	-
Total equities	0.00%	-	-	-	-
Supplemental integrated pension plan assets	0.00%	\$ -	\$ -	\$ -	\$ -
Restricted investments	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Total portfolio investments	0.00%	\$ -	\$ -	\$ -	\$ -

See Note 5 for additional detail.

The following represents the maturity structure for portfolio investments based on principal amount:

	2016	2015
Under 1 year	100.0%	0.0%
1 to 5 years	0.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	100.0%	0.0%

SCHEDULE 6

School Jurisdiction Code: 1280

SCHEDULE OF CAPITAL ASSETS
for the Year Ended August 31, 2016 (in dollars)

	2016						2015	
	Land	Construction In Progress	Buildings 10-40 Years	Equipment 5 Years	Vehicles 7-12 Years	Computer Hardware & Software 5 Years	Total	Total
Historical cost								
Estimated useful life								
Beginning of year	\$ 538,792	\$ -	\$ 145,219,670	\$ 7,311,549	\$ 7,989,018	\$ 5,154,388	\$ 166,213,417	\$ 158,715,695
Prior Period Adjustments	-	-	-	-	-	-	-	2,465,105
Additions	-	-	1,448,565	366,930	425,895	-	2,241,390	7,103,680
Transfers in (out)	-	-	(293,643)	(93,140)	(62,266)	-	(449,049)	(2,071,063)
Less disposals including write-offs	\$ 538,792	\$ -	\$ 146,374,592	\$ 7,585,339	\$ 8,352,047	\$ 5,154,388	\$ 168,005,758	\$ 166,213,417
Accumulated amortization								
Beginning of year	\$ -	\$ -	\$ 73,302,706	\$ 6,325,589	\$ 5,915,374	\$ 3,578,257	\$ 89,121,926	\$ 85,737,684
Prior Period Adjustments	-	-	-	-	-	-	-	844,209
Amortization	-	-	3,529,012	434,083	407,771	571,094	4,942,870	4,409,214
Other additions	-	-	142,353	-	-	-	142,353	-
Transfers in (out)	-	-	-	-	-	-	-	-
Less disposals including write-offs	\$ -	\$ -	(285,672)	(42,219)	(62,266)	-	(390,157)	(1,869,181)
Net Book Value at August 31, 2016	\$ 538,792	\$ -	\$ 69,886,193	\$ 866,976	\$ 2,091,768	\$ 1,005,037	\$ 74,188,766	\$ 89,121,926
Net Book Value at August 31, 2015	\$ 538,792	\$ -	\$ 71,916,964	\$ 985,960	\$ 2,073,644	\$ 1,576,131	\$ 77,091,491	\$ 77,091,491

	2016	2015
Total cost of assets under capital lease	\$ -	\$ -
Total amortization of assets under capital lease	\$ -	\$ -

Historical cost additions include \$371,339 for five housing units which were transferred to Northland School Division from the Ministry of Seniors. Accumulated amortization transferred on these units is \$142,353 and has been recorded as Other additions.

SCHEDULE 7

**SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES
for the Year Ended August 31, 2016 (in dollars)**

Board Members:	FTE	Remuneration	Benefits	Negotiated Allowances	Performance Bonuses	ERIP's / Other Paid	Other Accrued Unpaid Benefits (1)	Expenses
Byers, Lois	1.00	\$31,800	\$326	\$0			\$0	\$2,323
Kelly, Cofn - Official Trustee	1.00	\$155,500	\$4,680	\$0			\$0	\$39,326
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
Subtotal	2.00	\$187,300	\$5,006	\$0			\$0	\$41,649
Atkinson, Gord	1.00	\$9,865	\$2,035	\$0		\$0	\$0	\$3,019
Barrett, Donna	1.00	\$188,593	\$8,773	\$0		\$0	\$0	\$25,802
Rasmuson, Trudy	1.00	\$135,068	\$31,137	\$0		\$0	\$7,013	\$11,373
		\$0	\$0	\$0		\$0	\$0	\$0
		\$0	\$0	\$0		\$0	\$0	\$0
		\$0	\$0	\$0		\$0	\$0	\$0
		\$0	\$0	\$0		\$0	\$0	\$0
		\$0	\$0	\$0		\$0	\$0	\$0
		\$0	\$0	\$0		\$0	\$0	\$0
Certificated teachers	209.80	\$20,583,911	\$3,587,234	\$0		\$0	\$0	\$0
Non-certificated - other	298.75	\$13,332,321	\$3,223,197	\$0		\$0	\$0	\$0
TOTALS	513.55	\$34,457,056	\$7,857,382	\$0		\$0	\$7,013	\$81,843

(1) Other Accrued Unpaid Benefits include: Vacation payable

Board member remuneration is classified as Services, contracts, and supplies as these services are provided on a contract basis

Note 1 Authority

Northland School Division No. 61 (the Division) delivers education programs under the authority of the *School Act*, Revised Statutes of Alberta 2000, Chapter S-3 and also operates under the authority of the *Northland School Division Act*, Chapter N-5, Revised Statutes of Alberta, 2000.

The Division receives instruction and support allocations under Education Grants Regulation AR120/2008. The Regulation allows for the setting of conditions and use of grant monies. The School Division is limited on certain funding allocations and administration expenses.

Note 2 Summary of Significant Accounting Policies

These financial statements have been prepared in accordance with the CPA Canadian Public Sector Accounting Standards (PSAS). These financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

1. Measurement Uncertainty

The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations which have been made using careful judgment. Actual results could differ from those estimates.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization rates are based on the estimated useful lives of capital assets. Other significant areas requiring the use of management estimates relate to the potential impairment of assets and estimated employee future benefits.

2. Tangible Capital Assets

The following criteria applies:

- a) Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- b) Donated tangible capital assets are recorded at their fair market value at the date of donation, except in circumstances where fair value cannot be reasonably determined, when they are then recognized at nominal value. Transfers of tangible capital assets from related parties are recorded at original cost less accumulated amortization.
- c) Work-in-progress is recorded as a transfer to the applicable asset class at substantial completion.
- d) Buildings include site and leasehold improvements as well as assets under capital lease.

- e) Sites and buildings are written down to residual value when conditions indicated they no longer contribute to the ability of the Division to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. For supported assets, the write-downs are accounted for as reductions to Expended Deferred Capital Revenue.
- f) Buildings that are demolished or destroyed are written-off.
- g) Tangible capital assets with costs in excess of \$5,000 are capitalized.
- g) Tangible assets are amortized over their estimated useful lives on a straight line basis, at the following rates:

Buildings and Land Improvements	10 - 40 years
Vehicles	7 - 12 years
Equipment	5 years
Computer Hardware and Software	5 years

3. *Asset Retirement Obligations*

The Division has determined that it has a conditional asset retirement obligation relating to certain school sites. These obligations will be discharged in the future by funding through the Alberta Government. The Division believes that there is insufficient information to estimate the fair value of the asset retirement obligation because the settlement date or the range of potential settlement dates has not been determined and information is not available to apply an expected present value technique.

4. *Operating and Capital Reserves*

Certain amounts are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Changes in Accumulated Surplus.

5. *Revenue Recognition*

Revenues are recorded on an accrual basis. Instruction and support allocations are recognized in the year to which they relate. Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Eligibility criteria are criteria that the Division has to meet in order to receive certain contributions. Stipulations describe what the Division must perform in order to keep the contributions. Contributions without eligibility criteria or stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity.

Contributions with eligibility criteria but without stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity and all eligibility criteria have been met.

Contributions with stipulations are recognized as revenue in the period the stipulations are met, except when and to the extent that the contributions give rise to an obligation that meets the definition of a liability in accordance with Section PS 3200. Such liabilities are recorded as deferred revenue. The following items fall under this category:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year the stipulated related expenses are incurred;
- Unexpended Deferred Capital Revenue; or
- Expended Deferred Capital Revenue.

6. *Contributed Services and Materials*

Volunteers assist schools operated by the Division in carrying out certain activities. Because of the difficulty of determining their fair value and of the fact such assistance is generally not otherwise purchased, contributed services and materials are not recognized in the financial statements.

7. *Pensions*

Pension costs included in these statements are comprised of the cost of the employer contributions for current service of employees during the year.

Current and past service costs of the Alberta Teachers Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers' Pension Plan Act, the School Division does not make pension contributions for certificated staff. The Government portion of the current service contribution to the Alberta Teachers Retirement Fund on behalf of the jurisdiction is included in both revenues and expenses.

8. *Deferred Revenue*

Deferred revenue includes contributions received for operations which have stipulations that meet the definition of a liability per Public Sector Accounting Standard (PSAS) PS 3200. These contributions are recognized by the Division once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

Deferred revenue also includes contributions for capital expenditures, unexpended and expended:

a) *Unexpended Deferred Capital Revenue*

Unexpended Deferred Capital Revenue represent externally restricted supported capital funds provided for a specific capital purpose received or receivable by the Division, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per PS 3200 when expended.

b) **Expended Deferred Capital Revenue**

Expended Deferred Capital Revenue represent externally restricted supported capital funds that have been expended but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require that the Division to use the asset in a prescribed manner over the life of the associated asset.

9. *Employee Future Benefits*

The Division provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The Division accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include accumulating sick leave, and post-employment benefit continuation. The future benefits cost is determined using management's best estimate of expected cost rates and benefit usage.

10. *Expenses*

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Allocation of Costs:

- a) Actual salaries of personnel assigned to two or more programs are allocated based on the time spent in each program.
- b) Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- c) Supplies and services are allocated based on actual program identification.

11. *Program Reporting*

The Division's operations have been segmented as follows:

- a) **ECS Instruction:** The provision of Early Childhood Services instructional services that fall under the basic public education mandate.
- b) **Grade 1 - 12 Instruction:** The provision of instructional services for grades 1 – 12 that fall under the basic public education mandate.
- c) **Plant Operations and Maintenance:** The operation and maintenance of all school buildings and maintenance shop facilities.
- d) **Transportation:** The provision of regular and special education bus services (to and from school), whether contracted or board operated, including transportation facilities.
- e) **Board & System Administration:** The provision of board governance and system-based /central office administration.

- f) **External Services:** All projects, activities, and services offered outside the public education mandate for ECS children and students in grades 1 - 12. Services offered beyond the mandate for public education are to be self-supporting, and Alberta Education funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source, and object on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated educational assistants as well as a proportionate share of supplies and services, school administration and instructional support, and System Instructional Support.

12. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with maturities of three months or less from the date of acquisition. Included in this balance are the School Generated Fund bank balances totaling \$594,294 (2015 - \$649,521) and \$1,265,383 (2015 - \$1,073,170) restricted for capital reserves.

13. Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Division recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, and bank indebtedness. Unless otherwise noted, it is management's opinion that the Division is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses, such as write-downs or write-offs, are reported in the Statement of Operations.

14. Liability for Contaminated Sites

In June 2010, the Public Sector Accounting Board (PSAB) issued PS 3260 Liability for Contaminated Sites effective for fiscal years starting on or after April 1, 2014. Contaminated sites are a result of contamination being introduced into the air, soil, water, or sediment of a chemical, organic, or radioactive material, or live organism that exceeds an environmental standard. The Division adopted this accounting standard retroactively as of April 1, 2014.

Note 3 Accounts Receivable (Net after Allowances)

	2016	2015
	Allowance for Doubtful Accounts	Net Realizable Value
	Gross Amount	Net Realizable Value
Alberta Education – Grants		\$934,544
Alberta Education – Capital		110,781
Other Alberta School Jurisdictions		13,044
Alberta Health Services		77,622
Federal Government		134,174
First Nations		513,567
Other		267,197
Total		\$2,050,929

Note 4 Other Financial Assets

Other financial assets consist of advances to Hot Lunch Programs and damage deposits totaling \$93,250 (2015 – \$71,250).

Note 5 Accounts Payable and Accrued Liabilities

	2016	2015
Alberta Education		\$92,765
Alberta Health Services		150
Federal Government		3,989
First Nations		525,799
Other Alberta School Jurisdictions		69,563
Post-secondary Institutions		16,868
Accrued Vacation Pay Liability		424,998
Other Salaries & Benefit Costs		1,095,027
Other Trade Payables and Accrued Liabilities		2,573,311
Total		\$4,802,470

Note 6 Bank Indebtedness

The Division has negotiated a line of credit in the amount of \$3,000,000 (2015 - \$3,000,000) that bears interest at the bank prime rate less 0.25%. The line of credit is secured by a security agreement, covering all revenue of the Division. There was no balance outstanding on the line of credit at August 31, 2016 (2015 - \$0).

Note 7 Deferred Revenue

SOURCE AND GRANT OR FUND TYPE	DEFERRED REVENUE as at Aug.31, 2015	ADD: 2015/2016 Restricted Funds Received/Receivable	DEDUCT: 2015/2016 Restricted Funds Expended (Paid/Payable)	ADD (DEDUCT): 2015/2016 Adjustments For Returned Funds	DEFERRED REVENUE as at Aug.31, 2016
Unexpended Deferred Operating Revenue					
Alberta Education:					
Infrastructure Maintenance Renewal	\$992,019	\$426,260	\$413,825		\$1,004,454
Regional Collaborative Service Delivery	145,806	58,692	31,759		172,739
Other Alberta Education Deferred Revenue	228,163	256,582	119,983		364,762
Other Deferred Revenue:					
School Generated Funds	54,953	12,448	32,817		34,584
Donations	837,624	647,239	696,158	3,145	785,560
Total Unexpended Deferred Operating Revenue	\$2,258,565	\$1,401,221	\$1,294,542	\$3,145	\$2,362,099
Unexpended Deferred Capital Revenue	401,447	242,187	555,278		88,356
Expended Deferred Capital Revenue	69,746,331	1,460,513	3,689,943		67,516,901
Total	\$72,406,343	\$3,103,921	\$5,539,763	\$3,145	\$69,967,356

Note 8 Employee Future Benefit Liabilities

Employee future benefit liabilities consist of the following:

	2016	2015
Accumulated Sick Pay Liability	\$6,000	\$3,000
Post-employment Benefits	10,838	25,454
Total	\$16,838	\$28,454

Note 9 Pension Costs

The Division participates in a multi-employer pension plan, the Local Authorities Pension Plan and does not report on any unfunded liabilities. Pension costs included in these financial statements are comprised of the cost of employer and Provincial contributions for current service of employees during the year. The pension expense recorded for the Local Authorities Pension Plan is equivalent to the Division's annual contributions paid of \$919,446 for the year ended August 31, 2016 (2015 - \$884,396). For the year ended August 31, 2016, the amount contributed to the Teachers' Retirement Fund by the Province was \$2,447,240 (2015 - \$2,555,353).

As of December 31, 2015 the Local Authorities Pension Plan reported an actuarial deficit of \$923,436,000 (2014 - \$2,454,636,000). At August 31, 2015 the Teachers' Retirement Fund reported an actuarial surplus of \$788,289,000 (2014 - surplus of \$519,473,000).

Note 10 Contractual Obligations

Estimated payment requirements for each of the next five years are as follows:

	Building Leases	Service Providers	Equipment Leases
2016-17	\$29,478	\$31,400	\$184,339
2017-18	4,912	31,400	184,339
2018-19	5,035	31,400	184,339
2019-20			184,339
2020-21			
Total	\$39,425	\$94,200	\$737,356

Note 11 School Generated Funds

	2016	2015
Unexpended School Generated Funds, Opening Balance August 31	\$682,446	\$755,420
Current Year Activities – Gross Receipts:		
Fundraising	333,047	376,812
Gifts and donations	124,165	431,924
Other sales and services		
Total gross receipts	457,212	808,736
Current Year Activities – Uses of Funds		
Equipment and Supplies	0	33,397
Extra-Curricular Activities	341,136	629,398
Field Trips	86,043	121,539
Fundraising (Direct Costs)	85,824	97,376
Other Activities		
Total Uses of Funds	513,003	881,710
Unexpended School Generated Funds, Closing Balance August 31	\$626,655	\$682,446
Balance included in Deferred Revenue	34,584	54,953
Balance included in Accumulated Surplus	592,071	627,493
Total	\$626,655	\$682,446

Note 12 Accumulated Surplus:

Detailed information related to accumulated surplus is available on the Schedule of Changes in Accumulated Surplus. Accumulated surplus may be summarized as follows:

	2016	2015
Unrestricted surplus	\$2,312,327	\$925,416
Operating reserves		
Accumulated surplus (deficit) from operations		
Investment in tangible capital assets	6,672,426	7,345,158
Capital reserves	1,265,383	1,073,170
Accumulated re-measurement gains (losses)		
Accumulated surplus (deficit)	\$10,250,136	\$9,343,744

Accumulated surplus from operations (ASO) include school generated funds of \$624,701. These funds are raised at school level and are not available to spend at board level. The Division's adjusted surplus from operations is calculated as follows:

	2016	2015
Accumulated surplus (deficit) from operations	\$10,250,136	\$9,343,744
School Generated funds included in accumulated surplus (Note 12)	(592,071)	(627,493)
Adjusted accumulated surplus (deficit)	\$9,658,065	\$8,716,251

Adjusted accumulated surplus represents unspent funding available to support the Division's operations for the 2016-2017 year.

Note 14 Tuition Fees

Pursuant to agreements, the Minister of Indian and Northern Affairs and certain Indian Bands have agreed to pay to the Board of the Division a per capita share of the annual net operating costs of the Board for each Indian Student enrolled. The calculation of the amount recoverable from the Minister and the Bands is subject to possible future adjustments since all components of the net operating costs must be mutually agreed upon by the Minister or Bands and the Board, as required under the agreements. Included in Federal Government and First Nations revenue is \$ for tuition fees (2015 - \$21,822,073).

Note 15 Economic Dependence on Related Third Party

Northland School Division's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependent on this funding.

Note 15 Related Party Transactions

All entities that are consolidated in the accounts of the Government of Alberta are related parties of school jurisdictions. These include government departments, health authorities, post-secondary institutions and other school jurisdictions in Alberta.

	Balances		Transactions	
	Financial Assets (at cost or net realizable)	Liabilities (at amortized cost)	Revenues	Expenses
Government of Alberta (GOA): Education				
Accounts receivable/Accounts payable				
Prepaid expenses/Deferred revenue				
Unexpended deferred capital revenue				
Expended deferred capital revenue				
Grant revenues and expenses				
ATRF payments made on Division's behalf				
Other revenues and expenses				
Other Related Parties:				
Other Alberta school jurisdictions				
Alberta Agriculture and Rural Development				
Alberta Health Services				
ATB Financial				
Other Government of Alberta Ministries				
Post-secondary institutions				
Total 2015/2016				
Total 2014/2015	\$1,135,991	\$70,999,648	\$40,223,134	\$972,400

Note 16 Liability for Contaminated Sites

The Division has determined that the liability for contaminated sites is \$0 (2015 - \$0).

Note 17 Contingent Liabilities*Residential Schools*

A number of claims have been filed against the Government of Canada. The Division has been named as a third party with the Government in these claims in regards to programs offered by the Division from the early 1960's to the early 1970's. In one of the claims the Division has been named as a defendant. The Division has entered into an indemnity agreement in which the Province of Alberta has agreed to indemnify Northland School Division for these claims and related costs incurred.

Note 18 Transfer of Assets

In September, 2015, five residential housing units were transferred from the Province of Alberta to Northland School Division. These units had a total cost of \$371,339 and accumulated amortization of \$142,353 and were recorded as transfer to Tangible Capital Assets and an increase to Expended Deferred Capital Revenue.

Note 19 Financial Instruments

The Division, as part of its operations, carries a number of financial instruments. It is management's opinion that the Division is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise noted:

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The Division is exposed to interest rate risk primarily through its operating line of credit, which bears interest at a rate that fluctuates with the prime lending rate.

Note 20 Budget Amounts

The budget was prepared by the Division's management with the Board of Trustees approval given on June 27, 2015.

Note 21 Approval of Financial Statements

These financial statements were prepared by management and approved by the Official Trustee on November ____, 2016.

School Jurisdiction Code: 1280

SCHEDULE 8

UNAUDITED SCHEDULE OF FEE REVENUES
for the Year Ending August 31, 2016 (in dollars)

	Actual 2016	Actual 2015
FEES		
Transportation fees	\$0	\$0
Basic instruction supplies (text books, including lost or replacement fees, course materials)	\$0	\$0
Technology user fees	\$0	\$0
Alternative program fees	\$0	\$0
Fees for optional courses (band, art, etc.)	\$355	\$0
Fees for students from other boards	\$0	\$0
Tuition fees (international & out of province)	\$0	\$0
Kindergarten & preschool	\$0	\$0
Extracurricular fees (sports teams and clubs)	\$0	\$0
Field trips (related to curriculum)	\$1,026	\$0
Lunch supervision fees	\$0	\$0
Locker rental; locks; student ID; uniforms; library, student union, and fitness fees	\$15	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
Other (describe)*	\$0	\$0
TOTAL FEES	\$1,396	\$0

*PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY

Please disclose amounts paid by parents of students that are recorded as "Other sales and services" or "Other revenue" (rather than fee revenue):	Actual 2016	Actual 2015
Cafeteria sales, hot lunch, milk programs	\$0	\$0
Special events, graduation, tickets	\$0	\$0
Student travel (international, recognition trips, non-curricular)	\$0	\$0
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)	\$0	\$0
Adult education revenue	\$0	\$0
Child care & before and after school care	\$0	\$0
Other (describe)	\$0	\$0
Other (describe)	\$0	\$0
Other (describe)	\$0	\$0
TOTAL	\$0	\$0

UNAUDITED SCHEDULE OF DIFFERENTIAL FUNDING for the Year Ended August 31, 2016 (in dollars)					
	PROGRAM AREA				
	First Nations, Metis & Inuit (FNM)	ECS Program Unit Funding (PUF)	English as a Second Language (ESL)	Inclusive Education	Small Schools by Necessity (Revenue only)
Funded Students in Program	1,121	43	555		
Federally Funded Students	1,331				
REVENUES					
Alberta Education allocated funding	\$ 1,343,623	\$ 976,793	\$ 442,377	\$ 2,997,805	\$ 3,085,064
Other funding allocated by the board to the program	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 1,343,623	\$ 976,793	\$ 442,377	\$ 2,997,805	\$ 3,085,064
EXPENSES (Not allocated from BASE, Transportation, or other funding)					
Instructional certificated salaries & benefits	\$ 43,068	\$ -	\$ -	\$ 1,012,060	
Instructional non-certificated salaries & benefits	\$ 831,639	\$ 946,468	\$ -	\$ 1,381,197	
SUB TOTAL	\$ 874,707	\$ 946,468	\$ -	\$ 2,393,257	
Supplies, contracts and services	\$ 213,052	\$ 254,982	\$ 107,596	\$ 276,562	
Program planning, monitoring & evaluation	\$ 133,378	\$ -	\$ 143,042	\$ 226,852	
Facilities (required specifically for program area)	\$ -	\$ -	\$ -	\$ -	
Administration (administrative salaries & services)	\$ -	\$ -	\$ -	\$ -	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 1,221,137	\$ 1,201,450	\$ 250,638	\$ 2,896,671	
NET FUNDING SURPLUS (SHORTFALL)	\$ 122,486	\$ (224,657)	\$ 191,739	\$ 101,134	

DRAFT

SCHEDULE 10

UNAUDITED SCHEDULE OF CENTRAL ADMINISTRATION EXPENSES for the Year Ended August 31, 2016 (in dollars)										
EXPENSES	Allocated to Board & System Administration				TOTAL	Allocated to Other Programs				TOTAL
	Salaries & Benefits	Supplies & Services	Other			Salaries & Benefits	Supplies & Services	Other		
Office of the superintendent	\$ 523,957	\$ 212,689	\$ -	\$ -	\$ 736,646	\$ -	\$ -	\$ -	\$ -	\$ 736,646
Educational administration (excluding superintendent)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business administration	\$ 1,049,411	\$ 199,552	\$ -	\$ -	\$ 1,248,963	\$ -	\$ -	\$ -	\$ -	\$ 1,248,963
Board governance (Board of Trustees)	\$ 7,183	\$ 249,004	\$ 317,606	\$ -	\$ 573,793	\$ -	\$ -	\$ -	\$ -	\$ 573,793
Information technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 469,452	\$ -	\$ -	\$ 948,558	\$ 1,418,010
Human resources	\$ 315,616	\$ 167,877	\$ -	\$ -	\$ 483,493	\$ -	\$ -	\$ -	\$ -	\$ 483,493
Central purchasing, communications, marketing	\$ 81,480	\$ 38,366	\$ -	\$ -	\$ 119,846	\$ -	\$ -	\$ -	\$ -	\$ 119,846
Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration - insurance	\$ -	\$ -	\$ 1,351	\$ -	\$ 1,351	\$ -	\$ -	\$ -	\$ -	\$ 1,351
Administration - amortization	\$ -	\$ -	\$ 262,388	\$ -	\$ 262,388	\$ -	\$ -	\$ -	\$ -	\$ 262,388
Administration - other (admin building, interest)	\$ -	\$ -	\$ 103,469	\$ -	\$ 103,469	\$ -	\$ -	\$ -	\$ -	\$ 103,469
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 1,977,647	\$ 867,488	\$ 994,814	\$ -	\$ 3,529,949	\$ 469,452	\$ 948,558	\$ -	\$ -	\$ 4,947,959

DRAFT

BOARD AND SYSTEM ADMINISTRATION (FOR INFORMATION ONLY - NOT PART OF FINANCIAL STATEMENTS)	
2015/2016 EXPENSES UNDER (OVER) MAXIMUM LIMIT	
TOTAL EXPENSES (From "Total" column of Line 30 of Schedule of Program Operations)	\$63,981,541
Enter Number of Net Enrolled Students: "C" if Charter School	2,526
STEP 1	
Calculation of maximum expense limit percentage for Board and System Administration expenses If "Total Net Enrolled Students" are 6,000 and over = 3.6% If "Total Net Enrolled Students" are 2,000 and less = 5.4%	5.16%
<p>The Maximum Expense Limit for Board and System Administration is based on an arithmetical proration for the TOTAL FTE count for grades 1 -12, net of Home Education AND Adult students, between 2,000 to 6,000 at .00045 per FTE (Example: 4,500 FTE count grades 1-12 = 6,000 - 4,500 = 1,500 X .00045 = 0.675% plus 3.6% = maximum expense limit of 4.275%)</p>	
STEP 2	
A. Calculate maximum expense limit amounts for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 1) x TOTAL EXPENSES	\$3,303,559
B. Considerations for Charter Schools and Small School Boards:	
If charter schools and small school boards, The amount of Small Board Administration funding (Funding Manual Section 1.13)	\$223,169
2015/2016 MAXIMUM EXPENSE LIMIT (the greater of A or B above)	\$3,303,559
Actual Board & System Administration from Line 30 of "Schedule of Program Operations" (Board & System Administration Column)	\$3,529,949
Amount Overspent	\$226,390

BOARD OF TRUSTEES

TO: LOIS BYERS
TRUSTEE OF THE BOARD

DATE: OCTOBER 19, 2016

PRESENTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: DRAFT NOVEMBER REVISED BUDGET

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION

That the Board of Trustees review and receive as information the Draft November Revised Budget, as presented and attached; the operating budget for Northland School Division for the period September 1, 2016 to August 31, 2017 is \$67,040,199.

CURRENT SITUATION: The 2016/2017 operating budget was approved by the Board of Trustees at the June 24/25, 2016 Regular Board Meeting. Subsequent to this date, there have been changes to enrolment, reserves and funding, which will result in staffing and other changes. Principals and Department Heads will revise their budgets to reflect these changes. Financial Services will work in conjunction with Principals, Department Heads and the Executive Team to compile the final revised budget.

DISCUSSION: The fall 2016 revised budget projects an operating deficit of \$4.2 million, which is offset by additional funding from Alberta Education. Significant changes from the June budget are decreased enrolment, an increase to central services for the schools, an increase in the principals' meetings from three to eight and a math in-service for math teachers.

Alberta Education required a summary of the Fall budget to be submitted by November 30, 2016. The required template will be presented to the board at the November meeting.



NORTHLAND SCHOOL DIVISION NO. 61

**Fall Budget
Report**

2016/2017

This document includes the Fall Budget for Northland School Division No. 61 for the 2016/2017 School year.

Report to the
Board of Trustees
October 19, 2016

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

NORTHLAND SCHOOL DIVISION NO. 61 2016/2017 FALL BUDGET HIGHLIGHTS

The 2016/2017 Northland School Division No. 61 budget is based on the following budget principles:

- Equitable distribution of funds and programs
- Transparent and understandable allocations.
- Alignment with the NSD Education Plan.

The 2016/2017 budget has an operating deficit of \$4.149 million; this is offset by additional funding from Alberta Education.

Revenue decreased by \$800,000. Base Instruction funding rates have remained unchanged. Base funding overall has increased due to the decrease in the base funding enrolment adjustment from 1.5% to 0.5% and an increase in provincial enrolment of 74 students from last November's budget. A slight increase in differential funding and targeted funding is also budgeted. The Building Collaboration and Capacity in Education (BCCE) grant of \$669,890 and a decrease to deferred revenue is also recognized. Federal funding fell by almost \$2 million, due to a 122 drop in federal enrolment. IMR funding increased from \$427,000 to \$681,000, and increase of 60%. Local revenue fell by almost \$200,000 due to decrease in industry funding.

Enrolment was projected in the June budget of 2,914 students; the actual was 2,722, a decrease of 192 students.

Expenses are higher as a result of a commitment to providing an increase in centralized services to schools, and some additional training and meetings for school staff. As a result, central staffing is budgeted to increase by 7.8 certificated and 3.27 uncertificated. Total administration expenses are 6.05% of expenses; this is above the approximate 5.4% set by Alberta Education.

The budget includes:

- \$180,000 for additional principal meetings
- \$80,000 for numeracy training
- \$50,000 staff wellness project
- Additional central staffing:
 - 2 educational technology coaches (one in the June budget, total = 3)
 - 3 area directors
 - 1 assistant supervisor in Testing and Achieving (two in the June budget, total =3)
- This brings the total directed to instruction to 64.9%.

**NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
HIGHLIGHTS (CONTINUED)**

The budget is based on a number of key budget assumptions. The assumptions are based on the best information available at the time the budget is prepared. If, during the course of the year, the actual results differ from the budget assumptions, the projected year-end financial results will change. Some of the key budget assumptions are:

- Compensation:
 - Certificated, uncertificated and trustee wage rates will remain at 2015/2016 levels (with the exception of grid movement).
 - Certificated unit costs remain at 2015/2016 levels.
- Operating Reserve
 - NSD has no operating reserves.
- Cashflow will be sufficient to cover all operating expenses.
- Payments of the outstanding receivables will be made as agreed,

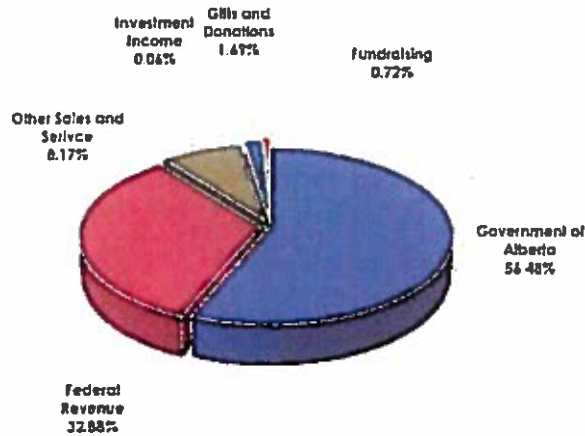
As this report is presented in October (versus November), the year-end for NSD has not been completed. Several tasks still need to be completed between this report and next, to ensure the budget reflects the most accurate and timely information:

- Operating expenses will be adjusted to reflect anticipated results, based on actual 2015/2016 operating results.
- The federal tuition rates will be adjusted, based on the federal tuition rate calculation (completed at the end of October).
- Staffing unit costs may be adjusted, based on analysis of actual costs.

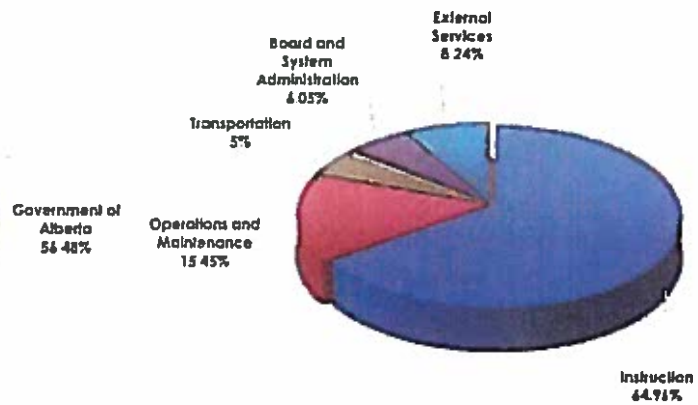
**NORTHLAND SCHOOL DIVISION NO. 61
2016-2017 FALL BUDGET
STATEMENT OF REVENUES AND EXPENSES**

	2015/2016 Fall Budget	2016/2017 Fall Budget	\$ Change	% Change
REVENUES				
Government of Alberta				
Alberta Education	\$ 30,858,889	\$ 31,778,624	\$ 919,735.00	2.98%
Other Government of Alberta	3,391,242	3,742,588	351,346	10.36%
	<u>34,250,131</u>	<u>35,521,212</u>	<u>1,271,081</u>	<u>3.71%</u>
Federal Revenue	22,515,805	20,679,756	(1,836,049)	-8.15%
Other Sales and Services	5,141,545	5,137,678	(3,867)	-0.08%
Investment Income	40,000	40,000	-	0.00%
Gifts and Donations	1,273,108	1,062,000	(211,108)	-16.58%
Fundraising	450,000	450,000	-	0.00%
	<u>63,670,589</u>	<u>62,890,646</u>	<u>(779,943)</u>	<u>-1.22%</u>
EXPENSES				
Instruction				
Schools	29,252,335	30,772,387	1,520,052	5.20%
Central Services	10,828,120	12,776,080	1,947,960	17.99%
	<u>40,080,455</u>	<u>43,548,467</u>	<u>3,468,012</u>	<u>8.65%</u>
Operations & Maintenance	10,401,915	10,356,557	(45,358)	-0.44%
Transportation	3,579,355	3,553,135	(26,220)	-0.73%
Board and System Administration	3,997,735	4,056,702	58,967	1.48%
External Services	5,483,708	5,525,338	41,630	0.76%
	<u>63,543,168</u>	<u>67,040,199</u>	<u>3,497,031</u>	<u>5.50%</u>
OPERATING SURPLUS/(DEFICIT)	<u>127,421</u>	<u>(4,149,553)</u>	<u>(4,276,974)</u>	

2016/2017 Revenues



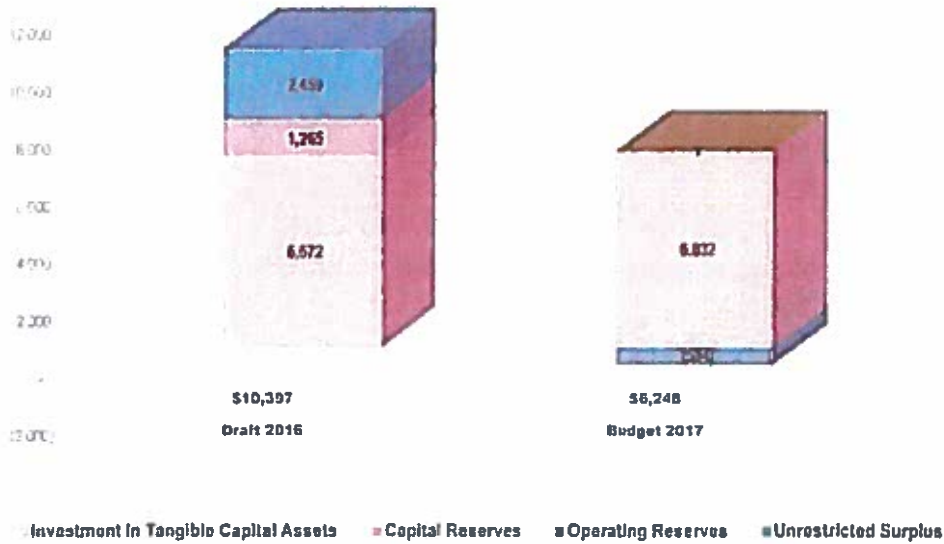
2016/2017 Expenses



**NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET UPDATE
ACCUMULATED SURPLUS**

	A=B+C+D+E	B	C	D	E
	Accumulated Surplus	Investment In Tangible Capital Assets	Unrestricted Surplus	Operating Reserves	Capital Reserves
Audited Balance at August 31, 2016 (draft)	\$ 10,397,076	\$ 6,672,426	\$ 2,459,267	\$ -	\$ 1,265,383
Surplus/(Deficit) (draft)	\$ (4,149,552)		\$ (4,149,552)		
Board Funded Capital Asset Additions		\$ 1,472,000	\$ (206,617)		\$ (1,265,383)
Net Amortization & Debt Repayments		\$ (1,312,578)	\$ 1,312,578		
Net Reserve Transfers					
Projected Balance at August 31, 2017	<u>\$ 6,247,524</u>	<u>\$ 6,831,848</u>	<u>\$ (584,324)</u>	<u>\$ -</u>	<u>\$ -</u>

- A Accumulated surplus from operations which includes investment in Board funded tangible capital assets, unrestricted surplus and internally restricted reserves
- B Board funded (unsupported) tangible capital assets
- C Unrestricted surplus (deficit) from 2015/2016.
- D Operating reserves including Schools - Operations, School Generated Fundes, Departments and District reserves.
- E Capital reserves available for future unsupported capital purchases.



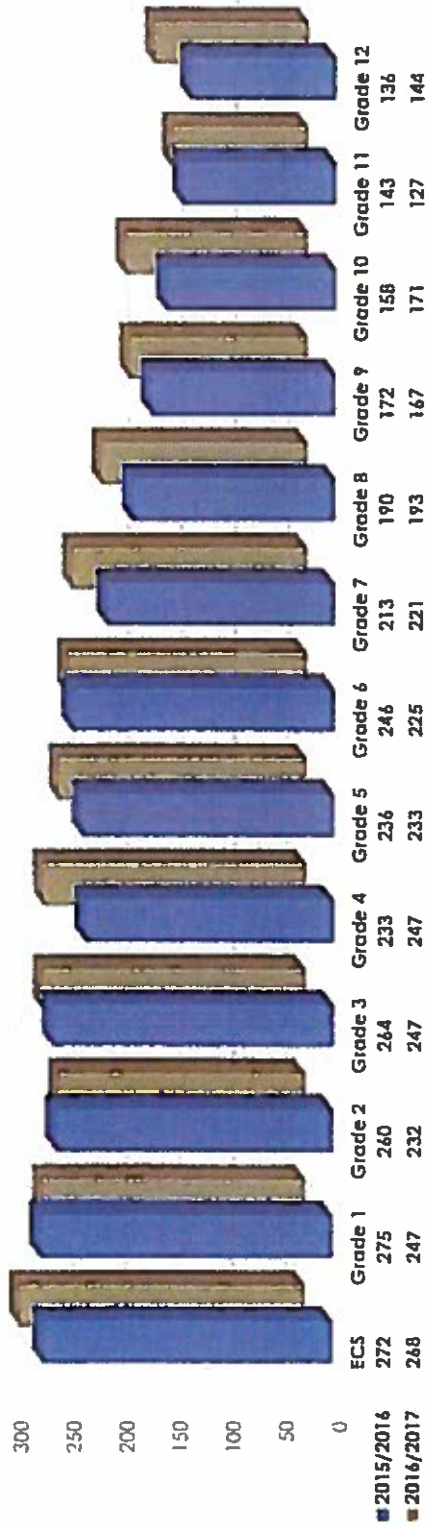
NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
REVENUE DETAILS

	2015/2016 Fall Budget	2016/2017 Fall Budget	\$ Change	% Change
ALBERTA EDUCATION				
Base Funding				
Early Childhood Services (ECS)	\$ 791,443	\$ 869,357.00	\$ 77,914.00	9.84%
Base Instruction (Gr 1-9)	8,335,979	8,557,856	221,877	2.66%
Base Instruction (Gr 10-12)	685,579	734,585	49,006	7.15%
Home Education	15,037	15,037	-	0.00%
System Administration Reduction	(380,000)	(397,000)	(17,000)	4.47%
Board Governance & Administration	471,000	471,000	-	0.00%
Base Funding Enrolment Adjustment (1.5%)	(147,195)	(50,809)	96,386	-65.48%
	<u>9,771,843</u>	<u>10,200,026</u>	<u>428,183</u>	<u>4.38%</u>
Differential Cost Funding				
ECS Program Unit Funding (PUF)	630,000	630,000	-	0.00%
Equity of Opportunity	1,335,000	1,335,000	-	0.00%
English as a Second Language	432,952	432,952	-	0.00%
First Nation, Metis, Inuit Funding	1,400,761	1,400,761	-	0.00%
Inclusive Education	2,977,500	2,977,500	-	0.00%
Northern Allowance	693,656	752,131	58,475	8.43%
Outreach Program Funding	125,946	125,946	-	0.00%
Plant Operation & Maintenance	2,959,630	2,959,630	-	0.00%
Small Schools by Necessity	3,252,000	3,252,000	-	0.00%
Socio Economic Status	195,829	195,829	-	0.00%
Special Approvals Funding	550,000	550,000	-	0.00%
Enrolment Adjustments	(105,535)	(35,516)	70,019	-66.35%
	<u>14,447,739</u>	<u>14,576,233</u>	<u>128,494</u>	<u>0.89%</u>
Targeted Funding				
Supernet Funding	211,200	211,200	-	0.00%
Regional Collaborative Service Delivery	69,508	159,508	100,000	168.04%
	<u>270,708</u>	<u>370,708</u>	<u>100,000</u>	<u>36.94%</u>
Transportation Funding				
	2,441,324	2,441,324	-	0.00%
Infrastructure Maintenance Renewal (IMR)				
	427,261	681,261	254,000	59.45%
Other Alberta Education Revenue				
Fort McMurray COLA	500,000	500,000	-	0.00%
1% one-time teacher bonus	228,000	-	(228,000)	-100.00%
Deferred Regional Collaborative Service Delivery	163,242	72,698	(90,544)	-55.47%
Building Collaboration and Capacity in Education Grant	-	669,890	669,890	100.00%
	<u>891,242</u>	<u>1,242,588</u>	<u>351,346</u>	<u>39.42%</u>
Alberta Education Supported Amortization				
	3,500,015	3,500,015	-	0.00%
Teacher Retirement Fund				
	2,500,000	2,500,000	-	0.00%
FEDERAL REVENUE				
Regular Tuition				
Bigstone First Nation	8,060,866	7,848,691	(212,175)	-2.63%
Chip Prairie	1,156,484	966,614	(189,870)	-16.42%
Indigenous and Northern Affairs Canada	2,192,141	1,846,922	(345,219)	-15.75%
Lubicon Lake Band	2,658,187	2,226,663	(431,524)	-16.23%
Miksew Cree First Nation	3,461,776	2,946,630	(515,146)	-14.88%
Peerless Trout First Nation	3,624,801	3,590,279	(34,522)	-0.95%
Fort Chipewyan Education Authority	81,000	81,000	-	0.00%
	<u>21,235,255</u>	<u>19,508,799</u>	<u>(1,726,456)</u>	<u>-8.14%</u>
Early Childhood Services Tuition				
Bigstone First Nation	376,097	331,223	(44,874)	-11.93%
Chip Prairie	57,861	-	(57,861)	-100.00%
Indigenous and Northern Affairs Canada	135,009	-	(135,009)	-100.00%
Peerless Trout First Nation	173,583	158,734	25,151	14.49%
	<u>742,550</u>	<u>529,957</u>	<u>(212,593)</u>	<u>-28.63%</u>
Federal Outreach				
	538,000	643,000	105,000	19.52%
LOCAL REVENUES				
School Food Services	3,168,314	3,168,314	-	0.00%
Rental Revenue	1,045,540	1,045,540	-	0.00%
Hot Lunch Revenue	36,375	32,508	(3,867)	-10.63%
Industry Funded Revenue	1,273,188	971,058	(302,050)	-23.73%
Alberta Mental Health Project	871,316	971,316	100,000	11.48%
School Generated Fundraising	450,000	450,000	-	0.00%
Investment Income/Rebates	60,000	60,000	-	0.00%
	<u>6,904,653</u>	<u>6,698,736</u>	<u>(205,917)</u>	<u>-2.98%</u>
	<u>63,670,590</u>	<u>62,890,647</u>	<u>(779,943)</u>	<u>-1.22%</u>

NORTHLAND SCHOOL DIVISION NO. 61
2016-2017 Enrolment Detail
September 30, 2016

	<u>Student Enrolment</u>		<u>Variance</u>	
	2015-2016 Actual	2016-2017 Actual	Enrolment Change	% Change
Athabasca Delta	215	219	4	1.86%
Anzac	85	78	(7)	-8.24%
Bill Woodward	115	115	0	0.00%
Bishop Routhier	64	60	(4)	-6.25%
Calling Lake	121	111	(10)	-8.26%
Calling Lake Outreach	5	2	(3)	-60.00%
Career Pathways	76	74	(2)	-2.63%
Chipewyan Lakes	28	18	(10)	-35.71%
Conklin	33	39	6	18.18%
Dr. Mary Jackson	37	29	(8)	-21.62%
Elizabeth	134	146	12	8.96%
Father R. Perin	85	82	(3)	-3.53%
Fort McKay School	90	77	(13)	-14.44%
Gift Lake School	177	190	13	7.34%
Grouard	89	68	(21)	-23.60%
Hillview	26	16	(10)	-38.46%
J.F. Dion	81	85	4	4.94%
Kateri	96	96	0	0.00%
Little Buffalo	183	203	20	10.93%
Mistassiniy	333	343	10	3.00%
Paddle Prairie	112	121	9	8.04%
Peerless Lake	131	134	3	2.29%
Pelican Mountain	25	20	(5)	-20.00%
St. Theresa	412	363	(49)	-11.89%
Susa Creek	45	33	(12)	-26.67%
	<u>2,798</u>	<u>2,722</u>	<u>(76)</u>	<u>-2.72%</u>
ECS	272	268	(4)	-1.47%
Grades 1-6	1,514	1,431	(83)	
Grades 7-9	575	581	6	1.04%
Grades 10-12	437	442	5	1.14%
	<u>2,798</u>	<u>2,722</u>	<u>(76)</u>	<u>-2.72%</u>
Federal Enrolment % of students	1,329 47.50%	1,157 42.51%	(172)	-5.48%

**Northland School Division
2016-2017 FALL BUDGET
ENROLMENT COMPARATIVE**



2015/2016 TOTAL ENROLMENT - 2798
2016/2017 TOTAL ENROLMENT - 2722

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
STAFFING

	2015/2016		2016/2017		Change in FTE		
	Certificated	Fall Budget FTE	Certificated	Fall Budget FTE	Certificated	Uncertificated	Total
		Uncertificated		Uncertificated			
CENTRAL SERVICES							
Education Executive (inc. PR)	2	2.45	2	2.45	0	0	0
Instructional Services - Central	7.5	4.75	15	6.33	7.5	2.18	9.68
Human Resources	1	2	1	2	0	0	0
Business Services	0	12.3	0	12.3	0	0	0
Facility Services	0	58.35	0	56.85	0	-1.5	-1.5
Student Transportation	0	43	0	43.8	0	0.8	0.8
External Services	0	39.41	0	40.28	0	0.87	0.87
	10.5	162.26	18	164.61	7.5	2.35	9.85
SCHOOLS							
Schools	201.15	115.93	201.58	127.26	0.43	11.33	11.76
TOTAL STAFFING (FTEs)	211.65	278.19	219.58	291.87	0.43	13.68	11.76

NORTHLAND SCHOOL DIVISION NO. 61
2016-2017 FALL BUDGET
CENTRAL SERVICES STAFFING (FTEs)

	2015/2016 Fall Budget		2016/2017 Fall Budget		Change in FTE	
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated
Education Executive						
Superintendent	1	0	1	0	0	0
Communications	0	1	0	1	0	0
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Instructional Services - Central						
Associate Superintendent	1	0	1	0	0	0
Testing and Achieving/Pedagogical	3.7	0.5	9	0.5	5.3	0
First Nations, Metis and Inuit	1	0.25	1	1.25	0	1
System Computers	1	4	3	4	2	0
	<u>6.7</u>	<u>4.75</u>	<u>14</u>	<u>5.75</u>	<u>7.3</u>	<u>1</u>
Instructional Services - Schools						
CTS mobile coordinator	0.5	0	1	0	0.5	0
Literacy	1	0	1	0	0	0
	<u>1.5</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0.5</u>	<u>0</u>
Human Resources						
Director Human Resources	1	2	1	2	0	0
	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>
Business Services						
Financial Services	0	11.3	0	11.3	0	0
Purchasing & Contract Services	0	1	0	1	0	0
	<u>0</u>	<u>12.3</u>	<u>0</u>	<u>12.3</u>	<u>0</u>	<u>0</u>
Facility Services (includes OH&S)	0	57.25	0	57.85	0	0.6
Student Transportation	0	43	0	43.8	0	0.8
External Services	0	39.41	0	40.28	0	0.87
	<u>10.2</u>	<u>159.71</u>	<u>18</u>	<u>162.98</u>	<u>7.6</u>	<u>3.27</u>

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
SCHOOLS STAFFING (FTEs)

	2015/2016 Fall Budget FTE		2016/2017 Fall Budget FTE		Change in FTE	
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated
Alhabasca Delta	18	7	20	11	2	4
Anzac	4	3.35	5	6.1	1	2.75
Bill Woodward	9	6.6	8	5.1	-1	-1.5
Bishop Routhier	5	3.5	5	4	0	0.5
Calling Lake	10.75	3.4	11	3	0.25	-0.4
Calling Lake Outreach	1	0	0	0	-1	0
Career Pathways	2.5	2	3	2	0.5	0
Chipewyan Lakes	3	1	2	2	-1	1
Conklin	4	1.1	5	2	1	0.9
Dr. Mary Jackson	2	3.4	2	2.6	0	-0.8
Elizabeth	10	4	10	5.65	0	1.65
Father R. Perin	7.6	1.9	8	3	0.4	1.1
Fort McKay School	7	7	7	7	0	0
Gift Lake School	14	9	14	9	0	0
Grouard	7	5	6	3	-1	-2
Hilview	3	1	2	1.5	-1	0.5
J.F. Dion	6	3.5	6.48	3	0.48	-0.5
Kaleri	7	4	7	5	0	1
Little Buffalo	11	6.8	11	7	0	0.2
Mistassiniy	21.5	8	21.5	10	0	2
Paddle Prairie	8	3.4	8	3.9	0	0.5
Peerless Lake	9	4.8	9	4.6	0	-0.2
Pelican Mountain	2	1	2	1.5	0	0.5
St. Theresa	25.5	23	24.6	23	-0.9	0
Susa Creek	3.6	2.1	4	2.3	0.4	0.2
	201.45	115.85	201.58	127.25	0.13	11.4

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
ALLOCATION TO SCHOOLS

	2015/2016 Fall Budget	2016/2017 Fall Budget	\$ Change	% Change
Staffing Allocations				
Certificated staff	\$ 20,405,143	\$ 21,538,124	\$ 1,132,981	5.55%
Uncertificated staff	6,073,742	6,571,760	498,018	8.20%
	<u>26,478,885</u>	<u>28,109,884</u>	<u>1,630,999</u>	<u>6.16%</u>
Allowances	444,178	747,609	303,431	68.31%
Basic Allocations (transferrable)				
Base Allocation	1,245,937	1,226,697	(19,240)	-1.54%
ECS Allocation	47,243	47,219	(24)	-0.05%
Junior and Senior High Student	197,470	206,694	9,224	4.67%
Transferrable Funding Supplement	13,779	22,329	8,550	62.05%
	<u>1,504,429</u>	<u>1,502,939</u>	<u>(1,490)</u>	<u>-0.10%</u>
System Programs (non-transferrable)				
First Nations, Metis, Inuit	255,443	259,196	3,753	1.47%
Donations/Industry Funding	268,010	85,000	(183,010)	-68.28%
	<u>523,453</u>	<u>344,196</u>	<u>(179,257)</u>	<u>-34.25%</u>
Teacher Pensions	2,500,000	2,500,000	-	0.00%
School Generated Funds	450,000	450,000	-	0.00%
	<u>31,900,945</u>	<u>33,654,628</u>	<u>1,753,683</u>	<u>5.50%</u>

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
SCHOOL EXPENSES BY CATEGORY

	2015/2016 Fall Budget	2016/2017 Fall Budget	\$ Change	Salary & Benefits	Supplies Equipment Services	% of Total Salaries To Budget
Ahabasca Delta	2,303,531	3,031,943	728,412	2,809,367	222,576	92.66%
Anzac	755,164	1,044,208	289,044	996,504	47,704	95.43%
Bill Woodward	1,567,748	1,382,419	(185,329)	1,300,950	81,469	94.11%
Bishop Routhier	729,978	771,009	41,031	723,820	47,189	93.68%
Colling Lake	1,346,175	1,416,058	71,883	1,330,530	87,528	93.83%
Colling Lake Outreach	293,595	288,556	(5,039)	-	288,556	0.00%
Career Pathways	461,866	791,450	329,584	723,519	67,931	91.42%
Chipewyan Lakes	459,789	371,369	(88,400)	337,414	33,975	90.85%
Conklin	498,509	671,499	172,990	636,983	34,516	94.86%
Dr. Mary Jackson	427,462	379,060	(48,402)	349,466	29,594	92.19%
Elizabeth	1,360,537	1,413,479	52,942	1,334,778	78,701	94.43%
Falher R. Perin	1,032,231	1,062,319	30,088	1,003,555	58,764	94.47%
Fort McKay School	1,499,172	1,396,781	(102,391)	1,332,495	64,286	95.40%
Gift Lake School	1,835,309	2,034,427	199,118	1,933,482	100,945	95.04%
Grouard	1,059,324	852,487	(206,837)	790,578	61,909	92.74%
Hillview	385,510	323,941	(61,569)	294,377	29,564	90.87%
J.F. Dion	836,903	694,403	(142,500)	839,317	55,086	93.84%
Kateri	890,953	1,059,969	169,016	992,859	67,110	93.67%
Little Buffalo	1,557,380	1,611,918	54,538	1,507,295	104,623	93.51%
Mistassiniy	2,850,999	3,027,762	176,763	2,810,345	217,417	92.82%
Paddle Prairie	1,045,532	1,133,104	87,572	1,052,150	80,954	92.86%
Peerless Lake	1,265,297	1,272,889	7,592	1,192,051	80,838	93.65%
Pelican Mountain	319,477	327,660	8,183	299,025	28,635	91.26%
St. Theresa	3,907,676	3,906,704	(972)	3,723,095	183,609	95.30%
Susa Creek	543,017	584,452	41,435	543,538	40,914	93.00%
	\$ 29,233,134.00	\$ 31,051,886.00	\$ 1,818,752.00	\$ 28,857,493.00	\$ 2,194,393.00	92.93%

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
Credit Enrolment Summary

	2016/2017	2015/2016			2014/2015		
	Budget CEUs	Budget CEUs	Actual CEUs	\$ Variance	Budget CEUs	Actual CEUs	\$ Variance
Career Pathways	441.78	155.22	510	354.78	415.8	517	101.2
Bill Woodward	704.4	845.28	913	67.72	829.85	703	-126.85
Calling Lake		66.64	61	-5.64	170	395	225
Mistassiniy	861.3	769.95	1700	930.05	1118.61	1636	517.39
Athabasca Delta	160.81	136.07	265	128.93	116.73	196	79.27
Dr. Mary Jackson	27.88	27.88	37	9.12	41.43	39.5	-1.93
Little Buffalo	89.85	17.97	340	322.03		532	532
Paddle Prairie	260.26	260.26	470	209.74	217.8	285	67.2
Peerless Lake			99	99		191	191
Kateri	7.74	7.74	52	44.26		46	46
	<u>2554.02</u>	<u>2287.01</u>	<u>4447</u>	<u>2159.99</u>	<u>2910.22</u>	<u>4540.5</u>	<u>1630.28</u>

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
SCHOOLS STAFFING (FTEs)

	2015/2016 Fall Budget		2016/2017 Fall Budget		Change in FTE	
	Certificated	Uncertificated	Certificated	Uncertificated	Certificated	Uncertificated
Athabasca Delta	18	7	20	11	2	4
Anzac	4	3.35	5	6.1	1	2.75
Bill Woodward	9	6.6	8	5.1	-1	-1.5
Bishop Routhier	5	3.5	5	4	0	0.5
Calving Lake	10.75	3.4	11	3	0.25	-0.4
Calving Lake Outreach	1	0	0	0	-1	0
Career Pathways	2.5	2	3	2	0.5	0
Chipewyan Lakes	3	1	2	2	-1	1
Conklin	4	1.1	5	2	1	0.9
Dr. Mary Jackson	2	3.4	2	2.6	0	-0.8
Elizabeth	10	4	10	5.65	0	1.65
Father R. Perin	7.6	1.9	8	3	0.4	1.1
Fort McKay School	7	7	7	7	0	0
Gift Lake School	14	9	14	9	0	0
Grouard	7	5	6	3	-1	-2
Hillview	3	1	2	1.5	-1	0.5
J.F. Dion	6	3.5	6.48	3	0.48	-0.5
Kateri	7	4	7	5	0	1
Little Buffalo	11	6.8	11	7	0	0.2
Mistassiniy	21.5	8	21.5	10	0	2
Paddle Prairie	8	3.4	8	3.9	0	0.5
Peerless Lake	9	4.8	9	4.6	0	-0.2
Pelican Mountain	2	1	2	1.5	0	0.5
St. Theresa	25.5	23	24.6	23	-0.9	0
Susa Creek	3.6	2.1	4	2.3	0.4	0.2
	201.45	115.85	201.58	127.25	0.13	11.4

**NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
School Variance Notes**

General Comments:

There have been no increases or decreases to any individual schools as a result of projects or initiatives. All schools have allocations based on enrolments – if enrolments increase, their budgets increase; if enrolments decrease, there is a corresponding decrease to their budgets. These changes to budget are normally reflected in their operating budget, not to their staffing budget. However, if enrolment changes are significant, staffing levels will change as well. In this case, overall funding to schools increased \$2.194 million over last November.

A. ADCS

Staffing – Certificated increased 2 FTE – increase is related to the tuition agreement and the positions required to be in place.

B. Anzac/Bill Woodward

Staffing – Uncertificated staff increased 1.25.

C. Bishop Routhier

Staffing – Uncertificated staff increase 0.5.

D. Calling Lake

Staffing – Certificated staff increase by .25, which is offset by a decrease in uncertificated staff of 0.4.

E. Calling Lake Outreach

Staffing – this school is staffed by the Calling Lake staff, as there are only two students enrolled.

F. Career Pathways

Staffing – Certificated increase of 0.5.

G. Chipewyan Lakes

Staffing – Certificated decrease of 1, due to a drop of enrolment of about 30% (10 students).

H. Conklin

Staffing – Certificated increase of 1 due to the E-learning centre, and an increase of uncertificated 0.9.

- I. **Dr. Mary Jackson**
Staffing – Uncertificated decrease of 0.8.
- J. **Elizabeth**
Staffing – Uncertificated increase of 1.65.
- K. **Father R. Perin**
Staffing – Certificated increase of 0.4 and uncertificated increase of 1.1.
- L. **Fort McKay School**
Staffing – no change from last November.
- M. **Gift Lake School**
Staffing – no change from last November.
- N. **Grouard**
Staffing – Certificated decrease 1, uncertificated by 2. This has to do with the decrease in students due to the reduction in the high school programming.
- O. **Hillview**
Staffing – Certificated decrease 1, partly offset by an increase in uncertificated of 0.5.
Enrolment has fallen by 10 (about 30%).
- P. **J. F. Dion**
Staffing – Certificated increase of 0.48, partly offset by a decrease in uncertificated by 0.5.
- Q. **Kateri**
Staffing – Uncertificated increase of 1.
- R. **Little Buffalo**
Staffing – Uncertificated increase of 0.2.
- S. **Mistassiniy**
Staffing – Uncertificated increase of 2.
- T. **Paddle Prairie**
Staffing – Uncertificated increase of 0.5.
- U. **Peerless Lake**
Staffing – Uncertificated decrease of 0.2.
- V. **Pelican Mountain**
Staffing – Uncertificated increase of 0.5.

W. St. Theresa

Staffing – Certificated decrease of 0.9.

X. Susa Creek

Staffing – Certificated increase of 0.4, uncertificated increase of 0.2.

NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
CENTRAL SERVICES EXPENSES BY CATEGORY

	2015/2016 Fall Budget	2016/2017 Fall Budget	\$ Change	Salary & Benefits	Supplies Equipment Services	% of Total Salaries To Budget
Governance						
Corporate Board	\$ 521,750	\$ 521,750	\$ -	\$ -	\$ 521,750	0.00%
Local School Board Advisory Committees	310,905	375,128	64,223	-	375,128	0.00%
	<u>632,655</u>	<u>896,878</u>	<u>64,223</u>		<u>896,878</u>	
Education Executive						
Superintendent Office & PR	947,670	691,751	72,327	574,763	316,988	64.45%
Instructional Services-Central						
CTS/FNMI/Agency/OHS	976,315	969,268	12,953	594,608	394,460	60.13%
Pedagogical	328,173	329,955	1,782	746,777	(416,822)	226.33%
System Computers	1,504,410	1,504,446	35	733,621	770,825	48.76%
Testing and Achievement	1,390,541	1,459,653	68,112	831,802	626,851	57.03%
	<u>5,175,754</u>	<u>5,271,590</u>	<u>95,836</u>	<u>3,501,816</u>	<u>1,769,774</u>	<u>66.43%</u>
Instructional Services-Schools						
Certificated Substitutes, Leaves, Teacher Pension	685,000	585,000	(100,000)	-	585,000	0.00%
Uncertificated Substitutes, Leaves, Projects	2,500,000	2,500,000	-	(25,000)	2,500,000	0.00%
Boarding Home Allowances and Supplies	400,000	375,000	(25,000)	86,000	84,000	0.00%
Training	48,000	134,000	86,000	-	175,000	0.00%
Donations and SGF	175,000	175,000	-	260,000	598,500	0.00%
Operating expenses	590,500	858,500	268,000	260,717	850,000	0.00%
Field Trips	580,263	850,000	269,737	723,690	969,090	0.00%
Northland Games	265,200	969,090	703,890	(50,100)	-	0.00%
Special Approvals	50,100	15,000	(35,100)	-	15,000	0.00%
Committees	600,000	550,000	(50,000)	(50,000)	550,000	0.00%
Amortization	41,000	141,000	100,000	100,000	141,000	0.00%
Allowance for Doubtful Accounts	373,292	697,855	324,563	374,563	697,855	0.00%
	<u>(36,256)</u>	<u>-</u>	<u>36,256</u>			<u>0.00%</u>
	<u>6,304,119</u>	<u>7,870,445</u>	<u>1,566,326</u>		<u>7,560,445</u>	<u>0.00%</u>
Human Resources	575,552	612,229	36,677	300,243	311,986	49.04%
Business Services	1,641,658	1,615,843	(25,815)	1,040,765	575,078	64.41%
Facility Services						
Infrastructure Maintenance Renewal (IMR)	9,975,655	9,675,296	(300,359)	3,867,727	5,807,569	39.98%
	<u>426,260</u>	<u>681,261</u>	<u>255,001</u>	<u>3,867,727</u>	<u>681,261</u>	<u>0.00%</u>
	<u>10,401,915</u>	<u>10,356,557</u>	<u>(45,358)</u>		<u>6,488,830</u>	<u>37.35%</u>
Student Transportation	3,579,355	3,553,135	(26,220)	1,346,873	2,206,262	37.91%
	<u>29,458,978</u>	<u>31,068,428</u>	<u>1,609,550</u>	<u>10,632,167</u>	<u>20,126,241</u>	<u>34.27%</u>

**NORTHLAND SCHOOL DIVISION NO. 61
2016/2017 FALL BUDGET
Central Services Expenses**

Instructional Support

Expenses: Increase of \$1.946 million (17.9%)

- \$180,000 for additional principal meetings
- \$80,000 for numeracy training
- \$50,000 staff wellness project
- Expenses for the BCCE grant (includes \$180,000 for land-based learning at camps)
- Additional central staffing:
 - 2 educational technology coaches (one in the June budget, total = 3)
 - 3 area directors
 - 1 assistant supervisor in Testing and Achieving (two in the June budget, total =3)
 - Increase of .5 CTS Coordinator

External Services Expenses

Housing

There has been no change to the housing budget for this report; however, there will be changes for the November report. Revenue for the Wabasca housing has decreased significantly, and the Housing Department is working up a new budget to take the decrease into account.

Board and Administration Expenses

Local School Board Advisory Committees

This budget has increased by about \$60,000, due to the prior year carryforward.

Northland School Division No. 61
2016/2017 Budget
Infrastructure Maintenance and Renewal (IMR) Projects

Project	Cost	Status of work
Front Entry Cameras (includes wireless monitors) and buzzers for all schools (except Outreaches)	\$ 125,000	No work has started on these projects.
Intercom replacement/upgrades for all schools	207,000	
Inside/outside security cameras - Susa Creek, Keg River, Paddle Prairie, ADCS)	130,000	
Fire alarm panel replacement/upgrades - Paddle Prairie, JF Dion, Calling Lake	90,000	
Supply/return/heating coil cleaning - Conklin, Elizabeth, JF Dion	45,000	
Hot water system flush/glycol replacement - Keg River, Paddle Prairie	50,000	
Air conditioning unit replacement - Elizabeth, Little Buffalo	120,000	
Total IMR projects	767,000	

Capital Projects

Project	Cost	Status of work
Demolish portables at Conklin	\$ 50,000	Scope of work being developed
Replace school grounds maintenance equipment	60,000	
Replace 4 school buses	440,000	
Replace 4 fleet vehicles	160,000	tenders have been received
ADCS school renovations	75,000	
Hardware upgrade for maintenance system	50,000	
New air conditioning units - Gift Lake	20,000	
Halfway divider - Gift Lake	20,000	
Teacherage fencing - Gift Lake	12,000	
Teacherage shutters - Little Buffalo	45,000	
New bathrooms (2) - Paddle Prairie	50,000	
New parking lot - St. Theresa	400,000	
Refinish gymnasium floors - 3 schools	20,000	
Purchase of e-learning portable from Devon Canada	20,000	
Total unsupported capital projects	1,422,000	

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

FROM: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: 2016-2017 CASH FLOW PROJECTIONS

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE

RECOMMENDATION
That the Board of Trustees receive as information the 2016-2017 Cash Flow Projections Analysis as attached.

CURRENT SITUATION: The 2016-2017 cash flow projections are being brought as information to the board

As per the proposed Procedure 530, Cash Management:

The Assistant Secretary-Treasurer will monitor the division's cash position at least semi-monthly to ensure that the balance (including authorized overdraft) will be sufficient to cover three months' payroll expenses.

If the cash balance falls below what is required to cover three months' payroll expenses, but is above two months' payroll expenses, the Assistant Secretary-Treasurer will complete an analysis of projected cash flows and report the results to the Secretary-Treasurer. Cash balances will be monitored twice a week until the three-month threshold is met.

If the cash balance falls below what is required to cover two months' payroll expenses, a cash management plan will be submitted by the Secretary-Treasurer to the Finance, Maintenance and Transportation Committee. Depending on the

outcome of the committee meeting, the plan may be presented to the Board of Trustees at its regular meeting. Regardless of the committee outcome, the Secretary-Treasurer will comment on the issue and plan in the monthly report to the board.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

ORIGINATOR: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

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

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD MEETING AS OF SEPTEMBER 28, 2016**

LSBC NAME	DATE(S) OF MEETING	DATE(S) RECEIVED
Anzac/Bill Woodward	August 31, September 13, 2016	September 7, 14, 2016
Athabasca Delta	August 29, September 21, 2016	September 27, 2016
Bishop Routhier		
Calling Lake	June 7, 2016	September 28, 2016
Chipewyan Lake		
Conklin	September 9, 28, 2016	September 29, 2016
Desmarais		
East Prairie		
Elizabeth	June 14, 2016	September 28, 2016
Fort McKay	August 30, October 5, 2016	September 13, 2016
Gift Lake	September 21, 2016	September 28, 2016
Grouard	June 13, 2016	September 20, 2016
J.F. Dion	September 6, 2016	September 27, 2016
Janvier	August 30, October 4, 2016	September 1, 2016
Keg River		
Little Buffalo	September 13, 2016	September 23, 2016
Paddle Prairie	September 12, October 3, 2016	September 13, 2016
Peerless Lake	September 13, 2016	September 22, 2016
Pelican Mountain	September 7, 2016	September 27, 2016
Susa Creek	September 19, 2016	September 28, 2016
Trout Lake	September 1, 19, 2016	September 12, 22, 2016
Wabasca	September 13, 2016	September 27, 2016

LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF SEPTEMBER 28, 2016

Local School Board	Last Minutes Submitted
Anzac/Bill Woodward	
Athabasca Delta	
Bishop Routhier	May 2, 2016
Calling Lake	
Chipewyan Lake	Jun 1, 2016
Conklin	
Desmarais	Feb 3, 2016
East Prairie	May 11, 2016
Elizabeth	
Fort McKay	
Gift Lake	May 25, 2016
Grouard	
J.F. Dion	
Janvier	
Keg River	Apr 15, 2016
Little Buffalo	
Paddle Prairie	
Peerless Lake	
Pelican Mountain	
Susa Creek	
Trout Lake	
Wabasca	

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

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

RECOMMENDATION

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined on the attached list.

ACTION ITEMS

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
LSBC (09/12/2016)	10/5/2016	Emily	Paddle Prairie LSBC Minutes	Pull motion and refer to administration: Motion #012: 16/17 - moved to approve the 2016/17 Hot Lunch Menu with suggested changes.	11/8/2016	Pending	Emily to follow up with the principal. The LSBC does not have the authority to approve the hot lunch menu.
LSBC (09/12/2016)	10/5/2016	Wes	Paddle Prairie LSBC Minutes	Pull motion and refer to administration: Motion 007: 16/17 - moved to approve 5 in- lieu days for admin.	11/8/2016	Pending	Wes to follow up with the principal. Is th LSBC approving the principal in lieu days or secretarial?
LSBC (09/06/2016)	10/5/2016	Lorraine	J.F. Dion LSBC Minutes	Pull motion and refer to administration: Motion #476- 09/16 - to approve expenditures of up to \$1500, from FNMI Budget	11/8/2016	Complete	Rather then go to the LSB every time she is going to have an Elder, Presenters come into the school, this is pre-approved from LSB.
LSBC (06/13/2016)	10/5/2016	Wes	Grouard LSBC Minutes	Pull motion and refer to administration: Motion #06-13- 2016-005 - The Grouard Northland Local School Board Committee does recommend approving 4 days (to be determined in July-August 2016) for the school secretary to close and open the school. In lieu time will be granted during the 2016-2017 year for the time worked.	11/8/2016	Pending	Wes to follow up with the principal. The LSBC does not have the authority to approve in lieu time for the secretary, only for the principal as per procedure 430.
LSBC (09/21/2016)	10/5/2016	Gord	Gift Lake LSBC Minutes	Pull motion and refer to administration: Motion #488. 16 - Policy 11, need clarification on 2.3 Received as information.	11/8/2016	Pending	Follow up with LSBC.

ACTION ITEMS

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
LSBC (10/05/2016)	10/5/2016	Trudy/ Wes	Fort McKay LSBC Minutes	Pull motion and refer to administration: Motion 37-16 - Melonie Hoffman as our school custodian for the 2016-2017 year.	11/8/2016	Pending	Confirm that there is a budget for this hiring?
LSBC (09/28/2016)	42648	Susanne	Conklin LSBC Minutes	Pull motion and refer to administration: Motion #0385-16 - to approve NSD Bus to be used to transport students and parents/guardians for after school activities.	11/8/2016	Pending	Is transportation aware of the use of the NSD61 bus for transporting parents and students to and from after-school activities?
LSBC (05/12/2016)	8/17/2016	Wes	Grouard LSBC Minutes	Pull & refer to administration - Motion # 05-12-2016-004 - The Grouard LSBC recommends that Shelly Hamelin meet with Wes Oginiski to determine a plan of action for how to address the recommendations around staff and school climate given in the Principal's Final Evaluation (May 2016).	8/8/2016	In Progress	The principals evaluation although is information to the LSBC they cannot make recommendations on it.
LSBC (3/16/2016)	5/17/2016	Trudy	Paddle Prairie LSBC Minutes	Pull motion and refer to administration: Motion 057/: 15/16 - Make sure SFS knows and that they in turn let the school know that there should be someone on staff if a not-for-profit uses the kitchen.	5/27/2016	In Progress	Will respond to this if the policy (see above) does not address this issue

ACTION ITEMS

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
LSBC (3/15/2016)	4/7/2016	Gord/ Donna	Fort McKay LSBC Minutes	Motion 11-6 Recommendation that the Fort McKay School goes from ECS to grade 6 instead of ECS to Grade 8 for the 2016-2017 school year.	5/12/2016	In Progress	Donna will talk to the LSBC and meetings need to be set up. Community survey has been completed *This has been deferred due to the Fort McMurray Fire Evacuation.
LSBC (09/16/2015)	11/10/2015	David	Paddle Prairie LSBC	Pull motion and refer to administration: Motion 008: 15/16 - moved to request to replace the obsolete PA System.	11/10/2017 1/7/2016	In Progress	Update Oct. 2016. The fire alarm and security cameras/motion sensors are part of this as well.
LSBC (09/16/2015)	11/10/2015	David	Paddle Prairie LSBC	Motion 006:15/16 - moved to request that NSD replace the garage that was demolished to provide room for the new portables as soon as possible, based on Don Mckay's plan.	11/10/2016 1/7/2016	In Progress	Update Oct. 2016. A meeting has been scheduled with Randy & Jill, this will be slated for early November. Needs further discussion to see if this can be CTS Project. There is a seacan so they can use it as equipment storage.
LSBC (3/16/2016)	4/7/2016	David	Paddle Prairie LSBC Minutes	Pull motion and refer to administration: Motion #058: 15/16 moved to have security cameras installed throughout the school.	5/12/2016	In Progress	Update Oct. 2016. Still in progress. NDS is looking after the system getting quotes.
LSBC (1/28/2016)	4/7/2016	David	Susa Creek LSBC Minutes	Pull motion and refer to administration: Motion #88/16 Rachelle moved to have a doorbell installed at the front door for visitors so that we can keep the door locked for added security.	5/12/2016	In Progress	Update Oct. 2016. This is still in progress. Doorbell & camera getting quotes will also include a wireless camera monitor.



ANZAC And BILL WOODWARD SCHOOL BOARD

Meeting Agenda

August 31, 2016

6:30 p.m.

Bill Woodward School

Attendance : Bryan K, Cindy M, Dave C, Geoff PJ

Regrets: Nick V, Julie S

Absent: Jamie L

1. Opening Pleasantries
2. Additions to the Agenda
 - a.
 - b.
 - c.
3. Review of Last Months Meeting
 - a. Approval of Minutes – Cindy approved, Bryan Seconded
 - b. Wild Fire Break - ,
4. Correspondence
 - a. Lots of correspondence – available from Dave
 - b. The Board has requested feedback on a return to the old vision Statement. Bryan will scan and send all members of the board a copy of the paperwork and everyone will read it and we will revisit the issue on the 13th.
 - c.
5. Old Business
 - a. Concrete Issues – Concrete is Spalling and Grates are loose, missing and a safety hazard. Addition concrete concerns in front of bus on & off loading.
No Action
 - b. Taxable Benefits Program – Get information on comparable rates on local rentals. Information coming Trudy – receiving market assessment from exit realty
No Action

- c. Housing maintenance needs to be brought up to a reasonable level. –
Housing maintenance is still at an unacceptable level.
No Action. Donation of fill and equipment to make the teacherage entry roads passable
- d. Update on Wall lettering for the Gym
No Action.
- e. Football Equipment return
Bryan to co-ordinate a drop off night.
- f. Football funds. Update
Need to get an accounting and then decide if we can reroute any remaining funding

6. Principals Report

- a. Teachers: Mr. and Mrs. Keating have left
Miss Conrod – Kindergarten
Miss Antle – gr.1
Mr. Oliver – 2/3 split
Mrs. Banks – ¾ split
Miss Cleaveu – 5/6 split
Miss Savill – Jr High Science etc
Mr. Ethier – gr 9 and high school Science
Mrs Ethier – 7-12 social
Mrs Petley-Jones – 7-12 English
Miss Degenais – Phys Ed and Gr 11 Bio and Chem
Mr. Dobro 7-12 Math
Mr. Landry – Phys Ed and Academy
Mr. Petley-Jones – Academy

Children Registered

K-13

Gr 1- 20

Gr 2- 14

Gr 3- 22

Gr 4- 13

Gr 5-15

Gr 6-13

Gr 7-15

Gr 8-14

Gr 9-15

Gr 10-13

Gr 11- 16

Gr 12-10

Total: 193 but there may be more that come due to people who lost their homes in town and have moved to the reserve. This may result in an influx of kids that were in town last year.

- b. Bryan asked why Physics is not offered. Geoff said that it is currently available via distance learning. If there is an interest in a class like that, the administration will try to make it work for people.

7. New Business

- a.
- b.
- c.
- d.

8. Announcements:

9. Next meeting .

- a. September: 13th 6:30 pm
- b. October: 18th 6:30 pm
- c. November: 15th 6:30 pm
- d. December: 13th 6:30 pm
- e. Next Meeting please bring a 2017 Schedule so that we can plan the dates.
- f. Geoff to ensure that the dates are published to Facebook and the website.

10. Adjournment : 7:22 pm moved by Bryan K



ANZAC And BILL WOODWARD SCHOOL BOARD

Meeting Agenda
September 13, 2016
6:30 p.m.
Bill Woodward School

Attendance : Bryan K, Cindy M, Geoff P, Jamie L, Julie (late)

Regrets:

Absent: Nick V,

Guest: Gord Atkinson (Superintendent)

1. Opening Pleasantries
2. Additions to the Agenda
 - a. None
 - b.
 - c.
3. Review of Last Months Meeting
 - a. Approval of Minutes – September Meeting Moved By: Bryan
2nd:Cindy
 - b. Wild Fire Break
4. Correspondence
 - a.
5. Old Business
 - a. Concrete Issues – Concrete is Spalling and Grates are loose, missing and a safety hazard. Addition concrete concerns in front of bus on & off loading.
 - b. Taxable Benefits Program – Get information on comparable rates on local rentals. Information coming Trudy – receiving market assessment from exit realty Gord to look into this.
 - c. Housing maintenance needs to be brought up to a reasonable level. – Housing maintenance is still at an unacceptable level. (related to b)
 - d. Update on Wall lettering for the Gym
 - e. Football Equipment return
 - f. Football funds. Update

FILED IN
DOCUMENTS

6. Principals Report

16 Kindergarten
 20 grade 1
 12 grade 2
 21 grade 3
 12 grade 4
 80 at Anzac School
 28 in 5-6 (14 of each)
 27 in 7-8 12 in 7 15 in 8
 17 grade 9
 22 grade 10
 11 grade 11
 10 grade 12
 115 in Bill Woodward

195 total
 About 8-10 less that last year.

Both Boys and Girls Sr Volleyball teams are playing in town this weekend. First tournament.

Motion 4016: Bryan moves that all single day field trips be approved as per administration. Seconded by Cindy. Carried

Motion 4017: Julie motions approval for a University trip for the grade 10's to 12's on October 12th and 13th. Seconded by Bryan. Carried

Jude is looking at attending a conference in Edmonton. She has asked if the board would consider giving a stipend to her for her to attend.

Motion 4018: Julie to give Jude \$500 to attend the conference in Edmonton. Seconded by: Cindy. Funds from Board funding. Carried.

7. New Business

a. Meeting with New Superintendent Gord Atkinson

New School Trustee has been appointed. A new elected board will be in place for October 2017. They will be community consultation process. If there is a change to the act, this has to be done through the legislature. There has been a few changes to the superintendant role as well. There are changes to Superintendent, Principal and Teacher evaluations. Looking at having board meetings move around to different communities. Gord really wants to get out and meet the people in the various schools and community members. Wants to get in and learn about what the issues are in each community.

One of the things that is coming is High School redesign, a really interesting concept that helps High School Students structure their time and learning differently. It has been very successful.

8. Announcements:

9. Next meeting .

- a. October: 18th
- b. November: 15th
- c. December: 13th
- d. January:
- e. February:
- f. March:
- g. April:
- h. May:
- i. June:

10. Adjournment : Bryan @ 8:01

**Athabasca Delta Community School
Local School Board Meeting Minutes
Monday, August 29 2016**

Attending:

Julia Cardinal	Claris Voyageur
Tania Dashcavich	
Wesley Silliker	Tegan Vacheresse
Mike Mercredi	

Regrets: Danny Mercredi Lorraine Cardinal

1. Prayer: 6:31 p.m. Tania Dashcavich
2. Review of the Agenda 786-16-08-29
Motion by: Tania Dashcavich
Approved
3. Approval of the June 16 Minutes 787-16-08-29
Motion by: Julia Cardinal
Approved
5. Principal's Report

Staffing

Professional staff hired

5 EA positions, 2 custodians, 1 bus driver position available

-Board members to review resumes and support in interviews this week

Budgets

- Handed out new budget

Housing/School upkeep

- Northland maintenance hired contract cleaners in through summer-school looking great for start-up
- Several houses saw renovations over the summer
- ADCS to continue to see maintenance throughout the year
- Board suggests floaters/casual caretakers

Kitchen

- Freezer failed last week- staff has it cleaned- should be operational for start up

Outreach

- Finalizing details to move outreach to Keyano this week

**FILED IN
DOCUSHARE**

6. Chair's Report
-New trustee planning to visits all schools
7. 2016/2017 calendar 788-16-08-29
Motion: Tania
Approved
8. Board member motion 789-16-08-29
Wes to get details around board members doing casual work in school
To report back next meeting
9. Local Field trip motion 790-16-08-29
Motion: Julia
Approved
10. Moose Camp September 791-16-08-29
- ELI coordinator Mike Mercredi presented details and safety plan
- Locations- Old Fort, Richardson River, Lake Athabasca, Athabasca River, Embrass, Big Point, Rocky Point, Cutfish, Jackfish Lake
- Grades 7-12
- Costs to Experiential Learning
Motion: Tania
approved pending details around chaperones- Mike to provide
11. 10 Days in Lieu for Administration 792-16-08-29
- Wes to get details from division- same for VP?
12. For next meeting:
-Julia request monthly Visa statement
- Class and staffing lists
- Updates from ADCS representation on LAYC
13. In Camera 7:26 p.m. 793-16-08-29 Claris Voyageur
8:02 p.m. 794-16-08-29 Julia Cardinal
14. Adjournment
15. Next Meeting: September 19, 2016

**Athabasca Delta Community School
Local School Board Meeting Minutes
Wednesday, September 21, 2016**

Attending:

Julia Cardinal	Claris Voyageur
Wesley Silliker	Tegan Vacheresse
Lorraine Cardinal	Dan Mercredi (call in)

Regrets: Tania Dashcavich

1. Prayer: 6:40 p.m. Julia Cardinal

2. Review of the Agenda 795-16-09-21
Motion by: Julia Cardinal
Approved

3. Approval of the August 29 Minutes 796-16-09-21
Motion by: Julia Cardinal
Approved

5. Principal's Report

Staffing

1 EA position, 1 bus driver position available
-Discussed possible options for open EA position

Budgets

- No updates

Housing/School upkeep

- Northland maintenance continuing their work in the building.
- ADCS to continue to see maintenance throughout the year
- Caretakers still casual

Kitchen

- No updates

6. Chair's Report
-no updates

7. Staffing list
Presented 2016-2017 staffing lists and class sizes

8. Apple Schools update
Rosanna Cyprien (half time coordinator)
- Beginning communication with local business

FILED IN
BOOKING

- healthy vending machine option
9. Junk food in school
 - working towards this with staff and community
 - looking at "trade in program"- students trade unhealthy snacks for healthy options
 10. 10 days in lieu for administration 797-16-09-21
 - Wes reviewed policy with NSD as requested from last meeting
 - policy for max of 10 days in lieu in schools with enrolments of 150 or more
 - Motion: Julia Cardinal- 10 days in lieu granted to principal, 5 days for VP
 - Approved
 11. Application for boarding home allowance 798-16-09-21
 - Board reviewed application
 - application incomplete
 - Tegan to follow up with applicant to finalize and review at next meeting
 12. Memo from Superintendent
 - Review of policy 11 by the board
 - Gord's visit to ADCS- saw lots of positives and looking forward to his support
 13. Requests for next meeting:
 - Role of ADCS representation and LAYC
 - update on Helping Hands and hiring
 13. In Camera 7:25 p.m. 799-16-09-21 Claris Voyageur
7:50 p.m. 800-16-08-21 Julia Cardinal
 14. Adjournment
 15. Next Meeting: October 17th, 2016

Calling Lake LSBC June 7th 2016

Members: Gloria Cardinal, Gloria Anderson, Louise Cardinal, Gwen Schmidt, Clifford Cardinal, Cora Weber-Pillwax.

Guests: Donna Barrett, Lorraine Cardinal - Roy.

Agenda:

1. Principal's Report
2. School rules
3. Student conduct policy
4. Parental data
5. Staffing
6. Summer school
- 8 Budget 2016 highlights (school and LSBC)
9. Bigstone update
10. LEAP
11. Superintendent report /update
12. Cree language program
12. Performance Measurements benchmarks
13. Outreach update

Call to order at 7 PM.

Opening prayer:

Gloria Cardinal

Adopt agenda motion: Gwen/Louise.

1. Superintendent update:

Application for release time for the teachers:

Working with department to get extra monies. Budget 2016 extended to end of June. Budget out for division then.

Dollars not allocated to schools yet.

Bulk of monies go to the schools.

High priority to do curriculum and program funds. Ministry doesn't allocate us very much to us and we cannot get support for more. We have advocated and their funding formulae doesn't work for us. ie credits for high school students drive money allocations. We tried to get funds same as 1 - 9, but only special needs students get these funds.

Money we get for students - ecs we only get half but we offer full time.

Students would have to get 35 credits year to get full funding. NSD students average 12 credits.

Another issue is number of teachers.

**FILED IN
DOCSHARE**

Larger classes grade 4 up. Our classes are probably half of what an urban centre would get. Most of our money goes into staffing.

Here we have 1 teacher for 11 students and doesn't support other staff than teachers.

We do not charge fees; we do not charge other fees for particular services, etc. So we do not have that other revenue. With FN, their funding is even worse than ours. Lots of financial pressures.

We have to operate small schools in remote communities.

Those small schools are expensive to run. Create strain on our budget. We try to make the case with the province. We went through the review but there is still no money. Given the fire, etc and the economy, we might not get the money.

We are just going to get by and likely submit a deficit budget. Have to have a plan in place to explain a deficit budget.

We could look at the work already done and see how to channel what has been done here.

Use the money that is going to come; in doing the budget, we are trying to protect the schools. We have still to do the bargaining re teachers salaries. 65 – 70 % of the budget is in the schools.

Of money left, only 4 % is in administration. Most of the other monies is in maintenance and transportation.

Even instructional supports reduced in past years, tech support.

Most of the money is in staffing. The big cost factor.

\$62 M total NSD: 60% provincial and 40% FN on reserve.

Hot lunch program funded as separate grant, targeted separately. Rate of increase has not gone up with cost of living, provincial grant but operated now by NSD with separate grant. Based on numbers of students served. Not very much; HLP had surplus but this has been whittled away slowly. This has stayed as separate grant. A few schools not NSD.

Meeting around the budget on Monday to finalize and get the monies out to the school.

Changes in enrolments primary factor to cause changes in budget, and this seems not to be the case in NSD.

Partnership grant with Bigstone. One with KTC and one with ATC.

In those dollars, we could look at some funding to promote the LEAP program.

If supported by Bigstone, we could allocate some dollars.

Our agreement with KTC is all on land-based programming.

With Darryl's position, that comes out of our staffing in Wabasca. Community engagement facilitator. Networks between the community and the school; OPK and Mistassiniy.

3 years of funding Bigstone and NSD \$335 per student. Working on joint projects, and one working on ESA. $335 \times 70 = 23450.00$

When will we know our budget at this school? We have to know what amount goes to the schools and what amount to central.

Board update: returning an elected board fall 2017. Some people coming out to talk to people in communities in fall 2016.

Recommendations in report and enquiry are for 7 member board.

We need information on NSD and board structures, letter went to minister from Bigstone.

Provincial ESA include clauses stating FN representation required on provincial boards.

Draft discussion paper on education presented to Assembly of Treaty Chiefs.

This was not given approval at the session.

One issue: Daycare services is one issue. Extra funds went to treaty 7 and treaty 8 got very little.

Bigstone planning their own strategic planning session/events.

Our students are disengaged because we don't have the right programs in place. We just kick them out.

Clifford: what I am hearing, we need to mandate our own process. Can we capture that thought that we want to run our own education.

First we have to agree to run something for children. They are all our kids.

Sometimes we have a grad of 14 and I should be out there helping them to succeed. I can't do that if I don't have a staff to help do that. I think we can run our own programs. We have been regulated too long and told how to do that. the community knows what they want to do.

Do we keep talking or do we get out of the system and do our own thing? This is our community and what is the education that we want.

Maybe next year, we start with our staff. document what we want and what we expect. The whole community, not just the board. We used to have community meetings.

I haven't seen a program in this area of NSD where culture programs is happening. I don't see engagement happening, see engagement in action.

One of the things I see here highlighted: student conduct.

We don't have an actual person to work on this. No one to actually work with the students on this. When you develop something, you need to share and do something in our own community.

NSD cannot have time and process to come here and do this for us. We need to plan something and go to our community and show our plan.

Staff development project: if NSD doesn't or can't provide support, we can go out and get money from elsewhere.

If system says no, I will highlight that you are not a participant with the project. I will ask for dollars elsewhere and get it without your help.

Education can't happen in a cubicle. It happens outside of here (school).
Why has our attendance fallen? Etc.

Building staff capacity is probably the most important investment to make.
Professional development times used for staff development. Move forward with one focus.

Question: will NSD match dollars that we can raise towards the work we want to do?

DB: NSD has some money and this work is a priority. I am looking for sources of dollars, too.

CC: Hancock woke us up and we will be running our own schools. That is what we want.

CC. We want to take our own education and plan it our own way. If you give us a budget, that means you are running our education system.

DB: Allot the money from your school budget envelope as you think best.

Break.

Re-convene meeting..

2. Principal's report:

Attendance and high school.

Table the other agenda items and re-convene following tomorrow's meeting (11 AM) with high school parents. Monday June 13th at 7 PM.

Meet with teachers, students, and parents and community members as well.
Grades 1 - 12 meet over topics, i.e. bullying.

Move to adjourn the meeting at 10:24 PM.

Minutes and notes: Cora Weber-Pillwax

**CLSB
Conklin Local School Board
Meeting Minutes
September 9, 2016
Special Motions**

Present:

Margaret Quintal
Kathryn Quintal
Wendy Tremblay
Verna Quintal-Janvier
Cal Johnson – School Principal

Excused Regrets:

Shirley Tremblay

Start Time: 10:00 a.m.

Motion # 0377-16

Conklin Local School Board motions to approve the boarding home application for Shania Desjarlais for 2016/2017 school year.
All in favor, motion carried

Motion # 0378-16

Conklin Local School Board motions to approve the boarding home application for Leah Baptiste for 2016/2017 school year.
All in favor, motion carried

Motion # 0379-16

Conklin Local School Board motions to approve the boarding home application for Rayelynn Richards for 2016/2017 school year.
All in favor, motion carried

Motion # 0380-16

Conklin Local School Board motions to approve the boarding home application for Tiarra Tremblay for 2016/2017 school year.
All in favor, motion carried

End Time: 10:30 a.m.

**FILED IN
DOCUSHARE**

**CLSB
Conklin Local School Board
Regular School Board Meeting Minutes
September 28, 2016**

Participants:

Margaret Quintal
Kathryn Quintal
Verna Quintal-Janvier (Conferenced-in at 5:45 p.m.)
Cal Johnson – School Principal
Don Tessier (Excused at 5:40 p.m.)

Excused Regrets:

Shirley Tremblay
Wendy Tremblay

Call to order:

Meeting called to order at 5:00 p.m. at Conklin Community School.

Brief presentation by Don Tessier.

June 22, 2016 regular meeting minutes and September 9th special meeting minutes tabled.

Motion # 0381—16

Conklin Local School Board motions to waive Section 67 (4) of the School Act.
All in favor, motion carried

Motion # 0382-16

Conklin Local School Board motions to move that the present signing authority of Christopher Carson be removed from signing authority and changed to new signing authority Cal Johnson.
All in favor, motion carried

Motion # 0383-16

Conklin Local School Board motions to approve the Attendance Improvement Planning Template as presented.
All in favor, motion carried

Motion # 0384-16

Conklin Local School Board motions to approve General Day Field Trips for the 2016/2017 School Year.
All in favor, motion carried

Motion # 0385-16

Conklin Local School Board motions to approve Northland School Bus be used to transport students and parents/guardians for after school activities.
All in favor, motion carried

Motion # 0386-16

Conklin Local School Board motions to support the Motivational Speaker funding proposal going to Conklin Community Enhancement Society in the amount of \$6000.
All in favor, motion carried

**FILED IN
DOCUSHAPE**

Motion # 0387-16

Conklin Local School Board motions to accept the final report from Northland School Division for 2015/2016 Conklin School funded teacher position, final report and refund cheque in the amount of \$3,162.29 to be forwarded to Conklin Community Enhancement Society (CCES) from NSD.

All in favor, motion carried

Motion # 0388-16

Conklin Local School Board motions to accept the 2016/2017 School Recycling contract from Ernie Desjarlais at a contract of 50/50 split. The recycling depot to forward 100% of payment to Conklin Community School for each depot run, Conklin Community School will in turn write a cheque to Ernie Desjarlais for 50% from SGF account. New process required to show transactions relating to School Generated Funds account.

All in favor, motion carried

Meeting adjourned at 7:30 p.m.

**MINUTES - ELIZABETH COMMUNITY SCHOOL
LOCAL SCHOOL BOARD COMMITTEE MEETING
June 14, 2016**

PRESENT:	Shelley Bartman	Member/Chairperson
	Gwen Morrissette	Member
	Tracy Jacknife	Member
	Rick Horon	Principal
ABSENT:	Sheila Thompson	Member
	Crystal Demmons	Member
GUESTS:	N/A	

Call to Order at 4:00 PM.

Meeting opened with a prayer by Tracy Jacknife.

RECOMMENDATION#: 2016.06.869 Recommended by Gwen Morrissette /SECONDED by Tracy Jacknife THAT,
The agenda be adopted as is.

RECOMMENDATION#: 2016.06.870 Recommended by Gwen Morrissette /SECONDED by Tracy Jacknife THAT,
The minutes from the April 21, 2016 LSBC meeting be adopted as presented.

RECOMMENDATION#: 2016.06.871 Recommended by Gwen Morrissette /SECONDED by Tracy Jacknife THAT,
The minutes from the April 27, 2016 LSBC special meeting be adopted as presented.

RECOMMENDATION#: 2016.06.872 Recommended by Tracy Jacknife /SECONDED by Gwen Morrissette THAT, the principal's report be accepted as presented.

DISCUSSION

Metis Day Celebration – Gwen provided an update.

PAC - Discussion was held regarding moving forward with the committee. We will try to recruit on person from each grade.

Attendance Committee – Rick, Shelly, and LSBC discussed attendance issues.

Career Fair – A career fair will be planned for spring and will include an evening section for the community.

Staffing Update – provided by the principal.

Tools for Schools Program – program was reviewed and is being implemented with financial support from the settlement office.

Next meeting September 28 at 3:30 pm

Meeting adjourned at 4:50 pm

**FILED IN
DOCUSHARE**

**Fort McKay
Local School Board Committee
Meeting Minutes
Aug 30, 2016
12:00 PM**

Call LSB Meeting to Order @12:10

Board Members Present:

Tina Black
Janet McDonald

Administration Present:

Ruth Ryan

Absent:

Shelley Harte

Additions to Agenda... Hot lunch was added

1. Approval of Agenda

Adopt Agenda: Tina Black moved to adopt the agenda as presented/with additions.

2. Approval of Previous Minutes

Adopt Minutes: Janet McDonald moved to adopt minutes of April 21, 2016.

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

4. Maintenance Report-

See report

5. Correspondence – Resignation letter from Shelley Harte

6. Principal's Report ... see attachment Tina Black moved to adopt the Principal's Report as presented.

7. FMS Counselling - Northland – Vivian will continue counselling for the 2016-2017 school year

8. New Business –

- Staffing- TA's...This was discussed...
- Principal – Days in Lieu 5 days – Recommendation was made
- U School- recommendation was put forth for field trip- week of October 24-28...discussed

**FILED IN
DOCUSHARE**

- Treaty Days – Sept. 9th day off in lieu of June Treaty day...discussed and a recommendation was made
- Custodian services- advertise and hire...this was discussed
- Psychological First Aid – Thursday @ 10:30...discussed and the LSB was invited to attend
- Apple School- This was discussed
- Keg- October 15th
- Attendance Report...discussed
- Policy 20 – Sexual Orientation and Gender Identity-template letter LBGTQ...discussed
- Budget 2016-2017 - discussed
- AERR discuss...Attendance Improvement Committee Report...discussed
- Field trip with bus – recommendation was made
- Field trip without bus – recommendation was made
- Bus monitor- recommendation was made
- Bus Driver – Recommendation was made
- Use of gym- recommendation was made

Additions to Agenda:

- **Hot Lunch** – will begin on Sept. 15th
-
-

9. Any other business...nothing

Next Meeting September 27, 2016

Adjournment @ 1:45

**Fort McKay School
Local School Board Committee Recommendations
August 30, 2016**

- 19-16 Recommendation to adopt the agenda as presented.
Moved by Tina Black
- 20-16 Recommendation to approve the previous minutes from April 21, 2016.
Moved by Janet McDonald
- 21-16 Recommendation to accept the Principal's Report as presented.
Moved by Tina Black
- 22-16 Recommendation to accept Shelley Harte's resignation letter and operate as a two person school board until the October 2017 LSB elections.
Moved by Janet McDonald
- 23-16 Recommendation to approve 5 days in lieu to the principal for the 2016-2017 school year.
Moved by Tina Black
- 24-16 Recommendation to allow the Grade 4 class to attend USchool in Edmonton during the week of October 24-28, 2016.
Moved by Janet McDonald
- 25-16 Recommendation to change the date for Treaty Days from June 24th to September 9, 2016.
Moved by Tina Black
- 26-16 Recommendation to approve the budget for 2016-2017
Moved by Janet McDonald
- 27-16 Recommendation to have Katherine McDonald as school bus monitor until June 28, 2017.
Moved by Tina Black
- 28-16 Recommendation to approve all field trips **requiring a bus** for the 2016-2017 school year.
Moved by Janet McDonald
- 29-16 Recommendation to approve all field trips **not requiring a bus** for the 2016-2017 school year.
Moved by Janet McDonald

**FILED IN
DOCUSHARE**

30-16 Recommendation to approve ; as school bus driver for the 2016-2017 school year.

Moved by Tina , .

31-16 Recommendation to approve school clothing be purchased out of SGF and Donation Account.

Moved by Tina Black

32-16 Recommendation to allow the Recreation Department, Wellness Center, and Youth Center to have access to the school gym after school hours.

Moved by Janet McDonald



Phone recommendation – Monday, September 12, 2016 @ 5:15 PM

33-16 Recommendation to hire Melonie Hoffman as a Teacher Assistant at the Fort McKay School.

Moved by Janet McDonald

**Fort McKay
Local School Board Committee
Meeting Minutes
October 5, 2016
5:00 PM**

Call LSB Meeting to Order @ 5:05 PM

Board Members Present:

Tina Black
Janet McDonald

Administration Present:

Ruth Ryan

Absent:

Additions to Agenda...

1. Approval of Agenda

Adopt Agenda: Tina Black moved to adopt the agenda with additions.

2. Approval of Previous Minutes

Adopt Minutes: Janet McDonald moved to adopt minutes of August 30, 2016.

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

4. Maintenance Report-
See report

5. Correspondence – Policy 11

6. Principal's Report ... see attachment Tina Black moved to adopt the Principal's Report as presented.

7. FMS Counselling – This was discussed

8. New Business – In Camera @ 5:15 to 5:30 PM

- **Staffing- TA's- this was discussed**
- **Custodian services- Janet McDonald Recommendation to hire new custodian**
- **Apple School- Lolita's update...this was discussed**
- **School Act – entry age Grade 1 students.... was discussed**
- **Keg- October 15th**
- **Policy 11 – Role of the Superintendent...this was discussed and Janet noted that the Trustee call her about a meeting in Peace River.**
- **Attendance Report...Tina Black recommended that the report be accepted as presented.**
- **AERR discuss...Attendance Improvement Committee Report...discussed**
- **Field trip- USchool – supervisors and trip was discussed**

Additions to Agenda:

- **Gardening Project- Janet McDonald brought this item to the table and it was discussed...Dunvegan Gardens and Sustainability**
- **Lockdown – this was discussed and we will have a practice with the RCMP**
- **Bullying- this was discussed**

9. Any other business...nothing at this time

Next Meeting November 2, 2016

Adjournment @6:20 PM

**Fort McKay School
Local School Board Committee Recommendations
October 5 2016**

- 34-16** **Recommendation to adopt the agenda as presented.
 Moved by Tina Black**
- 35-16** **Recommendation to approve the previous minutes from August 30, 2016.
 Moved by Janet McDonald**
- 36-16** **Recommendation to accept the Principal's Report as presented.
 Moved by Tina Black**
- 37-16** **Recommendation to hire Melonie Hoffman as our school custodian for the 2016-
2017 year.
 Moved by Janet McDonald**
- 38-16** **Recommendation to accept the Attendance Report as presented.
 Moved by Tina Black**

Gift Lake School Board Meeting
September 21, 2016

Present: Ken Shaw-Chair
Gordon Belcourt
Gail Lamouche
Barb Laderoute
Troy Runzer

Ken Called the meeting to order 4:08 p.m.

1. Approval of Agenda
477.16- Motion to accept the agenda- Gordon Belcourt moves, seconded by Ken Shaw, AIF: carried.
2. Approval of Minutes
478.16- Motion to accept the minutes- Gordon Belcourt moves, seconded by Ken Shaw, AIF: carried.
3. Business Arising from Minutes
479.16- Motion to accept, Gordon Belcourt moves, seconded by Ken Shaw, AIF: Carried.
4. Long Lake Cultural Camp Field Trip (September 27,28,29,2016)- Postponed.
480.16-Received as Information, Motion made by Gordon Belcourt, seconded by Ken Shaw, AIF: Carried.
5. Days in Lieu of for Administrator
481.16- Motion to accept as per N.L.S.D policy made by Gail Lamouche, seconded by Gordon Belcourt AIF: Carried.
6. Grand Opening for Gift Lake School
482.16- Grand opening for the Gift Lake Community Education Centre set for May 5, 2017 motion made to accept set date by Gordon Belcourt, seconded by Ken Shaw, AIF: Carried.
7. LTA Funding Template and plan
483.16- Barb Laderoute-Principal has informed the School Board that she hasn't received a template yet and she will touch base with the Gift Lake Settlement Administrator by Sept. 30, 2016. Received as Information and Motion made by Gordon Belcourt, seconded by Ken Shaw, AIF: carried.
8. School Calendar
484.16- There is 175 Instructional days in this 2016-17 School year. Received as Information, motion made by Gordon Belcourt, seconded by Ken Shaw, AIF: carried.
9. Boarding Home Applications
485.16- Motion made to go in Camera by Gordon Belcourt, seconded by Ken Shaw, AIF: carried
In Camera @ 4:29 pm.
Out of Camera @ 4:51 pm.
Motion made to go out of Camera by Gordon Belcourt, seconded by Ken Shaw, AIF: Carried.
- 486.16- Motion to Approval Boarding Home Applications A, B, C, D
Gordon Belcourt moves, seconded by Ken Shaw, AIF: Carried
- 487.16- Motion to Deny Approval Boarding Home Applications E, F, G, H, I
according to Boarding home policy 3:20 4.4. Gordon Belcourt moves, seconded by Gail Lamouche, AIF: carried.

FILED IN
DOCUSHARE

10. 488.16- Role of Superintendent- Policy 11, need clarification on 2.3. Received as Information. Gordon Belcourt moves, seconded by Ken Shaw, AIF: carried.

11. 489.16- Other

Discussion arose pertaining to attendance issues and how we fail to recognize there will be times students are pulled out of school to be taught by a parent, elder or other family members. As an educator (Barb) I would like to find some way of recognizing this as some form as instructional time rather than an absence. Currently we do not allow students to have this type of flex time on our school calendar and for many of our children the parents will take them out of school for this cultural teaching and disregard the fact they will be noted as absent from school. Barb proposed that we research this aspect and allow for the parents to be teachers for their own children from 3-5 days per school year to be recognized as lifelong learning and noted as such based on parental request. We are not sure if this would be an Alberta Education request or Northland School division. Barb mentioned criteria and set time for this type of instructional flexibility so it does not create a different issue. Barb will do some research and put together the required information and bring it back to the board at a later date.

Received as Information. Motion made by Gordon Belcourt, seconded by Ken Shaw, AIF: Carried.

490.16- To Notify NLSD, NLC, Head start that a joined agreement needs to be in place due to safety issues that are currently arising and to avoid them in the future. Motion made by Gordon Belcourt, seconded by Ken Shaw, AIF: Carried.

Adjourn meeting @ 5:35 pm.

**Grouard Northland School
Local School Board Committee**

Meeting

June 13, 2016 at 4 PM

Grouard Northland School

Attendance: Shawn Auger, Jesse Lamouche, Veronica (Jacqueline) Courterelle, Shelly Hamelin

Absent: Becki Cloutier (medical), Darcy Halcrow

AGENDA

1. Call to Order at 4:30 pm.
 - a. Approval of Agenda
2. Approval of Previous Minutes
 - a. June 10, 2016
3. Business:
 - a. LSBC Concerns
 - b. Instructional Planning Document
 - c. Instructional Delivery Document
 - d. Junior High Program Closure UPDATE
 - e. Secretary in Lieu Days Motion
 - f. Frontier College Literacy Camp UPDATE
 - g. Summer Reading Program UPDATE
 - h. Attendance Committee: Spring into Success Attendance Challenge launch March – June 2016.
 - i. Weekly Attendance Prizes are a huge hit, students look forward to picking their prize for being here on time and all day.
 - ii. Starting to notice kids falling off a bit, so daily calls home to find out where they are.
 - iii. 39 / 79 students achieved 90% or better attendance for May and qualified for the swim trip.

Month	School	Elementary	Junior High
September	91	92	93
October	87	88	85
November	88	91	87
December	89	87	92
January	78	82	77
February	83	84	100
March	85	86	91
April	86	88	85
May	85	87	83

**FILED IN
DOCUSHARE**

June			
------	--	--	--

i. School Budget

- \$2667.16 in Total Transferrable as of June 6, 2016
- * VISA Purchases \$6667.66 is actually 3-4 years of not properly entered charges made that was sitting against the school budget, all for Field Trips. The decision was made by Central Office to use Donation amounts to clear off as much of these unpaid debts as possible before the end of the current fiscal year. So the \$3652.47 Donation line has been exhausted and the School Generated Funds Account needs to pay NSD an additional \$2182.89, to clear off this debt. Currently, we have \$16570.24 in the SGF account. This account has the Breakfast Club of Canada grant monies as well as all school fundraising to date.
- **UPDATE:** I have spoken to Trudy Rasmusson about this and as long as we submit a repayment plan for how we are going to use SGF funds to payback this debt she is okay with the school using the original \$3652.47 that was donated for the use of 2 teachers year end trip.
- **Proposal:** This year whatever is left in the SGF account after the BCC and year end trips are accounted for will be submitted to the school division to begin paying down this debt. The school will then fundraises an extra \$2222.55 for the next 2 - 3 years to wipe out this debt.

j. LSBC Budget – see handout

4. Next meeting date: TBD
5. Adjournment: 6:00 pm

Grouard Northland School Local School Board Committee

Meeting Motions/ Recommendations

June 13, 2016

Grouard Northland School

Motion 06-13-2016- 001

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

Mover: Shawn Auger

Second: Veronica (Jacqueline) Courtereille

CARRIED NOT CARRIED

Motion 06-13-2016-002

The Grouard Northland Local School Board Committee does recommend approval of the June 10, 2016 minutes as presented.

Mover: Veronica (Jacqueline) Courtereille

Second: Shawn Auger

CARRIED NOT CARRIED

Motion 06-13-2016- 003

The Grouard Northland Local School Board Committee does recommend adopting the Instructional Planning Document as presented.

Mover: Jesse Lamouche

Second: Shawn Auger

CARRIED NOT CARRIED

Motion 06-13-2016-004

The Grouard Northland Local School Board Committee does recommend accepting the Instructional Delivery Document as presented, with noted staffing placements for the upcoming school year (Plan A and Plan B options).

Mover: Veronica (Jacqueline) Courtereille

Second: Shawn Auger

CARRIED NOT CARRIED

Motion 06-13-2016- 005

The Grouard Northland Local School Board Committee does recommend approving 4 days (to be determined in July-August 2016) for the school secretary to close and open the school. In lieu time will be granted during the 2016-17 year for the time worked.

Mover: Shawn Auger

Seconder: Veronica (Jacqueline) Courtereille

CARRIED NOT CARRIED

Motion 06-13-2016- 006

The Grouard Northland Local School Board Committee recommends approving the school gym use application submitted by Shirley Auger for a Father's Day function on June 18, 2016.

Mover: Veronica (Jacqueline) Courtereille

Seconder: Shawn Auger

CARRIED NOT CARRIED


Chairperson Signature

09-19-2016
Date

J.F. Dion

Local School Board Meeting

September 6, 2016

School Board Members: Joan Daniels, Ray Durocher, Kristen Lindsay, Tyler Gladue, Carlene Gladue

Principal: Elaine Ward

Call to Order: Meeting called to order at 4:10 p.m.

Opening Prayer led by Elaine Ward

Motion to Adopt Agenda:

Motion: #473-09/16, Tyler/ Kristen, All in Favor.

Motion to Adopt June 7, 2016 Minutes:

Motion: #474-09/16, Kristen/ Tyler. All in Favor.

Business arising from minutes:

Due to the cost of the Kananaskis conference, we would like to rescind motion #469-06/16.

New Business:

No new business

Lunch Program:

**FILED IN
DOCUSHARE**

Nothing to report.

Principal's Report:

Motion to approve all day trips.

Motion: #475-09/16, Ray/ Tyler. All in favor

Motion to approve expenditures of up to \$1500, from FNMI budget.

Motion: #476-09/16, Kristen/Ray. All in favor.

Motion to approve expenditures of up to \$1500, from the Capital Equipment Fund.

Motion: # 477-09/16, Kristen/ Tyler. All in favor.

Motion to approve: Principal's Report as presented.

Motion: #478-09/16, Ray/ Tyler. All in Favor.

Chairperson's Report:

Nothing new to report.

Budget:

We had a budget discussion.

Correspondence:

We reviewed all correspondence.

Member/Parent/Board Concerns:

No new concerns.

Next Meeting Date:

Next regularly scheduled LSB meeting set for October 4, 2016 at 4:00 p.m.

Adjournment:

Motion to adjourn meeting at 5:05 p.m.

Motion: #479-09/16. Tyler/Ray. All in Favor.



Local School Board Meeting Minutes Tuesday August 30 2016 4:30 pm

Members attending: Alice Fontaine , Iesha Piche, Laurette Herman, Martha Nokohoo

Various staff members

Father R. Perin

- Opening Prayer 4:40 pm
- Note: Last motion number 15-59

New Business

Boarding Home Application

LSB members discussed the application and reasons outlined for the request. Bernard Woodfine (Principal) informed members that procedure 320 provides guidelines for Boarding home process and that the general thrust is that if a school can accommodate student needs then that is where a student is expected to register.

Alice Fontaine suggested that since the student in question has been registered for two years at the school in question and has been doing well and this being his grade 9 year is crucial to his High School programming. This together with the many friends he has made and the academic programming received to date resulted in the LSB passing a motion to recommend to Northland School Division the acceptance of the Boarding Home Application for :

Motion to recommend acceptance **Number: 16-60**

- **Welcome new staff**
New staff intro: Louis O'Neill, Cecilia O'Neill, Chris Carson + ECS teacher to be hired and an EA to be hired
- **School status re smoke remediation**
LSB was informed that the school has been completely cleaned and that most class resources have been boxed and will take some weeks for teachers to sort.
- **School Welcome back and community celebration**
Our school community celebration and awards for last year will be held at the Community Multi-Plex Hall on Friday September 9 at 5:00 pm. Bernard Woodfine will hand deliver invitations to all households and Cenovus is catering the event.

**FILED IN
DOCUSHARE**



- **Student awards**

Staff will get award sin place during this week. Students will get certificates and some will receive gift cards. It has been decided that Grade 9 grads will receive \$100 Visa Cards.

- **Attendance Committee**

Bernard asked for volunteers to sit on the attendance committee for this year. Alice Fontaine volunteered and other members will be sought over the next week.

- **Literacy Plan**

The school's Literacy plan was presented to the LSB and was explained as a document that can change as we progress through the year.

- **Student Expectations Document**

LSB members were presented with a new updated and more culturally relevant version of the student expectations document. Basically the document focuses on the school as a family and tied expectation to the 7 sacred teachings. Teachers will be using this document as a basis for teaching expectations and students will received awards weekly.

- **Motion for local in-town trips**

LSB gave a single motion approval for all in-town school trips as well as 1 day trips out of town. Motion Number 16-61

Other items added to agenda...

1. Alice Fontaine expressed concern over the increased drug use in the community and asked if the school could schedule a group to address students about drug use. Bernard said that would be included in the near future through addictions.
2. Alice Fontaine suggested that we need new playground fill. She said that the wood chips that are there are not safe or clean. Horses, dogs and other contaminants are in the wood chips. She also stated that over the years a number of people have actually had splinters from the playground material. It was suggested that we research the use of soft rubber chips that are in use at the Youth Center in Janvier. Bernard said he would investigate this matter an follow up with the OHS officer at the division office.
3. Bernard suggested that we need more community engagement opportunities. The LSB suggested an opening BBQ as last year on Sept.22 as well as a Thanksgiving meal prepared by parent volunteers and headed by Alice for October 6.
4. LSB meetings decided to be held at 5:00 pm on the first Tuesday of each month
5. The school year calendar was presented again as discussed in April last school year



FATHER R. PERIN SCHOOL

129 Northland Drive Janvier, Alberta T0P1G0 Phone: (780) 559-2240 Fax: (780) 559-2365

Local School Board Meeting Tuesday October 4 2016 4:30 pm

Members attending: Laurette Herman, Alice Fontaine, Iesha Piche, Martha Nokohoo, Principal

Various staff members

Father R. Perin

- **Opening Prayer 5:00 pm**
- **Note: Last motion number 16-61**

Minutes from August meeting accepted

New Business

- **October 24 Literacy Event**
Discussion re the Literacy event planning thus far.
- **Attendance Committee**
A summary of our attendance committee meeting was given and a call for more members. Attendance data for September indicates we are on par with last September but it was noted that there have been numerous disruptions in September and the observation was made that social issues seem more intense after this summer.
- **Halloween Activities**
The LSB is viewing such activities as a great opportunity to involve the community and a discussion of possible activities ensued. Highlights include involving parents as classroom helpers during the day (Oct 31), approaching a company for pumpkin donations, silent auctions, cake walks etc.
- **Policy 11 Review**
A summary review of policy 11 was given and a copy given to all with any feedback due by October 12. There seemed to be a general feeling that the new policy places the Superintendent in a position where there can be a more hands on interaction and that was vied as a really positive thing.
- **Financial Report**
The latest monthly LSB financial report was presented and reviewed.
- **Custodian Helper**
The LSB was informed that we have been given permission to hire a custodian helper on a casual basis.

In Camera Session 5:42

Out of camera 5:50

AGENDA: September 13, 2016

LBS BOARD MEETING

Meeting called to order at

Attendance:

Dwight Gladue Chair

Larry Ominayak

Cheryl McMann

Bryan Laboucan

Crystal Colville –Principal

Debbra McBride

Kelly Parsons

Stacey Bedford

Absent:

Troy Laboucan - Absent

Meeting called to order at 7:39 pm

1. Enrollment

ECS – 23

Grade 1 -7

Grade 2 -17

Grade 3 -23

Grade 4 -21

Grade 5 - 18

Grade 6 -18 Gr 7 - 6

Grade 7 – 12

Grade 8 - 10

Grade 9 - 5

Grade 10 -18

Grade 11 - 9

Grade 12 - 7

Total Students – 193

Total Woodland 40

2. Meet the teacher BBQ will be on Tuesday Sept 20 6-8 pm, please come by.

3. School Calendar

4. Student Handbook – has been updated and will be going home on Sept 26, 2016

5. Cell Phone Policy

FILED IN
DOCUMENTS

6. Literacy Camp - huge success between 15-35 children attended every day. Children had a great time and lots of books were sent home. Many students asked to do it again next year.

7. Field trips Motion 01/16/17 Motion made by Bryan seconded by Larry for students to go on day field trips.

8. KTC Camps Motion 02/16/17 Motion made by Dwight and seconded by Bryan for students to attend the KTC NSD overnight cultural camps on the following dates.

Sept 26-30 Grades 4-6 Camp

Oct 24-28 Grades 7-9 Camp

Nov 28-Dec 5 High School CTS Camp (8days)

Jan 16-20 Grades 4-6 Camp

Feb 14-17 KTC Annual Winter Camp (7-9)

Apr 4-7 Grades 10-12 Camp

May 1-5 Grade 4-6 Camp

May 29-Jun 2 Grades 7-9 Camp

9. Dream Catchers Motion 03/16/17 Motion Made by Larry and Seconded by Dwight for 10 High school students to go to Dream Catchers in Edmonton October 13-15, 2016.

10. Possible Grads – we are looking at 5 grads this year. The Grad will take place Sept 2017.

11. Attendance – calling home, working together to ensure students are attending. Ice cream and Pizza parties will continue for k-7. Students in 7-12 will get a day trip to the rec center in Red Earth or day trips to peace for sports for those students with 85% or higher attendance each month. Monthly assemblies for 100% attendance will continue.

12. Northern Sunrise Open house Sept 28 5-8 pm.

The meeting is to present the two options we looked at for a wastewater treatment facility for the hamlet of Little Buffalo, discuss our findings and the recommendation to proceed with a facultative lagoon with storage cell, and ask for any feedback people are willing to offer. Attached is the report in case you are interested. You are welcome to share the report with anyone.

Went in Camera at 8:40 pm

10. Staffing

11. Sub List

Out of Camera at 8:50 pm

Meeting adjourned at 8:55 pm

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE
REGULAR BOARD MEETING
SEPTEMBER 12, 2016**

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

Absent: Doreen Poitras, Board Member (medical-excusable)

Call To Order: The meeting was called to order at 3:40 p.m.

Agenda:

Motion #001:16/17 Priscilla Christian moved to accept the agenda as presented. **Carried.**

Minutes:

Motion #002:16/17 Priscilla Christian moved to approve the minutes of the June 13, 2016 regular board meeting as read. **Carried.**

Principal's Report:

Motion #003:16/17 Nelson Auger moved to go in camera with the Principal at 4:05 p.m. **Carried.**

Motion #004:16/17 Candice Calliou moved to return to regular format at 4:20 p.m. **Carried.**

Motion #005:16/17 Nelson Auger moved to upgrade the track and sand pit by April 30, 2017. **Carried.**

Motion #006:16/17 Priscilla Christian moved to approve a standing motion for day trips. **Carried.**

Motion #007:16/17 Kristen McGillivray moved to approve 5 in-lieu days for Admin. **Carried.**

Motion #008:16/17 Nelson Auger moved to recommend approval for boarding home allowance for Student "B" as PP School does not offer Peer Mentoring. **Carried.**

Motion #009:16/17 Priscilla Christian moved to recommend approval for boarding home allowance for Student "S" as PP School does not offer the RAP program. **Carried.**

Motion #010:16/17 Nelson Auger moved to recommend approval for conveyance allowance for Students "K" & "C". **Carried.**

Motion #011:16/17 Priscilla Christian moved to approve the 2016/17 Hot Lunch Menu with suggested changes. **Carried.**

Motion #012:16/17 Kristen McGillivray moved to accept the Principal's report as information. **Carried.**

**FILED IN
DOCUSHARE**

In Camera Session:

Motion #013:16/17 Nelson Auger moved to go in camera with the Principal at 4:40 p.m. Carried.

Motion #014:16/17 Candice Calliou moved to return to regular format at 4:45 p.m. Carried.

Meeting Dates:

Next regular meeting on Monday, October 17, 2016 at 3:30 p.m.

Adjournment: The meeting adjourned at 4:50 p.m.

Signatures:

Candice Calliou, Chairperson

Reta Nooskey, Recording Secretary



PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE**SPECIAL BOARD MEETING****OCTOBER 03, 2016**

The special meeting was called to do interviews for the EA position, with the following present: Candice Calliou-Chairperson, Priscilla Christian-Board Member, Kristen McGillivray-Secretary Treasurer, Jill Gaudet-Principal.

Motion #015:16/17 Priscilla Christian moved to recommend to hire Candidate M for the EA position for the 2016-2017 school term,

Carried.

Signatures

Candice Calliou, Chairperson

LSBC Pelican Mountain School
Organizational Meeting/Regular Monthly Meeting
Sept. 7, 2016

Attendance: Linda-Principal, Violet-Board Chair, Sandra (late) and Heather

Business Arising: n/a

Call meeting to order 7:17 pm

1. **New Business**-Violet makes a motion to adopt the Agenda, seconded by Heather, **Motion #0809072106**. Violet makes a motion to allow students to go on day trips, seconded by Heather, **Motion #0909072106**. Heather makes a motion to purchase camping equipment with school generated funds for raffle, seconded by Violet. **Motion #1009072106**
2. **Chair person's Report**-n/a
3. **Principal's Report**-nineteen students enrolled, ten in ECS to Grade 3 and nine in Grades 4-6. Our school received a plaque for the most improved attendance in the division.
4. **Other business**- n/a

Next meeting-October 4, 2016

Adjournment-at 7:40 pm

FILED IN
DOCUSHARE

**Susa Creek Local School Board Committee
Regular Meeting
September 19, 2016
7:00 pm**

Meeting Minutes

In Attendance: Rachelle McDonald, Chairperson
Maryanne Moberly
Cathy Wanyandie

Absent: Robert Wanyandie
Charles McDonald (excused, working)

Other: Taras Danco, Principal

Maryanne gave the opening prayer.

Rachelle called the meeting to order at 6:10 pm

Motion # On a motion made by Maryanne,
Be it resolved that the SCLCBC adopts the agenda of September 19, 2016 as presented.
Motion carried.

Adoption of Past Minutes: Adoption of past minutes of June 2016 is tabled. Minutes must be retrieved from Wes Oginski.

Motion # On a motion made by Maryanne,
Be it resolved that the SCLCBC approves day trips for students for the 216/17 school year.
Motion carried.

Motion # On a motion made by Rachelle,
Be it resolved that the SCLCBC accepts the Principal's written and verbal report as presented.
Motion carried.

Action Items: Rachelle to follow up on funding for Tillikum lens project.
SCLCBC members to review NSD Policy 11 and provide feedback.
SCLCBC members to review NSD Emergency Response protocol and provide feedback.

Next Meeting Date: SCLCBC members to be polled for suitable date.

Motion # On a motion made by Rachelle,
Be it resolved that the SCLCBC adjourn at 7:52 pm.
Motion carried.

**FILED IN
DOCUSHARE**



Kateri School



Local School Board Committee Meeting

September 1st, 2016

In Attendance: Elmer Gullion Shane Noskiye
 Julianne Noskiye Jennifer Nanooch (A. Principal)

Absent: Caroline Bigstone

Meeting called to order at 7:37 PM by Elmer Gullion

Opening Prayer Elmer Gullion

Motion #895763 Motion to adopt agenda for September 1st, 2016
 By: Shane Metsikassus
 Carried Unanimously

Motion #895764 Motion to accept the minutes of June 22nd, 2016.
 By: Elmer Gullion
 Carried Unanimously

Motion #895765 Motion to accept the principal's report.
 By: Julianne Noskiye
 Carried Unanimously

Discussion regarding meeting dates for the 2016-2017 school year. LSBC meetings will be held on the second Tuesday of each month.

Motion #895766 Motion to accept the financial report.
 By: Julianne Noskiye
 Carried Unanimously

Motion #895767 Motion to recommend hiring _____ for the 2016-2017 school year.
 By: Shane Metsikassus
 Carried Unanimously

Motion #895768 Motion to recommend hiring _____ for the 2016-2017 school year
 By: Elmer Gullion
 Carried Unanimously

Motion #895769 Motion to recommend hiring Joseph Kavanagh for the 2016-2017 school year.
 By: Shane Metsikassus
 Carried Unanimously

Motion #895770 Motion to adjourn at 8:10 PM
 By: Julianne Noskiye

Next meeting date: October 11th, 2016 tentatively

FILES IN
 DOCUMENTS

5



Kateri School



Local School Board Committee Meeting *Special Meeting*

September 19th, 2016

In Attendance: Elmer Gullion
Julianne Noskiye
Jennifer Nanooch (A. Principal)

Shane Noskiye
Caroline Bigstone

Meeting called to order at 6:00 PM by Elmer Gullion

Interviews were held from 6:00 PM until 7:20 PM

Motion #895771 Motion to recommend hiring candidate A for the position of teacher's assistant.
By: Shane Metsikassus
Carried Unanimously

Motion #895772 Motion to pay Local School Board Committee for the months of July and August 2016.
By: Elmer Gullion
Carried Unanimously

Motion #895773 Motion to adjourn at 7: PM
By: Elmer Gullion

Next regular meeting date: October 4th, 2016

**FILED IN
DOCSHARE**

Wabasca Local School Board Meeting

St. Theresa School

September 13, 2016

ATTENDANCE:

Robert Gullion

Jeff Junkin

Anthony Rathbone

Mandi MacLennan

Shelley Stevenson

June Houle

ABSENT:

Robin Guild

Thomas Bissell

1. Anthony called the meeting to order at 7:03 p.m.
2. ADOPTION OF AGENDA: Recommendation # 3134/09/16.
Jeff moved to adopt the agenda with the following additions for discussion: Literacy Camp. Carried.
3. ADOPTION OF MINUTES: Recommendation #3135/09/16.
Robert moved to accept the minutes from June 14, 2016 meeting. Carried.
4. ASSISTANT PRINCIPAL'S REPORT: Recommendation #3136/09/16.
Jeff moved to accept the Assistant Principal's report as information. Carried.
5. PRINCIPAL'S REPORT: Recommendation #3137/09/16.
Robert moved to accept the Principals report as information. Carried.
6. NEXT MEETING: October 24, 2016 at 7:00 p.m.
7. ADJOURN MEETING: Recommendation # 3138/09/16.
Jeff moved to adjourn the meeting at 7:43 p.m. Carried.

**FILED IN
DOCUMENTS**

TOPICS OF DISCUSSION

Literacy Camp:

Camp started off with 29 kids registered, it averaged it out to approximately 20 students per day over the course of the camp.

The camp turned out very well. There were awards for perfect attendance, most improved, etc.

Correspondence: Financial reports

Vice Principal's report:

NLCS here today for training and screening

Classroom checks

Timetables

Principal's report:

Smooth start up this year – more consistent

Enrolment is down a bit from last year

PD Days – Intensive literacy training for Staff

Apple Schools – Morning exercises for staff and students every day, 5 each day and will increase to 10 per day in October

Dance will continue

Stay hydrated – campaign continues

Diabetes/Health presentation with Irene on September 29 for grade 5 students.

Grandparents Tea went very well

Open House on September 14, 2016 from 6:30 to 8:00 p.m.



Superintendent's Report

October 19, 2016

1. Student Learning

09/12/16	Teleconference	Alberta Infrastructure Re: Mistassiniy Modernization
09/20/16	Teleconference	uCalgary Re: Indigenous Education Related to Treaty 8
09/23/16	Teleconference	WE Day Organizers and Administration Re: WE Day Logistics
09/23/16	Teleconference	High Prairie School Division Superintendent Re: Transitions Partnership
10/6/16	Red Deer	Supper Meeting with Moving Forward with High School Redesign Attendees
10/7/16	Red Deer	Moving Forward with High School Redesign Conference with Attendees from Little Buffalo School, Peerless Lake School, Dr. Mary Jackson School, Bill Woodward School, Paddle Prairie School, Mistassiniy School, and Calling Lake School
10/19/16	Teleconference	University of Calgary Re: Community Based BEd Werklund School of Education

2. Student Wellness

09/12/16	Fort McKay	Fort McKay School Visit
09/13/16	Anzac	Anzac Community School and Bill Woodward School Visits
09/13/16	Janvier	Father R. Perin School Visit
09/13/16	Conklin	Conklin Community School Visit
09/14/16	Fort Chipewyan	Athabasca Delta Community School Visit
09/19/16	Susa Creek	Susa Creek School Visit
09/20/16	Elizabeth	Elizabeth School Visit
09/21/16	JF Dion	JF Dion School Visit
09/28/16	East Prairie	Hillview School Visit
10/14/16	Edmonton	Meeting with the Office of the Auditor General Re: Attendance

3. Fiscal Responsibility

09/16/16	Teleconference	Administration Re: Enrolments
09/19/16	Google Hangout	Administration Re: Enrolments
09/22/16	Teleconference	Administration Re: Staffing and Enrolments
09/23/16	Edmonton	Meeting with the Office of the Auditor General Re: Entrance Conference
09/26/16	Teleconference	Administration Re: Staffing
10/7/16	Teleconference	Administration Re: Budget Update

4. Personnel Management

09/19/16	Teleconference	ATA Re: Policy Concerns
09/30/16	Peace River	Orange Shirt Day Every Child Matters Conversation at Central Office
10/4/16	Peace River	Central Office Staff Meeting
10/5/16	Peace River	Executive Team Meeting
10/12/16	Edmonton	Administrators' Meeting
10/13/16	Edmonton	Administrators' Meeting

5. Procedures

10/6/16	Peace River	Committee Meetings & Agenda Review
---------	-------------	------------------------------------



Superintendent's Report October 19, 2016

6. Superintendent/Board Relations

09/8/16	Peace River	Northland School Division No. 61 Corporate Board Meeting
---------	-------------	--

7. Strategic Planning and Reporting

09/22/16	Teleconference	Donna Barrett Re: Draft Northland School Division AERR
----------	----------------	--

8. Organizational Management

09/29/16	Peace River	Dinner Meeting with the Minister of Education and Alberta Education
----------	-------------	---

9. Communications and Community Relations

09/15/16	Fort Chipewyan	Grief and Loss Recognition Seminar with Fort Chipewyan Community
09/16/16	Fort McMurray	Superintendent's Meeting with Fort McMurray Catholic School Division and Centre-Nord School Division
09/29/16	Teleconference	Interview with Alberta Sweetgrass
10/3/16	Wabasca	Funeral for Community Members

10. Leadership Practices

09/16/16	Teleconference	CASS Re: Mentorship Program
09/21/16	Edmonton	Supper Meeting with Kee Tas Kee Now Tribal Council Director of Education
09/22/16	Edmonton	Kee Tas Kee Now Tribal Council Annual General Meeting
09/25/16	Edmonton	CASS Mentorship Program Conference
09/26/16	Edmonton	CASS Mentorship Program Conference
09/30/16	Little Buffalo	Little Buffalo School Visit and Orange Shirt Day Recognition with the Minister of Education
10/11/16	Peavine	Meeting with Peavine Metis Settlement
10/17/16	Edmonton	Meeting with Athabasca Tribal Council Director of Education
10/18/16	Edmonton	Meeting with Indigenous and Northern Affairs Canada
10/18/16	Edmonton	Meeting with Bigstone Cree Nation Education Authority



Official Trustee's Report

October 19, 2016

September, 2016

8	Peace River	Corporate Board Meeting
9	Peace River	Meeting with Lubicon Lake Band Chief
14	Edmonton	Meeting with Alberta School Board's Association Re: Policy Development
19	Edmonton	Meeting with Alberta School Board's Association Re: First Nation, Metis, and Inuit Task Force
	Grouard	Meeting with Grouard Northland School Local School Board Committee
20	East Prairie	Hillview School Visit
		Meeting with East Prairie Local School Board Member
	Peavine	Meeting with Peavine Local School Board Chairperson
21	Edmonton	Meeting with Alberta School Board's Association Re: Policy Development
22	Edmonton	Meeting with Kee Tas Kee Now Tribal Council Re: Annual General Meeting
23	Edmonton	Teleconference with the Office of the Auditor General Re: Entrance Conference
26	Edmonton	Meeting with Alberta Education Re: Northland Engagement Sessions Planning
29	Peace River	Teleconference Interview with Alberta Sweetgrass; Meeting with KTC Director
		Dinner Meeting with the Minister of Education
30	Little Buffalo	Little Buffalo School Visit and Orange Shirt Day Recognition with the Minister of Education
	Peace River	Orange Shirt Day Every Child Matters Conversation at Central Office

October, 2016

3	Wabasca	Funeral for Community Members
4	Edmonton	Meeting with Alberta Education Re: Pre-Engagement Planning
		Meeting with Metis Settlements General Council
	Wabasca-Desmarais	Mistassiniy; Sandy Lake; Desmarais Local School Board Committee Meeting
5	Wabasca	School Visit Pelican Mountain; Meeting with Calling Lake LSBC
	Calling Lake	Calling Lake Local School Board Committee Meeting
6	Edmonton	Meeting with Alberta School Board's Association Re: Policy Development
11	Peavine	Meeting with Peavine Metis Settlement; Bishop Routhier LSBC
12	Edmonton	Administrators' Meeting
13	Edmonton	Administrators' Meeting
14	Edmonton	Meeting with the Office of the Auditor General Re: Attendance
18	Edmonton	Meeting with Indigenous and Northern Affairs Canada
		Meeting with Bigstone Cree Nation Education Director & U of C

NORTHLAND SCHOOL DIVISION NO. 61
 BOARD REPORT
 2016/2017 SCHOOL YEAR
 PERIOD ENDING -September 30, 2016

	ACTUAL	BUDGET	VARIANCE
<u>ELECTIONS</u>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	-	-	-
LEGAL FEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	-	-	-
PRINTING & BINDING--ELECTIONS	-	-	-
ADVERTISING--ELECTIONS	-	-	-
OFFICE SUPPLIES--ELECTIONS	-	-	-
SUB-TOTAL	-	80,000.00	80,000.00
<u>COMMITEES</u>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
PROFESSIONAL SERVICES - POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	2,293.65	30,000.00	27,706.35
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	-	-	-
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	-	-	-
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - MENTAL HEALTH INITIATIVE	-	-	-
SUB-TOTAL	2,293.65	30,000.00	27,706.35
<u>OTHER EXPENSES</u>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	7.62	4,000.00	3,992.38
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	-	200,000.00	200,000.00
IN-SERVICE - BOARD	-	60,000.00	60,000.00
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	-	25,000.00	25,000.00
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	-	3,000.00	3,000.00
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	3,684.99	40,000.00	36,315.01
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - RETREAT	-	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	-	38,000.00	38,000.00
PRINTING & BINDING	-	3,500.00	3,500.00
INSURANCE - BOARD OF TRUSTEES	-	250.00	250.00
ADVERTISING - BOARD	-	3,000.00	3,000.00
OFFICE SUPPLIES	-	5,000.00	5,000.00
AWARDS	160.53	25,000.00	24,839.47
POSTAGE - BOARD	-	4,000.00	4,000.00
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	3,853.14	411,750.00	407,896.86
TOTAL	6,146.79	521,750.00	515,603.21

NORTHLAND SCHOOL DIVISION NO. 61
 BOARD REPORT
 2015/2016 SCHOOL YEAR
 PERIOD ENDING - August 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	615.05	-	(615.05)
ADVERTISING--ELECTIONS	2,395.59	-	(2,395.59)
OFFICE SUPPLIES--ELECTIONS	-	-	-
SUB-TOTAL	4,071.53	80,000.00	75,928.47
<u>COMMITTEES</u>			
REMUNERATION 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	13,056.26	30,000.00	16,943.74
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	609.50	-	(609.50)
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	23,099.43	30,000.00	6,900.57
<u>OTHER EXPENSES</u>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	5,006.54	4,000.00	(1,006.54)
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	228,804.93	200,000.00	(28,804.93)
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	39,301.99	25,000.00	(14,301.99)
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	1,125.60	3,000.00	1,874.40
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	64,108.08	40,000.00	(24,108.08)
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	3,881.56	3,500.00	(381.56)
INSURANCE - BOARD OF TRUSTEES	169.28	250.00	80.72
ADVERTISING - BOARD	1,286.42	3,000.00	1,713.58
OFFICE SUPPLIES	1,519.72	5,000.00	3,480.28
AWARDS	24,122.66	25,000.00	877.34
POSTAGE - BOARD	945.40	4,000.00	3,054.60
FURNITURE & EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	420,064.10	411,750.00	(8,314.10)
TOTAL	447,235.06	521,750.00	74,514.94

NORTHLAND SCHOOL DIVISION NO. 61
 LOCAL SCHOOL BOARD COMMITTEE REPORT
 2015/2016 SCHOOL YEAR
 PERIOD ENDING - September 30, 2016

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Anzac</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	5,032.00	5,032.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	13,495.00	13,495.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	23,697.00	23,697.00	0.0%
<u>Athabasca Delta</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	5,340.00	5,340.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	15,326.00	15,326.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	25,836.00	25,836.00	0.0%
<u>Bishop Routhier</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	1,992.00	1,992.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	3,979.00	3,979.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	11,141.00	11,141.00	0.0%
<u>Calling Lake</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	3,060.00	3,060.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	12,928.00	12,928.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	21,158.00	21,158.00	0.0%
<u>Chipewyan Lakes</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,740.00	2,740.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	15,045.00	15,045.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	22,955.00	22,955.00	0.0%
<u>Conklin</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	4,144.00	4,144.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	13,414.00	13,414.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	22,728.00	22,728.00	0.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Dr. Mary Jackson</u>						
Quarterly Honorarium		-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,184.00	2,184.00	
In - Service					-	
Prior Year Carryover				4,516.00	4,516.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	11,870.00	11,870.00	0.0%
<u>East Prairie</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,128.00	2,128.00	
In - Service					-	
Prior Year Carryover				2,957.00	2,957.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	10,255.00	10,255.00	0.0%
<u>Elizabeth</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	3,816.00	3,816.00	
In - Service					-	
Prior Year Carryover				11,733.00	11,733.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	20,719.00	20,719.00	0.0%
<u>Father R Perin</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	4,144.00	4,144.00	
In - Service					-	
Prior Year Carryover				8,664.00	8,664.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	17,978.00	17,978.00	0.0%
<u>Fort McKay</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence				4,144.00	4,144.00	
In - Service					-	
Prior Year Carryover				17,001.00	17,001.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	26,315.00	26,315.00	0.0%
<u>Gift Lake</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,292.00	2,292.00	
In - Service					-	
Prior Year Carryover				6,354.00	6,354.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	13,816.00	13,816.00	0.0%
<u>Grouard</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,028.00	2,028.00	
In - Service					-	
Prior Year Carryover				6,222.00	6,222.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	13,420.00	13,420.00	0.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Percent Expended		
				Budget	Difference	
<u>J.F. Dion</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	4,052.00	4,052.00	
In - Service					-	
Prior Year Carryover				9,349.00	9,349.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	18,571.00	18,571.00	0.0%
<u>Kateri</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service					-	
Prior Year Carryover				10,863.00	10,863.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	18,449.00	18,449.00	0.0%
<u>Little Buffalo</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	1,880.00	1,880.00	
In - Service					-	
Prior Year Carryover				1,703.00	1,703.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	8,753.00	8,753.00	0.0%
<u>Mistassiniy</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,836.00	2,836.00	
In - Service					-	
Prior Year Carryover				2,319.00	2,319.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	10,325.00	10,325.00	0.0%
<u>Paddle Prairie</u>						
Quarterly Honorarium		-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,288.00	2,288.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	8,035.00	8,035.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	15,493.00	15,493.00	0.0%
<u>Peerless Lake</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,340.00	2,340.00	
In - Service					-	
Prior Year Carryover	-	-	-	3,508.00	3,508.00	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	11,018.00	11,018.00	0.0%
<u>Pelican Mountain</u>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	3,096.00	3,096.00	
In - Service					-	
Prior Year Carryover				9,959.00	9,959.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	18,225.00	18,225.00	0.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
St. Theresa						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-	3,690.00	3,690.00	
Casual Labour, Supplies & Awards		141.80	141.80	250.00	108.20	
Total	-	141.80	141.80	11,720.00	11,578.20	1.2%
Susa Creek						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,984.00	2,984.00	
In - Service			-		-	
Prior Year Carryover			-	12,532.00	12,532.00	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	20,686.00	20,686.00	0.0%
GRAND TOTAL	-	141.80	141.80	375,128.00	374,986.20	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	374,986.20
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	<u>22</u>	<u>374,986.20</u>

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

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Anzac</u>						
Quarterly Honorarium	1,229.75	1,241.48	2,471.23	4,920.00	2,448.77	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	7,879.00	7,879.00	
Casual Labour, Supplies & Awards		1.21	1.21	250.00	248.79	
Total	1,229.75	1,242.69	2,472.44	18,081.00	15,608.56	13.7%
<u>Athabasca Delta</u>						
Quarterly Honorarium	1,218.00	1,686.72	2,904.72	4,920.00	2,015.28	
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		1,175.47	1,175.47	250.00	(925.47)	
Total	1,218.00	4,051.33	5,269.33	19,775.00	14,505.67	26.6%
<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		1.21	1.21	250.00	248.79	
Total	1,229.75	5,431.71	6,661.46	10,639.00	3,977.54	62.6%
<u>Calling Lake</u>						
Quarterly Honorarium	735.50	2,961.61	3,697.11	4,920.00	1,222.89	
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		640.42	640.42	250.00	(390.42)	
Total	735.50	3,720.47	4,455.97	18,270.00	13,814.03	24.4%
<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		3.61	3.61	250.00	246.39	
Total	1,494.50	1,498.11	2,992.61	18,034.00	15,041.39	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		5,384.73	5,384.73	250.00	(5,134.73)	
Total	1,229.75	8,671.90	9,901.65	18,681.00	8,779.35	53.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Dr. Mary Jackson</u>						
Quarterly Honorarium		4,436.50	4,436.50	4,920.00	483.50	
Travel & Subsistence		-	-	2,184.00	2,184.00	
In - Service		-	-	-	-	
Prior Year Carryover		-	-	2,644.00	2,644.00	
Casual Labour, Supplies & Awards		1,066.35	1,066.35	250.00	(816.35)	
Total	-	5,502.85	5,502.85	9,998.00	4,495.15	55.0%
<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		711.52	711.52	250.00	(461.52)	
Total	1,229.75	6,050.77	7,280.52	9,826.00	2,545.48	74.1%
<u>Elizabeth</u>						
Quarterly Honorarium	1,218.00	1,624.03	2,842.03	4,920.00	2,077.97	
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		1.21	1.21	250.00	248.79	
Total	1,218.00	2,225.24	3,443.24	16,473.00	13,029.76	20.9%
<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		2.42	2.42	250.00	247.58	
Total	1,229.75	3,759.67	4,989.42	13,583.00	8,593.58	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		1,333.17	1,333.17	250.00	(1,083.17)	
Total	735.50	3,539.67	4,275.17	21,275.00	16,999.83	20.1%
<u>Gift Lake</u>						
Quarterly Honorarium	241.25	4,263.92	4,505.17	4,920.00	414.83	
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	241.25	5,763.92	6,005.17	12,336.00	6,330.83	48.7%
<u>Grouard</u>						
Quarterly Honorarium	1,068.92	4,212.99	5,281.91	4,920.00	(361.91)	
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		2,193.34	2,193.34	250.00	(1,943.34)	
Total	1,068.92	7,471.93	8,540.85	12,911.00	4,370.15	66.2%

	Future	Paid	Total Pd. &			Percent
	Pay Out	During Yr.	Committed	Budget	Difference	
<u>J.F. Dion</u>						
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		713.36	713.36	250.00	(463.36)	
Total	1,229.75	5,302.61	6,532.36	15,880.00	9,347.64	41.1%
<u>Kateri</u>						
Quarterly Honorarium	-	3,950.43	3,950.43	4,920.00	969.57	
Travel & Subsistence		2,310.33	2,310.33	2,416.00	105.67	
In - Service			-		-	
Prior Year Carryover			-	7,710.00	7,710.00	
Casual Labour, Supplies & Awards		2.40	2.40	250.00	247.60	
Total	-	6,263.16	6,263.16	15,296.00	9,032.84	40.9%
<u>Little Buffalo</u>						
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		1.21	1.21	250.00	248.79	
Total	1,218.00	5,095.71	6,313.71	7,338.00	1,024.29	86.0%
<u>Mistassiniy</u>						
Quarterly Honorarium	-	4,389.50	4,389.50	4,920.00	530.50	
Travel & Subsistence	-	-	-	2,836.00	2,836.00	
In - Service			-		-	
Prior Year Carryover			-	1,040.00	1,040.00	
Casual Labour, Supplies & Awards		1,837.63	1,837.63	250.00	(1,587.63)	
Total	-	6,227.13	6,227.13	9,046.00	2,818.87	68.8%
<u>Paddle Prairie</u>						
Quarterly Honorarium		2,800.75	2,800.75	4,920.00	2,119.25	
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	-	504.80	504.80	250.00	(254.80)	
Total	-	5,505.55	5,505.55	14,365.00	8,859.45	38.3%
<u>Peerless Lake</u>						
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		776.68	776.68	250.00	(526.68)	
Total	1,229.75	8,292.29	9,522.04	8,984.00	(538.04)	106.0%
<u>Pelican Mountain</u>						
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		2,681.66	2,681.66	250.00	(2,431.66)	
Total	747.25	5,201.45	5,948.70	14,609.00	8,660.30	40.7%

	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		1,378.66	1,378.66	250.00	(1,128.66)	
Total	1,229.75	5,067.91	6,297.66	9,267.00	2,969.34	68.0%
Susa Creek						
Quarterly Honorarium	1,229.75	1,068.94	2,298.69	4,920.00	2,621.31	
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		6.01	6.01	250.00	243.99	
Total	1,229.75	1,168.56	2,398.31	16,238.00	13,839.69	14.8%
GRAND TOTAL	19,744.67	107,054.63	126,799.30	310,905.00	184,105.70	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	184,105.70
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	184,105.70



A · S · B · A
 Alberta School Boards
 Association

For members of the Alberta School Boards Association

Communications Now

October 2016

Expand your audience by adding video to your communication toolkit.....	4
Know your audience before you communicate	6
Marketing or public relations: Which is more important?.....	8
In Weblinks	
World Teacher's Day.....	9
In Resources for Families	
How parents can help their child's brain develop properly	

Then it's just a matter of where best to share that news with the world. Does your community hang out on Facebook? If so, that's the place to focus your attention. Maybe Snapchat and Instagram are better ways to communicate with your students.

Of course, not all communities have embraced social media. It's possible the parents in your jurisdiction have overwhelmingly requested information via email – great! Try sending them brief newsletters with links to your press releases.

The key is to meet parents where they are, not try to get them to adopt the new social media apps you want to use.

Social sharing buttons

When great school news happens, parents and kids want to share it with friends and family. Schools need to make that easy.

Most modern website platforms make it simple to add social sharing buttons to posts on the school's website. For extra credit, find out how to put social sharing buttons right in your email newsletter!

Parents love sharing their kids' success stories. The more you can encourage that, the better your school looks.

Start conversations

Social media is just a digital way to engage the community that is already involved through school council, the school board, and your schools' clubs

Communications Now is prepared for the Alberta School Boards Association by the Washington State School Directors' Association and edited for use in Alberta. Members of the ASBA may reproduce and distribute this package as part of a local communications program. Contact ASBA Communications at 1.780.482.7311.

Effective social media on a tight budget

From fundraisers to team sports and clothing drives, there is usually no shortage of information that schools want share with the community. And communications personnel are well aware of the delicate balance of resources when it comes to promoting the great things schools are up to.

But when it comes right down to it, a tight budget has as much to do with time as with resources. It's important to make sure you're using your time as effectively as possible.

Don't do it all

Social media consultants can give guidance on how to be effective on all the new social media apps, but the truth is – less really is more, especially when you have limited resources. Getting your school or jurisdiction website under control should be your primary goal, so your news is there for people to find. When parents want information, that's the first place they go.



and Career and Technical Studies (CTS), as well as fine arts and athletic departments. The best way to bring everyone in under the same social media roof is through conversations. Ask: 'What are these different groups concerned about?' Think about how you can get them to communicate directly with you.

Take some time to think about stories that might showcase each of the groups you want to communicate with and ways that you can help them achieve their mission through greater engagement with the community.

At the beginning, you may need to let students know via offline methods that the school's social media accounts are going to start seeing some action.

Select hashtags for each group if they don't exist already, so students can select to see news that affects them. Be aware that the hashtag might change without input from you – social media is a constantly shifting landscape – and be willing to go with the flow.

Connect people to resources

Parents and students may be going to the school's website for school-related news, but they probably aren't visiting it for college preparation advice, or ideas for books to read with their kids. But why not?

Families trust the school jurisdiction, and you are in a position to regularly come across great ideas for parents to help prepare their kids for the future or find creative solutions for day-to-day problems. If you have extra time, this is a great place to focus it.

One of the tools for finding resources is Google Alerts. When news happens that relates to the keywords you select, it gets emailed directly to you. This gives you a regular newsfeed of current information.

Another tool is Feedly (www.feedly.com), a newsfeed that lets you put all your favorite blogs and newsfeeds in one stream so you can quickly see the

news of the day, and decide which of it you want to share with your community.

Reach out to local news sources and bloggers

Building relationships with people in the community can make your job easier. Even better than doing everything yourself is having bloggers chomping at the bit to do the work for you.

Start by asking the school council president if they know anyone in the school community who keeps a blog of local events, and get to know that person well.

Depending on the size of your area, local news organizations tend to love featuring great community stories. Call reporters on your local beat and ask them to lunch or coffee. Find out what kinds of stories they are interested in.

Make reporting the news on their local schools a collaboration. They are always looking for news, and you're looking to make news. If done right, this is a relationship that can yield tremendous benefits for both of you.

The big secret

One of the hardest things about maintaining a social media presence is that it appears to require your attention 24/7. But the pros know that's partially an illusion.

The best way to make sure you're regularly getting the word out is to make it part of your schedule. A social media dashboard is a great way to do this.

One of the biggest benefits to a busy communications director using a social media dashboard is being able to schedule posts in advance.

Sprout Social (www.sproutsocial.com) and Hootsuite (www.hootsuite.com) are just two competing dashboards



Communications Now

with different pros and cons. They both offer free and low-priced options.

These tools let you sit down on Monday morning and schedule the week's event-related tweets all at once. Big football game on Friday? You can schedule a unique reminder for each day of the week, with an extra one on Friday afternoon.

By the time you're done scheduling, your feed will be full of scheduled news posts, leaving you free to focus on current news and other matters while giving the illusion that you're engaged 24/7.

As you can see, managing your resources is more a matter of managing your time and your relationships than anything else.

Fortunately, there are some great tools to help you do that, from search tools that bring information to your doorstep, to posting tools that let you post across multiple platforms all week long in less than five minutes on Monday morning.

With a little focus and a good schedule, you can make a small communications team with \$5 in your pocket look like a million bucks.

Contributed by Megan J. Wilson, freelance writer and communications consultant, Los Angeles, Calif.



Communications Now

Expand your audience by adding video to your communication toolkit

Video has been a school jurisdiction communication tool for decades. However, VHS tapes and even DVDs often ended up gathering dust.

The convergence of the Internet and small, inexpensive video cameras has made video production an easier, more versatile and more powerful and effective than ever before.

“Video is the best medium next to face-to-face communication,” said Sandy Husk, former superintendent of Salem-Keizer Public Schools in Oregon. “We [used] video on a regular basis to talk to parents, staff and the community about everything from the pain of budget cuts to the thrill of graduation. We [have received] very positive feedback.”

With modern, inexpensive technology, any school jurisdiction can harness the power of video to convey the emotion and excitement of student achievement. For less than a couple of hundred dollars per year, a jurisdiction can share video online with their patrons and staff and easily tell how many people watched them.

Although there is still a place for the occasional full-length video production, more and more videos are measured in seconds or minutes rather than hours.

In fact, shorter clips have a much greater chance of being viewed. Recommended length is two minutes or less. These short clips are easy to shoot with a smaller camera and easy to post online. Expensive production is not an issue.

Video camera options

There are a variety of smaller video cameras, or even smartphones, on the market that deliver high-quality video suitable for posting on the internet or burning onto a DVD.

As long as the videographer keeps the camera steady and the subject interesting, a few seconds of footage from a phone may be all you need.

For those who want to go one notch better than a phone camera, there is a wide variety of small video cameras and combination cameras. Many of the higher-end digital still cameras also have the ability to shoot video.

The only reason to get an expensive video camera, lights, tripods and professional editing software is if you plan to do lengthy features on disk or TV. Longer videos are fine for showing to a captive audience at a meeting. They also make great filler for your local cable access station, so be sure to contact them if you produce them.

However, fewer school jurisdictions are investing in the equipment and lengthy editing time that is required for such pieces.

Editing to ensure viewership

Video editing is done on computers. With the right software, you can use Mac or PC computers. You can choose professional or amateur software options based on your video goals.

If you want to do long feature videos (more than five minutes) you should consider professional-level software, such as Final Cut or Sony Vegas Pro. If you have a video production teacher at one of your schools, he or she can point you to the best professional software for your needs.

If, however, you are planning to put short clips on the Internet, the cheaper, more basic software that came with your camera or computer will work. If you don't have editing software, search online for inexpensive options for basic editing.

Remember, you are not editing a Hollywood production. Your editing needs will likely include cutting the boring, confusing or dead space. When you edit, your goal is to make the few great moments stand out by removing the slow parts in between. Less is more; just keep the action and the emotion. A minute is a long time in a news story.



Communications Now

Video hosting platforms

Perhaps the biggest breakthrough in video has been the development of online video-hosting sites.

YouTube has been the most famous, but Vimeo may also work for school jurisdictions. Vimeo has typically been a more restricted video environment that reduces the chance that your viewers will stumble onto inappropriate content near your video.

The process to upload your videos is similar for both hosts. Simply edit and save your video on your computer, sign in to the hosting site and upload your video.

It is as easy as attaching a document to an email. For specific questions, you can check out the help section on each site.

Once uploaded, you can send people to the hosting site, where you can create your own channel for your videos.

You can also embed the video in your jurisdiction's website (which means they can watch the video without leaving the website), which is usually the best option. However, you will need to purchase a site membership — under \$100 USD per year — and you may need to adjust your Web design.

By embedding, you can take advantage of the bandwidth of the hosting site, but keep users on your website to reinforce your brand.

Many of these sites allow viewers to comment on your videos. Positive comments are great. However, if you do not have the time to monitor comments and answer posted questions, you should disable commenting.

If you have a Facebook page, your fans can use that forum to comment. You simply need to link to the video and facilitate a conversation.

Promoting your video

Videos do not promote themselves. People are not likely to search for a video online that they don't even know exists. Put some thought into how you

can promote videos when they are uploaded. Salem-Keizer School District in Oregon uses Facebook, Twitter and an email blast to let patrons and staff know about new videos.

They also promote videos at school board meetings and community events. You need to create the buzz and feed it.

Monitoring your video activity

Online videos have a number of advantages. They are easily accessible, searchable and shareable. But the greatest public relations advantage is the ability to track viewership.

In the pre-digital era, a drawback with video was the inability to know how many viewers had watched it.

Many hosting sites now include basic usage reporting with site memberships. You can easily tell how many people have played your video and get advanced usage data that quickly shows which videos are most popular.

The video performance stats are an important way to learn more about your audience and the best strategies to reach them. Now you can tell how many people watched your video, when they watched it and whether they watched the whole thing.

You can even compare the statistics with the timing of communications on the subject, allowing you to know which tactics are most effective.

Paying attention to viewing data can help you determine whether your messages are getting out there and what you need to do to expand your public reach.



Communications Now

TIPS for creating successful videos

- Make sure you have FOIPP (Freedom of Information and Protection of Privacy) approval for the students in your video.
- Use in conjunction with articles online for complex topics.
- Use video to show emotion.
- Keep shots up close. Show facial expressions.
- Whenever possible, show kids learning and teachers teaching.
- Administrators may do brief “talking head” messages.
- Talking heads and crowd shots are boring. Focus on a specific subject rather than a panning crowd shot.
- Edit out redundant or boring clips.
- Keep the clip brief. Optimal length is less than two minutes. Research shows that more than 76 per cent of viewers have stopped watching after two minutes.
- Keep the camera steady with a tripod if necessary.

Contributed by: Jay Remy, communications director, Salem-Keizer Public Schools

Know your audience before you communicate

What and how are you trying to communicate? It depends on who you are trying to reach. Before you develop your messages or plan your strategies, you need to determine your audience. Consider the following example:

You want to get feedback from parents about redefined and new school attendance boundaries. The initial report and recommendations is completed in July. You announce that you would like feedback on the recommendations, on your jurisdiction’s website in July. The response from parents is slim, but you proceed with your plan based on the

feedback you did receive. In September when you announce your plans, parents complain they didn’t have a chance to participate in the process.

Your communications are effective if the right messages reach the right audiences and at the right time. That is why an essential part of any communications plan is defining who you are talking to.

Who are you talking to?

Defining your key audience is the first part of your communications plan. Who do you want to reach?

- Is the message for parents?
- Voters without kids in school?
- Business owners?

This is essential in identifying every group or individual who needs to hear from you. Your plan can have multiple audiences. Thinking about who they are will help you tailor your messages and tactics to each group.

It may help to develop an audience profile, a list of audience characteristics that provide information about each group, such as:

- Where do they get their information? (Newspapers, social media, TV, school staff, family members?)
- What is their age, gender, political affiliation?
- Where in the jurisdiction do they live?
- What is their level of education?
- Do they have children in school?
- Are they married or single?
- What are they concerned about?
- What motivates their decisions?

What do you want to say?

Developing your messages is step two. When you understand who you are writing to, it will be easier to know how to say it. A survey – of parents, voters or community members – is a valuable tool that will identify messages that resonate with each group.



Communications Now

What tools are you using to communicate?

After you have identified your audience and crafted messages to them, you can more easily decide how you want to reach them. If you do a survey, an important question to include is where respondents get their information.

Do you want to reach elementary parents? Coverage in the local paper will probably not reach them. Instead, send a message home with students, use auto dialer or send a text or email. A parent survey at the start of the school year can help determine parent preferences.

Without knowing specific communication preferences, use common sense. If you try to share important information with parents in July on your jurisdiction website, you will likely fail and end up making parents angry.

The hierarchy of effective communication

The most effective way to reach your audience is through direct, targeted contact.

When you call someone, canvas homes or mail personalized letters, you must know your audience well, and they are more likely to be responsive with personal communication.

The hierarchy of effective communication, published in *Election Success: Proven Ways to Win* by Jeanne Magmer and Gay Campbell, lists the following methods of communications in order of effectiveness.

1. One-to-one, face-to-face
2. Small group discussion
3. Speaking before a large group
4. Phone conversation
5. Handwritten, personal note
6. Computer generated, personal letter
7. Mass produced, not personal letter
8. Brochure or pamphlet in mail
9. Information on websites
10. News carried in popular press

11. Advertising in newspapers, radio, TV, posters, magazines

12. Other forms – billboards, skywriters, etc.

The better you know your audience, the easier it will be to reach them with an effective message.

Contributed by Marcia Latta, communications consultant



Communications Now

Marketing or public relations: Which is more important?

A school jurisdiction's communications department is generally responsible for as many aspects of communications as they can handle – and more.

What are we choosing to share, and could we do it more effectively? The answers to those questions lie in what your administration's goals are – and whether they are better achieved through public relations or marketing.

It's easy to confuse marketing and PR. The two can sometimes look so similar they might as well be twins. Especially with the advent of social media, where a press release and a marketing campaign are released on the same platforms. Where public relations is a steady, careful focus on developing and maintaining relationships and reputation... marketing is sales, pure and simple.

So... it sounds like schools only do public relations?

Not any more.

Throughout the school year, the emphasis is on keeping parents, staff and students informed about events, requirements and special honors. Also, keeping them happy with the way their schools are running. That's a long term and short term view. Both public relations and marketing are important.

Marketing can be defined as “the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.”

www.ama.org/AboutAMA/Pages/Definition-of-Marketing.aspx

That certainly sounds like schools, right?

By contrast, here is how the Canadian Public Relations Society defines public relations. They say it is “the strategic management of relationships between an organization and its diverse publics, through the use of communication, to achieve

mutual understanding, realize organizational goals and serve the public interest.”

Traditionally, PR was the art of getting a person, company or other organization mentioned in the media, namely print, radio and television. With social media, the difference between “The Media” and media that is self-produced is so fine as to become almost unrecognizable to your target audience.

What are we selling?

Schools in general are in greater need of marketing than they ever have been. Students used to attend their local public school by default, but the increase in charter and private schools has created competition for parents who are making different and earlier choices.

“Students returning to the classroom each fall, as well as their parents, are increasingly likely to have been the focus of marketing campaigns. Charter schools, private schools, and other educational choices can have an impact on jurisdictions,” www.edweek.org/ew/articles/2012/08/22/01_recruit.b32.html... including financial impacts, and the ability of a school to provide a variety of courses.

This situation is forcing school boards and administrations to “embrace social media and move beyond traditional newsletters to explain their value to the broader community.” <http://bit.ly/2aBhFLA>

While the school board is responsible for shaping an educational program that the community can be enthusiastic and excited about, it falls on the communications department to identify community priorities for the board.

What does your community want?

If you've done the PR part of your communications strategy well, you know your community pretty well. If you're still figuring out things, polling is increasingly a good first strategy to see where people stand on an issue.

“Polling has increasingly become a way for school districts to engage citizens and ensure they feel



Communications Now

heard. The resulting feedback can be invaluable for understanding community sentiment and which messages will resonate with which audiences.”

<http://bit.ly/2aBhFLA>

Polling can let the school board know what areas need a greater focus to retain and attract students.

If your school has made progress, or has competitive programs to offer, that's where a marketing campaign comes in. Most people in your community would be hard-pressed to know all the opportunities available through their public schools without your help.

Schools need to not only provide a competitive product; they should also consider marketing it to their community. Marketing is how you let your community know that you can provide what they need and want.

So ... public relations or marketing?

The bottom line is that the steady drumbeat of good PR makes marketing possible. The relationship you build with your community through two-way communication and honest and timely information means that your marketing campaigns will be well received, and support for your jurisdiction and its schools will grow.

Contributed by Megan J. Wilson, freelance writer and communications consultant, Los Angeles, Calif.

Weblinks

World Teachers' Day

October 5, 2016

2015 theme: Valuing Teachers, Improving their Status

Sponsored by the United Nations, it is an occasion to celebrate the essential role of teachers in providing quality education at all levels.

<http://www.ctf-fee.ca/en/Pages/Events/WTD.aspx>

Fire Prevention Week

October 9 – 15, 2016

Theme: “Don't Wait, Check the Date”

For more information:

<http://www.ofc.alberta.ca/fire-prevention-week>

Waste Reduction Week

October 17 – 23, 2016

An opportunity for Canadian in businesses, municipalities and schools across the country spread waste reduction messages and engage their fellow citizens in activities that help to reduce waste and divert waste from landfill.

For more information:

<http://esrd.alberta.ca/waste/waste-reduction-week.aspx>

Or: <https://recycle.ab.ca/wrw/>

National Child Day

November 20, 2016

National Child Day is celebrated in Canada on November 20 in recognition of the UN Declaration, and the UN Convention, on the Rights of the Child.

For more information:

<https://nationalchildday.ca/>

<http://www.phac-aspc.gc.ca/ncd-jne/index-eng.php>

Family Violence prevention month

November 2016

November is family violence prevention month in Alberta.

To access resources about family violence, and learn what can be done to help:

www.humanservices.alberta.ca/abuse-bullying/15676.html

National Bullying Awareness Week

November 13-19, 2016

Theme: “Reach Out, Speak Out”

Information: <http://www.humanservices.alberta.ca/abuse-bullying/bullying-events.html>



A monthly publication provided by your child's school in recognition of your role as a partner in education.

Resources for Families

How parents can help their child's brain develop properly

The most important influence on school success isn't homework, a particular curriculum or even the teacher. Researchers have found evidence that the biggest predictor of achievement in school – and in life – is experience in infancy and toddlerhood.

“Early experiences affect the development of brain architecture, which provides the foundation for all future learning, behavior, and health. Just as a weak foundation compromises the quality and strength of a house, adverse experiences early in life can impair brain architecture, with negative effects lasting into adulthood.” <http://developingchild.harvard.edu/science/key-concepts/brain-architecture/>

Babies are born with twice as many brain cells and synapses than adults have. Early experiences help shape the brain and preserve the cells and synapses. The surplus connections are pruned away in childhood and adolescence. <http://bit.ly/2azMygo> In other words, our brain follows the use-it-or-lose-it rule as it develops.

Parents are the first teachers

Parents have been talking to their babies for generations without understanding the long-term benefits of the communication. Creating positive feelings for young children and engaging in regular interactions will help brain development in young children.

You might not think baby talk and nonsensical books like Dr. Seuss can actually help your child. But what sounds like nonsense is important for your child's development. Babies learn social skills, communication patterns and vocabulary from chatter by their caregivers and exposure to books.

“Research shows that what kids learn in their first few years of life – and in their day-to-day conversations

with parents – can have lasting effects on their future success and health. Simple things like encouraging early math, reading, and language skills can lead to higher grades, a better chance of staying in school and going to college, fewer teen pregnancies, improved mental health, and even a longer life.”

<https://newsinhealth.nih.gov/issue/aug2016/Capsule2>

Brain-building activities

Relationships are essential for brain development. Activities that help shape the brain are most effective when they come from an adult who is significant to the child. Parents can find ideas for activities for infants and young children from many reputable science-based organizations; however, most parents naturally understand how to talk to their babies.

Communication skills: Serve and return

Two-way communication is an essential experience where young children reach out to adults with babbling, facial expressions and gestures. Adults respond in the same way. <http://bit.ly/2awdG57>

Building language skills

A language-rich environment makes a big difference in a child's ability to speak, read and write. Follow these tips to help your child develop early language skills.

Talking and language

Look at your child and talk to, with and around him or her during everyday activities around the house or on outings.

- Speak in your native language often.
- Pause to give your child a chance to respond in baby speak, and later in words and phrases.
- Encourage family and friends to model conversation by talking to each other while around your child.



Resources for Families

Reading and literacy

Read books to your child daily, starting at birth. Let children pick their own books at the library when they are old enough.

- Point to text and pictures while reading. Let your child touch the pages.
- Talk about what happened in the story and what might happen.
- Ask questions that start with who, what, when, why or how. Give your child a chance to answer with sounds or words.

<http://bit.ly/2a5qb14>

For more information about supporting your child's early learning and development:

- Everyday Ways to Support Your Baby's and Toddler's Early Learning
<http://bit.ly/2a59YCb>
- Getting Ready for School Begins at Birth: How to help your child learn in the early years
<http://bit.ly/2a59ImZ>
- Healthy Baby, Healthy Brain – resources for parents: www.healthybabyhealthybrain.ca/
- Your baby's brain: How parents can support healthy development:
http://www.caringforkids.cps.ca/handouts/your_babys_brain

Maintain a healthy, low-stress environment for your child

To build a healthy brain, babies need a stable home environment with routines. Scientists stress the importance of regular bedtime, a healthy diet and minimal screen time on televisions and devices.

Just as positive interactions can build brain connections, stressful interactions can limit them. Prolonged stress can have a long-term impact on brain development.

Extensive research on the biology of stress now shows that healthy development can be derailed by excessive or prolonged activation of stress response

systems in the body and brain. Such toxic stress can have damaging effects on learning, behaviour and health across the lifespan. <http://bit.ly/2awkr6U>

“Even very young infants can experience stress when the places they live in feel unsafe, or are frightening. ‘Toxic’ stress – which is much more serious than short-lived, everyday stress – is caused by persistent problems like extreme marital conflict, poverty, abuse, neglect, being exposed to violence, having a parent who misuses drugs or alcohol, or having a parent with an untreated mental illness. Toxic stress is harmful to your baby's developing brain. It can lead to physical, learning and emotional problems in childhood, and these problems can carry on right into adulthood.”

http://www.caringforkids.cps.ca/handouts/your_babys_brain

If you are concerned about toxic stress in your baby's environment, visit with your child's doctor or reach out to another community source for support.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: LEARNING TECHNOLOGY POLICY FRAMEWORK

ORIGINATOR: DON TESSIER, ASSOCIATE SUPERINTENDENT

<i>INFORMATION ITEM</i>

Brian Callagahn, ASBA Education Consultant has requested to speak with the head of our Technology Department, so that they can review existing policies and procedures that Northland has in order to assist ASBA in fulfilling some of the deliverables contained in a project grant ASBA signed with Alberta Education, Technology Branch. The request is attached.



Via email

September 16, 2016

To: ASBA Superintendents

Dear Colleague,

I am writing to you to request your assistance in fulfilling some of the deliverables contained in a project grant ASBA signed with Alberta Education, Technology Branch. This is a continuation of an initial grant that helped inform trustees about the Learning Technology Policy Framework (LTPF). Over the course of two years I was able to present the LTPF to 70% of ASBA trustees.

For our purposes we are focusing on Policy Direction 4: "Leadership". Please note this activity is supported by the reference to the LTPF in Alberta Education's Business Plan 2016-19, Outcome 4.4. I am also working closely with Dr. Del Litke and his building system capacity project that some of you are engaged in.

We are now into Phase II of the grant. Among the deliverables is to conduct a province-wide audit of existing policies or administrative procedures that are related to the LTPF. Of particular interest are policies/admin procedures addressing Digital Citizenship; Cyber Bullying; Bring Your Own Device to School; User Agreements between students and the district and/or statements related to teacher-directed use of technology in the classroom.

With your support we will create a database of policies and procedures as well as a Policy Toolkit that identifies key elements and processes for the development and revision of board policies and procedures.

I am requesting that you connect me to your system leader in this area so that they direct me to your existing policies and procedures. They can connect with me via email at bcallaghan@asba.ab.ca or call me at 403-707-8180 (cell). As the year progresses I will also be engaging trustees at zone meetings to further discuss their governance role in this area.

Respectfully yours,


 Brian Callaghan
 ASBA Education Consultant

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: TRAIN THE FACILITATOR

ORIGINATOR: EDUCATION COMMITTEE

<i>INFORMATION ITEM</i>

Alberta Education is embarking on the development of future Kindergarten to Grade 12 provincial curriculum between fall 2016 and 2022. Alberta Education would like Northland School Division No. 61, along with all other jurisdictions in the province, to participate in the development of Kindergarten to Grade 12 provincial curriculum. Attached, is information on Train the Facilitator.

October 12, 2016

School Principals
Northland School Division No. 61

Re: K-12 Curriculum Facilitation Engagement Process

Dear Principals:

You are no doubt aware that Alberta Education is embarking on the development of future Kindergarten to Grade 12 provincial curriculum between fall 2016 and 2022. Throughout this process there will be opportunities for input from all stakeholders and interested partners. The process will include opportunities to hear from students, teachers, parents, superintendents, trustees, colleges and community groups.

Alberta Education would like Northland School Division No. 61, along with all other jurisdictions in the province, to participate in the development of Kindergarten to Grade 12 provincial curriculum.

To facilitate the K-12 Curriculum Development engagement process, Joanne Bardak (Grande Prairie Public School District) and Karen Egge (NRLC) are working with Northland School Division to facilitate 'face-to-face' sessions for the Shaping Phase of the Curriculum Development Process. These face-to-face sessions will start as early as October 18, 2016 and continue for a number of weeks thereafter. The engagement sessions will provide an opportunity for teachers, parents, students and interested community members to offer their voices to the development of provincial K-12 curriculum moving forward. (Note: The actual curriculum survey opens on October 17 and closes on November 15, 2016.)

The purpose of the 'face-to-face' sessions is to offer participants: "(a) a deeper understanding of the curriculum development process, (b) the opportunity to be a part of the online needs assessment where they can provide their feedback in relation to perceived strengths and gaps in current programs of study, and (c) facilitated discussion and collaborative conversations focusing on subject disciplines to enrich the quality of responses to the survey questions."

To engage our school communities in this important process, Alberta Education, together with NRLC, will be organizing 'Train-the-Facilitator' meetings in five training areas – Peace River, High Prairie, Wabasca, Lac La Biche and Bonnyville. The Susa Creek School representative will be invited to attend a Grande Prairie session. We are looking for at least 1 teacher from each school who is willing to engage in a half-day session in one of the mentioned training sessions. With support from NRLC, the trained teachers would return to their communities to organize and facilitate face-to-face open sessions for teachers and students during the instructional day and parents and interested members during non-school time (i.e. after school or early evening).

When you return to your schools, please share this information with your teachers. As mentioned, we would like to have at least one teacher representative from each school who is willing to be involved in the 'train-the-facilitator' half day session and then return to the community to organize an open information session for the school community within the survey window (October 17 to November 15) mentioned above.

This is a wonderful opportunity for our Division and our school communities and partners to be involved in charting the course for K-12 curriculum programming now and into the future.

Teacher substitute costs will be covered by Northwest Regional Learning Consortium.

Should you have questions about the 'train-the-facilitator' half day session or the community-based information session, please do not hesitate to contact Joanne Bardak (GPPSD) or Karen Egge. Contact information for Joanne is noted below:

Joanne Bardak
Curriculum Facilitator, NRLC
Joanne.bardak@gppsd.ab.ca
780.882.7988

Should you wish, please contact me or Lorraine Cardinal-Roy for additional information.

Sincerely,

Don Tessier

Lorraine Cardinal-Roy

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: 2015/2016 STAFF ABSENTEEISM DATA

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION ITEM

The following table is a summary of staff absenteeism data for the 2015/2016 school year.

NON-TEACHERS				TEACHERS		
Days Taken	Avg/270 Non-Teachers	No. of ppl utilizing	Reason	Days Taken	Avg/200 Teachers	No. of ppl utilizing
7	0.03	1	Birth/Adoption Leave			
			ATA	95	0.48	31
224.5	0.83	70	Compassionate	119.5	0.60	39
2	0.01	1	Convocation	2	0.01	1
4	0.01	4	Court	7	0.04	5
72.5	0.27	21	Critical Illness	28.5	0.14	9
565.5	2.09	135	Family Medical	244	1.22	73
59.5	0.22	18	Field Trip	159	0.80	46
154	0.57	25	Lieu Days	64	0.32	19
			Meetings	186	0.93	32
57	0.21	15	Other Leaves	18	0.09	6
416	1.54	180	Personal Days	226	1.13	121
86	0.32	31	Professional Development	417	2.09	104
61.5	0.23	27	School Business	191.5	0.96	54
2807	10.40	255	Sick/Medical Leave	2088	10.44	163
711.5	2.64	70	Vacation			
75	0.28	3	WCB			
5303	19.64		Total	3845.5	19.23	

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: STAFFING UPDATE

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION ITEM

The following table is a comparison of September school staffing levels for the previous few years.

	Sep-13	Sep-14	Sep-15	Sep-16
Certified Staff	192.48	187.8	193.6	197.08
Certified Staff - NL	1	1	1	1
Early Childhood Instructors	3	2	1	0
ECS - PUF	6.8	3.8	1	4.5
Educational Assistant I	27.49	32.83	34.17	31.05
Educational Assistant II	37.2	31	35.3	39.25
School Community Liaison Worker	6	5.8	3.5	3.5
Family Community Liaison Advisor	2.25	3.25	3	2
Library Assistant	3	3.8	2.2	2.37
Native Language Instructor	12.4	12.33	12.33	12.85
Clerical	21.12	20.25	19.25	19.13
	312.74	303.86	306.35	312.73

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: 2016 TEACHER COLLECTIVE BARGAINING UPDATE

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<i>INFORMATION ITEM</i>

Collective Agreement bargaining for certificated staff is currently underway.

The Alberta Government has struck a two-tier process whereby a provincial Teachers' Employer Bargaining Association will bargain regarding central matters. Once these items have been settled, all school jurisdictions will follow suit with local bargaining.

The Northland TEBA representative has been provided with an update (Attachment 1) as well as a finalized list of central and local issues (Attachment 2).

Provincial negotiations are scheduled to continue into January 2017. Once settled, school boards and their local ATA's will have 60 days to complete local negotiations of local items.

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: LIST OF ACRONYMS

That the Board of Trustees receive as information a list of acronyms, as attached.



NORTHLAND SCHOOL DIVISION NO. 61 ACRONYMS

ACV	Aboriginal Content Validation	
AI	Alberta Infrastructure	
AISI	Alberta Initiative for School Improvement	
ARCQE	Alberta Research Consortium for Quality Education	
AERR	Annual Education Results Report	
AOTC	Assembly of Treaty Chiefs	
ASBA	Alberta School Boards Association	
ASEBP	Alberta School Employee Benefit Plan	
	EAS	Experience Adjustment System
	EDB	Extended Disability Benefits
	EDB-NS	EDB Non-Surcharge Pool
	EDB-S	EDB Surcharge Pool
	RITE	Retirement Incentive for Teachers and Employees
ASBOA	Association of School Business Officials of Alberta	
ASETS	Aboriginal Strategies Employment Training Services	
ATA	Alberta Teachers Association	
ATC	Athabasca Tribal Council	
CASS	College of Alberta School Superintendents	
CCES	Conklin Community Enhancing Society	
CEFPI	Council of Facility Planners International	
CEP	Community Enhancement Program	
CEU	Credit Enrollment Unit	
CTS	Career and Technology Strand	
DDC	Direct Digital Control (Computerized heating and air handling controls)	
DLT	Division Leadership Team	
ERP	Enterprises Resource Planning Software	
ESA	Education Services Agreements	
EYE	Early Years Evaluation	
FMT	Finance Maintenance Transportation	
FNMI	First Nation Métis & Inuit	
HVAC	Heating Ventilation & Air Conditioning (Air Handling Units)	

IMR	Infrastructure Maintenance Renewal Program
INAC	Indigenous and Northern Affairs Canada
IT	Information Technology
KCEC	Kapaskwatinak Cultural Educational Centre
KKP	Kweskipta Kipimatsowin Program
KTC	Kee Tas Kee Now Tribal Council
LSBC	Local School Board Committee
MD	Municipal District
MFWHSR	Moving Forward With High School Redesign
NLC	Northern Lakes College
NSD	Northland School Division No. 61
OH & S	Occupational Health and Safety
OPK	Oski Pasikoniwew Kamik
OSLI	Oil Sands Leadership Initiative
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Tests
PMR	Principal Monthly Report
PO&M	Plant Operations & Maintenance (Costs or revenues related to facility maintenance)
PSBA	Public School Boards Association
PTR	Pupil Teacher Ratio
PUF	Program Unit Funding
RAP	Registered Apprenticeship Program
RCSD	Regional Collaborative Service Delivery
RFP	Request for Proposal
RFQ	Request for Qualifications
RTU	Roof Top Unit
SCCM	System Center Configuration Manager
SLA	Student Learning Assessments
SWALE	Shallow-sided, sloped channels intended for the conveyance of surface runoff towards the nearest street, lane, or ditch
TEBA	Teachers Employer Bargaining Association
TLE	Treaty Land Entitlement

WWAH	When We Are Healthy
YAP	Youth Apprenticeship Program

BOARD OF TRUSTEES

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

DATE: OCTOBER 19, 2016

PRESENTED BY: GORD ATKINSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: PAYMENT OF ACCOUNTS

ORIGINATOR TRUDY RASMUSON, SECRETARY-TREASURER

INFORMATION ITEM

Attached is a list of accounts approved for payment in accordance with Board Motion 11329/82 and 11515/82 – 11517/82 inclusive.

Pay Period: August 1, 2016 – September 30, 2016

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Aug-2016 AND 30-Sep-2016						
0248000001	0001	0000299187		3P LEARNING CANADA LTD	04-Aug-16	26,790.75
0248000002	0001	0000299188		ALTAGAS UTILITIES INC	04-Aug-16	4,451.99
0248000003	0001	0000299189		CARDINAL, MARI-AGNES	04-Aug-16	50.00
0248000004	0001	0000299190		DIRECT ENERGY REGULATED SERVICES	04-Aug-16	2,081.89
0248000005	0001	0000299191		GOVERNMENT OF ALBERTA	04-Aug-16	11,864.03
0248000006	0001	0000299192		HOLTBY HOLDINGS LTD	04-Aug-16	107.80
0248000007	0001	0000299193		HUBBARD, MERLE	04-Aug-16	228.78
0248000008	0001	0000299194		L4U LIBRARY SOFTWARE	04-Aug-16	979.65
0248000009	0001	0000299195		NORTH EAST GAS CO-OP	04-Aug-16	27.32
0248000010	0001	0000299196		OKANEE, KEN	04-Aug-16	1,014.70
0248000011	0001	0000299197		PEACE REGIONAL WASTE MANAGEMENT COMPANY	04-Aug-16	9.00
0248000012	0001	0000299198		PUROLATOR INC	04-Aug-16	10.76
0248000013	0001	0000299199		RATHBONE SERVICE	04-Aug-16	2,289.00
0248000014	0001	0000299200		THE NORTH WEST COMPANY	04-Aug-16	24.09
0248000015	0001	0000299201		UFA CO-OPERATIVE LIMITED	04-Aug-16	69.27
0248000016	0001	0000299202		WHITECAP MOTORS	04-Aug-16	73.45
0248000017	0001	0000299203		XEROX CANADA LTD.	04-Aug-16	1,836.07
0248ET0001	0001	*****		ADAMS, ROD	04-Aug-16	500.00
0248ET0002	0001	*****		ADAMS, THERESA	04-Aug-16	500.00
0248ET0003	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	04-Aug-16	24,562.80
0248ET0004	0001	*****		AXIA SUPERNET LTD.	04-Aug-16	23,534.70
0248ET0005	0001	*****		CARDINAL, RUTH M.	04-Aug-16	71.40
0248ET0006	0001	*****		CCI WIRELESS	04-Aug-16	69.29
0248ET0007	0001	*****		CDW CANADA INC.	04-Aug-16	19,856.28
0248ET0008	0001	*****		CHERNIPESKI, MAUREEN	04-Aug-16	462.01
0248ET0009	0001	*****		CHERNIPESKI, RANDY	04-Aug-16	1,005.74
0248ET0010	0001	*****		CYBERA INC.	04-Aug-16	498.75
0248ET0011	0001	*****		ETHIER, SEAN	04-Aug-16	452.90
0248ET0012	0001	*****		GULLION, VIVIAN	04-Aug-16	400.00
0248ET0013	0001	*****		HAMELIN, SHELLY	04-Aug-16	461.08
0248ET0014	0001	*****		HRYNYK, CODY	04-Aug-16	35.00
0248ET0015	0001	*****		JONES, SUSANNE	04-Aug-16	35.00
0248ET0016	0001	*****		MALIK, TAUFIQ AHMED	04-Aug-16	61.20
0248ET0017	0001	*****		NORTH RAY EQUIPMENT SERVICES LTD	04-Aug-16	586.49
0248ET0018	0001	*****		PARKER, RAY	04-Aug-16	180.00
0248ET0019	0001	*****		PARKLAND FUEL CORPORATION	04-Aug-16	15,730.06
0248ET0020	0001	*****		PRAIRIE DISPOSAL LTD.	04-Aug-16	231.00
0248ET0021	0001	*****		ROGER'S LOCK LIMITED	04-Aug-16	84.00
0248ET0022	0001	*****		SAWRIDGE INN - PEACE RIVER	04-Aug-16	539.55
0248ET0023	0001	*****		SCRATCH, CYNTHIA	04-Aug-16	690.00
0248ET0024	0001	*****		SIMPSON, ROBERT	04-Aug-16	3,735.92
0248ET0025	0001	*****		SLAVE LAKE INN AND CONFERENCE CENTRE	04-Aug-16	870.34
0248ET0026	0001	*****		SNIPER - MOBILE COMMUNICATIONS	04-Aug-16	1,005.33
0248ET0027	0001	*****		SPARKSMAN TRANSPORTATION LTD.	04-Aug-16	12,637.80
0248ET0028	0001	*****		SRB EDUCATION SOLUTIONS	04-Aug-16	54,602.10
0248ET0029	0001	*****		SUTHERLAND, STEPHANIE	04-Aug-16	580.00
0248ET0030	0001	*****		TESSIER, DONALD	04-Aug-16	401.30
0248ET0031	0001	*****		TOWN OF PEACE RIVER	04-Aug-16	70.88
0248ET0032	0001	*****		VALLEY PRINTERS & SIGNS LTD	04-Aug-16	175.88

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 2

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0248ET0033	0001	*****		VOGEL, KATHY	04-Aug-16	18.36
0248ET0034	0001	*****		WASTE MANAGEMENT	04-Aug-16	2,890.72
0249000001	0001	0000299204		A&R TRUCKING	11-Aug-16	2,388.75
0249000002	0001	0000299205		AMRE SUPPLY	11-Aug-16	3,769.51
0249000003	0001	0000299206		AUGER, KEVIN S.	11-Aug-16	496.66
0249000004	0001	0000299207		B.G.E. SERVICE & SUPPLY LTD	11-Aug-16	189.50
0249000005	0001	0000299208		CHRISTENSEN, RENEE	11-Aug-16	5,000.00
0249000006	0001	0000299209		COLOURS BY TIFFANY	11-Aug-16	967.08
0249000007	0001	0000299210		CRYSTAL CLEAR WATER SALES	11-Aug-16	42.00
0249000008	0001	0000299211		DALYN DISPOSALS LTD.	11-Aug-16	264.60
0249000009	0001	0000299212		DEERLAND EQUIPMENT	11-Aug-16	158.97
0249000010	0001	0000299213		DIRECT ENERGY REGULATED SERVICES	11-Aug-16	226.97
0249000011	0001	0000299214		ECHO NDE INC.	11-Aug-16	12,664.13
0249000012	0001	0000299215		EPCOR ENERGY SERVICES (ALBERTA) INC.	11-Aug-16	338.89
0249000013	0001	0000299216		FRESON BROS. (HP)	11-Aug-16	211.99
0249000014	0001	0000299217		INTEGRA TIRE PEACE RIVER	11-Aug-16	171.19
0249000015	0001	0000299218		KCA ANDERSON HOLDINGS LTD.	11-Aug-16	240.53
0249000016	0001	0000299219		MARTEN, VICTORIA	11-Aug-16	CANCEL 07-Oct-16 5,000.00
0249000017	0001	0000299220		MIKISEW TECHNICAL SERVICES	11-Aug-16	486.40
0249000018	0001	0000299221		NELSON LUMBER (SLAVE LAKE)	11-Aug-16	177.78
0249000019	0001	0000299222		NUFLOORS (SCHELL'S CARPETS-SLAVE LAKE LT	11-Aug-16	639.42
0249000020	0001	0000299223		PARKER, SHANE	11-Aug-16	100.00
0249000021	0001	0000299224		PERFORMANCE NORTH LTD.	11-Aug-16	39.38
0249000022	0001	0000299225		RECEIVER GENERAL FOR CANADA	11-Aug-16	98,150.00
0249000023	0001	0000299226		SHANAHAN'S	11-Aug-16	259.35
0249000024	0001	0000299227		SMILEY'S FURNITURE	11-Aug-16	7,016.10
0249000025	0001	0000299228		THE LUBE SHOP	11-Aug-16	54.96
0249000026	0001	0000299229		WABASCA HOME HARDWARE	11-Aug-16	663.75
0249000027	0001	0000299230		WOOD BUFFALO BUILDING SUPPLIES INC	11-Aug-16	28.01
0249000028	0001	0000299231		XEROX CANADA LTD.	11-Aug-16	4,674.34
0249ET0001	0001	*****		ACCORD ANSWERING SERVICE	11-Aug-16	315.00
0249ET0002	0001	*****		ADAMS, ROD	11-Aug-16	2,550.00
0249ET0003	0001	*****		ADAMS, THERESA	11-Aug-16	2,550.00
0249ET0004	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	11-Aug-16	1,939.77
0249ET0005	0001	*****		BARTLE & GIBSON -EDM	11-Aug-16	2,315.56
0249ET0006	0001	*****		CHARLIE'S SECURITY	11-Aug-16	190.05
0249ET0007	0001	*****		COOK, TERRY LYNN	11-Aug-16	724.62
0249ET0008	0001	*****		EMCO DISTRIBUTION LTD.	11-Aug-16	396.79
0249ET0009	0001	*****		FORT MCMURRAY HOME HARDWARE	11-Aug-16	157.41
0249ET0010	0001	*****		GFL ENVIRONMENTAL INC	11-Aug-16	100.29
0249ET0011	0001	*****		GIFT LAKE DEVELOPMENT CORPORATION	11-Aug-16	273.00
0249ET0012	0001	*****		HEAVY EQUIPMENT REPAIR	11-Aug-16	1,881.41
0249ET0013	0001	*****		J.H. HUNTER (JEFFERY HUNTER)	11-Aug-16	4,959.00
0249ET0014	0001	*****		LAKELAND FIRE & SAFETY SUPPLY(1990)LTD.	11-Aug-16	1,028.42
0249ET0015	0001	*****		MANITOULIN	11-Aug-16	164.39
0249ET0016	0001	*****		MCMURRAY AVIATION	11-Aug-16	157.39
0249ET0017	0001	*****		MUNICIPAL DISTRICT OF OPPORTUNITY #17	11-Aug-16	3,341.92
0249ET0018	0001	*****		MURPHY, LISA	11-Aug-16	2,000.00
0249ET0019	0001	*****		PARKER, BRYAN	11-Aug-16	344.90
0249ET0020	0001	*****		PHASAR ELECTRIC LTD.	11-Aug-16	6,454.97
0249ET0021	0001	*****		RASMUSON, TRUDY	11-Aug-16	420.58
0249ET0022	0001	*****		REGIONAL MUNICIPALITY OF WOOD BUFFALO	11-Aug-16	39.00

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 3

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0249ET0023	0001	*****		RUSSELL FOOD EQUIPMENT LIMITED	11-Aug-16	128.52
0249ET0024	0001	*****		SAWRIDGE INN - PEACE RIVER	11-Aug-16	323.73
0249ET0025	0001	*****		SINOTTE, RONNIE	11-Aug-16	210.00
0249ET0026	0001	*****		SUPERIOR PROPANE	11-Aug-16	4,897.38
0249ET0027	0001	*****		TIMBERLAND BUILDING SUPPLIES	11-Aug-16	758.36
0249ET0028	0001	*****		TURPIN, WAYNE	11-Aug-16	855.00
0249ET0029	0001	*****		U.S. BANCORP CANADA CO.	11-Aug-16	67,233.98
0249ET0030	0001	*****		VALLEY PRINTERS & SIGNS LTD	11-Aug-16	1,304.79
0250000001	0001	0000299232		AIM INTEGRATED PEST MANAGEMENT	18-Aug-16	409.50
0250000002	0001	0000299233		ALOOK, MARIE	18-Aug-16	253.00
0250000003	0001	0000299234		ANDERSON-BOUCHER, MARGO	18-Aug-16	251.08
0250000004	0001	0000299235		ATCO ELECTRIC LTD.	18-Aug-16	61.12
0250000005	0001	0000299236		AUGER, KEVIN S.	18-Aug-16	37.00
0250000006	0001	0000299237		AUGER, SHAWN	18-Aug-16	241.25
0250000007	0001	0000299238		BEAVER, RONALD	18-Aug-16	241.25
0250000008	0001	0000299239		BELCOURT, GORDON	18-Aug-16	241.25
0250000009	0001	0000299240		BELL CANADA	18-Aug-16	174.78
0250000010	0001	0000299241		BISSELL, THOMAS	18-Aug-16	241.25
0250000011	0001	0000299242		BLACK, TINA	18-Aug-16	241.25
0250000012	0001	0000299243		BOSKOYOUS, SANDRA	18-Aug-16	253.00
0250000013	0001	0000299244		BOX CLEVER	18-Aug-16	9,035.25
0250000014	0001	0000299245		BUFFALO PARCEL COURIER SERVICES LTD.	18-Aug-16	26.24
0250000015	0001	0000299246		CALLING LAKE MOOSEHORN MARKET	18-Aug-16	919.85
0250000016	0001	0000299247		CARDINAL, FAY	18-Aug-16	241.25
0250000017	0001	0000299248		CARDINAL, JORDAN A	18-Aug-16	241.25
0250000018	0001	0000299249		CARDINAL, LOUIE AUGUST	18-Aug-16	1,312.98
0250000019	0001	0000299250		CENTER OF THE SKY INC	18-Aug-16	3,000.00
0250000020	0001	0000299251		CLOUTIER, BECKY	18-Aug-16	241.25
0250000021	0001	0000299252		COURTOREILLE, KIM	18-Aug-16	CANCEL 07-Oct-16
0250000022	0001	0000299253		CUNNINGHAM, BRAD	18-Aug-16	241.25
0250000023	0001	0000299254		CUNNINGHAM, DAVIS	18-Aug-16	241.25
0250000024	0001	0000299255		CUNNINGHAM, DON	18-Aug-16	241.25
0250000025	0001	0000299256		DENONCOURT, DANIELLE	18-Aug-16	208.24
0250000026	0001	0000299257		DIRECT ENERGY REGULATED SERVICES	18-Aug-16	687.93
0250000027	0001	0000299258		DUROCHER, RAYMOND	18-Aug-16	241.25
0250000028	0001	0000299259		FERSOVITCH, KAREN	18-Aug-16	690.00
0250000029	0001	0000299260		FISCHER, MICHAEL	18-Aug-16	253.00
0250000030	0001	0000299261		GAUCHIER, GREG	18-Aug-16	253.00
0250000031	0001	0000299262		GLADUE, CARLENE	18-Aug-16	253.00
0250000032	0001	0000299263		GLADUE, DWIGHT G.	18-Aug-16	253.00
0250000033	0001	0000299264		GLADUE, TYLER	18-Aug-16	241.25
0250000034	0001	0000299265		GUILD, ROBIN	18-Aug-16	253.00
0250000035	0001	0000299266		GULLION, ELMER	18-Aug-16	1,085.48
0250000036	0001	0000299267		GULLION, ROBERT MICHAEL	18-Aug-16	241.25
0250000037	0001	0000299268		HALCROW, DARCY	18-Aug-16	253.00
0250000038	0001	0000299269		HARTE, SHELLY LYNN	18-Aug-16	241.25
0250000039	0001	0000299270		HOULE, WILLIAM	18-Aug-16	241.25
0250000040	0001	0000299271		JUNKIN, JEFF	18-Aug-16	253.00
0250000041	0001	0000299272		L'HIRONDELLE, KAREN	18-Aug-16	241.25
0250000042	0001	0000299273		LABOUCAN, BRYAN	18-Aug-16	241.25
0250000043	0001	0000299274		LABOUCAN, TROY	18-Aug-16	241.25
0250000044	0001	0000299275		LINDSAY, KRISTEN	18-Aug-16	241.25

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 4

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT	
0250000045	0001	0000299276	5683	MARCEL, DOROTHY	18-Aug-16	2,700.00	
0250000046	0001	0000299277		MCDONALD, JANET	18-Aug-16	253.00	
0250000047	0001	0000299278		MCMANN, CHERYL	18-Aug-16	241.25	
0250000048	0001	0000299279		MIKISEW TRAPPERS LIMITED PARTNERSHIP	18-Aug-16	328.50	
0250000049	0001	0000299280		MORIN, GUY	18-Aug-16	14.79	
0250000050	0001	0000299281		MOSURE, DELORES	18-Aug-16	253.00	
0250000051	0001	0000299282		NOKOHOO, MARTHA	18-Aug-16	253.00	
0250000052	0001	0000299283		NORTH PEACE GAS CO-OP	18-Aug-16	135.80	
0250000053	0001	0000299284		NORTHWEST REGIONAL LEARNING CONSORTIUM	18-Aug-16	7,980.00	
0250000054	0001	0000299285		NOSKIYE, MARCEL	18-Aug-16	241.25	
0250000055	0001	0000299286		OMINAYAK, LARRY ANGUS	18-Aug-16	241.25	
0250000056	0001	0000299287		PEACE REGIONAL WASTE MANAGEMENT COMPANY	18-Aug-16	CANCEL 07-Oct-16	9.00
0250000057	0001	0000299288		PEACE RIVER FORD SALES INC	18-Aug-16	261.78	
0250000058	0001	0000299289		PICHE, LEISHA	18-Aug-16	241.25	
0250000059	0001	0000299290		PROCHINSKY, WALLACE V.	18-Aug-16	241.25	
0250000060	0001	0000299291		QUINTAL, KATHRYN	18-Aug-16	241.25	
0250000061	0001	0000299292		QUINTAL, MARGARET A.	18-Aug-16	253.00	
0250000062	0001	0000299293		RATHBONE, ANTHONY	18-Aug-16	241.25	
0250000063	0001	0000299294		RECEIVER GENERAL FOR CANADA	18-Aug-16	387,745.11	
0250000064	0001	0000299295		REIMER, TAMMY	18-Aug-16	127.50	
0250000065	0001	0000299296		RIMAR HOLDINGS LTD	18-Aug-16	224.91	
0250000066	0001	0000299297		SHAW, HOWARD	18-Aug-16	241.25	
0250000067	0001	0000299298		SHAW, KENNETH RUSSELL	18-Aug-16	CANCEL 07-Oct-16	1,234.44
0250000068	0001	0000299299		SMILEY'S FURNITURE	18-Aug-16	6,440.70	
0250000069	0001	0000299300		SMOKEY YOUNG	18-Aug-16	572.25	
0250000070	0001	0000299301		TELUS COMMUNICATIONS INCORPORATED	18-Aug-16	169.12	
0250000071	0001	0000299302		THE NORTH WEST COMPANY	18-Aug-16	503.75	
0250000072	0001	0000299303		TREMBLAY, SHIRLEY ANN	18-Aug-16	241.25	
0250000073	0001	0000299304		UFA CO-OPERATIVE LIMITED	18-Aug-16	29.30	
0250000074	0001	0000299305		WALKER, VICTORIA	18-Aug-16	241.25	
0250000075	0001	0000299306		XEROX CANADA LTD.	18-Aug-16	2,260.67	
0250000076	0001	0000299307		YELLOWKNEE, ALBERT	18-Aug-16	CANCEL 07-Oct-16	1,000.00
0250000077	0001	0000299308		YELLOWKNEE, SILAS	18-Aug-16	241.25	
0250000078	0001	0000299309		YUCK, JASON	18-Aug-16	253.00	
0250ET0001	0001	*****		914246 ALTA. LTD.	18-Aug-16	205,621.50	
0250ET0002	0001	*****		ADAMS, ROD	18-Aug-16	800.00	
0250ET0003	0001	*****		ADAMS, THERESA	18-Aug-16	800.00	
0250ET0004	0001	*****		AIR LIQUIDE CANADA INC	18-Aug-16	36.13	
0250ET0005	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	18-Aug-16	103.84	
0250ET0006	0001	*****		AUGER, SHELLY	18-Aug-16	253.00	
0250ET0007	0001	*****		BADGER, JOE J.	18-Aug-16	250.00	
0250ET0008	0001	*****		BROMLEY, VIVIAN	18-Aug-16	3,330.04	
0250ET0009	0001	*****		BRUSTER P.H.C.LTD.	18-Aug-16	11,950.58	
0250ET0010	0001	*****		CANADA WIDE	18-Aug-16	5,606.68	
0250ET0011	0001	*****		CARLSON, VIOLET	18-Aug-16	253.00	
0250ET0012	0001	*****		COURTOREILLE, JACQUELINE S.V.	18-Aug-16	241.25	
0250ET0013	0001	*****		DANIELS, JOAN	18-Aug-16	253.00	
0250ET0014	0001	*****		DESJARLAIS-WALTER, RHONDA	18-Aug-16	241.25	
0250ET0015	0001	*****		EBEN CONSTRUCTION LTD	18-Aug-16	525.00	
0250ET0016	0001	*****		ETHIER, SEAN	18-Aug-16	1,139.40	
0250ET0017	0001	*****		FONTAINE, ALICE	18-Aug-16	253.00	
0250ET0018	0001	*****		GAUCHIER, LEEANN	18-Aug-16	253.00	
0250ET0019	0001	*****		GFL ENVIRONMENTAL INC	18-Aug-16	394.61	

0250ET0020 0001 *****

GIFT LAKE DEVELOPMENT CORPORATION

18-Aug-16

20.79

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 5

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0250ET0021	0001	*****		GRACH, ERNIE	18-Aug-16	241.25
0250ET0022	0001	*****		GREENING, CHARLES	18-Aug-16	473.66
0250ET0023	0001	*****		HAGGERTY, JOAN	18-Aug-16	253.00
0250ET0024	0001	*****		HAMELIN, SHELLY	18-Aug-16	367.82
0250ET0025	0001	*****		HAROLDSON, LEE	18-Aug-16	1,537.92
0250ET0026	0001	*****		HERMAN, LAURETTE	18-Aug-16	241.25
0250ET0027	0001	*****		HI-WAY 69 R.V. STORAGE LTD.	18-Aug-16	CANCEL 19-Aug-16
0250ET0028	0001	*****		J.H. HUNTER (JEFFERY HUNTER)	18-Aug-16	4,420.00
0250ET0029	0001	*****		L&P DISPOSALS	18-Aug-16	638.83
0250ET0030	0001	*****		LAC LA BICHE COUNTY	18-Aug-16	26.25
0250ET0031	0001	*****		LADEROUTE, DALE	18-Aug-16	241.25
0250ET0032	0001	*****		LADEROUTE, JOYCE	18-Aug-16	63.46
0250ET0033	0001	*****		LAMOUCHE, GAIL	18-Aug-16	253.00
0250ET0034	0001	*****		LAMOUCHE, JESSE	18-Aug-16	253.00
0250ET0035	0001	*****		LJ SYSTEMS	18-Aug-16	5,246.90
0250ET0036	0001	*****		NORTH RAY EQUIPMENT SERVICES LTD	18-Aug-16	33.08
0250ET0037	0001	*****		NOSKIYE, IDA	18-Aug-16	253.00
0250ET0038	0001	*****		NOSKIYE, LAUREL	18-Aug-16	241.25
0250ET0039	0001	*****		OAR, HEATHER	18-Aug-16	241.25
0250ET0040	0001	*****		OMOTH, KATHY	18-Aug-16	241.25
0250ET0041	0001	*****		OSAW MASKWA CONSULTING LTD	18-Aug-16	6,513.12
0250ET0042	0001	*****		PHONECO INC	18-Aug-16	957.45
0250ET0043	0001	*****		POPS HARDWARE & BUILDING CENTRE INC	18-Aug-16	142.48
0250ET0044	0001	*****		PRAIRIE RIVER GAS CO-OP	18-Aug-16	1,119.21
0250ET0045	0001	*****		PRINZ, VICTOR	18-Aug-16	241.25
0250ET0046	0001	*****		QUINTAL-JANVIER, VERNA	18-Aug-16	253.00
0250ET0047	0001	*****		REGIONAL MUNICIPALITY OF WOOD BUFFALO	18-Aug-16	18,916.53
0250ET0048	0001	*****		RYAN, RUTH ANNE	18-Aug-16	1,139.40
0250ET0049	0001	*****		SAWRIDGE INN - PEACE RIVER	18-Aug-16	215.82
0250ET0050	0001	*****		SILVERTIP ENTERPRISE LTD.	18-Aug-16	900.07
0250ET0051	0001	*****		SIMPSON, ROBERT	18-Aug-16	3,035.00
0250ET0052	0001	*****		SUPERIOR PROPANE	18-Aug-16	21,480.87
0250ET0053	0001	*****		TREMBLAY, WENDY	18-Aug-16	241.25
0250ET0054	0001	*****		TURPIN, WAYNE	18-Aug-16	466.25
0250ET0055	0001	*****		VALLEY PRINTERS & SIGNS LTD	18-Aug-16	1,727.46
0250ET0056	0001	*****		WINTERS, JASON	18-Aug-16	105.00
0250ET0057	0001	*****		YOUNG, IRENE LEE ANNE	18-Aug-16	241.25
0251000001	0001	0000299310		ALTAGAS UTILITIES INC	25-Aug-16	570.81
0251000002	0001	0000299311		AUGER, CINDY L.	25-Aug-16	410.58
0251000003	0001	0000299312		BEYOND 2000	25-Aug-16	6,086.26
0251000004	0001	0000299313		CANADIAN TIRE - PR	25-Aug-16	944.98
0251000005	0001	0000299314		DIRECT ENERGY REGULATED SERVICES	25-Aug-16	2,167.63
0251000006	0001	0000299315		DON VALLEY ELECTRIC LTD.	25-Aug-16	9,039.73
0251000007	0001	0000299316		ELIZABETH METIS SETTLEMENT	25-Aug-16	120.00
0251000008	0001	0000299317		EPCOR ENERGY SERVICES (ALBERTA) INC.	25-Aug-16	412.37
0251000009	0001	0000299318		FEHR BUILDING MATERIALS LTD	25-Aug-16	134.56
0251000010	0001	0000299319		GOVERNMENT OF ALBERTA	25-Aug-16	17,123.16
0251000011	0001	0000299320		HOLTBY HOLDINGS LTD	25-Aug-16	11,749.72
0251000012	0001	0000299321		HOMEWOOD HEALTH INC	25-Aug-16	10,330.88
0251000013	0001	0000299322		INTEGRA TIRE PEACE RIVER	25-Aug-16	5,711.07
0251000014	0001	0000299323		MARTIN EQUIPMENT	25-Aug-16	CANCEL 07-Oct-16
0251000015	0001	0000299324		MCCARTHY, NIGEL	25-Aug-16	632.67
0251000016	0001	0000299325		MODERN PAINT & DECOR LTD.	25-Aug-16	414.17

24.13

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 6

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0251000017	0001	0000299326		PADDLE PRAIRIE GAS CO-OP	25-Aug-16	342.65
0251000018	0001	0000299327		PARKER, SHANE	25-Aug-16	185.00
0251000019	0001	0000299328		PEACE RIVER FORD SALES INC	25-Aug-16	410.17
0251000020	0001	0000299329		PITNEYWORKS	25-Aug-16	4,207.50
0251000021	0001	0000299330		SOLOWAY, STEVEN	25-Aug-16	4,500.00
0251000022	0001	0000299331		SUPERNAULT, RHONDA	25-Aug-16	24.21
0251000023	0001	0000299332		TELUS COMMUNICATIONS INCORPORATED	25-Aug-16	87.10
0251000024	0001	0000299333		TELUS MOBILITY INCORPORATED	25-Aug-16	1,713.96
0251000025	0001	0000299334		THE NORTH WEST COMPANY	25-Aug-16	55.44
0251000026	0001	0000299335		TUCCARO, LAWRENCE J	25-Aug-16	300.00
0251000027	0001	0000299336		UNITED FLOORS(PR)	25-Aug-16	216.81
0251000028	0001	0000299337		XEROX CANADA LTD.	25-Aug-16	419.34
0251ET0001	0001	*****		668040 ALBERTA LTD.	25-Aug-16	2,173.50
0251ET0002	0001	*****		914246 ALTA. LTD.	25-Aug-16	3,971.10
0251ET0003	0001	*****		ADAMS, ROD	25-Aug-16	2,625.00
0251ET0004	0001	*****		ADAMS, THERESA	25-Aug-16	2,625.00
0251ET0005	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	25-Aug-16	1,013.65
0251ET0006	0001	*****		ALBERTA NATIVE NEWS	25-Aug-16	627.38
0251ET0007	0001	*****		ARMSTRONG'S COMMUNICATION LTD	25-Aug-16	756.00
0251ET0008	0001	*****		BARTLE & GIBSON -EDM	25-Aug-16	6,292.41
0251ET0009	0001	*****		BROMLEY, VIVIAN	25-Aug-16	1,032.56
0251ET0010	0001	*****		CARLSON, VIOLET	25-Aug-16	723.93
0251ET0011	0001	*****		CDW CANADA INC.	25-Aug-16	74.65
0251ET0012	0001	*****		CORCORAN, OLIVE LYNN	25-Aug-16	400.00
0251ET0013	0001	*****		DEERING, MICHELLE	25-Aug-16	421.48
0251ET0014	0001	*****		DESJARLAIS BUSES	25-Aug-16	2,500.00
0251ET0015	0001	*****		ENMAX CORPORATION (NEW)	25-Aug-16	59,123.07
0251ET0016	0001	*****		EVOLUTION PRESENTATION TECHNOLOGIES	25-Aug-16	44,067.66
0251ET0017	0001	*****		FOSTER, LINDA	25-Aug-16	324.60
0251ET0018	0001	*****		FRESEN, HOLLY	25-Aug-16	810.00
0251ET0019	0001	*****		GAMBLER, DAWN	25-Aug-16	441.48
0251ET0020	0001	*****		GLADUE, DEBORAH S.	25-Aug-16	410.58
0251ET0022	0001	*****		HAMELIN, SHELLY	25-Aug-16	422.92
0251ET0023	0001	*****		HOLIDAY INN EXPRESS S.L.	25-Aug-16	151.51
0251ET0024	0001	*****		LADERROUTE, SHELLY	25-Aug-16	52.02
0251ET0025	0001	*****		MORRIS, SHANE	25-Aug-16	897.12
0251ET0026	0001	*****		NORTHERN DIGITAL SERVICES	25-Aug-16	8,801.40
0251ET0027	0001	*****		PEACE COUNTRY CO-OP	25-Aug-16	379.70
0251ET0028	0001	*****		PEACE RIVER HOME CENTRE INC.	25-Aug-16	370.83
0251ET0029	0001	*****		PEARSON CANADA INC T46254	25-Aug-16	581.18
0251ET0030	0001	*****		PEAVINE ENTERPRISES INC.	25-Aug-16	53,287.50
0251ET0031	0001	*****		POPS HARDWARE & BUILDING CENTRE INC	25-Aug-16	53.51
0251ET0032	0001	*****		SAWRIDGE INN - PEACE RIVER	25-Aug-16	1,940.42
0251ET0033	0001	*****		SCARBOROUGH, RICK	25-Aug-16	150.00
0251ET0034	0001	*****		SCHOOL SPECIALTY CANADA	25-Aug-16	14.58
0251ET0035	0001	*****		SEA-CAN CONTAINERS (1989)LTD.	25-Aug-16	157.50
0251ET0036	0001	*****		SUPERIOR PROPANE	25-Aug-16	5,446.34
0251ET0037	0001	*****		VALLEY PRINTERS & SIGNS LTD	25-Aug-16	14,313.60
0251ET0038	0001	*****		WESCLEAN - (EDM)	25-Aug-16	3,189.94
0252000001	0001	0000299339		ALBERTA DISTANCE LEARNING CNTR	31-Aug-16	2,541.82

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 7

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0252000002	0001	0000299340		ALL PEACE TOWING & HOTSHOT LTD.	31-Aug-16	592.51
0252000003	0001	0000299341		ALTAGAS UTILITIES INC	31-Aug-16	3,881.15
0252000004	0001	0000299342		ANDERSON, GLORIA	31-Aug-16	253.00
0252000005	0001	0000299343		ASHCROFT FLOORING & BLINDS LTD	31-Aug-16	9,795.24
0252000006	0001	0000299344		BIG LAKES COUNTY	31-Aug-16	87.29
0252000007	0001	0000299345		BIGSTONE, CAROLINE	31-Aug-16	80.42
0252000008	0001	0000299346		CALLIOU, CANDICE	31-Aug-16	84.33
0252000009	0001	0000299347		CARDINAL, JULIA MARGARET	31-Aug-16	160.84
0252000010	0001	0000299348		CARDINAL, LORRAINE J.	31-Aug-16	160.84
0252000011	0001	0000299349		CHRISTIAN, PRISCILLA	31-Aug-16	80.42
0252000012	0001	0000299350		CITY FURNITURE & APPLIANCES LTD.	31-Aug-16	1,606.40
0252000013	0001	0000299351		CORTECH	31-Aug-16	403.20
0252000014	0001	0000299352		COUNTY OF NORTHERN LIGHTS	31-Aug-16	52.48
0252000015	0001	0000299353		CREE LANGUAGE UNIT	31-Aug-16	463.05
0252000016	0001	0000299354		CRYSTAL GLASS	31-Aug-16	5,300.40
0252000017	0001	0000299355		DIRECT ENERGY REGULATED SERVICES	31-Aug-16	6,245.71
0252000018	0001	0000299356		GREYHOUND COURIER EXPRESS	31-Aug-16	25.90
0252000019	0001	0000299357		GULLION, ELMER	31-Aug-16	84.33
0252000020	0001	0000299358		HIGH PRAIRIE GLASS (2015)	31-Aug-16	884.10
0252000021	0001	0000299359		HYDRO BLAST LTD.	31-Aug-16	3,087.00
0252000022	0001	0000299360		LAC LA BICHE BUILDING PRODUCTS	31-Aug-16	644.82
0252000023	0001	0000299361		MANULIFE	31-Aug-16	1,145.14
0252000024	0001	0000299362		MCGRAW-HILL RYERSON LIMITED	31-Aug-16	1,951.97
0252000025	0001	0000299363		MEARON, JOLENE	31-Aug-16	100.00
0252000026	0001	0000299364		MERCREDI, DANNY	31-Aug-16	80.42
0252000027	0001	0000299365		NELSON LUMBER (SLAVE LAKE)	31-Aug-16	1,381.01
0252000028	0001	0000299366		NOSKIYE, JULIANNE	31-Aug-16	84.33
0252000029	0001	0000299367		NOVA INN	31-Aug-16	107.91
0252000030	0001	0000299368		NUFLOORS	31-Aug-16	261.86
0252000031	0001	0000299369		PEACE RIVER FORD SALES INC	31-Aug-16	142.32
0252000032	0001	0000299370		POSITIVE BEHAVIOR SUPPORT, INC	31-Aug-16	4,086.00
0252000033	0001	0000299371		REVENUE CANADA	31-Aug-16	14,004.98
0252000034	0001	0000299372		SCHMIDT, GWEN	31-Aug-16	241.25
0252000035	0001	0000299373		SHAW, KENNETH RUSSELL	31-Aug-16	781.44
0252000036	0001	0000299374		SMOKEY YOUNG	31-Aug-16	777.00
0252000037	0001	0000299375		STAPLES #145	31-Aug-16	4,334.10
0252000038	0001	0000299376		SUPREME OFFICE PRODUCTS LTD	31-Aug-16	60.84
0252000039	0001	0000299377		TELUS COMMUNICATIONS INCORPORATED	31-Aug-16	12,494.48
0252000040	0001	0000299378		THE NORTH WEST COMPANY	31-Aug-16	90.89
0252000041	0001	0000299379		UNIVERSITY OF TORONTO PRESS	31-Aug-16	1,131.72
0252000042	0001	0000299380		VOYAGEUR, CLARIS FAYE	31-Aug-16	168.66
0252000043	0001	0000299381		WABASCA HOME HARDWARE	31-Aug-16	1,521.61
0252000044	0001	0000299382		WEBER-PILLWAX, CORA	31-Aug-16	253.00
0252000045	0001	0000299383		WILLY'S BED AND BREAKFAST	31-Aug-16	2,856.00
0252000046	0001	0000299384		WOOD BUFFALO BUILDING SUPPLIES INC	31-Aug-16	18.59
0252000047	0001	0000299385		XEROX CANADA LTD.	31-Aug-16	276.42
0252ET0001	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	31-Aug-16	278.59
0252ET0002	0001	*****		ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	31-Aug-16	9,130.43
0252ET0003	0001	*****		BLUE ROSE CONTRACTING	31-Aug-16	10,000.00
0252ET0004	0001	*****		BRUSTER P.H.C.LTD.	31-Aug-16	18,111.56
0252ET0005	0001	*****		CARDINAL, CLIFFORD	31-Aug-16	241.25

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 8

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0252ET0006	0001	*****		CHERNIPESKI, RANDY	31-Aug-16	437.82
0252ET0007	0001	*****		DIPPER OILFIELD DEVELOPMENT	31-Aug-16	159.60
0252ET0008	0001	*****		EMCO DISTRIBUTION LTD.	31-Aug-16	1,189.08
0252ET0009	0001	*****		FRESON BROS.	31-Aug-16	23.97
0252ET0010	0001	*****		GAMBLER, LOUISE	31-Aug-16	160.84
0252ET0011	0001	*****		GAUDET, JILL	31-Aug-16	479.64
0252ET0012	0001	*****		GHOSTKEEPER, KRISTEN	31-Aug-16	84.33
0252ET0013	0001	*****		HALFORDS	31-Aug-16	1,975.24
0252ET0014	0001	*****		HAROLDSON, LEE	31-Aug-16	217.23
0252ET0015	0001	*****		HUNT, EMILY	31-Aug-16	993.36
0252ET0016	0001	*****		J.H. HUNTER (JEFFERY HUNTER)	31-Aug-16	2,580.00
0252ET0017	0001	*****		JOUDREY, BRUCE	31-Aug-16	337.62
0252ET0018	0001	*****		JUNEAU, JASON	31-Aug-16	398.52
0252ET0019	0001	*****		LADEROUTE, JOYCE	31-Aug-16	34.85
0252ET0020	0001	*****		LAPP, MELANIE	31-Aug-16	640.48
0252ET0021	0001	*****		MACKENZIE REPORT INC.	31-Aug-16	314.87
0252ET0022	0001	*****		MCMURRAY AVIATION	31-Aug-16	209.27
0252ET0023	0001	*****		NORTH RAY EQUIPMENT SERVICES LTD	31-Aug-16	48.29
0252ET0024	0001	*****		NORTHERN PLUMBING & HEATING	31-Aug-16	245.51
0252ET0025	0001	*****		PEACE RIVER HOME CENTRE INC.	31-Aug-16	133.56
0252ET0026	0001	*****		PEARSON CANADA INC T46254	31-Aug-16	2,425.99
0252ET0027	0001	*****		PHASAR ELECTRIC LTD.	31-Aug-16	13,465.03
0252ET0028	0001	*****		PHONECO INC	31-Aug-16	979.79
0252ET0029	0001	*****		RONA INC	31-Aug-16	124.03
0252ET0030	0001	*****		RUSSELL FOOD EQUIPMENT LIMITED	31-Aug-16	182.96
0252ET0031	0001	*****		SIMPSON, ROBERT	31-Aug-16	3,035.00
0252ET0032	0001	*****		SUN MEDIA	31-Aug-16	523.74
0252ET0033	0001	*****		SYSCO FOOD SERVICES OF EDMONTON	31-Aug-16	2,942.66
0252ET0034	0001	*****		TERHUNE, ROGER	31-Aug-16	3,087.03
0252ET0035	0001	*****		TIMBERLAND BUILDING SUPPLIES	31-Aug-16	96.50
0252ET0036	0001	*****		WESCLEAN - (EDM)	31-Aug-16	1,730.60
0252ET0037	0001	*****		WILLY'S TRUCK SERVICE	31-Aug-16	55.04
0252ET0038	0001	*****		WOLSELEY	31-Aug-16	181.43
0252ET0039	0001	*****		WOODFINE, BERNARD	31-Aug-16	358.53
0252ET0040	0001	*****		YELLOWKNEE, NORA	31-Aug-16	1,250.00
0253000001	0001	0000299386		ALLMAR INC.	01-Sep-16	4,200.00
0253000002	0001	0000299387		ATHABASCA CHIPEWYAN FIRST NATION	01-Sep-16	250.00
0253000003	0001	0000299388		HYDRO BLAST LTD.	01-Sep-16	1,123.50
0253000004	0001	0000299389		INDUSTRIAL-ALLIANCE	01-Sep-16	681.88
0253000005	0001	0000299390		JACKSON, ANDREA	01-Sep-16	1,990.69
0253000006	0001	0000299391		LOCAL AUTHORITIES PENSION PLAN	01-Sep-16	89,038.51
0253000007	0001	0000299392		RECEIVER GENERAL FOR CANADA	01-Sep-16	456,092.53
0253000008	0001	0000299393		RECEIVER GENERAL FOR CANADA	01-Sep-16	2,204.13
0253000009	0001	0000299394		RON'S GASFITTING AND PLUMBING	01-Sep-16	1,546.62
0253000010	0001	0000299395		SCHROEDER, KYLE	01-Sep-16	1,855.33
0253000011	0001	0000299396		STAR NEWS INC	01-Sep-16	341.25
0253000012	0001	0000299397		STEWART-EDWARDS, BARBARA	01-Sep-16	967.17
0253000013	0001	0000299398		THE PROPHET CORPORATION	01-Sep-16	1,035.63
0253000014	0001	0000299399		WABASCA INN	01-Sep-16	21,495.09
0253000015	0001	0000299400		WHITTLE, LUCAS	01-Sep-16	2,237.43
0253ET0001	0001	*****		ALBERTA SCHOOL BOARDS ASSOCIATION	01-Sep-16	30,966.47

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 9

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0253ET0002	0001	*****		ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	01-Sep-16	155,371.79
0253ET0003	0001	*****		ALBERTA TEACHERS ASSOCIATION	01-Sep-16	21,015.70
0253ET0004	0001	*****		ANTLE, JAMI	01-Sep-16	2,058.31
0253ET0005	0001	*****		BABEY, SUSAN	01-Sep-16	188.70
0253ET0006	0001	*****		BARRETT, DONNA	01-Sep-16	1,773.92
0253ET0007	0001	*****		BATCHELOR, DOREEN	01-Sep-16	643.84
0253ET0008	0001	*****		BIGSTONE, JOSEPH ALBERT	01-Sep-16	284.80
0253ET0009	0001	*****		CARDINAL, GLORIA	01-Sep-16	270.00
0253ET0010	0001	*****		CARDINAL-ROY, LORRAINE	01-Sep-16	2,536.59
0253ET0011	0001	*****		CATTROLL, CHELSEA	01-Sep-16	1,956.93
0253ET0012	0001	*****		COLVILLE, CRYSTAL	01-Sep-16	528.36
0253ET0013	0001	*****		DANCO, TARAS	01-Sep-16	704.74
0253ET0014	0001	*****		DASHCAVICH, TANIA	01-Sep-16	560.00
0253ET0015	0001	*****		DELTA CONTRACTING LTD	01-Sep-16	2,436.00
0253ET0016	0001	*****		ELKOW, LAURIE	01-Sep-16	1,626.95
0253ET0017	0001	*****		FORS, DARRELL	01-Sep-16	1,611.95
0253ET0018	0001	*****		FOSTER, LINDA	01-Sep-16	81.60
0253ET0019	0001	*****		FRANK, TASHA	01-Sep-16	2,252.43
0253ET0020	0001	*****		FRIESEN, HAYLEY	01-Sep-16	1,289.56
0253ET0021	0001	*****		GIDORA, PATRICK	01-Sep-16	1,835.33
0253ET0022	0001	*****		GINGELL, SHELBY	01-Sep-16	2,252.43
0253ET0023	0001	*****		GOLDSWORTHY, MIRANDA	01-Sep-16	1,797.19
0253ET0024	0001	*****		GREENE, JACQUELINE	01-Sep-16	1,611.95
0253ET0025	0001	*****		GREENE, LOUIS	01-Sep-16	967.17
0253ET0026	0001	*****		GREENWOOD, SUZANNE	01-Sep-16	1,611.95
0253ET0027	0001	*****		HAMELIN, SHELLY	01-Sep-16	380.68
0253ET0028	0001	*****		HITCHCOCK, ALEX	01-Sep-16	1,611.95
0253ET0029	0001	*****		HORON, RICK	01-Sep-16	576.32
0253ET0030	0001	*****		HUNT, EMILY	01-Sep-16	1,879.23
0253ET0031	0001	*****		IRWIN, J. ANDREW	01-Sep-16	470.00
0253ET0032	0001	*****		JELLETT, CHRISTINE	01-Sep-16	1,027.47
0253ET0033	0001	*****		JOHNSON, CALVIN	01-Sep-16	1,348.14
0253ET0034	0001	*****		JONES, SUSANNE	01-Sep-16	1,234.28
0253ET0035	0001	*****		KAVANAGH, JOSEPH	01-Sep-16	1,797.19
0253ET0036	0001	*****		KRAFT, AMY	01-Sep-16	1,611.95
0253ET0037	0001	*****		LADERROUTE, BARBARA MS.	01-Sep-16	214.20
0253ET0038	0001	*****		LAMBTON, PATRICK	01-Sep-16	255.00
0253ET0039	0001	*****		LANDRY, JAMIE MR	01-Sep-16	426.68
0253ET0040	0001	*****		LANDRY, KAYLA	01-Sep-16	1,180.94
0253ET0041	0001	*****		LAPP, MELANIE	01-Sep-16	1,611.95
0253ET0042	0001	*****		LAROSE, CHRIS	01-Sep-16	2,255.79
0253ET0043	0001	*****		LEMAY, KAREN	01-Sep-16	255.51
0253ET0044	0001	*****		LITTLE BUFFALO SCHOOL	01-Sep-16	400.00
0253ET0045	0001	*****		LONDON LIFE	01-Sep-16	6,640.39
0253ET0046	0001	*****		MCLEOD, TERRI-LYNN	01-Sep-16	56.64
0253ET0047	0001	*****		MOLCAK, CONNIE	01-Sep-16	354.77
0253ET0048	0001	*****		NANOCH, JENNIFER	01-Sep-16	671.80
0253ET0049	0001	*****		NOSKEY, NORMA	01-Sep-16	100.00
0253ET0050	0001	*****		O'NEILL, LOUIS	01-Sep-16	1,995.47
0253ET0051	0001	*****		PARIDAEN, KATHERINE	01-Sep-16	1,611.95
0253ET0052	0001	*****		PETLEY-JONES, GEOFFREY	01-Sep-16	441.36

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 10

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0253ET0053	0001	*****		RUNZER, TROY	01-Sep-16	967.17
0253ET0054	0001	*****		RYAN, RUTH ANNE	01-Sep-16	600.80
0253ET0055	0001	*****		SAWRIDGE INN - PEACE RIVER	01-Sep-16	323.73
0253ET0056	0001	*****		SZOTT, BRANDON	01-Sep-16	CANCEL 02-Sep-16
0253ET0057	0001	*****		TEACHER'S RETIREMENT FUND	01-Sep-16	184,933.90
0253ET0058	0001	*****		TESSIER, DONALD	01-Sep-16	515.00
0253ET0059	0001	*****		VIKING REFRIGERATION LTD	01-Sep-16	7,138.95
0253ET0060	0001	*****		VOGEL, KATHY	01-Sep-16	51.41
0253ET0061	0001	*****		WALTY, CURTIS	01-Sep-16	403.52
0253ET0062	0001	*****		WARD, ELAINE	01-Sep-16	635.34
0253ET0063	0001	*****		YELLOWKNEE, JANET	01-Sep-16	1,982.43
0253ET0064	0001	*****		ZETSEN, BRITTANY	01-Sep-16	1,611.95
0254000001	0001	0000299401		ASSOCIATION OF SCHOOL BUSINESS	02-Sep-16	960.75
0254000002	0001	0000299402		CARDINAL, LOUIE AUGUST	02-Sep-16	659.98
0254000003	0001	0000299403		CASS ZONE ONE	02-Sep-16	300.00
0254000004	0001	0000299404		GOVERNMENT OF ALBERTA	02-Sep-16	52.50
0254000005	0001	0000299405		GUILD, ROBIN	02-Sep-16	200.00
0254000006	0001	0000299406		GULLION, ELMER	02-Sep-16	685.48
0254000007	0001	0000299407		RECEIVER GENERAL FOR CANADA	02-Sep-16	40.48
0254000008	0001	0000299408		SHAW, KENNETH RUSSELL	02-Sep-16	581.44
0254000009	0001	0000299409		WAWANESA LIFE	02-Sep-16	397.75
0254ET0001	0001	*****		ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	02-Sep-16	10,848.89
0254ET0002	0001	*****		ARMSTRONG'S COMMUNICATION LTD	02-Sep-16	94.50
0254ET0003	0001	*****		LADEROUTE, JOYCE	02-Sep-16	28.61
0254ET0004	0001	*****		LLOYD SADD INSURANCE BROKERS	02-Sep-16	121,184.13
0254ET0005	0001	*****		SEA-CAN CONTAINERS (1989) LTD.	02-Sep-16	157.50
0254ET0006	0001	*****		YELLOWKNEE, NORA	02-Sep-16	200.00
0255000001	0001	0000299410		1827953 ALBERTA INC.	08-Sep-16	393.75
0255000002	0001	0000299411		A & J TOWING	08-Sep-16	652.05
0255000003	0001	0000299412		ALBERTA DISTANCE LEARNING CNTR	08-Sep-16	146.50
0255000004	0001	0000299413		C-JJJS LTD	08-Sep-16	2,359.28
0255000005	0001	0000299414		CUNNINGHAM, DAYNA	08-Sep-16	87.92
0255000006	0001	0000299415		DALYN DISPOSALS LTD.	08-Sep-16	264.60
0255000007	0001	0000299416		DIRECT ENERGY REGULATED SERVICES	08-Sep-16	3,824.50
0255000008	0001	0000299417		EPCOR ENERGY SERVICES (ALBERTA) INC.	08-Sep-16	389.91
0255000009	0001	0000299418		FALCON EQUIPMENT RENTALS	08-Sep-16	1,349.80
0255000010	0001	0000299419		FLETT, SHONE	08-Sep-16	90.46
0255000011	0001	0000299420		NORTH EAST GAS CO-OP	08-Sep-16	13.93
0255000012	0001	0000299421		REGISTRATIONS ARE US	08-Sep-16	6.30
0255000013	0001	0000299422		RIVERSIDE INN (WABASCA)	08-Sep-16	1,319.58
0255000014	0001	0000299423		WABASCA INN	08-Sep-16	863.28
0255000015	0001	0000299424		WESTERN NOISE CONTROL (2015) LTD.	08-Sep-16	8,448.83
0255000016	0001	0000299425		XEROX CANADA LTD.	08-Sep-16	438.91
0255ET0001	0001	*****		1789135 AB LTD	08-Sep-16	216.75
0255ET0002	0001	*****		ADAMS, ROD	08-Sep-16	3,850.00
0255ET0003	0001	*****		ADAMS, THERESA	08-Sep-16	3,850.00
0255ET0004	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	08-Sep-16	5,644.13
0255ET0005	0001	*****		ASHOUR, YOUSUF	08-Sep-16	15.00
0255ET0006	0001	*****		ATKINSON, DONALD G	08-Sep-16	2,005.48
0255ET0007	0001	*****		BATCHELOR, DOREEN	08-Sep-16	322.39
0255ET0008	0001	*****		BEST, ROSALIND	08-Sep-16	141.48
0255ET0009	0001	*****		BIGSTONE, JOSEPH ALBERT	08-Sep-16	330.00

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 11

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0255ET0010	0001	*****		BIM'S CAR TRUCK WASH & GRAVEL SALES	08-Sep-16	61.11
0255ET0011	0001	*****		CARSON, CHRISTOPHER	08-Sep-16	141.48
0255ET0012	0001	*****		COLE, LILY	08-Sep-16	15.00
0255ET0013	0001	*****		COLVILLE, CRYSTAL	08-Sep-16	922.14
0255ET0014	0001	*****		COX, DAVID	08-Sep-16	590.00
0255ET0015	0001	*****		DALY, WILLIAM ROBERT	08-Sep-16	398.80
0255ET0016	0001	*****		DANCO, TARAS	08-Sep-16	322.39
0255ET0017	0001	*****		ELIZABETH SCHOOL	08-Sep-16	4,260.00
0255ET0018	0001	*****		GFL ENVIRONMENTAL INC	08-Sep-16	494.90
0255ET0019	0001	*****		GREENE, LOUIS	08-Sep-16	322.39
0255ET0020	0001	*****		GUINDON, ROXANE	08-Sep-16	63.51
0255ET0021	0001	*****		HAGGERTY, JOAN	08-Sep-16	100.00
0255ET0022	0001	*****		HAMMOND-OMUSI, LAURA E	08-Sep-16	15.00
0255ET0023	0001	*****		HI-WAY 69 R.V. STORAGE LTD.	08-Sep-16	420.00
0255ET0024	0001	*****		HOULE, JUNE	08-Sep-16	171.36
0255ET0025	0001	*****		J.H. HUNTER (JEFFERY HUNTER)	08-Sep-16	9,205.00
0255ET0026	0001	*****		JOHNSON, CALVIN	08-Sep-16	322.39
0255ET0027	0001	*****		JONES, SUSANNE	08-Sep-16	30.00
0255ET0028	0001	*****		LANDRY, KAYLA	08-Sep-16	470.55
0255ET0029	0001	*****		O'NEILL, LOUIS	08-Sep-16	141.48
0255ET0030	0001	*****		OSAW MASKWA CONSULTING LTD	08-Sep-16	3,931.50
0255ET0031	0001	*****		PARKER, RAY	08-Sep-16	245.00
0255ET0032	0001	*****		PRAIRIE DISPOSAL LTD.	08-Sep-16	231.00
0255ET0033	0001	*****		RASMUSON, TRUDY	08-Sep-16	117.32
0255ET0034	0001	*****		REGIONAL MUNICIPALITY OF WOOD BUFFALO	08-Sep-16	2,853.24
0255ET0035	0001	*****		SAWRIDGE INN - PEACE RIVER	08-Sep-16	323.73
0255ET0036	0001	*****		SCARBOROUGH, RICK	08-Sep-16	120.00
0255ET0037	0001	*****		SHIRLEY, HELEN	08-Sep-16	90.70
0255ET0038	0001	*****		TENGER, KARLI	08-Sep-16	215.97
0255ET0039	0001	*****		TOWN OF PEACE RIVER	08-Sep-16	70.88
0255ET0040	0001	*****		TWEEDLE, ANDREW	08-Sep-16	229.20
0255ET0041	0001	*****		UNIVERSITY OF ALBERTA	08-Sep-16	157.50
0255ET0042	0001	*****		VALLEY PRINTERS & SIGNS LTD	08-Sep-16	6,904.17
0255ET0043	0001	*****		WATSON, JOHN	08-Sep-16	375.00
0255ET0044	0001	*****		WHEELER, PEGGY	08-Sep-16	3,600.45
0255ET0045	0001	*****		WOODFINE, BERNARD	08-Sep-16	141.48
0256000001	0001	0000299426		1827953 ALBERTA INC.	08-Sep-16	4,204.40
0256000002	0001	0000299427		ALBERTA DISTANCE LEARNING CNTR	08-Sep-16	68.00
0256000003	0001	0000299428		ASSOCIATION OF SCHOOL BUSINESS	08-Sep-16	372.75
0256000004	0001	0000299429		CALLIOU, CANDICE	08-Sep-16	549.50
0256000005	0001	0000299430		CARDINAL, LOUIE AUGUST	08-Sep-16	550.52
0256000006	0001	0000299431		CHRISTENSEN, RENEE	08-Sep-16	5,000.00
0256000007	0001	0000299432		GRIMSHAW REGISTRY	08-Sep-16	179.60
0256000008	0001	0000299433		GUILD, ROBIN	08-Sep-16	727.60
0256000009	0001	0000299434		SHAW, KENNETH RUSSELL	08-Sep-16	503.60
0256ET0001	0001	*****		ACCORD ANSWERING SERVICE	08-Sep-16	315.00
0256ET0002	0001	*****		ADAMS, ROD	08-Sep-16	700.00
0256ET0003	0001	*****		ADAMS, THERESA	08-Sep-16	700.00
0256ET0004	0001	*****		JOHNSON, CALVIN	08-Sep-16	62.39
0256ET0005	0001	*****		JONES, SUSANNE	08-Sep-16	30.00
0256ET0006	0001	*****		LANDRY, KAYLA	08-Sep-16	433.54

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 12

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0256ET0007	0001	*****		LEE-MORIN, JESSIE	08-Sep-16	500.00
0256ET0008	0001	*****		MCMURRAY AVIATION	08-Sep-16	7,410.00
0256ET0009	0001	*****		NOSKIYE, ROSE	08-Sep-16	400.00
0256ET0010	0001	*****		OSAW MASKWA CONSULTING LTD	08-Sep-16	1,062.85
0256ET0011	0001	*****		SAWRIDGE INN - PEACE RIVER	08-Sep-16	323.73
0256ET0012	0001	*****		STAN LADEROUTE CONSTRUCTION	08-Sep-16	3,240.00
0256ET0013	0001	*****		WASTE MANAGEMENT	08-Sep-16	1,880.59
0257000001	0001	0000299435		CARDINAL, LOUIE AUGUST	08-Sep-16	200.00
0258ET0001	0001	*****		ANDERSON BUSING	13-Sep-16	700.00
0258ET0002	0001	*****		ANDERSON, AL RHEAL	13-Sep-16	700.00
0258ET0003	0001	*****		CHRISTENSEN BUSING	13-Sep-16	1,800.00
0258ET0004	0001	*****		DESJARLAI BUSES	13-Sep-16	4,000.00
0258ET0005	0001	*****		NOSKEY BUS LINES	13-Sep-16	1,400.00
0258ET0006	0001	*****		ORR, CHARLES	13-Sep-16	700.00
0259000001	0001	0000299436		1827593 ALBERTA INC.	16-Sep-16	13,545.00
0259000002	0001	0000299437		A & J TOWING	16-Sep-16	23,496.67
0259000003	0001	0000299438		A&R TRUCKING	16-Sep-16	1,627.50
0259000004	0001	0000299439		ABORIGINAL MULTI-MEDIA SOCIETY	16-Sep-16	336.00
0259000005	0001	0000299440		ALLMAR INC.	16-Sep-16	46,984.02
0259000006	0001	0000299441		AUGER, LEILA	16-Sep-16	56.50
0259000007	0001	0000299442		BERNIER DIESEL & AUTO REPAIR & PERFORMAN	16-Sep-16	5,082.64
0259000008	0001	0000299443		BEST TRUCK SERVICE	16-Sep-16	1,420.07
0259000009	0001	0000299444		BYERS, LOIS	16-Sep-16	127.27
0259000010	0001	0000299445		CALLING LAKE MOOSEHORN MARKET	16-Sep-16	275.47
0259000011	0001	0000299446		CLASSIC ELECTRIC INC.	16-Sep-16	3,152.71
0259000012	0001	0000299447		COLOURS BY TIFFANY	16-Sep-16	502.44
0259000013	0001	0000299448		CRYSTAL CLEAR WATER SALES	16-Sep-16	84.00
0259000014	0001	0000299449		D JEAN ENTERPRISE LTD.	16-Sep-16	1,050.00
0259000015	0001	0000299450		DIRECT ENERGY REGULATED SERVICES	16-Sep-16	2,729.49
0259000016	0001	0000299451		DON VALLEY ELECTRIC LTD.	16-Sep-16	3,631.06
0259000017	0001	0000299452		DOUBLETHINK.INC	16-Sep-16	367.50
0259000018	0001	0000299453		EDUCATION STATION	16-Sep-16	426.92
0259000019	0001	0000299454		FEDDEMA, JAEDA	16-Sep-16	90.14
0259000020	0001	0000299455		FIRECOM INDUSTRIES INC	16-Sep-16	6,384.00
0259000021	0001	0000299456		FLAMAN GROUP OF COMPANIES	16-Sep-16	4,680.90
0259000022	0001	0000299457		FORT CHIPEWYAN HISTORICAL SOCIETY	16-Sep-16	105.00
0259000023	0001	0000299458		GRANDE CACHE MOUNTAINEER	16-Sep-16	97.65
0259000024	0001	0000299459		GREGG DISTRIBUTORS LP	16-Sep-16	176.68
0259000025	0001	0000299460		HERMAN, JEANETTE	16-Sep-16	139.44
0259000026	0001	0000299461		JACKNIFE TIMBER LTD.	16-Sep-16	548.63
0259000027	0001	0000299462		JOHN DEERE FINANCIAL	16-Sep-16	4,443.46
0259000028	0001	0000299463		KNOWBUDDY MARKETING	16-Sep-16	721.40
0259000029	0001	0000299464		MCDONALD, CHARLES	16-Sep-16	80.42
0259000030	0001	0000299465		MCDONALD, RACHELLE	16-Sep-16	84.33
0259000031	0001	0000299466		MIGHTY PEACE CHEVROLET BUICK GMC LTD	16-Sep-16	810.17
0259000032	0001	0000299467		MIKISEW TRAPPERS LIMITED PARTNERSHIP	16-Sep-16	568.21
0259000033	0001	0000299468		MOBERLY, ANNIE	16-Sep-16	217.68
0259000034	0001	0000299469		NORTH PEACE GAS CO-OP	16-Sep-16	164.20
0259000035	0001	0000299470		NORTHERN LAKES COLLEGE	16-Sep-16	546.00
0259000036	0001	0000299471		NUFLOORS	16-Sep-16	1,181.25
0259000037	0001	0000299472		OFFICE SOLUTIONS	16-Sep-16	16,700.51

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 13

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0259000036	0001	0000299473		PRAIRIE AUTO & INDUSTRIAL SUPPLY LTD.	16-Sep-16	330.32
0259000039	0001	0000299474		REGISTRATIONS ARE US	16-Sep-16	296.10
0259000040	0001	0000299475		RIVERSIDE CONVENIENCE	16-Sep-16	1,281.44
0259000041	0001	0000299476		SOLOWAY, STEVEN	16-Sep-16	500.00
0259000042	0001	0000299477		STANDARD LIFE ASSURANCE CO.	16-Sep-16	378.00
0259000043	0001	0000299478		STAPLES #338	16-Sep-16	513.78
0259000044	0001	0000299479		TALLMAN, RAYMOND	16-Sep-16	151.58
0259000045	0001	0000299480		THE FEVER	16-Sep-16	184.63
0259000046	0001	0000299481		TYCO INTEGRATED FIRE & SECURITY	16-Sep-16	1,215.95
0259000047	0001	0000299482		UNIVERSITY OF TORONTO PRESS	16-Sep-16	535.94
0259000048	0001	0000299483		W.A.T. HOLDINGS LTD.	16-Sep-16	1,405.53
0259000049	0001	0000299484		WABASCA HOME HARDWARE	16-Sep-16	458.55
0259000050	0001	0000299485		WANYANDIE, CATHY	16-Sep-16	80.42
0259000051	0001	0000299486		WANYANDIE, ROBERT	16-Sep-16	80.42
0259000052	0001	0000299487		WOOD BUFFALO BUILDING SUPPLIES INC.	16-Sep-16	80.84
0259000053	0001	0000299488		XEROX CANADA LTD.	16-Sep-16	3,999.16
0259000054	0001	0000299489		XPLORNET COMMUNICATIONS INC	16-Sep-16	161.69
0259ET0001	0001	*****		914246 ALTA. LTD.	16-Sep-16	29,894.09
0259ET0002	0001	*****		ABOUGOUSH, JOHN	16-Sep-16	14,679.00
0259ET0003	0001	*****		AIR LIQUIDE CANADA INC	16-Sep-16	36.13
0259ET0004	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	16-Sep-16	6,208.86
0259ET0005	0001	*****		ALL-PRO TRUCK & TRAILER REPAIR	16-Sep-16	6,381.99
0259ET0006	0001	*****		ANDREWS, MADELINE	16-Sep-16	25.50
0259ET0007	0001	*****		B.G.E. SERVICE & SUPPLY LTD	16-Sep-16	1,176.68
0259ET0008	0001	*****		BADGER, JOE J.	16-Sep-16	250.00
0259ET0009	0001	*****		BARTLE & GIBSON -EDM	16-Sep-16	30.69
0259ET0010	0001	*****		BCOM COMPUTER CENTRE INC.	16-Sep-16	5,119.59
0259ET0011	0001	*****		BIM'S CAR TRUCK WASH & GRAVEL SALES	16-Sep-16	183.83
0259ET0012	0001	*****		BROMLEY, VIVIAN	16-Sep-16	250.92
0259ET0013	0001	*****		BRUSTER P.H.C.LTD.	16-Sep-16	13,074.73
0259ET0014	0001	*****		COLVILLE, CRYSTAL	16-Sep-16	489.95
0259ET0015	0001	*****		CONROD, RACHEL	16-Sep-16	199.96
0259ET0016	0001	*****		COURTOREILLE, WILLIAM COLIN SR.	16-Sep-16	64.26
0259ET0017	0001	*****		COX, DAVID	16-Sep-16	2,525.00
0259ET0018	0001	*****		CUNNINGHAM, SANDRA	16-Sep-16	1,734.52
0259ET0019	0001	*****		DANCO, TARAS	16-Sep-16	19.94
0259ET0020	0001	*****		DIAMOND INTERNATIONAL TRUCKS	16-Sep-16	2,164.71
0259ET0021	0001	*****		EBEN CONSTRUCTION LTD	16-Sep-16	525.00
0259ET0022	0001	*****		EDMONTON PUBLIC SCHOOLS	16-Sep-16	11,408.68
0259ET0023	0001	*****		EMCO DISTRIBUTION LTD.	16-Sep-16	9.93
0259ET0024	0001	*****		ETHIER, ASHLEY	16-Sep-16	1,709.10
0259ET0025	0001	*****		GFS PRAIRIES INC	16-Sep-16	4,191.52
0259ET0026	0001	*****		GHOSTKEEPER, SHAWNA	16-Sep-16	217.26
0259ET0027	0001	*****		GLADUE, MELVIN	16-Sep-16	3,850.00
0259ET0028	0001	*****		HALCROW, CHRISTOPHER	16-Sep-16	190.00
0259ET0029	0001	*****		HAMMOND-OMUSI, LAURA E	16-Sep-16	336.42
0259ET0030	0001	*****		HEAVY EQUIPMENT REPAIR	16-Sep-16	6,584.78
0259ET0031	0001	*****		HIGH PRAIRIE SCHOOL DIVISION #48	16-Sep-16	68,502.19
0259ET0032	0001	*****		HITCHCOCK, ALEX	16-Sep-16	20.00
0259ET0033	0001	*****		HOLIDAY INN EXPRESS S.L.	16-Sep-16	556.99
0259ET0034	0001	*****		HOULE, ANN	16-Sep-16	157.70

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 14

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0259ET0035	0001	*****		HOULE, JUNE	16-Sep-16	171.36
0259ET0036	0001	*****		HRNYNK, CODY	16-Sep-16	220.00
0259ET0037	0001	*****		JELLETT, CHRISTINE	16-Sep-16	455.58
0259ET0038	0001	*****		JOHNSON, PATTY	16-Sep-16	64.26
0259ET0039	0001	*****		L&P DISPOSALS	16-Sep-16	266.81
0259ET0040	0001	*****		LAC LA BICHE COUNTY	16-Sep-16	26.73
0259ET0041	0001	*****		LANDRY, KAYLA	16-Sep-16	153.53
0259ET0042	0001	*****		LAROCQUE, EVELYN	16-Sep-16	124.30
0259ET0043	0001	*****		LASERNETWORKS INC	16-Sep-16	12,927.34
0259ET0044	0001	*****		LEMAY, KAREN	16-Sep-16	167.10
0259ET0045	0001	*****		LITTLE BUFFALO SCHOOL	16-Sep-16	407.04
0259ET0046	0001	*****		MACLENNAN, MANDI	16-Sep-16	25.00
0259ET0047	0001	*****		MARTEN, MISSIE	16-Sep-16	90.70
0259ET0048	0001	*****		MCMURRAY AVIATION	16-Sep-16	580.45
0259ET0049	0001	*****		MICHEL'S SUPER A FOODS	16-Sep-16	37.20
0259ET0050	0001	*****		NAHACHICK, DOREEN	16-Sep-16	56.50
0259ET0051	0001	*****		NEW WATER LTD.	16-Sep-16	729.24
0259ET0052	0001	*****		NORTH RAY EQUIPMENT SERVICES LTD	16-Sep-16	48.57
0259ET0053	0001	*****		NORTHERN PLUMBING & HEATING	16-Sep-16	2,313.04
0259ET0054	0001	*****		NOSKEY, NORMA	16-Sep-16	100.98
0259ET0055	0001	*****		ORICH, CHRIS	16-Sep-16	169.37
0259ET0056	0001	*****		PARAMOUNT PARTS INC	16-Sep-16	55.35
0259ET0057	0001	*****		PARKER, BRYAN	16-Sep-16	216.10
0259ET0058	0001	*****		PARKLAND FUEL CORPORATION	16-Sep-16	6,489.13
0259ET0059	0001	*****		PEACE RIVER BROADCASTING CORP. LTD	16-Sep-16	225.76
0259ET0060	0001	*****		PEACE WAPITI SCHOOL DIVISION NO. 76	16-Sep-16	6,092.18
0259ET0061	0001	*****		PEAVINE ENTERPRISES INC.	16-Sep-16	32,025.00
0259ET0062	0001	*****		PELICAN AUTO & SAFETY SUPPLY	16-Sep-16	17.50
0259ET0063	0001	*****		PETLEY-JONES, ANNA	16-Sep-16	1,468.50
0259ET0064	0001	*****		POPS HARDWARE & BUILDING CENTRE INC	16-Sep-16	51.81
0259ET0065	0001	*****		PRAIRIE RIVER GAS CO-OP	16-Sep-16	1,507.30
0259ET0066	0001	*****		REGIONAL MUNICIPALITY OF WOOD BUFFALO	16-Sep-16	960.82
0259ET0067	0001	*****		REIN, KENT	16-Sep-16	502.49
0259ET0068	0001	*****		RONA INC	16-Sep-16	227.21
0259ET0069	0001	*****		RUSSELL FOOD EQUIPMENT LIMITED	16-Sep-16	310.28
0259ET0070	0001	*****		SCHOOL SPECIALTY CANADA	16-Sep-16	2,139.58
0259ET0071	0001	*****		SILVERTIP ENTERPRISE LTD.	16-Sep-16	8,735.36
0259ET0072	0001	*****		SIMPSON, ROBERT	16-Sep-16	1,355.00
0259ET0073	0001	*****		SINGH, ANSHUMALI	16-Sep-16	130.00
0259ET0074	0001	*****		SINOTTE, RONNIE	16-Sep-16	370.00
0259ET0075	0001	*****		SOUTH PEACE NEWS	16-Sep-16	210.00
0259ET0076	0001	*****		STEVENSON, SHELLEY	16-Sep-16	25.00
0259ET0077	0001	*****		STRANG, LINDA	16-Sep-16	315.00
0259ET0078	0001	*****		SUTHERLAND, STEPHANIE	16-Sep-16	630.00
0259ET0079	0001	*****		SYSCO FOOD SERVICES OF EDMONTON	16-Sep-16	9,125.96
0259ET0080	0001	*****		SZOTT, BRANDON	16-Sep-16	2,074.73
0259ET0081	0001	*****		TURPIN, WAYNE	16-Sep-16	200.00
0259ET0082	0001	*****		U.S. BANCORP CANADA CO.	16-Sep-16	70,852.14
0259ET0083	0001	*****		VENTURE BUILDING SUPPLIES INC.	16-Sep-16	15.06
0259ET0084	0001	*****		VIKING REFRIGERATION LTD	16-Sep-16	3,213.70
0259ET0085	0001	*****		WATSON, JOHN	16-Sep-16	50.00

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 15

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0259ET0086	0001	*****		WESCLEAN - (EDM)	16-Sep-16	867.25
0259ET0087	0001	*****		WILCOX, TAMARA	16-Sep-16	1,080.90
0259ET0088	0001	*****		WINTERGREEN LEARNING MATERIALS	16-Sep-16	3,658.00
0260000001	0001	0000299507		1827593 ALBERTA INC.	16-Sep-16	7,875.00
0260000002	0001	0000299508		ALBERTA DISTANCE LEARNING CNTR	16-Sep-16	178.00
0260000003	0001	0000299509		BADGER, JOANNE	16-Sep-16	37.74
0260000004	0001	0000299510		CANADA BREAD WEST(MCGAVINS) #4065	16-Sep-16	70.21
0260000005	0001	0000299511		CUNNINGHAM, DAYNA	16-Sep-16	51.72
0260000006	0001	0000299512		EDUCATION STATION	16-Sep-16	1,518.54
0260000007	0001	0000299513		FEDDEMA, JAEDA	16-Sep-16	13.46
0260000008	0001	0000299514		JESTER PAINT SUPPLY LTD.	16-Sep-16	997.48
0260000009	0001	0000299515		MODUS STRUCTURES INC.	16-Sep-16	17,331.83
0260000010	0001	0000299516		NOVA INN	16-Sep-16	118.81
0260000011	0001	0000299517		PITNEY BOWES	16-Sep-16	1,136.49
0260000012	0001	0000299518		RECEIVER GENERAL FOR CANADA	16-Sep-16	114,800.00
0260000013	0001	0000299519		SOCAN	16-Sep-16	700.09
0260000014	0001	0000299520		TELUS COMMUNICATIONS INCORPORATED	16-Sep-16	87.10
0260000015	0001	0000299521		WALMART STORE #3640	16-Sep-16	265.55
0260000016	0001	0000299522		WOOD BUFFALO BUILDING SUPPLIES INC	16-Sep-16	5.02
0260000017	0001	0000299523		WORKER'S COMPENSATION BOARD-ALBERTA	16-Sep-16	28,860.00
0260000018	0001	0000299524		XPLORNET COMMUNICATIONS INC	16-Sep-16	161.69
0260000019	0001	0000299525		YOUNG, SMOKEY	16-Sep-16	367.50
0260ET0001	0001	*****		914246 ALTA. LTD.	16-Sep-16	945.00
0260ET0002	0001	*****		ADAMS, ROD	16-Sep-16	725.00
0260ET0003	0001	*****		ADAMS, THERESA	16-Sep-16	725.00
0260ET0004	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	16-Sep-16	2,382.90
0260ET0005	0001	*****		AXIA SUPERNET LTD.	16-Sep-16	23,009.70
0260ET0006	0001	*****		BEST, ROSALIND	16-Sep-16	73.93
0260ET0007	0001	*****		CCI WIRELESS	16-Sep-16	69.29
0260ET0008	0001	*****		CERETZKE, MERRI	16-Sep-16	3,751.43
0260ET0009	0001	*****		CLASSROOM READY	16-Sep-16	525.00
0260ET0010	0001	*****		COLVILLE, CRYSTAL	16-Sep-16	815.07
0260ET0011	0001	*****		COURTOREILLE, WILLIAM COLIN SR.	16-Sep-16	48.00
0260ET0012	0001	*****		CUNNINGHAM, RENE	16-Sep-16	37.00
0260ET0013	0001	*****		CUNNINGHAM, SANDRA	16-Sep-16	215.48
0260ET0014	0001	*****		CYBERA INC.	16-Sep-16	5,651.63
0260ET0015	0001	*****		DANCO, TARAS	16-Sep-16	129.75
0260ET0016	0001	*****		EDMONTON PUBLIC SCHOOLS	16-Sep-16	2,366.21
0260ET0017	0001	*****		EXECUTIVE ROYAL HOTEL - WEST EDMONTON	16-Sep-16	505.39
0260ET0018	0001	*****		FRESON BROS.	16-Sep-16	23.97
0260ET0019	0001	*****		GFS PRAIRIES INC	16-Sep-16	9,609.61
0260ET0020	0001	*****		HENDRIX RESTAURANT EQUIPMENT	16-Sep-16	49.96
0260ET0021	0001	*****		JELLETT, CHRISTINE	16-Sep-16	431.32
0260ET0022	0001	*****		JOHNSON, CALVIN	16-Sep-16	240.78
0260ET0023	0001	*****		L'HIRONDELLE, DALLAS	16-Sep-16	141.79
0260ET0024	0001	*****		LANDRY, KAYLA	16-Sep-16	80.07
0260ET0025	0001	*****		LASERNETWORKS INC	16-Sep-16	1,436.37
0260ET0026	0001	*****		LEMAY, KAREN	16-Sep-16	245.14
0260ET0027	0001	*****		MARTENS, DONNA-MAY	16-Sep-16	12.00
0260ET0028	0001	*****		MATTHEWS, CHRISTIE	16-Sep-16	112.83
0260ET0029	0001	*****		MCMURRAY AVIATION	16-Sep-16	2,648.57

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 16

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0260ET0030	0001	*****		NANOOCH, JENNIFER	16-Sep-16	592.24
0260ET0031	0001	*****		NORTH RAY EQUIPMENT SERVICES LTD	16-Sep-16	108.94
0260ET0032	0001	*****		SAWRIDGE INN - PEACE RIVER	16-Sep-16	755.37
0260ET0033	0001	*****		SCHOOL DISTRICT #59(PEACE RIVER SOUTH)	16-Sep-16	5,051.50
0260ET0034	0001	*****		SIMPSON, ROBERT	16-Sep-16	2,847.41
0260ET0035	0001	*****		STAN'S EAGLE'S NEST	16-Sep-16	100.00
0260ET0036	0001	*****		SUTHERLAND, STEPHANIE	16-Sep-16	642.87
0260ET0037	0001	*****		SYSCO FOOD SERVICES OF EDMONTON	16-Sep-16	8,393.18
0260ET0038	0001	*****		TURPIN, WAYNE	16-Sep-16	209.98
0260ET0039	0001	*****		U.S. BANCORP CANADA CO.	16-Sep-16	22,468.83
0260ET0040	0001	*****		VALLEY PRINTERS & SIGNS LTD	16-Sep-16	123.90
0260ET0041	0001	*****		WOLSELEY	16-Sep-16	88.74
0261000001	0001	0000299526		ALTAGAS UTILITIES INC	22-Sep-16	376.92
0261000002	0001	0000299527		ATCO ELECTRIC LTD.	22-Sep-16	61.12
0261000003	0001	0000299528		BEAVER BARGING	22-Sep-16	1,440.19
0261000004	0001	0000299529		BLUEWAVE ENERGY	22-Sep-16	5,273.58
0261000005	0001	0000299530		BRO-DART	22-Sep-16	91.97
0261000006	0001	0000299531		BROWN, CHRISTINE	22-Sep-16	264.96
0261000007	0001	0000299532		CUNNINGHAM, JOANN	22-Sep-16	223.50
0261000008	0001	0000299533		DIRECT ENERGY REGULATED SERVICES	22-Sep-16	2,973.58
0261000009	0001	0000299534		DUCHARME, VERA	22-Sep-16	122.40
0261000010	0001	0000299535		EPCOR ENERGY SERVICES (ALBERTA) INC.	22-Sep-16	397.97
0261000011	0001	0000299536		FONTAINE, EDGAR	22-Sep-16	1,126.00
0261000012	0001	0000299537		GOVERNMENT OF ALBERTA	22-Sep-16	11,415.44
0261000013	0001	0000299538		HUNTER MOTORS LTD.	22-Sep-16	152.52
0261000014	0001	0000299539		JOHN DEERE FINANCIAL	22-Sep-16	19.95
0261000015	0001	0000299540		MCGRAW-HILL RYERSON LIMITED	22-Sep-16	2,160.49
0261000016	0001	0000299541		NATIVE REFLECTIONS	22-Sep-16	911.30
0261000017	0001	0000299542		OTIS CANADA INC.	22-Sep-16	3,044.71
0261000018	0001	0000299543		QUALITY FLOORS FIRST	22-Sep-16	89,955.79
0261000019	0001	0000299544		STEWART-EDWARDS, BARBARA	22-Sep-16	80.00
0261000020	0001	0000299545		SUMMIT CHEV GMC CADILLAC BUICK LTD	22-Sep-16	734.04
0261000021	0001	0000299546		SUPREME OFFICE PRODUCTS LTD	22-Sep-16	439.02
0261000022	0001	0000299547		UNIVERSITY OF TORONTO PRESS	22-Sep-16	3,836.23
0261ET0001	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	22-Sep-16	8,591.70
0261ET0002	0001	*****		ALBERTA SCHOOL BOARDS ASSOCIATION	22-Sep-16	1,497.33
0261ET0003	0001	*****		BILYEA, JACKIE	22-Sep-16	156.38
0261ET0004	0001	*****		CATTROLL, CHELSEA	22-Sep-16	549.38
0261ET0005	0001	*****		CHARLIE'S SECURITY	22-Sep-16	18.90
0261ET0006	0001	*****		CONROD, RACHEL	22-Sep-16	533.70
0261ET0007	0001	*****		EDMONTON PUBLIC SCHOOLS	22-Sep-16	10,130.29
0261ET0008	0001	*****		ENMAX CORPORATION (NEW)	22-Sep-16	54,200.44
0261ET0009	0001	*****		FOX, REBEKKAH	22-Sep-16	60.00
0261ET0010	0001	*****		GFS PRAIRIES INC	22-Sep-16	2,100.70
0261ET0011	0001	*****		GIFT LAKE DEVELOPMENT CORPORATION	22-Sep-16	7,759.50
0261ET0012	0001	*****		GRACE ARCHITECTURE INC.	22-Sep-16	16,024.05
0261ET0013	0001	*****		HIGH PRAIRIE SCHOOL DIVISION #48	22-Sep-16	4,748.22
0261ET0014	0001	*****		HOCKLEY, JAMES	22-Sep-16	815.00
0261ET0015	0001	*****		L'HIRONDELLE, DALLAS	22-Sep-16	371.10
0261ET0016	0001	*****		LAKELAND FIRE & SAFETY SUPPLY(1990)LTD.	22-Sep-16	1,971.80
0261ET0017	0001	*****		LASERNETWORKS INC	22-Sep-16	234.48

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 17

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0261ET0018	0001	*****		LEGACY LIBRARY SERVICES	22-Sep-16	97.65
0261ET0019	0001	*****		MCMURRAY AVIATION	22-Sep-16	6,046.61
0261ET0020	0001	*****		PADDLE PRAIRIE GAS CO-OP	22-Sep-16	152.90
0261ET0021	0001	*****		PARKLAND FUEL CORPORATION	22-Sep-16	8,587.03
0261ET0022	0001	*****		PEARSON CANADA INC T46254	22-Sep-16	4,248.34
0261ET0023	0001	*****		PERLEY, LORI	22-Sep-16	298.73
0261ET0024	0001	*****		PHASAR ELECTRIC LTD.	22-Sep-16	1,224.30
0261ET0025	0001	*****		RECOVERY AUTOMOTIVE	22-Sep-16	577.50
0261ET0026	0001	*****		ROFFEY, STEFANIE P	22-Sep-16	624.06
0261ET0027	0001	*****		RUNZER, TROY	22-Sep-16	559.34
0261ET0028	0001	*****		SPORTFACTOR INC.	22-Sep-16	3,409.74
0261ET0029	0001	*****		SYSCO FOOD SERVICES OF EDMONTON	22-Sep-16	3,421.96
0261ET0030	0001	*****		VIKING REFRIGERATION LTD	22-Sep-16	604.21
0261ET0031	0001	*****		WESCLEAN - (EDM)	22-Sep-16	820.97
0261ET0032	0001	*****		WILE, MICHELLE	22-Sep-16	324.60
0262000001	0001	0000299548		ALTAGAS UTILITIES INC	22-Sep-16	162.24
0262000002	0001	0000299549		BEAVER, RONALD	22-Sep-16	CANCEL 07-Oct-16 120.00
0262000003	0001	0000299550		BROWN, CHRISTINE	22-Sep-16	245.02
0262000004	0001	0000299551		CARDINAL, FAY	22-Sep-16	CANCEL 07-Oct-16 200.00
0262000005	0001	0000299552		CARR MCLEAN	22-Sep-16	244.81
0262000006	0001	0000299553		CLOUSTON, ELVIN	22-Sep-16	42.84
0262000007	0001	0000299554		DUCHARME, VERA	22-Sep-16	122.40
0262000008	0001	0000299555		FEDDEMA, JAEDA	22-Sep-16	726.78
0262000009	0001	0000299556		FRESON BROS. (HP)	22-Sep-16	108.98
0262000010	0001	0000299557		GUILD, ROBIN	22-Sep-16	CANCEL 07-Oct-16 200.00
0262000011	0001	0000299558		INTEGRA TIRE PEACE RIVER	22-Sep-16	177.36
0262000012	0001	0000299559		L'HIRONDELLE, BEV	22-Sep-16	56.19
0262000013	0001	0000299560		PEACE RIVER FORD SALES INC	22-Sep-16	2,655.04
0262000014	0001	0000299561		STEWART-EDWARDS, BARBARA	22-Sep-16	20.00
0262000015	0001	0000299562		STIME, TIM	22-Sep-16	250.00
0262000016	0001	0000299563		TELUS COMMUNICATIONS INCORPORATED	22-Sep-16	169.12
0262000017	0001	0000299564		UNIVERSITY OF TORONTO PRESS	22-Sep-16	445.30
0262000018	0001	0000299565		WABASCA INN	22-Sep-16	5,827.14
0262000019	0001	0000299566		WABASCA RESCUE	22-Sep-16	189.00
0262000020	0001	0000299567		WAWANESA LIFE	22-Sep-16	531.05
0262000021	0001	0000299568		YELLOWKNEE, SILAS	22-Sep-16	CANCEL 07-Oct-16 120.00
0262ET0001	0001	*****		ADAM, CECILIA	22-Sep-16	60.00
0262ET0002	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	22-Sep-16	204.75
0262ET0003	0001	*****		BEST, ROSALIND	22-Sep-16	164.44
0262ET0004	0001	*****		CARDINAL, CHARLENE	22-Sep-16	344.98
0262ET0005	0001	*****		CARDINAL, RUTH M.	22-Sep-16	86.40
0262ET0006	0001	*****		CARLSON, VIOLET	22-Sep-16	241.31
0262ET0007	0001	*****		CHARTRAND, SUSAN	22-Sep-16	726.78
0262ET0008	0001	*****		COLLINS, LAURIE	22-Sep-16	450.66
0262ET0009	0001	*****		COLVILLE, CRYSTAL	22-Sep-16	585.90
0262ET0010	0001	*****		COURTOREILLE, WILLIAM COLIN SR.	22-Sep-16	25.00
0262ET0011	0001	*****		DAHL, BRIAN	22-Sep-16	223.80
0262ET0012	0001	*****		DAUK, MARGARET	22-Sep-16	364.98
0262ET0013	0001	*****		DRYDEN, DEBORAH	22-Sep-16	368.44
0262ET0014	0001	*****		EDMONTON PUBLIC SCHOOLS	22-Sep-16	308.39
0262ET0015	0001	*****		GAUCHIER, TEASA	22-Sep-16	166.36
0262ET0016	0001	*****		GFS PRAIRIES INC	22-Sep-16	4,358.00
0262ET0017	0001	*****		HEAVY EQUIPMENT REPAIR	22-Sep-16	1,598.30

0262ET0018 0001 *****
0262ET0019 0001 *****

HINZ, DOROTHY
HITCHCOCK, ALEX

22-Sep-16 370.48
22-Sep-16 60.00

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 18

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0262ET0020	0001	*****		HOULE, ANN	22-Sep-16	15.00
0262ET0021	0001	*****		HOULE, JOANIE	22-Sep-16	40.00
0262ET0022	0001	*****		JOHNSON, CALVIN	22-Sep-16	316.20
0262ET0023	0001	*****		KAZIUK, BARB	22-Sep-16	196.06
0262ET0024	0001	*****		L'HIRONDELLE, DALLAS	22-Sep-16	42.84
0262ET0025	0001	*****		LAGIMODIERE, TRACY	22-Sep-16	37.00
0262ET0026	0001	*****		LAROCQUE, EVELYN	22-Sep-16	CANCEL 27-Sep-16
0262ET0027	0001	*****		LEE-MORIN, JESSIE	22-Sep-16	54.78
0262ET0028	0001	*****		LEGG, CAROL ANN	22-Sep-16	40.00
0262ET0029	0001	*****		LITTLE BUFFALO SCHOOL	22-Sep-16	394.91
0262ET0030	0001	*****		MACKAY, COLIN	22-Sep-16	163.20
0262ET0031	0001	*****		MACLELLAN, VANESSA LYNN	22-Sep-16	40.00
0262ET0032	0001	*****		MALIK, TAUFIQ AHMED	22-Sep-16	459.20
0262ET0033	0001	*****		MARTHUR, MICHAEL	22-Sep-16	305.87
0262ET0034	0001	*****		MCBRIDE, DEBRA	22-Sep-16	313.36
0262ET0035	0001	*****		MCMURRAY AVIATION	22-Sep-16	4,471.00
0262ET0036	0001	*****		MCRAE, JENNIFER	22-Sep-16	521.95
0262ET0037	0001	*****		MILNE, DAWN	22-Sep-16	60.00
0262ET0038	0001	*****		MULLEY, MELISSA	22-Sep-16	200.00
0262ET0039	0001	*****		NELSON EDUCATION LTD.	22-Sep-16	1,316.72
0262ET0040	0001	*****		NORTHERN DIGITAL SERVICES	22-Sep-16	561.54
0262ET0041	0001	*****		NOSKEY, KIRSTEN	22-Sep-16	CANCEL 26-Sep-16
0262ET0042	0001	*****		ORICH, CHRIS	22-Sep-16	300.00
0262ET0043	0001	*****		PATRICK, GAIL	22-Sep-16	60.00
0262ET0044	0001	*****		RUHL, JAN	22-Sep-16	1,575.00
0262ET0045	0001	*****		RUNZER, TROY	22-Sep-16	562.78
0262ET0046	0001	*****		SCHOOL SPECIALTY CANADA	22-Sep-16	2,004.79
0262ET0047	0001	*****		SNIPER - MOBILE COMMUNICATIONS	22-Sep-16	577.35
0262ET0048	0001	*****		STEWART, SHELLY	22-Sep-16	119.34
0262ET0049	0001	*****		SYSO FOOD SERVICES OF EDMONTON	22-Sep-16	11,000.90
0262ET0050	0001	*****		TENGER, KARLI	22-Sep-16	510.84
0262ET0051	0001	*****		VALLEY PRINTERS & SIGNS LTD	22-Sep-16	315.00
0262ET0052	0001	*****		WARD, ELAINE	22-Sep-16	67.32
0262ET0053	0001	*****		YELLOWKNEE, JANET	22-Sep-16	390.48
0263000001	0001	0000299569		FORT VERMILION SCHOOL DIVISION NO.52	27-Sep-16	16,563.40
0263000002	0001	0000299570		HOLTBY HOLDINGS LTD	27-Sep-16	4,287.50
0263ET0001	0001	*****		668040 ALBERTA LTD.	27-Sep-16	2,173.50
0263ET0002	0001	*****		914246 ALTA. LTD.	27-Sep-16	1,152.90
0263ET0003	0001	*****		ANDERSON BUSING	27-Sep-16	8,290.71
0263ET0004	0001	*****		ANDERSON, AL RHEAL	27-Sep-16	7,158.22
0263ET0005	0001	*****		CHRISTENSEN BUSING	27-Sep-16	7,418.48
0263ET0006	0001	*****		DESJARLAIS BUSES	27-Sep-16	13,273.85
0263ET0007	0001	*****		NOSKEY BUS LINES	27-Sep-16	7,906.02
0263ET0008	0001	*****		ORR, CHARLES	27-Sep-16	2,145.78
0264000001	0001	0000299571		1827593 ALBERTA INC.	29-Sep-16	28,429.57
0264000002	0001	0000299572		ALBERTA DISTANCE LEARNING CNTR	29-Sep-16	576.25
0264000003	0001	0000299573		AUGER, MAGGIE	29-Sep-16	200.00
0264000004	0001	0000299574		BEAVER BARGING	29-Sep-16	1,442.06
0264000005	0001	0000299575		CARDINAL, LORRAINE C.	29-Sep-16	204.00
0264000006	0001	0000299576		CARDINAL, ROBERT	29-Sep-16	200.00
0264000007	0001	0000299577		CARIFELLE, KENNETH	29-Sep-16	100.00
0264000008	0001	0000299578		CHALIFOUX, PAULA M.	29-Sep-16	315.00
0264000009	0001	0000299579		CLOUSTON, ELVIN	29-Sep-16	121.38

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 19

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	NICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT	
0264000010	0001	0000299580		DESJARLAIS, RHONDA	29-Sep-16	100.00	
0264000011	0001	0000299581		DIRECT ENERGY REGULATED SERVICES	29-Sep-16	1,122.48	
0264000012	0001	0000299582		DOODY, THERESA	29-Sep-16	327.24	
0264000013	0001	0000299583		EDUCATION CANADA NETWORK	29-Sep-16	1,884.75	
0264000014	0001	0000299584		FONTAINE, EDGAR	29-Sep-16	281.50	
0264000015	0001	0000299585		HIGH PRAIRIE TRUCK AND TRAILER LTD.	29-Sep-16	342.95	
0264000016	0001	0000299586		HILLMAN, NICOLE	29-Sep-16	586.32	
0264000017	0001	0000299587		HORIZON INTERGRATION LTD	29-Sep-16	4,382.70	
0264000018	0001	0000299588		INDUSTRIAL-ALLIANCE	29-Sep-16	702.50	
0264000019	0001	0000299589		JOHN DEERE FINANCIAL	29-Sep-16	329.73	
0264000020	0001	0000299590		LABOUCAN, VIRGINIA	29-Sep-16	200.00	
0264000021	0001	0000299591		LOCAL AUTHORITIES PENSION PLAN	29-Sep-16	160,608.23	
0264000022	0001	0000299592		MAKRAKOS, ANGIE	29-Sep-16	322.02	
0264000023	0001	0000299593		MANULIFE	29-Sep-16	1,376.26	
0264000024	0001	0000299594		MCDERMOTT, CARMEN	29-Sep-16	66.50	
0264000025	0001	0000299595		NATIVE REFLECTIONS	29-Sep-16	146.90	
0264000026	0001	0000299596		OR, ELVIS	29-Sep-16	200.00	
0264000027	0001	0000299597		PEACE RIVER FORD SALES INC	29-Sep-16	1,437.45	
0264000028	0001	0000299598		RECEIVER GENERAL FOR CANADA	29-Sep-16	526,025.75	
0264000029	0001	0000299599		RECEIVER GENERAL FOR CANADA	29-Sep-16	2,204.13	
0264000030	0001	0000299600		REVENUE CANADA	29-Sep-16	16,397.88	
0264000031	0001	0000299601		RIVERSIDE CONVENIENCE	29-Sep-16	96.10	
0264000032	0001	0000299602		SAWAN, MARY	29-Sep-16	CANCEL 07-Oct-16	200.00
0264000033	0001	0000299603		TELUS COMMUNICATIONS INCORPORATED	29-Sep-16	12,670.71	
0264000034	0001	0000299604		THE NORTH WEST COMPANY	29-Sep-16	452.01	
0264000035	0001	0000299605		WAGNER, COLLEEN	29-Sep-16	327.24	
0264000036	0001	0000299606		WHITEHEAD, LILLIAN	29-Sep-16	200.00	
0264000037	0001	0000299607		WHITEHEAD, MARINA	29-Sep-16	CANCEL 07-Oct-16	200.00
0264000038	0001	0000299608		WHITFORD, DENNIS	29-Sep-16	200.00	
0264000039	0001	0000299609		WHITTLE, LUCAS	29-Sep-16	166.88	
0264000040	0001	0000299610		WOODS, LEE-ANNE	29-Sep-16	15.00	
0264000041	0001	0000299611		XEROX CANADA LTD.	29-Sep-16	41,939.75	
0264000042	0001	0000299612		YELLOWKNEE, DONNA	29-Sep-16	37.00	
0264ET0001	0001	*****		ADAMS, ROD	29-Sep-16	1,150.00	
0264ET0002	0001	*****		ADAMS, THERESA	29-Sep-16	1,150.00	
0264ET0003	0001	*****		AKRANIS, HELEN	29-Sep-16	60.00	
0264ET0004	0001	*****		ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	29-Sep-16	5,686.42	
0264ET0005	0001	*****		ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	29-Sep-16	180,149.52	
0264ET0006	0001	*****		ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	29-Sep-16	185,364.67	
0264ET0007	0001	*****		ALBERTA TEACHERS ASSOCIATION	29-Sep-16	26,334.35	
0264ET0008	0001	*****		ANTLE, JAMI	29-Sep-16	60.00	
0264ET0009	0001	*****		BABEY, SUSAN	29-Sep-16	264.47	
0264ET0010	0001	*****		BATCHELOR, DOREEN	29-Sep-16	666.90	
0264ET0011	0001	*****		BRUSTER P.H.C.LTD.	29-Sep-16	7,551.59	
0264ET0012	0001	*****		BYRNE, ANNE-MARIE	29-Sep-16	112.83	
0264ET0013	0001	*****		CARDINAL, GLORIA	29-Sep-16	255.72	
0264ET0014	0001	*****		CARDINAL, PRISCILLA	29-Sep-16	159.34	
0264ET0015	0001	*****		CARDINAL, VIRGINIA	29-Sep-16	130.56	
0264ET0016	0001	*****		CERETZKE, KERRI	29-Sep-16	540.95	
0264ET0017	0001	*****		COLVILLE, CRYSTAL	29-Sep-16	636.33	
0264ET0018	0001	*****		COUTURIER, LYNNE	29-Sep-16	237.98	
0264ET0019	0001	*****		CUNNINGHAM, RENE	29-Sep-16	54.57	
0264ET0020	0001	*****		DALY, WILLIAM ROBERT	29-Sep-16	775.72	

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 20

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0264ET0021	0001	*****		DIAMOND INTERNATIONAL TRUCKS	29-Sep-16	892.13
0264ET0022	0001	*****		DIGITAL CONNECTION OFFICE SYSTEMS	29-Sep-16	703.11
0264ET0023	0001	*****		DOUCETTE, WENDY	29-Sep-16	335.80
0264ET0024	0001	*****		EDMONTON PUBLIC SCHOOLS	29-Sep-16	18.77
0264ET0025	0001	*****		ERIC AUGER & SONS CONTRACTING LTD.	29-Sep-16	404.88
0264ET0026	0001	*****		EXECUTIVE ROYAL HOTEL - WEST EDMONTON	29-Sep-16	444.47
0264ET0027	0001	*****		FOX, REBEKKAH	29-Sep-16	503.18
0264ET0028	0001	*****		FRANK, TASHA	29-Sep-16	641.40
0264ET0029	0001	*****		GFS PRAIRIES INC	29-Sep-16	9,261.18
0264ET0030	0001	*****		GIFT LAKE DEVELOPMENT CORPORATION	29-Sep-16	105.00
0264ET0031	0001	*****		GRIMSHAW TRUCKING	29-Sep-16	344.76
0264ET0032	0001	*****		HAMELIN, YVONNE	29-Sep-16	60.00
0264ET0033	0001	*****		HENDRIX RESTAURANT EQUIPMENT	29-Sep-16	118.30
0264ET0034	0001	*****		HOLLYHOCKS & HONEYSUCKLE	29-Sep-16	165.90
0264ET0035	0001	*****		HOULE, ANN	29-Sep-16	900.00
0264ET0036	0001	*****		J.H. HUNTER (JEFFERY HUNTER)	29-Sep-16	3,950.00
0264ET0037	0001	*****		JOHNSON, CALVIN	29-Sep-16	158.10
0264ET0038	0001	*****		JOUDREY, BRUCE	29-Sep-16	237.17
0264ET0039	0001	*****		LABOUCAN, BILLY JOE	29-Sep-16	200.00
0264ET0040	0001	*****		LAKELAND FIRE & SAFETY SUPPLY(1990)LTD.	29-Sep-16	801.26
0264ET0041	0001	*****		LAMBTON, PATRICK	29-Sep-16	275.00
0264ET0042	0001	*****		LANDRY, KAYLA	29-Sep-16	830.52
0264ET0043	0001	*****		LAROCQUE, EVELYN	29-Sep-16	40.79
0264ET0044	0001	*****		LEMAY, KAREN	29-Sep-16	83.96
0264ET0045	0001	*****		LONDON LIFE	29-Sep-16	7,815.39
0264ET0046	0001	*****		MACDONALD, LANA	29-Sep-16	60.00
0264ET0047	0001	*****		MACIACH, MICHAEL	29-Sep-16	534.30
0264ET0048	0001	*****		MCBRIDE, DEBBRA	29-Sep-16	425.07
0264ET0049	0001	*****		MCMURRAY AVIATION	29-Sep-16	2,218.27
0264ET0050	0001	*****		MILNE, DAWN	29-Sep-16	46.73
0264ET0051	0001	*****		NAHACHICK, DOREEN	29-Sep-16	37.00
0264ET0052	0001	*****		NORTHLAND PRINCIPAL'S ASSOCIATION	29-Sep-16	1,400.00
0264ET0053	0001	*****		NOSKEY, KIRSTEN	29-Sep-16	973.35
0264ET0054	0001	*****		O'CONNOR, DANIELLE	29-Sep-16	117.74
0264ET0055	0001	*****		OLIVER, LEONARD J.	29-Sep-16	486.36
0264ET0056	0001	*****		PADDLE PRAIRIE GAS CO-OP	29-Sep-16	157.28
0264ET0057	0001	*****		PEARSON CANADA INC T46254	29-Sep-16	177.82
0264ET0058	0001	*****		PELICAN AUTO & SAFETY SUPPLY	29-Sep-16	59.14
0264ET0059	0001	*****		PETLEY-JONES, GEOFFREY	29-Sep-16	657.15
0264ET0060	0001	*****		PHASAR ELECTRIC LTD.	29-Sep-16	7,693.55
0264ET0061	0001	*****		PHOENIX TREATMENT SYSTEMS LTD	29-Sep-16	1,216.69
0264ET0062	0001	*****		SAWRIDGE INN - PEACE RIVER	29-Sep-16	431.64
0264ET0063	0001	*****		SIMPSON, ROBERT	29-Sep-16	3,852.20
0264ET0064	0001	*****		SLAVE LAKE INN AND CONFERENCE CENTRE	29-Sep-16	2,897.72
0264ET0065	0001	*****		STRANG, LINDA	29-Sep-16	585.28
0264ET0066	0001	*****		SUTHERLAND, STEPHANIE	29-Sep-16	831.05
0264ET0067	0001	*****		SYSCO FOOD SERVICES OF EDMONTON	29-Sep-16	10,435.38
0264ET0068	0001	*****		TEACHER'S RETIREMENT FUND	29-Sep-16	202,797.57
0264ET0069	0001	*****		WESCLEAN - (EDM)	29-Sep-16	3,253.68
0264ET0070	0001	*****		WHITE, JANINE	29-Sep-16	199.52
0264ET0071	0001	*****		WHITEHEAD, SHIRLEY	29-Sep-16	36.72

N O R T H L A N D S C H O O L D I V I S I O N

DATE 13-Oct-2016 01:37 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 21

START DATE: 01-Aug-2016 TO END DATE: 30-Sep-2016

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0264ET0072	0001	*****	EM10066	WOODFINE, BERNARD	29-Sep-16	196.30
TOTALS FOR BANK - 0001						5,648,078.90
TOTAL CANCELLED CHEQUES						12,269.44
NET CHEQUE TOTAL						5,635,809.46
TOTAL NUMBER OF CHEQUES						1,035
TOTAL NUMBER OF CHEQUES WITH MICR						408

ON-LINE CHEQUES : ISSUED BETWEEN 01-Aug-2016 AND 30-Sep-2016

00LC299490	0001	0000299506		YOUNG, GERALD	16-Sep-16	164.44
00LC299491	0001	0000299490		AUGER, LOREEN	16-Sep-16	254.20
00LC299492	0001	0000299492		BATCHELOR, DOREEN	16-Sep-16	511.24
00LC299493	0001	0000299493		CARDINAL, GEORGINA	16-Sep-16	40.00
00LC299494	0001	0000299494		CARDINAL, VIRGINIA	16-Sep-16	164.44
00LC299495	0001	0000299495		COLLINS, LAURA	16-Sep-16	422.60
00LC299496	0001	0000299496		GHOSTKEEPER, MARTHA	16-Sep-16	517.36
00LC299497	0001	0000299497		JACKSON, BETTY	16-Sep-16	164.44
00LC299498	0001	0000299498		MCGILLIVRAY, LORRAINE	16-Sep-16	517.36
00LC299499	0001	0000299499		MERCREDI, JULIE	16-Sep-16	486.76
00LC299500	0001	0000299500		STARR, RACHEL	16-Sep-16	158.32
00LC299501	0001	0000299501		TULLOCH, BRENDA	16-Sep-16	224.62
00LC299502	0001	0000299502		WANYANDIE, VICTORIA	16-Sep-16	555.10
00LC299503	0001	0000299503		WELSH, HELENA	16-Sep-16	40.00
00LC299504	0001	0000299504		YELLOWKNEE, MARY	16-Sep-16	322.54
00LC299505	0001	0000299505		YELLOWKNEE, SHIRLEY	16-Sep-16	301.12
00LC299506	0001	0000299491		ALOOK, ALBINA J.	16-Sep-16	276.64
TOTALS FOR BANK - 0001						5,121.18
TOTAL NUMBER OF CHEQUES						17
TOTAL NUMBER OF CHEQUES WITH MICR						17
GRAND TOTAL						5,653,200.08
CANCELLED TOTAL						12,269.44
NET GRAND TOTAL						5,640,930.64
GRAND TOTAL NUMBER OF CHEQUES						1,052
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						425

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

Cash Flow Analysis

	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Opening Balance	2,798,319.30	3,254,341.40	4,170,836.04	4,212,784.83	4,661,638.76	4,866,260.64	4,643,068.37	4,470,668.37	4,698,268.37	4,825,868.37	4,825,868.37	3,945,468.37	3,945,468.37	2,165,068.37	3,884,668.37	4,012,268.37
Inflows																
Alberta Education	2,491,251.71	2,449,126.39	2,486,644.26	2,669,104.88	3,490,042.84	2,502,009.73	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00	2,700,000.00
INAC	0.00	3,026,271.00	0.00	0.00	994,521.00	1,005,198.00	1,008,000.00	1,008,000.00	1,008,000.00	0.00	0.00	2,000,000.00	1,008,000.00	1,008,000.00	1,008,000.00	1,008,000.00
First Nations #1		288,906.16	577,812.32		500,000.00											
Other Receipts	1,222,803.65	1,194,834.10	980,591.24	171,813.52	978,616.07	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	1,500,000.00	900,000.00	900,000.00	900,000.00	900,000.00
First Nations #2																
First Nations #3			300,000.00													
3rd party payments						18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00
Portable Relocations						350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
Interest received	3,340.21	5,817.99	5,164.34	4,807.60	5,648.08	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
Outflows																
Payroll - Employees	1,823,932.50	1,838,324.70	1,966,697.00	1,665,803.87	1,820,144.24	2,000,000.00	2,000,000.00	2,000,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	2,000,000.00	2,100,000.00	1,900,000.00
Payroll Liabilities	134,200.00	2,660,595.00	1,252,026.14	98,150.00	2,273,784.48	1,350,000.00	1,350,000.00	1,350,000.00	1,450,000.00	1,450,000.00	1,450,000.00	1,450,000.00	1,450,000.00	1,350,000.00	1,350,000.00	1,350,000.00
Other payments	1,303,154.89	1,549,468.24	1,099,464.15	1,605,645.34	1,670,205.94	1,300,000.00	1,800,000.00	1,400,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00
Interest & Bank Charges	86.08	73.06	77.08	63.86	71.44	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	8,000.00
Closing Balance	3,261,373.47	6,048,461.00	4,308,263.37	3,369,663.07	5,764,206.10	4,650,100.00	5,150,100.00	4,750,100.00	4,850,100.00	4,850,100.00	4,850,100.00	4,850,100.00	4,850,100.00	4,850,100.00	4,850,100.00	4,758,000.00
	3,254,341.40	4,170,836.04	4,212,784.83	4,661,638.76	4,866,260.64	4,643,068.37	4,470,668.37	4,698,268.37	4,825,868.37	4,825,868.37	3,945,468.37	3,945,468.37	2,165,068.37	3,884,668.37	4,012,268.37	4,139,868.37
Cash Available	3,254,341.40	4,170,836.04	4,212,784.83	4,661,638.76	4,866,260.64	4,643,068.37	4,470,668.37	4,698,268.37	4,825,868.37	4,825,868.37	3,945,468.37	3,945,468.37	2,165,068.37	3,884,668.37	4,012,268.37	4,139,868.37
Short Term Savings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,668,268.37
Line of Credit Available	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00
Total Liquidity Available	6,254,341.40	7,170,836.04	7,212,784.83	7,661,638.76	7,866,260.64	7,643,068.37	7,470,668.37	7,698,268.37	7,825,868.37	7,825,868.37	6,945,468.37	5,165,068.37	6,884,668.37	7,012,268.37	7,139,868.37	5,807,568.37
Average monthly payroll	3,200,000.00															
# of Months of Average payroll	1.95	2.24	2.25	2.39	2.46	2.39	2.33	2.41	2.45	2.17	1.61	2.15	2.19	2.23	1.81	1.46

Looking at June, 2016 and beyond:
 Liquidity is less than 2 months of payroll. The 2014-15 adjustment payments received from INAC and Bigstone in April, 2016 have been included in this analysis.
 Other receipts are difficult to predict, in this forecast. Other Receipts includes tuition payments only from the First Nation Bands which have regularly paid during the year.

Note: Increase to Payroll (and payroll liabilities) as of September, 2016 based on information in the June 2016-2017 budget

The Third Party Payments is based on the discussions with INAC regarding payment of Mikisew Invoices on a going forward basis and discussions with KTC regarding the payment of Woodland Cree Invoices.

