

# October 3, 2014 Board Meeting Attachments

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# Superintendent's Report October 3, 2014

## August, 2014

30	Wabasca - Career Pathways Graduation
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## September, 2014

3	Peace River – Divisional Leadership Team Meeting
	Peace River – Meeting with Peace River School Division Superintendent
	Peace River – Video Conference Meeting with Alberta Education
8	Fort Chipewyan – Meeting with AAANDC and Mikisew Cree First Nation for New School Project
9	Fort McKay – School Visit
10	Janvier – Father R. Perin Expulsion Hearing
11	Peace River - Alberta Education Logic Model Meeting
	Peace River – CASS Dinner
12	Peace River – CASS Meeting
16	Peace River – Divisional Leadership Team Meeting
	Grouard – Community Meeting
17	Grouard – School Visit
	Whitefish – Meeting with Victor Dikaitis, KTC Director of Education
	Gift Lake – School Visit
18	Peerless Lake – School Visit
	Trout Lake – Kateri School Visit
	Peerless Lake – Local School Board Committee Meeting
19	Little Buffalo – School Visit
20	Wabasca – Mistassiniy Graduation
22	High Prairie – Regional Collaborative Service Delivery Meeting
23	Peace River - Northern Sunrise County Council Meeting
	Peace River – Committee Meetings and Agenda Review
24	Peace River – Committee Meetings and Agenda Review
	Peace River – Meeting with the Office of the Auditor General
27	Grouard – Local School Board Committee Orientation
	Calling Lake – Calling Lake School Graduation
29	Peace River – Joint Learning Services Team Meeting KTC/NSD
30	Janvier – Father R. Perin Expulsion Hearing

## October, 2014

1	Peace River – Friends of Education Awards
2	Peace River – Teleconference with Conoco Phillips Energy Futures Network
3	Peace River – CASS Goal Setting Conference Call
	Peace River – Corporate Board Meeting





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## St. Theresa School Teacher selected the ASBA Zone 1 Edwin Parr Award Recipient

*For immediate release – September 25, 2014*



**Deborah Gladue-McLeod (middle) celebrates with other Edwin Parr nominees!**

Northland School Division No.61 (NSD61) congratulates St. Theresa School Teacher Deborah Gladue-McLeod for being selected the Alberta School Boards Association (ASBA) Zone 1 Edwin Parr Teacher Award recipient.

The Edwin Parr Teacher Award recognizes first year teachers who demonstrate exemplary dedication and commitment in the field of education.

Gladue-McLeod, who teaches grade one at St. Theresa School in Wabasca-Desmarais, is the first NSD61 educator to win the Zone One Edwin Parr Teacher Award.

"It is still sinking in right now but I am extremely honoured and happy" said Gladue-McLeod. "I would like to thank my family, St. Theresa School, Northland School Division and the Edwin Parr Committee. I love what I do and it doesn't feel like work for me."



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"We are delighted with the announcement of Deborah's accomplishment," said St. Theresa School Principal Mandi MacLennan. "Deb is a hardworking, dedicated, positive member of our staff who places students first in all that she does. She is the epitome of a role model for our students, and community."

"We are so proud of Deborah," said St. Theresa School Vice-Principal Shelley Stevenson. "She is an awesome teacher, a dedicated teacher and students love her. She is not only dedicated to the classroom but to the whole school."

"The Northland Family is very proud of Deborah's achievement," said Donna Barrett, Superintendent of Schools. "Deborah is not only an excellent teacher but she is also a caring and respected resident of Wabasca-Desmarais. She inspires students, staff, parents and community members to pursue dreams and to never give up."

Deborah, who is from Wabasca, is praised for developing lesson plans to help students succeed and make connections.

"Family is essentially the most important need in my eyes and making those connections for students has been a top priority," said Gladue-McLeod. "I try to meet all learning styles because if my students express themselves best through drawing or by explaining themselves verbally, then it is always honoured and respected. Just because someone cannot read or write doesn't mean they are not capable of learning and that is why I have my students demonstrate their learning through projects, presentations or simulations."

Gladue-McLeod graduated from the Aboriginal Teachers Education Program (ATEP) in 2013. She adds she is thankful to many institutions for her success and believes that ATEP has helped her develop into the teacher she has become.

"NSD61 has always been supportive in my determination to pursue my career when I wanted to become a teacher assistant and then a teacher," said Gladue-McLeod. "I am thankful to the University of Alberta, Northland School Division and Northern Lakes College for developing ATEP. I am also thankful to Bigstone Cree Nation."

Deborah will be recognized at the ASBA Fall General Meeting on November 17<sup>th</sup> in Edmonton.



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## Atikameg School and Whitefish Lake First Nation celebrated as NSD61's Friends of Education Award Nominee

*For immediate release – September 24, 2014*



**Left to right: Reg Bellefontaine, Atikameg School Principal, Barb Laderoute, Gift Lake School Principal, Darren Auger, Whitefish Lake First Nation Councillor and Donna Barrett, Superintendent of Schools**

Northland School Division No.61 (NSD61) celebrated the contributions of Atikameg School and Whitefish Lake First Nation by presenting them the Alberta School Boards Association (ASBA) Zone One 'Friends of Education Award.

The Award recognizes individuals and organizations in the community who have made a special contribution to education in Alberta. During the 2013-2014 school year, a decision was made to close Gift Lake School due to air quality concerns. After the announcement was made in January, Donna Barrett, Superintendent of Schools says Whitefish First Nation offered to help the Gift Lake Métis Settlement immediately.



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"Whitefish Lake First Nation came to the aide of Gift Lake students and staff by providing classroom space at Atikameg School," said Barrett. "This generous offer meant that the students of Gift Lake were able to continue their education for the remainder of the school year and the interruptions to student learning and loss of instructional time were minimized. We are truly thankful to Atikameg School and Whitefish Lake First Nation for supporting our children."

Through the Kee Tas Kee Now Tribal Council (KTC) and Northland School Division No.61 (NSD61) Partnership Agreement, Gift Lake School and Atikameg School participate together in professional development activities and extra-curricular activities. Barrett says a difficult situation for Gift Lake has turned into a positive when it comes to partnerships between First Nations schools and provincial schools.

"Whitefish Lake First Nation's decision to help Gift Lake School has been of benefit for both communities," said Barrett. "It is significant that these two communities have demonstrated the ability and the willingness to work together. By doing so, they model what is possible for other provincial and First Nations schools."

Elementary students have since returned to a temporary facility in Gift Lake and junior high students are attending school at Northern Lakes College Grouard Campus. Students and staff will use both facilities until construction is complete for the new Gift Lake Learning Centre.

Atikameg School and Whitefish Lake First Nation were recognized September 24, 2014 at the ASBA Zone One Fall Award Ceremony with nominees from other school divisions in northern Alberta.

#### **Northland School Division No.61**

Northland School Division No.61 (NSD61) offers educational services, primarily to First Nation and Métis students. The school division is located in the northern half of Alberta that serves over 2,500 students and employs over 500 staff in 24 schools. Our programs encompass all cultures which reflect community values within a global context. This allows children to retain their distinctive cultural identity while achieving academic excellence. For more information, visit <http://www.northland61.ab.ca/>



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# SCHOOL ATTENDANCE 2013-2014

### Anzac Community School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	10	8	2	0
Gr. 1	4	4	1	1
Gr. 2	11	9	1	1
Gr. 3	6	4	0	1

### Athabasca Delta Community School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	7	3	4
Gr. 1	2	7	3	4
Gr. 2	4	4	5	0
Gr. 3	4	3	8	3
Gr. 4	2	6	4	2
Gr. 5	3	7	5	5
Gr. 6	3	6	4	4
Gr. 7	2	5	3	4
Gr. 8	5	4	2	4
Gr. 9	3	1	3	7

### Calling Lake School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	4	3	2
Gr. 1	6	5	4	2
Gr. 2	0	7	5	1
Gr. 3	6	1	2	1
Gr. 4	3	6	5	0
Gr. 5	3	1	3	2
Gr. 6	3	5	1	0
Gr. 7	3	1	2	2
Gr. 8	0	5	1	1
Gr. 9	0	4	2	3

### Conklin Community School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	0	3	1	0
Gr. 1	3	2	0	0
Gr. 2	2	1	0	0
Gr. 3	5	3	0	0
Gr. 4	1	0	0	0
Gr. 5	3	2	0	1
Gr. 6	1	0	0	0
Gr. 7	4	0	0	0
Gr. 8	1	1	0	0
Gr. 9	no enrollment			

### Elizabeth School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS				
Gr. 1	17	3	0	1
Gr. 2	14	3	0	1
Gr. 3	13	2	0	1
Gr. 4	15	1	0	0
Gr. 5	7	3	3	0
Gr. 6	13	3	0	1
Gr. 7	10	3	3	0
Gr. 8	7	7	2	0
Gr. 9	7	2	2	0

### Fort McKay School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	6	4	9
Gr. 1	7	6	5	1
Gr. 2	1	4	1	0
Gr. 3	4	3	2	2
Gr. 4	1	5	3	1
Gr. 5	4	4	1	1
Gr. 6	1	7	2	0
Gr. 7	0	3	1	0
Gr. 8	1	0	2	1

### Bill Woodward School

	90% or Above	80% or Above	70% or Above	50% or Above
Gr. 4	8	6	2	0
Gr. 5	7	5	2	2
Gr. 6	7	2	4	3
Gr. 7	12	0	0	0
Gr. 8	12	3	0	1
Gr. 9	8	3	1	0

### Bishop Rouhier School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	3	3	0	2
Gr. 1	0	3	2	2
Gr. 2	6	3	3	0
Gr. 3	2	2	2	0
Gr. 4	3	2	1	1
Gr. 5	5	3	3	2
Gr. 6	4	1	1	0

### Chipewyan Lake School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	4	0	0	0
Gr. 1	no enrollment			
Gr. 2	2	0	0	0
Gr. 3	0	0	1	0
Gr. 4	2	2	0	0
Gr. 5	1	0	0	0
Gr. 6	0	1	0	0
Gr. 7	0	0	0	1
Gr. 8	0	0	1	1
Gr. 9	1	0	0	0

### Dr. Mary Jackson School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS				
Gr. 1	2	3	0	0
Gr. 2	1	2	0	0
Gr. 3	2	2	0	0
Gr. 4	0	1	0	0
Gr. 5	1	3	1	0
Gr. 6	0	4	1	0
Gr. 7	0	0	1	0
Gr. 8	0	0	1	0
Gr. 9	no enrollment			

### Father R. Perin School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	1	6	4	2
Gr. 1	0	0	5	1
Gr. 2	0	3	1	4
Gr. 3	0	4	1	3
Gr. 4	0	2	3	1
Gr. 5	0	0	2	1
Gr. 6	0	0	0	5
Gr. 7	0	2	1	0
Gr. 8	0	2	0	1
Gr. 9	0	1	1	3

### Gift Lake School

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	7	5	2	3
Gr. 1	10	6	7	3
Gr. 2	6	4	7	0
Gr. 3	6	8	1	1
Gr. 4	7	4	3	3
Gr. 5	9	2	2	0
Gr. 6	6	3	1	1
Gr. 7	7	1	4	3
Gr. 8	5	3	0	1
Gr. 9	2	6	5	3



Grouard Northland School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS				
Gr. 1	6	4	2	1
Gr. 2	1	3	1	0
Gr. 3	2	6	2	1
Gr. 4	7	1	0	0
Gr. 5	3	5	1	0
Gr. 6	5	2	0	0
Gr. 7	1	0	1	1
Gr. 8	6	2	0	2
Gr. 9	3	2	0	3

Hillview School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	2	0	0
Gr. 1	0	0	0	0
Gr. 2	2	0	2	1
Gr. 3	5	1	1	0
Gr. 4	6	1	1	0
Gr. 5	3	0	1	0
Gr. 6	4	1	1	0

J.F. Dion School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	5	4	0	0
Gr. 1	5	2	2	2
Gr. 2	6	2	1	1
Gr. 3	7	1	0	1
Gr. 4	4	2	0	0
Gr. 5	4	0	0	0
Gr. 6	3	3	0	0
Gr. 7	2	1	1	0

Kateri School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	2	1	1
Gr. 1	4	1	3	0
Gr. 2	3	5	1	0
Gr. 3	3	2	0	0
Gr. 4	3	4	0	1
Gr. 5	3	3	0	0
Gr. 6	0	2	2	1
Gr. 7	7	2	1	0
Gr. 8	1	1	0	0
Gr. 9	1	0	2	0

Little Buffalo School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	4	1	6	4
Gr. 1	5	3	4	2
Gr. 2	1	3	3	5
Gr. 3	3	3	5	4
Gr. 4	3	2	5	5
Gr. 5	1	3	5	1
Gr. 6	2	2	2	1
Gr. 7	0	6	4	5
Gr. 8	0	2	3	5
Gr. 9	0	2	2	2

Mistassininy School				
	90% or Above	80% or Above	70% or Above	50% or Above
Gr. 7	18	16	9	7
Gr. 8	17	20	11	8
Gr. 9	12	19	8	10

Paddle Prairie School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	3	3	3	0
Gr. 1	4	10	2	0
Gr. 2	2	6	1	0
Gr. 3	3	1	1	0
Gr. 4	1	2	1	2
Gr. 5	1	3	0	0
Gr. 6	3	2	1	0
Gr. 7	1	5	1	0
Gr. 8	3	2	2	0
Gr. 9	1	2	0	0

Peerless Lake School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	5	5	0	0
Gr. 1	4	6	0	0
Gr. 2	5	2	0	0
Gr. 3	6	5	0	1
Gr. 4	9	6	1	1
Gr. 5	2	7	1	0
Gr. 6	7	2	0	0
Gr. 7	8	2	1	0
Gr. 8	3	1	1	1
Gr. 9	4	3	4	0

Pelican Mountain School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	2	0	2	2
Gr. 1	0	0	1	1
Gr. 2	1	2	2	0
Gr. 3	1	1	1	1
Gr. 4	1	1	0	0
Gr. 5	1	0	0	0
Gr. 6	2	1	1	0

St. Theresa School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	17	18	7	13
Gr. 1	21	31	17	13
Gr. 2	15	15	11	1
Gr. 3	21	21	8	2
Gr. 4	22	21	7	6
Gr. 5	19	19	10	7
Gr. 6	11	17	7	4

Susie Creek School				
	90% or Above	80% or Above	70% or Above	50% or Above
ECS	1	3	0	0
Gr. 1	0	3	0	2
Gr. 2	2	2	1	0
Gr. 3	4	3	0	0
Gr. 4	2	2	0	0
Gr. 5	3	3	1	0
Gr. 6	2	1	0	0
Gr. 7	1	1	0	1
Gr. 8	1	0	2	1

## DIVISION ATTENDANCE 2013-2014

	90% or Above	80% or Above	70% or Above	50% or Above
ECS	91	47	29	44
Gr. 1	101	99	58	36
Gr. 2	89	80	46	16
Gr. 3	103	76	35	22
Gr. 4	100	77	36	26
Gr. 5	82	74	40	22
Gr. 6	78	66	27	24
Gr. 7	77	48	32	30
Gr. 8	63	53	29	27
Gr. 9	37	41	28	23



Staffing Update - September 26, 2014

	Certified Staff	Certified Staff - NL	Early Childhood Instructors	ECS - PUF	Teacher Assistants	Special Assistants	School Community Liaison Worker	Family Community Liaison Advisor	Library Assistant	Native Language Instructor	Clerical	Total by School
Anzac	5.5	0	0	0	0.5	0	0	0.25	0.5	0.25	1	8
ADCS	19	1	0	0	1	2	1	0	0.95	1	1	26.95
Bill Woodward	9	0	0	0	0	3.2	1	0	0.5	0	1	14.7
Bishop Routhier	5	0	0	0	0	3.4	0	0	0	0	1	9.4
Calling Lake	11	0	0	0	1	2.4	0	0	0	0.6	1	16
Career Pathways	2	0	0	0	0	0	0	0	0	0	0	2
Chipewyan Lake	2	0	0.67	0.4	0	0	0	0	0	0.33	0.3	3.7
Conklin	4	0	0	0	1	0	0	0	0	0.5	0.5	6
Dr. Mary Jackson	2	0	1	0	1	1.5	0	0	0	0	0.5	6
Elizabeth	10	0	0	1.8	0	2	0	0	1	1	1	16.8
Father R. Perin	7.5	0	1	0	0	2	0	0	0	0	0.9	11.4
Fort McKay	7	0	0	0	6	0	0	0	0	1	1	15
Gift Lake	13	0	1	0	2	4	0	0	0	1	1	22
Grouard	6	0	0	0	2	0	1	0	0	1	1	11
Hillview	3	0	0	0	0	0.5	0	0	0	0	0.5	4
J.F. Dion	6	0	0	0	1	0	1	0	0	0	1	9
Kateri	7	0	0	0	1	1	0	0	0	1	1	11
Little Buffalo	12	0	0	0	0	4	0.8	0	0	1	1	18.8
Mistassiniy	21	0	0	0	3	2	0	2	0	1	2	31
Paddle Prairie	8	0	0	0	2	1	0	0	0	0.5	1	12.5
Peerless Lake	9	0	0.5	0	1.5	1	0	0	0	1	1	14
Pelican Mountain	2	0	0	0	0.75	0	0	0	0	0.25	0	3
St. Theresa	22.8	0	1	3	6	6	0	1	1	2	2	44.8
Susa Creek	3.6	0	0	1	1	0	0	0	0	0.4	0.85	6.85
Totals	197.4	1	5.17	6.2	30.75	36	4.8	3.25	3.95	13.83	21.55	323.9





# Chairman's Report October 3, 2014

## August, 2014

25	Sandy Lake	Local School Board Committee Meeting
		School Tour
26 (AM)	Leduc	Office Work
27	Peace River	Travel
		Board Meeting Preparation
28	Peace River	Northland School Division No. 61 Corporate Board Meeting
29	Peace River	Office
	Leduc	Travel

## September, 2014

2	Grouard	Local School Board Committee Meeting
	High Prairie	Overnight
3	Grouard	Local School Board Committee Meeting Follow-up
	Gift Lake	Tour of New Temporary Facility
	Little Buffalo	Facility Tour
		Construction Update
	Wabasca	Kapaskwatinak
	Sandy Lake	School/Facility/Grounds Tour
4	Edmonton	Funeral
5	Edmonton	Meeting with Legal Services Re: Joint Development Agreement
		Meeting with Superintendent of Schools
		Meeting with CEO, Kee Tas Kee Now Tribal Council
7	St. Albert	Meeting with Pearl Calahasen, MLA
8	Fort Chipewyan	Meeting Regarding New School Initiative <ul style="list-style-type: none"> <li>· Athabasca Delta First Nation</li> <li>· Mikisew Cree First Nation</li> <li>· Aboriginal Affairs and Northern Development Canada</li> </ul>
9 (PM)	Edmonton	Alberta Education
24 (PM)	Hinton	Travel
25	Grande Cache	Meeting with Local School Board Committee Chair
		Meeting with Aseniwuche Development Corporation
	Susa Creek	School Visit/Tour
26	Edmonton	Meeting with ADM; First Nation, Metis and Inuit Education Services
	High Prairie	Travel
27	Grouard	Local School Board Committee Orientation
28 (PM)	High Prairie	Travel
29	Gift Lake	Meeting with the Gift Lake Metis Settlement Council and Local School Board Committee
30	Edmonton	ASBA
	Peace River	Travel



**NORTHLAND SCHOOL DIVISION NO. 61  
LOCAL SCHOOL BOARD COMMITTEE REPORT  
2013/2014 SCHOOL YEAR  
PERIOD ENDING - AUGUST 22, 2014**

	<b>Future Pay Out</b>	<b>Paid During Yr.</b>	<b>Total Pd. &amp; Committed</b>	<b>Budget</b>	<b>Difference</b>	<b>Percent Expended</b>
<b><u>Anzac</u></b>						
Quarterly Honorarium	474.69	3,198.94	3,673.63	4,920.00	1,246.37	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		3,866.07	3,866.07	250.00	(3,616.07)	
<b>Total</b>	<b>474.69</b>	<b>7,065.01</b>	<b>7,539.70</b>	<b>10,202.00</b>	<b>2,662.30</b>	<b>73.9%</b>
<b><u>Athabasca Delta</u></b>						
Quarterly Honorarium	715.94	2,263.45	2,979.39	4,920.00	1,940.61	
Travel & Subsistence			-	5,340.00	5,340.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		109.73	109.73	250.00	140.27	
<b>Total</b>	<b>715.94</b>	<b>2,373.18</b>	<b>3,089.12</b>	<b>10,510.00</b>	<b>7,420.88</b>	<b>29.4%</b>
<b><u>Bishop Routhier</u></b>						
Quarterly Honorarium	-	4,755.97	4,755.97	4,920.00	164.03	
Travel & Subsistence			-	1,992.00	1,992.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,171.65	1,171.65	250.00	(921.65)	
<b>Total</b>	<b>-</b>	<b>5,927.62</b>	<b>5,927.62</b>	<b>7,162.00</b>	<b>1,234.38</b>	<b>82.8%</b>
<b><u>Calling Lake</u></b>						
Quarterly Honorarium	739.06	2,547.77	3,286.83	4,920.00	1,633.17	
Travel & Subsistence			-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>739.06</b>	<b>2,547.77</b>	<b>3,286.83</b>	<b>8,230.00</b>	<b>4,943.17</b>	<b>39.9%</b>
<b><u>Chipewyan Lakes</u></b>						
Quarterly Honorarium	253.00	2,695.15	2,948.15	4,920.00	1,971.85	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>253.00</b>	<b>2,695.15</b>	<b>2,948.15</b>	<b>7,910.00</b>	<b>4,961.85</b>	<b>37.3%</b>
<b><u>Conklin</u></b>						
Quarterly Honorarium	494.25	4,813.39	5,307.64	4,920.00	(387.64)	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>494.25</b>	<b>4,813.39</b>	<b>5,307.64</b>	<b>9,314.00</b>	<b>4,006.36</b>	<b>57.0%</b>



	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	241.25	4,924.10	5,165.35	4,920.00	(245.35)	
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		986.84	986.84	250.00	(736.84)	
<b>Total</b>	<b>241.25</b>	<b>5,910.94</b>	<b>6,152.19</b>	<b>7,354.00</b>	<b>1,201.81</b>	<b>83.7%</b>
<b><u>East Prairie</u></b>						
Quarterly Honorarium	-	4,925.94	4,925.94	4,920.00	(5.94)	
Travel & Subsistence		1,653.03	1,653.03	2,128.00	474.97	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		257.51	257.51	250.00	(7.51)	
<b>Total</b>	<b>-</b>	<b>6,836.48</b>	<b>6,836.48</b>	<b>7,298.00</b>	<b>461.52</b>	<b>93.7%</b>
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	241.25	3,497.14	3,738.39	4,920.00	1,181.61	
Travel & Subsistence			-	3,816.00	3,816.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,544.60	1,544.60	250.00	(1,294.60)	
<b>Total</b>	<b>241.25</b>	<b>5,041.74</b>	<b>5,282.99</b>	<b>8,986.00</b>	<b>3,703.01</b>	<b>58.8%</b>
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	-	4,917.15	4,917.15	4,920.00	2.85	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,031.46	1,031.46	250.00	(781.46)	
<b>Total</b>	<b>-</b>	<b>5,948.61</b>	<b>5,948.61</b>	<b>9,314.00</b>	<b>3,365.39</b>	<b>63.9%</b>
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	-	2,942.00	2,942.00	4,920.00	1,978.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>-</b>	<b>2,942.00</b>	<b>2,942.00</b>	<b>9,314.00</b>	<b>6,372.00</b>	<b>31.6%</b>
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	-	4,720.51	4,720.51	4,920.00	199.49	
Travel & Subsistence		-	-	2,292.00	2,292.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>-</b>	<b>4,720.51</b>	<b>4,720.51</b>	<b>7,462.00</b>	<b>2,741.49</b>	<b>63.3%</b>
<b><u>Grouard</u></b>						
Quarterly Honorarium	506.00	3,163.69	3,669.69	4,920.00	1,250.31	
Travel & Subsistence		2,404.90	2,404.90	2,028.00	(376.90)	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>506.00</b>	<b>5,568.59</b>	<b>6,074.59</b>	<b>7,198.00</b>	<b>1,123.41</b>	<b>84.4%</b>

	Future	Paid	Total Pd. &			Percent Expended
	Pay Out	During Yr.	Committed	Budget	Difference	
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	-	4,920.63	4,920.63	4,920.00	(0.63)	
Travel & Subsistence		38.38	38.38	4,052.00	4,013.62	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,118.39	1,118.39	250.00	(868.39)	
<b>Total</b>	<b>-</b>	<b>6,077.40</b>	<b>6,077.40</b>	<b>9,222.00</b>	<b>3,144.60</b>	<b>65.9%</b>
<b><u>Kateri</u></b>						
Quarterly Honorarium	482.50	2,294.77	2,777.27	4,920.00	2,142.73	
Travel & Subsistence		2,043.48	2,043.48	2,416.00	372.52	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>482.50</b>	<b>4,338.25</b>	<b>4,820.75</b>	<b>7,586.00</b>	<b>2,765.25</b>	<b>63.5%</b>
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	482.50	4,716.86	5,199.36	4,920.00	(279.36)	
Travel & Subsistence			-	1,880.00	1,880.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		800.00	800.00	250.00	(550.00)	
<b>Total</b>	<b>482.50</b>	<b>5,516.86</b>	<b>5,999.36</b>	<b>7,050.00</b>	<b>1,050.64</b>	<b>85.1%</b>
<b><u>Mistassiniy</u></b>						
Quarterly Honorarium	723.75	4,092.45	4,816.20	4,920.00	103.80	
Travel & Subsistence		371.12	371.12	2,836.00	2,464.88	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		954.02	954.02	250.00	(704.02)	
<b>Total</b>	<b>723.75</b>	<b>5,417.59</b>	<b>6,141.34</b>	<b>8,006.00</b>	<b>1,864.66</b>	<b>76.7%</b>
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	-	3,440.20	3,440.20	4,920.00	1,479.80	
Travel & Subsistence		500.00	500.00	2,288.00	1,788.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>-</b>	<b>3,940.20</b>	<b>3,940.20</b>	<b>7,458.00</b>	<b>3,517.80</b>	<b>52.8%</b>
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	-	5,004.10	5,004.10	4,920.00	(84.10)	
Travel & Subsistence		1,715.25	1,715.25	2,340.00	624.75	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		560.00	560.00	250.00	(310.00)	
<b>Total</b>	<b>-</b>	<b>7,279.35</b>	<b>7,279.35</b>	<b>7,510.00</b>	<b>230.65</b>	<b>96.9%</b>
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	241.25	3,051.38	3,292.63	4,920.00	1,627.37	
Travel & Subsistence			-	3,096.00	3,096.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,518.40	1,518.40	250.00	(1,268.40)	
<b>Total</b>	<b>241.25</b>	<b>4,569.78</b>	<b>4,811.03</b>	<b>8,266.00</b>	<b>3,454.97</b>	<b>58.2%</b>

	Future	Paid	Total Pd. &			Percent
	Pay Out	During Yr.	Committed	Budget	Difference	
<b><u>St. Theresa</u></b>						
Quarterly Honorarium	-	5,151.76	5,151.76	4,920.00	(231.76)	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		3,162.72	3,162.72	250.00	(2,912.72)	
<b>Total</b>	<b>-</b>	<b>8,314.48</b>	<b>8,314.48</b>	<b>8,030.00</b>	<b>(284.48)</b>	<b>103.5%</b>
<b><u>Susa Creek</u></b>						
Quarterly Honorarium	482.50	3,098.95	3,581.45	4,920.00	1,338.55	
Travel & Subsistence			-	2,984.00	2,984.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		1,297.55	1,297.55	250.00	(1,047.55)	
<b>Total</b>	<b>482.50</b>	<b>4,396.50</b>	<b>4,879.00</b>	<b>8,154.00</b>	<b>3,275.00</b>	<b>59.8%</b>
<b>GRAND TOTAL</b>	<b>6,077.94</b>	<b>112,241.40</b>	<b>118,319.34</b>	<b>181,536.00</b>	<b>63,216.66</b>	

TOTAL NUMBER OF LSBC WITHIN BUDGET	21	63,501.14
TOTAL NUMBER OF LSBC OVER BUDGET	1	(284.48)
TOTAL NUMBER OF LSBC	22	63,216.66

NORTHLAND SCHOOL DIVISION NO. 61  
 LOCAL SCHOOL BOARD COMMITTEE REPORT  
 2014/2015 SCHOOL YEAR  
 PERIOD ENDING - SEPTEMBER 26, 2014

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Anzac</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>10,202.00</b>	<b>5,283.00</b>	<b>48.2%</b>
<b><u>Athabasca Delta</u></b>						
Quarterly Honorarium	3,907.00	-	3,907.00	4,920.00	1,013.00	
Travel & Subsistence			-	5,340.00	5,340.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>3,907.00</b>	<b>-</b>	<b>3,907.00</b>	<b>10,510.00</b>	<b>6,603.00</b>	<b>37.2%</b>
<b><u>Bishop Routhier</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	1,992.00	1,992.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>7,162.00</b>	<b>2,243.00</b>	<b>68.7%</b>
<b><u>Calling Lake</u></b>						
Quarterly Honorarium	3,954.00	-	3,954.00	4,920.00	966.00	
Travel & Subsistence			-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>3,954.00</b>	<b>-</b>	<b>3,954.00</b>	<b>8,230.00</b>	<b>4,276.00</b>	<b>48.0%</b>
<b><u>Chipewyan Lakes</u></b>						
Quarterly Honorarium	2,989.00	-	2,989.00	4,920.00	1,931.00	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>2,989.00</b>	<b>-</b>	<b>2,989.00</b>	<b>7,910.00</b>	<b>4,921.00</b>	<b>37.8%</b>
<b><u>Conklin</u></b>						
Quarterly Honorarium	4,922.86	-	4,922.86	4,920.00	(2.86)	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,922.86</b>	<b>-</b>	<b>4,922.86</b>	<b>9,314.00</b>	<b>4,391.14</b>	<b>52.9%</b>

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>7,354.00</b>	<b>2,435.00</b>	<b>66.9%</b>
<b><u>East Prairie</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	2,128.00	2,128.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>7,298.00</b>	<b>2,379.00</b>	<b>67.4%</b>
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	4,872.00	-	4,872.00	4,920.00	48.00	
Travel & Subsistence			-	3,816.00	3,816.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>4,872.00</b>	<b>-</b>	<b>4,872.00</b>	<b>8,986.00</b>	<b>4,114.00</b>	<b>54.2%</b>
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		3,018.38	3,018.38	4,144.00	1,125.62	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>3,018.38</b>	<b>7,937.38</b>	<b>9,314.00</b>	<b>1,376.62</b>	<b>85.2%</b>
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	2,942.00	-	2,942.00	4,920.00	1,978.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>2,942.00</b>	<b>-</b>	<b>2,942.00</b>	<b>9,314.00</b>	<b>6,372.00</b>	<b>31.6%</b>
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	4,872.00	-	4,872.00	4,920.00	48.00	
Travel & Subsistence			-	2,292.00	2,292.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>4,872.00</b>	<b>-</b>	<b>4,872.00</b>	<b>7,462.00</b>	<b>2,590.00</b>	<b>65.3%</b>
<b><u>Grouard</u></b>						
Quarterly Honorarium	3,918.75	-	3,918.75	4,920.00	1,001.25	
Travel & Subsistence			-	2,028.00	2,028.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
<b>Total</b>	<b>3,918.75</b>	<b>-</b>	<b>3,918.75</b>	<b>7,198.00</b>	<b>3,279.25</b>	<b>54.4%</b>

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	4,052.00	4,052.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>9,222.00</b>	<b>4,303.00</b>	<b>53.3%</b>
<b><u>Kateri</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>-</b>	<b>4,919.00</b>	<b>7,586.00</b>	<b>2,667.00</b>	<b>64.8%</b>
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	4,872.00	-	4,872.00	4,920.00	48.00	
Travel & Subsistence		-	-	1,880.00	1,880.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,872.00</b>	<b>-</b>	<b>4,872.00</b>	<b>7,050.00</b>	<b>2,178.00</b>	<b>69.1%</b>
<b><u>Mistassiny</u></b>						
Quarterly Honorarium	3,907.00	-	3,907.00	4,920.00	1,013.00	
Travel & Subsistence		-	-	2,836.00	2,836.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>3,907.00</b>	<b>-</b>	<b>3,907.00</b>	<b>8,006.00</b>	<b>4,099.00</b>	<b>48.8%</b>
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		120.00	120.00	2,288.00	2,168.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,919.00</b>	<b>120.00</b>	<b>5,039.00</b>	<b>7,458.00</b>	<b>2,419.00</b>	<b>67.6%</b>
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	4,872.00	-	4,872.00	4,920.00	48.00	
Travel & Subsistence		-	-	2,340.00	2,340.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>4,872.00</b>	<b>-</b>	<b>4,872.00</b>	<b>7,510.00</b>	<b>2,638.00</b>	<b>64.9%</b>
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	2,989.00		2,989.00	4,920.00	1,931.00	
Travel & Subsistence			-	3,096.00	3,096.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
<b>Total</b>	<b>2,989.00</b>	<b>-</b>	<b>2,989.00</b>	<b>8,266.00</b>	<b>5,277.00</b>	<b>36.2%</b>

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b>St. Theresa</b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	4,919.00	-	4,919.00	8,030.00	3,111.00	61.3%
<b>Susa Creek</b>						
Quarterly Honorarium	4,919.00	-	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	2,984.00	2,984.00	
In - Service			-		-	
Prior Year Carryover			-		-	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	4,919.00	-	4,919.00	8,154.00	3,235.00	60.3%
<b>GRAND TOTAL</b>	<b>98,207.61</b>	<b>3,138.38</b>	<b>101,345.99</b>	<b>181,536.00</b>	<b>80,190.01</b>	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	80,190.01
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	<u>22</u>	<u>80,190.01</u>

**NORTHLAND SCHOOL DIVISION NO. 61  
BOARD REPORT  
2013/2014 SCHOOL YEAR  
PERIOD ENDING - AUGUST 31, 2014**

**ELECTIONS**

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	-	-	-
POSTAGE--ELECTIONS	29.52	-	(29.52)
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	54,912.50	30,000.00	(24,912.50)
TRAVEL & SUBSISTENCE--ELECTIONS	3,532.19	140,000.00	136,467.81
PRINTING & BINDING--ELECTIONS	3,521.24	10,000.00	6,478.76
ADVERTISING--ELECTIONS	19,400.69	20,000.00	599.31
OFFICE SUPPLIES--ELECTIONS	725.82	10,000.00	9,274.18
<b>SUB-TOTAL</b>	<b>82,121.96</b>	<b>210,000.00</b>	<b>127,878.04</b>

**COMMITTEES**

RENUMERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE-PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE-EDUCATION	-	-	-
TRAVEL & SUBSISTENCE-FINANCE	-	-	-
TRAVEL & SUBSISTENCE-NEGOTIATION	2,453.44	-	(2,453.44)
TRAVEL & SUBSISTENCE-PAC	-	-	-
TRAVEL & SUBSISTENCE-AD HOC	-	40,000.00	40,000.00
TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE	799.35	15,000.00	14,200.65
TRAVEL & SUBSISTENCE-KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE-MARTIN ABORIGINAL INITIAT	-	-	-
TRAVEL & SUBSISTENCE-POLICY REVIEW	15,519.07	-	(15,519.07)
TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
<b>SUB-TOTAL</b>	<b>18,771.86</b>	<b>55,000.00</b>	<b>36,228.14</b>

**OTHER EXPENSES**

REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
RENUMERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	3,724.20	-	(3,724.20)
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	139,322.22	200,000.00	60,677.78
IN-SERVICE - BOARD	-	110,000.00	110,000.00
IN-SERVICE - BOARD (ORIENTATION)	49,272.69	100,000.00	50,727.31
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	17,664.99	10,000.00	(7,664.99)
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	1,820.81	5,000.00	3,179.19
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	108,112.62	110,000.00	1,887.38
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	43,324.25	38,000.00	(5,324.25)
PRINTING & BINDING	10,714.89	2,000.00	(8,714.89)
INSURANCE - BOARD OF TRUSTEES	178.79	250.00	71.21
ADVERTISING - BOARD	175.63	5,000.00	4,824.37
OFFICE SUPPLIES	2,994.07	500.00	(2,494.07)
AWARDS	33,783.86	16,500.00	(17,283.86)
POSTAGE - BOARD	1,895.83	4,000.00	2,104.17
FURNITURE & EQUIPMENT	92.30	5,000.00	4,907.70
<b>SUB-TOTAL</b>	<b>413,077.16</b>	<b>606,250.00</b>	<b>193,172.85</b>

**TOTAL 513,970.97 871,250.00 357,279.03**



**NORTHLAND SCHOOL DIVISION NO. 61  
BOARD REPORT  
2014/2015 SCHOOL YEAR  
PERIOD ENDING - SEPTEMBER 26, 2014**

**ELECTIONS**

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	-	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE--ELECTIONS	-	-	-
PRINTING & BINDING--ELECTIONS	-	-	-
ADVERTISING--ELECTIONS	-	-	-
OFFICE SUPPLIES--ELECTIONS	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>80,000.00</b>	<b>80,000.00</b>

**COMMITTEES**

REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE-PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE-EDUCATION	-	-	-
TRAVEL & SUBSISTENCE-FINANCE	-	-	-
TRAVEL & SUBSISTENCE-NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE-PAC	-	-	-
TRAVEL & SUBSISTENCE-AD HOC	-	60,000.00	60,000.00
TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE	-	-	-
TRAVEL & SUBSISTENCE-KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE-MARTIN ABORGINAL INITIAT	-	-	-
TRAVEL & SUBSISTENCE-POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
<b>SUB-TOTAL</b>	<b>-</b>	<b>60,000.00</b>	<b>60,000.00</b>

**OTHER EXPENSES**

REMUNERATION TRUSTEES	-	-	-
REMUNERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	4,000.00	4,000.00
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	-	200,000.00	200,000.00
IN-SERVICE - BOARD	250.64	90,000.00	89,749.36
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	-	25,000.00	25,000.00
REMUNERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	-	-	-
TELEPHONE - TRUSTEE	-	3,000.00	3,000.00
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	-	80,000.00	80,000.00
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
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	77.21	5,000.00	4,922.79
AWARDS	49.31	25,000.00	24,950.69
POSTAGE - BOARD	-	4,000.00	4,000.00
FURNITURE & EQUIPMENT	-	1,000.00	1,000.00
<b>SUB-TOTAL</b>	<b>377.16</b>	<b>481,750.00</b>	<b>481,372.84</b>
<b>TOTAL</b>	<b>377.16</b>	<b>621,750.00</b>	<b>621,372.84</b>



# Communications Now

**October 2014**

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**Westwind School Division's key communicator network engages community members**

A new key communicator network in Westwind School Division is getting positive feedback.

Westwind trustee Barb Salmon reports she was invited to the home of one of my key communicators for dinner only to find a copy of the Task Force on Teaching Excellence on their coffee table. Salmon says Westwind shared the report with their key communicators so it was exciting to find it in that home.

"We then were able to have a great conversation about the changes in education – ones that are happening and should happen," said Salmon.

**Why start a key communicator network?**

Westwind started its key communicator network in April 2014 because the division wanted to communicate about changes coming to the education system. It hoped that by engaging people through a key communicator network accurate information would get out and understanding would increase. The division also hoped to gather feedback.

**Who they invited and how?**

The network began with school trustees inviting people to join the network. They are 'average' citizens like a local business person, an interested parent or someone who expressed concerns about education in the past.

"We were looking for people who are respected in their community and who have an interest in education," says communications officer Craig Albrecht. "We asked them if they would be willing to receive information, and share that information with others."

Albrecht says the division wants key communicators to have accurate information from Westwind, so that if they are talking about education in the community, they have that information to refer to.

**What to communicate**

Since the network was launched, the division has sent key communicators 10 pieces of information, so key communicators receive about two notices a month.

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## Communications Now

The division says it sends the most important news or information that could be misunderstood in the community. Informal feedback indicates key communicators are pleased to have the information.

### Next steps

Westwind is moving to the next stage which is to have trustees talk with individual key communicators to get their views about specific topics. The division hopes key communicators will also inform Westwind if concerns develop so the division can address them.

*Submitted by Laurette Woodward, Communications Consultant.*

*Communications Now features school board public engagement initiatives in a bid to share best practices. Contact Suzanne Lundrigan at 780.451.7122 or [slundrigan@asba.ab.ca](mailto:slundrigan@asba.ab.ca) to arrange to have a writer describe your school board's project.*

*ASBA resources on public engagement are here: [www.asba.ab.ca/public-engage-tools.asp](http://www.asba.ab.ca/public-engage-tools.asp)*

### Meet the students on the 2014-2015 Minister's Student Advisory Council

Alberta Education recognizes that students have a valuable perspective when it comes to their education.

Through the Minister's Student Advisory Council, students get involved in decision making, connect with other students, grow as leaders and become the student voice in their community.

As ambassadors of student voice, students share their perspective collaboratively with all education partners, including teachers, principals, superintendents and government staff, to enhance the education system.

Recruited from as far north as Peace River and as far south as Pincher Creek, 27 students have been selected to serve a one-year term as members of the council.

The first meeting was held in Edmonton on September 18 to 21, 2014. The council participated in several training sessions that will prepare them for the work ahead, as well as build on their already impressive leadership skills.

They also spent time exploring opportunities to work more closely with their school jurisdictions and took part in an interactive working sessions offered by the department.

### For more information

*Speak Out* website at

<http://www.speakout.alberta.ca/COUNCIL>.

To explore opportunities to engage with the council please contact Eleana Yun, Manager at [Eleana.Yun@gov.ab.ca](mailto:Eleana.Yun@gov.ab.ca)



## Communications Now

### How to help new principals with communications

The transition to principal from teacher is as complex as a student's transition from junior high/middle school to high school. One of the biggest challenges facing the new principal is assuming the role as lead communicator for the school. This article looks at how the communications staff in the Salem-Keizer School District works with new principals as they move into this role.

### Our advice for new principals

#### 1. You are now responsible for communicating about things that may go wrong in your school.

When anything out of the ordinary happens in your school, the whole community, or at least some very important parts of it, will be looking to the principal for answers. Parents, staff, news media, jurisdiction officials, school board trustees and community members will turn to the principal when questions arise about the school.

#### Our communication protocols

We meet with principals early in their first year to discuss communication protocols. We give them something in writing so they can refer back to the guidelines during crises. Handouts should outline tips for speaking to the media, school board trustees, jurisdiction-level administrators, parents and staff.

#### Please stay in touch with central office

New principals commonly ask when to alert the jurisdiction office about incidents. It is best for newer principals to err on the side of sharing more rather than less with the jurisdiction office.

Tell them, "When in doubt, give us a quick call." Let the new principal know that you are glad to hear what is going on and will be prepared to help make sense of the situation.

### Resources for principals

#### Media Relations 101:

This handbook ([www.salkeiz.k12.or.us/qam/media-relations-101](http://www.salkeiz.k12.or.us/qam/media-relations-101)) offers practical tips for establishing and maintaining positive relationships with news media during the routine ups and downs of the school year. The manual contains helpful information about the roles of the news media and school staff. It covers such topics as preparing for interviews and packaging story ideas for the media.

#### Crisis Communication Tips:

This document (<https://salkeiz.orvsd.org/qam/crisis-communication-tips>) covers the more intense aspects of dealing with the community and news media during major incidents, such as maintaining a learning environment and controlling media access to your school.

#### 2. Encourage principals to share the good news from your school.

The Salem-Keizer School District has many channels for distributing good news about students and staff. Principals are key to providing the content.

#### We encourage principals

##### to establish positive media relationships

In terms of news media, we want principals to establish and maintain positive relationships with the news media in our jurisdiction. We encourage them to share good news directly with the media, with a cc to the jurisdiction office. That way, they give a good scoop to the media and feed the jurisdiction positive news we can use for our jurisdiction-wide communication efforts.

#### Share good news from their school at the jurisdiction level

We highlight good news on the division website as well as at board meetings. We take good news from the schools and convert them into 'Spotlights on Success', a regular feature at the opening of each board meeting. Those students and staff who are honored in person also appear on the jurisdiction website.



## Communications Now

For the achievements that don't fit the criteria of the Spotlights, we also have web news, Twitter and Facebook.

When events merit, a single achievement could land a school in the local newspaper, on the TV news, live at a board meeting and on the jurisdiction website. But if the principal or his designee does not let us know, all of those opportunities are lost.

### **Help principals increase readability and readership**

The best communications occurs at the school level. Principals should be given guidance for increasing readability and readership of their newsletters, web and social media.

Offer new principals lots of encouragement when you check their school website and find new stories and announcements. Likewise, an occasional reminder is appropriate if their web page is neglected. Read school newsletters and shoot a quick email to encourage the new principals' communications efforts.

### **3. Principals articulate and demonstrate a vision for your school to your staff, students and community.**

Communication is critical for setting and energizing the school vision. Make sure the new principal knows you support their efforts to put all of the good work of their school staff into a vision statement and goals. Communications strategies should favor face-to-face meetings with staff and students.

#### ***How the jurisdiction works with principals***

##### **Share tips for engaging community**

Many new principals are unsure when and how to ask for feedback and participation. Share tips for surveys and other feedback channels. Share best practices for engaging community and staff in setting and articulating the vision for the school.

### **Encourage principals to establish and communicate their vision**

As the first year in a principal's new role comes to a close, school staff, parents and community members will be expecting to hear where the school is headed.

Being the "new" person is a perishable commodity. If a principal fails to establish vision, mission and goals in the first year, he or she will quickly go from the new leader to the target for criticism.

The key is to lay out a simple vision, goals and strategies for reaching the goals. Those should be consistently communicated by the principal via a variety of channels. The results will be increased engagement and teamwork.

### **4. We have resources to help you succeed.**

Perhaps the most important thing new principals need to know is that they are not in this alone. They need to know that the jurisdiction office and other school leaders are eager to help them be successful. Tell them you want to help, and show them the tools you have developed to help them.

#### ***How the jurisdiction works with principals***

##### **Share sample letters or templates**

If you have sample letters for principals to use in communicating with parents, make sure the new principal knows that. If you don't have any, create some and post them online.

Stranger danger, bomb threats and lockdowns are commonplace, so why not help the principals by drafting templates for them to use? Develop and share guidelines for school use of phone dialers, social media and web pages.

##### **Share communication plans**

Offer to share communication plans that you or a principal have used in communicating a common issue. This will help the new principal to understand how to organize all of the channels and messages they will need to manage during a crisis or incident.



## Communications Now

### **Reach out to principals**

Once you have prepared the new principal, make sure you support her when difficult times come. If something happens at her school and she doesn't call you, make sure you reach out and remind her you can help.

With enough guidance and support, every new principal can be a great communicator, which is key to being a great leader.

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

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## Communications Now

### Writing clearly

An anonymous author wrote: “Never use a big word when a diminutive one will suffice.”

Do we take that advice when we communicate to parents and community members?

We share information with parents, staff and community members to inform them. If the goal is to tell them something important, it should be clear and easy to understand.

Unfortunately, it is easy to write past our readers. Familiarity with the subject matter, a tendency to sometimes pack a small amount of information into a long document, and “eduspeak” jargon can reduce readership.

Consider this comment from Winston Churchill. “This report, by its very length, defends itself against the risk of being read.”

To ensure that our audience is hearing the information we believe they need to know, we must make it easier to read and understand.

Even if you have years of experience writing for your audience and a long career of communicating on paper, it may be helpful to review the basics.

And, if you are new to your job or just out of school, a primer on clarity, brevity and convention may be a good resource for your files.

Ernest Hemingway advised: “It’s none of their business that you have to learn to write. Let them think you were born that way.”

### A few tips from a writer’s coach

There are several classic writing books that continue to provide excellent guidance for clear writing.

A helpful reference library includes: *On Writing Well* by William Zinsser, *The Elements of Style* by William Strunk Jr. and E.B. White, and *The Elements of Grammar* by Margaret Shertzer.

Reference books are helpful, but writing coaches, or editors, are helpful as well. Jack Hart’s book, *A Writer’s Coach, The Complete Guide to Writing Strategies that Work*, provides a writing coach in a book. Here are some tips from a writing coach.

### Structure

1. **Editing and fact checking:** After you gather evidence to support your point, write a quick draft. Then edit with detachment. Sometimes our own words on paper impress us and make it difficult to cut the excess.

“Examine every word you put on paper. You’ll find a surprising number that don’t serve any purpose.” — *William Knowlton Zinsser*

2. **Organize:** “Writing is, in one sense, simply organized thinking,” said Hart. A readable page has a variety of sentence and paragraph lengths, with neither being too long.

Hart recommends a mix of short, medium and long paragraphs. Short paragraphs are effective ways to emphasize key points.

3. **Don’t forget the message:** Be sure to step back as you write and identify the main point. Be sure that it is easy for your readers to find.

### Style

1. **Action verbs:** The active voice conveys authority and minimizes the chance for a convoluted sentence structure. An active voice clearly attributes the action in the sentence to a subject.

Saying the report was adopted, for example, does not give enough information about who to contact for more information. “The board adopted the report” provides a starting point for follow-up questions.



## Communications Now

2. **Word choice:** When Hart cautions against expletives, he isn't referring to obscenities.

He is talking about using filler words such as "there are," "there were," and "it is." Instead of "There were six ducks on the pond," he suggests, "Six ducks paddled across the pond."

Bold words are more authoritative. Avoid qualifiers such as 'somewhat,' 'rather,' and 'a bit.'

3. **Readability:** Hart suggests sentences of 23 words or fewer for best readability. Break up sentences that are too long.

Be careful of pronoun confusion. Be sure to clearly connect "it" and "they" to a noun they represent – or avoid them by using the noun whenever possible.

4. **Remember your readers:** You will alienate your readers if your vocabulary and word choice are unfamiliar to them.

Remember that readers do not know the official names in your educational world, so explain unfamiliar concepts. Anticipate your readers' questions as you write.

Your spell check isn't the only tool you should use to improve readability. To check your writing for clarity, measure readability in your word processing program. Most have a Flesch-Kincaid readability tool that gives scores your writing by grade level. Aim for a Flesch-Kincaid readability score between a grade eight and 12 level. This article was written at grade-level 8, for example.

Don't confuse readability with low reading ability. Flesch-Kincaid scores are based whether the article contains simple, common words rather than jargon or academia.

Mark Twain said: "I notice that you use plain, simple language, short words and brief sentences. That is the way to write English – it is the modern way and the best way. Stick to it; don't let fluff and flowers and verbosity creep in."

Beyond these basics, Hart offers advice for rhythm, conveying humanity, adding color to draw people in and voice.

### What not to do

Government writing is notoriously unclear around the world. In the United States, the federal government has made a resource available to improve the brevity and clarity of writing. It offers tips that can help English speakers and writers everywhere.

This website has resources, tips and before and after comparisons of bad writing made better. It also has funny examples of what not to do and a tongue-in-cheek list of tips for "How to Write Good" with useful gems such as:

1. Avoid alliteration. Always.
2. Prepositions are not words to end sentences with.
5. Don't use commas, that, are not, necessary.
8. Subject and verb always has to agree.
15. Be more or less specific.
20. The passive voice is to be avoided.

[www.plainlanguage.gov/examples/humor/writegood.cfm](http://www.plainlanguage.gov/examples/humor/writegood.cfm)

*Contributed by Marcia Latta, communications consultant*





## Communications Now

### Tips for recruiting and retaining volunteers

We're all familiar with this conversation, "Hi, Mrs. Smith. We're looking for volunteers to help at Jones Elementary School this year. Can we sign you up?"

Mrs. Smith hems and haws, and seems to be thinking of reasons she can't help.

"Um, I'd like to help but I'm really busy. Besides, I don't feel very qualified to help with math or reading or anything like that."

Let's face it, recruiting and keeping volunteers is hard. But it gets a lot easier when schools help parents understand why volunteers are needed.

### Connection between volunteers and learners

It's all about helping children get the best education possible, and parental involvement helps with that.

Research shows students earn better grades, have fewer discipline problems and go on to college at a higher rate when parents are involved in their education. Parental involvement includes everything from helping children with their homework to volunteering in their schools.

It sends a powerful message to children when they see that their parents care enough about education that they give up some of their personal time to help in their school.

Volunteers don't have to be reading experts or wizards at math. A desire to make a difference for children is the main criteria, along with an understanding that volunteering is a job, where people count on them to be on time, reliable and on task.

While schools sometimes just think of volunteers as free help, it's important to recognize volunteers for the valuable asset they are. Some schools create giant checks that they display in the hallways, written for the amount of volunteer contributions to that school during the year.

The key to keeping and retaining volunteers is really just showing them the same courtesy and respect you do your paid employees.

### Recognize that volunteers have the right to:

- Be treated as a co-worker, not just free help.
- A suitable assignment, with consideration for personal preference, temperament and life experience.
- Training/instruction needed to perform specific tasks.
- Offer suggestions and/or an honest opinion.
- Recognition through day-by-day expressions of appreciation.

### Quick tips to improve volunteer participation

#### Create a welcoming atmosphere

Schedule a few volunteer orientations at the beginning of the school year, and introduce volunteers to the principal and secretaries.

Take them on a tour of the school to show them the restrooms they can use, where the workroom is, where they can store their coat and purse. Offer training on using the copy machine, dye cutter and any other equipment they will be using.

If they feel comfortable and productive, they will feel more like they are part of the team.



## Communications Now

### Create a written job description for each task

Don't expect a big turnout to a general invitation for volunteers.

If you wanted to hire a good elementary music teacher, you wouldn't just advertise for someone to work in the schools. You would be specific about the qualifications needed and exactly what the job entailed.

Do the same with your volunteer tasks. That helps you better match a volunteer's interests and skills with a particular position. It also assures the volunteer that they are signing up for a specific task.

Nothing scares away volunteers faster than the worry that they'll be roped into volunteering for every carnival, book fair, field trip and other activity that the school offers, instead of just the one task they actually agree to do.

### Tap into volunteers' interests

Ask them upfront what their skills are and what they like to do, so you can assign them tasks that they enjoy. Perhaps you have a volunteer with great photography skills. You won't know that without asking.

But don't assume that people always want to volunteer at the same kinds of tasks that they do in their paying jobs. One busy executive liked creating and putting up bulletin boards because it allowed her to indulge in her creative side.

On the flip side, a volunteer who is assigned to the copy machine for hours on end might find it boring and choose not to come back.

If you can match a volunteer with a task that they enjoy and find value in, you are likely to have a long-term volunteer.

### Outline your expectations

Take a few minutes to meet with your volunteer and let them know your expectations, not only in terms of the task at hand but in personal behavior.

How many hours will they be helping? How do they notify you if they're going to be late or absent. What is considered appropriate dress for volunteers?

You might want to create volunteer manual, so they have a written document listing expectations and other information.

### Show appreciation

Every volunteer wants to know that he or she is making a difference. It's your job to make sure the volunteer knows this by saying thank you, early and often, by sending occasional notes appreciating their efforts, and finding other ways to reward them.

Some schools have monthly coffees or other gatherings where volunteers can stop in for coffee and treats and visit with the principal and other volunteers. Schools sometimes have volunteer appreciation events at the end of the year.

Volunteers don't volunteer for the thanks, but feeling appreciated is often what keeps them coming back.

### Behave as if your volunteers are your most valuable resource

Develop a culture in your school that says to everyone, volunteers are important and valued, and we can't accomplish our mission without them.

*Contributed by Connie Potter, chief of staff, Forest Grove School District, Oregon*



## Communications Now

### Tapping the strengths of your staff members who are introverts

In both public and private organizations, there is an emphasis on being self-assertive. Speaking up in a meeting, making your point in a loud, strong voice, and being able to make quick decisions on the spot are all considered prime leadership characteristics.

Unfortunately, that puts introverts in a tough spot. While introverts often have great ideas and great talents for leadership, many of the ways that institutions acknowledge talent only identify extroverts with those skills, leaving introverts in the dust.

#### What is an introvert?

A common misconception about introverts is that they are antisocial, but the truth is more complex.

Dr. Marla Gottschalk, an industrial and organizational psychologist, writes “introversion is in fact about how an individual handles stimulation and processes information.”

[www.linkedin.com/today/post/article/20131031151640-128811924-how-not-to-manage-an-introvert](http://www.linkedin.com/today/post/article/20131031151640-128811924-how-not-to-manage-an-introvert).

The characteristics of introverts are fairly easy to recognize. Introverts:

- Are seldom visibly emotional or expressive.
- Like to dig deep into issues and ideas before moving to new ones.
- Prefer writing to talking.
- Are quiet and reserved, having no desire to be the center of attention.
- Keep their personal lives private.

Many of these traits are great staff qualities, including in leadership roles. The important thing is ensuring the workplace environment is one where all input is encouraged and appreciated.

### The anti-introverts environment

While much has been accomplished by education’s new focus on using team approaches to teaching, curriculum design and other problem solving, it may come at a cost.

Jennifer B. Kahnweiler, PhD, author of *Quiet Influence: The Introvert’s Guide to Making a Difference*, said, “For introverts, the team-heavy approach presents a problem. Not only does being intertwined with others deplete their reserves of people energy, it also takes them away from the physical and intellectual space where they do their best thinking.”

“The pressure to share and connect every day at an accelerated pace stresses them out, depletes their energy, and challenges the very relationships they are seeking to build on their own terms.”

Introverts are generally more sensitive to most stimuli. For example, while studies have shown that caffeine can generally boost long-term memory performance, it may hinder an introvert’s ability to perform day to day tasks. “*The Interactive Effect of Personality, Time of Day, and Caffeine*” (Journal of Experimental Psychology: General, March 1980).

This is just one of the many ways that introverts are influenced by their environment. They also have difficulty with open-plan seating, bright lights, and loud music.

### Where do introverts excel?

Being aware of the special skills that introverts have is a good first start in encouraging greatness in them. Dr. Kahnweiler has identified several strengths that introverts use to achieve an impact.



## Communications Now

### Preparation

Introverts succeed when they are given time to prepare their answers.

Dr. Kahnweiler notes, "Many workplaces value instant responses over well-thought-out ones that take a little longer. While introverts are pondering decisions and analyzing the situation, they often fail to pick up the cues that they are about to be left behind. Their "delay" often costs them the opportunities to influence the decision."

To get the best possible result from all staff, let them know what you need, and give them time to get back to you.

### Focused conversations

Dr. Kahnweiler believes that introverts' ideas often go unheard. "In group settings, they may show up with smart solutions, yet can't seem to find an opening in which to share them." Introverts get around this by getting a lot done in one-on-one conversations outside of a meeting setting.

### Writing

Introverts get a bit weak in the knees when they think about presenting to a large group, and often perform poorly in that setting. However, introverts excel at presenting their ideas in print.

### What can I do to help?

One of the most frustrating things introverts face is feeling that their ideas aren't being heard because they don't "sell" them as forcefully as extroverts.

Susan Cain, the author of *Quiet: The Power of Introverts in a World That Can't Stop Talking*, writes, "If we assume that quiet and loud people have roughly the same number of good (and bad) ideas, then we should worry if the louder and more forceful people always carry the day. Yet studies in group dynamics suggest that this is exactly what happens. We perceive talkers as smarter than quiet types."

### How to make your workplace introvert friendly

Fortunately, there are things an administrator can do to balance the power dynamics between these two very different personality styles.

Harvey Deutschendorf, author of *The Other Kind of Smart*, shares some ideas for manager, supervisors and leaders to make workplaces more introvert-friendly:

#### 1. Consider individual or smaller group projects

On a team, introverts work best when they are assigned to work on a specific area rather than brainstorming and working collectively as a group. Recent studies have shown that brainstorming in general works better when people do it alone than when they do it collectively.

The organizational psychologist Adrian Furnham writes, "If you have talented and motivated people, they should be encouraged to work alone when creativity or efficiency is the highest priority."

Cain agrees, "Studies have shown that performance gets worse as group size increases: groups of nine generate fewer and poorer ideas compared to groups of six, which do worse than groups of four."

#### 2. Allocate time for all members to speak and be heard

Limit the time and ask everyone to come to the meeting with prepared items or speaking points. Make it understood that the speaker is not to be interrupted until the end, at which point anyone can ask questions.



## Communications Now

### 3. Ask for written discussion items to be forwarded to the chair prior to the meeting

This not only helps introverts who tend to like to think things through but it also cuts back on time wasted on unfocused discussion.

Keep in mind this *doesn't* mean that the meeting should be limited to discussion that has been pre-planned, or you miss out on the great input that extroverts have to offer as well.

### 4. Create opportunities for everyone to take turns leading meetings

This will give everyone, extroverts and introverts, an opportunity to experience different leadership styles and interaction, resulting in better understanding of how the other works.

Recommending that staff members join Toastmasters is also a good way to prepare them to be successful when an opportunity to lead comes up.

### 5. Provide advance notice with clear deadlines

Give notice of changes and events that will impact your staff as far in advance as possible. Remember that it is important for introverts to be able to think things through and be prepared. This goes for questions you ask of them as well. Give them time to mull things over and get back to you instead of expecting an instant response.

If you want someone to present their project to the group, try to give them the choice of doing it either in a meeting or in a memo. If you have a question you need answered, give them time to get back to you.

The extrovert may get back to you right away, while the introvert may take their time. Focus on rewarding the quality of the responses you receive, instead of the timeliness (when time isn't a factor, of course).

Most importantly, you need to keep in mind that the people who work with you and for you may be very different from you.

Giving them options in the way that they seek, process and present information may be the best and easiest way to handle the different personality types that you work with, and give the introvert stars in your organization a greater opportunity to shine.

### Checklist for planning a successful meeting for all personality types

1. Send a pre-meeting memo out well ahead of time, detailing what will be discussed.
2. Ask for written suggestions to be turned in ahead of time, and cover each suggestion in the meeting.
3. Allow time in the meeting for each person to speak.

*Contributed by Megan J. Wilson, commercial freelance writer and communication consultant*



## Communications Now

### Weblinks

#### World Teachers' Day

October 5, 2014

2014 theme: "Invest in the future, invest in teachers"  
Sponsored by the United Nations, it is an occasion to celebrate the essential role of teachers in providing quality education at all levels.

<https://en.unesco.org/events/world-teachers-day>

For a list of celebrations planned around the world, and other information:

<http://www.worldteachersday.org/map/>

#### Waste Reduction Week

October 20-26, 2014

[www.recycle.ab.ca/wrw](http://www.recycle.ab.ca/wrw)

#### National Child Day

November 20, 2014

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.

The event also encourages engagement with youth through a "Bring your MP to School Day", during the week of November 10-14, 2014.

For more information including an event kit:

[www.unicef.ca/en/take-action/article/celebrate-national-child-day-2013](http://www.unicef.ca/en/take-action/article/celebrate-national-child-day-2013)

#### Family Violence Prevention Month

November 2014

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](http://www.humanservices.alberta.ca/abuse-bullying/15676.html)

#### National Bullying Awareness Week

November 16 – 22, 2014

Information about bullying prevention hotlines, tools, webcasts, and events is available:

[www.humanservices.alberta.ca/abuse-bullying/14842.html](http://www.humanservices.alberta.ca/abuse-bullying/14842.html)



A monthly publication provided by your child's school in recognition of your role as a partner in education.

# Resources for Families

## What you should know about apps

Apps, short for 'computer applications', are an essential part of daily life for so many people. We use them for calendars, driving directions, shopping and communicating. There's an app for just about any computer-based need or want.

And we use them all the time. New survey data shows that 37 per cent of adults check their device every 30 minutes or less and 68 per cent keep it next to their beds while they sleep.

[www.statisticbrain.com/mobile-device-cell-phone-statistics/](http://www.statisticbrain.com/mobile-device-cell-phone-statistics/)

In the same survey, 65 per cent of adults say their devices make them better parents.

## Kids and mobile devices

It's clear that we rely on technology, and our children are watching how we use digital devices. We model our digital habits with our children, who are a fast-growing segment of mobile device users.

A recent survey showed that six in 10 children now own a mobile device. Repeat: six out of every 10 children through age 12 own a mobile device. That is a 250 per cent increase since 2011.

[www.thestar.com/business/personal\\_finance/2014/06/24/more\\_than\\_6\\_in\\_10\\_children\\_own\\_a\\_mobile\\_device\\_survey.html](http://www.thestar.com/business/personal_finance/2014/06/24/more_than_6_in_10_children_own_a_mobile_device_survey.html)

Digital exposure reaches very young children. What are they doing with this on-demand digital access? Top activities are streaming videos, playing games, social networking, content searching and using apps.

## Media recommendations for children

Digital use is still uncharted territory for families. Research is showing that children are growing digital consumers, but the recommended guidelines are lagging the growth in online activity.

Parents need to monitor the amount of time their children spend online and the content they access.

Pediatricians caution parents against too much media consumption. They estimate that today's children spend an average of seven hours a day on entertainment media via TV, computers, phones and other devices, which can lead to a variety of behavioral or learning problems. They recommend:

- Establish "screen free" zones at home.
- Do not allow televisions, computers or video games in children's bedrooms.
- Limit digital consumption to a maximum two hours per day.
- Be sure content is high quality.
- Children under age two should not watch TV or videos.

[www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Pages/Media-and-Children.aspx](http://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Pages/Media-and-Children.aspx)

## Bringing digital devices to school

Mobile devices are here to stay, so the key for parents and educators is to work together to define the best ways to use them. Ideally, students would be able to enhance their education with their devices. At the very least, their use should not create a harmful environment or result in adverse effects.

Because so many students already bring their own mobile devices to school, some school jurisdictions are looking at how they can implement Bring Your Own Device (BYOD) policies, which can stretch technology budgets and expand instructional use.

Students are already bringing phones to schools, so BYOD could give them another resource for school work and demonstrate some helpful applications that are available to them.



### Good apps vs. bad apps

There are pros and cons to signing your child up as a mobile user. The apps may be one of the biggest advantages to owning a smartphone. We can text or phone our children to check in or plan for after-school and activity pick-up, maintain a household calendar, download books and organize study habits and tasks.

It is not all good news, though. As with all technology use, parents need to be aware of some pitfalls to avoid. If your child has a smartphone, check the device periodically for these apps and be aware of how your child uses his or her phone.

### Potentially dangerous apps to be aware of:

**Yik Yak:** Allows anonymous posts and GPS location. Content can be sexually explicit, vulgar or a personal attack that has been connected to cyberbullying.

**Poof:** Allows kids to hide an app or apps with a single touch, making it difficult to monitor mobile app usage.

**SnapChat:** Allows content to be viewed for 10 seconds before disappearing. The viewer can save the post as an image and redistribute. Many kids don't know that the temporary post may not be temporary.

**Down:** Allows the user to categorize Facebook friends from 'hang out with' to 'hook up with'.

**Whisper:** Allows users to post anonymously to people, who can search for location of user to within one mile. There is a danger of sexual predators tracking young users.

**Omegle:** This video app allows anonymous posts and matches users through Facebook likes. The concern is that strangers may use the app to communicate with children.

**Kik Messenger:** Allows anonymous, private messages that can be hidden from parents. The app has been the source of school fights and a way for predators to pose as teens.

[www.examiner.com/article/what-parents-should-know-about-dangerous-apps-targeting-children](http://www.examiner.com/article/what-parents-should-know-about-dangerous-apps-targeting-children)





## Secretary-Treasurer's Report

### For the Period Ending August 31, 2014

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#### **Introduction**

In our year-to-date for the fiscal year-end, we are fairly close to the June approved budget. We are \$1 million short on revenue, but that is because we haven't posted some revenues, which will happen later in September and in October.

Operating costs are currently over budget, and will be over budget more after year-end adjusting entries have been made. There are some one-time expenses that have contributed to this, which are outlined below.

#### **Analysis**

The following is a brief analysis of what will be effect of the closing entries on the year-end statement:

#### **REVENUE**

##### **Provincial and Federal Revenue**

- The provincial revenue may be adjusted upwards by up to \$500,000. This has to do with the supported amortization (see attached explanation) entries that will be balanced in September and October. In previous years, the entries in this area were kept more current. However, with the change to SRB, the balancing of these figures has lagged behind the day-to-day tasks, and will be adjusted prior to the conclusion of the year-end audit.
- The federal revenue is currently slightly under budget, and final adjustments at year-end will either leave it at its current level, or see it fall slightly.
- The net impact of the above will not be significant.

#### **EXPENSES**

##### **Salaries and Benefits**

- There will be an additional \$50,000 - \$60,000 increase to expenses due to vacation days that the division owes the staff.

##### **Services, Contracts and Supplies**

- This expense may increase between \$300,000 - \$600,000, depending on the amount and type of invoices that will be received that have to be expensed to the 2013-2014 fiscal year. The additional expenses will still be within budget.

##### **Gift Lake School**

- The previous Gift Lake School has closed, due to mold issues. Because the building is no longer in use, it has to be valued at \$0.00. Therefore, there will be an expense of about \$1 million, to reduce the value of the building, and fully expense what the division paid in mold remediation costs.

#### **Conclusion**

The November revised budget had a deficit of \$219,276. The projected deficit is closer to the \$500,000 mark, taking into account the adjustments above. In addition, the Gift Lake School write down will add

another \$1 million to the deficit, leaving a projected deficit of approximately \$1.5 million. This is more in line with the January 2013-2014 forecasted deficit of \$1.355 million.

**Extraordinary factors**

Although we are projecting a \$1.5 million deficit, there were items affecting the fiscal year that were either unforeseen or one-off entries.

They are:

Instructional staff payout	\$260,000
Atikameg rent (Gift Lake)	\$100,000
Write off of Gift Lake school	\$1,000,000
Unbudgeted increase in insurance	\$130,800
Unbudgeted increase in utilities	<u>\$194,000</u>
TOTAL	\$1,684,800

If the division did not have the expenses above, we would have completed the fiscal year either at budget, or slightly below budget, but with a surplus.

However, at this time, these are only projections, and the fiscal year-end is not completed yet. The auditors are coming the second and third week of October, with final statements available for the November board meeting.

1280

School Jurisdiction Code:

**STATEMENTS OF OPERATIONS**

For the Period Ending August 31, 2014 (in dollars)

	Actual 2011-2012 (Restated)	Actual 2012-2013	Actual YTD August 31 2013-2014	Budget 2013-2014 June Approved	Budget 2013-2014 Nov. Revised	Budget 2013-2014 Jan. Forecast	Variance
<b>REVENUES</b>							
Alberta Education	\$37,455,386	\$37,200,087	\$34,955,361	\$35,840,506	\$36,676,777	\$36,256,138	(\$1,721,416)
Other - Government of Alberta	\$1,095,583	\$966,929	\$680,359	\$80,022	\$600,000	\$1,075,000	\$80,359
Federal Government and First Nations	\$20,845,936	\$20,862,392	\$20,175,747	\$21,459,628	\$20,293,271	\$20,293,271	(\$117,524)
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$565,572	\$656,887	\$2,248,543	\$1,730,185	\$1,597,785	\$1,747,785	\$650,758
Investment income	\$39,891	\$10,292	\$40,562	\$10,000	\$10,000	\$10,000	\$30,562
Gifts and donations	\$693,754	\$665,555	\$154,469	\$247,964	\$222,878	\$120,664	(\$68,409)
Rental of facilities	\$1,000,651	\$973,522	\$833,676	\$1,052,648	\$1,052,648	\$1,052,648	(\$218,972)
Fundraising	\$347,164	\$251,134	\$0	\$450,000	\$450,000	\$450,000	(\$450,000)
Gains (losses) on disposal of capital assets	\$1,260	\$156,458	(\$49,802)	\$0	\$0	\$0	(\$49,802)
Other revenue	\$0	\$0	\$948,395	\$0	\$0	\$0	\$948,395
<b>TOTAL REVENUES</b>	<b>\$62,045,197</b>	<b>\$61,743,256</b>	<b>\$59,987,310</b>	<b>\$60,870,953</b>	<b>\$60,903,359</b>	<b>\$61,005,506</b>	<b>(\$916,048)</b>
<b>EXPENSES</b>							
Certificated salaries	\$21,544,783	\$21,031,068	\$20,852,406	\$21,442,507	\$21,352,159	\$20,665,064	(\$499,753)
Certificated benefits	\$4,218,552	\$4,092,469	\$4,390,192	\$4,181,647	\$4,162,486	\$4,177,905	\$227,706
Non-certificated salaries and wages	\$13,536,225	\$13,282,741	\$12,580,303	\$11,381,492	\$12,412,748	\$12,416,507	\$167,555
Non-certificated benefits	\$2,959,078	\$2,916,643	\$2,793,637	\$3,040,196	\$2,912,775	\$2,913,657	(\$119,138)
<b>SUB - TOTAL SALARIES AND BENEFITS</b>	<b>\$42,258,638</b>	<b>\$41,322,920</b>	<b>\$40,616,538</b>	<b>\$40,045,842</b>	<b>\$40,840,168</b>	<b>\$40,173,133</b>	<b>(\$223,630)</b>
Services, contracts and supplies	\$16,204,273	\$15,450,160	\$14,836,263	\$16,458,786	\$16,218,764	\$17,081,495	(\$1,382,501)
Amortization of supported tangible capital assets	\$3,138,632	\$3,192,543	\$3,209,960	\$2,998,969	\$2,998,969	\$3,049,786	\$210,991
Amortization of unsupported tangible capital assets	\$995,957	\$1,609,872	\$1,747,233	\$1,027,049	\$1,027,049	\$2,018,451	\$720,184
Supported interest on capital debt	\$40,429	\$23,193	\$14,448	\$28,901	\$28,901	\$28,901	(\$14,453)
Unsupported interest on capital debt	\$650	\$433	\$0	\$784	\$784	\$784	(\$784)
Other interest and finance charges	\$4,690	\$29,008	\$2,063	\$8,000	\$8,000	\$8,000	(\$5,937)
Losses on disposal of tangible capital assets	\$33,167	\$67,735	\$0	\$0	\$0	\$0	\$0
Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$62,676,435</b>	<b>\$61,695,864</b>	<b>\$60,426,505</b>	<b>\$60,568,331</b>	<b>\$61,122,635</b>	<b>\$62,360,549</b>	<b>(\$696,130)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$631,238)</b>	<b>\$47,392</b>	<b>(\$439,194)</b>	<b>\$302,622</b>	<b>(\$219,276)</b>	<b>(\$1,355,043)</b>	<b>(\$219,918)</b>
<b>EXPENSES (RESTATED BY FUNCTION)</b>							
Instruction	\$40,504,149	\$39,872,808	\$38,087,131	\$38,500,949	\$39,261,126	\$39,354,796	(\$1,173,995)
Plant operations and maintenance	\$9,968,293	\$9,696,288	\$10,461,488	\$8,952,563	\$9,029,030	\$10,009,711	\$1,432,458
Transportation	\$3,753,651	\$3,721,237	\$3,516,749	\$3,801,463	\$3,678,263	\$3,650,488	(\$161,514)
Administration	\$3,173,874	\$3,233,159	\$3,401,642	\$3,706,302	\$3,547,887	\$3,695,001	(\$146,245)
External services	\$5,274,639	\$5,172,372	\$4,959,495	\$5,607,039	\$5,606,329	\$5,650,554	(\$646,834)
<b>TOTAL EXPENSES</b>	<b>\$62,674,606</b>	<b>\$61,695,864</b>	<b>\$60,426,505</b>	<b>\$60,568,316</b>	<b>\$61,122,635</b>	<b>\$62,360,549</b>	<b>(\$696,130)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$629,409)</b>	<b>\$47,392</b>	<b>(\$439,194)</b>	<b>\$302,636</b>	<b>(\$219,276)</b>	<b>(\$1,355,043)</b>	<b>(\$219,918)</b>



STATEMENT OF OPERATIONS  
for the Period Ending August 31, 2014 (in dollars)

	Variance	Explanation
<b>REVENUES</b>		
Alberta Education	(\$1,721,416)	
Other - Government of Alberta	\$80,359	This variance will be offset by: \$80,359, \$650,758 and \$948,395. During the budgeting process, items are categorized one way, but when posting the actual transactions, are categorized differently.
Federal Government and First Nations	(\$117,524)	
Other Alberta school authorities	\$0	The budgeted number was based on estimates, and the actual is based on more accurate estimates, but the final federal calculation will not be completed until September or October. Expectations are that the actual calculation will be at the budgeted number or slightly under (which means this variance may stand as is).
Out of province authorities	\$0	
Alberta Municipalities-special tax levies	\$0	
Property taxes	\$0	
Fees	\$0	
Other sales and services	\$650,758	
Investment income	\$30,562	
Gifts and donations	(\$68,409)	
Rental of facilities	(\$218,972)	
Fundraising	(\$450,000)	This is school-generated funds, and will be a year-end entry, to post the actual amount. Expectations are that the actual amount will be \$450,000 or greater, so this will be either a \$0 variance, or a positive variance.
Gains (losses) on disposal of capital assets	(\$49,802)	
Other revenue	\$948,395	
<b>TOTAL REVENUES</b>	<b>(\$916,048)</b>	It is expected that this will be very close to budget after year-end adjusting entries are processed.
<b>EXPENSES</b>		
Certificated salaries	(\$499,753)	This variance may be offset by the one below (\$227,706), and may be attributed to spending (less on substitute teachers than budgeted.
Certificated benefits	\$227,706	
Non-certificated salaries and wages	\$167,555	This variance may be offset by the one below (\$119,138).
Non-certificated benefits	(\$119,138)	
<b>SUB - TOTAL SALARIES AND BENEFITS</b>	<b>\$223,630</b>	There may be an additional \$50,000-\$60,000 of vacation payable to be expensed at year-end, which may increase salaries and benefits, thereby decreasing this positive variance.
Services, contracts and supplies	(\$1,382,501)	This may increase by \$300,000-\$600,000 by end of September, due to some invoices for last year still coming in, along with the posting of the SGF expenses (\$450,000 or less), will reduce the positive variance.
Amortization of supported tangible capital assets	\$210,991	See attached explanation
Amortization of unsupported tangible capital assets	\$720,184	See attached explanation
Supported interest on capital debt	(\$14,453)	
Unsupported interest on capital debt	(\$784)	
Other interest and finance charges	(\$5,937)	
Losses on disposal of tangible capital assets	\$0	
Other expense	\$0	
<b>TOTAL EXPENSES</b>	<b>(\$596,130)</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$219,918)</b>	This is an increase in the deficit over the budget
<b>EXPENSES BY FUNCTION (RECAP)</b>		
Instruction	(\$1,173,995)	
Plant operations and maintenance	\$1,432,458	
Transportation	(\$161,514)	
Administration	(\$146,245)	
External services	(\$646,834)	
<b>TOTAL EXPENSES</b>	<b>(\$696,130)</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$219,918)</b>	

## **Amortization of Capital Assets**

### **Amortization of supported capital assets**

Supported capital assets are assets that have been purchased by grant monies. Generally, they are assets like buildings and portables. As the depreciation on these is expensed, the grant money used for these assets are brought into revenue. Therefore, generally these expenses are offset by the grant revenue.

Variances between the depreciation expense and the grant revenue generally is due to the fact that the revenue entries haven't been adjusted to the expense. This usually happens at year-end, when these types of entries are reconciled.

### **Amortization of unsupported capital assets**

Unsupported capital assets are assets that the division has to pay for out of its operational funds. Generally, they are assets like buses, vehicles, computers, furniture and, in the division's case, mold remediation at Gift Lake, Little Buffalo and ADCS.

Variations between actual and budget may be attributed to more of the unsupported assets being purchased than budgeted (thereby increasing the expense), but mainly is due to the mold remediation that has been an issue over the past couple of years.

Northland School Division  
Federal Accounts Receivable

9/26/2014

**Aged Summary**

Months Outstanding	ACFN	Indian Education Authority	Mikisew	Peerless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
Sep-14	-	-	248,573.14	-	695,373.98	-	-	-	0.10	63,541.24	1,007,488.46
Aug-14	-	-	-	-	-	-	-	-	-	0.00	-
Jul-14	-	-	-	-	-	-	-	0.30	-	0.00	-
Jun-14	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.68
May-14	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
Apr-14	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
Mar-14	-	-	243,116.62	-	-	-	-	-	-	(176,120.18)	66,996.44
Feb-14	-	-	249,482.56	-	-	-	8,788.68	-	-	103,485.51	361,756.75
Jan-14	-	-	249,482.56	-	-	-	-	-	-	103,485.51	352,968.07
Dec-13	-	-	249,482.56	-	-	-	-	-	-	103,485.51	352,968.07
Nov-13	-	-	274,489.60	-	-	-	-	-	-	176,109.45	450,599.05
Oct-13	-	-	236,979.04	-	-	-	-	-	-	67,172.94	304,151.98
Sep-13	5,208.60	-	(8,368.30)	-	-	-	-	-	-	67,172.94	64,012.24
Aug-13	-	-	(94,335.00)	-	-	-	-	-	-	(112,640.40)	(206,975.40)
Jul-13	-	-	-	-	-	-	-	-	-	-	-
Jun-13	-	-	-	-	-	-	-	-	-	(115,756.16)	(115,756.16)
May-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Apr-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Mar-13	-	-	-	-	-	-	-	-	0.37	7,172.94	7,173.31
Feb-13	-	-	-	-	-	-	-	-	4,822.02	7,172.94	11,994.96
Jan-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Dec-12	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Nov-12	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Oct-12	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Sep-12	-	61,333.22	-	-	-	-	-	-	-	7,172.94	7,172.94
Dec 2005 & older	5,208.60	61,333.22	2,394,621.20	-	695,373.98	-	8,788.68	0.30	4,822.49	535,116.54	2,697,776.55
Current	-	-	248,573.14	-	695,373.98	-	-	-	0.10	63,541.24	1,007,488.46
30 days	-	-	-	-	-	-	-	-	-	0.00	-
60 days	-	-	-	-	-	-	-	-	-	0.00	-
90 days	-	-	248,573.14	-	-	-	-	0.30	-	63,541.24	312,114.68
120 days	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
180 days	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
181 - 365	5,208.60	-	1,494,663.64	-	-	-	8,788.68	-	-	444,791.68	1,953,452.60
1 yr - 2 yr	-	-	(94,335.00)	-	-	-	-	-	4,822.39	(163,840.10)	(253,352.71)
Over 2 yr	-	61,333.22	-	-	-	-	-	-	-	0.00	61,333.22
Current	5,208.60	61,333.22	2,394,621.20	-	695,373.98	-	8,788.68	0.30	4,822.49	535,116.54	3,705,265.01
Long Term	-	-	-	-	-	-	-	-	-	-	-
Total Aging	5,208.60	61,333.22	2,394,621.20	-	695,373.98	-	8,788.68	0.30	4,822.49	535,116.54	3,705,265.01



Northland School Division No. 61  
 Accounts Receivable  
 Federal Government and First Nations

Student Counts 13-14 Student Count Reg E.C.S.	Prior to & 2004/2005	Outstanding Aug-2011 2010/2011	Outstanding Aug-2012 2011/2012	Outstanding Aug-2013 2012/2013	Outstanding Aug-2014 2013/2014	Outstanding Sep-2014 2014/2015	Mths O/S	Total Outstanding	Monthly Billing		
									REG rate	ECS Rate	
111	-	(0.00)	0.00	4,822.02	0.37	0.10	-	4,822.49	230,027.84	1,868.86	868.63
6	-	-	-	(0.00)	8,788.88	-	1.3	8,788.68	6,924.96	1,154.16	465.93
360	-	(0.00)	0.00	0.00	-	695,373.98	1.0	695,373.98	695,373.98	1,868.86	868.63
0	61,333.22	-	-	-	-	-	-	61,333.22	-	-	-
40	-	-	-	5,208.60	-	-	0.1	5,208.60	71,773.40	1,750.93	868.10
138	-	0.00	-	(102,704.30)	2,248,752.38	248,573.14	9.6	2,394,621.20	248,573.14	1,750.93	868.10
54	-	-	(0.00)	(103,840.10)	575,415.40	63,541.24	5.2	535,116.54	103,524.33	1,868.86	868.63
72	-	-	-	-	0.30	-	-	0.30	144,112.85	1,868.86	868.63
57	-	0.00	0.00	0.00	(0.00)	-	-	0.00	113,474.06	1,868.86	888.63
201	-	-	(0.00)	0.00	-	-	-	(0.00)	393,882.09	1,868.86	868.63
1039											
<b>Total Outstanding</b>		<b>(0.00)</b>	<b>0.00</b>	<b>(196,513.78)</b>	<b>2,832,957.11</b>	<b>1,007,488.46</b>		<b>3,705,265.01</b>			

Athabasca Chip  
 Peerless Trout  
 INAC  
 Lubicon  
 Chipewyan Prairie

71,773.40 Sept 2014  
 392,881.86 Sept 2014  
 230,027.74 Sept 2014  
 184,095.94 Sept 2014  
 113,474.08 Sept 2014

Bigstone #'s does not include Career Pathways  
 Career Pathway is being paid by CEU's earned by the students  
 Liaison - Bigstone Cree  
 Liaison - Mikisew paid by INAC

982,253.00

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

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

**SUBJECT:** RESEARCH ASSIGNMENT IN EDUCATIONAL STUDIES PROGRAM  
REQUEST

**ORIGINATOR:** EDUCATION COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees ratify the administrative action to permit Maureen Chernipeski to conduct research within Northland School Division for a Master of Education in Education Studies Program at the University of Alberta, as attached.

\*\*\*\*\*

**BACKGROUND**

The request letter and response letter from NSD is attached.

=

BOARD OF DIRECTORS

THE BOARD OF DIRECTORS

OF THE COMPANY

RESOLVED THAT THE BOARD OF DIRECTORS

DOES HEREBY AUTHORIZE THE BOARD OF DIRECTORS

TO TAKE SUCH ACTION AS MAY BE NECESSARY

IN CONNECTION WITH THE MATTER REFERRED TO IN THE RESOLUTIONS OF THE BOARD OF DIRECTORS PASSED AT THE MEETING OF THE BOARD OF DIRECTORS HELD ON THE DATE MENTIONED ABOVE.

IN WITNESS WHEREOF, I HAVE HEREUNTO SIGNED AND AFFIXED MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

AT \_\_\_\_\_

IN WITNESS WHEREOF, I HAVE HEREUNTO SIGNED AND AFFIXED MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

AT \_\_\_\_\_

Maureen Chernipeski  
Box 1813  
Wabasca, AB T0G 2K0  
July 22, 2014

Donna Barrett  
Superintendent of Schools  
Northland SD # 61  
9809 77 Ave,  
Peace River, AB T8S 1V2

Dear Dr. Barrett:

I am requesting permission to do my research assignment for my Master of Education in Education Studies Program with three Northland # 61 teachers. My research assignment topic is Guided Reading in a Daily 5 Literacy Block. The purpose of my research assignment is to understand three teachers' experiences with guided reading in a Daily 5 literacy block. The three teachers that I will chose will have at least one years' experience with guided reading in a Daily 5 literacy block.

I believe the insights gained from these interviews will assist Northland SD # 61 in understanding the supports needed for new teachers to our division to implement guided reading in a Daily 5 literacy block.

All data collected will be handled in compliance with the University of Alberta Standards for the Protection of Human Research Participants.

With your permission I would like to begin my research assignment September 2014.

Sincerely,



Maureen Chernipeski  
Graduate student in the MES Program  
Faculty of Education  
University of Alberta  
780-891-3401  
chernipe@ualberta.ca

**FILED IN  
DOCUSHARE**



Recommendation  
- Research  
Assignment in  
Educational  
Studies Program  
Request Backup

September 5<sup>th</sup>, 2014

Maureen Chernipeski  
Box 1813  
Wabasca, AB  
T0G 2K0

Dear Maureen:

**Re: Research Assignment for Master of Education in Education Studies Program**

We are in receipt of your letter dated July 22, 2014. We believe that your research has the potential to contribute to our understanding of how to support teachers to enhance their practice in the area of literacy instructions. It likely will also assist us to understand who we can support teachers. For these reasons, Northland School Division is pleased to grant you permission to do research within the Division with the understanding all processes will be consistent with the University of Alberta Standards for the Protection of Human Research Participants. We would ask as well that you share your findings with us at the completion of the study.

We wish you the best of luck in your research and studies.

Regards,

A handwritten signature in cursive that reads "Donna Barrett".

Donna Barrett  
Superintendent of Schools  
Northland School Division No. 61

DB:kp

c: Personnel File

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION) ACT

**ORIGINATOR:** PERSONNEL COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees approve in principle, the draft Procedure - Public Interest Disclosure, as attached.

\*\*\*\*\*

**CURRENT SITUATION:** Northland School Division No. 61 is required to introduce procedures to manage and investigate public interest disclosures as per the Public Interest Disclosure (Whistleblower Protection) Act (June 2013) (PIDA).

**BACKGROUND:** Alberta enacted PIDA in June 2013 to provide a process whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution, and are provided with clear guidance for how those disclosures may take place. All public services in Alberta, including school boards, are required to establish procedures to comply with the Act.

Northland School Division has reviewed procedures from other local school jurisdictions working to comply with PIDA. There are similarities in content and process and developed the attached documents. This version is based upon the sample provided by the Public Interest Commissioner website.

## P. 74 FEEDBACK RECEIVED TO DATE:

Hi Wes,

As requested, I reviewed your draft procedures. Thank you for the excellent work you have done to date in drafting these.

For your consideration, I have attached a checklist that formed part of my review. The sections that are not checked highlight areas where you may wish to enhance your procedures. Specifically, please consider the following:

1. The definition of “wrongdoing” is missing from the procedures. By defining what wrongdoing is in your procedures, you will avoid receiving disclosures that are not applicable. The definition of wrongdoing is in Section 3 of the Act and is also on the attached checklist.
2. Your procedures should include the contact information for your Designated Officer.
3. Your procedures should include the specific circumstances where employees may make a disclosure directly to the Commissioner. You can find these under Section 10 of the Act and on the attached checklist. The procedures should also inform employees that they may seek advice from the Public Interest Commissioner and include the Commissioner’s contact information.
4. Under **paragraph 3.3** – you may wish to also include as a disclosure requirement *“any additional information the designated officer may reasonably require in order to investigate the matters set out in the disclosure”*. This is consistent with the Act and will assist your Designated Officer in getting as much information as possible at the disclosure stage.
5. In relation to **paragraph 4.2** - I understand the concern with receiving malicious complaints; however, your procedures should avoid discouraging employees from coming forward with legitimate concerns. An employee may fear that if their complaint is not found to be a wrongdoing, they will be terminated. You may wish to consider including a phrase similar to: *“Employees who make disclosures in good faith, regardless of the final outcome of the investigation, will be protected from reprisal or any adverse employment action”*.

I hope this review was of assistance to you. Please let our office know once your procedures have been approved and are in place.

We aim to work collaboratively with all of the entities that fall under this legislation, and we encourage Chief Officers and Designated Officers to use our office for information and advice. Please contact me if I can assist you any further.

**Public Interest Disclosure****Background**

The Northland School Division No. 61 Board of Trustees is committed to the highest standard of ethical and accountable conduct and recognizes the importance of working to deter and detect wrongdoing within the operations of the Board and to promote public confidence in the administration of the Board. To ensure this, the Board is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution, and are provided with clear guidance for how those disclosures may take place.

The Province of Alberta has enacted the Public Interest Disclosure (Whistleblower Protection) Act (PIDA) in order to:

1. Facilitate the disclosure and investigation of significant and serious matters in or relating to public bodies, including school boards that an employee believes may be unlawful, dangerous to the public, or injurious to the public interest,
2. Protect employees who make those disclosures,
3. Manage, investigate and make recommendations respecting disclosures of wrongdoings and reprisals,
4. Promote public confidence in the administration of public bodies.

The division will provide an environment that will allow employees to come forward to disclose wrongdoing without fear of reprisal, consistent with the Public Interest Disclosure (Whistleblower Protection) Act and related Regulations of the Province of Alberta.

**Definitions**

**Wrongdoing** – A wrongdoing is defined as one of the following, within or relating to the Board or its employees:

1. A contravention of an Act of Alberta or Canada or the regulations made pursuant to those Acts;
2. An act or omission that creates:





## Public Interest Disclosure

- 2.1 a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, or;
- 2.2 a substantial and specific danger to the environment; gross mismanagement of public funds or a public asset;
- 2.3 knowingly directing or counseling an individual to commit a wrongdoing mentioned above.

**Reprisals** – A reprisal is any adverse employment action including:

1. dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job;
2. change of job location, reduction in wages, changes in hours of work, reprimand;
3. or any other measure that adversely affects the employee's employment or working conditions, including threats to do any of the above.

No person shall take or direct, or counsel or direct a person to take or direct, any of the following measures against an employee because the employee has, in good faith, sought advice about making a disclosure, made a disclosure, cooperated in an investigation under PIDA, declined to participate in a wrongdoing or done anything in accordance with PIDA.

An employee may make a written complaint to the Public Interest Commissioner ("Commissioner") if the employee alleges that a reprisal has been taken or directed against the employee. The written complaint must be made on the prescribed PIDA Complaint or Reprisal Form.

No action lies against the board or an employee of the Board for making a reasonable human resource management decision in good faith.

### Procedures

1. Designation of Chief Officer
  - 1.1 The Superintendent is designated the Chief Officer for the purpose of the overall administration and reporting required under PIDA.
2. Designation of Designated Officer
  - 2.1 The Director of Human Resources is designated the Designated Officer for the purpose of administering and investigating disclosures under PIDA.



**Public Interest Disclosure**

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3. Receipt of Disclosure

- 3.1 Employees seeking advice on potential disclosure under PIDA and this procedure shall be referred to the Director of Human Resources (the designated officer), who shall provide the employee with information on PIDA, the requirements of PIDA and this procedure and other alternative processes for resolution of the employee's concern.
- 3.2 Employees shall make disclosures for the purposes of PIDA and this procedure to the designated officer, in writing. The Public Interest Disclosure Form outlines the information required in a disclosure of wrongdoing or reprisal (Form XXXX).
- 3.3 Disclosures shall provide:
  - 3.3.1 the name of the disclosing employee;
  - 3.3.2 a description of the wrongdoing
  - 3.3.3 the name of the individual or individuals alleged to have committed the wrongdoing or to be about to commit the wrongdoing;
  - 3.3.4 the date of the wrongdoing.
  - 3.3.5 any additional information the designated officer may reasonably require in order to investigate the matters set out in the disclosure.

(Form XXXX)

- 3.4 The designated officer shall acknowledge receipt of the disclosure to the employee making the disclosure within 5 business days from receipt of the disclosure.

4. Good Faith

- 4.1 An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Good faith describes that state of mind denoting honesty of purpose, being faithful to one's duty or obligation, or an honest intention to abstain from taking any advantage of another.

5. No Reprisals

- 5.1 An employee who, in good faith:
  - 5.1.1 seeks advice about making a disclosure
  - 5.1.2 makes or made a disclosure



- 
- 5.1.3 co-operated in an investigation, or
  - 5.1.4 declined to participate in a wrongdoing will not be subject to actions or threats of dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimanded or any other measure that adversely affects the employee's employment or working conditions.
- 5.2 An employee may make a written complaint to the Public Interest Commissioner if the employee alleges that a reprisal has been taken or directed against the employee. Such a written complaint must, according to PIDA, be made on the Complaint of Reprisal Form (<https://yourvoiceprotected.ca/>).
6. Preliminary Handling of Disclosures
- 6.1 Where the designated officer is of the opinion that the subject matter of a disclosure would be more appropriately be dealt with by a department of the Government of Alberta, an office of the Legislature, or another public entity, the designated officer shall report the subject matter of the disclosure to the designated officer of that other entity.
  - 6.2 Where an alternative process exists for the handling of the subject matter of the disclosure under:
    - 6.1.1 another procedure/procedure of the Board (for example Procedure 429 Non-Discrimination and Harassment or evaluation policies).
    - 6.1.2 another Act or regulation (for example, human rights or occupational health and safety legislation), or
    - 6.1.3 procedures under a collective agreement or employee contract, and the designated officer is of the opinion that the subject matter of the disclosure would be more appropriately dealt with under that process, the designated officer may refer the disclosing employee to those procedures.
  - 6.3 Where the disclosure:
    - 6.3.1 is clearly frivolous or vexation, has not been made in good faith, has not been made in a timely enough manner to permit an investigation, or does not deal with a wrongdoing,



**Public Interest  
Disclosure**

- 
- 6.3.2 relates to a decision, action or matter that results from a balanced and informed decision-making process on a public procedure or operational issue, or
  - 6.3.3 does not provide adequate particulars about the wrongdoing to permit the conduct of a fair and effective investigation the designated officer may decline to investigate the disclosure.
  - 6.4 If more than one disclosure is made of a single wrongdoing, the designated officer may conduct a single investigation into the wrongdoing.
  - 6.5 A disclosure of wrongdoing or complaint of reprisal shall be acknowledged not more than five (5) business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received.
  - 6.6 The designated officer shall advise the employee making the disclosure whether the disclosure will or will not be investigated within 10 business days from receipt of the disclosure.
  - 7. **Mandatory Disclosure of Others**
    - 7.1 If the designated officer reasonably believes that the matter to which the disclosure relates constitutes an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, the designated officer shall as soon as reasonably practicable refer the disclosure to the Commissioner.
    - 7.2 Notwithstanding whether a disclosure is referred to the Commissioner where the designated officer is aware:
      - 7.2.1 of a disclosure relating to an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, or
      - 7.2.2 that the alleged wrongdoing, if true, may threaten the welfare of students, staff, or the safe and caring environment of the school, the designated officer shall also ensure that appropriate persons within the school board have sufficient information to act to abate that risk.
    - 7.3 Where, at any point following a disclosure, the designated officer has reason to believe that the alleged wrongdoing, if true, could potentially give rise to the Superintendent being of the opinion that



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the welfare of students is threatened by the presence of the employee, the designated officer shall advise the Superintendent of the alleged wrongdoing for consideration of a possible administrative suspension under section 105(2) of the *School Act*.

- 7.4 Where in the course of an investigation the designated officer has reason to believe that an offence has been committed under an Act of regulation of the Province of Alberta, or under an Act or regulation of the Parliament of Canada, the designated officer shall report the potential offence to the appropriate law enforcement authorities.
8. Investigation
- 8.1 The designated officer shall conduct all investigations in accordance with the principles of natural justice and procedural fairness.
- 8.2 The designated officer may utilize internal personnel and resources, and may retain outside personnel or resources, for the purpose of conducting the investigation.
- 8.3 The designated officer, and any person conducting an investigation on their behalf, may interview any person and shall have access to any documents of the school board necessary for the investigation.
- 8.4 Where, in the course of an investigation, the designated officer has reason to believe that another wrongdoing has been committed or may be committed, the designated officer shall investigate that other potential wrongdoing as if a disclosure had been made.
9. Report
- 9.1 The designated officer shall provide a written investigation report to the chief officer detailing whether the disclosure was substantiated, and providing recommendations on corrective action.
- 9.2 The investigation shall be completed and the written investigation report provided to the chief officer no later than 110 business days from the date the disclosure was received.
- 9.3 Where the designated officer is considering a recommendation to the Superintendent that the Superintendent exercise authority delegated to them by the Board of Trustees to suspend or terminate a teacher under the *School Act*, the designated officer shall consult with other board staff typically responsible for such recommendations

**Public Interest  
Disclosure**

concerning the necessary process. In such event, the written investigation report shall be provided to the Superintendent in the course of any process under the *School Act* for the Superintendent to consider that recommendation.

9.4 The chief officer shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be either taken as a result or recommended to the Board of Trustees. The chief officer shall follow-up with the employees responsible to ensure those actions are taken.

9.5 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the chief officer's actions resulting from the written investigation report.

**10. Extensions of Timelines**

10.1 The designated officer may request of the chief officer, and the chief officer may grant, extensions of timelines within this procedure, provided that the total extensions granted do not extend the overall time period for investigation and provision of the investigation report by more than 30 business days.

10.2 The chief officer may request permission from the Commissioner to extend timelines for a longer period.

10.3 In the event of an extension of a timeline, the designated officer shall promptly advise the person who submitted a disclosure of wrongdoing when he or she may expect the next procedural step to occur or be completed.

**11. Conflicts of Interest/Disclosures About Chief Officer**

11.1 In the event the designated officer is in a conflict of interest with respect to the nature of the disclosure or any person involved in the disclosure or alleged wrongdoing, the designated officer shall request the chief officer to designate an alternative designated officer for the disclosure. The alternative designated officer shall have all the powers of the designated officer for the purpose of the disclosure.



11.2 In the event of a disclosure to the designated officer concerning the conduct of the chief officer, or concerning which the chief officer has a conflict of interest, the designated officer shall:

11.1.1 advise the Board Chair of the nature of the disclosure, whereupon the Board of Trustees may authorize an investigation into the disclosure;

11.1.2 advise the Commissioner of the disclosure and its referral to the Board of Trustees and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.

12. Confidentiality

12.1 The designated officer shall ensure all disclosures and information gathered in the course of investigation disclosures, including the identity of the person making the disclosure, those alleged to have committed the wrongdoing and witnesses, are maintained in confidence and disclosed only;

12.1.1 as necessary for this procedure and to conduct the investigation in accordance with the principles of procedural fairness and natural justice;

12.1.2 in accordance with PIDA or any other statute;

12.1.3 when the disclosure of that information is necessary due to an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment.

13. Statutory Obligation

13.1 The Superintendent must ensure that information about PIDA and the internal procedures of the Board are widely communicated to the employees of the Board.

13.2 The Superintendent shall prepare a report annually on the disclosures that have been made to the designated officer.

**Legal Reference**

Public Interest Disclosure (Whistleblower Protection Act) PIDA  
Public Interest Disclosure (Whistleblower Protection) Regulation

**Appendix A**

Public Interest Disclosure Form

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** JOB DESCRIPTIONS

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**ORIGINATOR:** PERSONNEL COMMITTEE

**RECOMMENDATION**

That the Board of Trustees approve in principle, the job descriptions for the positions of Transportation Manager, Transportation Coordinator and Facilities and Transportation Secretary, as attached.

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**CURRENT SITUATION:**

**BACKGROUND:** Due to the reorganization of the transportation department, revised and new job descriptions were drafted for the positions of Transportation Manager, Transportation Coordinator and Facilities and Transportation Secretary.

**OPTIONS:**



BOARD OF DIRECTORS

RESOLUTION NO. 1000 OF THE BOARD OF DIRECTORS

APPROVED AND ADOPTED THIS 10th DAY OF OCTOBER 2011

BY THE BOARD OF DIRECTORS

THE BOARD OF DIRECTORS HAS REVIEWED AND APPROVED THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011, WHICH HAVE BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE COMPANIES ACT 2006 AND THE ACCOUNTING STANDARDS SET BY THE INDEPENDENT ACCOUNTING BOARD.

AND

RESOLUTION NO. 1001

RESOLUTION NO. 1001 OF THE BOARD OF DIRECTORS

APPROVED AND ADOPTED THIS 10th DAY OF OCTOBER 2011

BY THE BOARD OF DIRECTORS

AS A CONDITION OF THE ISSUE OF SHARES



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**IDENTIFYING INFORMATION**

POSITION TITLE: Transportation Manager

CLASSIFICATION TITLE: Administration IV

DEPARTMENT: Transportation

IMMEDIATE SUPERVISOR'S TITLE: Superintendent

POSITION SUPERVISES: Transportation Coordinator,  
Transportation Administrative Assistant,  
Lead Hand(s), School Bus Drivers

REASON FOR SUBMISSION:   X     X           
Creation Change Update

Date: April 2014

**POSITION SUMMARY (Additional duties are in bold)**

The Transportation Manager is responsible to the Superintendent to monitor and regulate all aspects of student conveyance and the operation of divisional and contract buses.

General Responsibilities

1. Oversee the school bus transportation department for Northland School Division: planning, budgeting, organizing, staffing and evaluation.
2. **Investigate written complaints, receive information from the public, principals, other sources, and resolve issues in the most safe, economic and efficient manner.**
3. **Act as the Transportation Safety Officer.**

Driver Responsibilities

1. Maintain contact with bus and contract drivers throughout the year.
2. Make recommendations to the Superintendent, in consultation with the principal, to suspend, with just cause, bus drivers.
3. Suspend drivers where immediate action is required and safety is a concern.



4. Communicate and implement board policy and provide direction to all drivers, as required.
5. Carry out routine inspections to ensure that all divisional policies are being adhered to by all drivers.
6. Provide immediate reports regarding the hiring and termination of drivers.
7. Review driver violations and incidents and prepare a report with recommendations to the Superintendent.
8. Evaluate driver's performance as required.
- 9. Ensure OH&S Compliance.**
- 10. Establish networks for driver training.**
11. Assist and propose solutions to drivers so as to maintain proper student discipline and behavior while transporting
12. Conduct annual meetings with divisional bus drivers as required and ensure that minutes of all meetings will be kept and maintained.
13. Ensure that each school bus driver and contractor receives start up documents and report forms in time for school opening.

#### Fleet Responsibilities

1. In conjunction with the Transportation Coordinator prepare specifications, tenders, etc. for the purchase of buses.
2. Submit a monthly report to the Superintendent concerning changes in personnel, extra-curricular bus trips, major route changes, recommendation for improvements in the transportation system.
- 3. Ensure National Safety Code and Carrier Service compliance.**
- 4. Review and implement requirements of the Traffic Safety Act.**
- 5. Investigate all accidents and take appropriate action.**

#### Route Responsibilities

1. Inspect driver's opening reports, to note unusual features respecting loads, capacity, pick up time, drop off time, length of routes and any other features that may cause concern.

- 
2. Consult with the bus drivers/contractors/schools to establish routes and route changes from time to time, as necessary, concurring with student population changes, road conditions, etc.
  3. Strive to improve the overall safety, efficiency and economy of the student transportation system.
  4. **Review annual Route Assessment Checklists and determine follow up actions.**
  5. **Administer procedures when in receipt of Application for Transportation on Private Property.**

#### Fiscal Responsibilities

1. Ensure records are received from bus drivers and contractors as well as statistical information from associated jurisdictions to prepare grant claims for Alberta Education.
2. **Prepare annual Alberta Education grant for submission by the division.**
3. **Develop the Transportation Department budget for consideration in the Division's annual budget.**
4. Verify all reports submitted by drivers, monitors and contractors, including time, pay sheets, leave applications and expense claim forms.
5. Verify all supply, repair and fuel invoices.
6. Monitor cost records to ensure compatibility with budget projections
7. Administer the divisional conveyance allowance procedures that are included in Administrative Procedure 513 – Conveyance Allowance

#### Executive Responsibilities

1. Notify the Superintendent immediately in the event of an emergency or crisis in transportation.
2. **Liaise with local business, MD's, local councils, local training facilities to promote driver recruitment, retention and training**
3. **Liaise with neighboring jurisdictions and prepare student transportation agreements as required for presentation to the Superintendent**



- 4. Actively promote the school bus industry to local communities.**
5. Promote safe student conveyance by organizing safety programs and bus seminars for all transportation personnel and Northland students.
6. Review and maintain the bus driver's handbook, the safety and maintenance plan and preventative maintenance plan in accordance with legislative requirements on an annual basis.
- 7. Review transportation policies and procedures to ensure they are complete and up to date**
- 8. Develop or amend current transportation policy, procedures and process for presentation to the Superintendent and board**
- 9. Plan and develop strategies to create efficiencies to best serve the transportation needs of all Northland stakeholders for presentation to the Superintendent and board.**
- 10. Attend board, committee and Local School Board Committee meetings as required in consultation with the Superintendent.**
11. Supervise and evaluate the Transportation Administrative Assistant and Transportation Coordinator.
12. Carry out such other duties from time to time as directed by the Superintendent

#### Professional Development

- 1. Attend Student Transportation Association Supervisor and Safety meetings, workshops and seminars.**
- 2. Attend such courses as necessary to stay abreast of new developments in the Transportation Industry**



## Transportation Coordinator

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### IDENTIFYING INFORMATION

POSITION TITLE: Transportation Coordinator

CLASSIFICATION TITLE: Administration I

DEPARTMENT: Transportation

IMMEDIATE SUPERVISOR'S TITLE: Transportation Manager

REASON FOR SUBMISSION:  Creation  Change  Update

Date: April 2014

### **POSITION SUMMARY (Additional duties are in bold)**

Provides support to the Transportation Manager in a positive manner. Is capable of working independently, and possesses excellent organizational skills.

Strives to foster amicable and effective working relationships with colleagues and maintains confidentiality.

#### General Responsibilities

1. In conjunction with the Transportation Administrative Assistant distributes incoming and inter-office mail on a daily basis for the Transportation Department.
2. Provide assistance to visiting persons with respect to the downstairs work area.
3. Act as telephone receptionist in a professional manner with respect to the Transportation Department and relays information on issues as they arise to the Manager while he/she is in the field.
4. **Deal with general concerns and inquiries of drivers, schools and parents in consultation with the Transportation Manager.**



Primary Responsibilities

1. Issues all purchase orders for fleet vehicles and buses
2. **Identifies and organizes all repairs for the school bus fleet.**
3. **Identifies fleet needs for routing and adjusts the placement of buses accordingly.**
4. Transfer or coordinate the transfer of buses as required
5. Engages and oversees suitable repair facilities for school buses across the division.
6. Diarizes semi-annual inspections and advises approved inspection station and drivers as required.
7. Issues and tracks all fleet vehicle units, bus numbers and tracks bus route numbers.
8. Issues and tracks pink insurance cards for fleet vehicles and buses.
9. Receives, directs and follows up all accident reports for fleet vehicles and buses.
10. Prepares specifications for school bus and fleet vehicle tender.
11. **Remain abreast of all National Safety Code standards as these pertain to School Bus D250 standards, vehicle inspection standards and school bus driver file requirements.**
12. **Remain abreast of all provincial and federal school bus regulations as these pertain to school buses and school bus drivers.**
13. **Remain abreast of all commercial carrier regulations**
14. Inspect and/or ride contracted and division owned buses from time to time to determine that they are:
  - a. Mechanically sound.
  - b. Kept in clean condition.
  - c. Conform to Federal, Provincial and Divisional regulations and policies pursuant to safety.



## Transportation Coordinator

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### Business Responsibilities

1. Prepare driver expense claims, regular and casual employee payroll and contractor's monthly reports for the Transportation Manager's signature.
2. **Order, issue and track fuel cards.**
3. **Reconcile and code fuel invoices for the Transportation Manager's signature.**
4. Prepare and code repair invoices for the Transportation Manager's signature.
5. **In conjunction with the Transportation Admin Assistant maintain a database to record and track driver qualifications and required certifications.**
6. **In consultation with the Transportation Manager organize required driver training courses.**
7. **Assist the Transportation Administrative Assistant and the Transportation Manager with Edulog data entry and student database upkeep.**
8. Assist the Transportation Manager with the annual grant submission
9. Attend meetings as required

### Supervisory Responsibilities

1. **Direct and oversee actions of the Transportation Lead Hand(s) as they pertain to the fleet.**
2. **Direct and oversee actions of the school bus drivers as they pertain to the condition of the fleet.**
3. **Oversee the duties of the Transportation Administrative Assistant as required.**
4. **Act in the place of the Transportation Manager in his/her absence.**





## Transportation Coordinator

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### Professional Development

- 1. Attend Student Transportation Association meetings and workshops as required.**
- 2. Attend training seminars as required.**
- 3. Cross train and is familiar with the duties of the Transportation Manager.**



**Facilities and Transportation Secretary**

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**IDENTIFYING INFORMATION**

POSITION TITLE: Facilities and Transportation Secretary

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~~Administrative Assistant~~

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CLASSIFICATION TITLE: Steno III

DEPARTMENT: Facilities and Transportation

IMMEDIATE SUPERVISOR'S TITLE: Division Facility Manager, Transportation Manager, Housing & Facilities Manager

REASON FOR SUBMISSION: X X  
 Creation Change Update  
 (Combining Positions)

Date: ~~November 2013~~ June 2014

**POSITION SUMMARY (Additional duties are in bold)**

Provides administrative support to the Division Facility Department Manager and Transportation Department. Allocation of this administration support will be .6 to Facilities and .4 to Transportation Manager, Facilities & Housing Manager and Transportation Coordinator in a positive manner. Is capable of working independently, and possesses excellent communication and organizational skills.

Strives to foster amicable and effective working relationships with colleagues and maintains confidentiality.

General Responsibilities **General Responsibilities**

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~~2.1. In conjunction with the Transportation Coordinator~~ **Distributes incoming and inter-office mail on a daily basis for the Facilities and Transportation, Maintenance and Housing departments.**

~~3.2.~~ Provides assistance to visiting persons with respect to the downstairs work area.

~~4.~~ Acts as telephone receptionist in a professional manner with respect to the Transportation Manager and Coordinator and relays information on Issues as they

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### Facilities and Transportation Secretary

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arise to the Facilities and Transportation Departments, Managers and Transportation Supervisor Coordinator while they are in the field.

5.3. Responsible for downstairs office machines, for places ordering for supplies, and arranging es for repairs for office equipment utilized Facilities and Transportation

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#### Transportation Department Primary Responsibilities

1. Responsible for Edulog, data entry and upkeep of the student database, mapping, shape files and updates.
2. Responsible for the collection of student bussing information from drivers and schools.
3. Issues trip numbers for all Sports, Educational and Cultural field trips, as requested.
4. Tracks field trips as completed and codes for invoicing

#### Administrative Responsibilities

1. Types, transcribes, and composes correspondence, memos, reports and all other assignments with speed, accuracy and proficiency.
  - Organizes and maintains all records, files, policy manual, the forms handbook, reports, drawings and standardized reports and statements.
2. Records and tracks incoming transportation forms, follows up on shortfalls
2. Receive and organizes bus driver's bi weekly time logs and contractor's bi weekly reports.
2. Receive and organize regular driver Leave Applications for payment of spare drivers
2. Receive and organize casual driver and bus monitor time sheets for payment
2. Obtains copies and tracks driver abstracts, driver licenses, applications and medical reports for all Divisional staff, contract bus drivers and casual bus drivers.
3. Maintain the driver database and files
3. Preparation of all necessary contract information for contract bus drivers.

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**Facilities and Transportation Secretary**

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- 4. Preparation of route information and packages for distribution at start up.
- Record, type and distribute minutes to the Occupational Health and Safety committee members.
- 6. Development and/or updating of all transportation forms in consultation with the Manager and Supervisor Coordinator as necessary
- 6. Other tasks as assigned by the Transportation Manager and Coordinator

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**Specific Duties and Responsibilities**

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**Facilities Maintenance Department**

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- 1. Types, transcribes and composes correspondence, memos, reports, presentations and proposals.
- 2. Prepares and distributes agenda and related materials for each meeting, workshop and conference for the Maintenance Department.
- 3. Organizes and maintains all records, files reports, manuals, blueprints, drawings and standardized reports and statements.
- 4. Assists in gathering of information to prepare recommendations and department policies as required.
- 5. Assists in compiling of information required for the completion of all IMR and Capital Project submissions and updates to Alberta Infrastructure.
- 6. Prepares or assists in the preparation, development and maintenance of spreadsheets, databases and presentations on various projects or aspects of the Maintenance Department including statistical summaries of fuel costs, maintenance department personnel itineraries and time analysis, utility costs and other areas of significance to the department's operation.
- 7. Assists in the coding of invoicing for payments and in the costing of projects.



## **Facilities and Transportation Secretary**

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8. Acquires, provides and disburses information and materials as they relate to the department.
9. Assists the department supervisors in maintaining historical information on work completed as it relates to warranty.
10. Maintains database files for building services (such as fire, security and elevator inspections and re-inspections), service contracts and all building and vessel requiring inspections.
11. Arranges meeting space and makes travel arrangements as requested by supervisors.
12. Prepares requisitions for department supplies as needed.
13. Performs other duties that may be assigned from time to time.

### **Housing Facilities & Housing Department**

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1. Performs all clerical functions with regard to lease preparation, maintenance, distribution and receipt for Teacherages, oversees and performs Housing filing.
2. Prepares and sends out the lease extension letters as required as directed by the **Facilities & Housing Manager**.
3. Maintains a "Bring Forward File" to ensure that all leases, lease extension letters and accommodation inspection reports are received within the prescribed time frames.
4. Conducts and diarizes follow-up requests for the appropriate leases, lease extension letters and accommodation inspection reports to expedite these outstanding documents that are past due.
5. Identifies to the **Facilities & Housing Manager** - Facilities & Housing Manager all outstanding leases, lease extension letters and accommodation



## **Facilities and Transportation Secretary**

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inspection reports, not received within the prescribed time frame after three requests are made to obtain the required documents.

6. Maintains all necessary Housing spreadsheets on a need basis.

— Notifies all tenants by letter of all increases in the Divisional rental and utility recovery rates as directed by the Facilities & Housing Manager **Facilities & Housing Manager**

7. Any other tasks that may be assigned.

### **Transportation**

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1. Responsible for Edulog, data entry and upkeep of the student database, mapping, shape files and updates.
2. Responsible for the collection of student bussing information from drivers and schools.
3. Issues trip numbers for all Sports, Educational and Cultural field trips, as requested.
4. Tracks field trips as completed and codes for invoicing
  1. Types, transcribes, and composes correspondence, memos, reports and all other assignments with speed, accuracy and proficiency.
  2. Organizes and maintains all records, files, policy manual, the forms handbook, reports, drawings and standardized reports and statements.
  3. Records and tracks incoming transportation forms, follows up on shortfalls
  4. Receive and organizes bus driver's bi weekly time logs and contractor's bi weekly reports.
  5. Receive and organize regular driver Leave Applications for payment of spare drivers
  6. Receive and organize casual driver and bus monitor time sheets for payment
  7. Obtains copies and tracks driver abstracts, driver licenses, applications and medical reports for all Divisional staff, contract bus drivers and casual bus drivers.



## Facilities and Transportation Secretary

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8. Maintain the driver database and files
9. Preparation of all necessary contract information for contract bus drivers.
10. Preparation of route information and packages for distribution at start up.
11. Development and/or updating of all transportation forms in consultation with the Manager and Supervisor as necessary
12. Other tasks as assigned by the Transportation Manager and Coordinator

### **OTHER CONSIDERATIONS**

1. Successful candidate should possess an excellent working knowledge of Microsoft Word, Excel and practical Database and Power Point experience;
2. Completes assignments with speed, accuracy and a high degree of quality and proficiency with respect to spelling, grammar and terminology;
3. Must possess excellent time management skills;
4. Should have a good working knowledge of accounting and be able to understand account coding structure;
5. Must be prepared to travel for work related reasons outside normal working hours, as needed.

### **Professional Development all departments**

1. Cross trains and is familiar with the duties of the Transportation Coordinator
2. Attends training seminars to attain proficiency in Edulog, Maintenance Connections and other necessary computer programs
3. Attends meetings as necessary for skill development
4. Self-directed learning to become familiar with the Field Trip safety and insurance requirements

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**Facilities and  
Transportation  
Secretary**

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~~5. Self directed learning to become familiar with transportation~~ legislation and regulations pertaining to the School Bus Industry

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**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 410 – SUPPORT STAFF CLASSIFICATION AND POSITIONS

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**ORIGINATOR:** PERSONNEL COMMITTEE

**RECOMMENDATION**

That the Board of Trustees approve the attached housekeeping change to Procedure 410 – Support Staff Classification and Positions.

\*\*\*\*\*

**CURRENT SITUATION:** Procedure 410 states that to be a regular employee in Northland, one has to work for a total of 261 days per year, inclusive of vacations and holidays.

**BACKGROUND:** NSD's Finance department has identified this as an old standard and that 260 days in most other industries is the common number used to determine and differentiate between regular employees and temporary/casual employees.

**OPTIONS:**

REPORT TO BOARD

MEMORANDUM FOR THE BOARD

DATE: 10/15/2010

TO: BOARD OF DIRECTORS

FROM: [Name]

SUBJECT: [Subject]

1. [Point 1]

2. [Point 2]

[Table Content]
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3. [Point 3]

4. [Point 4]

5. [Point 5]

6. [Point 6]

7. [Point 7]

8. [Point 8]

9. [Point 9]

10. [Point 10]

**Support Staff  
Classifications  
and Positions**

---

**Background**

Staff members that work within the division and are not certificated 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 ~~261~~ **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 maintenance workers' overtime will be minimized wherever possible. However overtime may be claimed under the following conditions:
  - 2.1 Prior approval is obtained from the immediate supervisor.



**Support Staff  
Classifications  
and Positions**

- 2.2 A claim for overtime hours 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 Overtime will be paid at the rate of one and one half (1½) times the hours worked.
- 2.3 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.
- 2.4 Overtime hours can only be accumulated for 30 calendar days after the month end in which they were earned.
- 2.5 If the overtime hours are not taken off in lieu, overtime will be paid out on the pay cheque 30 calendar days after the month end in which they earned.

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
2	14.50	10.80	7.20	3.60
1	7.25	5.40	3.60	2.00

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

**PRESENTED BY:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** PROCEDURE 426 – STAFF LEAVES AND ABSENCES

---

**ORIGINATOR:** PERSONNEL COMMITTEE

**RECOMMENDATION**

That the Board of Trustees receive the attached change to Procedure 426 – Staff Leaves and Absences, as information.

\*\*\*\*\*

**CURRENT SITUATION:** Non-teaching staff must wait three years before they are entitled to evergreen the full 90 day entitlement of sick leave.

**BACKGROUND:** Teaching staff under the collective agreement negotiated a term of two years for the evergreen entitlement. NSD in recent practice has paralleled changes in teacher benefits to all other staff.

**OPTIONS:**

STATE OF TEXAS

County of \_\_\_\_\_ State of Texas

Know all men by these presents, that \_\_\_\_\_ of the County of \_\_\_\_\_ State of Texas, for and in consideration of the sum of \_\_\_\_\_ Dollars, to \_\_\_\_\_ in hand paid by \_\_\_\_\_ the receipt of which is hereby acknowledged, have granted, sold and conveyed, and by these presents do grant, sell and convey unto the said \_\_\_\_\_ of the County of \_\_\_\_\_ State of Texas, all that certain \_\_\_\_\_

**Staff Leaves and Absences**

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**5. Leave for Illness**

- 5.1 A staff member that is absent due to illness shall immediately advise their supervisor.
- 5.2 A staff member who is absent due to illness, accident, or dental treatment, may be required to provide a medical certificate if requested by the superintendent or designate.
- 5.3 An employee who is absent because of accident, disability, or sickness may be required to submit a certificate from a qualified medical practitioner when a doctor is reasonably available; and where a doctor is not reasonably available, the employee shall be required to submit to the Board a written statement forthwith.
- 5.4 The Board shall be entitled to require medical examinations by a doctor, approved by the Board before paying accumulated sick leave. In any such case, the Board agrees to pay transportation and accommodation costs at approved "Board" rates for the purpose of the examination.
- 5.5 A staff member shall be entitled to two days per month, to a maximum of twenty days for illness, accident, medical appointments or dental care per year.
  - 5.5.1 The Board will apply the sick leave for which the employee is eligible to a maximum of 20 working days during the year effective the date of commencement of service and each September thereafter, and make any adjustments necessary at the end of each August or upon termination of employment.
  - 5.5.2 The unused portion of the statutory sick leave shall be accumulated at the completion of each school year of service with the Division to the credit of each employee, to a maximum of 40 days inclusive of current 20 days. This clause applies to unbroken service.
  - 5.5.3 At the beginning of the **third second** full year of continuous employment with the Division and provided





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continuity of employment is not broken, an employee shall be granted ninety (90) calendar days of sick leave credits provided the employee is actively at work on that day. All accumulated but unused sick leave shall be cancelled.

- 5.5.4 An employee who has been absent on sick leave and returns to regular duties shall have the 90-calendar day sick leave entitlement reinstated. However, after notification by the employee of an expected date of return, the board may request, prior to that date of return that the employee provide a medical certificate, signed by a medical doctor, verifying that the employee is able to return to work on a continuing basis. In addition, if an employee uses more than 20 days casual sick leave in any one school year, the board may, by written notice, require the employee to comply with the following restriction:

After each subsequent absence in the same school year, the 90 calendar days shall not be reinstated until the employee has been actively at work for 10 consecutive days unless the absence is a result of a new medical condition confirmed by a medical doctor.

- 5.5.5 When an employee is reinstated to a position within 10 days, the accumulated sick leave will be reinstated.

## 6. Leave on Election Days

- 6.1 The employer will ensure that any employee eligible to vote in either a national, provincial, or municipal election, plebiscite, or referendum, shall be given the necessary time off work in which to vote in accordance with the statute under which the election, plebiscite, or referendum is being held.
- 6.2 An employee who is required to work during the period allowed to vote immediately preceding poll closing shall be allowed equivalent time off at an earlier time on the same day as authorized by his supervisor.

**BOARD OF TRUSTEES**

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

**DATE: OCTOBER 3, 2014**

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

**SUBJECT: PROPOSED BOARD AGENDA**

**RECOMMENDATIONS**

That the Board of Trustees approve the adoption of the proposed board agenda format effective October 31, 2014, as attached.

\*\*\*\*\*

**BACKGROUND:**

Official Trustee, Colin Kelly requested at the June 26, 2014 Regular Board Meeting that a review be done with the current format of Northland School Division No. 61 Board Agenda. ASBA Education Consultant, Terry Gunderson was contacted, requesting his direction in the school divisions that he felt practiced "Board Best Practices". Below are Gunderson's recommendations:

With regards to format, I would make these points:

1. Following procedural matters (and that includes Business Arising from the previous minutes), my recommendation is always to get to Business or Action Items as quickly as possible in the meeting.
2. While I understand there is pressure for delegations to appear earlier in the agenda, I strongly recommend that the Board deliberate on the business of the day prior to receiving delegations or presentations.
3. Many Boards schedule school/student/staff recognition early in the agenda. This sets an excellent tone, provided it is not a lengthy item.
4. Reports and other information items should be towards the end of the agenda. Some Divisions handle these through a consent agenda.
5. Catholic Boards will open and close with prayer. A few public Boards begin with an invocation.

Trudy Rasmuson, Secretary Treasurer, Roxane Guindon, Acting Secretary-Treasurer, Krystal Potts, Executive Assistant and Melanie Mantai, Executive Secretary attended a one day Board Governance Workshop facilitated by ASBOA on September 12, 2014 in Grande Prairie, which concurred with Gunderson's recommendations. From the combination of Gunderson's recommendations and the governance workshop a new agenda format was drafted.



AGENDA

Time: 5:30 p.m. (insert date), 9:00 a.m. (insert date)

Location: Divisional Office, Peace River

Page No.

A. CALL TO ORDER

- 1. Opening Prayer

B. GENERAL BUSINESS

- 1. Approval of Agenda .....
2. Adopt Minutes
2.1 August 28, 2014 .....

C. PRESENTATIONS

- 6:00 p.m.
6:30 p.m.

D. TABLED ITEMS

- 1.1 Policy 1, NSD Mission, Mandate, Beliefs & Values .....

E. ACTION ITEMS

1. Recommended Items

- 1.1

2. Education Committee Items

- 2.1

3. Personnel Committee Items

- 3.1

4. Finance Committee Items

- 4.1

5. Local School Board Items

- 5.1 Minutes Received - Administrative Action Current
5.2 Minutes Received - Administrative Action Follow Up
5.3 Covering Motion - In Lieu Days for
5.4 Covering Motion - Annual Education Results Report/Annual Plan
5.5 Covering Motion - Organizational Plans

F. REPORTS

- 1.1 Superintendent.....
1.1 Correspondence
1.1.1 .....
1.1.2 .....
1.1.2 Student Monthly Attendance.....



**NORTHLAND SCHOOL DIVISION NO. 61**

**REGULAR BOARD MEETING NO. 14 – 10**

Page No.

- 2.1 Chairman’s Report** .....
- 2.1 Local School board Committee Expenditure Report for the period ending < >, 2014 .....
- 2.2 Board Expenses for the period ending < >, 2014 .....
- 2.3 Correspondence
  - 2.3.1 .....
  - 2.3.2 .....
  - 2.3.3 .....
- 3.1 Secretary-Treasurer’s Report** .....
- 3.1 Statement of Revenues and Expenses .....
- 3.2 Accounts Receivable – Federal Government & First Nations .....

**G. IN-CAMERA SESSION**

**H. REPORTS FOR INFORMATION**

- 1.1 Attendance Focus Group
  - 1.1.1 .....
- 1.2 Education Committee
  - 1.2.1 .....
- 1.3 Personnel Committee
  - 1.3.1 .....
- 1.4 Finance Committee
  - 1.4.1 .....
- 1.5 Local School Board Committee Meeting Minutes
  - 1.5.1 .....
- 1.6 Acronyms .....
- 1.7 Accounts Payable .....

**I. CLOSING PRAYER**

**J. ADJOURNMENT**

**BOARD OF TRUSTEES**

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

**DATE: OCTOBER 3, 2014**

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

**SUBJECT: DISPOSAL OF RECORDS**

**RECOMMENDATION**

That the Board of Trustees approve the disposal of records, as attached, in accordance with Procedure 110, System Records.

\*\*\*\*\*

**BACKGROUND:** Each year records are pulled for destruction in accordance with our Records Retention Procedure. The attached list indicates the documents that are scheduled for destruction.

**SUPPORTING DOCUMENTS:** Schedule of Disposed Records.

BOARD OF DIRECTORS

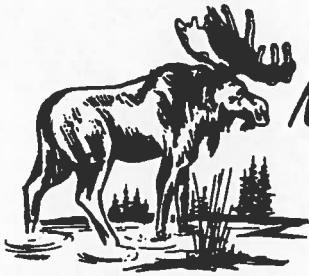
MEMORANDUM FOR THE BOARD OF DIRECTORS  
DATE: [illegible]  
SUBJECT: [illegible]

[illegible text]

[illegible text]

[illegible text]

[illegible text]



*Northland*  
SCHOOL DIVISION  
No. 61

# Memo

To: Melanie Mantai

Date: Sept. 15, 2014

From: Marj Lubbers, Records Management Clerk  
Northland School Division No. 61  
Peace River, AB  
(780) 624-2060 Ext. 6143

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**Subject: RE: Disposal of Records (Annual Destruction According to Retention Schedules)**

Please find attached summaries of the 2014 yearly disposal schedules. Based on the 2013 pricing of off-site shredding, the estimated cost for the disposal of approx. 45 banker's boxes will be \$95.00 plus fuel surcharges.

If you have any further questions, please do not hesitate to contact me at: Northland School Division #61 Central Office, attn: Marj Lubbers or email at [Marj.Lubbers@nsd61.ca](mailto:Marj.Lubbers@nsd61.ca) or call me at (780) 624-2060 Ext. 6143 fax (780) 624-5914.

Thank you.

Marj



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## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Finance - School Food Services	Department Manager Trudy Rasmuson
	Date Sept. 15, 2014

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
	SFS Bellamy Reports 2006-2007	August 2014	
	SFS Statements 2006-2007	August 2014	
	SFS Invoices A - Z 2007	August 2014	
	SFS Packages (Excluding Payroll) 2005-2006	August 2014	
	SFS Journal Entries 2005-2007	August 2014	

Reason for Continued Retention

Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>Rasmuson</i>	Date <i>Sept 16 / 14</i>
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### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature) <i>Mary Rubbers</i>	Date <i>Sept. 15, 2014</i>



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Finance	Department Manager Trudy Rasmuson <hr/> Date Sept. 15, 2014
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The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
	General Journal Entries 99124 -99440 2007-2008	August 2014	
	General Journal Entries 99000 - 99123 2007-2008	August 2014	
	Purchase Orders 2007-2008	August 2014	
	School Generated Funds 2007-2008	August 2014	
	Direct Transmission Reports Feb. 2007 -June 2007	August 2014	
	General Journal Entries 2006 -2007	August 2014	
	Bank Reconciliation Sept. - Dec. 2007	August 2014	
	Bank Reconciliation Jan. 2006-July 2007	August 2014	
	Receipts Sept. 2007 - June 2008	August 2014	
	Fixed Assest - Working Copies 2007	August 2014	
	Cancelled Cheques Dec. 2006 - June 2007	August 2014	
	Accounts Payable Statements 2006-2007	August 2014	

Reason for Continued Retention

Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>Rasmuson</i>	Date Sept 16 / 14
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### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature) <i>Mary Lubbers</i>	Date <i>Sept. 15, 2014</i>



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Transportation	Department Manager Carmen Smith
	Date Sept. 15, 2014

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
	Transportation Field Trips 2008-2009 (Retention - 5 years)	August 2014	

Reason for Continued Retention
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Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>Carmen Smith</i>	Date
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### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature) <i>Mary Lubeck</i>	Date <i>Sept. 15, 2014</i>

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 3, 2014**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** ADMINISTRATIVE ACTION – FOLLOW UP  
LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

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

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

BOARD OF DIRECTORS

MEMORANDUM FOR THE BOARD

DATE: 10/15/2001

TO: BOARD OF DIRECTORS

FROM: [Name]

SUBJECT: [Subject]

1. [Text]

2. [Text]

Meeting	Date of Meeting	Agenda Item	Task	Due Date	Status
LSBC (06/18/14)	8/19/2014	ADCS	Principals Report - 6c - Maintenance going on a pace with endless needs in both housing and school. Windows in school, heat control not effective, summer clean schedule is on.	9/1/2014	Complete
LSBC (04/30/14)	8/19/2014	ADCS	Discussion - Explanation of Cree and Dene immersion program.	8/25/2014	In Progress
LSBC (03/03/14)	8/19/2014	ADCS	587-03-03-14 - Motion to approve the personal leave of absence for G. Cardinal Bourke.	9/1/2014	Complete
LSBC (03/03/14)	8/19/2014	ADCS	586-03-03-14 - Motion to approve the personal leave of absence of L. Marten.	9/1/2014	Complete
			Motion 3990 - Anzac LSB unanimously makes a motion as follows: We expect that NSD will fairly and equitably enforce its policies. With regards to the issue with housing in Anzac we expect that the policy will be enforced and that the teacher will be given ample notice to make alternate plans. We value the teacher and sincerely hope that the teacher returns to teach but we believe that we are not the proper body to enforce this policy.	9/1/2014	Complete
LSBC (06/17/14)	8/19/2014	Anzac	Motion #0159-14 - Linda Novak motions to direct Sunchild Elearning to advertise the Conklin Elearning Mentor position for a period of not less than three weeks or until filled by a qualified candidate. The qualified candidate should be a certified teacher preferably with a strong background in Math and Science. The Conklin Local School Board requires to be involved in any staffin gdecisions. The board expect this position to be advertised on national job sites and Education Canada.		
LSBC MOTION (05/21/2014)	6/17/2014	Conklin	New Business: Local School Board Bi-Election will be held in September	6/30/2014	Complete
LSBC (06/03/14)	8/19/2014	Desmarais	Motion 4377/14 - Moved to award Career Pathways principal 10 in lieu days for the 2013-2014 school year	8/25/2014	Complete
LSBC (05/14/14)	8/19/2014	Desmarais		9/15/2014	In Progress



Meeting	Date of Meeting	Agenda Item	Task	Due Date	Status
LSBC (05/14/14)	8/19/2014	Desmarais	Motion 4379/14 - Moved to award Career Pathways principal 10 in lieu days for the 2014-2015 school year	9/15/2014	In Progress
LSBC (05/14/14)	8/19/2014	Desmarais	Motion 4378/14 - Moved to award Mistassiniy School principal 10 in lieu days for the 2014-2015 school year and Mistassiniy Vice Principal 5 in lieu days for 2014-2015.	9/15/2014	In Progress
LSBC (05/21/14)	8/28/2014	Gift Lake	369.14 makes a motion to approve 2014-15 School Organizational Plan.	9/15/2014	In Progress
LSBC (06/02/14)	8/19/2014	J.F. Dion	Motion #316-06/14 - Motion to bring the playground up to a safe condition. OH&S has concerns for the safety of the children, due to the unsafe condition of playground.	9/15/2014	Complete
LSBC (04/08/2014)	8/19/2014	Janvier	Maintenance - request has been put in to remove the carpet from the classes; paint the school, and; remove/repair the vinyl covering on the walls.	9/15/2014	Complete
LSBC (04/08/2014)	8/19/2014	Janvier	Disposal of Goods - work party would be best idea - especially the Hope Room - there are books and other materials not considered assets that can be disposed of easily.	9/15/2014	Complete
LSBC (04/29/2014)	8/19/2014	Janvier	May 1 - Then there will be some training for staff to complete some of the paperwork online to meet the deadline from central office.	8/31/2014	Complete
LSBC (06/11/14)	8/19/2014	Janvier	Motion #14-25 - Board Motion to support the Boarding Home application of Kaitlyn Haigneault to finish her high school in Saskatchewan.	8/31/2014	Complete
LSBC (04/29/2014)	8/19/2014	Janvier	Motion #14-21 - Father R. Perin School - 2014-2015 Org. Plan Presentation by Principal	8/24/2014	Complete
LSBC (03/11/2014)	8/19/2014	Janvier	Check with FOIP on names in minutes and blocking out	9/15/2014	Complete
LSBC (06/19/2014)	8/19/2014	Pelican Mountain	Motion #0606192014 - to continue with having Head Start remove their equipment.	8/31/2014	Complete
LSBC (06/10/2014)	8/19/2014	Wabasca	Comment: Custodian to pick up garbage etc.	9/15/2014 DLT Meeting	In Progress