



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 14 – 10

AGENDA

Time: 7:00 p.m. October 31, 2014, 9:00 a.m. November 1, 2014

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 October 3, 2014 5

C. PRESENTATIONS

- 7:30 p.m. Trudy Rasmuson, Secretary-Treasurer, Quarterly Financial Report 15
- 8:00 p.m. World ICU, Ron Semenoff

D. RECESS

E. ACTION ITEMS

1. Recommended Items

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I. CLOSING PRAYER

J. ADJOURNMENT

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES REGULAR MEETING ON OCTOBER 3, 2014 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
x	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
x	Rachelle McDonald	• Advisory Committee Member – Susa Creek
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louie Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Donna Barrett	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Delores Pruden	• Director of FNMI Education
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance
GUESTS		
✓	Terri Lynn Cook	• Pedagogical Supervisor

CALL TO ORDER

Official Trustee, Colin Kelly called the meeting to order at 12:13 p.m.

OPENING PRAYER

Advisory Committee Member, Louie Cardinal gave the opening prayer.

ADOPT AGENDA

23673/14 Official Trustee, Colin Kelly moved that the Board of Trustees adopt the agenda as presented.

CARRIED

MINUTES –
AUGUST 28,
2014
SEPTEMBER 9,
2014

23674/14 Official Trustee, Colin Kelly moved that the Board of Trustees approve the minutes as amended:

August 28, 2014 – Regular Meeting
September 9, 2014 – Special Meeting

CARRIED

- IN CAMERA 23675/14 Official Trustee, Colin Kelly moved that the meeting go in camera at 12:24 p.m.
- CARRIED
- OUT OF CAMERA 23676/14 Official Trustee, Colin Kelly moved that the meeting revert to regular session at 1:21 p.m.
- Official Trustee, Colin Kelly requests that administration work with Leroy Sloan to develop a "Terms of Reference" for the Attendance Board Committee and to map out a plan for each community regarding attendance targeting Wabasca and Desmarais.
- CARRIED
- RECESS The meeting recessed at 1:22 p.m. and reconvened at 1:30 p.m.
- SUPERINTENDENT'S 23677/14 Official Trustee, Colin Kelly moved that the Board of REPORT Trustees accept as information the Superintendent's Report as presented and attached.
- Official Trustee, Colin Kelly requests administration draft a chart detailing individual school achievement trend results and bring this report to the October 31, 2014 Board Meeting, also, when the results are shared with the LSBC members, Official Trustee Kelly would like any comments shared with the Board.
- Associate Superintendent, Don Tessier joined the meeting at 2:16 p.m.
- Official Trustee, Colin Kelly requests administration to follow up with Intellimedia for a Scatter Diagram to be developed that includes PAT results per student versus attendance results per student, also, Official Trustee Kelly would like to see the attendance report to include an overall NSD student attendance breakdown.

Official Trustee, Colin Kelly, requests that the question be brought to the October 2014 Attendance Committee Meeting, "Should the newsletter include attendance messaging by community?" and bring the response back to the October 31, 2014 Regular Board Meeting.

Official Trustee Colin Kelly requests that administration put together a Literacy Focus Group, with the committee reporting to the Advisory Committee Members.

CARRIED

CHAIRMAN'S
REPORT

23678/14 Official Trustee, Colin Kelly moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

SECRETARY –
TREASURER'S
REPORT

23679/14 Official Trustee, Colin Kelly moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

RECESS

The meeting recessed at 2:35 p.m. and reconvened at 2:47 p.m.

SCHOOL BUS
DRIVER SALARY

23680/14 That the Board of Trustees approve grandfathering the km portion of school bus driver's salary for one year, in cases where routes have been reduced.

CARRIED

ESTABLISHMENT
OF LOCATIONS
FOR
NOMINATIONS

23681/14 That the Board of Trustees deem the Northland school office in each subdivision to be an office of the local jurisdiction for the purpose of receiving nominations for the Local School Board Committee vacancies as per Section 28(1) of the Local Authorities Election Act.

CARRIED

LOCALLY DEVELOPED COURSES - LEARNING STRATEGIES 14- 35-35 AND FORENSIC SCIENCE STUDIES 25-35	23682/14	That the Board of Trustees approve the Locally Developed Courses from the Calgary RCSSD, as the foundation courses of study at the high school level: Learning Strategies 15-25-35 for the period of September 1, 2014 to October 31, 2018 and Forensic Science Studies 25-35 for the period of February 1, 2014 to August 31, 2018.	CARRIED
RESEARCH ASSIGNMENT IN EDUCATIONAL STUDIES PROGRAM REQUEST	23683/14	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.	CARRIED
UNIVERSITY OF ALBERTA PUBLIC HEALTH RESEARCH REQUEST	23684/14	That the Board of Trustees ratify the administrative action to permit Kayla Atkey, of School of Public Health, University of Alberta, to conduct research in Northland School Division	CARRIED
PUBLIC INTEREST DISCLOSURE (WHISTLE- BLOWER PROTECTION ACT)	23685/14	That the Board of Trustees approve in principle, the draft Procedure – Public Interest Disclosure, as attached. Official Trustee, Colin Kelly requests that copy of the draft Procedure – Public Interest Disclosure be sent to all LSBC members requesting feedback.	CARRIED
JOB DESCRIPTIONS	23686/14	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.	CARRIED

PROCEDURE 410 – SUPPORT STAFF CLASSIFICATION AND POSITIONS	23687/14	<p>That the Board of Trustees approve the attached housekeeping change to Procedure 410 – Support Staff Classification and Positions.</p> <p>CARRIED</p>
PROCEDURE 426 – STAFF LEAVES AND ABSENCES	23688/14	<p>That the Board of Trustees receive the attached change to Procedure 426 – Staff Leaves and Absences, as information.</p> <p>CARRIED</p>
FIELD TRIP RATE TO SCHOOLS	23689/14	<p>That the Board of Trustees approve an increase in the kilometer rate from \$0.50/km to \$1.10/km charged to schools for busses on field trips and that the rate also incorporate the cost of the fuel for field trips.</p> <p>Official Trustee, Colin Kelly requests that the increase to field trip rates be tracked, to determine the impact this will have on schools and report back every 3 months starting with the January 2015 Regular Board Meeting.</p> <p>CARRIED</p>
PROPOSED BOARD AGENDA	23690/14	<p>That the Board of Trustees approve the adoption of the proposed board agenda format effective October 31, 2014, as attached.</p> <p>Official Trustee, Colin Kelly requests that a copy of the Regular Board Agenda package be sent electronically to all Local School Board Committee (LSBC) members, and that the Information Technology Department set up Northland School Division emails for LSBC members that do not currently have an email address.</p> <p>CARRIED</p>

DISPOSAL OF
RECORDS

23691/14 That the Board of Trustees approve the disposal of records, as attached, in accordance with Procedure 110, System Records, excluding Transportation Field Trips 2008-2009.

Official Trustee, Colin Kelly requests that field trip records that contain students' names are never destroyed, and that policy will be updated to reflect this.

CARRIED

2014 BY-
ELECTION DATE
SET

23692/14 That the Board of Trustees approve setting a by-election date of November 12, 2014 for the following communities: Calling Lake, Conklin, Desmarais, Gift Lake, Grouard, J.F. Dion and Little Buffalo.

CARRIED

SIGNING
AUTHORITY

23693/14 That the Board of Trustees direct administration to complete and submit as appropriate new signing documents, to ensure that Trudy Rasmuson, Secretary-Treasurer for Northland School Division No. 61 is the correct signatory on all banking and legal documents.

CARRIED

GROUARD
HOUSING

23694/14 That the Board of Trustees approve the sale by public tender of the following five (5) housing units located in the community of Grouard in accordance with Section 200 of the School Act and Section 9 of the School Act's Disposal of Property Regulation, AR 181/2010.

CARRIED

DISPOSAL OF 18
HOUSING UNITS

23695/14 That the Board of Trustees approve the disposal of the following fifteen (15) assets located in various communities in accordance with Section 200 of the School Act, and Ministerial approval, as amended.

Location	Residence #	Description	Year	Disposal Method
Keg River	72	House	1985	Sell
Bishop Routhier	65	House	1987	Sell
Bishop Routhier	104	House	1959	Sell
Bishop Routhier	105	House	1959	Sell
Bishop Routhier	203	Mobile	1992	Sell
Pelican Mountain	128	House	1961	Sell/Demolish
Calling Lake	94	House	1950	Sell
Kateri	97	Mobile	Unknown	Demolish
Chip Lake	96	Mobile	2004	Sell
Mistassiniy	93	House	Unknown	Sell
St. Theresa	73	House	1985	Sell
Gift Lake	114	House	1958	Sell
Gift Lake	115	House	1958	Sell
Peerless Lake	199/299	Mobile	1990	Sell/Demolish
Peerless Lake	201	Mobile	1990	Demolish

CARRIED

COMMITTEE
INFORMATION
ITEMS

23696/14 Colin Kelly moved that the Board of Trustees receive the following Committee information items:

- Procedure 306, Student Suspension and Expulsion
- 2013/2014 Staff Absenteeism Data
- Transportation Reports – 2012-2013/2013-April 2014
- Grouard By-election – Judge Graesser Decision
- Purchase of Land from M.D. of Opportunity Update
- Salary Adjustment

Official Trustee, Colin Kelly requests that administration track NSD employee's sick day usage.

CARRIED

LSBC MEETING
MINUTES
RECEIVED

23697/14 Colin Kelly moved that the Board of Trustees receives the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Athabasca Delta	August 25, 2014
Bishop Routhier	January 6, 2014
	February 3, 2014
	May 5, 2014
	June 2, 2014
	June 26, 2014
Calling Lake	September 21, 2014
Conklin	June 26, 2014
	August 19, 2014

	August 25, 2014
	August 27, 2014
	September 9, 2014
	September 11, 2014
Fort McKay	August 26, 2014
Gift Lake	August 25, 2014
J.F. Dion	September 9, 2014
	September 12, 2014
Janvier	September 2, 2014
Paddle Prairie	June 10, 2014
	September 8, 2014
	September 10, 2014
Trout Lake	September 8, 2014
Wabasca	September 10, 2014

CARRIED

ADMINISTRATIVE
ACTION – LSBC
MEETING
MINUTES
RECEIVED

23698/14 Colin Kelly moved that the Board of Trustees approve the action taken by the Administration with respect to Local Board Minutes received, as listed below.

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Athabasca Delta	Aug 25, 2014	613-08-25-14	Exclude
		612-08-25-14	Exclude
		611-08-25-14	Exclude
		610-08-25-14	Exclude
		609-08-25-14	Exclude
Bishop Routhier	Jan 6, 2014		As presented
	Feb 3, 2014		As presented
	May 5, 2014	748/14 749/14	Administration Administration
Calling Lake	Jun 2, 2014		As presented
	Jun 26, 2014		As presented
	Sep 21, 2014		As presented
Conklin	Jun 26, 2014		As presented
	Aug 19, 2014		As presented
	Aug 25, 2014		As presented
	Aug 27, 2014	0185-14	Administration
	Sep 9, 2014	0193-14	Administration
Fort McKay	Sep 11, 2014		As presented
	Aug 26, 2014		As presented
Gift Lake	Aug 25, 2014	380.14	Administration
J.F. Dion	Sep 9, 2014		As presented
	Sep 12, 2014		As presented
Janvier	Sep 2, 2014		As presented
Paddle Prairie	Jun 10, 2014		As presented
	Sep 8, 2014		As presented
	Sep 10, 2014		As presented
Trout Lake	Sep 8, 2014		As presented
Wabasca	Sep 10, 2014	2968/09/14	Administration

CARRIED

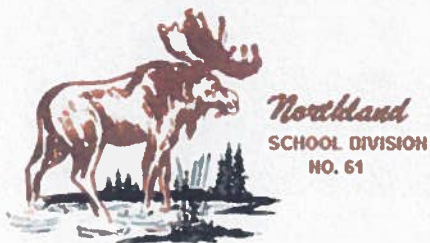
ADMINISTRATIVE ACTION – FOLLOW UP LSBC MEETING MINUTES RECEIVED	23699/14	Colin Kelly moved that the Board of Trustees approve of the follow up action taken by Administration with respect to local board minutes received, as attached. CARRIED
COVERING MOTION ANNUAL EDUCATION RESULTS REPORT/ANNUAL PLAN	23700/14	That the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2013-2014 Annual Education Results Report, 2013-2014 Annual Plan. CARRIED
COVERING MOTION IN- LIEU DAYS FOR ADMINISTRAT- ORS	23701/14	Colin Kelly moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2014-2015 in-lieu for administrators. CARRIED
COVERING MOTION ORGANIZATION- AL PLANS	23702/14	That the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans. CARRIED
INFORMATION ITEMS	23703/14	Colin Kelly moved that the Board of Trustees receive as information the following: <ul style="list-style-type: none">a) List of Acronymsb) Payment of Accounts CARRIED
ADJOURN		The meeting adjourned at 5:17 p.m.
CLOSING PRAYER		Advisory Committee Member, Louie Cardinal gave the closing prayer.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT



PRESENTATION TO THE BOARD

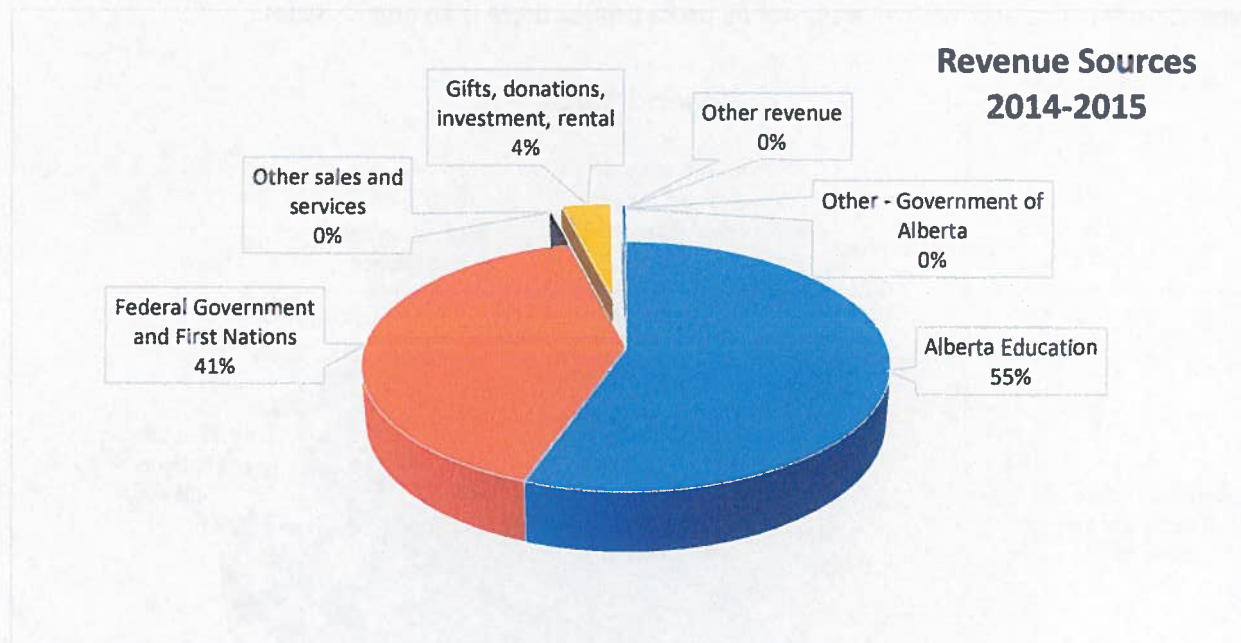
Quarterly Financial Report

TRUDY RASMUSON, SECRETARY-TREASURER

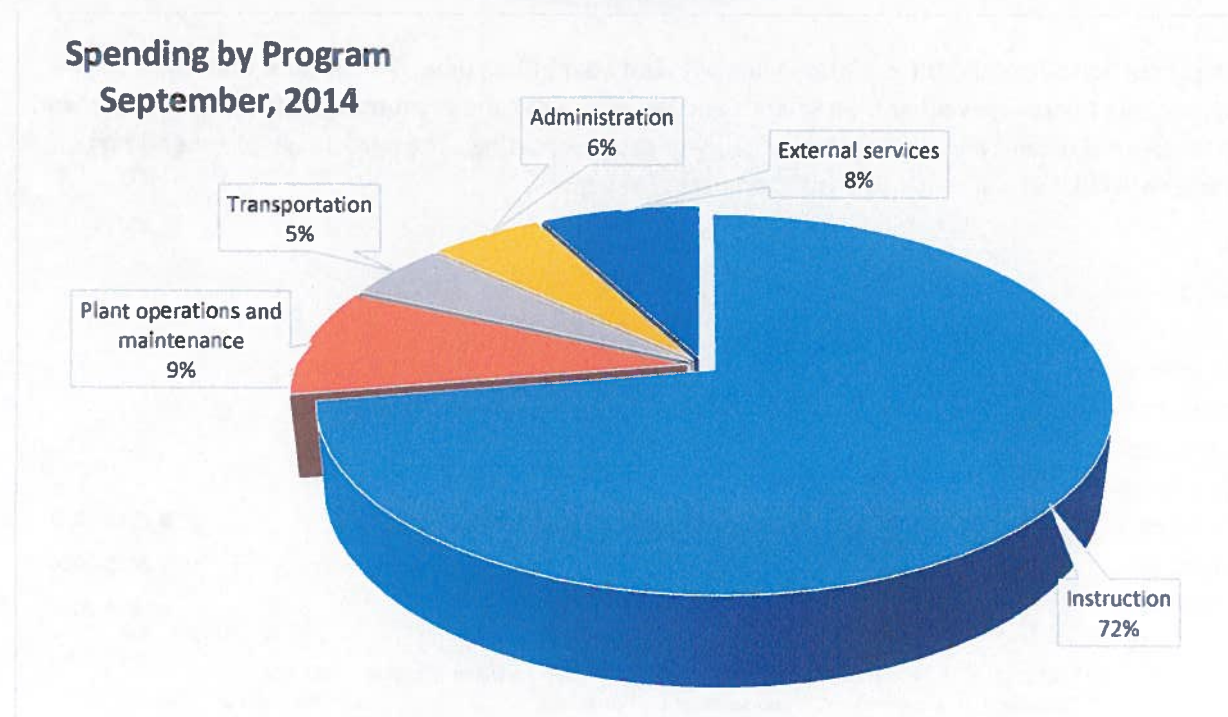
OCTOBER 31, 2014

Secretary-Treasurer's Report

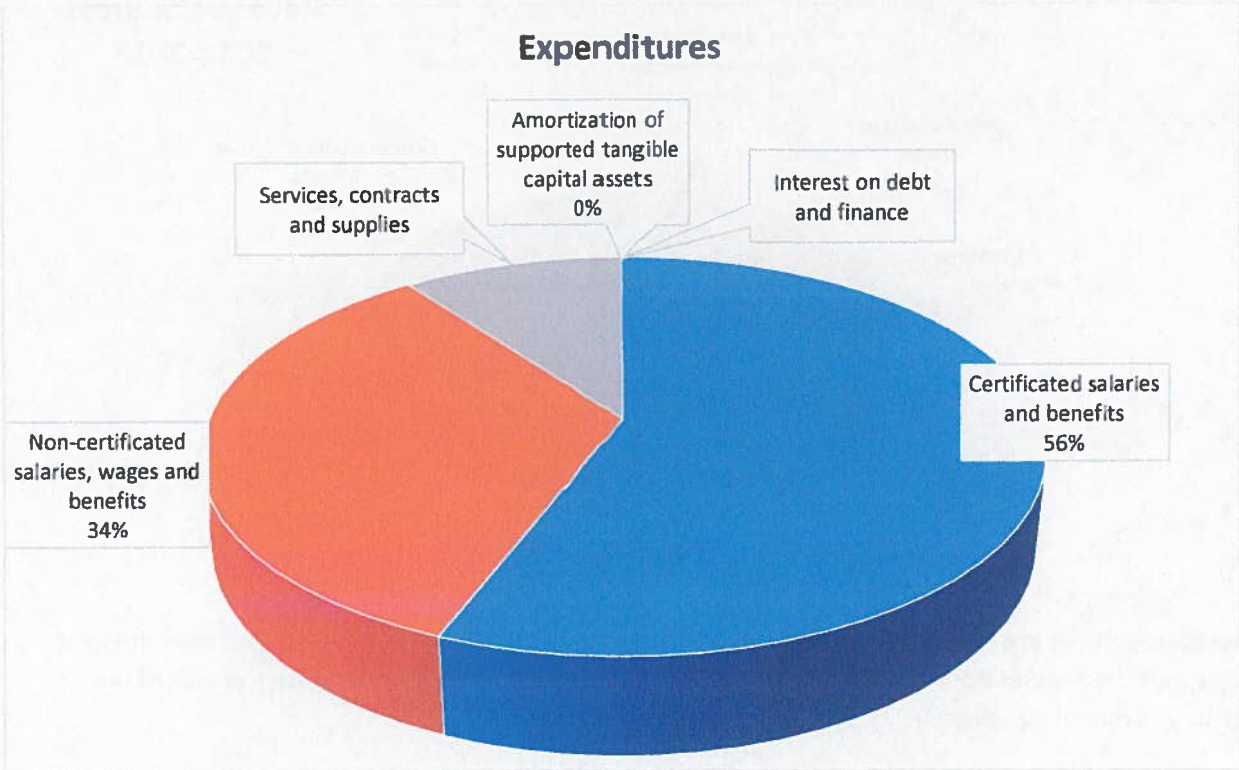
For the Period Ending September 30, 2014



Revenue sources are consistent with last year's. There may be some small fluctuations over the next year, but the Federal Government and First Nations and Alberta Education provide the bulk of the division's operating revenue.



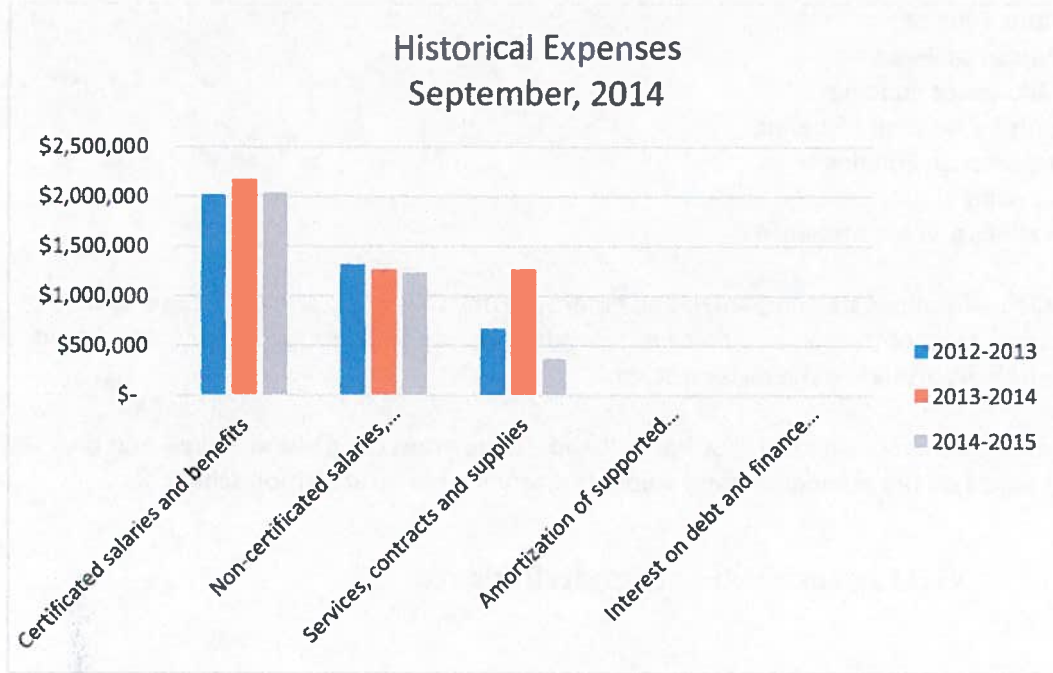
Spending by program is also consistent to last year. Throughout the year, instructional costs, as a percentage, will fall slightly, as the schools purchase supplies at the beginning of the year, to be used throughout the year. As well, maintenance costs are traditionally high in the summer, so large expenditures in this area will generally not be made (unless there is an urgent issue).



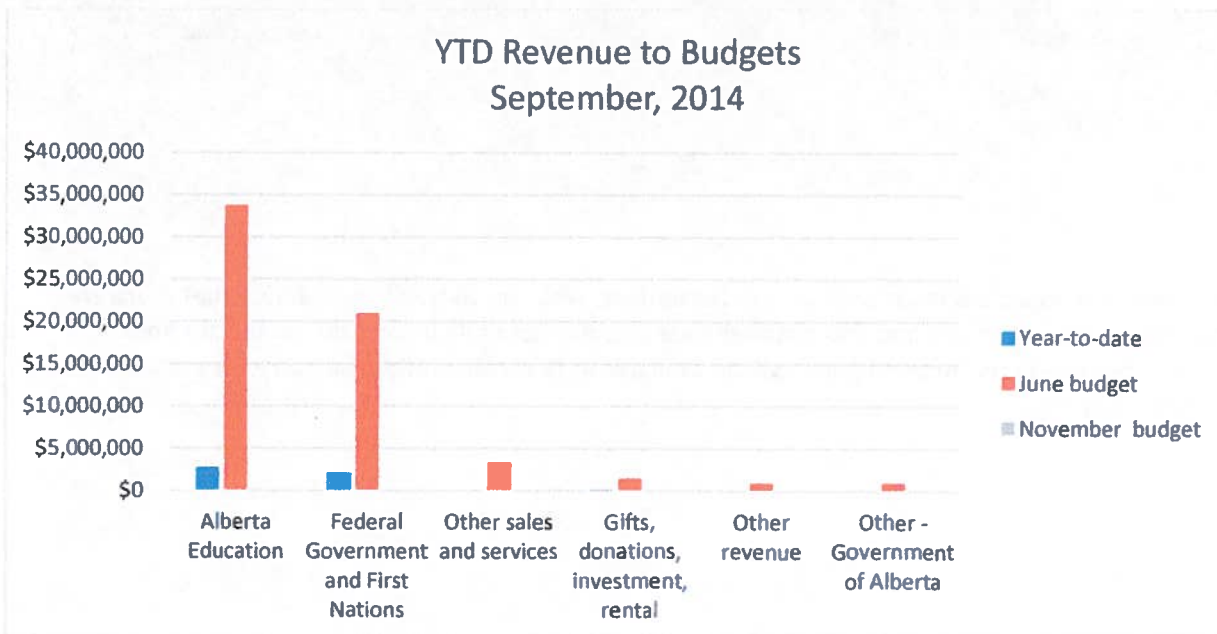
The proportion of expenditures is also in line with last year at this time. Please note that there will be adjustments to expenses other than salaries and benefits, after the accounting staff completes the work for the year-end audit and the September student count reporting. The percentage of expenditures to salaries will fall, but will remain a significant part of expenses.



This September's income from Alberta Education and the federal government and First Nations is down from the previous two years. However, this could be a result of several factors – a timing issue (more will be coming in the next months that will make up for this), a change in the grant structure that moves money from Alberta Education to Other-Government of Alberta, or a reduction in students. As the year progresses, the differences between this year and previous years will level out.



The current expenses are either in line or slightly lower than previous years. Again, this could be a bit of a timing issue – some supplies that are historically purchased in September may have been purchased in October, some staff positions may not have been filled. Again, as the year progresses, the trending will become more reliable, and more of the expenses will be entered into the system (eg: amortization).

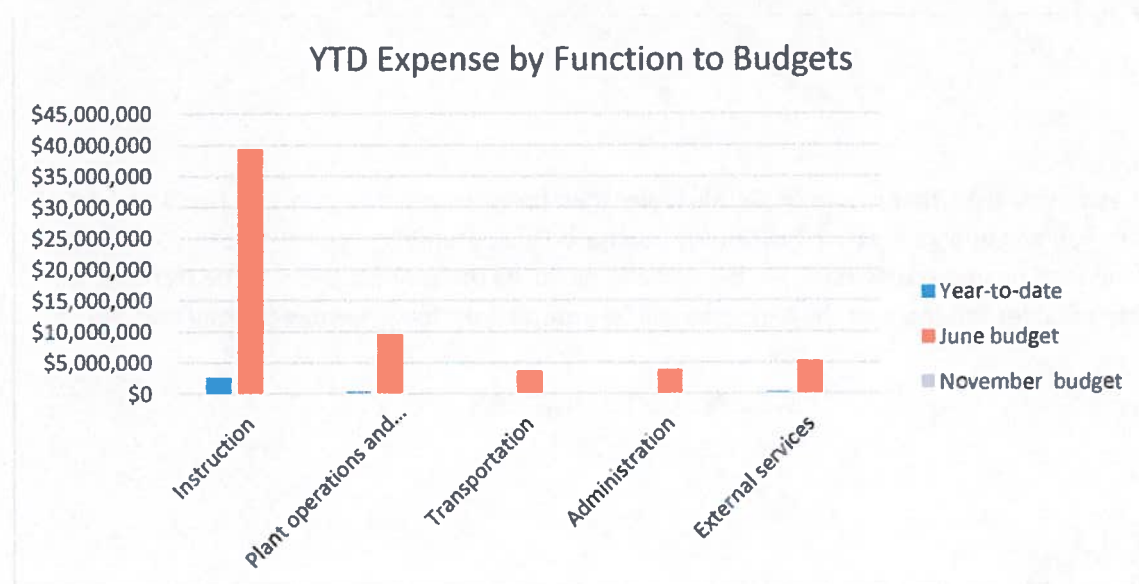


The division has received approximately 8% of this year's grants, which is 1/12 of the 2014-2015 revenue. Revenue is affected by the types of grants available. They are:

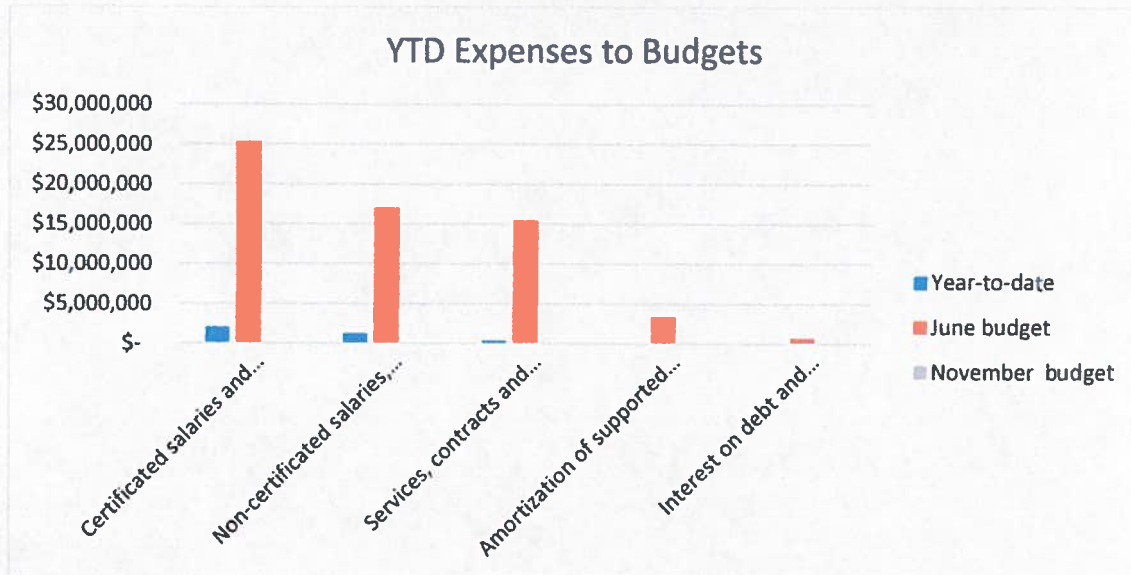
- Early Childhood Services
- Base Funding (Grades 1-9, Grades 10-12)
- Differential Cost (Outreach funding, Program Unit Funding, FMNI Funding, Socio-Economic Status Funding)
- Inclusive Education Funding
- Northern Allowance Funding
- Small Schools by Necessity Funding
- Rural Transportation Funding
- Boarding Funding
- Plant Operations and Maintenance

Funding is also available from private companies, and grants relating to specific purposes can also be accessed, if applicable. Most of the above funding is dependent upon enrolment, so it fluctuates, based on the number of students attending the division schools.

In addition, there are agreements with the First Nation bands in the areas the division serves, and they contribute funding based on the number of band students attending the local division school.



About 6% of the expenses have been paid in September, which is on track, considering that there are some unfilled staff positions and that maintenance spends a lot of its budget during the summer months. The November budget figures will be available in December, after the budget is passed at the November meeting.



This graph is a different version of the previous – indicating that most of the money spent in September relates to staffing. 7.75% of the salaries budgeted have been expensed.

Other Business

RECEIVABLES

We have received the first payment on the outstanding balance from Miskisew, as well as the payment for the September invoice. Monitoring will continue on this account.

YEAR-END AUDIT

The auditors are here, and work is progressing on the audit. So far, no major issues have been brought to my attention.

[The following text is extremely faint and largely illegible. It appears to be a list or index of items, possibly related to a collection or inventory. The text is organized into several columns and rows, with some headings that are difficult to discern. It may include names, dates, and descriptions of various objects or documents.]

BOARD OF TRUSTEES

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

DATE: OCTOBER 31, 2014

FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: NOVEMBER 2014 BOARD MEETING DATE CHANGE

RECOMMENDATION
That the Board of Trustees approve changing the Regular Board Meeting date from November 28 and 29, 2014 to November 21 and 22, 2014.

BOARD OF TRUSTEES

DATE: OCTOBER 23, 1914

PLACE OF MEETING: THE BOARD ROOM

MEMBERS PRESENT: MR. J. H. BROWN, MR. J. H. BROWN, MR. J. H. BROWN

MEMBERS ABSENT: MR. J. H. BROWN, MR. J. H. BROWN, MR. J. H. BROWN

1. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
2. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
3. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
4. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
5. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
6. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
7. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
8. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
9. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.
10. To receive and accept the report of the Board of Trustees for the year ending September 30, 1914.

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: 2013-2014 AERR AND THREE YEAR EDUCATION PLAN 2014-2017

ORIGINATOR: EDUCATION COMMITTEE

RECOMMENDATION

That the Board of Trustees approve the priorities for the 2014-2015 school year to be included as part of the 2014-2017 Three Year Education Plan.

Northland Priorities

1. Year One Implementation of the Division Attendance Initiative
2. Establish a Literacy Focus Group to strengthen implementation of the Division Literacy Initiative for English, Cree and Dene Languages
3. Develop a Long Term Plan for Education in Wabasca – Desmarais
4. Develop indicators of quality teacher performance in Northland School Division
5. Conduct a review of Mistassiniy School
6. Complete revisions to the Policy Manual
7. Design and Implement a strategy to address teacher housing.
8. Increase Emphasis on Land-based and experiential Learning.
9. Instructional Leadership.
10. Teacher Supervision and Evaluation.

STATE OF TEXAS

COUNTY OF DALLAS

IN THE DISTRICT COURT OF THE

STATE OF TEXAS, IN AND FOR THE COUNTY OF DALLAS

vs.

THE STATE OF TEXAS

That the undersigned, the State of Texas, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the District Court of the State of Texas, in and for the County of Dallas, in the case of the State of Texas, vs. The State of Texas, No. 10,000, and that the same is a true and correct copy of the original as the same appears in the records of the District Court of the State of Texas, in and for the County of Dallas, in the case of the State of Texas, vs. The State of Texas, No. 10,000.

Witness my hand and seal of office this 1st day of January, 1901.

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 306 STUDENT SUSPENSION AND EXPULSION

ORIGINATOR: DON TESSIER, ASSOCIATE SUPERINTENDENT

INFORMATION
The Board of Trustees approve in principle, Procedure 306, Student Suspension and Expulsion, to align it with the current Northland Act, Policy 7, and direction of improving attendance, as attached.

BOARD OF TRUSTEES

DATE: NOVEMBER 3, 1911

THE STATE OF NEW YORK

IN SENATE

JANUARY 1, 1912

REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE
 IN RESPONSE TO A RESOLUTION
 PASSED BY THE SENATE
 MAY 1, 1911

ALBANY: J. B. LIPPINCOTT COMPANY, PRINTERS, 1912.



Procedure 306

Student Suspension and Expulsion

Background

To ensure a satisfactory climate for learning, school rules and regulations must be observed by students and teachers and principals must be empowered to enforce those rules and regulations. Students who do not conform to the behavior code and discipline policy may negatively affect the school's learning environment.

The suspension or expulsion of a student from school is a very serious matter and should only be taken when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.

Section 12 of the *School Act* identifies expectations for student conduct and sections 24 and 25 deals with student suspensions and expulsions.

Procedures

1. The school discipline policy shall describe the suspension procedures to be followed in the school.
2. The principal shall review, and become familiar with, the provisions in the *School Act* that provide the legal framework governing student suspensions and expulsions.
3. The following circumstances may be considered as reasons for student suspension when all other disciplinary actions have been ineffective:
 - 3.1 Habitual neglect of duty.
 - ~~3.2 Chronic truancy.~~
 - 3.3 Open opposition to authority.
 - 3.4 Use of improper or profane language.
 - 3.5 Disruptive behavior.
 - 3.6 Deliberate and wanton destruction of property.
 - 3.7 Violation of the Local School Board Committee's smoking, alcohol and the use or possession of illegal drugs **procedure** policy.

**Student
Suspension and
Expulsion**

3.8 Actions that are injurious to the moral tone or well being of the school or other individuals.

~~3.9 Chronic non-completion of schoolwork.~~

4. A teacher may suspend a student for a class period subject to the following:
 - 4.1 The teacher confers with the principal prior to making the suspension;
 - 4.2 The teacher informs the student about the suspension, its consequences and the reasons the suspension is being given;
 - 4.3 The student is provided with the opportunity to offer an explanation for his/her action;
 - 4.4 The teacher directs the student to the principal to remain under the supervision of the school until the student's normal dismissal time from that class;
 - 4.5 The teacher reports all of the circumstances surrounding the suspension to the principal in writing;
 - 4.6 The teacher informs the parents of the suspension and the circumstances surrounding it as soon as possible; and
 - 4.7 The teacher recommends follow-up designed to resolve the issue which led to the suspension.
5. A principal may suspend a student from class, from school, or from riding on a school bus subject to the following:
 - 5.1 The principal shall confer with the affected staff members or other individuals involved with the student to gather information about the student's misbehavior.
 - 5.2 The principal shall prepare a written record of all actions taken in regard to the incident.
 - 5.3 The principal will inform the student about the proposed suspension, its consequences and the reason the suspension is being considered.
 - 5.4 The student will be given an opportunity to offer an explanation for the behavior.



Procedure 306

Student Suspension and Expulsion

- 5.5 If the principal is of the opinion that a suspension is warranted, the principal will inform the student of the reasons for the suspension and the length of the suspension.
- 5.6 The principal shall inform the parents by telephone of the suspension, including reasons and length, and shall immediately report in writing all the circumstances of the suspension to the parents with a copy to the superintendent.
- 5.7 The principal shall, if requested, provide an opportunity to meet with the parents, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- 5.8 If the student is not to be reinstated within five school days of the date of suspension, the principal shall immediately report in writing all the circumstances of the suspension and provide a recommendation, ~~to the to the Local School Board Committee and to the Board office of the Superintendent.~~
- 5.9 The Principal may recommend that the board expel the student if the student has:
 - 5.9.1 Displayed an attitude of willful, blatant and repeated refusal to comply with the provisions of the *School Act*; or
 - 5.9.2 Engaged in conduct that is injurious to the physical or mental well being of others in the school.
- 5.10 The ~~Board Local School Board Committee~~ shall within ten school days after the date of the suspension either reinstate or expel the student.

6. Expulsion of Students

- 6.1. Upon receiving the report from the principal and the principal's recommendation as noted in procedure 5.8 above, the ~~Board Local School Board Committee~~ shall within ten school days after the date of the suspension either reinstate or expel the student. ~~If the chairperson of the Local School Board states that the~~



Procedure 306

Student Suspension and Expulsion

~~committee does not wish to deal with the matter, the matter will be dealt with by the board. The Superintendent shall immediately contact the Chairperson of the Local School Board Committee to determine if the Local School Board will be proceeding with the hearing in accordance with the *School Act* and the procedures as outlined in sections 2, 3, and 4 below.~~

6. Prior to the **Board board** making a decision on the recommendation of the principal, the student's parents and the student if the student is 16 years of age or older, shall be advised of the date, time and location of the board meeting at which the decision will be made and of their right to make a representation to the **Board board** with respect to the principal's recommendation. The student and the student's parents will also be advised of their right to attend the hearing with, and be represented by legal counsel.
7. The procedure to be followed in conducting the hearing into the recommendation will be as follows:
 - 7.1 The **Board Local School Board Committee chair or a designated member of the board** will chair the meeting; outline the purpose of the meeting and the procedure to be followed.
 - 7.2 The principal will present the report documenting the details of the case and the recommendation to expel the student.
 - 7.3 The student and the student's parents will be given an opportunity to respond to the information presented and to add any additional information that they feel is relevant.
 - 7.4 The **Board members of the Local School Board Committee** will have the opportunity to ask questions of clarification from both the principal and the student and the student's parents.
 - 7.5 **The Local School Board Committee will meet, without either the administration or the student**



Procedure 306

Student Suspension and Expulsion

~~and the student's parents present, to discuss the case and the recommendation.~~

~~7.6 Should the Local School Board Committee require additional information, both parties will be requested to return in order to provide the requested information.~~

7.7 The ~~Board Local School Board Committee~~ will then make a decision to either reinstate or expel the student.

7.8 The ~~Board's Local School Board Committee's~~ decision shall be communicated in writing to the student and the student's parents with copies being provided to the principal and the superintendent.

8. If the ~~Board's Local School Board Committee's~~ decision is to expel the student; the following information must be included in the letter to the student and the student's parents:

8.1 The length of the expulsion, which must be greater than 10 school days.

8.2 The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements.

8.3 The right of the student and the student's parents to request a review of the decision by the Minister of Learning. The Minister's telephone number and the mailing address of the Minister's office should be provided.

8.4 That if the student had completed two-thirds of a course or program, the student may write the final exam(s) and receive a grade for the course or program. It is the responsibility of the student to become informed regarding the time and place where the examination will be written

8.9 The Board ~~Local School Board Committee~~ may re-enroll a student that has been expelled.

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BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 436, PUBLIC INTEREST DISCLOSURE
(WHISTLEBLOWER PROTECTION) ACT

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees approve the draft Procedure 436 - Public Interest Disclosure.

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.

REPORT OF THE

COMMISSIONER OF THE

LAND OFFICE

FOR THE YEAR 1900

OF THE LANDS BELONGING TO THE

STATE OF CALIFORNIA

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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.

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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:



- 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**

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



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.



Procedure 436

Public Interest 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 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: JOB DESCRIPTIONS

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees approve the attached revised job descriptions for the positions of Transportation Manager, Transportation Coordinator and Facilities and Transportation Secretary due to the transportation department reorganization.

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:

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.



Transportation Manager

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.

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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**



Transportation Manager

- 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

IDENTIFYING INFORMATION

POSITION TITLE: Transportation Coordinator

CLASSIFICATION TITLE: Administration I

DEPARTMENT: Transportation

IMMEDIATE SUPERVISOR'S TITLE: Transportation Manager

REASON FOR SUBMISSION: X X
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.**



Transportation Coordinator

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

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

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

IDENTIFYING INFORMATION

POSITION TITLE: Facilities and Transportation Secretary
~~Administrative Assistant~~

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

1. ~~In conjunction with the Transportation Coordinator d~~Distributes incoming and inter-office mail on a daily basis for the Facilities and Transportation Maintenance and Housing departments.
2. Provides assistance to visiting persons with respect to the downstairs work area.
3. ~~Acts as telephone receptionist in a professional manner with respect to the Transportation Manager and Coordinator~~ and relays information on issues as they



Facilities and Transportation Secretary

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

4.3. Responsible for downstairs office machines; ~~for places ordering~~ for supplies and arranging es for repairs for office equipment utilized Facilities and Transportation

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.~~
- ~~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.~~
- ~~8. Maintain the driver database and files~~
- ~~9. Preparation of all necessary contract information for contract bus drivers.~~



Facilities and Transportation Secretary

- ~~10. Preparation of route information and packages for distribution at start up.~~
- ~~11. Record, type and distribute minutes to the Occupational Health and Safety committee members.~~
- ~~12. Development and/or updating of all transportation forms in consultation with the Manager and Supervisor Coordinator as necessary~~
- ~~13. Other tasks as assigned by the Transportation Manager and Coordinator~~

Specific Duties and Responsibilities

Facilities Maintenance Department

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

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

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

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

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

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~~



**Facilities and
Transportation
Secretary**

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

THE
JOURNAL
OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE



Volume 100, Part 1, 2000
Published by the Royal Society of Medicine Press

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURE 426 – STAFF LEAVES AND ABSENCES

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees approve of the attached change to Procedure 426 – Staff Leaves and Absences, in principle.

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:

REPORT OF RESULTS

DATE: 10/10/1964

BY: J. H. HARRIS

TO: DIRECTOR, FBI

SUBJECT: [Illegible]

REFERENCE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]



Procedure 426

Staff Leaves and Absences

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



Staff Leaves and Absences

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

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: ATTENDANCE INITIATIVE SCHOOL-BASED BUDGET REQUEST

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE
DON TESSIER, ASSOCIATE SUPERINTENDENT

RECOMMENDATION
That the Board of Trustees approve a \$53,443 funding request to support the Northland Attendance Improvement Campaign with the funds to come from the 2014-2015 Budget.

CURRENT SITUATION: ATTENDANCE IMPROVEMENT INITIATIVE BUDGET REQUEST

BACKGROUND: Northland School Division is the midst of a division-wide attendance improvement campaign.

The Attendance Improvement Committee is requesting budgetary support for school-based attendance improvement efforts.

REPORT OF THE

COMMISSIONER OF THE

STATE OF NEW YORK

IN RESPONSE TO A RESOLUTION

PASSED BY THE SENATE

ON JANUARY 1, 1900

AND

IN RESPONSE TO A RESOLUTION

PASSED BY THE SENATE

ON JANUARY 1, 1900

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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IN RESPONSE TO A RESOLUTION

PASSED BY THE SENATE

ON JANUARY 1, 1900

IN RESPONSE TO A RESOLUTION

PASSED BY THE SENATE

ON

BOARD OF TRUSTEES

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

DATE: OCTOBER 31, 2014

FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: DISPOSAL OF RECORDS

ORIGINATOR: MARJ LUBBERS, RECORDS MANAGEMENT CLERK

RECOMMENDATION
That the Board of Trustees approve the disposal of records 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:**

Transportation Field Trips 2008-2009 (Retention 5 years). The file contains the following documents:

Field Trip Schedule, Risk Analysis, Contingency Plan, School Approval, Parent Information, Checklist for General Field Trip and School Bus Safety.

The files that we are recommending for destruction do not contain student information. This information is kept at the school.

BOARD OF DIRECTORS

DATE OF MEETING: 1974

TO: DIRECTOR OF THE BOARD

FROM: DIRECTOR OF THE BOARD

RE: DIRECTOR OF THE BOARD

DATE OF MEETING: 1974

1. Name of Director	2. Address of Director
3. Date of Birth	4. Date of Death
5. Date of Admission	6. Date of Resignation
7. Date of Death	8. Date of Resignation
9. Date of Admission	10. Date of Resignation
11. Date of Death	12. Date of Resignation
13. Date of Admission	14. Date of Resignation
15. Date of Death	16. Date of Resignation
17. Date of Admission	18. Date of Resignation
19. Date of Death	20. Date of Resignation
21. Date of Admission	22. Date of Resignation
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25. Date of Admission	26. Date of Resignation
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29. Date of Admission	30. Date of Resignation
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39. Date of Death	40. Date of Resignation
41. Date of Admission	42. Date of Resignation
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45. Date of Admission	46. Date of Resignation
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69. Date of Admission	70. Date of Resignation
71. Date of Death	72. Date of Resignation
73. Date of Admission	74. Date of Resignation
75. Date of Death	76. Date of Resignation
77. Date of Admission	78. Date of Resignation
79. Date of Death	80. Date of Resignation
81. Date of Admission	82. Date of Resignation
83. Date of Death	84. Date of Resignation
85. Date of Admission	86. Date of Resignation
87. Date of Death	88. Date of Resignation
89. Date of Admission	90. Date of Resignation
91. Date of Death	92. Date of Resignation
93. Date of Admission	94. Date of Resignation
95. Date of Death	96. Date of Resignation
97. Date of Admission	98. Date of Resignation
99. Date of Death	100. Date of Resignation

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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

REPORT OF THE

COMMISSIONER OF THE

LAND OFFICE

FOR THE YEAR 1880

ALBANY: PUBLISHED BY THE COMMISSIONER OF THE LAND OFFICE.

1881.

1881.

ALBANY: PUBLISHED BY THE COMMISSIONER OF THE LAND OFFICE.

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**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD MEETING AS OF OCTOBER 23, 2014**

75

LSBC NAME	DATE(S) OF MEETING	DATE(S) RECEIVED
Anzac/Bill Woodward		
Athabasca Delta	Sep 15, 2014	
Bishop Routhier		
Calling Lake		
Chipewyan Lake		
Conklin	Oct 13, 2014	
Desmarais		
East Prairie	Jan 22, Feb 26, Mar 26, Apr 10, Apr 15, Jun 17	
Elizabeth		
Fort McKay	Sep 30, 2014	
Gift Lake	Sep 23, 2014	
Grouard		
J.F. Dion	Oct 14, 2014	
Janvier		
Keg River	Jun 3, 2014	
Little Buffalo	Oct 21, 2014	
Paddle Prairie	Oct 6, Oct 10, 2014	
Peerless Lake	Sep 18, 2014	
Pelican Mountain		
Susa Creek	Sep 18, 2014	
Trout Lake		
Wabasca		

LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF OCTOBER 23, 2014

Local School Board	Last Minutes Submitted
Anzac/Bill Woodward	June 18, 2014
Athabasca Delta	
Bishop Routhier	Jun 26, 2014
Calling Lake	Sept 21, 2014
Chipewyan Lake	June 5, 2014
Conklin	
Desmarais	June 3, 2014
East Prairie	
Elizabeth	June 25, 2014
Fort McKay	
Gift Lake	
Grouard	June 2, 2014
J.F. Dion	
Janvier	Sept 2, 2014
Keg River	
Little Buffalo	
Paddle Prairie	
Peerless Lake	
Pelican Mountain	June 19, 2014
Susa Creek	
Trout Lake	Sept 8, 2014
Wabasca	Sept 10, 2014

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers, who came to the continent in search of a new life. They found a land of opportunity, but also a land of challenge. The early years were marked by conflict and struggle, as the settlers fought to establish their own communities and defend their rights. Over time, the United States grew from a small colony into a powerful nation, with a rich and diverse culture. The story of the United States is a story of the American dream, of the pursuit of happiness and freedom. It is a story that continues to inspire and shape the world today.

The United States has a long and proud history, and it is a country that has made many contributions to the world. From the first settlers to the present day, the United States has been a land of opportunity and innovation. It has been a country that has stood for freedom and justice, and it has been a country that has inspired the world. The history of the United States is a story of the American dream, of the pursuit of happiness and freedom. It is a story that continues to inspire and shape the world today.

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: ADMINISTRATIVE ACTION – CURRENT
LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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

BOARD OF TRUSTEES

JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.
JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

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JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

JAMES H. HARRIS, JR.

Meeting	Date of Meeting	Agenda Item	Task
LSBC (10/10/2014)	10/24/2014	Peerless Lake	Old Business: Motion 02-14/15: Louie Cardinal moved Donna Barrett to do a follow up on the MD#17 wanting to fix the school rink for community use.
LSBC (10/14/2014)	10/24/2014	J.F. Dion	Motion 339-10/14: Motion that NSD follow the recommendations of the OH and S report, regarding the safety of the playground.
LSBC (10/23/2014)	10/24/2014	Gift Lake	Motion 385.14 Gordon moves to set as per policy (10 days) as days in lieu for Gift Lake school administration for the 2014-2015 school year.
LSBC (09/30/2014)	10/24/2014	Fort McKay	Motion 35-14:
LSBC (09/15/2014)	10/24/2014	ADCS	Principal's Report b: Motion 521.14.09 Administrators' Days In lieu

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: ADMINISTRATIVE ACTION – FOLLOW UP
LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

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

DATE: OCTOBER 1, 1970

MEMBERS: J. H. HARRIS, JR., Chairman

W. L. HARRIS, Jr., Vice Chairman

W. L. HARRIS, Sr., Secretary

W. L. HARRIS, Jr., Treasurer

W. L. HARRIS, Sr., Director

W. L. HARRIS, Jr., Director

W. L. HARRIS, Sr., Director

W. L. HARRIS, Jr., Director

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W. L. HARRIS, Sr., Director

W. L. HARRIS, Jr., Director

W. L. HARRIS, Sr., Director

Meeting	Date of Meeting	Agenda Item	Task
LSBC (08/25/2014)	9/24/2014	Gift Lake	Motion #379.14 Dale moves to approve request for all in-school cultural trips for the 2014-2015 school year.
LSBC (08/25/2014)	9/24/2014	Gift Lake	Motion #380.14 Gordon moves to accept and receive as information the discussion regarding head lice and the request to implement a survey in the community which will provide information and gather data regarding a possible head lice policy for Gift Lake School. The response will decide whether a policy will be implemented for Gift Lake School.
LSBC (04/30/14)	8/19/2014	ADCS	Discussion - Explanation of Cree and Dene immersion program.

Date	Description	Amount
1891	Jan 1	100.00
1892	Feb 1	100.00
1893	Mar 1	100.00
1894	Apr 1	100.00
1895	May 1	100.00
1896	Jun 1	100.00
1897	Jul 1	100.00
1898	Aug 1	100.00
1899	Sep 1	100.00
1900	Oct 1	100.00
1901	Nov 1	100.00
1902	Dec 1	100.00

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: COVERING MOTION
 IN-LIEU DAYS FOR ADMINISTRATORS

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

RECOMMENDATION
<p>That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to the 2014-2015 in-lieu days for administrators.</p>

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

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
ADCS	Sept 15/14	621-14-09-15
Gift Lake	Sept 23/14	385.14

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: COVERING MOTION
ANNUAL EDUCATION RESULTS REPORT/ANNUAL PLAN

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

RECOMMENDATION

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relates to the 2013-2014 Annual Education Results Report, 2014–2015 Annual Plan.

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

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
East Prairie	Jan 22/14	01.14.002

BOARD OF TRUSTEES

COMMUNITY IN CONTACT WITH THE BOARD

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BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: COVERING MOTION
ORGANIZATION PLANS

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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

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

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
East Prairie	June 17, 2014	06.14.028

THE STATE OF TEXAS

COUNTY OF _____

STATE OF TEXAS

BEFORE ME, the undersigned authority, on this _____ day of _____, 20____

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: ADCS LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- SEPTEMBER 15, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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**Athabasca Delta Community School
Local School Board Meeting
Minutes**

September 15, 2014 (14-09-15)

Attending: Julia Cardinal, Danny Mercredi, Tania Dashcavich

Kerri Ceretzke, Margot Simonot, Lisa Murphy, Robert Stepanovich, later, Missie Marten

Regrets: Lorraine Cardinal, Claris Voyageur

- 1. Prayer; Meeting called to order at 6:37**
- 2. Approval of agenda-613-14-09-15 Tania Dashcavich;**
- 3. Approval of Minutes dated August 25 , 2014 - 614-14-09-15Tania Dashcavich;**
 - a. Items arising from minutes – discussion ensued – no business to report;**
- 4. Principal's Report**
 - a. Update on Hiring at ADCS; Motions for the following positions:**
 - Community Liaison Hire Motion- 615-14-09-15 Danny Mercredi;**
 - Library Assistant 616-14-09-15 – Tania Dashcavich;**
 - Food Services – 617-14-09-15 – Danny Mercredi;**
 - Last Interview to do: Counsellor – discussion ensued about this position;**
 - b. Administrators' Days in lieu – 621-14-09-15 Julia Cardinal;**
 - c. Budgets – review the annual budget;**
 - d. Maintenance & Custodial Services – It was noted that the front entrance area was really clean! Discussion ensued about custodial timetables being shifted so that there is always someone here in the evening when user groups are here...approval in principle for the concept. Discussion ensued regarding use of gym and making binding agreements with user groups so that the clean-up occurs when the group leaves. User agreements need to be filed, keys recorded and alarm codes fixed for user groups;**
 - e. User Group Agreement forms on R Drive: Missing equipment lent out to various groups over the years, renewed efforts to keep track of equipment is vouchsafed;**
 - f. Food Services – Menu available and being followed. Discussion ensued and request for Food Services staff to attend the next meeting so as to understand how the use of facility is governed;**
- 5. Bullying – Discussion ensued over the need for Anti-Bullying workshops with the whole school and with each class. Start with a big splash around the end of Term 1 (November 7) so as to give time to find funds and speakers to do a really great job and check in, line up Nunee to also give a hand;**
- 6. Outreach School Update – informally being called Second Chance School. It seems that there is now room in the upstairs of the Arena Complex. Teacher is hired, discussion about the role and scope of the job;**
- 7. Field Trips:**
 - a. Day canoe field trip Grade 7-9 experiential education class, approved – 618- 14-09-15 Tania Dashcavich. Discussion about equipment, personnel, concept for class, congratulations for efforts to explore alternative education approaches;**

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- b. Moose Camp – October 1-10 window depending on moose sightings, involving Experiential Ed class and some Grade 10-12 students. Approval motion: 619-14-09-15 Tania Dashcavich;**
- 8. School Calendar –formal approval after discussion – draft accepted in May, this is final LSBC approval 620-14-09-15;**
- 9. Other – In Camera 8:00 Motion 621-14-09-15 Tania Dascavich Out of In Camera session, Tania Dashcavich 622-14-09-15 at 7:29, All non-board-members left at beginning of session;**
- 10. Chair`s report – No information of note to discuss, quiet summer;**
- 11. Adjournment at 8:56**
- 12. Next Meeting time and date –third Monday of October,**
- 13. 20 October, 2014 at 6:30 PM (18:30)**

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: CONKLIN LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- OCTOBER 13, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

DATE OF MEETING

NAME OF THE TRUSTEE

NAME OF THE TRUSTEE

NAME OF THE TRUSTEE

NAME OF THE TRUSTEE

**CLSB
Conklin Local School Board
Meeting Minutes
October 13, 2014**

Present:

Margaret Quintal
Verna Quintal-Janvier
Kathy Quintal
Bernard Woodfine – School Principal

Excused Regrets

Stacey Atkinson

Opening Prayer: Margaret Quintal

Call to order:

Margaret Quintal called the meeting to order at 7:11 p.m. at Conklin Community School.

Motion # 0196-14

CLSB motions to accept September 9, 2014 and October 1, 2014 meeting minutes as presented.
All in favor, motion carried

Motion # 0197-14

CLSB motions to amend motion # **0191-14** and appoint Agnes Novak as the deputy returning officer in place of Yvonne McCallum.
All in favor, motion carried

Motion # 0198-14

CLSB motions to go in-camera at 7:23 p.m. to include principal.
All in favor, motion carried

Motion # 0199-14

CLSB motions to come out of in-camera at 7:33 p.m.
All in favor, motion carried

Motion # 0200-14

CLSB motions to support the Grades 3-5 Student Desk proposal and K-9 Swimming Lessons proposal going to Conklin Community Enhancement Society.
All in favor, motion carried

Motion # 0201-14

CLSB motions to approve grades 6-9 students travelling to Janvier to participate in Music and Industrial Arts Class once per week starting in November 2014.
All in favor, motion carried

Motion # 0202-14

CLSB motions to approve Kindergarten to Grade 9 students travelling to Portage College in Lac La Biche for swimming lessons starting in November 2014.
All in favor, motion carried

Meeting adjourned at 8:03 p.m.

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BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: EAST PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES

- JANUARY 22, 2014
- FEBRUARY 26, 2014
- MARCH 26, 2014
- APRIL 10, 2014
- APRIL 15, 2014
- JUNE 17, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

DATE: OCTOBER 11, 1961

REPORT OF THE BOARD
TO THE STOCKHOLDERS

RESPECTFULLY SUBMITTED BY THE BOARD OF DIRECTORS

TO THE STOCKHOLDERS OF THE COMPANY

THE BOARD OF DIRECTORS

OF THE COMPANY

HAS THE HONOR TO REPORT

TO THE STOCKHOLDERS

AT THE ANNUAL MEETING

HELD AT THE COMPANY'S

HEADQUARTERS ON

OCTOBER 11, 1961

THE FOLLOWING REPORT:

THE BOARD OF DIRECTORS

OF THE COMPANY

HAS THE HONOR TO REPORT

TO THE STOCKHOLDERS

AT THE ANNUAL MEETING

HELD AT THE COMPANY'S

HEADQUARTERS ON

OCTOBER 11, 1961

THE FOLLOWING REPORT:

East Prairie Local School Board Committee

January 22, 2014 @ 4 pm

At Hillview School

Present:

Board Members: Vic Prinz, Shelly Auger, Rhonda Desjarlais, Karen L'Hirondelle, Joan Haggerty

Staff Members: Shelley Hamelin, Principal

1. Call To Order

Meeting was called to order at 4:25 pm by Shelley Auger

2. Additions to Agenda

Just to add new item. 7. Board Concerns

Add j. in-front of change to school calendar

3. Reading of Previous Minutes

4. Business arising from Previous Minutes

Nominate a Great Kid!

Joan asked if the nominations for the two nominees were submitted by the deadline date.

Shelley H said that everything was done and they just had to be mailed as she was away on the Jasper trips. She will find out.

School Closures

Karen asked if the school was closed when the staff went to PD day. Shelly H said it was not.

She did say they were closed on Jan 6/14 as a regular school closure and had sent out notices in December 2013.

Staff Development

Discussion took place on the number of staffing in the local school and child behaviour problems. Shelly H said that Hillview has tried to accommodate and be very creative with students and their families but need to set boundaries.

Boarding Home application/Procedure 320

Lana has cancelled her application as her daughter moved home.

FNMI Culture and Ski Trip

16 out of the 19 students attended the FNMI culture and ski trip to Jasper at the beginning of December. Shelly H guessed that the reasons were child behaviours, too young to be that far away and financial. They received support from East Prairie Métis Settlement and had enough funds. Shelly H would like to make it an annual thing.

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East Prairie Local School Board Committee

Recommendation to set up a Parent Council group.

Due to time and not enough staff fundraising would have to be through parent council.

Raffle license or license though gaming would have to be applied for.

5. Adopt Minutes , Chairman to Sign

June 17/13 – no changes

Sept 11/13 5 (e) typo of principal to principle

Sept 18/13 – no changes

Nov 4/13 8 b. from principle to principal

Moved by Rhonda to accept the minutes with the noted changes for June 17/13, Sept 11/13, Sept 18/13 and Nov 4/13. 5 in favor – Motion Carried **MOTION 01.14.001**

6. New Business:

a. Annual Education Results Report

Student learner assessment will be coming in for September 2014 which will be used as a tool for Grade 3's. Kindergarten to grade 3

Note: Joan steps out

Rhonda moves to accept the annual education results report. 4 in favor – Motion Carried **MOTION 01.14.002**

Note: Joan steps in

b. FNMI In-school Cultural Funding Planning Guide

Karen moves to approve the FNMI In-School cultural funding planning guide as presented with flexibility. 5 in favour – Motion Carried **MOTION 01.14.003**

Note: 5:53 pm Chairperson calls a 5 minute break

Note: 6:00 pm Chairperson calls the meeting back to order

Note: Karen steps out due to conflict of the next item.

c. Dallas L'Hirondelle's request for Education Leave

Vic moves to go into camera. 4 in favor – Motion Carried **MOTION 01.14.004**

Rhonda moves to come out of camera. 4 in favor – Motion Carried **MOTION 01.14.005**

Rhonda moves to support Dallas L'H's Educational leave application. 4 in favor – Motion Carried **MOTION 01.14.006**

Note: Karen steps back in

d. Junior ATB Program

Rhonda moves to support the Junior ATB Program. 5 in favor – Motion Carried **MOTION 01.14.007**

East Prairie Local School Board Committee

e. Hire a Bus Monitor

Karen moves to hire (Carol Johnston) Candidate A as the Bus Monitor for the remainder of this year. 5 in favor – Motion Carried **MOTION 01.14.008**

f. Local School Board Orientation

Shelly H to find out if each member will get travel for the February 7-8, 2014 training in Grouard. Vic will not be able to attend due to prior commitments on this weekend but can attend at another site on a different weekend.

g. Student Attendance

November was impacted due to flue and apprehensions by Children Services. With the small number of students if two children are missing then it really affects the percentage number.

h. School Budget Review

Presentation was done to the board

i. Library Purchase of Books

Shelly H would like to purchase fact books for reading that are hard covered and codes to open more sites on the web.

Vic moves to approve the purchase of library books not to exceed \$500.00. 5 in favor – Motion Carried **MOTION 01.14.009**

j. Change to School Calendar

This has been cancelled and will not happen this school year.

7. Board Concerns

Vic had a concern regarding the school closures. Suggested to set up a Hillview facebook page to inform parents. Shelly H stated that staff would have to be trained on social media legal obligations just as a precaution first. Shelly H also stated that there will not be any more school closures for Hillview that have not been identified on this year's school calendar.

Joan asked about what efforts are being made for the teachers to get involved in the community. Shelly H said it is largely up to the teachers as they can't make the teachers do anything and with the short staff numbers the teachers are already doing a lot. Shelly H also said that the community needs to get involved with the school too. When they have events the whole community is invited. Joan recommends sending their notices out to the public not just the school families stating they are all invited. Shelly A said that the teachers are already invested as they have to travel to help the community.

Karen asked about Northland covering a lunch program for grade 7-12. As EPMS is under Northlands jurisdiction and Northlands should not drop the ball as it is not the students fault

East Prairie Local School Board Committee

there is no grade 7-12 in the community. Recommended no bag lunches as we have learnt from before when Northlands provided them. Shelly H said maybe something could be under the Healthy School – Healthy U program. It was asked of Shelly H to find out from other school that have a grade 7-12 if junior and senior high student receive anything. Also from school that do not have a junior or senior high in the community, if those students receive anything. Shelly H also suggested that the board members talk to Emily Hunt who will be at the school on Monday, January 27 for the family literacy night. Shelly H said she would send out an email.

Shelly H informed the board that there is no paperwork that talks about the transfer of jurisdictions from High Prairie School division to Northlands School Division. Also that Northland's should not have built a school in East Prairie due to this. Everyone is going to ask around to try getting a timeline of when this transfer took place. Everyone is to look around to see if anyone has any paperwork.

Swim to survive – cost is \$7 in total for all grade. One class per month, Feb 10, March & April. This will teach what to do in an emergency. The cost is higher but different programs are covering so only cost to the student is \$7 each.

Vic asked why the smaller bus is used for field trips. When they use the smaller bus, students are required 3 to a seat. Where if you use the bigger bus then only two per seat. Shelly H will talk to the drivers as it could be arranged with a little more paperwork.

Minister Frank Oberly will be in East Prairie on Feb 5/14 and Karen can arrange for him to do a quick visit to the school.

8. Next Meeting

Due to ATA Conference during the next scheduled board meeting, the board has set the next meeting to February 26/14 at 4:15 pm

9. Adjournment

Meeting adjourned

Signature of Chairperson: _____ Date: _____

East Prairie Local School Board Committee

February 26, 2014 @ 4:15 pm

At Hillview School

Present: Rhonda Desjarlais – Board Member, Karen L'Hirondelle – Board Member,
Joan Haggerty – Board Member, Shelly Hamelin - Principal

1. Call To Order

Rhonda moves that since the Chairperson is not present then the secretary be appointed to chair this meeting. 3 in favour – Motion carried. **MOTION 01.14.010**

Meeting was called to order at 4:25 pm by Joan Haggerty

2. Additions to Agenda

To add new item #6. Board Concerns, move #6. next meeting to #7 and move #7. Adjournment to #8. Rhonda moves to approve the agenda with the additions. 3 in favour – Motion Carried
MOTION 01.14.011

3. Reading of Previous Minutes

a) Business Arising from Previous Minutes

i) Nominate a great kid award – Shelly H called and they never received the application. They said you can use the same students for next year's deadline but recommends that nominees mail, fax and email the application to ensure that it is received.

ii) Facebook page – Shelly H informed us that they are setting this up as a closed page ONLY for parents and emergency contacts.

iii) Lunch Program – Shelly H received an email back and it states the program is only for students attending Northlands Schools. It also states that when School Food Services provided the bag lunch to East Prairie the bag lunches were only up to grade 6.

Committee members know that it was provided up to grade 12. Right now a bag lunch is better than nothing. Joan said at the board orientation she talked with other communities who had similar concerns of no lunch for students transported out from their communities for grade 7-12. Shelly H recommends that the Chairperson take this concern to the chair's meeting and hopefully the other communities will support her as well as identify it as a concern for them as well.

Discussion led to how some kids don't come to school with an afternoon snack. Some kids come to school without having breakfast. Discussion took place about applying for a breakfast program to meet these needs. Grouard has one and Shelly H will ask about it. She is not sure if it covers the groceries and wages or just one. Shelly H does know that the principal does the shopping herself and Shelly H

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East Prairie Local School Board Committee

identified that she would not have the time to do these tasks on top of her busy schedule.

- iv) Bus Monitor – Lois is back and Carol J stated that she will only be here until the end of this month as she will have to look for full time employment.
- v) Board Orientation – stated which members attending, which communities participated.

How they asked us to talk about Policy 7 and we were not there long enough to make a comment regardless. How the executive suggested that making policies part of our local meetings and include in our minutes.

Chair Board Minutes – Shelly H will forward the board highlights to the local board via email for us to view.

Vic will donate his 2 big binder to Shelly H as she didn't attend and never received the binders.

Start local conversations now to work on next year's plan with the principal.

Vacation – discussed on how we could align with HPSD more. The convention days off in February can't be done as it is a 2 year process and they are locked in for 6 years.

Transfer of jurisdictions – Shelly H said that Collin said he found the paperwork and he has evidence that it was approved.

4. Adopt Minutes , Chairman to Sign
January 22/14 - # 6. G. Change flue to flu
b) Approving Previous Minutes
Rhonda moves to approve the January 22, 2014 minutes with correction and have Joan sign them off. 3 in favour – Motion Carried **MOTION 01.14.012**
5. New Business:
 - a. Recommendation to hire new Teacher – there was 3 candidates.
Rhonda moves to recommend Candidate B for the new teacher. 3 in favor – Motion Carried **MOTION 01.14.013**
Discussion about developing Hillview policies regarding Code of Ethics, Confidentiality, etc.
Shelly H to put this item on the next meeting agenda.
 - b. Fieldtrip to Mary Poppins – Kindergarten to grade 3 will attend on Friday, March 21/14.
Shelly H will get parents to apply through EP. She will send out the consent forms along with

East Prairie Local School Board Committee

the EP paperwork. Shelly H was thinking that they will have to leave at 6 am that morning so may get volunteers and have the students sleep at the school in the gym. She will also be looking for volunteers to go on the trip. Karen moves to approve the trip for 18 students from k-3 for Friday, March 21/14 and funds to come from individual sponsorship from EPMS. 3 in favor – Motion Carried **MOTION 01.14.014**

- c. Information Items: Junior ATB, Money Workshop, Science Fair – March 26/14, Swim to Survive – March 7 & 10/14, LSBC orientation discussion, NASP Archery, Healthy School Snack Cart.
- d. Literacy Discussion Round 1 and 2 testing results, round 3 to be done by February 28, 2014.
- e. Student Attendance
- f. School Budget Review

6. Board Concerns

7. Next Meeting

Next meeting is scheduled for March 5, 2014 at 4:15 pm

8. Adjournment

Meeting adjourned at 6 pm. Items 5. c, d, e, f will be put on the March 5/14 mtg agenda.

Signature of Chairperson: _____ Date: _____

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers who came to the Americas in search of a new life. They found a land of opportunity, but also a land of challenge. The early years were marked by struggle and hardship, but the spirit of the pioneers was unyielding. They built a nation from scratch, one that was based on the principles of freedom and democracy. Over the years, the United States has grown from a small colony to a global superpower. It has faced many challenges, but it has always emerged stronger and more united than before.

The United States has a rich and diverse culture. It is a land of many different peoples, each with their own traditions and customs. This diversity is one of the strengths of the United States. It has allowed the country to embrace new ideas and innovations, and to become a leader in many fields. The American dream is a powerful force that has inspired millions of people around the world. It is the belief that anyone can achieve success and happiness through hard work and determination.

The United States has a long and proud history. It is a country that has shaped the world and that has been shaped by the world. It is a land of hope and possibility, a place where dreams can come true. The history of the United States is a testament to the power of the human spirit and the strength of a nation built on the values of freedom, justice, and equality.

The United States is a country that is always changing and growing. It is a land of endless possibilities, a place where the future is always within reach. The history of the United States is a story of progress and achievement, a testament to the power of the American dream. It is a story that continues to inspire and motivate people around the world.

The United States is a country that is always looking forward. It is a land of innovation and discovery, a place where the future is being created. The history of the United States is a story of progress and achievement, a testament to the power of the American dream. It is a story that continues to inspire and motivate people around the world.

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East Prairie Local School Board Committee

Special Meeting

March 26, 2014 @ 5:44 pm

At Hillview School

Present: Rhonda Desjarlais – Board Member, Joan Haggerty – Board Member,
Shelly Hamelin – Principal

Joined by telephone: Shelly Auger – Chairperson, Karen L'Hirondelle – Board Member

1. Call To Order

Shelly Auger calls the meeting to order at 5:44 pm

2. Adopt Agenda

Rhonda moves to approve the agenda. 4 in favour – Motion Carried **MOTION 03.14.015**

3. School Secretary Position

Discussion on the interviews. Joan moves to hire candidate A and if this person declines then to offer to candidate B. 3 in favor – Motion Carried **MOTION 03.14.016**

4. Adjournment

Meeting adjourned at 5:48 pm.

Signature of Chairperson: _____ Date: _____

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East Prairie Local School Board Committee

April 10, 2014 @ 4 pm

At Hillview School

Present: Shelly Auger – Chairperson, Karen L'Hirondelle – Board Member, Joan Haggerty – Recording Secretary, Shelly Hamelin – Principal

1. Call To Order
Shelly Auger calls the meeting to order at 4:20 pm

2. Adopt Agenda
Karen moves to adopt agenda as amended. 3 in favour – Motion Carried **MOTION 04.14.017**

3. Adopt Previous Minutes
Shelly Auger had called in to Shelly Hamelin as she was absent at a funeral Shelly Hamelin was to inform the committee.
Joan moves to adopt February 26/14 and March 26/14 with changes. 3 in favor – Motion Carried **MOTION 04.14.018**

4. Business Arising from Previous Minutes
 - a) Facebook - has been changed to a business page "Hillview School" so you can track the number of people that see it. Also invite other people to the business group.
 - b) Lunch Program – the chairs were to meet occasionally to bring concerns. A letter from the chair to Collin Kelly, Official Trustee and Donna Barrett, Superintendent of School should be sent along with Emily Hunt, School Food Services.
Shelly H will forward the email to the board members.
 - c) New Teacher – everything is going good. Learning, energetic, putting in good time.
 - d) Mary Poppins – it was a long day but kids and teachers were happy. Shelly H had a great time with the sleep over baking, watching clips of Mary Poppins with the children. A couple never showed up to go on the trip.
Shelly H said maybe take a tour of Grande Prairie Douglas Theater next time.
 - e) ATB is next Thursday, April 17/14. On the job training Tuesday morning. Joan will take a picture and put on East Prairie 411
 - f) Swim to Survive is completed.
 - g) Secretary of the school – there needs to be a transition process

5. New Business
 - a) Principal Recruitment/Hiring Plan – Wes Oginski, Director of Human Resources provided information. He has received two dozen applications for Administrative vacancies. Ran it in the Herald and Journal including Hillview. This is a one year position. Half of the applicants would not be interested in the one year.
Karen moves to go into camera. 3 in favor – Motion Carried **MOTION 04.14.019**
Joan moves to come out of camera. 3 in favor – Motion Carried **MOTION 04.14.020**

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East Prairie Local School Board Committee

Interviews are short listed to 3 candidates. Interviews are scheduled for Tuesday, April 15/14 at 4:15 pm. 2 are via Video Conference and 1 live. A special meeting will be held after the interviews. We will send the questions in advance along with the types of answers we were looking for.

b) Correspondence

- i) Shelly Auger handed out the board agenda package for March 2014
- ii) Shelly Auger showed EP LSBC the detailed report
- iii) Barnet House is having a Truth & reconciliation event follow up on May 31/14.

Shelly H will get the info and share with us.

Karen moves that any and all board members that want to attend can and must tell Shelly H by tomorrow April 11/14. Monies to come from local school board travel budget. 3 in favor – Motion Carried **MOTION 04.14.021**

Registration fee is \$50/each, Meals of 2 dinners and one breakfast, travel & accommodations. Consensus of the board that only two vehicles go and only two rooms used. Karen & Shelly A agree that them plus Rhonda will ride together and share accommodations and Vic & Joan will do the same.

- c) Meeting with Colin Kelly – he is willing to meet with the board on any issues. Shelly A brought up the issues that Joan brought forward to Shelly H outside of the school. Joan said it doesn't belong her its personal to Shelly A. Karen L'H said she didn't know what it was about and she wanted to hear

Karen L'H moves to go into camera. 2 in favor – Motion Carried **MOTION 04.14.022**

Karen moves to come out of camera. 3 in favor – Motion Carried **MOTION 04.14.023**

Karen said it's not up to people to judge others and people can change. Shelly A said that people should help others at a time like that.

- d) Student attendance – 34 for the month of March. Lost 4 so would have been 38
- e) School budget review transferrable balance – carried from March to June \$16,115.37. Which also covers FMNI. Will use for Archery, Clay's cabin in June.
- f) Covered under 5.B
- g) Archery Tournament in Cadotte – 21 kids grades 3-6, grades 7-9, Seniors grades 10-12 - 12 students per team, long drive to Cadotte, they want to start at 9 am and go until they shoot 4-5:30 is awards. The t-shirts would have to stay with the school. Designs by Tam has the log. Karen recommends to keep them for the school. Consensus of the board would be to have the children stay in the gym in EP

6. Board Concerns

Joan:

- To help the school fundraise Joan bought raffle items for St. Patrick day. They raised a few dollars. Recommends that the other board members pick a celebration and buy the raffle items out of their pocket. Karen L'H picked Easter, Shelly A picked Mother's day and we collectively put Vic down for Father's day and Rhonda for Aboriginal Day.
- Asked about the girl that got hurt at school?

East Prairie Local School Board Committee

- Brought forward the code of conduct that each board member is to uphold. Shelly A's comments at the orientation were against the code of conduct. Karen L'H said they were her concerns and Shelly just brought them forward for her.

Karen:

- The board to treat each other with consideration all the time.
- Boy that got bite – did the bitter get suspended?

Shelly A:

- Change the meeting date to the second Monday of every month at 4:15 pm. So next meeting is May 12/14.

Karen moves to change the regular meeting date to the 2nd Monday of every month at 4:15 pm. 3 in favor – Motion Carried **MOTION 04.14.024**

- Do volunteers get criminal record checks and Child Intervention Checks?

7. Adjourn

Meeting adjourned at 7:05 pm.

Signature of Chairperson: _____ Date: _____

East Prairie Local School Board Committee

Special Meeting

April 15, 2014 @ 4:23 pm

At Hillview School

Present: Shelly Auger – Chairperson, Rhonda Desjarlais – Board Member, Joan Haggerty – Secretary, Shelly Hamelin – Principal

Absent: Karen L'Hirondelle, Vic Prinz

1. Call To Order

Shelly Auger calls the meeting to order at 4:23 pm

2. Interviews for Principal

Rhonda moves to hire candidate A for the principal position. 3 in favour – Motion Carried

MOTION 04.14.025

3. Adjournment

Meeting adjourned at 7:53 pm.

Signature of Chairperson: _____ Date: _____

FILED IN
DOCUSHARE

East Prairie Local School Board Committee

June 17, 2014 @ 4:30 pm

At Hillview School

Present: Shelly Auger – Chairperson, Karen L'Hirondelle – board member, Rhonda Desjarlais – board member, Shelly Hamelin – Principal, Karen Lemay – Acting Principal

Note: Vic called and is unable to attend due to work & Joan notified via email she is unable to attend.

1. Call To Order

Shelly Auger calls the meeting to order at 5:00 pm

2. Additions to Agenda

Remove 3 & 4 due to lack of secretary attendance.

Karen moves to adopt agenda as amended. 3 in favour – Motion Carried **MOTION 06.14.026**

3. New Business

- a. Student Attendance – Hillview School has had outstanding attendance.
- b. School budget Review – pretty sure on budget; unable to present due to program switch out
- c. Eagle Spirit Award & gifts for Grade 6 students – School staff selected Raelynn Anderson. Grade 6 received \$50 gift cards
Rhonda moves to purchase plaques for the Eagle Spirit award and seven (7) gift cards/visa's for \$501.00 each for the grade 6 students. 3 in favour – Motion Carried **MOTION 06.14.027**
- d. Instructional Delivery Plan – presented to the board. Karen moves to accept the Northland School Division No. 61 instructional planning document as presented. 3 in favour – Motion Carried **MOTION 06.14.028**
- e. Organizational Delivery Plan – Rhonda moves to accept East Prairie Metis Settlement Hillview School organizational delivery plan as presented. 3 in favour – Motion Carried **MOTION 06.14.029**
- f. Serious incident/student accident review – Karen Lemay reports on incidents on tool box making activity. Project direction and support was provided to all students. OH&S, Donna Baret, Service provider were all spoken to. School is covered by insurance as well as the student. Student received medical attention/surgery and back at school.
- g. LSBC concerns
Board attendance at meetings: poor attendance from board member. Direction for the principal to research policy on attendance.
Policy 1 –EP school won't practice or enforce this policy without the consent of parents or direction of the board.
- h. Hiring plan for teachers – June 24, 2014 at 4:30

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East Prairie Local School Board Committee

4. Next Meeting

August 2014. Shelly Auger and Karen Lemay will get a date.

5. Adjournment

Meeting adjourned at 6:42 pm.

Signature of Chairperson: _____ Date: _____

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: FORT MCKAY LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- SEPTEMBER 30, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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**Fort McKay
Local School Board Committee
Meeting Minutes
Sept. 30, 2014
1:00 PM**

Call LSB Meeting to Order @12:45

Board Members Present:

Janet McDonald
Tina Black
Shelley Harte

Administration Present:

Ruth Ryan

Absent:

Additions to Agenda...

1. Approval of Agenda

Adopt Agenda: Shelley Harte moved to adopt the agenda as presented with additions.

2. Approval of Previous Minutes

Adopt Minutes: Tina Black moved to adopt minutes of Aug. 26, 2014.

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

4. Maintenance Report- This was discussed

5. Correspondence – Letters from a Teacher was discussed...

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

7. FMS Counselling Update- The Family Support Centre will begin counselling Oct. 7th and come into the school twice a week...Tuesday and Thursday afternoons...The Fort McKay Band is supporting the positions. Janet McDonald

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DOCUSHAPE

suggested that consent forms continue to be sent home...Ruth said that consent forms were sent home to parents.

8. New Business –

In Camera @1:10- 1:25

- Arena using the Gym for Hockey...Tue- Thurs. 3:15-4:15 plus Hockey Camp Nov. 28th...Simon will continue to use the gym for Hockey this year.
- Local Parental School Council Committee...this was discussed and it was agreed that the parents go ahead with their planning...
- Rotary Club- Author –Oct. 21...The Rotary Club is sponsoring an author to visit the school
- Staff – Teachers and TA...Letter from Teacher...hire for new position Grade 1/2...Janet McDonald recommendation to hire for the Grade 1 and 2 classroom teacher...
- Crome Books – ...new licenses were purchased for the computers and they are ready to go into the classrooms
- Attendance Recommendations/update...this was discussed and the new Attendance Improvement Initiative-Every Day Counts Communication Plan was discussed
- AERR discussed...Attendance Improvement Committee Report...was discussed
- U-School meeting and update...this was discussed and October 2015 is the new proposal date for the Field Trip ...

Additions to Agenda:

- Extra Curricula Activities- this was discussed ...Lego club, computers, Aboriginal Crafts, Art, and Puzzles are some of the after school programs offered...
-
-

9. Any other business

Next Meeting October 21, 2014

Adjournment @2:00

**Fort McKay School
Local School Board Committee Recommendations
Sept. 30, 2014**

- 32-14 Recommendation to adopt the agenda as presented.
 Moved by Shelley Harte
- 33-14 Recommendation to approve the previous minutes from Aug.26, 2014
 Moved by Tina McDonald
- 34-14 Recommendation to accept the Principal's Report as presented.
 Moved by Tina Black
- 35-14 Recommendation that Sharon Vardy does not return to the Fort McKay School
 when her personal leave ends in June 2015.
 Moved by Tina Black, Janet McDonald, and Shelley Harte

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: GIFT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- SEPTEMBER 23, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

WILLIAM H. HARRIS

WILLIAM H. HARRIS

WILLIAM H. HARRIS

WILLIAM H. HARRIS

WILLIAM H. HARRIS

WILLIAM H. HARRIS

WILLIAM H. HARRIS

Gift Lake School Board Special Meeting
September 23, 2014

Present : Ken Shaw
Howard Shaw
Gordon Belcourt
Dale Laderoute
Barb Laderoute

Meeting called to order at 4:01P.M.

382.14 Howard moves that nomination day for Gift Lake school by-election be October 15, 2014 and election day be November 12, 2014. Seconded by Gordon. AIF. Carried.

383.14 Dale move to appoint Joyce Laderoute as presiding deputy returning officer with a request she assign her own deputy returning officer. Name to be forwarded shortly to central office. Seconded by Howard. AIF. Carried.

384.14 Gordon move to use the hall as polling station for the election. No advance poll requested for this by-election. Seconded by Dale. AIF. Carried.

385.14 Gordon moves to set as per policy (10 days) as days in lieu of for Gift Lake school administration for the 2014-2015 school year. Seconded by Howard. AIF. Carried.

386.14 Howard moves to pay for travel and honoraria for Gift Lake school board members that attended the Gift Lake local professional development day at Northern Lakes College at Grouard. Funds for this travel and honoraria to come out of local school board budget. Seconded by Gordon. AIF. Carried.

Motion to adjourn at 4:19 P.M.

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[The following text is extremely faint and largely illegible. It appears to be a multi-paragraph document, possibly a letter or a report, with several lines of text visible across the page. The text is too light to transcribe accurately.]

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: J.F. DION LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- OCTOBER 14, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

REPORT TO THE

OFFICE OF THE

SECRETARY

OF THE

ARMY OF THE UNITED STATES

OF THE

OF THE

OF THE

OF THE

OF THE

**J.F. Dion
Local School Board Meeting
October 14, 2014**

Present:

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

Principal: Elaine Ward.

Call to Order: Meeting called to order at 5:15 p.m.

Opening Prayer led by Elaine Ward.

Motion to Adopt Agenda:

Motion: #337-10/14, Kristen/ Carlene, All in Favor.

Motion to Adopt September 9 and September 12, 2014 Minutes:

Motion: #338-10/14, Tyler/ Kristen. All in Favor.

Business arising from minutes:

Motion that NSD follows the recommendations of the OH and S report, regarding the safety of the playground.

Motion: #339-10/14, Tyler/ Kristen. All in Favor.

New Business:

Motion to appoint Gayle Gladue, as Deputy Returning Officer, for LSB by-election.

Motion: #340-10/14, Kristen/ Carlene, All in Favor.

Lunch Program:

There was a discussion about the lunch program.

Principal's Report:

Motion to approve: Principal's Report as presented.

Motion: #341-10/14, Kristen/Tyler, All in Favor.

**FILED IN
DOCUSHARE**

Chairperson's Report:

Motion to approve: Chairperson's Report as presented.

Motion: #342-10/14, Kristen/Tyler, All in Favor.

Budget:

We had a budget discussion.

Correspondence:

We reviewed all correspondence.

Member/Parent/Board Concerns:

We discussed all concerns.

Next Meeting Date:

Next regularly scheduled LSB meeting set for November 4, 2014 at 5:00 p.m.

Adjournment:

Motion to adjourn meeting at 7:15 p.m.

Motion: #343-10/14, Kristen/Tyler, All in Favor.

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: KEG RIVER LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- JUNE 3, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

THE BOARD OF DIRECTORS

OF THE COMPANY

IS COMPOSED OF THE FOLLOWING

MEMBERS:

NAME

1. MR. J. H. BROWN

CHAIRMAN

2. MR. J. H. BROWN

VICE-CHAIRMAN

3. MR. J. H. BROWN

MEMBER

4. MR. J. H. BROWN

MEMBER

5. MR. J. H. BROWN

MEMBER

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30. MR. J. H. BROWN

MEMBER

KEG RIVER LOCAL SCHOOL BOARD COMMITTEE**REGULAR MEETING #62****June 3, 2014****@ 7:00 PM. AT DMJ. SCHOOL****PRESENT:** Wallace Prochinsky, Kathy Ornoth, Delores Mosure, Acting Principal Darren Weir**CALL TO ORDER:** Meeting to order @ 7:30 p.m.**ADOPT AGENDA:** 4426 Wallace moved to adopt agenda carried**ADOPT MINUTES:** 4427 Delores moved to adopt minute's #60 & 61 Carried**Cooks Report:** 4428 Delores moved to accepted as information Carried**Principal's Report:** 4429 Wallace moved to accept verbal report as information Carried**New Business:** None**Next KRLSBC Meeting Date:** October 7, 2014 @ p.m.**ADJOURNMENT:** Meeting adjourned @ 8:15 pm**FILED IN
DOCUSHARE**

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- OCTOBER 21, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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AGENDA: October 21, 2014

LBS BOARD MEETING

Meeting called to order at 7:00 PM

Attendance:

Dwight Gladue Chair

Larry Ominayak

Bryan Laboucan

Troy Laboucan

Brian Dewar-Principal

Absent:

Agenda

1. Old business
 - i. Outcome of ramps
 - ii. Mold remediation
 - iii. Smell in hallways and classrooms
2. Election – November 12 from 10 AM to 8 PM
3. Radio Station
4. Number of Students increased by 21% (actual count 218)
5. Rink – power and boards
 - a. Dewar to pick up last of ring nails and get CTS help
6. PAT/SLA discussed the grade 6 PATS and the grade 3 SLA
7. Graduation TBA
 - a. Board awards (\$200 per student \$600)
 - b. School awards (\$200 per student \$600)
8. Awards Day
 - a. November 21/ 2014
9. Christmas Concert and supper December 17, 2014
10. CTS camp
11. Cultural Camp
12. Dewar's contract (hired until he dies)
13. Field Trips
 - a. Grades 4 and 5
 - b. CTS and community programmes
 - c. Area 51 sports days
 - d. Wednesday Floor Hockey Cadotte
14. Makerspace room
15. Gym nights

FILED IN
BUSSHARE

Motion 1/14/15

Moved by Larry/Bryan that the Board expend \$200.00 per student for awards total \$600.00
CARRIED

Motion 2/14/15

Moved by Dwight/Larry that the grade 4/5 trip to Head Smashed in Buffalo Jump and the Tyrel Museum be approved
CARRIED

Motion 3/14/15

That all local field trips be approved

1. Swimming trips
2. CTS community engagement
3. Area 51 Sports trips
4. All interschool trips for sports and culture

CARRIED

Meeting adjourned at 10:15 PM

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES

- OCTOBER 6, 2014
- OCTOBER 10, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE
REGULAR MONTHLY MEETING
October 06, 2014**

In Attendance: Candice Calliou, Chairperson
Kristin Ghostkeeper, Board Member
Priscilla Christian, Board Member
Jill Gaudet, Principal
Reta Nooskey, Recording Secretary

Absent: Doreen Poitras, Secretary/Treasurer
Nelson Auger, Board Member (work)

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

Agenda:

Motion #017:14/15 Priscilla Christian moved to accept the agenda as presented. **Carried.**

Minutes:

Motion #018:14/15 Kristin Ghostkeeper moved to approve the minutes of the Sept. 08/14 regular board meeting and Sept. 10/14 special board meeting, as read. **Carried.**

Principal's Report:

Motion #019:14/15 Priscilla Christian moved to accept the Principal's report as information. **Carried.**

Motion #020:14/15 Kristin Ghostkeeper moved to Helen Cardinal and Crystal Ghostkeeper for the Sub. list. **Carried**

Motion #021:14/15 Candice Calliou moved to approve the College/Univ. Field Trip for Grades 10&11 on Oct 21 – 24/14. **Carried.**

New Business:

NLD Board Agendas: there was an email asking for email addresses of the LSBC members in order to get the NLD Board Agendas as electronic copies. The LSBC was not interested as not all have their emails, but these will be sent on.

In Camera Session:

Motion #022:14/15 Candice Calliou moved to go in camera with the Principal at 4:00 p.m.. **Carried.**

Motion #023:14/15 Candice Calliou moved to return to regular format at 4:07 p.m. **Carried.**

Board Member Concerns:

***LSBC lunches** – the Principal was asked why the board was no longer to be able to get a lunch. One member had been told by the Cook that this was no longer the Policy, from head office. The Principal had not heard anything but will look into it.

FILED IN
DOCUSHAPE

***School Pictures** – When are they scheduled for. The Principal will check into this as the School Secretary books them, and there had been a concern about the photographers last year.

Meeting Dates:

Regular Board Meeting: Monday, November 10, 2014 at 3:30 p.m.

Adjournment: the meeting adjourned at 4:10 p.m.

Signatures:

Candice Calliou, Chairperson

Reta Nooskey, Recording Secretary

**PADDLE PRAIRIE LOCAL SCHOOL BOARD COMMITTEE
SPECIAL MEETING
October 10, 2014**

In Attendance: Candice Calliou, Chairperson
Doreen Poitras, Secretary/Treasurer
Kristin Ghostkeeper, Board Member
Priscilla Christian, Board Member
Nelson Auger, Board Member
Jill Gaudet, Principal

Call to Order: The telephone conference was called to order at 12:noon for bus driver interviews.

Motion #024:14/15 Candice Calliou moved to hire Candidate "N" for the Bus Driver Position for Paddle Prairie School, effective Friday afternoon, Oct. 10, 2014. **Carried.**

Adjournment: the meeting adjourned at 12:15 p.m.

Signatures:

Candice Calliou, Chairperson

**FILED IN
DOCUSHARE**

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PEERLESS LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- SEPTEMBER 18, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDING 1904

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CALIFORNIA

REPORTS TO THE LEGISLATURE

AND TO THE PEOPLE OF THE STATE

Peerless Lake School Local School Board Committee Meeting
September 18, 2014
6:00PM

Board Members Present: Marie Alook, Marcel Noskiye, William Houle, Louie Cardinal, Laurel Noskiye (6:45)

Administration Present: Donna Barrett, Audrey Anderson, Corrine Alook –RS

Other: Marlene Alook, Sharon Orr, Marilyn Orr, Lindsey Okemow, Tristen Metsikassus (WrkExp)

1. **Meeting Called to Order:** Louie Cardinal called the meeting to order at 6:22pm.
2. **Motion#01-14/15:** Adopt Agenda: William moved to adopt the agenda. Seconded by Marcel Noskiye. Carried.
3. Old business:
 - Rink- **Motion#02-14/15:** Louie Cardinal moved Donna Barrett to do a follow-up on the MD#17 wanting to fix the school rink for community use. Seconded by Marcel Noskiye. Carried.
4. **Motion#03-14/15:** Adopt minutes: Marcel Noskiye moved to adopt the minutes. Seconded by Marie Alook. Carried.
5. Chairman's report: Verbal: Info only
 - Louie is on an Advisory Committee and Attendance committee at Head office. Louie Cardinal recommended that a report be presented at the next meeting of student attendance in percentage rate. For ex: # students over 95%, #students 90%.
 - **Motion#04-14/15:** Marie Alook moved to accept chairman's report. Seconded by Marcel Noskiye. Carried.
6. Principal's Report: (attached): **Motion#05-14/15:** Marcel Noskiye moved to accept Principal's Report. Seconded by Marie Alook. Carried.
7. New Business:
 - a. Parents concern (letter): Discussion: significant cutbacks, ECS and Gr.5 alone, rest are combined classes, teacher to explain to parents the differences between grades and curriculum.
 - b. Attendance Report: **Motion#06-14/15:** William Houle moved to accept the Attendance Report on May and June 2014 school year. Seconded by Marcel Noskiye. Carried.
 - c. Class Organization: to be discussed in-camera.
 - d. Auditor General: Info only: will be in Peerless Lake School Thursday September 25th.
 - e. School Awards and Banquet: Invitations sent out and will start 6:00Pm at Community Hall September 25, 2014.
 - f. Math Initiative (KTC): a teacher to attend. 12 days/year.
 - g. School concern (bats): Being currently dealt with.
 - h. Gym usage: **Motion#07-14/15:** Moved by Laurel Noskiye that the community to use the gym for adult gym nights. Seconded by Marcel Noskiye. Carried.
 - i. In-school field trip motion: **Motion#08-14/15:** Marie Alook moved to allow in-school field trips. Seconded by William Houle. Carried.
 - j. Community member- use of school computer lab: letter.
 - k. Graduates and possible graduates: info only
8. In-camera: **Motion#09-14/15:** Moved by Laurel Noskiye to in-camera at 9:20pm. Seconded by Marie Alook. Carried.

FILED IN
DOCUSHARE

9. Out of camera: **Motion#10-14/15:** Moved by Marcel Noskiye to come out of in-camera at 10:15pm. Seconded by laurel Noskiye. Carried.
10. Next Meeting: Thursday October 9, 2014 at 7pm
11. Adjournment: **Motion#11-14/15:** Laurel Noskiye moved to adjourn the meeting at 10:24pm. Seconded by Marie Alook. Carried.

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 201

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- SEPTEMBER 18, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUSA CREEK LOCAL SCHOOL BOARD COMMITTEE
MEETING
Sept. 18/14

PRESENT: Rachelle McDonald, Chairperson
Charles McDonald, Member
Robert Wanyandie, Member (excusable absence)
Cathy Wanyandie, Member (excusable absence)
Maryanne Moberly, Secretary/Treasurer

OTHERS: Mark McGimpsey, Principal
Tammy Smith, Recording Secretary

CALL TO ORDER: Rachelle called the meeting to order at 6:10 p.m.

OPENING PRAYER: Charles gave the opening prayer.

ADOPT AGENDA: 51/14 Rachelle moved to adopt the meeting agenda.
Carried.

ADOPT PAST MINUTES: 52/14 Charles moved to adopt the S.C.L.S.B.C. meeting
minutes of June 10/14 as presented.
Carried.

PRINCIPAL'S REPORT: Written.

A brief discussion was held on our bussing changes
for this year and the number of students we have
this year.

53/14 Maryanne moved to accept the written Principal's
Report as presented.
Carried.

FILED IN
DOCSHARE

S.C.L.S.B.C. Sept.18/14

DAY TRIPS: 54/14 Rachelle moved to approve day trips for the Susa Creek School Students 2014/15 school year. Carried.

MEMBERS REPORT: Rachelle was happy to see and talk with Colin Kelly at the AWN anniversary. From community members concerns, she would like to see more newsletters, positive phone calls home, more facebook sharing, links to the student blogs for parents to view. She expressed concern about the lack of support we get from NL sometimes. Discussion was held on staff arrival and departure times. Some community members feel some of the staff are here just for the paycheck and don't really care about our children. Continue to project a more welcoming positive attitude to all that come into the school. Would like to see more staff in attendance of community functions. The local board wants to be more involved at the school. We want our school to be successful.

NEXT MEETING DATE: October 21/14 @ 6:00 p.m.

ADJOURNMENT: The meeting was adjourned at 7:05 p.m.



Superintendent's Report October 31, 2014

October, 2014

6	Calgary	ASBA Board Chairs/Superintendents Session: Reimagining School Board Governance
7	Edmonton	Meeting with Leroy Sloan ASBA Consultant
	Edmonton	Teleconference with Energy Futures Network Re: Funding
8	Slave Lake	Administrators' Meeting
9	Slave Lake	Administrators' Meeting
10	Slave Lake	Administrators' Meeting
14	Grande Cache	Teleconference with Cory Gray, Grande Yellowhead Public School Division Superintendent Re: Student Transportation and Lunch Program
	Susa Creek	School Visit and Meeting with Susa Creek Local School Board Committee
15	Edmonton	Meeting with Carlana Lindeman Re: Literacy Initiative
16	Grouard	Staff Meeting Grouard School
20	Grouard	Grouard Parents Meeting
22	Peace River	Divisional Leadership Meeting with Leroy Sloan Develop Terms of Reference for Literacy Priority Group
23	Peace River	Committee Meetings and Agenda Review
24	Wabasca	Meeting with Chester Auger, Education Director at Bigstone Cree First Nation
	Wabasca	Meeting with Terry Lynn Cook and Dafydd Thomas at Mistassiniy School
27	Slave Lake	Quality of Work/Life Committee Meeting
	High Prairie	Meeting with Jan Ruhl- Consultant Re: Grouard
29	Grouard	Dinner for CTS Culture Camp- Little Buffalo and Atikameg Schools
30	Peace River	Learning Services Team Meeting
31	Peace River	Corporate Board Meeting

Committed Dates

November, 2014

1	Peace River	Corporate Board Meeting
5	Grande Prairie	ASBA Zone One
6	Edmonton	ASBA
7	Wabasca-Desmarais	Education Planning Session

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**Important Dates for School Jurisdictions**

- November 3, 2014 – Deadline for requesting new modular classrooms and relocations for the 2015/2016 school year
- November 14, 2014 – Applications deadline for grant funding of Family and Community Safety Program
- November 15, 2014 – Closing date for nominations for Teaching Excellence Awards
- November 30, 2014 – Posting of Three-Year Education Plans and Annual Education Results Reports

Inclusive Education**Opportunities with Alberta-Accredited International Schools**

Alberta's positive reputation and international leadership in education have generated international interest in accessing Alberta's curriculum. Education developed accreditation of international schools to allow schools to offer programs of study, to strengthen Alberta's international presence, and to increase the international dimension of the province's education system.

The benefits of studying the Alberta program are significant. International students obtaining an Alberta high school diploma may continue their studies at Alberta's post-secondary institutions as well as other universities or colleges across the world.

There are currently nine Alberta pre-accredited or accredited international schools in the world and several new applicants seeking Alberta accreditation. To learn more about Alberta accredited international schools, visit <http://education.alberta.ca/students/internationaleducation/accreditation.aspx>.

School jurisdictions may contact school administrators of Alberta-accredited international schools to explore possible exchange/partnership opportunities. Opportunities for school jurisdiction involvement include student exchanges, educator exchanges, and school partnerships. These can be set up formally by enrolling in the exchange programs described on this webpage:

www.education.alberta.ca/students/internationaleducation/exchangeprograms.aspx, or informally by establishing relationships with these schools.

For further information, please contact Karen Slevinsky, Education Manager, School Accreditation and Standards Branch, at Karen.Slevinsky@gov.ab.ca or at 780-422-0126. Dial 310-0000 first for toll-free access in Alberta.

Revised Optional Individualized Program Planning Templates

Alberta Education recently revised the sample Individualized Program Planning (IPP) templates that were released last fall. The use of these templates is optional. However, they can be used for students identified with special education needs. The templates, available in English and French, incorporate all of the components currently required in the *Standards for Special Education, Amended 2004*, and focus on instructional planning and academic learning.

The format, process, and content of these templates were informed by:

- results of schools participating in the Inclusive Education Planning Tool pilot
- responses to the Individual Program Plan Components online survey
- feedback from the IPP Provincial Discussion held in February 2014.

The IPP templates are located in the Inclusive Education Library, found at www.learnalberta.ca/content/ieptLibrary/lib07.html.

For further information, please contact Leah Dushenski, Senior Manager, School Accreditation and Standards Branch at Leah.Dushenski@gov.ab.ca or at 780-427-6894; or Lise Belzile, Team Leader – Inclusive Education, French Language Education Services at Lise.Belzile@gov.ab.ca or at 780-422-7794. Dial 310-0000 first for toll-free access in Alberta.

Grant Funding – Family and Community Safety Program

The Family and Community Safety program, a grant funding initiative led by Human Services, will support community-led projects that address issues affecting family and community safety. The fund is intended to build on the existing and ongoing good work in communities, and to strengthen these efforts through supporting new and innovative programs.

Applications are being accepted until November 14, 2014 for projects that address issues such as abuse or violence prevention efforts, positive children's mental health, and the need for mentors. Community agencies or groups are strongly encouraged to partner with other organizations in their application and focus on initiatives that help build stronger families and communities. Successful applications will have an emphasis on community-initiated and led strategies and community plans that positively impact vulnerable Albertans, families and communities. Please consider sharing this information with your schools' community contacts.

For more information on the grant funding, including eligibility and how to apply, visit <http://humanservices.alberta.ca/abuse-bullying.html>.

3rd Annual Alberta Gay-Straight Student Alliance Conference, GSA 2014

The 3rd Annual Alberta Gay-Straight Student (GSA) Alliance Conference takes place Saturday, November 22, 2014 at the Faculty of Education, University of Alberta in Edmonton, as part of the province's Bullying Prevention Awareness Week activities.

This conference is free for students and teachers who have a GSA or are interested in starting one in their schools. Participants will learn strategies to help create, support and sustain GSAs, network with other students and teachers across the province, and learn more about sexual and gender minority youth issues through workshops, resources, and a keynote presentation. It is hoped that this conference will help connect, educate and inspire inclusive school communities that value diversity and difference, as part of creating safe, welcoming and respectful school environments.

For more information, including how to register, visit www.ismss.ualberta.ca/GSA2014.

Special Education Coding Criteria 2014/2015 and Handbook for the Identification and Review of Students with Severe Disabilities 2014/2015

General Information – All School Authorities

Special Education Coding Criteria and the *Handbook for the Identification and Review of Students with Severe Disabilities* have been updated for 2014/2015 and are now available on the Extranet.

Some students may require specialized supports and services to attain the educational outcomes within the programs of study in the Alberta Kindergarten to Grade 12 education system. *Special Education Coding Criteria 2014/2015* and the *Handbook for the Identification and Review of Students with Severe Disabilities 2014/2015* have been updated to support the direction established in the *Ministerial Order on Student Learning* (#001/2013).

The *Handbook for the Identification and Review of Students with Severe Disabilities* provides more detailed information to assist school authorities in identifying students requiring this support. Changes to these documents include updates from the Diagnostic and Statistical Manual of Mental Disorders – Fifth edition (DSM-5). While information from the DSM was considered, the intent of these documents is not to provide diagnostic criteria for clinicians, but to provide educators with information to help identify and program for students/early childhood services children with an identified need.

Private and Charter Schools

For the 2014/2015 school year, private and charter schools will continue to be required to use severe disabilities codes in order to receive funding for grades 1 to 12. The *Handbook for the Identification and Review of Students with Severe Disabilities* details the documentation requirements for severe disabilities funding approvals and timelines for funding applications.

For more information on severe disabilities funding, please see the 2014/2015 Funding Manual, Section 3.3, found at <http://education.alberta.ca/admin/funding/manual.aspx>

In order to access the Extranet website, please visit: <https://phoenix.edc.gov.ab.ca/login/default2.asp>, or contact the Client Services Help Desk at 780-427-5318. Dial 310-0000 first for toll-free access in Alberta.

For further information, please contact Connie Ohl, Education Manager, Learner Services Branch, at Connie.Ohl@gov.ab.ca or at 780-427-5419. Dial 310-0000 first for toll-free access in Alberta.

Services for Students with Visual Impairments

The Services for Students with Visual Impairments (SSVI) unit, part of the Program Resources Branch, continues to support students with visual impairments or blindness by providing loans of alternate format resources (e.g., braille, audio, e-text and large print), specialized learning kits, student equipment and professional resources.

A key initiative of this unit is the three-year Low Incidence Province Wide Collaborative Support project. This project will assist Regional Collaborative Service Delivery (RCSD) regions in their support of children and youth with Low Incidence Disabilities (LID), including blindness or visual impairment, deafness or hard of hearing, deaf blindness and complex communication disorders. It will involve capacity building, collegial

support, collaboration and sharing of best practices to ensure that children and youth with Low Incidence Disabilities in Alberta have fair and reasonable access to needed services within their regions.

For further information, please visit the Program Resources Branch website at <http://education.alberta.ca/teachers/resources.aspx> or contact Roy McConnell, Manager, Inclusive Resources and Supports, Learning Resources Centre, at Roy.McConnell@gov.ab.ca or at 780-427-5234. Dial 310-0000 first for toll-free access in Alberta.

Teaching and Leadership

Announcing the 2014/2015 Minister's Student Advisory Council



Alberta Education recognizes that students have a valuable perspective when it comes to their education. *Speak Out* – the Alberta Student Engagement Initiative – is committed to support students and schools in increasing Alberta youth's engagement in their education and improving student learning experiences, at the local and provincial levels.

Through the Minister's Student Advisory Council, students get involved in decision making, connect with other students, grow as leaders and become the student voices in their communities. As ambassadors of student voice, students share their perspectives collaboratively alongside all education partners, including teachers, principals, superintendents and government staff, to enhance the education system.

We are excited to announce the 2014/2015 Minister's Student Advisory Council. 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. Council members 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 interactive working sessions offered by the department.

For further information, please visit the *Speak Out* website at <http://www.speakout.alberta.ca/COUNCIL>. If you have questions or would like to explore opportunities to engage with the Council, please contact Jamie Anderson, Student Engagement Advisor, at Jamie.Anderson@gov.ab.ca or 780-422-5665. Dial 310-0000 first for toll-free access in Alberta.

FNMI Success

First Nations, Métis and Inuit Education

In August 2014, Alberta Education established a new First Nations, Métis and Inuit (FNMI) Education Division, bringing together staff and key functions from across the Ministry. The division provides a focal point for K-12 First Nations, Métis and Inuit education policies, programs and initiatives in the ministry and across the education system in order to:

- close the achievement gap between First Nations, Métis and Inuit students and all Alberta students, and

- ensure that all Alberta students are knowledgeable, understanding and respectful of the rich diversity of First Nation, Métis and Inuit peoples – their cultures, languages, and histories, the importance of Treaties, and the legacy of residential schools.

Specifically, the new division works to:

- Engage and support First Nations, Métis and Inuit peoples in fulfilling their vision for a K-12 education system that honours Indigenous history, cultures, languages, and perspectives.
- Build strong relationships with First Nations, the Treaty 6, 7 and 8 organizations, the Métis Settlements General Council, the Métis Nation of Alberta Association, provincial school authorities, Aboriginal Affairs and Northern Development Canada, and other Government of Alberta ministries to support the success of First Nations, Métis and Inuit students.
- Enable the Ministry to make stronger strategic connections on matters related to First Nations, Métis and Inuit education as the new Education Act is implemented, and the next phase of *Inspiring Education* and launch the Ten-Year Strategic Plan commences.

In the coming weeks, the new division will be working with colleagues and partners in the Ministry and the education system to develop a strategic plan for First Nations, Métis and Inuit Education in Alberta.

This work will be led by Acting Assistant Deputy Minister, Jane Martin, Acting Executive Director, Dan Smith and Directors and staff in the division's three branches:

- Curriculum – Acting Director Pauline Auger
- Collaboration and Learning Supports – Acting Director Sandra Skare
- Policy and Research – Acting Director Gabrielle Christopherson

Visit the Alberta Education website for more information on the work of this new division including FNMI curriculum development, learning supports, policies, programs and digital resources for students and teachers at <http://education.alberta.ca/fnmi> or call the First Nations, Métis and Inuit Education Division at 780-415-9300. Dial 310-0000 first for toll-free access in Alberta.

Operational Information

Submission Date for Modular Classroom Priorities – November 3, 2014

The deadline for requesting new modular classrooms and relocations for the 2015/2016 school year is November 3, 2014. Please watch for an email request from Alberta Education to complete Forms 9, 10 and 16, outlining your jurisdiction's modular classroom needs and any requests to relocate existing modular classrooms or free-standing portable classrooms. Should funding be made available, approvals will be communicated early in 2015 to initiate the process to order, construct, deliver and set up the units as quickly as possible.

For further information, please contact Michael Ediger, Director, North Region, Capital Planning Branch, at Michael.Ediger@gov.ab.ca or at 780-427-2083; or Avi Habinski, Director, South Region, Capital Planning Branch at Avi.Habinski@gov.ab.ca or at 780-427-2272. Dial 310-0000 first for toll free access in Alberta.

New Web Page for Private ECS Operators and Accredited Funded Private Schools with ECS Programs

A new web page, <http://education.alberta.ca/admin/ecs/operator.aspx>, detailing important information for private ECS operators and accredited funded private schools with ECS programs, is available on Education's website. The web page was created to be a one-stop source of information for private ECS operators and

accredited funded private schools with ECS programs. This page has been organized to allow users to access important features such as applicable legislation, policy, and programming. It also will allow users to view key contacts within the department for various questions related to programming, Program Unit funding, general funding and transportation.

For further information, contact Sheldon Bossert, Provincial Coordinator of Private Schools and Private ECS Operators, at Sheldon.Bossert@gov.ab.ca or at 780-415-9954. Dial 310-0000 first for toll-free access in Alberta.

Question from the Field

Q: Where do I get appropriate information when considering accommodation options for young students (ECS-3) with Type 1 diabetes?

A: Most school aged children with diabetes have Type 1 Diabetes and require insulin by injection or by a pump throughout the school day. Very young students may be unable to check their own blood glucose levels or administer their own insulin while at school. They also may be unaware when swings in blood sugar levels are affecting their learning.

It is important that school personnel have accurate and current information about diabetes and that the needs of the student are recognized and accommodated according to the student's Individual Care Plan. The Stollery provides annual diabetes education and training for school staff that work with children with diabetes.

The Canadian Diabetes Association recently published guidelines for care of students living with diabetes at school that can be accessed for information at the following link:

<http://www.diabetes.ca/getmedia/173678f6-1a4a-4237-bd55-aa7ba469a602/guidelines-for-students-in-school.pdf.aspx>.

Q: I've read through the *Learning and Technology Policy Framework* and I'm wondering what it looks like in a practical application. Are there examples you can point to of how school authorities are addressing the five policy directions?

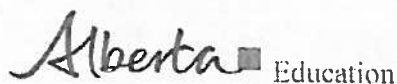
A: Alberta Education has just released a video series intended to show examples of how the *Learning and Technology Policy Framework* is coming alive in schools and school authorities across the province. These videos can be viewed on Education's YouTube channel or through the ministry's Learning and Technology Policy Framework web pages. All of the videos can also be downloaded to be viewed offline or presented at school authority or stakeholder meetings or events.

From January to June 2014, staff from the School Technology Branch travelled around Alberta with a film crew. They interviewed students, educators, IT personnel, principals and school authority leaders and captured footage of students using technology to create and share knowledge. That footage has now been assembled into six videos, one to provide an overview of the policy framework and five to illustrate each of the five policy directions.

Each of the videos covers a number of topics and runs between six and eight minutes in length. Each also is offered as a series of two or three shorter clips to make them more accessible for casual viewing. These

shorter clips also make the videos easier to use in a wider range of contexts, for example at planning meetings for school authorities, professional development events and parent information nights.

For more information about the *Learning and Technology Policy Framework* or this companion video series, please contact Karen Andrews, Research and Planning, School Technology Branch, at Karen.Andrews@gov.ab.ca or at 780-644-5194. Dial 310-0000 first for toll-free access in Alberta.



First Nations, Métis and Inuit Education
 11th Floor, 44 Capital Boulevard
 10044-108 Street NW
 Edmonton, Alberta T5J 5E6
www.education.gov.ab.ca

AR86791

October 7, 2014

Dear Superintendents:

I am pleased to announce the establishment of a new First Nations, Métis and Inuit (FNMI) Education Division in order to better address the educational success of First Nations, Métis and Inuit students in Alberta. The new Division became operational on August 18, 2014, and is engaged in providing strategic direction to the department of education and to school authorities in order to:

- work with all partners to eliminate the achievement gap between First Nations, Métis and Inuit students and all other Alberta students, and
- ensure that all Alberta students have the knowledge, understanding and respect for the rich diversity of First Nation, Métis and Inuit peoples - their cultures, languages and histories; the importance of Treaties; and the legacy of residential schools.

The Division is organized into three new branches to support your work:

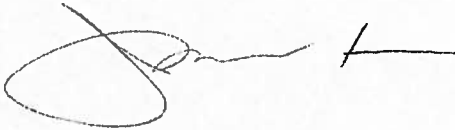
1. **Curriculum:** Acting Director is Pauline Auger, Pauline.Auger@gov.ab.ca or at 780 643-1977. Dial 310-0000 first for toll-free access in Alberta.
2. **Collaboration and Learning Support:** Acting Director is Sandra Skare, Sandra.Skare@gov.ab.ca or at 780 422-0559. Dial 310-0000 first for toll-free access in Alberta.
3. **Policy and Research:** Acting Director Gabrielle Christopherson, Gabrielle.Christopherson@gov.ab.ca or at 780 427-3494. Dial 310-0000 first for toll-free access in Alberta.

Each Branch focuses on collaboration, partnerships and working together with all our students, parents and stakeholders across the province in order to engage and support First Nations, Métis and Inuit peoples in fulfilling their vision for a K-12 education system that honours Indigenous history, cultures, languages and perspectives.

Page Two
Superintendents

If you have any questions, please feel free to contact me at 780 415-6192, or Dan Smith, Acting Executive Director of the Division at Dan.K.Smith@gov.ab.ca or at 780 638-9423. Dial 310-0000 first for toll-free access in Alberta.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jane Martin', with a large loop at the start and a horizontal line extending to the right.

Jane Martin, Ph.D.
Acting Assistant Deputy Minister
First Nations, Métis and Inuit Education

Staffing Update - October 24, 2014

Bulletin 5

	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	6.5	0	1	0	0	2	0	0	0	0	0.9	10.4
Fort McKay	7	0	0	0	6	0	0	0	0	0	1	14
Gift Lake	13	0	1	0	2	4	0	0	0	1	1	22
Grouard	6	0	0	0	2	1	1	0	0	1	1	12
Hillview	3	0	0	0	0	0.5	0	0	0	0	0.5	4
J.F. Dion	6	0	0	0.5	1	0	1	0	0	0	1	9.5
Kateri	7	0	0	0	1	2	0	0	0	1	1	12
Little Buffalo	12	0	0	0	0	4	0.8	0	0	1	1	18.8
Mistassiniy	21	0	0	0	3	2	0	1	0	1	2	30
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	7	0	1	1	2	2	45.8
Susa Creek	3.6	0	0	1	1	0	0	0	0	0.4	0.85	6.85
Totals	196.4	1	5.17	6.7	30.75	39	4.8	2.25	3.95	12.83	21.55	324.4

October, 2014

1	Peace River	Meeting with the President and Executive Director of the Public School Boards Association of Alberta
2	Peace River	Office
	High Level	Meeting with former Chairperson of the Keg River Local School Board Committee
3	Peace River	Conference call with the Office of the Auditor General of Alberta
		Corporate Board Meeting
7 (PM)	Fort McMurray	Travel
8	Fort McMurray	Meeting with the Chairperson, Anzac Local School Board Committee
	Slave Lake	Administrators' Meeting
9	Slave Lake	Administrators' Meeting
	Wabasca	Meeting with the Municipal District of Opportunity Council Member
14	Edmonton	Meeting with Leroy Sloan, Alberta School Boards Association
16	Gift Lake	Tour of New School
	Grouard	Northern Lakes College
	Slave Lake	Overnight
17	Wabasca	School Visit Teacherage Tour Outreach Program Visit Set Dates to Attend MD Meeting
	Sandy Lake	School Visit
	Calling Lake	School Visit
21	Wabasca	Community Visit Funeral
	Marten Lake	Culture Camp
	Peace River	Travel
22	Peace River	Office
	Keg River	Meeting with Parent
23	Peace River	Committee Meetings and Agenda Review
27	Slave Lake	Quality of Work/Life Committee Meeting
31	Peace River	Corporate Board Meeting

Committed Dates November, 2014

6	Edmonton	ASBA Meeting with Executive
12	Wabasca	Meeting with the MD of Opportunity
15	Edmonton	PSBAA Meeting with the Council
16-18	Edmonton	ASBA Fall Annual General Meeting

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**NORTHLAND SCHOOL DIVISION NO. 61
LOCAL SCHOOL BOARD COMMITTEE REPORT
2014/2015 SCHOOL YEAR
PERIOD ENDING - OCTOBER 21, 2014**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Anzac</u>						
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	
Total	4,919.00	-	4,919.00	10,202.00	5,283.00	48.2%
<u>Athabasca Delta</u>						
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	
Total	3,907.00	-	3,907.00	10,510.00	6,603.00	37.2%
<u>Bishop Routhier</u>						
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	
Total	4,919.00	-	4,919.00	7,162.00	2,243.00	68.7%
<u>Callins Lake</u>						
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	
Total	3,954.00	-	3,954.00	8,230.00	4,276.00	48.0%
<u>Chisewyan Lakes</u>						
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	
Total	2,989.00	-	2,989.00	7,910.00	4,921.00	37.8%
<u>Conklin</u>						
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	
Total	4,922.86	-	4,922.86	9,314.00	4,391.14	52.9%

Dr. Mary Jackson

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
4,919.00	-	4,919.00	4,920.00	1.00	
		-	2,184.00	2,184.00	
		-		-	
		-		-	
	-	-	250.00	250.00	
4,919.00	-	4,919.00	7,354.00	2,435.00	66.9%

East Prairie

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

4,919.00	-	4,919.00	4,920.00	1.00	
	-	-	2,128.00	2,128.00	
		-		-	
		-		-	
	-	-	250.00	250.00	
4,919.00	-	4,919.00	7,298.00	2,379.00	67.4%

Elizabeth

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

4,872.00	-	4,872.00	4,920.00	48.00	
		-	3,816.00	3,816.00	
		-		-	
		-		-	
	-	-	250.00	250.00	
4,872.00	-	4,872.00	8,986.00	4,114.00	54.2%

Father R Perin

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

4,919.00	-	4,919.00	4,920.00	1.00	
	3,018.38	3,018.38	4,144.00	1,125.62	
		-		-	
		-		-	
	-	-	250.00	250.00	
4,919.00	3,018.38	7,937.38	9,314.00	1,376.62	85.2%

Fort McKay

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

2,942.00	-	2,942.00	4,920.00	1,978.00	
		-	4,144.00	4,144.00	
		-		-	
		-		-	
	-	-	250.00	250.00	
2,942.00	-	2,942.00	9,314.00	6,372.00	31.6%

Gift Lake

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

4,872.00	480.00	5,352.00	4,920.00	(432.00)	
	298.48	298.48	2,292.00	1,993.52	
		-		-	
		-		-	
	-	-	250.00	250.00	
4,872.00	778.48	5,650.48	7,462.00	1,811.52	75.7%

Grouard

Quarterly Honorarium
Travel & Subsistence
In - Service
Prior Year Carryover
Casual Labour, Supplies & Awards
Total

3,918.75	360.00	4,278.75	4,920.00	641.25	
	43.56	43.56	2,028.00	1,984.44	
		-		-	
		-		-	
	-	-	250.00	250.00	
3,918.75	403.56	4,322.31	7,198.00	2,875.69	80.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>J.F. Dion</u>						
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	
Total	4,919.00	-	4,919.00	9,222.00	4,303.00	53.3%
<u>Kateri</u>						
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	
Total	4,919.00	-	4,919.00	7,586.00	2,667.00	64.8%
<u>Little Buffalo</u>						
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	
Total	4,872.00	-	4,872.00	7,050.00	2,178.00	69.1%
<u>Mistassiniy</u>						
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	
Total	3,907.00	-	3,907.00	8,006.00	4,099.00	48.8%
<u>Paddle Prairie</u>						
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	
Total	4,919.00	120.00	5,039.00	7,458.00	2,419.00	67.6%
<u>Peerless Lake</u>						
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	
Total	4,872.00	-	4,872.00	7,510.00	2,638.00	64.9%
<u>Pelican Mountain</u>						
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	
Total	2,989.00	-	2,989.00	8,266.00	5,277.00	36.2%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>St. Theresa</u>						
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%
<u>Susa Creek</u>						
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		125.36	125.36	250.00	124.64	
Total	4,919.00	125.36	5,044.36	8,154.00	3,109.64	61.9%
GRAND TOTAL	98,207.61	4,445.78	102,653.39	181,536.00	78,882.61	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	78,882.61
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	78,882.61

NORTHLAND SCHOOL DIVISION NO. 61
BOARD REPORT
2014/2015 SCHOOL YEAR
PERIOD ENDING - OCTOBER 21, 2014

ELECTIONS

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS-TRUSTEES	60.00	-	-
POSTAGE-ELECTIONS	-	-	-
INSERVICE-ELECTIONS	-	-	-
RENUMERATION-ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE-ELECTIONS	-	-	-
PRINTING & BINDING-ELECTIONS	-	-	-
ADVERTISING-ELECTIONS	1,799.52	-	(1,799.52)
OFFICE SUPPLIES-ELECTIONS	-	-	-
SUB-TOTAL	1,859.52	80,000.00	78,200.48

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	1,698.06	60,000.00	58,301.94
TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE	-	-	-
TRAVEL & SUBSISTENCE-KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE-MARTIN ABORIGINAL INITIAT	-	-	-
TRAVEL & SUBSISTENCE-POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
SUB-TOTAL	1,698.06	60,000.00	58,301.94

OTHER EXPENSES

REMUNERATION TRUSTEES	-	-	-
REMUNERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	286.59	4,000.00	3,703.41
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	-	200,000.00	200,000.00
IN-SERVICE - BOARD	265.81	90,000.00	89,734.19
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	-	25,000.00	25,000.00
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	82.83	-	(82.83)
TELEPHONE - TRUSTEE	159.38	3,000.00	2,840.62
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	5,012.51	80,000.00	74,987.49
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	399.35	3,500.00	3,100.65
INSURANCE - BOARD OF TRUSTEES	169.14	250.00	80.86
ADVERTISING - BOARD	-	3,000.00	3,000.00
OFFICE SUPPLIES	270.08	5,000.00	4,729.92
AWARDS	69.09	25,000.00	24,930.91
POSTAGE - BOARD	-	4,000.00	4,000.00
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	6,724.78	481,750.00	475,025.22
TOTAL	10,282.36	621,750.00	611,527.64

Secretary-Treasurer's Report

For the Period Ending September 30, 2014

Introduction

The first month of the fiscal year has been completed, with no unexpected income or expenses.

REVENUE

Provincial and Federal Revenue

Revenue sources are consistent with last year's. Work is continuing on the November budget, as enrolments are up, so the division's revenue will increase slightly.

EXPENSES

Salaries and Benefits

- About 7.7% of the staff expenses have been paid in September, which is on track, considering that there are some unfilled staff positions.

Other expenses

- 6.6% of the expenses have been paid in September. This is less than 1/12th of the Division's expenses, however, discretionary maintenance costs are expensed over the summer months.

OTHER BUSINESS

Receivables

- We have received the first payment on the outstanding balance from Mikisew, as well as the payment for the September invoice. Monitoring will continue on this account.

Year-end audit

- The auditors are here, and work is progressing on the audit. So far, no major issues have been brought to my attention.

THE HISTORY OF THE CITY OF BOSTON

From the first settlement of the city in 1630 to the present time. The history of the city of Boston is a story of growth and development. It begins with the arrival of the Puritans in 1630, who sought a place where they could practice their religion freely. They found a rugged and isolated spot on the edge of a swampy marsh. Despite the hardships, they persevered and built a city that would become one of the most important in the New World. The city grew rapidly, and by the mid-17th century, it was one of the largest and most prosperous in North America. It was a center of trade and commerce, and its harbor was one of the busiest in the world. The city was also a center of education and culture, with the founding of Harvard University in 1636. The city's history is a story of resilience and achievement, and it is a testament to the spirit of the American people.

The city of Boston has a rich and varied history, and it is a city that has shaped the course of American history. It is a city of many firsts, and it is a city that has always been at the forefront of change and progress. The city's history is a story of growth and development, and it is a story that continues to this day. The city of Boston is a city of many faces, and it is a city that is always changing and evolving. It is a city that is proud of its past, but it is also a city that is looking to the future. The city of Boston is a city of many stories, and it is a city that is always telling new ones.

STATEMENTS OF OPERATIONS

For the Period Ending September 30, 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	Actual YTD Sept 30 2013-2014	Budget 2014-2015 June Approved	Remaining to collect or spend
REVENUES								
Alberta Education	\$37,455,386	\$37,200,087	\$34,858,240	\$35,840,506	\$36,676,777	\$2,736,767	\$33,744,630	\$31,007,863
Other - Government of Alberta	\$1,095,583	\$966,929	\$717,086	\$80,022	\$600,000	\$0	\$930,824	\$930,824
Federal Government and First Nations	\$20,845,936	\$20,862,392	\$20,175,747	\$21,459,628	\$20,293,271	\$1,999,741	\$20,966,622	\$18,966,881
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$565,572	\$656,887	\$3,693,065	\$1,730,185	\$1,597,785	\$7,163	\$0	\$0
Investment income	\$39,891	\$10,292	\$67,600	\$10,000	\$10,000	\$0	\$0	\$0
Gifts and donations	\$693,754	\$665,555	\$154,469	\$247,964	\$222,878	\$102,758	\$0	\$3,273,230
Rental of facilities	\$1,000,651	\$973,522	\$832,864	\$1,052,648	\$1,052,648	\$72,364	\$957,530	\$40,000
Fundraising	\$347,164	\$251,134	\$0	\$450,000	\$450,000	\$0	\$450,000	\$885,166
Gains (losses) on disposal of capital assets	\$1,260	\$156,458	(\$200)	\$0	\$0	\$3,608	\$0	\$450,000
Other revenue	\$0	\$0	\$929,335	\$0	\$0	\$11,956	\$918,325	(\$3,608)
TOTAL REVENUES	\$62,045,197	\$61,743,256	\$61,428,207	\$60,870,953	\$60,903,359	\$4,934,358	\$61,288,324	\$56,353,966
EXPENSES								
Certificated salaries	\$21,544,783	\$21,031,068	\$20,875,594	\$21,442,507	\$21,352,159	\$1,752,019	\$20,865,642	\$19,113,622
Certificated benefits	\$4,218,552	\$4,092,469	\$4,390,192	\$4,181,647	\$4,162,486	\$284,983	\$4,351,911	\$4,086,928
Non-certificated salaries and wages	\$13,536,225	\$13,282,741	\$12,583,963	\$11,381,492	\$12,412,748	\$1,007,294	\$13,306,691	\$12,299,396
Non-certificated benefits	\$2,959,078	\$2,916,643	\$2,805,020	\$3,040,196	\$2,912,775	\$226,822	\$3,642,980	\$3,416,157
SUB - TOTAL SALARIES AND BENEFITS	\$42,258,638	\$41,322,920	\$40,654,769	\$40,045,842	\$40,840,168	\$3,271,119	\$42,167,223	\$38,896,104
Services, contracts and supplies	\$16,204,273	\$15,450,160	\$15,972,368	\$16,458,786	\$16,218,764	\$366,529	\$15,381,090	\$15,014,561
Amortization of supported tangible capital assets	\$3,138,632	\$3,192,543	\$3,575,826	\$2,998,969	\$2,998,969	\$0	\$3,272,623	\$3,272,623
Amortization of unsupported tangible capital assets	\$995,957	\$1,609,872	\$2,193,724	\$1,027,049	\$1,027,049	\$0	\$1,208,400	\$1,208,400
Supported interest on capital debt	\$40,429	\$23,193	\$9,178	\$28,901	\$28,901	\$0	\$6,838	\$6,838
Unsupported interest on capital debt	\$650	\$433	\$217	\$784	\$784	\$0	\$324	\$324
Other interest and finance charges	\$4,690	\$29,008	\$2,430	\$8,000	\$8,000	\$0	\$38,000	\$38,000
Losses on disposal of tangible capital assets	\$33,167	\$67,735	\$0	\$0	\$0	\$0	(\$622,160)	(\$622,160)
Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$62,676,435	\$61,695,864	\$62,408,511	\$60,568,331	\$61,122,635	\$3,637,648	\$61,452,338	\$57,814,690
OPERATING SURPLUS (DEFICIT)	(\$631,238)	\$47,392	(\$980,304)	\$302,622	(\$219,276)	\$1,296,710	(\$164,014)	
EXPENSES								
Instruction	\$40,504,149	\$39,872,808	\$38,641,805	\$38,500,949	\$39,261,126	\$2,630,650	\$39,379,881	\$36,749,231
Plant operations and maintenance	\$9,968,293	\$9,696,288	\$11,568,381	\$8,952,563	\$9,029,030	\$341,023	\$9,438,207	\$9,097,185
Transportation	\$3,753,651	\$3,721,237	\$3,578,213	\$3,801,463	\$3,678,263	\$181,398	\$3,572,676	\$3,391,278
Administration	\$3,173,874	\$3,233,159	\$3,527,273	\$3,706,302	\$3,547,887	\$201,139	\$3,774,411	\$3,573,273
External services	\$5,274,639	\$5,172,372	\$5,092,839	\$5,607,039	\$5,606,329	\$283,439	\$5,287,162	\$5,003,711
TOTAL EXPENSES	\$62,674,606	\$61,695,864	\$62,408,511	\$60,568,316	\$61,122,635	\$3,637,648	\$61,452,338	\$57,814,690
OPERATING SURPLUS (DEFICIT)	(\$629,409)	\$47,392	(\$980,304)	\$302,636	(\$219,276)	\$1,296,710	(\$164,014)	

Northland School Division
Federal Accounts Receivable

Aged Summary

Months Outstanding	ACFN	Indian Education Authority	Mikisew	Peerless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
Oct-14	-	-	248,573.14	-	695,373.98	-	-	-	0.10	63,541.24	1,007,488.46
Sep-14	-	-	-	-	-	-	-	-	0.10	63,541.24	63,541.34
Aug-14	-	-	-	-	-	-	-	-	-	0.00	-
Jul-14	-	-	-	-	-	-	-	-	-	0.00	-
Jun-14	-	-	248,573.14	-	-	-	-	0.30	-	63,541.24	312,114.68
May-14	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
Apr-14	-	-	-	-	-	-	-	-	-	63,541.24	63,541.24
Mar-14	-	-	243,116.62	-	-	-	8,788.68	-	-	(176,120.18)	66,996.44
Feb-14	-	-	249,482.56	-	-	-	-	-	-	103,485.51	381,756.75
Jan-14	-	-	249,482.56	-	-	-	-	-	-	103,485.51	352,968.07
Dec-13	-	-	274,489.60	-	-	-	-	-	-	176,109.45	450,599.05
Nov-13	-	-	235,552.18	-	-	-	-	-	-	67,172.94	302,725.12
Oct-13	-	-	(8,369.30)	-	-	-	-	-	-	67,172.94	64,012.24
Sep-13	5,208.60	-	(94,335.00)	-	-	-	-	-	-	(112,640.40)	(206,975.40)
Aug-13	-	-	-	-	-	-	-	-	-	-	-
Jul-13	-	-	-	-	-	-	-	-	-	(115,756.16)	(115,756.16)
Jun-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
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	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Dec 2005 & older	-	61,333.22	-	-	-	-	-	-	-	-	61,333.22
	5,208.60	61,333.22	2,144,621.20	-	695,373.98	-	8,788.68	0.30	4,822.59	598,657.78	3,518,806.35

Current	-	-	248,573.14	-	695,373.98	-	-	-	0.10	63,541.24	1,007,488.46
30 days	-	-	-	-	-	-	-	-	0.10	63,541.24	63,541.34
60 days	-	-	-	-	-	-	-	-	-	0.00	-
90 days	-	-	-	-	-	-	-	-	-	0.00	-
120 days	-	-	248,573.14	-	-	-	-	0.30	-	63,541.24	312,114.68
180 days	-	-	248,573.14	-	-	-	-	-	-	63,541.24	312,114.38
181 - 365	5,208.60	-	1,501,606.08	-	-	-	8,788.68	-	-	441,159.98	1,956,763.34
1 yr - 2 yr	-	-	(102,704.30)	-	-	-	-	-	4,822.39	(96,667.16)	(194,549.07)
Over 2 yr	-	61,333.22	-	-	-	-	-	-	-	0.00	61,333.22

Current	5,208.60	61,333.22	2,144,621.20	-	695,373.98	-	8,788.68	0.30	4,822.59	598,657.78	3,518,806.35
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Long Term

Total Aging	5,208.60	61,333.22	2,144,621.20	-	695,373.98	-	8,788.68	0.30	4,822.59	598,657.78	3,518,806.35
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Northland School Division No. 61

22-Oct-14

Accounts Receivable
Federal Government and First Nations

	Student Counts		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 Oct-2014 2014/2015	Mths O/S	Total Outstanding	Monthly Billing		ECS Rate
	13-14 Student Count Reg	E.C.S.									REG rate		
Indian & Northern Affairs (INAC)	111	26	-	(0.00)	0.00	4,822.02	0.37	0.20	-	4,822.59	230,027.84	1,868.86	868.63
Lesser Slave Lake Regional Council	6	4	-	-	-	(0.00)	8,788.68	-	1.3	8,788.68	6,924.96	1,154.16	485.93
Bigstone Cree First Nation	360	26	-	(0.00)	0.00	0.00	-	695,373.98	1.0	695,373.98	695,373.98	1,868.86	868.63
Indian Education Authority Athabasca - Chip	0	0	61,333.22	-	-	5,208.60	-	-	0.1	61,333.22	-	-	-
- Mikisew	40	2	-	0.00	-	(102,704.30)	1,998,752.36	248,573.14	8.6	5,208.60	71,773.40	1,750.93	868.10
Woodland Cree	138	8	-	-	-	(103,840.10)	575,415.40	127,082.48	5.8	2,144,621.20	248,573.14	1,750.93	868.10
Lubicon Cree First Nation (INAC)	54	3	-	-	(0.00)	(103,840.10)	575,415.40	127,082.48	5.8	598,657.78	103,524.33	1,868.86	868.63
Chipewyan Prairie First Nation (INAC)	72	11	-	-	-	-	0.30	-	-	0.30	144,112.85	1,868.86	868.63
Peerless Katen First Nations (INAC)	57	8	-	0.00	0.00	0.00	(0.00)	-	-	0.00	113,474.06	1,868.86	868.63
	201	21	-	-	(0.00)	0.00	-	-	-	(0.00)	393,882.09	1,868.86	868.63
Total Outstanding	1039	109	61,333.22	(0.00)	0.00	(196,513.78)	2,582,957.11	1,071,029.80		3,518,806.35			
											Athabasca Chip Peerless Trout INAC Lubicon Chipewyan Prairie Mikisew Cree Bigstone Cree		
											71,773.40 Oct 2014 392,881.86 Oct 2014 230,027.74 Oct 2014 184,095.94 Oct 2014 113,474.06 Oct 2014 498,573.14 Sept 2014, 13-14 Tuition 695,373.98 Sept 2014		
											<u>2,186,200.12</u>		

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

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: APPLE SCHOOLS LETTER

ORIGINATOR: EDUCATION COMMITTEE

INFORMATION
The Board of Trustees receive as information, the attached letter.



September 29, 2014

Brandi Gartner
Oil Sands Community Alliance
617 – 8600 Franklin Ave.
Fort McMurray, Alberta T9H 4G8

Dear Ms. Gartner:

RE: APPLE Schools

We understand that APPLE Schools has approached the Oil Sands Community Alliance for expansion and further support for the project. Northland School Division is pleased to support this application.

Northland School Division has been working with APPLE Schools since 2011 when we first determined that St. Theresa School in Wabasca would be an appropriate school in which to build our collaborative partnership.

During the ensuing years, St. Theresa demonstrated positive changes in their school and we could see the culture of the school changing. APPLE Schools moves into a sustainability phase after 2 years of implementation, with reduced support for the School Health Facilitator (SHF). This reduced support was to begin in 2013 but the school felt they needed more help. Based on that need, the SHF approached the MD of Wabasca and Cenovus for support for a continuation of her position. The requests for funding were supported by the MD as well as Cenovus, based on the fact that both organizations had seen the positive changes in the community as a result of being part of APPLE Schools. Over \$80,000 was donated to St. Theresa to support healthy kids in a healthy schools. I believe this commitment demonstrates the impact APPLE Schools had on the entire community.

The APPLE School program served to increase our awareness of the need to address wellness across the school division. It also provided a model to show how we can begin to address this priority. Several initiatives have resulted from this increased awareness. We applied for a mental health grant. We also developed a collaborative initiative in the Wabasca area to provide school counselling services to the students in the Wabasca/Desmarais area.

APPLE Schools' staff work in a collaborative model to ensure the school and community are working together to define the change they would like to see in the school. As a result, the project is driven by parents, student, staff and the school community and all are engaged in the process of change.

September 29, 2014

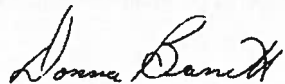
Page Two

Brandi Gartner

We believe that Father Perin School in Janvier and Athabasca Delta Community School in Fort Chipewyan would benefit from being part of this initiative to become a healthy school community. In fact, all of our schools could benefit from the support and expertise provided by APPLE Schools. We strongly support the concept of engaging all Northland schools over a 5 year period, if that is possible within the OSCA guidelines.

Please feel free to contact me at any time if further information is needed.

Yours truly,

A handwritten signature in cursive script, appearing to read "Donna Barrett".

Donna Barrett
Superintendent of Schools
Northland School Division No.61

DB:kp

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: SEPTEMBER 2014 STAFF ABSENTEEISM DATA

ORIGINATOR: PERSONNEL COMMITTEE
WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION ITEM

The table below is a summary of staff absenteeism data for September 2014.

NON-TEACHERS			TEACHERS	
Days Taken	No. of people utilizing	Type of Leave	Days Taken	No. of people utilizing
144	25	annual		
		ATA business	6.5	5
42	11	compassionate leave	24	8
1	1	court	1	1
6	2	critical illness leave		
35.5	12	family care leave	42	18
1.5	1	field trip	7	5
1.5	2	lieu time	2.5	1
		other	1	1
67.5	37	personal leave	12.5	11
6	6	professional development	24.5	19
1.5	2	school business	16.5	14
244	104	sick leave	157	55
550.5		TOTAL DAYS	294.5	

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: 2013/2014 STAFF SICK LEAVE DATA

ORIGINATOR: PERSONNEL COMMITTEE
 WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION ITEM

The table below is a summary of staff sick leave data for the 2013/2014 school year.

	Teachers (200)	Non-Teachers (270)
Days Taken	2566	2967
Average/employee	12.83	10.99
No. of people utilizing	203	261
<5 days	78	101
5-10 days	58	82
11-15 days	24	24
16-20 days	13	18
21-25 days	4	11
26-30 days	4	5
31-60 days	11	11
61-90 days	8	6
Moved to EDB	3	3

Our current EDB caseload includes ten teachers, six non-teachers and two School Food Services employees.

REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION OF THE HOUSE OF REPRESENTATIVES

PASSED JANUARY 10, 1890, AND A RESOLUTION OF THE SENATE

PASSED FEBRUARY 1, 1890, CONCERNING THE

LANDS BELONGING TO THE UNITED STATES

IN THE TERRITORY OF ARIZONA

AND THE LANDS BELONGING TO THE STATE OF ARIZONA

AND

THE LANDS BELONGING TO THE INDIAN TRIBES

IN THE TERRITORY OF ARIZONA

AND THE LANDS BELONGING TO THE STATE OF ARIZONA

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BOARD OF TRUSTEES

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

DATE: OCTOBER 31, 2014

FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: NOMINATION DAY UPDATE

**ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE
TRUDY RASMUSON, SECRETARY-TREASURER**

INFORMATION

Nomination Day was held in seven communities on October 15, 2014. The results as of October 22, 2014 are as follows:

Calling Lake - 3 vacancies - 3 nominations received - filled by Acclamation

Gwen Cardinal
Louise Doreen Gambler
Gwen Schmidt

Conklin - 1 vacancy - 2 nominations received – by-election November 12, 2014

Gwendolen Letendre
Shirley Ann Tremblay

Desmarais - 1 vacancy - 1 nominations received – filled by Acclamation

Matt Moore

Gift Lake - 1 vacancy - 1 nomination received - filled by Acclamation

David Charles Chalifoux

Grouard - 1 vacancy - 2 nominations received – by-election November 12, 2014

Leonard Anderson
Shawn Auger

J.F. Dion - 1 vacancy - 2 nominations received – by-election November 12, 2014

Raymond Lloyd Durocher
Genevieve Yellowknee-Gosselin

Little Buffalo - 1 vacancy - 3 nominations received – by-election November 12, 2014

Cheryl McMann
Virginia Lynn Ominayak
Matthew Gene Whitehead

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: SCHOOL PLAYGROUND ASSESSMENT

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE
TRUDY RASMUSON, SECRETARY-TREASURER/ DAVID COX, DIVISION
FACILITY MANAGER/ ANDREW IRWIN, SAFETY OFFICER

INFORMATION

At the September 24, 2014 FMT Meeting, it was requested that a review of all NSD playgrounds be done in respect to safety and a report be brought back to the FMT meeting of the findings. From this review that Andrew Irwin, Safety Officer completed and after consultation with David Cox, Division Facility Manager, it will cost approximately \$118,120 (\$59,060 in material and \$59,060 in labor) with funds coming from the Maintenance Budget to bring Peerless Lake, Elizabeth, Dr. Mary Jackson, Calling Lake and Chipewyan Lake School grounds designated for playground equipment. This estimate does not include removal, repair or replacement.

CURRENT SITUATION: See attached.

STUDY OF THE

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Northland School Division No. 61**School Playground Assessment****October, 2014****Executive Summary**

Andrew Irwin, Division Safety Officer, inspected all the playgrounds in the division. Of the 23 inspected, none had issues that required immediate attention, or posed a major safety hazard to students. No playground was completely in compliance with the CSA Z614-14 standard for playgrounds.

However, there are five schools that have playgrounds that require work soon, to increase the level of safety. They are (in order of priority):

Peerless Lake	remove some pieces of playground equipment.
Elizabeth	remove the old wooden playground equipment.
Dr. Mary Jackson	remove the older equipment.
Calling Lake	the swings need repairs and remove older equipment.
Chipewyan Lake	move and repair the swings to a new location within the playground, to allow supervision by one teacher.

The above work could be done by NSD staff, or contracted out to community members, but will need to be supervised by NSD staff.

Further work could wait until the spring, allowing time for parent groups/community groups to organize and raise funds for further work.

The removal of the older equipment should be done prior to the work with the gravel and timber. The downside of the removal of the equipment is that there will be no equipment to replace it, and if there were plans to replace it, that should be done prior to the gravel/timbre work. The cost to remove the equipment has not been included in the costs below.

Costs:

Peerless Lake	Gravel 80 sq.m. @ \$90	\$ 7,200
	Timbres (including delivery)	2,000
	Labor (approx.)	<u>9,200</u>
	Sub-total Peerless Lake	\$ 18,400
Elizabeth	Gravel 121 sq.m. @ \$90	\$ 10,890
	Timbres (including delivery)	2,000
	Labor (approx.)	<u>12,890</u>
	Sub-total Elizabeth	\$ 25,780

Dr. Mary Jackson	Gravel 110 sq.m. @ \$90	\$ 9,900
	Timbres (including delivery)	3,000
	Labor (approx.)	<u>12,900</u>
	Sub-total Dr. Mary Jackson	\$ 25,800
Calling Lake	Gravel 143 sq.m. @ \$90	\$ 12,870
	Timbres (including delivery)	2,000
	Labor (approx.)	<u>14,870</u>
	Sub-total Calling Lake	\$ 29,740
Chipewyan Lake	Gravel 80 sq.m. @ \$90	\$ 7,200
	Timbres (including delivery)	2,000
	Labor (approx.)	<u>9,200</u>
	Sub-total Chipewyan Lake	\$ 18,400
Sub-total for top five priority playgrounds	Material	\$ 59,060
	Labour	<u>59,060</u>
	Total Cost of Project	\$118,120

All NSD School Playground Review

<u>Location</u>	<u>Needs</u>
ADCS	Pea gravel Lumber (to keep the pea gravel from spreading out) minor repairs.
Anzac	Pea gravel
Bill Woodward	No playground
Bishop Routhier	No repairs required
Calling Lake	Pea gravel or wood fibre Log border needs replacing with a compliant boundary for the surfacing. Remove older equipment Repair swings and install protective surfacing.
Chipewyan Lake	Pea gravel or wood fibre 6x6 lumber Move swings to a new location within the playground
Conklin	No repairs required
Elizabeth	Pea gravel or wood fibre for swings and older climbing bars. Remove the old wooden playground equipment
Father Perin	Playground needs drainage

Fort McKay	Pea gravel or wood fibre Landscaping (remove weeds/brush regrowth)
Gift Lake	No playground. Will need a playground for the new school.
Grouard	Pea gravel or wood fibre 6x6 lumber
Hillview	Pea gravel
J.F. Dion	Pea gravel or wood fibre. Some of the equipment must be moved to comply with clearance requirements in the CSA standard. 6x6 lumber
Kateri	Pea gravel or wood fibre
Little Buffalo	Pea gravel. Part of the playground has pea gravel, the older part has sand and mixed gravel which should be removed and replaced with clean pea gravel.
Mistassiniy	No playground
Paddle Prairie	Pea gravel or wood fibre
Peerless Lake	Pea gravel or wood fibre Remove some pieces of playground equipment
Pelican Mountain	Work has started on playground repairs and surfacing.
St. Theresa	Pea gravel or wood fibre
Susa Creek	Pea gravel to add to the level there.

ADDITIONAL NOTES:

J.F. Dion – there is a second playground outside the fence, owned by the community and used daily by the students. The community has indicated that it would upgrade that playground if NSD would share some of the costs. Several repairs should be done immediately in this playground.

J.F. Dion/Elizabeth – the playing fields are riddled with gopher holes. The gophers have to be dealt with, and the holes filled.

Any work should be after consultation with Andrew Irwin or Kent Rein, to ensure the CSA standard is followed. Surfacing material should be 12 inches deep, and there are requirements for clearance between various pieces of equipment.

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BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE
TRUDY RASMUSON, SECRETARY-TREASURER
WES OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION
<p>Northland is terminating the current Family School Employee Assistance Program with the Family Centre and will be switching services to the Employee and Family Assistance Program that will be offered through the Alberta School Board Employee Program.</p>

CURRENT SITUATION: NSD provides additional support for psychological, life balance, health and career counselling through the Family Centre's Family School Employee Assistance Program on a contract basis. Last year NSD paid approximately \$6600.

BACKGROUND: ASEBP will begin offering an Employee & Family Assistance Program (EFAP), on January 1, 2015 at no additional cost. This new program will be provided by Homewood Health Inc. All school jurisdictions, whether they currently offer EFAP or not, are welcome to enrol in this program. This will generate a savings of around \$6,000 per year for NSD.

Our current contract has a 90 days termination clause. Northland will complete an EFAP Enrolment form and return it to ASEBP via email by Friday, October 31, 2014, with an effective date of February 1, 2015.

Employee groups that have ASEBP Extended Disability Benefits (EDB) can be enrolled in the EFAP. Employees enrolled in EDB are eligible.

ASEBP will be providing an opportunity for employees not participating in EDB, such as those over 65 years of age, to enrol in the EFAP; however, ASEBP is still in the process of working out the details with Homewood Health. School jurisdictions would be responsible for covering the cost of offering EFAP to these employees should they wish to enrol them. Further information on this process will be communicated at a later date.

A Communication Plan will be developed with NSD's Communication Coordinator to inform Northland staff of the forthcoming changes. This will include distributing brochures and posters at schools as well as utilizing the weekly Communique.

OPTIONS:

Receive as information

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

ORIGINATOR: FINANCE, MAINTENANCE & TRANSPORTATION COMMITTEE
TRUDY RASMUSON, SECRETARY-TREASURER
WES OGINSKI, DIRECTOR OF HUMAN RESOURCES

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OPTIONS:

Receive as information

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: LIST OF ACRONYMS

That the Board of Trustees receive as information a list of acronyms, as attached.

BOARD OF DIRECTORS

DATE: 10/10/2012

BOARD OF DIRECTORS

MEMBERS OF THE BOARD

1. Mr. [Name]

2. Mr. [Name]



NORTHLAND SCHOOL DIVISION NO. 61 ACRONYMS

AANDC	Aboriginal Affairs and Northern Development Canada	
ACV	Aboriginal Content Validation	
AI	Alberta Infrastructure	
AISI	Alberta Initiative for School Improvement	
ARCQE	Alberta Research Consortium for Quality Education	
AERR	Annual Education Results Report	
AOTC	Assembly of Treaty Chiefs	
ASBA	Alberta School Boards Association	
ASEBP	Alberta School Employee Benefit Plan	
	EAS	Experience Adjustment System
	EDB	Extended Disability Benefits
	EDB-NS	EDB Non-Surcharge Pool
	EDB-S	EDB Surcharge Pool
	RITE	Retirement Incentive for Teachers and Employees
ASBOA	Association of School Business Officials of Alberta	
ASETS	Aboriginal Strategies Employment Training Services	
ATA	Alberta Teachers Association	
ATC	Athabasca Tribal Council	
CASS	College of Alberta School Superintendents	
CEFPI	Council of Facility Planners International	
CEP	Community Enhancement Program	
CEU	Credit Enrollment Unit	
CTS	Career and Technology Strand	
DDC	Direct Digital Control (Computerized heating and air handling controls)	
DLT	Division Leadership Team	
ERP	Enterprises Resource Planning Software	
EYE	Early Years Evaluation	
FMT	Finance Maintenance Transportation	
FNMI	First Nation Métis & Inuit	

HVAC	Heating Ventilation & Air Conditioning (Air Handling Units)
IMR	Infrastructure Maintenance Renewal Program
IT	Information Technology
KCEC	Kapaskwatinak Cultural Educational Centre
KKP	Kweskipta Kipimatsowin Program
KTC	Kee Tas Kee Now Tribal Council
LSBC	Local School Board Committee
MD	Municipal District
NLC	Northern Lakes College
NSD	Northland School Division No. 61
OH & S	Occupational Health and Safety
OPK	Oski Pasikoniwew Kamik
OSLI	Oil Sands Leadership Initiative
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Tests
PMR	Principal Monthly Report
PO&M	Plant Operations & Maintenance (Costs or revenues related to facility maintenance)
PSBA	Public School Boards Association
PTR	Pupil Teacher Ratio
PUF	Program Unit Funding
RAP	Registered Apprenticeship Program
RFP	Request for Proposal
RFQ	Request for Qualifications
RTU	Roof Top Unit
SCCM	System Center Configuration Manager
SLA	Student Learning Assessments
SWALE	Shallow-sided, sloped channels intended for the conveyance of surface runoff towards the nearest street, lane, or ditch
TLE	Treaty Land Entitlement
WWAH	When We Are Healthy

YAP	Youth Apprenticeship Program
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BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: OCTOBER 31, 2014

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PAYMENT OF ACCOUNTS

ORIGINATOR TRUDY RASMUSON, SECRETARY-TREASURER

<i>INFORMATION ITEM</i>
Attached is a list of accounts approved for payment in accordance with Board Motion 11329/82 and 11515/82 – 11517/82 inclusive.

Pay Period: September 27, 2014 – October 21, 2014

N O R T H L A N D S C H O O L D I V I S I O N

DATE 22-Oct-2014 07:44 AM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: 27-Sep-2014 TO END DATE: 21-Oct-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 27-Sep-2014 AND 21-Oct-2014						
0061000001	0001	0000292834	1610	FORT VERMILION SCHOOL DIVISION NO.52	02-Oct-14	16,563.40
0061ET0001	0001	*****	6899	DEBOER, MARIA	02-Oct-14	1,250.18
0061ET0002	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	02-Oct-14	8,638.52
0062000001	0001	0000292835	1539	AIRCO AIRCRAFT CHARTERS LTD.	03-Oct-14	4,394.42
0062000002	0001	0000292836	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	03-Oct-14	57.30
0062000003	0001	0000292837	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	03-Oct-14	2,557.00
0062000004	0001	0000292838	315	ALBERTA SCHOOL BOARDS ASSOCIATION	03-Oct-14	5,836.95
0062000005	0001	0000292839	353	ALBERTA TEACHERS ASSOCIATION	03-Oct-14	24,912.35
0062000006	0001	0000292840	10131	ALOOK, JOSEPHINE	03-Oct-14	311.70
0062000007	0001	0000292841	8507	ALTAGAS UTILITIES INC	03-Oct-14	612.85
0062000008	0001	0000292842	9351	BABEY, SUSAN	03-Oct-14	188.70
0062000009	0001	0000292843	1115	BELCOURT, GORDON	03-Oct-14	197.12
0062000010	0001	0000292844	8740	BEYOND 2000	03-Oct-14	214.98
0062000011	0001	0000292845	1267	BOX CARS & ONE EYED JACKS	03-Oct-14	735.75
0062000012	0001	0000292846	7647	CALLIOU, LISA	03-Oct-14	37.00
0062000013	0001	0000292847	4364	CARDINAL, LORRAINE	03-Oct-14	355.20
0062000014	0001	0000292848	8429	CARDINAL, LOUIE AUGUST	03-Oct-14	560.52
0062000015	0001	0000292849	9509	CARDINAL, VERONICA	03-Oct-14	76.50
0062000016	0001	0000292850	6749	CLASSROOM READY	03-Oct-14	241.50
0062000017	0001	0000292851	6287	COPPER BEECH	03-Oct-14	113.82
0062000018	0001	0000292852	4672	CORTECH	03-Oct-14	239.90
0062000019	0001	0000292853	6976	COURTOREILLE, KIM	03-Oct-14	717.60
0062000020	0001	0000292854	9316	CUNNINGHAM, CINDY	03-Oct-14	89.85
0062000021	0001	0000292855	7413	DAVID W.ELLIS, BOOKSELLER	03-Oct-14	1,855.00
0062000022	0001	0000292856	5287	DIRECT ENERGY REGULATED SERVICES	03-Oct-14	1,691.61
0062000023	0001	0000292857	8678	DT'S MAINTENANCE REPAIR & OVERHAUL	03-Oct-14	756.76
0062000024	0001	0000292858	5170	EAST PRAIRIE METIS SETTLEMENT	03-Oct-14	160.00
0062000025	0001	0000292859	18	EDMONTON PUBLIC SCHOOLS	03-Oct-14	11,185.74
0062000026	0001	0000292860	7540	EDUCATION LOGISTICS INC	03-Oct-14	1,568.87
0062000027	0001	0000292861	7238	EVERGREEN STATIONERS	03-Oct-14	599.16
0062000028	0001	0000292862	1609	GRANDE CACHE COMM HIGH SCHOOL	03-Oct-14	2,395.00
0062000029	0001	0000292863	3100	GUILD, ROBIN	03-Oct-14	702.60
0062000030	0001	0000292864	357	INDUSTRIAL-ALLIANCE	03-Oct-14	719.75
0062000031	0001	0000292865	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	03-Oct-14	384.30
0062000032	0001	0000292866	8297	L'HIRONDELLE, LANA	03-Oct-14	538.18
0062000033	0001	0000292867	10134	L'HIRONDELLE, SHIRLEY-ANN	03-Oct-14	700.00
0062000034	0001	0000292868	1846	LADEROUTE, DALE	03-Oct-14	197.12
0062000035	0001	0000292869	5719	LEPINE, ROBERT	03-Oct-14	114.23
0062000036	0001	0000292870	9381	LIZOTTE, DION	03-Oct-14	13.21
0062000037	0001	0000292871	355	LOCAL AUTHORITIES PENSION PLAN	03-Oct-14	139,528.64
0062000038	0001	0000292872	356	LONDON LIFE	03-Oct-14	4,263.04
0062000039	0001	0000292873	9184	MAX MECHANICAL	03-Oct-14	1,287.23
0062000040	0001	0000292874	6085	MUSIC IN MOTION	03-Oct-14	480.32
0062000041	0001	0000292875	2441	NATIVE REFLECTIONS	03-Oct-14	5,274.59
0062000042	0001	0000292876	30	NELSON EDUCATION LTD.	03-Oct-14	6,057.41
0062000043	0001	0000292877	455	PEACE RIVER HOME CENTRE INC.	03-Oct-14	1,583.28
0062000044	0001	0000292878	521	PEACE WAPITI SCHOOL DIVISION NO. 76	03-Oct-14	138.84
0062000045	0001	0000292879	2378	PEARSON CANADA INC T46254	03-Oct-14	1,369.62
0062000046	0001	0000292880	8509	PITNEY BOWES	03-Oct-14	87.88

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0062000047	0001	0000292881	276	PRESSE COMMERCE	03-Oct-14	403.36
0062000048	0001	0000292882	1403	PUROLATOR COURIER LTD.	03-Oct-14	17.98
0062000049	0001	0000292883	349	RECEIVER GENERAL FOR CANADA	03-Oct-14	525,106.28
0062000050	0001	0000292884	1714	RECEIVER GENERAL FOR CANADA	03-Oct-14	1,152.03
0062000051	0001	0000292885	9213	RGO OFFICE PRODUCTS EDMONTON LTD	03-Oct-14	155.47
0062000052	0001	0000292886	25	SCHOLAR'S CHOICE	03-Oct-14	176.34
0062000053	0001	0000292887	6054	SCHOOL SPECIALTY CANADA	03-Oct-14	60.84
0062000054	0001	0000292888	6981	SHAW, HOWARD	03-Oct-14	197.12
0062000055	0001	0000292889	1017	SHAW, KENNETH RUSSELL	03-Oct-14	197.12
0062000056	0001	0000292890	6692	SILVERTIP ENTERPRISE LTD.	03-Oct-14	1,815.52
0062000057	0001	0000292891	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	03-Oct-14	220.40
0062000058	0001	0000292892	9457	STAPLES #332	03-Oct-14	512.40
0062000059	0001	0000292893	354	TEACHER'S RETIREMENT FUND	03-Oct-14	211,660.63
0062000060	0001	0000292894	8	TELUS COMMUNICATIONS INCORPORATED	03-Oct-14	13,781.25
0062000061	0001	0000292895	8039	THE NORTHERN STORES FINANCIAL SERVICES	03-Oct-14	1,025.05
0062000062	0001	0000292896	9384	THE PROMO STORE	03-Oct-14	150.74
0062000063	0001	0000292897	812	WASTE MANAGEMENT	03-Oct-14	525.00
0062000064	0001	0000292898	3808	WHITEHEAD, SHIRLEY	03-Oct-14	220.69
0062000065	0001	0000292899	79	XEROX CANADA LTD.	03-Oct-14	400.34
0062000066	0001	0000292900	1800	ZEE MEDICAL, INC.	03-Oct-14	1,376.10
0062ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	03-Oct-14	159,862.19
0062ET0002	0001	*****	8745	ANDERSON, JAMES	03-Oct-14	700.00
0062ET0003	0001	*****	3803	ANDERSON, JENNIFER	03-Oct-14	700.00
0062ET0004	0001	*****	10132	ANDERSON, PAMELA	03-Oct-14	2,100.00
0062ET0005	0001	*****	10087	BEST, ROSALIND	03-Oct-14	261.59
0062ET0006	0001	*****	9278	CARDINAL, GLORIA	03-Oct-14	820.42
0062ET0007	0001	*****	9407	CARDINAL, KENDRICK	03-Oct-14	825.00
0062ET0008	0001	*****	9329	CERETZKE, KERRI	03-Oct-14	635.33
0062ET0009	0001	*****	1758	CONKLIN SCHOOL STUDENTS UNION	03-Oct-14	1,100.00
0062ET0010	0001	*****	7811	DEGIACOMO, SARAH	03-Oct-14	152.49
0062ET0011	0001	*****	9303	ETHIER, SEAN	03-Oct-14	251.97
0062ET0012	0001	*****	10060	GRANT, SUSAN	03-Oct-14	395.50
0062ET0013	0001	*****	27	HALFORDS	03-Oct-14	6,872.72
0062ET0014	0001	*****	EM10814	HORON, RICK	03-Oct-14	600.00
0062ET0015	0001	*****	7181	JONES, SUSANNE	03-Oct-14	22.45
0062ET0016	0001	*****	9377	LABOUCANE, CYNTHIA	03-Oct-14	700.00
0062ET0017	0001	*****	9095	LADEROUTE, RANDI	03-Oct-14	700.00
0062ET0018	0001	*****	7875	MARSHALL, PAULINE	03-Oct-14	700.00
0062ET0019	0001	*****	10135	MCLEAN, DARLENE	03-Oct-14	700.00
0062ET0020	0001	*****	3364	MILLENIUM CABINS INC.	03-Oct-14	1,969.66
0062ET0021	0001	*****	358	NORTHLAND PRINCIPAL'S ASSOCIATION	03-Oct-14	1,400.00
0062ET0022	0001	*****	3088	O'CONNOR, DANIELLE	03-Oct-14	40.40
0062ET0023	0001	*****	EM10185	RITCEY, STEPHANIE	03-Oct-14	450.05
0062ET0024	0001	*****	162	ST. THERESA SCHOOL	03-Oct-14	230.99
0062ET0025	0001	*****	783	SUTHERLAND, KYLA	03-Oct-14	700.00
0062ET0026	0001	*****	9134	WALTY, CURTIS	03-Oct-14	438.00
0062ET0027	0001	*****	751	WESCLEAN - (EDM)	03-Oct-14	430.10
0063000001	0001	0000292901	6323	CAN-WEST CORPORATE AIR CHARTERS	09-Oct-14	506.10
0063000002	0001	0000292902	402	CANADA BREAD WEST (MCGAVINS) #4065	09-Oct-14	51.00
0063000003	0001	0000292903	595	E & M FOODS LTD.	09-Oct-14	7.47
0063000004	0001	0000292904	2277	REVENUE CANADA	09-Oct-14	14,531.36

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0063000005	0001	0000292905	8951	STANDARD LIFE	09-Oct-14	1,217.08
0063ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	09-Oct-14	9,651.98
0063ET0002	0001	*****	5067	DESJARLAIS, GLADYS	09-Oct-14	37.74
0063ET0003	0001	*****	8744	GFS PRAIRIES INC	09-Oct-14	20,633.08
0063ET0004	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	09-Oct-14	19,370.76
0064000001	0001	0000292906	5004	1176976 ALBERTA LTD.	10-Oct-14	35.07
0064000002	0001	0000292907	10143	1832648 ALBERTA LTD	10-Oct-14	819.97
0064000003	0001	0000292908	8568	ACSI CONNECT	10-Oct-14	1,575.00
0064000004	0001	0000292909	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	10-Oct-14	7,925.99
0064000005	0001	0000292910	170	ALBERTA NATIVE NEWS	10-Oct-14	57.75
0064000006	0001	0000292911	8679	ALL-PRO TRUCK & TRAILER REPAIR	10-Oct-14	4,039.91
0064000007	0001	0000292912	6160	ANDERSON, GLEN	10-Oct-14	37.00
0064000008	0001	0000292913	4942	ASENIWUCHE WINEWACK NATION	10-Oct-14	1,150.00
0064000009	0001	0000292914	8357	ASSOCIATED COMMUNICATIONS	10-Oct-14	2,003.33
0064000010	0001	0000292915	1807	ASSUMPTION JUNIOR/SENIOR HIGH SCHOOL	10-Oct-14	220.00
0064000011	0001	0000292916	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	10-Oct-14	308.08
0064000012	0001	0000292917	5690	AUGER, LAURA	10-Oct-14	124.44
0064000013	0001	0000292918	454	BARTLE & GIBSON - PR	10-Oct-14	581.35
0064000014	0001	0000292919	7718	BE RESCUED TOWING AND HAULING	10-Oct-14	1,512.00
0064000015	0001	0000292920	8740	BEYOND 2000	10-Oct-14	114.89
0064000016	0001	0000292921	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	10-Oct-14	578.55
0064000017	0001	0000292922	346	CANADA WIDE	10-Oct-14	4,938.15
0064000018	0001	0000292923	8749	CARDINAL, TRALLINA	10-Oct-14	277.20
0064000019	0001	0000292924	7078	CHRISTENSEN, NICKY	10-Oct-14	67.32
0064000020	0001	0000292925	1394	CHRISTIAN, DORIS	10-Oct-14	37.00
0064000021	0001	0000292926	4831	COURTOREILLE, JACQUELINE S.V.	10-Oct-14	135.00
0064000022	0001	0000292927	10041	COYOTE VAC SERVICES INC	10-Oct-14	480.00
0064000023	0001	0000292928	10146	CUNNINGHAM, KERENA	10-Oct-14	100.00
0064000024	0001	0000292929	8964	CYBERA INC.	10-Oct-14	603.75
0064000025	0001	0000292930	10137	DAVID W ELLIS, BOOKSELLER	10-Oct-14	1,785.00
0064000026	0001	0000292931	1503	DAVIDSON, BEATRICE ANN	10-Oct-14	551.82
0064000027	0001	0000292932	3338	DELL CANADA INC.	10-Oct-14	43,473.70
0064000028	0001	0000292933	5287	DIRECT ENERGY REGULATED SERVICES	10-Oct-14	4,792.10
0064000029	0001	0000292934	18	EDMONTON PUBLIC SCHOOLS	10-Oct-14	3,215.32
0064000030	0001	0000292935	3252	EPCOR ENERGY SERVICES (ALBERTA) INC.	10-Oct-14	287.94
0064000031	0001	0000292936	813	ESSO TASTY EXPRESS	10-Oct-14	48.20
0064000032	0001	0000292937	6538	FLAG OUTLET LTD.	10-Oct-14	159.27
0064000033	0001	0000292938	3782	GAUTHIER, MELVIN	10-Oct-14	75.00
0064000034	0001	0000292939	2139	GIFT LAKE DEVELOPMENT CORPORATIION	10-Oct-14	2,110.44
0064000035	0001	0000292940	302	GLADUE, VICTOR	10-Oct-14	75.00
0064000036	0001	0000292941	699	GREYHOUND COURIER EXPRESS	10-Oct-14	45.67
0064000037	0001	0000292942	9396	HALCROW, DARCY	10-Oct-14	135.00
0064000038	0001	0000292943	9499	HEARTZAP SERVICES INC.	10-Oct-14	12,038.56
0064000039	0001	0000292944	2583	HEAVY EQUIPMENT REPAIR	10-Oct-14	3,332.73
0064000040	0001	0000292945	75	HOLTBY HOLDINGS LTD	10-Oct-14	40.23
0064000041	0001	0000292946	7069	HOULE, ROSE MARY	10-Oct-14	75.00
0064000042	0001	0000292947	5578	HUNTER MOTORS LTD.	10-Oct-14	68.20
0064000043	0001	0000292948	730	JELLETT, CHRISTINE	10-Oct-14	458.76
0064000044	0001	0000292949	5859	KIVA GROUP CORP.	10-Oct-14	762.30
0064000045	0001	0000292950	3354	LADEROUTE, JOYCE	10-Oct-14	172.44
0064000046	0001	0000292951	3807	LAMOUCHE, JESSE	10-Oct-14	135.00

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0064000047	0001	0000292952	425	MACDOUGALL, SUSAN	10-Oct-14	200.00
0064000048	0001	0000292953	10142	MAGGIE'S CATERING	10-Oct-14	560.00
0064000049	0001	0000292954	111	MCGRAW-HILL RYERSON LIMITED	10-Oct-14	2,241.49
0064000050	0001	0000292955	347	MCMURRAY AVIATION	10-Oct-14	143.80
0064000051	0001	0000292956	8472	MOHAWK CANADA LIMITED	10-Oct-14	40.00
0064000052	0001	0000292957	373	NORTH EAST GAS CO-OP	10-Oct-14	39.26
0064000053	0001	0000292958	6234	NORTHERN ELEMENTS FURNITURE	10-Oct-14	345.45
0064000054	0001	0000292959	5157	NOSKEY, NORMA	10-Oct-14	300.00
0064000055	0001	0000292960	10147	NOSKEY, PAT	10-Oct-14	134.99
0064000056	0001	0000292961	10136	PACIFIC EDUCATIONAL PRESS - MATH WORKS	10-Oct-14	1,375.83
0064000057	0001	0000292962	1363	PADDLE PRAIRIE METIS SETTLEMENT	10-Oct-14	3,838.80
0064000058	0001	0000292963	1263	PEACE COUNTRY CO-OP	10-Oct-14	9.18
0064000059	0001	0000292964	1471	PEACE RIVER FORD SALES INC	10-Oct-14	1,313.54
0064000060	0001	0000292965	455	PEACE RIVER HOME CENTRE INC.	10-Oct-14	1,378.78
0064000061	0001	0000292966	2378	PEARSON CANADA INC T46254	10-Oct-14	490.59
0064000062	0001	0000292967	9462	PHASAR ELECTRIC LTD.	10-Oct-14	3,822.17
0064000063	0001	0000292968	10076	PRAIRIE DISPOSAL LTD.	10-Oct-14	183.17
0064000064	0001	0000292969	9371	PRAXAIR DISTRIBUTION	10-Oct-14	49.39
0064000065	0001	0000292970	8529	PRINTER WORLD INTERNATIONAL INC	10-Oct-14	1,925.70
0064000066	0001	0000292971	4587	RECOVERY AUTOMOTIVE	10-Oct-14	4,620.90
0064000067	0001	0000292972	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	10-Oct-14	130.49
0064000068	0001	0000292973	7668	REGISTRATIONS ARE US	10-Oct-14	53.55
0064000069	0001	0000292974	9213	RGD OFFICE PRODUCTS EDMONTON LTD	10-Oct-14	453.60
0064000070	0001	0000292975	10005	RICOH CANADA INC	10-Oct-14	3,085.78
0064000071	0001	0000292976	6739	SAWRIDGE INN - PEACE RIVER	10-Oct-14	357.52
0064000072	0001	0000292977	74	SCHOLASTIC CANADA LIMITED	10-Oct-14	1,417.53
0064000073	0001	0000292978	6054	SCHOOL SPECIALTY CANADA	10-Oct-14	661.12
0064000074	0001	0000292979	3242	SINCLAIR, AGNES	10-Oct-14	37.00
0064000075	0001	0000292980	7909	SOCAN	10-Oct-14	700.09
0064000076	0001	0000292981	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	10-Oct-14	73.76
0064000077	0001	0000292982	2325	STAPLES #145	10-Oct-14	360.26
0064000078	0001	0000292983	157	STAPLES #80	10-Oct-14	52.50
0064000079	0001	0000292984	102	TELUS MOBILITY INCORPORATED	10-Oct-14	5,234.28
0064000080	0001	0000292985	7734	THE LUBE SHOP	10-Oct-14	264.73
0064000081	0001	0000292986	6094	THE NORTH WEST COMPANY	10-Oct-14	1,190.74
0064000082	0001	0000292987	8039	THE NORTHERN STORES FINANCIAL SERVICES	10-Oct-14	837.27
0064000083	0001	0000292988	1813	TOTAL FLOORING	10-Oct-14	203.70
0064000084	0001	0000292989	3344	TULLOCH, BRENDA	10-Oct-14	277.20
0064000085	0001	0000292990	1891	U.S. BANCORP CANADA CO.	10-Oct-14	119,000.55
0064000086	0001	0000292991	1843	WABASCA HOME HARDWARE	10-Oct-14	1,604.06
0064000087	0001	0000292992	10133	WABASCA RESCUE	10-Oct-14	210.00
0064000088	0001	0000292993	812	WASTE MANAGEMENT	10-Oct-14	1,482.10
0064000089	0001	0000292994	8734	WILTER AUTO & IND SUPPLY	10-Oct-14	29.76
0064000090	0001	0000292995	10150	WINMAR	10-Oct-14	111,559.86
0064000091	0001	0000292996	79	XEROX CANADA LTD.	10-Oct-14	4,598.59
0064ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	10-Oct-14	60.00
0064ET0002	0001	*****	7693	ANDERSON BUSING	10-Oct-14	700.00
0064ET0003	0001	*****	8745	ANDERSON, JAMES	10-Oct-14	1,400.00
0064ET0004	0001	*****	9306	ANDERSON, JAY	10-Oct-14	700.00
0064ET0005	0001	*****	10114	AUGER, SAMANTHA	10-Oct-14	700.00
0064ET0006	0001	*****	5882	AXIA SUPERNET LTD.	10-Oct-14	26,240.15

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0064ET0007	0001	*****	8471	BEAUVAIS, MELISA	10-Oct-14	270.00
0064ET0008	0001	*****	6969	CDW CANADA INC.	10-Oct-14	9,296.28
0064ET0009	0001	*****	3	CHERNIPESKI, RANDY	10-Oct-14	5,879.92
0064ET0010	0001	*****	776	CHRISTENSEN BUSING	10-Oct-14	1,800.00
0064ET0011	0001	*****	2994	DESJARLAIS BUSES	10-Oct-14	3,000.00
0064ET0012	0001	*****	10151	FLETT, SHAWNA	10-Oct-14	700.00
0064ET0013	0001	*****	10144	FOURNIER, DONNA	10-Oct-14	1,400.00
0064ET0014	0001	*****	6457	GAUCHIER, TEASA	10-Oct-14	256.61
0064ET0015	0001	*****	EM11136	GEISSER-SMITH, CARMEN	10-Oct-14	577.72
0064ET0016	0001	*****	279	GIFT LAKE SCHOOL FUND	10-Oct-14	281.24
0064ET0017	0001	*****	5023	GLADUE, DOREEN	10-Oct-14	26.83
0064ET0018	0001	*****	7297	HAROLDSON, LEE	10-Oct-14	266.67
0064ET0019	0001	*****	9378	HERMAN, MICHELLE	10-Oct-14	700.00
0064ET0020	0001	*****	EM10814	HORON, RICK	10-Oct-14	293.34
0064ET0021	0001	*****	620	HOULE, JUNE	10-Oct-14	252.96
0064ET0022	0001	*****	9480	J.H. HUNTER (JEFFERY HUNTER)	10-Oct-14	7,949.00
0064ET0023	0001	*****	7181	JONES, SUSANNE	10-Oct-14	298.67
0064ET0024	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	10-Oct-14	1,875.00
0064ET0025	0001	*****	8071	KOKORA, KOFFI	10-Oct-14	325.00
0064ET0026	0001	*****	10148	LADERROUTE, KRISTEL	10-Oct-14	101.33
0064ET0027	0001	*****	410	LITTLE BUFFALO SCHOOL	10-Oct-14	1,260.56
0064ET0028	0001	*****	3364	MILLENIUM CABINS INC.	10-Oct-14	1,491.01
0064ET0029	0001	*****	30	NELSON EDUCATION LTD.	10-Oct-14	4,529.82
0064ET0030	0001	*****	4884	NOSKEY BUS LINES	10-Oct-14	1,400.00
0064ET0031	0001	*****	2461	ORR, CHARLES	10-Oct-14	700.00
0064ET0032	0001	*****	551	PARKER, BRYAN	10-Oct-14	483.72
0064ET0033	0001	*****	EM11200	PARKER, RAY	10-Oct-14	385.00
0064ET0034	0001	*****	292	REIN, KENT	10-Oct-14	360.00
0064ET0035	0001	*****	4932	SHAW, ANN	10-Oct-14	26.25
0064ET0036	0001	*****	8378	SUN MEDIA	10-Oct-14	681.41
0064ET0037	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	10-Oct-14	33.60
0064ET0038	0001	*****	EM12430	VOGEL, KATHY	10-Oct-14	77.11
0064ET0039	0001	*****	600	WARD, ELAINE	10-Oct-14	67.32
0064ET0040	0001	*****	751	WESCLEAN - (EDM)	10-Oct-14	6,288.10
0064ET0041	0001	*****	9451	WRITE WAY COMMUNICATIONS	10-Oct-14	5,000.00
0065000001	0001	0000292997	693	FRESNO BROS. (HP)	16-Oct-14	80.91
0065000002	0001	0000292998	347	MCMURRAY AVIATION	16-Oct-14	681.45
0065000003	0001	0000292999	6094	THE NORTH WEST COMPANY	16-Oct-14	11.96
0065ET0001	0001	*****	8744	GFS PRAIRIES INC	16-Oct-14	9,959.32
0065ET0002	0001	*****	8814	POWDER, FLORA	16-Oct-14	34.96
0065ET0003	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	16-Oct-14	23,513.64
0066000001	0001	0000293000	6907	ACCORD ANSWERING SERVICE	17-Oct-14	315.00
0066000002	0001	0000293001	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	17-Oct-14	459.37
0066000003	0001	0000293002	447	ALL WEST GLASS - PR	17-Oct-14	98.20
0066000004	0001	0000293003	8507	ALTAGAS UTILITIES INC	17-Oct-14	62.30
0066000005	0001	0000293004	3805	ANDERSON, SHARON	17-Oct-14	358.74
0066000006	0001	0000293005	8015	ANDREWS, MADELINE	17-Oct-14	37.00
0066000007	0001	0000293006	9287	ARMSTRONG'S COMMUNICATION LTD	17-Oct-14	428.24
0066000008	0001	0000293007	1807	ASSUMPTION JUNIOR/SENIOR HIGH SCHOOL	17-Oct-14	3,260.00
0066000009	0001	0000293008	8417	AUGER, KEVIN S.	17-Oct-14	52.00
0066000010	0001	0000293009	10153	AULOTTE, MABEL	17-Oct-14	108.00

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0066000011	0001	0000293010	1289	B.G.E. SERVICE & SUPPLY LTD	17-Oct-14	891.45
0066000012	0001	0000293011	1192	BADGER, JOE	17-Oct-14	250.00
0066000013	0001	0000293012	454	BARTLE & GIBSON - PR	17-Oct-14	611.29
0066000014	0001	0000293013	6682	BIGSTONE STORE LTD.	17-Oct-14	216.87
0066000015	0001	0000293014	1678	CANADIAN TIRE - PR	17-Oct-14	451.48
0066000016	0001	0000293015	6065	CARDINAL, ESTHER	17-Oct-14	24.00
0066000017	0001	0000293016	6832	CARDINAL, MONICA	17-Oct-14	123.75
0066000018	0001	0000293017	8087	CARDINAL, SOPHIE	17-Oct-14	25.00
0066000019	0001	0000293018	9506	CCI WIRELESS	17-Oct-14	79.29
0066000020	0001	0000293019	224	CHARLIE'S SECURITY	17-Oct-14	14.70
0066000021	0001	0000293020	9022	CLOUTIER, AUDREY	17-Oct-14	185.34
0066000022	0001	0000293021	4514	COURTOREILLE, APRIL	17-Oct-14	223.06
0066000023	0001	0000293022	8567	CUNNINGHAM, KERRY	17-Oct-14	200.00
0066000024	0001	0000293023	6219	D' LUGOS, JOANNE	17-Oct-14	126.21
0066000025	0001	0000293024	5287	DIRECT ENERGY REGULATED SERVICES	17-Oct-14	1,105.52
0066000026	0001	0000293025	10138	DRIP DROP SOLUTIONS	17-Oct-14	4,725.00
0066000027	0001	0000293026	10154	DUROCHER, EDGAR	17-Oct-14	88.80
0066000028	0001	0000293027	10139	EAGLE ELECTRICAL & CONTROLS LTD	17-Oct-14	91.35
0066000029	0001	0000293028	10155	FAYANT, KIMBERLY	17-Oct-14	263.25
0066000030	0001	0000293029	9085	FEDDEMA, JAEDA	17-Oct-14	127.13
0066000031	0001	0000293030	3618	FEHR BUILDING MATERIALS LTD	17-Oct-14	1,235.24
0066000032	0001	0000293031	10158	FLEETCOR CANADA MASTERCARD	17-Oct-14	20.00
0066000033	0001	0000293032	7235	FLETT, DOUG	17-Oct-14	37.00
0066000034	0001	0000293033	529	FRESON BROS.	17-Oct-14	389.70
0066000035	0001	0000293034	693	FRESON BROS. (HP)	17-Oct-14	169.76
0066000036	0001	0000293035	716	G.P. FIRE EXTINGUISHER	17-Oct-14	207.90
0066000037	0001	0000293036	10040	GFL ENVIRONMENTAL SOLID WASTE INC	17-Oct-14	100.29
0066000038	0001	0000293037	2139	GIFT LAKE DEVELOPMENT CORPORATIION	17-Oct-14	2,788.93
0066000039	0001	0000293038	2936	GREENING, CHARLES	17-Oct-14	700.20
0066000040	0001	0000293039	4684	GRIMSHAW GRAVEL SALES LTD	17-Oct-14	2,600.43
0066000041	0001	0000293040	2583	HEAVY EQUIPMENT REPAIR	17-Oct-14	163.37
0066000042	0001	0000293041	1258	HOLLYHOCKS & HONEYSUCKLE	17-Oct-14	71.40
0066000043	0001	0000293042	3864	JACKNIFE TIMBER LTD.	17-Oct-14	4,337.55
0066000044	0001	0000293043	8704	JO KAT STORE & PUMPS	17-Oct-14	987.21
0066000045	0001	0000293044	10156	JOHNSON, DENA	17-Oct-14	103.20
0066000046	0001	0000293045	5686	JOHNSON, GLADYS	17-Oct-14	15.11
0066000047	0001	0000293046	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	17-Oct-14	272.48
0066000048	0001	0000293047	5826	L&P DISPOSALS	17-Oct-14	853.23
0066000049	0001	0000293048	5926	LAC LA BICHE TRANSPORT LTD	17-Oct-14	406.38
0066000050	0001	0000293049	10157	LAJIMODIERE, RUBY	17-Oct-14	54.00
0066000051	0001	0000293050	1170	LAKELAND FIRE & SAFETY SUPPLY(1990) LTD.	17-Oct-14	4,686.42
0066000052	0001	0000293051	5741	LEARNING NETWORK EDUCATIONAL SERVICES	17-Oct-14	90.00
0066000053	0001	0000293052	9184	MAX MECHANICAL	17-Oct-14	344.70
0066000054	0001	0000293053	5202	MICHEL'S SUPER A FOODS	17-Oct-14	255.12
0066000055	0001	0000293054	8717	MODSPACE	17-Oct-14	15,719.55
0066000056	0001	0000293055	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	17-Oct-14	5,215.60
0066000057	0001	0000293056	1135	NATIVE JOURNAL	17-Oct-14	181.51
0066000058	0001	0000293057	248	NORTH PEACE GAS CO-OP	17-Oct-14	548.30
0066000059	0001	0000293058	3694	NORTH STAR ELECTRIC LTD.	17-Oct-14	1,358.85
0066000060	0001	0000293059	4652	NORTHERN DIGITAL SERVICES	17-Oct-14	2,436.00
0066000061	0001	0000293060	3373	PARKLAND INDUSTRIES LTD	17-Oct-14	16,447.21

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0066000062	0001	0000293061	1263	PEACE COUNTRY CO-OP	17-Oct-14	847.70
0066000063	0001	0000293062	7536	PEACE RIVER BROADCASTING CORP. LTD	17-Oct-14	362.88
0066000064	0001	0000293063	455	PEACE RIVER HOME CENTRE INC.	17-Oct-14	2,116.39
0066000065	0001	0000293064	5651	PELICAN AUTO & SAFETY SUPPLY	17-Oct-14	344.73
0066000066	0001	0000293065	9462	PHASAR ELECTRIC LTD.	17-Oct-14	2,913.08
0066000067	0001	0000293066	1789	PHONECO INC.	17-Oct-14	9.45
0066000068	0001	0000293067	457	POPS HARDWARE & BUILDING CENTRE INC	17-Oct-14	1,298.52
0066000069	0001	0000293068	9272	POSITIVE BEHAVIOR SUPPORT, INC	17-Oct-14	3,788.06
0066000070	0001	0000293069	249	PRAIRIE RIVER GAS CO-OP	17-Oct-14	3,046.04
0066000071	0001	0000293070	7057	PRATT, JOANNE	17-Oct-14	74.69
0066000072	0001	0000293071	2517	PROSERVE CLEANING & RESTORATION SERVICES	17-Oct-14	945.00
0066000073	0001	0000293072	1403	PURULATOR COURIER LTD.	17-Oct-14	38.38
0066000074	0001	0000293073	349	RECEIVER GENERAL FOR CANADA	17-Oct-14	117,567.00
0066000075	0001	0000293074	4587	RECOVERY AUTOMOTIVE	17-Oct-14	615.07
0066000076	0001	0000293075	10140	RICK'S PLUMBING, HTG & GAS	17-Oct-14	252.00
0066000077	0001	0000293076	10005	RICOH CANADA INC	17-Oct-14	1,713.22
0066000078	0001	0000293077	2409	RIMAR HOLDINGS LTD	17-Oct-14	70.51
0066000079	0001	0000293078	450	ROGER'S LOCK LIMITED	17-Oct-14	235.62
0066000080	0001	0000293079	10141	RON'S GASFITTING AND PLUMBING	17-Oct-14	1,276.80
0066000081	0001	0000293080	5951	RONA HOME CENTRE #245	17-Oct-14	335.34
0066000082	0001	0000293081	4734	S.L.FORD SALES LTD.	17-Oct-14	2,249.94
0066000083	0001	0000293082	6739	SAWRIDGE INN - PEACE RIVER	17-Oct-14	346.62
0066000084	0001	0000293083	74	SCHOLASTIC CANADA LIMITED	17-Oct-14	2,425.42
0066000085	0001	0000293084	3466	SHAJACHAN HOLDINGS LTD	17-Oct-14	204.05
0066000086	0001	0000293085	805	SMITH, TAMMY	17-Oct-14	105.27
0066000087	0001	0000293086	605	SOUTH PEACE NEWS	17-Oct-14	232.85
0066000088	0001	0000293087	9276	SRB EDUCATION SOLUTIONS	17-Oct-14	42,114.77
0066000089	0001	0000293088	8496	SUNCOR ENERGY PRODUCTS PARTNERSHIP	17-Oct-14	1,247.04
0066000090	0001	0000293089	8873	SUTHERLAND, HERMAN SR	17-Oct-14	1,000.00
0066000091	0001	0000293090	2809	THE FEVER	17-Oct-14	99.29
0066000092	0001	0000293091	7734	THE LUBE SHOP	17-Oct-14	129.03
0066000093	0001	0000293092	8039	THE NORTHERN STORES FINANCIAL SERVICES	17-Oct-14	320.10
0066000094	0001	0000293093	9384	THE PROMO STORE	17-Oct-14	99.65
0066000095	0001	0000293094	203	TIMBERLAND BUILDING SUPPLIES	17-Oct-14	50.57
0066000096	0001	0000293095	6339	VAN TAMELEN, DAVID	17-Oct-14	5,401.37
0066000097	0001	0000293096	4067	VENTURE BUILDING SUPPLIES INC.	17-Oct-14	815.02
0066000098	0001	0000293097	1843	WABASCA HOME HARDWARE	17-Oct-14	388.07
0066000099	0001	0000293098	5382	WHITECAP MOTORS	17-Oct-14	283.14
0066000100	0001	0000293099	8630	WOLSELEY MECHANICAL GROUP	17-Oct-14	218.56
0066000101	0001	0000293100	79	XEROX CANADA LTD.	17-Oct-14	2,660.03
0066000102	0001	0000293101	5480	XPLORNET SATELLITE	17-Oct-14	157.49
0066ET0001	0001	*****	7777	ALEXANDER, BRIAN	17-Oct-14	1,051.22
0066ET0002	0001	*****	EM11080	ALOOK, MAGGIE	17-Oct-14	100.00
0066ET0003	0001	*****	7908	ANDERSON, PATRICIA DOREEN	17-Oct-14	700.00
0066ET0004	0001	*****	9030	BARCA, BEVERLEY	17-Oct-14	228.76
0066ET0005	0001	*****	8304	BARRETT, DONNA	17-Oct-14	76.50
0066ET0006	0001	*****	10087	BEST, ROSALIND	17-Oct-14	176.55
0066ET0007	0001	*****	10107	BILYEA, JACKIE	17-Oct-14	37.00
0066ET0008	0001	*****	9370	BRUSTER P.H.C.LTD.	17-Oct-14	38,688.37
0066ET0009	0001	*****	9407	CARDINAL, KENDRICK	17-Oct-14	875.00
0066ET0010	0001	*****	EM11666	CHABOT, CARMEN M.	17-Oct-14	26.18

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0066ET0011	0001	*****	2680	CHARTRAND, SUE	17-Oct-14	76.70
0066ET0012	0001	*****	8068	DESKTOP OFFICE SOLUTIONS	17-Oct-14	1,260.00
0066ET0013	0001	*****	EM10719	DEWAR, BRIAN	17-Oct-14	346.20
0066ET0014	0001	*****	2710	DR. MARY JACKSON SCHOOL FUND RAISERS	17-Oct-14	1,000.00
0066ET0015	0001	*****	9303	ETHIER, SEAN	17-Oct-14	439.40
0066ET0016	0001	*****	9314	HARFORD, BREANNA L	17-Oct-14	159.35
0066ET0017	0001	*****	10152	LADEROUTE, DAPHNE	17-Oct-14	700.00
0066ET0018	0001	*****	410	LITTLE BUFFALO SCHOOL	17-Oct-14	673.00
0066ET0019	0001	*****	10008	MANITOULIN	17-Oct-14	91.13
0066ET0020	0001	*****	3364	MILLENIUM CABINS INC.	17-Oct-14	818.16
0066ET0021	0001	*****	1431	MISTASSINIY SCHOOL	17-Oct-14	2,213.70
0066ET0022	0001	*****	9299	MORRIS, PATRICK	17-Oct-14	58.09
0066ET0023	0001	*****	30	NELSON EDUCATION LTD.	17-Oct-14	2,237.24
0066ET0024	0001	*****	3566	PETLEY-JONES, GEOFFREY	17-Oct-14	37.10
0066ET0025	0001	*****	3820	SAWAN, RANDALL	17-Oct-14	37.00
0066ET0026	0001	*****	8378	SUN MEDIA	17-Oct-14	945.49
0066ET0027	0001	*****	10000	SUPERIOR PROPANE	17-Oct-14	18,200.93
0066ET0028	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	17-Oct-14	314.43
0066ET0029	0001	*****	EM10878	TESSIER, DONALD	17-Oct-14	545.00
0066ET0030	0001	*****	8503	THE CAT RENTAL STORE (EDM)	17-Oct-14	106.08
0066ET0031	0001	*****	EM11720	THOMAS, DAFYDD	17-Oct-14	576.13
0066ET0032	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	17-Oct-14	412.71
0066ET0033	0001	*****	9134	WALTY, CURTIS	17-Oct-14	85.00
0066ET0034	0001	*****	751	WESCLEAN - (EDM)	17-Oct-14	4,212.97
0067000001	0001	0000293102	8429	CARDINAL, LOUIE AUGUST	21-Oct-14	679.98
0067000002	0001	0000293103	6976	COURTOREILLE, KIM	21-Oct-14	220.00
0067000003	0001	0000293104	3100	GUILD, ROBIN	21-Oct-14	220.00
0067000004	0001	0000293105	1017	SHAW, KENNETH RUSSELL	21-Oct-14	601.44
TOTALS FOR BANK - 0001						2,117,765.50
TOTAL NUMBER OF CHEQUES						383
TOTAL NUMBER OF CHEQUES WITH MICR						272
GRAND TOTAL						2,117,765.50
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,117,765.50
GRAND TOTAL NUMBER OF CHEQUES						383
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						272

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR