



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 15 – 03

AGENDA

Time: 7:00 p.m February 27, 2015, 9:00 a.m. February 28, 2015
 Location: Divisional Office, Peace River

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A. CALL TO ORDER

1. Opening Prayer

B. GENERAL BUSINESS

1. Approval of Agenda
2. Adopt Minutes
 - 2.1 January 30, 20155
 - 2.2 February 23, 2015 Special Meeting13

C. PRESENTATIONS

- 7:15 p.m. Attendance Implementation Plan Update (Don Tessier, Associate Superintendent)..15
 8:00 p.m. South Slave Professional Development Debrief (Donna Barrett, Superintendent/
 Delores Pruden, Director of FNMI Education/ Gail Sajo, Literacy Coordinator35

D. RECESS

E. ACTION ITEMS

1. Recommended Items

- 1.1 Education Quarterly Report37
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- 5.5 Covering Motion, Annual Education Results Report/Annual Plan
- 5.6 Covering Motion, Organizational Plans
- 5.7 LSBC Meeting Minutes



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G. IN-CAMERA SESSION

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I. CLOSING PRAYER

J. ADJOURNMENT

**MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD
OF TRUSTEES REGULAR MEETING ON JANUARY 30 & 31, 2015 AT
THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.**

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	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		
✓	Terry Lynn Cook	• Pedagogical Supervisor
✓	Dwight Gladue	• Little Buffalo, Board Chair
✓	Roseanna Gladue	• Community Member

CALL TO ORDER

Colin Kelly Official Trustee called the meeting to order at 5:46 p.m.

OPENING PRAYER

Louie Cardinal, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for supper at 5:47 p.m.
The meeting reconvened at 6:23 p.m.

ADOPT AGENDA

23755/15 Colin Kelly Official Trustee moved that the Board of Trustees adopt the agenda as presented.

CARRIED

MINUTES –
NOVEMBER 21,
2014
NOVEMBER 26,
2014
DECEMBER 8,
2014

23756/15 Colin Kelly Official Trustee moved that the Board of Trustees approve the minutes as amended:

November 21, 2014 – Regular Meeting
Add: Staff to motion 23731/14
November 26, 2014 – Special Meeting
Change: 11:02 p.m. to 11:02 a.m.
December 8, 2014 – Special Meeting
Add: Other Bids Received to motion 23753/14

CARRIED

PRESENTATION
TERRY LYNN
COOK,
PEDAGOGICAL
SUPERVISOR,
HIGH SCHOOL
REDESIGN

Terry Lynn Cook, Pedagogical Supervisor presented information on the High School Redesign Program to the Board.

RECESS

The meeting recessed at 8:25 p.m.
The meeting reconvened at 8:36 p.m.

PRESENTATION
DON TESSIER,
ASSOCIATE
SUPERINTENDENT,
ATTENDANCE
INITIATIVE

Don Tessier, Associate Superintendent presented information on the Attendance Initiative to the Board.

RECESS

The meeting recessed at 10:08 p.m. on January 30, 2015.
The meeting reconvened at 9:24 a.m. on January 31, 2015.

PRESENTATION
DON TESSIER,
ASSOCIATE
SUPERINTENDENT,
ATTENDANCE
INITIATIVE

Don Tessier, Associate Superintendent and the Board continued discussion on the Attendance Initiative Report.

APPROVAL OF
THE
ATTENDANCE
IMPROVEMENT
INITIATIVE
“EVERY DAY
COUNTS” FINAL
REPORT

23757/15 Colin Kelly Official Trustee moved that the Board of Trustees approve the Attendance Initiative “Every Day Counts” Report, as presented and attached, for implementation in all Northland School Division No. 61 schools, effective immediately.

CARRIED

ATTENDANCE
IMPROVEMENT
INITIATIVE “EVERY
DAY COUNTS”
IMPLEMENTATION
OF PLAN

23758/15 Colin Kelly Official Trustee moved that the Board of Trustees request that the attendance committee develop an implementation plan that will include, community meetings, accountability reporting, timelines and budget detail.

CARRIED

RECESS

The meeting recessed at 10:20 a.m.
The meeting reconvened at 10:31 a.m.

AMENDMENT
TO MOTION
23731/14

23759/15 Colin Kelly Official Trustee moved that the Board of Trustees amend motion 23731/14 to read Colin Kelly Official Trustee moved that the Board of Trustees table Procedure 404, Recruitment and Re-assignment of Certificated Staff.

CARRIED

POLICY 10,
BOARD
DELEGATION OF
AUTHORITY

23760/15 Colin Kelly Official Trustee moved that the Board of Trustees accept the attached changes to Policy 10, Board Delegation of Authority, in principle.

CARRIED

POLICY 15,
SCHOOL LUNCH
PROGRAMS

23761/15 Colin Kelly Official Trustee moved that the Board of Trustees bring back the second reading of Policy 15, School Lunch Programs, to the February 28, 2015 Regular Board Meeting.

CARRIED

WALK-IN
FREEZER AND
COOLER
MODIFICATION
AT ADCS

- 23762/15 Colin Kelly Official Trustee moved that the Board of Trustees ratify the administrative action and approve the upgrade to modify the current walk-in freezer and cooler at Athabasca Delta Community School in the amount of \$34,000 + GST with funds coming from the School Food Services Budget.

CARRIED

PROCEDURE
104,
EMERGENCY
SCHOOL
CLOSURE DUE
TO EXTREME
WEATHER
CONDITIONS

- 23763/15 Colin Kelly Official Trustee moved that the Board of Trustees accept the attached housekeeping change to Procedure 104 Emergency School Closure Due to Extreme Weather Conditions.

CARRIED

DISPOSAL OF
FOUR HOUSING
UNITS

- 23764/15 Colin Kelly Official Trustee moved that the Board of Trustees approve the disposal of the following four (4) assets located in the community of Peerless Lake in accordance with *Section 200* of the *School Act*, seek Ministerial approval if required, and the units are to be transferred to the community of Peerless Lake.

Location	Residence #	Description	Year	Disposal Method
Peerless Lake	199/299	Mobile	1990	Sell/Demolish
Peerless Lake	201	Mobile	1990	Sell/Demolish
Peerless Lake	221	Mobile	Unknown	Sell/Demolish
Peerless Lake	54	Mobile	Unknown	Sell/Demolish

CARRIED

LSBC MEETING
MINUTES
RECEIVED

- 23765/15 Colin Kelly Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Anzac/Bill Woodward	November 18, 2014
Athabasca Delta	November 17, 2014
Bishop Routhier	September 2, 2014 October 6, 2014
Chipewyan Lake	November 6, 2014
Conklin	November 4, 2014
East Prairie	October 22, 2014 November 12, 2014

Elizabeth	November 13, 2014
Fort McKay	December 2, 2014
	January 8, 2015
Gift Lake	January 6, 2015
J.F. Dion	December 2, 2014
	January 6, 2015
Janvier	November 18, 2014
Keg River	November 4, 2014
Paddle Prairie	December 9, 2014
	January 12, 2015
Peerless Lake	November 13, 2014
	December 4, 2014
	December 8, 2014
	December 9, 2014
Trout Lake	November 6, 2014
Wabasca	September 10, 2014
	October 15, 2014

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

23766/15 Colin Kelly Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Anzac/Bill Woodward	11/18/14		As Presented
ADCS	11/17/14		As Presented
Bishop Routhier	9/2/14	765/14	Exclude
	9/2/14	766/14	Administration
	10/6/14		As Presented
Chip Lake	11/6/14		As Presented
Conklin	11/4/14		As Presented
East Prairie	10/22/14		As Presented
	11/12/2014		As Presented
Elizabeth	11/13/14		As Presented
Fort McKay	12/2/14		As Presented
	1/8/15		As Presented
Gift Lake	1/6/15		As Presented
J.F. Dion	12/2/14		As Presented
	1/6/15		As Presented
Janvier	11/18/14		As Presented
Keg River	11/4/14		As Presented
Little Buffalo	12/9/14	14/14/15	Exclude
Paddle Prairie	12/9/14		As Presented
	1/12/15		As Presented

Peerless Lake	11/13/14		As Presented
	12/4/14		As Presented
	12/8/14		As Presented
	12/9/14		As Presented
Pelican Mtn.	9/8/14		As Presented
	11/3/14		As Presented
	12/1/14		As Presented
Susa Creek	10/14/14		As Presented
	11/17/14		As Presented
Trout Lake	11/6/2014	895667	Administration
Wabasca	9/10/14		As Presented
	10/15/14		As Presented

CARRIED

ADMINISTRATIVE
ACTION –
FOLLOW UP LSBC
MEETING
MINUTES
RECEIVED

23767/15 Colin Kelly Official Trustee 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 IN-LIEU
DAYS FOR
ADMINISTRAT-
ORS

23768/15 Colin Kelly Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2014-2015 in-lieu days for administrators.

CARRIED

COVERING
MOTION ANNUAL
EDUCATION
RESULTS
REPORT/ANNUAL
PLAN

23769/15 Colin Kelly Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2013-2014 Annual Education Results Report, 2014-2015 Annual Plan.

CARRIED

COVERING
MOTION
ORGANIZATION-
AL PLANS

23770/15 Colin Kelly Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.

CARRIED

**SUPERINTENDENT'S
REPORT**

23771/15 Colin Kelly Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

RECESS

The meeting recessed for lunch at 11:45 a.m.
The meeting reconvened at 12:35 p.m.

**CHAIRMAN'S
REPORT**

23772/15 Colin Kelly Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

**SECRETARY –
TREASURER'S
REPORT**

23773/15 Colin Kelly Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

**REPORTS FOR
INFORMATION**

23774/15 Colin Kelly Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Draft 2015-2016 NSD Calendar
- Procedure 303 Homework
- C2 Update
- Staff Absenteeism Data
- Northland Employee & Family Assistance Program
- NSD Teacher Career Fair Dates & Recruitment
- CTS Blast Trailer
- List of Acronyms
- Payment of Accounts

CARRIED

ADJOURN

The meeting adjourned at 2:06 p.m.

CLOSING PRAYER

Louie Cardinal, Advisory Committee Member gave the closing prayer.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON FEBRUARY 23, 2015 AT THE DIVISIONAL OFFICE IN PEACE RIVER, ALBERTA.

	MEMBERSHIP	
✓	Colin Kelly	• Chairman
X	Donna Barrett	• Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
X	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary

CALL TO ORDER

Colin Kelly Official Trustee called the meeting to order at 2:41 p.m.

WAIVER

23775/15 Colin Kelly Official Trustee moved that the Board of Trustees waive Section 67 (4) of the School Act.

CARRIED

GIFT LAKE SCHOOL
FURNITURE TENDER

23776/15 Colin Kelly Official Trustee moved that the Board of Trustees accept the tender from Pleasant Homes in the amount of \$944,914 + GST, for the move and set up of 30 mobile homes within the jurisdiction.

Other Bids Received:

Shoreline Developments Inc.
\$1,530,555

Artic Builders
\$1,817,164
Revised Quote
\$1,635,425

Torch Industries
\$2,116,273

DBA – Western Concrete
\$1,230,000

Omni
\$1,505,365

CARRIED

ADJOURN

The meeting adjourned at 2:42 p.m.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT



**ATTENDANCE IMPROVEMENT
PLANNING DOCUMENT
MARCH 2015 TO JUNE 2016**

Principal

School

Directions

1. The 'School Implementation Planning Document' is considered to be a living document that requires updating and reflects your school's current thinking and engagement that focuses on improving school attendance.
2. The first section describes the two phases of implementation:
 - 2.1 Phase 1 (March to June 2015) – Building Capable and Community Engagement to ensure our schools and school communities understand the prevention and early intervention attendance improvement plan.
 - 2.2 Phase 2 (September 2015 to June 2016) –
 - 2.2.1 Establishing a process for school data tracking, monitoring and analysis of attendance with the intention of understanding where the attendance pressures points exist and to work together to support school and Division-wide improvement.
 - 2.2.2 Reporting of School Attendance Implementation to Central Office twice yearly – end of September and June.
 - 2.2.2.1 The end of September document will outline your targets, strategies/actions for the coming school year.
 - 2.2.2.2 The June summary report document provides evidence of successful implementation of your target strategies and actions.
- 3 Division and School Targets, Timelines and Responsibilities. Targets #1 & #2 are mandatory for each school. There is space to identify three additional targets and strategies/actions. Please feel free to add other goals if deemed desirable.
- 4 The final section of the planning document asks that you provide evidence of implementation. At June year-end, please provide a summary of your successful strategies that have been implemented during the course of the school year. Examples of suitable evidence are provided.

School Implementation Planning Document

Phase 1

March 2015 to June 2015

Distribute Attendance Improvement Planning Document to Schools

- March 6, 2015 – distribution to school administration
- May 7, 2015 – Principals Present Draft Attendance Plans at Administration Meeting
- June 15, 2015 – deadline for completed school planning document

Community Attendance Improvement Engagement Meetings:

- March 2015 – Elizabeth, JF Dion, Conklin, Janvier, Anzac, Fort McKay
- April 2015 – ADCS, Susa Creek, DMJ, Paddle Prairie, Grouard & Hillview
- May 2015 – Little Buffalo, Peerless, Kateri, Gift Lake, & Peavine
- June 2015 – St. Theresa, Mistassiniy, Outreach, Chip Lakes, Pelican, & Calling Lake

(Note: Visitation dates will be coordinated with principals)

NSD61 Board Monthly Attendance Review & Progress

- March 27th & 28th, 2015 (DAL to report to the Trustee & Board on progress to date)
- May 29th & 30th 2015 (School Report: Conklin Community School – Bernard Woodfine)
- June 26th & 27th 2015 (DAL to report to the Trustee & Board on progress to date)

Awards & Recognition from Central Office

- Year-end Certificates for Gold, Silver and Gold Awards (Marj & Curtis)

Advertise and Hire Maplewood Expert

- Hire and assess the Maplewood Training needs of the Division. Organize and implement training for Secretaries, administrators, teachers for year-end rollover

Phase 2

September 2015 to
June 2016

Established process to accept School Attendance Planning & Implementation Reports from School Administrations

- School Attendance Reporting to Central Office twice yearly – end of September and mid-June; at year-end reports will include to mid-June only.
- Completion of this planning document: (a) List of Attendance Improvement Targets, Strategies/Actions which support the strategies – due end of September and (b) Evidence of Successful Implementation due at year-end.

Check-off When Completed

	Sept	June		Sept	June
Anzac/Bill Woodward	_____	_____	Grouard Northland	_____	_____
Athabasca Delta	_____	_____	Hillview	_____	_____
Bishop Routhier	_____	_____	J.F. Dion	_____	_____
Calling Lake	_____	_____	Kateri	_____	_____
Career Pathways	_____	_____	Little Buffalo	_____	_____
Chipewyan Lake	_____	_____	Mistassiniy	_____	_____
Conklin Community	_____	_____	Paddle Prairie	_____	_____
Dr. Mary Jackson	_____	_____	Peerless Lake	_____	_____
Elizabeth	_____	_____	Pelican Mountain	_____	_____
Father R. Perin	_____	_____	St. Theresa	_____	_____
Fort McKay	_____	_____	Susa Creek	_____	_____
Gift Lake	_____	_____			

Data analysis support to schools from Central office

- Central Office will offer data analysis support to schools and help develop local school planning. Division Attendance Lead will meet once a year with individual Principals and Local School Board Committees to review school data. These meetings will commence in March 2015.

Maplewood Training and In-Service

- Coordinate and Implement Maplewood training and in-service program for all schools and Central Office – where there is a need

Division Attendance Targets

To increase the number of students achieving 90 – 94% attendance by 3% by June 2016
To increase the number of students achieving 95 – 100% attendance by 3% by June 2016



School Attendance Targets, Timelines & Responsibilities (Prioritized List of Targets based on the Attendance Improvement Initiative)



Target #1 & Strategy (With Timeline & Responsibility)

Target: Implement fully Procedure 301 – Student Attendance. Until this Procedure is revised/updated, the principal will ensure all aspects of the Procedure are implemented. The principal, in cooperation with staff, are responsible for immediate implementation.
Timeline: immediate implementation;
Responsibility: Principal, Teachers, Support staff and Superintendent.

Target #2 & Strategy (With Timeline & Responsibility)

Target: Implement a “School Attendance Improvement Committee that meets monthly to discuss ongoing attendance initiatives, prevention and early intervention efforts. Each school will maintain a log of meeting dates and minutes.
Timeline: Immediate implementation;
Responsibility: Principal

Target #3 & Strategy (With Timeline & Responsibility)

Target #4 & Strategy (With Timeline & Responsibility)

Target #5 & Strategy (With Timeline & Responsibility)

Evidence that strategies/actions are being successful
(at year-end use the last two pages of this document to demonstrate specific success evidence)

**STRATEGIES/
ACTIONS** to
support the
implementation
of
TARGET #1



Strategy/Action Components	Responsibility	Timelines
(a) The school establishes and implements an 'attendance action protocol'	Principal, Classroom teachers	Ongoing daily
(b) The school's attendance patterns are monitored, tracked and analyzed on a daily / weekly and monthly basis.	Principal, Classroom Teachers, Support Staff	Ongoing
(c) Teachers monitor and track student attendance on a daily basis. Unacceptable attendance or a student absent 20% of the days in any one month or more, the teacher reports this attendance information to the principal.	Classroom Teachers, Support Staff and Principal	Ongoing
(d) The principal acts on poor attendance reports from teachers. In cooperation with the school attendance committee, appropriate steps are taken to improve the student's attendance.	Principal, Attendance Improvement Committee and members of the school staff	Ongoing
(e) If every effort has been expended to the student's attendance fails then the Principal reports in writing the case(s) to the Superintendent (or designate) – identifying students by name and providing all interventions taken to remediate the poor attendance.	Principal, Superintendent	Ongoing
(f) The Superintendent contacts parents, seeks their support, discusses consequences if attendance doesn't improve.	Superintendent	Ongoing
(g) A continuation of poor attendance results in a referral to the Attendance Board or other appropriate local authority.	Superintendent	Ongoing

Evidence that strategies/actions are being successful
(at year-end use the last two pages of this document to demonstrate specific success evidence)

**STRATEGIES/
ACTIONS** to
support the
implementation
of
TARGET #2



Strategies/Action Components	Responsibility	Timelines
(a) A School Attendance Improvement Committee (SAIC) is established at the start of the school year	Principal	Immediate implementation
(b) The SAIC is made up of school and school community representatives with the principal (or designate) as Chairperson	Principal (or designate)	Immediate implementation
(c) The School Attendance Improvement Committee meets at minimum once a month to discuss: (a) attendance initiatives, (b) ongoing attendance concerns, (c) support & follow-up on student early interventions and prevention strategies, (d) successes and challenges, (e) school community communication efforts and (f) other	Principal, Appointed Recorder	Immediate implementation
(d) The meeting agenda and minutes are maintained electronically and forwarded to the DAL following each meeting	Principal (or designate)	Immediate implementation

Evidence that strategies/actions are being successful
(at year-end use the last two pages of this document to demonstrate specific success evidence)

**STRATEGIES/
ACTIONS** to
support the
implementation
of
TARGET #3



Strategy/Action Components	Responsibility	Timelines
•		
•		
•		
•		
•		
•		
•		
•		
•		

Evidence that strategies/actions are being successful
(at year-end use the last two pages of this document to demonstrate specific success evidence)

**STRATEGIES/
ACTIONS** to
support the
implementation
of
TARGET #4



Strategy/Action Components	Responsibility	Timelines
•		
•		
•		
•		
•		
•		
•		
•		
•		
•		

Evidence that strategies/actions are being successful
(at year-end use the last two pages of this document to demonstrate specific success evidence)

**STRATEGIES/
ACTIONS** to
support the
implementation
of
TARGET #5



Strategy/Action Components	Responsibility	Timelines
•		
•		
•		
•		
•		
•		

Evidence of Implementation: June Year End Summary that the successful strategies are implemented

Objective Evidence that Short/Long Term Strategies are being implemented –

For example:

- Student attendance is tracked and data shows that it increases,
- Processes are in place for follow-up with absent students to eliminate any barriers that may impact attendance such as transportation, food/clothing issues, homework support
- Students that were considered at risk or have transitioned back to school are now re-engaged in their learning,
- Each high school student has an academic plan and career options. They are tracked regularly for progress and success,
- Dates of school-based attendance committees are listed,
- Attendance meetings dates with the school community/parents, attendance initiatives

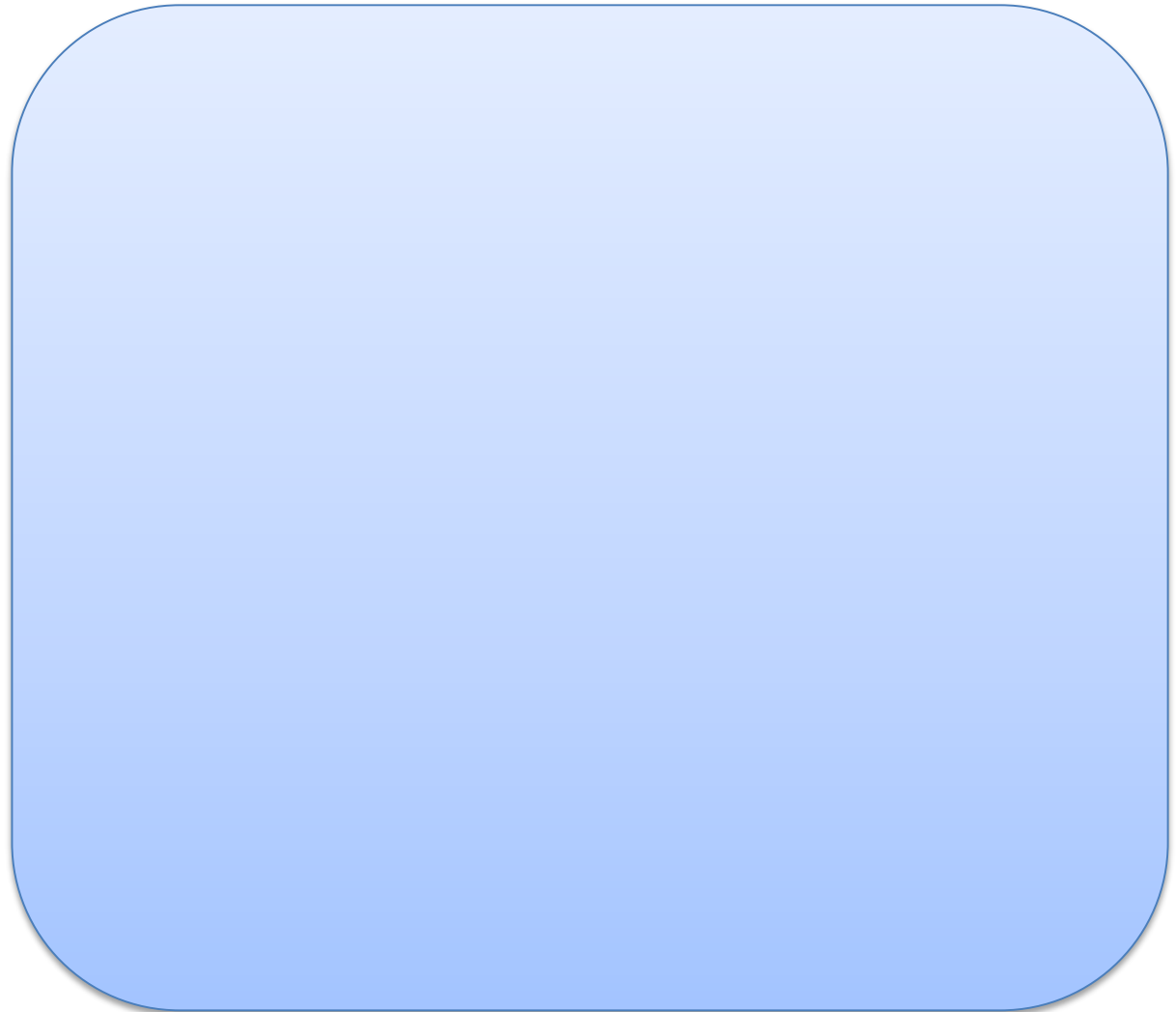


Evidence of Implementation: June Year End Summary that the successful strategies are implemented
(continued)

Objective Evidence that Short/Long
Term Strategies are being
implemented –

For example:

- Initiatives are implemented to support cultural pride
- Initiatives are implemented to support a positive school climate & nutrition & wellness
- Students are engaged in CTS/CTF programs,
- 'Tell Them From Me' survey data analysis has resulted in a positive change to school programming,
- An elders program has been established and there is evidence that student attendance has improved as a result,
- An 'Attendance Action Protocol' is established and being implemented (i.e. Recommendation #13)



2015-2016 Attendance Recommendation Implementation Budget

Recommendation	Budget
1 Divison Attendance Goal	\$ -
2 Community Engagement Framework	\$ 8,000
2b Advertsing & Promotion	\$ 14,500
3 Quality Learning Experience	\$ -
4 Elders Program	\$ 5,000
5 Cultural Pride	\$ -
6 School-based Attendance Committees	\$ 2,400
7 Attendance Tracking and Communication	\$ -
8 Central Office Attendance Tracking and Awards	\$ -
9 Transitioning Students Back to School	\$ 6,900
10 School Climate	\$ 23,000
11 Tell Them From Me Surveys	\$ 7,000
12 Standardizing Attendance Procedures	\$ 90,000
12b Staff Training / In-serving with Maplewood	\$ 2,400
13 Attendance Action Protocol	\$ -
14 Engaging Students with CTF & CTS	\$ -
15 Importance of ECS	\$ 2,000
16 Maintaining School Facilities	\$ -
17 Alberta Attendance Board	\$ 500
18 LSBC Ratification of Attendance Report	\$ -
19 Tracking Chronic Absences	\$ -
20 Bus Operations in Inclement Weather	\$ -
21 Transportation Committee Support	\$ -
22 Attendance Awards and School Recognition	\$ 54,000
22b Division Recognition of School Attendance	\$ 5,000
22c Certificates for Gold, Silver and Diamond Awards	\$ 1,500
23 School-Community Liaison Worker	\$ -
24 Divison Attendance Officer	\$ -
24b Division Attendance Committee Meetings	\$ 7,500
25 Student Services	\$ -
26 Partnering with Community Agencies	\$ 4,800
27 Procedure 301 - Student Attendance	\$ -
28 Procedure 306 - Student Suspension and Expulsion	\$ -
29 Attendance Improvement Budget	\$ -
TOTAL	\$ 234,500

1. The first step in the process is to identify the problem.

2. The second step is to define the problem.

3. The third step is to analyze the problem.

4. The fourth step is to develop a solution.

5. The fifth step is to implement the solution.

6. The sixth step is to evaluate the solution.

7. The seventh step is to monitor the solution.

8. The eighth step is to maintain the solution.

9. The ninth step is to improve the solution.

10. The tenth step is to document the solution.

11. The eleventh step is to communicate the solution.

12. The twelfth step is to review the solution.

13. The thirteenth step is to update the solution.

14. The fourteenth step is to archive the solution.

15. The fifteenth step is to delete the solution.

16. The sixteenth step is to restore the solution.

17. The seventeenth step is to backup the solution.

18. The eighteenth step is to recover the solution.

19. The nineteenth step is to test the solution.

20. The twentieth step is to deploy the solution.

21. The twenty-first step is to monitor the solution.

22. The twenty-second step is to maintain the solution.

23. The twenty-third step is to improve the solution.

24. The twenty-fourth step is to document the solution.

25. The twenty-fifth step is to communicate the solution.

26. The twenty-sixth step is to review the solution.

27. The twenty-seventh step is to update the solution.

28. The twenty-eighth step is to archive the solution.

29. The twenty-ninth step is to delete the solution.

30. The thirtieth step is to restore the solution.

31. The thirty-first step is to backup the solution.

32. The thirty-second step is to recover the solution.

33. The thirty-third step is to test the solution.

34. The thirty-fourth step is to deploy the solution.

35. The thirty-fifth step is to monitor the solution.

36. The thirty-sixth step is to maintain the solution.

37. The thirty-seventh step is to improve the solution.

38. The thirty-eighth step is to document the solution.

39. The thirty-ninth step is to communicate the solution.

40. The fortieth step is to review the solution.

41. The forty-first step is to update the solution.

42. The forty-second step is to archive the solution.

43. The forty-third step is to delete the solution.

44. The forty-fourth step is to restore the solution.

45. The forty-fifth step is to backup the solution.

46. The forty-sixth step is to recover the solution.

47. The forty-seventh step is to test the solution.

48. The forty-eighth step is to deploy the solution.

49. The forty-ninth step is to monitor the solution.

50. The fiftieth step is to maintain the solution.



PRESENTATION TO THE BOARD

SOUTH SLAVE
PROFESSIONAL
DEVELOPMENT
DEBRIEF

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS/
DELORES PRUDEN, DIRECTOR OF FNMI EDUCATION/
GAIL SAJO, LITERACY COORDINATOR

FEBRUARY 27, 2015



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**SOUTH SLAVE
DIVISIONAL EDUCATION COUNCIL**



*Creating
Futures*

Visit to South Slave School Division

February 1-6, 2015

Purpose



- Gather information and observe practices to inform next steps for NSD
- See a division and schools like ours where there is demonstrated growth.

Itinerary

► Visited 7 schools





- Observed and provided feedback in classrooms from kindergarten to high school
- Co-planning sessions between instructional/literacy coaches and teachers

- Debrief conferences
- Guided reading, Chipewyan, Dene
- Divisional tracking



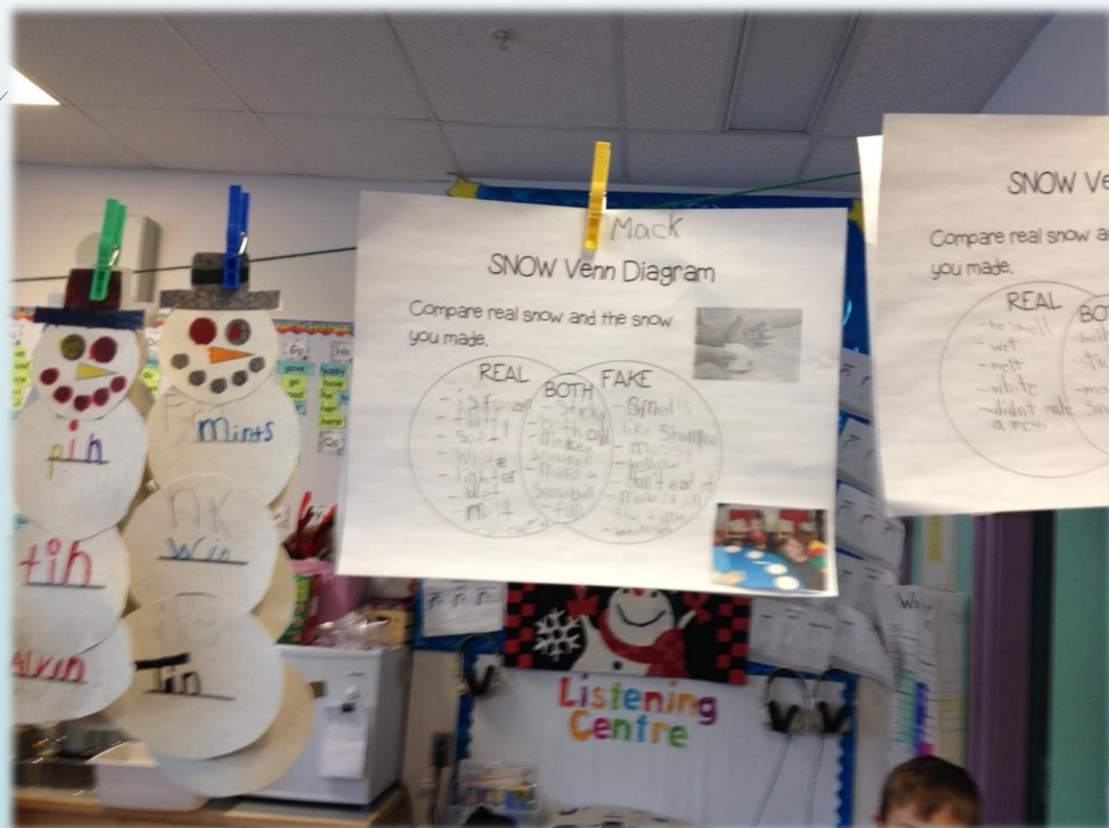
Participants



- Donna Barrett, Superintendent
- Delores Pruden-Barrie, Director of FNMI Education
- Gail Sajo, Literacy Supervisor
- Shelly Hamelin, Principal
- Leroy Sloan, Consultant- Literacy Initiative

Observations

- Literacy Frameworks are similar
- Consistency in teaching practices across schools and levels

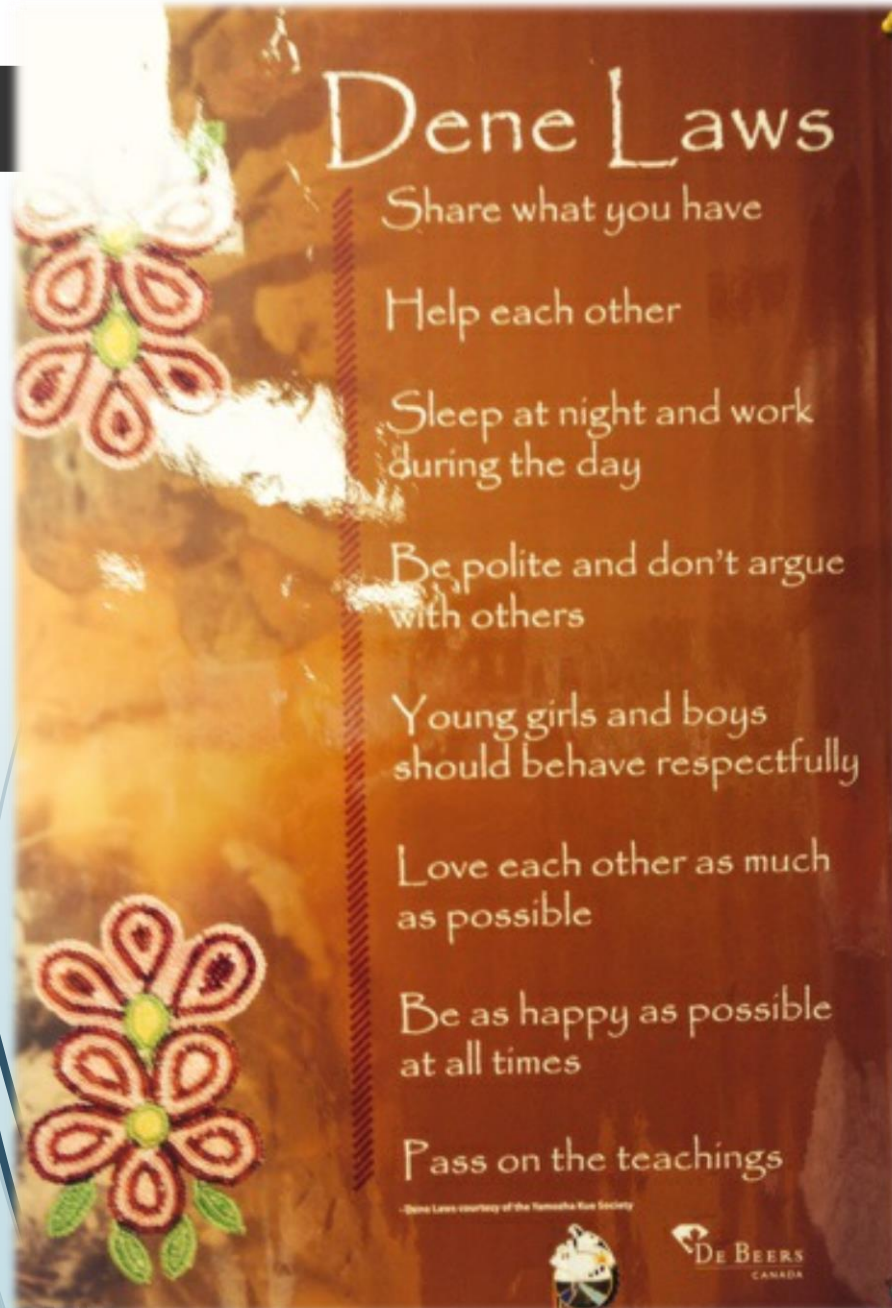


- Strong coaching support for teachers at the school level
- Schools and classrooms are well resourced in terms of staff, materials



- School principals play an active role in school based leadership for the initiative and are in classrooms observing and debriefing with teachers.





- Language and culture were evident in school and were respected, valued and appreciated.
- It was evident that in every school everyone walks in two worlds, two languages, two cultures

- Clear evidence of alignment from the board to the classroom, to the student-embedded in policy, procedures, support mechanisms, and accountability





- Importance of Celebration at all levels
- Work at developing relationships and understanding of the importance of literacy with parents, families and the community



What does this mean for us

- In-school coaching is a critical support for all teachers including language instructors/teachers
- School based coaches/literacy leads require training
- Principals require more literacy leadership training
- Schools and classrooms need sufficient resources

What does this mean for us

- Celebrate successes
- Stay the course
- Use the data/observations to guide next steps
- Provide clear expectations and sufficient support
- Hold everyone accountable



BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: EDUCATION QUARTERLY REPORT

ORIGINATOR DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

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

Education Quarterly Report to the Board for February, 2015

Purpose:

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

Quarterly Content for February, 2015		
1. Superintendent's Message	Bulletin #1	
2. Enrolment, Staffing Positions and Staff and Student Attendance	Bulletin #2	Divisional Priorities
	Bulletin #3	Student Attendance
	Bulletin #4	Student Attendance by Division – in Percentage
	Bulletin #5	Staff Attendance
	Bulletin #6	Staffing Update
	Bulletin #7	School Visits by Staff
	Bulletin #8	Cultural Pride at ADCS
3. School and Division Success Stories	Bulletin #9	Experiential Learning at Father R. Perin School
	Bulletin #10	Family Literacy Day at Northland Schools
	Bulletin #11	Mistassiniy School Courses

February, 2015 Quarterly Report

Superintendent's Update

During December, January and February, the Northland schools and central service staff have continued to focus on **strengthening Literacy** with an emphasis on addressing Recommendation 8 of the Inquiry Team Report.

That NSD place sustained emphasis on strengthening languages (English and Aboriginal) **by multiple strategies** that are tailored to the contextual needs of each community. In this regard specifically that NSD leadership research a successful approach for the acquisition of Aboriginal languages. Further that NSD leadership establish baseline data on these areas and train all staff in effective teaching of selected programs or approaches.

In November and February the **Literacy Priority Focus Group** met in Wabasca and Peavine to review division actions to improve literacy and to identify next steps. Members of the group spent a week visiting schools South Slave School Division. Eight years ago this division launched a literacy initiative that is showing measureable growth in student learning. The Northland Literacy initiative has similar components. Our visit reinforced the need for strong instructional strategies to improve learning of English and Aboriginal Languages. The visit was helpful in allowing us to plan next steps for Northland.

Our data from the **2013-14 school year** indicated that there was significant increase in the number of students reading at grade level. Based on this baseline we have set target of a 10 percent increase in the number of students reading at grade level by June 2015. Our first round of benchmark reading assessments was completed in November. However, because the grade three students did not participate due to their involvement in the SLAs we are waiting until the end of February for the second round of assessments to look at year to year comparisons.

Improving student attendance continues to be a top priority. Schools are becoming familiar with the recommendations in "Every Day Counts" document that was approved at the January Board Meeting. We have also been working with the office of the Auditor General regarding their review of attendance practices in the jurisdiction.

At the February Administrators meeting, school leaders worked with ATA representatives and Northland central leadership staff to focus on developing their roles in providing **instructional leadership to improve literacy and attendance.**

Schools are also working with their communities to gather input and feedback on the **student, staff and parent accountability surveys.** All schools will be putting in place strategies to improve participation rates on these surveys.

THEORY OF THE EARTH

CHAPTER I

The earth is a sphere, and its surface is divided into four parts, called continents, by three great oceans, called seas. The continents are Asia, Europe, Africa, and America. The seas are the Indian Ocean, the Atlantic Ocean, and the Pacific Ocean.

The earth is covered with water, and the water is divided into four parts, called oceans, by three great continents, called seas. The oceans are the Indian Ocean, the Atlantic Ocean, and the Pacific Ocean. The seas are Asia, Europe, Africa, and America.

The earth is divided into four parts, called continents, by three great oceans, called seas. The continents are Asia, Europe, Africa, and America. The seas are the Indian Ocean, the Atlantic Ocean, and the Pacific Ocean. The oceans are divided into four parts, called seas, by three great continents, called oceans. The seas are Asia, Europe, Africa, and America. The oceans are the Indian Ocean, the Atlantic Ocean, and the Pacific Ocean.

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February, 2015 - Quarterly Report

Divisional Priorities

Literacy Plan to Support Schools	AERR Priority:	Funding Source:
	Establish a Literacy Focus Group to strengthen implementation of the Division Literacy Initiative for English, Cree and Dene Languages	Literacy Review Grant Cenovus NSD

Two critical audits, The Trehearne Report (2012) and The Sloan Report (2014) have formed the foundation of the Literacy Plan to support schools. In June 2014, schools were asked to put forth their individual school literacy plans based on two templates provided: the Literacy Improvement Targets 2014-2015 and the School Literacy Plan 2014-2015. From these documents, schools including both principals and teachers, pedagogical and literacy supervisors, and central office administrators continue to work at improving literacy instruction.

Rationale

As a result of Miriam Trehearne's Literacy Audit (2012), and Leroy Sloan's Action Plan (2014), a number of Critical Literacy Learnings have been identified:

1. Teachers choose and use high yield strategies in the classroom to engage all students.
2. Teachers use a variety of formative and summative assessments in a timely manner to inform instruction.
3. Teachers recognize and respond to students' diverse learning needs.

Goal:

To improve literacy achievement across grades, schools, division.

Specific Actions:

1. Complete and submit PM/Jerry Johns benchmark reading inventories minimally three (3) times per year in non-semestered schools, twice (once per semester) in semestered schools as indicated:

K-9 (non-semestered) November 7, 2014; February 27, 2015; June 4, 2015. If using Jerry Johns, use the appropriate form following this model: First Assessment = Form A or LN; Second Assessment = Form B or LE (basic benchmark to determine appropriate level is Grade 3 LN or LE) **OR**

Semestered High Schools: once per semester (early in first semester; late in second semester); e.g. Semester 1: **October 17, 2014**; Semester 2: **June 4, 2015**. If using Jerry Johns, use the appropriate form following this model: First Assessment = Form A or LN; Second Assessment = Form B or LE (basic benchmark to determine appropriate level is Grade 3 LN or LE)

NOTE: The benchmarking assessments are intended to be literacy focused. The assessments should be administered by the current classroom teacher.

2. **Establish and maintain** a minimum 2-hour block of literacy-focused instruction (90-120 minutes eyes-on-text), utilizing *Daily 5* and/or *CAFÉ* strategies to differentiate for students' needs, ensuring that reading materials are available at instructional levels for all students.

3. Northland School Division provides mandatory, ongoing professional development, focusing on the high yield strategies, informed assessment, and planning with the students' needs and strengths in mind. Staff can participate in on-line professional development specific to teaching/administrative assignments. The Literacy Leadership team and the entire Learning Services team, are prepared to assist in co-developing, delivering, and supporting schools in their quest for excellent literacy pedagogical practice. Local professional development complements the literacy initiative.
4. Each school identifies a Literacy Lead for their school who will participate in on-line professional development sessions, and support teachers in their classrooms whenever and wherever possible. We *encourage* Principals to build time into the school day for the Literacy Lead to model, co-teach, and confer with teachers.
5. Principals are key instructional leaders and learners in the improvement process. They set the mission and goals of the school, develop a culture of trust and collaboration, and focus on instruction. They interpret data, developing collaborative action plans for school improvement. They guide, support and monitor teachers in acquiring and implementing literacy teaching strategies effectively and with fidelity. They recognize excellence in their teachers' work with students. They set literacy improvement goals with their staff based on the needs and strengths of individual students. These improvement goals/targets are reviewed quarterly (at the beginning of the school year, at each reporting period (2) and at the end of the year).

School Instructional Improvement through the Literacy Lens

Goal: develop a clear action plan to improve ongoing teaching practices

Task: Prepare a one-page instructional improvement plan highlighting key actions relevant to literacy practices in your school.

Criteria: Staff collaboration in development of plan

Whole staff shared understanding of plan

Demonstrated improvement in classroom practice

Student achievement and engagement

School Literacy Plan 2014-2015 Revised

This is a three-year plan that focuses on a series of goals, including:

1. Weaving FNMI resources (human and material) and approaches into classroom practice
2. Developing oral language competency
3. Daily 5 classroom structure and environment management
4. Extending and deepening understanding of CAFÉ strategies of Comprehension, Accuracy, Fluency, and Expanding Vocabulary
5. Developing writing capacity
6. Tracking reading level growth and setting individual targets for growth
7. Deepening content area competencies in numeracy, science, socials, health, arts, and CTS/CTF
8. Planning with the end in mind: scaffolded learning through the Gradual Release of Responsibility, small group guided instruction, cross-curricular and cross-cultural thematic planning, and building assessment criteria reflective of students' growing abilities and needs

Sample Template (modify to meet your school's needs or use the Division's Literacy Improvement Plan [overleaf] to support your work):

School:
Principal:

Date:

Goal	Actions To Be Taken <i>What data will be gathered?</i> <i>Who is responsible?</i>	Measured Improvement (intake, mid-year, exit) <i>How will data be interpreted and used?</i>
1. Clear Plan/Shared Understanding	<ul style="list-style-type: none"> • Collaboratively developed • Plan posted • Newsletter; school website; student handbook 	<ul style="list-style-type: none"> • Revisited, adjusted quarterly, semester, term
2. Improve ongoing teaching practices relevant to literacy across curriculum	<ul style="list-style-type: none"> • Topics-of-the-Month: September – diagnostic assessment (PM/JJ)... • Strategy groups/Guided Reading • Word Work in content areas; high frequency/no excuse words • Oral Language • Daily Five/CAFÉ strategies deepening (how?) • Monthly/term Class Review • Reading Level Growth targets set for each student 	<ul style="list-style-type: none"> • Reading level changes based on reading behaviours • Stamina building • 90-120 minutes eyes on text • Extensive collection of instructional leveled text • Interventions/differentiated instruction based on Class Review evidence (monthly/term) • Individual student growth recorded and charted
3.	•	•
4.	•	•

Celebrations

**PERCENTAGE OF STUDENTS READING
AT GRADE LEVEL OCTOBER 2013, FEBRUARY 2014, JUNE 2014
NORTHLAND SCHOOL DIVISION No. 61
PM BENCHMARK INDICATOR**

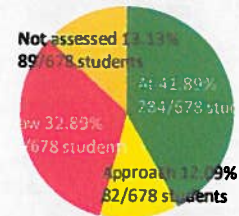
SCHOOL	GRADES	% OCTOBER 2013	% FEBRUARY 2014	% JUNE 2014	% GROWTH OCT-JUNE
ADCS	1-6	18	31	31	+13
ANZAC	1-3	75	85	83	+8
Bill Woodward	4-6	44	50	62	+18
Bishop Routhier	1-6	22	34	69	+47
Calling Lake	1-6	35	40	50	+15
Chipewyan Lake	1-6	7	33	54	+47
Conklin	1-7	23	32	62	+39
Dr. Mary Jackson	1-6	20	31	30	+10
Elizabeth	1-8	11	27	48	+37
Father R Perin	1-8	19	21	32	+13
Ft. McKay	1-8	32	30	43	+11
Gift Lake	1-6	23	25	52	+29
Grouard	1-6	31	34	49	+18
Hillview East Prairie	1-6	27	42	41	+14
JF Dion	1-7	40	62	70	+30
Kateri	1-7	32	39	54	+22
Little Buffalo	1-6	14	13	20	+6
Paddle Prairie	1-6	62	66	62	=
Peerless Lake	1-6	7	25	53	+46
Pelican Mountain	1-6	33	50	65	+32
St. Theresa	1-6	19	31	42	+23
Susa Creek	1-8	33	43	63	+30
Division 1 (1-3)	1-3	42	42	57	+15
Division 2 (4-6)	4-6	28	28	41	+13

Div 1 Comparison

PM Summary Div 1 Autumn 2013

	Gr 1	Gr 2	Gr 3	Total	%
At	85	126	73	284	41.88791
App	63	9	10	82	12.0944
Bel	20	69	134	223	32.89086
Not Yet Ready	74	6	9	89	13.12684
Total	242	210	226	678	100

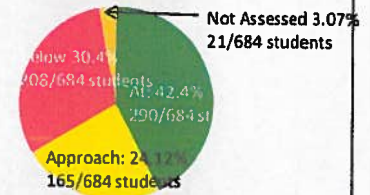
Div 1
Gr 1-3
PM



PM Summary Div 1 February 2014

	Gr 1	Gr 2	Gr 3	Total	%
At	110	90	90	290	42.39766
App	67	72	26	165	24.12281
Bel	57	47	104	208	30.40936
Not Yet Ready	39	14	19	72	10.070175
Total	273	223	239	735	100

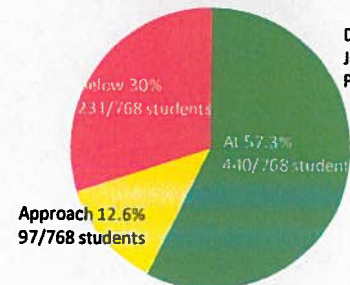
Div 1
Gr 1-3



Div 1 Summary June 2013 PM JJ

Grade	At	App	Bel	Total
K5	40			40
Gr 1	165		108	273
Gr 2	122	69	33	224
Gr 3	113	28	90	231
Total	440	97	231	768
%	57.29167	12.63021	30.07813	

Div 1
June 2014
PM

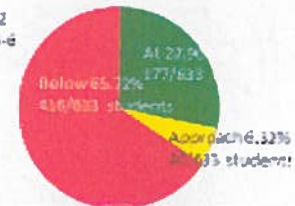


Div 2 Comparison

Div 2 Summary Div 2 Autumn 2013

	Gr 4	5	6	Total	%
At	72	62	41	177	27.50209
App	17	13	10	40	6.319115
Bel	138	141	137	416	65.7188
Not Yet Ready				0	0
Total	229	216	188	633	100

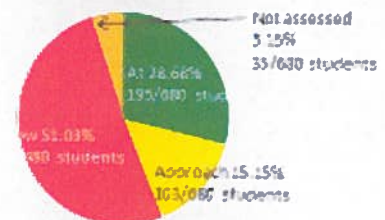
Div 2
Gr 4-6
PM



Div 2 Summary Div 2 February 2014

	Gr 4	Gr 5	Gr 6	Total	%
At	71	72	50	193	28.07047
App	36	37	30	103	15.14706
Bel	122	104	121	347	51.02941
Not Assessed	12	10	13	35	5.147059
Total	241	223	214	678	100

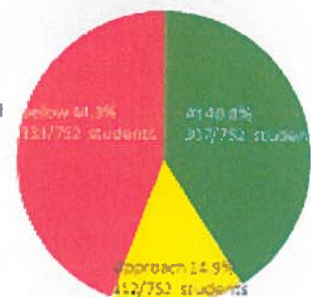
Div 2
Gr 4-6
Feb 2014



Div 2 Summary June 2013 PM JJ

Grade	At	App	Bel	Total
Gr 4	124	33	100	257
Gr 5	116	35	104	255
Gr 6	67	44	129	240
Total	307	112	333	752
%	40.62447	14.89362	44.26191	

Div 2
June 2014
PM JJ
Amalgamated

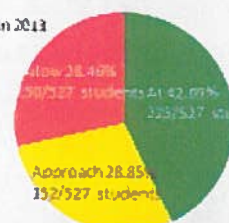


Div 3 & 4 Comparison

JI Summary Div 3 & 4 Autumn 2013

	At	App	Bel	Total
Gr 7-12	225	192	150	527
%	42.6945	28.8425	28.463	

Div 3 & 4 Autumn 2013
JI Summary

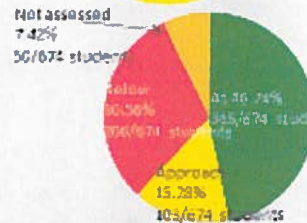


JI Summary Div 3 & 4 February 2014

	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Total	%
At	58	69	71	60	38	19	315	46.73591
App	25	32	10	15	16	5	103	15.2819
Bel	58	51	23	28	25	21	206	30.5638
Not Assessed								
Assessed	17	11	11	4	1	6	50	7.418398
Total	158	163	115	107	80	51	674	

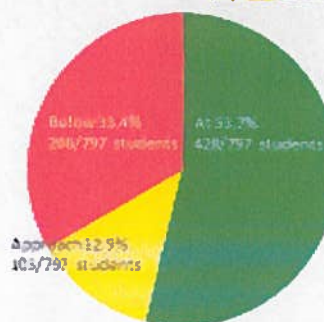
Not assessed
7.42%
50/674 students

Div 3 & 4
Gr 7-12
February 2014



Div 3, 4 Summary June 2013 PM JI

Grade	At	App	Bel	Total
Gr 7	90	22	75	199
Gr 8	96	26	68	190
Gr 9	65	13	35	133
Gr 10	69	20	35	124
Gr 11	40	15	27	88
Gr 12	34	7	28	69
Total	428	103	206	797
%	53.70138	12.92346	33.37516	

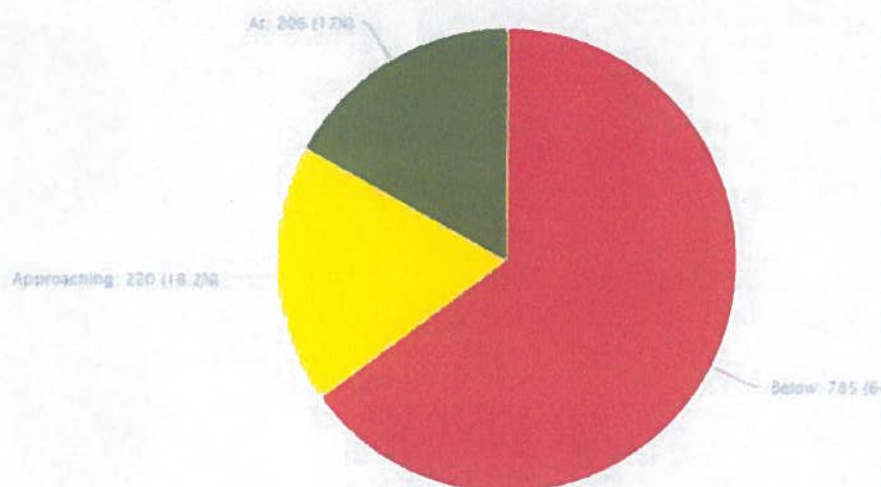


Div 3, 4
June 2014
JI PM

Benchmarking Round 1 Fall 2014

All Schools PM Nov 2014

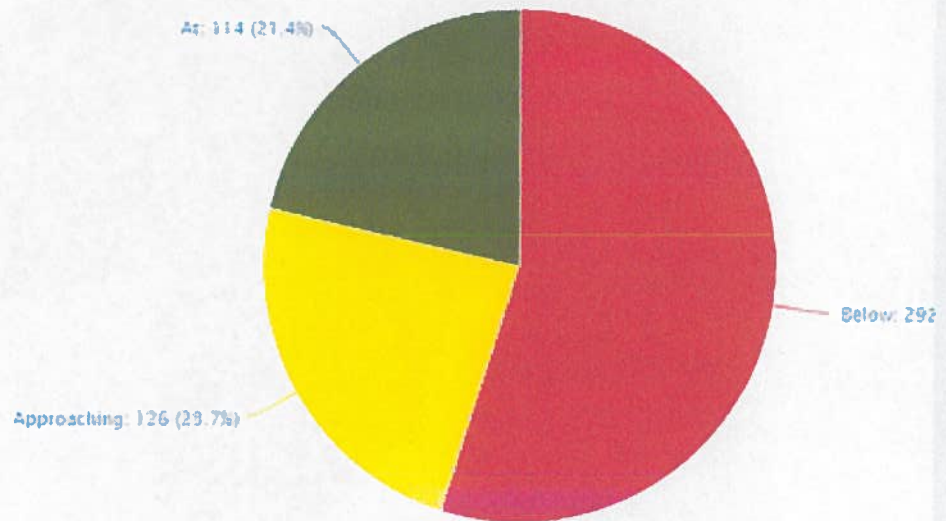
All Schools
2014 - 2015, All Grades, All Rooms (Total Students: 1211)



PM Grade 1-3 Nov 2014

- does not include Grade 3 students who wrote SLAs
- does not include Grade 1 students unless they are on the reading continuum.

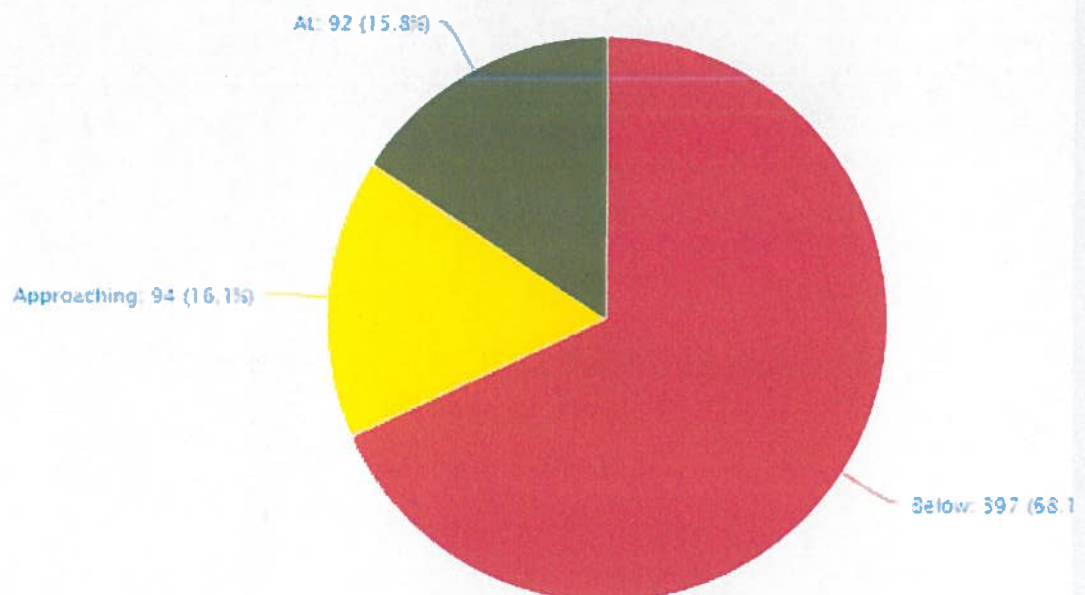
All Schools
2014 - 2015, Grade 1, Grade 2, Grade 3, All Rooms (Total Students: 532)



Nov 2014 PM Div 2 Gr 4-6

- does not include students who were not assessed

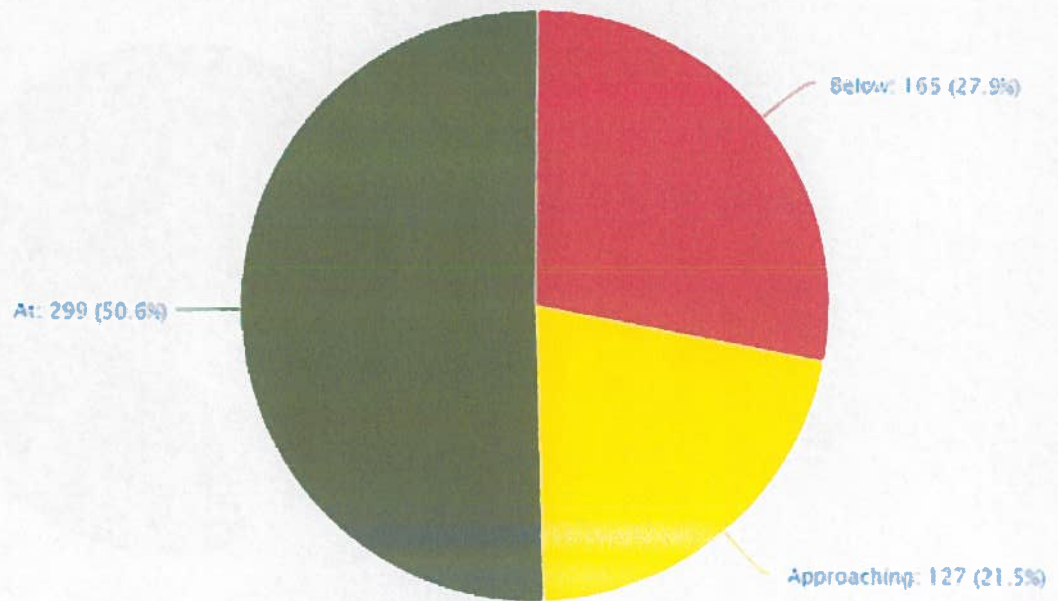
All Schools
2014 - 2015, Grade 4, Grade 5, Grade 6, All Rooms (Total Students: 533)



Nov 2014 JJ All Grades, All Schools

All Schools

2014 - 2015, All Grades, All Rooms (Total Students: 591)



Strategies to Build Instructional Capacity

Recommendations from Trehearne Report (2012) as non-negotiables:

1. Two-hour uninterrupted literacy block in elementary classrooms
2. Implementation of Daily Five and CAFÉ
3. Professional Learning Communities focused on improving literacy
4. Comprehensive literacy strategy focusing on small group guided instruction (Gradual Release of Responsibility Model – Fisher/Frey (2011))
5. Benchmarking assessments three times/year
6. On-site literacy expertise in each school
7. Conferring and assessing with students; reporting to parents

Actions emerging from Trehearne Report:

1. Two-hour uninterrupted literacy block is running in many elementary classrooms
2. Implementation of Daily Five and CAFÉ strategies → structural elements of Daily Five are running in many classrooms and CAFÉ strategies are beginning to find their way into instructional time. Professional Development by Joan Moser and Gail Boushey (the two sisters) received by many Northland teachers in Edmonton ERLC sessions February 9 and 10, 2015



3. Online opportunities, developed and delivered in house, for Professional Development continue to be offered for ECS teachers, Administrators, and teachers based on implementation, guided instruction, and assessment of literacy strategies. Included in the online sessions are a five-part process with Dr. David Booth, OISE/Nipissing Universities on expanding literacy instruction.
4. Face-to-face Teach/Model/Practice opportunities with Pedagogical and Literacy Supervisors across the school division, focusing on small group guided instructional practices through a gradual release of responsibility model.
5. Benchmarking for Autumn 2014 is now complete (see charts above). Next round of assessments are due on February 27, 2015. Administrators are being coached in how to plan for continuous improvement based on information emerging from their specific data. This continues to be a work in progress.
6. Amount of time allocated to Literacy Leads varies from school to school. This continues to be a point of angst because we know that in order to have the greatest impact on student achievement, teachers must be on a constant learning cycle themselves – learning, being coached, and practicing their skills. We have yet to find an adequate train-the-trainer model that will ensure expertise resides and is used in each school, consistently and with fidelity.
7. Conferring with and assessing student achievement based on evidence continues to be a challenge, although schools are expected to perform class reviews periodically (around each

reporting period), allowing teachers and administrators time to review, reflect, and plan next steps that will differentiate for student needs. Administrators, as educational and literacy leaders, must pick up the challenge to engage in professional conversations about learning with teachers. (see attached forms: Class Review, Walkthroughs)



Class Review

School

Date

For Discussion and Action

Classroom Strengths	Classroom Needs	Classroom Next Steps: Goal/Action

Students

Student (Reading Level to date)	Goals/Strengths	Needs	Next Steps	Action/Responsibility

Follow-Up

Administration Walk-Throughs

Teacher/Grade/Subject: _____

Date: _____

Classroom Environment

Indicator	Observations	Follow-Up
<input type="checkbox"/> Classroom is arranged to enable active engagement by students <input type="checkbox"/> Daily schedule is posted <input type="checkbox"/> Daily schedule includes 120 min literacy block indicating times for reading/writing/oral language/word work instruction <input type="checkbox"/> Program components are evident and in use <input type="checkbox"/> Print rich environment (leveled texts, vocabulary words, listening centres, interactive learning centres)		

Teacher Instruction

Indicator	Observations	Follow-Up
<input type="checkbox"/> Classroom behaviour management system is effective in providing an environment conducive to learning <input type="checkbox"/> Teacher follows selected program's instructional routines <input type="checkbox"/> Evidence of learning outcomes/competencies/learning goals/targets readily visible in classroom <input type="checkbox"/> Teacher uses explicit instruction and scaffolds instruction to meet individual learner needs <input type="checkbox"/> Teacher fosters active student engagement and motivation to learn <input type="checkbox"/> Pacing is appropriate <input type="checkbox"/> Transitions are smooth and quick		

Whole Class Instruction/Mini Lessons

Indicator	Observations	Follow-Up
<input type="checkbox"/> Instruction is focused on specific content as indicated in curriculum <input type="checkbox"/> Teacher uses a variety of resources during reading/writing/word work/content instruction		

Small Group, Differentiated Instruction

Indicator	Observations	Follow-Up
<input type="checkbox"/> Small group/strategy instruction is provided at different levels depending on student need <input type="checkbox"/> Differentiated, small group instruction or time for direct work with individuals (conferences) is a regular daily activity, as evidenced by classroom schedule or pensieve (or other student learning tracking device) appointments		

Student Independent Learning Centres

Indicator	Observations	Follow-Up
<input type="checkbox"/> Centres are clearly defined, labeled, and visible <input type="checkbox"/> Students remain engaged during centres and independent work <input type="checkbox"/> Visual aids (active word walls, environmental print/instructions, graphic organizers, calendars) are evident and used as required by curriculum and strategies <input type="checkbox"/> Students apply acquired knowledge, strategies in independent reading and writing activities		

Two Hurrahs and a Reflective Question**Hurrah #1****Hurrah #2****Reflective Question**

RESEARCH-BASED LITERACY IN A PRIMARY 1-3 CLASSROOM - PRINCIPAL CHECKLIST

PLANNING	INSTRUCTIONAL STRATEGIES	CLASSROOM ENVIRONMENT	MATERIALS/RESOURCES
<ul style="list-style-type: none"> timetable shows all components of balanced literacy program - <ol style="list-style-type: none"> Guided/Independent Reading/Literacy Centres Read/write Alouds Shared Reading/Writing Word Study Independent/Guided Writing balanced literacy components occur in an organized, systematic way over the course of a school year long range plans and unit plans reflect a range of instructional strategies, based on overall and specific expectations literacy strategies are used consistently during content area teaching to maximize literacy skill implementation and maintenance weekly planning indicates each guided reading group meeting twice with teacher and materials, shared reading and writing instructional focuses literacy assessment tools (PM Benchmarks, Jerry Johns or Burns & Roe Informal reading inventories) are planned and utilized in forming guided reading groups implement and maintain the Balanced Literacy philosophy of assess-on-the-go using appropriate records management system established for literacy activities (what the other students are doing while teacher is working with guided reading group) - task board, must do/may do lists, centres 	<ul style="list-style-type: none"> lesson goal is explained, modeled and guided practice provided use of differentiated strategies and accommodations/modifications use of whole group, small group and independent work evident for reading and writing "to, with, alone" reading and writing approaches evident shared reading and read-aloud texts are selected to meet needs of students - based on interest, cross curricular connections, various forms and genres, reading/writing strategies use of modeling and "think-alouds" evident in reading and writing - modeling what powerful readers and writers do provide opportunities for connections (to prior knowledge, and experiences, to other subject areas) student talk - time provided for students to share work, make reflections explicit instruction on reading strategies (both decoding and comprehension) planned in shared reading, and reinforced in guided reading process writing/ writers' workshop - students work through the various stages of the writing process (planning, drafting, revising, editing, publishing), supported through explicit instruction during writing mini-lessons and shared/ modeled writing sessions word study components of "word wall" activities, making words, etc. connected to daily reading and writing - connections emphasized 	<ul style="list-style-type: none"> area for whole-class instruction (carpet area?) area for guided reading areas for small group and individual work independent reading/writing materials accessible for students - book boxes or bins, big books, charts, poems, reading and writing centres multiple classroom evidence of class created charts, word lists, shared writing materials, book lists, reading strategies, writing topics, editing symbols, unit charts, etc. guided reading materials kept easy from student access (to remain unseen text) - Literacy Room central storage word wall (just one) - interactive, created with students (words added only when introduced) computer centre operational (and/or frequent lab access) listening centre working - at least 1 recorder and 4 headsets browsing boxes - leveled and non-leveled independent reading materials student work displayed - reflects reading and writing (not just artwork) writing centre - variety of paper, stapler, word charts, dictionaries, thesaurus available, writing prompts based on class work (thematic/content area linked) 	<ul style="list-style-type: none"> aboriginal themed resources incorporated/available/on-display leveled fiction and nonfiction guided reading materials - Literacy Room central storage of '8 packs charts, poems, big books for shared reading "Making Words" - envelopes and letters, and "Month by Month Phonics" - resource for word study variety of fiction and nonfiction independent reading material for browsing boxes/ classroom library and reading centre - leveled and non-leveled materials pocket chart, easel, book stand, chart stand - at carpet area, for shared reading/writing activities listening centre, computer centre, overhead projector - to support literacy activities/centres white boards, chalk boards, and/ or magnetic boards storage tubs, bins for literacy activities/centres examples/models of student work at different levels - exemplars and anchor charts graphic organizers - for oral and written comprehension and retells writing folders/notebooks/portfolios to manage writers' workshop materials

Recommendations and Actions from Sloan Report (2014)

1. Reporting by Literacy Supervisor directly to Superintendent. Completed.
2. Additional support by expert literacy educators in the field required. Partially in place. Based on Literacy Priority meeting February 17, 2015 additional restructuring of central office FTE's to be considered and acted upon.
3. Literacy initiative is THE priority in school division. Greater alignment between English and Aboriginal languages as vehicle for literacy across school division. Resources (human and material) are focused in this direction.
4. Capacity building for Principals/Administrators continues. Focus is on literacy leadership across the school division through professional development, coaching, and gradual release of responsibility elements. (In progress.)
5. Literacy Leads' distribution of time in helping teachers in classrooms, and their own literacy learning must increase. Professional development and literacy learning for the Literacy Leads must expand and deepen beyond the on-line sessions and outside Professional Development opportunities provided. (In progress.)
6. Clear, attainable and reportable targets must be set. For 2014-2015, a target of 10% growth in the number of students reading at level has been set, based on June 2014 reading levels. (Complete)

Industry Support for Literacy Initiative

Cenovus Grant

The Cenovus Corporation has graciously sponsored the NSD Literacy Initiative for two years and has indicated continuation of its contribution for a third year. The investment the company provides to the Literacy Initiative means that material resources can be put into schools, teachers, and students to support reading, writing, and critical/creative thinking instruction. The grant supports in many ways from Whole School Reading and parent involvement events in schools, to small group guided instructional resources, and to providing PD for teachers. This is the only outside funding the literacy initiative has to subsidize its work in Northland schools.

The Cenovus Literacy budget for 2014/2015 (year 2) includes

- | | |
|--|------------------------|
| • Student Resources (eg. Nelson Literacy, LLI, Guided Reading, etc.) | \$108,000 |
| • Professional Learning (including NSD regional PD,
FYI: this costs far more than the allocation) | \$ 39,800 |
| • Community Resources (literacy nights, events, etc) | \$ 2,200 |
| | Total \$150,000 |

Visit to South Slave Divisional Education Council Schools, Northwest Territories

As part of the Sloan Report follow-up, a team from Northland School Division travelled to the South Slave Divisional Education Council in the Northwest Territories from February 1-6, 2015 to see how a similarly populated highly successful school division worked over eight years to accomplish its goals. The team visited seven of the eight schools in the division and learned about:

1. The power of having a school-embedded coach available to teachers to assist in planning, delivering, and debriefing lessons
2. The importance of literacy leadership demonstrated from the Superintendent and Associate Superintendent through the central office support team, the administrators, teachers, and support staff as well as the governance body to drive the initiative forward

3. The structure of the supporting team – the Literacy Coordinators – to deliver timely, appropriate, researched professional development to the Literacy Coaches in the schools, differentiating by need and experience who then deliver the message to the teachers
4. The tracking of student achievement, the relationship between tracking teacher encounters with the coach relative to student achievement, and the importance of class and school reviews periodically to inform and improve instruction
5. The respect for and encouraging of culture and language in each of the schools relative to the communities and families they service.
6. The need both for responsibility and accountability on the part of teachers, parents, administrators and communities for student learning.

Northern Journal Article:

<http://norj.ca/2015/02/albertas-northland-school-board-examines-south-slave-literacy-strategies/>

First Nation, Metis, Inuit Learning	AERR Priority:	Funding Source:
	<p>Increase Emphasis on Land Based and Experiential Learning</p> <p>Strengthen Implementation of the Division Literacy Initiative for English, Cree and Dene Languages</p>	FNMI – Grant 2013-2077

Program Outcomes

- Students experience success i.e. Art activities/projects, learning Syllabics introduced
- Students appreciate cultural-linguistic experiences using local language i.e. Cree used during Art

Introduction of Syllabics

- Students gain relevant cultural knowledge i.e. helping others, what is expected while working with others, part of positive relationship building
- Students develop and enhance Indigenous identity i.e. sharing of experiences and stories, positive interaction and reinforcing indigenous identity
- Students connect with indigenous worldview i.e. free sharing of experiences, lessons learned from grandparents, from home, from each other
- Students increase Cree language literacy through integrating the learning of Cree Syllabics
- Students are learning Cree Syllabics supported by hands on activities e.g. beaded name written in syllabics as a name tag, vocabulary and complete sentence development
- Cree Syllabic characters are associated with action/movement/dance through music and drama to address other levels of intelligence to increase recognition, reinforcement and memory building ie: Jerry Saddleback video

Frameworks/Schedules are developed to meet individual school and teacher requests

- Two to three days needed to complete Art projects while immersed in local language, making a Fleece Storage Bag decorated with beads, with a leather drawstring and leather fringe; as well as tipi's ,bracelets 2 to 3 days of moccasin making, 2 to 3 days with a grade 6 class requested by the teacher, time and day to be set up at other Schools in progress, 3 days equivalent with BCN FN school grade 6 students
- Developing and constructing Syllabic posters for Cree instruction e.g. one large Syllabic Chart, 3 poster size charts
- Developing Rubrics for craft making lesson plans
- Jr. & Sr. high school in need of greater local support with culturally based programming

Enhancing capacity of Instructional staff to develop resources at the local level based on competencies and community values

- Developing resources for learning Syllabics e.g. action driven, flash cards, collaborative development of resources between the teacher and the Division II Cree Language Teacher,
- Digitized resource being locally developed by Career Pathways teachers to assist the teaching of Syllabics for high school students – sound, movement, picture, etc.
- Developing resources with Cultural Advisor on respectful relationship building and belonging

Increased use of Community Engagement in some local communities

- NSD#61 Cree Language teachers/instructor are included/involved with the BCN Cree Language Committee
- Co-creating, co-developing Cree Syllabic resources BCN FN School, NSD#61 Cree Instructors and Treaty 8 Education and KTC and ATC
- Elder visits/ Cultural Advisors to explore what Syllabic Chart(s) are being used in the community
- Community members explored and were actively involved with cultural advisor and students
- Community members were involved in the discussions and observations of their child work being displayed on bulletin boards
- Moving towards Community to be engaged in planning and developing for whole school/across the curriculum community/school based plan
- Community meals and celebrations held at School for the Fall Solstice, Winter solstice,
- Planned and played Cree VerbO, Cree Numbers and Syllabic bingo as part of entertainment during the community meal
- Upper Division I class and Division II classes have Cree instruction, experiential learning includes picking tall bush cranberries, making temporary shelters, identifying and using materials traditionally used as kindling in starting a fire in a fire pit
- Outreach school has identified mornings when they can go and have culturally based classes there

Literacy Support

- Literacy support staff and resources from NSD#61 and Treaty 8 Education, KTC, and ATC
- Literacy nights at the School
- Shared PD on literacy between local NSD#61 schools and BCN FN School, KTC and ATC.

The following opportunities for experiential learning happen in communities:

- Parent/teacher evenings at the land base camps
- Culture days
- Home visits
- Incorporating more local knowledge through local resource people
- Local language and culture teachings
- Teaching the linguistic connection to the land
- Incorporating indigenous worldviews.
- A community resource lists being developed on an ongoing basis for schools.
- Family support center
- Family appreciation day.
- Students record stories from Elders.
- Interview Elders
- Record local stories in local language and translate them.
- Healthy families' resource fair.
- Family literacy day
- Tea and bannock day
- Student drummer group
- Metis dance workshop
- Marten Lakes Cultural Camps
- Kapaskwatinak culture center Education activities
- Local people identify trees etc.
- Fish fry with community
- Staff attend treaty days

- Hold a fall feast
- Give opportunity for parents to provide regular feedback
- Plan a cultural camp with the community
- Invite Aboriginal role models to share stories
- Honor students on successes
- Use the environment as a classroom to teach connections
- Ensure land based learning is incorporated as part of long range plan
- Local craftsman taught canoe making
- Making dream catchers
- Snow shoe making
- Had a round dance
- School newsletter in Cree
- Host Metis music nights
- Host hand games

All schools submit reports to Central Office on 'in school' cultural expenditures.

Attendance Initiative	AERR Priority:	Funding Source:
	Year One Implementation of the Division Attendance Initiative	NSD

"At the January 30/31, 2015 Board meeting, the Northland School Division Board approved the *Attendance Improvement Initiative – 'Every Day Counts Report'*. The report indicates the Division's commitment to addressing student attendance across the jurisdiction. Between April, 2014 and January, 2015, the *Attendance Improvement Committee* reviewed current attendance practices and gathered input from school communities. This work has generated 29 recommendations; many which support the vision of *Inspiring Education* and for Aboriginal Education Excellence.

The *Attendance Improvement Initiative – 'Every Day Counts' Re-port* acknowledges recommendation 3 of the *Northland Inquiry Team Report* by setting into motion actions that further support student engagement by building bridges with our parents and school communities. The report also reiterates the importance of accurate data collection processes, communication, school-based incentives, central office support, school community collaboration and building community capacity and leadership.

The *Attendance Improvement Committee*, in partnership with school communities, will be moving forward with developing an implementation plan that includes community meetings, progress reports, timelines and budget details."

Leadership Development	AERR Priority:	Funding Source:
	Enhance Instructional Leadership and Strengthen Teacher Supervision and Evaluation	NSD

Northland School Division took the opportunity to further focus on building the capacity of new and existing Northland leaders.

Principal Literacy Walkthrough Modelling In-service (Bishop Routhier School - December 1, 2014)

Three new Northland School Division principals participated in an activity where the Literacy Walkthrough was modelled by an experienced principal, as well with support from the Divisional Literacy Supervisor. All three principals indicated they appreciated the opportunity to network and work with an experienced principal to better understand what to look for in a walkthrough process.

Teacher Growth, Supervision and Evaluation Workshop (Northland Administrators' Meeting - October 8, 2014 - Slave Lake)

20 principals took part in the Alberta Teachers' Association Teacher Growth, Supervision and Evaluation Workshop with Joyce Sherwin. Principals had the opportunity to dialogue about teacher growth, supervision and evaluation, and problem solve issues related to those areas.

Unpacking the Teacher Quality Standard In-service (Northland Administrators' Meeting - February 10, 2014)

As a follow-up to the Teacher Growth, Supervision and Evaluation Workshop, Mark Yurick and Joyce Sherwin of the ATA, worked with the majority of our principals in delving into the Teacher Quality Standard (Ministerial Order #016/97). This document outlines Alberta teacher knowledge, skills and attitudes, and how they relate to the supervision and evaluation process.

Quality Indicators

Northland School Division is working to make the Teacher Quality Standard and the Principal Quality Practice Standard meaningful in the Northland context. Work this year has focused on:

- HR Committee articulation of standards posted in Google Docs for all Northland principals to provide feedback and create additions.
- February 2015 Principals' Unpacking the Teacher Quality Standard with the ATA developed Northland based descriptors of what quality teaching looks like in a Northland school.

Next Steps:

- A principal whom is on leave is to review Northland teacher descriptors and will draft a template document for review through focus groups and general distribution to select Northland stakeholder groups.
- An Unpacking the Principal Quality Practice Standard will be conducted at the May Administrators' meetings to develop statements of what quality leadership looks like in Northland School Division.

90%+ Attendance Summary (K-12)

September 2014 – January 2015

	<u>90-94%</u>	<u>95-100%</u>
September	356 (12%)	1352 (47%)
October	394 (14%)	1179 (41%)
November	458 (16%)	799 (28%)
December	441 (15%)	602 (21%)
January	<u>224 (8%)</u>	<u>911 (32%)</u>
Total (Avg.)	375 (13%)	969 (34%)

47% of our students have achieved 90% or better attendance for the first 5 months of the school year

DIVISION ATTENDANCE JANUARY 2015

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	Below 70%	Total
ECS	92	17	61	37	94	301
Gr. 1	88	22	60	49	74	293
Gr. 2	93	18	66	40	58	275
Gr. 3	83	15	62	37	45	242
Gr. 4	102	18	49	23	43	235
Gr. 5	86	21	43	37	56	243
Gr. 6	84	25	46	30	43	228
Gr. 7	68	20	52	28	50	218
Gr. 8	49	23	25	36	71	204
Gr. 9	43	13	25	24	49	154
Gr. 10	51	12	18	17	83	181
Gr. 11	31	5	11	9	80	136
Gr. 12	41	15	13	16	75	160
Student Totals	911	224	531	383	821	2870

Student Attendance by Division in Percentage

Year to Date, January 2015

School	ECS	Div 1	Div 2	Div 3	Div 4
Anzac	87	89			
ADCS	72	77	73	62	53
Bill Woodward			90	94	88
Bishop Routhier	83	80	79		
Calling Lake	83	87	82	80	63
Calling Lake Outreach					45
Career Pathways					51
Chipewyan Lake	86	98	91	74	92
Conklin	89	91	94	93	
Dr. Mary Jackson	80	93	88	82	
Elizabeth	92	90	92	94	
Fr. R. Perin	81	88	84	73	
Fort McKay	86	84	85	86	
Gift Lake	78	85	89	85	
Grouard	81	86	90	84	
Hillview	96	81	90		
J.F. Dion	89	88	88	82	
Kateri	78	80	84	83	58
Little Buffalo	66	79	77	75	83
Mistassiniy				72	50
Pelican Mountain	74	75	75		
Paddle Prairie	74	89	81	87	78
Peerless Lake	86	93	89	88	87
St. Theresa	87	87	86		
Susa Creek	84	81	88	82	
All Schools	83	85	85	78	65

Staff Attendance (Based on Leave Applications)

November 1, 2014 to January 31, 2015

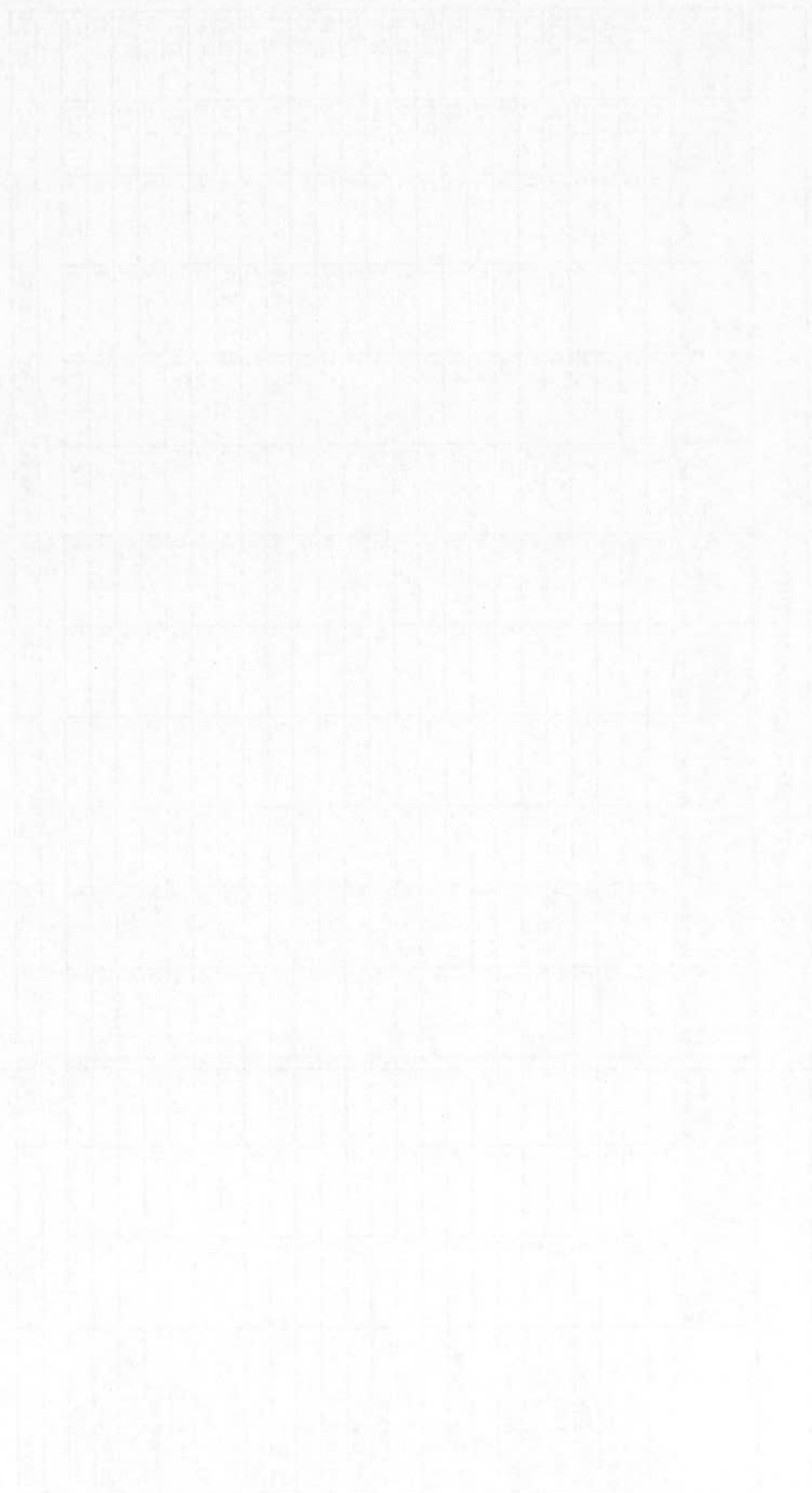
	# of Staff	Calendar Days	Possible Days	Actual Days Recorded	Actual Attendance	# of P.D. Days Taken	# of "Other" Days Taken	% Attendance	% Absent	% Absent for PD	% of Other
Certificated Staff	202	54	10908	1047.5	9860.5	103	944.5	90%	10%	0.94%	8.66%
Uncertified Staff	170	54	9180	988.5	8191.5	3.5	985	89%	11%	0.04%	10.73%
Maintenance Staff	58	56	3248	463	2785	0	463	86%	14%	0.00%	14%
Central Office Staff	41	56	2296	219.5	2076.5	12.5	207	90%	10%	0.54%	9%

Types of Leaves:

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

Staffing Update - February 18, 2015

	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	Caretaker	Bus Driver	Cook	Total by School
Anzac	5.5	0	0	0	0.5	0	0	0.25	0.5	0.25	1	1	0	0.75	9.75
ADCS	20	1	0	0	1	3	1	0	0.95	1	1	4	0	2.63	35.58
Bill Woodward	9	0	0	0	0	3.2	1	0	0.5	0	1	2	0	1.25	17.95
Bishop Routhier	5	0	0	0	0	3.4	0	0	0	0	1	2	0	0.81	12.21
Calling Lake	11	0	0	0	1	2.4	0	0	0	0.6	1	1.5	1	1.75	20.25
Career Pathways	2	0	0	0	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	1	0	0.5	5.2
Conklin	4	0	0	0	1	0	0	0	0	0.5	0.5	1	1	0.63	8.63
Dr. Mary Jackson	2	0	1	0	1	1.5	0	0	0	0	0.5	1	2	0.63	9.63
Elizabeth	10	0	0	1	0	2	0	0	1	1	1	1	1	1.63	19.63
Father R. Perin	7.5	0	0.5	0	0	2.9	0	0	0	0.6	0	1.5	1	1.12	15.12
Fort McKay	7	0	0	0	5	0	0	0	0	1	1	1	1	1.08	16.08
Gift Lake	13	0	1	0	2	4	0	0	0	1	1	2	4	1.75	29.75
Grouard	7	0	0	0	2	2	1	0	0	1	1	2	2	1.63	19.63
Hillview	3	0	0	0	0	0.5	0	0	0	0	0.5	1	4	0.63	9.63
J.F. Dion	6	0	0	1	1	0	1	0	0	0	1	1.36	1	0.94	13.3
Kateri	7	0	0	0	1	2	0	0	0	1	1	2	2	1.25	17.25
Little Buffalo	13	0	0	0	0	4	0.8	0	0	1	1	1.58	1	1.38	23.76
Mistassini	23	0	0	0	3	1	0	2	0	1	2	5	6	3	46
Paddle Prairie	8	0	0	0	1	1.4	0	0	0	0.5	1	2	2	1.34	17.24
Peerless Lake	10	0	0.5	0	1.5	1	0	0	0	1	1	2	2	1.75	20.75
Pelican Mountain	1	0	0	0	0.75	0	0	0	0	0.25	0	1	1	0.5	4.5
St. Theresa	23	0	1	3	6	7	0	1	1	2	2	4	4	3	57
Susa Creek	3.6	0	0	1	1	0	0	0	0	0.4	0.85	1	2	1.25	11.1
Totals	202.6	1	4.67	6.4	28.75	41.3	4.8	3.25	3.95	14.43	20.65	41.94	38	30.2	441.94



School Visits by Department November 1, 2014 - January 31, 2015			
	Management	Learning Services Team	Totals
Anzac	5	2	7
ADCS	11	12	23
Bill Woodward	4	1	5
Bishop Routhier	6	7	13
Career Pathways	2	3	5
Calling Lake	17	14	31
Chipewyan Lake	5	5	10
Conklin	4	6	10
Dr. Mary Jackson	3	6	9
East Prairie/Hillview	3	10	13
Elizabeth	4	3	7
Fort McKay	3	2	5
Fr. R. Perin	10	28	38
Gift Lake	15	4	19
Grouard	12	23	35
J.F. Dion	4	1	5
Kateri	2	6	8
Little Buffalo	3	5	8
Mistassiniy	4	12	16
Paddle Prairie	2	5	7
Peerless Lake	2	1	3
Pelican Mountain	2	7	9
St. Theresa	2	4	6
Susa Creek	2	0	2

Bulletin 7



P.O. Bag 1400, 9809-77th Avenue, Peace River, AB, T8S-1V2
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 Fax: 780-624-5914

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Cultural Pride in Fort Chipewyan



Students at Athabasca Delta Community School (ADCS) in Fort Chipewyan are demonstrating cultural pride through singing and drumming. On January 29, 2015, Jerome Whiteknife, grade 4 student and Josh Cardinal, 6 years old, each played the drum and sang to students during morning announcements as a way to open minds. Click on the link view Jerome's video on the Northland School Division website.

<http://nsd61.ca/about-us/division-news/post/cultural-pride-at-athabasca-delta-community-school>

The video is a huge hit in Fort Chipewyan! Jerome's video has been viewed by over 46,000 people on Facebook! Since this initiative began, Elders share cultural knowledge to students through drumming, singing and the Seven Sacred Teachings; Love, Respect, Courage, Honesty, Wisdom, Humility and Truth. The schools says when students feel valued they will respect others, which in turn opens their minds to learning.



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Experiential Learning at Father R. Perin School



Experiential learning is very important to the staff and students at Father R. Perin School in Janvier. Every week we have cultural activities for different classes. Before and after the activity, the teachers deliver lessons relevant to the activity the children will be engaged in. Mary Agnes Herman (**See picture above**), one of the Elders and grandmother to many children at the school, explains to elementary students about the parts of the fish and shares some ancestral knowledge of the uses of the different parts she has removed from the inside of the fish.



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Family Literacy Day at Northland Schools

Schools across Northland School Division celebrated Family Literacy Day on Tuesday, January 27, 2015. Family Literacy Day is a national awareness initiative created by ABC Life Literacy Canada in 1999 and held annually on January 27th to raise awareness of the importance of reading and engaging in other literacy-related activities as a family.



Paddle Prairie students and parents work on story description and evaluation.



Students and parents enjoy Literacy night at Grouard Northland School!



Oral Storytelling at St. Theresa School in Wabasca-Desmarais!



Conklin students utilize literacy skills to bake cookies!

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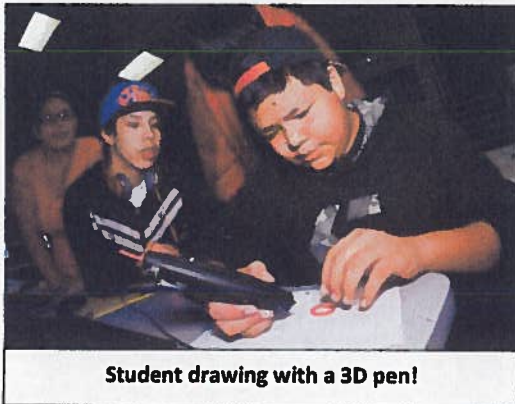


P.O. Bag 1400, 9809-77th Avenue, Peace River, AB, T8S-1V2
Phone: 780-624-2060 or 1-800-362-1360
Fax: 780-624-5914

www.nsd61.ca

Follow us on Twitter and Like us on Facebook!

Mistassiniy School Engaging Students with Innovative Courses



Student drawing with a 3D pen!



Video Game Design!

Mistassiniy School continues to evolve into an environment where student-centred learning and course innovation is the norm.

This approach to learning motivates students to achieve success and feel a sense of ownership in what they're learning. Student voice and dedication by teachers, parents and community members result in course offerings such as Animation, Video Game Design, Aboriginal Film Studies, Cree Language Development, Forensic Sciences, Recreational Management, 3D Design, Shop Class, just to name a few.

Dafydd Thomas, Mistassiniy School Principal, says learning is supposed to be fun, engaging and developed in a way to help students acquire necessary skills for future careers.

"We believe the courses we offer create a sense of diversity and excitement in our school," says Thomas. These courses are geared towards helping students acquire lifelong learning skills to think critically while being creative and innovative, use technology to learn and communicate and develop respect by way of collaboration and leadership."

These courses demonstrate a common vision within *Inspiring Education*. It is mind shift that is essential for preparing students for the future we can't predict. Thomas adds that the school continues to plan for the future through another initiative called *Moving Forward with High School Redesign*.

"For this initiative, we are focused on prioritizing the curriculum in way that makes learning relevant for students," said Thomas. "We also have a teacher who helps students develop personal education plans. This takes place in another course called Learning Strategies."

To learn about the courses Mistassiniy School offers, log onto their new website at www.mistassiniyschool.ca.

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BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: TRUDY RASMUSON, SECRETARY TREASURER

SUBJECT: FINANCE QUARTERLY REPORT

ORIGINATOR TRUDY RASMUSON, SECRETARY-TREASURER

RECOMMENDATION
That the Board of Trustees approve the Finance Quarterly Report, as presented and attached.

FINANCE QUARTERLY REPORT

February – August Forecast Summary

February 23, 2015

Introduction

The main focus of this report will be the February to August forecast, which is a snapshot of the financial results for the Division at the end of the January 2015, and an estimate of the financial results to the end of the year. The forecast information is an estimate and may be subject to change. The following is a summary of forecast revenue and expenses for the year ending August 31, 2015:

Revenues

Total revenue received to date represents approximately 36.5% of June budget, with federal revenue representing 47.8% of June budget (42% of November budget). However, both revenue projections are to be adjusted (see below).

Provincial Revenues:

Total revenues are estimated to increase by approximately \$1.1 million. This is due to the transfer of students from federal to provincial, an increase in ECS Program Unit Funding (PUF), an increase in the Small School by Necessity grant and FNMI funding.

Federal Revenues:

Total revenues are estimated to fall by over \$500,000. This is a result of the transfer of federal students to provincial responsibility. Please note that all the revenue adjustments reflect the nominal role results as well. Federal revenues are based on the amount per student as of August 31, 2014, and will be adjusted in the fall, as a result of the final accounting for expenses.

Expenses

Salaries and Benefits:

Salaries and benefits remain on track at 39% of budgeted (at 41.6% of the year). We are anticipating an additional expense of approximately \$80,000 net in salaries and benefits, taking the changes in the staff at the schools and the five months that some central positions have been unfilled. The new year will see an increase in the salaries and benefits due to the addition of CPP and EI premiums to the higher-paid employees, so the actual cost may be closer to the budgeted cost in the following months.

Additional expenses:

ADCS Outreach program	\$30,000
Attendance Recommendations	\$63,200
BLAST instructor and travel	<u>\$40,000</u>
TOTAL	\$133,200

Conclusion

November budget surplus	\$53,896
Provincial revenue increase	+\$1,200,000

Federal revenue decrease	-\$536,700
Additional salary expenses	-\$80,000
Additional expenses	<u>-\$133,200</u>

Operational Surplus **\$503,996**

Mobile home project **-\$300,000**

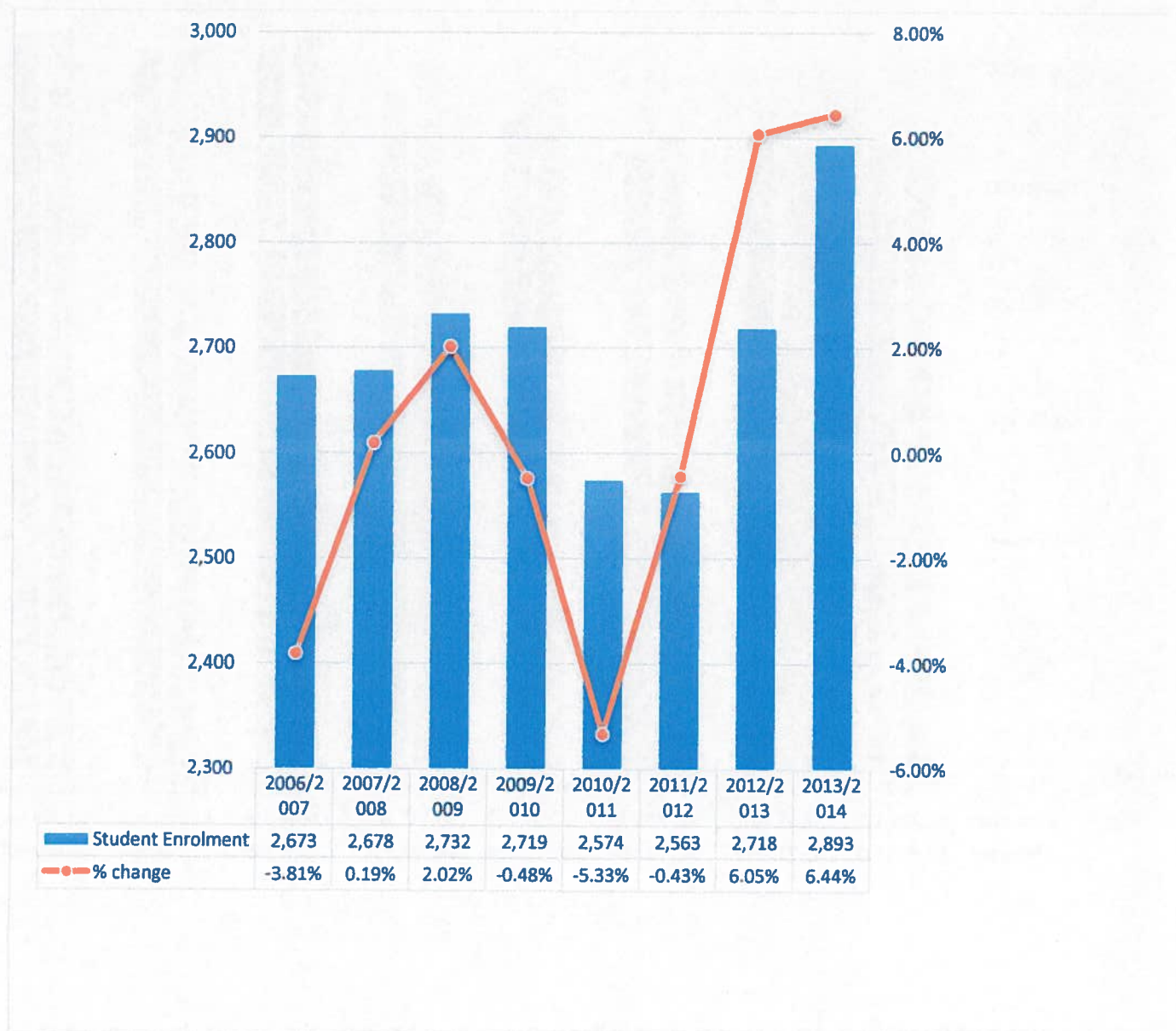
Adjusted Operational Surplus **\$203,996**

Due to the shift of students from federal to provincial rolls, the additional provincial funding and the delay in hiring some centralized staff, the operational surplus looks healthier than at the November update. However, we may require such a surplus, depending on the provincial government's plans for education funding in the coming year.

2013-2014 FISCAL YEAR-END

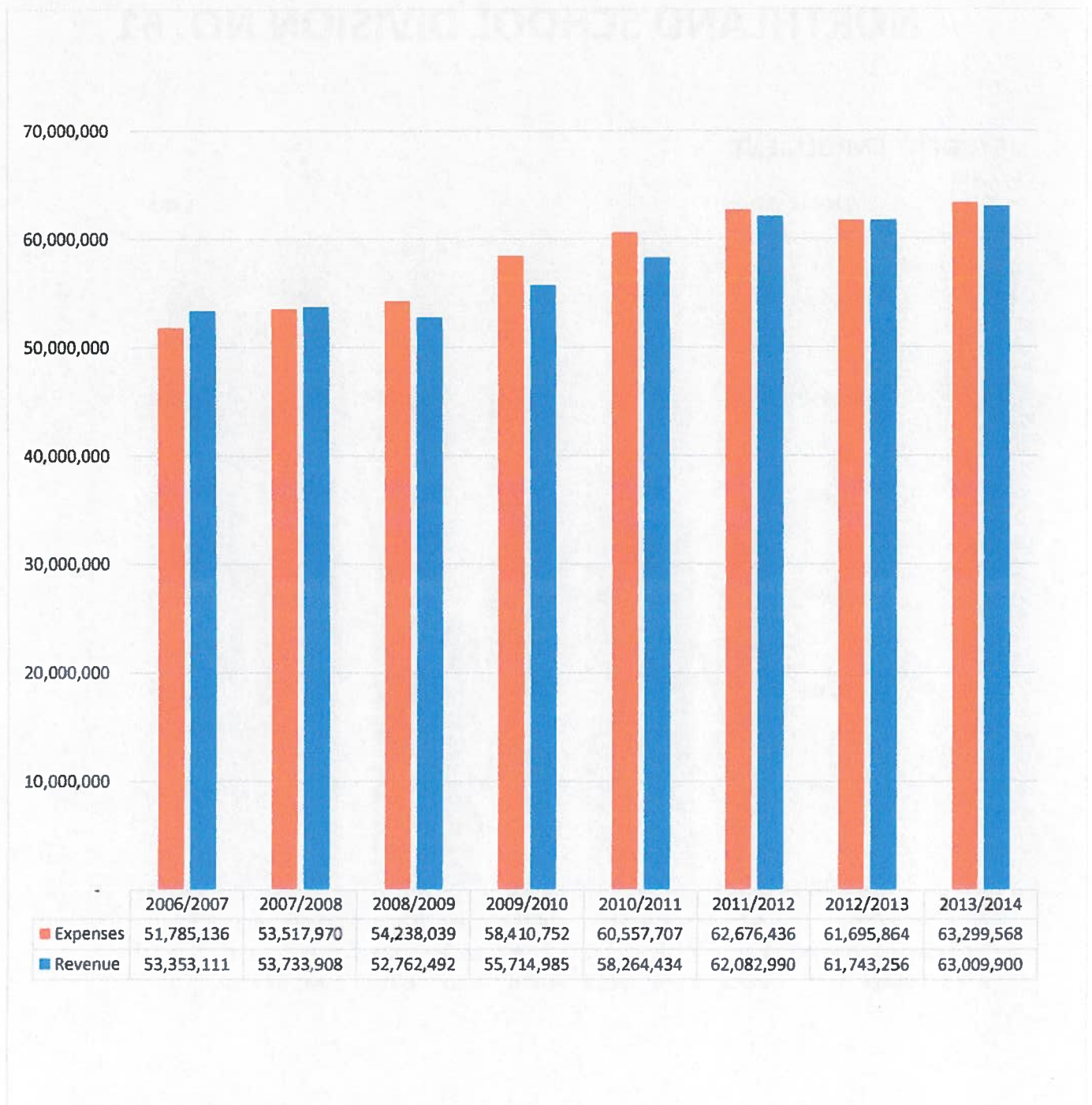
NORTHLAND SCHOOL DIVISION NO. 61

STUDENT ENROLMENT



Enrolment has increased over the past eight years, from a low of 2,574 to a high, this year, of 2,893, an increase of over 6% from last year.

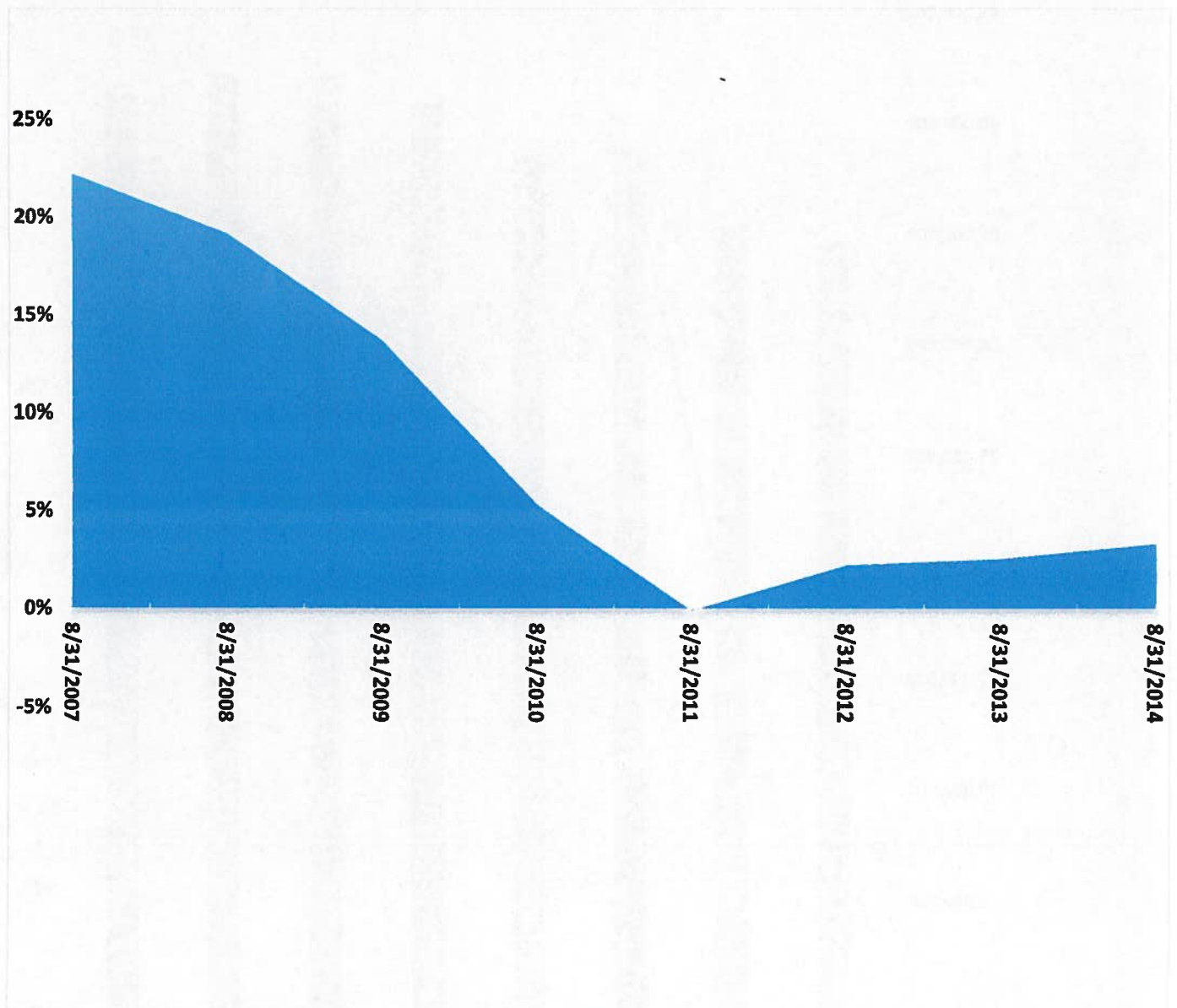
INCOME AND EXPENSES



Over the past three years, expenses are more in line with revenue; however, the increase in revenue has been small, requiring NSD to be more proactive with expense control.

FINANCIAL HEALTH

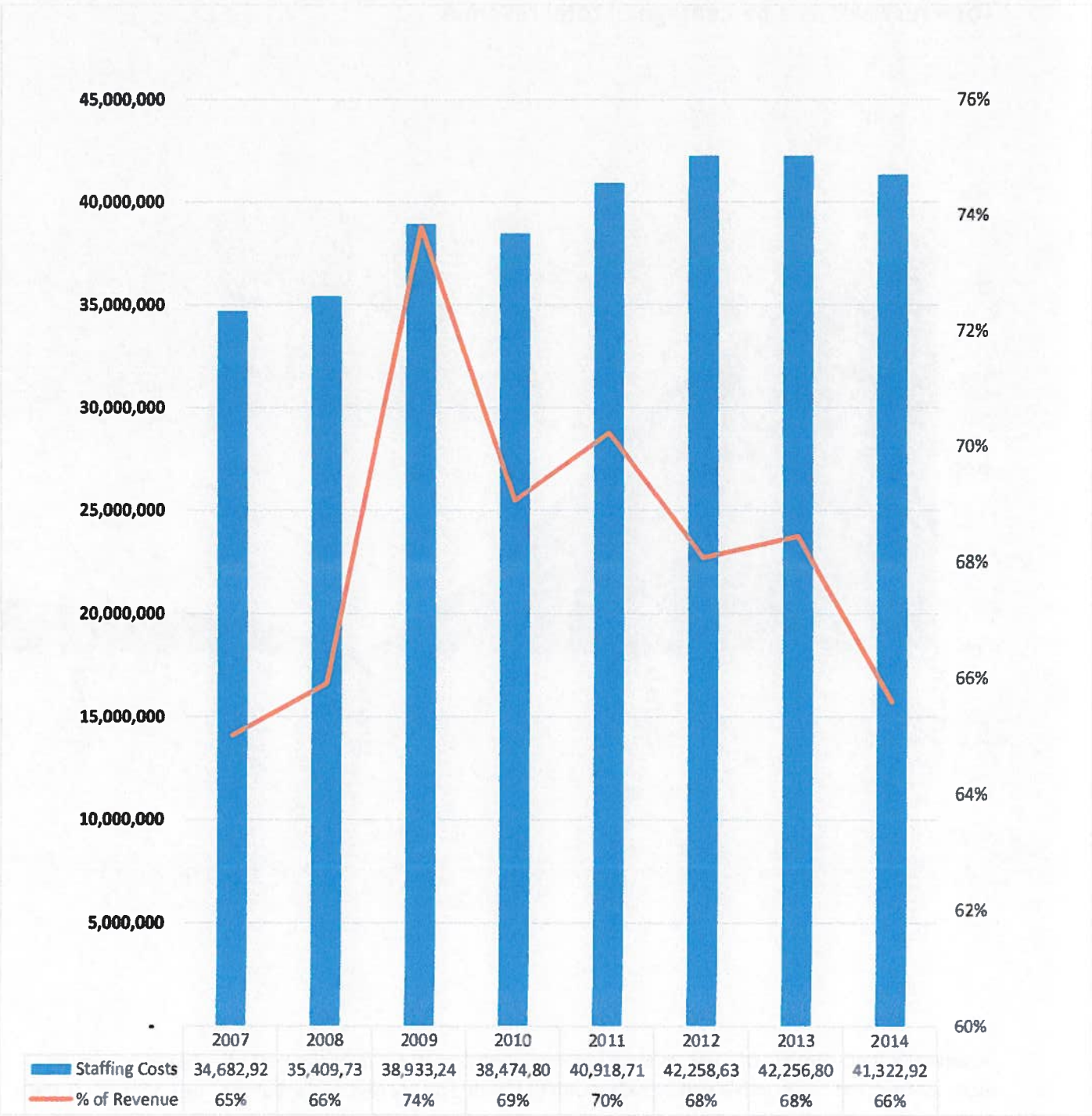
Total reserves as a percentage of total revenue



Reserves as a percentage of total revenue has remained consistent over the past several years, with no expectations that this number will increase, due to the budgetary restraints that may be imposed for the next year.

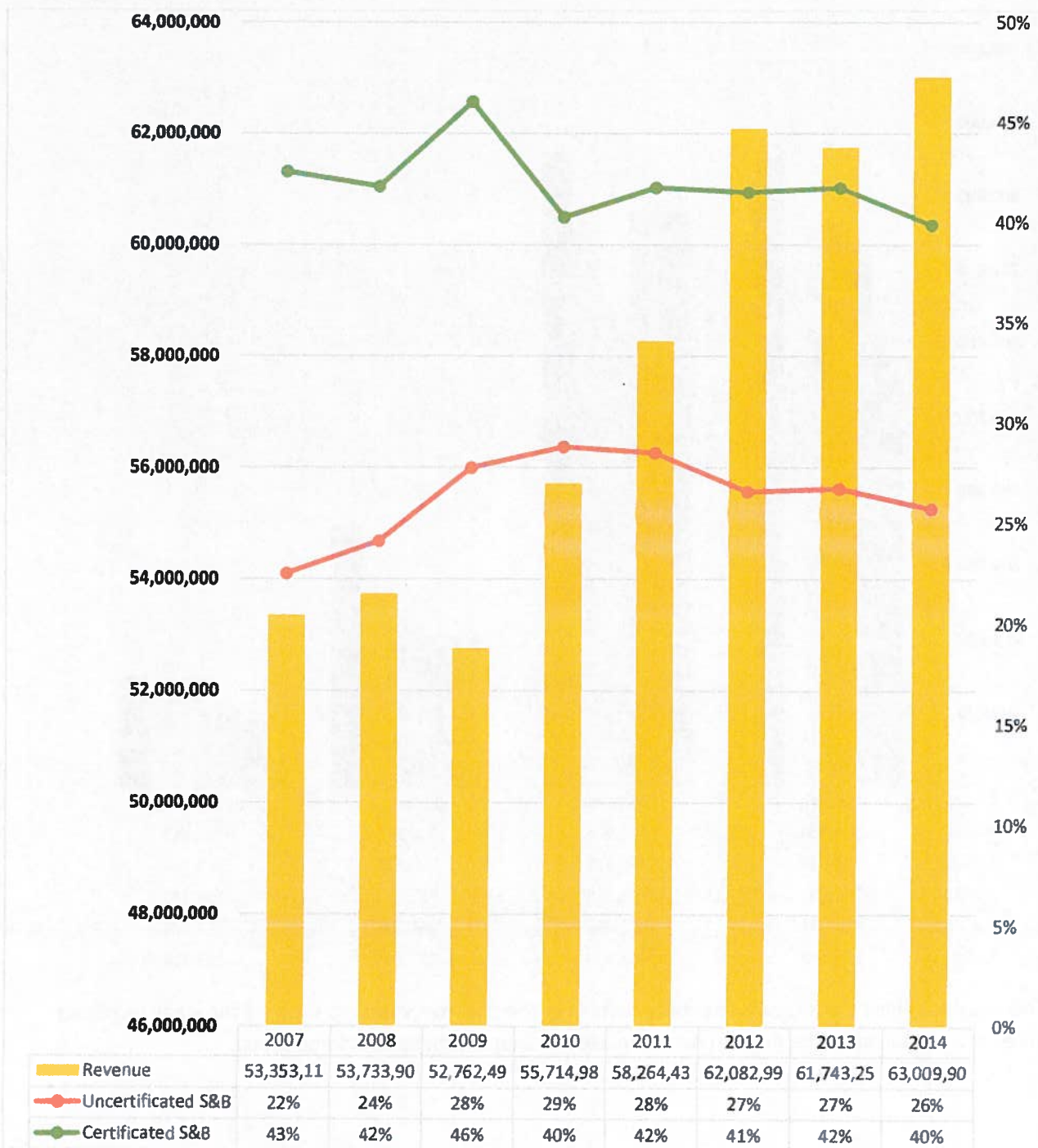
SPENDING TRENDS

Total Staffing cost as a % of revenue



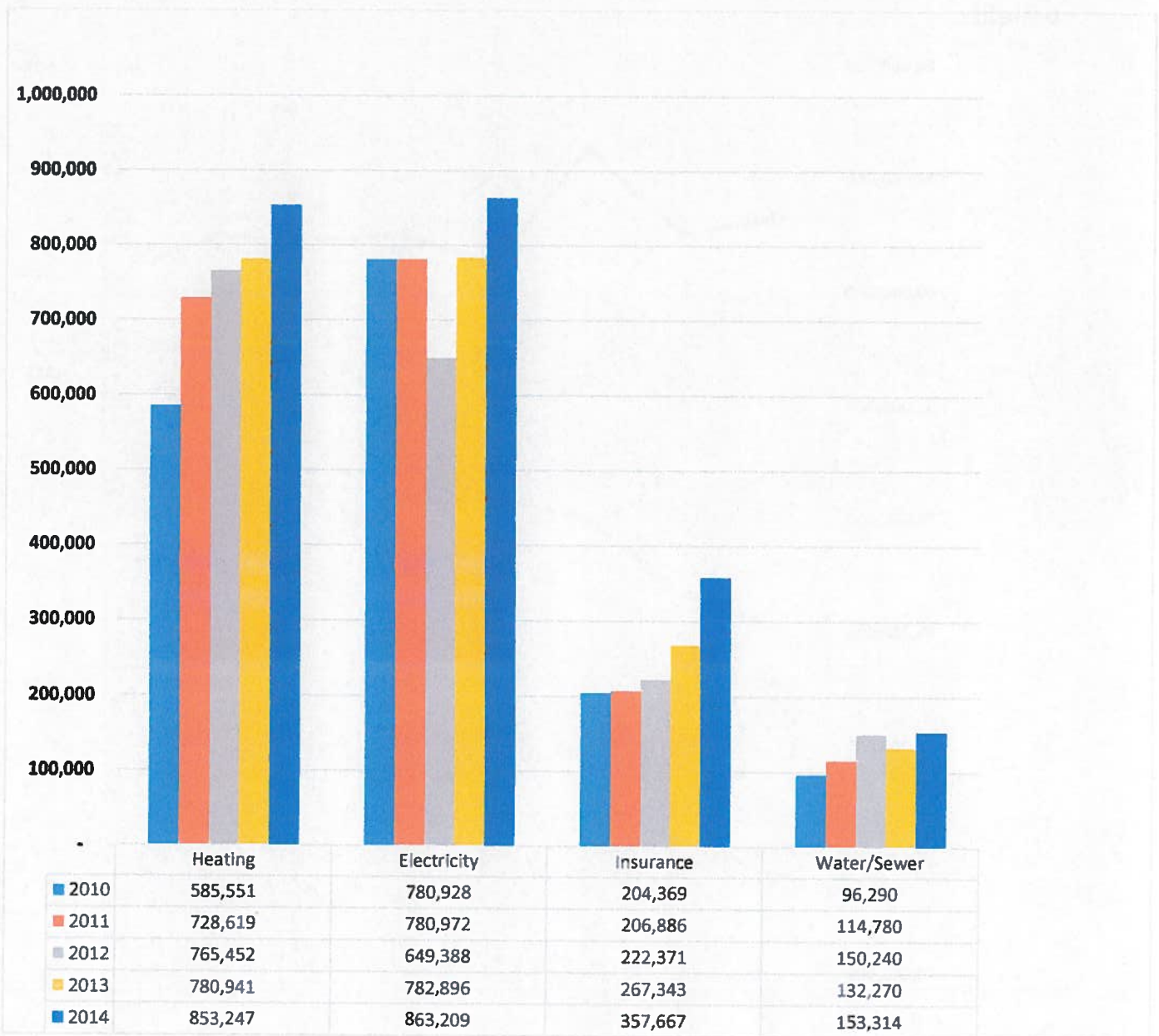
Staffing costs have been falling as a percentage of revenue from 70% to 66% of total revenue over the past four years. This is mainly as a result of no wage increases for staff over the past three years. However, there will be an increase in wages this fall, due to the new ATA contract.

Percentage of total revenue vs. certificated and uncertificated salaries and benefits.



This is similar information to the previous graph, breaking down the salary information between certificated and uncertificated staff.

Utility Costs



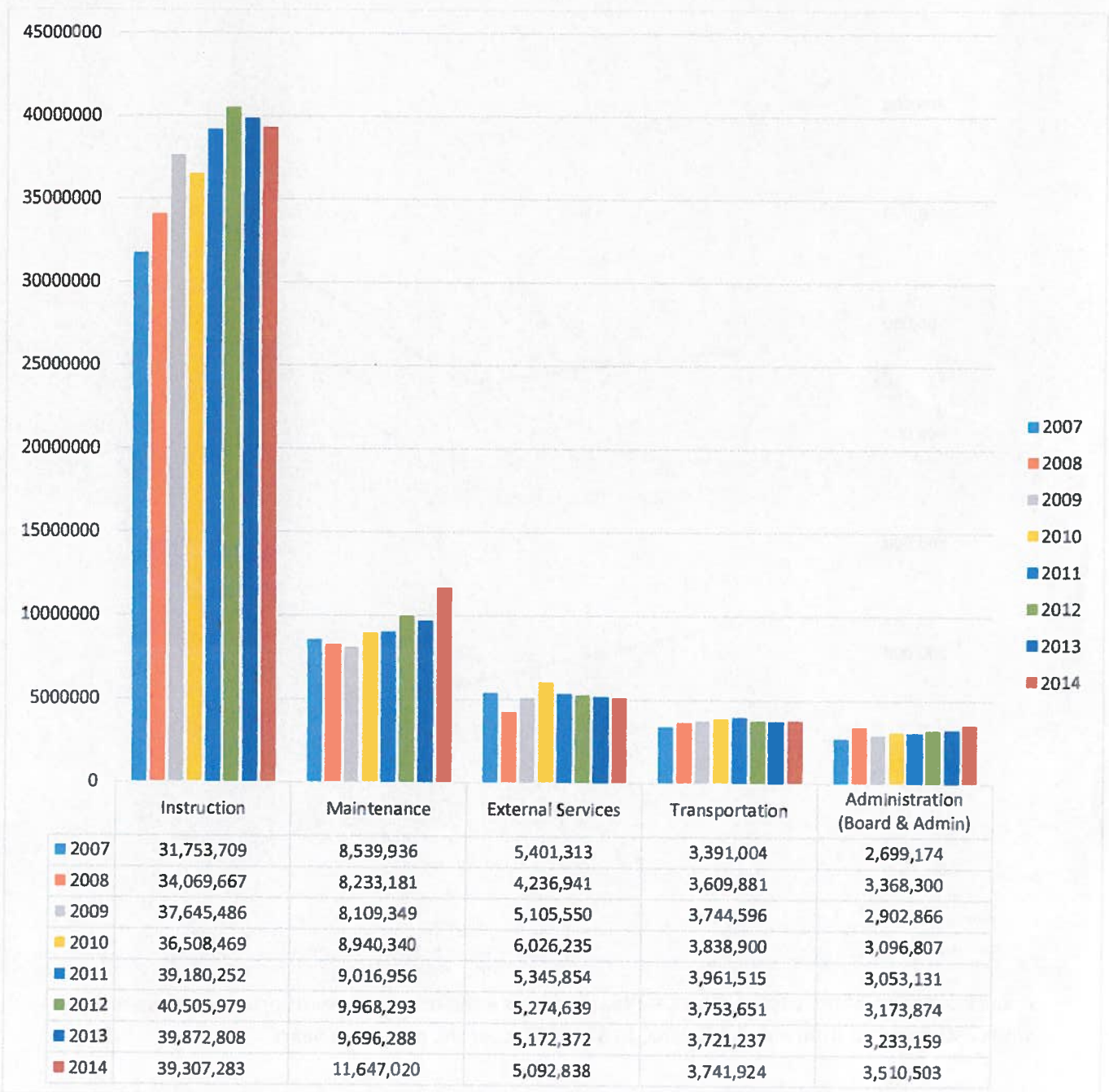
This graph outlines the increases in utility costs over the past five years, so some of the small increases in revenue received by the division has been used to support these additional costs.

Certificated and uncertificated substitute teacher costs



A quick overview of the cost of substitute teacher costs – the trend is towards using certificated subs, with costs going up from about \$700,000 to \$740,000 over the past three years.

Expenses by function



An overview of expenses by function – the largest expense increases are in instruction – from approximately \$325,000 to almost \$400,000 in the past eight years. Maintenance is the second highest in terms of expense growth – and utility costs, insurance and mould issues have contributed to most of the growth.

In conclusion, the division was able to end the year with a small operating deficit (\$289,668). Despite the increase in enrollment, which translated into additional funds for the division, the additional expenses were slightly more than the revenue raised.

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS
SUBJECT: LOCALLY DEVELOPED COURSES – FILM STUDIES 15-5

RECOMMENDATION

That the Board of Trustees approve the Locally Developed Courses from the Calgary School District #19, as foundation courses of study at the high school level: Film Studies 15-5 September 1, 2014 to August 31, 2016.

CURRENT SITUATION: This course is currently being offered at as part of the high school course offering at Mistassiniy School.

BACKGROUND:

OPTIONS:

BOARD OF DIRECTORS

IN THE YEAR 1912

REPORT

OF THE BOARD OF DIRECTORS

FOR THE YEAR 1912

AND

FOR THE YEAR 1913

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BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS
SUBJECT: PROCEDURE 4XX – SCHOOL VOLUNTEERS
ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees accept the attached draft of Procedure 4XX – School Volunteers, as information.

CURRENT SITUATION:

BACKGROUND:

OPTIONS:

BOARD OF TRUSTEES

DATE: FEBRUARY 28, 1902

ST. LOUIS, MO.

TO THE HONORABLE COMMISSIONER OF THE LAND OFFICE

ST. LOUIS, MO.

RE: LAND OFFICE

ST. LOUIS, MO.

YOUR OFFICE

ST. LOUIS, MO.

Yours very respectfully,
J. H. [Name]
[Title]
[Address]

[Large blank area for additional text or signature]

**School
Volunteers**

Policy

The Board believes that volunteers are a valuable part of the school community and can enhance educational services.

Guidelines

1. The assignment of duties for a volunteer rests with the school principal.
2. For those volunteers who work with students in a school on a regular, ongoing basis, it is expected that volunteers will be entitled to:
 - 2.1 Know what is expected of them
 - 2.2 Be treated in a respectful manner.
3. Volunteers shall:
 - 3.1 Follow through with commitments,
 - 3.2 Abide by the directions of the principal/classroom teacher,
 - 3.3 Maintain confidentiality,
 - 3.4 Accept guidance and direction.

Procedures

1. The principal shall approve all volunteers expected to be working in the school.
2. Volunteers shall:
 - 2.1 Sign a Pledge of Confidentiality in a format acceptable to the Superintendent of Schools,
 - 2.2 Abide by Division and School policies and procedures,
 - 2.3 Where required, complete any safety training,
 - 2.4 Where the volunteer works with children unsupervised by a school staff member, the volunteer must "Criminal Records Check", "Local Indices Search (RCMP)", "Vulnerable Sector Search" and "Child Intervention Check", at the school's expense,
 - 2.5 Advise the school principal of any criminal charges that occur after the initial "Criminal Record Check" and/or "Child Family Services Authority Intervention Record Check" has been completed.
3. Volunteers whose services are no longer required will be notified in writing by the principal.



-
4. The school principal must communicate to staff if a volunteer may be left unsupervised with students. Unless staff are instructed otherwise, staff must ensure the volunteer is supervised where the volunteer is in contact with students.

**School
Volunteers****APPENDIX 1*****Pledge of Confidentiality***

I _____
(Name of Volunteer Taking Pledge)

understand that in the course of my volunteer work with Northland School Division No. 61 that I may possess information about the operations of the Division, and about its students, parents, and other staff ("confidential information"). I understand that the Division is subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPP"), and that the release of confidential information may harm the interest of the Division, violate the FOIPP Act, or both. I agree that I will not, without authorization, disclose or make known confidential information which comes into my knowledge by reason of volunteering, either during the period of my volunteer work with the Division or afterwards. I understand that my right to access or make use of confidential information is restricted to my need to know that information to perform my responsibilities.

I understand that unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty, and may result in termination of my volunteer work with Northland School Division No. 61.

Signed this _____ day of _____, 20____ A.D.

(Signature of Person Taking Pledge)

(Witness)

THE UNIVERSITY OF CHICAGO
LIBRARY

CHICAGO, ILLINOIS

1960

THE UNIVERSITY OF CHICAGO

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CHICAGO, ILLINOIS

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS
SUBJECT: PROCEDURE 435 – CRIMINAL RECORDS CHECKS
ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

RECOMMENDATION
That the Board of Trustees accept the attached changes to Procedure 435 – Criminal Records Checks, as information.

CURRENT SITUATION:

BACKGROUND:

OPTIONS:

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

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**Criminal Records Checks**

Background

In order to ensure the safety of both students and staff within the division, all new employees must provide an RCMP check to the school/divisional office.

Procedure

~~As a condition of employment, all new staff must provide an updated RCMP check within 30 days of commencement of employment. Failure to provide all documentation may result in termination of employment.~~

- 1. Most positions with the Division involve contact with students. For this reason applications shall include a Criminal Check, Local Indices Search (RCMP), Vulnerable Sector Search and a Child Intervention Record Check, and shall be a condition of employment, which shall be submitted to Human Resources.**
- 2. Applicants must provide current documentation, dated within the previous six (6) months from the appropriate agency verifying his/her status. Documentation shall include:**
 - 2.1 Criminal Records Check**
 - 2.2 Local Indices Search (RCMP) – from the employee's home detachment**
 - 2.3 Vulnerable Sector Search**
 - 2.4 Child Intervention Check**
- 3. Applicants with criminal convictions are required to obtain and submit an official detailed statement in writing to the Superintendent or designate. Conviction of a crime does not automatically disqualify an applicant from employment. The Superintendent will consider the nature of any conviction in relation to the position.**

**Criminal Records
Checks**

-
4. **Any break in employment with the Division, longer than six (6) months, will require the submission of new documentation as stated in section 5.1.**

Should the RCMP check indicate a charge, all charges including the date of the occurrence must be disclosed in writing to the Superintendent.

5. A **current** staff member ~~may be required to~~ **must** provide additional RCMP **documentation** checks should a **charge or** conviction occur.
6. Principals are to ensure that all casual and substitute staff working at the school, provide ~~an updated RCMP check~~ **updated documentation** which is to be filed at the school.

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 10, BOARD DELEGATION OF AUTHORITY

ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER

RECOMMENDATION

That the Board of Trustees table third reading of Policy 10, Board Delegation of Authority, for further review in order to be consistent with the Education Act.

CURRENT SITUATION: In order for Policy 10 to align with the Education Act (which is not yet acclaimed), the Official Trustee requested that a legal opinion be gathered, and that the Superintendent follow up with Terry Gunderson, ASBA Education Consultant.

Policies and Procedures related to the governance and day to day operation of School Food Services need to be revised to align and better reflect current direction set by the Northland School Division Enquiry Team Recommendations, priorities and goals. NSD has two policies that govern School Food Services:

Policy 10 – Board Delegation of Authority (6)

Policy 15 – School Lunch Programs

These procedures are out of step with revisions to Policy 7 – Local School Board Committees.

BOARD OF DIRECTORS

THE BOARD OF DIRECTORS OF THE COMPANY shall consist of not less than five (5) members, and shall have the authority to elect and remove its members, and to elect and remove its officers and directors.

Each member of the Board of Directors shall hold office for a term of three (3) years, and shall be eligible for re-election.

The Board of Directors may elect or remove any officer or director of the Company.

The Board of Directors may also elect or remove any officer or director of the Company, and may also elect or remove any officer or director of the Company.

The Board of Directors may also elect or remove any officer or director of the Company, and may also elect or remove any officer or director of the Company.

**Board Delegation
Of Authority**

The *School Act* allows for the Board to delegate certain of its responsibilities and powers to others.

1. The Board authorizes the Superintendent to do any act to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which in accordance with section 61 (2) of the *School Act*, cannot be delegated. This delegation of authority to the Superintendent specifically:
 - 1.1 Includes any authority or responsibility set out in the *School Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
 - 1.2 Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
 - 1.3 Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions, on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

2. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *School Act*, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses
 - 3.2 Special Education



- 3.3 Services for Students and Children
 - 3.4 Home Education
 - 3.5 Early Childhood Services
 - 3.6 Outreach Programs
 - 3.7 Integrated Occupational Programs
 - 3.8 Off-Campus Education
 - 3.9 English as a Second Language
 - 3.10 Guidance and Counseling
 - 3.11 School-Based Decision Making
 - 3.12 School Authority Accountability
 - 3.13 Teacher Growth, Supervision and Evaluation
 - 3.14 **School Food Services**
- 4. The Superintendent is delegated the authority to deal with appeals in accordance with the requirements of the *School Act* with the exception of the following which will be delegated to the Personnel and Education Committee of the Northland Board or another body.
 - 4.1 Placement of a student in a special education program
 - 4.2 The expulsion of a student
 - 4.3 The amount and payment of fees and costs
 - 5. The Superintendent is delegated the responsibility for developing role descriptions and staffing below the senior levels in the Division.
 - 6. The Superintendent is delegated the authority to develop Administrative Procedures in those operational and administrative areas of the Division that the Northland Board has not chosen to retain for itself.
 - 6.1 The Superintendent is required to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *School Act*.



**Board Delegation
Of Authority**

-
- ~~7. The Local School Board Committee is delegated the authority to develop the overall policy under which the Local School Lunch Program Association will operate within the school facility. It is to be understood that such policies will be consistent with those of the Northland Board and the Administrative Procedures established for the Division.~~
- ~~7. The Personnel and Education Committee is delegated the authority to serve as the Northland Board's Appeal Committee for those matters not expressly retained by the Northland Board, or delegated to the Superintendent or another body.~~
7. The Northland Board has delegated its signing authority to individuals holding designated positions in the Division and in accordance with the following:
- 7.1 Cheques for specified items shall be under signature plate.
 - 7.1.1 All cheques prepared to accommodate provincial and federal regulations will be under signature plate.
 - 7.1.2 All electronic transactions issued to Chartered Banks/Trust Companies, that are prepared to accommodate direct deposit of payroll earnings, and Accounts Payable Vendors, will be under signature plate.
 - 7.1.3 Electronic transfers shall be pre-approved by the Assistant Secretary-Treasurer.
 - 7.1.4 All Accounts Payable submissions shall be approved by the Department Head or Principal and included as a standing agenda item for review and ratification by the Northland Board.
 - 7.2 Positions designated to sign contracts are as follows:
 - 7.2.1 Superintendent for contracts with individual teachers.
 - 7.2.2 Human Resources Department upon the recommendation of the Principal for school instructional assistants.
 - 7.2.3 Human Resources for hiring of central office support staff.
 - 7.2.4 Secretary-Treasurer and Board Chairman for corporate contracts.



- 7.2.5 Secretary-Treasurer and Board Chairman for contracts with the Alberta Teachers' Association.
 - 7.2.6 Secretary-Treasurer for contracts to purchase supplies and materials.
 - 7.2.7 Human Resources Department upon the recommendation of the principal for support staff, caretakers and bus drivers.
8. The Superintendent is delegated the authority to maintain a comprehensive and efficient system of personnel records.

Legal Reference: Sections 123, 61, 105, School Act – RSA 2000
Section 11, Northland School Act

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: POLICY 15, SCHOOL LUNCH PROGRAMS

ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER

RECOMMENDATION

That the Board of Trustees approve the attached changes to Policy 15, School Lunch Programs, in principle.

CURRENT SITUATION: Second reading of Policy 15, School Lunch Programs was deferred from the January 30/31, 2015 Regular Board Meeting to February 28, 2015, so Section 2 could be reviewed.

Policies and Procedures related to the governance and day to day operation of School Food Services need to be revised to align and better reflect current direction set by the Northland School Division Enquiry Team Recommendations, priorities and goals. NSD has two policies that govern School Food Services:

Policy 10 – Board Delegation of Authority (6)

Policy 15 – School Lunch Programs

These procedures are out of step with revisions to Policy 7 – Local School Board Committees.

BACKGROUND:

The first School Lunch Program started at Conklin School in October 1973. Four communities were selected as a result of a request by the Metis Association of Alberta to the Alberta Government to fund a nutritional hot lunch program for children in northern Alberta.

The Program was founded on a community development concept allowing individual programs to be managed and operated by people in each of the designated communities. It initially operated under Alberta Health, transferred to Alberta Education, then was absorbed by Northland School Division in the 1990s. There are currently 26 School Lunch Programs operating in 29 communities.

School Food Services operates as a separate entity within Northland School Division. It provides consulting services for 26 hot lunch programs (24 of which are Northland schools) and employs approximately 65 kitchen staff / book keepers, 3 office staff and 1 driver.



Policy 15

School Lunch Programs

The school lunch program is an important component of the services provided to students by the Division. The Board believes that the Local School Board Committees should play an integral role ~~in the liaison with the School Lunch Program Associations.~~ The Board also recognizes that the administration of the lunch program is a difficult and complex task and has established the following conditions under which it will operate.

Specifically

1. The Board may enter into a contract with a Local School Lunch Program Association, which will be a non-profit community based association, to operate the lunch program in a community **outside the Division.**
2. **When a School Lunch Program operates in a community outside the Division, the Local School Board Committee Lunch Program Association** is able to determine the overall policy under which the Local School Lunch Program **Association** will operate within the school facility. Such a policy shall be consistent with the policies of the **Board's School Food Services.**
3. ~~The Board may enter into a contract with a Local School Board Committee to operate the Local School Lunch Program should the Committee make such a request to the Board. The Local School Board Committee will be subject to the same terms and conditions as is the case with the School Lunch Program Association.~~

The Board will provide a School Lunch Program in Division schools.

4. The School Lunch Program will be operated in accordance with the requirements and procedures specified in the School Lunch Procedures Handbook that has been prepared to guide and administer the Program throughout the Division.

Legal Reference: Section 61, School Act – RSA 2000

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BOARD OF TRUSTEES

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

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: DISPOSAL OF BUSES FOR 2014-2015

ORIGINATOR: CARMEN GEISSER-SMITH, TRANSPORTATION MANAGER

RECOMMENDATION

That the Board of Trustees approve the disposal of the Buses #504, #540, #545 and #544 which are aged as per board policy and no longer economically viable for Northland.

CURRENT SITUATION:

Buses recommended for disposal:

Bus #504, 2001 GMC Bluebird, 24 passenger aged bus, is no longer required as a spare.

Bus #540, 2000 GMC Bluebird, 24 passenger aged bus, is no longer required as a spare.

Bus #545, 2002 Thomas Freightliner, 66 passenger aged bus, requires multiple repairs and bodywork to meet CVIP standard, not viable to repair, no longer needed as a spare.

Bus #544, 2001 Thomas Freightliner, 48 passenger, aged bus will require body work in the near future.

BACKGROUND:

The 2014-2015 tender has been let for the purchase of (1) 24 passenger bus, (1) one 71 passenger bus and (2) two 54 passenger buses, resulting in four additional buses in the fleet.

Current practice is to dispose of buses following the 10 year amortization period. Due to the area encompassed by Northland a central repair facility is not feasible. All mechanical repairs are completed by local repair facilities and this magnifies the cost. Newer buses with fewer kilometers generally sustain lower repair costs

STATE OF ILLINOIS

IN SENATE,
January 10, 1901.

REPORT OF THE

COMMISSIONER OF THE LAND OFFICE

FOR THE YEAR 1900.



CHAS. S. DILLON,

COMMISSIONER.

The following is a list of the lands owned by the State of Illinois, and the amount of the same, as reported by the Commissioner of the Land Office for the year 1900.

The total amount of land owned by the State of Illinois, as reported by the Commissioner of the Land Office for the year 1900, is as follows:

The total amount of land owned by the State of Illinois, as reported by the Commissioner of the Land Office for the year 1900, is as follows:

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

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:

BOARD OF TRUSTEES

DATE: FEBRUARY 12, 1913

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD OF TRUSTEES

RESOLVED, THAT THE BOARD OF TRUSTEES

DOES HEREBY

APPROVE THE FOLLOWING RESOLUTIONS:

TO: THE BOARD OF TRUSTEES

AND IT IS THE DUTY OF THE BOARD OF TRUSTEES

TO: THE BOARD OF TRUSTEES

1. That the Board of Trustees	2. That the Board of Trustees
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**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD MEETING AS OF FEBRUARY 17, 2015**

P. 121

LSBC NAME	DATE(S) OF MEETING	DATE(S) RECEIVED
Anzac/Bill Woodward		
Athabasca Delta		
Bishop Routhier		
Calling Lake		
Chipewyan Lake		
Conklin	Jan 24, 2015	Feb 3, 2015
Desmarais		
East Prairie		
Elizabeth	Dec 16, 2014/Jan 27, 2015	Jan 28, 2015
Fort McKay		
Gift Lake		
Grouard		
J.F. Dion	Feb 3, 2015	Feb 12, 2015
Janvier	Dec 9, 2014	Jan 26, 2015
Keg River		
Little Buffalo	Jan 13, 2015	Jan 19, 2015
Paddle Prairie		
Peerless Lake	Jan 20, 2015	Jan 27, 2015
Pelican Mountain	Jan 12, 2015	Jan 28, 2015
Susa Creek		
Trout Lake	Dec 15, 2014	Feb 6, 2015
Wabasca		

LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF FEBRUARY 17, 2015

Local School Board	Last Minutes Submitted
Anzac/Bill Woodward	Nov 18, 2014
Athabasca Delta	Nov 17, 2014
Bishop Routhier	Oct 6, 2014
Calling Lake	Sept 21, 2014
Chipewyan Lake	Nov 6, 2014
Conklin	
Desmarais	June 3, 2014
East Prairie	Nov 12, 2014
Elizabeth	
Fort McKay	Jan 18, 2015
Gift Lake	Jan 6, 2015
Grouard	October 6, 2014
J.F. Dion	
Janvier	
Keg River	Nov 4, 2014
Little Buffalo	
Paddle Prairie	Jan 12, 2015
Peerless Lake	
Pelican Mountain	
Susa Creek	Nov 17, 2014
Trout Lake	
Wabasca	Dec 9, 2014

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

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 DIRECTORS

DATE: 12/15/2012

TIME: 10:00 AM

LOCATION: BOARD ROOM

AGENDA: 1. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. REPORT FROM THE PRESIDENT

3. REPORT FROM THE VICE PRESIDENT

4. REPORT FROM THE TREASURER

5. REPORT FROM THE SECRETARY

6. REPORT FROM THE BOARD OF DIRECTORS

7. REPORT FROM THE BOARD OF DIRECTORS

8. REPORT FROM THE BOARD OF DIRECTORS

9. REPORT FROM THE BOARD OF DIRECTORS

10. REPORT FROM THE BOARD OF DIRECTORS

LSBC (12/15/2015)	2/18/2015	Trout Lake	Motion #895673 - Motion to purchase Eagle painting and the rights to the image from Ron Disbrowe for the amount of \$1200.00
			Motion 2015.01.828 - the LSBC agree to support the above discussions (which include 1. Use of the gym - LSBC recommend that the community group be allowed to use the gym for community volleyball one night per week. The community group will adhere to regular school policies regarding the use by an outside group. 2. Fundraising Ideas - LSBC recommend that the school participate with community members to do fund raising activities such as: Friday Popcorn sales, Concession booth for community events. 3. The LSBC committee will work with the school staff to put on a Valentines Dance for the students on Feb 13 and a Family Bingo in Mid March. 4. AADAC is prepared to provide information and/or presentation regarding drugs to the school as requested. 5. Gwen Lepine will work with the school to help get a presentation and help celebrate the National Pink Shirt Day on February 25 to support anti-bullying.
LSBC (01/27/2015)	2/18/2015	Elizabeth	
LSBC (01/24/2015)	2/18/2015	Conklin	Motion #0223-15 - Conklin Local School Board motions to approve paying the cost of registration, if required for teacher online PD in Daily 5 (Method used in ELA) at an estimated cost of \$1800 - \$2000 for all teachers.
LSBC (01/24/2015)	2/18/2015	Conklin	Motion #0222-15 Conklin Local School Board motions to approve subsidizing the following teachers, if needed. as follows (i) up to \$600 for _____ to attend PD days in February. This is a special PD Conference for K-2 teachers. (ii) up to \$600 for ' _____ to attend PD days in February.

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

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.

REPORT OF THE BOARD

DATE: FEBRUARY 20, 2012

NAME OF THE BOARD
OFFICE OF THE BOARD

NAME OF THE BOARD MEMBER

NAME OF THE BOARD MEMBER

NAME OF THE BOARD MEMBER

NAME OF THE BOARD MEMBER

Meeting	Date of Meeting	Agenda Item	Task
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.

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT:
CONKLIN LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- JANUARY 24, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF TRUSTEES

WATERWORKS BOARD
COMMISSIONER OF THE BOARD

WATERWORKS BOARD
COMMISSIONER OF THE BOARD

WATERWORKS BOARD
COMMISSIONER OF THE BOARD

WATERWORKS BOARD
COMMISSIONER OF THE BOARD

**CLSB
Conklin Local School Board
Special Meeting Minutes via Conference Call
January 24, 2015**

Participants:

Margaret Quintal
Verna Quintal-Janvier
Kathy Quintal

Motion # 0220-15

Conklin Local School Board motions to approve the school principal arrange for after school classes and provide pizza for grade students.

All in favor, motion carried

Motion # 0221-15

Conklin Local School Board motions to approve after school activities with extra bus runs several days a week.

All in favor, motion carried

Motion # 0222-15

Conklin Local School Board motions to approve subsidizing the following teachers, if needed, as follows –

(i) up to \$600 for to attend PD days in February.

This is a special PD conference for K-2 teachers.

(ii) up to \$600 for attend PD days in February.

All in favor, motion carried

Motion # 0223-15

Conklin Local School Board motions to approve paying the cost of registration, if required for teacher online PD in Daily 5 (Method used in English Language Arts) at an estimated cost of \$1800 - \$2000 for all teachers.

All in favor, motion carried

**FILED IN
DOCUSHARE**

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: ELIZABETH LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- DECEMBER 16, 2014
- JANUARY 27, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

REPORT OF THE BOARD

THE BOARD OF DIRECTORS

OF THE COMPANY

FOR THE YEAR ENDING

AT THE ANNUAL MEETING OF THE STOCKHOLDERS

Held at the City of New York, on the 15th day of May, 1900

IN WITNESS WHEREOF, the Board of Directors has caused this

Report to be signed by its President and Secretary, and

its corporate seal to be hereunto affixed, this 15th day of May, 1900.

Very truly yours,

THE BOARD OF DIRECTORS

By _____, President

By _____, Secretary

MINUTES
ELIZABETH COMMUNITY SCHOOL
LOCAL SCHOOL COMMITTEE MEETING
December 16, 2014

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

Call to Order at 5:20 PM.

Meeting Opened in prayer by Shelley Bartman

Recommended by Sheila Thompson that the agenda be accepted with additions.

11. Tutoring Program
12. AADAC

ECOMMENDATION #: 2014.09.820 Recommended by Gwen Lepine /SECONDED by a Tracy Jacknife THAT, the minutes for the November 13, 2014 meeting be accepted. CARRIED.

Rick Horon presented the Principal's report. Student enrollment numbers, attendance, as well as past and future events planned for Elizabeth School were shared. He reported on, as information and discussion: Relationship with Kikino School, relations with town schools, Tutoring program, updated contacts, calendar and important dates, CNRL Playground Fund Raiser, Virtue party, Parent-Teacher interviews, Fiddle group and "Reading, give it a try" program,

RECOMMENDATION#: 2014.09.821 Recommended by Gwen Lepine /SECONDED by a Tracy Jacknife THAT, the principal's report be accepted.. CARRIED.

Discussions were held on the following

1. Procedure 303 Re: Homework – LSBC recommends that homework consist of daily home reading, math facts practice and/or spelling practice and that it not include new material or materials that require further teacher instruction.
2. PAT date for June 2015 - LSBC recommends that the administrator request that the dates for administration of the Provincial Achievement Tests be the same as the province rather than two weeks earlier to give the grade 6 students more instruction time to prepare for them.
3. Proposed Calendars for 2015-16 - The LSBC opposes a calendar which has a one week break in November as it will place hard ships on parents who work to provide care for the students and since grade 9 to 12 students from the Settlement would not have the break in Cold Lake, they still be in school making it difficult to take a holiday for residents of the Settlement.
4. AADAC information/action from the November 13 meeting be tabled to next meeting.

RECOMMENDATION#: 2014.09.8~~22~~ Recommended by Gwen Lepine /SECONDED by Tracy Jacknife THAT, the above position of the LSBC be accepted. CARRIED.

The tutoring program was discussed. The Settlement is willing to fund the program provided that it is billed at two month intervals so that the effectiveness of the program be reviewed. It is proposed that the tutoring begin in January with twice weekly sessions to complete the first semester and then once a week for the new semester. The school is presently recruiting a tutor.

The Christmas concert held on Thursday, December 11 was discussed. There was general approval of the direction that the concert took and suggestions for the future included the possibility of more carols and plays be incorporated next year.

The use of playground equipment by the different grades was discussed with the grade fives being allowed to use the playground equipment during the morning recess but stay in the older area during the lunch recess.

Next meeting is set for January 27, 2014 at 5:30 pm.

Meeting adjourned at 6:25 pm

MINUTES
ELIZABETH COMMUNITY SCHOOL
LOCAL SCHOOL COMMITTEE MEETING
January 27, 20115

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

Call to Order at 5:40 PM.

Meeting Opened in prayer by Gwen Lepine

Recommended by Tracy Jacknife, that the agenda be accepted with additions.

- 8. Request for gym use
- 9. Fund Raising Proposals
- 10. ADDAC

ECOMMENDATION #: 2015.01.824 Recommended by Gwen Lepine /SECONDED by a Tracy Jacknife THAT, the minutes for the December 16, 2014 meeting be accepted with corrections to the spelling of AADAC and the year 2015-16. CARRIED.

Rick Horon presented the Principal's report. Student enrollment numbers, attendance, as well as past and future events planned for Elizabeth School were shared. He reported on, as information and discussion: Tutoring program, updated contacts, calendar and important dates, upcoming events, financial statements, CNRL Playground Fund Raiser Presentation, the security door, goals and planning for next year.

RECOMMENDATION#: 2015.01.825 Recommended by Tracy Jacknife /SECONDED by a Gwen Lepine, THAT, the principal's report be accepted.. CARRIED.

RECOMMENDATION#: 2015.01.826 Recommended by Gwen Lepine /SECONDED by a Tracy Jacknife, THAT, the school set up a separate Savings Account connected to the School Generated Funds banking account held at the Treasury Branch in Cold Lake, to keep funds specifically raised for the new playground. CARRIED.

RECOMMENDATION#: 2015.01.827 Recommended by Tracy Jacknife /SECONDED by a Gwen Lepine, THAT, the principal invite the Superintendent Donna Barrett and the secretary treasurer Trudy Rasmuson to our next LSBC meeting on February 24 to discuss the playground assessments and talk about the next steps, since that is the day that she is scheduled to visit Elizabeth School. CARRIED.

**FILED IN
DOCUSHARE**

Discussions were held on the following

1. Use of the Gym – LSBC recommends that the community group be allowed to use the gym for community volleyball one night per week (dates to be determined). The community group will adhere to regular school policies regarding the use by an outside group

2. Fund raising Ideas - LSBC recommends that the school participate with community members to do fund raising activities such as:

- Friday Popcorn sales
- Concession booth for community events

3. The LSBC committee will work with the school staff to put on a Valentines Dance for the students on February 13 and a Family Bingo in Mid-March.

4. ADDAC is prepared to provide information and/or presentation regarding drugs to the school as requested. Gwen Lepine will be the contact.

5. Gwen Lepine will work with the school to help get a presentation and help celebrate the National Pink Shirt Day on February 25 to support anti-bullying.

RECOMMENDATION#: 2015.01.828 Recommended by Gwen Lepine /SECONDED by a Tracy Jacknife, THAT, the LSBC agree to support the above discussions. CARRIED.

Next meeting is set for February 24, 2014 at 5:30 pm.

Meeting adjourned at 7:10 pm

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: J.F. DION LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- FEBRUARY 3, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

LOU BRINTLEY

DATE OF BIRTH: 1924

LOU BRINTLEY

STREET: 1000 10th St

DATE OF DEATH: 1984

1000 10th St

PLACE OF BIRTH: 1000 10th St

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**J.F. Dion
Local School Board Meeting
February 3, 2015**

Present:

School Board Members: Joan Daniels, Raymond Durocher, Carlene Gladue.

Principal: Elaine Ward.

Call to Order: Meeting called to order at 5:35 p.m.

Opening Prayer led by Elaine Ward.

Motion to Adopt Agenda:

Motion: #364-02/15, Ray/ Carlene, All in Favor.

Motion to Adopt January 6, 2014 Minutes:

Motion: #365-02/15, Carlene/ Raymond. All in Favor.

Business arising from minutes:

We have reviewed all updated playground information.

New Business:

We had a discussion regarding student success in the High School.

Lunch Program:

We discussed the lunch program.

Principal's Report:

Motion to approve request from FLMS Recreation Coordinator to use the school gym once, per month. Shaun Anderson will be responsible, should any issues arise.

Motion: #366-02/15 Carlene/Ray, All in Favor.

Motion to approve: Principal's Report as presented.

Motion: #367-02/15 Carlene/Ray, All in Favor.

**FILED IN
DOCUSHARE**

Chairperson's Report:

Motion to approve: Chairperson's Report as presented.

Motion: #368-02/15 Carlene/Ray, 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:

Special Meeting with Council set for February 9 at 10:00 am.

Next regularly scheduled LSB meeting set for March 3, 2015 at 5:00 p.m.

Adjournment:

Motion to adjourn meeting at 6:10 p.m.

Motion: #369-02/15 Raymond/Carlene, All in Favor.

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: JANVIER LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- DECEMBER 9, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

DATE: FEBRUARY 1971

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: THE CHAIRMAN OF THE BOARD

SUBJECT: THE CHAIRMAN'S REPORT TO THE BOARD

OF THE YEAR

1. The Board of Directors has received the Chairman's report for the year 1970.

December 9, 2014 – Local School Board Committee Meeting

Call To Order: 5:15

School Board Committee Members: Martha, leisha, Vicky, Alice

Staff members: Rosalind, Yousuf, Susan, Agnes, Randy Chernipeski, Gerard

Administration: Priscilla Gagnon

Opening Prayer: Randy Chernipeski

Adopt Agenda: Recommendation #14-46 moved to adopt the agenda as presented.

Adopt Minutes: Recommendation #14-47 moved to adopt the minutes of Nov. 18 as presented. CARRIED

NEW BUSINESS:

PRINCIPAL'S REPORT

Enrollment: 77 students

Supervision and Evaluation: pre-meetings with some teachers done and evaluation process started

Suspensions and Behavioural Issues: Only 6 suspensions in Nov. and 6 in Dec.

Career and Technology Foundations: Vicky may be able to do hair dressing in Round 3

Joey: may be able to do journalism

Fundraising: Alice suggested doing family photos as a fund-raiser. Discussion about fund-raising for the Gr. 9 farewell celebration. Gerard suggested an ATV rally, 50/50 tickets, a snowmobile rally

There will be a bake sale run by the LSBC on the 16th on Dec.

**FILED IN
DOCUSHARE**

Christmas Concert:

Discussion about an evening performance and decision was made to have it in the afternoon instead. New date and time: 1:30pm on the 17th of December.

Motion # 14-48 to accept : Martha, carried Alice

Carried:

YES

NO

Motion # 14-49 to adjourn meeting at 5:45.

LSBC Chairperson

Date

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- JANUARY 13, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

STATE OF TEXAS

COUNTY OF DALLAS

CLERK OF DISTRICT COURT

IN RE: ESTATE OF

JOHN A. BROWN, DECEASED

VS.

JOHN A. BROWN, JR., ET AL.

PLAINTIFFS

VS.

JOHN A. BROWN, JR., ET AL.

DEFENDANTS

AGENDA: January 13, 2015

LBS BOARD MEETING

Meeting called to order at 7:07 PM

Attendance:

Dwight Gladue Chair

Larry Ominayak

Troy Laboucan

Cheryl McMann

Crystal Colville –Principal

Brian Dewar

Shayna Ritchie

Absent:

Bryan Laboucan

Agenda

1. Old business
 - i. Outcome of ramps
 - ii. Coat racks
 - iii. External kitchen door still not fixed
 - iv. Floor outside of grade 4 room
2. Brian Dewar – thank you
3. Shayna Ritchie- introduction to the board
4. Grade 4/5 trip – parent meetings, fundraising
5. Graduation –
 - i. Graduation June 14, 2015 7 pm
 - ii. Trip – no trip Fundraising – for Grad at the Belle Center in Peace River
6. Woodland Cree money – no affect on our budget
7. Fire Alarm – Dec 5 – all checked in good working order
8. PD days – Jan 26 Literacy with Janette Cavanaugh – PM writing and 27 with Kathy Pelletier – jump math
9. Dogs in the school – no pets in the school
10. Educational Leave – Candidate A missed the deadline waiting for approval, will look and see if there is something else to take.
11. Second Semester Staffing – Dwight will be attending the next Corporate Board Meeting
12. Attendance - ice cream parties for k-7 and other incentives to get 8-12 to school 85% of the time.
13. Rink – boards to be fixed, get it shoveled so we can flood it.

Minutes:

Meeting called to order at 7:07 PM

Dogs in the school

**FILED IN
DOCUSHARE**

Motion 16/14/15

Moved by Dwight/ Troy – there are to be no pets in the school during school hours or after school.

Student Ratio

Motion 17/14/15

Moved by Larry/Cheryl - Once nominal roll is in, and we qualify for a new teacher to have them hired for second semester.

Meeting adjourned at 8:00 pm

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PEERLESS LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- JANUARY 20, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

1991-1992

1992-1993

1993-1994

1994-1995

1995-1996

1996-1997

1997-1998

1998-1999

1999-2000

2000-2001

2001-2002

2002-2003

2003-2004

2004-2005

2005-2006

2006-2007

2007-2008

2008-2009

2009-2010

2010-2011

2011-2012

Peerless Lake School Local School Board Committee Meeting
January 20, 2015
Time: 7:00pm

Board Members Present: Louie Cardinal, Marcel Noskiye, Marie Alook, William Houle
Administration: Connie Molcak, Corrine Alook – RS
Absent: Laurel Noskiye

1. Call the meeting to Order: Louie Cardinal called the meeting to order at 7:25pm.
2. Adopt Agenda: **Motion#19-14/15:** Marcel Noskiye moved to adopt the agenda. Seconded by Marie Alook. Carried.
3. Adopt the minutes: **Motion#20-14/15:** Marie Alook moved to adopt the minutes with changes made on #8 Recommendation – the first contact for any bussing issue will be the principal, but if the principal is away the acting principal will be contacted. Seconded by Marcel Noskiye. Carried.
4. Chairman's report: Nothing to report.
5. Principal's Report: At the Next Meeting
6. Old Business: nothing to report
7. New Business:
 - a. Hebrews Quintal – in-camera- as info
 - b. Attendance Improvement Initiative- as info
 - c. 2013-2014 Education Annual Report Update – tabled
 - d. PLS 2013-2014 Provincial and Achievement Test Results & Diploma Results – tabled
 - e. Staff/Student Dress Code: Tabled to next meeting
 - f. Attendance Data: as info only
 - g. Use of Technology: As info only
 - h. AERR Plan – Tabled.
 - i. Lindsey Okemow- ECD Practicum, January 19- Feb20, 2015: As info only
 - j. Other:
 - a. Recommendation – Connie Molcak to call Brandon- MD, regarding the rink lights. If a letter needed Connie will draft one up.
 - b. **Motion#21-14/15:** Marcel Noskiye moves that the security monitor to be put up in the secretary's office and for the camera's to be inspected and fixed if need be and to install the door locking system for the safety of the students and staff. Seconded by Marie Alook. Carried.
 - c. Radio: What happened? Was the radio equipment bought? WinCard school program? Has it been approved by the Chief and Council? William Houle will look into more.
8. In-camera: **Motion#: 22-14/15:** Marcel moved to go into in-camera at 10:10PM. Seconded by Marcel Noskiye. Seconded by Marie Alook. Carried.
9. Out of Camera: **Motion#: 23-14/15:** William Houle moved to come out of camera at 11:05pm. Seconded by Marie Alook. Carried.
10. Meeting Adjournment: Louie Cardinal adjourned the meeting at 11:10pm.

**FILED IN
DOCUSHARE**

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PELICAN MOUNTAIN LOCAL SCHOOL BOARD COMMITTEE MEETING
MINUTES
- JANUARY 12, 2015

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

REPORT OF THE

COMMISSIONER OF THE

LAND OFFICE

IN RESPONSE TO A

RESOLUTION OF THE HOUSE OF REPRESENTATIVES

PASSED MAY 1, 1890, RELATIVE TO THE

LANDS BELONGING TO THE

UNITED STATES OF AMERICA

LSBC Pelican Mountain School
Organizational Meeting/Regular Monthly Meeting
January 12, 2015

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

Call meeting to order 7:05 pm by Violet.

1. **New Business**-getting a teacher by the end of the month
2. **Board chairpersons' Report**-received a letter about missing minutes (they have been sent).
3. **Principal's Report**-1 girl had perfect attendance, budget over \$5000.00 remaining.
4. **Other business**-will be having a meeting every second Monday of every month start in February 2015.

Next meeting-February 9, 2015

Adjournment-at 7:17 pm

FILED IN
11 SHARE

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO LIBRARY

CHICAGO, ILL. 60637

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CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO LIBRARY

11

BOARD OF TRUSTEES

**COLIN KELLY
TRUSTEE OF THE BOARD**

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: TROUT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES
- DECEMBER 15, 2014

ORIGINATOR: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

BOARD OF DIRECTORS

WALTER A. BROWN, JR.

Chairman

THOMAS M. BROWN

WALTER A. BROWN, JR.

Chairman

WALTER A. BROWN, JR.

Chairman

WALTER A. BROWN, JR.

WALTER A. BROWN, JR.

Chairman

WALTER A. BROWN, JR.

Chairman



Kateri School



P. 163

Local School Board Committee Meeting

December 15, 2014

In Attendance:

Elmer Gullion (Chairperson)
Shane Metsikassus
Jennifer Nanooch (A. Principal)

Conrad Metsikassus

Missing:

Julianne Noskiye

Caroline Bigstone

Meeting called to order at 7:15 PM by Elmer Gullion

Opening Prayer

Conrad Metsikassus

Motion #895670

Motion to adopt agenda
By: Shane Metsikassus
Carried

Motion #895671

Motion to accept minutes from December 15th, 2014.
By: Shane Metsikassus
Carried

Motion #895672

Motion to hire Deidre Horton for the temporary grade 2/3 teaching position
By: Conrad Metsikassus
Carried

Motion #895673

Motion to purchase Eagle painting and the rights to the image from Ron Disbrowe for the amount of \$1200.00
By: Elmer Gullion
Carried

Motion #895674

Motion to accept Principal's Report
By: Shane Metsikassus
Carried

Motion #895674

Motion to accept Chairperson's Report
By: Shane Metsikassus
Carried

Next meeting March 9th, 2015 at 7:00 PM

**FILED IN
DOCUSHARE**

Motion #895675

Motion to adjourn
By: Conrad Metsikassus
Carried

Meeting adjourned at 8:45 PM

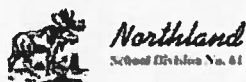
Superintendent's Report February 27, 2015

February, 2015

1-6	Hay River and Fort Smith, NWT	South Slave Divisional Education Tour - Literacy Priority Focus Group
9	Edmonton	Meeting with Alberta Education
10	Edmonton	Administrators' Meeting
11	Edmonton	Administrators' Meeting
	Edmonton	ATA/NSD Teacher Recognition Supper
12	Edmonton	Attendance Exit Meeting with the Office of the Auditor General
13	Edmonton	Meeting with Alberta School Board Association
16	High Prairie	Travel
17	Peavine	Literacy Priority Focus Group Meeting
18	Peace River	Committee Meetings and Agenda Review
19	Peace River	Divisional Leadership Team Meeting
	Wabasca	Long Term Education Planning for Wabasca-Desmarais Meeting
20	Wabasca	Meeting Re: School Food Services
		Mistassiniy School Visit
23	Elizabeth Metis Settlement	Elizabeth School Visit
		Meeting with Elizabeth Local School Board Committee
24	Fishing Lake Metis Settlement	JF Dion School Visit
		Meeting with Fishing Lake Metis Settlement
27	St. Isidore	CASS Meeting
	Peace River	Corporate Board Meeting
28	Peace River	Corporate Board Meeting

Committed Dates March, 2015

5 - 6	Fort McMurray	Athabasca Tribal Council Regional Education Conference
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Donna Barrett <donna.barrett@nsd61.ca>

Student Learning Assessment Update – Grade 6

1 message

Education Deputy Minister <EducationDeputyMinister@gov.ab.ca>

Thu, Feb 5, 2015 at 1:01 PM

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

I am pleased to provide an important update on the implementation and development of the Grade 6 Student Learning Assessments (SLAs), which were originally scheduled to be piloted in fall 2015. As we work toward implementing the SLAs to better support student success, it is essential that a deliberate and thoughtful process continues to be followed.

Through our conversations with stakeholder groups, we have heard that more time is needed to ensure the Grade 3 SLAs are a valuable assessment tool for teachers, parents, students and Albertans before transitioning from PATs to SLAs in Grades 6 and 9. The second year of the Grade 3 pilot administration will allow further opportunities to ensure that the SLA is a valuable tool that meets its three purposes:

- improve student learning (primary purpose);
- enhance instruction for students; and
- assure Albertans the education system is meeting the needs of students and achieves the outcomes of the *Ministerial Order on Student Learning*.

The Grade 6 SLA pilot will be rescheduled, with a target of fall 2016 for the first administration. As a result, the May-June 2015 and May-June 2016 Grade 6 Provincial Achievement Tests will be a regular, full administration across the province. Capturing stakeholder feedback over the course of the two-year Grade 3 SLA pilot helps ensure that Alberta maintains a high-quality assessment system.

The Alberta Education SLA and PAT web pages will be updated by February 6th to reflect the new implementation schedule.

Sincerely,

P. 168

Lorna Rosen

Deputy Minister of Education

cc: Communications contacts at School Divisions

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First Nations, Métis and Inuit Curriculum Branch Notice of Meeting

Committee: First Nations, Métis and Inuit Advisory Committee

Date: March 2nd & 3rd, 2015

Time: 8:30 a.m. – 4:00 p.m.

Location: Boardroom 1220, 12th floor, 44 Capital Boulevard
10044 – 108 Street, Edmonton, Alberta, T5J 5E6

Contact: Pauline Auger, Team Leader, Curriculum Branch, FNMI Education Division
Telephone: 780-643-1977; Fax: 780-422-9735
E-mail: Pauline.Auger@gov.ab.ca

MEMBER	ELDERS/CULTURAL EXPERTS/ORGANIZATION	COPY TO
Allen Jacob	Dene Suline	
Alvine Mountain Horse	Kainai Board of Education	Richard Fox
Billy Joe Laboucan	Lubicon Band Cree Nation	
Bruce Starlight	Tsuu T'ina Gunaha Program	
Connie Crop Eared Wolf	Cultural/Language Expert	
Dale Awasis	Treaty 8 First Nations of Alberta	
Delores Pruden-Barrie	Northland School Division	Donna Barrett
Dorothy Anderson	Métis Settlements General Council	Loretta Calliou
Helen Metchooyeah	Dene Tha' First Nation Education Authority	Jim Brown
Jerry Wood	Plains Cree	
Keith Chiefmoon	Piikani Board of Education	Crystal Good Rider
Kevin Buffalo	Kisipatinahk School, Louis Bull Education	Leslie Bull-Marquis
Leonard Bastien	Piikani	
Lenora Rabbit Carrier	Siksika Education Authority	Hector Winnipeg
Lois Edge	Gwich'in\Cree Métis	
Lois Loyer	Métis	
Loretta Calliou	Métis Settlements General Council	Randy Hardy
Myrtle Calahaisn	Canadian Native Friendship Centre (Edmonton)	Merle White
Narcisse Blood	Kainai Board of Education	Richard Fox
Nora Yellowknee	Big Stone Cree Nation (Treaty 8)	Chester Auger Donna Barrett,
Representative TBD	Métis Nation of Alberta	Cecil Bellrose
Representative TBD	Inuit	
Rita Marten	Athabasca Tribal Council (Alternate: Alice Marten)	Roy Vermillion

Sykes Powderface	Stoney Nakoda	
Victor John	Kehewin Band	William John
Viki Jacob	Dene Suline	

Alberta Education

MEMBER	REPRESENTING	COPY TO
Pauline Auger, Team Leader, Curriculum Branch	First Nations, Métis and Inuit Education Division	Shauna-Leigh Wright, Acting Director, Curriculum Branch
Ken Ealey, Manager, Curriculum Branch	First Nations, Métis and Inuit Education Division	Pauline Auger, Team Lead, Curriculum Branch
Shauna-Leigh Wright, Acting Director, Curriculum Branch	First Nations, Métis and Inuit Education Division	Dan Smith, Executive Director, FNMI Education Division
Carla Badger, Manager, Curriculum Branch	First Nations, Métis and Inuit Education Division	Pauline Auger, Team Lead, Curriculum Branch
Melanie Brice, Team Lead, Curriculum Branch	First Nations, Métis and Inuit Education Division	Shauna-Leigh Wright, Acting Director, Curriculum Branch
Jamie Medicine Crane, Manager, Curriculum Branch	First Nations, Métis and Inuit Education Division	Pauline Auger, Team Lead, Curriculum Branch
Shelley Willier, Policy and Research Branch,	First Nations, Métis and Inuit Education Division	Gabrielle Christopherson, Acting Director, Policy and Research Branch
Doris Gladue, Collaboration and Learning Supports Branch,	First Nations, Métis and Inuit Education Division	Debbie Mineault, Acting Director, Collaboration and Learning Supports Branch



Shauna-Leigh Wright
Acting Director, Curriculum Branch,
FNMI Education Division

Please note that due to staff with extreme sensitivities, we request that all visitors to our floor refrain from wearing fragrances. Thank you.

Canadian Indigenous Languages and Literacy Development Institute

2015 Summer Program

Sixteenth Annual CILLDI Summer School: July 6 – 24, 2015

The University of Alberta is pleased to present the 16th annual Summer School of Canadian Indigenous Languages and Literacy Development Institute in July 2015. Learn an Indigenous language or gain expertise in the areas of linguistics, endangered language documentation and revitalization, language and literacy learning, second language teaching and curriculum development, and language policy and planning. This program provides a unique opportunity to earn university credit while learning about Indigenous languages and culture. Some CILLDI courses lead to a Community Linguist Certificate (CLC).

Location : University of Alberta, Edmonton, Alberta

Course Offerings : Courses will be offered in one of two blocks. Students may register for a maximum of one course per block (*3) from the courses listed below. Courses marked by CLC lead to the Community Linguist Certificate.

CILLDI 2015 COURSES: PRELIMINARY SCHEDULE

We anticipate that further courses will be offered as the year progresses, please continue to check the website or ask to join the CILLDI mailing list to watch for additions. You can also follow us on facebook and twitter.

Download our 2015 summer school information letter [here](#).

Block I Courses

July 6-15

Introduction to Linguistic Analysis for Indigenous Language Revitalization (CLC)

LING 111

Phonetics of Indigenous Languages

LING 211

Sentence and Discourse Patterns of Indigenous Languages

LING 213

Block II Courses

July 16-24

Techniques for Endangered Language Documentation (CLC)

INT-D 318

Morphosyntax of Indigenous Languages (CLC)

LING 212

Language Policy & Planning for Indigenous Language Communities (CLC)

INT-D 311

Advanced Dene Grammar

LING 311

Advanced Cree Grammar

LING 311

Introduction to Indigenous Language and Literacy Education

EDEL 306

Sustaining Language and Culture through Traditional Knowledge and Practices

EDEL 460/595

Assessment in Indigenous Language Classrooms

EDEL 463/595

Ethnography and Language Revitalization – Understanding Social Aspects of Working with Endangered Languages

LING 311/ANTHR 385

Cree Immersion for Adult Beginners

NS 103

Developing Classroom Materials and Curriculum for Indigenous Languages

EDEL 462/595

Second Language Acquisition: Teaching Indigenous Languages in an Immersion Context

EDEL 461/595

Protect, Preserve, Promote,
Practice, and Pass On Your Language

**16th Annual
Language Revitalization
Summer School**

Course Topics Include

**Language Revitalization Techniques
Recording & Digitization · Grant Writing
Cree & Dene Grammar for Advanced Speakers
Sentence & Discourse Structures · Phonetics**

Ethnography & Social Dynamics · Policy
Curriculum · Language Education
Introduction to Plains Cree
Community Planning

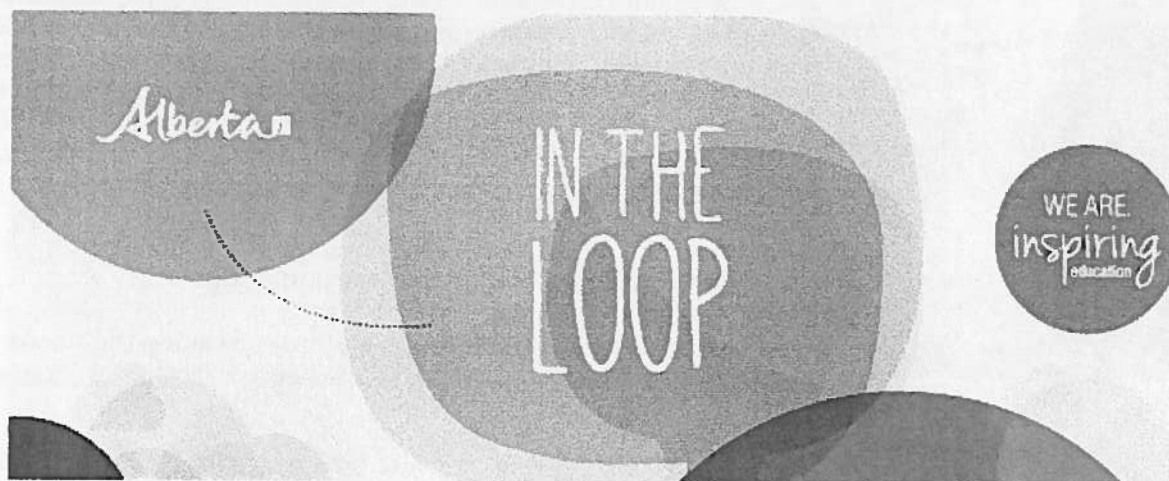
6-24 July 2015
University of Alberta
Edmonton, AB, Canada

Earn credits towards your **€**
Community Linguist Certificate
and contact CILLDI to inquire about
In-Community Programming

Bursaries Available

CILLDI 2015

www.cilldi.ualberta.ca 780-248-1179 cilldi@ualberta.ca



Thursday, February 26, 2015

Deputy Minister's Message



Welcome to the February 2015 edition of In The Loop!

Earlier this month, I sent an update to all Superintendents on the implementation and development of the Grade 6 Student Learning Assessments (SLAs), which were originally scheduled to be piloted in fall 2015.

Through conversations with stakeholder groups, we heard that more time is needed to ensure the Grade 3 SLAs are a valuable assessment tool for teachers, parents and students before transitioning from Provincial Achievement Tests (PATs) to SLAs in Grades 6 and 9. The Grade 6 SLA pilot has been rescheduled with a target of fall 2016 for the first administration. As a result, the May-June 2015 and May-June 2016 Grade 6 Provincial Achievement Tests will be a regular, full administration across the province. Capturing stakeholder feedback over the course of the two-year Grade 3 SLA pilot will help ensure we maintain a high-quality assessment system. You can visit the Alberta Education [SLA Website](#) to view the new implementation schedule.

If you haven't already heard, registration is now open for the 7th Annual Speak Out Conference taking place April 17 to 19 in Edmonton. Over the

three days, students 14 to 19 years of age will participate in design thinking to tackle topics that impact them. Through this process, teams will develop actionable solutions to help create a positive impact at their school and within their community. More information can be found by visiting the [Speak Out Conference webpage](#).

I hope you find this newsletter helpful and are welcome to share this with your colleagues and others.

Lorna Rosen

Deputy Minister

Student Learning Assessments and Provincial Achievement Tests

On Thursday, February 5, 2015, Lorna Rosen, Deputy Minister of Education, sent the following update to all Superintendents on the implementation and development of the Grade 6 Student Learning Assessments (SLAs), which were originally scheduled to be piloted in fall 2015.

"As the Ministry works toward implementing the SLAs to better support student success, it is essential that a deliberate and thoughtful process continues to be followed.



Through our conversations with stakeholder groups, education staff heard that more time is needed to ensure the Grade 3 SLAs are a valuable assessment tool for teachers, parents, students and Albertans before transitioning from Provincial Achievement Tests (PATs) to SLAs in Grades 6 and 9. The second year of the Grade 3 pilot administration will allow further opportunities to ensure that the SLA is a valuable tool that meets its three purposes:

improve student learning (primary purpose);
enhance instruction for students; and
assure Albertans the education system is meeting the needs of students and achieves the outcomes of the Ministerial Order on Student Learning.

The Grade 6 SLA pilot will be rescheduled, with a target of fall 2016 for the first administration. As a result, the May-June 2015 and May-June 2016 Grade 6 Provincial Achievement Tests will be a regular, full administration across the province. Capturing stakeholder feedback over the course of the two-year Grade 3 SLA pilot helps ensure that Alberta maintains a high-quality assessment system."

The Alberta Education SLA Website was updated on February 5, 2015 to reflect the new implementation schedule.

For more information about the SLAs, please contact Sean Wells, Director of Achievement Testing and Student Learning Assessments, at sean.wells@gov.ab.ca or 780-427-0010 (toll-free in Alberta by first dialing 310-0000).

Speak Out Conference: Success By Design



Registration is now open for the *Speak Out* Conference in Edmonton, April 17 to 19, 2015. Students 14 to 19 years are invited to join the journey using design thinking to tackle topics that impact them. Design teams will develop a school initiative, program or event that promotes their topic by: informing or teaching; challenging others to act; shaping new culture; and, is sustainable and will continue.

Topics include citizenship, leadership, safe and caring schools, student engagement, and well-being.

Students are asked to register as design teams consisting of four to eight members and a coach who will guide and support them as they develop their action project. Subject matter mentors will serve as experts, who will be available throughout the conference to ensure their project plan will meet their needs and desired

outcomes. Experts will include individuals from Alberta Education, community, and business.

The *Speak Out* Team is excited to announce two keynote speakers. Two-time Olympic gold medal winner, Meaghan Mikkelson, will share how the determination to succeed requires personal leadership as well as the courage to overcome adversity and taking risks. Phil Boyte, a passionate advocate for creating amazing school culture, aims to empower students to better interact with their peers creating a community where they can rely on one another.

Please visit the [Speak Out Conference website](http://speakout.alberta.ca) for all the details.

If you have additional questions about the conference, contact the *Speak Out* Team at speakout@gov.ab.ca.

Ministry Review of Feedback on Proposed Education Act Regulations



Alberta Education collected comments from key education partners and other interested Albertans on 16 proposed regulations developed to support the province's new Education Act over a six week period – in December and January. The ministry thanks all participants for their feedback. P. 177

All comments are now being carefully reviewed and considered to determine whether adjustments to the regulations are required. Government remains committed to moving forward with the legislative processes necessary to approve the regulations and

proclaim the Education Act and is working through the remaining steps as expeditiously as possible.

The Education Act was passed in the Legislative Assembly and received Royal Assent on December 10, 2012.

Extensive public and stakeholder consultation took place between July and November 2013, and the input received throughout the consultation process helped inform the creation of the proposed regulations. More information on the Education Act can be found at <http://education.alberta.ca/edu-act>.

Participate in the 2015 Canada Day Challenge



Proudly presented by the Department of Canadian Heritage, the Canada Day Challenge invites youth between 8 and 18 years old who live in Canada to express their pride in being Canadian by submitting an entry inspired by the theme **STRONG. PROUD. FREE.**

Enter the contest in the following categories:

- DRAW IT!** (submit a poster design)
- SNAP IT!** (submit digital photographs)
- WRITE IT!** (submit a piece of creative writing)

Participation can be through schools, clubs, associations, or individual interest!

On the road to Canada's 150th birthday in 2017, the Canada Day Challenge is an excellent opportunity for young people to explore Canada's history, culture and identity and to celebrate everything that makes Canada the strong, proud and free country it is today.

This year, we also encourage youth to learn more about the defining moments that helped to shape our country. For example, February 15, 2015, marked the 50th anniversary of the National Flag of Canada. This special Flag Day provided a perfect opportunity to learn more about how our flag was created and what it means to us.

Prizes:

Winners from across Canada will be selected for a chance to win great prizes from our partners. Winning entries will also be displayed at the Canadian Museum of History from June to September 2015.

Nine national finalists (three from each category) will win **an all-expenses paid grand prize trip for two to Ottawa** to visit Canada's national institutions and to celebrate Canada Day 2015 on Parliament Hill, as well as visit exciting sites in the National Capital region.

Check out pictures from [last year's grand prize trip online](#)! It was an unforgettable time for our national winners. They were given VIP access to exciting places and they got to meet some of Canada's most inspiring personalities, including the Governor General of Canada, singer Nadja, singer-impersonator Véronic DiCaire, and Serena Ryder! On July 1st, they were treated to VIP seating for both the Canada Day Noon Show and the iconic Evening Show and fireworks display.

And, there's more! One lucky winner* in the **Write It!** category will be invited to **spend a week in Ottawa** with our partner, Encounters with Canada, Canada's largest youth forum, to learn about Canadian institutions, explore exciting career options, develop their civic leadership skills and live an extraordinary bilingual experience! (***For participants between the ages of 14 and 17 only.**)

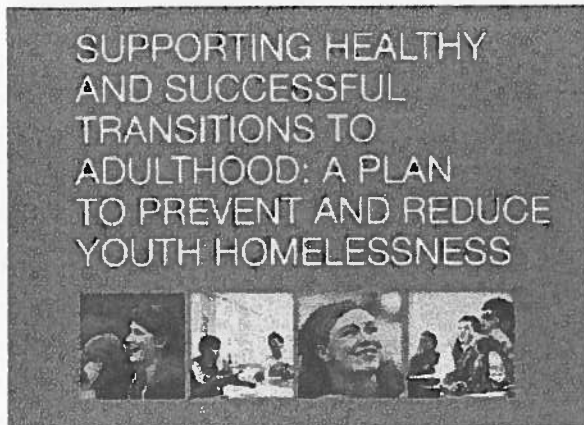
The Canada Day Challenge is open now and will accept submissions until **March 20, 2015**.
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You can view the videos by last year's National Winners filmed during their trip at
https://www.youtube.com/playlist?list=PLTTmFOYqzvXLtx_TDVLGMXHIWX_ia35

Please visit our [website](#) to learn more. If you would like to order Canada Day Challenge promotional materials, please send us an email with your mailing address to challenge@pch.gc.ca.

Best of luck to all who participate!
The Canada Day Challenge Team

Supporting Healthy and Successful Transitions to Adulthood: A Plan to Prevent and Reduce Youth Homelessness



The Government of Alberta recently released *Supporting Healthy and Successful Transitions to Adulthood: A Plan to Prevent and Reduce Youth Homelessness*, which can be found [here](#). Over 400 Albertans, including 200 youth contributed to the development of this plan.

No one chooses to be homeless and it can happen to anyone. There are many pathways that lead to youth homelessness and the factors are multiple and complex. The plan recognizes that homeless youth need specialized attention and services and has established a unified, integrated, provincial response to youth homelessness that engages government, communities, parents, and youth in building solutions. The plan also identifies innovative approaches to help Alberta's vulnerable young people become contributing members of their communities.

Strategies in the new plan shift the emphasis to preventing incidents of homelessness and increasing housing and support services. The plan takes a 'families first' approach where youth are supported to return home when possible, recognizing that some youth will need other supports. Targeted responses will support specific needs of subpopulations of youth, including LGBTQ, Aboriginal and immigrant youth.

All Alberta youth should have a safe, supportive and nurturing home. Government recognizes that this requires many people working together to build and sustain healthy relationships and capacity in families and communities to reduce and prevent youth homelessness.

For further information, please contact Dena Davis, Senior Manager, School and Community Supports for Children and Youth Branch, at dena.davis@gov.ab.ca or at 780-422-6547. Dial 310-0000 first for toll-free access in Alberta.

Share Your Inspiring Story With Us!



Everyone has a story to tell. Stories about taking initiative and overcoming challenges. About becoming a part of your school community. About inspiration.

On the [Inspiring Education site](#), we profile your stories that are showcasing Alberta's engaged thinkers and ethical citizens with an entrepreneurial spirit.

Read [recent stories](#) featured on the *Inspiring Education* site

about 'inspired' activities taking place in schools across the province.

To tell us your story, contact Shantel Collinge, Public Affairs Officer, at shantel.collinge@gov.ab.ca or 780-427-5199.

Don't worry about writing the whole story, just provide the details you know and we'll work on writing the story

Northern Gateway JSET



On December 17, 2014, Northern Gateway Public Schools embarked on a journey and invited the *Speak Out* Team to come along for the ride.

Northern Gateway Public Schools invited 10 students, two students from each high school, to meet at their head office to discuss what it could look like for students to have a greater ability to inform the direction of the division. During this full-day meeting, students were put to work and by the end of the day, they had created the Northern Gateway Jurisdictional Student Engagement Team (JSET).

What's a JSET?

A jurisdictional student engagement team is a group of students between the ages of 14 and 21 who work within the jurisdiction to engage students in conversations about their learning experience and inform policy and initiatives. Jennifer Ferguson, Learning Services Coordinator with Northern Gateway, says that the JSET will "develop a plan for how student voice can inform the direction the division is taking."

Claire P., a grade 9 student at Onoway Jr./Sr. High School, hopes that the JSET will "establish a network of communications throughout the district and establish student councils in each of [their] schools." These ideas fed into a theme of creating community, a sentiment expressed several times by students. Claire believes that by working towards a unified community, it will resolve "tension throughout the schools in the district and to unite everyone as one community". Teri K., a grade 10 student from Fox Creek School, wants to see the jurisdiction come together around things other than just sports. Jennifer noted that the physical distance between schools can be a challenge in bonding the division community together, but noted that the JSET members and the division are motivated to work through those obstacles.

For Sarah M., a member of the Alberta Education Minister's Student Advisory Council as well as a member of the Northern Gateway JSET, said her highlight of the day was creating common goals because "a lot of us have common goals between all of us and it's nice to see goals represented from the whole entire district." Many of the other members said that their highlight was drafting the vision statement that will guide their work over the next year:

We are equal. We make changes. We create community. We are students and we have a voice.

That is a pretty powerful statement and it inspired Jennifer to issue a challenge:

"The next time they meet it will be about action. This time was about what ideas do we have and what do we want to do. I think our next meeting would be now that we know what we want to do, how are we going to do it?"

This fits in well with what Cole P., another student from Onoway, with what he wants out of this experience.

"I'd like to make a difference that everyone is going to notice."

We have no doubt that the Northern Gateway JSET will do just that. Thank you for inviting the *Speak Out* Team to help get you started on this journey.

If you belong to another school jurisdiction and you think creating a student engagement team sounds like something you would like to get involved in, please contact the *Speak Out* Team at speakout@gov.ab.ca.

January, 2015

20	Grande Prairie	Zone 1 Alberta School Boards Association; Meeting with the Minister of Education
	High Prairie	Travel/Overnight
21	Gift Lake	New School Planning Meeting
23	Fort McMurray	Meeting with the Chief, Mikisew Cree First Nation
	Anzac	Meeting with the Chairperson, Anzac Local School Board Committee
27 (PM)	Grande Prairie	Travel /Overnight
28	Grande Prairie	Alberta School Boards Association Zone 1 Meeting
30	Peace River	Northland School Division No. 61 Corporate Board Meeting
	Grouard	Community Visit
	Peace River	Travel
31	Peace River	Northland School Division No. 61 Corporate Board Meeting
	Leduc	Travel

February, 2015

2	Grouard	Local School Board Committee Meeting
	Slave Lake	Travel/Overnight
3	Edmonton	Meeting with the Office of the Auditor General of Alberta
5	Edmonton	Focus Group Meeting; Aboriginal Education - Making it Happen
6	Edmonton	Meeting with Kee Tas Kee Now Tribal Council CEO and Director of Education
		McLennan – Ross Legal
7-8	Leduc	Preparation of Joint Regional High School Information Binder/Presentation
9 (AM)	Edmonton	Meeting with Intellimedia
10	Edmonton	Administrators' Meeting
		Kee Tas Kee Now Regional High School Proposal
11	Edmonton	Administrators' Meeting
		Presentation - Teacher Appreciation Function
		Education Leave Discussions
12	Edmonton	Treaty 8 First Nations of Alberta Office; Meeting with Chief Mikisew Cree First Nation and Treaty 8 Staff Members
		Meeting with the Office of the Auditor General of Alberta
13	Edmonton	Alberta School Board Association ; Meeting with Educational Consultant and Meeting with Executive Director
17	Peace River	Travel
18	Peace River	Committee Meetings and Agenda Review
	Leduc	Travel
20 (PM)	Edmonton	Office of the Auditor General of Alberta; Management Letter
		McLennan – Ross Legal Agreements
23	Edmonton	Management Letter/Binder
		Information to MLA's Office
		Special Meeting of the Board/Northland School Division
		Meeting with the Chairperson, Gift Lake Metis Settlement, Re: Signing of Agreement

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**NORTHLAND SCHOOL DIVISION NO. 61
LOCAL SCHOOL BOARD COMMITTEE REPORT
2014/2015 SCHOOL YEAR
PERIOD ENDING - FEBRUARY 20, 2015**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Anzac</u>						
Quarterly Honorarium	4,405.19	743.33	5,148.52	4,920.00	(228.52)	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	2,662.30	2,662.30	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	4,405.19	743.33	5,148.52	12,864.30	7,715.78	40.0%
<u>Athabasca Delta</u>						
Quarterly Honorarium	3,646.19	980.67	4,626.86	4,920.00	293.14	
Travel & Subsistence		3,550.57	3,550.57	5,340.00	1,789.43	
In - Service			-		-	
Prior Year Carryover			-	7,420.88	7,420.88	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,646.19	4,531.24	8,177.43	17,930.88	9,753.45	45.6%
<u>Bishop Routhier</u>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence			-	1,992.00	1,992.00	
In - Service			-		-	
Prior Year Carryover			-	1,234.38	1,234.38	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	1,229.75	4,919.00	8,396.38	3,477.38	58.6%
<u>Calling Lake</u>						
Quarterly Honorarium	4,198.81	823.76	5,022.57	4,920.00	(102.57)	
Travel & Subsistence			-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-	4,943.17	4,943.17	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	4,198.81	823.76	5,022.57	13,173.17	8,150.60	38.1%
<u>Chipewyan Lakes</u>						
Quarterly Honorarium	2,494.75	747.25	3,242.00	4,920.00	1,678.00	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-	4,961.85	4,961.85	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	2,494.75	747.25	3,242.00	12,871.85	9,629.85	25.2%
<u>Conklin</u>						
Quarterly Honorarium	3,440.11	1,977.00	5,417.11	4,920.00	(497.11)	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	4,006.36	4,006.36	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	3,440.11	1,977.00	5,417.11	13,320.36	7,903.25	40.7%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>Dr. Mary Jackson</u>						
Quarterly Honorarium	3,930.50	1,229.75	5,160.25	4,920.00	(240.25)	
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-	1,201.81	1,201.81	
Casual Labour, Supplies & Awards		210.35	210.35	250.00	39.65	
Total	3,930.50	1,440.10	5,370.60	8,555.81	3,185.21	62.8%
<u>East Prairie</u>						
Quarterly Honorarium	3,689.25	1,229.75	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,128.00	2,128.00	
In - Service			-		-	
Prior Year Carryover			-	461.52	461.52	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	1,229.75	4,919.00	7,759.52	2,840.52	63.4%
<u>Elizabeth</u>						
Quarterly Honorarium	3,895.25	1,218.00	5,113.25	4,920.00	(193.25)	
Travel & Subsistence			-	3,816.00	3,816.00	
In - Service			-		-	
Prior Year Carryover			-	3,703.01	3,703.01	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,895.25	1,218.00	5,113.25	12,689.01	7,575.76	40.3%
<u>Father R Perin</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		3,018.38	3,018.38	4,144.00	1,125.62	
In - Service			-		-	
Prior Year Carryover			-	3,365.39	3,365.39	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,459.50	5,477.88	7,937.38	12,679.39	4,742.01	62.6%
<u>Fort McKay</u>						
Quarterly Honorarium	2,206.50	735.50	2,942.00	4,920.00	1,978.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	6,372.00	6,372.00	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	2,206.50	735.50	2,942.00	15,686.00	12,744.00	18.8%
<u>Gift Lake</u>						
Quarterly Honorarium	3,654.00	1,617.59	5,271.59	4,920.00	(351.59)	
Travel & Subsistence		298.48	298.48	2,292.00	1,993.52	
In - Service			-		-	
Prior Year Carryover			-	2,741.49	2,741.49	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	3,654.00	1,916.07	5,570.07	10,203.49	4,633.42	54.6%
<u>Grouard</u>						
Quarterly Honorarium	3,448.00	854.25	4,302.25	4,920.00	617.75	
Travel & Subsistence		43.56	43.56	2,028.00	1,984.44	
In - Service			-		-	
Prior Year Carryover			-	1,123.41	1,123.41	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	3,448.00	897.81	4,345.81	8,321.41	3,975.60	52.2%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>J.F. Dion</u>						
Quarterly Honorarium	1,977.00	1,977.00	3,954.00	4,920.00	966.00	
Travel & Subsistence		-	-	4,052.00	4,052.00	
In - Service			-		-	
Prior Year Carryover			-	3,144.60	3,144.60	
Casual Labour, Supplies & Awards		969.34	969.34	250.00	(719.34)	
Total	1,977.00	2,946.34	4,923.34	12,366.60	7,443.26	39.8%
<u>Kateri</u>						
Quarterly Honorarium	4,424.75	976.75	5,401.50	4,920.00	(481.50)	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-	2,765.25	2,765.25	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	4,424.75	976.75	5,401.50	10,351.25	4,949.75	52.2%
<u>Little Buffalo</u>						
Quarterly Honorarium	3,401.00	1,953.50	5,354.50	4,920.00	(434.50)	
Travel & Subsistence		842.64	842.64	1,880.00	1,037.36	
In - Service			-		-	
Prior Year Carryover			-	1,050.64	1,050.64	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,401.00	2,796.14	6,197.14	8,100.64	1,903.50	76.5%
<u>Mistassiniy</u>						
Quarterly Honorarium	2,677.25	1,952.50	4,629.75	4,920.00	290.25	
Travel & Subsistence		352.14	352.14	2,836.00	2,483.86	
In - Service			-		-	
Prior Year Carryover			-	1,864.66	1,864.66	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	2,677.25	2,304.64	4,981.89	9,870.66	4,888.77	50.5%
<u>Paddle Prairie</u>						
Quarterly Honorarium	3,689.25	1,068.92	4,758.17	4,920.00	161.83	
Travel & Subsistence		270.00	270.00	2,288.00	2,018.00	
In - Service			-		-	
Prior Year Carryover			-	3,517.80	3,517.80	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	3,689.25	1,338.92	5,028.17	10,975.80	5,947.63	45.8%
<u>Peerless Lake</u>						
Quarterly Honorarium	2,436.00	2,459.50	4,895.50	4,920.00	24.50	
Travel & Subsistence		-	-	2,340.00	2,340.00	
In - Service			-		-	
Prior Year Carryover			-	230.65	230.65	
Casual Labour, Supplies & Awards		581.57	581.57	250.00	(331.57)	
Total	2,436.00	3,041.07	5,477.07	7,740.65	2,263.58	70.8%
<u>Pelican Mountain</u>						
Quarterly Honorarium	1,735.75	1,494.50	3,230.25	4,920.00	1,689.75	
Travel & Subsistence		326.71	326.71	3,096.00	2,769.29	
In - Service			-		-	
Prior Year Carryover			-	3,454.97	3,454.97	
Casual Labour, Supplies & Awards		708.27	708.27	250.00	(458.27)	
Total	1,735.75	2,529.48	4,265.23	11,720.97	7,455.74	36.4%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<u>St. Theresa</u>						
Quarterly Honorarium	2,459.50	2,459.50	4,919.00	4,920.00	1.00	
Travel & Subsistence		-	-	2,860.00	2,860.00	
In - Service			-		-	
Prior Year Carryover			-	(284.48)	(284.48)	
Casual Labour, Supplies & Awards		389.72	389.72	250.00	(139.72)	
Total	2,459.50	2,849.22	5,308.72	7,745.52	2,436.80	68.5%
<u>Susa Creek</u>						
Quarterly Honorarium	4,171.75	893.34	5,065.09	4,920.00	(145.09)	
Travel & Subsistence			-	2,984.00	2,984.00	
In - Service			-		-	
Prior Year Carryover			-	3,275.00	3,275.00	
Casual Labour, Supplies & Awards		509.86	509.86	250.00	(259.86)	
Total	4,171.75	1,403.20	5,574.95	11,429.00	5,854.05	48.8%
GRAND TOTAL	72,129.55	43,153.20	115,282.75	244,752.66	129,469.91	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	129,469.91
TOTAL NUMBER OF LSBC OVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	129,469.91

NORTHLAND SCHOOL DIVISION NO. 61
BOARD REPORT
2014/2015 SCHOOL YEAR
PERIOD ENDING - FEBRUARY 20, 2015

ELECTIONS

	ACTUAL	BUDGET	VARIANCE
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS-TRUSTEES	80.00	-	-
LEGAL FEES	6,271.27	-	-
POSTAGE-ELECTIONS	-	-	-
INSERVICE-ELECTIONS	-	-	-
RENUMERATION-ELECTIONS	2,116.25	80,000.00	77,883.75
TRAVEL & SUBSISTENCE-ELECTIONS	652.03	-	(652.03)
PRINTING & BINDING-ELECTIONS	958.62	-	(958.62)
ADVERTISING-ELECTIONS	5,042.62	-	(5,042.62)
OFFICE SUPPLIES-ELECTIONS	25.17	-	(25.17)
SUB-TOTAL	15,125.96	80,000.00	71,205.31

COMMITTEES

RENUMERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE-PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE-EDUCATION	-	-	-
TRAVEL & SUBSISTENCE-FINANCE	-	-	-
TRAVEL & SUBSISTENCE-NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE-PAC	-	-	-
TRAVEL & SUBSISTENCE-AD HOC	9,486.80	60,000.00	50,513.20
TRAVEL & SUBSISTENCE-QUALITY OF WORK LIFE	350.24	-	(350.24)
TRAVEL & SUBSISTENCE-KTC PARTNERSHIP	265.81	-	(265.81)
TRAVEL & SUBSISTENCE-MARTIN ABORIGINAL INITIAT	-	-	-
TRAVEL & SUBSISTENCE-POLICY REVIEW	-	-	-
TRAVEL & SUBSISTENCE - NCET-NSD ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
SUB-TOTAL	10,102.85	60,000.00	49,897.15

OTHER EXPENSES

REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
RENUMERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	1,482.95	4,000.00	2,517.05
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	23,034.93	200,000.00	176,965.07
IN-SERVICE - BOARD	186.24	90,000.00	89,813.76
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	14,618.64	25,000.00	10,381.36
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	46.37	-	(46.37)
TELEPHONE - TRUSTEE	1,179.68	3,000.00	1,820.32
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	25,883.24	80,000.00	54,116.76
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	1,302.29	-	(1,302.29)
A.S.B.A. & P.S.B.A. FEES - BOARD	29,040.88	38,000.00	8,959.12
PRINTING & BINDING	1,663.10	3,500.00	1,836.90
INSURANCE - BOARD OF TRUSTEES	169.14	250.00	80.86
ADVERTISING - BOARD	172.87	3,000.00	2,827.13
OFFICE SUPPLIES	512.48	5,000.00	4,487.52
AWARDS	356.87	25,000.00	24,643.13
POSTAGE - BOARD	828.75	4,000.00	3,171.25
FURNITURE & EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	100,478.43	481,750.00	381,271.57
TOTAL	125,707.24	621,750.00	502,374.03



A · S · B · A
Alberta School Boards
Association

For members of the Alberta School Boards Association

Communications Now

February 2015

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"As we talked about that statement, we believed we would be more successful if our schools were welcoming. If each school was welcoming to parents and students, the students would be more likely to stay in school and graduate," says Lemay.

The district began its efforts with a face-to-face survey of parents, teachers and students to understand where they were starting from.

"We learned that our schools were pretty welcoming," says Lemay, "and we also learned how we could improve."

Lemay says parents expressed a desire for someone to greet them and ask if they need help – when they entered the school. "The first person to greet someone entering the school needs to be welcoming."

Also the person answering the phone is important. "We have learned that even though the person listening to you can't see you, if you smile while you are talking to them, they can hear that in your voice," says Lemay. "That impacts how they perceive the school."

Students were also surveyed. The results confirmed the powerful impact principals and vice-principals have when they call each child by name. "Just that effort has eliminated many behavioral issues," observes Lemay.

The district also worked on the way they greet children who arrive late to school.

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Engagement project = over 80 % reporting Living Waters Catholic schools are welcoming places

"You don't need a lot of resources to make your school a welcoming place," says Living Waters Catholic Schools Carol Lemay, Superintendent of Living Waters Catholic Schools. "What you need is focus and effort."

Living Waters serves 1920 students and six schools in Edson, Slave Lake and Whitecourt. In 2012, the division decided to focus on improving how parents and students felt about the schools.

"It all started with a discussion about our mission statement," says Lemay. "Our goal is that every child who enters our doors will graduate successfully from a faith-filled safe and caring environment prepared for future success."



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"They already know they are late," says Lemay, "so they don't need to be told that. They need to feel they are welcome at school."

Living Waters was pleased that the survey gave them specific ideas from students, including the youngest children.

Students in kindergarten through grade three were included in the survey. "Kids have amazing opinions and great ideas," says Lemay.

For instance, one child told the district how important it was that her teacher aide talked with her. That comment led to schools having conversations about individual children, to ensure each one has a connection with an adult at school.

Finally, school principals have been encouraged to physically walk around their school, and look especially at the entry way and in the front office, to see if it looks neat and tidy.

"None of these are big things," says Lemay. "They are all easily accomplished. But together they sure make a difference."

The district's goal was to have 80 per cent of parents and students indicate that their school was a welcoming place. Accountability Pillar results previous to the program had some schools below 80 per cent on that particular question. In 2014 all of the schools had climbed above 80 per cent for parents and students.

Board Chair Gemma Christie says, "It's been a great project. Our board is very pleased with the outcome. We feel our schools are welcoming places and it's great that more parents and students are feeling that way as well."

The next step for Living Waters will be to examine how it could improve parent teacher interviews, making that a more welcoming experience for parents.

Submitted by Laurette Woodward, Communications Consultant.

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

ASBA resources on public engagement are here: www.asba.ab.ca/public-engage-tools.asp



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Creating institutional change

One of the biggest challenges for any organization comes when it's time to make a change. Big or small, the idea of change can seem threatening to the people you count on to help. If you want change in your jurisdiction you will need to approach it carefully.

Motivate people through emotion

First, if data is the basis for your new plan, it may not help you win support. While you or your team likely developed your new plan after collecting data about what doesn't work, it is not as helpful as you might think when you're trying to get people on your side.

John P. Kotter, author of *The Heart of Change*, believes that creating successful institutional change is more about getting people to understand the need for change on an emotional level than proving the need for it with facts and statistics. He believes that change comes from seeing a truth, feeling it and then changing it.

Chip and Dan Heath, authors of *Stick: How to Change Things When Change Is Hard*, agree that motivating people requires getting them emotionally invested.

"Babies are born every day to parents who, inexplicably, welcome the change. Think about the sheer magnitude of that change! Would anyone agree to work for a boss who would wake you up twice a night screaming for trivial administrative duties? Yet people don't resist this massive change – they volunteer for it."

But how do you get people to agree to change or, better yet, to desire it? After years of study, Kotter's research began to show that all successful institutional changes follow an eight-step process, whether they meant to or not. It's a process that you can use as a blueprint as you plan to make changes in your organization.

Eight steps to institutional change

Step 1: Increase urgency

This step is all about getting everyone to agree that change needs to happen not just "someday," but now. If the change you want to make can be represented by a real person's story, that's a good way to start.

Are you focusing on a new program to increase high school completion rates? Consider bringing in a student who left school before she graduated. Have her tell how she just never "clicked in" to high school.

Combine the emotional power of this student who didn't transition into high school successfully and with the statistical data that talks about high school completion rates (in Alberta in 2013, more than 25 per cent of students who had begun grade 10 three years earlier did not graduate).

It's one example of a powerful story that can motivate. Whatever the story, you want to bring your audience to the point where they look at each other and say, "We can't let this happen again."

Step 2: Build the guiding team

"When there is urgency, more people want to help provide leadership, even when there are personal risks," says Kotter.

Getting the right group of people is key. They need to be passionate about results, but they also need to be people who can get things done, who can motivate the people they work with to follow their lead.

Step 3: Get the vision right

It could be argued that this is the most important step. The vision, your action plan, needs to be clear and actionable. Focus on bright spots. Are there places where the change that you want to implement is already being implemented? What can you do to expand the success instead of focusing on the failures? Chip and Dan Heath say, "The bright spots give you an action plan."



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Step 4: Communicate for buy-in

According to the Heath brothers, “what looks like resistance is often a lack of clarity. So provide crystal-clear direction.”

Communicating to people why change is needed, exactly what the change will require from them, while addressing their anxieties and concerns, creates a space for people to accept your vision.

Key to this communication is making sure that everything you do is in line with the new vision. Kotter says, “In highly successful change efforts, members of the guiding team help each other with this problem.” Check in with your team to make sure that your focus stays on the goal.

Step 5: Empower action

Empowering action means removing the obstacles that stand in the way.

For example, what is the use in getting dozens of schools fired up to make a change if your directors are against it?

It is essential to structure rewards for change that bring people onside, while also inspiring, promoting optimism and building self-confidence, and making sure that everyone is rewarded for their efforts towards achieving the vision. Find a positive way to remove barriers.

Step 6: Create short-term wins

“Without sufficient wins that are visible, timely, and meaningful to others, change efforts inevitably run into serious problems,” says Kotter.

As your team starts to succeed at making changes, pay close attention to where the successes are. They may not come from where you expect, but you have to be ready with rewards.

In successful change efforts, the leadership team focuses on tasks where they can achieve visible and meaningful achievements early to spur people on to greater successes within the vision.

Everyone likes to be on a team that’s winning, right? Wins have the power to take the air out of the sails of the cynics and give those who are working hard to achieve the vision an emotional lift to keep up the good work. They also build faith in the plan among people who were on the fence. Wins also provide one more essential ingredient. According to the Heaths, “When you engineer early successes, what you’re really doing is engineering hope. Hope is precious to a change effort.”

Step 7: Don’t let up

Now that you’ve started to see successes crop up, it’s important to keep the pressure on. Many change efforts fail right at this stage when an early success makes the leadership team relax in the belief that everything is going as planned.

Now that you’ve had some early wins, you have people’s trust and their belief that change can happen. This is the time to start tackling bigger issues in pursuit of your vision.

Step 8: Make change stick

Once the change you’ve worked so hard on has come to pass, you will need to stay on top of it. It’s human nature to fall back into old habits.

Making sure that each of your small changes fits inside the bigger vision is a key part of making sure that change will stick. If people buy into your vision, they will be more apt to believe this new version of how things are done.

Seeing the change that needs to happen, feeling the desire for that change, and then acting on it, is the way that people are motivated to create institutional change.

If you provide a vision that the members of your organization can believe in and set up the tools to make that vision happen, you will have willing allies in your change effort.

Contributed by Megan J. Wilson, commercial freelance writer and blogger



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Media tips for trustees

School trustees walk a balance beam when it comes to communicating about jurisdiction operations and issues. Constituents and the media expect elected officials to hold the jurisdiction accountable and the administration expects them to be allies and advocates.

How can a trustee be tough, fair and supportive all at the same time in public meetings and media interviews?

Tough and respectful

In this era of sensationalism and TV show hosts yelling at each other, it may seem that respectful debate conduct equals officials who are soft on the issues. Talk show fans give kudos to their favorite hosts and guests for calling it like they see it.

It could be tempting for a trustee to follow suit and prove their mettle by calling out the jurisdiction in public. A misguided trustee might think that taking a verbally rougher approach will prove they do not rubber-stamp everything the jurisdiction staff recommends.

While questioning your opponent's motives may be entertaining on the radio, it's not helpful to your jurisdiction's students, staff or stakeholders.

Tonight's zinger is tomorrow's newspaper quote or TV sound bite.

School trustees set the tone

School trustees set the tone for how the media and community talk about the jurisdiction.

The whole community benefits when your school jurisdiction is held in high regard during even the hardest debates. Trustees should strive to remain respectful while fulfilling their role of providing oversight of the administration.

Question data, decisions and processes; those are fair game. Avoid questioning the integrity or competence of their colleagues and jurisdiction staff unless – it is truly a crisis of trust.

Ongoing, unofficial public questioning of integrity and competence only undermines the effectiveness of everyone involved with the jurisdiction.

Even the toughest trustees are generally very supportive of the jurisdiction, but too often, the wrong choice of words can unintentionally convey a lack of trust in staff's motives or effectiveness. A careful trustee can be tough as nails without ever making staff or other trustees feel defensive or insulted.

Be hard on issues, not people

When ideas are questioned decisions are stronger. When people are attacked, good decisions become almost impossible and support for the jurisdiction is eroded. The benefit of a healthy debate is in airing a variety of perspectives. Decisions are better when trustees consider input from many sources.

Diversity of opinion must not be punished or it will go underground.

- Individual trustees who feel unsafe sharing their opinions in public may start sharing them in the parking lot, the grocery checkout line or letters to the editor.
- When the staff feel attacked, employees will withhold valuable input just to avoid being embarrassed.

Ask the tough questions. But do not insult or intimidate the people to whom you are asking the questions. It is too easy to criticize someone by accident or out of frustration. The good news is that with a little forethought, it is equally easy to preserve everyone's dignity and go hard at the issues.

It's not you, it's me

The best way to keep the focus on the issues is for trustees to communicate about themselves, not their colleagues or staff.

For instance, one should say, "I am not sure I understand" rather than "You are not making sense." Or, "I need a little more data before I can decide,"



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rather than “You did not provide us with enough information.”

Pointing out someone else’s deficiency or misstep creates an atmosphere of defensiveness and hostility. Pointing out one’s own deficiencies invites others to help, and it fosters a better atmosphere.

“I still cannot see why this is the best way to go” versus “You still have not made your case to my satisfaction.”

If a trustee has not had enough time to review his packet of materials he could say, “I was not able to read my materials until just this afternoon, and I need more time on this issue.”

But if he were to communicate carelessly about it, he could convey the impression that he is accusing jurisdiction staff of incompetence or lack of integrity. If he says, “Staff didn’t send out the materials until just before the meeting,” it could indicate that jurisdiction staff was either too inefficient to get the materials prepared or, worse, that the staff purposely withheld information to sway the vote.

Now, there may need to be a private discussion with staff about getting materials out earlier, but that does not need to happen in a public forum which could undermine the reputation of jurisdiction staff.

Avoiding media traps

The news media are under no obligation to make sure you do not impugn staff or other trustees. In fact, it makes a more compelling headline if you are heard criticizing someone you are supposed to be teammates with.

Keep conflict focused on ideas

Conflict makes for compelling news stories. If you want to act in the best interest of your jurisdiction, remember to keep the conflict between ideas, not between people.

Listen carefully to questions

Sometimes media choose to quote someone on the other side of the issue and ask you to comment by offering a question with a personal angle, such as, “Don’t you think the superintendent is being a little short-sighted by suggesting this?” or “Does it seem like the people on the other side of this issue are being a bit selfish?”

Of course, the reporter is hoping you will answer in a way that emphasizes interpersonal conflict, but the best course is to stay focused on the issues, not the opponents. In fact, a good reminder to yourself can be part of the quote: “I like to stay focused on issues, not personalities, so I will say this...”

Another reporter tactic is to set up a virtual confrontation by asking “What would you say to the people who are critical of your position?” or “What would you say to someone who claims you are simply serving your own interests?”

This approach simulates a confrontation with someone who isn’t even there. But if you take the bait, it allows the media to edit your remarks to amplify the conflict and minimize the cooperation that exists.

A good way to avoid the “What would you say to someone who said...” trap is to begin with “I would tell anybody the same thing: I favor this idea because...” By so doing, you redirect back to your position and away from a conflict.

Take your time and get the information

Most trustees are volunteers, so they have jobs and lives outside of the board room. And chances are, sooner or later most of them will get a media call at home or work.

Reporters have deadlines, but if you are surprised by a media call, take a breath, ask what they need to discuss with you and offer to call them back within 30 minutes.



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Reporters cannot expect you to be ready immediately to discuss board issues when you are in work or family mode.

Before calling back, talk to the jurisdiction administration and other trustees to see if they have received similar questions. It is good to have a unified message or at least a coordinated approach to offering separate opinions.

Even better, if you anticipate that a topic could bring media questions, you might want to discuss key messages together as a board; that way each trustee knows how to respond.

School board trustees are in a unique position as guardians of taxpayer investment and advocates for students and educators. By keeping the debate focused on the issues and not individuals, trustees fulfill those roles and set the tone for the community.

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



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'Teacher features': a tool to build positive relationships

School jurisdictions must engage with the public. To build trust with parents and community members, you need to be willing to share information about your schools, programs, staff and operations. If you have a regular communications program, you will have a ready audience when you have news about your successes, or when you have to share news that isn't positive.

Putting your messages out to your audience multiple times in multiples ways builds awareness about your jurisdiction.

One of the ways to engage your public is to share features about your staff. School and jurisdiction staff bring a wide variety of excellent qualifications to their positions. Chances are, most community members – and even parents – do not know much about them.

Teacher and staff features

It is essential to put out new information to ensure that your website visitors and social media followers will stay with you. Teacher and staff features are a great way to build awareness about your schools, engage your parents and create content for your constant Facebook and website needs.

Your teachers and staff are interesting people. With their help, you can easily share interesting and appropriate aspects about them and what inspires them, to provide a peek behind the scenes of your schools.

You could feature your administrators and school board trustees too. They don't need to write anything – just answer a few questions. A good example is on the Our Kids Our Future campaign website: www.ourkidswa.com/2014/11/14/staff-spotlight-bethels-transport-parts-man-mark-gray/.

These features can be used on your website or in one-page hand-outs that you can display in the jurisdiction office or classroom during parent/teacher conferences.

You can also create trading cards or book marks. Be sure to include a photo in whatever format you choose. Your interview subjects will feel like local celebrities.

An easy template for a profile

On the next page is an easy fill-in-the-blank form that will get you started.

Share it with staff and trustees and then check in with them for a little more for detail if necessary. Be sure to edit for grammar and readability. You don't want any mistakes to reflect poorly on your schools.

This template is intended to evoke the personal, professional, inspiring and funny information that others will enjoy reading.

The fictional teacher below shows how simple this can be. Staff don't have to answer all the questions. Any new information will give a personal, likeable glimpse into your staff and teachers.

The main goal is to share their inspiration that helps them approach their work. Everyone has a story locked inside. Making it easy to tell will encourage staff participation, and help you build positive relationships in your jurisdiction and community.



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A sample teacher profile

Name: Michael Sean Garcia

Years I've been teaching:
15, and I hope many more.

Where I grew up: New Mexico, on a horse ranch, but we moved into town later when we had to sell the ranch and mom needed to find work.

Hobby or hobbies: Hiking and reading books with my kids. Raising our puppy. And soccer!

Career background (college, degrees, specialty, where I've taught): Master's in Teaching, _____ State University, 1986. Started with _____ School District in 1988.

Favorite foods: Anything my mom used to cook! Seriously, but I love apple pie.

Something funny I may have done as a child: I buried my little sister's Barbie doll in the back yard, but at the time that wasn't funny, so I dug it up and gave it back as a birthday present. Hey, I was only four!

My favorite saying or quote: It's all good.

Book(s) on my nightstand: Chaser: Unlocking the Genius of a dog who knows 1,000 words

Why I love teaching: I am truly inspired by, and in awe of, the kids I get to teach every day. If I can help just one child succeed, I know my work really matters.

Something people would be surprised to know about me: I dropped out of high school because I needed a job to support my mom and little sisters when dad died. But I came back and graduated. Oh, and my mom grew up in Ireland.

One special moment that showed me "it was all worth it" to become a teacher: *Hint: It doesn't have to be a big thing....maybe the fact that one of your students got into the college they wanted.*

I caught one of my students bragging about the book he was reading "just for fun."

Something I've learned in the past year: Don't get sidetracked by failure; use what you learned. Mistakes are never wasted unless you forget you made them.

The best way to reach me: Read my blog at _____ and submit a question or comment. My work email is _____. I check it every afternoon. You can always call the school office to reach me in an emergency at _____. (In today's social media access, be sure to include your electronic/social media platforms).

Contributed by Shannon Priem, communications consultant



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Using two-way communication to connect with parents

School leaders know the importance of keeping parents informed about their children's school experience, including actions taken by the school board that impact that experience. It is so important that jurisdiction leaders often become so focused on getting information to parents that they forget how important it is to get information from them.

Two-way communication between the school board / jurisdiction and parents is key to students' academic success and the jurisdiction's effectiveness.

Take a look at your jurisdiction's communication policy. If it doesn't address two-way communication, it should. If you don't have a policy, you might consider developing one.

Once that is in place, set a goal of improving two-way communication and identify ways that each school board trustee can help achieve the goal.

Use this tip sheet to spark some ideas. Choose those that best fit your current situation and then refer to the list occasionally to help brainstorm additional communication creativity.

Formal settings: Board meetings and public hearings

1. Help community members find your meeting. Parents can't comment at your meeting unless they get there. Publicize times and locations. Make directional signs that inform attendees where to park, where to enter the building and where to find the meeting. Remember to consider handicapped accessibility.
2. Consider scheduling time for public comments. Make it early in the regular meeting. If it is a public hearing, allow sufficient time for all to speak.
3. Encourage representatives of school councils to attend board meetings. Introduce them, thank them for attending and ask for a brief one- to two-minute report on their organization's activities. *Note:* It is equally important that school board trustees attend a few of those parent organization meetings during the school year as well.
4. Hold board meetings at times that are convenient for parents. Try alternating starting times between early evening and late afternoon. Offer free child care.
5. Before, after and during board meeting/hearing breaks trustees should make time to go into the audience and talk with attendees.
6. If you see someone you do not recognize in the board room before a meeting, introduce yourself and welcome them.

Set a time limit (one or two minutes) for each speaker – this is especially important during public hearings to prevent grandstanding and monopolizing meeting time. Explain the time limit prior to calling on speakers.

Provide a signup sheet for each speaker to list his/her name and topic. Announce at the start of the meeting where to find the sign-up sheet and state that only those who have signed up will be recognized to speak. Circulate the list to ensure that no one is missed.

Note: If a speaker asks a simple question, answer it and move on. If the question is intended to spark controversy or debate, don't allow yourself to get drawn into the confrontational situation. Explain that a board or staff member will contact them to further discuss the issue.



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7. Move your meetings out of the board room by scheduling them a few times each year in schools throughout the jurisdiction. Establish a rotation schedule to allow each school to host a meeting once in the course of the rotation, depending on the size of your jurisdiction. Host an informal coffee/cookies session before the meeting begins to meet and mingle with staff and parents. Encourage the school to invite parents to the meeting and to provide child care for those wanting to attend.
8. If public hearings or study sessions are scheduled to discuss a particular concern – student safety, discipline, a change in curriculum focus at a school, school attendance boundary changes – schedule them in the neighborhood to provide easier access to parents who might not be willing or able to come to the jurisdiction's administrative building.
3. Give parents your contact information – an email address and phone number. The email could be one provided by the jurisdiction, but parents shouldn't have to call the jurisdiction office to leave a message for you or to ask to have you call them back.
4. Print business cards for trustees. Liberally distribute those cards everywhere you go.
5. Schedule a quarterly listening session at local coffee shops throughout the jurisdiction. Ask the shop to provide a pot of coffee and the school jurisdiction buy the treats. Publicize the event to parents. Use the time to chat about their concerns and take their questions. Do more listening than talking.

Note: Just in case it is difficult to get the conversation going, try one of these topics:

Informal settings: In schools and the community

1. Be visible and accessible by attending school assemblies, musical productions, athletic events and other student/parent events. Don't forget to wear a name badge with your trustee title on it.

Note: Remember that while it is important to attend school events throughout the jurisdiction, don't miss events at your child's school. Develop visitation schedules with other trustees so that no one misses their own child's event.

2. Solicit the opinions of parents through regularly conducted surveys and focus groups.

Note: If you ask the question, you need to be willing to hear the answer – even if it differs from the direction the board planned to take.

- How would you describe this jurisdiction to someone who isn't familiar with it (strengths, weaknesses, concerns)?
- If you were developing a plan of action for the jurisdiction, what are the steps you would take now?
- What do you think is missing from our jurisdiction?
- What made a difference in your own education? What would make a difference in your children's education?

6. Don't overlook parents who speak English as a second language. Conduct the same type of listening session for them but make sure to have an interpreter available.



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General communication tips for improved two-way communication

1. Watch the words you use. Don't speak with education jargon. As you are speaking, frequently ask, "Are you familiar with. . ." or "Did you know. . ." and then explain in a different way or take a step back and explain in more detail.
2. Remember that you are an elected official and that fact may intimidate some parents. Take note of signs of uneasiness or discomfort and work to put them at ease.
3. When talking one-on-one with parents, be clear that any opinions you express are yours alone unless you are explaining the board's position or action.
4. Remember, there isn't a bad question. You may have dealt with an issue a dozen times but a parent may never have heard of the topic before. Be patient and answer questions no matter how many times or different ways they may be asked.
5. Watch what you say. Your comments may be summarized by parents when they are talking to other parents – or you could find yourself being quoted on someone's Facebook page or Twitter feed. Summarize any points you make when talking with parents and make sure they understand you.
6. In the reverse, make sure you understand the point a parent is trying to make. They may be frustrated or angry about something and may not have their facts correct. Ask questions to clarify their understanding of an issue and to make sure you understand their point of view. Then summarize what you understand their concern to be. It will show you are listening to them, and open the door for you to address misunderstandings.
7. If you use social media to communicate with parents and to solicit their comments, use the same general communication tips as described above. Follow the jurisdiction's guidelines for social media communication when using it as a tool for two-way communication.

Contributed by Jackie Smith, communications consultant



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Communicating with diverse families

With school jurisdictions serving an increasing number of non-English speaking families (<http://education.alberta.ca/teachers/aisi/themes/esl.asp>) one of the biggest challenges is communicating with the diverse populations.

Translating materials and using interpreters at meetings and school events is critical. But it can be difficult – and expensive – to find qualified people to do it, especially when there are multiple languages involved.

Some jurisdictions only have English and French. In more urban areas, jurisdictions may have significantly more languages that are spoken. There are a number of options for communicating with non-English speakers, depending in part on your jurisdiction's budget and resources.

Whatever the choice, families always appreciate efforts to reach out in their own language.

Translating written materials

Most jurisdictions like to translate everything that is sent home with students if at all possible. This can be challenging in jurisdictions where many languages are spoken.

Hire a professional

Hiring a professional translator is usually best to make sure the translation is as accurate and professional as possible and also because educational jargon can be tough to interpret.

It also helps ensure that all documents sent out by the jurisdiction use the same terminology. The cost of using a professional is typically based on the number of words or the amount of time required to complete the job.

Make use of parent volunteers or staff members' skills

Some jurisdictions use parent volunteers or staff members to do their translations. This can save money but the quality of the translation can vary widely, depending on the expertise of the volunteer.

Check into online computer translation

Another option is one of the free online computer-translation services, such as Google's language tools and AltaVista Babel Fish.

One caution: because they translate literally, they're not always reliable. The words may be translated correctly but the meaning could be lost.

If you do rely on computerized translation, use simple sentences and pay special attention to word order and accent marks. And consider having the final product edited by someone who speaks the language.

Handling documents containing more than one language

Some jurisdictions produce side-by-side translations, with the English text next to the other language in a single document. The translated version may be a different length than the English, which may cause formatting problems.

Another option is to print English on one side and the translated text on the other. That gives you a little more leeway in fitting the text into the same size space with such steps as shrinking the font size or increasing margins.

Sometimes it can help to send home correspondence to parents on different colored paper. That way when parents call about a flyer or form that they must sign and return, they can reference "the yellow paper" or "the pink paper" and make it easier for you to know what they're talking about.



Communications Now

No matter who translates your materials, the finished product won't satisfy everyone. Some parents prefer more professional translations; others prefer more conversational. Other preferences are based on regional differences among speakers of the same language. The most important thing is to make sure the intent of the message is clear.

Interpreting meetings Using translation equipment

When interpreting at parent meetings, some jurisdictions favor using equipment that allows for simultaneous translation. An interpreter speaks into a master transmitter, and parents with receivers listen through headsets.

An advantage is that it saves time because you don't have to wait for the content to be delivered before translating. It can be pricey to purchase. Headsets are typically more than \$100 each.

Have a live interpreter sit with the group

While it's convenient, some feel that translation equipment erects another barrier. They prefer options where an interpreter speaks directly to them, such as having an interpreter sit with a small group of non-English speakers and quietly translate.

Translator resources

Some jurisdictions develop their own database of people who speak a second language. They send out letters to staff and parents explaining the need for interpreters and asking for volunteers.

Bilingual parents might welcome an invitation to use their special skills to serve the school. Other resources include bilingual and /or language immersion students from the local high school and foreign-language majors at a nearby post-secondary institution.

Selecting an interpreter can depend on the importance of the event. Parent volunteers are often used to interpret at school council meetings, but professional interpreters are brought in for meetings between teachers and parents or for jurisdiction-level meetings.

Bilingual staff are often used as parent liaisons. Teachers might have them call parents to set appointments for parent conferences or to discuss how a student is doing in class. Likewise, if parents know when a bilingual parent liaison is at school, they can call with questions during those hours.

It's worth the effort

Parents who can't communicate in English often feel overwhelmed by all the data and information that comes out of schools. It can be difficult to understand things like report cards or one aspect of the curriculum, even if you speak English.

While it takes time and resources to communicate with non-English speaking parents, the extra effort is worth it and results in parents who are more knowledgeable and involved in their students' education.

Contributed by Connie Potter, chief of staff, Forest Grove School District, Ore.



Communications Now

Weblinks

Winter Walk Day

February 4, 2015

Albertans are encouraged to walk to school or at school, improving people's physical activity level. For more information, including details about incentives, or to register your event:

<http://shapeab.com/programmevents/winter-walk-day/>

Excellence in Teaching Awards

Submission deadline: February 6, 2015

Parents, teacher-colleagues, principals, superintendents and all Albertans are encouraged to nominate educators for an Excellence in Teaching Award.

Approximately 130 semi-finalists will be selected, with 20 to receive honors in May, 2015

For nomination packages and information :

www.education.alberta.ca/teachers/excellence.aspx

Safer Internet Day

February 10, 2015

Theme: "Let's create a better internet together"

Safer Internet Day is organized in February each year to promote safe and more responsible use of online technology and mobile phones, especially among children and young people across the world.

<http://www.saferinternetday.org/web/canada/home>

Child Development Professional Awards of Excellence

Nominations close: February 20, 2015

Alberta Human Services and Alberta Education have partnered with the Alberta Child Care Association to recognize professionals who work with children.

Eligible programs include: parent link centres, early childhood development programs, day care programs, out-of-school care programs, family day home agencies, preschool programs and approved early childhood services programs.

For more information:

www.humanservices.alberta.ca/departments/15373.html

Emerald Award Nominations due

Deadline is February 20, 2015

There are several cash awards available including a \$5,000 education award. This category acknowledges nominees that have gone beyond normal practices to show creativity and leadership in educating students about environmental matters. Another category – youth – recognizes young people for initiatives that contribute to the future environmental well-being of Alberta. For more information and applications:

www.emerald.foundation.ca

Pink Shirt Day

February 25, 2015

People are invited to wear pink on February 25th to "symbolize that we will not tolerate bullying anywhere." Pink Shirt Day was inspired by two Nova Scotia high school students who stood up for a peer who was being bullied for wearing a pink shirt.

For more information about organizing events and fundraising: <http://pinkshirtday.ca/#>

5th Annual Speak Out Conference

The 5th annual Speak-Out Conference will be held April 17 – 19, 2015 in Edmonton

The event will bring about 200 students aged 14-19 together, along with their chaperones, and Alberta Education staff and other partners talk about the future of education in Alberta.

Application forms will soon be available at:

www.speakout.alberta.ca/Conference/tabid/64/Default.aspx

Indigenous Shining Student Award

Annual recognition is awarded to a Grade 10 to 12 student of First Nations, Metis or Inuit heritage who demonstrates leadership and inspires others, through embracing and respecting an aboriginal perspective.

Nomination deadline: March 30, 2015

For more information: www.asba.ab.ca



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

Resources for Families

Preparing your child for their future career

The goal of education is to prepare students for life. We want our children to find meaningful careers. Academic achievement is essential, of course, but other training is necessary to ensure that students understand their career options and the steps they will need to take to attain their goals.

Students who are most prepared to enter the workforce or a post-secondary program after high school have been trained from early grades in skills that will help them be successful.

The value of college and career training

Post-secondary readiness is not a new concept. High school graduates have aspired to attend university or college, since the earliest high school graduates received their diplomas.

Now, however, there is a greater urgency for students to learn the skills they need for work that is well compensated. The wage gap for workers with only a high school diploma is huge. In Canada, university graduates can expect to earn double that of a high school graduate. <http://www4.brsdc.gc.ca/.3ndic.1t.4r@-eng.jsp?iid=54> The same data suggests higher education levels also reduces the risk of experiencing unemployment.

What is career and college readiness?

Career and post-secondary readiness are primary educational goals at every high school and are a priority of the Alberta Government. Inspiring Education, a direction in education set by the Alberta Government, aims to have every graduate of the Alberta School system in the future equipped to be:

- Engaged thinkers
- Ethical citizens
- With an entrepreneurial spirit

Some education experts suggest that students need to be ready in three key areas to make a successful transition to a 'next step' after high school graduation: academic skills, employability and technical skills. www.centerdigitaled.com/workforce/Education-Experts-Define-Career-Readiness.html

"All three of them must be in place and must be achieved by an individual in order to be considered career ready," said ACTE Executive Director Jan Bray. Certainly, there is overlap between Bray's three key areas and Alberta's Inspiring Education "Three E's".

Academic skills

This is the primary reason students attend school – to master basic and essential academics such as math and language arts. In Alberta, the focus is increasingly becoming about connecting academic / classroom experience with tasks that they will face in the workforce. That's because the application of knowledge is considered as important as the mastery of it.

Employability skills

Employers do not only seek workers with jobs skills; they also look for skills that will ensure success with colleagues and leadership, such as creativity, teamwork, problem solving and effective communication, to name a few. These are essential skills for keeping a job.

Technical skills

As schools adopt digital tools, students are gaining more technical skills that will translate to the modern workplace, but these technical skills are broader than computer literacy.

Students who seek to pursue specific career goals should also have exposure to the modern equipment in today's jobs. Employers want to hire workers who can use equipment that meets modern industry standards.



Resources for Families

Students who train on old tools are not work-ready for the updated tools in place in many fields.

High school programs

For most high schools, it isn't realistic to offer specific job training for immediate employment after graduation. Career readiness programs are intended to expose students to possible career options and help students understand how to reach those goals.

In Alberta, Career and Technology Studies, Work Experience, Registered Apprenticeship Program and more are aimed at helping students make the transition into their post-high school world successfully. Help your children take advantage of these programs as a way of preparing them for their next step.

Starting early for post-secondary and career readiness

Getting ready for college or university starts early. Students need a solid academic background at the earliest grades. Students who struggle in elementary and middle / junior high school are less likely to be prepared for that transition, so help your child do their best he or she can all through the school system.

It also helps if you help your children start thinking about possible careers years before they are faced with those choices. Alberta Education offers the following tips for helping your teenaged child plan for the future:

- Even as an adult, career decisions can be overwhelming. Encourage your child and give them the time and space to make their own decisions.
- Ask your teen about the kinds of careers they are considering and do not worry if it is accounting one day and nursing the next. They're thinking things over and imagining themselves in different roles. Encourage them to take this exploration a bit further. Help them learn more about these choices. Find out why these careers are attractive to them and look at other careers they may not have considered that could offer similar rewards.
- Encourage your teen to think about the educational path they will need to follow to

pursue the careers they're considering. Will they need to take certain subjects in high school to keep these options open? What kind of post-secondary education will they need? Where is the program offered and how long does it take to complete?

- Know where you and your teen can go to explore options or get more information. A great place to start is Alberta Learning Information Service (ALIS).

<http://alis.alberta.ca/index.html>

This Web site offers up-to-date career profiles, links to post-secondary institutions, complete information on students finance and links to a variety of interactive career planning tools.

<http://www.education.alberta.ca/parents/role/tips.aspx>

How can parents help their young students?

Aside from supporting elementary students academically, especially in literacy, these tips will help prepare students for success after high school:

Help students develop positive beliefs about themselves

Get involved in your child's school. Model work to demonstrate the value of work. Encourage reading and writing at the earliest possible ages.

Focus on literacy

Students who can read at grade level in grade three are more likely to do well in school and graduate from high school. Build language skills with storytelling, conversations and new vocabulary words. Point out printed words in public and at home. Limit computer and TV "screen time."

Focus on social skills as well as academic skills

Encourage pretend play and unstructured play time to build social skills and make connections to the real world. Talk to your child to promote language and listening skills.



Additional information

Helping your child through Alberta's education system

For more information about how you can help your child at home click on the link below. Note that Alberta education provides helps for children of each grade level. Once click on the link, click on the grade level your child is in, then on the subject area, and then on the tab called "resources to help your child".

<http://www.learnalberta.ca/content/mychildsllearning/index.html>

Alberta Education tips for parents

Learn more about helping your child through the challenges of completing homework, going to a new school, learning to read, safety while using the internet, helping your child prepare for high school and more.

<http://www.education.alberta.ca/parents/role/tips.aspx>

About high school completion and high school 'redesign' in Alberta

<http://ideas.education.alberta.ca/hsc/about/>

<http://ideas.education.alberta.ca/hsc/redesigning/>

Secretary-Treasurer's Report

For the Period Ending January 31, 2015

INTRODUCTION

YTD revenue and expenses were discussed in the Quarterly Update.

OTHER BUSINESS

Receivables

- Mikisew is continuing to pay the current invoices, but is behind three payments (\$750,000) on the previous outstanding balance and another three payments behind on 2014-2015 remittances. At this point, I have been unable to contact the CFO to discuss the plans for repayment.

Financial Management System

- The fixed asset information will be imported from the previous software into the new software soon. When that is complete, the finance department will be able to manage fixed assets more efficiently. Please note that until this process is complete, the depreciation expense has not been included in the income and expense statement.

2015-2016 Budget

- The 2015-2016 budget process has begun by sending out 2015-2016 enrollment figures to the schools to confirm.
- Three instructional staff have volunteered to sit on a budget committee for the coming year. This is a new process, and we are interested in seeing the results!

School Jurisdiction Code: 1280
STATEMENTS OF OPERATIONS
For the Period Ending January 31, 2015 (in dollars)

	Actual 2011-2012 (Restated)	Actual 2012-2013	Actual 2013-2014	Actual YTD Jan 31 2014-2015	Budget 2014-2015 June Approved	Budget 2014-2015 Nov. Revised	Balance to be received or spent
REVENUES							
Alberta Education	\$37,455,386	\$37,200,087	\$34,930,635	\$13,581,182	\$36,668,698	\$37,011,527	\$23,430,345
Other - Government of Alberta	\$1,095,583	\$966,929	\$699,650	\$155,474	\$930,824	\$930,824	\$775,350
Federal Government and First Nations	\$20,845,936	\$20,862,392	\$20,962,847	\$10,023,447	\$20,966,622	\$23,696,172	\$13,672,725
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$565,572	\$656,887	\$3,631,096	\$110,533	\$1,274,650	\$1,494,069	\$1,383,536
Investment income	\$39,891	\$10,292	\$67,600	\$28,865	\$40,000	\$40,000	\$11,135
Gifts and donations	\$693,754	\$665,555	\$154,469	\$262,539	\$450,000	\$450,000	\$187,461
Rental of facilities	\$1,000,651	\$973,522	\$832,864	\$386,315	\$957,530	\$957,530	\$571,215
Fundraising	\$347,164	\$251,134	\$489,715	\$0	\$0	\$0	\$0
Gains (losses) on disposal of capital assets	\$1,260	\$156,458	\$200	\$8,608	\$0	\$0	(\$8,608)
Other revenue	\$0	\$0	\$1,365,154	\$33,463	\$0	\$0	(\$33,463)
TOTAL REVENUES	\$62,045,197	\$61,743,256	\$63,134,231	\$24,590,427	\$61,288,324	\$64,580,122	\$39,989,695
EXPENSES							
Certificated salaries	\$21,544,783	\$21,031,068	\$20,878,113	\$8,725,104	\$20,940,642	\$20,974,112	\$12,249,008
Certificated benefits	\$4,218,552	\$4,092,469	\$4,390,192	\$1,464,607	\$4,351,911	\$4,172,140	\$2,707,533
Non-certificated salaries and wages	\$13,536,225	\$13,282,741	\$12,583,963	\$5,421,254	\$13,306,691	\$13,602,297	\$8,181,043
Non-certificated benefits	\$2,959,078	\$2,916,643	\$2,805,020	\$1,163,987	\$3,642,980	\$3,473,654	\$2,309,667
SUB - TOTAL SALARIES AND BENEFITS	\$42,258,638	\$41,322,920	\$40,657,288	\$16,774,952	\$42,242,224	\$42,222,203	\$25,447,251
Services, contracts and supplies	\$16,204,273	\$15,450,160	\$16,819,789	\$6,461,472	\$14,683,930	\$17,777,838	\$11,316,366
Amortization of supported tangible capital assets	\$3,138,632	\$3,192,543	\$3,526,233	\$0	\$3,272,623	\$3,272,623	\$3,272,623
Amortization of unsupported tangible capital assets	\$995,957	\$1,609,872	\$2,232,457	\$0	\$1,208,400	\$1,208,400	\$1,208,400
Supported interest on capital debt	\$40,429	\$23,193	\$9,178	\$0	\$0	\$0	\$0
Unsupported interest on capital debt	\$650	\$433	\$216	\$0	\$0	\$0	\$0
Other interest and finance charges	\$4,690	\$29,008	\$2,430	\$434	\$45,162	\$45,162	\$44,728
Losses on disposal of tangible capital assets	\$33,167	\$67,735	\$52,002	\$0	\$0	\$0	\$0
Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$62,676,435	\$61,695,864	\$63,299,592	\$23,236,858	\$61,452,339	\$64,526,226	\$41,289,368
OPERATING SURPLUS (DEFICIT)	(\$631,238)	\$47,392	(\$165,361)	\$1,353,569	(\$164,015)	\$53,896	(\$1,299,673)
EXPENSES							
Instruction	\$40,504,149	\$39,872,808	\$39,459,882	\$15,297,145	\$39,379,882	\$40,608,362	\$25,311,217
Plant operations and maintenance	\$9,968,293	\$9,696,288	\$11,636,159	\$3,297,812	\$9,438,207	\$10,187,496	\$6,889,684
Transportation	\$3,753,651	\$3,721,237	\$3,578,213	\$1,339,266	\$3,572,676	\$3,555,872	\$2,216,606
Administration	\$3,173,874	\$3,233,159	\$3,532,499	\$1,293,854	\$3,774,411	\$3,933,415	\$2,639,561
External services	\$5,274,639	\$5,172,372	\$5,092,839	\$2,008,780	\$5,287,162	\$6,241,081	\$4,232,301
TOTAL EXPENSES	\$62,674,606	\$61,695,864	\$63,299,593	\$23,236,858	\$61,452,339	\$64,526,226	\$41,289,368
OPERATING SURPLUS (DEFICIT)	(\$629,409)	\$47,392	(\$165,361)	\$1,353,569	(\$164,015)	\$53,896	(\$1,299,673)

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 Feb-2015 2014/2015	Mths		Total Outstanding	Monthly Billing			REG rate	ECS Rate
	13-14 Reg	14-15 E.C.S.							O/S	O/S		2014/2015	2015/2016	2016/2017		
Indian & Northern Affairs (INAC)	111	26	-	(0.00)	0.00	4,820.01	39,586.68	230,027.84	1.2		274,434.53	230,027.84	1,868.86		868.63	
Lesser Slave Lake Regional Council	6	4	-	-	-	(0.00)	-	13,411.40	1.9		13,411.40	6,924.96	1,154.16		465.93	
Bigstone Cree First Nation	360	26	-	(0.00)	0.00	0.00	216,791.96	695,373.98	1.3		912,165.94	695,373.98	1,868.86		868.63	
Indian Education Authority	0	0	61,333.22	-	-	5,208.60	70,366.40	71,773.40	2.1		61,333.22	-	-		-	
Athabasca - Chip	40	2	-	0.00	-	(102,704.30)	1,994,826.56	745,719.42	10.6		147,348.40	71,773.40	1,750.93		868.10	
- Mikisew	138	8	-	-	-	(103,840.10)	(51,865.28)	317,706.20	1.6		2,637,841.68	248,573.14	1,750.93		868.10	
Woodland Cree	54	3	-	-	(0.00)	-	37,754.10	184,095.94	1.5		162,000.82	103,524.33	1,868.86		868.63	
Lubicon Cree First Nation (INAC)	72	11	-	-	-	-	23,120.50	113,474.06	1.2		221,850.04	144,112.85	1,868.86		868.63	
Chipewyan Prairie First Nation (INAC)	57	8	-	0.00	0.00	0.00	78,688.60	392,881.86	1.2		136,594.56	113,474.06	1,868.86		868.63	
Peewess Kateri First Nations (INAC)	201	21	-	-	(0.00)	0.00	-	-	1.2		471,570.46	393,882.09	1,868.86		868.63	
	1039	109														
Total Outstanding			61,333.22	(0.00)	0.00	(196,515.79)	2,409,269.52	2,764,464.10			5,038,551.05					

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

0.00

Northland School Division
Federal Accounts Receivable

Aged Summary

Outstanding Months	ACFN	Indian Education Authority	Mikisew	Peerless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
Feb-15	71,773.40	-	248,573.14	392,881.86	695,373.98	113,474.06	6,705.70	184,095.94	230,027.84	0.00	1,942,905.92
Jan-15	-	-	248,573.14	-	-	-	6,705.70	-	-	63,541.24	318,820.08
Dec-14	-	-	248,573.14	-	-	-	-	-	0.00	63,541.24	312,114.38
Nov-14	-	-	-	-	-	-	-	-	0.00	63,541.24	63,541.24
Oct-14	-	-	-	-	-	-	-	-	0.00	63,541.24	63,541.24
Sep-14	-	-	-	-	-	-	-	-	0.00	63,541.24	63,541.24
Aug-14	70,366.40	-	246,074.20	78,688.60	216,791.96	23,120.50	-	37,753.80	39,586.31	(387,280.68)	325,101.09
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	-	-	-	-	-	-	(176,120.18)	66,996.44
Feb-14	-	-	249,482.56	-	-	-	-	-	-	103,485.51	352,968.07
Jan-14	-	-	249,482.56	-	-	-	-	-	-	103,485.51	352,968.07
Dec-13	-	-	249,482.56	-	-	-	-	-	-	43,485.51	292,968.07
Nov-13	-	-	157,337.48	-	-	-	-	-	-	116,109.45	273,446.93
Oct-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Sep-13	5,208.60	-	-	-	-	-	-	-	-	7,172.94	12,381.54
Aug-13	-	-	-	-	-	-	-	-	-	(112,640.40)	(112,640.40)
Jul-13	-	-	-	-	-	-	-	-	-	-	-
Jun-13	-	-	-	-	-	-	-	-	-	(115,756.16)	(115,756.16)
May-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Apr-13	-	-	-	-	-	-	-	-	-	7,172.94	7,172.94
Mar-13	-	-	-	-	-	-	-	-	0.37	7,172.94	7,173.31
Feb-13	-	-	-	-	-	-	-	-	4,820.01	7,172.94	11,992.95
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
	75,575.00	61,333.22	2,389,268.54	78,688.60	216,791.96	23,120.50	6,705.70	37,754.10	44,406.69	162,000.82	3,095,845.13
Current	71,773.40	-	248,573.14	392,881.86	695,373.98	113,474.06	6,705.70	184,095.94	230,027.84	63,541.24	2,006,447.16
30 days	-	-	248,573.14	-	-	-	6,705.70	-	0.00	63,541.24	318,820.08
60 days	-	-	248,573.14	-	-	-	-	-	0.00	63,541.24	312,114.38
90 days	-	-	-	-	-	-	-	-	0.00	63,541.24	63,541.24
120 days	-	-	-	-	-	-	-	-	0.00	63,541.24	63,541.24
180 days	-	-	-	-	-	-	-	-	0.00	(387,280.68)	(387,280.68)
181 - 365	70,366.40	-	1,892,122.26	78,688.60	216,791.96	23,120.50	-	37,754.10	39,586.31	388,242.5	2,746,672.59
1 yr - 2 yr	5,208.60	-	-	-	-	-	-	-	4,820.38	(156,667.16)	(146,638.18)
Over 2 yr	-	61,333.22	-	-	-	-	-	-	-	0.00	61,333.22
Current	147,348.40	61,333.22	2,637,841.68	471,570.46	912,165.94	136,594.56	13,411.40	221,850.04	274,434.53	162,000.82	5,038,551.05
Long Term	-	-	-	-	-	-	-	-	-	-	-
Total Aging	147,348.40	61,333.22	2,637,841.68	471,570.46	912,165.94	136,594.56	13,411.40	221,850.04	274,434.53	162,000.82	5,038,551.05

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: MIND OVER METAL SUMMER CAMP

ORIGINATOR: EDUCATION COMMITTEE

INFORMATION ITEM

The Board of Trustees receives as information the 'Mind Over Metal Summer Camp' learning opportunity for Junior High aged students scheduled for August 2015.

To keep pace with the goals of 'inspiring education', Northland School Division will need to ensure that students have access to career-related educational opportunities and experiences that inspire and motivate.

On February 12, 2015, Don Tessier & Randy Chernipeski met with Dayton Block, St. Joseph High School Welding/Fabrication Instructor, to discuss the "Mind Over Metal Summer Camp" project. This initiative provides students with firsthand exposure to welding as a possible career opportunity. Details of the summer camp are outlined below.

Although the camp is free, we would need to provide the means to support students and supervisors for a week-long stay in Edmonton. The costs associated with accommodating up to 20 students and their supervisors would range between \$13,000 and \$15,000 depending on the number of participants. A preliminary budget follows:

Accommodations	=	\$4000 (\$160 x 25 participants)
Meals	=	\$9000 (\$60 x 6 days x 25 participants)
Transportation	=	\$1500 (driver and chartered/school bus)
Evening Field Trips	=	\$600.00

Since the two scheduled summer 2015 camps fill quickly, we will need to keep Dayton informed on our intentions.

While at St. Joseph High School, Dayton provided us with a guided tour of the campus. They offer an amazing array of course opportunities for students – from academics to a vast selection of career oriented courses and learning opportunities.

The overall cost of the week-long field trip is assumed to include teacher/staff/adult/parent volunteer supervisors.

Note: If the Wabasca Committee is looking for a model for their future school, St. Joseph High School might be a worthwhile tour for the group.

The following information is taken from the Edmonton Catholic St. Joseph High school website:

'Mind Over Metal' Summer Camp

August 4th-8th OR August 11th-15th, 9:00am - 2:30pm

St. Joseph High School - 10830 - 109 St. Edmonton

"...Rock your world this summer with an introduction to Welding. Come out and learn something new. Breakfast and lunch provided. Parent/child BBQ at 12:00 noon on Friday, August 8th or 15th.

CAMP IS FREE of charge and is generously funded by the CWA Foundation. Deadline for Registration is July 1, 2014 and space is limited!

For more information and to obtain a registration form, please contact Dayton Block at 780-426-2010 ext. 5156 or Dayton.Block@ecsd.net

St. Joseph High School is proud to announce the Mind Over Metal Summer Welding Camp. This is a free, week long Camp where participants will have the opportunity to explore welding in a safe, fun way. The Camp is in partnership with, and courtesy of the CWA Foundation!!

We are offering 2 back-to-back camps this summer. There are 20 seats available in each. The first camp will run from August 4 to August 8. The second will run from August 11 to August 15. The target audience is aged 12 years to 15 years. The camp is for boys and girls, regardless of previous experience.

We are hoping to have some fun while generating excitement about trades, and welding. Let's "spark" some interest in these young minds!..."

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: KTC MARTEN LAKE WINTER CAMP

ORIGINATOR: EDUCATION COMMITTEE

INFORMATION ITEM

The Board of Trustees receives as information the following agenda for the February 17-20th, 2015 KTC Marten Lake Winter Camp which Cadotte Lake School, Little Buffalo School, and Atikameg School attended, as attached.

STANDARD OF TRUST

DATE: FEBRUARY 1903

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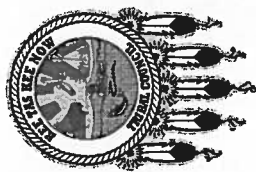
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KTC Marten Lake Winter Camp 2015

DAY 1: Tuesday, February 17th
River, Peerless Lake, Trout Lake

School: Cadotte Lake, Little Buffalo School, Atikameg Lake School, Loon

40 Students (10/field group)

Time	Group 1 Paskwâwmostos (Buffalo)	Group 2 Kihew (eagle)	Group 3 Maskwa (Bear)	Group 4 Mahihkan (wolf)
1:00 – 2:00 p.m.	- Cabin allocations and setup, working group assignments, and expectations	- Orientation		
2:00 – 3:00 p.m.		- Opening Prayer - Opening Ceremony		
3:00 – 4:00 p.m.		- Optional Pipe Ceremony - Observe/Participate/Excluded		
5:00 – 6:30 p.m.				
6:30 – 8:00 p.m.				
8:00 – 9:30 p.m.				
9:30 – 10:00 p.m.				
10:00 – 11:00 p.m.				

DOG CARE PRESENTATION – ALL PARTICIPANTS
Harnesses, feeding, day-to-day care, rest, racing, breeds, touring

Supper/Free time

Leadership/Careers Presentation – Chief Billy Joe Laboucan & William Vu (to be confirmed)

Hand games

Quiet time and lights out!

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DAY 2: Wednesday, February 18th

Time	Group 1 Paskwâwmostos (Buffalo)	Group 2 Kihew (eagle)	Group 3 Maskwa (Bear)	Group 4 Mahihkan (wolf)
7:30 – 8:30 a.m.	Breakfast			
9:00 – 10:30 a.m.	ICE FISHING Jigger, nets, chisels, running line	Traditional Meal Prep - Moose Nose/Heart Stew -Jason/Herman	DOGSLEDDING Kevin/Derrick/volunteers	Traditional Meal Prep - Moose Nose/Heart Stew - Herman
10:30 – 12:00 p.m.	ICE FISHING Set Net #1	SNOWSHOWING Kelly	DOG SLEDDING Kevin/Derrick/volunteers	QUINCE BUILDING Matilda
12:00 – 1:30 p.m.	Lunch			
1:30 – 3:00 p.m.	Chelsea Boucher – Derek Thunder – Post Secondary Readiness Presentation			
3:00 – 4:30 pm	Traditional Meal Prep - Moose Nose/Heart Stew – Jason/Herman	ICE FISHING Jigger, nets, chisels, running line	Traditional Meal Prep - Moose Nose/Heart Stew – Jason/Herman	DOGSLEDDING Kevin/Derrick/Volunteers
4:30 – 6:30 pm	SNOWSHOWING Kelly	ICE FISHING Set Net #2	QUINCE BUILDING Matilda	DOGSLEDDING Kevin/Derrick/Volunteers
6:30 – 8:00 p.m.	Supper – Traditional Meal – Moose Nose, Heart Stew, Smoked Ribs /Free time			
9:00 – 10:00	Campfire Storytelling/Hand games – Herman/Chief Billy Joe			

p.m.	
10:00 – 11:00 p.m.	Quiet time and lights out!

DAY 3: Thursday, February 19th

Time	Group 1 Paskwáwmostos (Buffalo)	Group 2 Kihew (Eagle)	Group 3 Maskwa (Bear)	Group 4 Mahihkan (wolf)
7:30 – 8:30 a.m.	Breakfast			
9:00 – 10:30 a.m.	DOGSLEDDING Kevin/Derrick/volunteers	Traditional Art – Joyce Hunt	ICEFISHING Check net/Pulling Net 1	Traditional Art – Joyce Hunt
10:30 – 12:00 p.m.	DOGSLEDDING Kevin/Derrick/volunteers	QUINCE BUILDING Matilda	ICEFISHING Putting away net, Cleaning fish	SNOWSHOEING Kelly
12:00 – 1:30 p.m.	Lunch			
1:30 – 3:00 p.m.	Traditional Art – Joyce Hunt	Trapping Presentation – Bush Walk – Set Traps – Skinning Marten	Traditional Art – Joyce Hunt	Trapping Presentation – Bush Walk – Set Traps – Skinning Marten
3:00 – 4:30 p.m.	Trapping Presentation – Bush Walk – Set Traps – Skinning Marten – Jason/Dr.Elliot	DOGSLEDDING Kevin/Derrick/volunteers	Trapping Presentation – Bush Walk – Set Traps – Skinning Marten – Jason/Dr.Elliot	ICE FISHING Check net/Pulling Net 2
4:30 – 6:30	QUINCE BUILDING Matilda	DOGSLEDDING Kevin/Derrick/volunteers	SNOWSHOEING Kelly	ICE FISHING Putting away net,

					Cleaning fish
6:30 – 8:00	Supper and Break				
8:00 – 10:00	Handgames/Entertainment (Paul & Jason)				
10:00 – 11:00 p.m.	Quiet time and lights out!				

DAY 5: Friday, February 20th

Time	Group 1 Paskwâwmostos (Buffalo)	Group 2 Kihew (Eagle)	Group 3 Maskwa (Bear)	Group 4 Mahihkan (wolf)
7:30 a.m. – 8:30	Breakfast			
9:00 a.m. – 11:00	Review, Surveys and Talking Circle Elder present			
11:00 a.m. – 12:00	Pack and cleanup			
12:00 p.m.	Lunch Thank you, closing prayer(s) and departure			

“We are more than the sum of our Knowledge,
We are the products of our imagination”

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: STAFF ABSENTEEISM DATA

ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

INFORMATION ITEM

The table below is a summary of staff absenteeism data for August 25th, 2014 to January 31st, 2015.

NON-TEACHERS			TEACHERS	
Days Taken	No. of people utilizing	Type of Leave	Days Taken	No. of people utilizing
388	54	annual		
1	1	ATA business	43.5	21
		birth/adoption leave	2	1
122.5	42	compassionate leave	82.5	22
3	3	court	3	2
67	14	critical illness leave	27	8
297.5	96	family care leave	164.5	55
15.5	5	field trip	42	17
41.5	16	lieu time	22	9
3	2	meetings	66	24
32	11	other	2	2
270.5	100	personal leave	78.5	65
44	21	professional development	169.5	70
11	7	school business	80	39
1516	211	sick leave	1086.5	175
34	1	WCB		
2846.5		TOTAL DAYS	1869	

BOARD OF TRUSTEES

DATE: FEBRUARY 19, 1971

PAGE: 2

ITEM: 1. APPROVAL OF MINUTES

APPROVED: SUPERVISOR OF FINANCE

DATE: 2-19-71

BY: [Signature]

FOR: [Signature]

APPROVED: SUPERVISOR OF FINANCE

DATE: 2-19-71

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BOARD OF TRUSTEES

P. 225

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: GIFT LAKE SCHOOL UPDATE

ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER

INFORMATION

Gift Lake School Commissioning Date Update

The new tentative commissioning date for the new building is March 1, 2015. The planned date for moving the elementary portion of the school is tentatively scheduled for the Easter Break week (April 3 – April 12, 2015). The junior high portion of the move is still being scheduled.

Gift Lake School Furniture & Equipment Update

After the bid was received from Schoolhouse Products Inc. at the December 8, 2014 Special Meeting, some of the furniture needed to be reconfigured. Principal, Barb Laderoute met with Kaley Weinbernder from Schoolhouse Products Inc. to go over the furniture needs for the school. The new price for reconfiguring the required furniture is \$115,915 which is an increase of \$7,249.50 from the original bid and \$20,247.60 from the next lowest bid.

The other bids received:

CDI Spaces \$136,162.60/ Bretton Woods Worldwide \$513,062.00/ Office Furniture Warehouse \$147,178.89/ Business Interiors by Staples \$157,966.00.

Gift Lake School Furniture and Equipment Budget

GRANTS

Furniture & Equipment Grant	\$ 816,592
CTS Equipment Grant	100,000
TOTALS	\$ 916,592

BUDGET SPENT

Kitchen Equipment	\$ 190,000
Window Shades and Shutters	125,000
TOTALS	\$ 315,000

BUDGET COMMITTED

School Furniture	\$ 116,000
Projectors/Smart Boards/Screens/Installation	51,000
Moving Expenses	50,000
CTS Equipment	100,000
TOTALS	\$ 317,000

LIBRARY/GYM BUDGET

Library	\$ 80,000
Gym Furniture/Bleachers	204,592
TOTALS	\$ 284,592

TOTAL BUDGET SPENT AND COMMITTED	\$ 916,592
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TOTAL BUDGET REMAINING	\$ -
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BOARD OF TRUSTEES

P. 229

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: MOBILE HOME PROJECT

ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER

INFORMATION

CURRENT SITUATION:	Alberta Education has, in writing, confirmed that 25 mobile homes will be transferred to NSD for use as teacherages.
BACKGROUND:	The 25 mobile homes are located at Widewater and Slave Lake. A consultant, Rob Martin, has been hired to oversee the project. The mobiles to be replaced have been chosen, and the project is underway. An invitational tender for moving and setting up the units was completed, in order to obtain some preliminary pricing for budgeting purposes. A second, public tender, which closed on Feb. 20, 2015 was awarded to Pleasant Homes. Eight communities are involved in the project, which is scheduled for completion by Aug. 15, 2015.
INFORMATION:	Replacement mobile homes that are older than 15 years old will be offered to the community housing authority or the local municipal government. Newer mobile homes will be put up for tender in the community.

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DATE: 10/15/1911

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BOARD OF TRUSTEES

P. 231

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: COPIER PROJECT UPDATE

ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER

INFORMATION	

CURRENT SITUATION:	The copier project committee has received quotes from two vendors to supplier copiers to NSD. However, there is a significant difference between the two vendors. The committee is going to review the number of copiers and their locations from each vendor, and arrive at a plan. This plan will then be submitted to each vendor for a price quote.
BACKGROUND:	A commitment was made at the last board meeting to have a vendor recommendation to the board for approval. Due to delays on the part of one of the vendors, and the fact that each vendor is recommending a different plan, the committee is reviewing each plan and will need to go back to the vendors for pricing. The committee plans on having a recommendation to the board at its next meeting.
INFORMATION:	

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

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.

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NORTHLAND SCHOOL DIVISION NO. 61 **ACRONYMS**

P. 235

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

PM236	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
MFWHSR	Moving Forward With High School Redesign
NLC	Northern Lakes College
NSD	Northland School Division No. 61
OH & S	Occupational Health and Safety
OPK	Oski Pasikoniwew Kamik
OSLI	Oil Sands Leadership Initiative
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Tests
PMR	Principal Monthly Report
PO&M	Plant Operations & Maintenance (Costs or revenues related to facility maintenance)
PSBA	Public School Boards Association
PTR	Pupil Teacher Ratio
PUF	Program Unit Funding
RAP	Registered Apprenticeship Program
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

BOARD OF TRUSTEES

COLIN KELLY
TRUSTEE OF THE BOARD

DATE: FEBRUARY 28, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PAYMENT OF ACCOUNTS

ORIGINATOR TRUDY RASMUSON, SECRETARY-TREASURER

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

Pay Period: January 24, 2015 – February 20, 2015

BOARD OF TRUSTEES

OFFICE OF THE CLERK

CLERK

THE BOARD OF TRUSTEES

RESOLUTION OF THE BOARD OF TRUSTEES

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

DATE 20-Feb-2015 11:02 AM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: 24-Jan-2015 TO END DATE: 20-Feb-2015

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

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 24-Jan-2015 AND 20-Feb-2015						
0099000001	0001	0000294306	75	HOLTBY HOLDINGS LTD	28-Jan-15	4,287.50
0099000002	0001	0000294307	3373	PARKLAND INDUSTRIES LTD	28-Jan-15	11,841.43
0099000003	0001	0000294308	1714	RECEIVER GENERAL FOR CANADA	28-Jan-15	2,508.50
0099ET0001	0001	*****	8062	668040 ALBERTA LTD.	28-Jan-15	1,890.00
0099ET0002	0001	*****	7693	ANDERSON BUSING	28-Jan-15	6,773.86
0099ET0003	0001	*****	9306	ANDERSON, JAY	28-Jan-15	6,211.58
0099ET0004	0001	*****	776	CHRISTENSEN BUSING	28-Jan-15	5,967.67
0099ET0005	0001	*****	2994	DESJARLAIS BUSES	28-Jan-15	9,882.29
0099ET0006	0001	*****	4884	NOSKEY BUS LINES	28-Jan-15	6,983.73
0099ET0007	0001	*****	2461	ORR, CHARLES	28-Jan-15	1,653.14
0100000001	0001	0000294309	8873	SUTHERLAND, HERMAN SR	28-Jan-15	513.20
0101000001	0001	0000294310	355	LOCAL AUTHORITIES PENSION PLAN	29-Jan-15	1,562.49
0102000001	0001	0000294311	402	CANADA BREAD WEST(MCGAVINS) #4065	29-Jan-15	106.14
0102000002	0001	0000294312	1610	FORT VERMILION SCHOOL DIVISION NO.52	29-Jan-15	16,563.40
0102000003	0001	0000294313	5202	MICHEL'S SUPER A FOODS	29-Jan-15	43.32
0102ET0001	0001	*****	8744	GFS PRAIRIES INC	29-Jan-15	1,694.18
0102ET0002	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	29-Jan-15	6,668.31
0103000001	0001	0000294314	4	A & J TOWING	30-Jan-15	652.05
0103000002	0001	0000294315	868	ABORIGINAL MULTI-MEDIA SOCIETY	30-Jan-15	393.75
0103000003	0001	0000294316	8679	ALL-PRO TRUCK & TRAILER REPAIR	30-Jan-15	1,788.06
0103000004	0001	0000294317	6160	ANDERSON, GLEN	30-Jan-15	107.00
0103000005	0001	0000294318	8417	AUGER, KEVIN S.	30-Jan-15	107.00
0103000006	0001	0000294319	7718	BE RESCUED TOWING AND HAULING	30-Jan-15	1,050.00
0103000007	0001	0000294320	7647	CALLIOU, LISA	30-Jan-15	107.00
0103000008	0001	0000294321	EM11960	CARDINAL, LORRAINE C.	30-Jan-15	81.60
0103000009	0001	0000294322	8429	CARDINAL, LOUIE AUGUST	30-Jan-15	630.52
0103000010	0001	0000294323	7078	CHRISTENSEN, NICKY	30-Jan-15	71.40
0103000011	0001	0000294324	6749	CLASSROOM READY	30-Jan-15	483.00
0103000012	0001	0000294325	6976	COURTOREILLE, KIM	30-Jan-15	-787.60
0103000013	0001	0000294326	5287	DIRECT ENERGY REGULATED SERVICES	30-Jan-15	1,204.63
0103000014	0001	0000294327	8678	DT'S MAINTENANCE REPAIR & OVERHAUL	30-Jan-15	2,313.65
0103000015	0001	0000294328	5170	EAST PRAIRIE METIS SETTLEMENT	30-Jan-15	160.00
0103000016	0001	0000294329	3252	EPCOR ENERGY SERVICES (ALBERTA) INC.	30-Jan-15	199.42
0103000017	0001	0000294330	10158	FLEETCOR CANADA MASTERCARD	30-Jan-15	32.00
0103000018	0001	0000294331	10216	GALBRAITH, BOB	30-Jan-15	70.00
0103000019	0001	0000294332	1272	GIFT LAKE METIS SETTLEMENT	30-Jan-15	320.00
0103000020	0001	0000294333	1077	GLADUE, DWIGHT G.	30-Jan-15	357.00
0103000021	0001	0000294334	6229	GOLDEN ARROW SCHOOL BUSES LTD	30-Jan-15	5,517.96
0103000022	0001	0000294335	3100	GUILD, ROBIN	30-Jan-15	493.80
0103000023	0001	0000294336	8523	HALTER'S AUTOMOTIVE	30-Jan-15	472.50
0103000024	0001	0000294337	2583	HEAVY EQUIPMENT REPAIR	30-Jan-15	1,068.42
0103000025	0001	0000294338	10223	HORON, ELIZABETH	30-Jan-15	693.88
0103000026	0001	0000294339	5578	HUNTER MOTORS LTD.	30-Jan-15	111.74
0103000027	0001	0000294340	730	JELLETT, CHRISTINE	30-Jan-15	49.61
0103000028	0001	0000294341	9184	MAX MECHANICAL	30-Jan-15	2,210.52
0103000029	0001	0000294342	6836	MCLEOD, SANDRA	30-Jan-15	107.00
0103000030	0001	0000294343	8717	MODSPACE	30-Jan-15	15,719.55
0103000031	0001	0000294344	611	NORTHERN AIR CHARTER	30-Jan-15	5,528.36
0103000032	0001	0000294345	6658	OPEN STORAGE SOLUTIONS	30-Jan-15	1,511.57

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0103000033	0001	0000294346	1263	PEACE COUNTRY CO-OP	30-Jan-15	10.17
0103000034	0001	0000294347	521	PEACE WAPITI SCHOOL DIVISION NO. 76	30-Jan-15	2,108.65
0103000035	0001	0000294348	8374	PEAVINE INN & SUITES	30-Jan-15	2,390.37
0103000036	0001	0000294349	5825	PITNEYWORKS	30-Jan-15	2,225.89
0103000037	0001	0000294350	1403	PURULATOR COURIER LTD.	30-Jan-15	75.33
0103000038	0001	0000294351	10221	RATFAT, JOE	30-Jan-15	1,500.00
0103000039	0001	0000294352	1017	SHAW, KENNETH RUSSELL	30-Jan-15	583.60
0103000040	0001	0000294353	6692	SILVERTIP ENTERPRISE LTD.	30-Jan-15	3,372.35
0103000041	0001	0000294354	474	SNIPER - MOBILE COMMUNICATIONS	30-Jan-15	141.65
0103000042	0001	0000294355	8	TELUS COMMUNICATIONS INCORPORATED	30-Jan-15	12,813.80
0103000043	0001	0000294356	7734	THE LUBE SHOP	30-Jan-15	234.17
0103000044	0001	0000294357	10063	TRI SERVICE CONTRACTING	30-Jan-15	6,638.10
0103000045	0001	0000294358	10219	TSSESSAZE, VICTOR	30-Jan-15	600.00
0103000046	0001	0000294359	812	WASTE MANAGEMENT	30-Jan-15	596.14
0103000047	0001	0000294360	79	XEROX CANADA LTD.	30-Jan-15	1,975.32
0103000048	0001	0000294361	3236	YELLOWKNEE, DONNA	30-Jan-15	95.00
0103ET0001	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	30-Jan-15	3,241.10
0103ET0002	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	30-Jan-15	850.00
0103ET0003	0001	*****	3765	ALOOK, CORRINE	30-Jan-15	120.00
0103ET0004	0001	*****	8745	ANDERSON, JAMES	30-Jan-15	2,100.00
0103ET0005	0001	*****	7331	ASHOUR, YOUSUF	30-Jan-15	110.00
0103ET0006	0001	*****	10217	AUGER, TERILYNN	30-Jan-15	1,400.00
0103ET0007	0001	*****	9370	BRUSTER P.H.C.LTD.	30-Jan-15	11,385.78
0103ET0008	0001	*****	8425	CALLIOU, EVE	30-Jan-15	1,245.00
0103ET0009	0001	*****	6159	CARDINAL, DENNIS R.	30-Jan-15	107.00
0103ET0010	0001	*****	EM18313	COLE, LILY	30-Jan-15	70.00
0103ET0011	0001	*****	4189	COLVILLE, CRYSTAL	30-Jan-15	3,235.55
0103ET0012	0001	*****	8889	COOK, TERRY LYNN	30-Jan-15	310.00
0103ET0013	0001	*****	9483	COURTOREILLE, SARAH	30-Jan-15	538.00
0103ET0014	0001	*****	1262	COURTORIELLE, WILLIAM	30-Jan-15	107.00
0103ET0015	0001	*****	9246	DIVERSITY TALENT	30-Jan-15	8,325.00
0103ET0016	0001	*****	2710	DR. MARY JACKSON SCHOOL FUND RAISERS	30-Jan-15	178.50
0103ET0017	0001	*****	8252	DRYDEN, DEBORAH	30-Jan-15	134.92
0103ET0018	0001	*****	6273	ENMAX CORPORATION (NEW)	30-Jan-15	75,955.10
0103ET0019	0001	*****	4482	GHOSTKEEPER, SHAWNA	30-Jan-15	310.59
0103ET0020	0001	*****	EM13072	HAMELIN, SHELLY	30-Jan-15	426.54
0103ET0021	0001	*****	EM10541	HAMMOND-OMUSI, LAURA E	30-Jan-15	551.39
0103ET0022	0001	*****	7297	HAROLDSON, LEE	30-Jan-15	427.25
0103ET0023	0001	*****	9378	HERMAN, MICHELLE	30-Jan-15	700.00
0103ET0024	0001	*****	10213	I&P MECHANIC	30-Jan-15	1,697.24
0103ET0025	0001	*****	5876	J.F.DION SCHOOL STAFF	30-Jan-15	323.97
0103ET0026	0001	*****	8728	JOHN DEERE FINANCIAL	30-Jan-15	2,092.55
0103ET0027	0001	*****	8392	KCA ANDERSON HOLDINGS LTD.	30-Jan-15	CANCEL 03-Feb-15 62.00
0103ET0028	0001	*****	9377	LABOUCANE, CYNTHIA	30-Jan-15	700.00
0103ET0029	0001	*****	EM12100	LAGIMODIERE, TRACY	30-Jan-15	107.00
0103ET0030	0001	*****	10220	LAMBERT, BEVERLY	30-Jan-15	1,000.00
0103ET0031	0001	*****	10222	LINKING AWARENESS ADVENTURES INC	30-Jan-15	CANCEL 02-Feb-15 29,216.15
0103ET0032	0001	*****	410	LITTLE BUFFALO SCHOOL	30-Jan-15	165.10
0103ET0033	0001	*****	7753	MACIACH, MICHAEL	30-Jan-15	142.80
0103ET0034	0001	*****	3288	MARTENS, DONNA-MAY	30-Jan-15	53.50
0103ET0035	0001	*****	10135	MCLEAN, DARLENE	30-Jan-15	700.00
0103ET0036	0001	*****	3364	MILLENIUM CABINS INC.	30-Jan-15	2,695.83
0103ET0037	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	30-Jan-15	108.77

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0103ET0038	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	30-Jan-15	39.00
0103ET0039	0001	*****	10218	SEEK AND FIND EXPERTS	30-Jan-15	958.13
0103ET0040	0001	*****	34	SPORTFACTOR INC.	30-Jan-15	2,308.74
0103ET0041	0001	*****	8378	SUN MEDIA	30-Jan-15	283.96
0103ET0042	0001	*****	783	SUTHERLAND, KYLA	30-Jan-15	700.00
0103ET0043	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	30-Jan-15	94.85
0103ET0044	0001	*****	10179	WILLIER, AMANDA	30-Jan-15	1,400.00
0104000001	0001	0000294362	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	04-Feb-15	2,557.00
0104000002	0001	0000294363	353	ALBERTA TEACHERS ASSOCIATION	04-Feb-15	25,034.80
0104000003	0001	0000294364	10224	GOVERNMENT OF ALBERTA	04-Feb-15	1,204.46
0104000004	0001	0000294365	357	INDUSTRIAL-ALLIANCE	04-Feb-15	774.38
0104000005	0001	0000294366	8392	KCA ANDERSON HOLDINGS LTD.	04-Feb-15	62.00
0104000006	0001	0000294367	355	LOCAL AUTHORITIES PENSION PLAN	04-Feb-15	143,615.82
0104000007	0001	0000294368	356	LONDON LIFE	04-Feb-15	4,063.04
0104000008	0001	0000294369	349	RECEIVER GENERAL FOR CANADA	04-Feb-15	676,359.76
0104000009	0001	0000294370	1714	RECEIVER GENERAL FOR CANADA	04-Feb-15	1,078.60
0104000010	0001	0000294371	354	TEACHER'S RETIREMENT FUND	04-Feb-15	214,593.80
0104ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	04-Feb-15	169,342.09
0104ET0002	0001	*****	4654	ENVIRO-WORKS INC	04-Feb-15 CANCEL 04-Feb-15	378.00
0104ET0003	0001	*****	7558	GAUDETTE, CASEY	04-Feb-15	668.44
0104ET0004	0001	*****	10222	LINKING AWARENESS ADVENTURES INC	04-Feb-15	29,216.15
0105000001	0001	0000294372	10228	ALEXIS, MYRA	05-Feb-15	850.68
0105000002	0001	0000294373	8507	ALTAGAS UTILITIES INC	05-Feb-15	4,102.62
0105000003	0001	0000294374	5690	AUGER, LAURA	05-Feb-15	403.20
0105000004	0001	0000294375	9268	AURORA TOURS	05-Feb-15	1,344.00
0105000005	0001	0000294376	9351	BABEY, SUSAN	05-Feb-15	180.88
0105000006	0001	0000294377	2911	BARTLE & GIBSON - FT M	05-Feb-15	44.77
0105000007	0001	0000294378	454	BARTLE & GIBSON - PR	05-Feb-15	67.87
0105000008	0001	0000294379	8740	BEYOND 2000	05-Feb-15	853.05
0105000009	0001	0000294380	7659	BOBCAT OF THE PEACE	05-Feb-15	9,011.28
0105000010	0001	0000294381	346	CANADA WIDE	05-Feb-15	27,764.31
0105000011	0001	0000294382	EM12654	CARDINAL, DARLEEN	05-Feb-15	653.06
0105000012	0001	0000294383	8429	CARDINAL, LOUIE AUGUST	05-Feb-15	850.62
0105000013	0001	0000294384	4471	CARDINAL, MILDRED	05-Feb-15	346.08
0105000014	0001	0000294385	6832	CARDINAL, MONICA	05-Feb-15	135.00
0105000015	0001	0000294386	1492	CARDINAL, ROSIE	05-Feb-15	515.31
0105000016	0001	0000294387	552	CARDINAL, VIRGINIA	05-Feb-15	403.20
0105000017	0001	0000294388	9506	CCI WIRELESS	05-Feb-15	69.29
0105000018	0001	0000294389	1394	CHRISTIAN, DORIS	05-Feb-15	107.00
0105000019	0001	0000294390	7006	CLARKS PLUMBING & HEATING	05-Feb-15	49.30
0105000020	0001	0000294391	9097	COLD LAKE HIGH SCHOOL	05-Feb-15	975.00
0105000021	0001	0000294392	6976	COURTOREILLE, KIM	05-Feb-15	687.42
0105000022	0001	0000294393	1503	DAVIDSON, BEATRICE ANN	05-Feb-15	345.27
0105000023	0001	0000294394	5287	DIRECT ENERGY REGULATED SERVICES	05-Feb-15	3,575.84
0105000024	0001	0000294395	10154	DUROCHER, EDGAR	05-Feb-15	94.35
0105000025	0001	0000294396	7238	EVERGREEN STATIONERS	05-Feb-15	287.60
0105000026	0001	0000294397	4892	FARRELL ENGINEERING SALES INC	05-Feb-15	67.20
0105000027	0001	0000294398	10155	FAYANT, KIMBERLY	05-Feb-15	122.85
0105000028	0001	0000294399	4071	FLAGHOUSE INC.	05-Feb-15	1,088.02
0105000029	0001	0000294400	EM11687	GLADUE, SYLVIA DONNA	05-Feb-15	346.08
0105000030	0001	0000294401	3846	GULLION, ELMER	05-Feb-15	876.12
0105000031	0001	0000294402	1148	HALCROW, NORBERT	05-Feb-15	43.91

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0105000032	0001	0000294403	8868	HIGH PRAIRIE AND DISTRICT RECREATION BOA	05-Feb-15	154.35
0105000033	0001	0000294404	6910	HOCKLEY, JAMES	05-Feb-15	360.00
0105000034	0001	0000294405	EM13033	HOULE, SANDRA	05-Feb-15	346.08
0105000035	0001	0000294406	4675	J & F LOGGING O/A ATTACK STEAMING	05-Feb-15	588.00
0105000036	0001	0000294407	4127	JAVA DOMAINLTD	05-Feb-15	728.17
0105000037	0001	0000294408	5903	LAROCHE, JEAN	05-Feb-15	346.08
0105000038	0001	0000294409	9438	LEFFERSON, DANIELLE	05-Feb-15	499.20
0105000039	0001	0000294410	5505	LONETECH ENTERPRISES	05-Feb-15	334.95
0105000040	0001	0000294411	691	MCGILLIVRAY, LORRAINE	05-Feb-15	756.59
0105000041	0001	0000294412	10208	MOBERLY, BERTHA	05-Feb-15	522.00
0105000042	0001	0000294413	2441	NATIVE REFLECTIONS	05-Feb-15	191.70
0105000043	0001	0000294414	4652	NORTHERN DIGITAL SERVICES	05-Feb-15	2,068.50
0105000044	0001	0000294415	3452	OXFORD UNIVERSITY PRESS	05-Feb-15	1,662.90
0105000045	0001	0000294416	455	PEACE RIVER HOME CENTRE INC.	05-Feb-15	72.96
0105000046	0001	0000294417	9411	PEDERSON, JEN	05-Feb-15	100.80
0105000047	0001	0000294418	5825	PITNEYWORKS	05-Feb-15	275.01
0105000048	0001	0000294419	1403	PUROLATOR COURIER LTD.	05-Feb-15	94.02
0105000049	0001	0000294420	670	QUINTAL, MARJORIE	05-Feb-15	269.20
0105000050	0001	0000294421	7668	REGISTRATIONS ARE US	05-Feb-15	28.35
0105000051	0001	0000294422	EM15171	REIMER, KORY J.	05-Feb-15	251.95
0105000052	0001	0000294423	715	RENTCO EQUIPMENT LTD.	05-Feb-15	338.59
0105000053	0001	0000294424	5951	RONA HOME CENTRE #245	05-Feb-15	269.94
0105000054	0001	0000294425	10225	RUHL, JAN	05-Feb-15	14,509.95
0105000055	0001	0000294426	1560	SEXAUER LIMITED	05-Feb-15	1,469.79
0105000056	0001	0000294427	1017	SHAW, KENNETH RUSSELL	05-Feb-15	789.42
0105000057	0001	0000294428	9172	ST. GERMAINE, LINDSEY	05-Feb-15	756.59
0105000058	0001	0000294429	7734	THE LUBE SHOP	05-Feb-15	102.99
0105000059	0001	0000294430	6094	THE NORTH WEST COMPANY	05-Feb-15	264.66
0105000060	0001	0000294431	8039	THE NORTHERN STORES FINANCIAL SERVICES	05-Feb-15	861.62
0105000061	0001	0000294432	109	UNISOURCE CANADA INC.	05-Feb-15	3,347.78
0105000062	0001	0000294433	6339	VAN TAMELEN, DAVID	05-Feb-15	2,756.25
0105000063	0001	0000294434	2711	VANDECK PLUMBING & HEATING	05-Feb-15	1,939.88
0105000064	0001	0000294435	5725	VIKING FIRE PROTECTION INC.	05-Feb-15	5,747.70
0105000065	0001	0000294436	EM18162	WASON, SHANNON	05-Feb-15	117.00
0105000066	0001	0000294437	812	WASTE MANAGEMENT	05-Feb-15	769.96
0105000067	0001	0000294438	79	XEROX CANADA LTD.	05-Feb-15	5,892.60
0105000068	0001	0000294439	5480	XPLORNET COMMUNICATIONS INC	05-Feb-15	157.49
0105000069	0001	0000294440	5675	YELLOWKNEE, LOREENA	05-Feb-15	403.20
0105ET0001	0001	*****	10143	1832648 ALBERTA LTD	05-Feb-15	820.57
0105ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	05-Feb-15	25,316.21
0105ET0003	0001	*****	3803	ANDERSON, JENNIFER	05-Feb-15	700.00
0105ET0004	0001	*****	4836	ANSELL'S REFRIGERATION & HEATING LTD.	05-Feb-15	552.45
0105ET0005	0001	*****	1996	ANZAC COMMUNITY SCHOOL	05-Feb-15	1,587.74
0105ET0006	0001	*****	10114	AUGER, SAMANTHA	05-Feb-15	700.00
0105ET0007	0001	*****	5882	AXIA SUPERNET LTD.	05-Feb-15	20,068.65
0105ET0008	0001	*****	8304	BARRETT, DONNA	05-Feb-15	400.22
0105ET0009	0001	*****	2889	BARTLE & GIBSON -EDM	05-Feb-15	240.99
0105ET0010	0001	*****	9370	BRUSTER P.H.C.LTD.	05-Feb-15	9,138.03
0105ET0011	0001	*****	6159	CARDINAL, DENNIS R.	05-Feb-15	107.00
0105ET0012	0001	*****	4597	CARDINAL, RAYMOND	05-Feb-15	400.00
0105ET0013	0001	*****	9329	CERETZKE, KERRI	05-Feb-15	2,420.04

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0105ET0014	0001	*****	4544	COX, DAVID	05-Feb-15	770.00
0105ET0015	0001	*****	10033	ECCO SUPPLY	05-Feb-15	1,793.22
0105ET0016	0001	*****	18	EDMONTON PUBLIC SCHOOLS	05-Feb-15	2,887.29
0105ET0017	0001	*****	4654	ENVIRO-WORKS INC	05-Feb-15	378.00
0105ET0018	0001	*****	10151	FLETT, SHAWNA	05-Feb-15	700.00
0105ET0019	0001	*****	10144	FOURNIER, DONNA	05-Feb-15	1,400.00
0105ET0020	0001	*****	6457	GAUCHIER, TEASA	05-Feb-15	285.60
0105ET0021	0001	*****	EM11136	GEISSER-SMITH, CARMEN	05-Feb-15	353.56
0105ET0022	0001	*****	9214	GOULET, CORINNE	05-Feb-15	2,100.00
0105ET0023	0001	*****	8564	GUINDON, ROXANE	05-Feb-15	811.50
0105ET0024	0001	*****	EM14360	GULLION, MELYNDA	05-Feb-15	185.57
0105ET0025	0001	*****	27	HALFORDS	05-Feb-15	494.99
0105ET0026	0001	*****	EM11729	HOULE, CHARLES	05-Feb-15	2,275.00
0105ET0027	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	05-Feb-15	5,280.00
0105ET0028	0001	*****	10226	LABOUCAN, DARRELL	05-Feb-15	700.00
0105ET0029	0001	*****	9095	LADEROUTE, RANDI	05-Feb-15	700.00
0105ET0030	0001	*****	10008	MANITOULIN	05-Feb-15	432.08
0105ET0031	0001	*****	5941	MCLENNAN ROSS LLP	05-Feb-15	11,937.62
0105ET0032	0001	*****	10086	NANOOCH, JENNIFER	05-Feb-15	537.14
0105ET0033	0001	*****	5650	NORTHERN PLUMBING & HEATING	05-Feb-15	1,525.65
0105ET0034	0001	*****	3088	O'CONNOR, DANIELLE	05-Feb-15	29.49
0105ET0035	0001	*****	1801	PADDLE PRAIRIE SCHOOL	05-Feb-15	2,200.00
0105ET0036	0001	*****	3794	PAHLKE, GORDON & LINDA	05-Feb-15	589.23
0105ET0037	0001	*****	2378	PEARSON CANADA INC T46254	05-Feb-15	5,634.66
0105ET0038	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	05-Feb-15	791.26
0105ET0039	0001	*****	10076	PRAIRIE DISPOSAL LTD.	05-Feb-15	242.55
0105ET0040	0001	*****	4587	RECOVERY AUTOMOTIVE	05-Feb-15	1,824.98
0105ET0041	0001	*****	292	REIN, KENT	05-Feb-15	185.00
0105ET0042	0001	*****	8994	SEA-CAN CONTAINERS (1989)LTD.	05-Feb-15	147.00
0105ET0043	0001	*****	10227	STARR, SHARON	05-Feb-15	700.00
0105ET0044	0001	*****	3905	SUTHERLAND, PRISCILLA	05-Feb-15	966.80
0105ET0045	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	05-Feb-15	33.60
0105ET0046	0001	*****	4067	VENTURE BUILDING SUPPLIES INC.	05-Feb-15	52.32
0105ET0047	0001	*****	EM12430	VOGEL, KATHY	05-Feb-15	62.42
0105ET0048	0001	*****	3572	WALMSLEY, KATHRYN	05-Feb-15	246.40
0105ET0049	0001	*****	751	WESCLEAN - (EDM)	05-Feb-15	4,978.40
0105ET0050	0001	*****	8734	WILTER AUTO & IND SUPPLY	05-Feb-15	72.83
0105ET0051	0001	*****	26	WINTERGREEN LEARNING MATERIALS	05-Feb-15	36.16
0105ET0052	0001	*****	EM10066	WOODFINE, BERNARD	05-Feb-15	362.10
0106000001	0001	0000294441	402	CANADA BREAD WEST(MCGAVINS) #4065	05-Feb-15	47.02
0106000002	0001	0000294442	2277	REVENUE CANADA	05-Feb-15	14,880.41
0106000003	0001	0000294443	8951	STANDARD LIFE	05-Feb-15	1,520.82
0106000004	0001	0000294444	6716	STORMS, PAT	05-Feb-15	471.51
0106ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	05-Feb-15	10,014.65
0106ET0002	0001	*****	6323	CAN-WEST CORPORATE AIR CHARTERS	05-Feb-15	1,012.20
0106ET0003	0001	*****	5065	CARDINAL, YVONNE	05-Feb-15	30.60
0106ET0004	0001	*****	6425	FRESON BROS MANNING	05-Feb-15	91.82
0106ET0005	0001	*****	8744	GFS PRAIRIES INC	05-Feb-15	11,606.79
0106ET0006	0001	*****	EM11729	HOULE, CHARLES	05-Feb-15	1,525.00
0106ET0007	0001	*****	347	MCMURRAY AVIATION	05-Feb-15	994.42
0106ET0008	0001	*****	319	RUSSELL FOOD EQUIPMENT	05-Feb-15	679.61

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0106ET0009	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	05-Feb-15	10,407.47
0106ET0010	0001	*****	8891	VIKING REFRIGERATION LTD	05-Feb-15	994.88
0107000001	0001	0000294445	1891	U.S. BANCORP CANADA CO.	11-Feb-15	152,526.46
0107ET0001	0001	*****	7693	ANDERSON BUSING	11-Feb-15	700.00
0107ET0002	0001	*****	9306	ANDERSON, JAY	11-Feb-15	700.00
0107ET0003	0001	*****	776	CHRISTENSEN BUSING	11-Feb-15	1,800.00
0107ET0004	0001	*****	2994	DESJARLAIS BUSES	11-Feb-15	4,000.00
0107ET0005	0001	*****	4884	NOSKEY BUS LINES	11-Feb-15	1,400.00
0107ET0006	0001	*****	2461	ORR, CHARLES	11-Feb-15	700.00
0107ET0007	0001	*****	9451	WRITE WAY COMMUNICATIONS	11-Feb-15	5,000.00
0108000001	0001	0000294446	402	CANADA BREAD WEST (MCGAVINS) #4065	12-Feb-15	81.77
0108000002	0001	0000294447	7836	HENDRIX RESTAURANT EQUIPMENT	12-Feb-15	25.31
0108ET0001	0001	*****	5063	CARDINAL, ANNETTE	12-Feb-15	5.18
0108ET0002	0001	*****	8744	GFS PRAIRIES INC	12-Feb-15	27,675.81
0108ET0003	0001	*****	1642	HUNT, EMILY	12-Feb-15	2,026.88
0108ET0004	0001	*****	319	RUSSELL FOOD EQUIPMENT	12-Feb-15	267.49
0108ET0005	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	12-Feb-15	43,285.32
0109000001	0001	0000294448	5004	1176976 ALBERTA LTD.	13-Feb-15	50.19
0109000002	0001	0000294449	6907	ACCORD ANSWERING SERVICE	13-Feb-15	315.00
0109000003	0001	0000294450	315	ALBERTA SCHOOL BOARDS ASSOCIATION	13-Feb-15	1,433.25
0109000004	0001	0000294451	10131	ALOOK, JOSEPHINE	13-Feb-15	95.00
0109000005	0001	0000294452	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	13-Feb-15	87.94
0109000006	0001	0000294453	3182	C-JJJS LTD	13-Feb-15	2,266.59
0109000007	0001	0000294454	2640	CALLING LAKE MOOSEHORN MARKET	13-Feb-15	233.83
0109000008	0001	0000294455	6065	CARDINAL, ESTHER	13-Feb-15	82.00
0109000009	0001	0000294456	8087	CARDINAL, SOPHIE	13-Feb-15	190.00
0109000010	0001	0000294457	1201	CARR MCLEAN	13-Feb-15	680.83
0109000011	0001	0000294458	10041	COYOTE VAC SERVICES INC	13-Feb-15	1,520.00
0109000012	0001	0000294459	10231	CROSSMAN, BEV	13-Feb-15	14,676.19
0109000013	0001	0000294460	8964	CYBERA INC.	13-Feb-15	498.75
0109000014	0001	0000294461	5287	DIRECT ENERGY REGULATED SERVICES	13-Feb-15	15,469.10
0109000015	0001	0000294462	9507	ENVIRONMENTAL MONITORING SOLUTIONS & CON	13-Feb-15	2,478.00
0109000016	0001	0000294463	813	ESSO TASTY EXPRESS	13-Feb-15	21.74
0109000017	0001	0000294464	9190	FONTAINE, EDGAR	13-Feb-15	281.50
0109000018	0001	0000294465	EM11687	GLADUE, SYLVIA DONNA	13-Feb-15	267.16
0109000019	0001	0000294466	10012	GOVERNMENT OF ALBERTA	13-Feb-15	13,421.70
0109000020	0001	0000294467	699	GREYHOUND COURIER EXPRESS	13-Feb-15	86.60
0109000021	0001	0000294468	836	GULLION, RITA	13-Feb-15	163.03
0109000022	0001	0000294469	7836	HENDRIX RESTAURANT EQUIPMENT	13-Feb-15	8.40
0109000023	0001	0000294470	7594	HOLIDAY INN EXPRESS S.L.	13-Feb-15	152.59
0109000024	0001	0000294471	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	13-Feb-15	193.73
0109000025	0001	0000294472	3354	LADEROUTE, JOYCE	13-Feb-15	63.46
0109000026	0001	0000294473	10230	LETENDRE, JESSE	13-Feb-15	1,134.00
0109000027	0001	0000294474	356	LONDON LIFE	13-Feb-15	4,563.04
0109000028	0001	0000294475	425	MACDOUGALL, SUSAN	13-Feb-15	200.00
0109000029	0001	0000294476	7609	MCDONALD, CORRINE	13-Feb-15	1,080.00
0109000030	0001	0000294477	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	13-Feb-15	5,697.64
0109000031	0001	0000294478	5078	NEOPOST CANADA LTD.	13-Feb-15	251.37
0109000032	0001	0000294479	373	NORTH EAST GAS CO-OP	13-Feb-15	1,216.64
0109000033	0001	0000294480	3415	OKEMOW, LAURIE	13-Feb-15	70.00
0109000034	0001	0000294481	8697	PATENAUDE, DARREL	13-Feb-15	25.34

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0109000035	0001	0000294482	7536	PEACE RIVER BROADCASTING CORP. LTD	13-Feb-15	225.76
0109000036	0001	0000294483	7057	PRATT, JOANNE	13-Feb-15	89.35
0109000037	0001	0000294484	349	RECEIVER GENERAL FOR CANADA	13-Feb-15	136,700.00
0109000038	0001	0000294485	7668	REGISTRATIONS ARE US	13-Feb-15	6.30
0109000039	0001	0000294486	2409	RIMAR HOLDINGS LTD	13-Feb-15	17.85
0109000040	0001	0000294487	10225	RUHL, JAN	13-Feb-15	713.64
0109000041	0001	0000294488	882	RUSSELL A. FARROW LIMITED	13-Feb-15	111.28
0109000042	0001	0000294489	865	SCHOOL DISTRICT #59 (PEACE RIVER SOUTH)	13-Feb-15	5,122.50
0109000043	0001	0000294490	6054	SCHOOL SPECIALTY CANADA	13-Feb-15	355.48
0109000044	0001	0000294491	EM11297	SINCLAIR, AGNES	13-Feb-15	107.00
0109000045	0001	0000294492	10229	SNIDER, JAMIE	13-Feb-15	383.40
0109000046	0001	0000294493	5413	STAN LADEROUTE CONSTRUCTION	13-Feb-15	1,540.00
0109000047	0001	0000294494	2809	THE FEVER	13-Feb-15	170.52
0109000048	0001	0000294495	8039	THE NORTHERN STORES FINANCIAL SERVICES	13-Feb-15	103.75
0109000049	0001	0000294496	3344	TULLOCH, BRENDA	13-Feb-15	171.60
0109000050	0001	0000294497	634	UFA CO-OPERATIVE LIMITED	13-Feb-15	117.08
0109000051	0001	0000294498	812	WASTE MANAGEMENT	13-Feb-15	1,033.84
0109000052	0001	0000294499	3808	WHITEHEAD, SHIRLEY	13-Feb-15	409.41
0109000053	0001	0000294500	79	XEROX CANADA LTD.	13-Feb-15	1,437.54
0109ET0001	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	13-Feb-15	1,260.00
0109ET0002	0001	*****	EM11976	ANDERSON, AUDREY	13-Feb-15	273.06
0109ET0003	0001	*****	7908	ANDERSON, PATRICIA DOREEN	13-Feb-15	700.00
0109ET0004	0001	*****	8015	ANDREWS, MADELINE	13-Feb-15	107.00
0109ET0005	0001	*****	3407	ATHABASCA DELTA COMMUNITY SCHOOL	13-Feb-15	950.00
0109ET0006	0001	*****	62	AUGER, RITA	13-Feb-15	107.00
0109ET0007	0001	*****	8471	BEAUVAIS, MELISA	13-Feb-15	290.00
0109ET0008	0001	*****	10107	BILYEA, JACKIE	13-Feb-15	169.50
0109ET0009	0001	*****	EM18313	COLE, LILY	13-Feb-15	964.81
0109ET0010	0001	*****	4189	COLVILLE, CRYSTAL	13-Feb-15	248.60
0109ET0011	0001	*****	10102	CONROD, RACHEL	13-Feb-15	57.83
0109ET0012	0001	*****	18	EDMONTON PUBLIC SCHOOLS	13-Feb-15	1,780.07
0109ET0013	0001	*****	1545	ELIZABETH SCHOOL	13-Feb-15	500.00
0109ET0014	0001	*****	9549	GAGNON, PRISCILLA	13-Feb-15	433.32
0109ET0015	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	13-Feb-15	100.29
0109ET0016	0001	*****	5894	GILLIS, GERARD	13-Feb-15	688.50
0109ET0017	0001	*****	EM13072	HAMELIN, SHELLY	13-Feb-15	3,397.29
0109ET0018	0001	*****	7297	HAROLDSON, LEE	13-Feb-15	496.70
0109ET0019	0001	*****	EM10814	HORON, RICK	13-Feb-15	1,101.04
0109ET0020	0001	*****	7968	HOULE, ANN	13-Feb-15	180.20
0109ET0021	0001	*****	620	HOULE, JUNE	13-Feb-15	171.36
0109ET0022	0001	*****	5876	J.F.DION SCHOOL STAFF	13-Feb-15	200.00
0109ET0023	0001	*****	5517	JULIAN PACKER	13-Feb-15	740.08
0109ET0024	0001	*****	8138	KHAN COMMUNICATION SERVICES, INC.	13-Feb-15	5,590.00
0109ET0025	0001	*****	8071	KOKORA, KOFFI	13-Feb-15	240.00
0109ET0026	0001	*****	1513	LABOUCANE, RHONDA	13-Feb-15	410.55
0109ET0027	0001	*****	8255	LAMBTON, PATRICK	13-Feb-15	1,400.00
0109ET0028	0001	*****	410	LITTLE BUFFALO SCHOOL	13-Feb-15	200.00
0109ET0029	0001	*****	10167	MAH, DELILAH DENISE	13-Feb-15	700.00
0109ET0030	0001	*****	7875	MARSHALL, PAULINE	13-Feb-15	700.00
0109ET0031	0001	*****	347	MCMURRAY AVIATION	13-Feb-15	496.66
0109ET0032	0001	*****	3364	MILLENIUM CABINS INC.	13-Feb-15	1,306.46

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0109ET0033	0001	*****	551	PARKER, BRYAN	13-Feb-15	211.08
0109ET0034	0001	*****	EM11200	PARKER, RAY	13-Feb-15	430.00
0109ET0035	0001	*****	EM10213	PETLEY-JONES, GEOFFREY	13-Feb-15	19.31
0109ET0036	0001	*****	4587	RECOVERY AUTOMOTIVE	13-Feb-15	1,065.54
0109ET0037	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	13-Feb-15	158.62
0109ET0038	0001	*****	9331	RICH, KRISTIN	13-Feb-15	700.00
0109ET0039	0001	*****	10005	RICOH CANADA INC	13-Feb-15	6,779.00
0109ET0040	0001	*****	1199	SANDER, JACQUELINE	13-Feb-15	2,056.35
0109ET0041	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	13-Feb-15	713.95
0109ET0042	0001	*****	63	SHAW, BILL	13-Feb-15	107.00
0109ET0043	0001	*****	7245	SINOTTE, RONNIE	13-Feb-15	195.00
0109ET0044	0001	*****	EM18309	TURPIN, WAYNE	13-Feb-15	850.50
0109ET0045	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	13-Feb-15	185.85
0109ET0046	0001	*****	9451	WRITE WAY COMMUNICATIONS	13-Feb-15	1,222.00
0109ET0047	0001	*****	9123	YELLOWKNEE, ROSIE	13-Feb-15	200.00
0110000001	0001	0000294501	831	CARLSON, VIOLET	17-Feb-15	241.31
0110000002	0001	0000294502	6976	COURTOREILLE, KIM	17-Feb-15	200.00
0110000003	0001	0000294503	3100	GUILD, ROBIN	17-Feb-15	200.00
0111000001	0001	0000294504	10232	1064923 AB LTD	20-Feb-15	422.10
0111000002	0001	0000294505	10022	1789135 AB LTD	20-Feb-15	9.00
0111000003	0001	0000294506	4	A & J TOWING	20-Feb-15	652.05
0111000004	0001	0000294507	10239	AHYASOU, COLLEEN	20-Feb-15	88.74
0111000005	0001	0000294508	7924	AIM INTEGRATED PEST MANAGEMENT	20-Feb-15	684.60
0111000006	0001	0000294509	8555	ALBERTA HEALTH SERVICES (RED DEER)	20-Feb-15	60.00
0111000007	0001	0000294510	8679	ALL-PRO TRUCK & TRAILER REPAIR	20-Feb-15	469.40
0111000008	0001	0000294511	8507	ALTAGAS UTILITIES INC	20-Feb-15	10,455.57
0111000009	0001	0000294512	225	AMRE SUPPLY	20-Feb-15	1,086.76
0111000010	0001	0000294513	244	ATCO ELECTRIC LTD.	20-Feb-15	58.56
0111000011	0001	0000294514	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	20-Feb-15	293.40
0111000012	0001	0000294515	10236	AUGER, LEONARD	20-Feb-15	960.00
0111000013	0001	0000294516	1350	AXE MUSIC INC.	20-Feb-15	-208.39
0111000014	0001	0000294517	1192	BADGER, JOE	20-Feb-15	250.00
0111000015	0001	0000294518	2911	BARTLE & GIBSON - FT M	20-Feb-15	178.55
0111000016	0001	0000294519	8876	BELL CANADA	20-Feb-15	75.08
0111000017	0001	0000294520	346	CANADA WIDE	20-Feb-15	278.25
0111000018	0001	0000294521	552	CARDINAL, VIRGINIA	20-Feb-15	44.88
0111000019	0001	0000294522	2317	CITY FURNITURE & APPLIANCES LTD.	20-Feb-15	1,152.90
0111000020	0001	0000294523	10041	COYOTE VAC SERVICES INC	20-Feb-15	240.00
0111000021	0001	0000294524	4869	CROSS COUNTRY PARTS DISTRIBUTORS LTD	20-Feb-15	1,262.53
0111000022	0001	0000294525	3438	CRYSTAL CLEAR WATER SALES	20-Feb-15	126.00
0111000023	0001	0000294526	5287	DIRECT ENERGY REGULATED SERVICES	20-Feb-15	1,105.60
0111000024	0001	0000294527	1322	DON VALLEY ELECTRIC LTD.	20-Feb-15	5,973.94
0111000025	0001	0000294528	3869	ENGINEERED AIR	20-Feb-15	1,039.50
0111000026	0001	0000294529	3252	EPCOR ENERGY SERVICES (ALBERTA) INC.	20-Feb-15	232.81
0111000027	0001	0000294530	4892	FARRELL ENGINEERING SALES INC	20-Feb-15	113.40
0111000028	0001	0000294531	3618	FEHR BUILDING MATERIALS LTD	20-Feb-15	229.28
0111000029	0001	0000294532	983	FISHING LAKE METIS SETTLEMENT	20-Feb-15	1,200.00
0111000030	0001	0000294533	10235	FORT MCMURRAY AUTOBODY	20-Feb-15	372.11
0111000031	0001	0000294534	693	FRESON BROS. (HP)	20-Feb-15	205.06
0111000032	0001	0000294535	1408	GESCAN	20-Feb-15	157.25
0111000033	0001	0000294536	1148	HALCROW, NORBERT	20-Feb-15	79.59

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0111000034	0001	0000294537	75	HOLTBY HOLDINGS LTD	20-Feb-15	79.32
0111000035	0001	0000294538	9120	KOOTENAY PUMPING SYSTEMS (1985) LTD	20-Feb-15	560.70
0111000036	0001	0000294539	8122	LAC LA BICHE COUNTY	20-Feb-15	145.55
0111000037	0001	0000294540	10233	LOU'S SMALL ENGINE	20-Feb-15	1,522.50
0111000038	0001	0000294541	1948	MIKISEW TECHNICAL SERVICES	20-Feb-15	498.78
0111000039	0001	0000294542	2441	NATIVE REFLECTIONS	20-Feb-15	353.80
0111000040	0001	0000294543	1844	NELSON LUMBER (SLAVE LAKE)	20-Feb-15	688.80
0111000041	0001	0000294544	248	NORTH PEACE GAS CO-OP	20-Feb-15	2,560.71
0111000042	0001	0000294545	3694	NORTH STAR ELECTRIC LTD.	20-Feb-15	3,050.46
0111000043	0001	0000294546	110	NORTHERN STORES INC. #244	20-Feb-15	385.19
0111000044	0001	0000294547	10180	PEACE FIRE EXTINGUISHER & SAFETY LTD	20-Feb-15	99.23
0111000045	0001	0000294548	8788	PHONECO INC	20-Feb-15	741.84
0111000046	0001	0000294549	1403	PUROLATOR COURIER LTD.	20-Feb-15	9.51
0111000047	0001	0000294550	4233	ROGER'S AUTO	20-Feb-15	49.21
0111000048	0001	0000294551	450	ROGER'S LOCK LIMITED	20-Feb-15	115.50
0111000049	0001	0000294552	5870	RONA	20-Feb-15	783.59
0111000050	0001	0000294553	8075	RONA LAC LA BICHE	20-Feb-15	99.88
0111000051	0001	0000294554	5951	RONA HOME CENTRE #245	20-Feb-15	230.87
0111000052	0001	0000294555	8229	SAPPHIRE AUTO - INDUSTRIAL	20-Feb-15	4.02
0111000053	0001	0000294556	6054	SCHOOL SPECIALTY CANADA	20-Feb-15	921.52
0111000054	0001	0000294557	1439	SMART APPLE MEDIA	20-Feb-15	793.59
0111000055	0001	0000294558	9457	STAPLES #332	20-Feb-15	16.78
0111000056	0001	0000294559	8496	SUNCOR ENERGY PRODUCTS PARTNERSHIP	20-Feb-15	2,341.50
0111000057	0001	0000294560	3143	SUPREME OFFICE PRODUCTS LTD	20-Feb-15	374.37
0111000058	0001	0000294561	3911	TANNE APPLIANCE SERVICE LTD.	20-Feb-15	49.35
0111000059	0001	0000294562	8	TELUS COMMUNICATIONS INCORPORATED	20-Feb-15	184.19
0111000060	0001	0000294563	203	TIMBERLAND BUILDING SUPPLIES	20-Feb-15	317.52
0111000061	0001	0000294564	634	UFA CO-OPERATIVE LIMITED	20-Feb-15	27,913.31
0111000062	0001	0000294565	812	WASTE MANAGEMENT	20-Feb-15	502.60
0111000063	0001	0000294566	79	XEROX CANADA LTD.	20-Feb-15	2,369.73
0111ET0001	0001	*****	2889	BARTLE & GIBSON -EDM	20-Feb-15	17,139.73
0111ET0002	0001	*****	EM12452	BELLEROSE, BRUCE	20-Feb-15	650.00
0111ET0003	0001	*****	9370	BRUSTER P.H.C.LTD.	20-Feb-15	441.00
0111ET0004	0001	*****	2174	CALLING LAKE SCHOOL FUNDRAISING	20-Feb-15	3,500.00
0111ET0005	0001	*****	EM11279	CARDINAL, GEORGINA	20-Feb-15	838.38
0111ET0006	0001	*****	5332	CASTLE STONE MASONRY LTD.	20-Feb-15	25,635.25
0111ET0007	0001	*****	6969	CDW CANADA INC.	20-Feb-15	2,802.78
0111ET0008	0001	*****	224	CHARLIE'S SECURITY	20-Feb-15	810.34
0111ET0009	0001	*****	10238	DISBROWE, RON	20-Feb-15	1,200.00
0111ET0010	0001	*****	18	EDMONTON PUBLIC SCHOOLS	20-Feb-15	1,429.41
0111ET0011	0001	*****	9303	ETHIER, SEAN	20-Feb-15	52.21
0111ET0012	0001	*****	3193	FORT MCMURRAY HOME HARDWARE	20-Feb-15	401.11
0111ET0013	0001	*****	EM10955	FRASER, SHEILA	20-Feb-15	528.70
0111ET0014	0001	*****	1577	FRED'S HEATING	20-Feb-15	420.00
0111ET0015	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	20-Feb-15	346.32
0111ET0016	0001	*****	279	GIFT LAKE SCHOOL FUND	20-Feb-15	240.00
0111ET0017	0001	*****	EM11201	HALCROW, CHRISTOPHER	20-Feb-15	265.00
0111ET0018	0001	*****	8864	HELIX IT ALBERTA INC.	20-Feb-15	21,000.16
0111ET0019	0001	*****	8704	JO KAT STORE & PUMPS	20-Feb-15	985.98
0111ET0020	0001	*****	5926	LAC LA BICHE TRANSPORT LTD	20-Feb-15	110.34
0111ET0021	0001	*****	10008	MANITOULIN	20-Feb-15	514.54

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0111ET0022	0001	*****	347	MCMURRAY AVIATION	20-Feb-15	10.00
0111ET0023	0001	*****	EM11476	NOVAK, LINDA AGNES	20-Feb-15	475.66
0111ET0024	0001	*****	3794	PAHLKE, GORDON & LINDA	20-Feb-15	593.76
0111ET0025	0001	*****	10237	PEDERSON, DEAN	20-Feb-15	15,422.35
0111ET0026	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	20-Feb-15	130.86
0111ET0027	0001	*****	9462	PHASAR ELECTRIC LTD.	20-Feb-15	3,668.36
0111ET0028	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	20-Feb-15	792.19
0111ET0029	0001	*****	249	PRAIRIE RIVER GAS CO-OP	20-Feb-15	7,632.28
0111ET0030	0001	*****	10200	PREMIER INDUSTRIAL LTD	20-Feb-15	15.40
0111ET0031	0001	*****	EM15171	REIMER, KORY J.	20-Feb-15	909.00
0111ET0032	0001	*****	10218	SEEK AND FIND EXPERTS	20-Feb-15	126.00
0111ET0033	0001	*****	EM11297	SINCLAIR, AGNES	20-Feb-15	386.50
0111ET0034	0001	*****	34	SPORTFACTOR INC.	20-Feb-15	836.21
0111ET0035	0001	*****	10000	SUPERIOR PROPANE	20-Feb-15	29,128.14
0111ET0036	0001	*****	1449	THE BRICK	20-Feb-15	1,087.74
0111ET0037	0001	*****	10240	VAN DE LIGT, JACQUELINE	20-Feb-15	700.00
0111ET0038	0001	*****	3572	WALMSLEY, KATHRYN	20-Feb-15	62.57
0111ET0039	0001	*****	600	WARD, ELAINE	20-Feb-15	80.38
0111ET0040	0001	*****	EM11144	WATSON, JOHN	20-Feb-15	195.00
0111ET0041	0001	*****	751	WESCLEAN - (EDM)	20-Feb-15	6,521.61
0111ET0042	0001	*****	26	WINTERGREEN LEARNING MATERIALS	20-Feb-15	728.86
0111ET0043	0001	*****	9355	YELLOWKNEE, NORA	20-Feb-15	792.25
TOTALS FOR BANK - 0001						2,553,993.99
TOTAL CANCELLED CHEQUES						29,656.15
NET CHEQUE TOTAL						2,524,337.84
TOTAL NUMBER OF CHEQUES						482
TOTAL NUMBER OF CHEQUES WITH MICR						- 261
GRAND TOTAL						2,553,993.99
CANCELLED TOTAL						29,656.15
NET GRAND TOTAL						2,524,337.84
GRAND TOTAL NUMBER OF CHEQUES						482
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						261

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