



**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 22-06
AGENDA**

Location: Central Office, Peace River, Alberta

Zoom Meeting

Meeting ID:

Passcode:

Phone: 1 (587) 328-1099

Date & Time: Friday, June 17, 2022 10:00 am – 4:30 pm

If you would like to join the public meeting, please contact Media Relations Manager, Curtis Walty at 780-624-2060, ext. 6183 or curtis.walty@nsd61.ca

Note: If agenda is ahead of schedule, items will be moved up

A. CALL TO ORDER - Chair Guild

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair Guild		-
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee		-
3.	Approval of Agenda	All	Motion	-
4.	In-Camera	All	Motion in/out of in-camera	-

B. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Corporate Board Meeting Minutes - May 20, 2022	All	Motion	04
2.	Board Action Items	Superintendent Dr. Spencer-Poitras	Information	11



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C. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Report	Board Chair Guild	Information	14
2.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	15
3.	Committee and/or Board Representative Reports	Trustees	Information	-
4.	Trustee Activity Reports/Association Reports	Trustees	Information	-

D. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Superintendent Dr. Spencer-Poitras	Information	17
2.	Student Engagement, Attendance & Completion Report	Superintendent Dr. Spencer-Poitras	Information	20
3.	Monthly Enrolment Report	Superintendent Dr. Spencer-Poitras	Information	25
4.	Policy 11 - Board Delegation of Authority	Board Chair Guild	Motion	27
5.	Policy 12 - Role of the Superintendent	Board Chair Guild	Motion	29
6.	Policy 18 - Alternative Programs	Board Chair Guild	Motion	34
7.	External Auditor - Year End Audit Plan (11:00 AM)	Superintendent Dr. Spencer-Poitras	Motion	38
8.	Restructuring of Educational Assistants	Superintendent Dr. Spencer-Poitras	Motion	61
9.	Increase in Hours for Educational Assistants	Superintendent Dr. Spencer-Poitras	Motion	62
10.	Bursaries and Scholarships	Superintendent Dr. Spencer-Poitras	Information	63
11.	Contract Facilitator for Superintendent and Board Evaluations	Superintendent Dr. Spencer-Poitras	Motion	65
12.	Housing Renovation Tenders - Units 56, 57, 59 and 160	Superintendent Dr. Spencer-Poitras	Motion	66
13.	Housing Renovation Tenders - Units 133, 135, 161 and 162	Superintendent Dr. Spencer-Poitras	Motion	67
14.	Housing Foundation Excavation Tender	Superintendent Dr. Spencer-Poitras	Motion	68
15.	Multifunction Device/Photocopiers Tender	Superintendent Dr. Spencer-Poitras	Motion	69



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16.	Interactive Displays Tender	Superintendent Dr. Spencer-Poitras	Motion	71
17.	Bus Tender	Superintendent Dr. Spencer-Poitras	Motion	73
18.	Northland Online School Programming	Superintendent Dr. Spencer-Poitras	Motion	74
19.	Sale of Mobile Unit 245	Superintendent Dr. Spencer-Poitras	Motion	75

E. TECH TALK WITH DR. TIM STENSLAND

F. MONITORING REPORTS (Motion to Approve)

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.) <ul style="list-style-type: none"> ● Leanne Bunning, Bill Woodward School ● Johnathan McDonald, Elizabeth School 	Superintendent Dr. Spencer-Poitras	Information	-
2.	Board Chair Highlights	Chair Guild	Information	76
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	77
4.	Associate Superintendent Report	Associate Superintendent Cal Johnson	Information	90
5.	School Food Services Report	Secretary Treasurer Aird	Information	94
6.	FNMI Report	Deputy Superintendent Dr. Stensland	Information	96
7.	IT Report	Deputy Superintendent Dr. Stensland	Information	97
8.	Human Resources Department Report	Murray Marran, Associate Superintendent of Human Resources	Information	100

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible
1.	National Trustee Gathering on Indigenous Education & Canadian School Board Association Congress (CSBA) July 6-8, 2022 in Saskatoon, Saskatchewan	Chair Guild
2.		

H. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Meeting Minutes, May 20, 2022
REFERENCE(S):
ATTACHMENTS: May 20, 2022 Board Meeting Minutes

RECOMMENDATION:
THAT the Board of Trustees approve the May 20, 2022 Board Meeting Minutes as presented.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-05 MINUTES

Location: TELUS World of Science - Edmonton
Via Zoom

Date: Friday, May 20, 2022 Time: 9:00 a.m.

Membership					
✓	Lorraine McGillivray	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Board Vice-Chair Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
✓	Bonnie Lamouche	Trustee Ward 3	✓	Douglas Aird	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Curtis Walty	Media Relations Manager
x	Skye Durocher	Trustee Ward 5	✓	Murray Marran	Associate Superintendent of Human Resources
✓	Thomas Auger	Trustee Ward 6	✓	Mark Owens	Director of Student Engagement, Attendance & Completion
✓	Robin Guild	Board Chair Ward 7	✓	Cheryl Osmond	Executive Assistant
✓	Loretta Gladue	Trustee Ward 8	x	Scott Meunier	Associate Superintendent
x	Julia Cardinal	Trustee Ward 9	x	Cal Johnson	Associate Superintendent
✓	Aimee McCamon	Trustee Ward 10		Michael Maciach	Director of Technology

A. CALL TO ORDER

1. Call to Order

Chair Guild called the meeting to order at 9:00 a.m. with a traditional land acknowledgment.

2. Opening Reflection

Trustee B. Lamouche provided the opening prayer, cultural reflection or reflection.

3. Adopt Agenda

MOTION: Trustee McCamon moved that the Board of Trustees acknowledge that Trustees have reviewed and approved the agenda.

25483/22 CARRIED

4. In Camera Session

Trustee Wanyandie moved that the meeting go in camera at 9:10 a.m.

25484/22 CARRIED

5. Regular Session

Trustee Wanyandie moved that the meeting revert to regular session at 9:53 a.m.

25485/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-05 MINUTES

Break from 9:53 a.m. - 10:14 a.m.

B. MINUTES

1. Regular Board Meeting Minutes - April 22, 2022

MOTION: Trustee Auger moved that the Board of Trustees approve the April 22, 2022 regular meeting minutes, as presented.

25486/22 CARRIED

2. Board Action Items

Motion: Trustee B. Lamouche moved that the Board of Trustees receive as information the Board Action items, as presented.

25487/22 CARRIED

C. CONSENT AGENDA

1. Adopt Consent Agenda

MOTION: Trustee McCamon moved that the Board of Trustees approve the Consent Agenda which approves the following items:

C1. Board Chair Report

C2. Superintendent Report

C3. Committee and/or Board Representative Reports

C4. Trustee Activity Reports/Association Reports

25488/22 CARRIED

D. ACTION ITEMS

1. Monthly Financial Report

MOTION: Trustee Auger moved that the Board of Trustees approve as information, the Monthly Financial Report as presented.

25489/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-05 MINUTES

2. Student Engagement, Attendance & Completion Report

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the Student Engagement, Attendance & Completion Report as presented.

25490/22 CARRIED

3. Monthly Student Enrolment Report

MOTION: Trustee J. Lamouche moved that the Board of Trustees receive as information, the May 2022 Student Enrolment Report as presented.

25491/22 CARRIED

4. Policy 9 - Board Representatives

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 9 - Board Representatives as presented.

25492/22 CARRIED

5. Policy 10 - Policy Making

MOTION: Trustee McGillivray moved that the Board of Trustees approve the housekeeping changes to Policy 10 - Policy Making as presented.

25493/22 CARRIED

6. Policy 20 - Teacher Housing

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the housekeeping changes to Policy 20 - Teacher Housing as presented.

25494/22 CARRIED

Trustee B. Lamouche left the meeting at this time.

7. Spring Final Budget

MOTION: Trustee Wanyandie moved that the Board of Trustees approve the 2022-2023 Spring Final Budget as presented.

25495/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-05 MINUTES

8. Locally Developed Courses

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the extension of the following locally developed courses: Astronomy 15-3, Competencies in Math 15-5, History of War and Warfare 15-3 and 25-3, Learning Strategies 15-3 and 15-5 and Learning Strategies 35-3 and 35-5 as presented.

25496/22 CARRIED

9. ASBA Zone 1 Appreciation Award

MOTION: Trustee B. Lamouche moved that the Board of Trustees accept as information the 2022 ASBA Zone 1 Appreciation Award as presented.

25497/22 CARRIED

10. Alberta Infrastructure Statement of Final Costs - Housing

MOTION: Trustee Auger moved that the Board of Trustees accept as information the Alberta Infrastructure Statement of Final Costs for housing as presented.

25498/22 CARRIED

11. Teacher Contract Update

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the teacher contract update for the 2022-2023 school year as presented.

25499/22 CARRIED

12. Year End Auditors

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the appointment of Metrix Group as the Division's Year End Auditors as presented.

25500/22 CARRIED

13. IMR/CMR Report for the 2022-2023 School Year

MOTION: Trustee McCamon moved that the Board of Trustees accept as information the IMR/CMR report for the 2022-2023 school year as presented.

25501/22 CARRIED



NORTHLAND SCHOOL DIVISION

BOARD MEETING NO. 22-05 MINUTES

14. Assurance Plan

MOTION: Trustee McCamon moved that the Board of Trustees approve the 2022-2025 Assurance/Education Plan as presented.

25502/22 CARRIED

Break from 12:11 p.m. - 1:00 p.m.

15. ASBA Budget Bulletin Spring General Meeting 2022

MOTION: Trustee Auger moved that the Board of Trustees approve the recommendations from the ASBA's Budget and Bylaws Bulletin - Spring General Meeting 2022 as presented.

25503/22 CARRIED

E. TECH TALK

Dr. Tim Stensland presented to the Board of Trustees the continuation of transforming the teaching and learning vision for technology.

F. MONITORING REPORTS

MOTION: Trustee McCamon moved that the Board of Trustees approve as information, the Monitoring Reports, as presented and attached.

- F1. Awards/Celebrations
- F2. Board Chair Highlights
- F3. Superintendent Highlights
- F4. Associate Superintendent Report
- F5. Student Services Department Report

25504/22 CARRIED

AWARDS/PRESENTATIONS

The Board of Trustees acknowledged first year teacher Brittney Lyons and principal Tegan Vacheresse from Athabasca Delta Community School. Brittney was nominated to represent the Northland School Division for the Edwin Parr Award.



NORTHLAND SCHOOL DIVISION

**BOARD MEETING NO. 22-05
MINUTES**

G. PRELIMINARY DISCUSSION OF BOARD ITEMS

H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 2:19 p.m.

25505/22 CARRIED

Robin Guild, Board Chair

Dr. Nancy Spencer-Poitras,
Superintendent of Schools

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Board Action Items
REFERENCE(S):
ATTACHMENTS: Board Action Items

RECOMMENDATION:
THAT the Board of Trustees receive as information the Board Action items as attached.

BACKGROUND:

RISK ANALYSIS:

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	2/18/2022	Administration	Discussion	Include PSBAA logo on website	3/30/2022	In Progress	Will be completed when the website is refreshed this summer/fall.
Board	6/17/2022	Administration		Fort McKay Land Transfer		In Progress	
Board	6/17/2022	Administration		Fort Chipewyan Land, Housing & School Transfers	8/31/2022	In Progress	
Board	6/17/2022	Administration		Sale of Calling Lake Housing Property	8/31/2022	In Progress	
Board	6/17/2022	Administration		Audit & Finance Committee	8/31/2022	In Progress	Form committee and schedule meeting



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
SUBJECT: Approval of Consent Agenda
REFERENCE(S) & ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approves the consent agenda which approves the following items:

- C1 - Board Chair Report**
- C2 - Superintendent Report**
- C3 - Committee and/or Board Representative Reports**
- C4 - Trustee Activity Reports/Association Reports**

BACKGROUND:

The consent agenda process is based on the assumption that everyone reads all the consent agenda items, and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question, and the response.

Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done prior to the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Robin Guild, Board Chair, Ward 7
SUBJECT: Board Report as of June 10, 2022

May 16, 2022	Met with Mikisew Cree First Nation, Athabasca Chipewyan First Nation (ACFN) and Fort Chipewyan Metis Association to develop a schedule for the gym use at Athabasca Delta Community School.
May 20, 2022	NSD Corporate Board Meeting
May 24, 2022	Attended Monique Gray Smith's webinar on Cultural Resilience Model: The Four Blankets of Resilience
May 30, 2022	NSD Career Fair
May 31, 2022	Fishing Lake Metis Settlement Council Meeting
June 2, 2022	Meeting with Minister LaGrange
June 6-7, 2022	ASBA Spring General Meeting in Red Deer
June 8, 2022	St. Theresa School Council Meeting
June 9, 2022	Agenda Review Committee Meeting Policy Committee Meeting
June 10, 2022	Cultural and Land-Based Camp



Superintendent's Report

JUNE 17, 2022

Meeting with Mikisew Cree First Nation, ACFN and Fort Chipewyan Metis	May 16, 2022
Met with Mikisew Cree First Nation, ACFN and For Chipewyan Metis to discuss the use of the ADCS gym going forward.	
Anzac Community School & Bill Woodward School Visit	May 18, 2022
Travel to Fort McMurray to visit Anzac Community School and Bill Woodward School.	
CASS: Deputy Minister A. Tremblay Meeting	May 18, 2022
Attended the virtual follow up meeting with Deputy Minister Tremblay on the draft K-6 curriculum and piloting opportunities from Minister LaGrange's announcement on May 17, 2022.	
Traditional Celebration of Achievement (TCOA) Graduation Fort McMurray	May 18, 2022
Attended the TCOA Graduation in Fort McMurray and gave a speech to the Indigenous graduates. TCOA recognizes and honours the Indigenous graduates of the Wood Buffalo region which includes students from Fort McMurray, Fort Chipewyan, Fort McKay, Anzac, Janvier and Conklin.	
Fort McKay School Visit	May 19, 2022
Visited Fort McKay School.	
Corporate Board Meeting	May 20, 2022
Attended the monthly Corporate Board meeting in Edmonton at the TELUS World of Science-Edmonton.	
CASS Governance Planning Meeting	May 21, 2022
Met with Colleen Symyrozum-Watt, CASS Leadership Consultant and John Waterhouse to develop NSD's webinar for CASS.	
Monique Gray Smith Presentation	May 24, 2022
Attended the virtual presentation on the Cultural Resilience Model: The Four Blankets of Resilience by Monique Gray Smith.	
CASS Governance Planning Meeting	May 25, 2022
Met with Colleen Symyrozum-Watt, CASS Leadership Consultant and John Waterhouse to continue developing and reviewing the NSD webinar for CASS presentation.	

Meeting with School Finance Branch	May 25, 2022
Met with Daimen Tan, Director of School Finance Branch to discuss tuition agreements.	
NSD's Story of Practice Webinar - CASS	May 26, 2022
Presented NSD's Story of Practice to superintendents across the province.	
CASS Zone 1 Meeting	May 30, 2022
Attended the virtual CASS Zone 1 Meeting.	
Junior Achievement, Northern Alberta & NWT Meeting	May 31, 2022
Met with Jennifer Martin to discuss Grades 9-12 programming which includes Grade 9-12 Economics for Success - Indigenous program.	
NSD/FNMIE Quarterly Meeting	May 31, 2022
Met with representatives from the FNMI department with Alberta Education to discuss the Division's updates.	
Fishing Lake Metis Settlement Council	May 31, 2022
Met with the Fishing Lake Metis Settlement Council to discuss programming and transportation needs.	
Principals Meeting	June 1, 2022
Met with the Principals to discuss school closing guidebook, land-based cultural camp, University of Calgary Year Four Focus group, etc.	
Meeting with Minister LaGrange	June 2, 2022
Met with the Minister of Education and Deputy Minister of Education to discuss the successes of NSD and school transitioning.	
ASBA Spring General Meeting	June 6 - 7, 2022
Attended the ASBA Spring General Meeting virtually.	
Career Pathways Graduation	June 11, 2022
Attended the Career Pathways Graduation in Wabasca-Desmarais, Alberta.	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Douglas Aird, Secretary-Treasurer

SUBJECT: Monthly Financial Report - May 31, 2022

REFERENCE(S):

ATTACHMENTS: Monthly Financial Report

RECOMMENDATION:

THAT the Board of Trustees accept as information the Monthly Financial Report as of May 31, 2022, as attached.

BACKGROUND:

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
Monthly Financial Report
as of May 31, 2022

REVENUE	Annual Budget		Year to Date		May YTD
	2022	Budget	Actual	Difference	Difference
					%
Alberta Education	\$ 47,104,084	\$ 35,328,063	\$ 34,640,358	\$ (687,705)	(2)
Federal Government & First Nations	12,305,474	9,229,106	11,456,847	2,227,742	24
Other Revenue	1,163,836	872,877	940,105	67,228	8
	<u>\$ 60,573,394</u>	<u>\$ 45,430,046</u>	<u>\$ 47,037,311</u>	<u>\$ 1,607,265</u>	4
EXPENSES					
Schools	\$ 23,330,404	\$ 17,497,803	\$ 18,911,454	\$ (1,413,651)	(8)
Instructional Support	6,838,865	5,129,149	4,731,103	398,045	8
Instructional Supply	7,007,603	5,255,702	3,592,183	1,663,519	32
Transportation	4,611,762	3,458,822	3,111,064	347,758	10
Operations and Maintenance	9,943,109	7,457,332	8,082,277	(624,945)	(8)
External Services	4,521,544	3,391,158	3,509,674	(118,516)	(3)
System Administration	2,597,567	1,948,175	1,932,247	15,928	1
Corporate Board	593,750	445,313	324,261	121,052	27
Insurance (Buildings)	544,900	408,675	732,802	(324,127)	(79)
	<u>\$ 59,989,503</u>	<u>\$ 44,992,127</u>	<u>\$ 44,927,065</u>	<u>\$ 65,063</u>	-
NET SURPLUS (DEFICIT)	<u>\$ 583,891</u>	<u>\$ 437,918</u>	<u>\$ 2,110,246</u>	<u>\$ 1,672,328</u>	

VARIANCE ANALYSIS**At the end of the third quarter we remain on track for a positive result.**

Year to date revenues, expenses and surplus are slightly higher than budgeted, due to the receipt of additional funding.

With 75% of the year complete we have received 78% of our planned revenues and 75% of expenses.

Revenue

Revenues are on track with the budget (+4%) and adjustments.

Federal revenues are billed over 10 months, and include unbudgeted "Jordan's Principle" Education Assistants (25 positions, \$671K YTD). Accruals, billings and reconciliations have been updated.

Expenses

Schools are slightly over budget (8%) with the additional Jordans staff (above), full staffing and the pandemic.

Certificated salaries and benefits are slightly under budget (1%).

Uncertificated salaries are over budget (9%) due to the Jordans staff (above) and rising benefit costs.

External Services are slightly over (+3%) with the funded Housing Renovations Program creating a variance.

Operations and Maintenance is being watched closely (net 4% over budget, below), due to the cost pressures.

Insurance is over budget however provincial revenues have been received to cover this.

The pandemic has increased custodial costs and reduced Instructional Support, Supply and Transportation.

Salaries and Benefits Detail	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Certificated salaries and benefits	\$ 20,584,227	\$ 15,438,170	\$ 15,237,344	\$ 200,826	1
Uncertificated salaries and benefits	\$ 15,081,400	\$ 11,311,050	\$ 12,385,051	\$ (1,074,001)	(9)
	<u>\$ 35,665,626</u>	<u>\$ 26,749,220</u>	<u>\$ 27,622,395</u>	<u>\$ (873,175)</u>	<u>(3)</u>

Watching:	<u>Budget</u>	<u>YTD Budget</u>	<u>YTD</u>	<u>Difference</u>	<u>%</u>
Operations and Maintenance	\$ 9,943,109	\$ 7,457,332	\$ 8,082,277	\$ (624,945)	(8)
Housing Renovations Program (Ph. 1)	\$ 2,000,000	\$ 2,000,000	\$ 2,056,786	\$ (56,786)	(3)
Housing Renovations Program (Ph. 2)	\$ 1,900,000	\$ 1,425,000	\$ 293,375	\$ 1,131,625	79

Operations and Maintenance

The unfavorable variance of \$625K includes \$321K that is funded for a net variance of \$304K (4%).

Funded amounts include \$264K IMR projects and \$57K in engineering costs (\$321K total).

The amount over the projected budget is \$304K (4%) which arises from contract cleaners at 3 sites, COVID and CTS Lab setup.

Housing

(Phase 1) 24 units are completed

(Phase 2) 8 units have been tendered and awaiting for Board approval

(Phase 3) 2 duplexes, a triplex and one single RTM (Ready to move) homes have been ordered



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Mark Owens, Director of Student Engagement, Attendance, and Completion

SUBJECT: Student Engagement, Attendance, and Completion Report - May 2022

REFERENCE(S):

ATTACHMENTS: Student Engagement, Attendance, and Completion Report - May 2022

RECOMMENDATION:
THAT the Board of Trustees receive as information the Student Engagement, Attendance, and Completion Report for May 2022, as attached.

BACKGROUND:
RISK ANALYSIS:



The Northland School Division

Director of Student Engagement, Attendance and Completion
Board Attendance Report

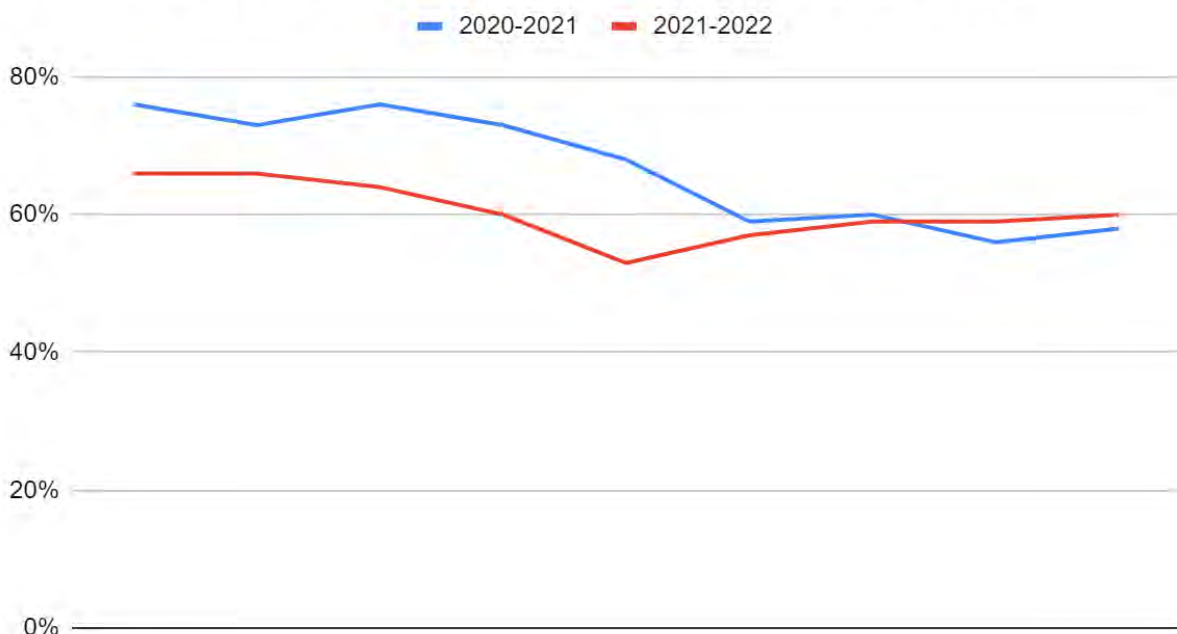
May 2022

Monthly Attendance Rates from previous year to current year (2020-2021 to 2021-2022)

Strategy 1.1: Standardize attendance tracking processes

Month	2020-2021	2021-2022	Difference
September	76%	66%	-10%
October	73%	66%	-7%
November	76%	64%	-12%
December	73%	60%	-13%
January	68%	53%	-15%
February	59%	57%	-2%
March	60%	59%	-1%
April	56%	59%	3%
May	58%	60%	2%
June	48%		

2020-2021 and 2021-2022 Division Attendance



May Highlights

- Division attendance is up 1% from April to May and up 2% from May 2021 to May 2022
- 13 NSD schools have increased attendance from May 2021 (in-school) to May 2022
 - ADCS, Anzac, Conklin, Elizabeth, Father R Perin, Fort McKay, Gift Lake, Grouard Northland, Hillview, JF Dion, Mistassiniy, Paddle Prairie and Pelican Mountain.
- 8 NSD schools have increased from April 2022 to May 2022
 - Bill Woodward: 6%
 - Conklin: 5%
 - Elizabeth: 4%
 - Father R Perin: 6%
 - Gift Lake: 7%
 - Hillview: 10%
 - Pelican Mountain: 18%
 - St Theresa: 7%

May 2021 and May 2022 attendance rates by individual school

School	May 2021 (In-School)	May 2021 (At-Home)	May 2022
ADCS	52%	44%	56%
Anzac	66%	52%	77%
Bill Woodward	84%	29%	75%
Bishop Routhier	86%	0%	61%
Calling Lake	61%	43%	58%
Chipewyan Lake	83%	93%	53%
Conklin	76%	39%	77%
Elizabeth	60%	42%	72%
Father R Perin	44%	7%	46%
Fort McKay	55%	100%	70%
Gift Lake	55%	29%	58%
Grouard Northland	63%	22%	68%
Hillview	64%	65%	67%
JF Dion	77%	72%	79%
Mistassiniy	31%	13%	41%
Northland Online	n/a	n/a	48%
Paddle Prairie	42%	38%	54%
Pelican Mountain	78%	78%	88%
St. Theresa	70%	31%	70%
Susa Creek	96%	71%	71%

Individual School Attendance rates by percentile for May 2022

School	95-110	90-94	80-89	70-79	60-69	50-59	Below 50
ADCS	10%	12%	12%	10%	8%	7%	40%
Anzac	11%	32%	17%	9%	12%	8%	12%
Bill Woodward	17%	14%	18%	13%	15%	14%	9%
Bishop Routhier	9%	13%	11%	15%	15%	6%	31%
Calling Lake	2%	10%	12%	16%	18%	11%	30%
Chipewyan Lake	5%	0%	9%	14%	5%	32%	36%
Conklin	17%	22%	28%	11%	0%	6%	17%
Elizabeth	10%	8%	24%	17%	14%	10%	15%
Father R Perin	0%	4%	10%	11%	14%	14%	48%
Fort McKay	6%	24%	14%	12%	12%	14%	18%
Gift Lake	9%	12%	11%	14%	6%	9%	39%
Grouard Northland	6%	9%	15%	33%	18%	3%	15%
Hillview	15%	0%	20%	25%	10%	15%	15%
JF Dion	12%	28%	13%	16%	15%	10%	4%
Mistassiniy	4%	2%	9%	9%	7%	9%	60%
Northland Online	7%	9%	9%	12%	13%	1%	49%
Paddle Prairie	0%	0%	8%	25%	13%	15%	39%
Pelican Mountain	41%	24%	12%	12%	6%	0%	6%
St. Theresa	13%	15%	22%	13%	11%	5%	21%
Susa Creek	11%	7%	18%	32%	14%	7%	11%

Attendance by grade division (K, 1-3, 4-6, 7-9 and High School) for May 2022

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 10-12
68.58	68.25	67.27	51.42	30.01

Celebrating the success with excellent school attendance rates for May!!!

Strategy 2.3: Create and atmosphere of respect and appreciation for individuals

School	Principal	March
Anzac	Amy Savill	77%
Bill Woodward	Amy Savill	75%
Conklin	Chris Turpin	77%
J.F. Dion	Angela Sanregret	79%
Pelican Mountain	Cindy Moore	88%

Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of May 2022)

Strategy 2.3: Create and atmosphere of respect and appreciation for individuals

Grade Level	Name	School
K-3	Ashlyn Cunningham	Gift Lake
4-6	Rayelle Marcel	ADCS
7-9	Alexander Erasmus	Northland Online
10-12	Nevada Steil	Bill Woodward



**NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD**

TO: THE BOARD OF TRUSTEES **Date:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poirtras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: June 2022 Enrollment
REFERENCE(S):
ATTACHMENTS: Monthly Enrollment

RECOMMENDATION:

THAT the Board of Trustees receive as information, the June 2022 Student Enrollment Report, as attached.

BACKGROUND:

Administration will provide a monthly update of student enrollment .

RISK ANALYSIS:

It is important for the Division to be aware of student enrolments, as this affects how Northland is able to organize and deliver services. A monthly update will be provided to the Board as information.



**NORTHLAND SCHOOL DIVISION - MONTHLY ENROLLMENT UPDATE
FOR 2021-2022**

Schools	May 31st 2021	Sept 30 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022
Anzac Community School	91	92	91	90	90	90	89	91	94	94	93
Athabasca Delta Community School	149	142	148	146	145	145	143	142	139	142	143
Bill Woodward School	100	102	101	98	96	95	96	96	95	86	87
Bishop Routhier School	60	52	52	48	46	46	46	50	52	54	54
Calling Lake School	114	115	117	117	115	115	118	118	117	122	122
Career Pathways School	100	96	89	92	95	94	91	87	80	77	81
Chipewyan Lake School	22	21	22	20	20	22	22	22	22	22	22
Conklin Community School	20	19	19	20	21	21	21	21	21	18	18
Elizabeth School	111	86	87	87	88	88	88	91	89	86	86
Father R. Perin School	78	80	82	82	83	83	82	82	82	80	81
Fort McKay School	57	54	50	48	48	48	50	50	50	50	50
Gift Lake School	125	110	113	113	113	113	112	108	108	113	114
Grouard Northland School	60	31	39	38	38	38	34	34	33	34	33
Hillview School	33	23	22	22	22	22	20	21	21	21	20
J.F. Dion School	69	61	62	62	62	62	64	67	68	67	67
Mistassiniy School	250	285	300	300	297	297	292	288	288	290	290
Northland Online School	0	47	51	51	53	55	67	68	67	69	69
Paddle Prairie School	113	106	110	110	105	105	106	109	109	107	105
Pelican Mountain School	30	13	16	16	16	16	16	17	17	17	17
St. Theresa School	297	259	264	264	261	261	258	260	262	262	262
Susa Creek School	31	25	25	25	23	23	23	26	26	28	28
TOTAL	1910	1819	1860	1849	1837	1839	1838	1848	1840	1839	1842



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Board Chair Guild

SUBJECT: Policy 11 - Board Delegation of Authority

REFERENCE(S):

ATTACHMENTS: Policy 11 - Board Delegation of Authority

RECOMMENDATION:
THAT the Board of Trustees accept as information that the Policy Committee reviewed and made no revisions to Policy 11 Board Delegation of Authority, as attached.

BACKGROUND:

RISK ANALYSIS:



Policy 11

BOARD DELEGATION OF AUTHORITY

The Education Act allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or 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 Education Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the Education Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- 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 significant new provincial, regional or local obligations must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. 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 Education Act, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, 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 Dispute Resolution.
 - 3.2 Early Childhood Services.
 - 3.3 Student Evaluation.
 - 3.4 Surplus Land and Buildings.
 - 3.5 Teacher Growth, Supervision and Evaluation.
4. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the Education Act.

Legal Reference: Section 33, 51, 52, 202, 203, 204, 206, 209, 210, 213, 214, 215, 217, 218, 219, 222 Education Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO:	THE BOARD OF TRUSTEES	DATE:	JUNE 17, 2022
SUBMITTED BY:	Dr. Nancy Spencer-Poitras, Superintendent of Schools		
ORIGINATOR:	Board Chair Guild		
SUBJECT:	Policy 12 - Role of the Superintendent		
REFERENCE(S):			
ATTACHMENTS:	Policy 12 - Role of the Superintendent		

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 12 Role of the Superintendent, as attached.

BACKGROUND:
RISK ANALYSIS:

Policy 12

ROLE OF THE SUPERINTENDENT

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

Specific Areas of Responsibility

1. Student Learning
 - 1.1 Provides leadership in all matters relating to education in the Division.
 - 1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
 - 1.3 Aligns Division resources and builds organizational capacity to support First Nations and Métis student achievement.
 - 1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
 - 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
 - 1.6 Provides leadership in implementing education policies established by the Minister and the Board.
 - 1.7 Acts as, or designates, the attendance officer for the Division.
2. Student Wellness
 - 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
 - 2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
 - 2.3 Develops pathways beyond the residential school legacy.
 - 2.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
 - 2.5 Ensures the facilities adequately accommodate Division students.
3. Fiscal Responsibility
 - 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the ~~School~~ **Education** Act or any other Act.

- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 3.3 Directs the preparation and the presentation of the budget.
 - 3.4 Ensures the Board has current and relevant financial information.
 - 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.
4. Personnel Management
- 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
 - 4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
 - 4.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis and all other students.
 - 4.4 Ensures the coordination and integration of human resources within the Division.
 - 4.5 Ensures that each staff member and **the** contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
5. Policy/Administrative Procedures
- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
6. Superintendent/Board Relations (“The First Team”)
- 6.1 Engages in and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honours the Board’s role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
 - 6.4 Provides the information and counsel **that** ~~which~~ the Board requires to perform its role.
 - 6.5 Keeps the Board informed on sensitive issues in a timely manner.
 - 6.6 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.
 - 6.7 Attends, and/or designates, administrative attendance at all committee meetings.
 - 6.8 Demonstrates respect, integrity and support, which is conveyed to the staff and community.
7. Strategic Planning and Reporting
- 7.1 Leads a generative Strategic Planning engagement process.

- 7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
- 7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- 7.4 Implements plans as approved.
- 7.5 Reports regularly on results achieved.
- 7.6 Develops the Annual Education Results Report/**Assurance Plan** for Board approval.

8. Organizational Management

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

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.3 Builds and sustains relationships with First Nations and Métis parents/guardians, Elders, local leaders and community members.
- 9.4 Pursues opportunities and engages in practices to facilitate reconciliation within the school community.
- 9.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 9.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.
- 9.7 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- 10.2 Develops and maintains positive and effective relations with national, provincial and regional government departments and agencies.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.
- 10.4 Understands historical, social, economic and political implications of:
 - 10.4.1 Treaties and agreements with First Nations;
 - 10.4.2 Agreements with Métis;
 - 10.4.3 Residential schools and their legacy.
- 10.5 Site visits

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act
Trust and Reconciliation Commission Calls To Action
Superintendent Leadership Quality Standard
Section 10, Northland School Division Act
Freedom of Information and Protection of Privacy Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Board Chair Guild
SUBJECT: Policy 18 - Alternative Programs
REFERENCE(S):
ATTACHMENTS: Policy 18 - Alternative Programs

RECOMMENDATION:
THAT the Board of Trustees approve the housekeeping changes to Policy 18 Alternative Programs, as attached.

BACKGROUND:
RISK ANALYSIS:

Policy 18

ALTERNATIVE PROGRAMS

The Board supports the provision of Alternative Programs within the Division as an educational choice for students and parents.

An alternative program means an education program that emphasizes a particular language, culture, religion or subject matter or uses a particular teaching philosophy, but that is not a special education program.

Specifically

1. Alternative Programs shall:
 - 1.1 Emphasize a particular language, culture, religion or subject matter, or use a particular teaching philosophy which is distinctly different from that emphasized in the regular program;
 - 1.2 Be established only with Board approval of a detailed program proposal;
 - 1.3 Be closed only with Board approval;
 - 1.4 Receive a Division budget allocation upon the recommendation of the Superintendent or designate and approval by the Board, only where significant costs beyond those of regular school programs can be identified;
 - 1.5 Be allowed to charge a non-instructional fee.
2. The Principal, Alternative Program Society, or other proponents shall submit to the Superintendent or designate a proposal to establish an Alternative Program.
 - 2.1 This submission shall be made with sufficient time before the expected “start-up” date to allow clarification, discussion, planning and approval before the Division budget for the first year of operation is determined.
 - 2.2 Feedback regarding the proposal shall be provided to the originators of the Alternative Program proposal.
 - 2.3 Once the proposal is complete, the Superintendent shall arrange for the originators to make a presentation of present the proposal to the Board.
 - 2.4 The Board may accept or reject the proposal or may direct the administration to bring a recommendation to the Board for further discussion and a decision to accept or reject the proposal.
 - 2.5 If the proposal is accepted by the Board, the proponents of the program, in conjunction with the Superintendent and/or designates, shall complete detailed preparations (timelines, transportation, student recruitment, staffing, location, budget, administrative services, and fees, if required) and submit them for approval to the Superintendent or designate.

3. Each Alternative Program proposal shall include the following elements:
 - 3.1 Background research;
 - 3.2 Philosophy, objectives, and mission statement;
 - 3.3 Distinguishing feature of the Alternative Program;
 - 3.4 Operational budget including all instructional and support costs;
 - 3.5 Proposed fee for non-instructional costs;
 - 3.6 Staffing profiles desirable to meet the Alternative Program objectives;
 - 3.7 Evaluation of Alternative Program methodology and objectives;
 - 3.8 The projected student population and geographical location/ages;
 - 3.9 Transportation of students to and from the Alternative Program if other than through Policy 17 – Student Transportation Services;
 - 3.10 A list of curriculum and instructional materials in addition to those approved by Alberta Education;
 - 3.11 A completed Initiative Impacts Checklist (Form 18-1) and a summary of possible human and financial resource implications for any other part of the current system;
 - 3.12 A list of start-up costs and sources of funding.
4. Where an Alternative Program is offered as an alternative school:
 - 4.1 The alternative school shall not qualify for the Small School Allocation;
 - 4.2 The alternative school shall receive all other budget allocations and services available to other schools.
5. Criteria for approval and continued support of an Alternative Program include:
 - 5.1 All provincial and federal legislation must be met. Division policies and procedures apply unless specifically exempted by the Board.
 - 5.2 There is a supportable education approach, and there are numbers of students sufficient to warrant the program.
 - 5.3 The program is financially viable within the operational budget submitted as part of the program proposal.
 - 5.4 The program does not interfere with any student's access to a regular program of instruction.
 - 5.5 The program follows the Program of Studies for Alberta.
 - 5.6 The program is integrated as part of the Division within existing schools wherever feasible.
 - 5.7 Transportation to Alternative Programs shall be granted according to Policy 17 – Student Transportation Services or as per an agreement in the program proposal.
 - 5.8 Staff shall be employed by, evaluated by, and responsible to the Division, according to Division procedures.

6. Alternative Program(s) shall be reviewed on an ongoing basis by the Superintendent to assess its **their** viability.
 - 6.1 The Superintendent shall provide six (6) months **notice** to the Principal, Alternative Program Society, or other advisory body (as approved by the Board) if the Alternative Program is to be considered for termination.
 - 6.2 Notice of less than six (6) months may be accepted by mutual agreement.
7. The Principal, Alternative Program Society, or other advisory body (as approved by the Board) shall provide six (6) months **notice** to the Superintendent or designate that it no longer plans to offer or support the Alternative Program.
 - 7.1 Notice of less than six (6) months may be accepted by mutual agreement.
8. The Board shall decide whether the alternative program will be terminated.

Legal Reference: Section 11, 16, 18, 19, 32, 33, 51, 52, 53, 60, 67, 222 Education Act



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 20, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Douglas Aird, Secretary-Treasurer
SUBJECT: Year End Audit Plan
REFERENCE(S):
ATTACHMENTS: Audit Planning Report
 Engagement Letter

RECOMMENDATION:
THAT the Board of Trustees approve the 2021-2022 audit plan as presented and authorize the Board Chair to approve the engagement letter.

BACKGROUND:

As per the Board Work Plan, the external auditors develop an audit plan each year for the year-end audit, and present it to the board.

The audit enhances the confidence of users in the financial statements through the expression of an opinion by the auditor on whether the financial statements are prepared in all material respects in accordance with Canadian public sector accounting standards.

The financial statements subject to audit are prepared by administration with oversight from those charged with governance. The auditor is responsible to the Board and examines the financial records and operations on their behalf to determine whether the information reported in the financial statements is presented fairly. The auditor communicates this assessment to the Board through the audit opinion.

If the auditor discovers the financial statements depart materially from the applicable financial reporting framework, this fact is disclosed in the auditor’s report.

RISK ANALYSIS:

The auditors are governed professionals retained for their expertise. Risk is low.



METRIX GROUP ^{LLP}

CHARTERED PROFESSIONAL
ACCOUNTANTS

NORTHLAND SCHOOL DIVISION

Audit Planning Report

For the year-ended August 31, 2022

June 17, 2022

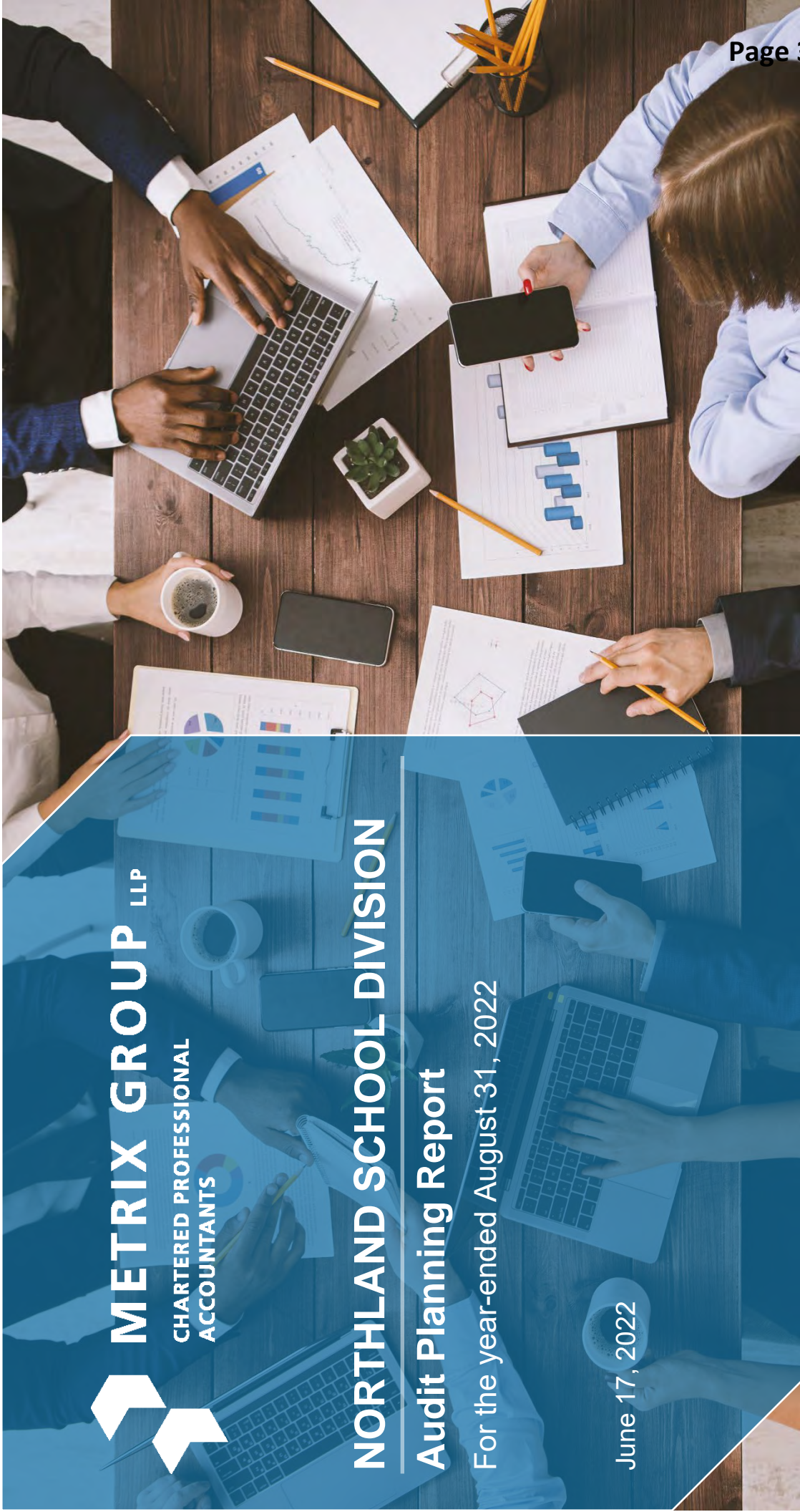


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This Audit Planning Report should not be used for any other purpose or by anyone other than the Division or Board. Metrix shall have no responsibility or liability for loss, damages, or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, any third party or for any other purpose.

Executive Summary

Purpose of this report

We are pleased to provide you with our audit planning report for Northland School Division (the “Division”) for the year-ended December 31, 2021.

The purpose of this report is to:

1. Communicate clearly with the Board of Trustees (“Board”) what our responsibilities are in relation to the financial statement audit.
2. Provide an overview of the planned scope and timing of the audit.
3. Obtain from Board information relevant to the audit.
4. Promote effective two-way communication between Board and the auditor.

Services to be provided

We have been engaged to perform the following services.

- Audit of the Division’s financial statements
- Audit of the schedule of Net Operating Costs of Athabasca Delta Community

Audit approach

Based on our knowledge of the Division, we are planning on utilizing a combined approach testing internal controls that are relevant to the audit in addition to planned substantive procedures. This approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining assurance through tests of controls, we are able to place reliance on the control environment and reduce the number of substantive procedures required.

Materiality

In planning our audit, we concluded that a materiality level of 3% of operating expenses is appropriate. Please refer to page 4 for further discussion on materiality.

Audit fees

We estimated our audit fees to be \$25,000. This amount does not include Goods and Services Tax.

The fee estimate, which does not include out-of-pocket expenses, is based on the assumption the Division will provide all necessary supporting working papers, and that minimal adjusting journal entries will be required.

Responsibilities

It is important for Board to understand the responsibilities that rest with the Division and its management and those that belong to the auditor in relation to the financial statement audit.

Our responsibilities

Our audit of the Division's financial statements will be performed in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly in all material respects, the financial position, the results of operations and cash flows of the Division in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements.

Canadian generally accepted auditing standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Board.

Responsibilities of management and those charged with governance

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Those charged with governance, Board, is responsible for overseeing the Division's financial reporting process.

After reviewing this report, please advise us whether there are any additional areas of concerns to Board which we should consider

Materiality

Materiality in an audit is used as a guide for planning the nature and extend of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Misstatements, individually or the aggregate, are considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has reasonable knowledge of all business and economic activities, would be changed or influenced by such misstatements or the aggregate of all misstatements. The materiality decision is based on our professional judgement taking into consideration quantitative and qualitative factors.

Materiality	Comments	Preliminary balances ¹
Benchmark	We have concluded that the use of operating expenses is an appropriate benchmark for calculating materiality.	
Planning materiality	3% of the relevant benchmark has been determined to be appropriate.	\$1,800,000
Performance materiality	75% of planning materiality, used primarily to determine the nature, timing and extent of audit procedures.	\$1,350,000
Trivial threshold	We have set the trivial threshold at 3% of materiality used to accumulate misstatements identified during the audit.	\$54,000

¹ Preliminary materiality balances are based on the 2021/2022 spring budget results which will change as a result of procedures performed. In the event that the actual results vary significantly, we will communicate these changes to Board as part of our year-end communication.

Planned Scope of the Audit

Our planned procedures have been designed in response to risks identified during our risk assessment. Based on our knowledge of the Division, our past experience, and our understanding of current year developments, we have identified the following areas of focus for our audit.

Areas of Focus	Why it Matters	Our Response
Management override of controls	<ul style="list-style-type: none"> - Under Canadian Auditing Standards (“CAS”), there is a presumed fraud risk due to the potential of management override of controls through manual journal entries. 	<ul style="list-style-type: none"> - Using data analytics, we will identify a sample of journal entries and other adjustments and assess the business rationale of the entries recorded.
Revenue recognition	<p>We have not identified any indicators of additional risks with respect to management override of internal controls.</p> <ul style="list-style-type: none"> - There is risk of premature revenue recognition of funding amounts received with external restrictions attached to them (e.g. Government of Alberta, federal government, ...etc.). 	<ul style="list-style-type: none"> - We will obtain an understanding of the processes and controls in place regarding revenues received. - We will review the recognition of amounts subject to external restrictions to ensure they are correctly recognized. - We will examine related agreements and other source documentation containing guidance for the purpose and use of the restricted funds. - Where possible, we will coordinate with procedures performed over accounts receivable, tangible capital assets, and deferred revenue.

Areas of Focus	Why it Matters	Our Response
Operating expenses	<ul style="list-style-type: none"> - There is an inherent risk with fraudulent expenses being recorded. 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls in place regarding procurement and payment. - We will select a sample of expenditures recorded and agree the amounts to supporting documentation.
Salaries, wages and benefits	<ul style="list-style-type: none"> - There is the risk that fraudulent (ghost) employees have been created. - There exists the risk that employees are paid at a rate inconsistent with their employment contract. 	<ul style="list-style-type: none"> - We will update our understanding of the processes and controls in place regarding payroll and human resource activities. - We will perform tests of controls over significant payroll controls. - We will perform substantive analytical procedures over salaries, wages and benefits. - Where required, we will design and perform additional substantive procedures to address any additional risk factors that we may identify. - We will coordinate procedures with the LAPP compliance audit.

Areas of Focus	Why it Matters	Our Response
Receivable balances	<ul style="list-style-type: none"> - There exists the risk that the amounts outstanding will not be collectible. - There exists the risk that receivables have been overstated. - There exists the risk that receivables outstanding at year-end have not been accrued for. 	<ul style="list-style-type: none"> - We will update our understanding regarding the Division's policies regarding collections and provisions. - We will review management's assessment of the collectability of receivable balances outstanding at year-end, including assessing subsequent receipts after year-end. - We will perform additional substantive procedures to obtain appropriate audit evidence. - We will perform a search for unrecorded receivables to assess the completeness of receivables outstanding at year-end. - We will coordinate with our work performed over revenues and deferred revenue.
Tangible capital assets ("TCA")	<ul style="list-style-type: none"> - There exists the risk that TCA has been expensed rather than capitalized or have been recorded incorrectly. - Conversely, there exists the risk that expenditures that are not capital in nature have been capitalized. - The valuation of TCA is subject to management's estimates which may be complex and subject to change. 	<ul style="list-style-type: none"> - We will review the amortization policy. - We will inquire with management regarding any indicators of impairment. Where required, we will perform an impairment assessment. - We will perform substantive tests of details over additions and disposals. - We will re-calculate amortization expense and any gains / losses on the disposal of TCA. - Where possible, we will coordinate with procedures performed over deferred revenue.

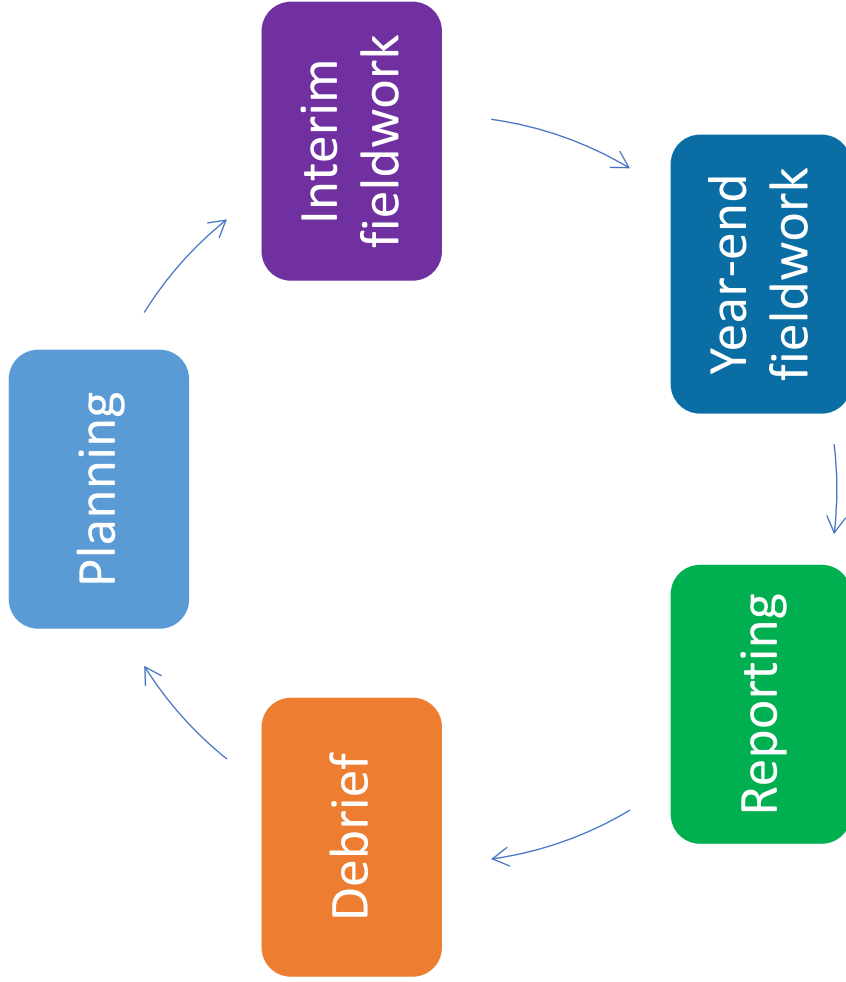
Areas of Focus	Why it Matters	Our Response
Accounts payable and accrued liabilities	<ul style="list-style-type: none"> - There is the risk that expenses have not been recorded in the appropriate reporting period. That is, expenses have been prematurely recorded (cut-off). - Conversely, there is the risk that expenses related to the reporting period have not been fully accrued. 	<ul style="list-style-type: none"> - We perform a search for unrecorded liabilities. - We will examine accrued liabilities for accuracy and cut-off. - We will inquire with management and review subsequent Board minutes.

Request of Board

Please advise us whether there are additional areas of concerns to Board which we should consider. This includes any instances of actual, suspected, or alleged fraud affecting the Division. We request that Board advise us prior to our audit commencement should they become aware of any such matter.

In performing your duties as Board, you may become aware of additional areas of concern that you would like us to address. We welcome discussion on any areas of audit concern that Board may have.

Timing of the Audit



Planning (July 2022)

- Begin initial risk assessments.
- Send interim audit requests

Interim fieldwork² (August 2022)

- Update for changes to the control environment
- Begin tests of internal controls
- Begin substantive procedures (where possible)
- Complete the risk assessment process

Year-end fieldwork² (October 2022)

- Completion of substantive procedures and tests of controls

Reporting (November 2022)

- Draft financial statements provided to management
- Presentation of financial statements to Board
- Board approval of financial statements
- Submission to municipal affairs

Debrief (December 2022)

- Discussion with management and Board regarding any matters impacting future audits, if any.

² Currently planned to be performed remotely and is subject to change. The Division will be consulted with any modification to the planned fieldwork.

Engagement Team

Team member	Role	Experience
Jeff Alliston, CPA, CA Engagement Partner	<p>As the engagement partner, Jeff will have the responsibility of leading the audit and will be responsible for the quality and timeliness of the audit.</p> <p>Jeff will also be available throughout the audit process and will attend the Board meeting with management and present the financial statements.</p>	<p>Jeff holds over 10 years of public sector auditing experience working with school divisions.</p> <p>He has also delivered many presentations on public sector topics and is also a member of the Emerging Issues Task Force as administered by the Government Finance Officers Association – Alberta Chapter.</p>
Nichia Roque Senior Accountant	<p>Nichia will be responsible for executing audit procedures and assisting Jeff in the planning and reporting the audit results.</p>	<p>Nichia joined Metrix in 2019 and specializes in public sector and not-for-profit organizations.</p> <p>Nichia successfully challenged the Common Final Examination in 2021 and is on track to become a Chartered Professional Accountant by the end of 2022.</p>

Appendix 1: Required Communications

Independence

At the core of the provision of external audit services is the concept of the independence. Canadian generally accepted auditing standards require us to communicate to Board, at least annually, all relationships between our Firm and the Division that—in our professional judgement—may reasonably be thought to bear on our independence.

We will confirm our independence up to the date of our auditor report at the conclusion of the audit.

Engagement letter

The Engagement Letter will document the objective and scope of the audit; define the responsibilities required of Metrix and management; and establish the terms and conditions of the engagement. Please refer to **Appendix 3**.

Management representation

Management's representations are integral to the audit evidence we will gather. Prior to the release of our independent auditors' report, we will require management's representations in writing to support the content of our report.

Communication of results

At the completion of our audit, we will communicate to Board matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to Board under Canadian generally accepted auditing standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Division's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matter arising from the audit that, in our professional judgement are important and relevant to Board; and,
- Any other matters previously agreed with you to be communicated to Board.

Appendix 2: New and Revised Accounting Standards

Standard	Summary	Effective Date
PS 1201 Financial Statement Presentation	This section establishes general reporting principles and standards for the disclosure of information in government financial statements.	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
PS 2601 Foreign Currency Translation	This section establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements.	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
PS 3041 Portfolio Investments	This section establishes standards on how to account for and report portfolio investments in government financial statements.	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
PS 3450 Financial Instruments	This section establishes standards on how to account for and report all types of financial instruments including derivatives.	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
PS 3280 Asset Retirement Obligations	This section establishes standards on how to account for and report legal obligations associated with the retirement of certain tangible capital assets and solid waste landfill sites.	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
PS 3400 Revenue	This section will be updated to provide additional guidance regarding the timing of revenue recognition along with additional disclosure requirements.	Fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

Appendix 3: Engagement Letter

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June 17, 2022

DELIVERED VIA EMAIL

Northland School Division
P.O. Bag 1400
9809 -77 Avenue
Peace River Alberta T8S 1V2

Attention: Mr. Robin Guild, Board Chair

Dear Mr. Guild:

Re: Engagement letter

The Objective and Scope of the Audit

Metrix Group LLP are pleased to serve as auditor's for the Northland School Division for the fiscal year ending August 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of the Northland School Division, which comprise the statement of financial position as at August 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information. Jeff Alliston, CPA, CA will be responsible for the services that Metrix Group LLP performs for the Northland School Division. He will, as considered necessary, call upon individuals with specialized knowledge at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.



- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Board of Trustees of Northland School Division

Opinion

We have audited the financial statements of Northland School Division (the Division), which comprise the statement of financial position as at August 31, 2022, and the statements of operations, cash flows, change in net assets, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Division as at August 31, 2022 and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Division in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Division's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Division's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Division's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;

- iii. Additional information that we may request from management for the purpose of the audit; and
- iv. Unrestricted access to persons within Northland School Division from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Northland School Division unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Alberta Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Northland School Division and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Northland School Division.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Northland School Division) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that management will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our Firm, constitute our confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our Firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Indemnity

Northland School Division hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Northland School Division, or its directors, officers, agents or employees, of any of the covenants or obligations of Northland School Division herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm.
- b. A misrepresentation by a member of your management or board of directors.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Northland School Division of its obligations.

Estimated Fees

We estimate that our fees for these services will be \$25,000 for the Engagement, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party *not less than 30 calendar days before the effective date of termination*. If early termination takes place, Northland School Division shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

GST Services

It should be noted that our audit work in the area of GST and other commodity taxes is limited to that appropriate to form an opinion regarding the financial statements. Accordingly, the audit process may not detect situations where you are incorrectly collecting GST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST could result in you or your Division becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties, and excise taxes.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Division of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Division.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Northland School Division by:

Mr. Robin Guild, Board Chair

Date signed



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources
SUBJECT: Increase in Hours - Educational Assistants

REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the increase in hours for the Educational Assistants from 6.0 hours to 6.5 hours per day effective September 1, 2022, as presented.

BACKGROUND:
RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Aimee McCamon, Ward 10 Trustee

SUBJECT: Bursaries and Scholarships

REFERENCE(S): Policy 9, AP 370 and Board Work Plan

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees receive as information, from the Bursary and Scholarship Committee, the recipients of bursaries and scholarships with funds coming from the current year end budget, as attached.

BACKGROUND:

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

Recipient	Home School	Registered Program	Bursary/Scholarship
Briklyn Pratt	Bill Woodward School	Mount Royal University <ul style="list-style-type: none"> • Bachelor of Arts Sociology Program 	NSD Adele Grace Carifelle Memorial Scholarship (\$1,000.00) for students pursuing studies in Early Childhood Education, Computer Related Studies or Social Work.
Brooklyn Landis	Bill Woodward School	Olds College <ul style="list-style-type: none"> • Animal Health Technology 	NSD Scholarship of \$800 for students entering a College or Technical Institute.
Xyrel Diwa	Mistassiniy School	MacEwan University <ul style="list-style-type: none"> • Bachelor of Science Program 	NSD Scholarship of \$800 for students entering a University program other than Education Faculty.
Zetta Anderson	Gift Lake School	University of Alberta <ul style="list-style-type: none"> • University of Alberta • Faculty of Education, BA Nat St/BEEd 	NSD Bursary (\$20,000 paid over a period of 2 years in four installments) for students entering university in the Faculty of Education.
Hunter Pratt	Bill Woodward School	Mount Royal University <ul style="list-style-type: none"> • Bachelor of Communications/Broadcast Media Studies 	NSD Scholarship of \$800 for students entering a University program other than Education Faculty.
Ma Feliza Roberto	Mistassiniy School	MacEwan University <ul style="list-style-type: none"> • Bachelor of Arts Degree 	NSD Scholarship of \$800 for students entering a University program other than Education Faculty.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR:

SUBJECT: Contract Facilitator for Superintendent and Board Evaluations

REFERENCE(S): Board Work Plan, Policy 2 Appendix B - Facilitated Board Self-Evaluation Process,

ATTACHMENTS: Policy 12 Appendix A - Superintendent Evaluation Process, Criteria and Timeline

RECOMMENDATION:

THAT the Board of Trustees authorize the Administration to proceed with the process of contracting Terry Gunderson with Alberta School Boards Association (ASBA) to conduct the Superintendent’s and the Board’s annual evaluation.

BACKGROUND:

As per section 6.1 of the Board Work Plan, the Division is required to hire a facilitator to review the Superintendent performance evaluation process and Board evaluation.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources

SUBJECT: Housing Renovations Tender for Units 56, 57, 59 & 160

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees award the housing renovation tenders to Lavergne Construction in the amount of \$376, 372.50 with GST; with the funds coming from capital reserves.

BACKGROUND:
Tenders were awarded based on scoring criteria and that the company is from northern Alberta. Further considerations were given for hiring local help and a comparative analysis of all bids. The lowest tendered bid did not ensure that it was awarded to that party.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources

SUBJECT: Housing Renovations Tender for Units 133, 135, 161 & 162

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees award the housing renovation tenders to North Lake Contracting in the amount of \$642,810 with GST; with the funds coming from capital reserves.

BACKGROUND:
Tenders were awarded based on scoring criteria and that the company is from the community. The lowest tendered bid did not ensure that it was awarded to that party.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources

SUBJECT: Housing Foundation Excavation Tender

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees award the housing foundation excavation tender to North Lake Contracting in the amount of \$199,867.50 with GST with funds coming from capital reserves.

BACKGROUND:
<p>Foundation excavations need to be completed on Units 54, 55, 56, 57, 58, 59, 60, 61 and 62 to ensure longevity on the housing units; the foundations will be inspected, replacement of blueskin (waterproofing material) if necessary and inspect and/or install weeping tile.</p> <p>Tenders were awarded based on scoring criteria and that the company is from the community. The lowest tendered bid did not ensure that it was awarded to that party.</p>



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Douglas Aird, Secretary-Treasurer

SUBJECT: Multifunctional Devices Tender

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees award the five year contract for multifunctional devices to Ricoh Canada Inc. in the amount of \$163,067.06 + GST per year for a 5 year contract total of \$815,335 with the funds coming from the operating budget.

BACKGROUND:
<p>The Division selects vendors for major work through a public tender. Requirements are developed and proponent responses are ranked based on objective criteria determined in advance.</p> <p>These critical devices (print/scan/fax) are used across the Division.</p> <p>The ranking categories for this RFP evaluation included: corporate reputation and value-add opportunities; customer service; life cycle pricing; and, solution requirements quality, products and services.</p> <p>The evaluation process included a cross-functional team of principals, a two week equipment trial at two schools, training, presentations from each shortlisted vendor, reference checks, evaluation team scoring and ultimately a ranking recommendation.</p> <p>This is a leasing contract for equipment and support, with flexibility to meet our requirements. Unit prices are guaranteed over the term. Through a change order process devices can be added, removed or redeployed as required.</p>

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

RISK ANALYSIS:

The contract represents a 30% savings over current annual costs. It includes a fixed equipment lease as well as a usage-based fee for toner and supplies.

While the equipment lease is fixed, the cost of toner and supplies is based on usage, and is forecast at 55% of the total. As the cost of colour printing is 10 times the cost of black and white, migrating volume away from colour could generate significant savings. Conversely, increasing colour usage or increasing overall usage will create financial risks.

The Division will be carefully monitoring and controlling print costs through newly available reporting and controls to align with budgets.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Michael Maciach, Director of Educational Technology
SUBJECT: Interactive Displays
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the purchase and installation of 101 Viewsonic 75” Interactive Displays from Inland AV in the amount of \$468,796.29 including GST with funds coming from the Computer Technology budget.

BACKGROUND:

We are seeking to replace interactive displays which have reached the end of life at J.F. Dion School, Elizabeth School, Bill Woodward School, Anzac School, Father R. Perin School, St. Theresa School, Pelican Mountain School, Chipewyan Lake School, Gift Lake School, and Bishop Routhier School. Interactive displays are replaced as part of a routine evergreening cycle.

The rationale for choosing Inland AV and the Viewsonic product for this project is as follows:

- Four vendors responded to RFP.
- Three proposals were very close in total cost, ranging within approximately 10% of the total amount. One proposal was lower, but that also represented a lower quality interactive display.
- The Viewsonic uses license free software which avoids expensive software upgrading costs such as those incurred for other interactive display products.
- We are currently using the Viewsonic product and find it to be user friendly and good for classroom learning. Continuing with the same product would make repair and maintenance along with purchasing replacement parts more streamlined for the IT department.
- Having an entire fleet of Viewboards allows for all boards to be managed on one admin. console making troubleshooting, managing, and repairing all boards remotely a possibility that will reduce windshield time and associated travel costs.
- We have previous experience with Inland AV installation of boards and the feedback received from the principal and teachers in relation to installation, timeline, training and ease of use has been very positive.

NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

- The proposal comes within the expected budget and meets the suggested timeline.
- The Viewboard product offers a USB-C port for future proofing.

RISK ANALYSIS:

There is the risk that less expensive products might be available, however, Inland AV and the Viewsonic product meet our needs in terms of budget, timeline, product quality, ease of use, fleet management, maintenance, training, and ongoing support.



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR: Scott Meunier, Associate Superintendent
SUBJECT: Bus Tender - Two (2) 70 Passenger School Buses

REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the purchase of two 70 passenger school buses from the Western Canada IC Bus in the amount of \$134,363.51 each, including GST with the funds coming from capital reserves.

BACKGROUND:
Units are 2023 - 70 Passenger diesel school buses

The Transportation Department is open to either gasoline or diesel fueled buses depending on the location and the route. Only diesel buses were submitted to purchase at this time.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR:

SUBJECT: Northland Online School Programming

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees authorize the Administration to add Grade 10 programming to the Northland Online School effective September 1, 2022.

BACKGROUND:

As students are graduating from the Grade 9 program with the Northland Online School and are wanting to continue in the online format, we must have a Grade 10 online program available. The hope is to add one grade level each year to the Northland Online School up to and including to Grade 12.

The grade 10 instruction will build on the success that Northland Online School has had in the current year. Course offerings will include Math, English, Social, Science, Physical Education, Career and Life Management as well as some Career and Technology Studies courses. Online courses offer the same learning opportunities as in person courses, plus some unique learning opportunities that are only created through an online environment. Students from across the division will be able to access courses from the online school. The online courses will align and compliment the common high school course schedule and calendar across the division.

The flexibility that students will have in high school allows more opportunities for them to take the course they want, when they want to take them. For example, a student who attends Calling Lake School would be able to take courses at their school, but could also take biology at Northland Online School or potentially chemistry through a hybrid course at Bill Woodward School.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** JUNE 17, 2022

SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools

ORIGINATOR: Murray Marran, Associate Superintendent of Human Resources

SUBJECT: Sale of Mobile Unit 245

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the sale of Unit 245, by either real estate listing, auction or tender and that the proceeds be used towards housing repairs, renovations and/or the purchase of additional housing units. This will be done in accordance with the Minister of Education’s approval and in accordance with the Education Act and the Disposition of Property Regulation.

BACKGROUND:
<p>This unit is a 2012, 16x76, 3 bedrooms, 2 bathroom mobile home located in the community of Paddle Prairie. This unit has not been used for at least 2 years.</p> <p>After reviewing the Division housing needs, this unit is no longer required.</p>



BOARD CHAIR HIGHLIGHTS

June 17, 2022

Corporate Board Expense Summary

As of May 31, 2022

EXPENSES	BUDGET	YTD	VARIANCE
Trustee Remuneration	130,250	93,139	37,111
Trustee Benefits	40,000	38,831	1,169
Professional Development Fees	6,000	22,799	(16,799)
Legal Fees	50,000		50,000
Professional Services		3,734	(3,734)
Advertising	1,700	1,053	647
ASBA/PSBAA Fees	33,000	28,824	4,176
Office Supplies	2,000	420	1,580
Printing & Binding	2,700	2,254	446
Postage	600	371	229
Travel and Subsistence	125,250	56,998	68,252
Liability Insurance	250	71	179
Telephone	6,000	16,442	(10,442)
Awards	35,000	51,513	(16,513)
Furniture and Equipment	10,000	2,714	7,286
Visa Purchases	91,000	26	90,974
Elections	60,000	83,876	(23,876)
TOTAL	593,750	403,064	190,686

The Long Service Awards budget is part of the total but does not reflect this year's June awards.



Superintendent's Highlights

June 17, 2022

First Nations, Metis and Inuit (FNMI) Update June (Summer)

On June 10, 2022 the FNMI held their Language, Culture and Land-Based Camp for the Native Language Instructors at Kapaskwatinahk Education Center in Wabasca, Alberta.

There were various sessions with guest speakers such as:

- Chief Billy Joe Laboucan where he spoke about Reconciliation Education - Preserving Oral Literature of Storytelling
- Charles Houle spoke about preserving Cree syllabics while Lynda Minoose spoke about preserving Dene syllabics
- Director of FNMI Debbie Mineault, discussed Indigenous literature into classroom teaching
- Delores Cox, Assistant Supervisor of Indigenous Education presented professional learning on Metis Dot Art, Finger Weaving, Metis history of the region and the purpose of the blue and red sash.

In closing, the Native Language Instructors shared their wisdom in which students learn language, culture and land-based learning.

Common High School Calendar

Northland School Division has developed a common high school calendar for the 2022-2023 school year. This will allow students in any NSD school an opportunity to take courses offered in other schools by attending the class virtually. Courses will be delivered synchronously and asynchronously.

Dual credit courses will also be delivered virtually at the same time so each of the courses will be attended by students from all NSD schools. Grade 10 students will also have the opportunity to attend classes offered by the online school.

The common high school master schedule will provide more options for Northland Students and will positively impact our high school completion rates.

Traditional Celebration of Achievement (TCOA)

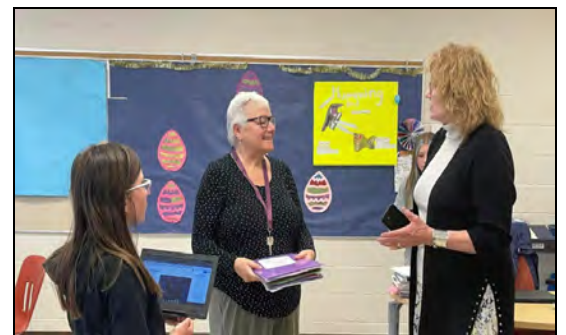
On May 18, 2022; Northland School Division celebrated our Indigenous Graduates at the 25th Annual Traditional Celebration of Achievement in Fort McMurray. This is an annual event where communities of the Wood Buffalo Region get to celebrate its grade 12 FNMI students.

Dr. Spencer-Poitras was honoured to speak and to congratulate the students as they were recognized for their hard work and success.



Superintendent's School Visits

Dr. Spencer-Poitras visited Fort McKay, Bill Woodward and Anzac Community Schools in May. Students were excited to show her their work, visit and blow off some steam.



Donation to Calling Lake School

Alberta -Pacific Forest Industries donated \$25,000 to the Calling Lake School. This money will be used to build an outdoor classroom. This space would be used for land-based learning activities and cultural ceremonies led by community Knowledge Keepers. Land-based learning will tie in with the provincial curriculum and to the traditional Cree teachings.

NSD Games

Northland Games were originally scheduled for May 28, 2022 however due to the weather they were postponed until June 3, 2022. This year, Gift



Lake School hosted the games where 9 schools participated from within the jurisdiction.

Before the competition began in Gift Lake, an opening ceremony was held to welcome all of the athletes, staff, and volunteers and to honour Elder Marina Anderson. Marina passed away a few days before the Northland Games.

Learning Disruption Funding

Northland School Division submitted an application for the Learning Disruption Grant and will be receiving \$45,888 to support students in Grade 1 for the 2021-2022 school year. This money will be used to design programming to best meet the students needs.

Breakfast Club of Canada

The Breakfast Club of Canada has donated \$81,000 in funding to support a nutritional program at our schools.

Math Minds Overview and 3 Year Plan

Overall goals (3 years):

- Shift in teaching practices: Confidence using the RaPID model
- Culture of evidence-based self-reflection
- Performance (CTBS) (Perhaps, (a) interviews with students, and (b) attitude survey)

*Goals (20-22-2023): Evidence-based self-reflection using JUMP Math as teaching resource and Math Minds as framework for reflection.

Building capacity:

Expectations:

- Teachers would record 10 min segments of their teaching once a week, on average. (Dates to be specified: for pilot school start at the beginning; new schools may start later)
- The videos will be used for self-reflection (only teachers watching themselves)
- Teachers will select one video for sharing with a group for collaborative discussion in small groups.
- For pilot schools, these discussions could involve working with Math Minds instructors
- For new schools, the focus will be more on JUMP Math, and then the RaPID model. They can start video recording in January

Professional Learning sessions:

August 31 - full day (6 pilot schools)

September 1 - full day (other 13 schools)

October 21 - half day

Nov 14 - half day

Jan 30 - half day

Feb 13 - half day

March 20 - half day

Canadian Test of Basic Skills - Information for Assessment of Students and the Program

1. The Math Minds project has funding for three years.
2. The CTBS will be used by Math Minds to determine progress levels
3. The cost of materials and scoring of the numeracy portion of the CTBS will be supported by the Math Minds funding.
4. The Math Minds funding will not be able to support numeracy testing for all NSD students.
5. The University of Calgary representative will provide us with the number of tests that can be purchased at our next meeting on June 27.
6. The University of Calgary representative is suggesting that a sample of students will be given the CTBS. The demographics have not been decided.
7. The Pedagogical supervisors and perhaps the learning support teachers are suggested to support the administration of the CTBS at the school level.
8. The CTBS will be administered once a year in the fall.

Northland School Division Featured in News Articles

My McMurray, May 6, 2022 Edition

The Fever Newspaper, May 19, 2022 Edition

News Alerts

Local teacher nominated as the province's best first-year teacher

By PHILWOOD ([HTTPS://WWW.MYMCMURRAY.COM/AUTHOR/PHILWOOD](https://www.mymcmurray.com/author/philwood))

Posted May 6, 2022 9:57 am MDT



Athabasca Delta teacher Brittney Lyon has been nominated by the Northland School Division for the 2022 Edwin Parr Teacher Award, which recognizes Alberta's best first-year teachers. Photo courtesy of Northland School Division.



Brittney Lyon of the Northland School Division (NSD) has been nominated for the 2022 Edwin Parr Teacher Award.

The award recognizes first-year teachers that go above and beyond in their dedication and commitment to their profession.

Lyon, who teaches at Athabasca Delta Community School, called it a great honour.

“As a teacher, I never really think past my classroom. I come in everyday just to see how I can grow their minds and how I can help them. Being selected for this award is a great honor and I hope to make my students and school proud.”

Local leaders offered their thanks to Lyon for her contributions to the NSD.

“As a first-year teacher, Brittney’s dedication for working with children is highly evident,” Said Robin Guild, NSD Board Chair. “We appreciate the passion and effort she puts in to support student success.”



Athabasca Delta teacher Brittney Lyon with students at Athabasca Delta Community School in Wood Buffalo. Photo courtesy of Northland School Division.

Superintendent of Schools, Dr. Nancy Spencer-Poitras, called her teaching style open-minded and creative.

“She is able to adjust or adapt her teaching style to ensure all students are engaged in the learning activities. Brittney has created a learning environment where students can be seen smiling and are excited to learn.”

Lyon earned her Bachelor of Education in General Elementary from the University of Alberta.

She said she always dreamed of becoming a grade five teacher, and Northland gave her that opportunity.

Lyon will be recognized at the NSD’s Long Service Awards on June 16, 2022, and again at the Alberta School Boards Association (ASBA) Zone One Luncheon in the fall of 2022.

ASBA honours outstanding first-year teachers from each of the six zones represented across Alberta.

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DELTA/) | ATHABASCA DELTA COMMUNITY SCHOOL

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COMMUNITY-SCHOOL/) | BRITTNEY LYON

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MD council hears complaint about AHS handling of doctors

Details on Page 2

Bigstone Cree Nation announces 49 housing units may be available this year

Three housing programs to be used; applications to be accepted soon

See Focus Page 2

\$1.90 Northern Alberta News / Features / Commentary

The **FEVER**

Volume 23, Issue 20 Thursday, May 19, 2022

Residential school burial sites preliminary search has started

Bigstone Cree Nation Chief Silas Yellowknee revealed that two days of preliminary work on using ground-penetrating radar to search for unmarked grave sites linked to residential schools in Wabasca Desmarais occurred late last week.

Analysis of the work is now occurring in Edmonton and no results had been released by Tuesday's press deadline.

Community engagement meetings with residential school survivors and their children were held Monday and Tuesday in Wabasca and Calling Lake. The timeline of further searches was not known on Tuesday.

EVERY CHILD MATTERS

National Indian Residential School Crisis Line **1-866-925-4419**
 Hope for Wellness
 Help and Chat Line **1-855-242-3310**
 MMIWG Support **1-844-413-6649**



Sod Turning at new Mistassiniy School site in Wabasca on May 14: Posing with ceremonial shovels, (left to right) Mistassiniy students Kallie Woodcock, Ghada Moallem and Khayelle Mirabete; Principal Leo West; student Yasmine Abdalrahim; Northland School Division Superintendent Dr. Nancy Spencer-Poitras; Board of Trustees chairperson Robin Guild; Reeve Marcel Auger of Municipal District of Opportunity; Chief Silas Yellowknee of Bigstone Cree Nation; MLA Constituency Assistant Martine Carifelle; and Elder David Cardinal. Young chef, firefighter and construction worker were not identified.

MD holds property tax rates to same as 2021; Capital Budget for 2022 has \$23 million for projects

Articles inside this issue



Mistassiniy School Class of 2022

Posing for the cameras on their Grad Day, Saturday, May 14

Canadians want better control of firearms as violence grows

See poll results Focus front page



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 50/50 raffle
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 Beat the Pro
 Closest to the Pin

Shotgun
Start at 10
a.m.



JUNE 18 | SATURDAY

2600 EAGLE RIDGE DRIVE
 | WABASCA, AB

For more information or to register a team/individual
 please call the school at 780-891-3833

Mamma bear teaching reluctant cubs how to cross a road



Stacyanne Nobert's webcam took in this scene on Highway 2 west of Slave Lake about 5:30 p.m. Monday. A mother bear crossed the pavement, but then had to come back to coach her three cubs that it was okay to follow. Maybe they wanted a crosswalk?

Northland School Division happy with research study conclusions

Submitted by Northland School Division

Northland School Division (NSD) is celebrating exciting news after reviewing results from a research study presented by Dr. Sharon Friesen, University of Calgary Werklund School of Education Professor.

The aim of the overall study is to gain insights into the implementation of Alberta's three professional practice standards: The Teaching Quality Standard, the Leadership Quality Standard, and the Superintendent Leadership Quality Standard.

The researchers focused on three types of implementation drivers: competency drivers, organizational drivers and leadership drivers. 39 school divisions plus charter and private schools have been involved in the research study.

Northland School Division's research study is one of three reports being presented to the Government of Alberta. The report was chosen for its strong theories of action and strong overall improvement.

NSD's research study is the only rural school division report being presented to the provincial government in its entirety.

During the presentation, Dr. Friesen revealed positive steps Northland has taken in these areas of implementation.

"I commend the leaders, teachers, support staff, students, and parents of Northland School Division on creating a culture of learning that places students at the center of all its decisions," said Friesen.

"The increased focus on building teachers and school leaders' competence through ongoing, continuous professional learning has created a coherent vision of learning and expectation across the division.

"I was impressed to see the ways in which First Nations, Métis, and Inuit Language and Culture and Land Based Learning was enacted in schools during the pandemic.

"It would have been easy for teachers and school and division leaders to save that initiative for some time in the future. However, they seized upon the opportunities that the pandemic created to initiate strong culturally and academically supportive educational programs for the children and teachers at Northland School Division."

Northland's reactions

"We are extremely proud that our results have been deemed to be one of three districts highlighted!" said Dr. Nancy Spencer-Poitras, Superintendent of Schools.

"With direction from the Board, Administration established a culture of collective efficacy, which refers to staff having a shared belief on having a positive impact on student learning.

"As a school division, we have purposefully made investments to help teachers and school leaders implement the professional practice standards and provide them with resources to support student success. I am pleased to see our hard work celebrated in this research study."

"The Board would like to thank everyone for their collective efforts to help Northland students succeed," said Board Chair Robin Guild.

"Administration has done a tremendous job of taking the Board's priorities and implementing strategies to focus on quality instruction. This research study is another positive news story for Northland School Division."



Dr. Nancy Spencer-Poitras, Superintendent of Schools

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May 26, 2022

Dr. Nancy Spencer-Poitras, Superintendent
Northland School Division
9809 77 Ave
Peace River, AB T8S 1V2

Dear Nancy:

Thank you for meeting to discuss Northland School Division's education plan on October 22, 2021 and annual education results report (AERR) on January 14, 2022. We have appreciated hearing about your accomplishments, challenges, and priorities for planning and reporting within your school authority. We value our dialogue focusing on your education plan and AERR and how they support continuous improvement and provide assurance to your stakeholders.

Northland School Division has now completed and posted an education plan for the 2021/22 school year and an annual education results report for the 2020/21 school year.

As the 2020-21 AERR marks the end of the transition period from our former planning and reporting process, Education expects all school authorities to align both their 2022/23 education plan, due May 31, 2022, and 2021/22 AERR, due November 30, 2022, to the Assurance Framework and related planning and reporting requirements as outlined in the Funding Manual. Alberta Education will continue to provide you and your staff with additional resources about planning and reporting in the System Assurance File Exchange on Education's extranet site. Education prepared these tools in response to common questions and comments from leaders like you to help you in preparing your education plan and annual results report.

We look forward to supporting you as you continue implementing the Assurance Framework. If we can be of further assistance in your planning or reporting process, particularly as you continue to develop your education plan for 2022-23, please contact us at Nathan.Freed@gov.ab.ca or 780-422-0795 or Ronald.Taylor@gov.ab.ca or 780-427-5411 (toll-free by first dialing 310-0000).

Sincerely,

Nathan Freed
Director
FNMI Branch

Ronald Taylor
Director
North Services Branch

cc: Robin Guild, Board Chair, Northland School Division
Corporate Records



ASSOCIATE SUPERINTENDENT REPORT - JUNE 2022
PRESENTED BY: Cal Johnson, Associate Superintendent

Robotics in Education

The Northland School Division is very excited to announce that we are working on a robotics project that focuses on Science, Technology, Engineering and Mathematics (STEM) for teachers to use with students. This work is sponsored by MindFuel Foundation, which is a non profit organization with a primary focus on STEM. The program helps introduce students to the world of microcontrollers and robotics, builds their innovation skills and confidence, and aims to inspire them to explore more STEM programs, studies, and STEM-related careers. This work helps teachers to offer engaging ways to deliver the math and science curriculum.

Two hundred and fifty kits were sent out to 14 schools with grades 7-9 students. Every school with grades 7-9 has had representation in the learning opportunity.

Robotics Starter Kit

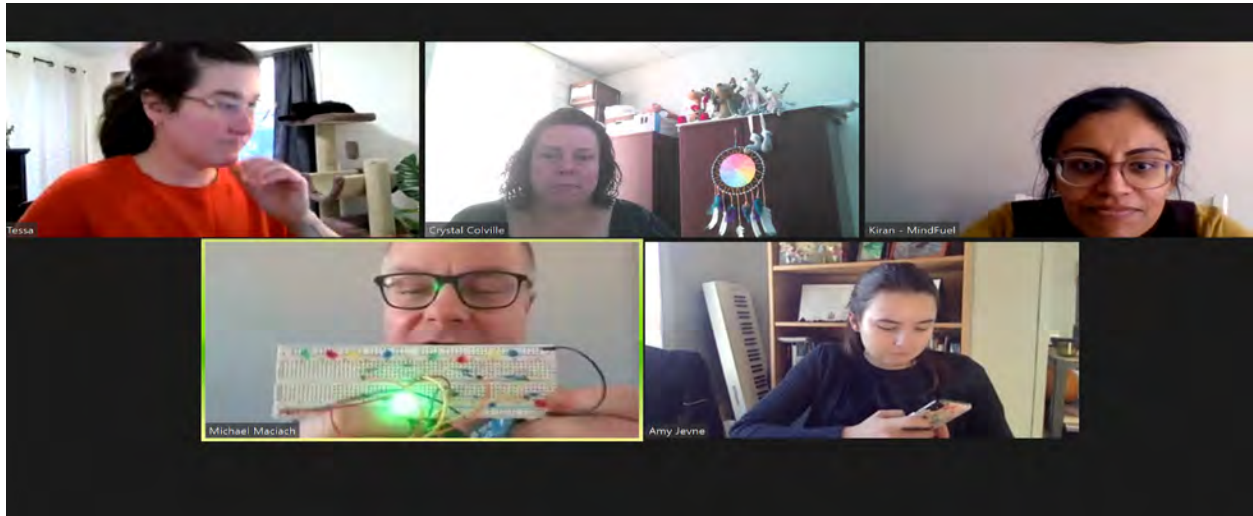


To date we have run 3 cohorts of teacher learning sessions put on by Mind Fuel. Many teachers had the chance to build a lesson/ project and share with the others in early June. It was heartwarming to see how the teachers were cheering on other teachers, helping spot issues in their coding and figuring out how to fix it. The energy and excitement in the session was infectious. The excitement of the teachers was transferred to the classroom and carried on by the students.

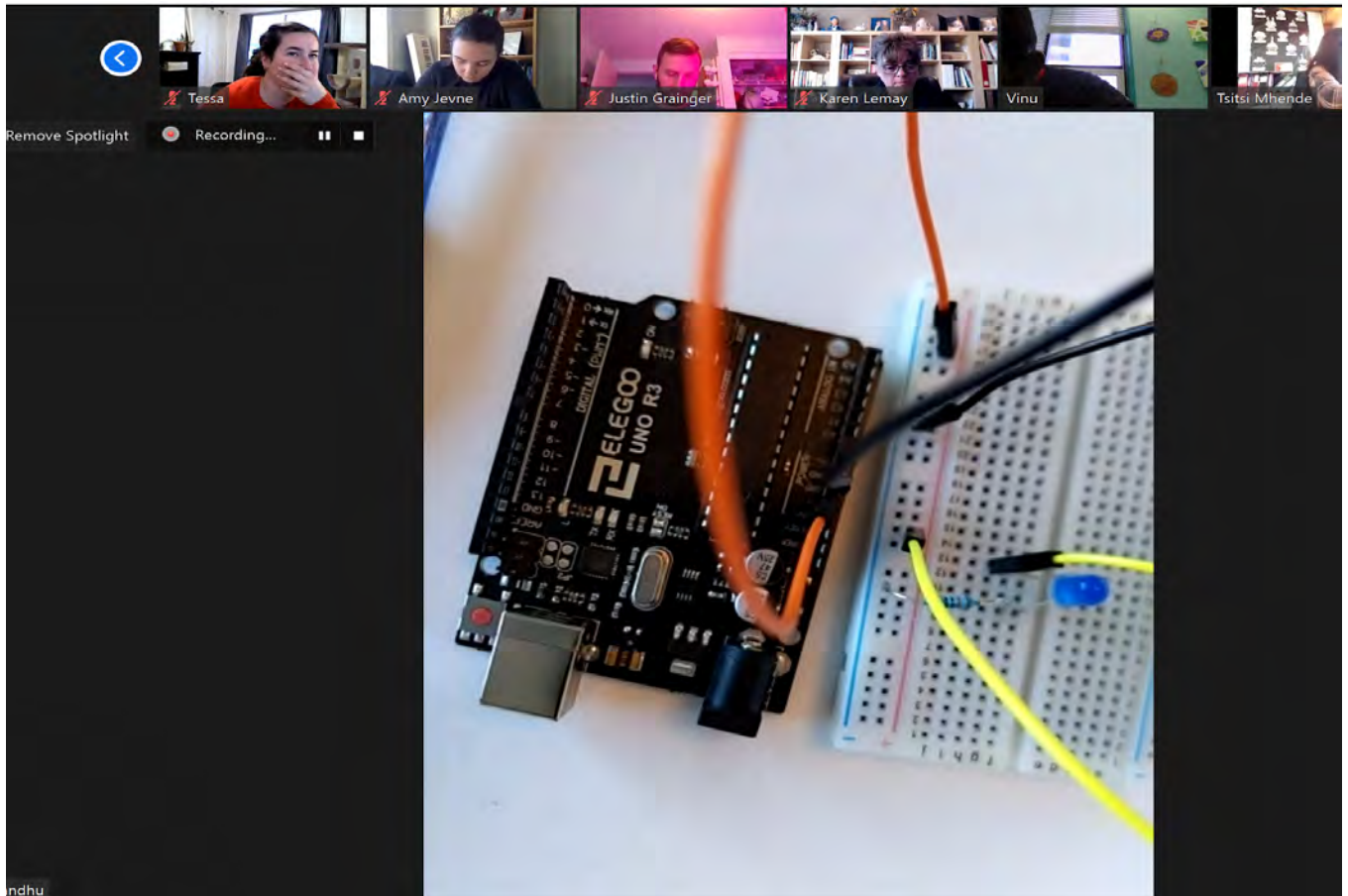
This project will continue for the 2022-23 school year. New grade 7-9 teachers will be brought up to speed on coding so the project will continue to gain traction. In 2022-23, further learning will occur to enable teachers to work together to build lesson plans and activities that tie to the curriculum.



ASSOCIATE SUPERINTENDENT REPORT - JUNE 2022
PRESENTED BY: Cal Johnson, Associate Superintendent

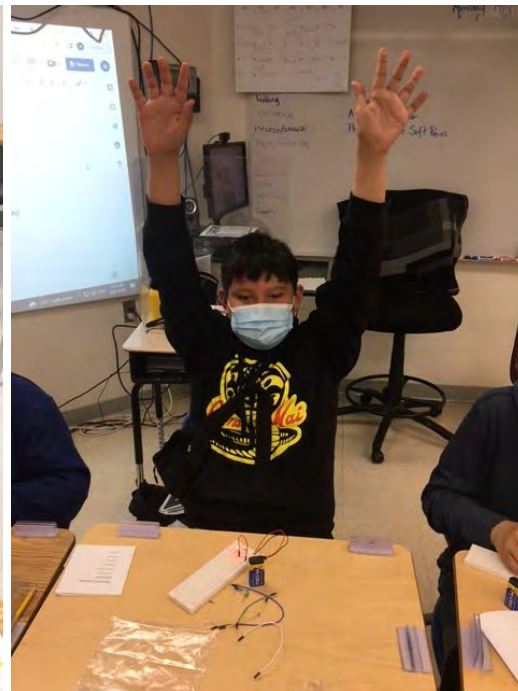


Teacher Quote - *"I came into this having zero knowledge, and even though I feel it is just the tip of the iceberg of learning in this area, I could already make my student's' eyes light up with my new - found knowledge!"*





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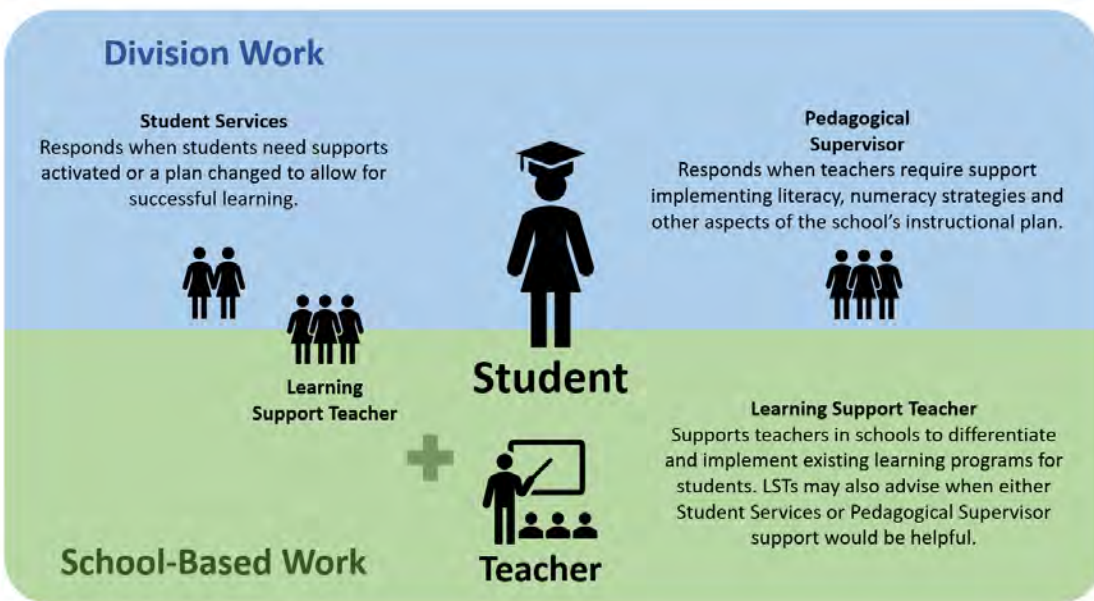




ASSOCIATE SUPERINTENDENT REPORT - JUNE 2022
PRESENTED BY: Cal Johnson, Associate Superintendent

Learning Support for Schools

We will be enhancing the learning support work in schools for next year. Three learning support teachers will work in schools to assist with helping schools to understand learner needs and to support teachers in planning for meeting the student learning needs. This strategy comes out of the work that was done to support learning disruption in the past year. Pedagogical Supervisors and Student Services will be called upon in situations where additional information is required. Working together, with the school principal, this approach will provide more timely coordinated support for assessment and instruction in schools.





SCHOOL FOOD SERVICES DEPARTMENT REPORT JUNE 17, 2022

Emily Hunt, SFS Operations Manager

School Food Services offers nutritious, cost effective lunchtime meals and nutrition breaks to nineteen Northland School Division schools. Program consultants use Canada's Food Guide to Healthy Living and the Alberta Healthy Nutrition guidelines to plan the menus. Twenty five cooks, with support from one operations manager and one program consultant provide meals to registered students. The program has an annual budget of \$2.6M. Support is received from across the Division.

Highlights and Improvements

An ongoing challenge this year with the pandemic was to monitor the attendance and dynamically adjust the amount of food ordered so that sufficient inventory was on hand without wasting food. We maintained an emergency menu so that items such as personal pizzas and individual pot pies were on hand in the event that kitchen staff were ill or had to quarantine, and no substitute cooks were available. Everyone worked very well together with school staff pitching in to help and Vince and I going to schools to assist where possible. When we thought that a school closure was likely, we temporarily used more frozen items, and extended shelf life products instead of fresh produce and dairy products. Both of our suppliers were very supportive and cancelled orders on short notice or even took items back that were already on the truck to be delivered. Any perishable, individually packed items were sent home for the students when their school work was dropped off.

We have continued our goal to keep students and staff members physically well and feeling secure that we have taken all precautions to keep their environment safe. For many years we have followed a food safety system in the kitchens called HACCP (Hazard analysis and critical control point). This involves looking at the flow of food from purchasing, through receiving, storage, production and serving, and putting in controls at the locations where food safety hazards have the potential to exist. Some examples of this are keeping records of freezer and refrigerator temperatures, food temperatures and cleaning logs, step by step instructions for cleaning equipment, lists of chemicals and concentrations, and maintenance schedules. Proper dishwashing, handwashing and glove use guidelines are posted. When Covid-19 became an issue, we felt confident that we were already using universal precautions. We also assisted kitchen staff to obtain information about Covid-19 vaccinations, and helped to set up appointments when requested.

Supply shortages were a major concern this year. Many items, including staple items, were out of stock frequently and we tried our best to make substitutions without making too many menu changes. It appears as though this will continue indefinitely, so we will plan our menus for next year accordingly. In some cases, this means revising recipes, or picking items up when we find them at the grocery store, and delivering

them during program visits. It also means more hands-on instruction with kitchen staff so they are more comfortable making bread, some soups, entrees and baked goods completely from scratch.

The cost of food, disposables, and gas has increased dramatically this year and we have done our best to minimize the impact as much as possible by constantly reviewing the items available, maintaining optimum inventory levels, and providing recipes to the kitchen staff so that they can make use of leftover items.

Future Plans

Staff coverage continues to be an issue at some of the programs and we are continuing to look at ways to encourage people to apply for casual positions. One of the ways we are doing this is by offering food safety training at no cost and providing basic kitchen training so that people are familiar with the routine when they are called in. This also includes developing a succession plan as current program consultants approach retirement.

One of the operational goals for the upcoming year is to streamline School Food Services processes. This will include supporting the kitchen staff to enter absences electronically into Atrieve rather than sending paperwork to central office. This will also require computer training for kitchen staff and ensuring that there is a computer available for them. This will also support the rollout of online safety training and email communication. Some staff have had difficulty with and are working to activate the two step authentication process. School Food Services is also working with payroll and Human Resources to reduce/eliminate differences between the School Food Services terms and conditions and other Northland staff. This will support payroll integration and reduce costs and complexity.

School Food Services will also be working closely with Breakfast Clubs of Canada to provide healthy breakfast items to the students. There are nine schools that currently receive funding and the remainder are on a waiting list. Northland School Division also received a one time grant from Breakfast Clubs of Canada for 2023 that will be distributed amongst schools to enhance the nutrition of the children.

An exciting goal is to assist with setting up the new kitchen at the new Mistassiniy School. This will include moving some existing equipment, setting up the kitchen in the most efficient manner, training existing kitchen staff in the use of new equipment, and developing new procedures.



First Nations, Metis and Inuit Department Report to Board of School Trustees

Presented by: Debbie Mineault, Director of FNMI

Language, Culture and Land Based Learning Camp

On June 10, 2022, Elders, knowledge keepers, language instructors, and four high school students - two from Career Pathways and two from Mistassiniy - are attending the language, culture, and land-based camp at Kapaskwatinahk Education Center in Wabasca.

Our first camp since Covid enables all staff and communities to come together in renewed relationships, leadership, and learning to promote reconciliation education. Professional learning is facilitated by the jurisdiction, local partners, and community members to inspire, and strengthen experiences on the land, pedagogy, and in the school community. In collaboration, traditional practices are being shared with the help of division-wide Elders, ceremony, mentoring and teachings, drumming, songs, storytelling, preserving Woodland and Dene syllabics, literacy, and games.

As we continually seek cultural and language understanding of and respect for ways of knowing, doing, and being, this community of practice supports and connects the application of worldviews, histories, treaties, contributions, perspectives, and experiences into programs of study and resources for the benefit of all students.

Cree and Dene Syllabics

The hardware for creating the Cree and Dene Syllabics has arrived. Both CNC machines are installed in Conklin and Mistassiniy Schools.

The training for the machines was done at Mistassiniy School where shop teachers and some central office staff became more familiar with the potential of the equipment as well as the necessary safety protocols.

Some additional preparation and training will be done over the summer months. In August the instructors and students will be involved in creating sets of syllabics!

IT Board Report - June 2022
Submitted by: Michael Maciach, Director of IT/ET

This report highlights the IT support provided, purchases made during the year, projects being implemented, and the results of the technology survey.

Providing Service to Maintain the IT Platform

Having a team that is responsive to IT service tickets along with effective and efficient problem-solving limits the downtime of technology. We have made a significant change by having all service requests submitted and tracked through the program, called School Dude. When requests are entered into this system, it enables us to better understand service needs, monitor service level response, and plan accordingly. Overall, having a full complement of staff has allowed for a huge increase in service level response and resulting employee survey satisfaction.

- 1492 service tickets were submitted to the IT department through the School Dude ticketing system this school year. This included service tickets that were outstanding from the previous school year.
- Service request options were expanded to allow for a broader range of service requests, some of which include Hapara, GoGuardian, and the CSL elementary report card.
- IT staff have provided support for all of the following ticket areas with email/user account logins and passwords being the number one ticket support request.
 - Email/User accounts
 - Desktops/Laptops
 - Software support
 - Wifi/Internet access
 - School phone systems
 - School printers
 - Student devices/Chromebooks
 - Educational technology
 - DocuShare support
 - Atrieve support (HR system)

Technology Purchases and Replacement:

To maintain the level of service and computer access, there is an ongoing requirement for technology replacement, which we call evergreening. The following are the main technology purchases and replacements for this year.

- Several additional wifi access points were added in schools across the division to enhance wifi availability and capacity.
- 450 new Chromebooks were purchased this year and are being deployed as part of the annual student device evergreening process.
- 125 laptops were purchased this year as part of the teacher device evergreening process.
- New servers were purchased and installed at J.F. Dion, Elizabeth, Conklin, Mistassiniy, and St. Theresa schools.
- New backup servers were purchased and installed for the central office.
- 12 Smartboards were replaced with new Viewsonic Viewboards at Calling Lake School.

IT Projects:

Two projects that we highlight are both related to enhancing the safety and security of our network and infrastructure.

- Rolled out and maintained a two-factor authentication for all NSD staff users and VPN accounts
- Develop and implement a phishing and cybersecurity awareness campaign with the use of the KnowBe4 phishing awareness software.

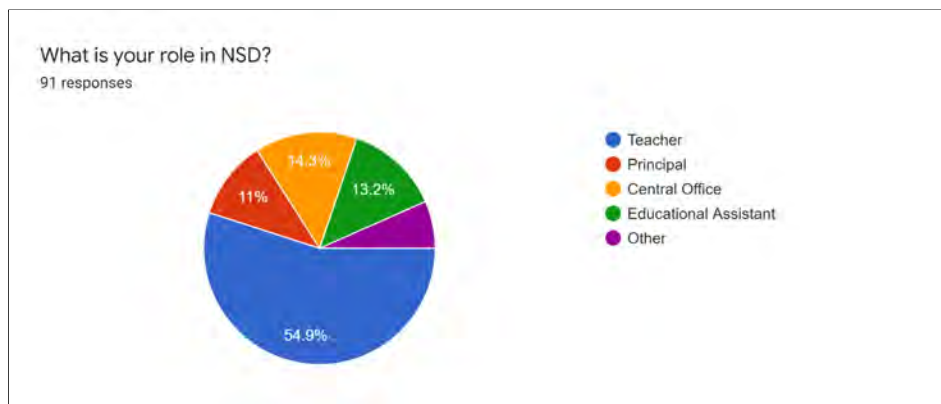
Ongoing Educational Technology Learning:

Providing ongoing learning opportunities for staff is a critical step in effectively using technology to complement and enhance student learning. Some of these include:

- Professional learning sessions on Hapara, Lexia, Symphony Math, Mathletics, MyBlueprint, and others.
- Introduced and supported the use of assistive technology tools for student and teacher use. Such as Mote and OrbitNote.
- Co-facilitated 13 sessions with the Telus World of Science Edmonton - including Science Week sessions and grade-level curriculum topic sessions.
- Co-facilitated two educational technology sessions for NSD classrooms - with Cobblestone Collective. Making digital art and telling emoji stories.
- Educational technology staff participated in the Hapara multi-district collaboration on an ongoing basis.
- The Educational Technology Committee was re-established and met five times during the school year.
- Facilitated the use of technology in communities of practices.

Technology Survey:

Each year we survey staff to gather feedback related to technology access and service in the Northland School Division. We received responses from 91 staff. This is almost double the number of respondents from previous years. The following graphic shows who responded to the survey.



The survey shows an increase in the level of satisfaction with IT support and with the responsiveness of IT support. The number of staff that indicated they were very satisfied increased by 37%. Overall satisfaction indicates an increase of 22%. Staff was also asked if the support for IT had improved. Three percent disagreed, however, the remaining staff agreed or were neutral to the statement.



Human Resources Year End Activity Report June 2023

**Presented by: Murray J. Marran, Associate Superintendent of
Human Resources**

Human Resources has been a busy department this year. There have been many changes, improvement in processes, streamlining workflow and finding greater efficiencies.

The following list is a summary of the major activities:

1. ATRIEVE Human Resources and Payroll Audit
2. Found, vetted and hired an external medical doctor to send
3. MNP audit and engagement to refine business processes in payroll and HR
4. 67 new hires and the associated onboarding of these new employees
5. Creation of the Principals' Portal
6. Redesign of the Careers section of the Division website
7. Implementation of Docusign in the onboarding process
8. Revamping of interview questions for new positions
9. Promotion of job vacancies on social media and local media
10. Transition of Fort Chipewyan and Fort McKay staff either out of the division or back into Northland School Division.
11. Creation of the Leadership Development program for aspiring leaders within the division and working with Dr. Sandra Woitas
12. Represented the Division at the Central Bargaining Table (TEBA)
13. Salary grid review (on-going) and job classification review
14. Dealt with union representatives and officials to resolve conflict and avoid Human Rights complaints or a Board of Reference.
15. Attended HR conference in Vancour specifically pertaining to ATRIEVE
16. Complete overhaul of the OH&S department
17. Oversaw the audit and now the implementation of both ATRIEVE payroll and HR systems
18. Modified/changed/streamlined the staffing notification system in ATRIEVE
19. Assisted employees exit the organization if needed. Worked on agreements that were mutually beneficial to both parties.
20. Helped Principals hoan their skills in supervision and evaluation: Worked closely with them and provided essential essential feedback for temp/prob/continuing contracts/
21. Engaged a Division Doctor(Homewood Health) who assists with Long-term disability claim disputes

22. Worked with Communications Manager on the development theater ads, recruitment videos.
23. Liaise with government agencies (mostly Alberta Education) for various tasks/jobs that need to be completed with the Ministry.
24. Work with legal firms for situations such as exiting an employee to ensure that procedures are adhered to within the legal frameworks of laour law, human rights and legislation.
25. Ongoing recruitment and selection of personnel within the Division.
26. Attend job and recruitment fairs.
27. Oversee OH&S department
28. Oversee payroll department
29. 6 remaining teaching positions to fill
30. Lead conduct investigations
31. Attend disciplinary meetings and over the disciplinary process.
32. Monitor staff attendance and amount of time absent
33. Liaise with the ATA to deal with employee complaints and grievances.
34. Initiate the central office refurbishment
35. Attend all board meetings
36. Assist principals with teacher supervision and evaluation
37. Assist principals with support staff discipline, supervision and evaluation
38. Assist Associate Superintendents with evaluations of principals
39. Oversee the CBTEP program and help employees in enroll in this program
40. Other duties as assigned by the Superintendent of Schools.

These activities capture the essence of what the HR department does. This is by no means a complete list, however it gives a general overview of the activities that we have doing/completing this year.