

Trustee-elect Oath of Office

Normally, the Oath of Office for a trustee-elect in a by-election is undertaken at the first Regular Board Meeting following the election.

An Oath of Office can be administered by the Secretary-Treasurer at any point following a 4 day waiting period after the election period.

Issue: The Ward 4, Subdivision 2 by-election takes place on Monday, October 23. The first Regular Board Meeting occurs on November 7. Chair Steinke may, depending if the conflict in Israel eases, be out of country from October 23 to November 2. During that time, there is a possibility of a community engagement meeting regarding the new school and there is a school council meeting scheduled for November 2.

Because of the long timeframe from Oct 23 to the November 7 Regular Board Meeting, it may be expedient to have the trustee-elect, if available, to come to Whitecourt, to take the Oath of Office.

It is in order for a trustee to make the following motion so that the Board may decide on the question. Suggested wording is "that the Board direct the Secretary-Treasurer to administer the Oath of Office for the trustee-elect of Ward 3, Subdivision 2, prior to November 7, 2023, if and when the trustee-elect is available."

Thank you for your consideration.

Respectfully submitted,

Gerry Steinke
Board Chair

Thoughts on Annual Board Workshop 2023

Board policy indicates a board workshop should normally be held in September of each year with the exception of election years, where December is listed as a workshop month.

For 2023, the Board chose November 6, 2023, the day before a regular board meeting, for the annual board workshop.

To date, we do not have specific topics listed for the workshop. However, Trustee Peck has been keeping a list of topics for future Committee of the Whole discussion. Perhaps these might be incorporated into a workshop agenda:

- 1) A student engagement/advisory group;
- 2) Council of School Councils.

The other issue to note is that the trustee-elect for Ward 3, Subdivision 2, may not be sworn in to office until Nov. 7.

I am suggesting to the Board that we move our workshop date to the day before our December 19 Regular Board Meeting.

Such action would:

1. Give us a little more time to plan a complete day.
2. Allow for the new trustee to become more acquainted with Board business.
3. Provide an opportunity for a response to the Results Reviews (thus eliminating a COW meeting).

If the Board sees the wisdom in this idea of moving the date, a motion would be in order. Suggested wording may be "that the Board move the Annual Board Workshop to December 18, 2023."

Thanks for your consideration.

Respectfully submitted,

Gerry Steinke

Report to the Board of Trustees

Transportation Related to Mayerthorpe and Sangudo

Purpose

The purpose of this report is to provide Board requested demographics and information related to providing transportation for junior high school Mayerthorpe students who live in the Sangudo transportation area.

Demographics

- There are 17 students who currently attend the Mayerthorpe junior high school program and live in the Sangudo Community School transportation area (STA).
- These 17 students represent 13 families.
- In the 2023-2024 school year we have received requests for transportation in one form or another from almost all the involved families. We are not aware of any other related requests.
- There are 20 Elementary age students who attend elementary school in Mayerthorpe and live in the STA representing 14 families.
- There are 5 families with a student in grades 7-9 in Mayerthorpe and a student in Elmer Elson Elementary School.
- There are 42 STA students attending grades 10-12 at Mayerthorpe Jr Sr

Elmer Elson Students (STA)	
Grade 6	2
Grade 5	5
Grade 4	13

Sangudo Junior High Program Demographics		
	Male	Female
Grade 7	5	7
Grade 8	6	10
Grade 9	5	7
	16	24
	40	

There is no additional cost to transport junior high students in the STA to Mayerthorpe.

Transportation Times

There is very little impact to transportation route times to transport the STA junior high students to Mayerthorpe.

Current Sangudo students leaving

It has been communicated to us on several occasions and confirmed with a survey that junior high families would not likely leave Sangudo Community School even if transportation would be offered to them.

Blue Ridge and Little Smoky overlapping transportation areas

After the closing of the school in Blue Ridge, families were given the choice to attend schools east or west from the same locations. 59 students travel west to Whitecourt including Living Waters students. 28 students travel east to Mayerthorpe.

Students in an area around Little Smoky were given a choice to travel North or South. This setup was inherited by NGPS through amalgamation and was caused by demographics of the Valleyview and Fox Creek programs many years ago. 8 Students travel north to Valleyview and 19 travel south to Fox Creek.

At this time, there is no need financial or otherwise to alter these routes in overlapping transportation areas.

Section 6 of the School Transportation Regulations

Student residing outside areas 6(1) If a student is enrolled in a school pursuant to section 10(2) or (4) of the Act but does not reside in the attendance area or the transportation service area for that school, the student or the parent of the student must provide for the transportation of the student (a) to and from the school, or (b) to and from a designated stop on a school bus route in the transportation service area for that school. (2) If a student or the parent of a student chooses to provide transportation in accordance with subsection (1)(b), the board that enrolled the student in the school must provide for the transportation of the student between the school and the stop nearest to the student's residence on a school bus route in the transportation service area for that school. (3) Subsection (2) does not apply unless there is a seat available for the student on the school bus after the students referred to in section 59(1) of the Act are accommodated on that school bus.

- Section 6 limits, for the sole benefit of the Board, the obligation of a Board to provide transportation.
- The limit provided for is set by the Board through transportation areas and school assignment.
- A student is provided transportation within the school transportation area if they live further than 1km grades 1 to 6 and 2km grades 7-12 away from the school.





- A student who attends a school outside of their transportation zone is either driven directly to school or to an existing stop for the school they attend.
- There are no regulatory limits placed on a Board wishing to adjust or overlap transportation areas as needed within the Division or to assign students to specific schools.

Section 59 of the Education Act

Transportation

59(1) Subject to the regulations, a board must provide for the transportation of a student to and from the site of the school in which the board has enrolled the student if

- (a) the student resides within the attendance area established by the board for the school,*
- (b) the student resides within the boundaries of the school division, and*
- (c) the criteria, if any, set out in the regulations are met.*

Deferred Motion

That Northern Gateway Board of Trustees approve transportation provision for students who live in the Sangudo School catchment area and who are presently enrolled at Mayerthorpe Jr/Sr High School, grade 7 – 9 program.

Other information (the above information was requested by Trustees. The information below is in response to some community questions sent to Trustee Koloski).

1. motion for 7-9 MHS students to receive bussing:

*Does the Board know what ramifications the motion will have? So if students at other schools choose to go to another school..they too will get bussing. (ex. Student from Sangudo wants to go to Onoway)

At issue are only students attending grade 7 to 9 at Mayerthorpe school. This is unique in the division due to the grade configuration. A change to this specific circumstance does not affect students anywhere else in the Division including present and future Sangudo School students.

2. Will Board follow Policy 18 and ensure that AP 305 is followed.

*(Question: policies would have to be changed in order for the motion to go forward, so therefore it can not happen this year as a new draft policy will have to be written and it would need to have community input. Is this correct?)

Policy and AP attached. The motion aligns with section 2 of policy:

2. The Board will determine by motion the transportation service areas for each school.

Administrative Procedure 305 sets out the guidelines for students attending non-designated schools and is to be followed.



3. Can a jurisdiction change catchment areas at any time or are there legal ramifications as per School Act?

Policy 18 indicates transportation areas require a motion to be changed.

4. Will transportation become a two way street - Mayerthorpe students get transportation to Sangudo.

This is outside of the current motion being considered which does not reference Sangudo students. Families who wish to may follow the process outlined in AP 305 to request attending the Sangudo School.

5. Why was the survey done the way it was instead of doing it via NGPS Talk.

Ease of use, timelines, and purpose to receive people's ideas not statistical information.

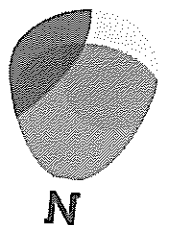


Board Policy 18

Student Transportation Services

The Board believes in providing safe, caring, and efficient transportation services for students.

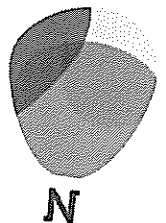
1. The Board shall only provide transportation services for approved pre-school children, registered K-12 students, approved supervisors, and employees carrying out their duties.
2. The Board will determine by motion the transportation service areas for each school.
3. Transportation services shall be made available to all resident students residing two and four tenths (2.4) kilometres or more from the school they are directed to attend. Transportation fees will not be charged for eligible students for regular transportation services.
4. Transportation services may be made available, at a fee, to students living less than 2.4 kilometres from their designated school, who are ineligible for busing under Alberta Education transportation guidelines.
5. Eligibility for transportation may be extended to ineligible students for safety reasons.
6. Safety of students shall be the prime consideration in determining walking distances and the location of bus stops.
7. Transportation services for ECS students will be provided during regularly scheduled morning and after-school runs.
8. Buses shall not enter onto private property to pick up or unload students unless the Director of Transportation grants an exception, upon receiving written permission, in the form of a "Hold Harmless Agreement".
9. Under normal weather and road conditions, scheduled one-way ride times to and from schools shall not normally exceed one and a half (1.5) hours.





10. Transportation services may be available for a fee for students who are accessing an additional service to and or from an alternate address provided that:
 - 10.1 space is available on the bus;
 - 10.2 there is no significant diversion from regular routing that would impact cost effectiveness or ride times; and
 - 10.3 parents have paid a fee for the service.
11. The Superintendent may arrange for transportation of a student by a parent and pay an allowance in lieu of Board-provided transportation when:
 - 11.1 a student has been directed to attend a school for which the student is unable to access Division transportation; or
 - 11.2 the provision of Division transportation is not practical.
12. In cases of financial hardship, payment options shall be made available for transportation fees.
13. The Superintendent shall recommend to the Board a transportation fee schedule no later than May 1 of each year.
14. The Board may enter into transportation service agreements with other school divisions.

Reference: Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 222 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
School Transportation Regulation
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009
Funding Manual for School Authorities
NGPS Administrative Procedures 800 and 802



Administrative Procedure 305

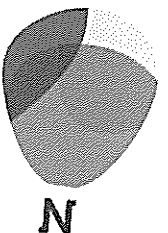
SCHOOL ATTENDANCE AREAS

Background

Attendance and transportation service areas that direct students to a designated school assist schools to provide viable programs and create efficient transportation routes.

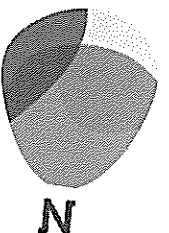
Procedures

1. The Superintendent will maintain current maps detailing specific transportation service areas established by Board resolution. The Director of Transportation Services and principals shall have current copies of such maps.
2. Parents/legal guardians requesting consideration for their son/daughter to enroll in a non-designated school shall make application in the following way:
 - 2.1 Present their request to the Principal of the school in the family's local attendance area. The request must include:
 - 2.1.1 The educational reason for such a move; and
 - 2.1.2 The name of the school where they wish to relocate their child.
3. The Principal of the school in the family's local attendance area will set up a meeting with the parents/legal guardians to discuss the request. *The Principal will complete Appendix 305-I, Section A.*
 - 3.1 During this meeting the Principal of the designated school will explain the following factors that are considered when assessing such requests:
 - 3.1.1 The ability of the designated school to meet the educational programming needs of the student/child;
 - 3.1.2 The availability of space at the non-designated school; and
 - 3.1.3 Transportation services.
 - 3.2 During this meeting the Principal of the designated school will discuss the educational programming needs of the student/child, the school's ability to meet the student/child's needs and any other concerns expressed by the parents.





- 3.3 The Principal of the designated school assesses the information and makes a decision. Within three school days the Principal will inform the parents/legal guardians of the decision.
 - If the Principal does not support the request, the request does not move forward.
 - If the parents/legal guardians wish to appeal this request, the appeal is sent to the Deputy Superintendent (or designate) at Central Office.
 - If the parents/legal guardians wish to appeal the decision of the Deputy Superintendent at Central Office they may follow the Northern Gateway Public Schools Appeal Procedures.
- 3.4 If the Principal of the designated school makes a determination that the educational rationale for the request is valid, the Principal will contact the Principal of the non-designated school to initiate a discussion regarding the request. *Section B of Appendix 305-I will be completed.*
4. If the principals determine the request may proceed, the Principal of the non-designated school will complete *Appendix 305-I, Section C* and then:
 - 4.1 Contact the parents/legal guardians;
 - 4.2 Discuss the school's ability to meet the educational programming needs of the student/child;
 - 4.3 Discuss availability of space; and
 - 4.4 Discuss transportation arrangements.
5. Requests for a resident student/child to attend a non-designated school will be reviewed annually in reference to section 3.1 of this policy.
6. Parents of a non-resident student/child wishing to enroll their student/child in a school in Northern Gateway Public Schools will apply to the Principal of the non-designated/requested school. *The Principal will complete Appendix 305-II.*
 - This request process will be completed each year.
7. Parents of a non-resident student/child or resident parents choosing to enroll their student/child in a Northern Gateway Public school outside of their assigned attendance area are required to drive their student/child to the nearest existing school division bus stop within the attendance area for that school of choice for pick up, provided there is space available on the bus. If space is not available parents must transport directly to the school.

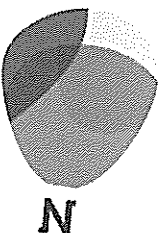




8. Completed and signed copies of *Appendix 305-I* or *305-II* for each student/child are placed in their student record.
9. The record of approved transportation requests is maintained by the Transportation Services Department.

Reference: Education Act 4, 7, 11, 21, 32, 33, 197, 222	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.





Administrative Procedure 305 – Form 305-1

REQUEST FOR RESIDENT STUDENT TO ATTEND A NON-DESIGNATED SCHOOL

SECTION A

NAME OF STUDENT: _____

Principal of School in Attendance Area:

Name of school: _____

Name of Principal: _____

1. Discussion with parents/legal guardians: _____
Date _____
2. Educational rationale identified by parents/legal guardians: _____

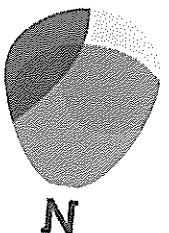
3. If necessary, prior to finalizing a decision, consultation may occur with the Assistant Superintendent or, if applicable, the Learning Services Coordinator: _____

_____ Date

4. A program which addresses the needs of the student/child is available at the current, designated school:
 - If no, the Principal contacts the Principal of the non-designated school to initiate a discussion regarding the request. Refer to clause 3.4, Administrative Procedure 305.
 - If the parents/legal guardians agree to accept responsibility for daily transportation to the non-designated school, the Principal contacts the Principal of the non-designated school to initiate a discussion regarding this request. (Proceed to Section B)

__ Yes __ No

_____ Signature of Principal





SECTION B

Principal of School in Attendance Area:

1. Discussion with Principal of non-designated school:

_____ **Date**

2. Information from the parents'/legal guardians' request, as identified above, was shared with the Principal of the non-designated school.

__ Yes __ No

3. Both Principals agree that:

➤ the non-designated school could meet and deliver the educational programming for the student/child

__ Yes __ No

➤ space is available at the non-designated school

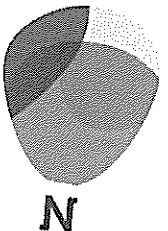
__ Yes __ No

➤ the request will move forward to the Principal of the non-designated school. (Proceed to Section C)

__ Yes __ No

4. Decision to move forward with supporting this request:

_____ **Date**





SECTION C

NAME OF STUDENT: _____

Principal of Non-Designated School:

Name of school: _____

Name of Principal: _____

1. Discussion with parents/legal guardians: _____
Date _____
2. Educational rationale identified by parents/legal guardians: _____

3. The school can provide educational programming that meets the needs of the child: Yes No
4. A. The principal contacts the Director of Transportation to ascertain transportation services for the student to attend a non-designated school. Yes No
B. Identify the response from the NGPS Director of Transportation: _____

5. Parents/legal guardians are committed to provide daily transportation if bussing is not available.

Signature of parents/legal guardians

Date

6. Principal recommendations:
 - educational programming requirements: _____

 - required resources: _____
 - parental responsibilities: _____

7. Start date of student at the non-designated school: _____
8. Principal comments: _____

Signature of Principal

Date

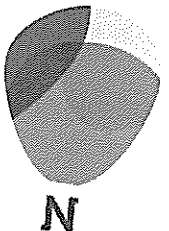
9. Forward a copy of completed Appendix 305-1 to the NGPS Director of Transportation:

Date

Annual Reviews: _____
Date

_____ **Date**

_____ **Date**





Province of Alberta

EDUCATION ACT

SCHOOL TRANSPORTATION REGULATION

Alberta Regulation 96/2019

With amendments up to and including Alberta Regulation 67/2023

Current as of March 24, 2023

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 67/2023)

ALBERTA REGULATION 96/2019

Education Act

SCHOOL TRANSPORTATION REGULATION

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Definitions

1 In this Regulation,

- (a) “attendance area”, with respect to a school, means an attendance area established by the board for the school;
- (b) “transportation service area” means the area surrounding a school in which a board establishes school bus routes on which students may be transported to and from the school.

Transportation criteria

2 For the purpose of section 59(1)(c) of the Act, the student must reside at a distance of at least 2.4 kilometres from the site of the school.

Distance from bus route

3 In providing for the transportation of a student under section 59(1) of the Act, the transportation must be provided on a route that is not more than 2.4 kilometres from the residence of the student.

Computing distance

4 In computing distances for the purposes of this Regulation,

- (a) the official survey made under any Act of Canada or the Legislature relating to surveys must be accepted as final and conclusive and all sections are deemed to be 1.6 kilometres square and no more,
- (b) the width of road allowances must be excluded from the computation, and
- (c) the distance of a residence from a school or from a bus route is the shortest distance measured along a travelled road or public right of way between the school site or the bus route, as the case may be, and the nearest roadway access at the boundary of the quarter section or lot on which the student's parent resides.

Specialized supports and services outside attendance area

5 If a student is entitled to access to specialized supports and services under section 11(4) of the Act but does not reside in the attendance area for any school that provides specialized supports and services that are suitable for the student, the board of which the student is a resident student must provide for the transportation of the student to and from the school that provides the specialized supports and services in which the board enrolls the student.

Student residing outside areas

6(1) If a student is enrolled in a school pursuant to section 10(2) or (4) of the Act but does not reside in the attendance area or the transportation service area for that school, the student or the parent of the student must provide for the transportation of the student

- (a) to and from the school, or
- (b) to and from a designated stop on a school bus route in the transportation service area for that school.

(2) If a student or the parent of a student chooses to provide transportation in accordance with subsection (1)(b), the board that enrolled the student in the school must provide for the transportation of the student between the school and the designated

stop nearest to the student's residence on a school bus route in the transportation service area for that school.

(3) Subsection (2) does not apply unless there is a seat available for the student on the school bus after the students referred to in section 59(1) of the Act are accommodated on that school bus.

Transportation fee amount limitations

7(1) A fee charged under section 59(3) of the Act respecting the transportation of students in accordance with section 59(1) of the Act and this Regulation must not exceed the average difference per student between

- (a) the estimated cost to the board of transporting those students, and
- (b) the funding received by the board under the *Ministerial Grants Regulation* (AR 215/2022) in respect of the transportation of those students.

(2) A fee charged under section 59(3) of the Act respecting the transportation of students other than students referred to in subsection (1)

- (a) who are eligible for funding under the *Ministerial Grants Regulation* (AR 215/2022) must not exceed the average difference per student between
 - (i) the estimated costs to the board of transporting those students, and
 - (ii) the funding received by the board under the *Education Grants Regulation* (AR 120/2008) in respect of the transportation of those students,and
- (b) who are not eligible for funding under the *Education Grants Regulation* (AR 120/2008) must not exceed the estimated average cost per student to the board for transporting those students.

(3) A fee referred to in this section must be established in accordance with the board policies under section 8(1).

(4) Any surplus from fees charged under subsection (1) or (2) must be used to subsidize the cost of transportation of students referred to in that subsection in the 2 school years following the school year in which the surplus was collected.

AR 96/2019 s7;9/2023

Board policies

8(1) A board must establish, maintain and implement policies respecting the transportation of students and the transportation fees it proposes to charge.

(2) The board policies must include

- (a) a requirement to demonstrate to parents the need to charge any transportation fee, including its amount,
- (b) the circumstances under which any transportation fee may be waived or refunded,
- (c) the process a parent has to follow to request that a transportation fee be waived or refunded,
- (d) a process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a transportation fee may be waived or refunded and of the procedures for requesting that a transportation fee be waived or refunded, as the case may be, and
- (e) with respect to the transportation of students and transportation fees,
 - (i) processes designed to enable the resolution of disputes and concerns between parents and the board, and
 - (ii) any other requirements directed in writing by the Minister.

Transportation fee schedule

9 A board must, prior to the commencement of each school year, establish a schedule of transportation fees, in the form, if any, required by the Minister, listing each type of transportation fee, with its amount, that may be charged in that school year.

Publication of policies and fee schedule

10 A board must, prior to the commencement of each school year, publish the policies established under section 8 and the transportation fee schedule established under section 9 on the board's website or in any other manner the board determines would provide parents and the public with notice of the policies and transportation fee schedule.

Collection and use statement

11 A board must, on request, provide to the Minister a statement, in the form, if any, required by the Minister, that demonstrates that the transportation fees collected by it have been spent for the purposes for which they were collected.

Charter schools

12 This Regulation applies to charter schools in the manner set out under the *Charter Schools Exemption and Application Regulation*.

Expiry

13 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on August 31, 2027.

AR 96/2019 s13;76/2022;67/2023


Repeal

14 The *School Transportation Regulation* (AR 102/2017) is repealed.

Coming into force

15 This Regulation comes into force on September 1, 2019.



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Superintendent's Report

Employee Recognition Evening

Thank you, Trustees and staff, who helped organize and conduct our annual Employee Recognition Evening. It is a great reminder of how many of our employees have dedicated substantial service to our students and our Division.

Social Studies Curriculum

After a bit of an absence, the new curriculum process has restarted with a focus on the Social Studies program. The process includes a parent and community survey which was sent out to schools for distribution a few weeks ago, as well as opportunities for Division involvement. Alberta Education is planning on creating a working group of subject area experts and expects to have a scope and sequence for discussion in the next little while. They will likely be asking Divisions to pilot the new Social Studies curriculum in the 2024-2025 school year.

September Administrators Meeting

We had a surprise guest for September's Administrators Meeting. After completing some business items, the guest was revealed to be Education Lawyer Teresa Haykowsky, who guided administration through a deep dive into legislation and current court cases and how this relates to our daily practice. We will continue to provide annual refreshers on these important subjects. Another special guest is scheduled for November.

Valleyview School Progress Update

Considerable progress has been made in structuring the new school process to support the needs of the Valleyview community. Along with our Director of Facilities, I attended a meeting in September with a representative from the Minister of Infrastructure, a representative from the Ministry of Education, and number of employees from the architectural firm working on the project. Being able to work directly with the architects meant we were able to reach important agreements on a number of aspects of the project very rapidly. I am now very optimistic about the project, and we look forward to the imagining process with students, staff, parents and the community. An idea collection roundtable event is tentatively scheduled for November 6th at 6:30 pm, at Hillside High School.

Enrolment

Northern Gateway enrolment is likely to be significantly greater than predicted. We are currently confirming our numbers and also gaining important information about the new demographics we are experiencing. It is clear that, along with new students, we have a substantially larger increase in need within our population. We are in the process of discussing our enrolment numbers with the government and hope to have a small increase in our allowable reserve for this school year to help manage our growth.

Draft AP 107

Attached.

Administrative Procedure 107

SCHOOL DAY AND YEAR

Background

The Division believes in establishing a common Division school year to accommodate the effective delivery of the education program. The Division's school year calendar is developed and shared in a manner that benefits balanced student learning and provides for effective long-range planning. Given the importance of a balanced school calendar for society, stakeholder feedback is essential in calendar planning and implementation.

Definitions

Instructional Day: A day during the school year when students receive instruction.

Instructional Time: Assigned time of instruction to students.

Non-instructional Day: A day when school staff have duties assigned by the Board, but students do not attend.

Operational Day: A day on which teachers provide instruction and/or have other duties assigned by the Board (includes both instructional and non-instructional days).

School Calendar: Includes instructional, non-instructional and operational days.

Procedures

1. The Superintendent will recommend a common Division school year calendar. The school year calendar shall be approved by the Board no later than April 30 of the previous year for that calendar.
2. Working back from the April approval date, a school calendar draft shall be available on the Division Website for public review for at least two (2) months.
3. The draft school year calendar public review shall provide a request for feedback and response prior to the timeline for decision making. This will include feedback from schools, school councils and other affected school jurisdictions.
4. The school year shall meet the requirements as set out in the Education Act and will generally provide for:
 - 4.1 One hundred and eighty-four (184) instructional days.
 - 4.2 Eleven (11) non-instructional days per school year for school professional activities approved by the Superintendent or designate, inclusive of:



- 4.2.1 Staff Planning and Development days, as required, at the beginning of the standard school year prior to students returning to school;
 - 4.2.2 Two (2) days to attend the local Alberta Teachers' Association organized Teacher's Convention;
 - 4.2.3 Parent-Teacher interview days or days in-lieu;
 - 4.2.4 One (1) development day at the end of a standard school year;
 - 4.2.5 Commencement after Labour Day, when possible.
5. The school year for kindergarten students shall be formulated through consultation with the Superintendent or designate and principals.
6. The following shall be considered non-operational days:
- 6.1 Labour Day
 - 6.2 The National Day for Truth and Reconciliation when September 30th occurs on a weekday
 - 6.2 Thanksgiving Day
 - 6.3 Remembrance Day
 - 6.4 Alberta Family Day
 - 6.5 Good Friday
 - 6.6 Easter Monday
 - 6.7 Victoria Day
 - 6.8 Fall Break
 - 6.9 Winter Recess (Christmas Holidays)
 - 6.10 Spring Recess (Spring Break)
 - 6.11 Summer Recess
7. If the application of operational days creates a shortfall in the required hours of instruction or days of operation, the prescribed outline of the school year will vary to meet the requirements of Alberta Education.
8. Principals shall submit to the Superintendent the following information by June 1 for the subsequent school year:
- 8.1 The opening and closing times during the day;
 - 8.2 The noon and recess times; and
 - 8.3 Hours of instruction.



9. A request to the Superintendent to modify the approved school year must include the following:
 - 9.1 Rationale for the modification to the approved school year;
 - 9.2 Effect on busing and other schools;
 - 9.3 Number of instructional hours;
 - 9.4 Length of school day;
 - 9.5 Number of operational days;
 - 9.6 Consultation with local school council; and
 - 9.7 Other considerations.
10. Instructional Time
 - 10.1 Instructional Time shall be the time in which certificated teachers take responsibility for ensuring that learning activities for students are directed towards achieving outcomes of approved programs of educational studies or individualized approved education plans where there is:
 - 10.1.1 Teacher interaction with students, either face to face or by using information and communication technology for the purpose of teaching, assessing student achievement of outcomes and related educational activities which include tutorials, discussion groups and learning skills centers;
 - 10.1.2 Teacher interaction with students who are engaged in educational self-directed packages, independent study, computer assisted learning or classroom learning;
 - 10.1.3 Teacher supervision of educational presentations for or by students, educational workplace learning and other educational learning activities where a teacher is required to participate;
 - 10.1.4 Teacher attendance at student examinations or student tests; and
 - 10.1.5 Direct teacher-student educational interaction.
 - 10.2 Instructional Time shall not include:
 - 10.2.1 Teacher convention days;
 - 10.2.2 Professional development days;
 - 10.2.3 Parent-teacher interview days;
 - 10.2.4 Teacher planning days;
 - 10.2.5 Staff meetings or teacher meetings;





- 10.2.6 Statutory and school authority declared holidays;
- 10.2.7 Lunch breaks;
- 10.2.8 Transition time or other breaks between classes;
- 10.2.9 Supervised study halls;
- 10.2.10 Time taken for registration of students;
- 10.2.11 Extracurricular activities;
- 10.2.12 Graduation ceremonies or rehearsals;
- 10.2.13 Recesses; and
- 10.2.14 Any days which schools are closed.

11. Hours of Instruction

11.1 Hours of instruction shall be prescribed as follows:

- 11.1.1 ECS: 475 hours
- 11.1.2 Grades 1 through 9: 950 hours
- 11.1.3 Grades 10-12: 1000 hours (500 hours per semester)

12. The Superintendent will provide draft calendars for the upcoming two years to stakeholder groups.

<p>Reference: Education Act 33 Base Instruction Funding Grades 1-12, Section 1.2, Funding Manual ECS Base Instruction Funding, Section 1.1, Funding Manual Date Approved: April 1, 2021</p>	
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References shall be updated as required and do not require additional approval.



Northern Gateway Public Schools Trustee School Tours 2024

February 5

10:00 a.m. -	11:00 a.m.	Mayerthorpe High School
11:00 a.m. -	11:15 a.m.	Travel to Elmer Elson Elementary School
11:15 a.m. -	12:15 a.m.	Elmer Elson Elementary School
12:15 a.m. -	1:15 p.m.	Lunch at Elmer Elson Elementary School
1:15 p.m. -	1:45 p.m.	Travel to Sangudo Community School
1:45 p.m. -	2:45 p.m.	Sangudo Community School

February 6

9:00 a.m. -	10:00 a.m.	Onoway High School
10:00 a.m. -	10:15 a.m.	Travel to Onoway Elementary School
10:15 a.m. -	11:15 a.m.	Onoway Elementary School
11:15 a.m. -	12:15 p.m.	Lunch at Onoway Elementary School
12:15 p.m. -	12:45 p.m.	Travel to Rich Valley School
12:45 p.m. -	1:45 p.m.	Rich Valley School

February 27

9:30 a.m. -	10:30 a.m.	Homeland Colony School
10:30 a.m. -	10:45 a.m.	Travel to Twilight Colony School
10:45 a.m. -	11:45 a.m.	Twilight Colony School
11:45 a.m. -	12:15 p.m.	Travel to Oscar Adolphson Primary School
12:15 p.m. -	1:15 p.m.	Lunch at Oscar Adolphson Primary School
1:15 p.m. -	2:15 p.m.	Oscar Adolphson Primary School



February 28

9:00 a.m. - 10:00 a.m. Hillside High School
10:00 a.m. - 10:15 a.m. Travel to Harry Gray Elementary School
10:15 a.m. - 11:15 p.m. Harry Gray Elementary School
11:15 p.m. - 12:15 p.m. Lunch at Harry Gray Elementary School
12:15 p.m. - 1:15 p.m. Travel to Fox Creek School
1:15 p.m. - 2:15 p.m. Fox Creek School

March 14

9:00 a.m. - 10:00 a.m. Rochfort Bridge Colony School
10:00 a.m. - 11:00 a.m. Travel to Grasmere School
11:00 a.m. - 12:00 a.m. Grasmere School
12:00 a.m. - 1:00 p.m. Lunch at Grasmere School
1:00 p.m. - 1:30 p.m. Travel to Darwell School
1:30 p.m. - 2:30 p.m. Darwell School

March 15

9:30 a.m. - 10:30 a.m. Hilltop High School
10:30 a.m. - 10:45 a.m. Travel to Percy Baxter Middle School
10:45 a.m. - 11:45 a.m. Percy Baxter Middle School
11:45 a.m. - 12:45 p.m. Lunch at Percy Baxter Middle School
12:45 p.m. - 1:00 p.m. Travel to Whitecourt Central Elementary School
1:00 p.m. - 2:00 p.m. Whitecourt Central Elementary School
2:00 p.m. - 2:15 p.m. Travel to Pat Hardy Elementary School



Northern Gateway
Public Schools
2:15 p.m. - 3:15 p.m.

Learning for life. Together.

Pat Hardy Elementary School

DRAFT

Notice of Election

Local Authorities Election Act
(Sections 12, 35, 46, 53)

LOCAL JURISDICTION: The Northern Gateway School Division , PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
School Board Trustee	1	Ward 3, Sub 2

Voting will take place on the 23 day of October , 20 23 , between the hours of 10:00 a.m.
Start Time
 and 8 p.m. . Voting stations will be located at:
Closing Time

Greenview Regional Multiplex
4803 56 Avenue, Valleyview, Alberta
Sunset House Community Hall
70566 Hwy 747, Alberta

In order to vote, your name must appear on the list of electors. If your name does not appear on the list of electors, the person vouching for you must produce identification for inspection. The identification must be one or more of

a Government Photo ID or ID approved by the Chief Electoral Officer
List Acceptable Forms of Identification

as required by section 53 of the *Local Authorities Election Act*.

DATED at the _____ Town _____ of _____ Whitecourt _____ , in the
 Province of Alberta, this 26th day of September , 20 23 .



 Returning Officer

NORTHERN GATEWAY PUBLIC SCHOOLS
Student Enrolment Report - September, 2023

SCHOOL	Gateway Academies	Home Schooling	ECS	1	2	3	4	5	6	Total Elementary (Grades 1-6)	7	8	9	Total Junior High	10	11	12	Total Senior High	Total Students - September 30, 2023	TOTAL FTE - September 30, 2023	Total FTE Difference +/- to Sept 30	Total Students - September 30, 2022	Total FTE - September 30, 2022	September 30, 2021 FTE	September 30, 2020 FTE	September 30, 2019 FTE	September 30, 2018 FTE	September 30, 2017 FTE	September 30, 2016 FTE	September 30, 2015 FTE	September 30, 2014 FTE	September 30, 2013 FTE	September 30, 2012 FTE
Darwell School	0	0	17	19	18	17	24	14	15	107	23	0	0	23	0	0	0	0	147	138.5	-13.5	163	152	155.5	146.5	166	166.5	156.5	160.5	177	160.5	151	152
Elmer Elson Elementary	0	0	42	43	48	42	43	53	38	267	0	0	0	0	0	0	0	0	309	288	13.5	296	274.5	265	260	259	271	264.5	254.5	263	240.5	232	236
Fox Creek School	1	0	23	28	23	16	27	18	24	136	19	24	40	83	25	20	21	66	309	297.5	8	303	289.5	306	315	339.5	324	341	355.5	384	366.5	378	388
Grasmere School	0	0	7	15	16	17	17	19	22	106	14	0	0	14	0	0	0	0	127	123.5	2.5	128	121	130.5	124	140	135	136	141	127	110	114	126.5
Harry Gray Elementary	0	0	0	0	0	0	30	25	37	92	0	0	0	0	0	0	0	0	92	92	-15	107	107	108	96	134	134	151	152	165	157	171	180
Hillside Jr Sr High	11	0	0	0	0	0	0	0	0	0	45	43	50	138	95	68	53	216	365	365	-34	399	399	407	396	449	462	478	500	476	482	475	455
Hilltop High School	83	0	0	0	0	0	0	0	0	0	0	0	156	156	131	124	131	386	625	625	34	591	591	611	588	602	546	498	508	588	600	591	633
Homeland Colony	0	0	0	4	5	0	6	2	6	23	4	4	1	9	0	0	0	0	32	32	1	31	31	32.5	32	32	30	29	26	24	0	0	0
Mayerthorpe Jr Sr	0	0	0	0	0	0	0	0	0	0	49	32	55	136	46	52	45	143	279	279	12	267	267	274	245	280	263	271	264	265	290	293	289
Onoway Elementary	0	0	60	55	47	50	43	59	58	312	54	0	0	54	0	0	0	0	426	396	-7.5	437	403.5	405	411.5	454.5	454	444	433.5	434	439	440	407
Onoway Jr Sr High	14	0	0	0	0	0	0	0	0	0	0	119	119	238	91	91	83	265	517	517	11	506	506	491	514	530	528	522	520	495	529	535	606
Oscar Adolphson Primary	0	0	36	37	34	43	0	0	0	114	0	0	0	0	0	0	0	0	150	132	5.5	145	126.5	125.5	132.5	133.5	146.5	148	158	157.5	159.5	170.5	179
Pat Hardy Primary School	0	0	51	53	68	57	71	62	0	311	0	0	0	0	0	0	0	0	362	336.5	53.5	340	283	284	242.5	261.5	267	280.5	295.5	310.5	314	300	283
Percy Baxter Middle School	0	0	0	0	0	0	0	0	126	126	119	117	0	236	0	0	0	0	362	362	-6	368	368	364	365	382	354	351	344	334	355	356	365
Rich Valley School	0	0	11	19	16	13	11	19	13	91	13	0	0	13	0	0	0	0	115	109.5	-1	119	110.5	110.5	110.5	122.5	124	120	118.5	94	101.5	109.5	92.5
Rochfort Bridge Colony	0	0	0	3	2	3	0	0	4	12	2	3	0	5	0	0	0	0	17	17	1	16	16	13	11.5	10	11	6	4	0	0	0	0
Sangudo Comm. School	0	0	9	11	13	8	17	17	7	73	12	15	12	39	0	0	0	0	121	116.5	12	110	104.5	95.5	78	102.5	105.5	119.5	119.5	112.5	101	128	134.5
Twilight Colony School	0	0	0	10	4	5	2	6	4	31	2	4	0	6	0	0	0	0	37	37	4	33	33	28	25.5	25	22	19	17	17	39	36.5	35.5
Valleyview Ranch Colony	0	0	0	3	3	1	0	0	1	8	0	1	0	1	0	0	0	0	9	9	3	6	6	3	3	3	3	2	2	1.5	6	6	8
Whitecourt Central	0	0	57	47	57	61	56	55	0	276	0	0	0	0	0	0	0	0	333	304.5	-46.5	351	351	326	317	391	393	383	357	345	346	329	320
TOTAL	109	0	313	347	354	333	347	349	355	2085	356	362	433	1151	388	355	333	1076	4734	4577.5	37.5	4716	4540	4535	4413.5	4817	4739.5	4720	4730.5	4770	4796.5	4815.5	4890