



November 3rd, 2023

Northern Gateway Public Schools
P.O. Box 840
4816-49 Ave
Whitecourt, AB
T7S 1N8

Attention: Kevin Bird, Superintendent

Reference: Hillside Jr/Sr High School Legendary England EF Tour Trip

Dear Mr. Bird:

Hillside High has been involved in tour groups for a number of years. Presently, Mrs. Caron, Mrs. Kohlman, and Kevin Gautier are getting ready for their 2024 Conservation Trip in Costa Rica. For our next trip, we would like to travel with students from March 24-April 4th 2025 to England, including London, Windsor, Stonehenge, Stratford-upon-Avon, and Manchester. The company we would travel with would be EF Educational Tours.

We feel there is tremendous educational value to traveling overseas. Such opportunities promote global citizenship, different perspectives, and ideas on future careers. EF Tours also helps students discover the world and experience connection with classic literature, history, and musical history. Please see attachment for a proposed draft of the full itinerary.

I am writing to you today to seek Board Approval as per Administration Procedure 260- for International Travel. Our planning will follow the parameters of Administrative Procedure 260 - CO-Curricular and Extra-Curricular Activities.

If you need further clarification of our plans please feel free to contact me at your earliest convenience.

Thank you for your continued support with this project. We appreciate you taking this forward to the Board of Trustees on our behalf.

Sincerely,

Mandy Patenaude

Principal - Hillside Jr./Sr. High School



Northern Gateway Public Schools

Occasional or Off-Site Activities Approval Form

Key Supervisor: Meghan Caron Date: September 14, 2023

School: Hillside Jr/Sr High School

SECTION A

Grade(s), Class or Team: Grades 10-12				
Title of Activity: <u>Legendary England</u>			Date(s) of Trip: <u>March 24-April 4 (can be tweaked to accommodate break)</u>	
Location of Activity: <u>England</u>		Time of Departure: <u>TDB</u>	Time of Return: <u>TDB</u>	
Description of Activity: <u>Students will tour the highlights of England, including London, Windsor, Stonehenge, Stratford-upon-Avon, and Manchester</u>				
Educational Purpose of Trip: <u>Educational travel develops necessary 21st century skills for communication, , lifelong learners, and responsible citizens. Tours will connect with classic literature, history, and musical history.</u>				
Method of Transportation: School Bus <input checked="" type="checkbox"/> School or Division Van <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Walking <input type="checkbox"/> Other: <u>x (Plane)</u>				
Costs to students: Transportation: \$ _____ Activity costs: \$ _____ Equipment Rental \$ _____ Other: \$ _____ Total: \$ <u>5767</u>				
Supervisor/student ratio: <u>1 : 6</u>		Key Supervisor's Name(s): <u>Meghan Caron (rest TBD dependent on numbers)</u>		
		Supervisor Qualifications: <u>NGPS Teacher</u>		
Description of specialized clothing or equipment required: <u>Comfortable clothing and walking shoes</u>			The Risk Assessment <u>Low Risk as per Appendix 260-1</u>	
Safety Elements/Concerns: <u>Transportation to destination, touring a new city</u> _____ _____				
Has the Lead Teacher previewed the proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Activities planned for students unable to participate in the Field Trip: <u>N/A</u>		

Safety Assessment/ Risk Review

- Is this activity listed as a "Excluded" or "Considerable Risk" Activity as outlined in Administrative Procedure 260? Yes No N/A
- The activity is suitable to the age, developmental level and physical condition of the participants. Yes No N/A
- Participants have been progressively taught and coached to perform the activity properly and to avoid the dangers inherent in the activity. Yes No N/A
- Day book and lesson plans indicate progressive teaching of skills. Yes No N/A
- The equipment for the activity is adequate and suitably arranged. Yes No N/A
- The activity is adequately supervised for the risk involved. Yes No N/A
- The activity is consistent with the standards in Safety Guidelines for Physical Activity in Alberta Schools, (if applicable) and is in compliance with Northern Gateway Schools policy. Yes No N/A

Approval to Proceed With Planning

Principal approval to proceed: M Patenaude Date: Nov 3/23

Superintendent approval to proceed: _____ Date: _____

Superintendent Approval: (Only for trips requiring overnight or out of province travel, or special circumstances)

Student Safety and Risk Mitigation Checklist

SECTION B

Upon completion of Section B, please return this form to the Principal along with an attached itinerary.

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| • Transportation organized and confirmed | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Driver(s) Name(s): | | | |
| 1. Volunteer Driver(s) Approved, form 418-2 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2. If Private Vehicles, parental consent form 418-1 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Itinerary (Information Package) established and sent home | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Lodging booked | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Medical facilities established | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Emergency numbers secured | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Costs established and collected | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Appropriaate insurances in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Equipment list established | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • First aid kit | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Special provisions made for considerable risk activities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 1. Teacher credentialing and/or experience provided as required as per Section 31 Administrative Procedure 260 for outdoor pursuits OR considerable risk activities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Field trip participant list created: | | | |
| Student list | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Supervisor list | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| • Telephone number list created | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

Note: A negative determination in any section of this planning guide is grounds for cancellation or postponement of the activity.

Principal Acknowledgement

I acknowledge that I have read the above, and through discussion with the Key Supervisor, indicate that, in my opinion, appropriate steps have been taken to ensure the safety of all students involved in this field trip.

Principal's Signature: M. Patwardhi Date: Nov 3/23

* all of the above will be addressed once trip is confirmed and handed in.

**BORROWING BY-LAW
MUNICIPALITIES AND SCHOOL BOARDS**

BY-LAW NO. 2-23

WHEREAS the BOARD OF TRUSTEES of the NORTHERN GATEWAY SCHOOL DIVISION (the "Corporation") deems it necessary to borrow the sum of TWO MILLION dollars (\$ 2,000,000.00) to meet current expenditures of the Corporation for the year.

BE IT THEREFORE ENACTED as a By-Law of the Corporation as follows:

1. The SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized to borrow on behalf of the Corporation from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time TWO MILLION dollars (\$2,000,000.00) to meet current expenditures of the Corporation for the year 2024.

2. The SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank from time to time a promissory note or notes Sealed with the corporate Seal for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

3. The SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements under the Seal of the Corporation providing for payment to the Bank of all amounts required to be paid by the Bank pursuant to each promissory note of the Corporation guaranteed by the Bank with interest at such rate as the Bank may from time to time determine and of a guarantee fee in respect of each such promissory note at such rate as the Bank may from time to time determine.

4. The SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

5. All sums borrowed from the Bank shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and the SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements under the Seal of the Corporation charging the said revenues of the Corporation with repayment of all sums borrowed from the Bank and interest thereon.

6. The SUPERINTENDENT AND SECRETARY-TREASURER is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

CERTIFICATE

I/we hereby certify that the foregoing is a true copy of By-Law No. 2-23 of the Corporation of the NORTHERN GATEWAY SCHOOL DIVISION of THE TOWN OF WHITCOURT, in the PROVINCE OF ALBERTA duly passed at a meeting of the Board of Trustees of the said Corporation duly held on the 19TH day of DECEMBER, 2023, and that the said By-Law is under the Seal of the said Corporation and signed by its proper officers as required by law and that the said By-Law is in full force and effect.

DATED this 19TH day of DECEMBER, 2023.

By: _____
Tamara Spong
SECRETARY- TREASURER

By: _____
Kevin Bird
SUPERINTENDENT

**SECURITY AGREEMENT
MUNICIPALITIES AND SCHOOL BOARDS**

TO: THE BANK OF NOVA SCOTIA, (the "Bank")

WHEREAS by a By-law or Resolution passed by the School Board of Trustees of Northern Gateway School Division (the "Corporation"), on the 19th day of December, 2023, authority was given to the Superintendent and Secretary-Treasurer of the Corporation to borrow from the Bank the sum or sums therein mentioned, and this Agreement was authorized; and

WHEREAS the Corporation desires to borrow the said sum or sums from the Bank.

NOW IT IS HEREBY AGREED by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said By-law or Resolution created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

IN WITNESS WHEREOF, the Corporation has caused its corporate seal to be hereunto affixed under the hands of its proper officers as required by law this 19th day of December, 2023.

WITNESS:)
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_____)
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)

By: _____
Tamara Spong
Secretary-Treasurer

Kevin Bird
Superintendent

Superintendent's Report

Administrative changes

Effective in the new year, Kelly Muir will be the principal at Darwell School, Trish Muir is no longer acting but is the “regular” principal at Grasmere School, and we welcome Rod Peterson who will be the acting principal at Rich Valley School.

Requested permission for funds outside of prescribed limit

Due to how school divisions are funded using a weighted moving average and the unexpected growth across some of our regions our budget is very tight and we have limited flexibility to help schools who may have unexpected needs. We have requested to be able to access our reserve funds over and above the government prescribed limit to aid schools who are seeing enrollment and need levels increase. These funds will eventually be returned to the Division when the weighted moving average catches up. Our initial request received a favourable review and we've been asked to provide some further information before a decision is rendered. Last year we saw a sizeable number of students join the Division between February and May including significant students with exceptional needs. Access to our resources would allow for relief in a few current situations while ensuring we can maintain a high level of support for any new arriving students.

Valleyview School Project

Last week we received a letter from the Ministry of Infrastructure confirming next steps in the planning process and seeking confirmation of key design elements based on staff, student and community input. We are looking forward to having a draft design for discussion early in the New Year.

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting in Non-election Years (August/September)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set School Tour Schedule
- Review PSBAA AGM Agenda
- Host Annual Employee Appreciation Evening (September or October)
- Review Year-end Suspension Report
- [ASBA Awards Deadline](#)

OCTOBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review Annual School Council Reports (Policy 2, Section 2.7)
- Review ASBA Proposed Position Statements
- Host Annual Employee Appreciation Evening (September or October)
- [ASBA Long Service Awards Deadline](#)

NOVEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Conduct School Results Review (November/December)
- Review Alberta Education Assurance Report
- Review School Operational Viability Report (Policy 15)
- Approve Audited Financial Statements (Policy 2, Section 4.7)
- Receive the Annual Community Engagement Plan

DECEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct School Results Review (November/December)
- Conduct Committee of the Whole Meeting (following Results Review)
- Identify Goals for Advocacy Plan



JANUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

FEBRUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct First Finance Committee Meeting
- Receive the Advocacy Plan
- Contribute to the Three-Year Educational Planning Process
- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)

MARCH

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting (following school tours)
- Approve Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- [ASBA Edwin Parr and PSBAA Awards Deadline](#)

APRIL

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Approve School Calendar (Policy 2, Section 5)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.10)

MAY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony
- Set Board Workshop Dates

JUNE

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Receive the Superintendent's Annual Review of the SLQS
- Conduct Committee of the Whole Meeting
- [ASBA Awards Deadline](#)



TERM WORK PLAN

DECEMBER – Year 3

- Review and Confirm Ward Boundaries (Policy 19, Section 4)

AWARDS DEADLINES

Alberta School Boards Association (ASBA)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

Public School Boards' Association of Alberta

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

Reference:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action