

## Superintendent's Report

### Start of the Year (SLQS 1,7)

School start-up has gone smoothly, supported by all departments. Our transportation contractor was able to provide drivers for every route from day one. The number of enrolled students is within the predicted range but still fluctuating as records are updated to reflect families who have moved and new families arriving. Most staff are in place, with some hiring of EAs still to occur based on student needs. While we have maintained relatively reasonable class sizes, a few challenges exist due to new arrivals, which are being addressed through increased staffing.

### Administration Meeting (SLQS 1,3,4,5)

August 25, 2025

1. Pillars & Non-Negotiables
2. Labour
3. Introductions
4. Reports
5. Administrative Procedures
6. Documentation and Senior Admin Notification
7. QLE History and Framework
8. Anchor Meeting & Navigation Meeting
9. 2025-26 Non-Negotiable Teaching & Leading Expectations Memo
10. 2025-26 NGPS Assessment & Data Memo
11. Curriculum
12. Beginning Teachers and New Teachers to The Division
13. First Nations, Metis, Inuit Advocate Meeting
14. NGPS Wellness
15. Learning Supports
16. Supervision and Evaluation
17. COMPASS Group
18. Administration Supports

### Board Workflow and School Visits (SLQS 7)

Trustee School Visits provide Trustees with the chance to see the day-to-day operations of a school and for schools to showcase aspects of their work with students. School visits are just one of many ways that Trustees prepare themselves for decision-making by becoming familiar with the Division and its operations.

The school visit schedule is included in the Board workflow to be presented in September, allowing ample time to organize these days. However, during an election year, it is more practical to create a schedule after the Board is formed, so the Community Engagement Committee can identify times that are likely to work based on Trustees' schedules.



## **Ministerial Order and Literacy Materials (SLQS 6,7)**

Near the end of the previous school year, the Minister of Education released an Order related to books in libraries including some standards to apply. Early in September, the Minister replaced that Order with another titled [Standards for the Selection, Availability and Access of School Literacy Materials](#). The new Order has an overall implementation date of January, 2026. The contents of the new Order include:

- a) No materials which contain explicit visual depictions of sex acts except for non-fiction (non-narrative) materials for the purpose of reference.
- b) A regular review of school literacy materials.
- c) Parent access to classroom collection information.
- d) Having Division processes in place if a book is a concern for a student, staff member, parent, or community members.

School Divisions must also provide a list of any materials they are removing from libraries based on the above-mentioned criteria to the Minister by October 31, 2025.

We already have all of the required processes in place in the Division, and we have made changes to AP 295 to reflect the alterations in concerning content contained in the Ministerial Order. At this time, we don't have any books that would need to be removed and reported on.

## **Fairness and Safety in Sport Act and Regulation (SLQS 6,7)**

[The Fairness and Safety in Sport Act and Regulation](#) require that confirmation of eligibility for participation in female sport be completed by a student or, if the student is a minor, by their parent. Because there is a provincial body, we were waiting to make final changes until the provincial picture was clear before proceeding with this aspect of the regulations. The requirements are now reflected in AP 262 and Form 262-A.

## **Valleyview New School Sign (SLQS 1,6,7)**

The Alberta sign for the new school will be going up in the next couple of weeks.

## **Administrative Procedures (SLQS 1,6,7)**

AP 262  
Form 262-A  
AP 295

## Administrative Procedure 262

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### EXTRACURRICULAR ATHLETICS

#### Background

The Division believes in and encourages inter-school sports programs which provide educational experiences that help students grow physically, mentally, emotionally, socially and morally.

#### Definition

Extracurricular athletics are sports and other athletic activities that students participate in outside of their regular academic curriculum, not for academic credit.

#### Procedures

1. A fee may be charged to students to defray the costs of participation in extra-curricular athletics programs. Financial support may also be achieved through school fundraising projects.
  - 1.1. If fees are charged, a statement of accounts shall be kept in accordance with *Administrative Procedure 538 – School Generated Funds* and is subject to periodic review and audit.
  - 1.2. No profit or benefit shall be realized by a school or the Division as a result of extracurricular fees being charged.
2. Extracurricular athletics programs shall be conducted in an environment of fairness, good sportsmanship, and safety.
  - 2.1. Principals shall ensure proper supervision for all extracurricular activities.
  - 2.2. Every effort is to be made to minimize the loss of instructional time for coaches and athletes.
3. Extracurricular athletics programs are to provide for maximum opportunities for both males and females to participate in a variety of activities (individual, dual, team).
  - 3.1. Female-only non-recreational competitions must have an eligibility requirement of female sex at birth.
    - 3.1.1. In keeping with legislation, confirmation in writing using Form 262-A must be obtained from a student or, in the case of the student being a minor, from a parent that the student meets the eligibility requirement for participation in a female-only league.

- 3.2. Mixed gender or mixed sex competitions may occur when numbers warrant.
4. Extracurricular athletics programs are to be organized and directed by coaches who stress educational objectives, fairness, safety, active participation by all participants, and competence in the sport with an emphasis on enjoyment.
5. All extracurricular athletics programs at a school are subject to the approval of the Principal.
6. Staff involved with extracurricular athletics programs are to be familiar with the contents of the document SPHERES - School Physical Activity, Health, and Education Resource for Safety and follow the recommended safety practices as is reasonable in the circumstances.
7. All coaches shall emphasize safety of the athletes and not allow students to be put in competitive situations where their physical health is in danger.
  - 7.1. Coaches are to be knowledgeable about any physical problems regarding students under their direction as well as have access to each student's home phone number and emergency contact information.
  - 7.2. Parents have the responsibility of informing the school of any relevant physical or medical problems.
8. Coaches must remember they are role models for all students under their charge and for this reason are to model a high degree of sportsmanship, fairness, consistency, and self-control to their own students, students and coaches on other teams, and officials.
  - 8.1. The self-esteem of each athlete must be respected.
  - 8.2. Parental communication must be evident.
9. At extracurricular athletic events students will behave in a manner that reflects positively on their school.
10. Early in the sports season, the parents will be offered the opportunity to be informed of the coach's procedures and expectations in regard to the students and their parents. Early in the season, the coach shall provide a copy of the provisional game schedule to the parents.
11. Student travel to athletic events is subject to Administrative Procedures 800, 814 and 818.
12. The Principal may approve a coach who is not a member of the school's staff.
  - 12.1. The Principal (or designate) must provide guidance and direction to this coach in regard to all rules and procedures pertaining to extracurricular athletics.

12.1.1. If a person, other than a school staff member, coaches a school team, the Principal will assign a teacher to the coach for the purpose of coordinating and managing the team's activities.

12.1.2. The teacher liaison must be present for Zone and Provincial Competitions.

13. Student members of school teams must travel to all away games as directed by the Principal.

<p>Reference:</p> <ul style="list-style-type: none"> <li>• Sections 1, 6, 11, 31, 32, 33, 52, 53, 196, 197, 204, 222 Education Act</li> <li>• Access to Information Act</li> <li>• Fairness and Safety in Sport Act</li> <li>• Protection of Privacy Act</li> <li>• Vital Statistics Act</li> <li>• Fairness and Safety in Sport Regulation</li> <li>• School Fees Regulation</li> <li>• Guide to Education ECS to Grade 12</li> <li>• Physical Education Safety Guidelines</li> <li>• Safety Guidelines for Physical Activity in Alberta Schools</li> <li>• Safety Guidelines for Secondary Inter-School Athletics in Alberta</li> </ul>	<p style="text-align: right;">Date Approved: July 2025</p> <p style="text-align: right;">:</p>
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## Administrative Procedure 262 – Appendix A

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### EXTRACURRICULAR ATHLETICS

<<Insert School Letterhead>>

<<Date>>

Re: Written Confirmation of Eligibility – [Fairness and Safety in Sport Act](#)

Dear Parent,

Your student has shown interest in participating in a female-only interschool athletic competition, such as Volleyball, Basketball, or another sport provided through Northern Gateway School Division. In accordance with the Alberta Fairness and Safety in Sport Act, athletes aged 12 or older who wish to compete in female-only provincial sports must submit a signed Form 262-A confirming that the student was assigned female at birth before participating.

To confirm eligibility, please complete Form 262-A. This information is collected in accordance with applicable legislation solely to verify eligibility for participation in female-only athletic events and remains confidential.

Please contact us if you have any questions.

Sincerely,

<<School Administration>>

## Administrative Procedure 262 – Form 262-A

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### Eligibility Confirmation Form

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

In accordance with the Alberta Fairness and Safety in Sport Act, I confirm that my student was assigned female at birth and is therefore eligible to participate in female-only athletic competitions under the guidelines of Northern Gateway Public Schools Administrative Procedure 262.

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Students 18 years old and older may sign for themselves.

## Administrative Procedure 295

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### SCHOOL LIBRARY MATERIALS: SELECTION, ACCESS, AND REVIEW

#### Background

Northern Gateway Public Schools is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment, including:

- access to high-quality, age-appropriate, and inclusive library materials that are essential to student learning, literacy development, and lifelong engagement, and in alignment with Alberta Education’s 2025 Ministerial Order [Standards for the Selection, Availability and Access of School Library Materials](#),
- ensuring that all school library resources support student well-being, development, and curricular outcomes while protecting students from exposure to inappropriate content,
- ensuring that standards for selecting and managing school library materials across all NGPS schools, including print and digital resources, meets the Ministry of Education standards,
- ensuring transparent processes for catalog publication, community review, and student access, ensuring that collections reflect both educational merit and the values of the NGPS learning community.

#### Definitions

Library Materials: All physical and digital resources catalogued and stored in a dedicated space in a school including: school’s learning commons, library, or reading collections, including books, e-books, periodicals, audiobooks, and digital databases.

Explicit Visual Sexual Content: Any visual depiction or description of sexual acts, as defined in Alberta’s school library standards. These materials are prohibited from all NGPS school libraries.

~~Non-Explicit Sexual Content: Mild sexual references or themes that do not include explicit acts. These materials may only be available to students in Grades 10–12, if deemed age-appropriate.~~

~~School Community Member: Any individual with an established relationship to the school, including students, parents/guardians, employees, volunteers, and members of school councils.~~



## Procedures

### 1. Selection of Library Materials

1.1 Library materials must be selected to support Alberta curriculum, NGPS educational goals, and student learning needs.

1.2 All materials must:

1.2.1 Be developmentally appropriate for the grade levels they serve;

1.2.2 Be free of **visual explicit sexual content unless the content is non-narrative for reference purposes;**

1.2.3 Reflect diverse perspectives, identities, and experiences in a respectful and age-appropriate manner;

1.2.4 Uphold high standards of literary, informational, or artistic merit; and

1.2.5 Support critical thinking, empathy, and intellectual engagement.

~~1.3. Materials containing non-explicit sexual content may only be included in Grades 10–12 collections and must be clearly identified and reviewed for developmental appropriateness.~~

1.4 Digital resources (e.g., e-books, online databases) are subject to the same selection standards as print materials.

### 2. Transparency and Access

2.1 Each NGPS school shall maintain and publicly post a complete catalogue of all library materials, updated at least annually.

2.2 Catalogues must be:

2.2.1 Publicly available;

2.2.2 Inclusive of both print and digital holdings; and

2.2.3 Updated following any material additions, removals, or significant changes.

**2.3 Classroom collections of books must be available for parents to review, or a list of classroom collection books must be provided to parents.**

### ~~3. Supervision and Student Access~~

~~3.1. Students must access library collections under the supervision of a staff member (e.g. teacher, teacher-librarian, EA, or administrator);~~

~~3.2. Schools shall implement procedures to:~~

~~3.2.1 Restrict elementary and junior high students from accessing high school only materials;~~

~~3.2.3 Clearly label or shelve restricted materials separately where applicable;~~

~~3.3 Classrooms, unless set aside and equipped as per the Ministry definition, are not designated library spaces. Teachers are responsible for ensuring that materials in their classroom meet the required standards.~~

#### 4. Monitoring and Review

- 4.1. Each school shall conduct a review at least annually of its library collection to ensure ongoing compliance with selection standards and to identify materials for removal or update.
- 4.2. Schools will ensure that staff responsible for library services receive training on the selection standards, supervision expectations, and review procedures outlined in this AP.
- 4.3. The Division will support principals and library staff in applying consistent practices across all NGPS schools.

Reference: Administrative Procedure 205:  
Sensitive/Controversial Issues and  
Resources  
Administrative Procedure 176:  
Sexual Orientation, Gender Identity  
and Gender Expression  
Administrative Procedure 640:  
Responsible Use of Technology  
Ministerial Order 030/2025:  
Alberta School Library Standards

Date Approved: April 1, 2021  
Reviewed or Revised: Executive, September, 2025

DRAFT

Northern Gateway Public Schools  
Trustee School Visits 202X

**Day 1**

9:00 a.m.	-	9:45 a.m.	Percy Baxter Middle School
9:45 a.m.	-	9:55 a.m.	Travel to Whitecourt Central Elementary School
9:55 a.m.	-	10:40 a.m.	Whitecourt Elementary School
10:40 a.m.	-	10:50 a.m.	Travel to Pat Hardy Elementary School
10:50 a.m.	-	11:35 a.m.	Pat Hardy Elementary School
11:35 a.m.	-	11:45 p.m.	Travel to Hilltop High School
11:45 p.m.	-	12:30 p.m.	Hilltop High School
12:30 p.m.	-	1:00 p.m.	Lunch at Hilltop High School
1:00 p.m.	-	1:10 p.m.	Travel to Hilltop Gateway Academy
1:10 p.m.	-	1:30 p.m.	Hilltop Gateway Academy

**Day 2**

9:00 a.m.	-	9:45 a.m.	Onoway Elementary School
9:45 a.m.	-	9:55 a.m.	*Travel to Onoway Gateway Academy
9:55 a.m.	-	10:15 a.m.	*Onoway Gateway Academy
10:15 a.m.	-	10:25 am	*Travel to Onoway High School
10:25 a.m.	-	11:05 a.m.	*Onoway High School
11:05 p.m.	-	11:30 p.m.	Travel to Rich Valley School
11:30 p.m.	-	12:15 p.m.	Rich Valley School
12:15 p.m.	-	12:45 p.m.	Lunch at Rich Valley School
12:45 p.m.	-	1:15 p.m.	Travel to Grasmere School
1:15 p.m.	-	2:00 p.m.	Grasmere School
2:00 p.m.	-	2:25 p.m.	Travel to Darwell School
2:25 p.m.	-	3:10 p.m.	Darwell School

## DRAFT

### Day 3

9:00 a.m.	-	9:30 a.m.	Rochfort Bridge Colony School
9:30 a.m.	-	9:55 a.m.	Travel to Sangudo Community School
9:55 a.m.	-	10:40 a.m.	Sangudo Community School
10:40 a.m.	-	11:00 a.m.	Travel to Elmer Elson Elementary
11:00 a.m.	-	11:45 a.m.	Elmer Elson Elementary
11:45 a.m.	-	11:50 a.m.	Travel to Mayerthorpe High School
11:50 a.m.	-	12:20 p.m.	Lunch at Mayerthorpe High School
12:20 p.m.	-	1:05 p.m.	Mayerthorpe High School

### Day 4

9:00 a.m.	-	9:45 a.m.	Fox Creek School
9:45 a.m.	-	10:05 a.m.	Fox Creek Gateway Academy
10:05 a.m.	-	11:15 a.m.	Travel to Valleyview Ranches Colony
11:15 a.m.	-	11:45 a.m.	Valleyview Ranches Colony School
11:45 a.m.	-	12:20 p.m.	Travel to Harry Gray Elementary School
12:20 p.m.	-	12:50 p.m.	Lunch at Harry Gray Elementary School
12:50 p.m.	-	1:35 p.m.	Harry Gray Elementary School
1:35 p.m.	-	1:40 p.m.	Travel to Oscar Adolphson Primary
1:40 p.m.	-	2:25 p.m.	Oscar Adolphson Primary

### Day 5

9:00 a.m.	-	9:30 a.m.	Twilight Colony School
9:30 a.m.	-	9:45 a.m.	Travel to Homeland Colony School
9:45 a.m.	-	10:15 a.m.	Homeland Colony School
10:15 a.m.	-	11:00 a.m.	Travel to Hillside High School
11:00 a.m.	-	11:45 a.m.	Hillside High School
11:45 a.m.	-	12:05 p.m.	Hillside Gateway Academy
12:05 p.m.	-	12:35 p.m.	Lunch at Hillside High School

## Board Policy 2 – Appendix A

# Board Annual and Term Work Plans

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## **ANNUAL WORK PLAN**

### **SEPTEMBER to JUNE**

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports (Policy 2, Section 4.6)

### **SEPTEMBER**

- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (in Non-election Years)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set the School Visits Schedule
- Review the PSBAA Fall AGM Agenda
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)
- Review the Year-end Suspension Report
- [ASBA Long Service Awards Deadline September 16, 2025](#)

### **OCTOBER**

- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review the Annual School Council Reports (Policy 2, Section 2.7)
- Review the ASBA Proposed Position Statements (non-election years)
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)

### **NOVEMBER**

- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Approve the Audited Financial Statements (Policy 2, Section 4.7)
- Identify Goals for the Advocacy Plan (Policy 2, Section 8.2)
- Conduct the School Results Review (November/December)
- Review and accept the School Operational Viability Report (Policy 15)
- Review the Annual Community Engagement Strategies (Policy 8, Section 4.2)

### **DECEMBER**

- Approve the Borrowing By-law
- Approve the Advocacy Plan (Policy 2, Section 8.3)
- Conduct the School Results Review (November/December)
- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (Following the School Results Review)

## **JANUARY**

- Review the Draft School Calendars (Policy 2, Section 9.5)
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

## **FEBRUARY**

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Approve the School Calendar (Policy 2, Section 9.5)
- Identify Possible Position Statements for ASBA Fall General Meeting (non-election years)
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct the First Finance Committee Meeting
- Contribute to the Three-Year Educational Planning Process (Policy 2, Section 1.3, 1.4)
- [ASBA Friends of Education Award Discussion](#)

## **MARCH**

- Approve the Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- Conduct a Governance, Strategy and Development (GSD) Committee Meeting
- [ASBA Edwin Parr Teacher Award](#)
- [PSBAA Awards Deadlines](#)

## **APRIL**

- Review the Draft Three-Year Education Plan (Policy 2, Section 1.4)
- [ASBA Lieutenant Governor of Alberta Student Award](#)

## **MAY**

- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget
- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Set Board Regular/Organizational Meeting Dates, Results Review Dates, and Workshop Dates
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony

## **JUNE**

- Receive the Superintendent's Annual Review of the SLQS
- Conduct a Governance, Strategy and Development (GSD) Meeting
- [ASBA Awards Discussion](#)

## **TERM WORK PLAN**

### **DECEMBER – Year 3**

- Review and Confirm Ward Boundaries  
Policy 19, Section 4: The Board shall pass a by-law to reaffirm ward and subdivision boundaries, or if necessary, adjust boundaries, within the first three years of a term of office.

## **AWARDS DEADLINES (2025)**

### Alberta School Boards Association (ASBA)

February 5	Honouring Spirit: Indigenous Student Awards
March 18	Edwin Parr Teacher Award
March 18	Friends of Education Award
April 14	ASBA Lieutenant Governor of Alberta Student Award
September 16	Community Engagement Award
September 16	Distinguished Service Award
September 16	School Board Innovation and Excellence Award
September 16	Long Service Awards

### Public School Boards' Association of Alberta (PSBAA)

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

References:	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