

NESD Regular Board Meeting

DATE: Tuesday, September 19, 2023

TIME: 1:30 pm

LOCATION: NESD Office, 402 Main Street, Melfort, SK

1 CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF AGENDA

- Proposed Motion: That the agenda be adopted (as presented) or (as amended).

5. ADOPTION OF MINUTES:

- That the minutes of the [June 20, 2023 Regular Board Meeting](#) be adopted as presented/amended.

6. DELEGATIONS & SPECIAL PRESENTATIONS -

7. CONSENSUS AGENDA ITEMS

- Proposed motion: That the Board moved that the following consent items be approved as presented and that the Board receive the following items as information:
 - Correspondence.

8. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. [Carrot River Valley School](#)

B. Monitoring and Reporting Items

1. [Financial Reports for the nine months ending May 31, 2023](#)
2. [2022-2023 Transportation Report](#)
3. [Balanced Scorecard Report](#)
4. [Small School Update, Highschool Programming](#)

C. Board of Education Strategic Direction Items

1. [2023 Strategic Plan](#)
2. [Board Policy 101 - Foundations and Directions](#)
3. [SSBA Advisory Policy WAG and BP 108](#)

10. INFORMATION ITEMS

1. Administrative Procedures
 1. NONE

11. CORRESPONDENCE

- [2023 08 31 - DoE designation letter](#)

- [Budget 23-24 Approval from the MoE](#)
- [Provincial Auditor - letter to Board chair](#)

12. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- [2023-2024 SSBA](#)

13. READINGS

14. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

15. IN-CAMERA SESSION

16. ADJOURNMENT

17. TEN-MINUTE RECESS AND MEDIA INTERVIEWS (if necessary)

18. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
Tuesday, June 20, 2023**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, June 20, at 1:30pm at the Carrot River Junior and Senior High School in Carrot River, SK.

TRUSTEES:

Kathrene Bank
Kevin Graham – Chair
Sherri Hanson
Dustin Kelsey
Lori Kidney
Ted Kwiatkowski
Marla Walton

NESD ADMINISTRATION:

Director of Education: Stacy Lair
Supt. of Business Admin.: Wanda McLeod

ABSENT: Tyson Waldner

CALL TO ORDER at 1:50 pm.

LAND ACKNOWLEDGMENT

M. Walton provided the land acknowledgement:

"I acknowledge that today we meet on the homeland of the Métis and on Treaty 6 territory.

This land, I call home, is an indigenous space and I as a newcomer recognize that I, my family, community, and school division benefit from this land, from the plant world and animal world that nurtured First Nations people for thousands of years before me.

I strive to recognize my responsibility in reconciliation as a leader in my division, community, and family roles. I also acknowledge that all of the benefits from this land have come at a cost to First Nation and Metis people."

REMINDER: June 21 is National Indigenous Day

DECLARATION of Conflict of Interest

There was no conflict of interest declared.

ADOPTION OF AGENDA

2023-06-54 M. Walton moved that the agenda be adopted as presented. CARRIED

MINUTES

2023-06-55 L. Kidney moved that the minutes of [May 30, 2023 Regular Board Meeting](#) be adopted as presented. CARRIED

DELEGATIONS and SPECIAL PRESENTATIONS:

- NONE

CONSENSUS ITEMS

- 2023-06-56 S. Hanson requested that Administrative Procedure 801: Transportation Services (Amended) be removed from the consent items. *CARRIED*
- 2023-06-57 T. Kwiatkowski moved that the Board approve the following consent item as presented and that the Board receive the following items as information: *CARRIED*
- Administrative Procedure 709: Tangible Capital Assets (Amended).
- 2023-06-58 D. Kelsey moved that Administrative Procedure 801: Transportation Services (Amended) be received and approved by the Board as information. *CARRIED*

NEW BUSINESS

- 2023-06-59 M. Walton moved that the Board of Education supports the recommendation by Administration to amend the contract of an employee to remove duties of principal as of June 30, 2023. *CARRIED*
- 2023-06-60 T. Kwiatkowski moved that the Board approve the school attendance boundaries for the North East School Division No. 200 be changed as outlined in the *2023-24 Arborfield Boundary Change Report*. *CARRIED*

MONITORING AND REPORTING ITEMS

- 2023-06-61 K. Bank moved that the NESD Board of Education accepts the June 2023 Human Resources Report. *CARRIED*
- 2023-06-62 D. Kelsey moved that the Board of Education of the North East School Division approves the 2023-24 Budget as presented, including minor changes made after Ministry of Education's review and approval. *CARRIED*
- 2023-06-63 M. Walton moved that the Board move to in-camera at 3:15 pm. *CARRIED*
- 2023-06-64 M. Walton moved that the Board move out of camera at 4:05 pm. *CARRIED*
- 2023-06-65 M. Walton moved that the Board has found the performance of the Director of Education to be acceptable for the 2022-2023 school year. *CARRIED*
- 2023-06-66 D. Kelsey moved that the Board approves the secure destruction of the following: 125 boxes; 6 envelopes; and 1 binder of paper format records that are eligible for destruction as per SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012): *CARRIED*

Accounting and Finance (53 Boxes and 6 Envelopes)

- 1991-2006 Cleared Cheques
- 2013-2015 Accounts Payable
- 1990-2001 Receipt and Deposit Books
- 2017-2020 Tenders and Request for Proposals

Student Records (10 boxes)

- 1990-1997 Diversity Education Teacher (DET) files and assessment documents
- 1994-1996 Reports – Educational Psychologists.; Counsellors; Speech Language Pathologists

Student Records - Cumulative Records (56 boxes)

- 1971-1997 Student Cumulative Folders for students now over 25 years of age
- 2021-2022 Copy of attendance records – originals archived
- 1979-1989 non-permanent marks
- 2008-2012 Student lists
- 1989-1996 Registration forms

Administration (3 Boxes)

- 2010-2011 Bus driver checklists for routes
- 2000-2005 Teacher locally developed and modified course

Board (3 Boxes and 1 Binder)

- 1997-2001 Tiger Lily School Division Board Packages
- 1997-1997 Hudson Bay School Division Poll Binder – voter declarations
- 1949-1987 Hudson Bay School Division Meeting of Electors packages and receipt books 1967-1975
- Sask School Trustees Association – newsletters and minutes

L. Kidney left the meeting at 4:30 pm.

STRATEGIC DIRECTION ITEMS

2023-06-67 K. Bank moved that the motion regarding the approval of the 2023-2026 Strategic Plan be tabled until the September 19, 2023 Regular Board Meeting. *CARRIED*

ADJOURNMENT

2023-06-68 T. Kwiatkowski moved that the Board Meeting adjourn at 5:00 pm. *CARRIED*

NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: September 19, 2023

Topic: Financial Report for the Nine Months Ending May 31, 2022

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Audit Committee	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

The North East School Division Board is provided with quarterly financial reports from Administration.

CURRENT STATUS

Please find attached the following for the nine months ending May 31, 2023:

1. Memo for the Nine Months ending May 31, 2023
2. Statement of Operations
3. Statement of Cash Requirements
4. Accumulated Surplus Activity Statement
5. Statement of Tangible Capital Asset Purchases

Please contact Wanda McLeod, Superintendent of Business Administration, with any specific questions prior to the Board meeting. Answers will be provided during the meeting.

RECOMMENDATION

Proposed motion:

That the Board accept the financial report for the nine months ending May 31, 2023.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	September 12, 2023	<ul style="list-style-type: none"> • Memo for Quarter End • Statement of Operations • Statement of Cash Requirements • Accumulated Surplus Activity Statement • Statement of Tangible Capital Asset Purchases



North East School Division

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TO: Board of the North East School Division

FROM: Wanda McLeod, CPA, CA
Donna Eberle, CPA, CA

DATE: August 9, 2023

RE: Financial Report for Nine Months Ending May 31, 2023

May 31, 2023 marks the end of the third quarter. At May 31, we would expect the actual ten month expenses (school based lines) to be reporting at 90% of budget and the twelve month expenses (central office lines) to be reporting at 75% of budget.

Below is an executive summary of information for the first, second and third quarters of 2022-23 as well as comparisons to the same period for 2021-22. It is important that this document be used in conjunction with the Statement of Operations, Statement of Cash Requirements and Statement of Accumulated Surplus.

STATEMENT OF OPERATIONS

Revenues

Grants

The provincial grants totaled approximately \$55.6 million at quarter end. This amount includes the operating and other Ministry of Education grants. The overall impact of the December operating grant (that takes into account the September 30, 2022 actual school enrolments) resulted in approximately \$588,000 additional funding. The total increase in funding amount takes into account the grant calculation for the federally funded students and the students who are enrolled in the Adult Basic Education program at Cumberland College. In the first quarter of 2022-23, the school division also received a one-time operating grant of \$672,400 from the Ministry of Education to assist with inflationary pressures such as rising fuel and insurance costs. This grant was anticipated at budget time and therefore included in the budget figures.

Preventative Maintenance and Renewal (PMR) funding will be under budget at year-end by approximately \$200,000, as the Ministry announced a payment in the amount of \$1,700,580 on provincial budget day in March 2023, compared to the approximately \$1.9 million that was budgeted. The PMR funding will be received in the fourth quarter, which is consistent with the prior year.

For 2022-23, there is a provincial capital grant of \$10.7 million included in the budget for the construction of the new kindergarten to grade twelve school in Carrot River. During the three quarters of 2022-23, \$12.3 million was received in capital funding. The actual capital grants will be more than budget because more work will be completed during 2022-23 than expected. In addition, approximately \$1.6 million of the capital funding relates to work that was completed during the 2021-22 fiscal year. In the first three quarters of 2021-22, no capital funding was received.

Tuition and Related Fees

The tuition and related fee revenues will be under budget. The actual tuition revenue calculations for federally funded students are based on the actual enrolments at three points in time during the school year. Overall, there were less federally funded students enrolled at the North East School Division during the 2022-23 school year compared to budget. All three billings have been completed by the end of the third quarter. As a result, in 2022-23, the tuition and related fees will be approximately \$146,000 less than budget.

In 2021-22, there were less federally funded students enrolled at the North East School Division compared to the budget which resulted in an under budget amount of approximately \$40,000. The final billing in 2021-22 was not issued until June 2022.

School Generated Funds

School generated funds are currently at 105% of the budgeted amount (compared to 71% of the budget in prior year). The schools determine the budgets and are fundraising and doing more activities than anticipated at budget time. In 2021-22, there were less extra-curricular activities at the schools due to COVID-19 restrictions.

Complementary Services

Complementary service revenues are currently at 92% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs, grants for the outreach programs and mental health funding.

External Services

External services revenue is currently over the budgeted amount. External services are comprised of cafeteria sales and grant funding for the Invitational Shared Services Initiative (ISSI) and the Tisdale Early Years and Family Resource Centre. The North East School Division is the accountable partner for the Early Years Family Resource Centre and was provided a grant of \$215,000 by the provincial government, which had not been anticipated at budget time.

Cafeteria sales for both LP Miller and MUCC are slightly higher for the first three quarters of 2022-23 compared to the first three quarters of 2021-22. This is due to a general increase in the number of sales compared to the prior year.

In the second quarter of 2022-23, \$200,000 was received for ISSI revenue and the budget for ISSI revenue was \$120,000:

- \$100,000 was received for James Smith Cree Nation that was not expected at budget time;
- \$20,000 less was received than expected at budget time for Yellow Quill First Nation and Kinistin Saulteaux Nation.

Other Revenue

Other revenue is currently over the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. This increase is due to donations being received for the new school in Carrot River, which were unbudgeted. In addition, interest income is higher than anticipated at budget time due to increases in the interest rate.

Expenses

Governance

Governance is 76% of the budgeted amount, which is slightly lower than the expected percentage of budget spent and is anticipated to be slightly under budget as the year progresses. All of the School Community Council grants have been disbursed by the end of the second quarter in 2022-23.

Administration

Administration expenses are at 76% of budget, with prior year being slightly less at 71%. It is anticipated that administration expenses will be slightly under budget at year end.

Instruction

Total instruction expenses are at 86% of the budgeted amount, which is identical to the amount spent in the first three quarters of 2021-22. The amount expected to be spent is 90% (based on six out of ten months of the fiscal year being completed).

After preparing the Quarter Three Forecast for the Ministry, instruction expenses are anticipated to be under budget by approximately \$710,000 at yearend, due to the following:

- Instructional salaries are anticipated to be down mostly due to the decrease in teacher substitute costs compared to what was anticipated at budget time. The decrease in substitute costs relates to fewer professional development days.
- The hiring of the additional educational assistants that were included in the 2022-23 budget continued into quarter two. This results in less educational assistant payroll costs compared to what was included in the budget.
- A part time support position could not be filled during 2022-23.

Plant

Overall the plant expenses are less than the expected 75% (at 68% of budget, which is higher than the 65% in 2021-22). The main factor: building operating expenses are under budget, as the majority of the minor renovation projects are undertaken during the summer months.

Plant expenses are expected to be overbudget at year end as there were additional Preventative Maintenance and Renewal (PMR) projects approved by the board in 22-23. This includes the Porcupine Plain Comprehensive School boiler replacements and PMR projects approved in 2021-22 carried into 2022-23.

Student Transportation

Student transportation is currently at 80% of the budgeted amount, with the expected percentage being 90%. The fuel costs are currently under budget due to an unexpected decrease in fuel prices for operating the school buses compared to the anticipated costs at budget time. The Teamsters' collective agreement was ratified in the second quarter of 2022-23 and the percentage increase was included in the quarter two results.

Tuition and Related Fees

The tuition and related fees relate to the number of students enrolled in the regional college adult basic education program at Cumberland College. For 2022-23, Cumberland College has invoiced the school division for the full amount owing in the second quarter, and the amount is under budget. In 2021-22, the school division was invoiced in the first quarter. This payment to Cumberland College is fully funded in the operating grant from the province.

School Generated Funds

The school generated expenses are at 101% of the budget (compared to 65% of the budget in the prior year). The principals of the schools determine the school generated budgets. There has been an increase in fundraising and other activities over what was anticipated at budget time.

Complementary Services

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division, as well as mental health training supports. Complementary services are at 86% of the budget, with the expected percentage being at 90%.

External Services

External services are at 62% of the budget, with the expected percentage being at 90%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller Comprehensive School, as well as expenses related to ISSI. There were no expenses related to ISSI in the first three quarters of 2022-23, and ISSI was fully expensed in the third quarter of 2021-22. The 2022-23 funding provided is \$200,000 and the spending will be limited to this amount.

Other Expenses

Other expenses are in line with budget. Other expenses include services charges and interest paid on the capital loan for the construction of the Hudson Bay Community School.

STATEMENT OF CASH REQUIREMENTS

The Public Sector Accounting Standards (PSAS) provide statements that include items that do not have an impact on the cash of the school division (such as amortization expense) and omit purchases that do have an impact on cash flows (such as the purchase of tangible capital assets). When budgeting, it is more important to look at the full picture for the organization. This would include the purchase of tangible capital assets and the use of the accumulated surplus. The Statement of Cash Requirements provides additional detail for a more complete picture for the 2022-23 fiscal year of the school division.

Amortization

Amortization expense is being recorded at 75% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2021-22, the same process for amortization was used.

STATEMENT OF TANGIBLE CAPITAL ASSET PURCHASES

The tangible capital asset (TCA) purchases totaled approximately \$12.8 million in the third quarter, out of the total \$12.3 million budgeted. Please refer to the "Statement of Tangible Capital Asset Purchases" for more information.

STATEMENT OF ACCUMULATED SURPLUS

Please refer to the statement titled "Statement of Accumulated Surplus" for more information.

The \$1,640,499 addition to the unrestricted surplus represents funds owing from the Ministry of Education as of August 31, 2022 for the construction of the new school in Carrot River. The school division incurred expenditures in 2021-22 relating to the construction of the new school, but did not receive reimbursement for the costs until 2022-23. This accounting methodology is consistent with the guidelines for public sector entities.

NORTH EAST SCHOOL DIVISION
Statement of Operations
For the nine months ending May 31, 2023

	22 - 23				21 - 22			
	Budget 2022-23	Actual 2022-23	Variance	%	Budget 2021-22	Actual 2021-22	Variance	%
REVENUES								
Grants	\$ 69,448,965	\$ 55,620,813	\$ 13,828,152	80%	\$ 63,200,329	\$ 41,793,693	\$ 21,406,636	66%
Tuition and Related Fees	552,838	406,944	145,894	74%	486,440	334,761	151,679	69%
School Generated Funds	993,100	1,042,810	(49,710)	105%	1,049,475	740,650	308,825	71%
Complementary Services	731,154	670,140	61,014	92%	627,258	569,517	57,741	91%
External Services	245,000	530,997	(285,997)	217%	262,000	223,329	38,671	85%
Other Revenue	716,500	972,765	(256,265)	136%	530,000	647,905	(117,905)	122%
Total Revenues	\$ 72,687,557	\$ 59,244,469	\$ 13,443,088	82%	\$ 66,155,502	\$ 44,309,855	\$ 21,845,647	67%
EXPENSES								
Governance	\$ 276,960	\$ 211,795	\$ 65,165	76%	\$ 265,060	\$ 198,394	\$ 66,666	75%
Administration	2,533,831	1,938,341	595,490	76%	2,613,186	1,864,626	748,560	71%
Instruction	44,074,531	37,760,464	6,314,067	86%	42,600,742	36,488,923	6,111,820	86%
Plant	10,404,873	7,101,670	3,303,203	68%	11,295,145	7,343,594	3,951,551	65%
Transportation	5,535,391	4,431,720	1,103,671	80%	4,832,957	4,089,560	743,397	85%
Tuition and Related Fees	187,230	124,640	62,590	67%	249,280	124,640	124,640	50%
School Generated Funds	957,086	965,332	(8,246)	101%	993,336	650,314	343,022	65%
Complementary Services	1,510,763	1,295,969	214,794	86%	1,470,776	1,255,937	214,839	85%
External Services	322,593	198,903	123,690	62%	361,232	302,494	58,738	84%
Other Expenses	265,623	200,840	64,783	76%	283,494	213,972	69,522	75%
Total Expenses	\$ 66,068,881	\$ 54,229,674	\$ 11,839,207	82%	\$ 64,965,208	\$ 52,532,454	\$ 12,432,755	81%
Operating Surplus (Deficit) for the Year	\$ 6,618,676	\$ 5,014,795	\$ 1,603,881		\$ 1,190,294	\$ (8,222,599)	\$ 9,412,893	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the nine months ending May 31, 2023

	Budget 2022-23	Actual 2022-23	Variance
OPERATING SURPLUS (DEFICIT) FOR THE YEAR	\$ 6,618,676	\$ 5,014,795	\$ (1,603,881)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	12,348,057	12,807,055	458,998
(+) Proceeds from disposals	11,000	-	(11,000)
LONG TERM DEBT:			
(-) Repayments of the year	439,463	327,880	(111,583)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,284,400	3,213,300	(1,071,100)
(-) Gain on disposals of tangible capital assets	11,000	-	(11,000)
(+) Employee Future Benefits expenses	47,900	-	(47,900)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	24,300	-	(24,300)
DEFICIT CASH FOR THE YEAR	\$ (1,860,844)	\$ (4,906,840)	\$ (3,045,996)
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
School bus replacement (capital)	757,000	642,330	(114,670)
Vehicle replacement (capital)	50,000	-	(50,000)
School generated funds (net change)	242,830	(87,711)	(330,541)
School budget carryover (net change)	-	(117,301)	(117,301)
Invitational Shared Services Initiatives (ISSI)	-	(200,000)	(200,000)
Hudson Bay School Project	-	152	152
New School in Carrot River - Interest	-	(57,064)	(57,064)
	1,049,830	180,406	(869,424)
<i>Externally restricted:</i>			
New School in Carrot River - donations	-	(19,296)	(19,296)
<i>Preventative Maintenance and Renewal (PMR) Funding:</i>			
PMR - use of funds for projects	1,348,000	677,766	(670,234)
PMR - funding	(1,912,373)	-	1,912,373
	(564,373)	677,766	1,242,139
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (1,375,387)	\$ (4,067,965)	\$ (2,692,578)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the nine months ending May 31, 2023

	August 31, 2022	Additions during the year	Reductions during the year	May 31, 2023
Invested in Tangible Capital Assets:				
Net Book Value of Tangible Capital Assets	66,963,470	12,807,055	3,213,300	76,557,225
Less: Liability for Asset Retirement Obligation	1,806,277	-	-	1,806,277
Less: Debt owing on Tangible Capital Assets	6,518,826	-	327,880	6,190,946
Total Invested in Tangible Capital Assets	58,638,367	12,807,055	3,541,180	68,560,002
Designated Assets: External Sources				
Jointly Administered Funds				
New School in Carrot River - Donations	177,774	19,296	-	197,070
School Generated Funds	1,026,326	1,042,810	955,099	1,114,037
Total Contractual Agreements	1,204,100	1,062,106	955,099	1,311,107
Ministry of Education				
Broadway School Sale Agreement	50,556	-	-	50,556
Federal Capital Tuition	338,330	-	-	338,330
Invitational Shared Services Initiatives (ISSI)	5,671	200,000	-	205,671
Board Share of New School in Carrot River	678,381	-	-	678,381
PMR Maintenance Project Allocations	3,955,830	-	677,766	3,278,064
Total Ministry of Education	5,028,768	200,000	677,766	4,551,002
Total	6,232,868	1,262,106	1,632,865	5,862,110
Designated Assets: Internal Sources				
Curriculum and Student Learning				
Chemistry Labs in Schools - Chemical Clean-up	68,961	-	68,961	-
School Budget Carryover	541,982	1,076,780	959,479	659,283
Visible Learning	170,000	-	170,000	-
Total Curriculum and Student Learning	780,943	1,076,780	1,198,440	659,283
Facilities				
Hudson Bay School Project	35,489	-	152	35,337
New School in Carrot River - Interest	-	57,064	-	57,064
Non-School Buildings	786,913	2,000,000	-	2,786,913
Unexpected School Maintenance	-	2,845,511	-	2,845,511
Total Facilities	822,402	4,902,575	152	5,724,825
Information Technology				
Computer Software Replacement and Software Upgrade	259,745	-	-	259,745
Surveillance Equipment Replacement	153,737	-	-	153,737
Total Information Technology	413,482	-	-	413,482
Transportation				
Bus Fleet Renewal	1,283,063	1,825,600	642,330	2,466,333
Vehicle Replacements	41,726	238,961	-	280,687
Total Transportation	1,324,789	2,064,561	642,330	2,747,020
Other				
Contingency	4,825,600	-	4,825,600	-
School Improvement Initiative	63,861	-	-	63,861
Teachers for Diversity and Small Schools	1,845,511	-	1,845,511	-
Total Other	6,734,972	-	6,671,111	63,861
Total	10,076,588	8,043,916	8,512,033	9,608,471
Total Designated Assets	16,309,456	9,306,022	10,144,898	15,470,581
Unrestricted surplus	363,365	1,640,499	-	2,003,864
Total Accumulated Surplus	16,672,821	10,946,521	10,144,898	17,474,445

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the nine months ending May 31, 2023

	Actual 2022-23	Budget 2022-23	Variance
New Carrot River school (note 1)	\$ 11,794,140	\$ 10,667,000	\$ 1,127,140
Computer hardware (note 2)	301,739	179,200	122,539
School buses (note 3)	642,330	757,000	(114,670)
Furniture and equipment	54,778	277,218	(222,440)
Playground equipment (note 4)	4,068	236,844	(232,776)
Vehicles	-	50,000	(50,000)
Computer software (note 5)	-	180,795	(180,795)
Buildings - Short Term (note 6)	10,000	-	10,000
Totals	<u>\$ 12,807,055</u>	<u>\$ 12,348,057</u>	<u>\$ 458,998</u>

Notes:

1. The timing of the costs associated with the construction of the new school in Carrot River will result in the capital costs being more than expected.

2. Additional computer hardware was purchased in the 2022-23 school year using funds that were not spent by the Information Technology Department in 2021-22. This was not included in the budget but has been approved by the Board.

3. There were four school buses included in the 2021-22 budget (and ordered during 2021-22) but not delivered until December 2022. This additional cost in 2022-23 has been approved by the Board.

4. School principals create budgets for the playground equipment. More playground equipment purchases are anticipated in the fourth quarter, but based on the forecast submitted to the Ministry for the fourth quarter, playground equipment purchases will be less than anticipated at budget time.

5. The software that was anticipated at budget time will not be purchased during the year. The Human Resource and Payroll software implementation will continue to be tested for the remainder of 2022-23 with implementation scheduled for 2023-24.

6. The deposit on a building for the Tisdale Early Years Family Resource Centre.



NESD Board of Education

Meeting Date: September 19, 2023

Topic: Transportation Report: September 2022 to June 2023

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

The Office of the Provincial Auditor (OPA) audited the safety of student transportation processes in six school divisions and the Ministry of Education for the 2011-12 school year. In the report: *Transporting Students Safely (Volume 2, Chapter 36)*, the OPA provided eight recommendations specific to the ministry related to the safe transportation of students. In March 2015 a working group was formed consisting of the Ministry and transportation managers/supervisors from six school divisions. As a result of the recommendations, school divisions were to provide boards quarterly transportation reports. A new directive from the Ministry and the Office of the Provincial Auditor requires reports to the boards only twice a year.

The first transportation report was provided to the Board at the January 24, 2017 Regular Board Meeting.

CURRENT STATUS

Please find attached the *North East School Division Transportation Report: September 2022 to June 2023*.

RECOMMENDATION

Proposed motion:

That the Board accept the *North East School Division Transportation Report: September 2022 to June 2023*.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	September 14, 2023	<i>North East School Division Transportation Report: September 2022 to June 2023</i>

North East School Division Transportation Report:

September 2022 to June 2023

TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
Driver Competence	<ul style="list-style-type: none"> • <i>Driver abstracts are reviewed the month following the driver's birthdate</i> • <i>Bus drivers are evaluated on a 3-year cycle - ride along program</i> • <i>Area meetings and driver in-services are held annually</i> • <i>In-service held 31 Jan 2023 and 01 Sep 2023.</i>
Student Behaviour	<ul style="list-style-type: none"> • <i>Registration form requires parents to agree that they have read the school bus safety rules. New families are sent a registration letter that highlights student expectations</i> • <i>Cameras are installed on 78% of all buses (97% of buses on regular routes). Each year 10 cameras are installed to reach the goal of 100% of all buses.</i> • <i>Some schools review school bus safety in early September.</i>
Vehicle Maintenance / Condition	<ul style="list-style-type: none"> • <i>A preventative maintenance program is in place and followed. Buses are serviced every 4,000 km</i> • <i>SGL school bus inspections by NESD SGI certified mechanics are completed annually. Expiration dates of the inspections are monitored.</i>
External Factors	<ul style="list-style-type: none"> • <i>Bus loading zones are monitored by schools during loading/unloading of students</i> • <i>Bus drivers have means of communication (two-way radios) in the event of trouble with vehicle or road</i> • <i>Use of standardized forms to document all collisions involving buses</i> • <i>Bus cancellation criteria for use during severe weather, including methods of communicating any cancellations</i> • <i>Require bus drivers to conduct and document evacuation drills with students at least twice a year</i> • <i>GPS on buses, used to track buses in case of emergency</i>

Key Focus Areas:

Communication – Replacement of fleet two-way radios to further increase communications with drivers. The installation of new radios was completed during 2022-23.

Recruitment – Currently have a standing advertisement for casual bus drivers that has had some success. Radio ads, and use of electronic billboards in some communities have been utilized.

North East School Division Transportation Report: September 2022 to June 2023

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	21-22 School Year			22-23 School Year		
	Period 1 Sep-Jan	Period 2 Feb-Jun	Total	Period 1 Sep-Jan	Period 2 Feb-Jun	Total
Total students transported	2611	2631	--	2582	2531	--
Number of transportation routes	69	69	69	68	68	68
Number of unfilled routes	1	1	1	2	6	6
Number of route cancellations:	1507	935	2442	883	688	1571
Mechanical	55	35	90	41	32	73
Weather	804	522	1326	301	90	391
No substitute driver	648	378	1026	539	552	1091
Other	--	--	--	2	14	16
Average age of bus fleet	7.6 years	7.5 years	--	7.6 years	7.6 years	--
Capacity utilized on bus (average)	73%	71%	--	67%	64%	--
Average one-way ride time (in minutes)	27	28	--	26	25	--
Longest one-way ride time (in minutes)	94	92	--	86	98	--

Report Period 1

Number of unfilled routes: Two Melfort routes. Recruitment efforts in the Melfort area have increased using billboards and radio ads.

Route Cancellations: Each run, morning and afternoon are counted separately, (each route has two runs per day).

Route Cancellations – Weather: -40C temperatures account for 96 cancellations. Snow and blowing snow cancelled most areas due to impassable roads. This was compounded by warmer than season norms.

Route Cancellations – No substitute driver: Long-term absences are included in the count. Unfilled routes had some coverage where spare drivers were available.

Route Cancellations – Other: Following a morning cancellation, no students were at school for the afternoon run.

Report Period 2

Number of unfilled routes: Two Melfort routes. Nipawin and Tisdale finished the year with open routes as well.

Route Cancellations: Each run, morning and afternoon are counted separately, (each route has two runs per day).

Route Cancellations – Weather: -40C temperatures account for 74 cancellations. Snow and blowing snow cancelled most areas due to impassable roads. This was compounded by warmer than season norms.

Route Cancellations – No substitute driver: Long-term absences are included in the count. Unfilled routes had some coverage where spare drivers were available.

Route Cancellations – Other: No water at Hudson Bay. Both AM and PM runs were cancelled for one day.

Emerging issues:

Currently, unfilled routes continue to be a concern: Melfort (1), Tisdale (2), and Nipawin (3).

New cellular radios were installed in the buses during the summer break. This has increased the radio coverage area and minimized blind spots as much as possible.

For the 23-24 school-year, there are 68 routes.



NESD Board of Education

Meeting Date: September 19, 2023

Topic: Balanced Score Card September 2023 Report

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

September 2023 represents the inaugural Balanced Score Card report aligned with the NESD 2023-2026 strategic plan. The plan will be overseen and directed through the utilization of Balanced Score Card data aligned with the NESD vision, mission, and strategic objectives.

CURRENT STATUS

The Balanced Scorecard is a strategic management tool, providing a view of the school divisions performance. The information provided is intended to help the Board and Division leaders assess and monitor progress towards the NESD Mission and Goals as well as staying aligned with our mission and strategic objectives.

For reference data associated with this report is highlighted with the linked scorecard.

RECOMMENDATION

Proposed Board Motion:

That the Board approve, as a monitoring report the strategic objective Student Achievement and Transition (Gr. 10 credit attainment) in the September 2023 Balance Score card.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	September 18, 2023	Balanced Score Card

Balanced Score Card – September 2023



Strategic Objectives

Student Achievement – Grade 1,2,3 Diagnostic Levelled Reading

2022-23 Baseline Chart – Cohort Reading Data - NESD

Each cluster of bars on the displayed chart follows a group or cohort of students.

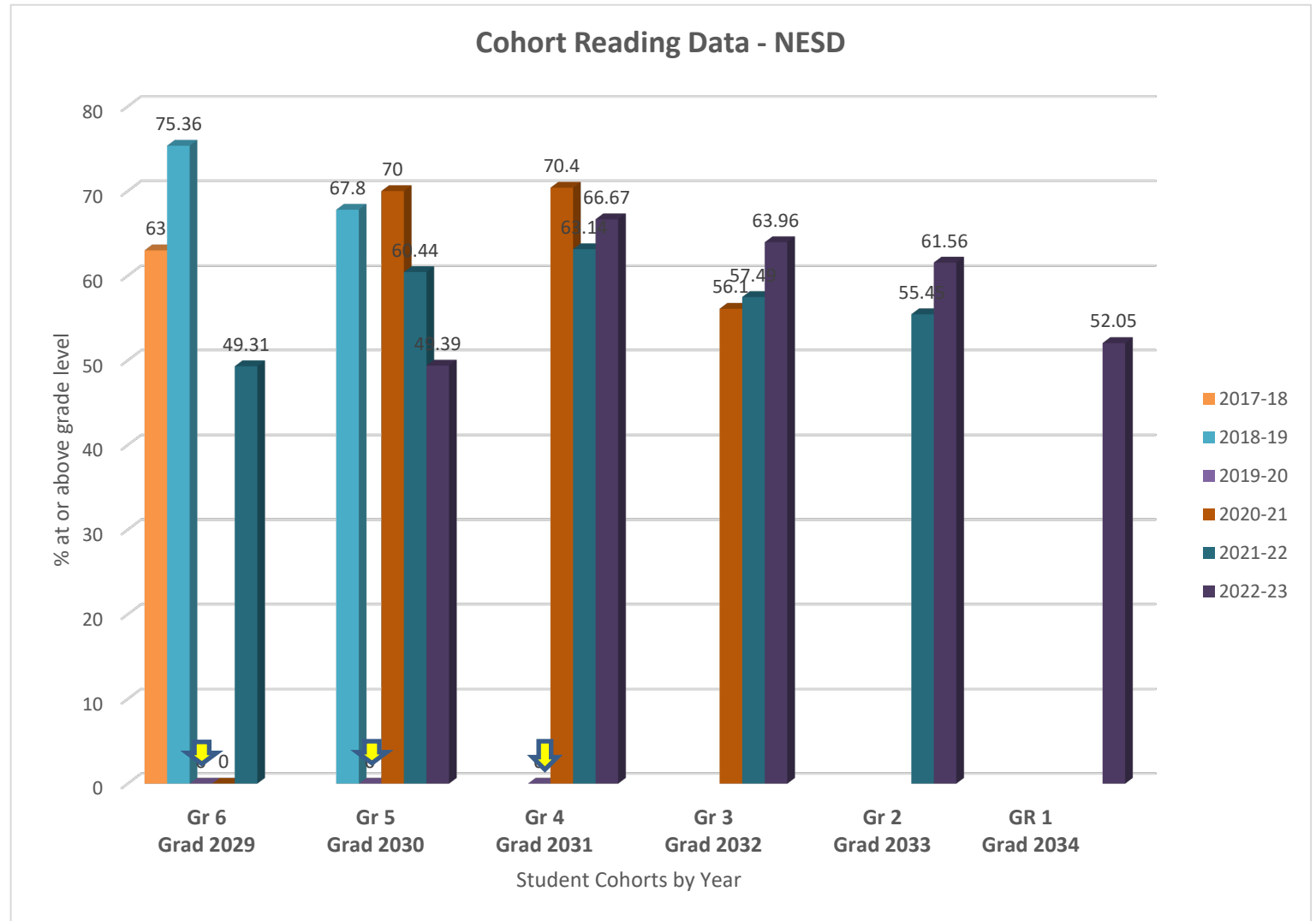
↓ = no data due to COVID

NESD did not establish mandatory grade 6 DLR levels prior to 23-24

Percent at or above includes all students (not assessed and not measured represent not yet at grade level) – See following chart for comparison.

2023-24 Targets for 2023-24

- 60% DLR gr 1
- 60% DLR gr 2 (from 52)
- 70% DLR gr 3 (from 62)
- 70% DLR gr 4 (from 64)
- 71% DLR gr 5 (from 67)



Balanced Score Card – September 2023

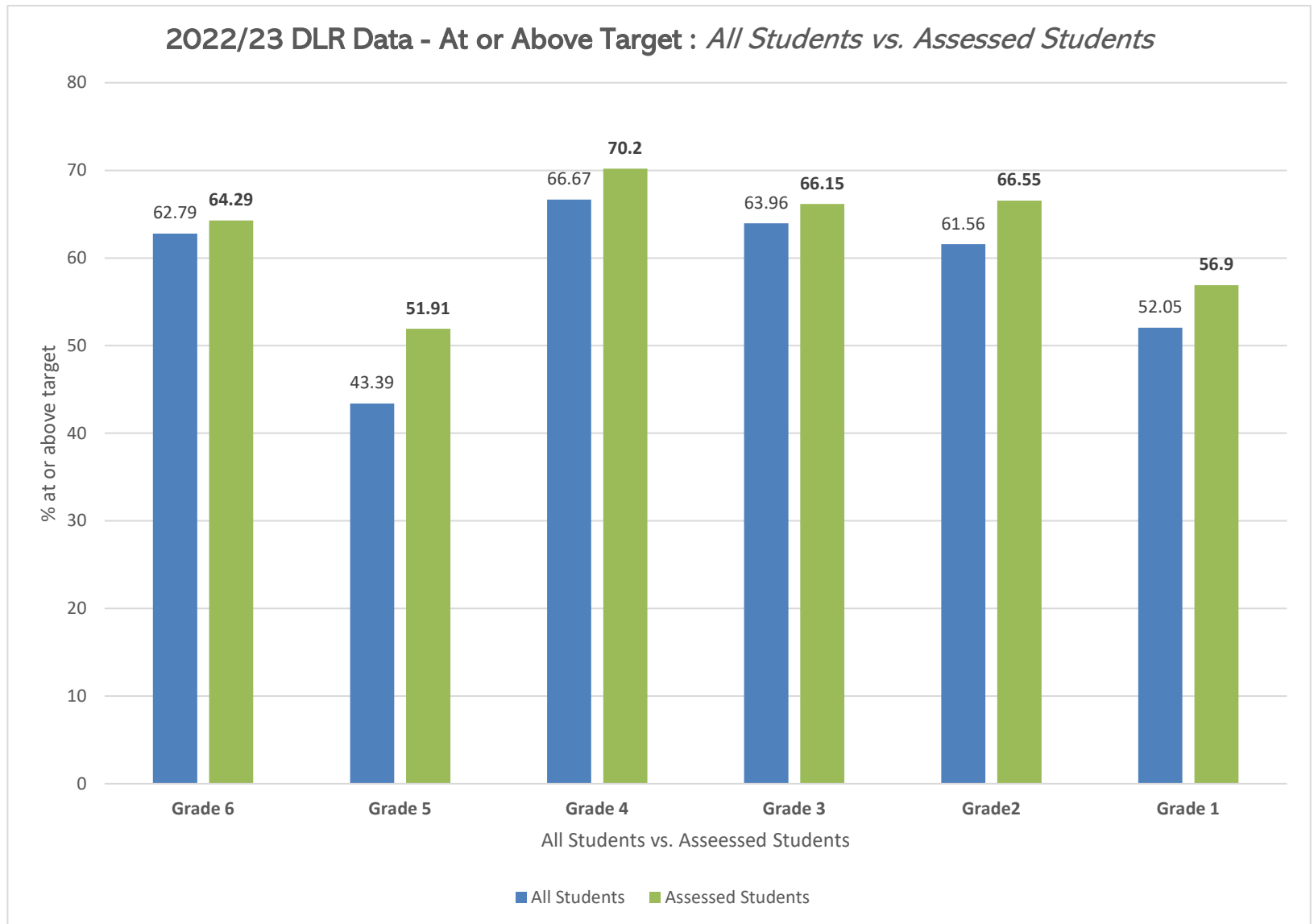


Strategic Objectives

Student Achievement – Grade 1,2,3 Diagnostic Levelled Reading

2022-23 Diagnostic Levelled Reading – All Students at Grade Reading Level vs Assessed Students at Grade Reading Level

Comparison measure of all students versus those measured at grade level.



Balanced Score Card – September 2023



Strategic Objectives

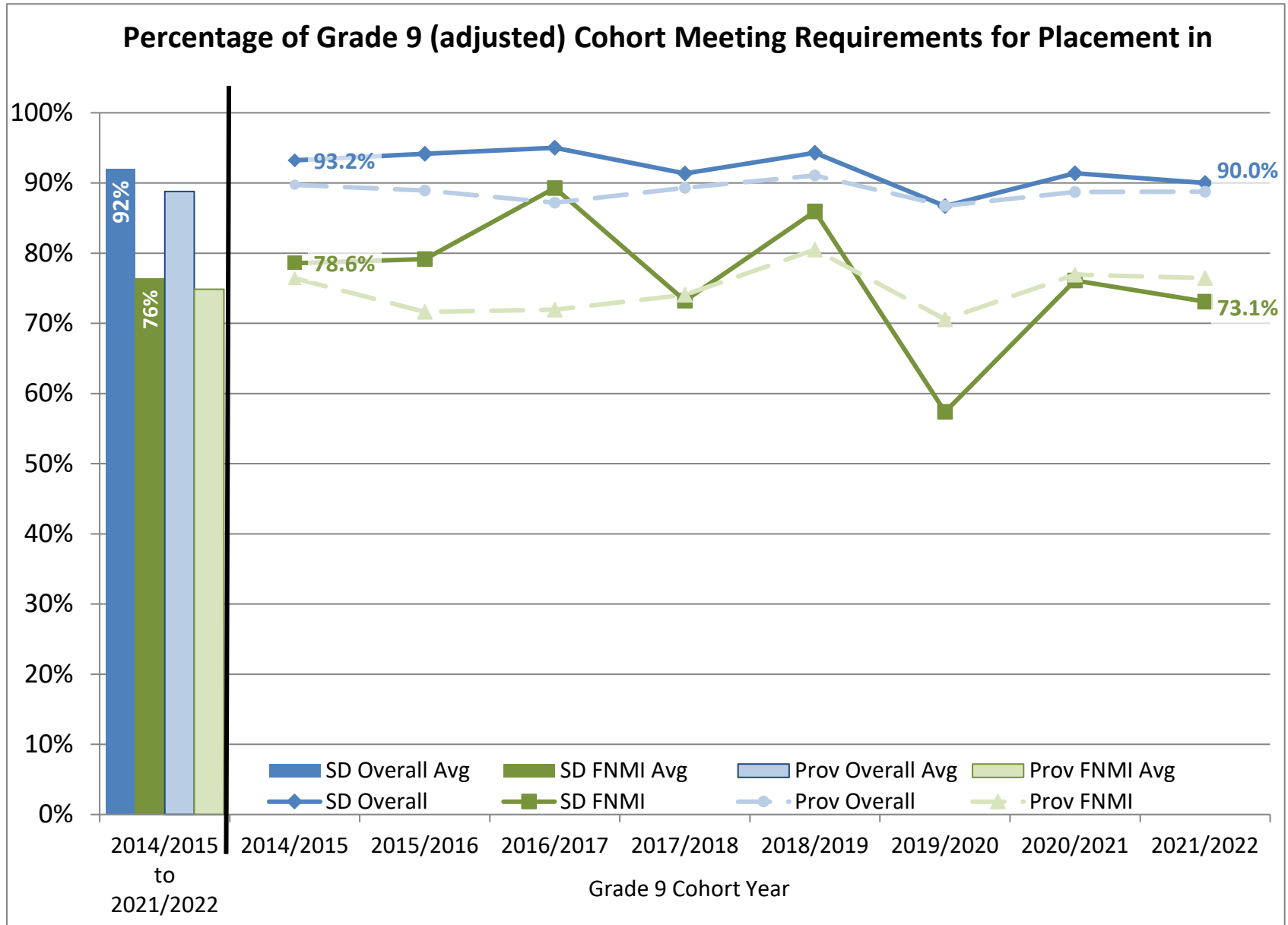
Students - Successful Transitions – Grade 6 to 10 Successful Transitions

Percent of Gr 9 Cohort Enrolled In 2 or More Credits

This measure is intended to show how well grade 9 students transition to grade 10.

This can be a difficult transition, partly because up to grade 9, students experiencing learning difficulties and mastery of subject material often would be promoted to the next grade along with their peers.

Students must pass or fail in two credits/courses to join the grade 10 cohort.



Balanced Score Card – September 2023

Strategic Objectives

Successful Transitions – Grade 6 to 10 Successful Transitions



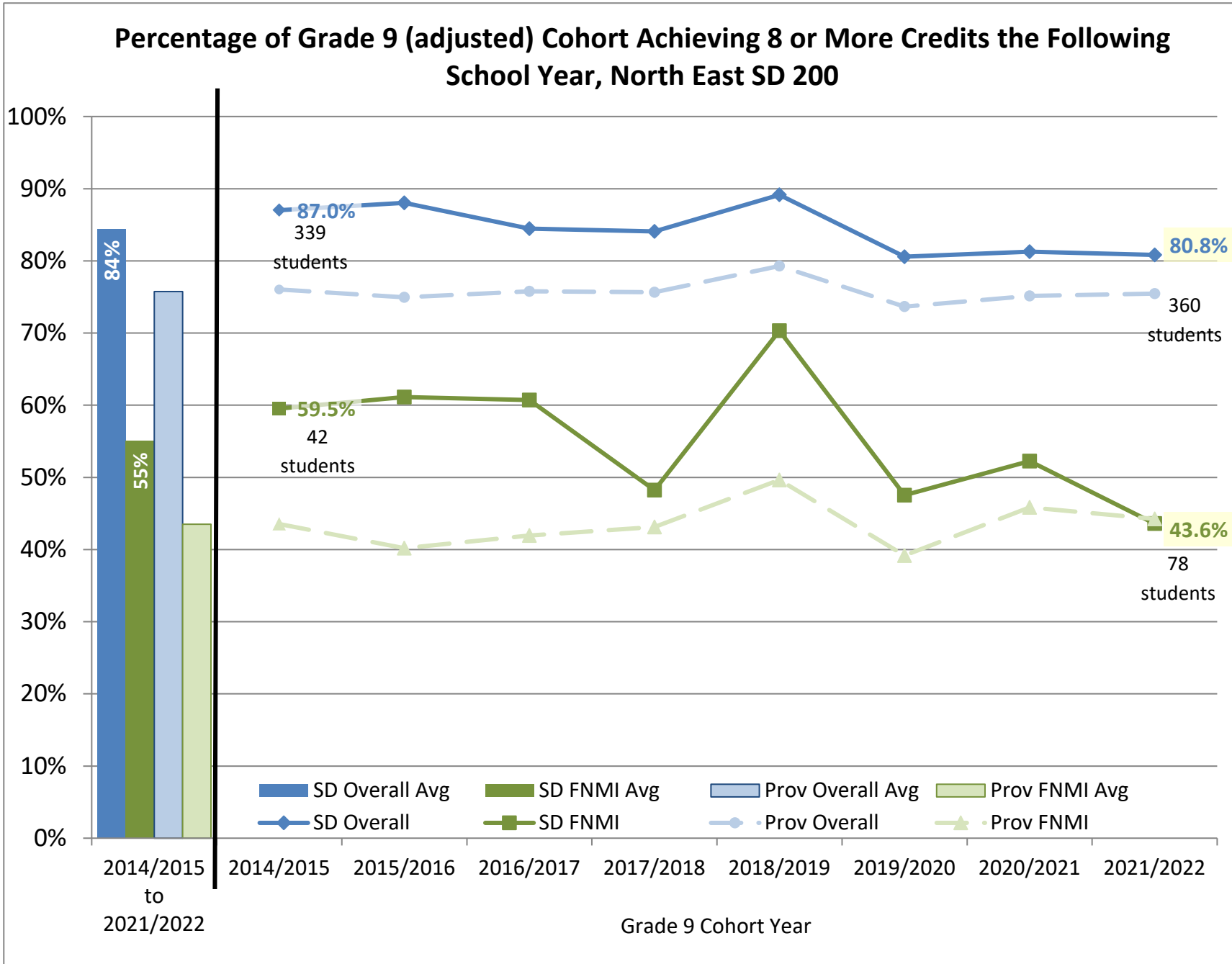
Percent of Gr 9 Cohort Enrolled and Earning 8 or More Credits

This measure is intended to show how well grade 9 students transition to grade 10, earning credits to maintain on-time graduation rates.

80.8% of all Grade 9 students translates to 89.8% of those placed in the Grade 10 cohort meeting minimum grade requirements (prior chart).

43.6% of FNMI Grade 9 students translates to 59.6%

Additional Disaggregation:
 Overall – 80.6%
 Non-FNMI – 91%
 FN – 34.9%
 Metis – 80%





NESD Board of Education

Meeting Date: September 19, 2023

Topic: NESD 2023-2026 Strategic Plan

MEETING	AGENDA ITEM	INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information
<input checked="" type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

In June 2021, the Board approved the 2021-2025 Strategic Plan of the Board.

The 2023-24 school year represents the last year for Saskatchewan School Divisions to utilize the extended Educational Strategic Sector Plan. The new Provincial Education Plan will be approved to begin the 2023-24 school year.

The Board and Senior Administration expressed the need for a long-term strategic plan to guide the NESD. Praxis consulting was contracted to support the plan development. The following timeline outlines the process.

- January 4-11, the Director worked with the Praxis to complete a comprehensive review of background materials to understand the current NESD context.
- January 10, the Project Planning Committee (Board Chair, Vice Chair, Director, CFO) met with the Praxis team for an initial planning session.
- January 11, 13, 16, the Board and Senior Administration met with Praxis for consultative interviews.
- January 25-27, Supervisors, Managers, Coordinators, and School Administrators met with the Praxis team to share opportunities and challenges facing the organization.
- February 1, Project Planning Committee validated the format and agenda for the upcoming planning sessions.
- February 6, the Board, and Senior Administration took part in a planning session focusing on; reviewing environmental scan. Defining vision, mission, values. Establishing strategic priorities and setting goals and objectives for each strategic priority.
- February 7, Senior Administration and learning Coordinators established priorities and measures.
- February 13, Project Planning Committee met to review work.
- February 17, the draft strategy map was presented to the Board and Senior Administration.
- March - May, opportunity for NETA, School Administration, Supervisors, and Managers to share feedback on the Strategy Map were offered. The plan was strengthened as a result.
- May/June, the plan was reviewed with minimal additions to ensure there was alignment with the goals of the new Provincial Education Plan.
- At the June 20 meeting of the Board, the Strategic Plan was presented in the form of a Strategy Map and a Balanced Score Card to ensures the operationalization aspects of the plan are monitored and evaluated. The Board expressed desire to revisit the details of the plan. The Board did not put forward a motion.



NESD Board of Education

CURRENT STATUS

On August 28, through email, the Director requested the following input from the Board in advance of the September 6th committee meeting.

What concept or theme do you feel are missing from the plan?

Is there language or an idea that would strengthen the plan?

What concept or language is in the plan that is uncomfortable for you?

Common feedback theme:

- Ensure the message of academic excellence is forefront.

On September 6th 2023, the Board met in committee to review and discuss proposed plan update options. The Mission, Vision, and a Value statement were updated.

Hopes and Dreams: We all grow and adapt together to belong as engaged citizens in our global community.

Vision: The NESD creates safe, inclusive, and academically excellent learning experiences for all.

Mission: The NESD fosters growth, achievement, and wellbeing for our students through responsive learning in partnership with families and communities.

Values

Connect - We are stronger together. We build trust: openly communicating and engaging with each other, our students, and stakeholders.

Include - We value diversity. We take purposeful actions to establish a sense of belonging, so everyone is engaged.

Innovate - We transform ideas into realities. We continuously learn and adapt as we provide exceptional learning experiences.

Empower - We each have voice. We shape safe environments: respecting and supporting one another while embracing accountability.

RECOMMENDATION

Proposed board motion:

The Board of Education of the North East School Division adopt the 2023-2026 Strategic Plan as presented.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	Sept 15, 2023	NESD Strategic Map (tracked changes) NESD Strategic Map (final)
