

NESD Regular Board Meeting

DATE: Tuesday, February 13, 2024

TIME: 1:30 pm

LOCATION: NESD Transportation Meeting Room, Tisdale, 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 [January 16, 2024 Regular Board Meeting](#) be adopted as presented.

6. DELEGATIONS & SPECIAL PRESENTATIONS

- NONE

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:
 - [February Administrative Procedures](#)

8. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. [CUPE update - H. Shwetz](#)
2. [Top Three Major Capital Projects](#)
3. [Minor Capital Renewal Program Application](#)

B. Monitoring and Reporting Items

1. [Transportation Report - Sept 2023-Jan 2024](#)

C. Board of Education Strategic Direction Items

1. [Electoral Boundaries for NESD](#)

9. INFORMATION ITEMS

1. Administrative Procedures

- AP 607 – Family Life and Sex Education - HOUSEKEEPING
- AP 709 – Tangible Capital assets – AMENDED
- AP 603 – Citizenship Education-0122242-FORMATTED
- AP 606 – Physical Education-0122242-FORMATTED
- AP 608 – Driver Education-0122242-FORMATTED

10. CORRESPONDENCE - [2023-2024 Correspondence](#)

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11. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION - [2023-2024 SSBA](#)

- [Public Section - Feb 15, 2024 Meeting Agenda](#)
- [Public Section - Sept 13, 2023 Meeting minutes](#)
- [Public Section - General Meeting and PD - June](#)

12. READINGS

13. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

14. IN-CAMERA SESSION

15. ADJOURNMENT

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

17. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
Tuesday, January 16, 2024**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, January 16, 2024, at 1:30pm at the North East School Division Office in Melfort, SK

TRUSTEES:

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

NESD ADMINISTRATION:

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

CALL TO ORDER at 2:13 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, which I am honored to 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, my 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.”

DECLARATION of Conflict of Interest

There was no conflict of interest declared.

ADOPTION OF AGENDA

2024-01-116 T. Kwiatkowski moved that the agenda be adopted as presented. CARRIED

MINUTES

2024-01-117 M. Walton moved that the minutes of the [November 21, 2023 Organizational Meeting](#) be adopted as presented. CARRIED

2024-01-118 D. Kelsey moved that the minutes of the [November 21, 2023 Regular Board Meeting](#) be adopted as presented. CARRIED

DELEGATIONS and SPECIAL PRESENTATIONS:

- NONE

CONSENSUS ITEMS

2024-01-119 K. Bank requested that the following administrative procedures be removed from consent items to be further discussed: *CARRIED*

- AP 418 Learning Beyond the Classroom and associated AP 418.1G (guidelines) - AMENDED
- AP 607 Family Life and Sex Education-AMENDED

2024-01-120 K. Graham moved that the following consent agenda items be approved as presented and that the Board receive the following items as information: *CARRIED*

- AP 426 Temporary Exclusion of Students for Safety or Medical Reason -NEW
- AP 501 Recruitment and Selection – AMENDED
- AP 613 Student Volunteerism -NEW
- AP 203 SCC Local Budget – AMENDED
- AP 402 Student Governance – AMENDED
- AP 405 Hours of Operation – AMENDED
- AP 406 Student Supervision – AMENDED
- AP 407 Student Conduct – AMENDED
- AP 410 Safe Schools – AMENDED
- AP 412 Access to Schools – AMENDED
- AP 413 Administering Medication and Treatment – AMENDED
- AP 414 Assessment and Reporting – AMENDED
- AP 421 Fundraising activities in the school – AMENDED
- AP 422 – Video Surveillance – AMENDED
- AP 423 Service Animals in Schools and AP 423.1F – AMENDED
- AP 424 – Student Use of Alcohol and Drugs– AMENDED
- AP 425 – Request for Outcome Completion and AP 425.1F – AMENDED
- AP 503 Professional Growth – Supervision and Evaluation – AMENDED
- AP 515 Criminal Record Check and Associated: AP 515.1F form – AMENDED
- AP 524 Interns – AMENDED
- AP 404 – Class Size – AMENDED
- AP 415 – Student Awards – AMENDED

NEW BUSINESS

2024-01-121 T. Kwiatkowski moved that the Board approves the transfer of the title of the Carrot River Elementary School building and related land to the Town of Carrot River. *CARRIED*

MONITORING AND REPORTING ITEMS

2024-01-122 S. Hanson moved that the Board accepts the January OurSCHOOL student engagement Balanced Scorecard report as presented. *CARRIED*

2024-01-123 D. Kelsey moved that the Board accept the financial report for the three months ending November 30, 2023. *CARRIED*

Student Support Service Delivery Model – presented by Eric Hufnagel, Superintendent of Learning.

STRATEGIC DIRECTION ITEMS

- | | | |
|-------------|--|----------------|
| 2024-01-124 | M. Walton moved that the Board of Education approve the draft 2024-2025 school year calendar and alternate school year calendars for distribution to seek feedback from School Community Councils and the NETA and CUPE executives. | <i>CARRIED</i> |
| 2024-01-125 | M. Walton moved that the Board accepts the Annual Balanced Scorecard and Plan review as presented. | <i>CARRIED</i> |
| 2024-01-126 | D. Kelsey moved the Board shall create a committee for board policy review. The members of this committee will be Kathrene Bank, Sherri Hanson, and Marla Walton. The composition of this committee and its specific objectives shall be revisited and renewed annually during the Organizational Meeting. | <i>CARRIED</i> |
| 2024-01-127 | K. Bank moved that the Board approve AP 418 Learning Beyond the Classroom and associated 418.1 guidelines as information. | <i>CARRIED</i> |

ADJOURNMENT

- | | | |
|-------------|---|----------------|
| 2024-01-128 | T. Kwiatkowski moved that the Board Meeting adjourn at 5:00 pm. | <i>CARRIED</i> |
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NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: February 13, 2024

Topic: CUPE Negotiations

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" 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"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input checked="" type="checkbox"/> Correspondence	

BACKGROUND

The current CUPE 4875 contract expired on August 31, 2022.

CURRENT STATUS

Negotiations were completed on January 19, 2024. CUPE Executive recommended the final package and took it for ratification with its membership January 31 and February 1. Members voted to accept the package.

RECOMMENDATION

Proposed Motion:

That the Collective Agreement with CUPE Local 4875 effective from September 1, 2022 to August 31, 2025 be ratified by the Board of Education of the North East School Division.

PREPARED BY	DATE	ATTACHMENTS
Heather Shwetz, Superintendent of Human Resources	February 13, 2024	



NESD Board of Education

Meeting Date: February 13, 2024

Topic: Top Major Capital Projects

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 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

On January 23, 2023, the Board passed the following motion: “That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2024-25 Application for Major Capital Project Funding*:

1. New replacement elementary school in Melfort (consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. L.P. Miller Comprehensive School (modernization/renovation).

CURRENT STATUS

The province issues a Top 10 Major Capital Project listing each year. These are projects that are on the horizon to be approved by the province. In the 2022-23 and 2023-24 provincial budget, the new replacement elementary school was in the provincial Top 10 Major Capital Project listing.

The deadline for school divisions to submit the *2024-25 Application for Major Capital Project Funding* is February 29, 2024. Administration is recommending to the Board the following 2025-26 major capital projects:

1. New replacement elementary school in Melfort (consolidate Reynolds Central School, Brunswick School and Star City School)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. LP Miller Comprehensive School (modernization/renovation).

RECOMMENDATION

Proposed Board Motion:

That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2025-26 Application for Major Capital Project Funding*:

1. New replacement elementary school in Melfort (consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. L.P. Miller Comprehensive School (modernization/renovation).

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	February 6, 2024	



NESD Board of Education

Meeting Date: February 13, 2024

Topic: Minor Capital Renewal Program Projects

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" 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"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

The 2022-23 provincial budget introduced a new Minor Capital Renewal Program for school divisions.

On January 23, 2023, the Board passed the following motion:

That the Board approve the following projects for the 2024-25 Minor Capital Renewal Program applications:

- Tisdale Middle and Secondary School (upgrades/renovations);
- Wagner School (upgrades/renovations).

CURRENT STATUS

All school divisions have been invited to apply for the program's funding through an application process. The deadline for applying for funds in the 2025-26 budget is February 29, 2024. Each school division may submit up to two applications and the cost of each project must be no more than \$10 million. There can be no overlap between the Major Capital and Minor Capital applications.

RECOMMENDATION

Proposed Board motion:

That the Board approve the following projects for the 2025-26 Minor Capital Renewal Program applications:

- Tisdale Middle and Secondary School (upgrades/renovations);
- Wagner School (upgrades/renovations).

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	February 6, 2024	



NESD Board of Education

Meeting Date: February 13, 2024

Topic: Transportation Report: September 2023 to January 2024

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 2023 to January 2024*.

RECOMMENDATION

Proposed motion:

That the Board accept the *North East School Division Transportation Report: September 2023 to January 2024*.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	February 7, 2024	<i>North East School Division Transportation Report: September 2023 to January 202</i>

North East School Division Transportation Report: September 2023 to January 2024

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 when possible.</i> • <i>In-service held 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 has improved communication with drivers.

Recruitment – Currently have a standing advertisement for casual bus drivers that has had some success. Working in conjunction with Human Resources to develop a recruiting plan.

North East School Division Transportation Report: September 2023 to January 2024

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	22-23 School Year			23-24 School Year		
	Period 1 Sep-Jan	Period 2 Feb-Jun	Total	Period 1 Sep-Jan	Period 2 Feb-Jun	Total
Total students transported	2582	2531	--	2687		
Number of transportation routes	68	68	68	68		
Number of unfilled routes	2	6	6	0		
Number of route cancellations:	883	688	1571	1150		
Mechanical	41	32	73	17		
Weather	301	90	391	181		
No substitute driver	539	552	1091	666		
STF Job Action	--	--	--	272		
Other	2	14	16	14		
Average age of bus fleet	7.6 years	7.6 years	--	6.1 years		
Capacity utilized on bus (average)	67%	64%	--	70%		
Average one-way ride time (in minutes)	26	25	--	27		
Longest one-way ride time (in minutes)	86	98	--	95		
Report Period 1						
Number of unfilled routes: At the start of the school year, there were three unfilled routes. All were filled during the first half of 2023-24.						
Route Cancellations: Each run, morning and afternoon are counted separately, (each route has two runs per day).						
Route Cancellations – Weather: -40C temperatures account for 154 cancellations. Icy roads cancelled some routes.						
Route Cancellations – No substitute driver: There were three unfilled routes at the beginning of the year that account for most of this number.						
Route Cancellations – STF Job Action – There was no school on January 16 and 22 due to province-wide strikes by the teachers.						
Route Cancellations – Other: School in Hudson Bay was cancelled due to no water in the town.						
Report Period 2						

North East School Division Transportation Report: September 2023 to January 2024

Emerging issues:

A lack of casual drivers accounts for most of the “No Driver Available” count being high. A recruiting plan is in development to address the shortfall of casual drivers.