

NESD Regular Board Meeting

DATE: Tuesday, May 14, 2024

TIME: 1:30 pm

LOCATION: Carrot River Valley School, Carrot River, 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 [April 23, 2024 Regular Board Meeting](#) be adopted as presented.

6. DELEGATIONS and 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:

- [Administrative Procedures.](#)

8. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. [Preventative Maintenance and Renewal Projects \(PMR\)](#)
2. [Brunswick SCC Constitution - Update for Board Approval](#)
3. [Board Policy Approval](#)
4. [Arborfield Motion](#)

B. Monitoring and Reporting Items:

1. Employee retirements and service awards (will be posted on Monday)

C. Board of Education Strategic Direction Items:

1. [Continuous Agenda 2024-2025](#)
2. [NESD 2024-2025 Strategic focus for Schools - SCC support](#)

9. INFORMATION ITEMS

1. [Administrative Policies](#)

10. **For Board Review:**

- [AP 201 - Establishment and Maintenance of School Community Council](#)
- [AP 417 - Student Fees](#)
- [AP 706 - Purchasing](#)

11. CORRESPONDENCE

NESD Regular Board Meeting

DATE: Tuesday, May 14, 2024

TIME: 1:30 pm

LOCATION: Carrot River Valley School, Carrot River, SK

11. CELEBRATING EXCELLENCE:

- [Board Celebrations](#)

12. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- [School Trustee](#)

13. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

14. ADJOURNMENT

15. TEN-MINUTE RECESS and MEDIA INTERVIEWS (if necessary)

16. CLOSED SESSION ROUNDTABLE and MEETING REVIEW

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
Tuesday, April 23, 2024**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, April 23, 2024, at 1:30pm at the Porcupine Plain Comprehensive School in Porcupine Plain, SK.

TRUSTEES:

Kathrene Bank
Kevin Graham – Microsoft Teams
Sherri Hanson – Absent
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 1:34 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

2024-04-161 T. Kwiatkowski moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2024-04-162 K. Bank moved that the minutes of the February 13, 2024, Regular Board Meeting be adopted as presented. *CARRIED*

2024-04-163 D. Kelsey moved that the minutes of the March 19, 2024, Regular Board Meeting be adopted as presented. *CARRIED*

2024-04-164 T. Kwiatkowski moved that the minutes of the April 8, 2024, Additional Meeting of the Board be adopted as presented. *CARRIED*

CONSENSUS ITEMS

2024-04-165 M. Walton moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*

- Administrative procedures:
 - *AP 401 Decision Making (AMENDED)*
 - *AP 403 Admission of Students (AMENDED)*

- AP 416 Student Records (AMENDED)
- AP 419 Internet use (DELETED)– archived due to redundancy
- AP 512 Violence (AMENDED)
- AP 512.F1 Violent Incident Report Form (AMENDED).

NEW BUSINESS

- 2024-04-166 D. Kelsey moved that the Board provides the following financial support if a school purchases a 15-passenger van: *CARRIED*
- 25% of the cost from accumulated surplus;
 - 25% of the cost would be an interest free loan to be repaid by the school over a five year time period;
 - The remaining 50% would be funded by the school.

- 2024-04-167 M. Walton moved that the Terms of Reference for the Board Policy Review Committee be approved by the Board as being presented and accepted. *CARRIED*

MONITORING AND REPORTING ITEMS

- 2024-04-168 K. Bank moved that the Board accept the financial report for the six months ending February 29, 2024. *CARRIED*

STRATEGIC DIRECTION ITEMS

NONE

CELEBRATING EXCELLENCE

Stacy Lair, Director of Education, provided an outline of the April Board Celebrations.

SPECIAL PRESENTATION

Dan Mielke, Principal of Porcupine Plain Comprehensive School, provided a presentation highlighting the celebrations of Porcupine Plain Comprehensive School.

ADJOURNMENT

- 2024-04-169 T. Kwiatkowski moved that the Board Meeting adjourn at 3:05 pm. *CARRIED*
-

NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Preventative Maintenance and Renewal (PMR)

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 deadline for submitting the three year PMR plans and budgets to the Ministry of Education is June 30, 2024.

CURRENT STATUS

Please find attached the proposed PMR budgets for 2024-25 plus the next three years. Administration is proposing that \$3,705,000 would be spent on PMR projects during 2023-24.

RECOMMENDATION

Proposed board motions:

That the Board approve the Preventative Maintenance and Renewal plans for the fiscal years 2024-25, 2025-26, 2026-27 and 2027-28 as presented.

That the Board approve the movement of Preventative Maintenance and Renewal projects from future years into the 2024-25 expenditures if a planned project is either under budget or will not be completed which results in additional funds being available.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	May 7, 2024	❖ 2024-25 to 2027-28 PMR Budgets

Preventative Maintenance and Renewal Projects

Fiscal Year	Facility	Description of Project	Estimated Cost
2024-25	Wagner School	Roof sections 1 to 6	\$ 1,650,000
	Wagner School	Replace boilers	330,000
	William Mason School	Roof sections 1 to 19	1,725,000
			\$ 3,705,000
2025-26	Melfort & Unit Comprehensive Collegiate	Upgrade windows & all aluminum entry doors	\$ 350,000
	White Fox School	Replace roof section 1 to 9	1,400,000
			\$ 1,750,000
2026-27	Melfort & Unit Comprehensive Collegiate	New stair lift to gym balcony	\$ 200,000
	Melfort & Unit Comprehensive Collegiate	Renovation to home economics lab	275,000
	Wagner School	Upgrade general office area	185,000
	L P Miller	Renovate general office area	250,000
	Star City School	Reroof sections 1 to 4	1,170,000
	William Mason School	Roof top unit at south end	12,859
			\$ 2,092,859
2027-28	Star City	Repair boilers for northwest wing	\$ 150,000
	Bjorkdale	Replace existing gym flooring	65,000
	Central Park	Install new asphalt pad at the grade 3 entrance	80,000
	TMSS	New locksets (match NESD master key system)	65,000
	Melfort & Unit Comprehensive Collegiate	Renovate general office area	350,000
	TMSS	Upgrade home economics lab	200,000
	Tisdale Elementary	Replace flooring in halls & classrooms	150,000
	Wagner	Upgrade aluminum exterior windows	225,000
	Melfort & Unit Comprehensive Collegiate	Renovation of locker rooms & washrooms by the gym	2,000,000
			\$ 3,285,000



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Amended Brunswick School Community Council Constitution

MEETING	AGENDA ITEM		INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion

BACKGROUND

In 2006, the province moved to create a common school level governance structure called School Community Councils. The School Community Councils of the North East School Division each have a constitution based upon a common template. Over time, School Community Councils can amend constitutions to meet local needs.

CURRENT STATUS

The School Community Council at Brunswick Elementary School recently amended its constitution.

RECOMMENDATION

Proposed Board Motion:

Whereas, the Brunswick School Community Council (SCC) has amended their constitution to guide its operations; and whereas, the proposed constitution has been reviewed by the Director of Education and found to be in compliance with school division policies and regulatory requirements; the Board of Education approves the constitution of the Brunswick School Community Council as presented; and that this constitution shall take effect immediately upon approval.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	May 10, 2024	AMENDED - Brunswick Elementary SCC Constitution



Brunswick SCC

Brunswick School Community Council Constitution

1. Membership

1.1 Elected Voting Members

The School Community Council (SCC) will have the following Elected Members:

- 7 parent and community members elected at the Annual General Meeting, each serving a two year term.

1.2 Appointed Members

The School Community Council will have the following Appointed Members:

- School Principal;
- A teacher; and
- Additional members as recommended by the SCC and approved by the NESD Board of Education

2. Officers

The following School Council Officers will be determined annually from among the Elected Members. School Council Officers are voted on by the Elected Members.

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Members At Large (3 elected members)

Roles and responsibility of School Community Council Officers are listed in Appendix A.

3. School Community Council Meetings

3.1 Annual General Meeting

The Annual General Meeting will be held prior to the end of each school year. During the meeting School Community Council members will be elected and officers will be chosen.

3.2 The School Community Council will meet a minimum of 5 times per school year, in addition to the AGM.

3.3 Town Hall Model of Governance

In this model, members are elected to the School Community Council, but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the discussion of matters brought before the SCC.

3.4 Voting

On matters requiring a formal vote, only Elected members of the SCC may vote.

3.5 Quorum

A quorum of the SCC shall be a majority of the Elected Members.

3.6 Additional Meeting

An additional meeting of the SCC shall be called by the Chairperson of the SCC if required to do so by the Board of Education.

4. Public Consultation and Communication

The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- Bulletin Board
- Website
- Newsletters
- Minutes of SCC meetings
- Social media

5. School Community Council Code of Conduct

The SCC will adopt a Code of Conduct. (See Appendix B)

6. Conflict-of-Interest

A SCC Member may occasionally find themselves in a conflict-of-interest position under consideration by the SCC. When this happens, the Member should declare that they are in a conflict-of-interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

7. Decision-Making Process

Majority Vote Model

The issue is discussed, and a vote is taken. The majority vote decides the issue.

8. Handling Complaints or Concerns

8.1 Complaints or Concerns about an Individual Student or Staff Member

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the SCC to deal with the concerns or complaints about individuals other than to direct the concern to the appropriate individual. The NESD Board of Education Administrative Procedure 408 - Student and Parent Complaints and Grievances outlines the appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about SCC Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided SCC Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the SCC may be addressed immediately by the Member. If a Member is unsure of the appropriate response, she/he should say so but indicate that

she/he will check and get back to the individual. If such a commitment is made the member must follow through. After responding to the complaint or concern the member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the SCC in a more formal manner.

8.2.2 Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the SCC by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the SCC at an upcoming meeting. The SCC will provide a written response regarding how they have or will address the concern or complaint.

9. Conflict Resolution Process

The Conflict Resolution Process will be used by the SCC to address both internal conflict, which may occur among individuals within the SCC and external conflict that may occur between the SCC and individuals, groups, or organizations outside of the SCC. The conflict resolution process is outlined in The [North East School Division School Community Council Handbook and Orientation Guide \(page 15\)](#).

10. Committees

The SCC will act in a coordination role for committees operating in support of the SCC and the school program.

Committee(s) may be established by the SCC as needed. Each committee will be chaired by an Elected Member and the School Council will pre-approve all expenditures.

11. Amend the Constitution

The SCC may amend its constitution by sending suggestions for change in writing to the NESD Board of Education 15 days prior to a meeting of the Board.

Appendix A

Role and Responsibilities of School Community Council Officers

The Chairperson will:

- conduct meetings of the SCC
- ensure that all members have input to discussion and decisions
- prepare meeting agendas in consultation with the Principal and other SCC members
- oversee operations of the SCC
- establish networks that support the SCC
- act as a spokesperson for the SCC

The Vice-Chairperson will:

- support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend
- perform responsibilities assigned by the Chairperson

The Secretary will:

- take minutes at the SCC meetings
- receive and send correspondence on behalf of the SCC
- take charge of any official records of the SCC
- maintain a membership list of all members of the SCC
- ensure appropriate notice is given for all meetings of the SCC

The Treasurer will:

- provide a financial report for each meeting
- maintain council finances; and
- provide a financial report to the school division, see Administrative Procedure 203 - Local Budget and School Community Council

The Member At Large will:

- support the needs of the SCC

Appendix B

School Community Council Code of Conduct

1. The School Community Council of Brunswick School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the community. The School Community Council provides an opportunity for members of the community to have input and influence related to the policies of the school and school division for the betterment of children and education at Brunswick School.

2. A member of the SCC who is approached with a concern relating to the individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved and directing the parent in accordance with the provision of Section 8 of the Constitution.

3. A parent or community member who accepts a position as a member of a School Community Council:

- Upholds the constitution and bylaws, policies, and procedures of the SCC.
- Performs his/her duties with honesty and integrity.
- Works to ensure that the well-being of students is the primary focus of all decisions.
- Respects the rights of all individuals.
- Takes direction from the members, ensuring that the representative processes are in place.
- Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
- Works to ensure that issues are resolved through due process.
- Strives to be informed and only passes on information that is reliable and correct.
- Abides by the decisions made by the Council.
- Respects all confidential information.
- Supports public education.

Revised - May 2024



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Board Policy Approvals

MEETING		AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input type="checkbox"/> Information	
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Decision	
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion	

BACKGROUND

On January 16th, 2024, the NESD Board passed the following motion.

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.

On March 19, the Committee of the Whole reviewed the Terms of Reference for the Board Policy Review Committee (BPRC), no suggested edits were put forward. The terms will be taken to the April 23, 2024, Board meeting for approval.

The BPRC committee met on February 26, 27, March 1, 22, 2024. In attendance was the NESD Director of Education, Stacy Lair; Board Members: Kathrine Bank, Sherri Hanson, Marla Walton; SSBA policy advisors: Ted Amendt and Joe Couture (excluding March 1); and NESD Assistant to the Director, Triki Zenner as the recorder.

The following policies recommendations were presented to the Board for discussion and amendments during the March and April Committee of the Whole meetings.

[BP 101 - Foundations and Direction.docx](#)

[BP 103 - Board Operations.docx](#)

[BP 103.A1 - Board Operations-Board Schedule of Remuneration Appendix.docx](#)

[BP 103.A2 Declaration of Elector.docx](#)

[BP 103.A3 - Board Evaluation.docx](#)

[BP 108 - Code of Conduct.docx](#)

[BP 108.A1 Code of Ethics.docx \(NEW\)](#)

[BP 108.A2-Code of Conduct Sanctions.docx\(NEW\)](#)

[BP 108.A3-Conflict of Interest Protocol.docx \(NEW\)](#)

[BP 108.A4-Annual Declaration of Potential Conflict of Interest.docx \(NEW\)](#)

[BP 108.A5-Online Presence and Social Media Guidelines.docx \(NEW\)](#)

[BP 110-Role of Chair.docx](#)

[BP 111-Role of the Board-.docx](#)

[BP 112-Role of Committees.docx](#)

[BP 114 School Viability Review.docx](#)



NESD Board of Education

[BP 114.A1-School Review Calendar Guideline.docx](#)

[BP 116 - Delegation of Authority.docx](#)

[BP 117 -Role of Director.docx](#)

[BP 117.A1-DoE Evaluation Process, Criteria and Timeline.docx \(NEW\)](#)

[BP 117.A2-DoE Role Expectations.docx \(NEW\)](#)

[BP 117.A3-Leadership Practices Interview Guide.docx \(NEW\)](#)

[BP 1XX – Role of Vice-Chair \(NEW\)](#)

[BP 1XX – Role of Trustee \(NEW\)](#)

[BP 1XX.A1 – Trustee Services, Material and Equipment](#)

[BP 1XX – Board Representative \(NEW\)](#)

[BP 1XX -Recruitment.docx \(NEW\)](#)

[BP 1XX-Transportation.docx](#)

[BP1XX- School Community Councils.docx](#)

The BPRC deemed the following Board Policies unnecessary and/or redundant:

PB 103 Elections of Board Members

- Inclusive in BP 103

BP 104 Renumeration and Expenses

- Inclusive in BP 103

BP 105 Board Communications

- Inclusive in various renewed Board Policies

BP 106 Approach to Governance

- Redundant (See BP 102 Operations, BP 111 Role of the Board)

BP 107 School Board Association

- Inclusive in BP 103 (15)

BP 109 Assessment of Board Effectiveness

- Inclusive in BP 103, 103A.3 Board Evaluation

BP 115 Continuous Agenda

- Inclusive in BP 103

The following Board Policies had no recommended changes:

BP 118 Accumulated Surplus from Operations

- Reviewed May 2023
-



NESD Board of Education

CURRENT STATUS

The Board has three remaining policies to review as recommended by the BPRC.

Policy changes have been developed to reflect current educational standards, legal requirements, and best practices. They aim to provide clear guidance to all staff and stakeholders, ensuring a safe, equitable, and effective learning environment. The full documentation of each policy, along with supporting materials, summaries of changes, and details of nullified policies, has been made available to all board members for review prior to this meeting.

The advisement of the SSBA policy advisement team and legal counsel has been significantly helpful with policy renewal.

RECOMMENDATION

The Board approve the list of new and updated board policies as presented, and declare the specified policies nullified, effective immediately. The list includes updates to existing policies, the introduction of new policies, and the nullification of outdated policies as follows:

Policies for Approval:

- BP 101 - Foundations and Direction
 - BP 103 - Board Operations
 - BP 103.A1 - Board Operations-Board Schedule of Remuneration Appendix
 - BP 103.A2 Declaration of Elector
 - BP 103.A3 - Board Evaluation
 - BP 108 - Code of Conduct
 - BP 108.A1 Code of Ethics [\(NEW\)](#)
 - BP 108.A2-Code of Conduct Sanctions [\(NEW\)](#)
 - BP 108.A3-Conflict of Interest Protocol [\(NEW\)](#)
 - BP 108.A4-Annual Declaration of Potential Conflict of Interest [\(NEW\)](#)
 - BP 108.A5-Online Presence and Social Media Guidelines [\(NEW\)](#)
 - BP 110-Role of Chair
 - BP 111-Role of the Board
 - BP 112-Role of Committees
 - BP 114 School Viability Review
 - BP 114.A1-School Review Calendar Guideline
 - BP 116 - Delegation of Authority
 - BP 117 -Role of Director
 - BP 117.A1-DoE Evaluation Process, Criteria and Timeline [\(NEW\)](#)
 - BP 117.A2-DoE Role Expectations [\(NEW\)](#)
 - BP 117.A3-Leadership Practices Interview Guide [\(NEW\)](#)
 - BP 1XX – Role of Vice-Chair (NEW)
 - BP 1XX – Role of Trustee (NEW)
 - BP 1XX.A1 – Trustee Services, Material and Equipment
 - BP 1XX – Board Representative (NEW)
 - BP 1XX -Recruitment (NEW)
 - BP 1XX-Transportation.docx
 - BP1XX- School Community Councils.docx
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NESD Board of Education

Policies to be Nullified:

- PB 103 Elections of Board Members
- BP 104 Renumeration and Expenses
- BP 105 Board Communications
- BP 106 Approach to Governance
- BP 107 School Board Association
- BP 109 Assessment of Board Effectiveness
- BP 115 Continuous Agenda

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	May 9, 2024	Board Policy Handbook - CLEAN

North East School Division

**15th Annual
Staff Appreciation
Banquet**



May 10th, 2024

John Barron Auditorium

NESD Award Recipients - 2024

10 year recipients

Cory Bloom - Programmer Analyst
Jennifer Carter - Teacher
Michelle Cowell - Educational Associate
Michele Cragg - Logistics Planner
Natalia Danyliuk - Library Clerk
Ariel Delos Reyes - Caretaker
Karen Duchscherer - Admin Assistant
Bryanne Heisler - Teacher
Riley Hobbins - Teacher
Jocelyn Hobbins - Teacher
Lindsay Johnstone - Teacher
Barry Jones - Bus Driver
Kimberly Kerfoot - Bus Driver
Meaghan Lam Ma - Speech Language Pathologist
Gina Lechler - Teacher
Trish Markowsky - Teacher
Dan Millette - Teacher
Amanda Moser - Teacher
Ashley Osecki - Teacher
Carla Perry-Abbott - Educational Associate
Merlyn Rollo - Caretaker

15 year recipients

Katie Adair - Counselling Consultant
Carla Crozon - Admin Assistant
Michelle Gordon - Teacher
Carmella Hood - Admin Assistant
Kathryn Kellington - Teacher
Jennifer Kezema - Educational Associate
Brandi Moskal - Outreach Worker
Theresa Opp - Teacher
David Russell - Teacher
Marilyn Schnellback - Teacher
Ryan Sklapsky - Computer System Specialist
Jeff Zenner - Manager of Facilities

20 year recipients

Tracy Baerwald - Caretaker
Deannah Bergen - Admin Assistant
Marlene Healey - Educational Associate
Dwight Kozun - Maintenance Journeyman
Lesley Maree - Teacher
David Painchaud - Principal
Caroline Sjevold - Teacher
Laurie Snider - Bus Driver
Bev Sommer - Bus Driver
Heather Thompson - Teacher
Ryan Woolsey - System Administrator

25 year recipients

Jackie Prevost - Teacher
Louise Gel - Principal
Michelle Gulka - Vice Principal
Michael Hadwen - Teacher
Pamela Kellington - Teacher
Jackie Mahlum - Educational Associate
Bonnie Mamer - Teacher
Carmen Messer - Principal
Penny Mohr - Indigenous Educational Consultant
Stephanie Pipke-Painchaud - Coordinator of Learning
Darrell Pompu - Teacher
Carrie Spedding - Teacher

30 year recipients

Marcy Cisna - Bus Driver
Chris Janzen - Teacher
Tekla Kadachuk - Teacher
Shelley Lockwood - Vice Principal
Lana Prall - Teacher
Reanne Usselman - Coordinator of Learning

45 year recipients

Sharon Kapeller - Bus Driver

Retirees

Mark Backstrom - Mechanic Journeyman
Laura Blandin - Accounting Clerk
Scott Brinklow - Teacher
Pauline Crook - Educational Associate
Chelly Ewanus - Counselling Consultant
Brenda Gray - Caretaker
Gordon Gray - Teacher
Robert Haight - Bus Driver
Chris Janzen - Teacher
Dean Janzen - Teacher
Tracie Klenk - Teacher
Shelley Lockwood - Vice Principal
Anna Lorenz - Teacher
Judy Rudd - Teacher
Sharolyn Simoneau - Teacher
Bev Sommer - Bus Driver
Scott Sorestad - Teacher
Sheri Stevens - Teacher
Gordon Trachsel - Caretaker Coordinator
Phyllis Wilson - Caretaker
Leeann Verzonowski - Cafeteria Supervisor



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Continuous Agenda 2024-2025

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 checked="" 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

Board Policy No. 115 provides that each year the Board establishes a continuous agenda which includes a timeline of:

- Planning discussions
- Decision items
- Monitoring reports
- Presentations and linkages

Monthly meeting agendas are established by the board chairperson in consultation with board members and administration.

CURRENT STATUS

The attached draft of a continuous agenda was reviewed, discussed, and developed by the Committee of the Whole on April 23, 2024

A final draft is presented for consideration, revision and adopted by the Board at the May 14, 2024 Regular Business Meeting.

RECOMMENDATION

Proposed Board Motion:

That the Continuous Agenda of the Board of Education for 2024-2025 be adopted.

PREPARED BY	DATE	ATTACHMENTS
Triki Zenner, Admin. Assistant to the Director	May 14, 2024	Continuous Agenda of the Board 2024-2025

Continuous Agenda 2024-2025
NESD Board of Education

		Aug	September	October	November	Dec	January	February	March	April	May	June
Planning Discussion		Review SSBA Resolutions & Budget	Small School Update/School Viability Review		Year End Audit Findings		Draft 2025-2026 Calendars		Provincial Budget	Budget Projections	Budget	
			Prepare for Board Elections		New Board Member On Boarding–Nov 19		Strategic Plan Review			Review Year-End Audit Recommendations	Continuous Agenda 2025-2026	
										DRAFT Continuous Agenda 2025-2026		
				Small School Health Check	Organizational Meeting			Approve Strategic Plan Updates	Approve Calendars		Approve Continuous Agenda 2025-2026	Approve Budget
					Board Elections – November 13, 2024							
Monitoring Reports	Business, Infrastructure Governance		Quarter Three Financial Report ----- School Sustainability	Director’s Goals	Audited Financial Statement & Annual Report		Quarter One Financial Report	Business Continuity Plan ----- Transportation Report	Information Technology Service Delivery, Asset Management, Security	Quarter Two Financial Report	Board Evaluation	
	Student Outcomes		Balanced Scorecard Report	Balanced Scorecard Report	School Level Plans		Balanced Scorecard Report	Balanced Scorecard Report	Balanced Scorecard Report	Balanced Scorecard Report	Balanced Scorecard Report	
	Human Resources		Transportation Report	Human Resources Report			Determine process for Director evaluation	Human Resources Report		Plan Director’s Evaluation	Director’s Evaluation	Human Resources Report
				SCC Linkage	SSBA Fall General Assembly			MLA Linkage	SCC Linkage	SSBA Spring General Assembly	Administrator Linkage	
								School Student Communicator Linkage			Employee Appreciation Night	
LOCATION		Virtual Aug 13	Star City Sept 17	Melfort Oct 22	Melfort Organizational - Nov 19 Board - Nov 26			Maude Burke		Hudson Bay	TMSS	



NESD Board of Education

Meeting Date: May 14, 2024

Topic: SCC - NESD Strategic Objectives and Supports 2024-2025

MEETING	AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion

BACKGROUND

In the North East School Division (NESD), each school is required to prepare an annual strategic action plan that aligns with both NESD and provincial strategic priorities.

School Community Councils (SCCs) serve in an advisory role, tasked with reviewing and providing feedback on these school priority action plans each fall. Historically, SCCs were consulted after the plans had already been developed by school administrators and teachers.

During the 2023-2024 engagement sessions with the Director of Education, a new process and timeline were introduced. With this updated timeline, the Director will present the strategic objectives and corresponding division support to the SCCs each spring. This adjustment ensures that SCCs have the opportunity to share timely feedback that may influence the direction of the school's strategic plan, allowing them to share their insights on the strengths and challenges faced by their school community.

CURRENT STATUS

The attached strategic objectives and supports have been prepared and will be shared with SCCs.

RECOMMENDATION

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	May 10, 2024	SCC - NESD Strategic Objectives and Supports 2024-2025 – Resource to Support SCC Advisement



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Administrative Procedure Review

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 type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
		<input checked="" type="checkbox"/> Information Items
		<input type="checkbox"/> Correspondence
		<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion

BACKGROUND

In accordance with [AP306 Procedure Making](#), feedback is requested from stakeholders for new and significantly changed administrative procedures. After the feedback is received, the Director approves the changes before the administrative procedure is taken to the Board as an information item. The Director also reports housekeeping changes to the Board.

CURRENT STATUS

The NESD Executive Council is currently reviewing all the North East School Division Administrative Procedures.

RECOMMENDATION

For the May 14th, 2024 Board Meeting, the following [Administrative procedures](#) are ready for the Board to review:

[AP 201 Establishment and Maintenance of a SCC](#)

- This policy combines former AP 201-*Establishment* and 202-*Roles and Responsibilities*.
- All SCCs have had an opportunity to share feedback.

Notable intentions:

- Role clarity inclusive of responsibility to evaluate and plan for diverse SCC representatives.
- Revised window for AGM/elections 2. (b.) and details for returning officer eligibility 2. (c.)
- New communication process with local trustee 4. (c.), and communication process with division 4. (d.)
- New Student fees participation 5. (a.) also see AP 417 2. (d.)

[AP 417 Student Fees](#)

- Notable Updates: Substantive changes that alter the amount of fees collected by some schools. Knowing this, the draft-policy was shared in the spring of 2023 giving schools a window to share

[AP 706 Purchasing](#)

- Notable Updates highlighted): Legislative references updated. Requirements to collect quotes for services between \$10000 and \$75000 removed. Contract requirements for purchase terms exceeding one year.

PREPARED BY

Stacy Lair, Director of Education

DATE

May 9, 2024

ATTACHMENTS



NESD Board of Education

Meeting Date: May 14, 2024

Topic: Board Celebrations

MEETING	AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting <input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business <input type="checkbox"/> Board Strategic Direction <input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Information Items <input type="checkbox"/> Correspondence <input checked="" type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Decision <input type="checkbox"/> Discussion

BACKGROUND

Sharing celebrations during school board meetings is a multifaceted approach that reinforces the NESD's values, vision, mission, and strategic imperatives. It nurtures a positive, inclusive, and engaged school community that values growth, achievement, and wellbeing.



CURRENT STATUS



NESD Board of Education

Celebrating Innovation

In partnership with Suncrest College, NESD students will be eligible to enroll in a new dual credit opportunity for the 2024-25 school year. NESD academic advisors are currently supporting student to access this course.



Box 2320, 400 Burns Ave. E
Melfort, SK S0E 1A0
suncrestcollege.ca

Dual Credit Early Childhood Education (ECE) Certificate of Achievement: Jan-June 2025

Students interested in obtaining the minimum credentials for seeking employment in a licensed daycare can take the 3 classes necessary as part of their high school programming with Suncrest College. This would be available to a maximum of 15 NESD students at no cost for the Polytechnic Courses.

How will the dual credit option work?

Suncrest College will offer the ECE Certificate of Achievement to NESD students in a synchronous cohort with a regional/online instructor in a proctored classroom at each of the three local Suncrest College campuses (Melfort, Nipawin, and Tisdale) from 1:30-3:30 pm commencing January 30th, 2025, and concluding June 26th, 2025.

Interested NESD students will be registered through Suncrest College to the Sask Polytechnic program and will be taught the three classes necessary for their letter of achievement by college staff as a physical cohort with proctored support. NESD students will work in and submit their assignments to their Suncrest Instructor using the Brightspace Learning Management System (LMS). There will be no tuition cost to students for the Sask. Polytechnic class.

NESD/local high schools will register their students through the Ministry of Education for the three locally developed/dual credit 30 level elective classes as part of their regular registration.

Suncrest College will submit all ECE course marks to Sask Polytechnic for credit and will work with NESD students to ensure that they complete the necessary paperwork to be eligible to receive their Certificate of Achievement in ECE.

Courses:

Sask Polytechnic Course	Ministry of Education Course and Code
ECE 106 – Dynamics of Play 1	Psychology 30 (DC) 9554
ECE 142 – Health, Safety and Nutrition	Health, Safety and Nutrition (DC) 30L 9504
HUMD 183 – Child Guidance 1	Child Guidance 1 (DC) 30L 9511

Celebrating Empowerment

2024 Mosaic School Nutrition Challenge Winner - Porcupine Plain Comprehensive School

Project Highlights:

- Implement universal snack programs
- Purchase commercial cooler
- Students lead and implement nutrition programs

“The Mosaic School Nutrition Challenge has supported student nutrition across Saskatchewan for 18 years, making it one of our longest partnerships,” says Marnel Jones, Mosaic’s Director of Government and Public Affairs – Canada. “Through the Challenge, students learn first-hand to grow food, the



NESD Board of Education

importance of nutrition, and have the opportunity to create healthy environments in their schools. Congratulations to this year’s ten winning schools.”

The winning projects have goals including implementing or expanding nutrition programs, promoting cooking and gardening, enhancing facilities, increasing educational opportunities, and supporting projects with cultural components. These will be supported by the grants.

For the total of \$150,000 in prizes provided by Mosaic, schools from across the province submitted their projects to compete. Schools receiving grants this year are governed by the Horizon, Ile-a-la Crosse, North East, Prairie Spirit, Prairie Valley, Regina Catholic, Regina Public, Saskatchewan Rivers, and Saskatoon Public school boards and the Meadow Lake Tribal Council.

This program began in 2006 to encourage grassroots initiatives to help improve student nutrition.

“We see amazing ideas and initiatives continue to come forward in this 18th year of the Mosaic Challenge,” said Jaimie Smith-Windsor, president of the SSBA. “We are grateful for Mosaic’s ongoing commitment.”

RECOMMENDATION

PREPARED BY	DATE	ATTACHMENTS
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Stacy Lair, Director of Education

May 10, 2024

May Board Celebrations 2024
