

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, June 15, 2021 at 1:30pm pm at the NESD Division Office in Melfort, Saskatchewan and virtually via BOARD TEAMS, due to the COVID 19 Pandemic.

PRESENT:

Kathrene Bank	Ted Kwiatkowski	Director of Education: Don Rempel
Kevin Graham	Kevin Trew – via TEAMS	Supt. of Business Admin.: Wanda McLeod – via TEAMS
Dustin Kelsey -via TEAMS	Tyson Waldner – via TEAMS	
Lori Kidney	Marla Walton - Chair	

ABSENT: None

CALL TO ORDER at 2:35pm.

ADOPTION OF AGENDA

2021-06-59 K. Graham moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2021-06-60 K. Bank moved that the minutes of the [Regular Board Meeting of May 18, 2021](#) be adopted as presented. *CARRIED*

SPECIAL PRESENTATIONS:

- Mark Jensen, Coordinator of Continuous Improvement and Reporting
 - Wall Walk

2021-06-61 T. Kwiatkowski moved that the Board approve, as a monitoring report, the June 2021 Wall Walk for the key data sets of the North East School Division for the time-period of April 1, 2021 to June 15, 2021. *CARRIED*

- Mark Jensen, and Stephanie Pipke-Painchaud, Coordinator of Learning
 - Edsby Presentation

Lori Kidney excused herself from the meeting at 3:20pm.

CONSENSUS ITEMS

2021-06-62 D. Kelsey moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*

- Director's Personnel Report - May 2021
- Correspondence.

NEW BUSINESS

2021-06-62 K. Graham moved that the Board approves the replacement of the elevator at Melfort and Unit Comprehensive Collegiate at a cost not to exceed \$300,000 and to be funded with the provincial Preventative Maintenance and Renewal grant and insurance proceeds. *CARRIED*

- 2021-06-64 T. Waldner moved that the Board approves the following 2020-21 internally restricted allocations from the unrestricted accumulated surplus: *CARRIED*
- \$123,000 for Vehicle Replacements
 - \$712,700 for School Bus Replacements.
- 2021-06-65 K. Trew moved that the Board approves the addition of a Regular Board meeting to be held on Tuesday, August 17, 2021 at 1:30pm at the North East School Division Office in Melfort, Saskatchewan. *CARRIED*

MONITORING AND REPORTING ITEMS

- 2021-06-66 T. Kwiatkowski moved that the Board of Education has found the performance of the Director of Education to be acceptable for the 2020-2021 school year. *CARRIED*
- 2021-06-67 K. Trew moved that the Board approves the secure destruction of the following 236 boxes of paper and 1 envelope 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 (176 boxes)	# of Boxes
2011-2012 - Vendor Accounts Payable Invoices	27
2012-2013 - Vendor Accounts Payable Invoices	21
2012-2013 - Accounts Receivable Billings and Backup, Aged Accounts Receivable Reports	3
2010-2011 - Budget Working Papers	1
2012-2013 - Aged Accounts Payable Reports	1
2010-2012 - Audit File Working Papers	2
2010-2011 - Bank Reconciliation Printouts	6
2010-2011 - School Local Chequing Account Reconciliations	3
2010-2011 - School Bank Deposit Backup Documentation	3
2010-2012 - General Journal Entry Printouts	25
2011-2016 - Budget Working Papers	3
2009-2013 - Cancelled Cheques	5
2010-2011 - Charitable Donation Receipts and Backup Documentation	1
2010-2011 - Closing Journal Entry Printout	1
2000-2007 - Carrot River Jr. Sr. High School Library Purchase Orders	1
2010-2011 - Purchase Orders	1
2010-2011 - Credit Union Deposit Sweep Backup Documentation	1
2009-2011 - School Deposit Backup Documentation	11
2011-2012 - Division Office Deposits Slips and Backup Documentation	3
2009-2011 - Driver Training Student List Submissions	1
2011-2013 - Employee Expense Invoices	9
2010-2011 - Fixed Asset Journal Entry Printouts	1
2007-2013 - Grant Confirmation Letters	1
2010-2012 - Year-end Audit Working Papers	6
2010-2011 - School Generated Fund Internal Audit Working Papers	5
2011-2012 - Toshiba Vendor Invoices	2
2012-2013 - GST Rebate Calculation Working Papers	1

2010-2011 - Tangible Capital Asset Addition Information and Fixed Asset Registers	1
2006-2012 - Workers Compensation Board Yearly Payroll Estimate Calculations	1
2006-2012 - Regional College Accounts Payable & Accounts Receivable working papers	1
2010-2011 - Royal Bank of Canada Visa Statements	1
2010-2011 - Self-Assessed Provincial Sales Tax Remittances	1
2010-2011 - Recurring General Journal Entry Printouts	3
2010-2011 - School Property Tax Reconciliations and Yearly GST Remittance	1
2010-2011 - Tangible Capital Asset Depreciation working papers	1
2010-2011 - School Tax Reconciliations	1
2011-2012 - Public Account Working Papers	1
2011-2012 - Remittance Payment Files Including Invoice Copies and Cheque Stubs	1
2011-2012 - School Local Chequing Account Reconciliations and Deposit Documentation	1
2011-2012 - Banking Payment Reports (Operating, US, Employee Electronic Funds Transfer, Pre-Authorized Vendor Payments)	1
2010-2011 - Reynolds School Finance Documents	1
2009-2013 - Payroll Journal Transactions	15

ADMINISTRATION (4 Boxes)	
---------------------------------	--

2011-2012 – General Ledger Coding Reference materials	1
2011-2012 – Internal Auditor – documented Finance Department processes	1
2003-2008 - Superintendent of Business Administration - Working Files	2

Election Materials (5 Boxes)	5
-------------------------------------	----------

2012 - Election Records	
• Unused and used ballots	
• Declaration of Polls	
• Poll Book	
2020 - Election Records	
• Unused and used ballots	
• Poll Book	
• Form BB - Declaration of Poll	
• Certificate of Voters	
• Tally Sheets	
• Form D – Appointment of Officials (All)	
• Form E – Oath of Officials (All)	
• Form Z – Deputy Returning Officer Statement of Results	

Human Resources (4 Boxes)	
----------------------------------	--

2011-2012 – T4A's	2
1979-2006 – Monthly Principal reports	1
2009-2010 – Payroll Transmission Files	1

Reports and Statistics (2 Boxes)	
1989-2019 – School Incident Reports	1
2011-2018 – Statistics Canada Surveys	1
Cumulative Records (8 Boxes)	
1992-1995 (Year of birth of students) – Tisdale Middle and Secondary School Cumulative files	4
1952-1989 (Year of birth of students) – Porcupine Plain School Cumulative files	4
Student Records (14 Boxes)	
1976-1985 – William Mason School Education plans and student marks	1
1985-2002 – William Mason School – Student lists	1
2004-2012 – William Mason School – Miscellaneous class photos	1
2007-2013 – Brunswick School – Miscellaneous student pictures from activities	1
1970-1990 – Tisdale School Division Student Marks	10
Student Services Department (22 boxes)	
1991-1994 – Student Services Department – Diversity Education working files	1
1995 – Student Services Department - old student files	1
2011 – Student Services – Grant working files	1
2009 – Student Services working files	1
2014 – Student Services working files	1
1994 – Ed Psych reports	1
Diversity Education assessment materials	1
Outdated assessment materials	6
2012-2016-Learning Consultant -working files	9
North East Career and Enterprise Development records (1 Box)	
2000 - Minutes, Correspondence, and Director Reports from North East Career and Enterprise Development	1
2004-2012 William Mason School Bus Reports (1 Envelope)	
	1

STRATEGIC DIRECTION ITEMS

2021-06-68	K. Bank moved that the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2021 to August 31, 2021 as detailed in the 2021-22 Budget Report.	<i>CARRIED</i>
2021-06-69	D. Kelsey moved that the Board of Education adopt the Strategic Plan of the Board 2021-2025.	<i>CARRIED</i>
2021-06-70	T. Waldner moved that the Board of Education of the North East School Division accepts the Level Two Priority Plans for the 2021-2022 school year.	<i>CARRIED</i>

ADJOURNMENT

2021-06-71	T. Kwiatkowski moved that the Board Meeting adjourn at 4:10pm.	<i>CARRIED</i>
------------	--	----------------

NESD Board Chair/Vice-Chair

Superintendent of Business Administration