

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, June 18, 2019 at 2:00 pm at the North East School Division Boardroom in Melfort, Saskatchewan.

PRESENT:

Randy Ariss	Lori Kidney	Director of Education: Don Rempel
Michael Botterill	Ted Kwiatkowski	Supt. of Business Admin.: Wanda McLeod
Linda Erickson	Luke Perkins - Chair	
Bob Gagné		
Richard Hildebrand		

ABSENT: Marla Walton

CALL TO ORDER – 1:55 pm.

ADOPTION OF AGENDA

2019-06-52 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2019-06-53 T. Kwiatkowski moved that the minutes of the Regular Board Meeting held on May 28, 2019 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

Mark Jensen, Coordinator of Continuous Improvement and Reporting

- ❖ June 2019 Wall Walk – reviewing the 2019-20 Cycle 4-Level 2 Project Plans

CONSENSUS ITEMS

2019-06-54 L. Kidney 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 2019
- ❖ Administrative Procedures - AP 403: Admission of Students (amended)
- ❖ Correspondence.

NEW BUSINESS

2019-06-55 L. Erickson moved that the Board approves the following 2018-19 internally restricted allocation from the unrestricted accumulated surplus: *CARRIED*

- \$600,000 to Bus Fleet Renewal.

MONITORING AND REPORTING ITEMS

2019-06-56 R. Hildebrand moved that the Board approve, as a monitoring report, the June 2019 Wall Walk review of the 2019-2020 Project Plans of the North East School Division for the 2019-20 school year. *CARRIED*

2019-06-57 M. Botterill moved that the Board of Education has found the performance of the Director of Education to be acceptable for the 2018-2019 school year. *CARRIED*

2019-06-58 R. Ariss moved that the Board approves the secure destruction of the following paper format records that are eligible for destruction as per SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012): *CARRIED*

- 1 box containing: Melfort and Tiger Lily School Divisions receipt books from 1994 to 2005, North East School Division statistics documents from 2013 to 2015 and North East School Division financial reports from 2011 to 2013 and PST documents from 2006 to 2010;
- 1 box of accounts receivable documents from 2011;
- 21 boxes of accounts payable documents from 2010-11;
- 5 boxes of employee expense documents from 2010-11;
- 1 box of remittance documents from 2010-11;
- 1 box of accounts receivable documents from 2008-09;
- 1 box of accounts receivable documents from 2010;
- 23 boxes of accounts payable documents from 2009-10;
- 5 boxes of employee expense documents from 2009-10;
- 1 box of Brunswick School accounting and finance documents from 2004 to 2009;
- 1 box of Brunswick School petty cash and School Generated Funds bank statements from 1997 to 2004 and Brunswick School accounts payable invoices from 2004 to 2007;
- 1 box of Brunswick School accounting and finance documents from 2008 to 2010;
- 1 box of Brunswick School accounting and finance documents from 2006 to 2009;
- 1 box of Brunswick School accounting and finance documents from 2006 to 2007;
- 1 box containing: Hudson Bay Composite High School bank deposit slips and reconciliations, William Mason School bank deposit slips and reconciliations, North East School Division capital account reconciliations, North East School Division journal entries and Melfort Unit and Comprehensive Collegiate bank deposits and reconciliations and Porcupine Plain schools bank deposits and reconciliation, Star City School bank reconciliations and bank deposits, all from 2009 to 2010;
- 1 box of journal entries, school bank accounts and deposit sweep documents from 2009 to 2010;
- 1 box of US vendor cheques, journal entries, Tisdale Middle and Secondary School, Wagner School bank reconciliations, White Fox School bank reconciliations, Stewart Hawke Elementary School bank reconciliations, Tisdale Elementary School bank reconciliations, Zenon Park School bank reconciliations, Hudson Bay Composite High School bank reconciliations, LP Miller Comprehensive School bank reconciliations, all from 2009 to 2010;
- 1 box of Maude Burke Elementary School bank reconciliations, Reynolds School bank reconciliations, Central Park School bank reconciliations, Gronlid Central School bank reconciliations, Bjorkdale School bank reconciliations, Brunswick School bank reconciliations, Melfort Unit and Comprehensive Collegiate Café bank reconciliations, Naicam School bank reconciliations, Statement of Accounts – School Taxes, accounts payable – employees and Saskatchewan PST documents, all from 2009-10;
- 1 box of vendor Canadian cheques, employee electronic fund transfers, Charitable Donation Returns and bank reconciliations, all from 2009-10;
- 1 box of school bus trip request forms from 2009-10;
- 1 box of year end audit working papers from 2009-10 and budget and financial statement documents from 2010 to 2014;

- 1 box of North East School Division remittance and tangible capital asset documents and local checking accounts of various schools from 2009-10 and Melfort School Division accounts payable and bank reconciliations from 2002;
- 1 box of school bus trip requests from 2006 to 2010;
- 1 box of accounts payable documents from 2008-09;
- 1 box of accounts receivable documents, invoices, budget documents, bank transfers from 2009 to 2010;
- 1 box of purchase orders, accounts payable documents, deposit documents from 2009 to 2011;
- 1 box of deposit documents and journal entries from 2009-10;
- 1 box of journal entries and bank account reconciliations from 2009 to 2011;
- 1 box of journal entries, accounts payable documents, bank reconciliations, bank transfers and electronic funds transfer documents from 2010 to 2011;
- 1 box of deposit documents, various schools bank reconciliations, accounts receivable and payable documents and deposit documents from 2009 to 2011.

STRATEGIC DIRECTION ITEMS

2019-06-59 T. Kwiatkowski moved that the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2019 to August 31, 2020 as detailed in the 2019-20 Budget Report. *CARRIED*

ADJOURNMENT

2019-06-60 B. Gagné moved that the Board Meeting adjourn at 3:05 pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration