

*** (09/16/2019)*

1. IN-CAMERA SESSION

2. CALL TO ORDER

3. ADOPTION OF AGENDA

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

4. ADOPTION OF MINUTES

a) Minutes of Regular Meeting – [2019 06 18 Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of June 18, 2019 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS -

-

6. 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:

- Director's Personnel Report – June, July, and August 2019
- Administrative Procedures:
 - AP 202-Roles and Responsibilities
 - AP 403-Admission of Students
 - AP 525-Employee and Student Acceptable Use
- Out of Province Travel - Sept. 2019

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

- 1) CUPE Agreement - [CUPE agreement-091719-0-Public.docx](#)
- 2) Schools Eligible for Review-[Schools Eligible for Review-091719-FINAL.pdf](#)
- 3) Attendance Area Boundary Change - [Attendance Area Boundar Change requests](#)

B. Monitoring and Reporting Items

- 1) 2019 September Wall Walk - [September 2019 Wall Walk-091719-FINAL.pdf](#)
- 2) Quarter Three Financial Report - [Financial Report-091719-FINAL-Nine Months ending May 31 2019.pdf](#)

3) 2018-2019 Transportation Report- [Transportation Report-091719-FINAL.pdf](#)

C. Board of Education Strategic Direction Items

1) [Emergent succession letter.pdf](#)

***8. INFORMATION ITEMS**

A. Director's Personnel Report -

- June, 2019 - [2019_06-Director's Personnel Report.pdf](#)
- July & August, 2019 - [2019_07_08-Director's Personnel Report.pdf](#)

B. Out of Province Travel - [Out of Province-2019 09 17.docx](#)

C. CONFIDENTIAL Student Suspensions - NONE

D. Administrative Procedures -

- [AP 202-Roles and Responsibilities-090619 Markup.pdf](#)
- [AP 403 - Admission of Students-v080719.docx](#)
- [AP 525-090619-0.pdf](#); [AP 525-Employee Acceptable Use Policy-v.081319.pdf](#)

***9. CORRESPONDENCE - [2019-2020 Board Correspondence](#)**

- [2019-20 Budget Approval LTR-North East-082719.pdf](#)
- [Letter to the NESD Chair-Amber Hoffus-090919.pdf](#)
- [Hoffus,Amber-L.Perkins response-091119.pdf](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION - [2019-2020 SSBA](#)

11. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

12. ADJOURNMENT

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

14. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW

Complete Board Package

Board Events - [Board event table](#)

Board Readings - [Media & Thank you](#)

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



NESD Board of Education

Meeting Date: September 17, 2019

Topic: CUPE Negotiations 2018-19 - Update

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 current collective agreement expired on August 31, 2018.

CURRENT STATUS

Negotiations were completed on June 27, 2019. CUPE took the complete package for ratification with its membership on September 9, 2019 and they voted to accept the package.

RECOMMENDATION

Proposed Motion:

That the Collective Agreement with CUPE Local 4875 effective from September 1, 2018 to August 31, 2022 be ratified by the Board of Education of the North East School Division.

PREPARED BY	DATE	ATTACHMENTS
Heather Shwetz, Superintendent of Human Resources	September 12, 2019	



NESD Board of Education

Meeting Date: September 17, 2019

Topic: Administrative Procedure 114: School Viability 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"/> Audit Committee Meeting	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

The School Division Administration Regulations and NESD board policy identifies criteria under which a school may be reviewed before considering closure or grade discontinuance for the next school year. If the board of education does not initiate a review of school viability before October 15 of a given school year, a school will not be eligible to close or discontinue grades in the following school year without consent of the School Community Council.

CURRENT STATUS

Four schools currently are eligible for a review, enrolment as of September 6, 2019 is:

- Arborfield School 77 students;
- Bjorkdale School 63 students;
- Gronlid Central School (K-8) 33 students;
- Star City School 77 students.

RECOMMENDATION

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	September 9, 2019	Board Policy 114 – School Viability Review



SCHOOL VIABILITY REVIEW

The Board of Education, in its efforts to provide meaningful learning opportunities that reflect that Board's vision, mission and commitments for student learning, recognizes that it needs to maintain viable schools, classrooms and programs. Consequently, the Board will, from time to time, need to consider grade discontinuance or school closure based on the learning needs of students and based on utilizing resources effectively and efficiently. The Board values collaboration and is committed to a process permitting input from community, staff, and parents to help inform its decision. Guidelines for school viability review will be the criteria used as factors when grade discontinuances or school closures are to be considered.

The school closure and discontinuance of grades guidelines as provided in Sections 54 to 64 of *The School Division Administration Regulations* shall be used as support for the Board.

In the month of September, as part of its Yearly Agenda, the Board of Education will carry out an annual evaluation of the schools in the North East School Division. This evaluation will consider equity of access to effective learning opportunities for all students as reflected in the Board's strategic plan and goals. As required by *The School Division Administration Regulations*, a Board motion to review for closure or grade discontinuance will occur by October 15 in the school year of consideration.

The Board recognizes that, while a school or classroom may not meet the criteria of a viable school, the school or classroom may be allowed to continue to operate if in the opinion of the board the situation is temporary, or if the closure of the school or relocation of the classroom would result in students being picked up by bus at a time that is detrimental to their well-being. In situations where it is not feasible to transport students to another school for their learning opportunities, the Board will endeavor to use technology and/or other resources to ensure effective and efficient learning experiences.

Note: Currently, the school viability process does not apply to a Hutterite Colony School.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Request for Review

Any decision concerning school viability will make provision for input and consideration of the wishes and concerns of the parents, students, staff, School Community Council and community within the attendance area under consideration. A school's viability will be reviewed if a written request for a review is received from a school's School Community Council, a group of at least five (5) families, or from the Director of Education.

2. Important Dates

Please refer to *The School Division Administration Regulations* for more information.

- a. As required by legislation, the Board of Education must pass a motion to review a school, adopt the criteria for the review and notify the public of the intention to review the school and the review criteria adopted by the Board on or before October 15 of the year before the year in which a potential closure of the school or discontinuance of grades taught in the school is to come into effect.
- b. On or before November 1 of the year before the year in which the potential closure of the school or discontinuance of grades taught in the school is to come into effect, the Board



- establishes a review committee.
- c. Not later than March 31 of the year in which the potential closure of the school or discontinuance of grades taught in the school is to come into effect, the Board must hold a meeting of the electors of the school community council to advise the electors of the motion passed by the Board.
 - d. By not later than April 30, the Board must pass a motion to close the school or discontinue one or more grades taught at the school.
 - e. By not later than June 30, the Board must notify the public of where to view the implementation plan adopted.

3. Dialogue with the School Community

Dialogue with the staff and School Community Council will take place if anyone or more of the following criteria apply to the school:

- a. If a school's enrolment in the next academic year is projected to be less than 90 for a K – 12 school; or the average number of students is six or less per grade at the elementary/middle years level in grades K – 9.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in a grade.
- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.
- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (i.e. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit)

4. Criteria for School Review

A school's viability may be reviewed if (a) and any one or more of the following criteria apply to the school:

- a. As outlined in Section 56(b) of The School Division Administration Regulations, projected enrolment for the school under review for the following school year is less than:
 - (i) for a school offering kindergarten to Grade 4 only, 25 pupils;
 - (ii) for a school offering kindergarten to Grade 5 only, 30 pupils;
 - (iii) for a school offering kindergarten to Grade 6 only, 38 pupils;
 - (iv) for a school offering kindergarten to Grade 7 only, 44 pupils;
 - (v) for a school offering kindergarten to Grade 8 only, 51 pupils;
 - (vi) for a school offering kindergarten to Grade 9 only, 58 pupils;
 - (vii) for a school offering kindergarten to Grade 12, 88 pupils.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in a grade.
- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.



- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (ie. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit).

5. *School Review Data Collection*

As part of the school review process the Director will provide the Board of Education with the following applicable information concerning any school under review:

- a. Projected enrolment in the school under review for at least five years, including number of students in each grade and the impact of grade-size on peer group opportunity and gender balance.
- b. Elective credits available to students in grades 10-12 in the school under review compared to the closest schools not under review.
- c. Pupil Teacher Ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom in the school under review and likely changes in these factors in the future.
- d. Capacity of staff and division staff to meet the learning needs of students in the school under review.
- e. Travel time (pick-up and drop-off times, total time spent on bus) of students in the school under review compared to travel time if they were attending the closest school not under review.
- f. Potential efficiencies if students in the school under review were re-located to the nearest school not under review and if staff were re-assigned or their positions were discontinued.
- g. Potential impacts on staff, program, facilities of nearest schools to which students in the school under review would be re-located.
- h. Anticipated future costs of maintaining the school's facilities and physical plant.

6. *School Review Consultation Process*

Unless a request for a review is made of the Board of Education as outlined in this policy the board may complete a school review process of a school meeting the review criteria only **once** during the third year of a four-year mandate of the elected board. The school review process would start with the Board reviewing relevant information as provided by Administration about the school(s).

When the Board of Education makes a motion to review for discontinuation/school closure it will proceed according to relevant provincial legislation.

The specific steps in the relevant legislation will be outlined to the school community at the beginning of the consultation process following the Board's motion to review.

Reference: *The Education Act, 1995, The School Division Administration Regulations.*

Adopted: December 2010

Date last revised: January 2018



NESD Board of Education

Meeting Date: September 17, 2019

Topic: September Wall Walk

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Principle and Policy Item	<input checked="" 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

As part of the Education Sector Strategic Plan (ESSP), Cycle 3 Extended (2018-19) the NESD performs data Wall Walks with its Board of Education as part of the distribution of information and monitoring of key data sets. These Wall Walks occur four times during the year in accordance with reporting periods for school data. Data sets include a selection of statistics and measures from student performance on key assessments and outcomes as well as from the previously agreed upon NESD Key Performance Indicators which are aligned to the NESD Strategic Plan.

CURRENT STATUS

This data Wall Walk will include data sets from Diagnostic Levelled Reading, StudentsAchieve, ESSP Metrics, and Key Performance Indicators.

RECOMMENDATION

Proposed motion:

That the Board approves, as a monitoring report, the September 2019 Wall Walk for the key data sets of the North East School Division for the end of the 2018-19 school year.

PREPARED BY	DATE	ATTACHMENTS
Mark Jensen, Coordinator of Continuous Improvement and Reporting	September 13, 2019	September 2019 Wall Walk PowerPoint

NESD

Wall Walk

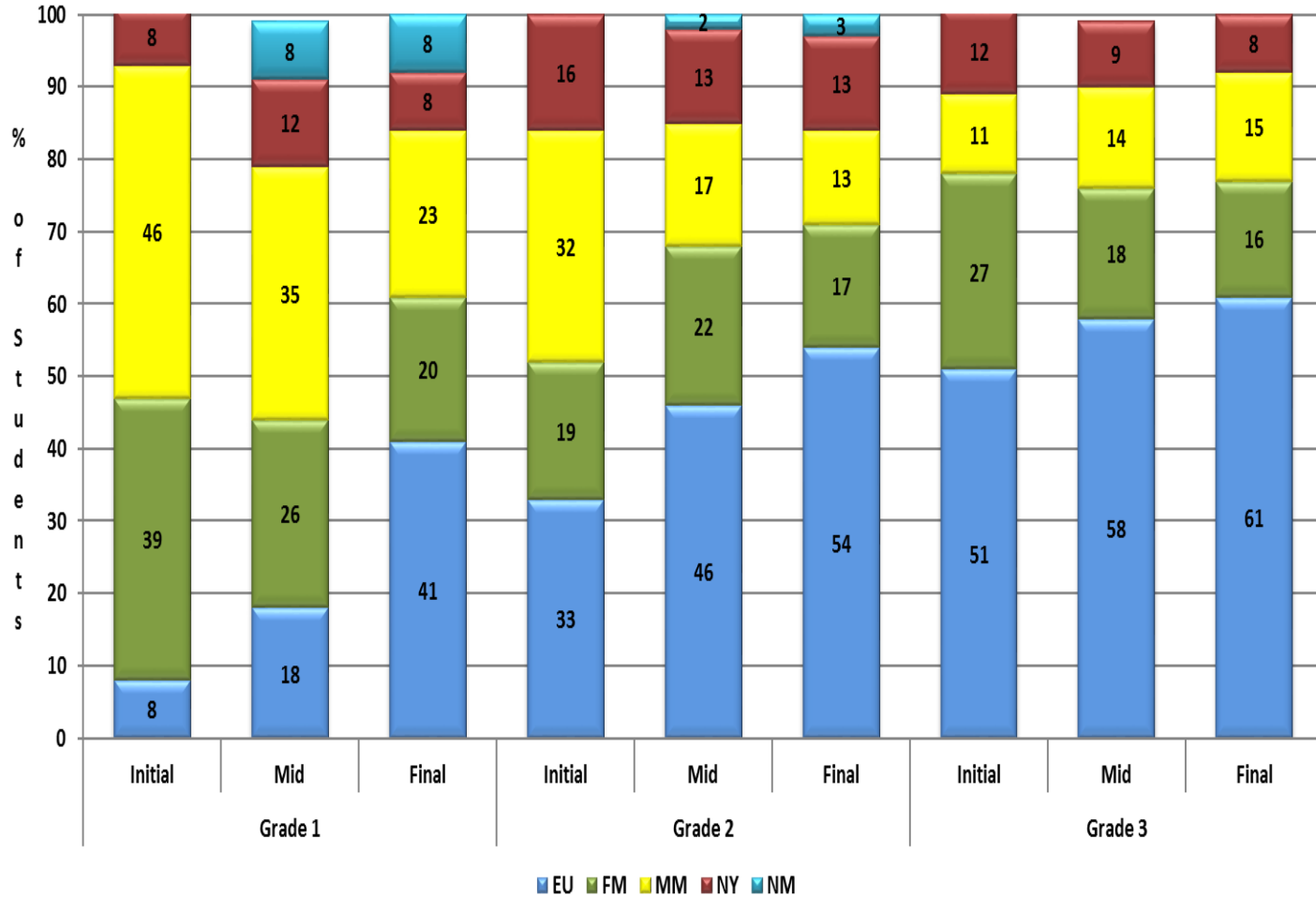
September 17, 2019

Local Measures

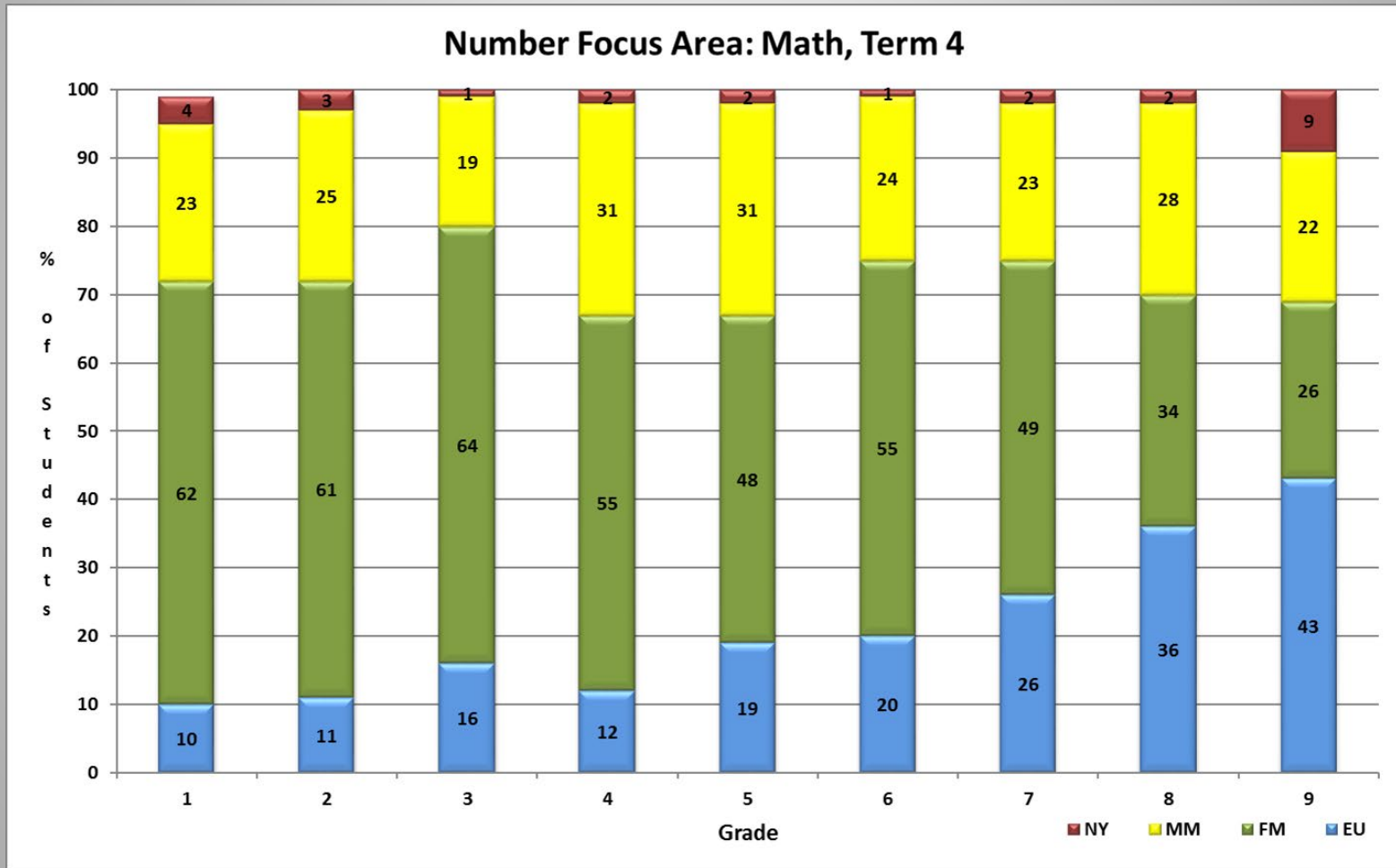
Diagnostic Levelled Reading (Grades 1-3)
Students Achieve

- Number
- Compose & Create
- Comprehend & Respond

Diagnostic Levelled Reading, NESD Results, 2018-19

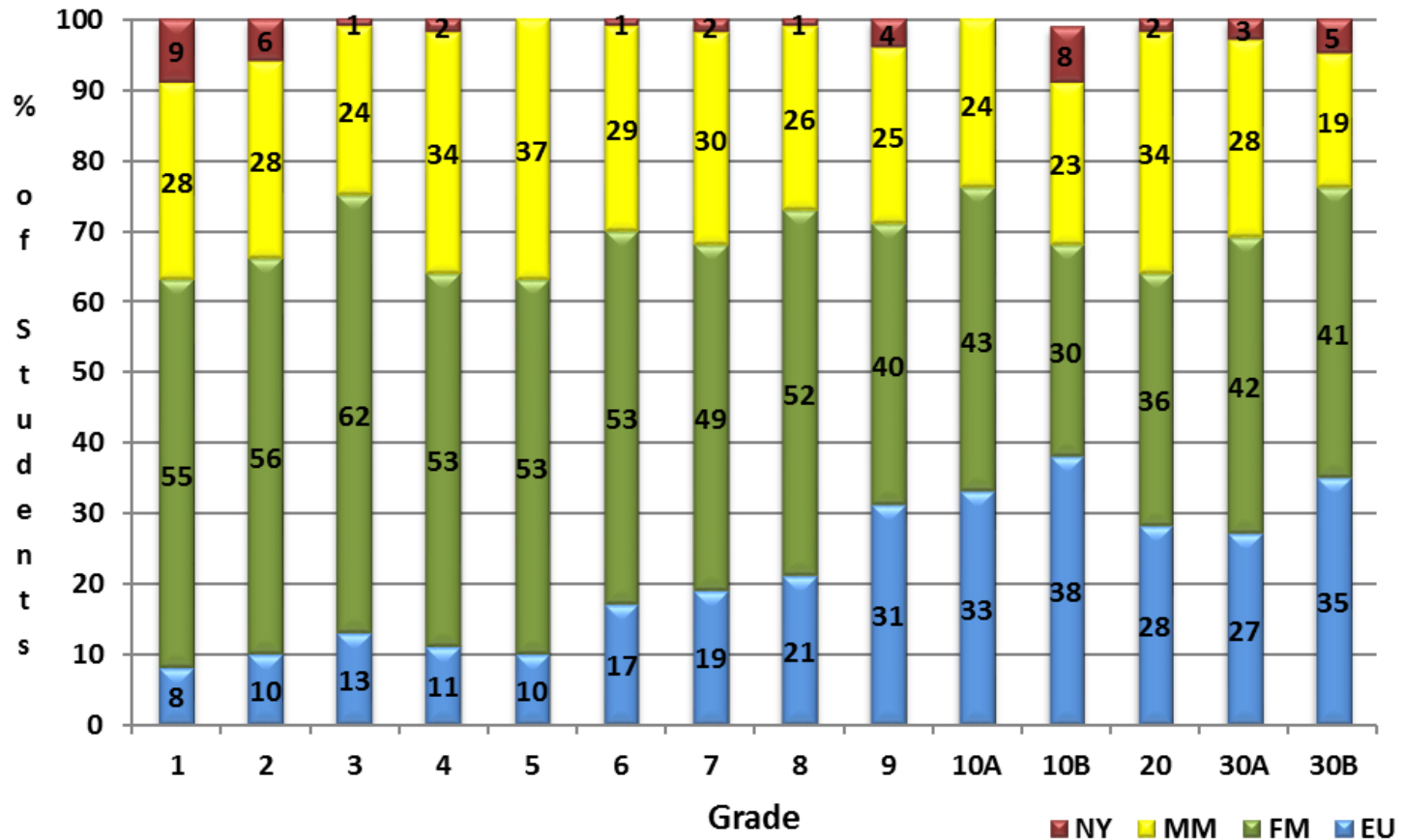


Number



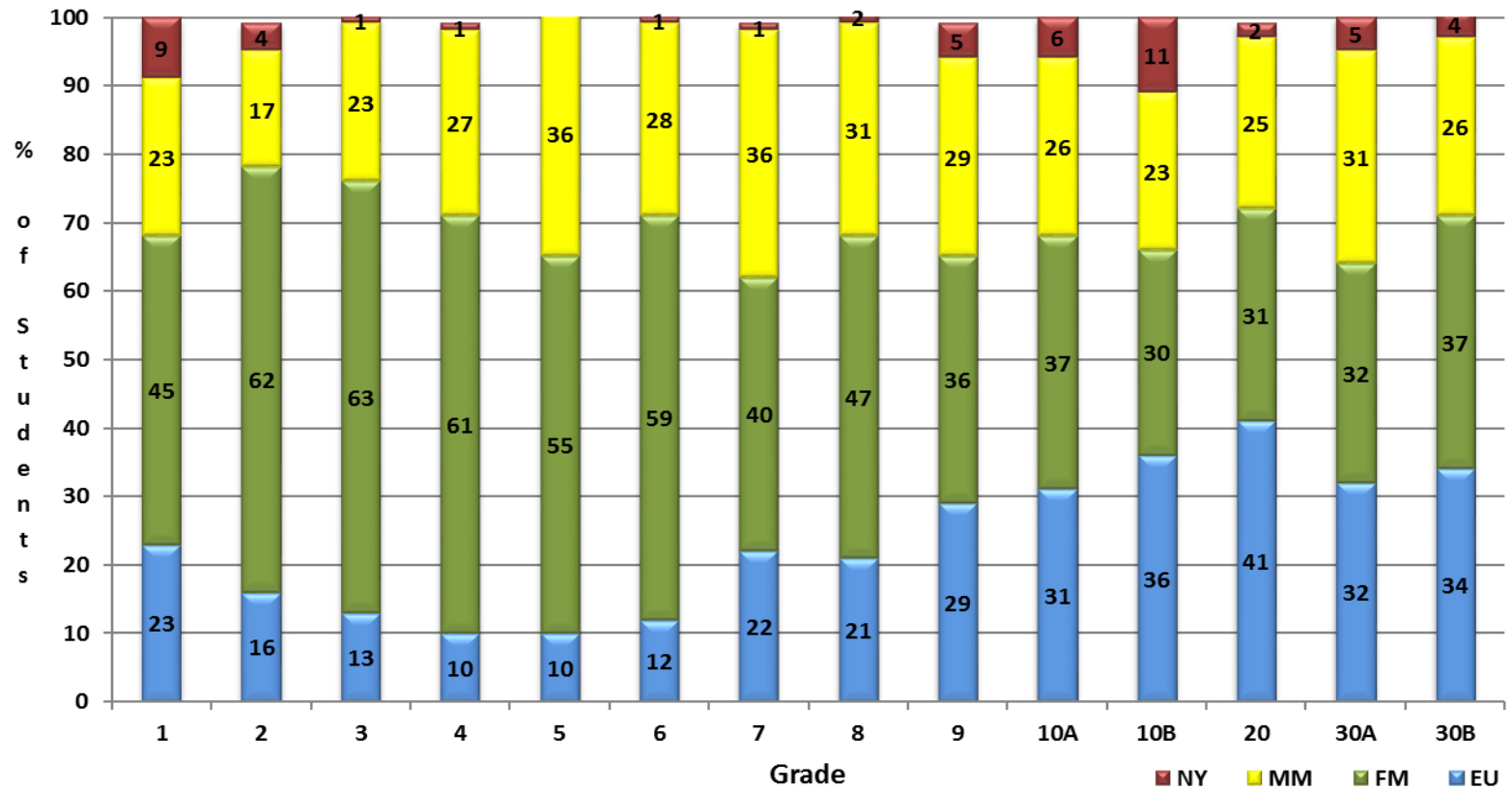
Compose & Create

Compose & Create: ELA, Term 4, All Schools



Comprehend & Respond

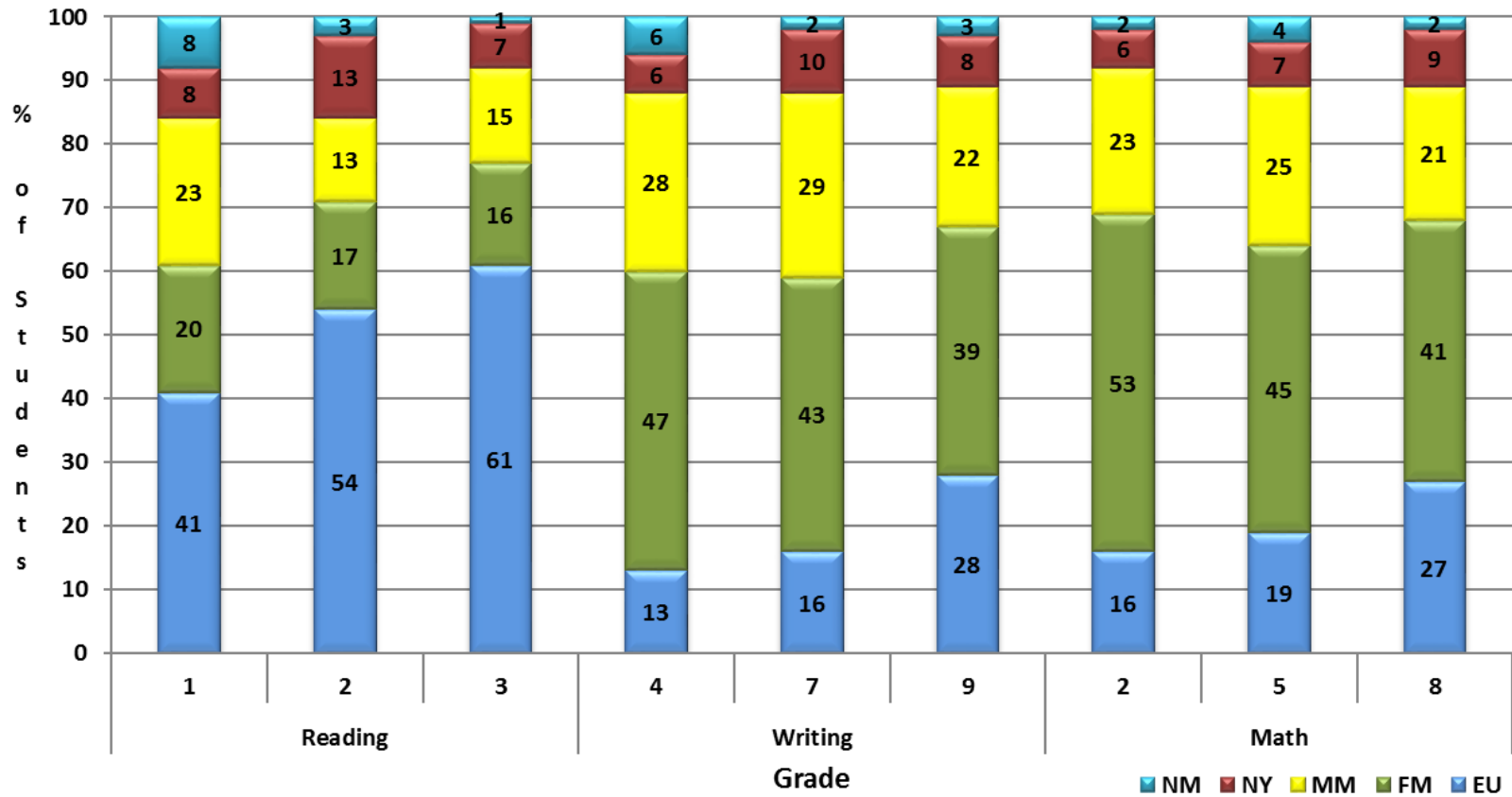
Comprehend & Respond: ELA, Term 4, All Schools



Provincial Measures

ESSP RWM Outcome Metrics
Graduation Rates

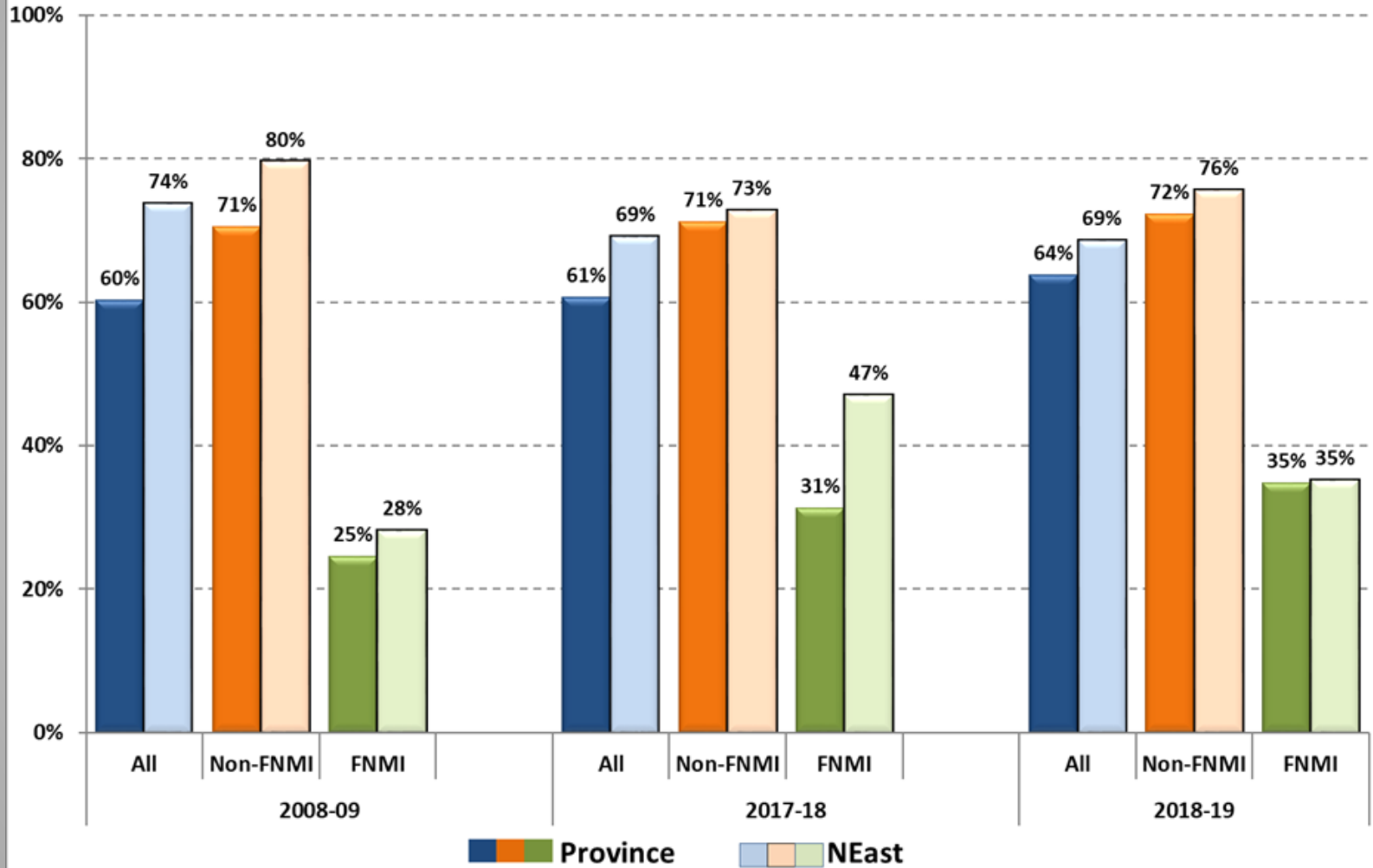
ESSP Metrics: June, 2019, All Schools



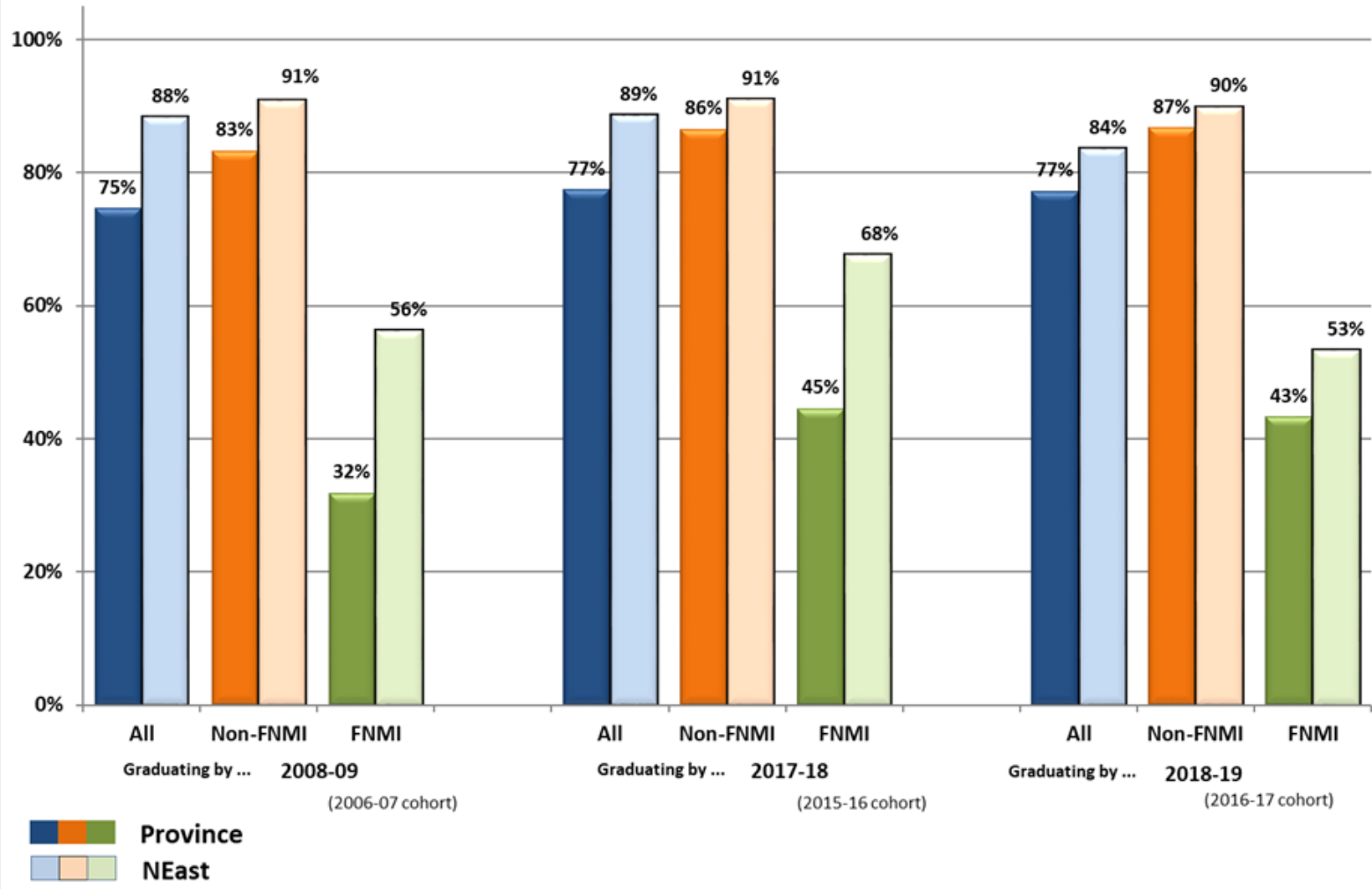
ESSP: Longitudinal

North East SD 200					
% students at or above grade level		2016-17	2017-18	2018-19	
Reading	Grade 1	65%	63%	61%	
	Grade 2	70%	70%	71%	
	Grade 3	74%	73%	77%	
Writing	Grade 4		57%	60%	
	Grade 7		56%	57%	
	Grade 9		61%	67%	
Number	Grade 2				69%
	Grade 5				64%
	Grade 8				68%

Credit Attainment - Percentage Attaining 8 or More Credits, Grades 10-12, Province and North East SD 200



On-time Graduation Rates, Province and North East SD (Students Completing Grade 12 Within 3 Years of 'starting' Grade 10)



Key Performance Indicators

Human Resources

Facilities

Information Technology

KPI's - HR

Indicators – Human Resources	Target levels			Data Collection				
	On Target	Warning	Off Target	June, 2015	June, 2016	June, 2017	June, 2018	June, 2019
Percentage of overall variance on employee salary budget	< 1%	1% - 2%	> 2%	-1.20%	n.r.	-1.77%	-2.38%	-2.49%
The number of exits per year in the NESD (turnover ratio)	< 10%	10% - 12%	> 12%	8.9% (62)	6.7% (46)	4.3% (30)	4.6% (32)	5.4% (37)
The number of positions posted per year	< 175	175 - 200	> 200	117	149	101	130	116
The average number of days on leave by employee group (Teachers)	< 18	18 - 20	> 20	14.76	15.61	14.76	15.13	15.89
The average number of hours on leave by employee group (Support)	< 80	80 - 100	> 100	79.78	78.98	66.48	89.28	80.72
The number of employees above the employee group average of days on leave (Teachers)	< 125	125 - 150	> 150	149	138	141	133	135
The number of employees above the employee group average of days on leave (Support)	< 100	100 - 125	> 125	113	110	111	97	128
The number of grievances per year	0	1 - 2	> 2	0	0	0	0	0
The number of OH & S investigations per year	0	1 - 2	> 2	0	0	0	0	0
The number of harassment investigations per year	0	1 - 2	> 2	0	0	0	0	0

KPI's - Facilities

Indicators – Facilities	Target levels			Data Collection				
	On Target	Warning	Off Target	June, 2015	June, 2016	June, 2017	June, 2018	June, 2019
Number of schools meeting the Adequate or above standard according to the FCI	> 12	5 – 11	< 5	9	9	9	9	9
Number of schools at utilization rate of 80% or above	> 13	11 – 13	< 11	6	6	6	6	8
Percentage scored on overall cleaning standards across the NESD facilities	> 80%	70% - 80%	< 70%	94	96	96	97	96
Percentage of service requests completed during the previous 3 months	> 70%	50% - 70%	< 50%	84	72	84	79	80
Percentage of preventative maintenance tasks completed during the previous 3 months	> 90%	60% - 90%	< 60%	89	91	91	85	70

KPI's - IT

Indicators – IT	Target levels			DATA Collection				
	On Target	Warning	Off Target	June, 2015	June, 2016	June, 2017	June, 2018	June, 2019
Successfully completed regular data migration between Maplewood, Skopus, SA, and Clevr during the previous 3 months	Completed	In Progress	Not Yet Begun					
Ratio of students to computers	< 2:1	2 - 2.5 : 1	> 2.5 : 1	1.73:1	1.73:1	1.73:1	1.73:1	1.73:1
The average length of ticket resolution for the NESD Helpdesk, in days	< 5	5 - 10	> 10	2.2	2.9	2.52	3.05	3.4
The percentage of tickets resolved during the past twelve months	> 85%	80% - 85%	< 80%	92%	94%	93%	97%	99%

The End!

- Questions/Comments



NESD Board of Education

Meeting Date: September 17, 2019

Topic: Requested Attendance Area Boundary Reviews

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

Michelle and Ronnie Bitzer from the Arborfield/Tisdale area have requested a boundary change so that their children may attend Arborfield with busing provided by the North East School Division. The family has provided the North East School Division with the necessary information.

CURRENT STATUS

Some information about the current distances:

Bitzer residence to Arborfield – 26.28km

Bitzer residence to Tisdale – 28.3km

Bitzer residence to closest Arborfield Rte: 8km (16km/day)

Bitzer residence to closest Tisdale Rte: 0km

If the Board chooses to make the following motion, an ad will be placed in local papers and correspondence will be provided to affected families. At the November 26, 2019 Regular Board Meeting, the Board will review written submissions in response to the proposed boundary changes and also have the opportunity to hear any delegations that have concerns about the changes.

RECOMMENDATION

Proposed motion:

That the attendance boundary for the North East School Division No. 200 will be changed from the Tisdale attendance area to Arborfield in accordance with the attached maps and the following land locations: SE-07-46-12-W2, S-08-46-12-W2, SW-09-46-12-W2, 27-45-12-W2, E-06-46-12-W2, 05-46-12-W2, W-04-46-12-W2, 26-45-12-W2, E-31-45-12-W2, 32-45-12-W2, W-33-46-12-W2, 25-45-12-W2, E-30-45-12-W2, 29-45-12-W2, 28-45-12-W2, E-19-45-12-W2, 20-45-12-W2

And that the proposed changes will be communicated in local area papers and correspondence will be sent to the affected families;

And that the Board will be accepting written submissions and/or delegations sharing any concerns about the proposed changes at the November 26, 2019 Regular Board Meeting.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	September 13, 2019	<ul style="list-style-type: none"> Details regarding land locations and maps



NESD Board of Education

Meeting Date: September 17, 2019

Topic: Financial Report for the Nine Months Ending May 31, 2019

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, 2019:

1. Memo for the Nine Months ending May 31, 2019
2. Statement of Operations
3. Statement of Cash Requirements
4. Accumulated Surplus Activity Statement
5. Statement of Tangible Capital Asset Purchases
6. Hudson Bay Community School – Project Costs

Please contact Wanda McLeod, Superintendent of Business Administration, with any specific questions prior to the Board meeting.

RECOMMENDATION

Proposed motion:

That the Board accept the financial report for the nine months ending May 31, 2019.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	September 11, 2019	<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 • Hudson Bay Community School – Project Costs



North East School Division

Box 6000, 402 Main St.
Melfort, SK S0E 1A0

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Toll Free: 1-888-752-5741
Website: www.nesd.ca

TO: Board of the North East School Division

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

DATE: September 10, 2019

RE: Financial Report for Quarter Ending May 31, 2019

May 31, 2019 marks the end of the third quarter. At May 31, we would expect the actual ten month expenses for school based lines to be reporting at 90% of budget and the twelve month expenses for 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 2018-19 as well as comparisons to the same time period for 2017-18. 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

Property Taxation

As at January 1, 2018, pursuant to *The Education Property Tax Act*, the province started collecting the education property tax revenues directly from the municipalities. Prior to this date, the education property taxes were collected by school divisions and reported as revenues by the school divisions.

Grants

The provincial grants totaled approximately \$40.3 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant (at \$40.1 million) is in line with the budgeted amount as provided by the Ministry of Education on budget day. The overall impact of the December operating grant (that takes into account the September 30, 2018 actual school enrolments) has resulted in approximately \$200,000 in additional surplus (reduction of deficit) for the year. This number 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 Regional College.

During the first three quarters, there was no capital funding received. This is consistent with 2017-18. In the fourth quarter of 2018-19, the Preventative Maintenance and Renewal (PMR) funding was received in the amount of \$1,751,655. PMR funding was budgeted at \$1,530,000. The increase in PMR funding was the result of the March 20, 2019 provincial budget announcement (the actual amount of PMR funding would be approximately \$221,000 more than budget).

At May 31, 2019 \$78,336 of the \$104,451 total grant for the First Nations & Metis contract funding has been received. In 2018-19 the First Nations & Metis funding is being received with the monthly operating grant. At May 31, 2018 \$94,006 had been received of the total grant.

Tuition and Related Fees

The tuition and related fee revenues will be under budget. There were less federally funded students enrolled at North East School Division from September 2018 to May 2019 compared to the 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. All tuition revenue for 2018-19 has been reported at May 31, 2019.

School Generated Funds

Based on the first three quarters, the school generated revenues will be more than the 2018-19 budget. The schools fundraising to offset extra-curricular programs, school equipment, special events, and playground equipment contributed to the increase in revenues. These extra fundraising events were unbudgeted. Some schools also received grant funding for various projects that were not included in the budget. LP Miller School received a \$20,000 donation that was to be used to help pay for shale for their school track, which had not been budgeted. Carrot River Jr. Sr. High School is planning a Newfoundland trip, and collected deposits of \$16,950 from students for the trip, which had not been budgeted. RBC Benevity fund also donated a total of \$25,000 to schools which had not been budgeted. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary service revenues are currently at 76% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs.

External Services

External services revenues have \$248,734 or 89% of the total budgeted amount recognized at May 31, 2019. External services are comprised of cafeteria sales and grant funding for the Invitational Shared Services Initiative (ISSI).

Cafeteria sales for both LP Miller and MUCC are slightly lower for the first three quarters of 2018-19 compared to the first three quarters of 2017-18. This is due to a general decrease in the number of sales from the prior year.

The new chart of account guidelines of the Ministry of Education requires Invitational Shared Services Initiative (ISSI) revenues and expenses to be reported as external services. In 2017-18, ISSI revenue was reported with grants and the expense was reported as instructional expenses. In 2018-19, the full \$150,000 anticipated revenue was received in the second quarter.

Other Revenue

Other revenue is currently at 95% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. Interest income will be over budget, due to an unexpected increase in interest rates throughout the year. Gain on disposal of tangible capital assets will be over budget, as the school division sold outdated technology and received approximately \$50,000 for these items, which had not been budgeted.

Expenses

Governance

Governance is 81% of the budgeted amount, which is lower than the expected percentage of budget spent. Overall, governance is expected to be on budget at year end.

Administration

Administration expenses are in line with budget at 75%, which is the expected level of expenses for this category. In 2017-18, administration expenses were at 72% of the budgeted amount. Administrative expenses are expected to be on budget at year-end.

Instruction

Total instruction expenses are at 86% of the budgeted amount. Most instruction expenses would be expected to be at 90% spent. Overall instruction expenses are expected to be under budget at year end.

Overall instruction salaries and benefits are at 87% of budget.

In 2017-18 a total of \$150,000 in costs relating to ISSI at Kinistin and Yellow Quill First Nations had been paid for services rendered to the end of the second quarter. In 2018-19, both the budgeted and actual costs for this program will be reported as external services.

Plant

Overall the plant expenses are less than the expected 75% (at 73% of budget, which is higher than the 69% in 2017-18). The main factor for this is that building operating expenses are under budget, as the majority of the minor renovation projects are undertaken during the summer months (fourth quarter). It is expected that plant expenses will be overall under budget at year end.

There are three school roof replacements underway in the first three quarters of 2018-19 at Bjorkdale School, LP Miller Comprehensive School and Melfort Unit and Comprehensive Collegiate (MUCC). The projects were completed in quarter four. All three projects are included in the budget and will be funded using Preventative Maintenance and Renewal (PMR) grants from the Ministry.

Student Transportation

Student transportation is currently at 85% of the budgeted amount, with the expected percentage being 90%. The fuel costs will be over budget by approximately \$120,000 due to an unexpected increase in fuel prices for the school buses compared to the anticipated costs at budget time. Overall, it is expected that transportation expenses will be approximately \$100,000 over budget at year end. Other categories will be under budget to ensure overall the North East School Division will have expenses that are under budget.

Tuition and Related Fees

The tuition and related fees will be under budget at year-end. The number of students enrolled in the regional college adult basic education program is lower than expected. Cumberland College invoiced North East School Division for 18 students in both the first and second semesters, and the budget included 25 students. In 2017-18, the budget was for 25 students and billing was for 20 students. The operating grant provides funding for the students that attend this program at Cumberland College.

School Generated Funds

The school generated expenses are at 101% of the budget (compared to 108% of the budget in the prior year). The schools have been fundraising to offset extra-curricular programs, special events, and playground equipment. This fundraising was not included in the budget and directly impacts the related fundraising expenses. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. Complementary services are at 81% of the budgeted amount, and will be under budget at year-end. Salary expenses are currently under budget due to a vacancy in an outreach worker position for approximately six months.

External Services

External services are at 85% of the budget, with the expected percentage being at 90%. External services will be under budget at year-end. External services include the costs associated with operating the cafeterias at MUCC and LP Miller and the Invitational Shared Services Initiative (ISSI).

Other Expenses

Other expenses are at 84% of the budget, and will be over budget at year-end. This is due to a bus being sold that was not fully amortized, resulting in a loss on sale that had not been included in the budget. Overall the sale of assets during the first three quarter resulted in a net gain. Repairing the school bus was too costly so the decision to sell the bus was made. Other expenses also 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 2018-19 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$1.3 million in the first three quarters, out of the total \$2.5 million budgeted. Due to a delivery delay, one bus was purchased in quarter one, which had been included in the 2017-18 budget. The Board had approved the use of internally restricted accumulated surplus for this purchase in the amount of \$105,000. Six new buses are included in the 2018-19 budget, of which one was purchased in the third quarter, with the remaining five to be purchased in the fourth quarter. All three of the replacement vehicles included in budget have been purchased by the end of the second quarter of 2018-19. Tisdale Middle and Secondary School purchased a mini bus with fundraising dollars. A vehicle purchase was not included in the budget but will be funded with money available in the operating budget.

In the fourth quarter, a fifteen-passenger van for the NESD Outreach Program was purchased, which was unbudgeted. The Board approved the use of up to \$48,000 of the unrestricted accumulated surplus for this purchase. Many of the remaining computer hardware items included in the 2018-19 budget will be purchased in the fourth quarter.

Amortization

Amortization expense is being recorded at 75% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2017-18, the same process for amortization was used.

Statement of Accumulated Surplus

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

NORTH EAST SCHOOL DIVISION
Statement of Operations
For the quarter ended May 31, 2019

	18 - 19				17-18			
	Budget 2018-19	Actual 2018-19	Variance	%	Budget 2017-18	Actual 2017-18	Variance	%
REVENUES								
Property Taxation	\$ -	\$ -	\$ -	-	\$ 3,954,550	\$ 3,969,872	\$ (15,322)	100%
Grants	55,199,772	\$ 40,339,425	\$ 14,860,347	73%	50,847,242	36,241,570	14,605,672	71%
Tuition and Related Fees	710,400	\$ 541,635	\$ 168,765	76%	722,511	659,904	62,607	91%
School Generated Funds	982,950	\$ 1,116,981	\$ (134,031)	114%	1,127,100	1,383,723	(256,623)	123%
Complementary Services	600,996	\$ 454,552	\$ 146,444	76%	590,220	446,284	143,936	76%
External Services	280,000	\$ 248,734	\$ 31,266	89%	132,698	106,447	26,251	80%
Other Revenue	642,000	\$ 610,680	\$ 31,320	95%	601,977	496,995	104,982	83%
Total Revenues	\$ 58,416,118	\$ 43,312,007	\$ 15,104,111	74%	\$ 57,976,298	\$ 43,304,795	\$ 14,671,503	75%
EXPENSES								
Governance	\$ 241,900	\$ 196,349	\$ 45,551	81%	\$ 236,736	\$ 214,150	\$ 22,586	90%
Administration	2,289,287	\$ 1,721,930	\$ 567,357	75%	2,135,409	1,528,406	607,003	72%
Instruction	42,043,682	\$ 36,276,138	\$ 5,767,544	86%	41,858,631	36,370,636	5,487,995	87%
Plant	9,960,118	\$ 7,241,967	\$ 2,718,151	73%	10,417,683	7,196,739	3,220,944	69%
Transportation	4,479,089	\$ 3,825,008	\$ 654,081	85%	4,504,766	3,680,699	824,067	82%
Tuition and Related Fees	289,750	\$ 209,167	\$ 80,583	72%	290,500	231,477	59,023	80%
School Generated Funds	963,573	\$ 976,860	\$ (13,287)	101%	1,032,173	1,116,398	(84,225)	108%
Complementary Services	1,483,259	\$ 1,200,481	\$ 282,778	81%	1,461,441	1,222,641	238,800	84%
External Services	387,851	\$ 329,172	\$ 58,679	85%	233,176	186,730	46,446	80%
Other Expenses	332,876	\$ 279,834	\$ 53,042	84%	347,267	302,140	45,127	87%
Total Expenses	\$ 62,471,385	\$ 52,256,906	\$ 10,214,479	84%	\$ 62,517,782	\$ 52,050,016	\$ 10,467,766	83%
Operating Deficit for the Year	\$ (4,055,267)	\$ (8,944,899)	\$ 4,889,632		\$ (4,541,484)	\$ (8,745,221)	\$ 4,203,737	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the quarter ended May 31, 2019

	Budget 2018-19	Actual 2018-19	Variance
OPERATING DEFICIT FOR THE YEAR	\$ (4,055,267)	\$ (8,944,899)	\$ (4,889,632)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	2,451,059	1,259,802	(1,191,257)
(+) Proceeds from disposals	14,000	91,579	77,579
LONG TERM DEBT:			
(-) Repayments of the year	372,204	277,699	(94,505)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,464,406	2,232,203	(2,232,203)
(+) Write-down of capital assets	-	-	-
(-) Gain on disposals of tangible capital assets	14,000	62,388	48,388
DEFICIT CASH FOR THE YEAR	\$ (2,414,124)	\$ (8,221,006)	\$ (5,806,882)
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
School bus replacement (capital)	660,000	213,044	(446,956)
School bus replacement funding (capital)	-	(105,000)	(105,000)
Vehicle replacements (capital)	120,000	121,248	1,248
School generated funds	96,726	14,884	(81,842)
Teachers for diversity and small schools	70,000	-	(70,000)
Computer software replacement and software upgrade (capital)	195,000	3,231	(191,769)
Invitational Shared Services Initiatives (ISSI)	5,840	167	(5,673)
Maude Burke School addition - Contingency (capital)	250,000	31,449	(218,551)
Surveillance equipment replacement (capital)	152,000	24,685	(127,315)
Hudson Bay Community School (capital)	-	22,324	22,324
Non School Buildings (capital)	-	34,794	34,794
Improved Learning Environment of Students	-	42,754	42,754
School Budget Carryover	-	(333,919)	(333,919)
PMR - use of funds for projects	1,375,000	876,137	(498,863)
PMR - funding	(1,530,000)	-	1,530,000
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (1,019,558)	\$ (7,275,208)	\$ (6,255,650)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the quarter ended May 31, 2019

	August 31, 2018	Additions during the year	Reductions during the year	August 31, 2019
Invested in Tangible Capital Assets:				
Net Book Value of TCA	73,533,049	1,259,802	3,348,303	71,444,548
Less: Debt owing on TCA	8,105,041	-	277,699	7,827,342
	65,428,008	1,259,802	3,070,604	63,617,206
PMR maintenance project allocations	1,479,957	-	876,137	603,820
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Internally Restricted Surplus:				
Capital Projects:				
School Bus Replacement	848,466	105,000	213,044	740,422
Computer Software Replacement and Software Upgrade	195,000	-	3,231	191,769
Digital Projector Replacement	18,114	-	-	18,114
Hudson Bay Community School Project	57,813	-	22,324	35,489
Non-School Buildings	821,707	-	34,794	786,913
Surveillance Equipment Replacement	272,000	-	24,685	247,315
Vehicle Replacements	121,248	-	121,248	-
	2,334,348	105,000	419,326	2,020,022
Other:				
Improved Learning Environment of Students	64,558	-	42,754	21,804
Invitational Shared Services Initiatives (ISSI)	5,838	150,000	150,167	5,671
School Budget Carryover	352,720	1,376,389	1,042,470	686,639
School Generated Funds	1,108,419	1,158,987	1,173,871	1,093,535
School Improvement Initiative	63,861	-	-	63,861
Teachers for Diversity and Small Schools	1,915,511	-	-	1,915,511
Contingency	5,007,290	-	31,449	4,975,841
	8,518,197	2,685,376	2,440,711	8,762,862
Unrestricted surplus	3,761,811	-		3,761,811
Totals	16,094,313	2,790,376	3,736,174	15,148,515

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the quarter ended May 31, 2019

	Actual 2018-19	Budget 2018-19	Variance
Maude Burke School addition (note 1)	\$ 31,449	\$ 250,000	(218,551)
Computer hardware	440,786	906,188	(465,402)
School buses (note 2)	213,044	660,000	(446,956)
Furniture and equipment (note 3)	280,567	239,371	41,196
Playground equipment and school land improvements	15,356	55,500	(40,144)
Vehicles (note 4)	220,862	120,000	100,862
Computer software	35,413	220,000	(184,587)
Hudson Bay Community School (note 5)	22,324	-	22,324
	<hr/>		
Totals	<u>\$ 1,259,802</u>	<u>\$ 2,451,059</u>	<u>\$ (1,191,257)</u>

Notes:

1. The Board and the Ministry of Education approved an addition of two classrooms onto Maude Burke Elementary School. The project started in 2017-18 and is funded from the internally restricted accumulated surplus for contingency. The total budget for the project was \$800,000 and approximately \$824,000 (over the two years) has been spent. The \$250,000 budget was projected in May 2018 (as a conservative estimate of a project completion date in October 2018); however, the addition was completed in time for school start up in September 2018.

2. Due to a delivery delay - one bus has been reported during quarter one, which had been included in the 2017-18 budget. The Board has approved the use of internally restricted accumulated surplus for this purchase in the amount of \$105,000. Six new buses are included in the 2018-19 budget, of which one was delivered in the third quarter, with the remaining five delivered in the fourth quarter.

3. The schools estimate the budget for their furniture and equipment purchases. The schools purchased more furniture and equipment than was anticipated at budget time. The overall budget of the schools will be on budget. There is \$9,420 of furniture and equipment purchases that were made for the renovation project at the Tisdale Transportation and Technology Office.

4. Tisdale Middle and Secondary School purchased a mini bus with fundraising dollars for approximately \$72,500. The vehicle purchase had not been included in the budget as the purchase was planned for 2017-18. The delivery date was delayed. A truck for the facilities department that was not included in the budget was purchased during 18-19. The amount expected to be over budget because of the extra purchase is approximately \$28,000. The facilities department expects the operating budget of the department to be under budget to cover this additional cost.

5. Additional costs for 2018-19 represent close out design fees. This will be funded using the internally restricted accumulated surplus for the construction of the Hudson Bay Community School (the remaining funds from the original budget for the construction of the new school).

NORTH EAST SCHOOL DIVISION
Hudson Bay Community School - Project Costs
For the quarter ended May 31, 2019

Total budget for the project	\$ 27,737,698
Total design and construction costs to May 31, 2019 (note 1)	<u>27,702,209</u>
Total remaining budget dollars for the project at May 31, 2019	<u><u>\$ 35,489</u></u>

Summary of total funding for total project:

Total project cost	\$ 27,737,698
Total funding from Ministry (note 2)	17,689,791
Total funding from Town of Hudson Bay (note 3)	<u>522,635</u>
Total funding from North East School Division (note 4)	<u><u>\$ 9,525,272</u></u>

Notes:

1. The cost of building for the Hudson Bay School totals \$27,702,209 at May 31, 2019.
2. As of August 31, 2016, \$17,689,791 had been recognized as revenue during the construction of the school. No further revenue is expected.
3. At August 31, 2016, all of the expected funding from the Town of Hudson Bay had been recognized as revenue in the financial statements.
4. The funding from the North East School Division is in the form of a loan that is amortized over a twenty year time period and is being funded through the provincial operating grant.



NESD Board of Education

Meeting Date: September 17, 2019

Topic: 2018-19 Transportation Report: September 2018 to August 2019

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. Administration has decided to continue providing reports to the board three times 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 *NESD 2018-19 Transportation Report: September 2018 to August 2019*. The "Transportation Safety Reporting Guidelines" also recommend that school divisions maintain a template that tracks complaints about safe student transportation. Transportation Services at the North East School Division has been tracking complaints by using a template (prior to the Guidelines being provided). Any complaint that is related to safety is tracked. The following information is tracked:

- Call fielded by: Individual at the school division that took the complaint.
- Date: Date the complaint was received.
- Name (Parent): Name of the parent or individual who is filing the complaint.
- Name (Student): Name of the student involved in the complaint.
- Contact Information: Contact information of individual filing the complaint.
- Nature of the issue: Description of the kind of complaint being tracked.
- Driver Name & Route Number: Information that allows the school division to identify the bus and bus driver involved in the complaint.
- Completion date: Date that the complaint was resolved.

RECOMMENDATION

Proposed motion:

That the Board accept the North East School Division 2018-19 Transportation Report: September 2018 to August 2019.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	September 11, 2019	2018-19 Transportation Report

North East School Division 2018-19 Transportation Report: September 2018 to August 2019

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 ride along program is incident based.</i> • <i>Area meetings – not completed during 2018-19</i> • <i>August 2019 bus driver in-service included defensive driving training for drivers of school buses</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 61% of buses, (45% last year). Each year 10 cameras are installed to reach the goal of 100%</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>SGI 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> • <i>Working with schools on the Suncorp report regarding external safety factors.</i>

Key Focus Areas:

Traversa is an update to the current software, VersaTrans, that is in use by Transportation Services for route planning and fleet maintenance. Traversa is a robust suite of software for the management of school buses. Training has been completed. Traversa is now being used by Transportation Services.

North East School Division 2018-19 Transportation Report: September 2018 to August 2019

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	2017-18				2018-19			
	Sep-Nov	Dec-Feb	Mar-Jun	Total	Sep-Nov	Dec-Feb	Mar-Jun	Total
Total students transported	2750	2780	2828	--	2803	2844	2843	--
Number of transportation routes	70	70	70	70	70	70	70	70
Number of unfilled routes	0	0	0	0	0	0	0	0
Number of route cancellations:	126	162	209.5	497.5	68	644	122	834
Mechanical	18	16.5	13	47.5	12	41	18	71
Weather	16	131	130	277	10	548	5	563
No substitute driver	87	14.5	66.5	168	46	54	99	199
Other	5	0	0	5	0	1	0	1
Average age of bus fleet (to August 31)	6.3 years	6.3 years	6.72 years	--	6.5 years	6.5 years	7.11 years	--
Capacity utilized on bus (average)	73%	74%	74%	--	70%	71%	70	--
Average one-way ride time (in minutes)	24	24	24	24	24	24	24	24
Longest one-way ride time (in minutes)	91	90	90	90	91	92	92	92
September to November Route Cancellations: each run, morning and afternoon are counted separately (each route has two runs per day).								
December to February Route Cancellations – Weather: 13 days colder than -40C. There were three division wide -40C cancellation mornings during 2018-19. Route Cancellations – Other: bus was stuck and the remainder of the run was cancelled.								
March to June No substitute driver - more than the prior year for the March to June time period. There were more medical/sick requests and not enough substitutes to fill the positions. The leaves and lack of substitutes were spread throughout the school division. Average age of bus fleet - there were a few buses sold prior to the end of the useful life. The buses required major repairs – such as an engine replacement.								

Emerging issues:

Current GPS system is in the process of being updated. NeoConnex provides GPS through the bus-mounted radios. GPS coverage will remain only within our division. Project expected to be completed during the first quarter of 2019-20.



North East School Division

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August 12, 2019

Mr. Luke Perkins
Chairperson of the Board of Education
North East School Division
Box 6000, Melfort, SK
S0E 1A0

Dear Luke,

The purpose of this letter is to inform you that I have designated two superintendents, Stacy Lair and Eric Hufnagel, to assume the responsibilities of Director of Education on a temporary basis should I be unable to perform my duties.

As a result, I have advised these individuals to assume my duties in the following order only if required during the 2019-20 year: Stacy Lair will be first to assume duties of the Director of Education if required. In addition, Eric Hufnagel is prepared to assume duties of the Director of Education if both Stacy and I are unable to.

This designation is to provide for continuity in school division operations on an emergent basis and is not intended to limit the Board's succession planning for a permanent Director of Education in any way.

Sincerely,

Don Rempel
Director of Education

CC: Board of Education
Executive Council
Triki Zenner