

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 – [2020_01_21-Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of January 21, 2020 adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS - NONE

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 – January 2020 - [2020_01-Director's Personnel Report.pdf](#)
- Correspondence.

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. MUCC Washroom Renovations - [MUCC Renovation Project-022620-0.docx](#)
2. Top 3 Major Capital Requests - [Top Three Major Capital-022620-0.docx](#)

B. Monitoring and Reporting Items

1. Transportation Report - [Transportation Report-022620-FINAL.pdf](#)
2. Business Continuity Plan - [Business Continuity Plan-0-022620.pdf](#)

C. Board of Education Strategic Direction Items

1. 2020-21 School Year Calendars-Draft 2-v. 021320 - [2020-21 School Calendars-022620-FINAL.pdf](#)

***8. INFORMATION ITEMS**

A. Director's Personnel Report

B. Out of Province Travel - NONE

C. CONFIDENTIAL Student Suspensions - NONE

D. Administrative Procedures - NONE

***9. CORRESPONDENCE -**

- [News Release-Relocatable PMR-021820-Government Commits \\$11 Million To Support School Divisions.pdf](#)
- [North East-Transportation Board Reporting-021620-Min ltr.pdf](#)

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

- [02_2020-School Trustee](#)

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

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, January 21, 2020 1:30pm at the Transportation Office Boardroom in Tisdale, Saskatchewan.

PRESENT:

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

ABSENT: Lori Kidney

CALL TO ORDER – 1:30pm

ADOPTION OF AGENDA

2020-01-01 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2020-01-02 R. Hildebrand moved that the minutes of the Regular Board Meeting held on Tuesday, November 26, 2019 be adopted as presented. *CARRIED*

ORGANIZATIONAL MINUTES

2020-01-03 M. Walton moved that the minutes of the Organizational Meeting held on Tuesday, November 26, 2019 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

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

CONSENSUS ITEMS

2020-01-04 M. Walton 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 – November and December 2019
- ❖ Out of Province Travel – January 2020
- ❖ Board Policy 104 - Remuneration and Expenses
- ❖ Correspondence.

NEW BUSINESS

2020-01-05 M. Walton moved that the Board of the North East School Division express their deep condolences at the untimely and sad passing of Randy Ariss, who was a board member of the school division at the time of his death on December 17, 2019. *CARRIED*

And:

2020-01-06 B. Gagné move that the Board approve that as a result of the vacancy of the board member representing Melfort, the Board of the North East School Division will operate with eight board members until the next general election and a decision is made regarding the appropriate number of board members for the school division. *CARRIED*

And:

- 2020-01-07 L. Erickson moved that the Board approve: *CARRIED*
- the temporary dissolution of the City of Melfort at Large Subdivision;
 - the City of Melfort at Large Subdivision be transferred into Subdivision Number 3 of the North East School Division and
 - the transfer will be in effect from December 18, 2019 to September 1, 2020.
- 2020-01-08 M. Botterill moved that the Board approve the use of up to \$50,000 of the unrestricted accumulated surplus to purchase a replacement vehicle with a cost of up to \$50,000. *CARRIED*
-

MONITORING AND REPORTING ITEMS

- 2020-01-09 T. Kwiatkowski moved that the Board approve, as a monitoring report, the January 2020 Wall Walk for the key data sets of the North East School Division for term one of the 2019-2020 school year. *CARRIED*
- 2020-01-10 B. Gagné moved that the Board accept the financial report for the three months ending November 30, 2019. *CARRIED*
-

STRATEGIC DIRECTION ITEMS

- 2020-01-11 T. Kwiatkowski moved that the Board approve the 2020-2021 North East School Division regular calendar and the White Fox School alternate calendar drafts to be circulated to School Community Councils and staff for feedback. *CARRIED*
-

ADJOURNMENT

- 2020-01-12 B. Gagné moved that the Board Meeting adjourn at 2:10pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: February 26, 2020

Topic: MUCC Washroom Renovation Project

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 2017-18 audited financial statements included deferred revenue of \$469,502 from federal capital tuition. In 2017-18 and prior years, a portion of the tuition received from the federal government had to be set aside by school divisions for future projects in schools that include the federal students. Starting in 2018-19, there was no longer this requirement.

At the May 28, 2019 Board meeting, the Board made the following motion:

- “That the Board approve the use of \$150,000 of the federal capital tuition deferred revenue for renovations of the washrooms at Melfort Unit and Comprehensive Collegiate during the 2019-20 fiscal year.”

This project was also included in the 2019-20 budget for the school division.

CURRENT STATUS

After the Facilities Department started working on this project, it was determined that the initial budget was too low.

The plumbing for the project requires more work than initially estimated. In addition, the plumbing will not be done by school division employees because there are too many other projects that need to be completed (by the employees). Contracted plumbing costs would be higher than in-house.

RECOMMENDATION

Proposed Board Motion:

That the Board approve the use of \$60,000 of the Preventative Maintenance and Renewal funds for renovations of the washrooms at Melfort Unit and Comprehensive Collegiate during the 2019-20 fiscal year, for a total project cost of \$210,000.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	February 13, 2020	



NESD Board of Education

Meeting Date: February 26, 2020

Topic: 2020-21 School Year Calendars

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Principle and Policy Item	<input type="checkbox"/> Information
<input checked="" type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

There is a late Labour Day (September 7, 2020) holiday in 2020 and as a result the Ministry had designated Wednesday September 3, 2020 as the first day of school for students. The Board, at its January meeting, approved draft calendars to be distributed to School Community Councils for feedback.

On January 31, 2020 Deputy Minister Rob Currie informed Directors of Education that: *For this year only, school divisions will have the flexibility to begin the instructional school year calendar no earlier than September 1, 2020. Thus, the dates of September 1, September 2 or September 3 may be considered when drafting a 2020-2021 school year calendar.*

Administration has prepared a new draft calendar with a September 1, 2020 start date for students.

CURRENT STATUS

The following elements are contained in the attached calendar drafts. These specifics are consistent with the calendars of the North East School Division provided legislative requirements and the common first day of school for students. The North East Teachers' Association (NETA) has allowed for convention day to be used for division in-service:

- 185 student days
- 194 teacher days (9 non-instruction)
- 3 division in-service days
- 3.5 school administrative planning days
- 2.5 school improvement planning days
- 310 minute instructional days
- 955.8 instructional hours
- Student led conferences in evenings (10 hours)
- February break in conjunction with Family Day
- Spring break is aligned with Easter
- March 12 holiday the week of student led conferences

White Fox School Alternatives:

- 183 teacher days (9 non-instruction)
- 174 student days
- 330 minute instructional days
- 957 instructional hours

RECOMMENDATION

That the Board circulate a draft calendar with a September 1, 2020 start date for students and that the Board will receive feedback prior to finalizing the calendar at the March 31, 2020 business meeting.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	February 10, 2020	DRAFT 2 – 2020-21 Regular and Alternate Calendars



NESD School Calendar – DRAFT v. 2

2020 - 2021

Aug 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	T=	3	S=	0	

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	T=	21		S=	21	

Oct 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	T=	21		S=	20	

Nov 2020						
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30					
	T=	20		S=	20	

Dec 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	T=	14		S=	14	

Jan 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	T=	20		S=	18	

Feb 2021						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
	T=	15		S=	15	

Mar 2021						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	T=	22		S=	22	

Apr 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021						
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June 2021						
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27	28	29	30			
	T=	22		S=	20	

July 2021						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
	T=	X		S=	X	

LEGEND				STATUTORY HOLIDAYS			
	First day of School		Last Day of School	Aug 3	Civic Holiday	Jan 1	New Years
	School Improvement Planning – no students		School Admin - no students	Sept 7	Labor Day	Feb 15	Family Day
	Teacher Convention –none in 2019-20		Student Led Conferences	Oct 12	Thanksgiving	Apr 2	Good Friday
	Division In-service- no students		School Break	Nov 11	Remembrance Day	Apr 5	Easter Monday
	Statutory Holiday			Dec 25	Christmas Day	May 24	Victoria Day
T	Teacher days = 194	S	Student Days = 185	Dec 26	Boxing Day	July 1	Canada Day



White Fox School Calendar – DRAFT v. 2

2020 - 2021

Aug 2020						
S	M	T	W	T	F	S
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Sep 2020						
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13	14	15	16	17	18	19
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27	28	29	30			
	T=	20		S=	20	

Oct 2020						
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18	19	20	21	22	23	24
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Nov 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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	T=	18		S=	18	

Dec 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	T=	14		S=	14	

Jan 2021						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	T=	20		S=	18	

Feb 2021						
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21	22	23	24	25	26	27
28						
	T=	15		S=	15	

Mar 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	T=	22		S=	22	

Apr 2021						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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	T=	16		S=	16	

May 2021						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31		T=	19	S=	18

June 2021						
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20	21	22	23	24	25	26
27	28	29	30			
	T=	16		S=	14	

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	T=	X		S=	X	

LEGEND				STATUTORY HOLIDAYS			
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T	Teacher days = 183	S	Student Days = 174	Dec 26	Boxing Day	July 1	Canada Day



NESD Board of Education

Meeting Date: February 26, 2020

Topic: 2019-20 Transportation Report: September 2019 to January 2020

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 move to reporting to the Board twice a year.

The first transportation report was provided to the Board at the January 24, 2017 Regular Board Meeting.

CURRENT STATUS

Please find attached the *NESD 2019-20 Transportation Report: September 2019 to January 2020*. 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 continues to track complaints by using a template.

RECOMMENDATION

Proposed motion:

That the Board accept the North East School Division 2019-20 Transportation Report: September 2019 to January 2020.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	February 19, 2020	2019-20 Transportation Report: September 2019 to January 2020

North East School Division 2019-20 Transportation Report: September 2019 to January 2020

TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
Driver Competence	<ul style="list-style-type: none"> • <i>Driver abstracts are reviewed the month following the driver's birthdate</i> • <i>Bus drivers are evaluated on a 3-year cycle - ride along program</i> • <i>Area meetings (In-service March 16,2020)</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 64% of buses. 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>SIG school bus inspections by NESD SIG 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:

Communication – Enhancing communications with drivers by using e-mail. Working with bus drivers to increase the usage of email. Methods of communication with parents are being reviewed to improve reliability (school bus locator app).

North East School Division 2019-20 Transportation Report: September 2019 to January 2020

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	18-19 School Year				19-20 School Year			
	Sep-Nov	Dec-Feb	Mar-Jun	Total	Sep-Jan	Feb-Jun	Total	
Total students transported	2803	2844	2843	--	2946			
Number of transportation routes	70	70	70	70	70			
Number of unfilled routes	0	0	0	0	1			
Number of route cancellations:	68	644	122	834	454			
Mechanical	12	41	18	71	26			
Weather	10	548	5	563	178			
No substitute driver	46	54	99	199	250			
Other	0	1	0	1	0			
Average age of bus fleet	6.5 years	6.5 years	7.5 years	--	7.3 years			
Capacity utilized on bus (average)	70.3%	70.9%	70.0%	--	80.9%			
Average one-way ride time (in minutes)	24	24	24	24	22			
Longest one-way ride time (in minutes)	91	92	92	92	87			

Report Period: September to January

Number of unfilled routes: One route in Nipawin was open and partially filled by spare drivers for most of the reporting period. The route was filled by a bus driver on January 17, 2020.

Route cancellations: each run, AM and PM are counted separately, (each route has 2 runs per day).

Route cancellations – weather: In 2019-20, 3 days were colder than -40C in January resulting in all or most of the division buses cancelled.

Capacity utilized on bus: 10% increase is due to five buses dropping off students, then picking up more. There are buses in Nipawin, Tisdale and Melfort doing double loops. In 2018-19, there was only the Nipawin school bus that did the double loop.

Emerging issues:

Retirements in areas that are traditionally difficult for recruitment. Two drivers submitted early notification of retirement. The timeframe for SGI “S” endorsement testing has been up to six (6) weeks from the time of booking. The delay in “S” endorsement delays the entire process of hiring a bus driver.

Have experienced some issues with parent notification through School Messenger. There are a few parents that are not receiving the notifications. Issues are being resolved by Information Technology and Transportation departments.



NESD Board of Education

Meeting Date: February 26, 2020

Topic: Top Three Major Capital Projects

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

On February 23, 2016, the following motion was made: "That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the 2017-18 Application for Major Capital Project Funding:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. New elementary school in Melfort (consolidation of two pre-kindergarten to grade six schools)."

On June 1, 2016, the Ministry of Education released the *Top 10 Major Capital Requests: 2016*. The new Carrot River School was listed as number five.

The motion for 2018-19 and 2019-20 maintained the above listing of major capital projects.

The 2018-19 Top 10 Major Capital Requests as provided by the Ministry of Education on the provincial budget day in March 2018 included a new school in Carrot River.

On February 12, 2019, the Board made the following motions: "That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2020-21 Application for Major Capital Project Funding*:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Joint Use Addition to Melfort and Unit Comprehensive Collegiate, new expansion onto the Collegiate to consolidate two to five schools (addition/consolidation/modernization/renovation)
3. L.P. Miller Comprehensive School (consolidation/modernization/renovation)."

The 2019-20 Top 10 Major Capital Requests as provided by the Ministry of Education on the provincial budget day in March 2019 included a new school in Carrot River.

CURRENT STATUS

The deadline for school divisions to submit the *2021-22 Application for Major Capital Project Funding* is February 28, 2020. Administration is recommending to the Board that the top three 2021-22 major capital projects of NESD would remain as follows:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Joint Use Addition to Melfort and Unit Comprehensive Collegiate, new expansion onto the Collegiate to consolidate two to five schools (addition/consolidation/modernization/renovation)
3. LP Miller Comprehensive School (consolidation/modernization/renovation).



NESD Board of Education

RECOMMENDATION

Proposed Board Motion:

That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2021-22 Application for Major Capital Project Funding*:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Joint Use Addition to Melfort and Unit Comprehensive Collegiate, new expansion onto the Collegiate to consolidate two to five schools (addition/consolidation/modernization/renovation)
3. L.P. Miller Comprehensive School (consolidation/modernization/renovation).

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	February 13, 2020	