

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_03_31-Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of March 31, 2020 adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS -

- Mark Jensen, Coordinator of Continuous Improvement and Reporting - April 2020 Wall Walk

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:

- Correspondence.

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. Director of Education Contract - [DoE_Contract-042120-FINAL.pdf](#)
2. April 2020 Supplemental Learning School Profile - [Supplemental learning-042120-FINAL.pdf](#)

B. Monitoring and Reporting Items

1. Wall Walk - April 2020- M. Jensen - [April Wall Walk 2020-042120-FINAL.pdf](#)
2. Financial Reports for Six Months ending February 29, 2020 - [Financial Report-042120-FINAL-For the six months ending February 29, 2020.pdf](#)

C. Board of Education Strategic Direction Items

1. Carrot River - Construction of New School - [New School Construction - Carrot River.pdf](#)

***8. INFORMATION ITEMS**

A. Director's Personnel Report - Approved at March 31, 2020 meeting

B. Out of Province Travel - NONE

C. CONFIDENTIAL Student Suspensions - NONE

D. Administrative Procedures - NONE

***9. CORRESPONDENCE -**

- [SHSAA_COVID-19_Information and Response_04062020.pdf](#)

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

- [SSBA General Insurance Plan Update-040320.pdf](#)

***IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING**

***ADJOURNMENT**

***TEN-MINUTE RECESS AND MEDIA INTERVIEWS (if necessary)**

***CLOSED SESSION ROUNDTABLE AND MEETING REVIEW**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, March 31, 2020 at 2:00pm via conference call due to the social distancing requirements of the COVID-19 pandemic.

PRESENT:

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

CALL TO ORDER – at 2:05pm

ADOPTION OF AGENDA

2020-03-24 T. Kwiatkowski moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2020-03-25 M. Botterill moved that the minutes of the Regular Board Meeting held on February 26, 2020 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

❖ NONE

CONSENSUS ITEMS

2020-03-26 L. Erickson 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 – February and March 2020
- ❖ Correspondence.

NEW BUSINESS

2020-03-27 M. Walton moved that the Board of Education has reviewed the memorandums and directives that relate to the COVID-19 pandemic provided by the Director of Education and has found them acceptable. *CARRIED*

2020-03-28 L. Kidney moved that the Board receive the 2020-21 Provincial Budget information as presented. *CARRIED*

2020-03-29 R. Hildebrand moved that the Board approves the transportation by Horizon School Division to St. Brieux School of the students in the Pathlow-St. Brieux area that are within the North East School Division boundaries on a case by case basis, as decided by Administration during the 2020-21 school year. *CARRIED*

MONITORING AND REPORTING ITEMS

NONE

STRATEGIC DIRECTION ITEMS

2020-03-30 B. Gagné moved that the Board approve the 2020-2021 School Year Calendar and the Alternate White Fox School Calendar as presented. *CARRIED*

ADJOURNMENT

2020-03-31 B. Gagné moved that the Board Meeting adjourn at 2:20pm *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: April 21, 2020

Topic: Extension of the Contract of the Director of Education

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

On March 25, 2019, the Board made the following motion:

- “That the Board accept the letter of resignation dated March 4, 2019 from the Director of Education and approve the extension and adjustments to the contract of employment for the Director of Education with a term of July 1, 2019 to June 30, 2021.”

CURRENT STATUS

The Covid-19 world-wide pandemic has created a disruption to what the North East School Division took for granted as normal operations. As a result, the Board would like to extend the contract of Don Rempel, Director of Education, for an additional year. The term extension will provide extra stability for the staff and students of the school division during a time of uncertainty.

RECOMMENDATION

Proposed board motion:

That the Board approve the amendment of the contract of employment of the Director of Education to reflect an extension of the term to June 30, 2022.

PREPARED BY	DATE	ATTACHMENTS
Luke Perkins, Board Chair	April 17, 2020	



NESD Board of Education

Meeting Date: April 21, 2020

Topic: Supplemental Learning School Profile at April 9, 2020

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" 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 type="checkbox"/> Monitoring or Reporting Items	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

On March 16, 2020 the Premier, in consultation with the Chief Medical Officer of Saskatchewan, issued a directive that classes be cancelled indefinitely and that schools should begin to wind down and close by the end of the day on Thursday March 19, 2020. A provincial Response Planning Team (RPT) was established to guide the Saskatchewan education sector through the COVID-19 pandemic. On March 18, the RPT made the decision to send all but essential staff home until March 30, 2020 and pause the education sector until a sector wide approach to education continuity could be developed.

Beginning on Monday, March 30, 2020 teachers began collecting information from students and parents in regard to supplemental learning opportunities. Parents can choose to participate in supplemental learning or opt out without an academic penalty being applied to students who wish not to continue in teacher supported learning. Many teachers, depending on readiness, began providing learning opportunities to students before the spring break, and some teachers engaged the planning of materials and management systems for the delivery of supplemental learning to resume after the spring break.

CURRENT STATUS

On Thursday April 9, 2020, NESD principals provided the Director of Education a summary of the number of students and families that had been contacted by the school as well as a summary of the number of students continuing in supplemental learning by grade and by course/subject in grades 10-12.

Beginning the week of April 20, 2020 schools will be monitoring the frequency of contact with students and teachers will be monitoring student progress and achievement of those students who choose the opportunity for supplemental learning.

RECOMMENDATION

Proposed Board Motion:

That the North East School Division Board of Education receive the April 2020 supplemental learning update as presented.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education Triki Zenner, Administrative Assistant to the Director	April 17, 2020	<ul style="list-style-type: none"> Spreadsheet summary



NESD Board of Education



NESD Board of Education

Meeting Date: April 21, 2020

Topic: April 2020 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 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 4 (2019-20) 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

Due to the COVID-19 virus outbreak, regular data sets are not available for review at this time. In lieu of this, data from a survey involving 4343 students will be shared. Also, a summary of online supports and professional development events that have delivered will be summarized.

RECOMMENDATION

Proposed Board Motion:

That the Board approve, as a monitoring report, the April 2020 Wall Walk for the key data sets of the North East School Division for the time period of January 31, 2020 to April 22, 2020.

PREPARED BY	DATE	ATTACHMENTS
Mark Jensen, Coordinator of Continuous Improvement and Reporting	April 16, 2020	

Technology Survey Summary

Collected March 30 – April 7

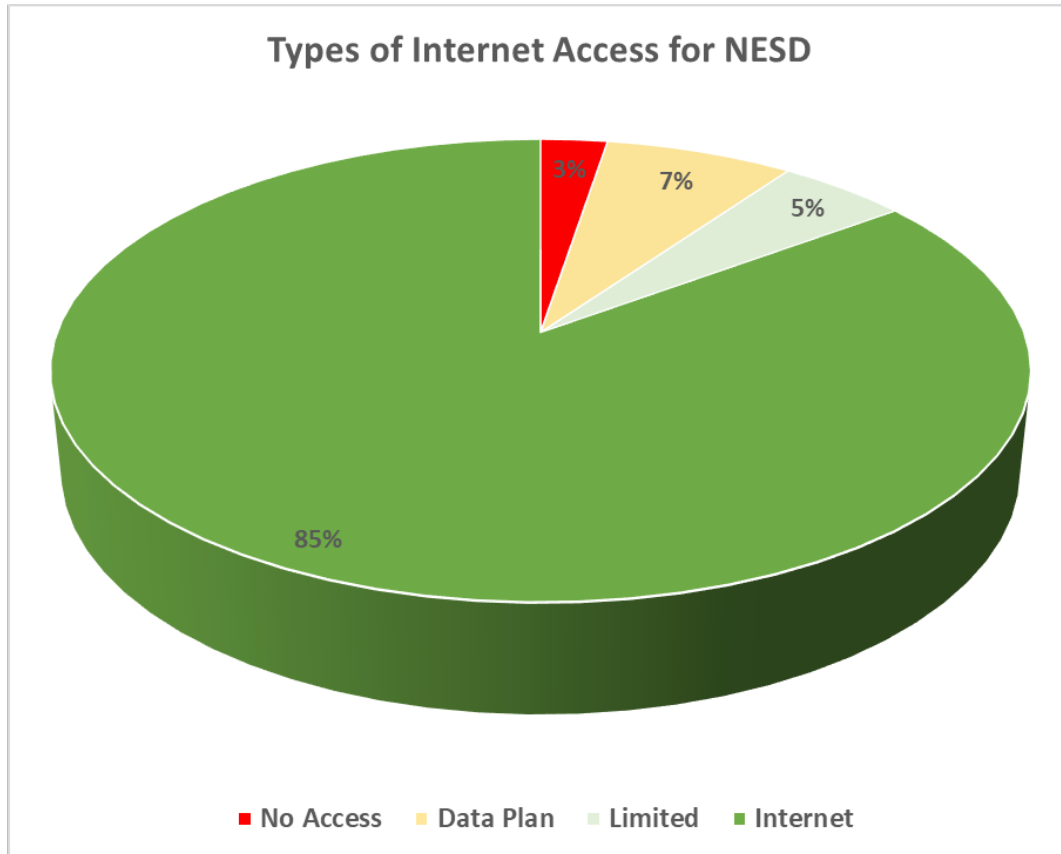
4343 Unique Responses

Types of Access

Grades PreK – 12 were asked the following question:

What type of technology do you have available at home to support learning?

Types of Access – Student Responses



- No Access (Internet nor data)
- Data Plan (Use hotspot for phone, tablet, computer, etc.)
- Limited (Poor, slow, unreliable connection, etc.)
- Internet (Desktop, laptop, tablet, phone, gaming system, et.)

Types of Access – By Grade

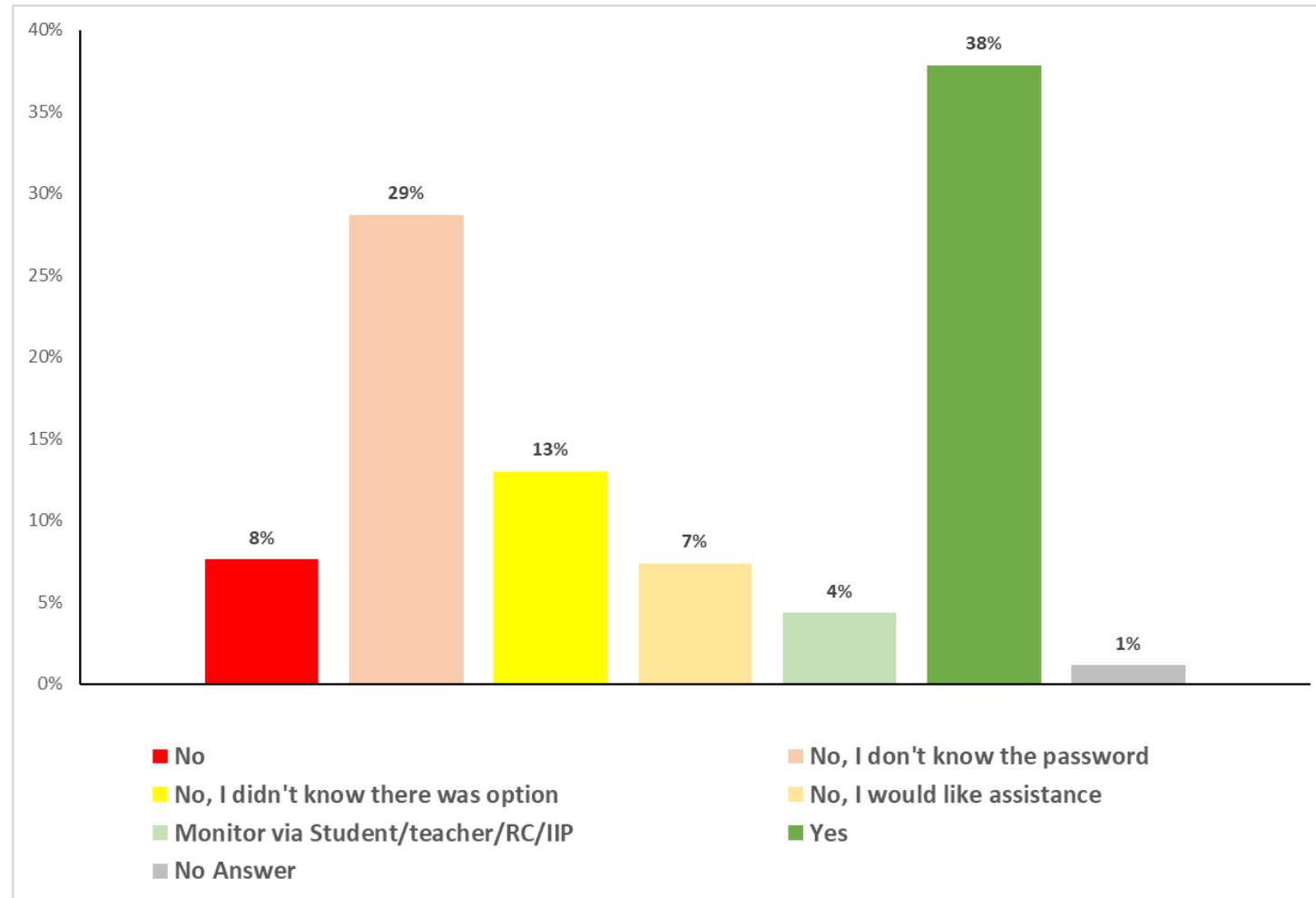
Types of Access	1	2	3	4	5	6	7	8	9	10	11	12	K	PreK	Totals	%'s
No Access (Internet nor data)	10	10	9	10	11	11	8	9	7	6	4	5	8	4	112	3%
Data Plan (Hotspot for phone, tablet, etc.)	26	19	16	26	24	31	26	23	30	20	8	9	40	18	316	7%
Limited (Poor, unreliable, slow, etc.)	28	26	16	8	9	8	2	1	9	23	33	22	26	8	219	5%
Internet (Desktop, laptop, tablet, phone)	246	251	311	306	318	278	275	275	265	289	254	271	254	103	3696	85%
Totals	310	306	352	350	362	328	311	308	311	338	299	307	328	133	4343	100%

Student Progress on StudentsAchieve

Grades 1 – 12 were asked the following question:

Do you monitor your student's progress on the StudentsAchieve Parent Portal?

Student Progress on StudentsAchieve



StudentsAchieve– By Grade

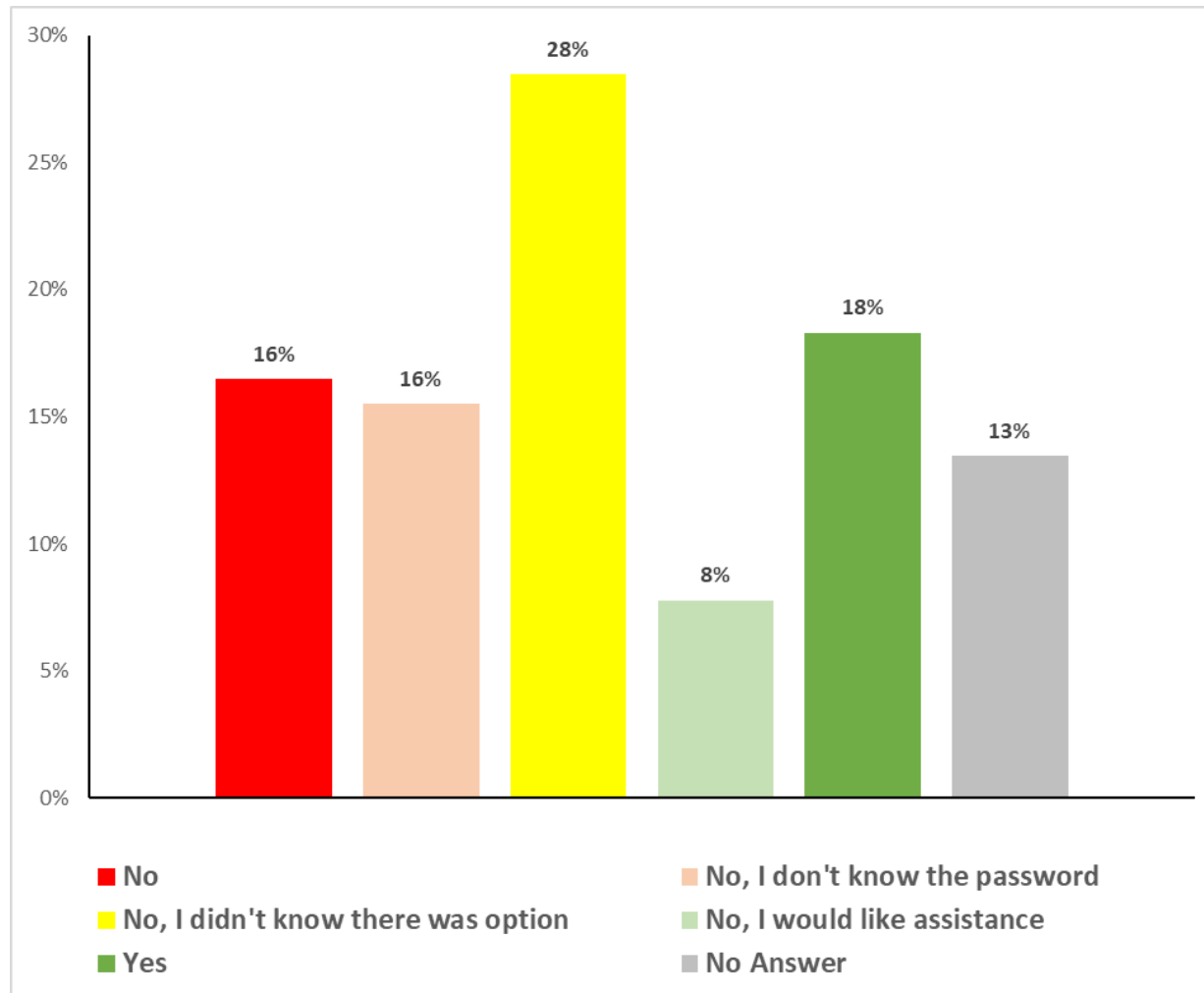
StudentsAchieve	1	2	3	4	5	6	7	8	9	10	11	12	K	PreK	Totals	%'s
No	22	33	39	56	16	18	19	29	10	17	20	17	n/a	n/a	296	8%
No, I don't know the password	126	128	114	99	177	113	76	81	57	72	37	34	n/a	n/a	1114	29%
No, I didn't know there was option	58	42	78	45	57	70	46	38	25	18	16	12	n/a	n/a	505	13%
No, I would like assistance	41	23	48	22	15	22	30	20	14	22	19	11	n/a	n/a	287	7%
Monitor via Student/teacher/RC/IIP	2	5	4	3	3	4	14	10	20	18	41	45	n/a	n/a	169	4%
Yes	61	74	65	123	84	91	120	125	182	189	167	188	n/a	n/a	1469	38%
No Answer	0	1	4	2	10	10	6	5	3	2	1	0	n/a	n/a	44	1%
Totals	310	306	352	350	362	328	311	308	311	338	299	307	n/a	n/a	3882	100%

Student Progress on All About Me

Grades PreK – 6 were asked the following question:

Do you monitor your student's learning with All About Me (AAM)?

Student Progress on All About Me



All About Me – By Grade

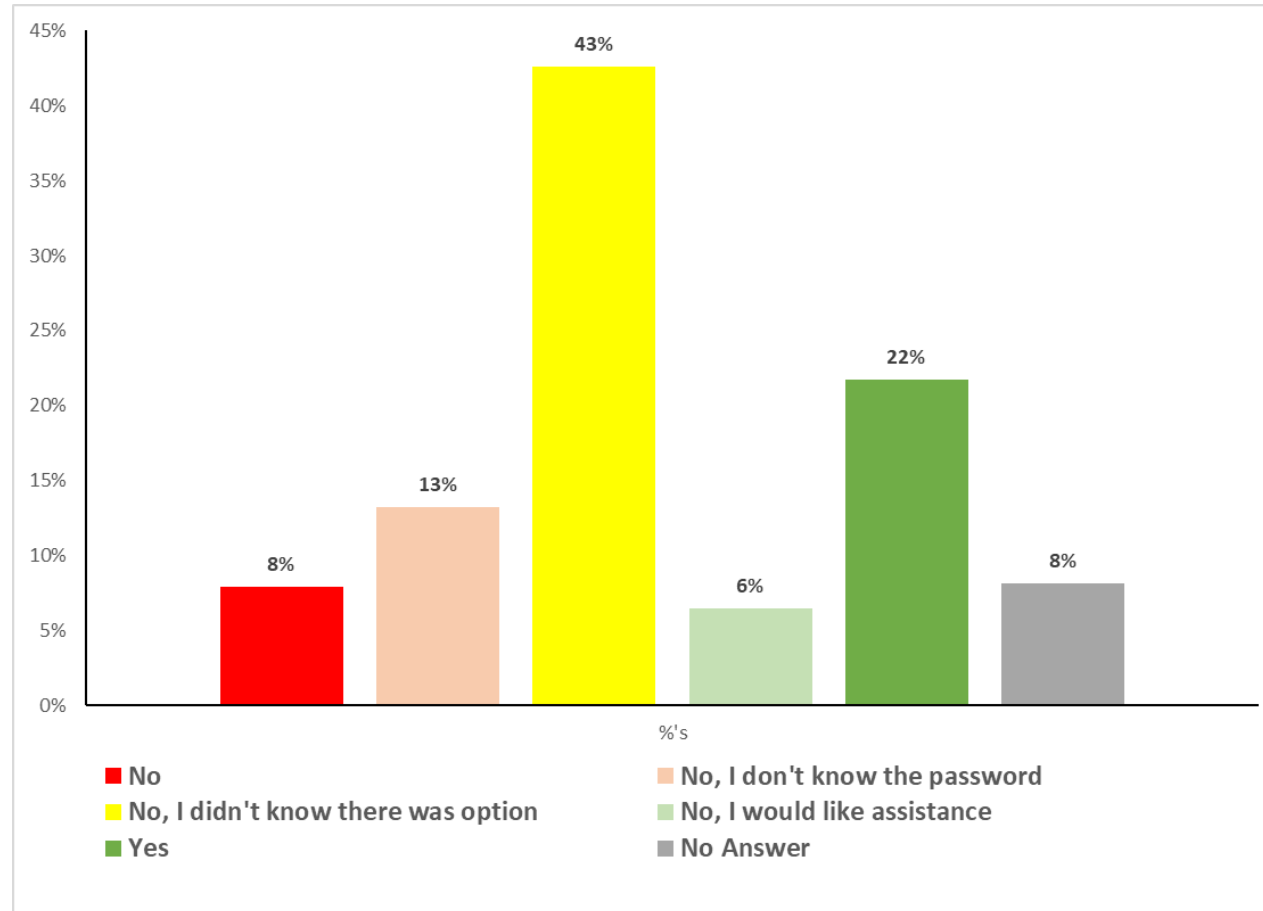
All About Me	1	2	3	4	5	6	K	PreK	Totals	%'s
No	50	39	87	91	56	3	55	26	407	16%
No, I don't know the password	60	77	65	35	50	22	56	18	383	16%
No, I didn't know there was option	58	70	75	105	130	170	82	13	703	28%
No, I would like assistance	32	18	27	22	14	17	16	46	192	8%
Yes	83	57	71	40	51	56	65	29	452	18%
No Answer	27	45	27	57	61	60	54	1	332	13%
Totals	310	306	352	350	362	328	328	133	2469	100%

Student Progress on myBlueprint

Grades 7 – 12 were asked the following question:

Do you monitor your student's learning and Career Guidance with myBlueprint?

Student Progress on myBlueprint



myBlueprint – By Grade

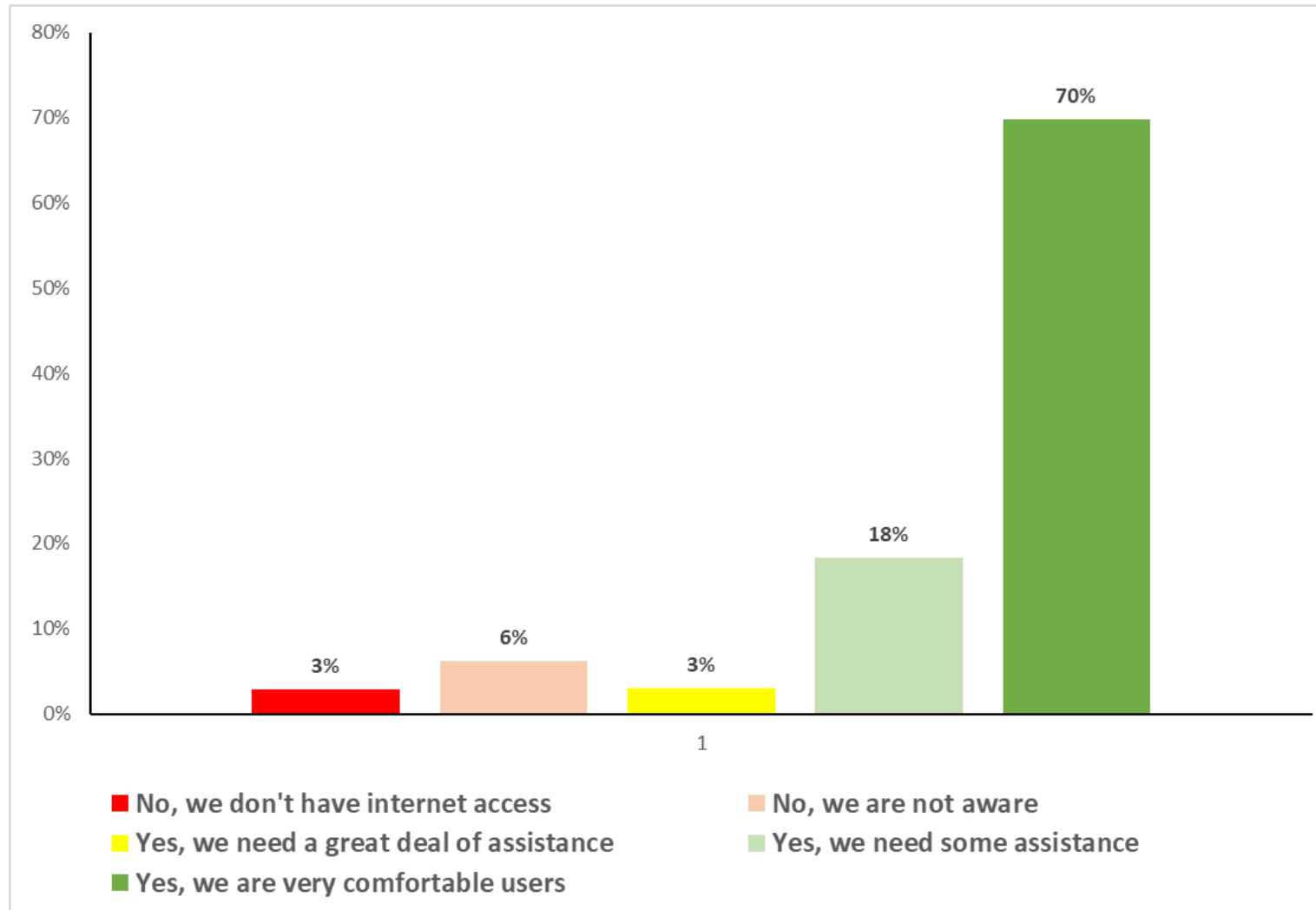
myBlueprint	7	8	9	10	11	12	Totals	%'s
No	24	35	14	20	33	22	148	8%
No, I don't know the password	36	48	37	65	34	28	248	13%
No, I didn't know there was option	169	132	117	139	124	117	798	43%
No, I would like assistance	11	13	17	33	24	23	121	6%
Yes	21	25	89	79	83	110	407	22%
No Answer	50	55	37	2	1	7	152	8%
Totals	311	308	311	338	299	307	1874	100%

Access to Google Suite

Grades 3 – 12 were asked the following question:

Does your child have access to the Google Suite for Education (Classroom, Docs, etc.) from home and is your child comfortable with it?

Access to Google Suite



Google Suite – By Grade

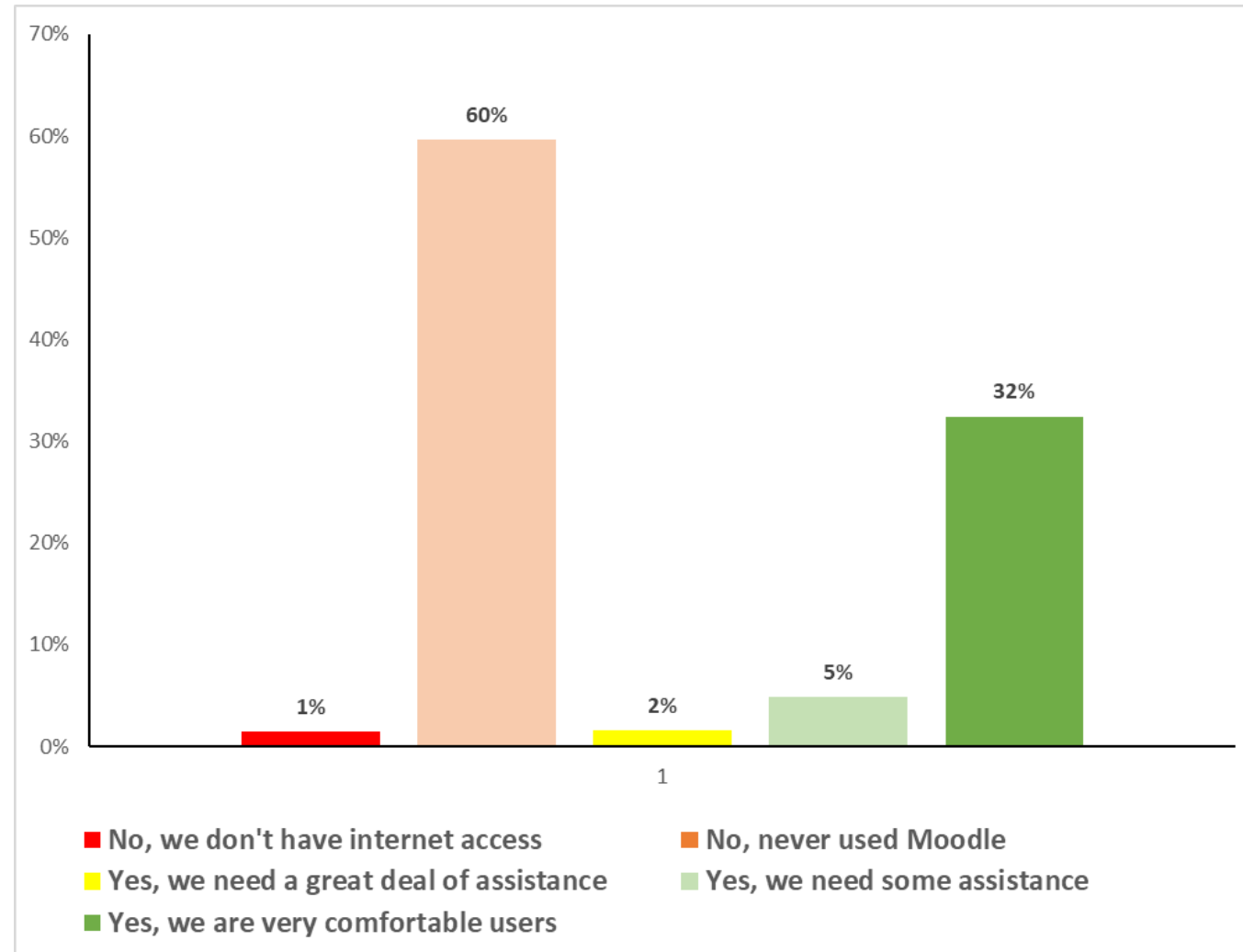
Google	3	4	5	6	7	8	9	10	11	12	Totals	%'s
No, we don't have internet access	11	12	13	17	8	9	2	11	5	4	92	3%
No, we are not aware	76	40	32	7	10	5	8	10	2	12	202	6%
Yes, we need a great deal of assistance	23	22	18	6	3	9	11	4	1	1	98	3%
Yes, we need some assistance	141	99	80	69	51	54	39	24	19	20	596	18%
Yes, we are very comfortable users	102	177	219	229	239	230	251	288	272	270	2277	70%
Totals	352	350	362	328	311	308	311	338	299	307	3266	100%

Usage of Moodle LMS

Grades 10 – 12 were asked the following question:

Has your child accessed Moodle for online courses in the past and if so, how comfortable is your child with it?

Usage of Moodle LMS



Usage of Moodle LMS – By Grade

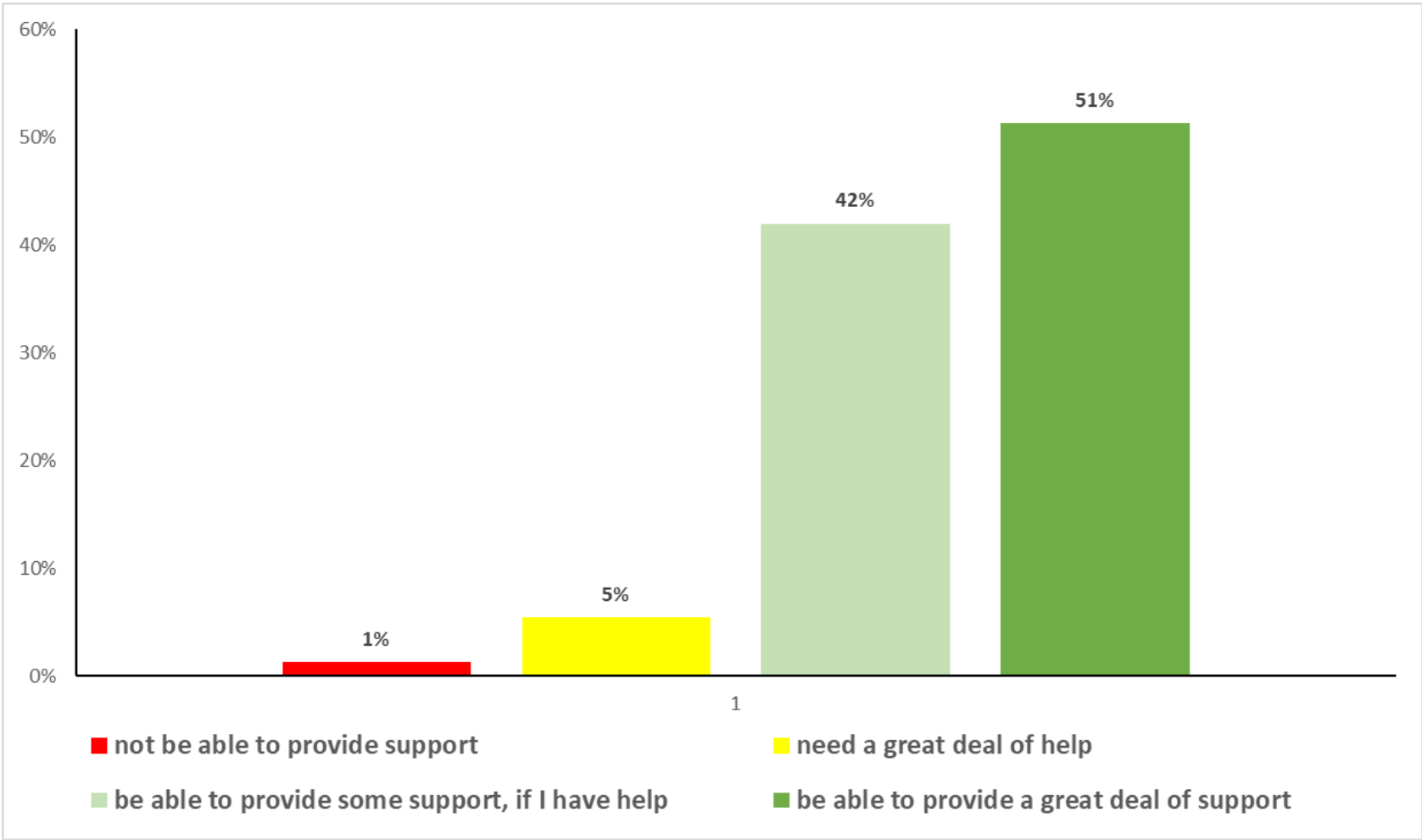
Moodle	10	11	12	Totals	%'s
No, we don't have internet access	6	5	3	14	1%
No, never used Moodle	252	165	146	563	60%
Yes, we need a great deal of assistance	8	5	2	15	2%
Yes, we need some assistance	10	13	23	46	5%
Yes, we are very comfortable users	62	111	133	306	32%
Totals	338	299	307	944	100%

Home Support for Learning

Grades PreK – 12 were asked the following question:

How well as a parent/guardian do you feel you can support your child's education for the short-term future?

Home Support for Learning – I will . . .



Home Support for Learning – By Grade

Home Support - I will . . .	1	2	3	4	5	6	7	8	9	10	11	12	K	PreK	Totals	%'s
not be able to provide support	1	1	1	2	4	4	6	1	0	11	8	11	5	0	55	1%
need a great deal of help	12	14	13	13	14	20	10	21	21	18	22	15	28	13	234	5%
be able to provide some support, if I have help	132	138	151	132	152	126	125	116	145	147	133	142	129	50	1818	42%
be able to provide a great deal of support	165	153	188	203	191	167	169	170	145	162	136	138	166	70	2223	51%
Totals	310	306	353	350	361	317	310	308	311	338	299	306	328	133	4330	100%

Online Supports Summary

- As of April 16 the following supports have been established
 - 167 class sections requested Grades 10-12 Moodle courses
 - 209 class sections requested Grades 5-9 Moodle courses
 - Teacher have unique courses now with the ability to enroll their own student and monitor learning progression

Professional Development Summary

- As of April 16, the following online p.d. events have occurred

Topic	Date	# of Attendees
Google Training (2x)	April 6	6 , 7
Open Support	April 6	4
Open Support	April 7	7
Digital Learning Overview	April 7	20
Microsoft Teams	April 7	80
Microsoft Teams	April 8	12
Open Support	April 8	13
Moodle Training	April 8	63
Digital Learning Overview	April 8	28
Digital Learning Overview	April 9	13
Open Support	April 9	8
Microsoft Teams	April 9	2
Moodle Training	April 15	21

Future P.D. April 20 - 24

Time	Monday, Apr 20	Tuesday, Apr 21	Wednesday, Apr 22	Thurs, Apr 23	Friday, Apr 24
8:30 - 9:00		Admin Meeting		Admin Meeting	
9:00 - 10:00	Open Support	Open Support	Open Support	Open Support	Open Support
				Sec Math Outcome Priority	Sec Science Outcome Priority
10:00 - 11:00	Intro to Online Instructional Platforms	All About Me Portfolios	Intro to Online Instructional Platforms	All About Me Portfolios	Intro to Online Instructional Platforms
	Library Techs	Diversity Ed Teachers	Library Techs	Admin Assistants	
		Admin Assistants		Admin Assistants	
		PreK Teachers			
11:00 - 12:00	Creating Instructional Resources	Creating Inst Resources	Moodle	Creating Inst Resources	myBlueprint Student Portfolios
		Microsoft Teams/365	Microsoft Teams/365		
Lunch					
1:00 - 2:00			School Messenger App	School Messenger App	All About Me Portfolios

Future P.D. April 27 – May 1

Time	Monday, Apr 27	Tuesday, Apr 28	Wednesday, Apr 29	Thurs, Apr 30	Friday, May 1
8:30 - 9:00			Admin Meeting		
9:00 - 10:00	Open Support	Open Support	Open Support	Open Support	Open Support
10:00 - 11:00	Making Use of Online Instructional Platforms	All About Me Portfolios	Making Use of Online Instructional Platforms	All About Me Portfolios	Making Use of Online Instructional Platforms
	Library Techs	Admin Assistants	Library Techs	Admin Assistants	
11:00 - 12:00	Creating Instructional Resources	Creating Inst Resources	Moodle	Creating Inst Resources	myBlueprint Student Portfolios
		Microsoft Teams/365	Microsoft Teams/365		
Lunch					
1:00 - 2:00		School Messenger App	School Messenger App	School Messenger App	All About Me Portfolios

Questions?



NESD Board of Education

Meeting Date: April 21, 2020

Topic: Financial Report for the Six Months Ending February 29, 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 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 six months ending February 29, 2020:

1. Memo for the Six Months ending February 29, 2020
2. Statement of Operations
3. Statement of Cash Requirements
4. Accumulated Surplus Activity Statement
5. Statement of Tangible Capital Asset Purchases

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 six months ending February 29, 2020.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	April 14, 2020	<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



North East School Division

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Website: www.nesd.ca

TO: Board of the North East School Division

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

DATE: April 15, 2020

RE: Financial Report for Quarter Ending February 29, 2020

The Board will be provided with three quarterly reports and one annual financial statement report for the 19-20 fiscal year. February 29, 2020 marks the end of the second quarter. At February 29, we would expect the actual ten month expenses for school based lines to be reporting at 60% of budget and the twelve month expenses for central office lines to be reporting at 50% of budget.

Below is an executive summary of information for the first and second quarters of 2019-20 as well as comparisons to the same time period for 2018-19. There is also some forward looking predictions for the third and fourth quarters of 2019-20 to provide information about the potential impact of the COVID-19 pandemic on the 2019-20 financial position of the school division. 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

Grants

The provincial grants totaled approximately \$27.0 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant is at \$26.7 million. The overall impact of the December operating grant (that takes into account the September 30, 2019 actual school enrolments) should result in approximately \$312,000 less funding (increase to 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.

On March 16, 2020, the Saskatchewan government announced the suspension of in-person classes indefinitely (starting March 20) due to the COVID-19 pandemic. The provincial government has guaranteed that the North East School Division will continue to receive the monthly operating grant as anticipated until August 31, 2020.

In the second quarter of 2019-20, the school division received a Preventative Maintenance & Renewal (PMR) payment of \$173,775 from the Ministry in recognition of current infrastructure needs. PMR funding announced on the March 18, 2020 Provincial Budget Day indicated funds to be received in the amount of \$1,580,394. This amount will be received later in the year. At February 28, 2019, no PMR funding had been received in the first or second quarters of 2018-19.

Tuition and Related Fees

The tuition and related fee revenues will be under 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. Actual enrollment for the first billing was based on 52 students compared to the budget number of 59 students. For the second billing there was a decline in enrollments to only 40 federally funded students. The deduction to the 2019-20 operating grant calculation is based on 52 students.

As classes were suspended as of March 20, 2020, the school division anticipates the third and final billing for the 2019-20 school year will be based on January 2020 student enrolments.

In the first and second quarters of 2019-20, \$67,477 has been recognized as income relating to the Federal Tuition Capital Holdback for the MUCC washroom renovations. The \$150,000 budget for this project will be recognized as income as progress is made on the minor renovation projects at Melfort Unit Comprehensive Collegiate (MUCC).

School Generated Funds

School generated fund revenues will be under budget at year-end. As in-person classes were suspended as of March 20, 2020, there will be minimal changes to revenues from what is presented in the first and second quarters of 2019-20.

As the schools determined their 2019-20 budgets with the assistance from the business manager, the school generated fund revenues are closer to budget than the prior year for the first and second quarters. There are some schools that received grant funding for various projects that had not been included in the budget. Grant revenue is sometimes difficult to predict. Carrot River Jr. Sr. High School is planning a Newfoundland trip in 2020-21, and collected deposits of \$23,850 from students for the trip, which had not been budgeted.

Complementary Services

Complementary service revenues are currently at 49% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs. Additional funding is normally received from the Town of Nipawin for outreach services. No funding was received in the first and second quarters of 2019-20. In prior year, \$10,000 in outreach funding was received in the first quarter.

External Services

External services revenues have \$214,689 or 78% of the total budgeted amount recognized at February 29, 2020. 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 consistent in sales for the first and second quarters of 2019-20 compared to the first and second quarters of 2018-19. As classes were suspended as of March 20, 2020, there will be minimal changes to cafeteria revenues from what is presented in the first and second quarters of 2019-20.

Invitational Shared Services Initiative (ISSI) revenues of \$150,000 have been received in the second quarter of 2019-20, which is consistent with the timing of funding received in 2018-19.

Other Revenue

Other revenue is currently at 55% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. Interest income is anticipated to be under budget as the year progresses, due to an unexpected decrease in interest rates in March 2020. In 2018-19, the school division sold outdated technology and received approximately \$50,000 for these items, which had been unbudgeted, resulting in the gain on disposal of tangible capital assets being over budget.

Expenses

Governance

Governance is 52% of the budgeted amount, which is lower than the expected percentage of budget spent. In the third quarter of 2019-20, the Board has been participating in conference calls to receive updates as to how school operations are being affected by the COVID-19 pandemic. The additional indemnity expenses are expected to fall within budget, as there will be savings on travel for regularly scheduled board meetings that will be completed virtually. As the SSBA Spring Assembly has been cancelled, overall governance expenses are expected to be under budget at year end.

All 20 School Community Council (SCC) grant payments have been paid out in the first and second quarters. This is consistent with the first and second quarters of 2018-19.

Administration

Administration expenses are at 49% of budget, which is slightly lower than the expected level of expenses for this category. This trend is anticipated to continue into the third and fourth quarters of 2019-20. Due to the COVID-19 pandemic, all division office administrative staff has been working from home as of March 20, 2020. It is anticipated that minor savings will be realized in supplies and services due to minimizing purchases required in this area.

Instruction

Total instruction expenses are at 57% of the budgeted amount, which is consistent to the amount spent at February 28, 2019. Most instruction expenses would be expected to be at 60% spent (based on six out of ten months of the fiscal year being completed).

Overall instructional salaries and benefits are at 57.9% of budget. Several factors are contributing to the variance. An occupational therapist position had been included in the budget but the position has not been filled. There are less benefit premiums paid from September to December of the fiscal year compared to January to August.

Instructional expenses are anticipated to be under budget at year-end. With in-school classes being suspended as of March 20, 2020, there will be a decrease in substitute teacher costs in the third and fourth quarter. Teachers are planning a new way of delivering supplementary education to students rather than relying on the traditional classroom instruction to engage students in continued learning. It is anticipated that there will be cost savings realized in instructional aids, supplies and services, and student related expenses. With the new delivery of supplementary education and with the physical distancing guidelines set out by the Saskatchewan Chief Medical Health Officer, there will be savings realized in travel costs. In addition, professional development opportunities will not be pursued at this time.

Plant

Overall the plant expenses are less than the expected 50% (at 34% of budget, which is lower than the 44% in 2018-19). 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. In addition, the budget for minor renovations is significantly higher in 2019-20 compared to 2018-19 as 2019-20 contains the \$1.5 million for the LED project. A similarly large project was not included in the 2018-19 budget. This also helps to explain the 34% of budget in 2019-20 compared to the 44% of budget in 2018-19.

Plant salaries and benefits are under budget as a maintenance supervisor and a helper position were not filled. There has been a decrease in casual workers in the facilities department in the current year from what was utilized in 2018-19.

There are two school roof replacements planned for 2019-20 at LP Miller Comprehensive School and Tisdale Middle and Secondary School (TMSS). Both projects are included in the budget and will be funded using Preventative Maintenance and Renewal (PMR) grants from the Ministry. Both projects will be under construction in the third quarter. The LP Miller Comprehensive School plumbing and control upgrades will also be in the construction phase at the beginning of the third quarter. These projects are also funded using PMR grants from the Ministry.

There are two minor renovation projects that started in the second quarter of 2019-20. These projects include the multi-use washroom at Melfort Unit Comprehensive Collegiate (MUCC) and the division wide LED retrofit project. The project at MUCC will be using deferred revenue from the Federal Capital Holdbacks and the LED project will be using accumulated surplus funding.

There were three school roof replacements underway in the first and second quarters of 2018-19 at Bjorkdale School, LP Miller Comprehensive School and MUCC. All three projects were included in the budget and were funded using PMR grants from the Ministry.

Student Transportation

Student transportation is currently at 55% of the budgeted amount, which is the expected percentage at this point in the school year. The school bus fuel costs are slightly over budget due to an unexpected increase in fuel prices compared to the anticipated costs at budget time. With in-school classes being suspended as of March 20, 2020, there will be minimal fuel costs from this date until the end of the school year. The requirement for casual bus drivers from this date forward will also not be required, thereby resulting in anticipated salary savings in the third quarter. The repairs and maintenance of bus costs should not be affected by the suspension of classes.

Tuition and Related Fees

The tuition and related fees will be under budget. 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 17 students and the budget included 22 students. The operating grant provides funding for the actual students that attend this program at Cumberland College. In 2018-19, the budget was for 25 students and billing was for 18 students.

School Generated Funds

The school generated expenses are at 63% of the budget (compared to 72% of the budget in the prior year). School generated fund expenses will be under budget at year-end. As classes were suspended as of March 20, 2020, there will be minimal changes to expenses from what is presented in the first and second quarters of 2019-20. 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 54% of the budget, with the expected percentage being at 60%. Complementary services are expected to be under budget at year-end. With classes being suspended as of March 20, 2020, salary payments to staff will be maintained, but savings are anticipated in the supplies and services area as no additional purchasing is expected other than costs already committed.

External Services

External services are at 32% of the budget, with the expected percentage being at 60%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller, as well as expenses related to ISSI. External services will be under budget at year-end, with classes being suspended as of March 20, 2020, there will be minimal expenses incurred in the cafeterias until the end of the school year.

There were no ISSI expenses in the first and second quarters of 2019-20, which is consistent with 2018-19. However, ISSI expenses are anticipated in the third quarter of 2019-20.

Other Expenses

Other expenses are in line with budget. Other expenses 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 2019-20 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$218,528 in the first and second quarters, out of the total \$1.9 million budgeted. There have been some school and department purchases of furniture and equipment and computer hardware, with the bulk of the purchases anticipated in third and fourth quarters. With classes being suspended as of March 20, 2020, it is likely that not all planned school purchases will be made this school year. However, there are expenditures planned by the technology department for other technology purchases. The school bus purchases will be purchased later in the fiscal year.

Amortization

Amortization expense is being recorded at 50% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2018-19, 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 six months ending February 29, 2020

	19 - 20				18 - 19			
	Budget	Actual	Variance	%	Budget	Actual	Variance	%
	2019-20	2019-20			2018-19	2018-19		
REVENUES								
Grants	\$ 55,830,238	\$ 27,036,981	\$ 28,793,257	48%	55,199,772	\$ 26,841,219	28,358,553	49%
Tuition and Related Fees	870,800	\$ 495,454	\$ 375,346	57%	710,400	417,206	293,194	59%
School Generated Funds	1,145,825	\$ 735,675	\$ 410,150	64%	982,950	779,864	203,086	79%
Complementary Services	606,828	\$ 296,664	\$ 310,164	49%	600,996	303,763	297,233	51%
External Services	273,500	\$ 214,689	\$ 58,811	78%	280,000	215,286	64,714	77%
Other Revenue	733,600	\$ 405,400	\$ 328,200	55%	642,000	428,197	213,803	67%
Total Revenues	\$ 59,460,791	\$ 29,184,863	\$ 30,275,928	49%	\$ 58,416,118	\$ 28,985,535	\$ 29,430,583	50%
EXPENSES								
Governance	\$ 257,775	\$ 135,255	\$ 122,520	52%	\$ 241,900	\$ 148,983	\$ 92,917	62%
Administration	2,386,330	\$ 1,161,485	\$ 1,224,846	49%	2,289,287	1,146,263	1,143,024	50%
Instruction	42,388,402	\$ 24,292,399	\$ 18,096,003	57%	42,043,682	24,098,337	17,945,345	57%
Plant	12,626,153	\$ 4,235,001	\$ 8,391,153	34%	9,960,118	4,341,006	5,619,112	44%
Transportation	4,670,386	\$ 2,561,106	\$ 2,109,280	55%	4,479,089	2,498,019	1,981,070	56%
Tuition and Related Fees	254,980	\$ 197,402	\$ 57,578	77%	289,750	209,167	80,583	72%
School Generated Funds	1,005,586	\$ 629,895	\$ 375,691	63%	963,573	696,415	267,158	72%
Complementary Services	1,494,499	\$ 802,237	\$ 692,262	54%	1,483,259	792,763	690,496	53%
External Services	366,580	\$ 115,776	\$ 250,805	32%	387,851	120,181	267,670	31%
Other Expenses	317,094	\$ 162,819	\$ 154,275	51%	332,876	167,609	165,267	50%
Total Expenses	\$ 65,767,785	\$ 34,293,374	\$ 31,474,412	52%	\$ 62,471,385	\$ 34,218,743	\$ 28,252,642	55%
Operating Deficit for the Year	\$ (6,306,994)	\$ (5,108,511)	\$ (1,198,484)		\$ (4,055,267)	\$ (5,233,208)	\$ 1,177,941	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the six months ending February 29, 2020

	Budget 2019-20	Actual 2019-20	Variance
OPERATING DEFICIT FOR THE YEAR	\$ (6,306,994)	\$ (5,108,511)	\$ 1,198,484
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	1,903,445	218,528	(1,684,917)
(+) Proceeds from disposals	14,000	5,611	(8,389)
LONG TERM DEBT:			
(-) Repayments of the year	387,986	191,979	(196,007)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,278,591	2,139,296	(2,139,295)
(-) Gain on disposals of tangible capital assets	14,000	5,611	(8,389)
(+) Employee Future Benefits expenses	67,000	-	(67,000)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	16,500	-	(16,500)
DEFICIT CASH FOR THE YEAR	\$ (4,269,334)	\$ (3,379,722)	\$ 889,613
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
School bus replacement (capital)	675,000	-	(675,000)
Contingency - LED Project	1,500,000	-	(1,500,000)
Contingency	398,528	-	(398,528)
Contingency - Carbon Tax costs	150,000	-	(150,000)
School generated funds (net change)	130,041	(78,943)	(208,984)
School decentralized carry forwards (LP Miller)	70,000	-	(70,000)
School decentralized carry forwards	-	(715,447)	(715,447)
Following Their Voices carryover	25,000	-	(25,000)
Digital projector replacement (capital)	-	(11,886)	(11,886)
	<u>2,948,569</u>	<u>(806,276)</u>	<u>(3,754,845)</u>
<i>Preventative Maintenance and Renewal (PMR) Funding:</i>			
PMR - use of funds for projects	2,113,600	65,629	(2,047,971)
PMR - funding	(1,751,000)	(173,775)	1,577,225
	<u>362,600</u>	<u>(108,146)</u>	<u>(470,746)</u>
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (958,165)	\$ (4,294,144)	\$ (3,335,979)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the six months ending February 29, 2020

	August 31, 2019	Additions during the year	Reductions during the year	August 31, 2020
Invested in Tangible Capital Assets:				
Net Book Value of TCA	71,543,474	218,528	2,139,296	69,622,706
Less: Debt owing on TCA	7,732,837	-	191,979	7,540,858
	63,810,637	218,528	1,947,317	62,081,848
PMR maintenance project allocations	2,167,163	173,775	65,629	2,275,309
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Designated Assets:				
Capital Projects:				
Bus Fleet Renewal	682,132	-	-	682,132
Computer Software Replacement and Software Upgrade	98,037	-	-	98,037
Digital Projector Replacement	18,114	11,886	-	30,000
Hudson Bay Community School Project	35,489	-	-	35,489
Non-School Buildings	786,913	-	-	786,913
Surveillance Equipment Replacement	174,132	-	-	174,132
	1,794,817	11,886	-	1,806,703
Other:				
Invitational Shared Services Initiatives (ISSI)	5,671	-	-	5,671
School Budget Carryover	439,631	1,376,603	661,156	1,155,078
School Generated Funds	979,054	781,370	702,427	1,057,997
School Improvement Initiative	63,861	-	-	63,861
Teachers for Diversity and Small Schools	1,845,511	-	-	1,845,511
Contingency	4,975,600	-	-	4,975,600
	8,309,328	2,157,973	1,363,583	9,103,718
Unrestricted surplus	2,973,379	-	11,886	2,961,493
Totals	15,295,243	2,343,634	1,441,098	16,197,779

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the six months ending February 29, 2020

	Actual	Budget	
	2019-20	2019-20	Variance
Computer hardware (note 1)	\$ 69,415	\$ 772,280	\$ (702,865)
School buses	-	675,000	(675,000)
Furniture and equipment	143,416	251,115	(107,699)
Playground equipment (note 2)	5,698	179,550	(173,852)
Computer software	-	25,500	(25,500)
Totals	<u>\$ 218,528</u>	<u>\$1,903,445</u>	<u>\$ (1,684,917)</u>

Notes:

1. The bulk of the technology related purchases will be made as the year progresses.
2. Due to the uncertainty with the COVID-19 pandemic and schools shifting priorities to online student learning, it is anticipated that not all playground equipment will be purchased.



NESD Board of Education

Meeting Date: April 21, 2020

Topic: Carrot River – Construction of New School

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 checked="" type="checkbox"/> Board Strategic Direction	<input 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

For several years, the Board of the North East School Division has submitted a Top Three Major Capital Projects application to the Ministry of Education that has included the construction of a new school in Carrot River as the number one top priority for the school division.

On March 18, 2020, the provincial budget was announced. Included in this announcement was the approval by the province of the funding for the construction of a new kindergarten to grade 12 school in Carrot River. The new school will consolidate the elementary and high schools in Carrot River. The enrolment data for the kindergarten to grade 12 school in Arborfield was also included in this application by the school division.

CURRENT STATUS

On April 17, 2020, Administration received an email from a Ministry official outlining the next steps:

- A letter will be sent by the province to confirm the commitment to the project;
- Confirmation of the expected enrolments and high level floor areas will be completed;
- The school division and the Ministry of Education will jointly procure a project manager through Single Procurement Services at SaskBuilds.

The four key phases in the capital construction of school division facilities can be found in section 3 of the [Capital Manual for Saskatchewan School Divisions](#).

RECOMMENDATION

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	April 17, 2020	