

Tuesday, January 19, 2021

1:30 pm - 4:00 pm

TEAMS – NESD Board

**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 – [Board minutes-11242020](#)

Proposed Motion: That the minutes of the Regular Meeting of November 24, 2020 adopted (as presented) or (as amended).

**5. DELEGATIONS & SPECIAL PRESENTATIONS -**

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**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 - November and December 2020
- AP 706 - Purchasing
- Correspondence.

**7. DISCUSSION/DECISION - BOARD DIRECTION**

**A. New Business**

1. Accumulated Surplus Allocations
2. Elections Update - By-Elections
3. Additional Board Meeting in February

**B. Monitoring and Reporting Items**

1. 2020-21 Facilities Report
2. Financial Report - three months ending November 30, 2020 (1/4)

**C. Board of Education Strategic Direction Items**

1. 2021-2022 - NESD Draft Calendar
2. Major Capital Projects
3. Arborfield School Capital Planning
4. [Kinawind Partnership](#) - CONFIDENTIAL

**\*8. INFORMATION ITEMS**

1. Director's Personnel Report –
  - a. [November 2020-Personnel report](#)
  - b. [December 2020 - Personnel Report](#)
2. Out of Province Travel - NONE
3. CONFIDENTIAL Student Suspensions - None
4. Administrative Procedures –
  - a. [AP 706-Purchasing](#)
5. MISC.

**\*9. CORRESPONDENCE**

1. [Community Net-MLA-Nerlien-ltr-120220](#)
2. [Community Net-Sasktel-Don Rempel-121720](#)
3. [Ministry of Education - 2020-21 School Year Proclamations-DRAFT](#)

**10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**

1. [Public Section Update - Dec 2020](#)
2. [SSBA-Dec Exec Highlights](#)
3. [Public Section Orientation Information-Fall 2020](#)
4. [Public Section Strategic Annual Work Plan-adopted Sept.2020](#)
5. [School Trustee-12\\_2020](#)

**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**

**MINUTES OF A MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 24, 2020 at 1:30 pm virtually via BOARD TEAMS, due to the COVID 19 Pandemic.

**PRESENT:**

Kathrene Banks	Ted Kwiatkowski	Director of Education: Don Rempel
Kevin Graham	Kevin Trew	Supt. of Business Admin.: Wanda McLeod
Dustin Kelsey	Marla Walton - Chair	
Lori Kidney		

**ABSENT:** none

**CALL TO ORDER** at 1:35 pm.

**ADOPTION OF AGENDA**

2020-11-111 K. Banks moved that the agenda be adopted as presented. *CARRIED*

**MINUTES**

2020-11-112 L. Kidney moved that the minutes of the Regular Board Meeting held on October 20, 2020 be adopted as presented. *CARRIED*

**ORGANIZATIONAL MINUTES**

2020-11-113 T. Kwiatkowski moved that the minutes of the Organizational Meeting on November 17, 2020 be adopted as presented. *CARRIED*

**SPECIAL PRESENTATION:**

- Mark Jensen, Coordinator of Continuous Improvement and Reporting - 2019-2020 Annual Report.

**CONSENSUS ITEMS**

2020-11-114 K. Trew moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*

- October 2020 Director's Personnel Report.

**NEW BUSINESS**

2020-11-115 T. Kwiatkowski moved that the by-election for Sub-Division No. 5 Gronlid, Naicam, Star City and areas be set for Monday, March 8, 2021 from 9:00 am to 8:00 pm. *CARRIED*

2020-11-116 L. Kidney moved that the Board approves the appointment of Tanya Biesenthal as Returning Officer for the by-election for Sub-Division No. 5 of the school board of the North East School Division No. 200. *CARRIED*

2020-11-117 K. Banks moved that the Returning Officer be authorized to establish polls in personal care facilities or other similar institutions if appropriate. *CARRIED*

- 2020-11-118 K. Graham moved that the Board pay election officials at the same rate as the municipality when working with a municipality and when coordination does not occur, then the default rate is the Election Saskatchewan rate for 2020. *CARRIED*
- 2020-11-119 K. Trew moved that the Board approve the use of up to \$2.0 million in additional COVID-19 pandemic related expenditures to be funded from the provincial Safe School Plan Funding during the 2020-21 school year, subject to the approval by the Province of Saskatchewan. *CARRIED*
- 2020-11-120 K. Graham moved that the Board approves the replacement of the elevator at Melfort and Unit Comprehensive Collegiate at a cost not to exceed \$120,000 and to be funded with the provincial Preventative Maintenance and Renewal grant. *CARRIED*

#### **MONITORING AND REPORTING ITEMS**

- 2020-11-121 D. Kelsey moved that the Board approves the 2019-2020 Annual Report for the North East School Division No. 200 as presented. *CARRIED*
- 2020-11-122 D. Kelsey moved that the Board approves the Audited Financial Statements for the North East School Division No. 200 for the year ended August 31, 2020, pending minor changes made after the format review and format approval of the Ministry of Finance and/or the Ministry of Education. *CARRIED*

K. Banks excused herself from the meeting at 3:20 pm.

- 2020-11-123 K. Graham moved that the Board accept the financial report for the year ending August 31, 2020. *CARRIED*
- 2020-11-124 K. Trew moved that the Board approve the 2020-2021 Learning Improvement Plans for the schools of the North East School Division. *CARRIED*

#### **STRATEGIC DIRECTION ITEMS**

None

#### **ADJOURNMENT**

- 2020-11-125 K. Graham moved that the Board Meeting adjourn at 3:35 pm. *CARRIED*

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Board Chairperson/Vice-Chair

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Superintendent of Business Administration



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: Internally Restricted Accumulated Surplus

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

From time to time, unexpected expenditures emerge during the school year. L.P. Miller Comprehensive School would like to purchase a new vehicle. The budgets for the schools are completed at the school level. When the 2019-20 budget was developed, the school was uncertain whether or not they would like the multi-functional school activity bus (MFSAB). The school had just ordered one during 2019-20. Now, they have decided that a MFSAB is needed to replace an older 15 passenger van. The MFSAB is considered safer than the van. In the past, when a school wanted to purchase the MFSAB, the school funded \$40,000 of the purchase and division office funded the difference (approximately \$40,000). Overall, at year end, the school division has had total expenditures that were under budget by more than \$500,000. A portion of this surplus will be used to fund the MFSAB for the school.

The 2020-21 budget includes expenditures totaling \$20,000 to be funded from the Digital Projector Replacement internally restricted accumulated surplus. The balance in this account at August 31, 2020 was \$9,878. Administration would like to request a transfer to bring this balance to \$20,000.

Due to the pandemic and no students in the classrooms from mid-March to June 2020, the schools did not spend a high percentage of their decentralized school 2019-20 budgets. In the financial statements, there is a school budget carry over internally restricted accumulated surplus account that maintains any remaining balances of the schools (from year to year). As the 2020-21 budget did not include the use of any of this additional accumulated surplus, Administration would like to request a motion to allow the schools to spend some of this money.

At August 31, 2019, the balance in this account was \$439,631 and at August 31, 2020, the balance in this account was \$849,811. Some schools have accumulated balances from past years as well. The total amount that Administration is requesting is \$414,420. This would bring each school's carry over amount down to 50% or less of their annual budget. The schools will be using the funds for purchases that would consistent with the annual plans and priorities of the school. In the past, a board motion has not been requested for the use of these funds. The school budget carry overs have been used by the schools as their saving accounts. The approval of the audited financial statements and the related notes also approved the use of the school carry over internally restricted accumulated surplus.

## CURRENT STATUS

Administration is requesting the following:

- A formal motion for the use of up to \$40,000 from unrestricted accumulated surplus in 2020-21 to help fund the purchase of a MFSAB for L.P. Miller Comprehensive School.
- A formal motion to allow L.P. Miller Comprehensive School to purchase the MFSAB during 2020-21.
- A formal motion to transfer \$10,122 from unrestricted accumulated surplus to internally restricted accumulated surplus for digital projector replacement.
- A formal motion to allow the schools to use up to \$414,420 from the school budget carry over internally restricted accumulated surplus.



## NESD Board of Education

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### **Proposed Board Motions:**

- i. That the Board approve the use of up to \$40,000 from unrestricted accumulated surplus in 2020-21 to help fund the purchase of a multi-functional school activity bus for L.P. Miller Comprehensive School.
- ii. That the Board approve the purchase of a multi-functional school activity bus for L.P. Miller Comprehensive School during the 2020-21 fiscal year.
- iii. That the Board approve moving \$10,122 from unrestricted accumulated surplus to internally restricted accumulated surplus for digital projector replacement.
- iv. That the Board approve purchases by the schools totaling up to \$414,420 from the school carry over internally restricted accumulated surplus during 2020-21.

<b>PREPARED BY</b>	<b>DATE</b>	<b>ATTACHMENTS</b>
<b>Wanda McLeod, Superintendent of Business Administration</b>	<b>January 13, 2021</b>	



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: By-Election for Sub-Division No. 5 - Update

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 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 election for the school board members was held on November 9, 2020. A nomination was not received for Subdivision 5. As a result, the following motions were made at the November 24, 2020 meeting of the Board:

- That the by-election for Subdivision No. 5 Gronlid, Naicam, Star City and areas be set for Monday, March 8, 2021 from 9:00 am to 8:00 pm.
- That the Board approves the appointment of Tanya Biesenthal as Returning Officer for the by-election for Sub-Division No. 5 of the school board of the North East School Division No. 200.
- That the Returning Officer be authorized to establish polls in personal care facilities or other similar institutions if appropriate.
- That the Board pay election officials at the same rate as the municipality when working with a municipality and when coordination does not occur, then the default rate is the Election Saskatchewan rate for 2020.

## CURRENT STATUS

The Nomination Date will be on Wednesday, February 3, 2021. Please find attached the Notice of Call for Nominations. It will be posted as follows:

- in the Melfort Journal and Tisdale Review the weeks of January 18 and January 25;
- on the NESD websites (main school division site and the schools);
- on NESD Facebook and Twitter;
- in the school buildings; town/RM offices of each community in Subdivision 5 (Gronlid, Star City, Naicam);
- sent to the SCCs of each of the schools in the subdivision.

## RECOMMENDATION

### Proposed board motion:

That the Board receive the by-election update for Subdivision No. 5.

PREPARED BY	DATE	ATTACHMENTS
Tanya Biesenthal, Returning Officer  Wanda McLeod, Superintendent of Business Administration	January 12, 2021	<ul style="list-style-type: none"> <li>• By-Election Notice of Call for Nominations</li> </ul>

**By Election  
Notice of Call for Nominations**

Public Notice is hereby given that nomination of candidate(s) for the office of:

North East School Division No. 200 Board of Education Trustee  
Subdivision No. 5: Includes the communities of Gronlid, Star City, Naicam and areas.

will be received by the undersigned on Wednesday, the 3<sup>rd</sup> day of February 2021 from 9:00 am 4:00 p.m. at the North East School Division Office at 402 Main Street, Melfort, Saskatchewan. As well as during regular business hours (8:00am-noon and 1:00-4:30pm) from Tuesday, January 19, 2021 until Tuesday, February 2, 2021.

Nomination forms may be submitted via: in person by appointment, regular mail, registered mail, fax (306.752.1933) or email ([elections@nesd.ca](mailto:elections@nesd.ca)).

Nomination forms may be obtained at the following locations:

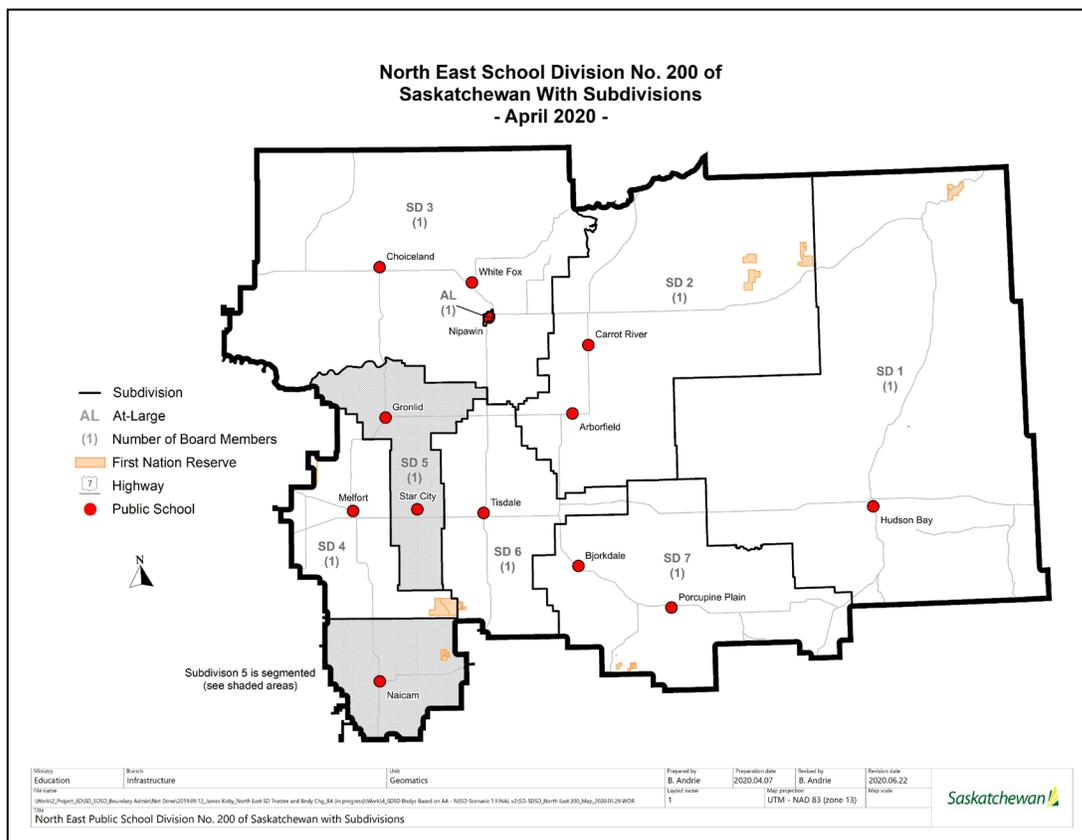
- On-line at [www.nesd.ca](http://www.nesd.ca)
- North East School Division Office 402 Main Street, Melfort

For further information, please contact (306) 752-5741.

*Please note: Due to COVID restrictions, individuals coming to the Division Office will need to make an appointment by calling 306-752-5741 (ext.1).*

Dated this 13th day of January 2021.

Tanya Biesenthal, Returning Officer





# NESD Board of Education

Meeting Date: January 19, 2021

Topic: Additional Regular Meeting of the Board

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

At the November 24, 2020 Organizational Meeting of the Board, the regular board meeting dates were set for the time period of December 2020 (no meeting in December) to November 2021. From time to time, a board decision could be required that is time sensitive.

The request for proposal for the commissioning work on the new kindergarten to grade twelve school in Carrot River closed on January 12, 2021. The Ministry of Education, Midgard Project Management Ltd. (the firm of the project manager) and Jeff Zenner and Wanda McLeod of the North East School Division will be involved in the evaluation process.

According to Administrative Procedure 706 - Purchasing: "The Board of Education provides approval for award of tenders for all major capital construction."

## CURRENT STATUS

In order to prevent a delay in the work of the commissioning agent, Administration requests an additional regular board meeting on February 9, 2021. This would allow the Board to potentially approve the recommended commissioning agent in a timelier manner. The commissioning agent will be assisting the school division in developing the owner project requirements (OPR).

## RECOMMENDATION

### Proposed board motion:

That the Board approve that on February 9, 2021 at 12:00 (noon) a regular meeting of the board will be held via Microsoft Teams.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	January 13, 2021	AP 706-Purchasing

# Administrative Procedures

 <b>AP 706 - Purchasing</b>	<b>References:</b> The Education Act, 1995 New West Partnership Trade Agreement, 2010	<b>Tracking:</b> June 2016 – revised Dec. 2020 - revised
	<b>Related:</b> AP 702 - Budget	<b>Status:</b> Draft 112620

## PURCHASING

Purchases of materials, supplies, and equipment by the Board are to be made in accordance with principles and procedures designed to acquire best value for the school division.

## PROCEDURES

### 1. Definitions

The following definitions are cited to ensure consistent interpretation:

- *Formal Tender*—A process requiring the tender to be advertised in the local newspaper(s) and tender opening to be made publicly.
- *Request for Proposal*—A formal process for obtaining offers from competing organizations and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor.
- *Written Quotation*—A process requiring selected vendors to submit written quotations, not required to be opened publicly.
- *Purchase Order*—A legal contract between the school division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.
- *Standing Purchase Order*—A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.

### 2. Processing Purchases

a) Formal tendering is required when:

- The Director of Education, or designate deems it to be in the best interests of the school division; or
- It is a requirement of *The Education Act, 1995*.
- It is a requirement of the *New West Partnership Trade Agreement, 2010* for goods, services and construction.

It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and Central Office at the time of the formal tender.

The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.

The Superintendent of Business Administration has the lead responsibility for conducting formal tenders.

- b) A formal request for proposal process is used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate or cost is not the only selection criterion.
- c) A minimum of three (3) written quotations should be requested when:
  - The value of the item is expected to be between \$5,000 and \$75,000; or
  - The Director of Education or designate deems it to be in the best interests of the school division.
- d) Goods and services up to an aggregate cost of \$5,000 may be purchased directly by budget managers. A purchase order is required when the goods are purchased by the budget manager. Goods obtained through the formal tender process are excluded from this authority. A purchase order is not required when a purchase card is used or when a service is purchased.

Purchase orders are a legal contract with the vendor and are required as follows:

- All school (decentralized and school generated fund accounts) and division office purchases greater than \$1,000, when a purchase card is not used.
  - Business Administration, including Transportation Services and the Facilities Department, purchases greater than \$3,000, when a purchase card is not used.
- e) For purchases not requiring a purchase order (purchases less than \$1,000 from the school, or less than \$3,000 from Business Administration departments), authorization for payment will be indicated by an authorizing individual signing the invoice. An authorizing individual must be identified on the 'Designated Signing Authorities' document.

In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality, and the supplier's reputation, as evidenced by previous performance and service.

Where no competitive supply market exists, or it is considered in the best interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.

Purchasing processes, forms, and services are to be utilized only for authorized school division business.

No school division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in dealings with the Board, subject to normal exchange or hospitality between persons doing business together.

- f) For purchases that have only a single source provider, a purchase order is still required for schools and departments based on the threshold limit identified in 2(d). However, if the purchase is over \$5,000, the

requirement to obtain three quotes is waived. A quote is still required from the single source provider, and a note on the invoice must be made indicating that the vendor is the sole source provider of the item being purchased.

- g) The Government of Saskatchewan secures pricing on various items from vendors that the school division can opt to purchase (i.e. standing offers). If a purchase is being made from the approved vendor listing of the Government, then the requirement to obtain three quotes for purchases over \$5,000 or a request for proposal over \$75,000 is waived. A note on the invoice must be made indicating that the purchase was made from the Government of Saskatchewan's listing (standing offer). If possible, proof of the standing order should be provided.

### **3. Responsibilities and Authorities**

- a) The Board of Education provides approval for award of tenders for all major capital construction.
- b) The Board of Education provides approval for tangible capital expenditures for motor vehicles, furniture and fixtures, equipment and computer hardware and software, as well as minor renovations and Preventative Maintenance and Renewal items through the budget approval process.
  - 1. Any tangible capital asset items purchased through *Formal Tender, Written Quotes or Requests for Proposal* that were not included in budget or exceed budget by more than 10% require approval by the Director or designate.
  - 2. Any purchases with a budget variance greater than the Director limitations require board approval in accordance with **ADMINISTRATIVE POLICY 702 - BUDGET**.
- c) The Superintendent of Business Administration is responsible for purchasing practices and procedures.
- d) The Superintendent of Business Administration has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- e) Purchases may be authorized only by budget managers, namely the Director of Education, Superintendents, Supervisors, Coordinators, Principals, Consultants, and other designated managers as identified on the 'Designated Signing Authorities' document.

*Education in a Culture of Excellence*



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: 2019-20 Facilities Report

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 type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

## BACKGROUND

The maintenance activities in the Facilities Department can be split among the following main categories: preventative maintenance, service requests and renovation projects.

## CURRENT STATUS

The Facilities Department completed projects totaling approximately \$3.9 million during the 2019-20 fiscal year. It was an unusual year as the school division received unexpected funding during the year: Climate Action Incentive Fund (related to the Carbon Tax) and the Provincial Stimulus Funding. The details of the expenditures and the funding are attached. After the November meeting, the amounts were reviewed and no amendments were required.

## RECOMMENDATION

### Proposed Board Motion

That the Board approves 2019-20 Facilities Project Report.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	January 8, 2021	<ul style="list-style-type: none"> <li>2019-20 Facilities Project Report</li> </ul>

North East School Division  
Facilities Project Report

2019-20

Project	Budget (and/or Board Motion)	Total Cost	Funding Sources							Total Funding	
			Preventative Maintenance and Renewal Grant	Climate Action Incentive Fund	Provincial Emergent Stimulus	Insurance (wind damage)	Unrestricted	Tisdale Partners	Ministry of Education Grant		Deferred Capital Tuition
LED upgrade project	1,500,000	984,263					958,046	26,217		984,263	
Brunswick sidewalk and bump-out	70,000	70,000	70,000							70,000	
Carrot River gym roof replacement	-	282,502				271,502			11,000	282,502	
MUCC bathroom	225,000	202,763	52,763							202,763	
LP Miller mechanical upgrade & sewer line replacement	583,600	515,239	515,239							515,239	
LP Miller roof replacement - sections 3, 6, 19, 20, 28, 29	750,000	575,234	271,911	303,323						575,234	
TMSS roof replacement - sections 1, 11 and 12	1,455,000	1,203,442		3,442	1,200,000					1,203,442	
TMSS controls	85,000	74,614	56,261					18,353		74,614	
<i>Approved in 2018-19:</i>											
White Fox door project	8,000	14,891	14,891							14,891	
William Mason door project	10,000	14,250	14,250							14,250	
	4,686,600	3,937,198	995,315	306,765	1,200,000	271,502	958,046	44,570	11,000	150,000	3,937,198

**On November 26, 2019, the Board made the following motion:**

That the Board approve that Administration may adjust the scope of projects included in the 2019-20 Preventative Maintenance and Renewal plans and spend more or less on the individual projects as long as the overall approved budget amount is maintained.



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: Financial Report for the Three Months Ending November 30, 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 three months ending November 30, 2020:

1. Memo for the three months ending November 30, 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 three months ending November 30, 2020.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	January 7, 2021	<ul style="list-style-type: none"> <li>• Memo for Quarter End</li> <li>• Statement of Operations</li> <li>• Statement of Cash Requirements</li> <li>• Accumulated Surplus Activity Statement</li> <li>• Statement of Tangible Capital Asset Purchases</li> </ul>



# North East School Division

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Melfort, SK S0E 1A0

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Toll Free: 1-888-752-5741  
Website: [www.nesd.ca](http://www.nesd.ca)

**TO:** Board of the North East School Division

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

**DATE:** January 7, 2021

**RE:** Financial Report for Quarter Ending November 30, 2020

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The Board will be provided with three quarterly reports and one annual financial statement report for the 20-21 fiscal year. November 30, 2020 marks the end of the first quarter. At November 30, we would expect the actual ten-month expenses (school-based lines) to be reporting at 30% of budget and the twelve month expenses (central office lines) to be reporting at 25% of budget.

Below is an executive summary of information for the first quarter as well as comparisons to the September to November 2019 quarter. 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 \$13.7 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant amount (at \$13.6 million) is based on the 2020-21 provincial budget announcement using the estimated September 30, 2020 enrolment for the school division. The Ministry usually recalculates the operating grants of the school divisions using the September 30 actual school enrolments for each school division. In 2020-21, the Ministry has indicated that in order to maintain funding stability for the education sector, school division operating grants will not be adjusted for the actual student enrolments. This means the school division will continue to receive funding based on the student enrolment projections and will not see a decrease in funding.

For 2020-21, there is a provincial capital grant of \$1.1 million included in the budget for the planning and design of the new kindergarten to grade twelve Carrot River school. This project was approved by the province in March 2020. During the first quarter of 2020-21, there was no capital funding received.

#### **Tuition and Related Fees**

The tuition and related fee revenues will most likely be under budget. There were less federally funded students enrolled at North East School Division during the first quarter of 2020-21 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. Actual enrollment for the first billing was based on 18 students compared to the budget number of 46 students.

### **School Generated Funds**

School generated funds are currently at 15% of the budgeted amount (compared to 39% of the budget in prior year). The schools determined their 2020-21 budgets prior to the COVID-19 pandemic last year, and as a result, the school generated fund revenues are anticipated to be lower than budget due to less student activities and extra-curricular events.

### **Complementary Services**

Complementary service revenues are currently at 30% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs and grants for the outreach programs.

### **External Services**

External services revenue is currently at 8% of the budgeted amount. 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 quarter of 2020-21 compared to the first quarter of 2019-20. This is due to a general decrease in the number of sales from the prior year.

For the first quarter of 2020-21, there was no ISSI revenue received or expenses incurred, which is consistent with the first quarter of 2019-20. The total amount budgeted for ISSI in 2020-21 is \$150,000.

### **Other Revenue**

Other revenue is currently at 25% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. We expect other revenue to be in line with budget as the year progresses.

### **Expenses**

#### **Governance**

Governance is 28% of the budgeted amount, which is higher than the expected percentage of budget spent. In the first quarter of 2020-21, there were board election expenses incurred. There were no election expenses in the prior year. Governance expenses are expected to be under budget at year end.

#### **Administration**

Administration expenses are slightly below budget at 24%, with prior year first quarter results at 25%. It is anticipated that administration expenses will be on budget as the year progresses.

#### **Instruction**

Total instruction expenses are at 29% of the budgeted amount, which is identical to the amount spent in the first quarter of 2019-20. The amount expected to be spent is 30% (based on three out of ten months of the fiscal year being completed).

Overall instructional salaries and benefits are at 29% of budget:

- There are less benefit premiums (CPP and EI) paid from September to December of the fiscal year compared to January to August.
- Additional teachers were hired to support the increased demand for on-line learning due to the pandemic. This was not included in the budget and will be funded with the Safe Schools Plan funding from the province.

## **Plant**

Overall, the plant expenses are less than the expected 21% (which is higher than the 16% in 2019-20). The main factor: 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 lower in 2020-21 compared to 2019-20 due to the \$1.5 million for the LED project in prior year. Approximately \$30,000 was incurred in the first quarter of 2020-21 relating to COVID-19, for additional temporary caretakers at the schools. The additional caretaking costs were unbudgeted but approved by the Board and fully reimbursed by the Safe Schools Plan funding from the province.

## **Student Transportation**

Student transportation is currently at 26% of the budgeted amount, with the expected percentage being 30%. The fuel costs are under budget due to an unexpected decrease in fuel prices for operating the school buses compared to the anticipated costs at budget time.

## **Tuition and Related Fees**

The tuition and related fees relate to the number of students enrolled in the regional college adult basic education program at Cumberland College. For 2020-21, Cumberland College has not yet invoiced the school division for the first semester students. In 2019-20, the budget was for 22 students and billing was for 17 students.

## **School Generated Funds**

The school generated expenses are at 12% of the budget (compared to 38% of the budget in the prior year). As the schools determined their 2020-21 budgets prior to the COVID-19 pandemic last year, and as a result, the school generated fund expenses are anticipated to be lower than budget due to less student activities and extra-curricular events.

## **Complementary Services**

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. Complementary services are at 28% of the budget, with the expected percentage being at 30%.

## **External Services**

External services are at 17% of the budget, with the expected percentage being at 30%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller, as well as expenses related to ISSI. There were no expenses related to ISSI in the first quarter. In 2019-20, external services were at 16% of the budget for the first quarter.

## **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 2020-21 fiscal year of the school division.

**Tangible Capital Assets**

The tangible capital asset (TCA) purchases totaled \$306,398 in the first quarter, out of the total \$2.8 million budgeted. The school buses as well as the planned school playground equipment will be purchased later in the fiscal year. The new human resources/payroll/finance software implementation will start during the second quarter of 2020-21. The planning and design phase of the new Carrot River school will also start in the second quarter of 2020-21.

**Amortization**

Amortization expense is being recorded at 25% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2019-20, 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 three months ended November 30, 2020**

	20 - 21				19 - 20			
	Budget 2020-21	Actual 2020-21	Variance	%	Budget 2019-20	Actual 2019-20	Variance	%
<b>REVENUES</b>								
Grants	\$ 57,563,166	\$ 13,683,246	\$ 43,879,920	24%	\$ 55,830,238	\$ 13,539,721	\$ 42,290,517	24%
Tuition and Related Fees	589,800	\$ 93,089	\$ 496,711	16%	870,800	286,511	584,289	33%
School Generated Funds	1,161,575	\$ 179,833	\$ 981,742	15%	1,145,825	446,579	699,246	39%
Complementary Services	617,504	\$ 184,115	\$ 433,389	30%	606,828	148,332	458,496	24%
External Services	262,000	\$ 22,235	\$ 239,765	8%	273,500	34,155	239,345	12%
Other Revenue	528,600	\$ 130,796	\$ 397,804	25%	733,600	173,882	559,718	24%
<b>Total Revenues</b>	<b>\$ 60,722,645</b>	<b>\$ 14,293,314</b>	<b>\$ 46,429,331</b>	<b>24%</b>	<b>\$ 59,460,791</b>	<b>\$ 14,629,180</b>	<b>\$ 44,831,611</b>	<b>25%</b>
<b>EXPENSES</b>								
Governance	\$ 285,875	\$ 79,063	\$ 206,812	28%	\$ 257,775	\$ 75,866	\$ 181,909	29%
Administration	2,610,718	\$ 623,280	\$ 1,987,438	24%	2,386,330	587,334	1,798,996	25%
Instruction	42,461,056	\$ 12,347,016	\$ 30,114,040	29%	42,388,402	12,423,640	29,964,762	29%
Plant	9,964,278	\$ 2,123,541	\$ 7,840,737	21%	12,626,153	1,983,027	10,643,126	16%
Transportation	4,710,276	\$ 1,201,310	\$ 3,508,966	26%	4,670,386	1,287,999	3,382,388	28%
Tuition and Related Fees	267,520	\$ -	\$ 267,520	0%	254,980	98,701	156,279	39%
School Generated Funds	1,074,236	\$ 127,515	\$ 946,721	12%	1,005,586	385,266	620,320	38%
Complementary Services	1,454,684	\$ 413,202	\$ 1,041,483	28%	1,494,499	403,449	1,091,051	27%
External Services	365,073	\$ 60,833	\$ 304,240	17%	366,580	57,716	308,864	16%
Other Expenses	300,643	\$ 83,608	\$ 217,035	28%	317,094	81,940	235,154	26%
<b>Total Expenses</b>	<b>\$ 63,494,359</b>	<b>\$ 17,059,368</b>	<b>\$ 46,434,991</b>	<b>27%</b>	<b>\$ 65,767,785</b>	<b>\$ 17,384,938</b>	<b>\$ 48,382,847</b>	<b>26%</b>
<b>Operating Deficit for the Year</b>	<b>\$ (2,771,714)</b>	<b>\$ (2,766,054)</b>	<b>\$ (5,660)</b>		<b>\$ (6,306,994)</b>	<b>\$ (2,755,758)</b>	<b>\$ (3,551,236)</b>	

**NORTH EAST SCHOOL DIVISION**  
**Statement of Cash Requirements**  
**For the three months ended November 30, 2020**

	<b>Budget 2020-21</b>	<b>Actual 2020-21</b>	<b>Variance</b>
<b>OPERATING DEFICIT FOR THE YEAR</b>	\$ (2,771,714)	\$ (2,766,054)	\$ 5,660
<b>TANGIBLE CAPITAL ASSETS:</b>			
(-) Purchases	2,804,198	306,398	(2,497,800)
(+) Proceeds from disposals	11,000	-	(11,000)
<b>LONG TERM DEBT:</b>			
(-) Repayments of the year	404,438	99,540	(304,898)
(+) Debt issued during the year	-	-	-
<b>NON-CASH GAIN/EXPENSES:</b>			
(+) Amortization expense	4,209,841	1,052,460	(3,157,381)
(-) Gain on disposals of tangible capital assets	11,000	-	(11,000)
(+) Employee Future Benefits expenses	81,400	-	(81,400)
<b>OTHER CASH REQUIREMENTS:</b>			
(-) Employee Future Benefits expected payments	21,400	-	(21,400)
<b>DEFICIT CASH FOR THE YEAR</b>	<b>\$ (1,710,509)</b>	<b>\$ (2,119,532)</b>	<b>\$ (409,023)</b>
<b>ACCUMULATED SURPLUS CHANGES:</b>			
<i>Internally restricted:</i>			
School bus replacement (capital)	706,000	-	(706,000)
Vehicle replacement (capital)	120,000	120,000	-
Contingency - LED Project	(200,000)	-	200,000
Visible Learning	(170,000)	-	170,000
Chemistry labs in schools - chemical clean-up	150,000	-	(150,000)
Computer software replacement and software upgrade (capital)	330,000	-	(330,000)
Contingency - Carbon Tax costs	175,000	-	(175,000)
Surveillance equipment replacement (capital)	55,000	-	(55,000)
Digital projector replacement (capital)	20,000	9,878	(10,122)
School generated funds (net change)	(22,561)	(45,436)	(22,875)
School carry forwards	-	(701,479)	(701,479)
Technology upgrades (capital)	-	208,237	208,237
	<b>1,163,439</b>	<b>(408,800)</b>	<b>(1,572,239)</b>
<b>Preventative Maintenance and Renewal (PMR) Funding:</b>			
PMR - use of funds for projects	1,275,760	104,221	(1,171,539)
PMR - funding	(1,580,394)	-	1,580,394
	<b>(304,634)</b>	<b>104,221</b>	<b>408,855</b>
<b>NET CHANGE IN CASH POSITION (UNRESTRICTED)</b>	<b>\$ (851,704)</b>	<b>\$ (2,424,111)</b>	<b>\$ (1,572,407)</b>

**NORTH EAST SCHOOL DIVISION**  
**Statement of Accumulated Surplus**  
**For the three months ended November 30, 2020**

	August 31, 2020	Additions during the year	Reductions during the year	August 31, 2021
<b>Invested in Tangible Capital Assets:</b>				
Net Book Value of TCA	68,794,988	306,398	1,052,460	68,048,926
Less: Debt owing on TCA	7,344,851	-	99,540	7,245,311
	<b>61,450,137</b>	<b>306,398</b>	<b>952,920</b>	<b>60,803,615</b>
<b>PMR maintenance project allocations</b>	2,926,017	-	104,221	2,821,796
<b>Externally Restricted Surplus:</b>				
Broadway School Sale Agreement	50,556	-	-	50,556
<b>Designated Assets:</b>				
<b>Capital Projects:</b>				
Bus Fleet Renewal	706,000	-	-	706,000
Computer Software Replacement and Software Upgrade	428,037	-	-	428,037
Digital Projector Replacement	9,878	-	9,878	-
Furniture and Equipment Purchases (note 1)	173,800	-	-	173,800
Hudson Bay Community School Project	35,489	-	-	35,489
Non-School Buildings	786,913	-	-	786,913
Surveillance Equipment Replacement	174,132	-	-	174,132
Technology Upgrades (note 1)	670,000	-	208,237	461,763
Vehicle Replacements	120,000	-	120,000	-
	3,104,249	-	338,115	2,766,134
<b>Other:</b>				
Invitational Shared Services Initiatives (ISSI)	5,671	-	-	5,671
School Budget Carryover	849,811	1,171,040	469,561	1,551,290
School Generated Funds	1,052,733	179,833	134,397	1,098,169
School Improvement Initiative	63,861	-	-	63,861
Teachers for Diversity and Small Schools	1,845,511	-	-	1,845,511
Chemistry Labs in Schools - Chemical Clean-up	150,000	-	-	150,000
Contingency	4,825,600	-	-	4,825,600
	8,793,187	1,350,873	603,958	9,540,102
Unrestricted surplus	1,268,327	-	11,886	1,256,441
<b>Totals</b>	<b>16,142,336</b>	<b>1,350,873</b>	<b>1,058,180</b>	<b>16,435,029</b>

Notes:

1. The Board made the following motion on August 25, 2020: "that the Board approve the allocation of unrestricted accumulated surplus in the 2019-20 fiscal year to internally restricted accumulated surplus to fund the related 2020-21 budgeted expenditures as follows: \$670,000 for technology upgrades and \$173,800 for furniture and equipment."

**NORTH EAST SCHOOL DIVISION**  
**Statement of Tangible Capital Asset Purchases**  
**For the three months ended November 30, 2020**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
	<b>2020-21</b>	<b>2020-21</b>	
New Carrot River school (note 1)	\$ -	\$ 1,100,000	\$ (1,100,000)
Computer hardware (note 2)	107,441	179,398	(71,957)
School buses	-	706,000	(706,000)
Furniture and equipment (note 3)	71,595	173,800	(102,205)
Playground equipment	6,882	184,000	(177,118)
Vehicles (note 4)	120,480	120,000	480
Computer software (note 5)	-	341,000	(341,000)
	<hr/>		
Totals	<u>\$ 306,398</u>	<u>\$ 2,804,198</u>	<u>\$ (2,497,800)</u>

Notes:

1. On March 18, 2020, the province announced the approval for funding of the planning and design phase of the new kindergarten to grade twelve school in Carrot River. No costs have been incurred on this project in the first quarter of 2020-21.
2. Due to the timing of the delivery of Chromebooks that were included in the 2019-20 budget, the Board made the following motion on August 25, 2020: "that the Board approve that during the 2020-21 fiscal year, up to \$110,000 of the unrestricted accumulated surplus is used to purchase Chromebooks for the schools." As a result, computer hardware is expected to be over budget by approximately \$110,000 at year end.
3. The schools determined their 2020-21 furniture and equipment budgets. The schools have purchased a majority of their furniture and equipment items by the end of the first quarter, and some items have been purchased that were unbudgeted. However, overall school budgets will not be exceeded.
4. The following vehicles are included in the 2020-21 budget: two new half-ton trucks for the Facilities Department and one sports utility vehicle for Student Support Services. All vehicles included in the budget have been purchased in the first quarter of 2020-21.
5. A new human resources/payroll/finance software is included in the 2020-21 budget. This project implementation has not started in the first quarter of 2020-21.



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: 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 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

The provincial government seeks to have all students return to school after labour day or as late as possible prior to Labour Day. In 2021 there is a late labour day and as a result the Ministry has designated Wednesday September 2 as the first day of school for students. Two draft calendars have been prepared for review and input from the board; a regular calendar and an alternate calendar for White Fox School. The School Community Council from Gronlid Central School is considering a consultation with parents regarding a longer school day and an alternate calendar with fewer instructional days.

The legislation no longer requires a vacation period for students be aligned with Easter and the North East School Division has in the past placed a spring break during the last week of March. In recent years the school division has moved to an Easter break to align with other school divisions. The Board may wish to consider providing a choice to school communities between an Easter break and a spring break in 2020.

## 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 since the change to legislation on the school year and school day were made:

- 194 teacher days (9 non-instruction)
- 185 student days
- Fall Teachers' convention; 3.5 school improvement planning days; 3.5 school administrative planning days
- 310 minute instructional days
- 955.8 instructional hours
- Student led conferences in evenings (10 hours)
- February includes a full week break in conjunction with Family Day
- Spring break is aligned with Easter

Alternative Calendar:

- 183 teacher days (8 non-instruction)
- 174 student days
- 330 minute instructional days
- 957.2 instructional hours

## RECOMMENDATION

### Proposed motion:

That the Board of Education approve the draft 2021-2022 school year calendar and alternate school year calendar for distribution to seek feedback from School Community Councils and the NETA and CUPE executives.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	January 11, 2021	Regular and Alternate Calendars

# NESD School Calendar – DRAFT v. 1

## 2021 - 2022

Aug 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= 2		S= 0			

Sep 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		
	T= 21			S= 20		

Oct 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
	T= 20			S= 20		

Nov 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				
	T= 21			S= 20		

Dec 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= 13			S= 13		

Jan 2022						
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		

Feb 2022						
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					
	T= 15			S= 15		

Mar 2022						
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= 23			S= 22		

Apr 2022						
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= 15			S= 15		

May 2022						
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			

June 2022						
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= 22		S= 20			

July 2022						
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			

LEGEND				STATUTORY HOLIDAYS			
	First day of School		Last Day of School	Aug 2	Civic Day	Jan 1	New Year's Day
	School Improvement Planning – no students		School Admin - no students	Sep 6	Labor Day	Feb 21	Family Day
	Teacher Convention		Student Led Conferences	Oct 11	Thanksgiving	Apr 15	Good Friday
	Division In-service- no students		School Break	Nov 11	Remembrance Day	Apr 18	Easter Monday
	Statutory Holiday			Dec 24	Christmas Day	May 23	Victoria Day
T	Teacher days = 194	S	Student Days = 185	Dec 25	Boxing day	Jul 1	Canada Day



Aug 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= 2		S= 0			

Sep 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		
	T= 21			S= 20		

Oct 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
	T= 19			S= 18		

Nov 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				
	T= 20			S= 19		

Dec 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= 13			S= 13		

Jan 2022						
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		

Feb 2022						
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					
	T= 15			S= 15		

Mar 2022						
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= 22			S= 22		

Apr 2022						
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= 15			S= 15		

May 2022						
S	M	T	W	T	F	S
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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= 19			

June 2022						
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= 15		S= 13			

July 2022						
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=		S=			

LEGEND			STATUTORY HOLIDAYS				
	First day of School		Last Day of School	Aug 2	Civic Day	Jan 1	New Year's Day
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	Teacher Convention		Student Led Conferences	Oct 11	Thanksgiving	Apr 15	Good Friday
	Division In-service- no students		School Break	Nov 11	Remembrance Day	Apr 18	Easter Monday
	Statutory Holiday			Dec 24	Christmas Day	May 23	Victoria Day
	Alternate Break						
T	Teacher days = 183	S	Student Days = 174	Dec 25	Boxing day	Jul 1	Canada Day



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: Top Major Capital Projects

MEETING	AGENDA ITEM	INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" 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

On February 12, 2019, the Board made the following 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 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 design and planning for the new school in Carrot River was approved by the province in the 2020-21 provincial budget.

## CURRENT STATUS

The deadline for school divisions to submit the 2022-23 Application for Major Capital Project Funding is February 26, 2021. Administration is recommending to the Board the following major capital projects for the 2022-23 application:

1. Joint Use Addition to Melfort and Unit Comprehensive Collegiate, new expansion onto the Collegiate to consolidate two to five schools (addition/consolidation/modernization/renovation)
2. LP Miller Comprehensive School (consolidation/modernization/renovation).

## 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 2022-23 Application for Major Capital Project Funding:

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

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	January 8, 2021	



# NESD Board of Education

Meeting Date: January 19, 2021

Topic: Arborfield School Major Capital Planning

MEETING	AGENDA ITEM	INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information
<input checked="" 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

The School Community Council of Arborfield was recently engaged in discussion regarding the planning for the new K-12 school in Carrot River. Options for the School Community Council to make a motion to voluntarily discontinue some grades or to close the Arborfield School in conjunction with the opening of a new school in Carrot River were discussed.

The School Community Council of Arborfield school participated in the school sustainability process during the 2018-2019 school year. The school enrolment is below the provincial thresh hold for viability. The school community has been aware that time the school division was pursuing a major capital project to replace the Carrot River Junior and Senior High School and that the condition of most of Arborfield School is in need of demolition or repair and replacement.

## CURRENT STATUS

The major capital project proposal has been approved and it would be advantageous to include the student enrollment from both Carrot River schools and Arborfield School in planning the footprint of the new building. Ministry officials are seeking some assurance from the Board of Education that all three schools could be decommissioned and/or demolished once the new K-12 school opens in Carrot River. The board should discuss a motion for the business meeting which will communicate the major capital planning process of the Board in relation to the new K-12 school in Carrot River.

## RECOMMENDATION

### Proposed Board Motion:

- i. BE IT RESOLVED THAT the Board of Education plan for an attendance area inclusive of most Arborfield and Carrot River students in a new K-12 School to be built in Carrot River; AND THAT the school community and municipalities of Arborfield and Carrot River be engaged as stakeholders in the planning and future operation of a new K-12 school to replace the current Arborfield School, Carrot River Elementary School and Carrot River Junior and Senior High School;
- ii. AND FURTHERMORE, THAT the Board of Education will initiate a school review process to consider the closure of Arborfield School no later than October 15 of 2022 with the earliest date for possible closure being July 1 of 2023.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	January 13, 2021	

# Administrative Procedures

 <b>AP 706 - Purchasing</b>	<b>References:</b> The Education Act, 1995 New West Partnership Trade Agreement, 2010	<b>Tracking:</b> June 2016 – revised Dec. 2020 - revised
	<b>Related:</b> AP 702 - Budget	<b>Status:</b> Draft 112620

## PURCHASING

Purchases of materials, supplies, and equipment by the Board are to be made in accordance with principles and procedures designed to acquire best value for the school division.

## PROCEDURES

### 1. Definitions

The following definitions are cited to ensure consistent interpretation:

- *Formal Tender*—A process requiring the tender to be advertised in the local newspaper(s) and tender opening to be made publicly.
- *Request for Proposal*—A formal process for obtaining offers from competing organizations and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor.
- *Written Quotation*—A process requiring selected vendors to submit written quotations, not required to be opened publicly.
- *Purchase Order*—A legal contract between the school division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.
- *Standing Purchase Order*—A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.

### 2. Processing Purchases

a) Formal tendering is required when:

- The Director of Education, or designate deems it to be in the best interests of the school division; or
- It is a requirement of *The Education Act, 1995*.
- It is a requirement of the *New West Partnership Trade Agreement, 2010* for goods, services and construction.

It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and Central Office at the time of the formal tender.

The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.

The Superintendent of Business Administration has the lead responsibility for conducting formal tenders.

- b) A formal request for proposal process is used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate or cost is not the only selection criterion.
- c) A minimum of three (3) written quotations should be requested when:
  - The value of the item is expected to be between \$5,000 and \$75,000; or
  - The Director of Education or designate deems it to be in the best interests of the school division.
- d) Goods and services up to an aggregate cost of \$5,000 may be purchased directly by budget managers. A purchase order is required when the goods are purchased by the budget manager. Goods obtained through the formal tender process are excluded from this authority. A purchase order is not required when a purchase card is used or when a service is purchased.

Purchase orders are a legal contract with the vendor and are required as follows:

- All school (decentralized and school generated fund accounts) and division office purchases greater than \$1,000, when a purchase card is not used.
  - Business Administration, including Transportation Services and the Facilities Department, purchases greater than \$3,000, when a purchase card is not used.
- e) For purchases not requiring a purchase order (purchases less than \$1,000 from the school, or less than \$3,000 from Business Administration departments), authorization for payment will be indicated by an authorizing individual signing the invoice. An authorizing individual must be identified on the 'Designated Signing Authorities' document.

In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality, and the supplier's reputation, as evidenced by previous performance and service.

Where no competitive supply market exists, or it is considered in the best interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.

Purchasing processes, forms, and services are to be utilized only for authorized school division business.

No school division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in dealings with the Board, subject to normal exchange or hospitality between persons doing business together.

- f) For purchases that have only a single source provider, a purchase order is still required for schools and departments based on the threshold limit identified in 2(d). However, if the purchase is over \$5,000, the

requirement to obtain three quotes is waived. A quote is still required from the single source provider, and a note on the invoice must be made indicating that the vendor is the sole source provider of the item being purchased.

- g) The Government of Saskatchewan secures pricing on various items from vendors that the school division can opt to purchase (i.e. standing offers). If a purchase is being made from the approved vendor listing of the Government, then the requirement to obtain three quotes for purchases over \$5,000 or a request for proposal over \$75,000 is waived. A note on the invoice must be made indicating that the purchase was made from the Government of Saskatchewan's listing (standing offer). If possible, proof of the standing order should be provided.

### **3. Responsibilities and Authorities**

- a) The Board of Education provides approval for award of tenders for all major capital construction.
- b) The Board of Education provides approval for tangible capital expenditures for motor vehicles, furniture and fixtures, equipment and computer hardware and software, as well as minor renovations and Preventative Maintenance and Renewal items through the budget approval process.
  - 1. Any tangible capital asset items purchased through *Formal Tender, Written Quotes or Requests for Proposal* that were not included in budget or exceed budget by more than 10% require approval by the Director or designate.
  - 2. Any purchases with a budget variance greater than the Director limitations require board approval in accordance with **ADMINISTRATIVE POLICY 702 - BUDGET**.
- c) The Superintendent of Business Administration is responsible for purchasing practices and procedures.
- d) The Superintendent of Business Administration has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- e) Purchases may be authorized only by budget managers, namely the Director of Education, Superintendents, Supervisors, Coordinators, Principals, Consultants, and other designated managers as identified on the 'Designated Signing Authorities' document.

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