

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

Proposed Motions:

a) That the minutes of the [Regular Board Meeting on June 15, 2021](#) be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS

- None

6. CONSENSUS AGENDA ITEMS

Proposed motion: That the Board moved that the following consent items be approved as presented and that the Board receive the following items as information:

- Director's Personnel Report
 - [June 2021](#)
 - July 2021
- Correspondence.

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. [Safe School Plan 2021-22](#)
2. [New School Carrot River-Use of Donated Funds](#)
3. [Pandemic Support Funding-Update](#)
4. [Information Technology-Purchase of Switches](#)
5. [SparkRock-Timeline of Work](#)

B. Monitoring and Reporting Items

1. [Financial Report for Nine Months Ending May 31, 2021](#)

C. Board of Education Strategic Direction Items

- NONE

***8. INFORMATION ITEMS**

1. Director's Personnel Reports - June and July 2021
2. Out of Province Travel - NONE
3. CONFIDENTIAL Student Suspensions - None

4. Administrative Procedures – None

***9. CORRESPONDENCE**

- [Arborfield Correspondence -060921](#)
- [Crozon-Thank you](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

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, June 15, 2021 at 1:30pm pm at the NESD Division Office in Melfort, Saskatchewan and virtually via BOARD TEAMS, due to the COVID 19 Pandemic.

PRESENT:

Kathrene Bank	Ted Kwiatkowski	Director of Education: Don Rempel
Kevin Graham	Kevin Trew – via TEAMS	Supt. of Business Admin.: Wanda McLeod – via TEAMS
Dustin Kelsey -via TEAMS	Tyson Waldner – via TEAMS	
Lori Kidney	Marla Walton - Chair	

ABSENT: None

CALL TO ORDER at 2:35pm.

ADOPTION OF AGENDA

2021-06-59 K. Graham moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2021-06-60 K. Bank moved that the minutes of the [Regular Board Meeting of May 18, 2021](#) be adopted as presented. *CARRIED*

SPECIAL PRESENTATIONS:

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

2021-06-61 T. Kwiatkowski moved that the Board approve, as a monitoring report, the June 2021 Wall Walk for the key data sets of the North East School Division for the time-period of April 1, 2021 to June 15, 2021. *CARRIED*

- Mark Jensen, and Stephanie Pipke-Painchaud, Coordinator of Learning
 - Edsby Presentation

Lori Kidney excused herself from the meeting at 3:20pm.

CONSENSUS ITEMS

2021-06-62 D. Kelsey moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*

- Director's Personnel Report - May 2021
- Correspondence.

NEW BUSINESS

2021-06-62 K. Graham moved that the Board approves the replacement of the elevator at Melfort and Unit Comprehensive Collegiate at a cost not to exceed \$300,000 and to be funded with the provincial Preventative Maintenance and Renewal grant and insurance proceeds. *CARRIED*

- 2021-06-64 T. Waldner moved that the Board approves the following 2020-21 internally restricted allocations from the unrestricted accumulated surplus: *CARRIED*
- \$123,000 for Vehicle Replacements
 - \$712,700 for School Bus Replacements.
- 2021-06-65 K. Trew moved that the Board approves the addition of a Regular Board meeting to be held on Tuesday, August 17, 2021 at 1:30pm at the North East School Division Office in Melfort, Saskatchewan. *CARRIED*

MONITORING AND REPORTING ITEMS

- 2021-06-66 T. Kwiatkowski moved that the Board of Education has found the performance of the Director of Education to be acceptable for the 2020-2021 school year. *CARRIED*
- 2021-06-67 K. Trew moved that the Board approves the secure destruction of the following 236 boxes of paper and 1 envelope format records that are eligible for destruction as per *SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012)*: *CARRIED*

Accounting and Finance (176 boxes)	# of Boxes
2011-2012 - Vendor Accounts Payable Invoices	27
2012-2013 - Vendor Accounts Payable Invoices	21
2012-2013 - Accounts Receivable Billings and Backup, Aged Accounts Receivable Reports	3
2010-2011 - Budget Working Papers	1
2012-2013 - Aged Accounts Payable Reports	1
2010-2012 - Audit File Working Papers	2
2010-2011 - Bank Reconciliation Printouts	6
2010-2011 - School Local Chequing Account Reconciliations	3
2010-2011 - School Bank Deposit Backup Documentation	3
2010-2012 - General Journal Entry Printouts	25
2011-2016 - Budget Working Papers	3
2009-2013 - Cancelled Cheques	5
2010-2011 - Charitable Donation Receipts and Backup Documentation	1
2010-2011 - Closing Journal Entry Printout	1
2000-2007 - Carrot River Jr. Sr. High School Library Purchase Orders	1
2010-2011 - Purchase Orders	1
2010-2011 - Credit Union Deposit Sweep Backup Documentation	1
2009-2011 - School Deposit Backup Documentation	11
2011-2012 - Division Office Deposits Slips and Backup Documentation	3
2009-2011 - Driver Training Student List Submissions	1
2011-2013 - Employee Expense Invoices	9
2010-2011 - Fixed Asset Journal Entry Printouts	1
2007-2013 - Grant Confirmation Letters	1
2010-2012 - Year-end Audit Working Papers	6
2010-2011 - School Generated Fund Internal Audit Working Papers	5
2011-2012 - Toshiba Vendor Invoices	2
2012-2013 - GST Rebate Calculation Working Papers	1

2010-2011 - Tangible Capital Asset Addition Information and Fixed Asset Registers	1
2006-2012 - Workers Compensation Board Yearly Payroll Estimate Calculations	1
2006-2012 - Regional College Accounts Payable & Accounts Receivable working papers	1
2010-2011 - Royal Bank of Canada Visa Statements	1
2010-2011 - Self-Assessed Provincial Sales Tax Remittances	1
2010-2011 - Recurring General Journal Entry Printouts	3
2010-2011 - School Property Tax Reconciliations and Yearly GST Remittance	1
2010-2011 - Tangible Capital Asset Depreciation working papers	1
2010-2011 - School Tax Reconciliations	1
2011-2012 - Public Account Working Papers	1
2011-2012 - Remittance Payment Files Including Invoice Copies and Cheque Stubs	1
2011-2012 - School Local Chequing Account Reconciliations and Deposit Documentation	1
2011-2012 - Banking Payment Reports (Operating, US, Employee Electronic Funds Transfer, Pre-Authorized Vendor Payments)	1
2010-2011 - Reynolds School Finance Documents	1
2009-2013 - Payroll Journal Transactions	15

ADMINISTRATION (4 Boxes)	
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2011-2012 – General Ledger Coding Reference materials	1
2011-2012 – Internal Auditor – documented Finance Department processes	1
2003-2008 - Superintendent of Business Administration - Working Files	2

Election Materials (5 Boxes)	5
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- 2012 - Election Records
- Unused and used ballots
 - Declaration of Polls
 - Poll Book
- 2020 - Election Records
- Unused and used ballots
 - Poll Book
 - Form BB - Declaration of Poll
 - Certificate of Voters
 - Tally Sheets
 - Form D – Appointment of Officials (All)
 - Form E – Oath of Officials (All)
 - Form Z – Deputy Returning Officer Statement of Results

Human Resources (4 Boxes)	
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2011-2012 – T4A's	2
1979-2006 – Monthly Principal reports	1
2009-2010 – Payroll Transmission Files	1

Reports and Statistics (2 Boxes)	
1989-2019 – School Incident Reports	1
2011-2018 – Statistics Canada Surveys	1
Cumulative Records (8 Boxes)	
1992-1995 (Year of birth of students) – Tisdale Middle and Secondary School Cumulative files	4
1952-1989 (Year of birth of students) – Porcupine Plain School Cumulative files	4
Student Records (14 Boxes)	
1976-1985 – William Mason School Education plans and student marks	1
1985-2002 – William Mason School – Student lists	1
2004-2012 – William Mason School – Miscellaneous class photos	1
2007-2013 – Brunswick School – Miscellaneous student pictures from activities	1
1970-1990 – Tisdale School Division Student Marks	10
Student Services Department (22 boxes)	
1991-1994 – Student Services Department – Diversity Education working files	1
1995 – Student Services Department - old student files	1
2011 – Student Services – Grant working files	1
2009 – Student Services working files	1
2014 – Student Services working files	1
1994 – Ed Psych reports	1
Diversity Education assessment materials	1
Outdated assessment materials	6
2012-2016-Learning Consultant -working files	9
North East Career and Enterprise Development records (1 Box)	
2000 - Minutes, Correspondence, and Director Reports from North East Career and Enterprise Development	1
2004-2012 William Mason School Bus Reports (1 Envelope)	
	1

STRATEGIC DIRECTION ITEMS

2021-06-68	K. Bank moved that the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2021 to August 31, 2021 as detailed in the 2021-22 Budget Report.	<i>CARRIED</i>
2021-06-69	D. Kelsey moved that the Board of Education adopt the Strategic Plan of the Board 2021-2025.	<i>CARRIED</i>
2021-06-70	T. Waldner moved that the Board of Education of the North East School Division accepts the Level Two Priority Plans for the 2021-2022 school year.	<i>CARRIED</i>

ADJOURNMENT

2021-06-71	T. Kwiatkowski moved that the Board Meeting adjourn at 4:10pm.	<i>CARRIED</i>
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NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: August 17, 2021

Topic: Safe School Plan 2021-2022

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 checked="" type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

As of July 11, 2021, Saskatchewan entered the last phase of the Re-Open Roadmap and all public health orders were lifted.

This means Prekindergarten to Grade 12 schools will return to regular operations for the 2021-22 school year. Much like other businesses and sectors throughout the province, public health officials have determined that it is safe for schools to resume traditional in-class learning. Schools will not be required to have masking, physical distancing or other COVID-19 restrictions used in the previous school year.

The ministries of Health and Education will continue to offer school divisions best practice advice on how to mitigate the risk of COVID-19 and school divisions will continue working with their local medical health officers in responding to any public health risks in school settings. The current approach is also subject to change if there is a change to the risk or epidemiology locally or provincially.

As the situation with COVID-19 in Saskatchewan continues to evolve, the ministries of Health and Education continue to have regular communication with all provincial school divisions to support appropriate local decisions to enable education to continue as safely as possible.

CURRENT STATUS

The attached Safe School Plan is based upon the lifting of all public health restrictions. School and school division administration will work with local public health officials and Medical Health Officer to address emergent needs within the school and community.

RECOMMENDATION

Proposed Board Motion:

That the Board of Education has reviewed the 2021-2022 Provincial School Plan.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	July 21, 2021	Provincial School Plan 2021-2022

2021-22 Safe Schools Plan

The Response Planning Team wishes to thank all education sector staff for their efforts during the pandemic. The safety of our students and staff continues to be our top priority. Premier Scott Moe and Chief Medical Health Officer (CMHO) Dr. Shahab have instructed that Saskatchewan will enter the last phase of the Re-Opening Roadmap effective July 11, 2021. All public health orders will be lifted at this time.

COVID-19 restrictions will no longer be in place and the 2021-22 school year will proceed as during pre-pandemic years. Much like other businesses and sectors throughout the province, public health officials have determined that it is safe for schools to resume traditional in-class learning. Schools will not be required to have masking, physical distancing or other COVID-19 restrictions used in the 2020-21 school year.

High community vaccine uptake is key to protecting children ineligible for a COVID-19 vaccine. According to Dr. Shahab, children ages 11 and under are not independently mobile, so if the vaccination rate is high in parents, families, friends and educators, that indirectly protects children ages 11 and under. Schools have not been a major source of direct COVID-19 infection and the transmission rate is lower in schools than it is in the community.

The Ministry of Health will continue to offer best practice advice on how to mitigate the risk of COVID-19. This includes getting vaccinated as soon as you are eligible, staying home when you are sick, and ensuring hand hygiene and environmental cleaning protocols are consistently used (see Appendix A).

All schools will continue to have the support and engagement of local Medical Health Officers (MHOs) in responding to any public health risks in school settings, including COVID-19. These MHOs can provide locally-tailored approaches to respond to the presence of COVID-19 in school settings, should that occur, and put in place mitigation and response protocols that align with provincial standards. Local MHOs are also closely engaged with the Office of the CMHO.

Per Dr. Shahab,

“Public health—at both local and provincial levels—has a long history and well-established model for working with the education sector. As always, the Office of the CMHO will continue to work with local Medical Health Officers across the province, and collaborate with schools, divisions and the Ministry of Education, to continuously offer advice on the mitigation and management of COVID-19 in the school setting. Our longstanding track record of successfully working together has been further enhanced by our collaboration during the COVID-19 pandemic, and we remain committed to collaboration as we focus on a return to normal.”

The current approach is subject to change if there is change in risk or epidemiology.

To assist school divisions in planning for fall 2021, the following elements for consideration have been prepared. Unlike last year, there is no need to submit your plans to the Ministry of Education this year.

Appendix A

Quick Reference Guidelines	
Safe Attendance	<p><i>Illness in Care</i></p> <ul style="list-style-type: none"> • Students, staff, families who are ill should stay home. <p><i>Communications</i></p> <ul style="list-style-type: none"> • Multiple modes of ongoing communication should occur.
Safe Transportation	<p><i>Transportation</i></p> <ul style="list-style-type: none"> • Cleaning and disinfection should remain in place and be a standard practice.
Safe Access	<p><i>School-day Structure</i></p> <ul style="list-style-type: none"> • No prescribed school-day structure is required.
Safe Facilities	<p><i>Facilities</i></p> <ul style="list-style-type: none"> • School-wide plan for enhanced cleaning and disinfection should continue to be in place. • Ensure hand washing facilities are operational (hot and cold running water) and stocked (soap and paper towel).
Safe Classrooms	<p><i>Hygiene</i></p> <ul style="list-style-type: none"> • Promote appropriate hand hygiene. <p><i>Physical Contact</i></p> <ul style="list-style-type: none"> • There are no guidelines for physical distancing for students or staff. <p><i>Instruction</i></p> <ul style="list-style-type: none"> • Full Saskatchewan curriculum will be taught by teachers. • The Provincial Education Interim Plan provides guidance for this area. <p><i>Assessment</i></p> <ul style="list-style-type: none"> • Provincial exams are optional for the 2021-22 school year.

<p>Safe Activities</p>	<p><i>Sports and Fitness Activities</i></p> <ul style="list-style-type: none"> • Resume regular activities. <p><i>Dance, Drama, Band, Choir</i></p> <ul style="list-style-type: none"> • Resume regular activities. <p><i>Extra-Curricular Activities and Field Trips</i></p> <ul style="list-style-type: none"> • Resume regular activities. <p><i>Nutrition Programs</i></p> <ul style="list-style-type: none"> • Resume regular activities. • Continue good practice of controlling areas where children are preparing food and/or eating (seated, hand hygiene, cleaning and sanitation of food surfaces, etc.).
<p>Other Items</p>	<p><i>Vaccinations</i></p> <ul style="list-style-type: none"> • Staff assume the shared responsibility of assisting one another in maintaining healthy and safe workplaces. • Staff are encouraged to avail themselves of all Ministry of Health recommended vaccinations. • Staff are encouraged to discuss the efficacy of recommended vaccinations with their personal health care providers. <p><i>Rapid Testing</i></p> <ul style="list-style-type: none"> • Continue to follow current practice. <p><i>Contact Tracing and Quarantining</i></p> <ul style="list-style-type: none"> • The collaboration between the Saskatchewan Health Authority and schools will continue and will reflect the needs of the school as required.



NESD Board of Education

Meeting Date: August 17, 2021

Topic: New Carrot River School - Update

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 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

On March 18, 2020, the provincial budget was announced. Included in this announcement was the approval by the province of the funding for 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.

In April 2021, a foundation came forward and provided a commitment of \$1 million towards the construction of the new school and related outside space. A gift agreement has been drafted and signed by the donor and NESD. The \$1 million was received by the school division in July 2021.

CURRENT STATUS

Administration is requesting a formal motion by the board of the North East School Division that would allow the floor plan of the new school to include this additional funding. At this point, the foundation would like to remain anonymous.

RECOMMENDATION

Proposed Board Motion:

That the Board approve the use of up to \$1 million from a third-party foundation to expand the floor plan space of 4,297 square meters approved by the province of Saskatchewan for the replacement school in Carrot River, the future operating costs of the expanded area will be funded by a source other than the province.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	August 10, 2021	



NESD Board of Education

Meeting Date: August 17, 2021

Topic: Pandemic Support Funding - Update

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

BACKGROUND

The Board has made the following board motions that relate to additional COVID-19 pandemic expenditures:

- On August 25, 2020, for additional caretaking staff during the day at the schools: “that the Board approve the use of up to \$420,000 from unrestricted accumulated surplus for additional caretaking staff during the 2020-21 school year.”
- September 15, 2020, for the purchase of portable sinks in the schools, additional hand sanitizer, face shields, disposable isolation gowns and gloves and face masks: “That the Board approve up to \$165,000 in additional COVID-19 pandemic related expenditures to be funded from the unrestricted accumulated surplus and/or the Safe School Plan Funding during the 2020-21 fiscal year.”
- On November 17, 2020: “That the Board approve the use of up to \$2.0 million in additional COVID pandemic related expenditures to be funded from the provincial Safe School Plan Funding during the 2020-21 school year.”

The Ministry of Education provided pandemic support funding for phases 1 to 3 based on cost estimates provided by the school divisions. The Ministry has indicated that if the cost estimates provided by the school division were too high and the school division has excess funds, the school division may spend the funding during 2020-21 on items or initiatives that were Phase 1 to 3 eligible expenditures. In addition, the excess funds may be spent to prepare for the 2021-22 school year relating to supporting students as the province emerges from the pandemic, including:

- Interventions for Grade 1 students who did not attend Kindergarten in 2020-21;
- Interventions to support Grade 1 to 3 students who are behind in their reading levels;
- Support staff to reach out and engage with students and families that did not attend or had low attendance in 2020-21;
- Supporting mental health;
- Sanitation and personal and protective equipment.

The 2021-22 budget includes the following pandemic related costs:

- 9.5 full time equivalent additional caretakers in the schools;
- Additional sanitation supplies;
- Face masks;
- Hand sanitizer;
- Additional teacher in the online program to help support core credit attainment;
- Professional development that assists with mental wellness of staff.



NESD Board of Education

CURRENT STATUS

Based on the projections to August 31, 2021, there should be approximately \$50,000 of the Pandemic Support Funding available to spend. Most of the excess was caused by the sanitation expected costs. This estimate was based on initial purchases at the start of the year and the subsequent purchases in this category were not as high (as they were earlier in the year). The deadline for spending the funds is August 31, 2022.

During the 2020-21 fiscal year, Administration plans to use this money on the following:

- School welcome (and sanitation) stations. This spending will standardize the entrance of every school.
- Leader wellness. This will provide the school administrators time to collaborate and connect each month in their administrative pods.

RECOMMENDATION

Proposed board motion:

That the Board approve the use of up to \$50,000 of the Externally Restricted Accumulated Surplus for Pandemic Support Funding for school welcome stations and leader wellness during the 2021-22 fiscal year.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	August 10, 2021	



NESD Board of Education

Meeting Date: August 17, 2021

Topic: Purchase of Switches during 2021-22

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

BACKGROUND

The 2020-21 budget included approximately \$20,000 for the purchase of three switches that were ordered in July but will not be received until after the fiscal year end of August 31, 2021.

Switches are key building blocks for any network. They connect multiple devices, such as computers, wireless access points, printers, and servers on the same network within a building. A switch enables connected devices to share information and talk to each other. A switch is a device in a computer network that connects other devices together.

CURRENT STATUS

RECOMMENDATION

Proposed Board Motion:

That the Board approve that during the 2021-22 fiscal year, up to \$20,000 of the unrestricted accumulated surplus will be used to purchase switches.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	August 11, 2021	



NESD Board of Education

Meeting Date: August 17, 2021

Topic: Sparkrock Timeline

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

Administration had included \$330,000 in the 2020-21 budget for a new enterprise resource planning solution for the Financial, Human Resources and Payroll departments. During 2020-21, a request for proposal process was followed and as a result, Sparkrock was selected. The budgeted funds remaining at August 31, 2021 will be in the Internally Restricted Accumulated Surplus for Computer Software Replacement and Software Upgrade.

CURRENT STATUS

As a result of the request for proposals, the actual cost of the software implementation is expected to be approximately \$250,000. Financial Services will have the implementation of this new software completed by the fiscal year end of August 31, 2021. However, the Payroll and Human Resource Departments will complete their implementation during the 2021-22 fiscal year.

The Human Resource/Payroll implementation did not occur as initially planned in 2020-21 for the following reasons:

- Timeframes for the initial plan were very aggressive. Sparkrock changed project managers for the project twice.
- Sparkrock informed the school division in May that they could not meet the July implementation date. Programming for third party software integration had not started and there was not enough testing time allowed. Sparkrock had never done online Key User Training before (usually in person) and more time was needed than expected because of it. Sparkrock proposed the end of August as the implementation date which is a very busy time for Human Resources/Payroll. On top of this, it will be a school start up with a new supervisor of payroll and payroll technician. In addition, there was uncertainty around the August date being achievable by Sparkrock. November 2021 is now the new expected implementation date to ensure there will be enough product testing time and staff training.

All of the funding was included in the 2020-21 budget and none in the 2021-22 budget because this project was expected to be completed by August 31, 2021.

RECOMMENDATION

Proposed board motion:

That the Board approve the use of up to \$110,000 of the Internally Restricted Accumulated Surplus for Computer Software Replacement and Software Upgrade that was originally included in the 2020-21 budget for the completion of the Sparkrock software implementation during the 2021-22 fiscal year.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Heather Shwetz, Superintendent of Employee Services	August 11, 2021	



NESD Board of Education

Meeting Date: August 17, 2021

Topic: Financial Report for the Nine Months Ending May 31, 2021

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

BACKGROUND

The North East School Division Board is provided with quarterly financial reports from Administration.

CURRENT STATUS

Please find attached the following for the nine months ending May 31, 2021:

1. Memo for the Nine Months ending May 31, 2021
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. Answers will be provided during the meeting.

RECOMMENDATION

Proposed motion:

That the Board accept the financial report for the nine months ending May 31, 2021.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	August 10, 2021	<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: August 3, 2021

RE: Financial Report for Quarter Ending May 31, 2021

May 31, 2021 marks the end of the third quarter. At May 31, we would expect the actual ten month expenses (school based lines) to be reporting at 90% of budget and the twelve month expenses (central office lines) to be reporting at 75% of budget.

Below is an executive summary of information for the first, second and third quarters of 2020-21 as well as comparisons to the same time period for 2019-20. 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 \$45.1 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant (at \$41.0 million) is based on the 2020-21 provincial budget announcement using the estimated September 30, 2020 enrolment for the school division. As indicated previously in the prior two financial reports, the Ministry did not adjust the school division operating grants for actual student enrolments in 2020-21. The school division continues to receive funding based on the student enrolment projections for the year.

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 second quarter of 2020-21, the school division received \$1.3 million in capital funding for the startup of this project.

The school division received approximately \$2.5 million from the phase 2 and 3 applications of the Safe Schools Plan funding from the province in 2020-21. This amount includes \$676,423 for 2021-22 pandemic support and \$121,100 in personal protection equipment (PPE) support, which were both received in the third quarter of 2020-21. All funding received from the Safe Schools Plan had not been budgeted.

In the first three quarters of 2020-21, no Preventative Maintenance & Renewal (PMR) funding has been received. In the second quarter of 2019-20, the school division received a PMR payment of \$173,775 from the Ministry in recognition of current infrastructure needs. PMR funding announced on April 6, 2021 Provincial Budget Day indicated funds to be received in the amount of \$1,753,488. This PMR

funding will be received in the fourth quarter. In 2019-20, the majority of the PMR funding was received in the fourth quarter.

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. There were less federally funded students enrolled at the North East School Division from September 2020 to May 2021 compared to budget. Similar to 2019-20, all tuition revenue for 2020-21 has been reported at May 31, 2021. The budgeted enrolment for 2020-21 was 46 students and the actual was 19. The decline in enrolment was due to the pandemic.

In 2019-20, there were less federally funded students enrolled at North East School Division from September 2019 to May 2020 compared to the budget.

School Generated Funds

School generated fund revenues will be under budget at year end due to less student activities and extra-curricular events. The schools had determined their 2020-21 budgets prior to the COVID-19 pandemic last year.

School generated fund revenues were under budget in 2019-20 due to classes being suspended as of March 20, 2020 and minimal activity happening after this date.

Complementary Services

Complementary service revenues are currently at 83% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs and funding for outreach work in Nipawin. \$14,100 was received from the Town of Nipawin for outreach services in the 2020-21 school year. This compares to the budgeted amount of \$13,900. In 2019-20, \$13,900 was received from the Town of Nipawin for outreach services.

External Services

External services revenues have \$216,352 or 83% 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 lower for the first three quarters of 2020-21 compared to the first three quarters of 2019-20. This is due to a general decrease in the number of sales from the prior year.

All \$150,000 of the Invitational Shared Services Initiative (ISSI) revenue was received and expenses incurred in the third quarter of 2020-21. In the second quarter of 2019-20, \$150,000 in ISSI funding had been received.

Other Revenue

Other revenue is currently at 87% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. Other revenue will be over budget at year-end. The school division received unbudgeted insurance proceeds in the amount of \$29,840 for hail damage at one of the schools, as well as approximately \$29,000 in unbudgeted revenue from SGI for vehicle rebates.

Expenses

Governance

Governance is 76% of the budgeted amount, which is lower than the expected percentage of budget spent and is expected to be slightly under budget at year end. Board expenses will be less than budget due to less travel costs for the online meetings that took place rather than the budgeted in-person meetings, and less spending on board elections in the fall of 2020 than what was anticipated at budget time.

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 2019-20.

Administration

Administration expenses are at 71% of budget, which is slightly under the amount spent in prior year. It is anticipated that administration expenses will be under budget at year end. The staff appreciation event has been cancelled due to COVID-19 restrictions which was not anticipated at budget time.

Instruction

Total instruction expenses are at 87% of the budgeted amount, which is slightly higher than the amount spent at May 31, 2020 at 85%. Most instruction expenses would be expected to be at 90% spent (based on nine out of ten months of the fiscal year being completed).

After preparing the Quarter Three Forecast for the Ministry, instruction expenses are anticipated to be under budget by approximately \$343,000. Instructional salaries are anticipated to be down by \$486,000, mostly due to the decrease in teacher substitute costs compared to what was anticipated at budget time. The decrease in substitute costs relates to fewer professional development days as well as limited student activities and league sports. Some professional development is not occurring that had been budgeted, due to COVID-19 restrictions limiting in-person gatherings. Student activities and league sports have been minimal due to the COVID-19 restrictions, which were not anticipated at budget time. There have been several purchases made that relate to COVID-19 pandemic spending which was not anticipated at budget time. The additional expenditures were approved by the NESD Board and will be funded with Safe Schools funding from the province.

Plant

Overall the plant expenses are less than the expected 75% (at 73% of budget, which is higher than the 62% in 2019-20). 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 lower in 2020-21 compared to 2019-20 due to the \$1.5 million for the LED project in prior year. Approximately \$277,000 was incurred in the first three quarters 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 78% of the budgeted amount, compared to 77% in the prior year. The school bus fuel costs are slightly under budget due to an unexpected decrease in fuel prices in the first quarter and partially into the second quarter for operating the school buses compared to the anticipated costs at budget time. However, fuel prices started to increase in the second quarter of 2020-21. It is anticipated that transportation expenses will be slightly under budget at year end mainly due to variances in actual salary costs compared to budget. Bus routes with no substitute drivers which was not anticipated at budget time caused the majority of the cost savings.

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 16 students and the budget included 22 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 34% of the budget (compared to 74% of the budget in the 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 expenses will 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 87% of the budget, with the expected percentage being at 90%. Complementary services are expected to be slightly over budget at year-end due to a salary cost. A teacher position had not been budgeted, but the salary cost has been covered through Early Learning Intensive Support (ELIS) funding.

External Services

External services are at 87% of the budget, with the expected percentage being at 90%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller, as well as expenses related to ISSI.

ISSI expenses were incurred in the amount of \$150,000 in the third quarter of 2020-21, which is consistent with 2019-20.

Other Expenses

Other expenses will be slightly over budget at year end - two school buses were sold during the year that were not fully amortized, leading to a loss on sale of tangible capital assets of approximately \$27,450. This is a non-cash item. Other expenses also include services charges and interest paid on the capital loan for the construction of the Hudson Bay Community School, which are in line with budget

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 \$1.2 million in the first three quarters, out of the total \$2.8 million budgeted. After preparing the Quarter Three Forecast for the Ministry, it is anticipated that tangible capital asset purchases will be approximately \$2.7 million. To the end of the third quarter, there have been some school and department purchases of furniture and equipment and computer hardware, with additional purchases anticipated in the fourth quarter. The new human resources/payroll/finance software implementation started in the second quarter of 2020-21. The finance portion of the software was fully implemented in the fourth quarter. However, the human resources and payroll module will not be implemented until 2021-22. The planning and design phase of

the new Carrot River school began in the second quarter of 2020-21. It is anticipated that \$673,000 of project expenditures will be incurred by the end of August 2021.

There are some other technology purchases planned, which will occur in the fourth quarter of 2020-21. Some of these technology costs relate to COVID-19 and were unbudgeted but approved by the Board and fully reimbursed by the Safe Schools Plan funding from the province. These purchases include sound systems and video conferencing equipment, costing approximately \$307,000. Three additional school buses have been purchase in the fourth quarter, and some of the anticipated school playground equipment will also be purchased later in the fiscal year.

As indicated in the previous financial report, effective April 1, 2021, the Ministry of Finance has changed the way school divisions account for the provincial sales tax (PST) on capital purchases. School divisions will pay PST charged by the vendor as usual, but the PST will not be capitalized as part of the cost of an asset. The PST portion of the asset will be considered a receivable and reimbursed from the Ministry of Finance using a rebate application process. Based on the Quarter Three Forecast submitted to the Ministry, the school division plans on spending \$2.1 million from April to August 2021, after factoring in current year-to-date purchases to the end of the third quarter, savings in PST will be approximately \$126,800 in 2020-21 because of this new development. Funding provided to the school division will also be adjusted.

Amortization

Amortization expense is being recorded at 75% 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 quarter ended May 31, 2021

	20 - 21				19 - 20			
	Budget 2020-21	Actual 2020-21	Variance	%	Budget 2019-20	Actual 2019-20	Variance	%
REVENUES								
Grants	\$ 57,563,166	\$ 45,118,791	\$ 12,444,375	78%	\$ 55,830,238	\$ 40,565,631	\$ 15,264,607	73%
Tuition and Related Fees	589,800	163,616	426,184	28%	870,800	700,429	170,371	80%
School Generated Funds	1,161,575	413,146	748,429	36%	1,145,825	838,783	307,042	73%
Complementary Services	617,504	511,445	106,059	83%	606,828	508,896	97,932	84%
External Services	262,000	216,352	45,648	83%	273,500	222,218	51,282	81%
Other Revenue	528,600	461,201	67,399	87%	733,600	562,537	171,063	77%
Total Revenues	\$ 60,722,645	\$ 46,884,551	\$ 13,838,094	77%	\$ 59,460,791	\$ 43,398,494	\$ 16,062,297	73%
EXPENSES								
Governance	\$ 285,875	\$ 217,207	\$ 68,668	76%	\$ 257,775	\$ 186,842	\$ 70,933	72%
Administration	2,610,718	1,862,414	748,304	71%	2,386,330	1,735,504	650,826	73%
Instruction	42,461,056	36,881,007	5,580,049	87%	42,388,402	35,826,472	6,561,930	85%
Plant	9,964,278	7,270,222	2,694,056	73%	12,626,153	7,806,393	4,819,760	62%
Transportation	4,710,276	3,652,261	1,058,015	78%	4,670,386	3,582,000	1,088,387	77%
Tuition and Related Fees	267,520	199,424	68,096	75%	254,980	197,402	57,578	77%
School Generated Funds	1,074,236	360,051	714,185	34%	1,005,586	739,861	265,725	74%
Complementary Services	1,454,684	1,272,718	181,967	87%	1,494,499	1,166,253	328,247	78%
External Services	365,073	319,347	45,726	87%	366,580	311,367	55,213	85%
Other Expenses	300,643	261,793	38,850	87%	317,094	243,075	74,019	77%
Total Expenses	\$ 63,494,359	\$ 52,296,444	\$ 11,197,915	82%	\$ 65,767,785	\$ 51,795,167	\$ 13,972,618	79%
Operating Deficit for the Year	\$ (2,771,714)	\$ (5,411,893)	\$ 2,640,179		\$ (6,306,994)	\$ (8,396,673)	\$ 2,089,679	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the quarter ended May 31, 2021

	<u>Budget 2020-21</u>	<u>Actual 2020-21</u>	<u>Variance</u>
OPERATING DEFICIT FOR THE YEAR	\$ (2,771,714)	\$ (5,411,893)	\$ (2,640,179)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	2,804,198	1,232,957	(1,571,241)
(+) Proceeds from disposals	11,000	-	(11,000)
LONG TERM DEBT:			
(-) Repayments of the year	404,438	301,748	(102,690)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,209,841	3,157,381	(1,052,460)
(-) Gain on disposals of tangible capital assets	11,000	-	(11,000)
(+) Employee Future Benefits expenses	81,400	-	(81,400)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	21,400	-	(21,400)
DEFICIT CASH FOR THE YEAR	<u>\$ (1,710,509)</u>	<u>\$ (3,789,217)</u>	<u>\$ (2,078,708)</u>
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
School bus replacement (capital)	706,000	328,656	(377,344)
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	81,039	(68,961)
Computer software replacement and software upgrade (capital)	330,000	83,096	(246,904)
Contingency - Carbon Tax costs	175,000	-	(175,000)
Surveillance equipment replacement (capital)	55,000	20,395	(34,605)
Digital projector replacement (capital)	20,000	9,878	(10,122)
Furniture and equipment purchases	-	91,068	91,068
School generated funds (net change)	(22,561)	1,927	24,488
School carry forwards	-	(116,588)	(116,588)
Technology upgrades (capital)	-	337,854	337,854
	<u>1,163,439</u>	<u>787,325</u>	<u>(376,114)</u>
<i>Preventative Maintenance and Renewal (PMR) Funding:</i>			
PMR - use of funds for projects	1,275,760	558,205	(717,555)
PMR - funding	(1,580,394)	-	1,580,394
	<u>(304,634)</u>	<u>558,205</u>	<u>862,839</u>
NET CHANGE IN CASH POSITION (UNRESTRICTED)	<u><u>\$ (851,704)</u></u>	<u><u>\$ (2,443,687)</u></u>	<u><u>\$ (1,591,983)</u></u>

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the quarter ended May 31, 2021

	August 31, 2020	Additions during the year	Reductions during the year	August 31, 2021
Invested in Tangible Capital Assets:				
Net Book Value of TCA	68,794,988	1,232,957	3,157,381	66,870,564
Less: Debt owing on TCA	7,344,851	-	301,748	7,043,103
	61,450,137	1,232,957	2,855,633	59,827,461
PMR maintenance project allocations	2,926,017	-	558,205	2,367,812
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Designated Assets:				
Capital Projects:				
Bus Fleet Renewal	706,000	-	328,656	377,344
Computer Software Replacement and Software Upgrade	428,037	-	83,096	344,941
Digital Projector Replacement	9,878	10,122	20,000	-
Furniture and Equipment Purchases (note 1)	173,800	-	91,068	82,732
Hudson Bay Community School Project	35,489	-	-	35,489
Non-School Buildings	786,913	-	-	786,913
Surveillance Equipment Replacement	174,132	-	20,395	153,737
Technology Upgrades (note 1)	670,000	-	337,854	332,146
Vehicle Replacements	120,000	-	120,000	-
	3,104,249	10,122	1,001,069	2,113,302
Other:				
Invitational Shared Services Initiatives (ISSI)	5,671	150,000	150,000	5,671
School Budget Carryover	849,811	1,185,472	1,068,884	966,399
School Generated Funds	1,052,733	414,750	416,677	1,050,806
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	-	81,039	68,961
Visible Learning	-	170,000	-	170,000
Contingency	4,825,600	-	-	4,825,600
	8,793,187	1,920,222	1,716,600	8,996,809
Unrestricted surplus	1,268,327	-	10,122	1,258,205
Totals	16,142,336	1,930,344	3,285,996	14,786,684

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 quarter ended May 31, 2021

	Actual	Budget	Variance
	2020-21	2020-21	
New Carrot River school (note 1)	\$ 57,841	\$ 1,100,000	\$ (1,042,159)
Computer hardware (note 2)	463,352	179,398	283,954
School buses	328,656	706,000	(377,344)
Furniture and equipment (note 3)	154,795	173,800	(19,005)
Playground equipment	24,737	184,000	(159,263)
Vehicles (note 4)	120,480	120,000	480
Computer software (note 5)	83,096	341,000	(257,904)
	<hr/>		
Totals	<u>\$ 1,232,957</u>	<u>\$ 2,804,198</u>	<u>\$ (1,571,241)</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. The project manager and architect have been selected, and costs have been incurred in the second and third quarters of 2020-21 relating to the project manager.

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. In addition, approximately \$307,000 in computer hardware items were purchased using pandemic funding from the Ministry. These purchases were unbudgeted but approved by the Board and fully reimbursed by the Safe School Plan funding from the province.

3. The schools determine their furniture and equipment budgets. The schools have purchased a majority of their furniture and equipment items by the end of the first and second quarters, and some items have been purchased that were unbudgeted. The schools have been encouraged to use their school carry over funds and the Board approved this additional spending in a motion.

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 started in the second quarter of 2020-21. The finance portion of the software will be completed in the summer of 2021. Human resources and payroll will be fully implemented in the 2021-22 school year and the related expenditures will also be reported in 2021-22. A Board motion will be required for these unexpected 2021-22 additional costs.

June 9, 2021

Marla Walton
NESD Board Chair
Box 6000
Melfort, SK
S0E 1A0

Dear Ms. Walton,

I am writing on behalf of the members of council for the Rural Municipality of Arborfield No. 456 who have concerns with the way in which the community of Arborfield is being treated by the North East School Division. Our concerns mirror the ones expressed to you by the council for the Town of Arborfield.

Members of our council and staff, along with members of Town Council, were a part of a meeting with the Ministry of Education and voiced our concerns below. Council wishes to voice the same concerns directly to you with the hope that they can be addressed in a manner that is acceptable to everyone.

The council is extremely disappointed that the NESD chose to put the Arborfield school under review once again; and that there was no communication about this decision between the Board and relevant parties. Finding out about this decision through Social Media was surprising and disheartening.

There was also no formal communication between the Board and the Arborfield SCC and residents of Arborfield about including Arborfield students in the attendance area for the new K-12 school to be built in Carrot River. The school replacement in Carrot River is supported by the RM Council, however it should not be to the detriment of Arborfield students. These decisions greatly affect the community of Arborfield in a negative way and creates anxiety among residents and students alike. In this time of great stress and uncertainty, council feels that it is not warranted or acceptable.

Council questions why the sustainability project that the NESD, initiated with other small schools in the division, was not given any chance to succeed. The money spent working with a consultant to help keep these schools viable appear to have been wasted while the review process is once again being used to suit the best interest of the Board in this decision.

Another concern of council is that Arborfield representation on the Board appears to be non-existent. The motion (res. 2021-01-14) "...will initiate a school review process to consider the

R.M of Arborfield No. 456

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closure of Arborfield School..." was made by the Arborfield representative which blatantly goes against the best interest of the community of Arborfield. Further, this representative no longer resides in the school division district full-time; Council questions whether this meets with the requirements of *The School Division Administration Regulations* and *The Local Government Election Act*.

It is sincerely hoped that better communication can be established in this process and that our input will be heard. The NESD Board must be accountable to the residents of Arborfield and area in their decisions and must understand how each decision impacts this community. The Board must also be responsible to the electors with respect to the eligibility of its members. Council looks forward to a response to the questions and concerns raised.

Sincerely,



Andrea Bell
Acting Administrator



North East School Division

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

Phone: (306) 752-5741
Fax: (306) 752-1933

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

June 23, 2021

Andrea Bell, Acting Administrator
R.M of Arborfield No. 456
Box 280, Arborfield, SK S0E 0A0

Dear Ms Bell:

On behalf of the Board of Education of the North East School Division, thank you for your letter dated June 9, 2021.

The announcement by the Government of Saskatchewan for the approval a new school in Carrot River was made during the provincial budget announcement in the spring of 2020. The announcement was met with great excitement by the Board of Education of the North East School Division.

On December 10, 2020, Mr. Rempel, Director of Education, Trustee Kevin Trew and I met with the School Community Council of Arborfield to discuss the planning for the new K-12 school in Carrot River. At that time options were discussed to voluntarily discontinue some grades or to close the Arborfield School in conjunction with the opening of the new school in Carrot River. The Board of Education has been transparent in its planning and has invited stakeholders from both the Carrot River and Arborfield areas to be an integral part of the designing of the new school.

The Board included the student enrollment from both Carrot River schools and Arborfield School as the Ministry was seeking assurance that all three schools could be replaced with the new K-12 school in Carrot River. The Board of Education of the North East School Division made the decision to include Arborfield and area enrolments knowing Arborfield School is nearing its end of life, the building is largely underutilized and enrolment numbers have indicated a declining trend.

Please be assured the Board will invite and encourage the community of Arborfield to become involved in the school review process including both the RM of Arborfield and the Town of Arborfield. Many factors are taken into consideration by the Board during the review process and all options are given careful consideration. Options such as grade discontinuance are considered by the Board, not just school closure. Projected changes in demographics such as population increase or future economic development within the community are areas that are closely examined prior to any final decision being made by the Board. The Board invites the community of Arborfield to share these possible changes during the review process.

Trustee Kevin Trew, who made the motion (res. 2021-01-14) asked the Board to carefully consider a resolution where the Arborfield community would have input into the new school build, rather than making a final decision without community involvement. Trustee Trew has advised the Board of Education of the North East School Division he has accepted employment outside of NESD boundaries. Administration and I have consulted with Corporate Services of the Saskatchewan School Boards Association to advise us if Trustee Trew is eligible to remain as a trustee for the NESD. Trustee Trew can maintain his seat at the NESD board table as long as his permanent residence lies within the boundaries of North East School Division. Trustee Trew is aware that once his permanent residence changes, he will need to vacate his position as trustee for the North East School Division.

Difficult decisions and sometimes controversial motions are not taken lightly by the Board of Education. The decision to initiate a school review process is one the Board takes very seriously and cautiously.

Sincerely,

Marla Walton,
Board Chairperson
North East School Division

cc. Don Rempel, Director of Education, North East School Division
Kevin Trew, Trustee, Subdivision 2 – Carrot River, Arborfield and areas



North East School Division

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June 23, 2021

Lisa Hamelin, Administrator
Town of Arborfield
Box 95, Arborfield, SK S0E 0A0

Dear Ms Hamelin:

On behalf of the Board of Education of the North East School Division, thank you for your letter dated May 26, 2021.

The announcement by the Government of Saskatchewan for the approval a new school in Carrot River was made during the provincial budget announcement in the spring of 2020. The announcement was met with great excitement by the Board of Education of the North East School Division.

On December 10, 2020, Mr. Rempel, Director of Education, Trustee Kevin Trew and I met with the School Community Council of Arborfield to discuss the planning for the new K-12 school in Carrot River. At that time options were discussed to voluntarily discontinue some grades or to close the Arborfield School in conjunction with the opening of the new school in Carrot River. The Board of Education has been transparent in its planning and has invited stakeholders from both the Carrot River and Arborfield areas to be an integral part of the designing of the new school.

The Board included the student enrollment from both Carrot River schools and Arborfield School as the Ministry was seeking assurance that all three schools could be replaced with the new K-12 school in Carrot River. The Board of Education of the North East School Division made the decision to include Arborfield and area enrolments knowing Arborfield School is nearing its end of life, the building is largely underutilized and enrolment numbers have indicated a declining trend.

Please be assured the Board will invite and encourage the community of Arborfield to become involved in the school review process including both the RM of Arborfield and the Town of Arborfield. Many factors are taken into consideration by the Board during the review process and all options are given careful consideration. Options such as grade discontinuance are considered by the Board, not just school closure. Projected changes in demographics such as population increase or future economic development within the community are areas that are closely examined prior to any final decision being made by the Board. The Board invites the community of Arborfield to share these possible changes during the review process.

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Difficult decisions and sometimes controversial motions are not taken lightly by the Board of Education. The decision to initiate a school review process is one the Board takes very seriously and cautiously.

Sincerely,

Marla Walton,
Board Chairperson
North East School Division

cc. Don Rempel, Director of Education, North East School Division
Kevin Trew, Trustee, Subdivision 2 – Carrot River, Arborfield and areas