

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) That the minutes of the [November 23, 2021 Organizational Meeting](#) be adopted (as presented) or (as amended).

b) That the minutes of the [November 23, 2021 Regular Board Meeting](#) be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS

6. CONSENSUS AGENDA ITEMS

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

- Director's Personnel Report - November and December 2021
- AP 309 - Vaccination COVID
- Correspondence.

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

B. Monitoring and Reporting Items

1. [Financial Report for the three months ending November 30, 2021](#)

C. Board of Education Strategic Direction Items

1. [2022-2023 DRAFT Calendars](#) - NESD, White Fox/Alternate, Star City Colony, Miner Creek Colony

***8. INFORMATION ITEMS**

- Director's Personnel Report -
 - [November 2021](#)
 - [December 2021](#)
- Out of Province Travel Report - None
- CONFIDENTIAL Student Suspensions - None
- Administrative Procedures –
 - [AP 309 - Vaccination COVID](#) - v010422

***9. CORRESPONDENCE and READINGS**

- [Public Section Update-Dec 17, 2021](#)
- [Nov. 2021 - Board and Administrator](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- [Dec 2021 School Trustee](#)
- [2022 Virtual Trustee Academy - AGENDA](#)
 - DATE: Thursday, Feb 10, 2022
 - Registration Deadline: Feb 4, 2022 (Let Triki know if you plan to attend)

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

**NORTH EAST SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES
November 23, 2021**

MINUTES of the ORGANIZATIONAL MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 23, 2021 at 1:00 pm at the North East School Division Office.

PRESENT:

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

ABSENT: NONE

CALL to ORDER at 1:00 pm.

The Director of Education chaired the meeting until the election of the Board Chairperson was completed.

ELECTION of CHAIRPERSON - Call for Nominations

T. Kwiatkowski nominated Marla Walton to serve as Chair of the Board of Education.

K. Trew nominated Kevin Graham to serve as Chair of the Board of Education.

T. Waldner moved that nominations ceased.

Marla Walton accepted the nomination.

Kevin Graham accepted the nomination.

Voting commenced.

Kevin Graham was declared Chairperson of the Board.

Kevin Graham took over chairing the meeting.

ELECTION of VICE-CHAIRPERSON - Call for Nominations

L. Kidney nominated Marla Walton to serve as Vice-Chairperson of the Board of Education.

D. Kelsey nominated Lori Kidney to serve as Vice-Chairperson of the Board of Education.

Lori Kidney declined the nomination.

K. Trew moved that nominations ceased.

No further nominations were received.

The nomination was accepted.

Marla Walton was declared Vice-Chairperson of the Board.

ADOPTION OF AGENDA

2021-11-106 T. Waldner moved that the agenda be adopted as presented.

ADOPTION OF THE MINUTES

The [Minutes of the November 17, 2020 Organizational Meeting](#) were approved at the Regular Meeting of the Board on November 24, 2020.

MEETINGS OF THE BOARD OF EDUCATION

2021-11-107 D. Kelsey moved that the Committee of the Whole and Regular Meetings of the Board of Education be held as follows:

- December 6, 2021 – Regular Board Meeting at 2:00pm.
- January 18, 2022
- February 15, 2022
- March 22, 2022
- April 12, 2022
- May 17, 2022
- June 21, 2022
- September 20, 2022
- October 18, 2022
- November 22, 2022 (Organizational Meeting)

Committee of the Whole meetings to be held at 10:00am and Regular Board meeting will follow at 1:30pm.

Committee meetings are subject to cancellation at the discretion of the Board Chair.

MEETING PROTOCOLS

2021-11-108 K. Trew moved that the Board adopts the Saskatchewan School Boards Association Code of Ethics. *CARRIED*

2021-11-109 M. Walton moved that motions be accepted by the Chair without a seconder as per Section 19(3) of The School Division Administration Regulations. *CARRIED*

INDEMNITIES AND EXPENSES

2021-11-110 T. Kwiatkowski moved that indemnities be set as per Section 23(a) of The School Division Administration Regulations: *CARRIED*

a) *That the Board indemnity rates be set as follows:*

- The indemnity for the chairperson is to be \$275 when chairing meetings and
- \$226 for all Regular and/or Committee of the Whole meetings of the Board of Education and all full day meetings and
- \$226 for one day per month for each month that a regular meeting is held, for preparation time and

**NORTH EAST SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES
November 23, 2021**

- An additional \$113 per month that a regular meeting is held, for preparation time of the chairperson and
- \$50 per hour (or portion thereof) be paid for meetings and/or professional development including virtual or conference call platforms to a maximum of \$226 per day (excluding Regular and Committee of the Whole meetings of the Board of Education) and
- \$25 per hour for traveling to and from meetings, and conferences.

b) *That the Board indemnity rates for attending School Community Council meetings be set as follows:*

- A maximum of \$226 per year per school in the subdivision of the Trustee. Mileage expenses will be paid for any additional School Community Council meetings attended.

Expenses while on board business as per Section 23(b) of The School Division

Administration Regulations:

- 2021-11-111 K. Trew moved that the Board reimburse Board Members and school division staff for expenses incurred while on board business as follows: CARRIED
- *Lodging upon presentation of actual receipts, or \$75 without a receipt.*
 - *Actual meal expense to a maximum of:*
 - a. *Breakfast \$15*
 - b. *Lunch \$20*
 - c. *Supper \$25*
 - *Mileage rate be set at \$0.485 per kilometer for use of personal vehicle starting December 1, 2021.*

SIGNING AUTHORITIES

- 2021-11-112 T. Waldner moved that the Board Chair or Vice Chair, together with the Superintendent of Business Administration (or Director of Education or Manager of Financial Services as alternates), is authorized to sign all cheques and financial documents. The signature of the Board Chairperson may be by electronic signature or stamp. The signature of the Superintendent of Business Administration may be by electronic signature. CARRIED

That the Superintendent of Business Administration and/or the Manager of Financial Services are authorized to carry out deposit activity, transfer of funds, purchase card administration, new card application and all other required banking activities for all financial institutions that the School Division deals with.

CONFIRMATION OF EXTERNAL AUDITOR SERVICES

At the Regular Board Meeting on October 20, 2020 a motion was passed to award the contract for audit services to MNP for the time period of January 1, 2021 to December 31, 2025. Therefore, no motion for external audit services is required at this time.

ADJOURNMENT

- 2021-11-113 T. Waldner moved that the Board Meeting adjourn at 1:15 pm.
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**NORTH EAST SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES
November 23, 2021**

Board Chair/Vice-Chair

Superintendent of Business Administration

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
November 23, 2021**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 23, 2021 at 2:00 pm at the North East School Division Office.

PRESENT:

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

ABSENT: None

CALL TO ORDER at 2:30 pm.

ADOPTION OF AGENDA

2021-11-114 M. Walton moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2021-11-114 D. Kelsey moved that the Minutes of the October 19, 2021 Regular Board Meeting be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

- Mark Jensen, Coordinator of Continuous Improvement and Reporting
 - 2020-2021 Annual Report
 - 2021-2022 School Level Plans

CONSENSUS ITEMS

2021-11-115 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 - October 2021
- Correspondence.

NEW BUSINESS

2021-11-116 K. Trew moved that the Board approves projects totaling up to \$352,000 that were approved by the Board on June 16, 2020 in the 2020-21 Preventative Maintenance and Renewal plan will be carried forward and completed in the 2021-22 fiscal year; the projects will be funded with the provincial Preventative Maintenance and Renewal grant. *CARRIED*

2021-11-117 D. Kelsey moved that the Board approves an amount of up to \$150,000 in additional Preventative Maintenance and Renewal expenses in 2021-22 to replace the existing dust collector at Melfort Unit and Comprehensive Collegiate, to be funded with the provincial Preventative Maintenance and Renewal grant. *CARRIED*

2021-11-118 T. Waldner moved that the Board approves the use of up to \$1 million from the Preventative Maintenance and Renewal grants to fund the new school in Carrot River if *CARRIED*

the use of the funds is approved by the Ministry of Education, and sufficient additional funding is not received from the province.

2021-11-119 M. Walton moved that the Board approves the sale of the Gronlid Central School building and related land. *CARRIED*

2021-11-120 K. Trew moved that the Board move into closed session at 2:38pm. *CARRIED*

Heather Shwetz, Superintendent of Human Resources, joined the meeting.

2021-11-121 L. Kidney moved that the Board move out of closed session at 2:57. *CARRIED*

2021-11-122 K. Bank moved that the Board of Education supports the recommendation by Administration to amend the contract of an employee to removed principal duties. *CARRIED*

Heather Shwetz left the meeting.

MONITORING AND REPORTING ITEMS

2021-11-123 M. Walton moved that the Board accepts the financial report for the year ending August 31, 2021. *CARRIED*

2021-11-124 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, 2021, pending minor changes made after the format review, and format approval by the Ministry of Finance and the Ministry of Education. *CARRIED*

D. Kelsey excused himself from the meeting at 3:15 pm.

Mark Jensen, Coordinator of Continuous Improvement and Reporting, joined the meeting.

2021-11-125 T. Waldner moved that the Board approves the 2021 Annual Report for the North East School Division No. 200. *CARRIED*

2021-11-126 M. Walton moved that the Board approve the 2021-22 Learning Improvement Plans for the schools of the North East School Division. *CARRIED*

Mark Jensen left the meeting.

STRATEGIC DIRECTION ITEMS

None

ADJOURNMENT

2021-11-127 M. Walton moved that the Board Meeting adjourn at 3:50 pm. *CARRIED*

NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: January 18, 2022

Topic: Financial Report for the Three Months Ending November 30, 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 three months ending November 30, 2021:

1. Memo for the Three Months ending November 30, 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 three months ending November 30, 2021.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	January 11, 2022	<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: January 12, 2022

RE: Financial Report for Quarter Ending November 30, 2021

The Board will be provided with three quarterly reports and one annual financial statement report for the 2021-22 fiscal year. November 30, 2021 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 2020 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 \$13.7 million) is based on the 2021-22 provincial budget announcement using the estimated September 30, 2021 enrolment for the school division. The overall impact of the December operating grant (that takes into account the September 30, 2021 actual school enrolments) should result in approximately \$421,000 additional funding (increase in accumulated surplus). The total increase in funding number takes into account the grant calculation for the federally funded students and the students who are enrolled in the Adult Basic Education program at Cumberland College.

For 2021-22, there is a provincial capital grant of \$6.3 million included in the budget for the planning, design and the start of the construction of the new kindergarten to grade twelve school in Carrot River. This project was approved by the province in March 2020. During the first quarter of 2021-22, there was no capital funding received. In the first quarter of 2020-21, no capital funding was received.

Tuition and Related Fees

The tuition and related fee revenues will most likely be over budget. There were more federally funded students enrolled at North East School Division during the first quarter of 2021-22 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 42 students compared to the budget number of 37 students. In 2020-21 actual enrolment 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 30% of the budgeted amount (compared to 15% of the budget in prior year). The schools determine the budgets and with the pause in extra-curricular events in the second quarter of 2021-22, school generated fund revenues may be under budget at year end.

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 58% 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 higher for the first quarter of 2021-22 compared to the first quarter of 2020-21. This is due to a general increase in the number of sales compared to the prior year.

For the first quarter of 2021-22, \$120,000 was received for ISSI revenue. In 2020-21, the ISSI funding was not received until the third quarter. The total amount budgeted for ISSI in 2021-22 is \$150,000 but the total amount approved by the Ministry of Education is \$120,000. The province decided to expand the program to more school divisions but not increase the total funding for the program; this resulted in less funding for NESD.

Other Revenue

Other revenue is currently at 44% 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 slightly higher than budget as the year progresses. This increase is due to donations being received for the new school in Carrot River, which were unbudgeted.

Expenses

Governance

Governance is 33% of the budgeted amount, which is slightly higher than the expected percentage of budget spent, but is anticipated to be on budget as the year progresses.

Administration

Administration expenses are on budget at 26%, with prior year first quarter results at 24%. It is anticipated that administration expenses will be on budget at year end.

Instruction

Total instruction expenses are at 29% of the budgeted amount, which is identical to the amount spent in the first quarter of 2020-21. The amount expected to be spent is 30% (based on three out of ten months of the fiscal year being completed).

Plant

Overall the plant expenses are less than the expected 25% (at 18% of budget, which lower than the 21% in 2020-21). The main factor: building operating expenses are under budget, as the majority of the minor renovation projects are undertaken during the summer months. The budget for minor renovations is higher in 2021-22 compared to 2020-21.

Student Transportation

Student transportation is currently at 27% of the budgeted amount, with the expected percentage being 30%. The fuel costs are currently over budget due to an unexpected increase in fuel prices for operating the school buses compared to the anticipated costs at budget time. However, it is anticipated that fuel costs will decrease as the year progresses.

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 2021-22, Cumberland College has invoiced the school division for the full amount owing. Therefore tuition and related fees will be under budget at year-end. For 2020-21, Cumberland College did not invoice the school division for the first semester students until the second quarter. This payment to Cumberland College is fully funded in the operating grant from the province.

School Generated Funds

The school generated expenses are at 23% of the budget (compared to 12% of the budget in the prior year). As the schools determine their budgets and with the pause in extra-curricular events in the second quarter of 2021-22, school generated fund expenses may be under budget at year end.

Complementary Services

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. Complementary services are at 29% 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, which is consistent with the first quarter of 2020-21. The funding provided is \$120,000 and the spending in 2021-22 will be limited to this amount.

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 2021-22 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$316,713 in the first quarter, out of the total \$7.9 million budgeted. A total of \$6.6 million of the budget relates to the planning, design and the start of construction of the new school in Carrot River. This project will continue as the year progresses. The school buses, computer hardware purchases, as well as the planned school playground equipment will be purchased later in the fiscal year. The Human Resource and Payroll departments also plan on implementing their new software in the fiscal year.

Amortization

Amortization expense is being recorded at 25% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2020-21, 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 November 30, 2021

	21- 22				20 - 21			
	Budget 2021-22	Actual 2021-22	Variance	%	Budget 2020-21	Actual 2020-21	Variance	%
REVENUES								
Grants	\$ 63,200,329	\$ 13,693,452	\$ 49,506,877	22%	\$ 57,563,166	\$ 13,683,246	\$ 43,879,920	24%
Tuition and Related Fees	486,440	210,048	276,392	43%	589,800	93,089	496,711	16%
School Generated Funds	1,049,475	319,351	730,124	30%	1,161,575	179,833	981,742	15%
Complementary Services	627,258	188,339	438,919	30%	617,504	184,115	433,389	30%
External Services	262,000	152,113	109,887	58%	262,000	22,235	239,765	8%
Other Revenue	530,000	233,595	296,405	44%	528,600	130,796	397,804	25%
Total Revenues	\$ 66,155,502	\$ 14,796,898	\$ 51,358,604	22%	\$ 60,722,645	\$ 14,293,314	\$ 46,429,331	24%
EXPENSES								
Governance	\$ 265,060	\$ 87,145	\$ 177,915	33%	\$ 285,875	\$ 79,063	\$ 206,812	28%
Administration	2,613,186	683,782	1,929,404	26%	2,610,718	623,280	1,987,438	24%
Instruction	42,600,742	12,163,304	30,437,439	29%	42,461,056	12,347,016	30,114,040	29%
Plant	11,295,145	2,073,350	9,221,795	18%	9,964,278	2,123,541	7,840,737	21%
Transportation	4,832,957	1,293,766	3,539,191	27%	4,710,276	1,201,310	3,508,966	26%
Tuition and Related Fees	249,280	124,640	124,640	50%	267,520	-	267,520	0%
School Generated Funds	993,336	232,612	760,724	23%	1,074,236	127,515	946,721	12%
Complementary Services	1,470,776	422,599	1,048,177	29%	1,454,684	413,202	1,041,482	28%
External Services	361,232	60,636	300,596	17%	365,073	60,833	304,240	17%
Other Expenses	283,494	72,104	211,390	25%	300,643	83,608	217,035	28%
Total Expenses	\$ 64,965,208	\$ 17,213,938	\$ 47,751,271	26%	\$ 63,494,359	\$ 17,059,368	\$ 46,434,991	27%
Operating Surplus (Deficit) for the Year	\$ 1,190,294	\$ (2,417,040)	\$ 3,607,334		\$ (2,771,714)	\$ (2,766,054)	\$ (5,660)	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the quarter ended November 30, 2021

	Budget 2021-22	Actual 2021-22	Variance
OPERATING SURPLUS (DEFICIT) FOR THE YEAR	\$ 1,190,294	\$ (2,417,040)	\$ (3,607,334)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	7,903,500	316,713	(7,586,787)
(+) Proceeds from disposals	11,000	-	(11,000)
LONG TERM DEBT:			
(-) Repayments of the year	421,587	103,761	(317,826)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,149,542	1,037,386	(3,112,157)
(-) Gain on disposals of tangible capital assets	11,000	-	(11,000)
(+) Employee Future Benefits expenses	89,100	-	(89,100)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	24,500	-	(24,500)
DEFICIT CASH FOR THE YEAR	\$ (2,920,651)	\$ (1,800,128)	\$ 1,120,523
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
New School in Carrot River (capital)	268,000	175,277	(92,723)
School bus replacement (capital)	712,700	-	(712,700)
Vehicle replacement (capital)	123,000	30,883	(92,117)
School generated funds (net change)	145,861	(59,166)	(205,027)
Computer software replacement and software upgrade (capital)	-	1,280	1,280
Furniture and equipment purchases (capital)	-	9,855	9,855
Technology upgrades (capital)	-	38,074	38,074
School budget carryover	-	(684,866)	(684,866)
Invitational Shared Services Initiatives (ISSI)	-	(120,000)	(120,000)
	1,249,561	(608,663)	(1,858,224)
<i>Externally restricted:</i>			
Pandemic Support Funding	808,132	184,092	(624,040)
Preventative Maintenance and Renewal (PMR) Funding:			
PMR - use of funds for projects	2,137,460	13,421	(2,124,039)
PMR - funding	(1,753,488)	-	1,753,488
	383,972	13,421	(370,551)
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (478,986)	\$ (2,211,278)	\$ (1,732,292)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the quarter ended November 30, 2021

	August 31, 2021	Additions during the year	Reductions during the year	August 31, 2022
Invested in Tangible Capital Assets:				
Net Book Value of TCA	67,353,241	316,713	1,037,386	66,632,568
Less: Debt owing on TCA	6,940,413	-	103,761	6,836,652
	60,412,828	316,713	933,625	59,795,916
PMR maintenance project allocations	3,483,465	-	13,421	3,470,044
Federal capital tuition reserves	338,330	-	-	338,330
Education Emergency Pandemic Support program allocation	838,971	-	184,092	654,879
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Designated Assets:				
Capital Projects:				
Bus Fleet Renewal	770,730	-	-	770,730
Computer Software Replacement and Software Upgrade	261,025	-	1,280	259,745
Furniture and Equipment Purchases	9,855	-	9,855	-
Hudson Bay Community School Project	35,489	-	-	35,489
New School in Carrot River	570,383	-	175,277	395,106
Non-School Buildings	786,913	-	-	786,913
Surveillance Equipment Replacement	153,737	-	-	153,737
Technology Upgrades	44,199	-	38,074	6,125
Vehicle Replacements	123,000	-	30,883	92,117
	2,755,331	-	255,369	2,499,962
Other:				
Invitational Shared Services Initiatives (ISSI)	5,671	120,000	-	125,671
School Budget Carryover	629,256	1,069,516	384,650	1,314,122
School Generated Funds	1,012,748	309,373	250,207	1,071,914
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	68,961	-	-	68,961
Visible Learning	170,000	-	-	170,000
Contingency	4,825,600	-	-	4,825,600
	8,621,608	1,498,889	634,857	9,485,640
Unrestricted surplus	2,200,349	-	-	2,200,349
Totals	18,288,610	1,498,889	903,647	17,706,551

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the quarter ended November 30, 2021

	Actual	Budget	Variance
	2021-22	2021-22	
New Carrot River school (note 1)	\$ 175,277	\$ 6,582,000	\$ (6,406,723)
Computer hardware	36,257	184,000	(147,743)
School buses	-	712,700	(712,700)
Furniture and equipment	24,774	129,300	(104,526)
Playground equipment	27,814	161,500	(133,686)
Vehicles (note 2)	30,883	123,000	(92,117)
Computer software (note 3)	21,707	11,000	10,707
Totals	<u>\$ 316,713</u>	<u>\$ 7,903,500</u>	<u>\$ (7,586,787)</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. Costs in the first quarter of 2021-22 relate to the project manager and design costs.

2. The following vehicles are included in the 2021-22 budget: two new half-ton trucks for the Facilities Department and one sports utility vehicle for Student Support Services. One vehicle included in the budget has been purchased in the first quarter of 2021-22.

3. A new human resources/payroll/finance software was included in the 2020-21 budget. The finance portion of the software was completed in the summer of 2021. The human resources and payroll portion will be fully implemented during the 2021-22 school year and the related expenditures will also be reported in 2021-22. There is a board motion that has approved the use of the funds in 2021-22. The Technology Department has purchased approximately \$20,400 in computer software for library resource management. This software had not been budgeted. The Technology Department expects to be on or below budget overall (operating and capital budgets combined).

Administrative Procedures

AP-309 COVID-19 Vaccination	References: The Education Act, 1995, Sec 190-5 Saskatchewan Human Rights Code 2018 (16) Saskatchewan Human Rights Regulations The Local Authority Freedom of Information and Protection of Privacy Act , 2018 Saskatchewan Employment Act – the Employer’s COVID-19 Emergency Amendment Regulations, 2021 The Saskatchewan Occupational Health and Safety Regulations, 2020 Duty to Accommodate: Guide for School Divisions & STF, 2013	Tracking: Received by Board: October 2021 Updated: January 2022
	Related:	Status:

Background

The North East School Division (NESD) is committed to taking precautions necessary to protect the health and safety of students and employees and to provide and maintain a safe working and learning environment for all.

Vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 including variants currently circulating in Saskatchewan.

This procedure is designed to:

- encourage maximized COVID-19 vaccination rates among school division employees, board members, volunteers and contractors as one of the critical control measures to reduce the impact of COVID-19; and
- utilize testing for those who are unvaccinated to reduce the chances that school division employees, board members, volunteers and contractors are COVID positive when they enter Board facilities.

Scope

This procedure applies to all school division employees, board members, volunteers and contractors. It will also apply to any individuals interacting directly with staff or students during school division approved activities. Other individuals are people who provide professional services to children at school and would include registered medical/health professional.

Due to the evolving nature of COVID-19, and regular changes to direction or advice from the Ministry of Education and public health officials, this procedure will be updated as required on a regular basis.

Definitions

Board Approved Self-Test – refers to a rapid point of care diagnostic test, approved for use by the Government of Canada, performed at or near the place where a specimen is collected, which provides results within minutes rather than hours.

Board Facility – refers to any building or vehicle owned, leased or operated by the school division and specifically includes, but is not limited to, schools, offices, school buses, driver education vehicles, garages and workshops.

Board Member – refers to an elected member of the Board of Education of the North East School Division.

Contractor – Any person or organization that receives payment for the services to students who is not an employee, including but not limited to driver education trainers and tradespersons.

Employees – refers to all individuals employed by the school division on a permanent, replacement, temporary, casual or substitute basis

Fully Vaccinated - refers to having received all of the required doses for a COVID-19 vaccine(s) approved by Health Canada (e.g. two doses of a two-dose vaccine, or one dose of a single-dose vaccine; and having received the final vaccination dose at least 14 days ago)

Proof of Vaccination – refers to documentation verifying receipt of a vaccination series approved by Health Canada which may include one of the following:

- a card issued at time of vaccination by SaskHealth
- a copy of the vaccination record or QR code obtained online through MySaskHealth Record
- a letter of verification of vaccination from a doctor or pharmacist

Vaccine - refers to a COVID-19 vaccine approved by Health Canada and includes Pfizer-Biotech, Moderna, AstraZeneca, and Janssen (Johnson & Johnson).

Volunteer – any person who is unpaid and provides a direct service to students, including but not limited to; members of the School Community Council, parent and community drivers, non-faculty coaches, interns, co-op placements, professional placements, or apprenticeship programs and is not an employee or a contractor as defined above.

Procedures

1. Disclosure of Vaccination

- a. Employees, including those conditionally approved for hire, Board members and interns shall disclose their vaccination status to Human Resources through the approved online Vaccination Verification process.

- b. If not submitted through the Vaccination Verification process, board members, contractors and volunteers shall provide proof of vaccination to the principal or other assigned school division designate on or before their first day being present at a board facility following the implementation of this procedure.
- c. Employees, board members, volunteers, contractors and other individuals who are unable to who are unwilling to confirm that they are fully vaccinated, must complete COVID-19 self-testing and submit as described in this procedure.

2. Proof of Vaccination

- a. Employees, including those conditionally approved for hire, board members and interns shall provide proof of their vaccination to Human Resources through the approved process.
- b. Contractors, volunteers and other individuals shall provide proof of vaccination to the principal or other assigned school division designate.

3. Testing and Daily Self-Monitoring Requirements

- a. Daily Screening Symptom Check
 - i. All individuals covered by this procedure must self-monitor for COVID-19 symptoms on a daily basis.
- b. Testing Requirement
 - i. All individuals covered by this procedure who are not fully vaccinated or who have not disclosed their vaccination status, must undergo Board approved self- test the first working day of each work week beginning December 6, 2021. The negative test must be:
 - i. Presented, in a method determined by the school division, to the principal, immediate supervisor or designated official;
 - ii. Completed outside of working hours; and
 - iii. Taken within the previous 24 hours of presenting it.
 - ii. The Division will adjust testing requirements as necessary and in accordance with public health guidance.
- c. Cost of Tests
 - i. COVID-19 test kits will be provided to employees, board members and volunteers by the Division at no charge. Everyone is encouraged to use this time to obtain their vaccination.

- d. Accommodations
 - i. Any employee who is unable to be vaccinated is encouraged to discuss their situation with Human Resources to determine whether an accommodation under *The Saskatchewan Human Rights Code* might be appropriate.
 - ii. The NESD will accommodate up to undo hardship as defined by the law respecting the areas as outlined as protected grounds under *The Saskatchewan Human Rights Code*.
- e. Positive Tests
 - i. Anyone who tests positive for COVID-19 whether through a lab-based PCR or Rapid Antigen Test are required to:
 - i. Self isolate immediately in accordance with the Public Health Order,
 - ii. Inform their supervisor and close contacts,
 - iii. Enter their absence into the absence management system, and
 - iv. Follow any directions or orders from public health.

4. Protection of Privacy

- a. Proof of vaccination or other personal information collected in accordance with this administrative procedure will be kept confidential, stored in a secure location, with use and disclosure in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.
- b. Information gathered for the purposes of this procedure will only be used to the extent necessary for the implementation of this procedure, for administering health and safety protocols, and infection and prevention control measures in the Boards facilities.

5. Release Time for Obtaining Vaccinations

- a. NESD employees are encouraged to be vaccinated against COVID-19 and the School Division supports employees in obtaining their COVID-19 vaccination.
- b. To minimize disruption in schools, we request that employees attempt to schedule appointments outside of work hours if possible. Where that is not possible, eligible employees must use the normal process for entering a leave in the absence management system in accordance with the following:
 - i. Med Appt - COVID Vac – is up to 3 hours of paid leave is for one vaccination absence (As per section 6-22.1 of the Occupational Health and Safety Regulation, 2020)
 - ii. Sick/Med Support >Medical Appointment – this paid leave is for any additional vaccination appointment(s). Personal Leave, Earned Days Off (EDO), or Banked Time may also be used.
 - iii. Leave without Pay (DLWOP > Hrs Single Day)– Unpaid – this unpaid leave is to be accessed if you do not have time available under 5 b (i) or (ii)

6. Compliance with COVID Safety Requirements

- a. It is a violation of this procedure to:

- i. Fail to report vaccination status or any required COVID -19 test results
 - ii. Provide any false, misleading or otherwise dishonest information or documents to the Division in relation to this administrative procedure
- b. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination from their employment.
- c. Other individuals who fail to comply with this procedure may be restricted or banned from attending any board facility for such duration as may be determined by the school division.

7. Administrative Procedure Review

- a. This Administrative Procedure will be reviewed on an ongoing and regular basis as deemed necessary by the school division to respond to the changes in legislation, regulations and government guidelines as required, but at a minimum one (1) year after the effective date.

This Administrative procedure comes into effect October 27, 2021.