

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

Minutes of Regular Meeting – [2018 06 18-Regular Board minutes.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of June 18, 2018 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS:

Mark Jensen, Coordinator of Continuous Improvement and Reporting - September 2018 Wall Walk

6. CONSENSUS AGENDA ITEMS

Proposed Motion: That the following consent items be received and recommendations be approved as presented:

- *Information Items*
- *Correspondence*

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1) Stewart Hawke School Update - [Stewart Hawke School Update-0.pdf](#)

B. Monitoring and Reporting Items

1) 2018 September Wall Walk - [September 2018 Wall Walk-FINAL-092518.pdf](#)

2) Financial Report for May 31, 2018 - [Financial report-ending May 31, 2018-FINAL-092518.pdf](#)

3) Transportation Report - [2017-18 Transportation Report-FINAL-092518.pdf](#)

4) Records for Destruction - [Record Destruction-FINAL-092518.pdf](#)

C. Board of Education Strategic Direction Items

***8. INFORMATION ITEMS**

A. Director's Personnel Report -

- [2018 06-Director's Personnel Report Jun 1 - Jun 30 2018.pdf](#);
- [2018 07-08-Director's Personnel Report July 1 - Aug 31 2018.pdf](#)

B. Out of Province Travel - [Out of Province-2018 09 25.docx](#)

C. CONFIDENTIAL Student Suspensions -

D. Administrative Procedures -

- [AP 603-Citizenship Education Revision-FINAL.pdf](#)
- [AP 611 - Work Based Learning-v092518.pdf](#)
- [AP 711-Record Retention Procedure rv082218-with forms attached.pdf](#)
- [AP 712-Cash Management.pdf](#)
- [AP 808-15 Passenger Vans and MFSABs-rv.07 03 2018.docx](#)

E. [SCC Evaluation Research Report-091918.pdf](#)

***9. CORRESPONDENCE**

- a. [Emergent director succession letter-081418.pdf](#)
- b. [NESD chair to Min of Ed-062618.pdf](#)
- c. [Min of Ed to NESD-Budget Approval LTR-082218.pdf](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- a. [2018 06 School Trustee.pdf](#)
- b. [2018 06 Public Section Editorial The Future of Public Education in Sask Final June 2018.pdf](#)
- c. [2018 06 25 Public Section media release Final June 2018.pdf](#)
- e. [2018 07 20 MN-S SSBA news-release.pdf](#)
- f. [2018 08 15-Air Quality Pool Partial Rebate.pdf](#)
- g. [2018 08 21 Submission of Bylaw Amendments and Resolutions for AGM.pdf](#)
- h. [2018 09 05 Bylaw Amendment 2018 and Rationale.pdf](#)
- i. [2018-19 SSBA Public Section Calendar.pdf](#)
- j. [2018 09 10-SSBA Media Coverage as of Sep. 10, 2018.pdf](#)
- k. [2018 09 11-SSBA Potential Election Date Changes Survey Results.pdf](#)
- l. [Public Section Executive Meeting Minutes April 12 2018-092518.pdf](#)

m. [Public Section Executive Meeting Agenda September 24 2018 Conference Call-092418.pdf](#)

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

Complete Board Package -

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Monday, June 18, 2018 at 2:00 pm at the North East School Division Office Boardroom in Melfort, SK.

PRESENT:

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

ABSENT:

CALL TO ORDER – 2:05 pm.

ADOPTION OF AGENDA

2018-06-58 T. Kwiatkowski moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2018-06-59 B. Gagné moved that the minutes of the Regular Board Meeting held on May 22, 2018 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION

Mark Jensen, Coordinator of Continuous Improvement and Reporting - 2018 June Wall Walk.

CONSENSUS ITEMS

2018-06-60 M. Botterill moved that the following consent items be received and recommendations be approved by the Board as presented:

- ❖ Information Items
- ❖ Correspondence.

CARRIED

NEW BUSINESS

2018-06-61 L. Kidney moved that the Board approves the following 2017-18 internally restricted allocations from the unrestricted accumulated surplus:

- \$660,000 to Bus Fleet Renewal
- \$120,000 to Vehicle Replacement
- \$272,000 to Surveillance Equipment Replacement
- \$195,000 to Computer Software Replacement and Software Upgrades.

CARRIED

2018-06-62 R. Hildebrand moved that the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2018 to August 31, 2019 as detailed in the *2018-19 Budget Report*. *CARRIED*

2018-06-63 L. Erickson moved that the Board approve the *Contractual Recommendations Report* as prepared by Administration and dated June 14, 2018. *CARRIED*

MONITORING AND REPORTING ITEMS

- 2018-06-64 M. Walton moved that the Board approve, as a monitoring report, the June 2018 Wall Walk for the key data sets of the North East School Division for term four of the 2017-18 school year. *CARRIED*
- 2018-06-65 R. Ariss moved that the Board of Education has reviewed the feedback report on the Director of Education and has found it acceptable as an annual performance review effective June 18, 2018. *CARRIED*

STRATEGIC DIRECTION ITEMS

- 2018-06-66 B. Gagné moved that the Board of Education approve the Continuous Agenda of the Board of Education for the 2018-2019 school year. *CARRIED*

ADJOURNMENT

- 2018-06-67 B. Gagné moved that the Board Meeting adjourn at 3:00 pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: September 25, 2018

Topic: Stewart Hawke School Building - 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 *Contractual Recommendations Report* was provided to the Board at the June 18, 2018 Committee of the Whole meeting. The following motion was made by the board at the Regular meeting on that same day: "That the Board approve the *Contractual Recommendations Report* as prepared by Administration and dated June 14, 2018."

CURRENT STATUS

The town of Hudson Bay has decided to accept ownership of the old Stewart Hawke school building, related land and all other assets on the land and in exchange, NESD will provide the town with an incentive of \$150,000.

In 2014-15, the cost to demolish the old high school in Hudson Bay was approximately \$337,000 plus \$125,000 to remove asbestos for a total of \$462,000.

RECOMMENDATION

Proposed motion:

That the Board approve the proposed Contract of Purchase and Sale and Indemnification Agreement with the Town of Hudson Bay in its draft form, wherein an indemnification payment of \$150,000 is to be provided to the Town of Hudson Bay and in exchange, the Town of Hudson Bay will accept ownership of the title to the Stewart Hawke school property and all other assets on the land for a nominal purchase price of \$100. This is a cost saving measure, as the Board has been unable to locate a purchaser for the title to the Stewart Hawke school and the estimated cost for the North East School Division to demolish the old Stewart Hawke school building is at least \$300,000.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	September 17, 2018	



NESD Board of Education

Meeting Date: September 25, 2018

Topic: September 2018 Wall Walk

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

BACKGROUND

As part of the Education Sector Strategic Plan (ESSP), Cycle 3 (2017-19) the NESD performs data Wall Walks with its Board of Education as part of the distribution of information and monitoring of key data sets. These Wall Walks occur four times during the year in accordance with reporting periods for school data. Data sets include a selection of statistics and measures from student performance on key assessments and outcomes as well as from the previously agreed upon NESD Key Performance Indicators which are aligned to the NESD Strategic Plan.

CURRENT STATUS

This data Wall Walk will include data sets from Diagnostic StudentsAchieve Data, Early Years Evaluation (EYE), Attendance, Writing & Reading, Credit Attainment, and Graduation Rates.

RECOMMENDATION

Proposed motion:

That the Board approves, as a monitoring report, the September 2018 Wall Walk for the key data sets of the North East School Division for term one of the 2018-19 school year.

PREPARED BY	DATE	ATTACHMENTS
Mark Jensen, Coordinator of Continuous Improvement and Reporting	September 20, 2018	

NESD

Wall Walk

September 25, 2018

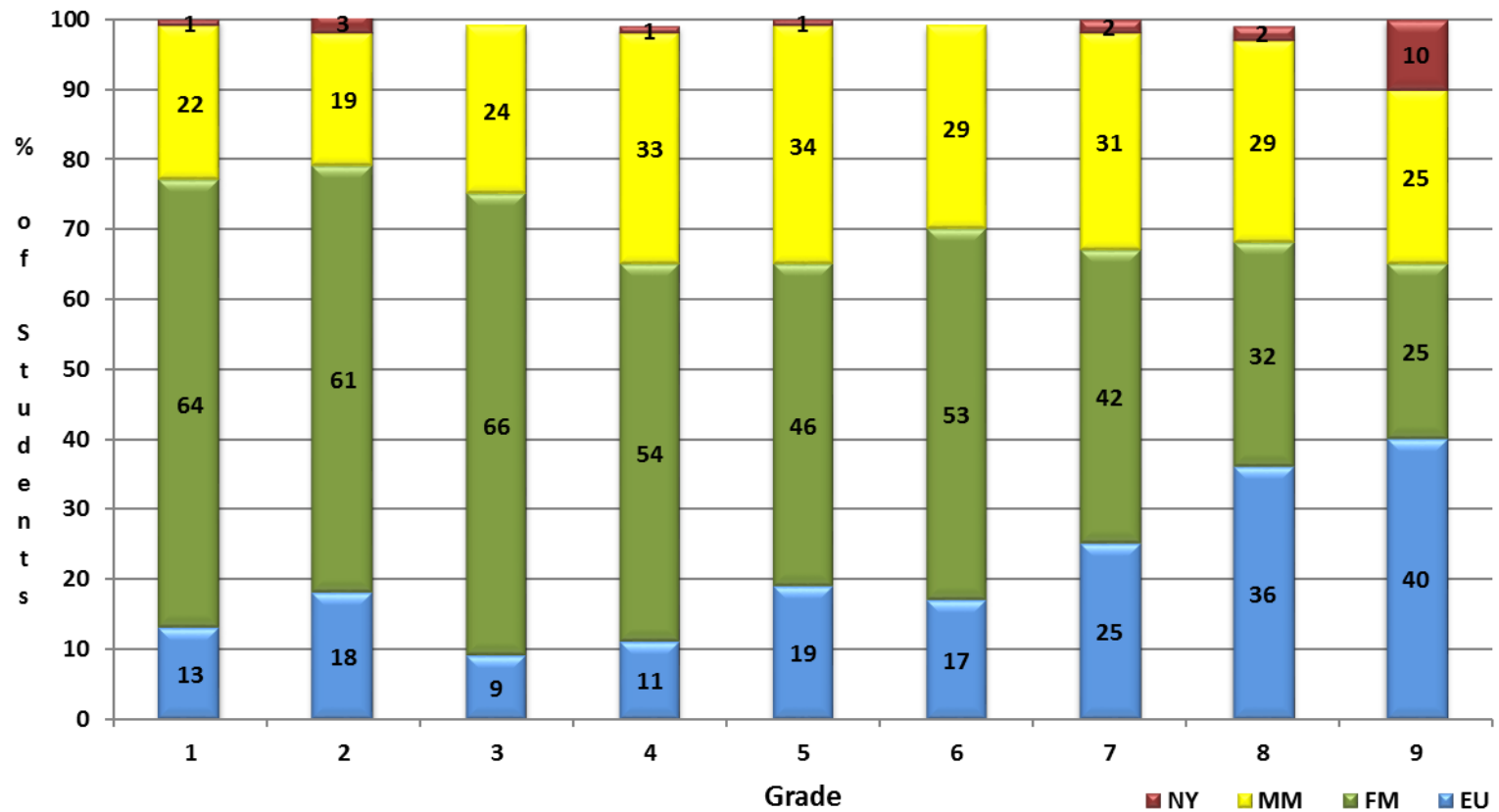
Local Measures

Students Achieve

- Number
- Compose & Create
- Comprehend & Respond

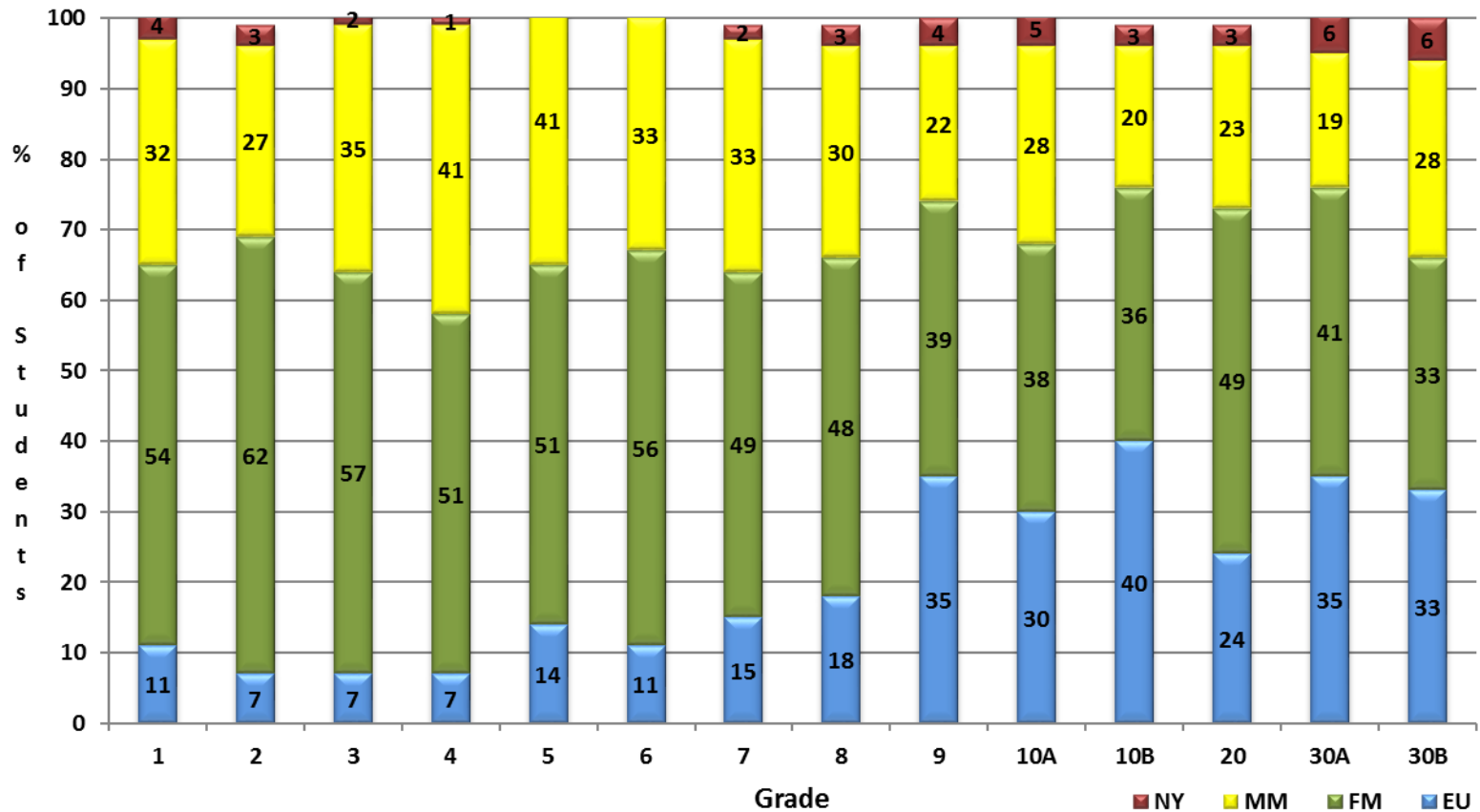
Number

Number Focus Area: Math, Term 4, All Schools



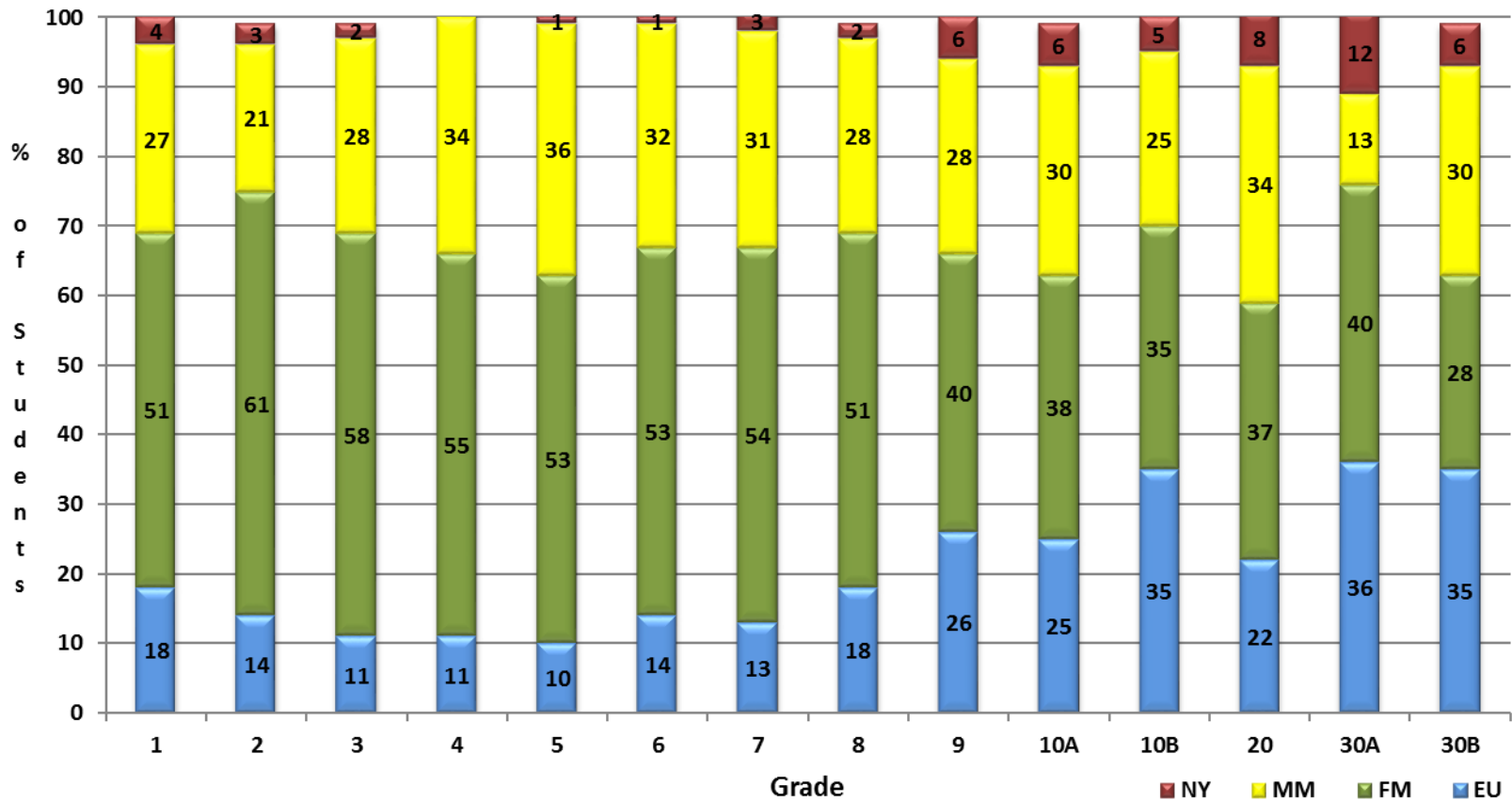
Compose & Create

Compose & Create: ELA, Term 4, All Schools



Comprehend & Respond

Comprehend & Respond: ELA, Term 4, All Schools



Provincial Measures

Attendance

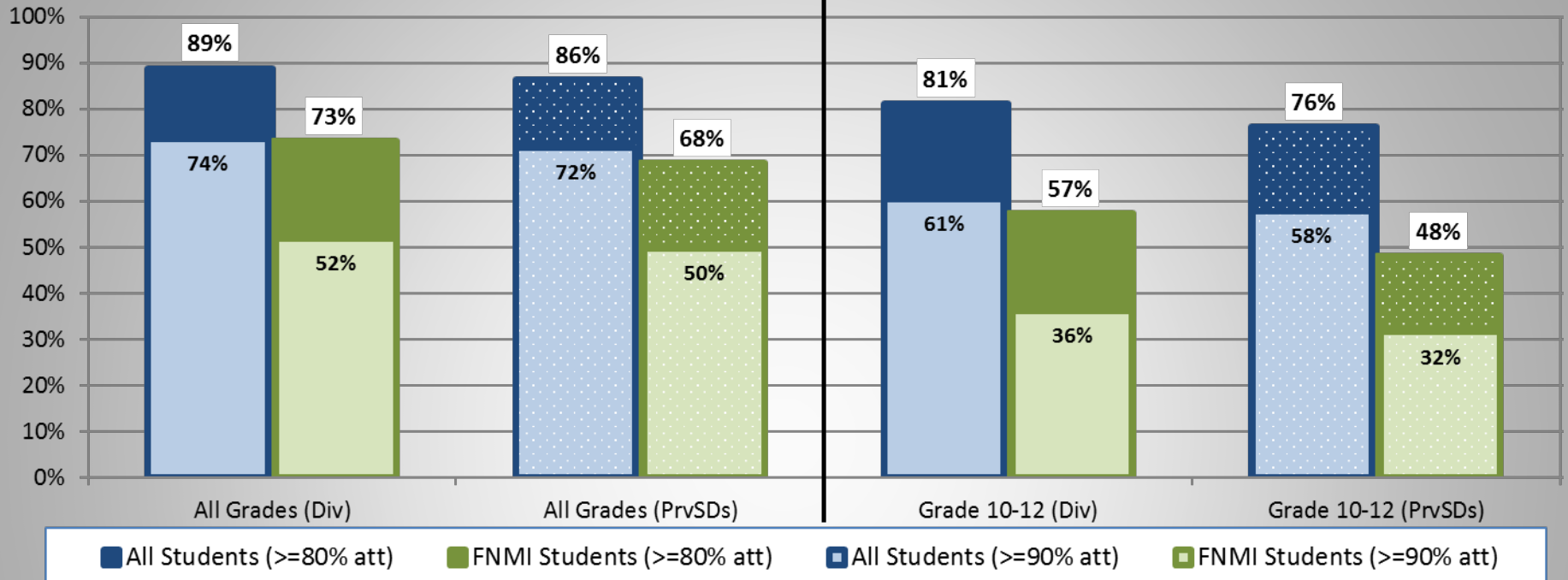
Early Years' Evaluation (EYE)

Reading & Writing

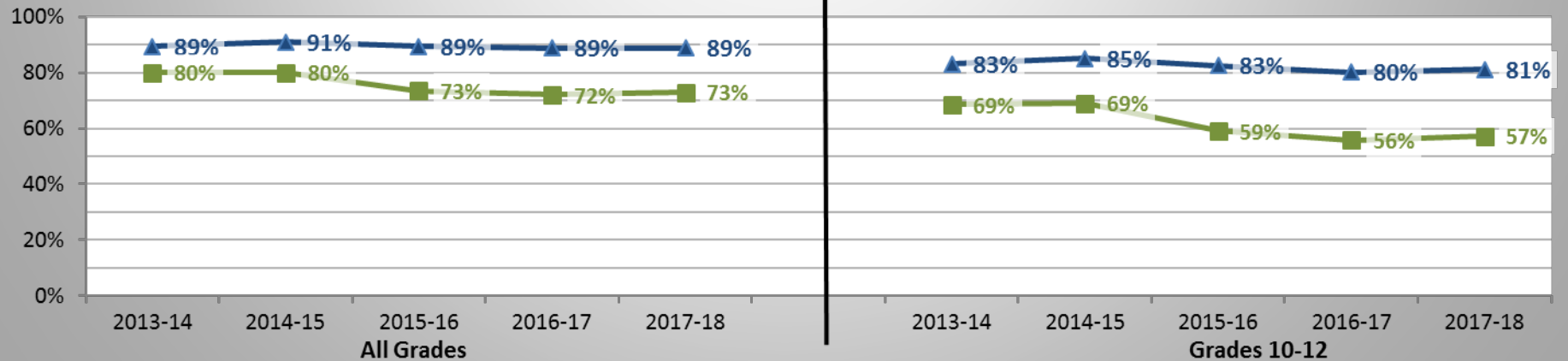
Credit Attainment

Graduation Rates

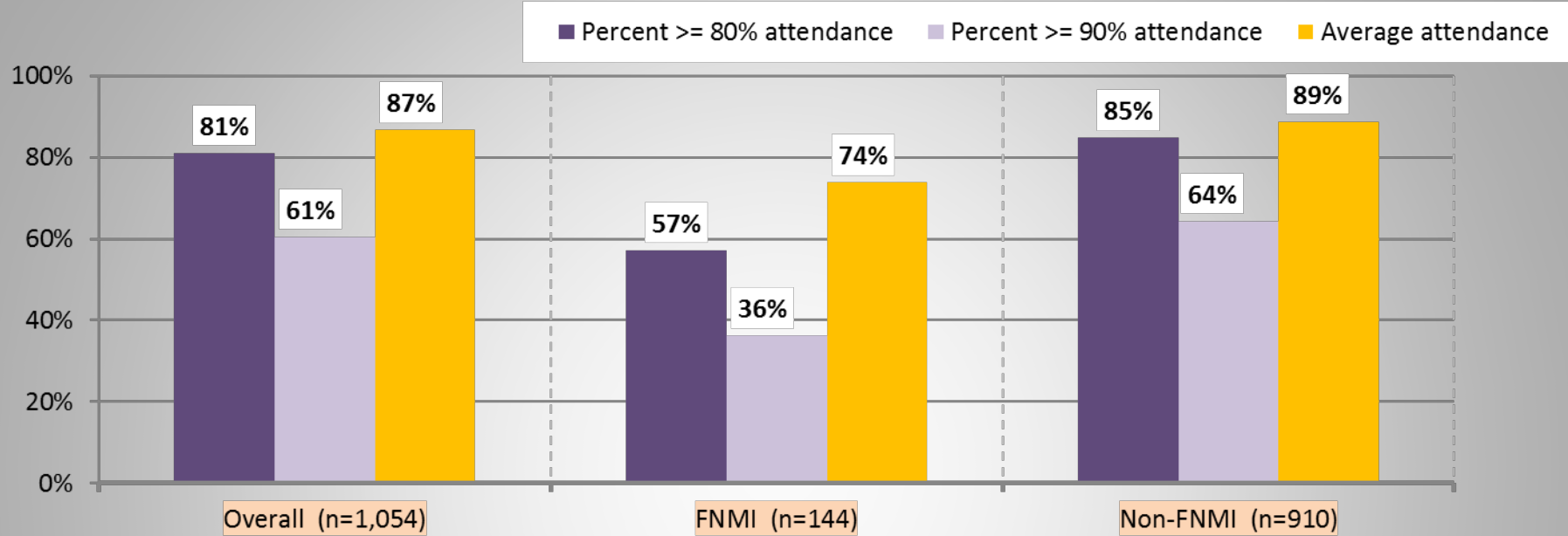
Percentage of Students With at Least 80% (and 90%) Attendance, North East SD 200 and Provincial School Divisions, 2017-18



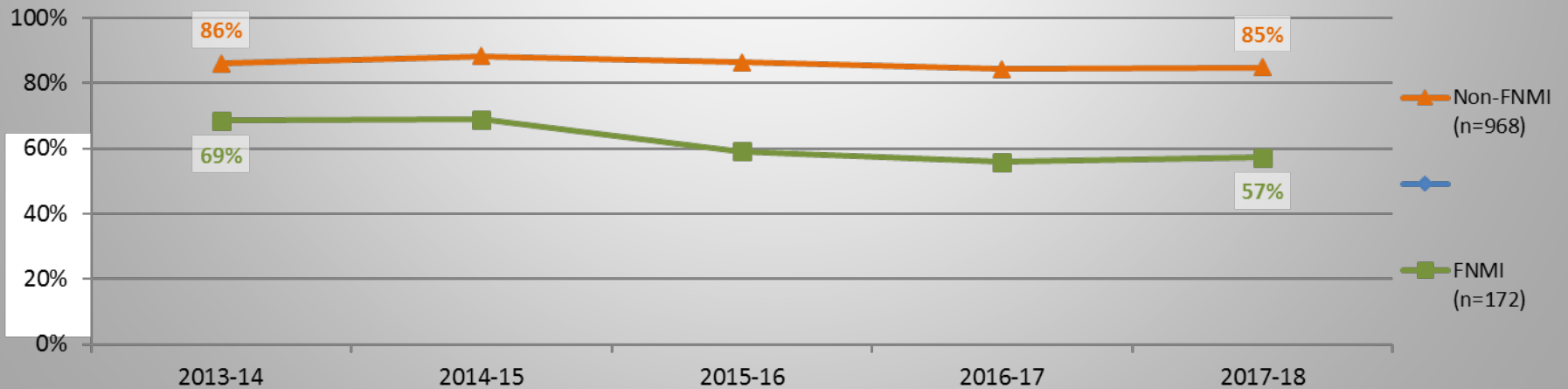
Student Attendance - Pct of Students with at least 80% Attendance, North East SD 200, 2013-14 to 2017-18



Student Attendance - Selected Measures, Grades 10-12, 2017-18, North East SD 200 Results

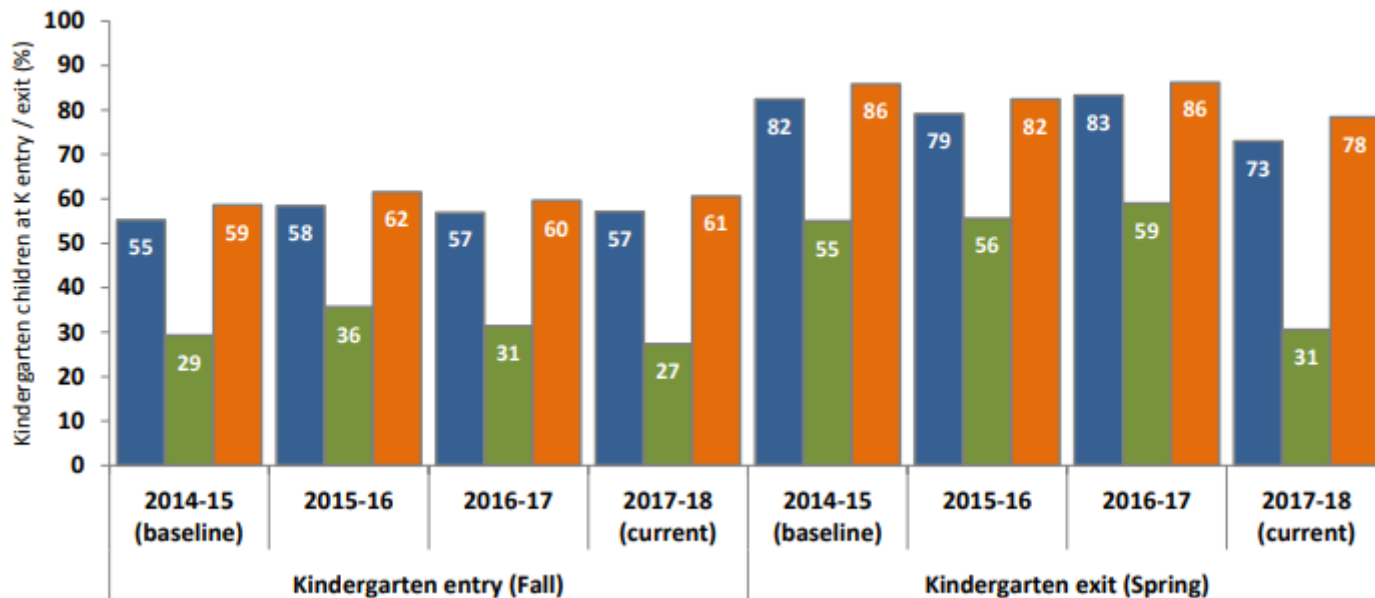


Student Attendance - Percent >= 80% attendance, Grades 10-12, 2013-14 to 2017-18, Division Results



Readiness for school: children screened at Tier I (%) on Early Years Evaluation – Teacher Assessment (EYE-TA) at Kindergarten entry & exit, 2014-15 (baseline) through to 2017-18 (current)

North East SD 200



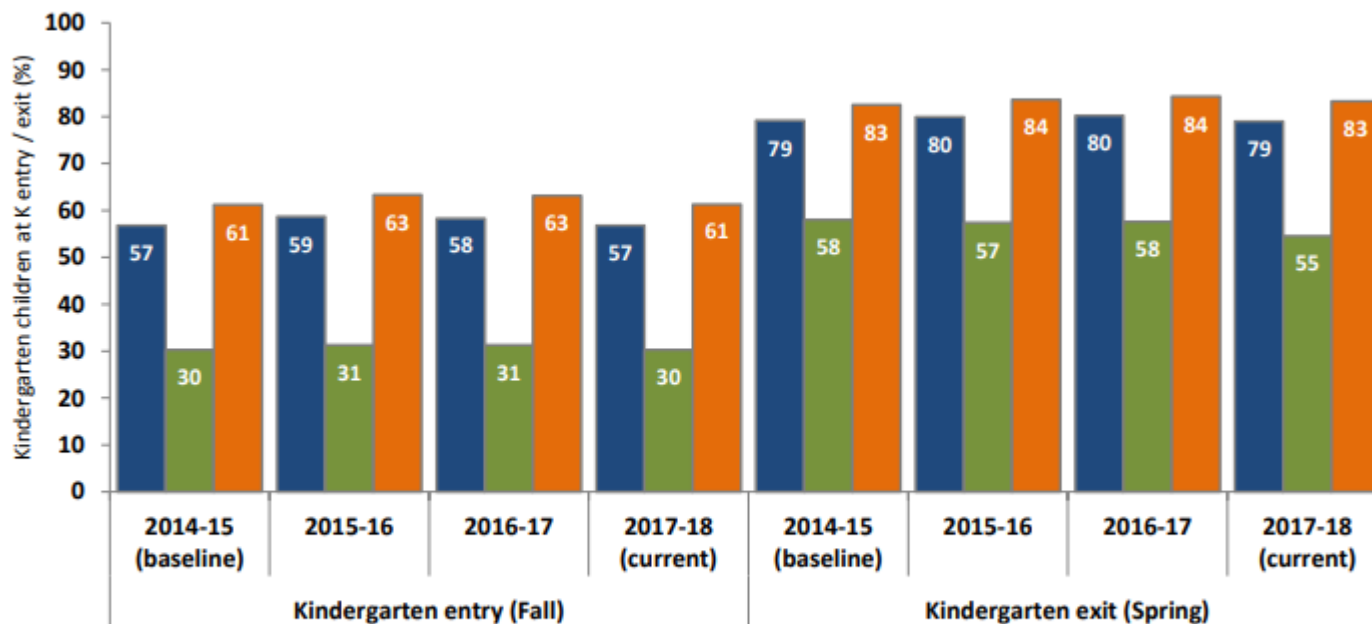
All Tier I children at K entry / exit (%)

FNMI Tier I children at K entry / exit (%)

Non-FNMI Tier I children at K entry / exit (%)

Readiness for school: children screened at Tier I (%) on Early Years Evaluation – Teacher Assessment (EYE-TA) at Kindergarten entry & exit, 2014-15 (baseline) through to 2017-18 (current)

Saskatchewan (all divisions)



All Tier I children at K entry / exit (%)

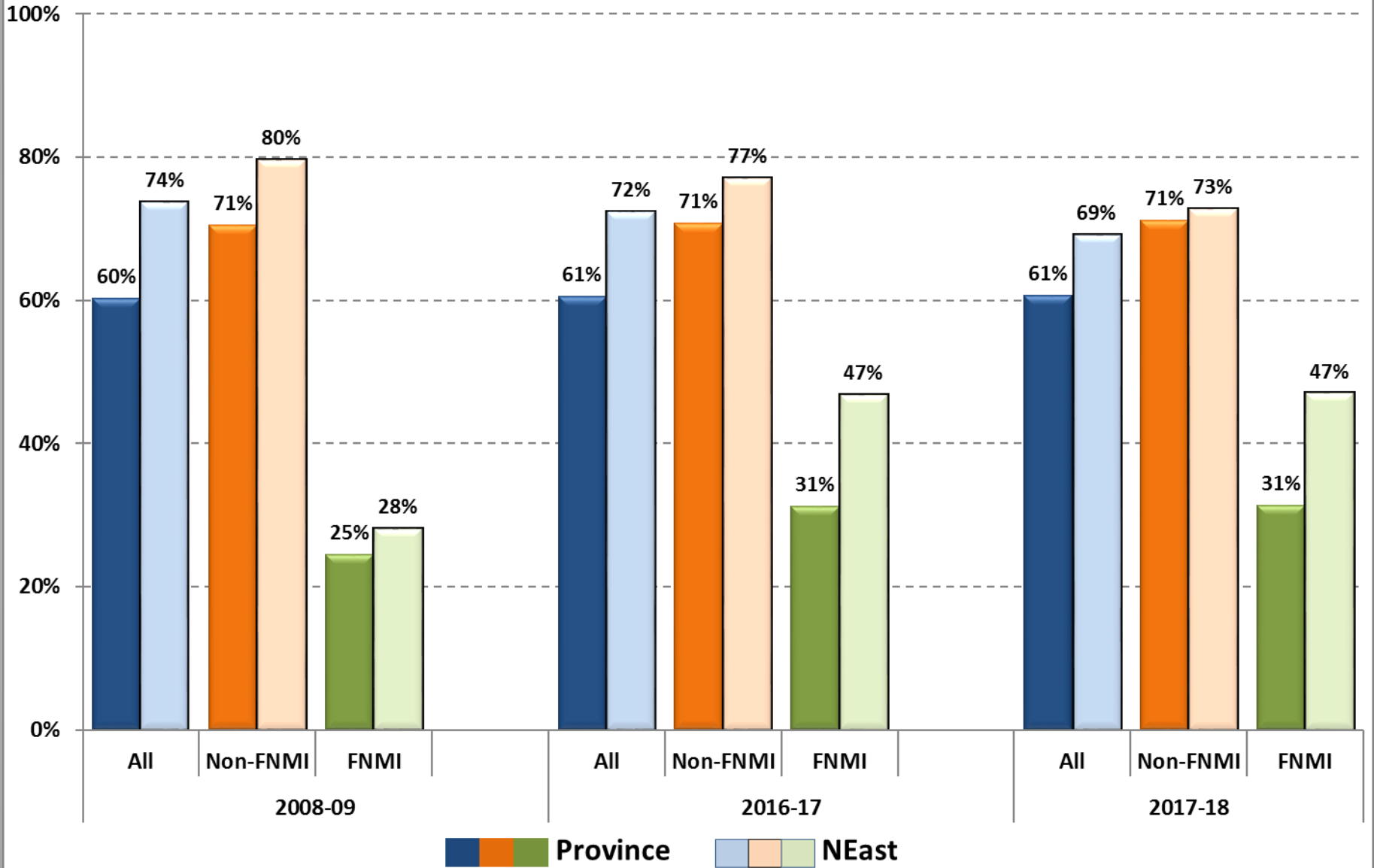
FNMI Tier I children at K entry / exit (%)

Non-FNMI Tier I children at K entry / exit (%)

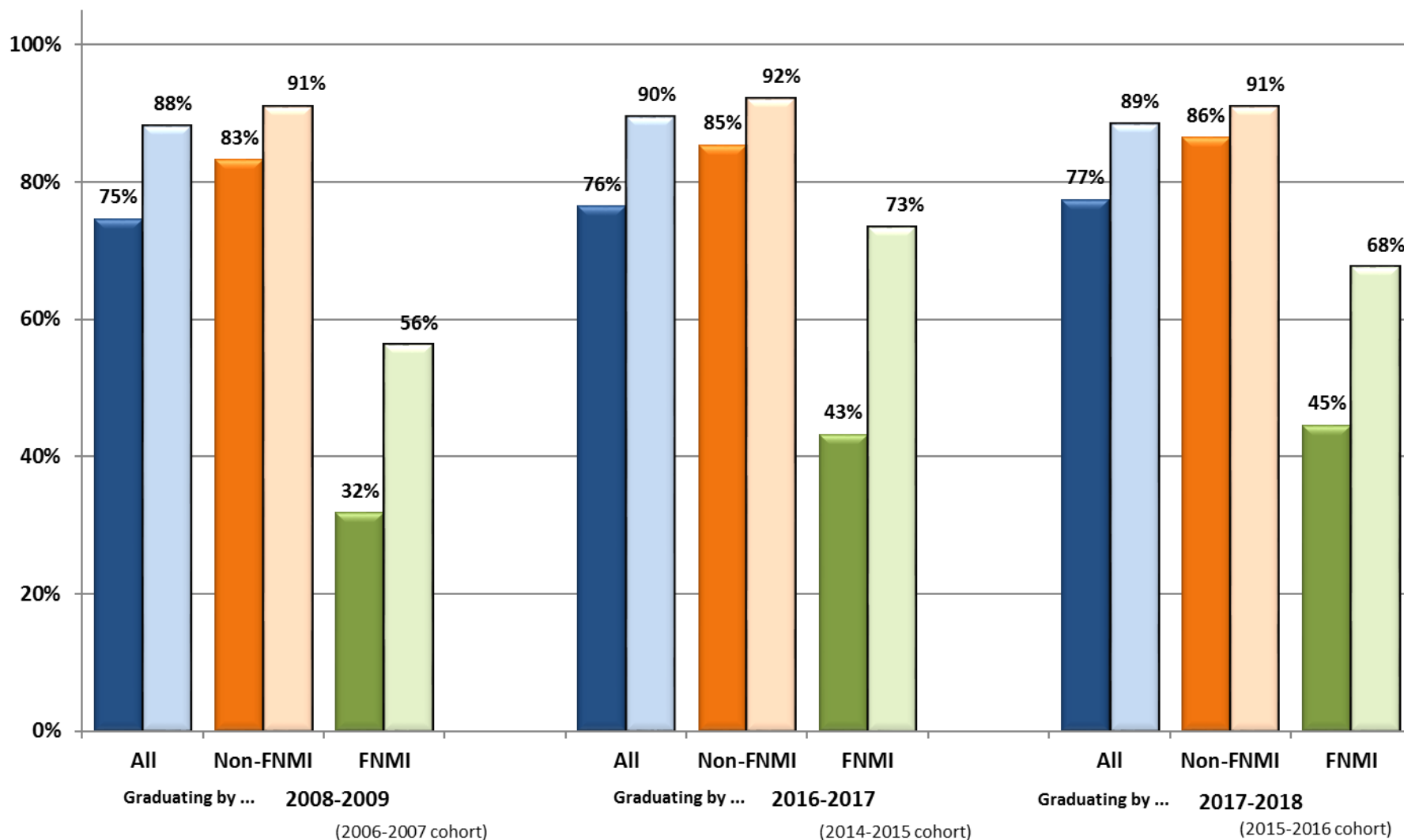
Reading & Writing

North East SD 200			
% student at or above grade level		2016-17	2017-18
Reading	Grade 1	64.8%	63.0%
	Grade 2	70.3%	69.5%
	Grade 3	73.6%	73.4%
Writing	Grade 4		56.5%
	Grade 7		55.7%
	Grade 9		61.4%

Credit Attainment - Percentage Attaining 8 or More Credits, Grades 10-12, Province and North East SD 200



On-time Graduation Rates, Province and NEast (Students Completing Grade 12 Within 3 Years of 'starting' Grade 10)



Province

NEast

The End!

- Questions/Comments



NESD Board of Education

Meeting Date: September 25, 2018

Topic: Financial Report for the Nine Months Ending May 31, 2018

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, 2018:

1. Memo for the Nine Months ending May 31, 2018
2. Statement of Operations
3. Statement of Cash Requirements
4. Accumulated Surplus Activity Statement
5. Statement of Tangible Capital Asset Purchases
6. Hudson Bay Community School – Project Costs

Please contact Wanda McLeod, Superintendent of Business Administration, with any specific questions prior to the Board meeting.

RECOMMENDATION

Proposed motion:

That the Board accept the financial report for the nine months ending May 31, 2018.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	September 13, 2018	<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 • Hudson Bay Community School – Project Costs



North East School Division

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

TO: Board of the North East School Division

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

DATE: September 25, 2018

RE: Financial Report for Quarter Ending May 31, 2018

May 31, 2018 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 2017-18 as well as comparisons to the same time period for 2016-17. 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

Property Taxation

As at January 1, 2018, pursuant to *The Education Property Tax Act*, the Government of Saskatchewan will now be the taxing authority for education property tax. After January 1, 2018, the school division was no longer earning taxation revenue.

Grants

The provincial grants totaled approximately \$36.2 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant portion totals \$35.9 million. The Ministry of Education completed a final grant calculation in December based on September 30, 2017 enrolments. The overall impact of the December operating grant results in approximately \$94,000 in additional surplus (reduction of deficit) for the year. This number takes into account the grant calculation for the federally funded students and the students who are enrolled in the Adult Basic Education program at Cumberland Regional College.

During the first three quarters, there was no capital funding received. This is consistent with 2016-17. In the fourth quarter of 2017-18, the Preventative Maintenance and Renewal (PMR) funding was received in the amount of \$1,530,633. PMR funding was budgeted at \$1,335,506. The increase in PMR funding was the result of the April 10, 2018 provincial budget announcement, that the actual amount of PMR funding would be approximately \$200,000 more than budget.

The \$150,000 in grant funding for Invitational Shared Services Initiative Kinistin and Yellow Quill First Nations has all been received in the second quarter. In 2016-17, the entire \$150,000 in funding was received in the first quarter.

At May 31, 2018 \$94,006 of the \$104,451 total grant for the First Nations & Metis contract funding has been received. This is consistent with 2016-17.

Tuition and Related Fees

The tuition and related fee revenues will be under budget at year end. There were less federally funded students enrolled at North East School Division from September 2017 to May 2018 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. All tuition revenue for 2017-18 has been reported at May 31, 2018.

In 2016-17, there were more federally funded students enrolled at North East School Division from September 2016 to May 2017 compared to the budget.

School Generated Funds

Based on the first three quarters, the school generated revenues will be more than the 2017-18 budget. The following contributed to the increase in revenues: schools fundraising and receiving donations to offset extra-curricular programs, special events, and playground equipment purchases. These extra fundraising events and donations were unbudgeted. TMSS hosted the Saskatchewan Student Leadership Conference in September 2017 and the fees generated exceeded the budgeted amount by approximately \$24,000. Reynolds Schools received a Telemiracle grant in the amount of \$25,000 for their playground, which was unbudgeted. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary service revenues are currently at 76% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs. In addition to the Ministry funding, \$13,600 in outreach funding was received in the first three quarters, which is consistent with 2016-17.

External Services

External service revenues have \$106,447 or 80% of the total budgeted amount recognized at May 31, 2018. Cafeteria revenues are included in this category. LP Miller and MUCC cafeteria sales are slightly down for the first three quarters of 2017-18 compared to the same time period of 2016-17. This is due to a general decrease in the number of sales from the prior year.

Other Revenue

Other revenue is currently at 83% of the budgeted amount, and will be over budget at year-end. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. Interest income will be over budget, due to an unexpected increase in the interest rates throughout the year. The division sold two school vans and four buses that were not budgeted for sale. As a result, the gain on sale account will be over budget at year-end. At the end of the fourth quarter, we received approximately \$56,000 from the Saskatchewan School Board Association (SSBA) for a distribution of excess funds in the SSBA Air Quality Pool.

Expenses

Governance

Governance is 90% of the budgeted amount which is higher than the expected percentage of budget spent. On provincial budget day, the Ministry capped the total 2017-18 governance budget at \$236,736. After the NESD budget was approved by the Board, the Ministry provided additional governance spending, resulting in the total amount available to spend by the Board of approximately \$261,600. Governance expenses are expected to be below this level at the end of the year.

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 2016-17.

Board professional development (PD) costs are higher than anticipated based on the budgeted amount. Originally, the 2017-18 provincial budget had capped professional development costs and budget of the Board at \$7,500. However, in a June 2, 2017 letter from Deputy Minister Robert Currie, expenses related to board member attendance at the SSBA Annual General Meeting are not subject to the professional development conditionality. In addition, expenses related to Spring Council and the Board Chairs Council will not be subject to the PD conditionality, resulting in school divisions being able to spend the PD capped funding amount (\$7,500), plus expenses related to these meetings.

Administration

Administration expenses are currently at 72% (expected to be at 75%) of the budgeted amount but are expected to be in line with budget at year-end. In 2016-17, administration expenses were at 70% of the budgeted amount.

Instruction

Total instruction expenses are at 87% of the budgeted amount. Most instruction expenses would be expected to be at 90% spent.

Overall instructional salaries and benefits are at 89% of budget. As these accounts are expected to be at approximately 90% of the budgeted amount (at May 31), several factors are contributing to this variance including: the budget includes 99.45 full time equivalent (FTE) educational associates but only 98.92 FTE's had been deployed by the end of the third quarter. Teacher and support salaries are affected by temporary contracts for individuals on sick leave, SEB plan benefits, and leave without pay, which were estimated during budget development based on past experience. Teacher professional development has been less than anticipated to the end of the third quarter, therefore reducing the need for substitute salary costs. However, absences for instructional staff is higher than anticipated, leading to substitute costs in this area being over budget.

A total of \$150,000 in costs relating to the Invitational Shared Services Initiative Kinistin and Yellow Quill First Nations has been paid for services rendered to the end of the third quarter. This is consistent with the payments made in 2016-17.

Plant

Overall the plant expenses are less than the expected 75% (at 69% of budget, which is identical to the percentage in 2016-17). 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 (fourth quarter).

Plant salaries and benefits are at 68.4% of budget, and are expected to be at approximately 75% of the budgeted amount. The supervisor of maintenance position was vacant for approximately two months and the courier position was vacant for the entire first quarter and a portion of the second quarter. There was also an employee on leave without pay for a period of time.

The mechanical upgrades to the heating, ventilation and air conditioning systems at Melfort Unit Comprehensive Collegiate (MUCC) have been completed as of May 31, 2018. There were some deficiencies on the project, which have all been resolved by the end of the fourth quarter. The entire project is being funded using the Preventative Maintenance and Renewal (PMR) grants from the Ministry.

The renovation and addition at the Tisdale Transportation and Technology Office has been completed. Based on analysis performed in 2016-17, it was determined that a portion of these costs should be expensed and not capitalized. As a result, plant expenses will contain costs of approximately \$84,300 that were not expected at budgeted time. The operating expenses are shared between plant and transportation expenses. This project was funded with internally restricted accumulated surplus. Even with some of the costs being expensed in 2017-18, it is anticipated that the overall plant budget will be under budget at year-end.

Student Transportation

Student transportation is currently at 82% of the budgeted amount, with the expected percentage being 90%.

At the end of quarter three, the fuel costs are slightly over budget due to an unexpected increase in fuel prices for the school buses compared to the anticipated costs at budget time. Diesel fuel was budgeted at \$0.90/litre, and actual prices have increased from \$0.86/litre in September 2017 to \$1.13/litre in May 2018.

Similar to plant expenses, the tangible capital asset budget included the funds to be used for the renovation and addition at the Tisdale Transportation and Technology Office. After further analysis, it had been determined a portion of these costs should be expensed and not capitalized. As a result, transportation expenses contain expenses of approximately \$84,300 that were not expected at budget time. As mentioned in the plant expense section, the operating expenses related to this project are shared equally between plant and transportation expenses. This project was funded with internally restricted accumulated surplus.

Tuition and Related Fees

The tuition and related fees will be under budget at year-end. The number of students enrolled in the regional college adult basic education program is lower than expected. Cumberland Regional College invoiced North East School Division for 20 students and the budget included 25 students. In 2016-17, the budget was for 25 students and billing was for 20 students. This program is fully funded by the Ministry.

School Generated Funds

The school generated expenses are at 108% of the budget (compared to 106% of the budget in the prior year). The schools have been fundraising and receiving donations to offset extra-curricular programs, special events, and playground equipment purchases. This fundraising and donations were not included in the budget and directly impacts the related school generated fund expenses. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. Complementary services are currently at 84% of the budgeted amount, and will be under budget at year-end. Salary expenses are currently under budget due to a new teacher hired at a lower salary than what was budgeted.

External Services

External services are at 80% of the budget, with the expected percentage of 90%. External services will be under budget at year-end. External services include the costs associated with operating the cafeterias at MUCC and LP Miller.

Other Expenses

Other expenses are at 87% of the budget, and will be over budget at year-end. This is due to a transfer of approximately \$40,000 in taxes receivable to the Government of Saskatchewan, as a result of the change in taxing authority for the collection of the education property taxes. The transfer in taxes receivable was unbudgeted. Other expenses include services charges and interest paid on the capital loan for the construction of the Hudson Bay Community School. At the end of the fourth quarter, five buses were sold, resulting in a loss on sale that had not been budgeted for.

In 2016-17, there was a \$238,187 write down of the Stewart Hawke school building in Hudson Bay that was unbudgeted.

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 2017-18 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$2.3 million in the first three quarters, out of the total \$2.9 million budgeted. As approved by board motion, a division office vehicle was traded in for another vehicle (purchased due to the cost of repairs). The facilities department purchased a maintenance vehicle, which was budgeted. Five buses were purchased in the third quarter. The renovation and building addition at the Tisdale Transportation and Technology Office has been completed. A majority of the computer hardware items included in the 2017-18 budget will be purchased in the fourth quarter.

In January 2018, the Board approved the use of up to \$60,000 from internally restricted accumulated surplus for telephone system replacement for the replacement of the telephone system at Bjorkdale School. The project has been completed as of the end of May 31, 2018, with costs being approximately \$45,000.

In January 2018, the Board approved the use of up to \$800,000 from internally restricted accumulated surplus for contingency to fund the addition of two classrooms at Maude Burke School. Costs of approximately \$47,600 have been incurred to the end of May 2018. This project was completed by the end of the fourth quarter.

Amortization

Amortization expense is being recorded at 75% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2016-17, 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 nine months ending May 31, 2018

	17 - 18				16-17			
	Budget 2017-18	Actual 2017-18	Variance	%	Budget 2016-17	Actual 2016-17	Variance	%
REVENUES								
Property Taxation	\$ 3,954,550	\$ 3,969,872	\$ (15,322)	100%	\$ 11,010,960	\$ 8,447,706	\$ 2,563,254	77%
Grants	50,847,242	\$ 36,241,570	\$ 14,605,672	71%	44,960,995	\$ 33,002,362	11,958,633	73%
Tuition and Related Fees	722,511	\$ 659,904	\$ 62,607	91%	571,000	\$ 639,727	(68,727)	112%
School Generated Funds	1,127,100	\$ 1,383,723	\$ (256,623)	123%	1,029,150	\$ 1,160,382	(131,232)	113%
Complementary Services	590,220	\$ 446,284	\$ 143,936	76%	608,832	\$ 458,911	149,921	75%
External Services	132,698	\$ 106,447	\$ 26,251	80%	130,143	\$ 118,167	11,976	91%
Other Revenue	601,977	\$ 496,995	\$ 104,982	83%	574,600	\$ 456,250	118,350	79%
Total Revenues	\$ 57,976,298	\$ 43,304,795	\$ 14,671,503	75%	\$ 58,885,680	\$ 44,283,505	\$ 14,602,175	75%
EXPENSES								
Governance	\$ 236,736	\$ 214,150	\$ 22,586	90%	\$ 459,450	\$ 396,441	\$ 63,009	86%
Administration	2,135,409	\$ 1,528,406	\$ 607,003	72%	2,203,421	\$ 1,537,411	666,010	70%
Instruction	41,858,631	\$ 36,370,636	\$ 5,487,995	87%	42,490,888	\$ 36,639,948	5,850,940	86%
Plant	10,417,683	\$ 7,196,739	\$ 3,220,944	69%	10,238,897	\$ 7,033,454	3,205,443	69%
Transportation	4,504,766	\$ 3,680,699	\$ 824,067	82%	4,762,053	\$ 3,659,105	1,102,948	77%
Tuition and Related Fees	290,500	\$ 231,477	\$ 59,023	80%	275,000	\$ 231,325	43,675	84%
School Generated Funds	1,032,173	\$ 1,116,398	\$ (84,225)	108%	949,420	\$ 1,003,969	(54,549)	106%
Complementary Services	1,461,441	\$ 1,222,641	\$ 238,800	84%	1,450,215	\$ 1,234,034	216,181	85%
External Services	233,176	\$ 186,730	\$ 46,446	80%	228,208	\$ 192,751	35,457	84%
Other Expenses	347,267	\$ 302,140	\$ 45,127	87%	362,541	\$ 510,753	(148,212)	141%
Total Expenses	\$ 62,517,782	\$ 52,050,016	\$ 10,467,766	83%	\$ 63,420,093	\$ 52,439,191	\$ 10,980,902	83%
Operating Deficit for the Year	\$ (4,541,484)	\$ (8,745,221)	\$ 4,203,737		\$ (4,534,413)	\$ (8,155,686)	\$ 3,621,273	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the nine months ending May 31, 2018

	Budget 2017-18	Actual 2017-18	Variance
OPERATING SURPLUS FOR THE YEAR	\$ (4,541,484)	\$ (8,745,221)	\$ (4,203,737)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	2,878,257	2,331,464	(546,793)
(+) Proceeds from disposals	12,000	15,843	3,843
LONG TERM DEBT:			
(-) Repayments of the year	357,063	266,403	(90,660)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,454,941	3,341,206	(1,113,735)
(+) Write-down of capital assets	-	-	-
(-) Gain on disposals of tangible capital assets	12,000	15,843	3,843
(+) Employee Future Benefits expenses	102,400	-	(102,400)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	27,800	-	(27,800)
DEFICIT CASH FOR THE YEAR	\$ (3,247,263)	\$ (8,001,882)	\$ (4,754,619)
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
Bus Fleet Renewal	721,000	532,732	(188,268)
Digital Projector Replacement	-	5,806	5,806
Hudson Bay Community School	-	53,216	53,216
Computer Hardware Replacement	550,000	-	(550,000)
Improved Learning Environment	-	153,411	153,411
Invitational Shared Services Initiatives (ISSI)	-	1,661	1,661
School Improvement Initiative	214,950	117,253	(97,697)
Non-school buildings	350,000	505,587	155,587
Vehicle replacement (capital)	50,000	48,752	(1,248)
Teachers for diversity and small schools	84,489	-	(84,489)
School generated funds	23,576	(145,944)	(169,520)
Telephone System Replacement	-	14,243	14,243
Maude Burke School Classroom Additions	-	(752,388)	(752,388)
PMR - use of funds for projects	1,200,000	693,908	(506,092)
PMR - transfer to reserves	(1,335,506)	-	1,335,506
Decentralized School Budget Carryover	-	(361,523)	(361,523)
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (1,388,754)	\$ (7,135,169)	\$ (5,746,415)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the nine months ending May 31, 2018

	August 31, 2017	Additions during the year	Reductions during the year	August 31, 2018
Invested in Tangible Capital Assets:				
Net Book Value of TCA	73,917,998	2,331,464	3,341,206	72,908,256
Less: Debt owing on TCA	8,462,104	-	266,403	8,195,701
	65,455,894	2,331,464	3,074,803	64,712,555
PMR maintenance project allocations	1,141,965	-	693,908	448,057
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Internally Restricted Surplus:				
Capital Projects:				
Bus Fleet Renewal	721,000	-	532,732	188,268
Computer Hardware Replacement	550,000	-	-	550,000
Digital Projector Replacement	23,920	-	5,806	18,114
Hudson Bay School Project	111,029	-	53,216	57,813
Information Technology Renewal	20,565	-	20,565	-
Non-School Buildings	1,415,597	-	505,587	910,010
Telephone System Replacement	8,645	51,355	45,033	14,967
Vehicle Replacement	50,000	-	48,752	1,248
Maude Burke School Classroom Additions	-	800,000	47,612	752,388
	2,900,756	851,355	1,259,302	2,492,809
Other:				
Improved Learning Environment of Students	226,772	-	153,411	73,361
Invitational Shared Services Initiatives (ISSI)	7,499	150,000	151,661	5,838
School Budget Carryover	240,408	1,606,470	1,244,947	601,931
School Generated Funds	968,567	1,384,036	1,238,092	1,114,511
School Improvement Initiative	387,869	-	117,253	270,616
Teachers for Diversity and Small Schools	2,000,000	-	-	2,000,000
Tisdale Office Minor Renovations	45,670	-	-	45,670
Contingency	5,800,000	-	-	5,800,000
	9,676,785	3,140,506	2,905,364	9,911,927
Unrestricted surplus	5,252,497	-	30,790	5,221,707
Totals	18,972,003	3,991,861	4,889,364	18,074,500

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the nine months ending May 31, 2018

	Actual 2017-18	Budget 2017-18	Variance
Tisdale Office and Transportation Building (note 1)	\$ 337,035	\$ 350,000	(12,965)
Computer hardware	747,876	1,407,752	(659,876)
School buses (note 2)	532,732	721,000	(188,268)
Furniture and equipment (note 3)	485,443	259,505	225,938
Playground equipment (note 4)	21,244	65,000	(43,756)
Vehicles (note 5)	77,913	50,000	27,913
Computer software (note 6)	26,849	25,000	1,849
Buildings - short term (note 7)	1,545	-	1,545
Hudson Bay Community School (note 8)	53,216	-	53,216
Maude Burke Elementary School - addition (note 9)	47,612	-	47,612
Totals	<u>\$ 2,331,464</u>	<u>\$ 2,878,257</u>	<u>\$ (546,793)</u>

Notes:

1. The budget for the renovations and addition was reported as a tangible capital asset. After the budget was approved, the expenditures were reviewed and only costs related to the addition and transportation overhead doors will be reported as a tangible capital asset. The other costs will be expenses in the Statement of Operations. In addition, the scope of the work decreased for this project. It is expected the total budget (operating and capital) will be \$1.5 million.
2. Six new buses were included in the 2017-18 budget. Five buses were purchased in the third quarter. The supplier is unable to deliver the sixth bus until 2018-19.
3. Schools have been purchasing furniture and equipment from accumulated surplus spending for Improved Learning Environment of Students. The furniture items purchased support kindergarten to grade twelve classroom purchases that provide students with optimal learning by inviting collaboration and problem-solving in a flexible environment and also replace out-dated, worn furniture. In January 2018, the Board approved the use of up to \$60,000 from internally restricted accumulated surplus for telephone system replacement of the telephone system at Bjorkdale School. The project has been completed as of the end of May 31, 2018, with costs being approximately \$45,000.
4. White Fox School purchased playground equipment with fundraising dollars. The cost of this equipment was \$13,335 with a budget of \$20,000. Reynolds School purchased playground equipment with fundraising dollars. The cost of this equipment was \$7,909, which was unbudgeted. Carrot River Elementary School has planned to purchase playground equipment in the 2017-18 year, with a budget for the playground equipment totaling \$45,000. This will also be funded with fundraising dollars. The principals determine the budget allocations for their schools.
5. As per board motion, a division office vehicle was traded in for another vehicle due to the cost of repairs. The vehicle cost \$29,162, and was unbudgeted. The facilities department budgeted \$50,000 for a maintenance vehicle, with actual costs incurred of \$48,752.
6. Software costs were higher than anticipated at budget time, and also includes software for the telephone system replacement at Bjorkdale School.
7. LP Miller School is building a football shed that had not been budgeted.
8. All payments owing to Graham Construction were accrued in 2016-17. Additional costs for 2017-18 represent close out design fees.
9. During the 2017-18 fiscal year, the Board approved expenditures of up to \$800,000 for the addition of two classrooms at Maude Burke Elementary School.

NORTH EAST SCHOOL DIVISION
Hudson Bay Community School - Project Costs
For the nine months ending May 31, 2018

Total budget for the project	\$ 27,737,698
Total design and construction costs to May 31, 2018 (note 1)	<u>27,679,885</u>
Total remaining budget dollars for the project at May 31, 2018 (note 5)	<u><u>\$ 57,813</u></u>

Summary of total funding for total project:

Total project cost	\$ 27,737,698
Total funding from Ministry (note 2)	17,689,791
Total funding from Town of Hudson Bay (note 3)	<u>522,635</u>
Total funding from North East School Division (note 4)	<u><u>\$ 9,525,272</u></u>

Notes:

1. The cost of building for the Hudson Bay School totals \$27,679,885 at May 31, 2018.
2. As of August 31, 2016, \$17,689,791 had been recognized as revenue during the construction of the school. No further revenue is expected.
3. At August 31, 2016, all of the expected funding from the Town of Hudson Bay had been recognized as revenue in the financial statements.
4. The funding from the North East School Division is in the form of a loan that is amortized over a twenty year time period and is being funded through the provincial operating grant.
5. There will be approximately \$35,000 of additional costs to be incurred for the LEED certification. This is projected to be the final remaining costs.



NESD Board of Education

Meeting Date: September 25, 2018

Topic: 2017-18 Transportation Report: September 2017 to August 2018

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

BACKGROUND

The Office of the Provincial Auditor (OPA) audited the safety of student transportation processes in six school divisions and the Ministry of Education for the 2011-12 school year. In the report: *Transporting Students Safely (Volume 2, Chapter 36)*, the OPA provided eight recommendations specific to the ministry related to the safe transportation of students. In March 2015 a working group was formed consisting of the ministry and transportation managers/supervisors from six school divisions.

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

CURRENT STATUS

Please find attached the *NESD 2017-18 Transportation Report: September 2017 to August 2018*. The "Transportation Safety Reporting Guidelines" also recommend that school divisions maintain a template that tracks complaints about safe student transportation. Transportation Services at the North East School Division has been tracking complaints by using a template (prior to the Guidelines being provided). Any complaint that is related to safety is tracked. The following information is tracked:

- Call fielded by: Individual at the school division that took the complaint.
- Date: Date the complaint was received.
- Name (Parent): Name of the parent or individual who is filing the complaint.
- Name (Student): Name of the student involved in the complaint.
- Contact Information: Contact information of individual filing the complaint.
- Nature of the issue: Description of the kind of complaint being tracked.
- Driver Name & Route Number: Information that allows the school division to identify the bus and bus driver involved in the complaint.
- Completion date: Date that the complaint was resolved.

It is important to note that during the 2016-17 audit, the Office of the Provincial Auditor reviewed the school board minutes of the school divisions being audited to ensure quarterly transportation reports were being provided to the boards.

RECOMMENDATION

Proposed motion:

That the Board accept the North East School Division 2017-18 Transportation Report: September 2017 to August 2018.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	September 13, 2018	2017-18 Transportation Report: September 2017 to August 2018

Transportation Report: September 2017 to August 2018

TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
Driver Competence	<ul style="list-style-type: none"> • <i>Driver abstracts are reviewed the month following the driver's birthdate.</i> • <i>Bus driver ride along program is incident based. 2018-19 the 3-year evaluation cycle ride along program will start again.</i> • <i>Area meetings (Held in May 2018).</i>
Student Behaviour	<ul style="list-style-type: none"> • <i>Registration form requires parents to agree that they have read the school bus safety rules. New families are sent a registration letter that highlights student expectations.</i> • <i>Cameras are installed on 61% of buses, (45% last year). Each year 10 cameras are installed to reach the goal of 100%.</i> • <i>Reviewed student management techniques at the bus driver in-service in August 2018.</i> • <i>Some schools review school bus safety in early September.</i>
Vehicle Maintenance / Condition	<ul style="list-style-type: none"> • <i>A preventative maintenance program is in place and followed. Buses are serviced every 4,000 km.</i> • <i>SGI school bus inspections by NESD SGI certified mechanics are completed annually. Expiration dates of the inspections are monitored.</i> • <i>SGI provided a presentation about bus circle checks at the bus driver in-service in August 2018.</i>
External Factors	<ul style="list-style-type: none"> • <i>Bus loading zones are monitored by schools during loading/unloading of students.</i> • <i>Bus drivers have means of communication (two way radios) in the event of trouble with vehicle or road.</i> • <i>Use of standardized forms to document all collisions involving buses.</i> • <i>Bus cancellation criteria documented in an administrative procedure for use during severe weather, including methods of communicating any cancellations.</i> • <i>Require bus drivers to conduct and document evacuation drills with students at least twice a year.</i> • <i>GPS on buses, used to track buses in case of emergency.</i> • <i>Monitor school bus zones and unloading zones to ensure school bus zones are clearly marked.</i> • <i>School bus loading zones are in the process of being catalogued to improve student safety. 55% have been catalogued – 40% were completed last year. (Cataloguing is an assessment and data collection for the loading zones. Pictures and notes are taken of the approaches and exits so that improvements can be made.)</i>

Transportation Report: September 2017 to August 2018

Key Focus Areas:

The key focus area in the near future will be to improve/update the communications methods of the bus drivers, schools, and parents, with Transportation Services. This could include using existing software as well as exploring other software options.

Transportation Report: September 2017 to August 2018

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	2016-17				2017-18			
	Sep-Nov	Dec-Feb	Mar-Jun	Total	Period 1 Sep-Nov	Period 2 Dec-Feb	Period 3 Mar-Jun	Total
Total students transported	2,817	2,801	2823	--	2750	2780	2828	--
Number of transportation routes	69	69	69	69	70	70	70	70
Number of unfilled routes	0	0	0	0	0	0	0	0
Number of route cancellations:	112	135	189.5	436.5	126	162	209.5	497.5
Mechanical	7.5	17.5	6.5	31.5	18	16.5	13	47.5
Weather	76.5	112	151	339.5	16	131	130	277
No substitute driver	26	5.5	32	63.5	87	14.5	66.5	168
Other	2	0	0	2	5	0	0	5
Average age of bus fleet	6.13 years	6.13 years	6.13 years	6.13 years	6.3 years	6.3 years	6.72 years	--
Capacity utilized on bus (average)	71%	67%	75%	--	73%	74%	74%	--
Average one-way ride time (in minutes)	25	25	25	25	24	24	24	24
Longest one-way ride time (in minutes)	95	95	95	95	91	90	90	90
Report Period 1								
Mechanical route cancellations: Mechanics were short-staffed and an unusual amount of bus break-downs.								
Route Cancellations: No substitute driver – One driver was on a long-term leave and NESD was unable to cover the route throughout the term.								
Route Cancellations: Other – September 18, 2017, no power at PPCS, all Porcupine Plain buses cancelled for the morning run.								
Report Period 2								
Route Cancellations: Weather – multiple division-wide cancellations due to extreme snowfall. Roads were slower than usual to be cleared.								
Report Period 3								
Route Cancellations: No substitute driver – three drivers were on long-term leave and NESD was unable to completely cover the routes. One route was sub-divided in to the other area routes.								
Route Cancellations: Weather – multiple division-wide cancellations due to extreme snowfall. Some flooding caused road closures throughout the division area.								

Transportation Report: September 2017 to August 2018

Emerging issues:

A mechanic position was vacant for an extended period of time. This added to the workload of the current mechanics resulting in more mechanical bus cancellations. This continued through report period 2. As of May 2018, the bus garages were fully staffed.



NESD Board of Education

Meeting Date: September 25, 2018

Topic: Secure Destruction of Records

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

BACKGROUND

Saskatchewan School Boards Association (SSBA) and the Saskatchewan Association of School Board Officials (SASBO) have developed a document called "Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012)." This document is meant to assist school divisions in decisions on retention and disposal of records. It pertains to records in all formats created, received and stored by school divisions. There are legislative provisions that specifically state how some types of records must be handled (i.e. length of time the records must be stored and the proper steps for destruction of the records).

According to *The Education Act, 1995*:

"Preservation of documents

369 (1) A board of education shall preserve all public documents of a school division or school community council until their disposal is:

- a) Authorized by a resolution of the board of education; and
- b) Approved by the minister."

The "Records Retention and Disposal Guide for Saskatchewan School Divisions" recommends contacting the Saskatchewan Archives Board after the motion is made by the school board. Please find attached this guide.

CURRENT STATUS

Based on the timeline guidelines as provided, please find attached the listing of records that are eligible for destruction.

RECOMMENDATION

Proposed motion:

That the Board approves the secure destruction of the following paper format records that are eligible for destruction as per *SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012)*:

- 1 box of Marsh Student Incident Reports from 2015;
- 2 boxes of School Community Council minutes from 2007-2013;
- 1 box of governance and student records of the Nipawin School Division from 1976 to 1977;
- 1 box of human resource contracts and correspondence of the Hudson Bay School Division from 1943 to 1947;
- 1 box of accounting, administration, election and governance documents of Tiger Lily and Tisdale school divisions from 1920 to 1958;
- 1 box of accounting, governance and reports and statistic documents of the Hudson Bay and Melfort school divisions from 1979 to 2005;
- 1 box of governance, accounting and administration documents of Tiger Lily, Melfort and Nipawin school divisions from 1996 to 2002;
- 1 box of payroll records of Tiger Lily School Division from 1952 to 1987;



NESD Board of Education

- 1 box of administration, governance and building and property records of Tiger Lily School Division from 1984 to 2003;
- 1 box of administration, student and accounting records of Tiger Lily School Division from 1989 to 2003;
- 1 box of administration records of Hudson Bay School Division from 1946 to 1947;
- 1 box of administration records of Tisdale School Division from 1959 to 1961;
- 1 box of administration records of Hudson Bay School Division from 1948 to 1952;
- 1 box of administration records of Hudson Bay School Division from 1980 to 1991;
- 1 box of accounting, school and governance records of Tisdale School Division from 1990-1992.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Triki Zenner, Assistant to the Director	Sept. 18, 2018	<ul style="list-style-type: none">• Records Disposal Forms:<ul style="list-style-type: none">○ Marsh School Incident Reports-TZ090618○ SCC Minutes-TZ012418○ Prior to Amalgamation files-TZ121317○ Prior to Amalgamation files-TZ032118○ Prior to Amalgamation files-TZ090718○ Sylvania School-Amalgamation-TZ072717• Detailed Listing of Files to be Destroyed• Records Retention and Disposal Guide for Saskatchewan School Divisions



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ090618 (** NESD employee who prepares box)
initials-mmddy

LEGEND:

HBSD - Hudson Bay School Division
MSD - Melfort School Division
MTLSD - Melfort Tiger Lily School Division
NSD - Nipawin School Division
TLSD - Tiger Lily School Division
TSD - Tisdale School Division
NESD - North East School Division

Description of Records to be Destroyed:
Marsh Student Incident Reports

QTY	TYPE	Record Type	Sch#	School Div	Box #	Description	Date of Record from	Date of Record To
1	Box	School incident reports	8.3	NESD	TZ090618	Marsh Student incident reports	2015	2015

Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____
DATE

Response received from Sask Archive Board - _____
DATE

Signature of Superintendent of Business Administration

DATE

NESD Employee overseeing delivery/pick up to shredding service

DATE



Authorized Shredding Service Employee – PRINTED



SIGNATURE

DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: _____ (** NESD employee who prepares box)
initials-mmddyy

Description of Records to be Destroyed:
Homeschool – Work Samples

LEGEND:
 HBSD - Hudson Bay School Division
 MSD - Melfort School Division
 MTLSD - Melfort Tiger Lily School Division
 NSD - Nipawin School Division
 TLSD - Tiger Lily School Division
 TSD - Tisdale School Division
 NESD – North East School Division

QTY	TYPE	Record Type	Schedule #	School Division	Box #	Description	Date of Record from	Date of Record To
7	Box	Student Records	9.0	NESD	1	Work Samples	2009	2010
			9.0	NESD	1	Work Samples	2010	2011
			9.0	NESD	1	Work Samples	2011	2012
			9.0	NESD	1	Work Samples	2012	2013
			9.0	NESD	1	Work Samples	2013	2014
			9.0	NESD	1	Work Samples	2014	2015
			9.0	NESD	1	Work Samples	2015	2016

Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____
DATE

Response received from Sask Archive Board - _____
DATE

Signature of Superintendent of Business Administration

DATE

NESD Employee overseeing delivery/pick up to shredding service

DATE



Authorized Shredding Service Employee – PRINTED SIGNATURE

DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ012418-1 (** NESD employee who prepares box)
initials-mmddyy

Description of Records to be Destroyed:
SCC minutes

LEGEND:
 HBSD - Hudson Bay School Division
 MSD - Melfort School Division
 MTLSD - Melfort Tiger Lily School Division
 NSD - Nipawin School Division
 TLSD - Tiger Lily School Division
 TSD - Tisdale School Division
 NESD - North East School Division

School Division	QTY	TYPE	Record Type	Schedule #	Description	Retention period	Date of Record from	Date of Record To
NESD	2	box	SCC minutes	7.2	SCC minutes	3 years	2007	2008
							2008	2009
							2009	2010
							2010	2011
							2011	2012
							2012	2013



Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____ **Response received from Sask Archive Board -** _____
 DATE DATE

 Signature of Superintendent of Business Administration DATE

 NESD Employee overseeing delivery/pick up to shredding service DATE

 _____  _____
Authorized Shredding Service Employee – PRINTED SIGNATURE DATE (mm/dd/yy)

 Date received notification of record destruction _____
 NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ121317 (** NESD employee who prepares box)
initials-mmddy

Description of Records to be Destroyed: 3 Boxes

LEGEND:
 HBSD - Hudson Bay School Division
 MSD - Melfort School Division
 MTLSD - Melfort Tiger Lily School Division
 NSD - Nipawin School Division
 TLSD - Tiger Lily School Division
 TSD - Tisdale School Division
 NESD - North East School Division

QTY	TYPE	Record Type	Sch #	School Div	Box #	Description	Date of Record from	Date of Record To
1	Box	Minutes, Bylaws, Policies	7.1	NSD	1	Board minutes-multiple copies	1976	1977
		Minutes, Bylaws, Policies	7.6	NSD		Board packages	1976	1977
		Elections	4.1.7	NSD		Registration forms	1976	1977
		Elections	4.8	NSD		Public notice	1976	1977
		Student Records	9.11	NSD		Student behaviour reports	1976	1977
1	Box	Human Resources	5.1.1	HBSD	2	Contracts	1943	1947
		Human Resources	5.1.3	HBSD		Correspondence	1943	1947
		Human Resources	5.1.3	HBSD		Correspondence	1943	1947
1		Accounting	1.5.3	TLSD	3	Bank deposit books	1920	1945
		Administration	2.8	TLSD		Teacher Reports	1954	1955
		Administration	2.8	TLSD		Attendance reports	1941	1954
		Elections	4.3	TSD		Nominations	1935	1958
		Elections	4.4	TSD		Oaths of Office	1935	1958
		Minutes, Bylaws, Policies	7.5	TLSD		Policy bulletin	1948	1950

Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____
DATE

Response received from Sask Archive Board - _____
DATE

Signature of Superintendent of Business Administration

DATE

NESD Employee overseeing delivery/pick up to shredding service

DATE



Authorized Shredding Service Employee – PRINTED SIGNATURE

DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ032118-3 (** NESD employee who prepares box)
initials-mmddyy

LEGEND:

HBSD - Hudson Bay School Division
MSD - Melfort School Division
MTLSD - Melfort Tiger Lily School Division
NSD - Nipawin School Division
TLSD - Tiger Lily School Division
TSD - Tisdale School Division
NESD - North East School Division

Description of Records to be Destroyed:
Old files from Amalgamation

QTY	TYP E	Record Type	Sch#	School Div	Box #	Description	Date of Record from	Date of Record To
1	Box	Accounting	1.7	HBSD	TZ032118-1	Shared services-Budget documents	1979	1980
		Reports & Statistics	8.1	HBSD		Shared service committee reports	1979	1980
		Accounting	1.13.4	MSD		General ledger	2001	2005
		Accounting	1.14	MSD		Purchase orders	2001	2005
		Accounting	1.1	MSD		Monthly financial statements	2001	2005
		Accounting	1.1	MSD		Invoices	2001	2005
		Accounting	1.6	MSD		Budget documents	2001	2005
		Minutes, Bylaws and Policies	7.6	MSD		Board Agenda	1979	
1	Box	Minutes, Bylaws and Policies	7.5	TLSD	TZ032118-2	Shared Services – Policies & Guidelines	2001	
		Administration	2.8	MSD		Teacher Assistant assignments, day planners	2001	2002
		Administration	2.7	MSD		Principal Correspondence	2001	2002
		Accounting	1.7	MSD		Budget reports	1997	
		Accounting	1.1	MSD		Monthly financial statements		
		Accounting	1.3	MSD		Duplicates of audited financial statements		
		Administration	2.7	NSD		Director Correspondence	1998	1999
		Administration	2.8	NSD		Teacher year plans	1996	1998
		Accounting	1.4	TLSD		Annual Year end Audit Files	1997	1997
1	Box	Human Resources	5.15	TLSD	TZ032118-3	Employee T4's	1952	1987

Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____

DATE

Response received from Sask Archive Board - _____

DATE

Signature of Superintendent of Business Administration

DATE

NESD Employee overseeing delivery/pick up to shredding service

DATE



Authorized Shredding Service Employee – PRINTED SIGNATURE

DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ090718-1-6 (** NESD employee who prepares box)
initials-mmddy

Description of Records to be Destroyed: 6 boxes
Old files from Amalgamation

LEGEND:
HBSD - Hudson Bay School Division
MSD - Melfort School Division
MTLSD - Melfort Tiger Lily School Division
NSD - Nipawin School Division
TLSD - Tiger Lily School Division
TSD - Tisdale School Division
NESD - North East School Division

QTY	TYPE	Record Type	Sch#	School Div	Box #	Description	Date of Record from	Date of Record To
1	Box	Administration	2.7	TLSD	1-TZ090718	Director's notes	2003	2003
		Board	7.6	TLSD		Board packages	2000	
		Buildings & Properties	3.5	TLSD		Joint agreements	1984	
		Administration	2.11	TLSD		Pleasantdale school viability	2005	
		Administration	2.7	TLSD		Director's notes/files	1989	2001
1	Box	Administration	2.7	TLSD	2-TZ090718	Principal's notes – Star City Colony	2000	2003
		Administration	2.8	TLSD		Teacher time tables & notes	2000	2003
		Administration	2.11	TLSD		Broadway school review	1997	1998
		Student Records	9.0	TLSD		Notes on personal program plan	1997	1998
		Administration	2.7	TLSD		Principal report- irregular attendance	2000	
		Administration	2.8	TLSD		School correspondence	1989	2002
		Accounting	1.0	TLSD		Scholarship information	1997	1998
		Accounting	1.15	TLSD		Copier tenders – IKON	2001	
		Accounting	1.13.6	TLSD		Inventory reports	1989	2002
1	Box	Administration	2.7	HBSD	3-TZ090718	Principal requests-facility/equipment	1946	1947
1	Box	Administration	2.7	TSD	4-090718	Principal requests-facility/equipment	1959	1961
1	Box	Administration	2.7	HBSD	5-090718	Principal requests-facility/equipment	1948	1952
1	Box	Administration	2.7	HBSD	6-090718	Director's notes & files	1980	1991

Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____
DATE

Response received from Sask Archive Board - _____
DATE

Signature of Superintendent of Business Administration

DATE

NESD Employee overseeing delivery/pick up to shredding service

DATE



Authorized Shredding Service Employee – PRINTED SIGNATURE

DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: TZ072717-1 (** NESD employee who prepares box)
initials-mmddyy

Description of Records to be Destroyed:
Old files from Amalgamation – Sylvania School

LEGEND:

- HBSD - Hudson Bay School Division
- MSD - Melfort School Division
- MTLSD - Melfort Tiger Lily School Division
- NSD - Nipawin School Division
- TLSD - Tiger Lily School Division
- TSD - Tisdale School Division
- NESD – North East School Division

QTY	TYPE	Record Type	Schedule #	School Division	Box #	Description	Date of Record from	Date of Record To
1	BOX	Sylvania School		TSD	1	Sylvania School (all below files relate to the school)	1990	1992
		Accounting	1.13.4	TSD		General Ledger Summary	1990	1992
		Accounting	1.14	TSD		Purchase Orders	1990	1992
		School Records	9.1.5	TSD		Cognitive Tests	1990	1992
		School Records	9.1.5	TSD		Basic Skill Test	1990	1992
		School Records	9.1	TSD		Report Cards	1990	1992
		School Records	9.1	TSD		Cumulative Folders transfer requests	1990	1992
		Minutes, Bylaws and Policies	7.6	TSD		Annual Reports	1990	1992



Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____ **Response received from Sask Archive Board -** _____
DATE DATE

Signature of Superintendent of Business Administration DATE

NESD Employee overseeing delivery/pick up to shredding service DATE

 _____  _____
Authorized Shredding Service Employee – PRINTED SIGNATURE DATE (mm/dd/yy)

Date received notification of record destruction _____
NESD Employee who received notification - Signature

QTY	Record Type	Record Type-Category	Schedule #	School Division	Box Number	Description of Record	Latest Date or YOB	Most Recent Date or YOB	Required Retention Period	Eligible for Disposal	BOARD Motion	Date sent to shredding company	Date destroyed	Notes from Div office Admins	Color Key
Details															
1	File Box	1. Accounting and Finance	1.15	Various	T1	Tenders- Transportation Vehicles up to 2014	-	2014	3 years after enter contract	Yes	# 2017-06-17	9/7/2017	9/7/2017	C. Ash	Board Approved
2	Irregular Boxes	1. Accounting and Finance	1.5.2	NESD	IRREG1 + IRREG2	Cancelled Cheques	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	Waiting Board Approval
34	File Box	1. Accounting and Finance	1.1/1.2	NESD	A1-A4, A27	AP/AR-Employees A-Z	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	** - same as above
		1. Accounting and Finance		NESD	A5-A26, A28	Vendors A-Z	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
		1. Accounting and Finance		NESD	A29, A31	Cheque Listings	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
		1. Accounting and Finance		NESD	A33	Special Ed and Driver's Training	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
		1. Accounting and Finance		NESD	A30, A32, A34	Various A/P and A/R documents	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
7	File Boxes	1. Accounting and Finance	1.5	NESD	1B-7B	All School and Division Bank Statements (1.5.1), Deposits (1.5.3)	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
1	Binder		1.5.5	NESD		Operating account Bank Reconciliation	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
1	File Box	1. Accounting and Finance	1.6	NESD	BGT 1	Misc Budget and Supporting Documents	2008	2010	3 Years	Yes	# 2017-06-17	**	**	C. Ash	
2	File Box	1. Accounting and Finance	1.13.3	NESD	J1-J2	Variety of General Journals	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
1	File Box	1. Accounting and Finance	1.4	NESD	Y1	Year end files for 2008-2009	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
2	Binders	1. Accounting and Finance	1.1	NESD		School Reports	2008	2009	1 Year	Yes	# 2017-06-17	**	**	C. Ash	
2	File Folders	2. Administration	2.11	Various		School closure supporting documentation (2007/08) and amalgamation and supporting documents (2005/06)	2005	2008	3 Years	Yes	# 2017-06-17	**	**	C. Ash	
3	Irregular Boxes (Ballot Boxes)	4. Elections	4.1.1	NESD	IRREG3-IRREG 5	Ballot boxes - 2012- Star City; Unspecified Dec 2014, Unspecified Sept 2015	2012	2015	3 Months after Election	Yes	# 2017-06-17	**	**	C. Ash	
1	File Folder	5. Human Resources	5.15	NESD		T4A's & CRA Remittance statements	2008	2009	7 Years	Yes	# 2017-06-17	**	**	C. Ash	
5	File Box	7. Minutes, Bylaws and Policies	7.6	Various	P1-P5	Board Packages dated August/05 - June/12	2005	2012	3 Years	Yes	# 2017-06-17	**	**	C. Ash	
33	File Box	9. Student Records/Curriculum	9.1	Various	C1 to C25	CUM Records MUCC - DOB Prior to 1979 - 1991	Prior to 1979	1991	3 Years after 22	Yes	# 2017-06-17	**	**	C. Ash	
		9. Student Records/Curriculum	9.1	Various	C26	TMSS - DOB 1989 - 1990	1989	1990	3 Years after 22	Yes	# 2017-06-17	**	**	C. Ash	
		9. Student Records/Curriculum	9.1	Various	C27	Various Schools - DOB 1989-91	1989	1991	3 Years after 22	Yes	# 2017-06-17	**	**	C. Ash	
		9. Student Records/Curriculum	9.1	Various	C28-C33	LP Miller - DOB up to 1988	-	1988	3 Years after 22	Yes	# 2017-06-17	**	**	C. Ash	
1	Box	9 - Student Records/Curriculum	9.1.2	Various/NESD	1	Ed Psych-Student Files/Reports/Test Protocols	1989	1992	3 Years after 22	Jan-18				entered by T. Zenner	
1	Box	2 - Administration	2.8	Various/NESD	2	Teaching Files/Plans	1993	1998	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	3	Old Working Files	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	4	Teaching Files/Plans	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	5	Teaching Files/Plans	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	6	Teaching Files/Plans	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	7	Working Files	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	8	Working Files	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	9	Working Files	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	10	Working Files/Teacher Plans	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	11	Teacher Files/Lessons	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	2 - Administration	2.8	Various/NESD	12	Working Files	n.d	n.d	3 Years	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	13	SS Special Reports/Files/Assessment Materials	1991	1992	3 Years after 22	Jan-18				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	14	SS Special Reports/Files/Assessment Materials	1992	1992	3 Years after 22	Jan-18				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	15	SS Special Reports/Files/Assessment Materials	1991	1991	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	16	SS Special Reports/Files/Assessment Materials	1991	1991	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	17	SS Special Reports/Files/Assessment Materials	1991	1991	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	18	SS Special Reports/Files/Assessment Materials	1989	1989	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	19	SS Special Reports/Files/Assessment Materials	1990	1990	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	20	SS Special Reports/Files/Assessment Materials	1992	1992	3 Years after 22	Jan-18				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	21	SS Special Reports/Files/Assessment Materials	1992	1992	3 Years after 22	Jan-18				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	22	SS Special Reports/Files/Assessment Materials	1990	1990	3 Years after 22	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	23	Old Resources	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	24	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	25	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	26	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	27	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	28	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	29	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	30	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	31	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	9 - Student Records/Curriculum	9.1.2/9.1.4	Various/NESD	32	Outdated Assessment Materials	n.d	n.d	Immediately	Yes				T.Zenner	
1	Box	7. Minutes, Bylaws, Board reports & packages	7.1	NSD	1	multiple copies of the same minutes	1976			Yes				T.Zenner	
			7.6			Board correspondence; annual report; pkgs			3 yrs	Yes				T.Zenner	
		Elections	4.1.7			blank registration forms			3 yrs	Yes				T.Zenner	
		Elections	4.8			Public notice			3 yrs	Yes				T.Zenner	
		Student Records	9.11			Suspension letters			3 yrs	Yes				T.Zenner	
		MISC				old copies of Education Act and Regulations			3 yrs	Yes				T.Zenner	
1	Box	5. Human Resources	5.1.1	HBSD	2	multiple file folders from small HBSD	1943	1947	7 yrs. After termination	Yes				T.Zenner	
			5.1.3			Aspen school - Moose Haven school			7 yrs. After termination	Yes				T.Zenner	

QTY	Record Type	Record Type-Category	Schedule #	School Division	Box Number	Description of Record	Latest Date or YOB	Most Recent Date or YOB	Required Retention Period	Eligible for Disposal	BOARD Motion	Date sent to shredding company	Date destroyed	Notes from Div office Admins	Color Key
			5.1.3			building repair request								T.Zenner	
1	Box	1. Accounting	1.5.3	Small schools	3	Bank Deposit books	1920	1945	7 yrs	Yes				T.Zenner	
		2. Administration	2.8	Silver Park		correspondence	1954		3 yrs.	Yes				T.Zenner	
			2.8	Thaxted		attendance report-no names just totals in classrooms	1941	1954	3 yrs.	Yes				T.Zenner	
		4. Elections	4.3	Violet Dale		nominations	1935	1958	3 mths	Yes				T.Zenner	
			4.4	Sylvania		oaths of office			3 mths	Yes				T.Zenner	
		7. Minutes, Bylaws, Policies	7.5	Pleasantdale		policy bulletin	1948	1950	3 yrs after amendment	Yes				T.Zenner	
1	Box	8. Reports and Statistics	8.3	NESD	1	Marsh Student incident reports	2015	2015	1 year	Yes				T.Zenner	
2	Boxes	7. Minutes, Bylaws, Policies	7.2	NESD		SCC minutes	2007	2013	3 years	Yes					
3	Box	Old Files from Amalgamation		HBSD	TZ032118-1	Education Act and Regulations				Yes				T.Zenner	
		Accounting	1.7			Shared services-Budget documents				Yes				T.Zenner	
		8. Reports and Statistics	8.1			Shared service committee reports				Yes				T.Zenner	
		Accounting	1.13.4	MSD		G/L	2001	2005		Yes				T.Zenner	
		Accounting	1.14	MSD		Purchase orders				Yes				T.Zenner	
		Accounting	1.1	MSD		Monthly financial statements				Yes				T.Zenner	
		Accounting	1.1	MSD		invoices				Yes				T.Zenner	
		Accounting	1.6	MSD		Budget documents				Yes				T.Zenner	
		Board agenda	7.6	MSD		Agenda	1979			Yes				T.Zenner	
		Administration		MSD		List of School districts				Yes				T.Zenner	
	Box	Shared Services	7.5	TLSD	TZ032118-2	Shared Services – Policies and Guidelines	2001			Yes				T.Zenner	
		Administration	2.8	MSD		TA assignments, day planners				Yes				T.Zenner	
		Administration	2.7	MSD		Principal Correspondence				Yes				T.Zenner	
		Accounting	1.7	MSD		Budget reports	1997			Yes				T.Zenner	
		Accounting	1.1	MSD		Monthly financial statements				Yes				T.Zenner	
		Accounting	1.3	MSD		Duplicates of audited financial statements				Yes				T.Zenner	
		Administration	2.7	NSD		Director Correspondence	1998	1999		Yes				T.Zenner	
		Administration	2.8	NSD		Teacher year plans	1996	1998		Yes				T.Zenner	
		Accounting	1.4	TLSD			1997	1997		Yes				T.Zenner	
	Box	HR	5.15	TLSD	TZ032118-3	Employee T4's	1952	1987		Yes				T.Zenner	
		HR	5	TLSD		Teacher mailing lists	1952	1987		Yes				T.Zenner	
7	Boxes	Student Records	9.0	NESD	CM	Homeschool - Work samples	2009	2016	1 year	Yes				T.Zenner	
21	File Box	9. Student Records/Curriculum	9.1	Various	1-5	MUCC Cum folders	1952	1987	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	6	MUCC Cum Folders	Before 1979	1991	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	7	PPCS Cum Folders	1984	1989	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	8	PPCS Cum Folders	1986	1988	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	9	PPCS Cum Folders	1990	1991	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	10	HBCS Cum Folders	1987	1988	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	11	HBCS Cum Folders	1988	1990	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	12	HBCS Cum Folders	1988	1991	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	13	PPCS Cum Folders	1989	1990	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	14	Central Park Cum Folders	1970	1991	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	15	TMSS Cum Folders	-	1991	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	16	HBCS Cum Folders	1988	1989	3 Years after 22	Yes				T.Zenner	
		9.1 - Cumulative Records	9.1	Various	17	Report Cards, Medical Records, Student Files Zenon Park	2006	2007	3 Years after 22	No			** 2032	Eligible in 2032 -T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	18	HBCS Cum Folders	-	1986	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	19	PPCS Cum Folders	-	1989	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	20	HBCS Cum Folders	-	1987	3 Years after 22	Yes				T.Zenner	
	File Box	9.1 - Cumulative Records	9.1	Various	21	Bjorkdale	1986	1990	3 Years after 22	Yes				T.Zenner	
1	BOX	Sylvania School		TSD	TZ072717	Sylvania School	1990	1992		Yes				T.Zenner	
		Accounting	1.13.4	TSD		G/L Summary	1990	1992		Yes				T.Zenner	
		Accounting	1.14	TSD		Purchase Orders	1990	1992		Yes				T.Zenner	

QTY	Record Type	Record Type-Category	Schedule #	School Division	Box Number	Description of Record	Latest Date or YOB	Most Recent Date or YOB	Required Retention Period	Eligible for Disposal	BOARD Motion	Date sent to shredding company	Date destroyed	Notes from Div office Admins	Color Key
		School Records	9.1.5	TSD		Cognitive Tests	1990	1992		Yes				T.Zenner	
		Basic Skill test	9.1.5	TSD		Basic Skill test	1990	1992		Yes				T.Zenner	
		Report cards	9.1	TSD		Report cards	1990	1992		Yes				T.Zenner	
		CUM file transfer requests	9.1	TSD		CUM file transfer requests	1990	1992		Yes				T.Zenner	
		Minutes, policies, et	7.6	TSD		Annual Reports	1990	1992		Yes				T.Zenner	
6	Boxes	Administration	2.7	TLSD	1-TZ090718	Director notes	2003	2003		Yes				T.Zenner	
		Board	7.6	TLSD		Board pkgs	2000	2000		Yes				T.Zenner	
		Buildings & properties	3.5	TLSD		Joint agreements	1984			Yes				T.Zenner	
		Administration	2.11	TLSD		Pleasantdale school viability	2005			Yes				T.Zenner	
		Administration	2.7	TLSD		Director notes/files	1989	2001		Yes				T.Zenner	
	Box	Administration	2.7	TLSD	2-TZ090718	Principal notes – Star City Colony	2000	2003		Yes				T.Zenner	
		Administration	2.8	TLSD		Teacher time tables & notes	2000	2003		Yes				T.Zenner	
		Administration	2.11	TLSD		Broadway school review	1997	1998		Yes				T.Zenner	
		Student Records	9	TLSD		Personal Program plan-student	1997	1998		Yes				T.Zenner	
		Administration	2.7	TLSD		Principal report- irregular attendance	2000			Yes				T.Zenner	
		Administration	2.8	TLSD		School correspondence	1989	2002		Yes				T.Zenner	
		Accounting	1	TLSD		Scholarship information	1997	1998		Yes				T.Zenner	
		Accounting	1.15	TLSD		Copier tenders - IKON	2001			Yes				T.Zenner	
		Accounting	1.13.6	TLSD		Inventory reports	1989	2002		Yes				T.Zenner	
	Box	Administration	2.7	HBSD	3-TZ090718	Principal requests-facility/equipment	1946	1947		Yes				T.Zenner	
	Box	Administration	2.7	TSD	4-090718	Principal requests-facility/equipment	1959	1961		Yes				T.Zenner	
	Box	Administration	2.7	HBSD	5-090718	Principal requests-facility/equipment	1948	1952		Yes				T.Zenner	
	Box	Administration	2.7	HBSD	6-090718	Director's notes & files	1980	1991		Yes				T.Zenner	



NESD Board of Education

Meeting Date: September 25, 2018

Topic: Citizenship Education

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

BACKGROUND

Administrative Procedure 603: *Citizenship Education* provides that all students are to receive instruction in Canadian citizenship and participate in patriotic observances and exercises.

The board of education previously asked principals to post *The Statement of Apology to Former Students of Indian Residential Schools* prominently in the school.

Acknowledging Treaty Land is a step down the path of Reconciliation. Treaty Land Acknowledgement statements speak to a shared history and future on the land. Citizenship education on and about our shared history and future will add meaning and understanding to the statement and to the relationship itself.

CURRENT STATUS

Administrative Procedure 603: *Citizenship Education* has been revised to include that *The Statement of Apology to Former Students of Indian Residential Schools on Behalf of the Government of Canada* be displayed in each school and that a statement of treaty land acknowledgement is made in conjunction with the singing of "O Canada" prior to the beginning of classes each day.

RECOMMENDATION

Proposed Board Motion at the May Business Meeting:

That the Board of Education receive the revised Administrative Procedure 603: *Citizenship Education* as presented.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel	September 11, 2018	Revised Administrative Procedure 603: <i>Citizenship Education</i>



CITIZENSHIP EDUCATION

All students are to receive instruction in Canadian citizenship and participate in patriotic observances and exercises.

PROCEDURES

School Principals shall direct the use of decentralized or school-based funds to ensure the following:

1. Photographs of the current Monarch and Lieutenant Governor are to be placed in each school in highly visible locations.
2. Each school is to display the Canadian and Saskatchewan flags.
3. *The Canadian Charter of Rights and Freedoms* is displayed in each school.
4. *The Statement of Apology to Former Students of Indian Residential Schools on Behalf of the Government of Canada* is displayed in each school.
5. A statement of treaty land acknowledgement is made in conjunction with the singing of "O Canada" prior to the beginning of classes each day and may be used in conjunction with the start of opening ceremonies and student assemblies.
6. Remembrance Day is to be observed in all schools.

Education in a Culture of Excellence

REVISED: 09/12/2018



WORK-BASED LEARNING PROGRAMS

Subject to the provisions of the Education Act, the Education Regulations, the Workers' Compensation Act, and Agreements between the Ministry of Education and the Workers' Compensation Board, the Division authorizes the participation of qualified students in approved work-based learning programs. This could include Functionally Integrated, Alternative or Regular program students.

Definitions

Work-based Learning - describes a program that allows students to receive a portion of their education through experiences in the world of work for a minimum of twenty-five hours. It is an extension of formal education that enables students to acquire attitudes, skills and knowledge for career and other life roles in our community. The Division offers a wide range of work-based learning opportunities for students to make positive and meaningful connections with employers.

Work Based Learning - does not include job shadowing opportunities such as the "Take Our Kids to Work" program. Students earning apprenticeship credits must have WCB coverage as part of their employment.

The Cooperating Employer - is an individual business, enterprise, agency or organization that is internal or external to the Division and engaged a work-based learning program.

PROCEDURES

1. To ensure that students qualify for benefits under the Workers' Compensation Act, the following conditions shall be met:

- 1.1 All work-based learning programs must comply with the guidelines of the Ministry of Education;
- 1.2 A **Work-Based Learning Consent and Agreement** (Form 611-1) and **Waiver Form** (Form 611-2) must be signed by the student, the parents/guardians, the supervising teacher and the employer in whose establishment the student is to work as a learner; and
- 1.3 The student must be a registered participant in a class that has a work-based learning component and have completed the **Work-Based Learning Contract** (Form 611-3).

2. The Principal shall:

- 2.1 Ensure that work-based learning programs in the school conform to the conditions set out above;



- 2.2 Retain a signed copy of *the Work-Based Learning Consent and Agreement*, *the Waiver of Liability Form* as well as the *Work-Based Learning Contract* for each student participating in the work experience program;
- 2.3 Submit to the Director or designate, prior to the beginning of the work placement, a copy of the aforementioned agreement and contract; and
- 2.4 Ensure that students are monitored in the workplace in accordance with Ministry guidelines.

References:

Sections 85, 87, and 175 Education Act, 1995

Career and Work Exploration 10, 20, A30, B30: Curriculum Guide: A Practical and Applied Art (2002)

Workers' Compensation Act

Inclusion and Intervention Plan Guidelines: Saskatchewan Ministry of Education, 2017

Education in a Culture of Excellence



Form 611-1

Work Based Learning Consent and Agreement

Work-based learning is a school program whereby students practice theory and skills learned in school by working with a local employer. Students are not paid and may be placed with more than one local employer.

Students participating in the program are covered under the provincial workers' compensation system during the time spent in the work-based learning component of their course.

Workers' compensation is a collective liability no-fault protection plan for workers. Students are entitled to benefits that are available to workers who are normally covered by the *The Workers' Compensation Act, 1979*.

Employers and their workers who participate in work-based learning assignment cannot be sued for injuries which occur to students arising out of and in the course of employment.

The Workers' Compensation Board ("Board") and the Minister of Education ("Minister"), entered into a Memorandum of Understanding ("Memorandum") to extend the forgoing workers' compensation benefits to eligible students while in work-based learning portions of their program. The Minister applied to the Board to extend coverage under the Act to eligible students. The Board ordered that such students be covered, upon the proper completion of the following consent.

The Act, the Memorandum, and the Ministry's Work-based Learning Guidelines more particularly detail the rights and the obligations of the students in work-based learning.

Consent:

The student and (if the student is a minor) the student's parent/guardian consent:

1. To the eligible student participating in a work-based learning portion of _____ (name of the course) and
2. To the Minister having applied on behalf of the eligible student to the Board for an order that the student be brought within the scope of *The Worker's Compensation Act, 1979*, as a worker.

Dated at _____, Saskatchewan this ___ day of _____ 20__

Student

Parent/Guardian (of a minor student)

Witness (for an adult student)



Form 611-2

Work-Based Learning Consent and Waiver of Liability Form
North East School Division

I, _____ the undersigned, hereby acknowledge that I have been provided with the description of the work placement and I wish to participate in _____. (name of the course)

The term of this work placement will be from _____(date) to _____(date).

I hereby release the North East School Division and its employees, servants or agents from any and all liability for any injury that I suffer, or loss or damage to any personal property arising from, or in any way resulting from participation in activities related to the work placement, unless such injury, loss, or damage is caused by the sole negligence of the School Division or its employees, servants or agents while acting within the scope of their duties.

All students who are at an on-site location for the purpose of work experience (for programs in excess of one day) and who have been registered with Saskatchewan Ministry of Education are covered by Workers' Compensation for injury to themselves, for loss of salary (at a current part- or full-time job), and possibly for future loss of salary (dependent on the nature of the injury). The compensation to which a student is entitled, under the Act, takes the place of the right to sue the co-operating employer or fellow worker for damages. Similarly, if a student is responsible for injury to a fellow worker, Workers' Compensation takes the place of that worker's right to sue.

I consent to and understand the RULES AND REGULATIONS for this program as outlined by the Board of Education and the participating workplace that are designed for the safety and protection of participants, and I hereby undertake to abide by these rules and regulations.

I consent to and understand that certain activities require a minimum level of fitness and health (physical, mental, emotional) and that each person has a different capacity for participation in these activities. I also hereby warrant that any medication needs known by me are clearly indicated in writing on this form.

My medication needs for participating are: (if any) _____

Dated at _____ this _____ day of _____, 20____

Signature of Student

Date

I have read the information above and understand this information as it pertains to this work based learning program.

Signature of Parent/Guardian

Date



Form 611-3

Work-Based Learning Contract

Contract of Work Placement between:

Employer: _____

Student: _____

School: _____

We, the undersigned agree that:

1. The student shall:
 - a. Attend work all days assigned according to attendance policies as outlined by the employer.
 - b. Participate in the usual workload, as any trainee under the employer of the business would be expected to do.
 - c. Maintain a daily log sheet.
 - d. Adhere to all safety guidelines as outlined by the employer.

2. The employer shall:
 - a. Treat the student as he/she would any other employee.
 - b. Assist the student in learning about the type of work he/she is doing.
 - c. Provide feedback to the student in terms of his/her performance.
 - d. Evaluate the student as required at the end of the work term.
 - e. Not use the student as a paid employee during work placement periods.
 - f. Conform to all requirements necessary of the Sask. Occupational Health and Safety Code.

3. The school shall:
 - a. Assist in arranging the work placement for the student.
 - b. Counsel the student regarding his/her job performance.

Student Signature

Date

Employer Signature

Date

School Coordinator Signature

Date

Administrator Signature

Date



BACKGROUND

The School Division is responsible to ensure that consistent and reliable records management practices are followed. All inactive records are to be stored in a secure, accessible location and are to be reviewed annually and retained or destroyed in accordance to the [Records Retention and Disposal Guide for Saskatchewan School Divisions](#). Records shall be retained only for such a period of time as required for the purposes for which they were created.

PROCEDURES

This process is to be completed annually in January and February. Administrators, whether school-based or department-based, are responsible for reviewing records annually and following the procedures listed below.

1. *Identifying Inactive Records*

In situations where records are under consideration for storage/destruction, the following procedures apply:

a. *School Records*

- i. Identify all inactive records. (as per Records Retention List)
- ii. Review all inactive records using [APM 711: Records Retention and Disposal Guide for Saskatchewan School Divisions](#), and determine which records are to be retained and which are due to be destroyed.
- iii. Box records for shipment to the NESD Division Office, via NESD courier.
- iv. Attach a copy of the applicable box label to each box:
 - o Attach [AP 711.1: Retention Box Label\(s\)](#) to box(es) containing records to be **PERMANENTLY** retained.
 - o Attach [AP 711.2: Destruction Box Label\(s\)](#) to box(es) containing records to be destroyed.
- v. Fill out [APF 711.3: Records Transfer Form](#).
- vi. Scan and email the completed Records Transfer Form to accounting@nesd.ca
- vii. The Records for Disposal Inventory lists will be reviewed, approved or not approved by the Superintendent of Business Administration.
- viii. Schools will confirm the location and number of boxes.
- xi. Do not send in box(es) without prior approval from a Division Office Administrative Assistant.
- xii. Arrange for box(es) of records to be picked up by the North East School Division courier.

b. *Division Office Records*

- i. Identify all inactive records.
- ii. Review all inactive records using [APM 711: Records Retention and Disposal Guide for Saskatchewan School Divisions](#), and determine which records are to be retained and which are due to be destroyed.
- iii. Box records for retention or destruction and attach a copy of the applicable box label to each



box:

- Attach [AP 711.1: Retention Box Label\(s\)](#) to box(es) containing records to be **PERMANENTLY** retained.
 - Attach [AP 711.2: Destruction Box Label\(s\)](#) to box(es) containing records to be destroyed.
- iv. Fill out **APF 711.4-Records Disposal form for records for destruction**.
- v. Inventory lists will be reviewed by the Superintendent of Business Administration for compliance with the retention and disposal policy and approved or not approved.

c. Board Records

- i. Permanently retained Board minutes and Board reports related to all motions.
- ii. Retain other Board records for the current Board term plus all of the previous Board term.

d. School Community Council Records (SCC)

SCCs are not to dispose of public records on their own. SCC chairs are responsible to deliver records for all previous years to the school-based administrator.

- i. Retain School Community Council minutes, reports, documents and non-financial records for a period of four years.
- ii. Retain financial School Community Council records for a period of seven years.
- iii. The school administrative assistant will then follow the process outlined in section 1a.

2. Organizing Records for Storage/Destruction

The Superintendent of Business Administration or designate will review all inactive records proposed to be destroyed that have been submitted and will confirm if records in consideration are due for destruction or are to be stored based on the retention schedules in APM 711: [Records Retention and Disposal Guide for Saskatchewan School Divisions](#).

a. Records for Storage

Records that are scheduled for retention, whether temporary or permanent, need to be accessible and retrievable upon request. School records are to be maintained at the location of the school until the records are scheduled for destruction.

Principal at the school or the site supervisor/manager of a department is responsible to ensure that records are kept at all times in a secure, safe and suitable environment and protected against accidental destruction or loss.

Safe and acceptable storage includes a secure and secluded area specifically designated for storing records, away from sources of humidity, fire, electricity and public access. Records must be:

- i. Organized by record type, future destruction date and/or retention period.
- ii. Boxed in acid-free boxes.
- iii. Marked accordingly. Include:
 - Description of box contents/type of record.
 - Content date range.



- Date for destruction, if applicable.
- iv. The above information is recorded on tracking spreadsheets, including additional information for what is in each box (e.g. school/grades included in student attendance records, list of students in cumulative record boxes).

b. *Records for Destruction*

- i. Attach the [“AP 711.2-Destruction Box Label”](#) to the box(es) to be destroyed.
- ii. Create a collated list of records to be destroyed, [APF 711.4-Records Disposal Form](#), which will be scanned into a permanent file once it is completed.

3. *Destruction of Records*

Disposal of documents shall be carried out in accordance with [APM 711: Records Retention and Disposal Guide for Saskatchewan School Divisions](#).

- a. As required by Records Retention and Disposal Guide for Saskatchewan School Divisions, the Superintendent of Business Administration will submit the collated list of records recommended for destruction to the Board of Education for approval.
- b. Once the destruction of records is approved by the Board, the Superintendent of Business Administration will send this list to the Saskatchewan Archives Board.
- c. The Saskatchewan Archives Board will inform the Superintendent of Business Administration if they wish to acquire any of the records for historical purposes.
 - i. If after a 60-day period the Saskatchewan Archives Board does not respond to the offer of information, the records shall be destroyed.
- d. Before disposing of records existing prior to the implementation of LAFOIP in 1995, specifically cumulative records, the Division will take reasonable steps to inform the public that the records will no longer be available. This may include placing the information in newsletters, on websites and in newspapers or other public media.
- e. The Superintendent of Business Administration or designate will arrange for the destruction of records, record the date of destruction on the collated list, have two people witness the destruction and sign the list.

4. *Consistency*

- a. Procedures in regards to student records, cumulative and permanent records, are to be in accordance with [Administrative Policy 416 – Student Records](#).

References

The Education Act, 1995

The Local Government Election Act

The Archives Act, 2004

Education in a Culture of Excellence

CREATED: July 2017

APPROVED: September 26, 2017

REVISED: August 2018 (draft)

AP 711.0-Record Retention and Disposal – Checklist for School Admin

Annually (during January or February) administrators are required to review records and follow the process in procedure [AP 711.0-Record Retention and Disposal](#) found on the NESD website ~ Board ~ Policies and Procedures. The following is a summarized checklist to assist in this process.

- Complete by the end of February.**
- Identify all inactive records – as per the Records Retention List.**
- Determine which records are to be retained and which should be destroyed.**
- Box records in a banker's box, things to note:**
 - **Only one Record type per box (ie. Accounting or CUM files, not combined.)**
 - **Separate boxes for items that need to be destroyed immediately vs. ones that need to be stored.**
- Label boxes clearly, each box must have a label –**
 - [AP 711.1-Retention Box Labels](#) for anything being stored **PERMANENTLY**.
 - [AP 711.2-Records for Destruction](#) box labels.
- Fill out the [APF 711.3-Records transfer form](#)**
- Scan and email the completed transfer form to accounting@nesd.ca .**
- Do NOT send any boxes until you are notified that they have been approved for transfer.**
- Arrange for pick-up and delivery to the Division office by the NESD courier.**

LABEL - Records for Retention - AP-711.1 - PERMANENT

School/Department:

DATE boxed: Name of Employee: (printed)

Box #
of

Category:
Sub Category:
(Example: Accounting and Financial Documents)

Name of Contents:

(Examples: Accounts Receivable, Accounts Payable, Invoices)

Contents Date Range Beginning (Example: September 2008)	Contents Date Range End (Example: August 2010)	<u>DIV office - FILE Code:</u>
--	---	--------------------------------

LABEL - Records for Retention - AP-711.1 - PERMANENT

School/Department:

DATE boxed: Name of Employee: (printed)

Box #
of

Category:
Sub Category:
(Example: Accounting and Financial Documents)

Name of Contents:

(Examples: Accounts Receivable, Accounts Payable, Invoices)

Contents Date Range Beginning (Example: September 2008)	Contents Date Range End (Example: August 2010)	<u>DIV office - FILE Code:</u>
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of

Category:
Sub Category:
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Name of Contents:

(Examples: Accounts Receivable, Accounts Payable, Invoices)

Contents Date Range Beginning (Example: September 2008)	Contents Date Range End (Example: August 2010)	<u>DIV office - FILE Code:</u>
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Box #
of

Category:
Sub Category:
(Example: Accounting and Financial Documents)

Name of Contents:

(Examples: Accounts Receivable, Accounts Payable, Invoices)

Contents Date Range Beginning (Example: September 2008)	Contents Date Range End (Example: August 2010)	<u>DIV office - FILE Code:</u>
--	---	--------------------------------

LABEL - Records for Retention - AP-711.1 - PERMANENT

School/Department:

DATE boxed: Name of Employee: (printed)

Box #
of

Category:
Sub Category:
(Example: Accounting and Financial Documents)

Name of Contents:

(Examples: Accounts Receivable, Accounts Payable, Invoices)

Contents Date Range Beginning (Example: September 2008)	Contents Date Range End (Example: August 2010)	<u>DIV office - FILE Code:</u>
--	---	--------------------------------

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:

LABEL- Records for Destruction - AP-711.2		
School/Department:		
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	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date (Example: August 2017)		DIV office - FILE Code:



APF-711.3 - Records Transfer Form

Physical location of records prior to transfer: (name of school) _____

Files transferred to: **402 Main Street, Melfort.SK.**

Date Files sent by courier: _____

Amount of Boxes/Files transferred: _____

Record Type (File Box, Binder, Etc.)	Description (Cumulative Files, Accounting, etc.)	Record Retention Section #	Date of Record from	Date of Record To	Date to be Destroyed
IE. BOX	Student Record-Cumulative files	9.0	1983	1993	2018

- Send files in January or February
- ONLY one Category in each box. (Accounting or CUM Files)
- LABEL each box clearly – School name; Box# 1/5, Box 2/5 – Attention: Administrative Assistant of Business
- Prior to sending the files, send an email for approval to accounting@nesd.ca

The above records were approved for transfer on:

(Principal Signature) (Date)

(Signature of Employee Sending Files) (Date Files Transferred)

(Signature of Superintendent of Business Administration) (Date Approved for Transfer)

DIVISION OFFICE ONLY:

Files Received by: _____ Date Received: _____
Signature of Employee

File Code: _____
Initials-mmddyy



APF-711.4 - Records Disposal Form

Physical location of records prior to disposal: 402 Main Street, Melfort SK

FILE CODE: _____ (** NESD employee who prepares box)
initials-mmdyy

Description of Records to be Destroyed

LEGEND:

HBSD - Hudson Bay School Division
MSD - Melfort School Division
MTLSD - Melfort Tiger Lily School Division
NSD - Nipawin School Division
TLSD - Tiger Lily School Division
TSD - Tisdale School Division
NESD - North East School Division

QTY	TYPE	Record Type	Schedule #	School Division	Box #	Description	Date of Record from	Date of Record To



Above records were approved for destruction:

Board Motion - # _____

Letter sent to Sask Archive Board - _____ **Response received from Sask Archive Board -** _____
DATE DATE

Signature of Superintendent of Business Administration DATE

NESD Employee overseeing delivery/pick up to shredding service DATE

 _____  _____
Authorized Shredding Service Employee – PRINTED SIGNATURE DATE (mm/dd/yy)

Date received notification of record destruction

NESD Employee who received notification - Signature



BACKGROUND

The purpose of this procedure is to establish guidelines which will facilitate effective management of the Division's cash balances. During the course of operations, the Division accumulates cash balances which fluctuate in size during the fiscal year. The objective is to gain the highest possible return, without unnecessary risk, during periods when excess funds are not being used.

Regular cash flow and cash balance forecasts will be generated by the Business Manager to determine the cash requirements of the Division in both the immediate and longer term. These forecasts will serve as a guide in determining the levels and time periods of excess cash balances. The excess cash balances will be invested to enhance yield within the constraints of the Investment Objectives while ensuring sufficient cash resources are maintained to meet upcoming obligations.

Investment Objectives

The investment of excess cash balances must satisfy the following investment objectives:

- Maturity terms are selected which ensure that sufficient cash resources are available to meet obligations as they become due;
- Security of the invested funds must be a prime consideration in selection of any investment;
- Investment yield, while an important factor, will be subordinate to security and liquidity considerations;
- Given that the Division has limited staff resources, the investment strategy must be manageable without a requirement for day to day management.

Minimum Cash Balances

The minimum cash balance required in the Division bank account to meet payroll and other ongoing obligations is \$5 million plus any adjustments as a result of the annual operating and capital budgetary cash requirements.

Only the cash balance in excess of the minimum specification shall be invested.

Permitted Investments

Investments may include deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments. Investments must be issued or guaranteed by:

- The Government of Canada or a Province or Territory of Canada;
- A bank listed in Schedule I of *The Bank Act (Canada)*
- A bank listed in Schedule II of *The Bank Act (Canada)*, provided that pre-authorization from the Superintendent of Business Administration is obtained prior to the quotation of rates process;
- A loan corporation or trust corporation; or
- A credit union

The eligibility of institutions for the placement of investments will be determined on the basis of legislation and commercial paper ratings established by the Dominion Bond Rating Service (DBRS). Where an institution is not rated by DBRS, the eligibility of institutions for the placement of investments will be determined on the basis of the existence of a deposit guarantee by the Government of Canada or a Province or Territory of Canada.

Investments may be placed only with institutions rated at the R-1 level by DBRS. Where an institution is not rated by DBRS, investments may be placed only with institutions that are covered by deposit guarantees by the Government of Canada or a Province of Canada (for example, the Credit Union Deposit Insurance Corporation



(CUDIC) in British Columbia or the Credit Union Deposit Guarantee Corporation (CUDGC) in Alberta and Saskatchewan.

Investment Terms

The term of the investment can be fluid and variable depending on the needs of the Division.

Responsibilities and Approvals

Responsibility for investment management of short-term investments has been delegated to the Business Manager, under the direction of the Superintendent of Business Administration.

The Business Manager will:

- Invest the excess cash funds in accordance with this procedure;
- Provide reports regarding past performance and compliance with the procedure;
- Manage cash flow to meet liquidity needs; and
- Liaise with the Investment Managers/Agent and Custodian

Performance Measurement

The primary objective is to earn a rate of return, net of fees, that exceeds the rate of return offered through the standard business account at the approved financial institution.

Opportunities for Improving Cash Management Practices

Cash management policies and procedures cannot be viewed as separate functions. Rather, cash management policies reflect desirable principles and standards while cash management procedures provide the practical application of those principles and standards to ongoing financial management activities. The success of the program depends on the actual practices used from day-to-day.

To achieve cash management objectives, Financial Services of the school division should explore and continuously pursue opportunities in which they can:

- a. Improve billing, collection, and deposit services;
- b. Streamline and better control disbursement systems and activities;
- c. Maximize the use of electronic funds transfers in preference to paper cheques;
- d. Maximize the use of purchase cards, and
- e. Design payment systems for “just in time” disbursements.

PROCEDURES

1. The Business Manager will prepare and maintain a current cash flow position for the school division. The cash flow information will be used to determine the amount and duration of investment placements.
2. A request for quote will be issued to determine investment placement.
3. The amount and term of the investment shall be established prior to quotations being sought and shall remain unchanged upon receipt of quotations. Within the limits specified in this Administrative Procedure, the quotation with the highest interest rate shall be accepted. In the event of equal rates, the Superintendent of Administration along with the Business Manager shall determine which institution the investment will be made.

CREATED: September 2018

Education in a Culture of Excellence



15 PASSENGER VANS AND MFSABs

The Division allows the acquisition or rental of 15 passenger vans and Multi-Function School Activity Buses, (MFSABs) by schools to facilitate co-curricular and extra-curricular travel that complements the curriculum.

MFSABs are limited to a maximum seating capacity of 15 passengers and one driver.

Procedures

1. The approval of the use of a 15-passenger van or MFSAB to transport students, staff members and volunteers to an authorized school or division event shall be made by the Director of Education.
2. Any driver operating a 15-passenger van or MFSAB will comply with the provisions of this administrative procedure and any rules or requirements established by the Supervisor of Transportation and any regulations and requirements under *The Traffic Safety Act* and any other applicable statute.
 - a. As per section 807 (1) (b), each driver must complete a *Driver Authorization for Transportation in Private Vehicles and/or Division Owned Vehicles form*.
 - b. A copy of the driver's license and the driver's abstract shall be provided to the school principal for any and all drivers of 15 passenger vans or MFSABs prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of *The Traffic Safety Act* and any other applicable statute. The principal shall maintain copies of the documents.
 - c. Drivers must provide a Criminal Record and Vulnerable Sector Check.
 - d. Drivers shall have the experience and skills to handle a large vehicle in all expected and unexpected road and weather conditions.
 - e. The driver of a 15 passenger van or MFSAB shall ensure that his/her hours of service meet *The Traffic Safety Act*. No driver shall accumulate more than 13 hours of service within a 24-hour period. These hours of service shall include both teaching time in the case of a teacher, the hours of work by any other division employee or the hours of work of any other person acting as a driver, and the time operating the van.
 - f. Under no circumstances shall a student be the driver of a 15-passenger van or MFSAB.
 - g. If a driver has been convicted of an offence under *The Traffic Safety Act*, or for any motor vehicle related offense, the driver shall immediately notify the principal of their school. If the driver has been charged under the criminal code, refer to AP 516 for proper procedure.
3. Any 15-passenger van or MFSAB, whether rented or acquired by a school, will be operated in compliance with all regulations and requirements under *The Traffic Safety Act* and any other applicable statute.



- a. The responsibility of the day-to-day operating and maintenance of such a passenger vehicle shall be the responsibility of the school principal.
- b. Formal inspections shall be conducted as required under *The Traffic Safety Act* and will be performed internally by NESD Garage personnel.
- c. Whenever possible, all passengers shall be seated ahead of the rear wheels of the 15 passenger van. Seat belts shall be used at all seating positions.
- d. The method of storing equipment on 15 passenger vans and MFSABs shall comply with all regulations and requirements under *The Traffic Safety Act* and any other applicable statute. Luggage shall be secured.
- e. The load limits for all 15 passenger vans and MFSABs shall be strictly followed. Care must be taken to ensure that most of the weight is forward of the rear axle.
- f. Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions.

Education in a Culture of Excellence

Revised – 07 03 2018

Approved -



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

August 14, 2018

Mr. Luke Perkins
Chairperson of the Board of Education
North East School Division
Box 6000, Melfort, SK
S0E 1A0

Dear Luke,

The purpose of this letter is to inform you that I have designated two superintendents, Eric Hufnagel and Stacy Lair, to assume the responsibilities of Director of Education on a temporary basis should I be unable to perform my duties.

As a result, I have advised these individuals in the following order to assume my duties only if required during the 2018-19 year; Eric will be first to assume duties of the Director of Education if required; and Stacy is prepared to assume duties of the Director of Education if both Eric and I are unable to.

The designation is intended to provide for continuity in school division operations on an emergent basis and is not intended to limit the Board's succession planning for a permanent Director of Education in any way.

Sincerely,

Don Rempel
Director of Education

CC: Board of Education
Executive Council



North East School Division

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June 26, 2018

Honorary Gordon Wyant
Room 361, 2405 Legislative Drive
Regina, SK S4S 0B3

Dear Minister Wyant,

I just wanted to send you a quick thank you again for taking time to come and meet with us. Being able to have a conversation about items specific to our division in such a frank and open environment was a wonderful way to spend a morning.

I look forward to taking you up on your offer of dropping in for a visit when we find ourselves in Regina! I hope you have a good summer and please don't hesitate to contact us if we can help you in anyway.

Respectfully,

Luke Perkins, Board Chair
North East School Division



Government
— of —
Saskatchewan

Ministry of Education
Deputy Minister
5th Floor, 2220 College Ave.
Regina, Canada S4P 4V9

August 22, 2018

Mr. Luke Perkins
Board of Education Chair
North East School Division No. 200
Box 6000, 402 Main Street
MELFORT SK S0E 1A0

Dear Mr. Perkins:

Thank you for the submission of your school division's estimated revenues and expenditures for the 2018-19 school division fiscal year as required by Section 51 of *The School Division Administration Regulations*.

Your 2018-19 estimated revenues and expenditures have been reviewed by the ministry. On behalf of the Minister of Education, I approve these revenues and expenditures, as submitted and enclosed, in accordance with Section 280 of *The Education Act, 1995*.

I would like to take this opportunity to thank your board and division staff for their time and effort in completing these documents. If you have any questions or concerns, please contact Doug Schell, Director of Financial Analysis and Reporting, at 306-787-6634 or by email at doug.schell@gov.sk.ca.

Sincerely,

A handwritten signature in purple ink that reads "J. Robert Currie".

J. Robert Currie

Enclosure

cc: Don Rempel, Director of Education, North East School Division No. 200
Wanda McLeod, Chief Financial Officer, North East School Division No. 200
Donna Johnson, Assistant Deputy Minister of Education
Doug Schell, Director, Financial Analysis and Reporting, Education Funding

North East School Division No. 200
CASH BUDGET
For the period ending August 31, 2019

Chart of Accounts	Description	Budget 2018-19
REVENUES		
1-1-01-000-000	Property Taxation	-
1-1-02-000-000	Grants	55,199,772
1-1-03-000-000	Tuition and Related Fees	710,400
1-1-04-000-000	School Generated Funds	982,950
1-1-07-000-000	Complementary Services	600,996
1-1-08-000-000	External Services	280,000
1-1-05-000-000	Other Revenue	642,000
	Total Revenues	58,416,118
EXPENDITURES		
1-2-10-000-000	Governance	241,900
1-2-11-000-000	Administration	2,289,287
1-2-12-000-000	Instruction	42,043,682
1-2-13-000-000	Plant	9,960,118
1-2-14-000-000	Transportation	4,479,089
1-2-15-000-000	Tuition and Related Fees	289,750
1-2-16-000-000	School Generated Funds	963,573
1-2-21-000-000	Complementary Services	1,483,259
1-2-22-000-000	External Services	387,851
1-2-17-000-000	Other Expenses	332,876
	Total Expenditures	62,471,385
	Excess (Deficit) for the year	(4,055,267)

ADDITIONAL INFORMATION REQUESTED FROM THE SCHOOL DIVISIONS:

	Budget 2018-19
Tangible Capital Assets:	
(-) Purchases	2,451,059
(+) Proceeds from disposals	14,000
Long Term Debt, including capital leases:	
(-) Repayments of the year	372,204
(+) Debt issued during the year	-
NON-CASH GAIN/EXPENSES:	
(+) Amortization expense	4,464,406
(-) Gain on disposals of tangible capital assets	14,000
NET EXCESS (DEFICIT) CASH OF THE YEAR	(2,414,124)
FINAL DEFICIT POSITION WILL BE COVER BY:	
S.286 Capital Reserves	-
Unused PMR funding from previous years	(155,000)
Internally Restricted Surplus	1,549,566
Unrestricted Surplus	1,019,558
Other	-
REVISED CASH POSITION	-