



Regular Board Meeting Agendas

 Edit Content

NESD Board Meeting Agenda

Tuesday, February 12, 2019

1:30pm - 4:00pm

at the Melfort Division Office Boardroom

*** (01/25/2019)*

1. IN-CAMERA SESSION

2. CALL TO ORDER

3. ADOPTION OF AGENDA

Proposed Motion: That the agenda be adopted (as presented) or (as amended).

4. ADOPTION OF MINUTES

a) Minutes of Regular Meeting – [2019 01 15-Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of January 15, 2019 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS - No Report.



6. CONSENSUS AGENDA ITEMS

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

- Director's Personnel Report – January 2019
- Administrative Procedure - 805-Closure Severe Weather and Student Transportation.

7. DISCUSSION/DECISION - BOARD DIRECTION


A. New Business

- 1) Approval to Dispose of Old Rural School Site  [Disposal of Old Rural School Site.pdf](#)
- 2) Request to Use Internally Restricted Accumulated Surplus - School Bus Purchase 
[Purchase of New School Bus.pdf](#)

B. Monitoring and Reporting Items

- 1) Provincial Leadership Team Update  [Provincial Leadership Team Update.pdf](#)

C. Board of Education Strategic Direction Items

- 1) Top Three Major Capital Request to the Ministry of Education  [Top Three Major Capital.pdf](#)

***8. INFORMATION ITEMS -**

A. Director's Personnel Report -  [Director's Personnel Report Jan 2019.pdf](#)

B. Out of Province Travel - None to Report.

C. CONFIDENTIAL Student Suspensions - None to Report.

D. Administrative Procedures - [AP 805-Closure Severe Weather and student transportation.v021219-DRAFT.docx](#)

***9. CORRESPONDENCE - None to Report.**

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

a.

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 -

Board Events - Board event table

Board Readings - Media & Thank you

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, January 15, 2019 at 1:30 pm at the Tisdale Transportation and Technology Board Room in Tisdale, Saskatchewan.

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 | | |

CALL TO ORDER – 1:50pm.

ADOPTION OF AGENDA

2019-01-01 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2019-01-02 L. Erickson moved that the minutes of the Regular Board Meeting held on November 27, 2018 be adopted as presented. *CARRIED*

2019-01-03 T. Kwiatkowski moved that the minutes of the Organizational Meeting held on November 27, 2018 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION

Mark Jensen, Coordinator of Continuous Improvement and Reporting, provided the January 2019 Wall Walk.

CONSENSUS ITEMS

2019-01-04 M. Walton moved that the following consent agenda items be approved as presented, and that the Board receive the following items as information: *CARRIED*

- ❖ Director's Personnel Report – November and December 2018
- ❖ Out of Province Travel
- ❖ Student Suspension Letters
- ❖ Professional Development Opportunity – CAPSLE Conference, May 5-7, 2019 in Vancouver, BC.

MONITORING AND REPORTING ITEMS

2019-01-05 R. Hildebrand moved that the Board approve, as a monitoring report, the January 2019 Wall Walk for the key data sets of the North East School Division for term one of the 2018-19 school year. *CARRIED*

2019-01-06 M. Botterill moved that the Board accept the financial report for the three months ending November 30, 2018. *CARRIED*

2019-01-07 T. Kwiatkowski moved that the Board accept the North East School Division 2018-19 Transportation Report: September to November 2018. *CARRIED*

STRATEGIC DIRECTION ITEMS

2019-01-08 R. Hildebrand moved that the Board appoint Lori Kidney as a trustee representative for the Saskatchewan High School Athletics Association. *CARRIED*

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
January 15, 2019**

2019-01-09 R. Ariss moved that the Board approve the North East School Division regular calendar and the White Fox School alternate calendar drafts for the 2019-2020 school year, to be circulated to School Community Councils and staff for feedback. *CARRIED*

ADJOURNMENT

2019-01-10 B. Gagné moved that the Board Meeting adjourn at 3:05 pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: February 12, 2019

Topic: Disposal of Old Rural School Site

| 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

A farmer in the Rural Municipality of Torch River No. 488 contacted the school division about the transfer of the title of land of an old rural school site. The North East School Division owns two acres of land of the quarter section of land owned by this individual. The farmer would like to have the property transferred to his name.

Section 347 of The Education Act, 1995 and Section 81 of The Education Regulations, 2015 require approval from the Minister of Education to dispose of land only if the real property dollar amount exceeds \$100,000.

In addition, according to Section 347 of The Education Act, 1995 and Section 81 of The Education Regulations, 2015, advertising and request for proposals are not required for real property that is valued less than \$100,000.

The two acres of land would be valued at an amount below the \$100,000 threshold.

CURRENT STATUS

Administration would like a Board motion to dispose of the two acres in the RM of Torch River.

RECOMMENDATION

Proposed motions:

That the Board approve the disposal of two acres of land owned by the North East School Division located at NW-04-54-16-2 in the Rural Municipality of Torch River No. 488.

| PREPARED BY | DATE | |
|---|------------------|--|
| Wanda McLeod, Superintendent of Business Administration | February 1, 2019 | |



NESD Board of Education

Meeting Date: February 12, 2019

Topic: Use of Accumulated Surplus to Purchase New School Bus

| 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

Transportation Services ordered six new school buses in May of 2018. Five of the buses were delivered prior to the fiscal year end of the school division (August 31, 2018). However, one bus was not delivered until September 2018. As a result, this school bus will be reported in the 2018-19 fiscal year (and not 2017-18). The funding for this purchase was included in the 2017-18 budget.

The 2018-19 budget includes a plan to purchase six school buses. Historically, the school division purchases six school buses per fiscal year. Administration would like to continue with this school bus purchasing schedule. As a result, seven school buses would be reported in the 2018-19 fiscal year: the one school bus that was ordered in 2017-18 but arrived in 2018-19 and the six school buses included in the 2018-19 budget.

CURRENT STATUS

Administration would like to request a board motion to allow for the reporting of seven school buses in the 2018-19 fiscal year.

RECOMMENDATION

Proposed motions:

That the Board approve the use of up to \$105,000 from Internally Restricted Accumulated Surplus – Bus Fleet Renewal to fund the purchase of the one school bus that was ordered during the 2017-18 fiscal year and received in 2018-19.

| PREPARED BY | DATE | |
|---|------------------|--|
| Wanda McLeod, Superintendent of Business Administration | February 1, 2019 | |



NESD Board of Education

Meeting Date: February 12, 2019

Topic: Top Three Major Capital Projects

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

BACKGROUND

The Board made the following motion on May 19, 2015: “That the Board amend the order of the Top 3 Major Capital Request Applications, previously submitted to the Ministry of Education Infrastructure Branch on September 3, 2014 to the following:

1. Carrot River (New Expansion onto High School gym to consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (Modernization/Renovation)
3. New Elementary School in Melfort (Consolidate two Pre K to grade 6 schools).”

On September 18, 2015, the Ministry of Education released the *2015 – Pre-K to 12 Major Capital Request List: Top 25 Requests*. Of the three major capital request applications submitted by the North East School Division, the Ministry selected only one. The Ministry selected the consolidation of the two Pre-K to grade 6 schools in Melfort and this project was listed as number seventeen.

On February 23, 2016, the following motion was made: “That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the 2017-18 Application for Major Capital Project Funding:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. New elementary school in Melfort (consolidation of two pre-kindergarten to grade six schools).”

On June 1, 2016, the Ministry of Education released the *Top 10 Major Capital Requests: 2016*. The new Carrot River School was listed as number five. It is unknown whether or not the Melfort project maintained the number seventeen position as the listing only included the top ten.

On February 14, 2017, the following motion was made: “That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2018-19 Application for Major Capital Project Funding*:

1. Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
3. New elementary school in Melfort (consolidation of two pre-kindergarten to grade six schools).”

The 2019-20 Application for Major Capital Projects Funding had the same listing as 2018-19.

The 2018-19 Top 10 Major Capital Requests as provided by the Ministry of Education on the provincial budget day in March 2018 included a new school in Carrot River.

CURRENT STATUS



NESD Board of Education

The deadline for school divisions to submit the *2020-21 Application for Major Capital Project Funding* is February 28, 2019. Administration is recommending to the Board that the top three 2020-21 major capital projects of NESD would be as follows:

- Carrot River School (new expansion onto the high school gym to consolidate two or three schools)
- Joint Use Addition to Melfort and Unit Comprehensive Collegiate, new expansion onto the Collegiate to consolidate two to five schools (addition/consolidation/modernization/renovation)
- LP Miller Comprehensive School (consolidation/modernization/renovation).

RECOMMENDATION

Proposed Board Motion:

That the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the *2020-21 Application for Major Capital Project Funding*:

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

| PREPARED BY | DATE | ATTACHMENTS |
|---|---------------------|-------------|
| Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities | February 4, 2019 | |



AP 805 ~ Closure, Severe Weather and Student Transportation - Administrative Procedures Manual

CLOSURE, SEVERE WEATHER AND STUDENT TRANSPORTATION

Due to the geographic size of North East School Division, the Board believes that providing local discretion in dealing with weather conditions is both prudent and appropriate. The Director of Education, ~~or designate~~, is authorized to dismiss students, ~~discontinue transportation services~~, and/or close school in emergency situations.

Procedures

1. *Responsibility of the Director of Education*

- a. Delegation of authority by the Director of Education or designate to dismiss students, and/or close schools is appropriate and expected.
- b. Adverse winter driving conditions may be valid reasons for non-operation of school buses.

2. *Cancellations*

- a. Buses shall be cancelled when the temperature including wind-chill reaches -40°C or lower.
 - Bus drivers will be contacted by the Transportation Services Office in the case of temperature related cancellations. Weather data shall be sourced from The Weather Network.
 - School buses provided for out of school curricular and extra-curricular activities are also cancelled on days that transportation services are revoked on account of temperature.
 - ~~In town routes within the City/Town limits of Melfort, Nipawin and Tisdale will run regardless of temperature.~~
- b. At the discretion of the driver, buses may be cancelled pending consideration of the following factors:
 - Severely drifted or extremely icy roads
 - Limited visibility due to fog or blowing snow
 - Other environment conditions. These environment conditions are normally announced by The Weather Network Environment Canada through its ~~telephone information services~~, web site or television station. ~~or on a local radio station.~~
 - Weather related decisions are to be made on an individual basis and not by area.
 - In all cases the ~~Supervisor of Transportation~~ Manager of Transportation Services is to be kept fully informed.
- c. The decision to cancel morning buses shall be made no later than 7:00 a.m.



AP 805 ~ Closure, Severe Weather and Student Transportation - Administrative Procedures Manual

- d. The decision to cancel afternoon buses shall be made no later than 12:00 p.m.
- Occasionally, adverse weather conditions may develop during the course of a school day. In such cases, the decision to operate school buses should be made by the driver in collaboration with the school principal, and be immediately reported to the Manager of Transportation Services. ~~Supervisor of Transportation.~~
 - School buses are not to begin their return routes any earlier than regularly scheduled times.
 - If a school bus is not operated on the afternoon home route, the principal is responsible for the safe care of students and staff at the school until safe transportation is possible, unless a billet program is active and in effect. Drivers who live in town may be called upon to deliver students to billets.
- e. The decision to run in the morning is independent of the decision to run the school bus in the afternoon. ~~When a morning route is cancelled the afternoon return route is expected to run.~~

Education in a Culture of Excellence