

REMINDER: 7:00pm @ Hanover room - SCC & Municipalities Forum

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 02 12-Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of February 12, 2019 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS -

6. CONSENSUS AGENDA ITEMS

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

- Director's Personnel Report – February 2019
- Out of Province Travel Report
- CONFIDENTIAL - Student Suspension report
- Administrative Procedures:
 - AP 713 - Use of Division Owned Vehicles
 - AP 714 - Vehicle Accident Procedure

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

- 1) Provincial 2019-2020 Budget - [2019-2020 Provincial Budget-032519-FINAL.pdf](#)
- 2) Banking Services - [Banking Services-032519-FINAL.pdf](#)
- 3) Pathlow Boundary Issue - [Pathlow Boundary Issue-032519-0.pdf](#)
- 4) Contract of the Director of Education - [Contract of the Director of Education-032519-0.pdf](#)

B. Monitoring and Reporting Items

- 1) School Community Council Constitution Amendments (Reynolds and MUCC) - [SCC Constitution Amendments-032519-FINAL.pdf](#)

C. Board of Education Strategic Direction Items

- 1) Calendars 2019-2020 - [2019-2020 Calendars-032519.pdf](#)

*8. INFORMATION ITEMS

- ### A. Director's Personnel Report - [2019 02- Director's Personnel Report Feb 2019.pdf](#)

B. Out of Province Travel - [Out of Province-2019 03 25.pdf](#)

C. CONFIDENTIAL Student Suspensions - [CONFIDENTIAL Suspensions-032519.pdf](#)

D. Administrative Procedures -

- [AP 713 - Use of Division Owned Vehicles Dec 2018 FINAL DRAFT.pdf](#)
- [AP 714 - Vehicle Accident Procedures \(Feb 2019\) FINAL DRAFT.pdf](#)
 - [AP 714.1-Accident Information Report \(On Scene\) Form \(Feb 2019\) FINAL DRAFT.pdf](#)
 - [AP 714.2-NESD Accident Report \(Dec 2018\) FINAL DRAFT.pdf](#)

***9. CORRESPONDENCE**

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION - [2018-2019 SSBA](#)

a. [Public Section-2019 02 28-Litigation Funding Request Memo.pdf](#)

b. [Public section-2019 02 20-Memo re appeal financing.pdf](#)

c. [Public Section Update-2019 02 28.pdf](#)

d. Budget - [Key Messages-2019-20 Budget.pdf](#) ; [Media Release -- School Boards Respond to Budget.pdf](#)

e. Theodore - [Appeal Summary Day 1 March 12 2019.pdf](#) ; [Theodore Decision Appeal Day 2 March 13 2019.pdf](#); [After the appeal message March 14 2019.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 -

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, February 12, 2019 at 1:30 pm at the Melfort Division Office Board Room in Melfort, Saskatchewan.

PRESENT:

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

ABSENT: Linda Erickson, Luke Perkins

CALL TO ORDER – 1:40pm.

ADOPTION OF AGENDA

2019-02-11 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2019-02-12 R. Ariss moved that the minutes of the Regular Board Meeting held on January 15, 2019 be adopted as presented. *CARRIED*

CONSENSUS ITEMS

2019-02-13 R. Hildebrand 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 – January 2019
- ❖ Administrative Procedure 805: Closure, Severe Weather and Student Transportation (amended).

NEW BUSINESS

2019-02-14 R. Hildebrand moved 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, if the purchaser pays the transfer fees. *CARRIED*

2019-02-15 L. Kidney moved that the Board approve the use of up to \$105,000 from Internally Restricted 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. *CARRIED*

MONITORING AND REPORTING ITEMS

2019-02-16 T. Kwiatkowski moved that the Board accept the receipt of the update from the Provincial Leadership Team as provided by the Director of Education. *CARRIED*

STRATEGIC DIRECTION ITEMS

2019-02-17 B. Gagné moved 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)

CARRIED

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).

ADJOURNMENT

2019-02-18 B. Gagné moved that the Board Meeting adjourn at 2:40 pm.

CARRIED

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: March 25, 2019

Topic: Provincial 2019-20 Budget

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

BACKGROUND

On March 20, 2019, the provincial budget was announced.

CURRENT STATUS

Please find attached the following:

- North East School Division: Outline of 2019-20 Budget Results (prepared by NESD)
- 2019-20 Changes to Formulae and Rates (prepared by the Ministry of Education)
- 2019-20 Ministry of Education Budget Backgrounder (prepared by the Ministry of Education).

RECOMMENDATION

Proposed Board Motion:

That the Board receive the 2019-20 Provincial Budget information as presented.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	March 21, 2019	<ul style="list-style-type: none"> • NESD: Outline of 2019-20 Budget Results • 2019-20 Changes to Formulae and Rates • 2019-20 Ministry of Education Budget Backgrounder

**North East School Division
Provincial Budget 2019-20
Outline of Budget Results
Provincial Budget Announcement: March 20, 2019**

1. The funding from the province for NESD has increased by approximately \$304,600 compared to budget day 2018-19. The enrolment projections for September 30, 2019 forecasts a reduction in enrolment compared to September 30, 2018 of 8.8 FTE students for the North East School Division. This resulted in a reduction of funding of approximately \$45,000.

The increase in funding from the province has been provided mainly for the following: enrolment growth (overall the projected growth for the province is approximately 1,000 students), the 1% teachers' salary increase at August 31, 2019 in the Collective Bargaining Agreement, the Saskatchewan Professional Teachers Regulatory Board fees for contracted teachers and other inflationary pressures of school divisions. Other inflationary pressures for NESD would include: carbon pricing, movement on the salary grids of teachers and other staff, any proposed general wage increases for staff other than teachers, benefit premium increases and general inflationary pressures on other expenditures.

Since 2015-16, the funding for NESD has decreased by approximately \$3 million. Approximately \$440,000 of this would relate to the expected enrolment decline at September 30, 2019.

2. The proposed new school for Carrot River remains on the Ministry of Education Top 10 Major Capital Requests listing.

3. The school preventative maintenance (PMR) funding is once again the good news item. Funding for NESD has increased from \$1,530,633 in 2018-19 to \$1,751,655 in 2019-20 (2017-18 was \$1.3 million and 2016-17 was \$1,163,000).

4. There have not been any new relocatables approved for NESD.

5. There were no new prekindergarten programs announced in the budget for any school division in the province.

6. Please refer to the attached document titled "2019-20 Changes to Formulae and Rates" for additional information provided by the Ministry of Education.

Document completed by Wanda McLeod, Superintendent of Business Administration, March 21, 2019

2019-20 Changes to Formulae and Rates

The following changes have been made to the Prekindergarten to Grade 12 funding distribution model (PreK-12 funding distribution model) for 2019-20:

Current Enrolments

The 2019-20 funding allocations are determined using projected enrolments for September 2019. This is an estimate, which will be adjusted, up or down, once actual enrolments are confirmed. Funding model rates may also be adjusted at that time.

Operating Adjustment

The government is committing to increase funding to school divisions by \$26.2 million in the 2019-20 budget. The ministry has adjusted rates within the PreK-12 funding distribution model to ensure equitable distribution. The changes will flow through the associate schools funding component as it is based on overall funding levels.

Saskatchewan Professional Teachers' Regulatory Board

Funding of \$1.5 million for the Saskatchewan Professional Teachers Regulatory Board (SPTRB) fees for contracted teachers is added to the base instruction allocation. The ministry will pay SPTRB directly for substitute teachers.

Plant Operations and Maintenance

Funded space calculation has been adjusted to reflect the updated utilization rate formula. Schools below 85% utilization will receive funding for a portion of utilized instructional space plus 100% of non-instructional space. Schools above 100% utilization will receive funding for actual space plus additional funding for the over-utilized portion of gross space. Regardless of utilization, all schools will be funded for 100% of non-instructional space to recognize the costs associated with operating, maintaining, and cleaning non-instructional space in all schools.

By funding non-instructional space at 100%, comprehensive schools can be funded using the same method as all other schools in the province.

Instructional and non-instructional area data for alternative schools are not currently available. Funding for these schools will be provided at 100% of actual space until new data becomes available.

Language and Culture

A language and culture component was created for the Conseil des écoles fransaskoises (CÉF) to support the unique constitutional obligations of section 23 of *The Canadian Charter of Rights and Freedoms*, in order to prepare the 21st-century student for success in the academic, identity and cultural aspects of development.

Francophone Factors

Francophone factors were developed to address the unique circumstances of the CÉF. In supports for learning, a factor of 1.5 will be applied to intensive supports and total enrolment, and to vulnerability. In transportation, CÉF high school students will be eligible for transportation and a factor of 1.8 will be applied to CÉF's urban transportation rates.

2019-20 Ministry of Education Budget Backgrounder

Prekindergarten to Grade 12

- Saskatchewan's 27 school divisions will receive \$1.90 billion in school operating funding for the 2019-20 school year. This is an increase of \$26.2 million, or a 1.4 per cent more than last year's \$1.872 billion.
- \$10.5 million for operating grants for qualified independent schools and historical high schools, an increase of \$879,000, due to increased enrolment.

Early Years and Child Care

- \$72.6 million for child care funding, which includes \$15.078 million in funding provided by the federal government through the *Canada-Saskatchewan Early Learning and Child Care Agreement*.
- \$15.6 million in continued funding for *KidsFirst*.
- \$4.3 million for Early Childhood Intervention Programs, a \$300,000 increase over last year.
- \$2.4 million in continued funding for nutrition programs.

Infrastructure:

- \$95.6 million for capital investments including:
 - \$3.0 million to provide planning and design funding for the replacement of two schools in Regina and four schools in Moose Jaw;
 - \$250,000 to determine the scope of a replacement school for St. Frances Elementary in Saskatoon;
 - \$29.0 million to provide funding for two ongoing major school consolidation projects in Rosthern and Weyburn;
 - \$55.9 million for preventative maintenance, renewal and emergency funding;
 - \$6.4 million for relocatable classrooms; and
 - \$1.0 million for school facility assessments.

Libraries and Literacy

- \$11.2 million in supports for libraries, a \$128,000 increase over last year including:
 - \$6.0 million in resource sharing grants for the seven regional library systems;
 - \$989,000 in resource sharing grants for Pahkisimon Nuyeyáh Library System in Northern Saskatchewan;
 - \$1.4 million for municipal libraries in Regina, Saskatoon and Prince Albert;
 - \$2.8 million to support universal access to library services, and for infrastructure including internet connectivity and the Single Integrated Library System.
- \$1.0 million in continued funding to support Saskatchewan's literacy programs, including:
 - \$541,000 to the network of Family Literacy Hubs; and
 - \$500,000 to continue to support the provision of 20 summer literacy camps in eight school divisions.

Joint Task Force on Improving Education and Employment Outcomes for First Nations and Métis People

- \$5.1 million in ongoing funding in response to the Joint Task Force for the following initiatives:
 - \$2.4 million to continue the Invitational Shared Services Initiative;
 - \$1.6 million continued support of *Following Their Voices* (First Nations and Métis Student Achievement Initiative);
 - \$1.0 million to support *Help Me Tell My Story* and *Help Me Talk About Math*; and
 - \$100,000 for Microsoft Software Licensing.

Teachers' Pension and Benefits

- \$410.8 million for the teachers' pensions (Statutory) and benefits (Statutory and CBA), a decrease of \$8.1 million or 1.9 per cent. This includes:
 - \$388.5 million in statutory funding requirements for the two pension plans (the Saskatchewan Teachers' Retirement Plan and the Teachers' Superannuation Plan), the Teachers' Dental Plan and the Teachers' Group Life Plan, a decrease of \$7.6 million or 1.9 per cent;
 - \$21.0 million in bargained benefits to teachers for extended health, a decrease of nearly \$500,000 or 2.2 per cent; and
 - \$1.3 million in operation costs for the Teachers' Superannuation Commission, an increase of \$7,000 or 0.5 per cent.



NESD Board of Education

Meeting Date: March 25, 2019

Topic: Pathlow Area Transportation Request

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

On July 13, 2016, Administration from the North East School Division and Horizon School Division met with two parents from the Pathlow area. Administration from the North East School Division who attended the meeting: Don Rempel, director of education, Rob McKay, superintendent of school services, and Wanda McLeod, superintendent of business administration. Administration from the Horizon School Division who attended the meeting, Kevin Garinger, director of education for Horizon, and Jocelyn Possberg, manager of transportation services for Horizon. At the meeting, the parents, Vanessa Miller and Leanne McRae, provided the Administration of both school divisions with approximately thirty signed "Applications for Land Transfer Between School Divisions." Essentially, the land owners, who signed the applications, would like the Horizon School Division boundary to include more land in the Pathlow area (land that is currently within the North East School Division boundary). This would allow for transportation to be provided by Horizon to the St. Brieux School. Currently, the North East School Division does not generally allow Horizon buses to enter the North East School Division boundaries.

Administration of both school divisions agreed that the application requests were logical. The distance from this Pathlow area to the St. Brieux School is closer than the current requirement to attend a Melfort school in order to receive busing (based on the school division boundaries).

Initially, the school divisions were going to follow the steps involved in changing the school division boundaries (transferring land from the North East School Division to the Horizon School Division). This would require board motions by both boards and also a Minister's Order. Administration requested a motion that would allow Administration the discretion to allow Horizon to enter the North East School Division boundaries (with their buses) in the Pathlow-St. Brieux area.

At the September 27, 2016 Regular Board Meeting, the Board made the following motion:

"That the Board approves the transportation by Horizon School Division to St. Brieux School of the students in the Pathlow-St. Brieux area that are within the North East School Division boundaries on a case by case basis, as decided by Administration during the 2016-17 school year."

A similar motion was made for the 2017-18 and 2018-19 school years.

CURRENT STATUS

The Board motion has provided Administration of both NESD and Horizon the flexibility needed in this unique area of the NESD boundaries. Administration of NESD would like to request a similar motion for the 2019-20 school year.



NESD Board of Education

RECOMMENDATION

Proposed motion:

That the Board approves the transportation by Horizon School Division to St. Brieux School of the students in the Pathlow-St. Brieux area that are within the North East School Division boundaries on a case by case basis, as decided by Administration during the 2019-20 school year.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education Wanda McLeod, Superintendent of Business Administration	March 6, 2019	



NESD Board of Education

Meeting Date: March 25, 2019

Topic: School Year Calendars

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Principle and Policy Item	<input type="checkbox"/> Information
<input 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

On January 15, 2019, the Board approved two calendar drafts to be circulated for feedback from the NESD School Community Councils (SCC). The Director of Education has received feedback from the Presidents of CUPE and NETA as well as from principals on behalf of their SCC's.

The North East Teachers' Association has proposed forgoing the annual teachers' convention in lieu of an additional division in-service day to support the implementation of visible learning. This would be on the understanding that the calendar remain at 194 days for teachers and not increase to 195 days.

CURRENT STATUS

The following elements are contained in the attached calendar drafts. These specifics are consistent with the calendars of the North East School Division since the change to legislation on the school year and school day were made:

- 194 teacher days (9 non-instruction)
- 185 student days
- 3.5 school improvement planning days; 3.5 school administrative days; 2 division in-service days
- 310 minute instructional days
- 955.8 instructional hours
- Student led conferences in evenings (10 hours)
- A holiday follows the weeks of student led conferences
- Spring break is aligned with Easter.
- February includes an additional full week break in conjunction with Family Day

White Fox School Alternatives:

- 184 teacher days (9 non-instruction)
- 175 student days
- 330 minute instructional days
- 957.5 instructional hours

RECOMMENDATION

Proposed Board motion:

That the Board approve the North East School Division regular calendar and the White Fox School alternate calendar for the 2019-2020 school year.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Assistant to the Director	March 14, 2019	Regular and Alternate Calendars



NESD School Calendar

2019 - 2020

3

Aug 2019						
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Sep 2019						
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Oct 2019						
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Feb 2020						
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Apr 2020						
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May 2020						
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July 2020						
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LEGEND				STATUTORY HOLIDAYS			
	First day of School		Last Day of School	Aug 5	Civic Holiday	Jan 1	New Years
	School Improvement Planning - no students		School Admin - no students	Sept 2	Labor Day	Feb 17	Family Day
	Statutory Holiday		Student Led Conferences	Oct 14	Thanksgiving	Apr 10	Good Friday
	Division In-service- no students		School Break	Nov 11	Remembrance Day	Apr 13	Easter Monday
				Dec 25	Christmas Day	May 18	Victoria Day
T	Teacher days = 194	S	Student Days = 185	Dec 26	Boxing Day	July 1	Canada Day



Aug 2019						
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Sep 2019						
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Oct 2019						
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Dec 2019						
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Jan 2020						
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Mar 2020						
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Apr 2020						
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May 2020						
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June 2020						
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July 2020						
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LEGEND							
	First day of School		Last Day of School	Aug 5	Civic Holiday	Jan 1	New Years
	School Improvement Planning (SIP) – no students		School Admin – No students	Sept 2	Labor Day	Feb 17	Family Day
	Teacher Convention		Student Conferences	Oct 14	Thanksgiving	Apr 10	Good Friday
	Division In-service (no students)		School Break	Nov 11	Remembrance Day	Apr 13	Easter Monday
	Stat. Holiday		Alternate Break	Dec 25	Christmas Day	May 18	Victoria Day
T	Teacher days = 184	S	Student Days = 175	Dec 26	Boxing Day	July 1	Canada Day



USE OF DIVISION OWNED VEHICLES (NON SCHOOL BUS)

This Administrative Procedure is to guide users in the proper use of vehicles owned or leased by the North East School Division.

DEFINITIONS

For the purpose of this Administrative Procedure:

Vehicle refers to cars, sport utility vehicles, vans and pick-up trucks that are owned or leased by the Division. This Administrative Procedure does not pertain to 15 Passenger vans, private vehicles or multi-function school activity buses. Refer to [AP 807 – Transportation in Private Vehicles](#) and [AP 808 – 15 Passenger Vans](#)

PROCEDURES

1. Vehicles may only be driven by employees or Board members of the Division.
2. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
3. Drivers of Division vehicles may be required to submit a photocopy of their driver's license annually at the start of each school year to their direct supervisor. Employees must advise their applicable supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving. In addition refer to [AP 516 – Reporting Criminal Charges](#).
4. Drivers must abide by the requirements of the *Highway Traffic Act* and applicable Traffic Bylaws and Division policy.
5. When not in operation, drivers are to ensure that the Division vehicles left unattended are locked and parked securely at all times.
6. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
7. All accidents involving Division vehicles must be promptly reported to the employee's supervisor. Refer to AP 714 – Vehicle Accident Reporting.
8. The use of Division vehicles shall be strictly limited to the activities associated with the operation of the Division. Vehicles are not to be taken home except as outlined in AP 713 (9).
9. No personal use of a Division vehicle shall be permitted. In accordance with the *Canadian Income Tax Act*, personal use arises when an employee uses an employer's vehicle for purposes other than the employer's business. This includes travel between home and the work place, even if the employee may have to return to work after regular duty hours. As per the *Canadian Income Tax Act*, the following exceptions may apply:
 - a. The vehicle is taken home because the employee is on-call for emergencies. As defined by the Canada Revenue Agency, emergencies are those relating to the health and safety of the general population or to a significant disruption to the employer's operation. For example, a Transportation Foreman that is on-call to provide roadside assistance to buses or a Facilities Foreman that is on-call to maintain operation of Division buildings. No personal kilometers are to be driven while the vehicle is at the employee's residence.
 - b. The vehicle is taken home for the purpose of leaving the next morning from the employee's home or work site other than his/her regular place of business and it is more economical to the Division for the employee to leave from home. For example, the



employee proceeds from home to a meeting, training course or conference that is located at a place other than his/her regular place of business. No personal kilometers are to be driven while the vehicle is at the employee’s residence.

- 10. Division vehicles are subject to all Division policies and procedures pertaining to Division property.
- 11. It is the expectation that Division vehicles will be used first and foremost before taking personal vehicles when traveling on behalf of the Division. Mileage claims for use of personal vehicles may not be paid if a Division vehicle was available for use. This approval will be at the discretion of the supervisor of the driver.
- 12. It is the expectation that employees using Division vehicles carpool as much as possible when traveling to the same destination. When booking Division Vehicles indicate both the location and time of use.
- 13. Division vehicles are to be returned clean, garbage removed and fueled.
- 14. Guideline for Vehicle Replacement

Light, Medium and Heavy Vehicle Replacement	
Variable	Point Allocation
Age	One point for each year of age.
Kilometers	One point for each 25,000 km of use.
Reliability	One, three or five points depending on the frequency that a vehicle is in the shop for repair. For example, a five could be assigned to a vehicle that is in the shop two or more times per month on average, while a rating of one could be assigned to a vehicle that is in the shop an average of once every three months or less.
Maintenance and Repair Costs	One, three or five points depending on the cost of the repair in relation to the age of the vehicle. This category will be assessed on a case by case basis. The higher the expense and the older the vehicle the higher the rating.

Evaluation Ranges for Light Vehicles

- Under 20 Points: Excellent to Very Good Condition
- 20 to 24 Points: Good Condition
- 25 to 29 Points: May qualify for replacement planning
- 30 Points and Above: Consider for Replacement

Evaluation Ranges for Medium and Heavy Vehicles

- Under 18 Points: Excellent to Very Good Condition²
- 18 to 22 Points: Good Condition
- 23 to 28 Points: May qualify for replacement planning
- 29 Points and Above: Consider for Replacement

The point allocations will be calculated by the department that uses the vehicle. The detailed information is then provided the Superintendent of Business Administration for approval prior to being added to the budget.



15. The Business Manager will be responsible for the request for proposals or quotes required for the purchase of the vehicle or vehicles.

16. When a new vehicle is purchased, the department must provide the old vehicle to Transportation Services for disposal. The new vehicle will not be provided to the department until this has been completed. If the department is interested in keeping the vehicle being replaced, approval must be received from the Superintendent of Business Administration.

Education in a Culture of Excellence



VEHICLE ACCIDENT REPORTING

This Administrative Procedure is to guide users in the proper procedures for vehicle accident reporting.

DEFINITIONS

For the purpose of this Administrative Procedure:

Vehicle refers to cars, sport utility vehicles (SUV), vans, pick-up trucks, school buses, multi – function school activity buses, 15 Passenger vans that are owned or leased by the North East School Division No. 200. In addition, privately owned vehicles while transporting students will also pertain.

PROCEDURES

1. Preamble:
 - a. The vehicle must be used for the purpose of fulfilling North East School Division business
 - b. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
 - c. All drivers must be an approved driver that has completed the Driver Authorization Form.
 - d. Refer to BP105, AP713, AP807 and AP808 for additional information
2. If there are injuries 9-1-1 should be called first in all circumstances.
3. Do not accept responsibility for the accident.
4. All crashes involving hit and run, an impaired driver, an out of province vehicle or where the vehicle must be towed from the scene must be immediately reported to the police.
5. Accidents involving wildlife: contact local law enforcement to report the incident. Saskatchewan Environment and Resource Management may need to be contacted to dispose of the animal.
6. Do not involve yourself in an argument with the other driver.
7. Do not speak to the media. If approached by the media, redirect the media to the division office for any questions or comments.
8. The procedures required will depend on the extent of the damage to the vehicle(s) and if there are injuries to the occupants:
 - a. If the accident is MINOR and the vehicle is drivable, move vehicle out of traffic, turn off the engine and remove keys. Make arrangements to have the vehicle towed (if necessary).
 - b. If you are able take pictures of the accident scene and the vehicles involved.
 - c. When you are able, contact your direct supervisor to advise of the accident.



9. Division Owned Vehicles – Cars, SUV’s, Vans (NOT 15 Passenger) and pick-up trucks.
 - a. Each vehicle will be equipped with a “Vehicle Accident Package”.
 - The Accident Information Report (On Scene) is be used at the scene of the accident as a guide to collecting information. Pertinent information to obtain includes; license number of the other driver; make, model and year of other vehicle(s), names and contact information including address of other driver, witnesses and occupants of other vehicle(s). This form is provided as a guide only and can be used at the driver’s discretion.
 - The NESD Vehicle Accident Report must be completed within 24 hours of any incident involving an NESD vehicle and submitted to your direct supervisor.
 - b. Direct Supervisor Responsibilities
 - Scan the Accident Information Report (on scene) and the NESD Vehicle Accident Report to vehicle.report@nesd.ca.
 - Ensure that the school/individual complete the Marsh School Incident Report.
 - You will be informed of the next steps.

10. School Buses, Multi – Function Activity Buses, 15 Passenger Vans

These vehicles are considered commercial vehicles which are governed by the *Commercial Carrier Act*.

- a. Contact the Transportation Services Department for further instructions.

11. Personal Vehicles

- Insurance Requirement
 - Individuals authorized to use their vehicle MUST have third party liability insurance of at least two (2) million dollars in accordance with AP 807(e)
 - In case of claim, the vehicle owner’s liability insurance applies before the School Board Insurance.
 - Damage to the owner’s vehicle is not insured by the School Division. However, the NESD may cover the deductible to have the vehicle repaired provided the accident occurred while on School Division business.
- Accident Reporting
 - Contact your direct supervisor to report the accident as soon as you are able.
- Direct Supervisor Responsibilities
 - Record the details of the accident as it was reported to you and forward the information to the vehicle.report@nesd.ca.

You will be informed as to next steps.



North East School Division No. 200

Accident Information Report (On Scene)

Accident Details

Date: _____ Time: _____ AM PM
Weather Conditions: _____ Road Conditions: _____
Location of Accident: _____
Police Investigation: YES NO Report No. _____
Description of Accident: _____

Driver and Vehicle Information

Name: _____ Driver's License: _____
Phone: _____ Email: _____
Plate: _____ Make: _____ Model: _____ Year: _____
Passenger(s): YES NO
Name: _____ Phone: _____
Name: _____ Phone: _____
Describe Vehicle Damage _____

Other Driver and Vehicle Information

Name: _____ Driver's Licence: _____
Phone: _____ Email: _____
Plate: _____ Make: _____ Model: _____ Year: _____
Passenger(s): YES NO
Name: _____ Phone: _____
Name: _____ Phone: _____
Describe Vehicle Damage _____

Injuries

Name: _____ Phone: _____
Address: _____
Describe Injury: _____

Witnesses (Other than passengers)

Name: _____ Phone: _____
Address: _____
Name: _____ Phone: _____
Address: _____

****In addition please take pictures of the accident scene and the vehicles involved including license plates. ****

***Purpose of this form is to help guide you when collecting all information on the scene. It is not a required form. ***



North East School Division Accident Report Form

Phone numbers: Police/Fire/Ambulance: 911	NESD Office: 1-306-752-5741 NESD Transportation: 1-306-873-4555	Report Accident to SGI Claim Center: 1-800-667-5030
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When an accident occurs:		
<ul style="list-style-type: none"> Remain calm Get to a safe place Check for injuries Call police/fire/ambulance 	<ul style="list-style-type: none"> Gather information for report Call NESD DO NOT ADMIT RESPONSIBILITY 	<ul style="list-style-type: none"> Take pictures: license plate, other driver/passengers, damage, scene

Driver and vehicle information:	NESD Vehicle/Bus/Van/MFSAB	Other Vehicle
Vehicle plate or bus #		
Damages caused by accident		
Driver and apparent injuries		
Passengers and apparent injuries (Use other side if necessary)		

Other vehicle:		
Make, Model, Year	Driver Name, Address, Phone	Owner Name, Address, Phone

Police and witnesses not involved in the accident:		
Police: Name, Badge No., Detachment	Witness: Name, Address, Phone	Witness: Name, Address, Phone

Accident details:	
Date/Time of accident:	Location of Accident:
Weather conditions:	Road conditions:

What happened: Also sketch accident scene on other side

Office use only		
NESD File #:		
SGI File #:		
Police File #:		January 2019