

**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 03 25 Regular Board minutes. FINAL.pdf](#)

*Proposed Motion: That the minutes of the Regular Meeting of March 25, 2019 be adopted (as presented) or (as amended).*

**5. DELEGATIONS & SPECIAL PRESENTATIONS -**

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

**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 – March 2019
- Out of Province Travel Report
- CONFIDENTIAL - Student Suspension report

**7. DISCUSSION/DECISION - BOARD DIRECTION**

**A. New Business**

1)

**B. Monitoring and Reporting Items**

1) Wall Walk -

2) Finance Report to February 28, 2019 - [Financial Report for the Six Months ending February 28 2019-041619-FINAL.pdf](#)

3) 10 Year Capital Plan - [NESD 10 Year Capital Plan-041619-FINAL.pdf](#)

4) Transportation Report - [Transportation Report-041619-FINAL.pdf](#)

5) Tisdale Elementary Constitution Amendment - [TES Constitution amendment-041619-FINAL.pdf](#)

**C. Board of Education Strategic Direction Items**

1) Re-submission of White Fox Calendar - [2019-2020 White Fox Calendar-041619-FINAL.pdf](#)

**\*8. INFORMATION ITEMS**

**A. Director's Personnel Report** - [2019 03-Director's Personnel Report Mar 2019.pdf](#)

**B. Out of Province Travel** - [Out of Province-2019 04 16-FINAL.pdf](#)

**C. CONFIDENTIAL Student Suspensions** - [Suspensions-041619-FINAL.pdf](#)

**D. Administrative Procedures** - None

**\*9. CORRESPONDENCE**

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

a. [General Insurance Plan Design Team Up-20190327.pdf](#)

b. [SSBA Resolutions Update-2019 04 02.pdf](#)

c. [Minutes for Approval and Meeting Reminder-2019 04 09.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 Monday, March 25, 2019 at 1:30pm at the Tisdale Transportation Boardroom, in Tisdale, Saskatchewan.

**PRESENT:**

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

**CALL TO ORDER** – 1:30pm.

**ADOPTION OF AGENDA**

2019-03-19 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

**MINUTES**

2019-03-20 T. Kwiatkowski moved that the minutes of the Regular Board Meeting held on February 12, 2019 be adopted as presented. *CARRIED*

**CONSENSUS ITEMS**

2019-03-21 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 – February 2019
- ❖ Out of Province Travel
- ❖ Student Suspension Letters
- ❖ Administrative Procedure 713: Use of Division Owned Vehicles (new)
- ❖ Administrative Procedure 714: Vehicle Accident Reporting (new).

**NEW BUSINESS**

2019-03-22 R. Ariss moved that the Board receive the 2019-20 Provincial Budget information as presented. *CARRIED*

2019-03-23 M. Walton moved that the Board appoint BMO Financial Services as the financial institution for the daily banking services of the North East School Division for a five-year term with an option to renew for another five years. *CARRIED*

2019-03-24 L. Kidney moved that the Board acknowledge the Master Service Level Agreement received from BMO Financial Services. *CARRIED*

- 2019-03-25 T. Kwiatkowski moved that the Board considers it necessary to borrow certain sums of money from time to time to meet current operating expenditures; CARRIED
- NOW THEREFORE, be it resolved that:
1. The Board do borrow from BMO Financial Services (“the Bank”) sums of money from time to time as required to meet current expenditures of the Board, provided that the total principal amount owed to the Bank at any one time shall not exceed the sum of Four Million Nine Hundred Thousand (\$4,900,000) Dollars.
  2. Board Chair or Board Vice-Chair with any one of following officers:
    - Superintendent of Business Administration
    - Director of Education
    - Manager of Financial Services(the “Officers”)
- Be and are hereby authorized for and on behalf of the Board:
- a) to apply to the Bank for the aforesaid loan to the Board and to negotiate rates of interest; and
  - b) to obtain advance of monies from the Bank by way of overdraft on the Board’s account or pursuant to promissory notes, loan agreements or other evidence of indebtedness from the Bank, as may be permitted or required by the Bank; and
  - c) to execute on behalf of the Board such bills, promissory notes or similar, or other forms of obligation as the Bank may require as evidence of and security for all sums borrowed hereunder, and each document executed as aforesaid shall be valid and binding upon the Board, according to its tenor and the Bank shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this resolution.
3. All sums borrowed pursuant to paragraph 1 hereof or so much thereof as from time to time remains unpaid shall bear interest at rates per annum as mutually agreed between the Board and the Bank from time to time.
  4. As security for repayment of money borrowed pursuant to paragraph 1 hereof, the Board hereby charges to and in favor of the Bank all the revenues of whatever nature and kind by such security documentation as the Bank may require in respect to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with agreed interest on all sums borrowed from the Bank. The Bank shall not be bound to recover any such requisitions or other monies before being entitled to repayment from the Board.
  5. The Bank shall be furnished with a certified copy of this resolution and a list of the Officers together with specimens of their signatures, and this resolution and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Bank.
- 2019-03-26 R. Hildebrand moved 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. CARRIED
- 2019-03-27 M. Walton moved that the Board accept the letter of resignation dated March 4, 2019 from the Director of Education and approve the extension and adjustments to the contract of employment for the Director of Education with a term of July 1, 2019 to June 30, 2021. CARRIED

**MONITORING AND REPORTING ITEMS**

2019-03-28 L. Erickson moved that the Board approve the amendment to the Reynolds Central School Community Council Constitution as presented. *CARRIED*

2019-03-29 R. Ariss moved that the Board approve the amendment to the Melfort and Unit Comprehensive Collegiate School Community Council Constitution as presented. *CARRIED*

**STRATEGIC DIRECTION ITEMS**

2019-03-30 L. Kidney moved that the Board approve the North East School Division regular calendar and the White Fox School alternate calendar for the 2019-2020 school year. *CARRIED*

**ADJOURNMENT**

2019-03-31 B. Gagné moved that the Board Meeting adjourn at 2:05 pm. *CARRIED*

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Board Chairperson

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Superintendent of Business Administration



# NESD Board of Education

Meeting Date: April 16, 2019

Topic: Financial Report for the Six Months Ending February 28, 2019

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 six months ending February 28, 2019:

1. Memo for the Six Months ending February 28, 2019
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 six months ending February 28, 2019.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	April 8, 2019	<ul style="list-style-type: none"> <li>• Memo for Quarter End</li> <li>• Statement of Operations</li> <li>• Statement of Cash Requirements</li> <li>• Accumulated Surplus Activity Statement</li> <li>• Statement of Tangible Capital Asset Purchases</li> <li>• Hudson Bay Community School – Project Costs</li> </ul>



# North East School Division

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**TO:** Board of the North East School Division

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

**DATE:** April 16, 2019

**RE:** Financial Report for Quarter Ending February 28, 2019

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The Board will be provided with three quarterly reports and one annual financial statement report for the 18 -19 fiscal year. February 28, 2019 marks the end of the second quarter. At February 28, we would expect the actual ten month expenses for school based lines to be reporting at 60% of budget and the twelve month expenses for central office lines to be reporting at 50% of budget.

Below is an executive summary of information for the first and second quarters of 2018-19 as well as comparisons to the same time period for 2017-18. 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 province started collecting the education property tax revenues directly from the municipalities. Prior to this date, the education property taxes were collected by school divisions and reported as revenues by the school divisions.

#### **Grants**

The provincial grants totaled approximately \$26.8 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant (at \$26.77 million) is in line with the budgeted amount as provided by the Ministry of Education on budget day. The overall impact of the December operating grant (that takes into account the September 30, 2018 actual school enrolments) should result in approximately \$200,000 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 and second quarters, there was no capital funding received. This is consistent with the first and second quarters of 2017-18.

### **Tuition and Related Fees**

The tuition and related fee revenues will be under budget. In the first quarter of 2018-19, there were more federally funded students enrolled at North East School Division compared to the budget. Actual enrollment for the first billing was 61 students compared to the budget number of 58 students. However, in the second quarter of 2018-19, there was a decline in enrollments to only 40 federally funded students. The actual tuition revenue calculations for federally funded students are based on the actual enrolments at three points in time during the school year.

### **School Generated Funds**

Based on the first and second quarter trend, the school generated revenues are expected to be more than the 2018-19 budget. The following contributed to the increase in revenues: schools fundraising to offset extra-curricular programs, school equipment, special events, and playground equipment. These extra fundraising events were unbudgeted. Some schools also received grant funding for various projects that were not included in the budget. LP Miller School received a \$20,000 donation that was to be used to help pay for shale for their school track, which had not been budgeted. Carrot River Jr. Sr. High School is also planning a Newfoundland trip, and collected deposits of \$12,300 from students for the trip, which had not been budgeted. The schools are responsible for determining the budgets for the school generated funds.

### **Complementary Services**

Complementary service revenues are currently at 51% of the budgeted amount. The complementary service revenue represents the provincial grants for the pre-kindergarten programs. In addition to the Ministry funding, \$10,000 in outreach funding was received in the first quarter, which is consistent with the first quarter of 2017-18.

### **External Services**

External services revenues have \$215,286 or 77% of the total budgeted amount recognized at February 28, 2019. External services are comprised of cafeteria sales and grant funding for the Invitational Shared Services Initiative (ISSI).

Cafeteria sales for both LP Miller and MUCC are slightly down for the first and second quarters of 2018-19 compared to the first and second quarters of 2017-18. This is due to a general decrease in the number of sales from the prior year.

The new chart of account guidelines of the Ministry of Education requires Invitational Shared Services Initiative (ISSI) revenues and expenses to be reported as external services. In 2017-18, ISSI revenue was reported with grants and the expense was reported as instructional expenses. In 2018-19, the full \$150,000 anticipated revenue has been received in the second quarter.

### **Other Revenue**

Other revenue is currently at 67% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. Interest income is anticipated to be over budget as the year progresses, due to an unexpected increase in interest rates. Gain on disposal of tangible capital assets will be over budget, as the school division sold outdated technology and received approximately \$50,000 for these items, which had not been budgeted.



## **Expenses**

### **Governance**

Governance is 62% of the budgeted amount, which is higher than the expected percentage of budget spent. In 2018-19, there is no capped governance expenditure level, compared to 2017-18. Board professional development (PD) costs are higher than anticipated based on the budgeted amount but will level out as the year progresses. In 2018-19, board costs to date relate to board member attendance at the Education Summit and SSBA Fall Assembly.

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 2017-18.

### **Administration**

Administration expenses are in line with budget at 50%, which is the expected level of expenses for this category.

### **Instruction**

Total instruction expenses are at 57% of the budgeted amount. The amount spent at February 28, 2018 was at 58% of the budgeted amount. Most instruction expense would be expected to be at 60% spent (based on six out of ten months of the fiscal year being completed).

In 2017-18 a total of \$150,000 in costs relating to ISSI at Kinistin and Yellow Quill First Nations had been paid for services rendered to the end of the second quarter. In 2018-19, both the budgeted and actual costs for this program will be reported as external services.

### **Plant**

Overall the plant expenses are less than the expected 50% (at 44% of budget, which is identical to the percentage in 2017-18). 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.

There are three school roof replacements underway in the first and second quarters of 2018-19 at Bjorkdale School, LP Miller Comprehensive School and Melfort Unit Comprehensive Collegiate (MUCC). All three projects are included in the budget and will be funded using Preventative Maintenance and Renewal (PMR) grants from the Ministry.

### **Student Transportation**

Student transportation is currently at 56% of the budgeted amount, with the expected percentage being 55%. 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.

### **Tuition and Related Fees**

The tuition and related fees will be under budget. The number of students enrolled in the regional college adult basic education program is lower than expected. Cumberland College invoiced North East School Division for 18 students in both the first and second semesters, and the budget included 25 students. In 2017-18, the budget was for 25 students and billing was for 20 students. The operating grant provides funding for the students that attend this program at Cumberland College.

### **School Generated Funds**

The school generated expenses are at 72% of the budget (compared to 77% of the budget in the prior year). It is anticipated that expenses will be higher than the budgeted amount as the year progresses. The schools have been fundraising to offset extra-curricular programs, school equipment, special events, and playground equipment. This fundraising was not included in the budget and directly impacts the

related fundraising 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 at 53% of the budget, with the expected percentage being at 60%.

### **External Services**

External services are at 31% of the budget, with the expected percentage being at 60%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller, as well as expenses related to ISSI. There were \$167 of ISSI expenses in the first and second quarters (ISSI expenses were previously reported as instructional expenses in 2017-18). In 2017-18, external services were at 55% of the budget at the end of the second quarter.

### **Other Expenses**

Other expenses are in line with budget. Other expenses include services charges and interest paid on the capital loan for the construction of the Hudson Bay Community School.

## **STATEMENT OF CASH REQUIREMENTS**

The Public Sector Accounting Standards (PSAS) provide statements that include items that do not have an impact on the cash of the school division (such as amortization expense) and omit purchases that do have an impact on cash flows (such as the purchase of tangible capital assets). When budgeting, it is more important to look at the full picture for the organization. This would include the purchase of tangible capital assets and the use of the accumulated surplus. The Statement of Cash Requirements provides additional detail for a more complete picture for the 2018-19 fiscal year of the school division.

### **Tangible Capital Assets**

The tangible capital asset (TCA) purchases totaled \$675,875 in the first and second quarters, out of the total \$2.5 million budgeted. One school bus has been purchased, with the remaining school buses included in the 2018-19 budget to be purchased later in the fiscal year. All three of the replacement vehicles included in budget have been purchased by the end of the second quarter of 2018-19. Tisdale Middle and Secondary School purchased a mini bus with fundraising dollars. The vehicle purchase was not included in the budget. There are expenditures planned for surveillance equipment updates at various schools as well as other technology purchases. Human resources/payroll and finance software upgrades are also required. This software is six versions behind the most current version. However, it is anticipated that this software will not be purchased in 2018-19. In addition, software replacements are required in the transportation services area, as the current software in this department is ten years old. The transportation computer hardware and software requirements will be purchased as the year progresses.

### **Amortization**

Amortization expense is being recorded at 50% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2017-18, 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 six months ending February 28, 2019**

	18 - 19				17-18			
	Budget 2018-19	Actual 2018-19	Variance	%	Budget 2017-18	Actual 2017-18	Variance	%
<b>REVENUES</b>								
Property Taxation	\$ -	\$ -	\$ -	-	\$ 3,954,550	\$ 4,049,292	\$ (94,742)	102%
Grants	55,199,772	\$ 26,841,219	\$ 28,358,553	49%	50,847,242	22,925,465	27,921,777	45%
Tuition and Related Fees	710,400	\$ 417,206	\$ 293,194	59%	722,511	470,716	251,795	65%
School Generated Funds	982,950	\$ 779,864	\$ 203,086	79%	1,127,100	1,054,826	72,274	94%
Complementary Services	600,996	\$ 303,763	\$ 297,233	51%	590,220	298,456	291,764	51%
External Services	280,000	\$ 215,286	\$ 64,714	77%	132,698	74,386	58,312	56%
Other Revenue	642,000	\$ 428,197	\$ 213,803	67%	601,977	315,211	286,766	52%
<b>Total Revenues</b>	<b>\$ 58,416,118</b>	<b>\$ 28,985,535</b>	<b>\$ 29,430,583</b>	<b>50%</b>	<b>\$ 57,976,298</b>	<b>\$ 29,188,352</b>	<b>\$ 28,787,946</b>	<b>50%</b>
<b>EXPENSES</b>								
Governance	\$ 241,900	\$ 148,983	\$ 92,917	62%	\$ 236,736	\$ 139,890	\$ 96,846	59%
Administration	2,289,287	\$ 1,146,263	\$ 1,143,025	50%	2,135,409	1,026,865	1,108,545	48%
Instruction	42,043,682	\$ 24,098,337	\$ 17,945,345	57%	41,858,631	24,156,741	17,701,891	58%
Plant	9,960,118	\$ 4,341,006	\$ 5,619,113	44%	10,417,683	4,604,554	5,813,130	44%
Transportation	4,479,089	\$ 2,498,019	\$ 1,981,071	56%	4,504,766	2,515,613	1,989,154	56%
Tuition and Related Fees	289,750	\$ 209,167	\$ 80,583	72%	290,500	231,477	59,023	80%
School Generated Funds	963,573	\$ 696,415	\$ 267,158	72%	1,032,173	797,617	234,556	77%
Complementary Services	1,483,259	\$ 792,763	\$ 690,496	53%	1,461,441	804,617	656,824	55%
External Services	387,851	\$ 120,181	\$ 267,671	31%	233,176	127,591	105,585	55%
Other Expenses	332,876	\$ 167,609	\$ 165,267	50%	347,267	176,464	170,803	51%
<b>Total Expenses</b>	<b>\$ 62,471,385</b>	<b>\$ 34,218,741</b>	<b>\$ 28,252,644</b>	<b>55%</b>	<b>\$ 62,517,782</b>	<b>\$ 34,581,427</b>	<b>\$ 27,936,355</b>	<b>55%</b>
<b>Operating Deficit for the Year</b>	<b>\$ (4,055,267)</b>	<b>\$ (5,233,206)</b>	<b>\$ 1,177,939</b>		<b>\$ (4,541,484)</b>	<b>\$ (5,393,075)</b>	<b>\$ 851,591</b>	

**NORTH EAST SCHOOL DIVISION**  
**Statement of Cash Requirements**  
**For the six months ending February 28, 2019**

	<b>Budget 2018-19</b>	<b>Actual 2018-19</b>	<b>Variance</b>
<b>OPERATING DEFICIT FOR THE YEAR</b>	\$ (4,055,267)	\$ (5,233,206)	\$ (1,177,939)
<b>TANGIBLE CAPITAL ASSETS:</b>			
(-) Purchases	2,451,059	675,875	(1,775,184)
(+) Proceeds from disposals	14,000	56,791	42,791
<b>LONG TERM DEBT:</b>			
(-) Repayments of the year	372,204	184,170	(188,034)
(+) Debt issued during the year	-	-	-
<b>NON-CASH GAIN/EXPENSES:</b>			
(+) Amortization expense	4,464,406	2,232,203	(2,232,203)
(+) Write-down of capital assets	-	-	-
(-) Gain on disposals of tangible capital assets	14,000	56,791	42,791
<b>DEFICIT CASH FOR THE YEAR</b>	<b>\$ (2,414,124)</b>	<b>\$ (3,861,048)</b>	<b>\$ (1,446,924)</b>
<b>ACCUMULATED SURPLUS CHANGES:</b>			
<i>Internally restricted:</i>			
School bus replacement (capital)	660,000	104,445	(555,555)
School bus replacement funding (capital)	-	(105,000)	(105,000)
Vehicle replacements (capital)	120,000	109,527	(10,473)
School generated funds	96,726	36,068	(60,658)
Teachers for diversity and small schools	70,000	-	(70,000)
Computer software replacement and software upgrade (capital)	195,000	3,231	(191,769)
Invitational Shared Services Initiatives (ISSI)	5,840	167	(5,673)
Maude Burke School addition - Contingency (capital)	250,000	31,449	(218,551)
Surveillance equipment replacement (capital)	152,000	-	(152,000)
Hudson Bay Community School (capital)	-	5,080	5,080
Non School Buildings (capital)	-	13,175	13,175
Improved Learning Environment of Students	-	30,895	30,895
School Budget Carryover	-	(640,585)	(640,585)
PMR - use of funds for projects	1,375,000	201,845	(1,173,155)
PMR - funding	(1,530,000)	-	1,530,000
<b>NET CHANGE IN CASH POSITION (UNRESTRICTED)</b>	<b>\$ (1,019,558)</b>	<b>\$ (4,070,752)</b>	<b>\$ (3,051,194)</b>

**NORTH EAST SCHOOL DIVISION**  
**Statement of Accumulated Surplus**  
**For the six months ending February 28, 2019**

	August 31, 2018	Additions during the year	Reductions during the year	August 31, 2019
<b>Invested in Tangible Capital Assets:</b>				
Net Book Value of TCA	73,533,049	675,875	2,232,202	71,976,722
Less: Debt owing on TCA	8,105,041	-	184,170	7,920,871
	<b>65,428,008</b>	<b>675,875</b>	<b>2,048,032</b>	<b>64,055,851</b>
<b>PMR maintenance project allocations</b>	1,479,957	-	201,845	1,278,112
<b>Externally Restricted Surplus:</b>				
Broadway School Sale Agreement	50,556	-	-	50,556
<b>Internally Restricted Surplus:</b>				
<b>Capital Projects:</b>				
School Bus Replacement	848,466	105,000	104,445	849,021
Computer Software Replacement and Software Upgrade	195,000	-	3,231	191,769
Digital Projector Replacement	18,114	-	-	18,114
Hudson Bay Community School Project	57,813	-	5,080	52,733
Non-School Buildings	821,707	-	13,175	808,532
Surveillance Equipment Replacement	272,000	-	-	272,000
Vehicle Replacements	121,248	-	109,527	11,721
	2,334,348	105,000	235,458	2,203,890
<b>Other:</b>				
Improved Learning Environment of Students	64,558	-	30,895	33,663
Invitational Shared Services Initiatives (ISSI)	5,838	-	167	5,671
School Budget Carryover	352,720	1,376,389	735,804	993,305
School Generated Funds	1,108,419	820,715	856,783	1,072,351
School Improvement Initiative	63,861	-	-	63,861
Teachers for Diversity and Small Schools	1,915,511	-	-	1,915,511
Contingency	5,007,290	-	31,449	4,975,841
	8,518,197	2,197,104	1,655,098	9,060,203
Unrestricted surplus	3,761,811	-	-	3,761,811
<b>Totals</b>	<b>16,094,313</b>	<b>2,302,104</b>	<b>2,092,400</b>	<b>16,304,017</b>

**NORTH EAST SCHOOL DIVISION**  
**Statement of Tangible Capital Asset Purchases**  
**For the six months ending February 28, 2019**

	<b>Actual 2018-19</b>	<b>Budget 2018-19</b>	<b>Variance</b>
Maude Burke School addition (note 1)	\$ 31,449	\$ 250,000	(218,551)
Computer hardware	151,094	906,188	(755,094)
School buses (note 2)	104,445	660,000	(555,555)
Furniture and equipment	183,955	239,371	(55,416)
Playground equipment and school land improvements (note 3)	14,749	55,500	(40,751)
Vehicles (note 4)	182,011	120,000	62,011
Computer software	3,093	220,000	(216,907)
Hudson Bay Community School (note 5)	5,080	-	5,080
Totals	<u>\$ 675,875</u>	<u>\$ 2,451,059</u>	<u>\$ (1,775,184)</u>

Notes:

1. The Board and the Ministry of Education approved an addition of two classrooms onto Maude Burke Elementary School. The project started in 2017-18 and is funded from the internally restricted accumulated surplus for contingency- The total budget for the project was \$800,000 and approximately \$824,000 (over the two years) has been spent. The \$250,000 budget was projected in May 2018 (as a conservative estimate of a project completion date in October 2018); however, the addition was completed in time for school start up in September 2018.
2. Due to a delivery delay - one bus has been reported during quarter one, which had been included in the 2017-18 budget. The Board has approved the use of internally restricted accumulated surplus for this purchase in the amount of \$105,000. Six new buses are included in the 2018-19 budget, which will be purchased as the year progresses.
3. The Tisdale Elementary School purchased a gazebo, which was included in the budget. Central Park School purchased a merry-go-round which was not budgeted. LP Miller School purchased a football shed which was not anticipated. All school purchases will be funded with fundraising dollars. The principals determine the budget allocations for their schools.
4. Tisdale Middle and Secondary School purchased a mini bus with fundraising dollars for approximately \$72,500. The vehicle purchase had not been included in the budget as the purchase was planned for 2017-18. The delivery date was delayed. A truck for the facilities department that was not included in the budget was purchased during 18-19. The amount expected to be over budget because of the extra purchase is approximately \$28,000. The facilities department expects the operating budget of the department to be under budget to cover this additional cost.
5. Additional costs for 2018-19 represent close out design fees. This will be funded using the internally restricted accumulated surplus for the construction of the Hudson Bay Community School.

**NORTH EAST SCHOOL DIVISION**  
**Hudson Bay Community School - Project Costs**  
**For the six months ending February 28, 2019**

Total budget for the project	\$ 27,737,698
Total design and construction costs to Feb 28, 2019 (note 1)	<u>27,684,965</u>
<b>Total remaining budget dollars for the project at Feb 28, 2019</b>	<b><u><u>\$ 52,733</u></u></b>

*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 \$27,684,965 at Feb 28, 2019.
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.



# NESD Board of Education

Meeting Date: April 16, 2019

Topic: 2018-19 Transportation Report: September 2018 to February 2019

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. As a result of the recommendations, school divisions were to provide boards quarterly transportation reports. A new directive from the Ministry and the Office of the Provincial Auditor requires reports to the boards only twice a year. Administration has decided to continue providing reports to the board three times a year.

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

## CURRENT STATUS

Please find attached the *NESD 2018-19 Transportation Report: September 2018 to February 2019*. 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.

## RECOMMENDATION

### Proposed motion:

That the Board accept the North East School Division 2018-19 Transportation Report: September 2018 to February 2019.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	April 8, 2019	2018-19 Transportation Report: September 2018 to February 2019



## North East School Division 2018-19 Transportation Report: September 2018 to February 2019

### TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
<b>Driver Competence</b>	<ul style="list-style-type: none"> <li>• <i>Driver abstracts are reviewed the month following the driver's birthdate</i></li> <li>• <i>Bus drivers are evaluated on a 3-year cycle - ride along program</i></li> <li>• <i>Area meetings (Scheduled for end-April)</i></li> </ul>
<b>Student Behaviour</b>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Cameras are installed on 61% of buses, (45% last year). Each year 10 cameras are installed to reach the goal of 100%</i></li> <li>• <i>Some schools review school bus safety in early September.</i></li> </ul>
<b>Vehicle Maintenance / Condition</b>	<ul style="list-style-type: none"> <li>• <i>A preventative maintenance program is in place and followed. Buses are serviced every 4,000 km</i></li> <li>• <i>SGI school bus inspections by NESD SGI certified mechanics are completed annually. Expiration dates of the inspections are monitored.</i></li> <li>• <i>SGI provided a presentation about bus circle checks at the bus driver in-service in August 2018.</i></li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>• <i>Bus loading zones are monitored by schools during loading/unloading of students</i></li> <li>• <i>Bus drivers have means of communication (two way radios) in the event of trouble with vehicle or road</i></li> <li>• <i>Use of standardized forms to document all collisions involving buses</i></li> <li>• <i>Bus cancellation criteria for use during severe weather, including methods of communicating any cancellations</i></li> <li>• <i>Require bus drivers to conduct and document evacuation drills with students at least twice a year</i></li> <li>• <i>GPS on buses, used to track buses in case of emergency</i></li> <li>• <i>Working with schools on the Suncorp report regarding external safety factors.</i></li> </ul>

#### *Key Focus Areas:*

Traversa is an update to the current software, VersaTrans, that is in use by Transportation Services for route planning and fleet maintenance. Traversa is a robust suite of software for the management of school buses. Traversa training will occur in March and April 2019.

## North East School Division 2018-19 Transportation Report: September 2018 to February 2019

### TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	17-18 School Year				18-19 School Year			
	Sep-Nov	Dec-Feb	Mar-Jun	Total	Sep-Nov	Dec-Feb	Mar-Jun	Total
Total students transported	2750	<b>2780</b>	2828	--	2803	<b>2844</b>		
Number of transportation routes	70	<b>70</b>	70	70	70	<b>70</b>		
Number of unfilled routes	0	<b>0</b>	0	0	0	<b>0</b>		
Number of route cancellations:	126	<b>162</b>	209.5	497.5	68	<b>644</b>		
Mechanical	18	<b>16.5</b>	13	47.5	12	<b>41</b>		
Weather	16	<b>131</b>	130	277	10	<b>548</b>		
No substitute driver	87	<b>14.5</b>	66.5	168	46	<b>54</b>		
Other	5	<b>0</b>	0	5	0	<b>1</b>		
Average age of bus fleet	6.3 years	<b>6.3 years</b>	6.7 Years	--	6.5 years	<b>6.5 years</b>		
Capacity utilized on bus (average)	73%	<b>74%</b>	74%	--	70%	<b>71%</b>		
Average one-way ride time (in minutes)	24	<b>24</b>	24	24	24	<b>24</b>		
Longest one-way ride time (in minutes)	91	<b>90</b>	90	90	91	<b>92</b>		
<b>Report Period 1</b>								
Route Cancellations: each run, morning and afternoon are counted separately (i.e. each route has two runs per day).								
<b>Report Period 2</b>								
Route Cancellations – Weather: 13 days colder than -40C. There were three division wide -40C cancellation mornings.								
Route Cancellations – Other: bus was stuck and the remainder of the run was cancelled.								
<b>Report Period 3</b>								

*Emerging issues:*

Current GPS system is in the process of being updated. NeoConnex provides GPS through the bus-mounted radios. GPS coverage will remain only within the division.



# NESD Board of Education

Meeting Date: April 16, 2019

Topic: SCC Constitution Amendments

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	<input checked="" type="checkbox"/> Public <input type="checkbox"/> <b>CONFIDENTIAL</b>

## BACKGROUND

Each North East School Division school, other than Star City Colony, is expected to have a School Community Council (SCC) Constitution. The Constitution is used to support the school communities in conducting their day-to-day affairs. The newly created Constitution is submitted to the Board of Education for approval.

The Constitution should be reviewed on a regular basis to ensure that Council obligations are being addressed.

Any future amendments that are made to the Constitution will need to be approved by the Board of Directors, before being finalized.

## CURRENT STATUS

Tisdale Elementary has made amendments to their Constitutions, and needs Board approval. Letter of requested amendments is attached.

## RECOMMENDATION

### Proposed Board Motions:

That the Board approve the amendment to the Tisdale Elementary School Community Council Constitution as presented.

PREPARED BY	DATE	ATTACHMENTS
Triki Zenner, Assistant to the Director	Apr.4/19	Letter of requested changes, from TES Chair

Dear Don Rempel,

At our last SCC meeting we reviewed the constitution and are proposing the following changes :

- 1.1 states that we need 9 representative members and we would like to see that changed to 7. We haven't been able to fill that many seats in quite some time as there are no volunteers, but 7 seems to be working the last couple of years and would like to set it as that.
- 3.2 states that we will meet 10 times per school year, NESD rules state we need a minimum of 5 so we would like to set our constitution at a minimum of 7 and if needed we can always have more as long as we meet those 7 times for sure.

Please let us know if this is approved so we can change it in our files as well.

Sincerely,

Giselle Huvenaars

TESCC Chairperson



# NESD Board of Education

Meeting Date: April 16, 2019

Topic: Re-Submission of 2019-2020 Alternate White Fox Calendar

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 March 25, 2019, the North East School Division Board of Education voted to accept the 2019-2020 North East School Division and Alternate White Fox Calendars.

## CURRENT STATUS

Following the meeting, it was brought to the Director's attention that there was one extra instructional and student day in the Alternate White Fox Calendar compared to previous years.

The change was made to October, 2019:

- ❖ October 8 and 9, 2019 - Student Led Conferences
- ❖ October 11, 2019 – no school

Previous Version - White Fox School Alternatives:

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

Updated version (032619):

- 183 teacher days (9 non-instruction)
- 174 student days

## RECOMMENDATION

### Proposed Board motion:

That the Board approve the Alternate White Fox School amended calendar for the 2019-2020 school year.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Assistant to the Director	April 8, 2019	Original Alternate White Fox Calendar (v.031519) Updated Alternate White Fox Calendar (v. 032619)



Aug 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	T=	3		S=	0	

Sep 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
	T=	19		S=	19	

Oct 2019						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	T=	22		S=	21	

Nov 2019						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	T=	18		S=	18	

Dec 2019						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	T=	15		S=	15	

Jan 2020						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
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Feb 2020						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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Mar 2020						
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22	23	24	25	26	27	28
29	30	31				
	T=	21		S=	20	

Apr 2020						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
	T=	16		S=	16	

May 2020						
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24	25	26	27	28	29	30
31		T=	19		S=	18

June 2020						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	T=	17		S=	15	

July 2020						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

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



Aug 2019						
S	M	T	W	T	F	S
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Sep 2019						
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22	23	24	25	26	27	28
29	30					
	T=	19		S=	19	

Oct 2019						
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Nov 2019						
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Dec 2019						
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Jan 2020						
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Feb 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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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	T=	17		S=	15	

July 2020						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND		STATUTORY HOLIDAYS					
	First day of School		Last Day of School	<b>Aug 5</b>	Civic Holiday	<b>Jan 1</b>	New Years
	School Improvement Planning (SIP) – no students		School Admin– No students	<b>Sept 2</b>	Labor Day	<b>Feb 17</b>	Family Day
	Teacher Convention-none 2019-20		Student Conferences	<b>Oct 14</b>	Thanksgiving	<b>Apr 10</b>	Good Friday
	Division In-service (no students)		School Break	<b>Nov 11</b>	Remembrance Day	<b>Apr 13</b>	Easter Monday
	Stat. Holiday		Alternate Break	<b>Dec 25</b>	Christmas Day	<b>May 18</b>	Victoria Day
<b>T</b>	Teacher days = 183	<b>S</b>	Student Days = 174	<b>Dec 26</b>	Boxing Day	<b>July 1</b>	Canada Day