

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 04 16 Regular Board minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of April 16, 2019 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS -

- **1:30pm DELEGATION: Randy Fox, SELU Consultant - Small School Sustainability**

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 – April 2019
- Administrative Procedures - AP 710 Fraud Prevention

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

- 1) Preventative Maintenance and Renewal (PMR) - 3 Year Plan - [PMR-052819.FINAL.pdf](#)
- 2) Purchase of Replacement 15 Passenger Van - [Replacement Van-Outreach-052819-0.pdf](#)
- 3) Federal Capital Tuition Deferred Revenue-Planned Project - [Federal Capital Tuition Deferred Revenue-Planned Project-052819-FINAL.pdf](#)

B. Monitoring and Reporting Items

1)

C. Board of Education Strategic Direction Items

- 1) Small School Sustainability Final Report - Randy Fox - [Small School Sustainability Update-052819-0.pdf](#); [Small School Sustainability-052819-1-North East SD Small School Sustainability Study Final Report.pdf](#)
- 2) Continuous Agenda 2019-2020 - [Continuous agenda 2019-20-052819-FINAL.pdf](#)

***8. INFORMATION ITEMS**

A. Director's Personnel Report - [2019 04-Director's Personnel Report April 2019.pdf](#)

B. Out of Province Travel - NONE

C. CONFIDENTIAL Student Suspensions - NONE

D. Administrative Procedures -

- AP 710 - Fraud Prevention - [AP 710-Fraud Prevention-032919-FINAL DRAFT.pdf](#)

***9. CORRESPONDENCE**

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

a. [2019 04 29-Public Section General Meeting and Professional Development Event Final Program.pdf](#)

b. [Public Section Update April 30 2019.pdf](#)

c. [2019 05 13-Request for Feedback on Position Statements.pdf](#)

d. [2019 04 School Trustee.pdf](#)

e. [Public Section Provincial Visioning Input April 2019.pdf](#)

f. [General Insurance Plan Design Team Update-2019 05 16.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, April 16, 2019 at 1:30pm at the North East School Division Office Boardroom in Melfort, 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 – 1:30pm.

ADOPTION OF AGENDA

2019-04-32 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2019-04-33 L. Kidney moved that the minutes of the Regular Board Meeting held on March 25, 2019 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

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

CONSENSUS ITEMS

2019-04-34 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 – March 2019
- ❖ Out of Province Travel
- ❖ Student Suspension Letters.

MONITORING AND REPORTING ITEMS

2019-04-35 T. Kwiatkowski moved that the Board approve, as a monitoring report, the April 2019 Wall Walk for the key data sets of the North East School Division for the time period of January 31, 2019 to March 31, 2019. *CARRIED*

2019-04-36 M. Walton moved that the Board accept the financial report for the six months ending February 28, 2019. *CARRIED*

2019-04-37 M. Botterill moved that the Board approve the North East School Division 10-Year Long-term Capital Plan (2020-21 to 2029-30). *CARRIED*

2019-04-38 R. Ariss moved that the Board accept the North East School Division 2018-19 Transportation Report: September 2018 to February 2019. *CARRIED*

2019-04-39 R. Hildebrand moved that the Board approve the amendment to the Tisdale Elementary School Community Council Constitution as presented. *CARRIED*

STRATEGIC DIRECTION ITEMS

2019-04-40 B. Gagné moved that the Board approve the Alternate White Fox School updated calendar for the 2019-2020 school year. *CARRIED*

ADJOURNMENT

2019-04-41 B. Gagné moved that the Board Meeting adjourn at 2:15 pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: May 28, 2019

Topic: Preventative Maintenance and Renewal (PMR)

MEETING	AGENDA ITEM	INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information
<input checked="" 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 checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

BACKGROUND

The deadline for submitting the three year PMR plans and budgets to the Ministry of Education is May 31, 2019. The provincial budget was announced on April 10, 2018, NESD was provided with \$1,751,655 (\$1,530,633 in 2018-19) in PMR funding.

CURRENT STATUS

The proposed projects that will be funded with the Preventative Maintenance and Renewal (PMR) grant that will be included in the 2019-20 budget:

- LP Miller – Building heating and ventilation system controllers have exceeded their life cycle. This has resulted in many thermostats not providing accurate readings and poor indoor air quality. Upgrading to a digital control system will provide the students and staff with a healthier environment.
- LP Miller - With the building being 50 years old, there have been leaks in the 2,000 feet of sewer lines in the crawlspace. Many of the pipe connections are corroding away and the leaking could cause health and safety concerns if not repaired or replaced.
- LP Miller – Roof sections 19, 20, 28 and 29. The life cycle has expired. To be proactive, replacement will happen prior to having roof leaks.
- TMSS - Roof Sections 11&12 are 30 years old, well past the life cycle. To be proactive, replacement will happen prior to having roof leaks.

Please find attached a summary of the proposed PMR projects for 2019-20 plus the next three years. Administration is proposing that \$1,888,600 would be spent on PMR projects during 2019-20. This is the amount that has been included in the 2019-20 draft operating budget.

The projected balance remaining in PMR funds at August 31, 2020 is approximately \$1.5 million.

RECOMMENDATION

Proposed board motions:

That the Board approve the Preventative Maintenance and Renewal plans for the fiscal years 2019-20, 2020-21, 2021-22 and 2022-23 as presented.

That the Board approve the movement of Preventative Maintenance and Renewal projects from future years into the 2019-20 expenditures if a planned project is under budget resulting in additional funds being available.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	May 16, 2019	❖ 2019-20 to 2022-23 PMR Budgets

**North East School Division
Preventative Maintenance and Renewal (PMR) Projects**

Facility	Estimated Cost	Summary
<u>2019-20</u>		
L P Miller Comprehensive High School	\$ 380,000	New Building Management System Controls for heating and ventilation
L P Miller Comprehensive High School	203,600	Sewer line replacement
L P Miller Comprehensive High School	475,000	Roof sections 19, 20, 28, 29. 18,000 square feet
Tisdale Middle & Secondary School	1,055,000	Replace roof sections 11&12
	\$ 2,113,600	
<u>2020-21</u>		
Arborfield School	75,000	Replace fire alarm control panel, 2016 annual fire alarm inspection recommends upgrade
Gronlid Central School	48,000	Replace fire alarm control panel, 2016 annual fire alarm inspection recommends upgrade
L P Miller Comprehensive High School	250,000	Renovate general office area
L P Miller Comprehensive High School	255,000	Renovate staff room & community room
L P Miller Comprehensive High School	425,000	Renovate library & office areas
Reynolds Central School	276,350	Poor ventilation, install unit to circulate fresh air down the halls during occupied school hours
Star City School	70,000	Replace fire alarm control panel. 2016 recommendation from the fire alarm inspection
Tisdale Elementary School	50,000	Crawlspace linear replacement
Tisdale Middle & Secondary School	400,000	Roof section 1. 9,100 square feet
	\$ 1,849,350	
<u>2021-22</u>		
Bjorkdale School	\$ 70,000	Replace fire alarm control panel. 2016 annual fire alarm inspection recommends upgrade.
Brunswick School	90,000	Stucco walls, paint has faded and should be upgraded. Cracks are showing in several locations. Patch and repair stucco and upgrade painting.
Carrot River High School	285,000	Replace roof sections 11 & 12. 14,500 square feet
L P Miller Comprehensive High School	150,000	Office renovation to make it more of a useable space & improve the appearance.
L P Miller Comprehensive High School	275,000	Roof sections 3,6. 8,425 square feet
L P Miller Comprehensive High School	200,000	Renovate drama area & weight room
Melfort & Unit Comprehensive Collegiate	250,000	General office space for more usable area
Melfort & Unit Comprehensive Collegiate	55,000	Modernization of 2nd floor labs, rooms 212, 213, 214, 215.
Star City School	75,683	Replacing VcT floor tile will involve compliance with regulated hazardous material and asbestos abatement procedures.
Wagner School	75,000	Replacement plan for lockers at the back of rooms, add metal lockers.
	\$ 1,525,683	
<u>2022-23</u>		
Arborfield School	\$ 55,000	New windows in the elementary portion of the school.
Bjorkdale School	450,000	New air handlers for fresh air to meet ASHRA (American Society of Heating, Refrigerating and Air Conditioning) standards.
Brunswick School	300,000	Redevelop area with office and work area; make area more open and usable, no addition to building can be done.
Carrot River Elementary School	90,000	South and west shingle replacement.
Carrot River High School	200,000	General office not functional.
Gronlid Central School	530,000	Replace roof section 2. 14,274 square feet
L P Miller Comprehensive High School	250,000	Retop pavement on student parking, slurry coat staff parking.
L P Miller Comprehensive High School	350,000	Provide air conditioning to classrooms, help with better learning environment.
Melfort & Unit Comprehensive Collegiate	250,000	Modernize classrooms, all washroom partitions are needed, all aluminum entry doors needed, front steps to school.
Melfort & Unit Comprehensive Collegiate	100,000	Recap staff parking lot.
Melfort & Unit Comprehensive Collegiate	250,000	Existing chiller at the end of life cycle.
Wagner School	635,000	Replace roof sections 1,2 and 3. 16,625 square feet
	\$ 3,460,000	



NESD Board of Education

Meeting Date: May 28, 2019

Topic: Federal Capital Tuition Deferred Revenue – Planned Project

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

BACKGROUND

The 2017-18 audited financial statements included deferred revenue of \$469,502 from federal capital tuition. In 2017-18 and prior years, a portion of the tuition received from the federal government had to be set aside by school divisions for future projects in schools that include the federal students. Starting in 2018-19, there was no longer this requirement.

CURRENT STATUS

Administration proposes the use of \$150,000 of the federal capital tuition amount to renovate the washrooms at Melfort Unit and Comprehensive Collegiate (MUCC). The washrooms will be updated and converted to multi-use facilities. In addition, there are pipes (behind the wall) that need to be repaired or replaced.

Administration has contacted the James Smith Cree Nation and provided information about this proposed plan.

RECOMMENDATION

Proposed Board Motion:

That the Board approve the use of \$150,000 of the federal capital tuition deferred revenue for renovations of the washrooms at Melfort Unit and Comprehensive Collegiate during the 2019-20 fiscal year.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	May 13, 2019	<ul style="list-style-type: none"> Picture of an Example of the Proposed Washroom Renovation





NESD Board of Education

Meeting Date: May 28, 2019

Topic: Continuous Agenda for the Board 2019-2020

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

BACKGROUND

Board Policy No. 115 provides that each year the Board establishes a continuous agenda which includes a timeline of:

- Planning discussions
- Decision items
- Monitoring reports
- Presentations and linkages

Monthly meeting agendas are established by the board chairperson, in consultation, with board members and administration.

CURRENT STATUS

The attached draft of a continuous agenda, which was developed at the April Committee of the Whole meeting.

RECOMMENDATION

Proposed Board Motion at the May Business Meeting:

That the Board of Education approve the Continuous Agenda of the Board of Education for the 2019-2020 school year.

PREPARED BY	DATE	ATTACHMENTS
Triki Zenner, Assistant to the Director	May 21, 2019	Continuous Agenda 2019-2020-Draft

Continuous Agenda 2019-2020

NESD Board of Education

	September	October	November	December	January	February	March	April	May	June
Planning Discussion	Review Board Structure	Review SSBA Resolutions & Budget	Year End Audit Findings		Calendar - draft		Provincial Budget	Budget Projections		
		CEO Succession Planning						Review Year-End Audit Recommendations	Budget	
								Continuous Agenda		
Decisions			Organizational Meeting		Draft Calendars Approved				Approve Continuous Agenda 2020-2021	
							Approve Calendar			Approve Budget
Monitoring Reports	Wall Walk	Director’s Goals	Audited Financial Statement & Annual Report		Wall Walk	Business Continuity Plan		Wall Walk	Governance Health Check & CEO Review	Wall Walk
	Quarter Three Financial Report	Enterprise Risk Management	School Level Plans		Quarter One Financial Report			Quarter Two Financial Report		
	Schools Eligible for Review									
Presentations & Linkage	Grade 10 Student focus Groups		SSBA Fall General Assembly			MLA’s	SCC & Municipalities Forum	SSBA Spring General Assembly		Student Exit Interview
	My Blueprint/ All About Me				SCC Linkage		Admin Council			