

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, May 28, 2019 at 1:30pm at the North East School Division Transportation Boardroom in Tisdale, Saskatchewan.

PRESENT:

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

ABSENT: Linda Erickson

CALL TO ORDER – 1:35pm.

ADOPTION OF AGENDA

2019-05-42 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2019-05-43 M. Botterill moved that the minutes of the Regular Board Meeting held on April 16, 2019 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION:

❖ **DELEGATION: Randy Fox, SELU Consultant - Small School Sustainability**

CONSENSUS ITEMS

2019-05-44 R. Hildebrand moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*

- ❖ Director's Personnel Report – April 2019
- ❖ Administrative Procedures - AP 710 Fraud Prevention.

NEW BUSINESS

2019-05-45 L. Kidney moved 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. *CARRIED*

2019-05-46 T. Kwiatkowski moved 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. *CARRIED*

2019-05-47 R. Ariss moved that the Board approve the use of up to \$48,000 of the unrestricted accumulated surplus during the 2018-19 fiscal year to purchase a replacement fifteen-passenger van for the NESD Outreach Program with a cost of up to \$48,000. *CARRIED*

2019-05-48 M. Walton moved that the Board approve the use of up to \$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. *CARRIED*

STRATEGIC DIRECTION ITEMS

2019-05-49 M. Botterill moved that the board of education accept the Small School Sustainability Report prepared by the Saskatchewan Education Leadership Unit for the North East School Division. *CARRIED*

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
May 28, 2019**

2019-05-50 B. Gagné moved that the Board of Education approve the Continuous Agenda of the Board of Education for the 2019-2020 school year. *CARRIED*

ADJOURNMENT

2019-05-51 B. Gagné moved that the Board Meeting adjourn at 2:25 pm. *CARRIED*

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: June 18, 2019

Topic: Internally Restricted Accumulated Surplus

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

BACKGROUND

The 2019-20 budget for the North East School Division includes the use of the accumulated surplus – both internally restricted and unrestricted.

In order to be consistent with the budget plans, an additional internal restriction would need to be made.

CURRENT STATUS

Administration is proposing the following transfers from unrestricted accumulated surplus:

- \$600,000 to Internally Restricted Accumulated Surplus for Bus Fleet Renewal. The estimated balance at August 31, 2019 is \$75,000. Based on the 2019-20 budget, a balance of \$675,000 is required. The main purpose of this restriction would be to fund the purchase of six replacement buses during the 2019-20 fiscal year.

RECOMMENDATION

Proposed motion:

That the Board approves the following 2018-19 internally restricted allocation from the unrestricted accumulated surplus:

- \$600,000 to Bus Fleet Renewal.

| PREPARED BY | DATE | ATTACHMENTS |
|---|---------------|-------------|
| Wanda McLeod, Superintendent of Business Administration | June 10, 2019 | |



NESD Board of Education

Meeting Date: June 18, 2019

Topic: Approval of the 2019-20 Budget Report: Annual Operating and Capital Budget Estimates

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

BACKGROUND

The Ministry of Education has indicated that the school boards must pass and submit their 2019-20 budgets to the Ministry no later than June 30, 2019.

CURRENT STATUS

Administration is recommending annual operating and capital budget estimates for the 2019-20 fiscal year for the consideration of the Board. (Please see attached document.)

RECOMMENDATION

Proposed motion:

That the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2019 to August 31, 2020 as detailed in the *2019-20 Budget Report*.

| PREPARED BY | DATE | ATTACHMENTS |
|--|---------------|--|
| Wanda McLeod, Superintendent of Business Administration | June 12, 2019 | <ul style="list-style-type: none"> 2019-20 Budget Report: Annual Operating and Capital Budget Estimates |

**North East School Division
2019-20 Budget Report
Annual Operating and Capital Budget Estimates**

Proposed Board Motion:

That the Board approve the annual operating and capital budget estimates for the fiscal year September 1, 2019 to August 31, 2020 as detailed in the *2019-20 Budget Report*.

North East School Division**Budget 2019-20****Statement of Operations****(Prepared using Public Sector Accounting Board (PSAB) Standards)**

| | Notes | 2019-20 Budget | 2018-19 Budget | Variance |
|--------------------------|-------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | |
| Grants | 1 | \$ 55,830,238 | \$ 55,199,772 | \$ 630,466 |
| Tuition and related fees | 2 | 870,800 | 710,400 | 160,400 |
| School generated funds | 3 | 1,145,825 | 982,950 | 162,875 |
| Complementary services | | 606,828 | 600,996 | 5,832 |
| External services | | 273,500 | 280,000 | (6,500) |
| Other | 4 | 733,600 | 642,000 | 91,600 |
| Total revenues | | \$ 59,460,791 | \$ 58,416,118 | \$ 1,044,673 |
| Expenses | | | | |
| Governance | | \$ 257,775 | \$ 241,900 | \$ 15,875 |
| Administration | 5 | 2,386,330 | 2,289,287 | 97,043 |
| Instruction | 6 | 42,388,402 | 42,043,682 | 344,720 |
| Plant | 7 | 12,626,153 | 9,960,118 | 2,666,035 |
| Transportation | 8 | 4,670,386 | 4,479,089 | 191,297 |
| Tuition and related fees | 9 | 254,980 | 289,750 | (34,770) |
| School generated funds | 3 | 1,005,586 | 963,573 | 42,013 |
| Complementary services | | 1,494,499 | 1,483,259 | 11,240 |
| External services | | 366,580 | 387,851 | (21,271) |
| Other expenses | | 317,094 | 332,876 | (15,782) |
| Total expenses | | 65,767,785 | 62,471,385 | 3,296,400 |
| Deficit | | \$ (6,306,994) | \$ (4,055,267) | \$ (2,251,727) |

**North East School Division
Budget 2019-20
Conversion to Cash Basis and Balancing the Budget**

| | 2019-20 Budget | 2018-19 Budget | Variance |
|--|-----------------------|-----------------------|---------------------|
| PSAB deficit | \$ (6,306,994) | \$ (4,055,267) | \$ (2,251,727) |
| Tangible Capital Assets: | | | |
| Purchases | (1,903,445) | (2,451,059) | 547,614 |
| Proceeds from disposals | 14,000 | 14,000 | - |
| Long Term Debt: | | | |
| Repayments for the year | (387,986) | (372,204) | (15,782) |
| Non-cash items: | | | |
| Amortization expense | 4,278,591 | 4,464,406 | (185,815) |
| Gain on disposals of tangible capital assets | (14,000) | (14,000) | - |
| Employee Future Benefits expenses | 67,000 | - | 67,000 |
| Other cash requirements | | | |
| Employee Future Benefits expected payments | (16,500) | - | (16,500) |
| Deficit cash for the year | \$ (4,269,334) | \$ (2,414,124) | \$ 1,855,210 |
| Changes to the accumulated surplus (use of reserves): | | | |
| <i>Internally restricted accumulated surplus (ongoing):</i> | | | |
| School bus replacement (capital) | 675,000 | 660,000 | (15,000) |
| Vehicle replacements (capital) | - | 120,000 | 120,000 |
| <i>Unrestricted accumulated surplus (ongoing):</i> | | | |
| Technology upgrades (capital) | 762,050 | 780,187 | 18,137 |
| Facilities - equipment replacement (capital) | 75,000 | 70,000 | (5,000) |
| Furniture and equipment (capital) | 121,115 | 169,371 | 48,256 |
| | <u>1,633,165</u> | <u>1,799,558</u> | <u>166,393</u> |
| <i>Internally restricted accumulated surplus:</i> | | | |
| Contingency - LED Project | 1,500,000 | - | (1,500,000) |
| Contingency | 398,528 | - | (398,528) |
| Contingency - Carbon Tax costs | 150,000 | - | (150,000) |
| School generated funds (net change) | 130,041 | 96,726 | (33,315) |
| School carry forwards (capital) | 70,000 | - | (70,000) |
| Following Their Voices | 25,000 | - | (25,000) |
| Teachers for diversity and small schools | - | 70,000 | 70,000 |
| Upgrade software (finance/HR/payroll/transportation) (capital) | - | 195,000 | 195,000 |
| Invitational Shared Services Initiative (ISSI) | - | 5,840 | 5,840 |
| Contingency - Maude Burke School addition (capital) | - | 250,000 | 250,000 |
| Surveillance equipment replacement | - | 152,000 | 152,000 |
| | <u>2,273,569</u> | <u>769,566</u> | <u>(1,504,003)</u> |
| <i>Preventative Maintenance and Renewal (PMR) Funding:</i> | | | |
| PMR projects | 2,113,600 | 1,375,000 | (738,600) |
| PMR funding | (1,751,000) | (1,530,000) | 221,000 |
| | <u>362,600</u> | <u>(155,000)</u> | <u>(517,600)</u> |
| Balanced budget after use of accumulated surplus | \$ - | \$ - | \$ - |

North East School Division
Budget 2019-20
Notes (to Statement of Operations)

1. The operating grant for the school division increased by approximately \$307,000 and the Preventative Maintenance and Renewal (PMR) grant is estimated to increase by \$221,000. The PMR grant is based on the actual amount received for the 2018-19 fiscal year of the school division. There is also approximately \$100,000 budgeted for Following Their Voices that is taking place at L.P. Miller Comprehensive School.
2. The majority of this increase relates to the Federal Tuition Capital Holdback of \$150,000 that has been recognized as revenue in the 2019-20 budget. The funds will be used for minor renovation projects at Melfort and Unit Comprehensive Collegiate (MUCC).
3. There has been work done to help ensure the budget for the School Generated Funds is closer to the actuals for 2019-20. The principals prepare the budget for the school generated funds.
4. The budget for the investment income has increased by \$65,000 compared to the budget for the prior year. The anticipated interest rate for the chequing account is more favorable. Rental income has increased by \$24,600 to coincide with the actual rental income earned during past years.
5. The increase in administration expenses compared to last year is primarily as a result of the following: staff receiving increments within the pay grids and benefit premium increases greater than inflation. In addition, there was a reclassification completed: AESOP had been reported as an instruction expense in the past and is now being reported as administration. Employee Services has included a new recruiting and hiring software in the 2019-20 budget.
6. The instruction expense increase compared to last year is primarily as a result of the following: there is a 1% salary increase for teachers as of August 31, 2019, teachers who are not at the top of the pay grids receive increments, benefit premiums increases greater than inflation, the Saskatchewan Professional Teachers Regulatory Board (SPTRB) fees will be paid by school divisions for the first time in 2019-20 and there will be new curriculum in the schools. There is also a decrease in the number of full-time equivalent teachers due to expected enrolment decline, reductions at the small schools and reductions due to budget pressures.
7. The minor renovation expense has increased by \$2,388,600 in the 2019-20 budget: \$1.5 million relates to the LED project at all schools, \$738,600 relates to additional money spent on PMR projects (fully funded with restricted funding from the province), \$150,000 relates to projects funded with the Federal tuition holdback. The carbon tax has also increased the utility costs of the schools and other school division buildings. The LED project is the updating of all lights at all schools with LED lighting. With the energy savings from this project, there is an expected payback time period of approximately 6.5 years.
8. Transportation costs have increased due to the following: carbon tax has been added to the fuel costs and fuel costs have increased during 2018-19 (this new higher cost is reflected in the 2019-20 budget). The benefit premiums have also increased by more than inflation.
9. Tuition expense is the tuition paid to Cumberland College for the students under 22 years of age taking Adult Basic Education. There are less students projected to enroll in the program in 2019-20. This is based on the actuals in 2018-19. The initiative is fully funded by the Ministry of Education.

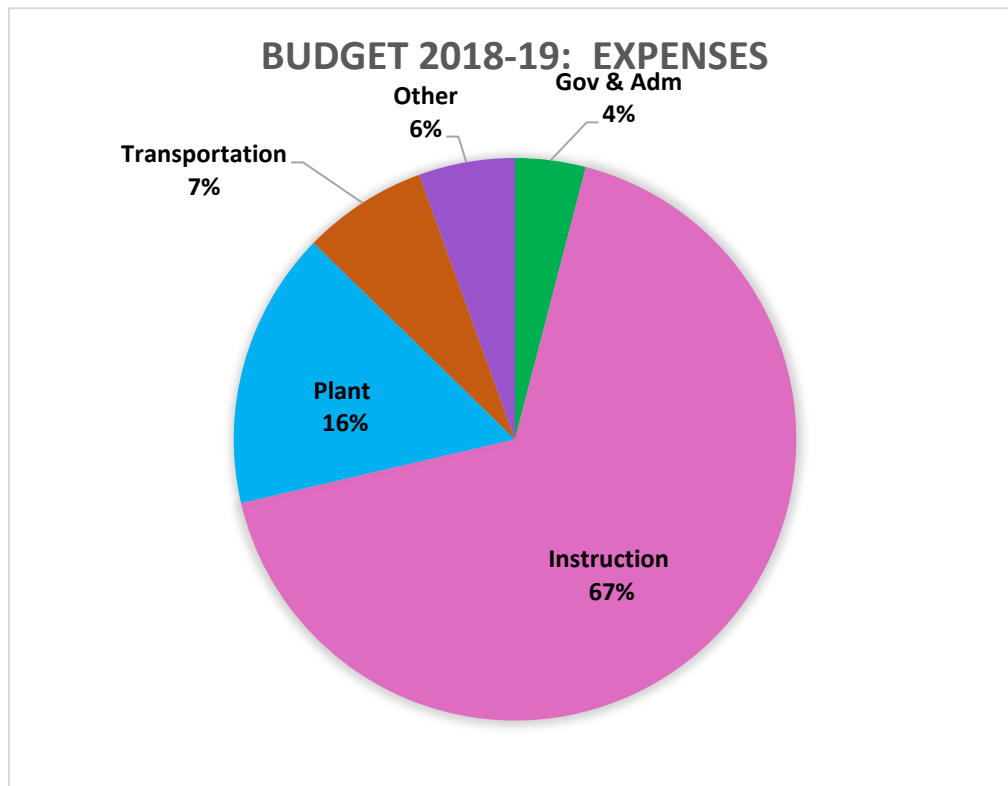
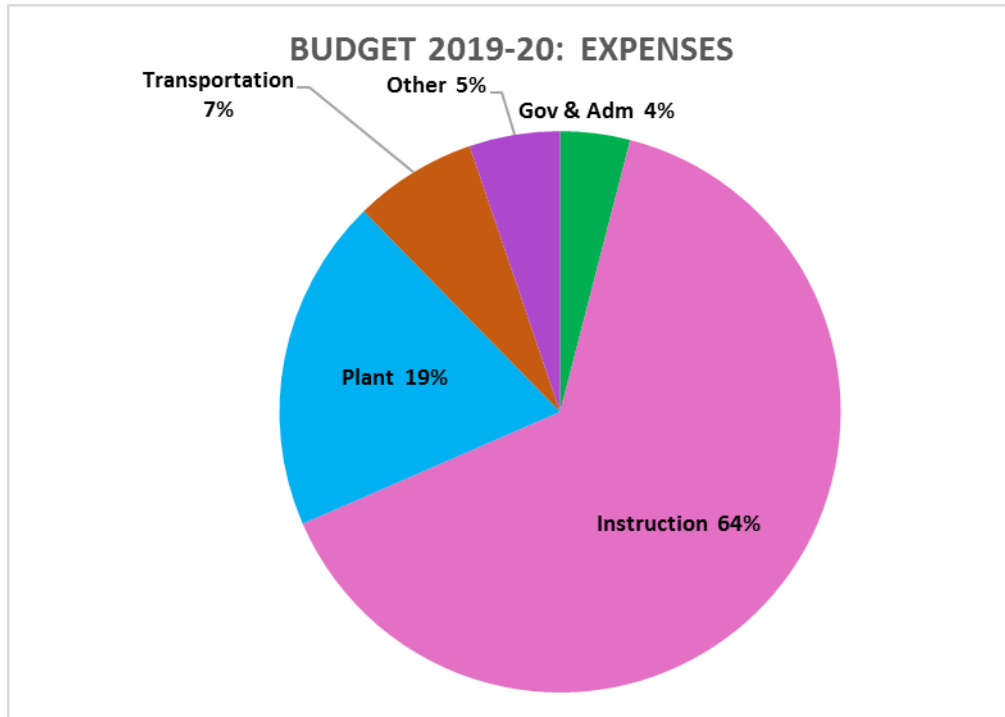
**North East School Division
Budget 2019-20
Tangible Capital Assets**

| | Notes | 2019-20 Budget | 2018-19 Budget | Variance |
|--------------------------------------|-------|---------------------|---------------------|---------------------|
| Computer hardware | 1 | 772,280 | 906,188 | (133,908) |
| School buses | | 675,000 | 660,000 | 15,000 |
| Furniture and equipment | | 251,115 | 239,371 | 11,744 |
| Playground equipment | 2 | 179,550 | 55,500 | 124,050 |
| Vehicles | | - | 120,000 | (120,000) |
| Computer software | | 25,500 | 220,000 | (194,500) |
| Maude Burke School addition | 3 | - | 250,000 | (250,000) |
| Total tangible capital assets | | \$ 1,903,445 | \$ 2,451,059 | \$ (547,614) |

Notes:

1. The purchases planned in 2019-20: 180 laptops, 325 desktops, 20 Chromebooks, 5 switches and 50 replacement access points.
2. There are more playground and outdoor space development planned by the schools in 2019-20. School generated funds are used to purchase the playground and outdoor space development.
3. The Maude Burke Elementary School addition was substantially completed in September 2018.

North East School Division
Budget 2019-2020





ADMISSION OF STUDENTS

The Board of Education provides the children and parents of the school division learning opportunities within the context of the Board's vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years but not yet attained the age of twenty-two years have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the division, or in Board-approved schools or institutions outside the Board's jurisdiction.

The Board may provide programs and services to persons beyond those required by provincial legislation.

PROCEDURES

1. Resident Students

- a. The principal is responsible for the admission of students who reside in the attendance area of their assigned school.
- b. Requests for admission to schools from students living outside the normal attendance area must be submitted annually by May 1st to the Superintendent of Schools responsible for the receiving school for recommendation to the Director.
- c. In the case of students requiring special programming, the school attended is to be designated by the Superintendent responsible for Student Support Services.
- d. In communities with more than one school of the same grade configuration, (ie. Melfort with three K – 6 schools) attendance boundaries will be used to balance enrolment pressures and requests for exceptions will only be approved under extremely unusual circumstances.

Similarly, in communities where the existing school is a "feeder" school that channels students into a high school in a different community (ie. White Fox) exceptions will only be approved under extremely unusual circumstances.

- e. In adjudicating requests for students to attend a school outside of their attendance area, any one of the following criteria will be considered to determine if transportation will be provided:
 1. Needs

Has the parent/student met with the school principal in their attendance area to ascertain whether their needs can be met at their assigned school?
 2. Curricular

Does the student have documented special educational needs that can be addressed in a quantifiably better manner in the requested school?



3. Family Support

Does the request keep students in the same school as any of their siblings?
Does the request support identified extended family needs arising from a “family breakup”?

4. Child Care

Where parents make arrangements for child care outside of their own school attendance area, they are not entitled to have their child(ren) attend the school serving the area where the child care services are provided. Similarly, they are not entitled to transportation arising from the location where the child care services are provided. They may, however, make an annual request to their Superintendent of Schools for alternate school attendance under the provisions of this clause and for transportation where the child care facility is currently provided with transportation for a bonafide resident pupil.

- f. In all other instances where a request is granted, transportation will not be provided. In all instances, where permission is granted or denied, appropriate and detailed correspondence will be provided and retained to ensure that a comprehensive record of all exceptions is kept on file with the Director of Education and the Superintendent in charge of student transportation.

When there is a request from a family living in the attendance area of a low enrolment school (i.e. Arborfield, Bjorkdale, Gronlid or Star City, White Fox), the requesting family is to meet with the principal of that school prior to any decision being made. The principal of the school must be notified of any students that wish to transfer from the school prior to any approvals being granted.

- g. Any appeal of a decision of the Director shall be in writing to the Board of Education by the parent or guardian and shall specifically identify the section of this policy which they allege has not been followed.
- h. Resident adults who are, or exceed twenty-two years of age, may enroll in schools of the division with the approval of the Director of Education in consultation with the school principal.

2. Kindergarten and Early Entrance

- a. Children who are five years of age as of December 31 of the school year may be admitted to Kindergarten.
- b. Children who meet Ministry of Education criteria for a student with a designated disability may enter a school-based preschool program at an earlier age, provided the Director of Education or designate has approved such an admission.

3. Non-Resident Students

- a. Saskatchewan students, who are non-residents of the North East School Division, may be admitted subject to the following conditions:
- i. The student or Saskatchewan school division wishing to enroll a student in North East School Division makes application for admission to the Director of Education or designate.
 - ii. Space, material and appropriate staffing are available to accommodate the student.



- iii. Tuition fees are charged as outlined in the Regulations to *The Education Act, 1995*. The non-resident student, or the sending school division pays a tuition fee of 100% of the computed amount including any additional fees for ESL or special education services.
 - iv. The Director of Education or designate may waive the requirement to pay tuition fees.
- b. Exchange students may be admitted subject to the following conditions:
- i. The Director of Education or designate approves the request for admission.
 - ii. Exchange students who are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
 - iii. Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.
 - iv. A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade twelve.
 - v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.
- c. Foreign students may be admitted subject to the following conditions:
- i. Students request admission in accordance with North East School Division requirements and directions.
 - ii. Applications are completely processed and returned to the Director of Education or designate by May 15 for enrolment in September. Applications received after May 15 are to be considered for enrolment in February.
 - iii. Appropriate fees are paid when all documentation has been received and the application approved by the Director of Education or designate.
 - iv. Students who last attended school in a country other than Canada may, prior to admission to a school in the division, be required by the school principal to have their previous educational standing evaluated by the Ministry of Education.

4. Transfers from Other Jurisdictions

- a. A child who has attended Kindergarten or grade one in another school division during the current school year and who does not meet the admission requirements of the Board is to be admitted at the level to which he or she was entitled by the sending Board.
- b. All other students entering the school division are to be admitted and placed provisionally at the level to which they were entitled by their sending Board.
- c. Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.



5. Documentation

- a. Principals are required to collect, assess, and record information required for the admission of students to schools.
- b. It is the responsibility of parents or guardians of students to provide information required by the principal.

Education in a Culture of Excellence

Revised – June 2019