

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 – [2017 11 28 Regular Board Minutes.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of November 28, 2017 be adopted (as presented) or (as amended).

- b) Minutes of the Organizational Meeting – [2017 11 28 Organizational Board Minutes.DRAFT.pdf](#)

Proposed Motion: That the minutes of the Organizational Meeting held on November 28, 2017 be adopted (as presented or amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS:

a) DELEGATIONS:

- 2:00 pm. - Greg Cochran – Gronlid SCC Vice-Chair - [Gronlid delegation information-Greg Cochran.pdf](#)
- 2:15pm. - Town of Star City – Anita Tkachuk - [Town of Star City to NESD-community letter-122017.pdf](#)

b) SPECIAL PRESENTATION:

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

6. CONSENSUS AGENDA ITEMS

Proposed Motion: That the following consent items be received and recommendations be approved as presented:

- Information Items
- Correspondence

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. Maude Burke Request for Relocatables -

- [Maude Burke School-Relocatables-FINAL.pdf](#)
- **CONFIDENTIAL** - [CONFIDENTIAL-Maude Burke School-Relocatables-2-letter from City of Melfort.pdf](#)

2. Bjorkdale Phone System - [Bjorkdale Phone System-0.pdf](#)

B. Monitoring and Reporting Items

1. January Wall Walk - [2018 January Wall Walk-FINAL.pdf](#)

2. Financial Report for the Three Months Ending Nov. 30, 2017 - [Financial Report for the Three Months Ending November 30, 2017-FINAL.pdf](#)

3. Transportation Report - [Transportation Report-Sept to Nov 2017.FINAL.pdf](#)

C. Board of Education Strategic Direction Items

1. 2018 - 2019 School Year Calendars - [Calendars-2018-19.FINAL.pdf](#)

***8. INFORMATION ITEMS**

A. Director's Personnel Report -

- o [2017 11-Director's Personnel Report Nov 1 - Nov 30 2017.pdf](#)
- o [2017 12-Director's Personnel Report Dec 1 - Dec 31 2017.pdf](#)

B. Out of Province Travel -

C. CONFIDENTIAL Student Suspensions -

D. Administrative Procedures - NONE

***9. CORRESPONDENCE**

- a. [Ministry to Greg Cochran-120417.pdf](#)
- b. [NCF to NESD-Christian school-121917.pdf](#)
- c. [RM of Torch River to NESD-By Election-121417.pdf](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- a. [AIR QUALITY POOL TERMINATION AGREEMENT Final Version-email.pdf](#); [AIR QUALITY POOL TERMINATION AGREEMENT Final Version.pdf](#)
- b. [The School Trustee-December 2017.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 -

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 28 at 1:00 at the Division Office, Melfort, Saskatchewan.

PRESENT:

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

CALL TO ORDER – 1:20pm.

ADOPTION OF AGENDA

2017-11-112 B. Gagné moved that the agenda be adopted as presented. *CARRIED*

MINUTES

2017-11-113 L. Kidney moved that the minutes of the Regular Board Meeting held on October 24, 2017 be adopted as presented. *CARRIED*

SPECIAL PRESENTATION

Mark Jensen, Coordinator of Continuous Improvement and Reporting

- ❖ 2016-2017 NESD Annual Report.

CONSENSUS ITEMS

2017-11-114 M. Botterill moved that the following consent items be received and recommendations be approved by the Board as presented: *CARRIED*

- ❖ Information Items
- ❖ Correspondence .

NEW BUSINESS

2017-11-115 T. Goudy moved that the Board approve the use of up to \$800,000 from Internally Restricted: Accumulated Surplus – Contingency to fund the addition of two portables onto Maude Burke School. *CARRIED*

2017-11-116 L. Kidney moved that the Board approve the use of up to \$40,000 of the unrestricted accumulated surplus to purchase a replacement vehicle for division office with a cost of up to \$40,000. *CARRIED*

MONITORING AND REPORTING ITEMS

2017-11-117 B. Gagné moved that the Board approve the 2016-17 Annual Report for the North East School Division No. 200 as presented. *CARRIED*

2017-11-118 T. Kwiatkowski moved that the Board accept the financial report for the year ending August 31, 2017. *CARRIED*

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
November 28, 2017**

2017-11-119 M. Walton moved that the Board approves the Audited Financial Statements for the North East School Division for the year ended August 31, 2017, pending changes made after the format review and approval of the Ministry of Education and Ministry of Finance.

CARRIED

ADJOURNMENT

2017-11-120 B. Gagné moved that the Board Meeting adjourn at 2:20pm.

CARRIED

Board Chairperson

Superintendent of Business Administration

**NORTH EAST SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES
November 28, 2017**

MINUTES of the ORGANIZATIONAL MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 28, 2017 at 1:00 pm.

PRESENT:

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

CALL TO ORDER – 1:05 pm.

The Director of Education chaired the meeting until the election of the Board Chairperson was completed.

ELECTION OF CHAIRPERSON

Call for Nominations

Todd Goudy nominated Luke Perkins.

Nomination was accepted.

No further nominations were received.

Bob Gagné moved that nominations ceased.

Luke Perkins was declared Chairperson of the Board.

Luke Perkins took over chairing the meeting.

ELECTION OF VICE-CHAIRPERSON

Call for Nominations

Richard Hildebrand nominated Marla Walton

Nomination was accepted.

No further nominations were received.

Bob Gagné moved that nominations ceased.

Marla Walton was declared Vice-Chairperson of the Board.

ADOPTION OF AGENDA

2017-11-103 T. Kwiatkowski moved that the agenda be adopted as presented.

CARRIED

ADOPTION OF THE MINUTES

The Minutes of the November 8, 2016 Organizational Meeting were approved at the November 29, 2016 Regular Meeting of the Board – [2016 11 08-Organizational Meeting Minutes](#)

MEETINGS OF THE BOARD OF EDUCATION

2017-11-104 M. Walton moved that the Committee of the Whole and Regular Meetings of the Board of Education be held as follows:

- Tuesday, January 23, 2018
- Tuesday, February 27, 2018
- Tuesday, March 20, 2018
- Tuesday, April 24, 2018
- Tuesday, May 29, 2018
- Tuesday, June 19, 2018
- Tuesday, September 25, 2018
- Tuesday, October 23, 2018
- Tuesday, November 27, 2018

Committee of the Whole meetings to be held at 10:00am and Regular Board meeting will follow at 2:00pm.

Committee meetings are subject to cancellation at the discretion of the Board Chair.

CARRIED

MEETING PROTOCOL

2017-11-105 B. Gagné moved that the Board adopts the Saskatchewan School Boards Association Code of Ethics.

CARRIED

2017-11-106 M. Botterill moved that motions be accepted by the Chair without a seconder as per Section 19(3) of The School Division Administration Regulations.

CARRIED

INDEMNITIES AND EXPENSES

2017-11-107 T. Kwiatkowski moved that indemnities be set as per Section 23(a) of The School Division Administration Regulations:

a) That the Board indemnity rates be set as follows:

- ❖ The indemnity for the chairperson is to be \$250 when chairing meetings and
- ❖ \$200 for all Regular and/or Committee of the Whole meetings of the Board of Education and all full day meetings and
- ❖ A half day indemnity of \$100 to be paid for meetings of less than three hours (excluding Regular or Committee of the Whole meetings of the Board of Education) and
- ❖ \$200 for one day per month for each month that a regular meeting is held, for preparation time and
- ❖ An additional \$100 per month that a regular meeting is held, for preparation time of the chairperson and
- ❖ \$50 per hour (or portion thereof) be paid for meetings held by conference call and
- ❖ \$25 per hour for traveling to and from meetings, and conferences.

b) *That the Board indemnity rates for attending School Community Council meetings be set as follows:*

- ❖ A maximum of \$200 per year per school in the subdivision of the Trustee. Mileage expenses will be paid for any additional School Community Council meetings attended.

CARRIED

Motions – Expenses while on board business as per Section 23(b) of The School Division Administration Regulations :

2017-11-108 L. Erickson moved that the Board reimburses Board Members and school division staff for expenses incurred while on board business as follows:

- ❖ *Lodging upon presentation of actual receipts, or \$75 without a receipt.*
- ❖ *Actual meal expense to a maximum of:*
 - a) *Breakfast \$15*
 - b) *Lunch \$20*
 - c) *Supper \$25*
- ❖ *Mileage rate be set at \$0.41 per kilometer for use of personal vehicle.*

CARRIED

b) Proposed Motion – *Designate portion of remuneration as per Section 25(1) of The School Division Administration Regulations:*

2017-11-109 M. Walton moved that the Board declare one-third of the total sum paid by the School Division to each member of the Board for services as having been paid in respect to general expenses incurred by the member that were necessary and incidental, in the discharge of his/her duties as a Board Member.

CARRIED

SIGNING AUTHORITIES

2017-11-110 R. Hildebrand moved that the Board Chair or Vice Chair, together with the Superintendent of Business Administration (or Director of Education or Manager of Financial Services as alternates), is authorized to sign all cheques and financial documents. The signature of the Board Chairperson may be by electronic signature or stamp. The signature of the Superintendent of Business Administration may be by electronic signature.

That the Superintendent of Business Administration and/or the Manager of Financial Services are authorized to carry out deposit activity, transfer of funds, purchase card administration, new card application and all other required banking activities for all financial institutions that the School Division deals with.

CARRIED

CONFIRMATION OF EXTERNAL AUDITOR SERVICES

At the Regular Board Meeting on September 15, 2015 a motion was passed to award the contract for audit services to Virtus Group_{LLP} for the time period of January 1, 2016 to December 31, 2020. Therefore, no motion for external audit services is required at this time.

ADJOURNMENT

2017-11-111 B. Gagné moved that the Board adjourn at 1:20 pm.

CARRIED

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: January 23, 2018

Topic: Maude Burke Elementary School – Request for Relocatables or Construction of Addition

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

Due to the enrolment level at Maude Burke School, a portion of the library has been converted into a classroom and the prekindergarten program has been relocated to Reynolds Central School. As a result, Administration would like to request that the North East School Division fund the addition of two relocatables onto the Maude Burke School building.

At the November 28, 2017 board meeting, the following motion was made: “That the Board approve the use of up to \$800,000 from Internally Restricted: Accumulated Surplus – Contingency to fund the addition of two portables onto Maude Burke School.”

On January 10, 2018, NESD received approval from the Ministry to go ahead with the portable addition. Please see attached.

CURRENT STATUS

The \$800,000 cost for two relocatables was approved by the Ministry of Education based on past similar projects in rural Saskatchewan. Administration also contacted a school division that has recently added two relocatables to a school and the cost was \$800,000.

Administration would also like to investigate the cost of the construction of an addition of two classrooms. This would also require the approval of the Ministry. We could defend the decision to build new construction if the cost was less and the number of classrooms required at Maude Burke School is not expected to decrease.

RECOMMENDATION

Proposed motions:

That the Board rescind the November 28, 2017 motion: that the Board approve the use of up to \$800,000 from Internally Restricted: Accumulated Surplus – Contingency to fund the addition of two portables onto Maude Burke School.

That the Board approve the use of up to \$800,000 from Internally Restricted: Accumulated Surplus – Contingency to fund the addition of two relocatables or the construction addition of two classrooms onto Maude Burke Elementary School.

PREPARED BY	DATE	
Don Rempel, Director of Education Wanda McLeod, Superintendent of Business Administration	January 10, 2018	<ul style="list-style-type: none"> Letter from Robert Currie, Deputy Ministry of Education, approving the addition of two relocatables onto Maude Burke Elementary School



Government
— of —
Saskatchewan

Ministry of Education
Deputy Minister
5th Floor, 2220 College Ave.
Regina, Canada S4P 4V9

January 10, 2018

Ms. Wanda McLeod, CPA, CA
Superintendent of Business Administration
North East School Division No. 200
mcleod.wanda@nesd.ca

Dear Ms. McLeod:

Thank you for your request for approval to apply \$800,000 from your Internally Restricted: Accumulated Surplus - Contingency to fund the addition of two relocatables onto the Maude Burke Elementary School in Melfort. I recommend you proceed with the tender process and finalizing project costs.

As indicated in your request, the project will be self-funded by the North East School Division No. 200 to a maximum of \$800,000. If the project tender results are at or below \$800,000, please proceed with construction. If the costs exceed the budget, please submit a new request along with an updated board motion.

If you have any questions or concerns, please contact Phil Pearson, Executive Director, Infrastructure at 306-550-3508 or phil.pearson@gov.sk.ca or Colin Levesque, Facilities Consultant, Infrastructure at 306-530-3407 or colin.levesque@gov.sk.ca.

Sincerely,

A handwritten signature in cursive script that reads "J. Robert Currie".

J. Robert Currie

cc: Honourable Bronwyn Eyre, Minister of Education
Donna Johnson, Assistant Deputy Minister of Education
Phil Pearson, Executive Director, Infrastructure, Ministry of Education
Colin Levesque, Facilities Consultant, Infrastructure, Ministry of Education
Doug Schell, Director, Financial Analyst and Reporting, Education Funding, Ministry of Education



NESD Board of Education

Meeting Date: January 23, 2018

Topic: Bjorkdale School - Replace Phone System

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 2016-17 budget included the cost to replace the telephone system at Bjorkdale School. Due to the school review process of Bjorkdale School during 2016-17, this project was not completed. The project was also not included in the 2017-18 budget as the old telephone system was expected to be used.

CURRENT STATUS

The old telephone system at Bjorkdale School is starting to fail. The information technology department met with Sasktel during the week of January 15, 2018 to discuss options. Unfortunately, the telephone system will need to be replaced.

The information technology department is prepared to delay technology replacements at other schools in the division to fund this project; however, Administration would like to propose using accumulated surplus to fund the new telephone system at Bjorkdale School. The cost will be approximately \$60,000.

There are a few information technology department accumulated surplus amounts that could be used for this project:

- \$20,565 Information technology renewal. This reserve was used to change the purchase cycle of laptops and tablets.
- \$8,645 Telephone system replacement. This reserve was used to replace phone systems.

Another \$30,790 could be transferred from unrestricted accumulated surplus to fund the project.

After the telephone system is replaced at Bjorkdale, all schools will be operating with the new telephone system.

RECOMMENDATION

Proposed motions:

That the Board approve moving \$20,565 from the information technology renewal internally restricted accumulated surplus account and \$30,790 from unrestricted accumulated surplus to internally restricted accumulated surplus for telephone system replacement.

That the Board approve using up to \$60,000 from internally restricted accumulated surplus for telephone system replacement for the replacement of the telephone system at Bjorkdale School.

PREPARED BY	DATE	
Wanda McLeod, Superintendent of Business Administration	January 17, 2018	



NESD Board of Education

Meeting Date: January 23, 2018

Topic: June Wall Walk

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

As part of the Education Sector Strategic Plan (ESSP), Cycle 3 the NESD performs data Wall Walks with its Board of Education as part of the distribution of information and monitoring of key data sets. These Wall Walks occur four times during the year in accordance with reporting periods for school data. Data sets include a selection of statistics and measures from student performance on key assessments and outcomes as well as from the previously agreed upon NESD Key Performance Indicators which are aligned to the NESD Strategic Plan.

CURRENT STATUS

This data Wall Walk will include data sets from: Early Years' Evaluation (EYE); Reading Assessment District (RAD); Diagnostic Levelled Reading (DLR); and StudentsAchieve.

RECOMMENDATION

Proposed motion:

That the Board approves, as a monitoring report, the January 2018 Wall Walk for the key data sets of the North East School Division for term two of the 2017-18 school year.

PREPARED BY	DATE	ATTACHMENTS
Mark Jensen, Coordinator of Continuous Improvement and Reporting	January 23, 2018	

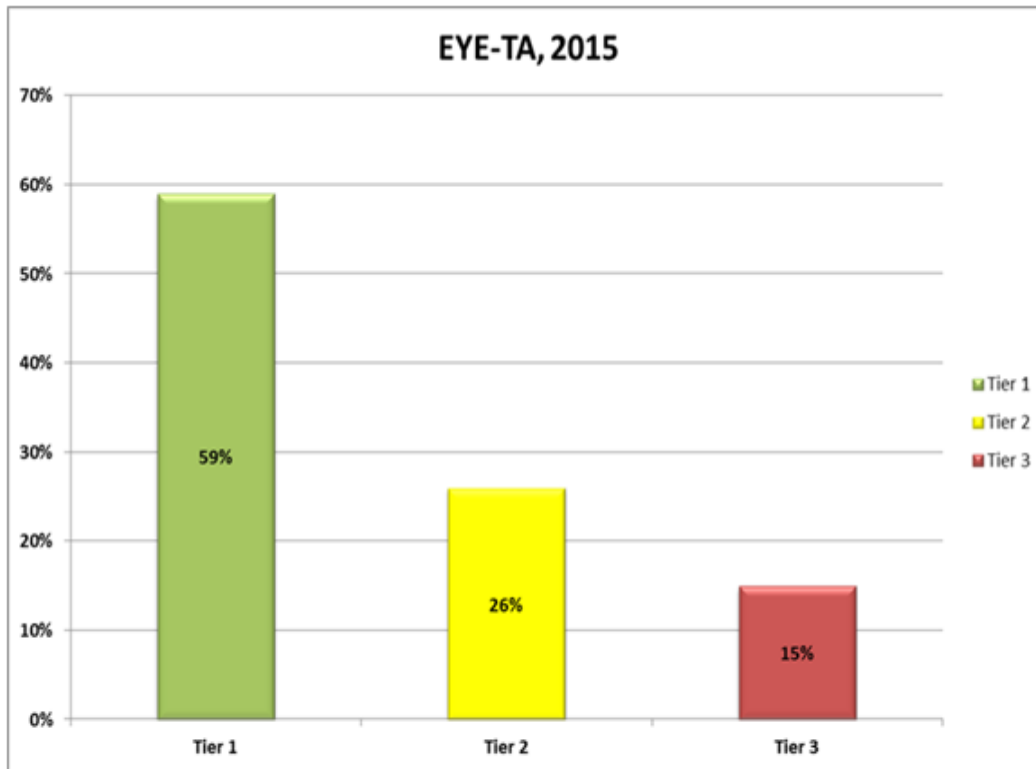
NESD Level 2 Wall Walk

January 23, 2018

Data Presentation Order

- Early Years Outcome
 - Early Years Evaluation (EYE-TA)
- Reading, Writing, Math Outcome
 - DLR
 - RAD
 - SA

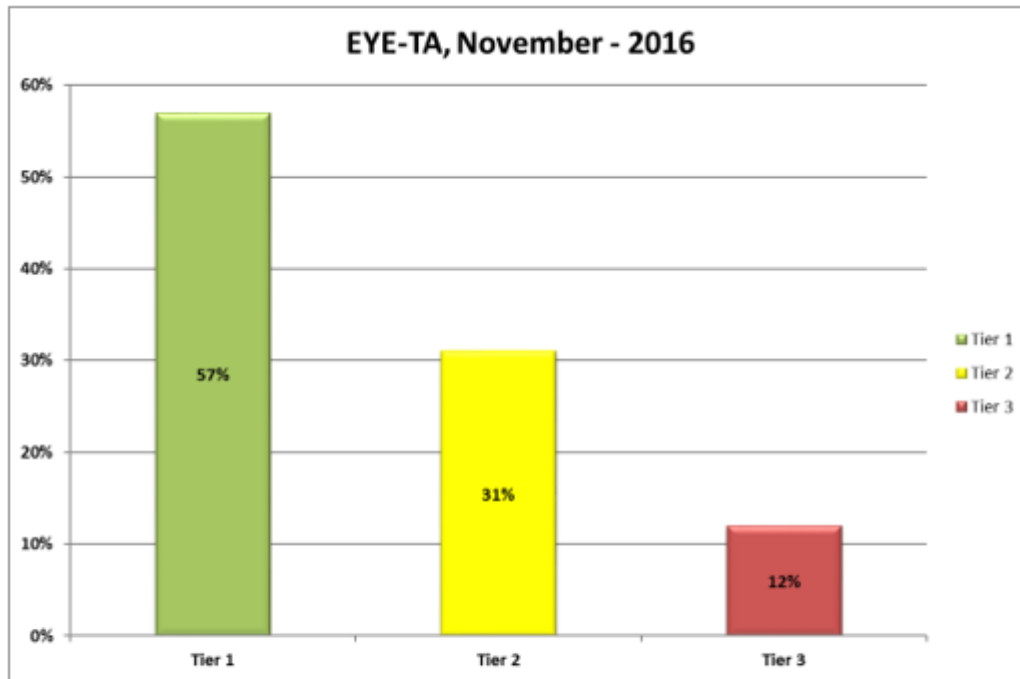
Early Years Evaluation, 2015



Longitudinal research shows that children's EYE-TA scores in Kindergarten are strongly related to their reading outcomes at age 8 or 9. The EYE-TA measures of Cognitive Skills and Language and Communication are the strongest predictors, followed by Fine Motor skills, Awareness of Self and Environment, and Social Skills and Approaches to Learning. Thus, we can use the EYE-TA data to discern which children are most likely to require extra support developing their reading skills during the primary school years. The figure beside shows the results for the kindergarten children in NESD 200 based on the 27 Oct, 2015 – 16 Nov, 2015 data.

- Tier 1 (requires quality classroom instruction)
- Tier 2 (requires quality classroom instruction plus targeted, small-group instruction)
- Tier 3 (requires quality classroom instruction plus individualized instruction)

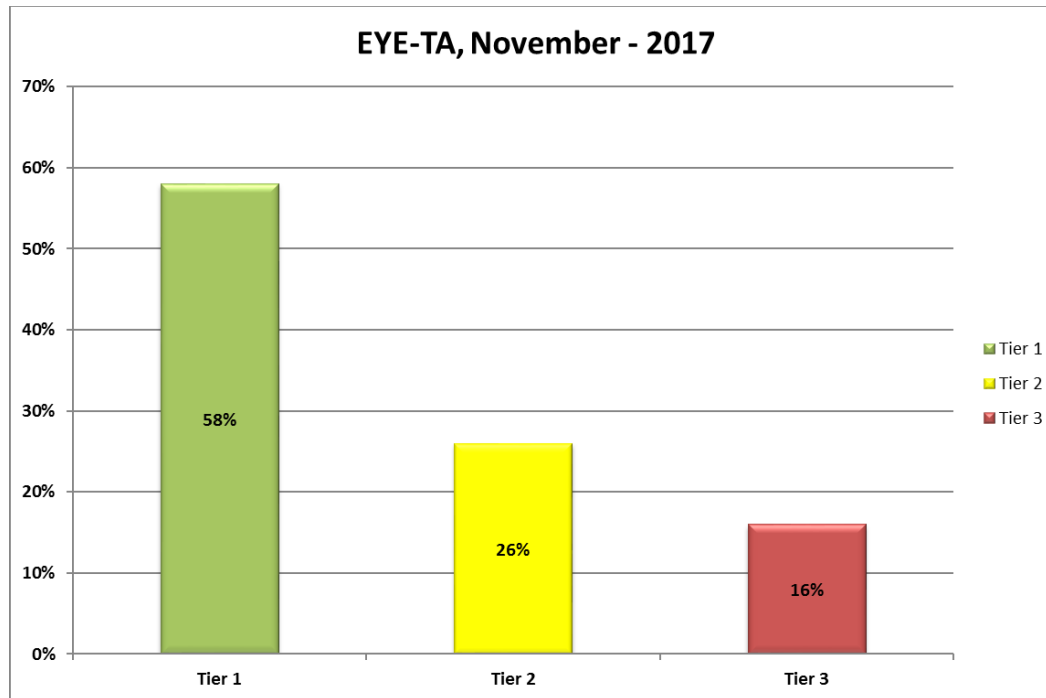
Early Years Evaluation, 2016



Longitudinal research shows that children's EYE-TA scores in Kindergarten are strongly related to their reading outcomes at age 8 or 9. The EYE-TA measures of Cognitive Skills and Language and Communication are the strongest predictors, followed by Fine Motor skills, Awareness of Self and Environment, and Social Skills and Approaches to Learning. Thus, we can use the EYE-TA data to discern which children are most likely to require extra support developing their reading skills during the primary school years. The figure beside shows the results for the kindergarten children in NESD 200 based on the 28 Oct, 2016 – 14 Nov, 2016 data.

- Tier 1 (requires quality classroom instruction)
- Tier 2 (requires quality classroom instruction plus targeted, small-group instruction)
- Tier 3 (requires quality classroom instruction plus individualized instruction)

Early Years Evaluation, 2017



Longitudinal research shows that children's EYE-TA scores in Kindergarten are strongly related to their reading outcomes at age 8 or 9. The EYE-TA measures of Cognitive Skills and Language and Communication are the strongest predictors, followed by Fine Motor skills, Awareness of Self and Environment, and Social Skills and Approaches to Learning. Thus, we can use the EYE-TA data to discern which children are most likely to require extra support developing their reading skills during the primary school years. The figure beside shows the results for the kindergarten children in NESD 200 based on the 23 Oct, 2017 – 17 Nov, 2017 data.

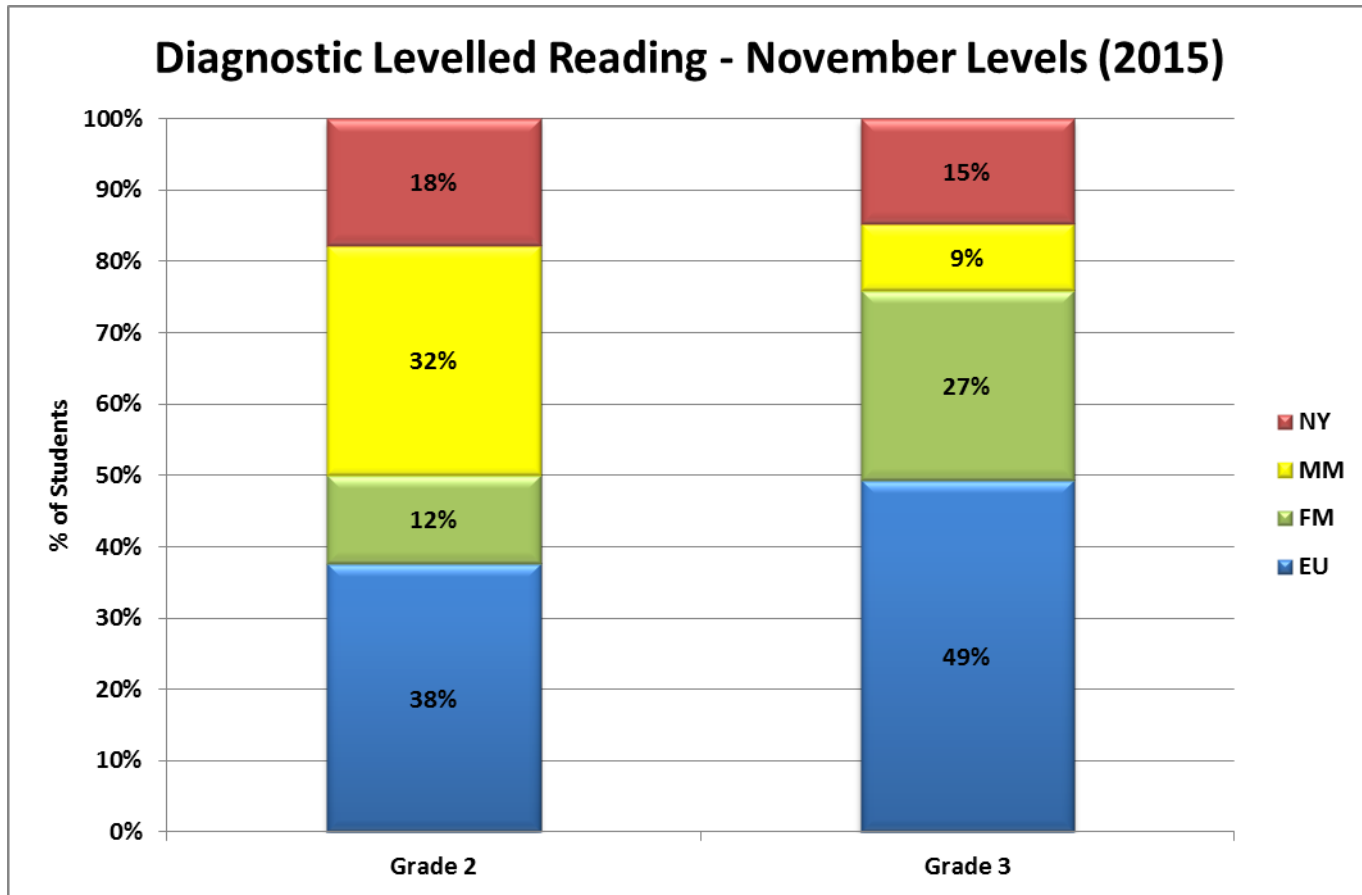
- Tier 1 (requires quality classroom instruction)
- Tier 2 (requires quality classroom instruction plus targeted, small-group instruction)
- Tier 3 (requires quality classroom instruction plus individualized instruction)

EYE Summary

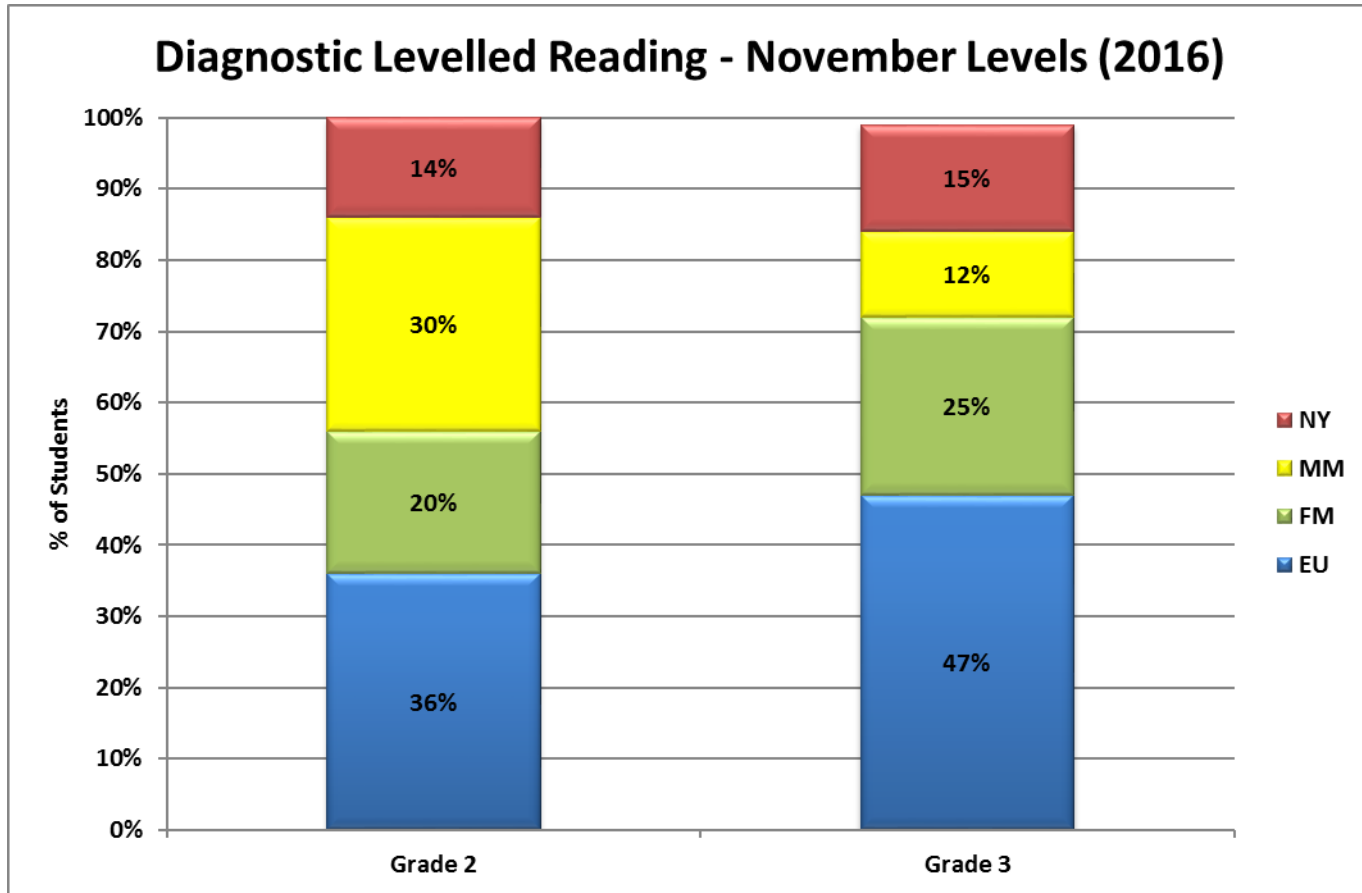
% at each Tier- November			
Year	Tier 1	Tier 2	Tier 3
2015	59	26	15
2016	57	31	12
2017	58	26	16

- Noticeable similarity between all 3 tiers and all 3 years

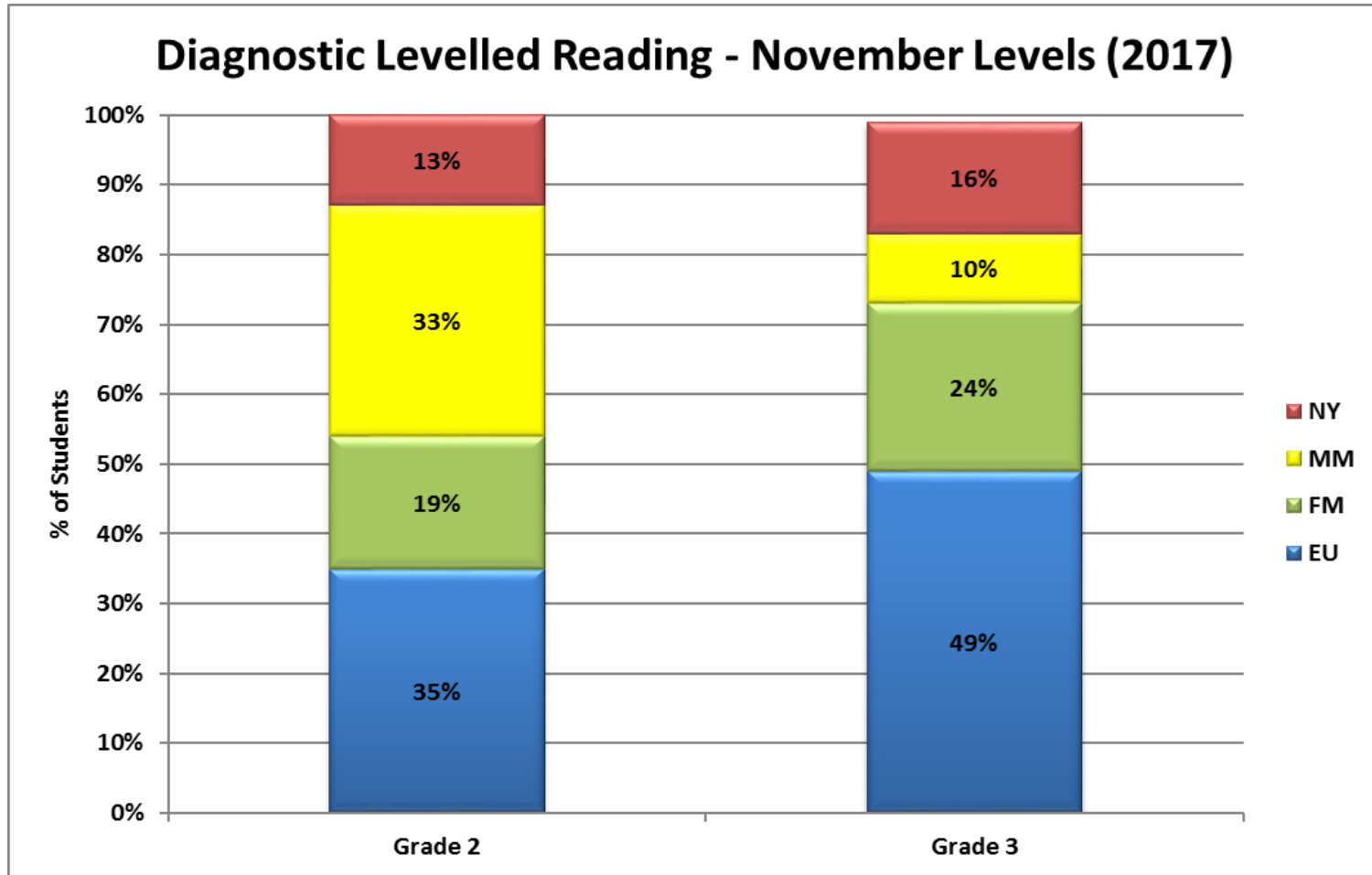
Diagnostic Levelled Reading, DLR, 2015



Diagnostic Levelled Reading, DLR, 2016



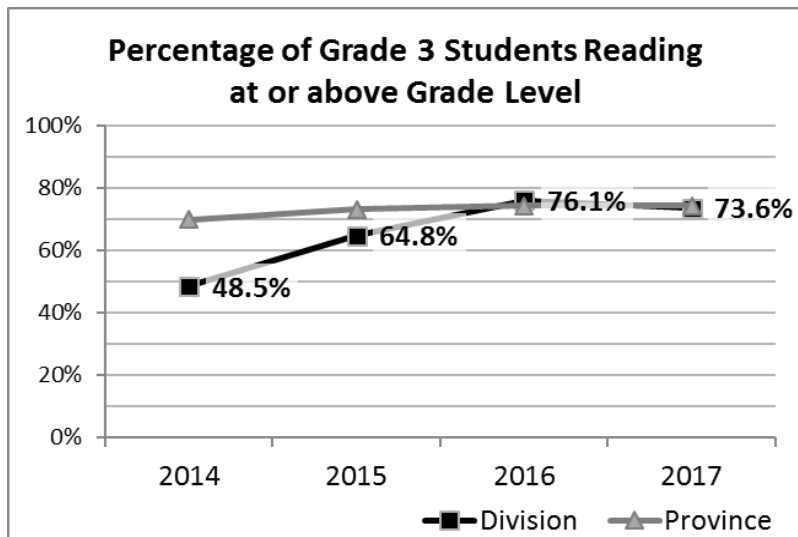
Diagnostic Levelled Reading, DLR, 2017



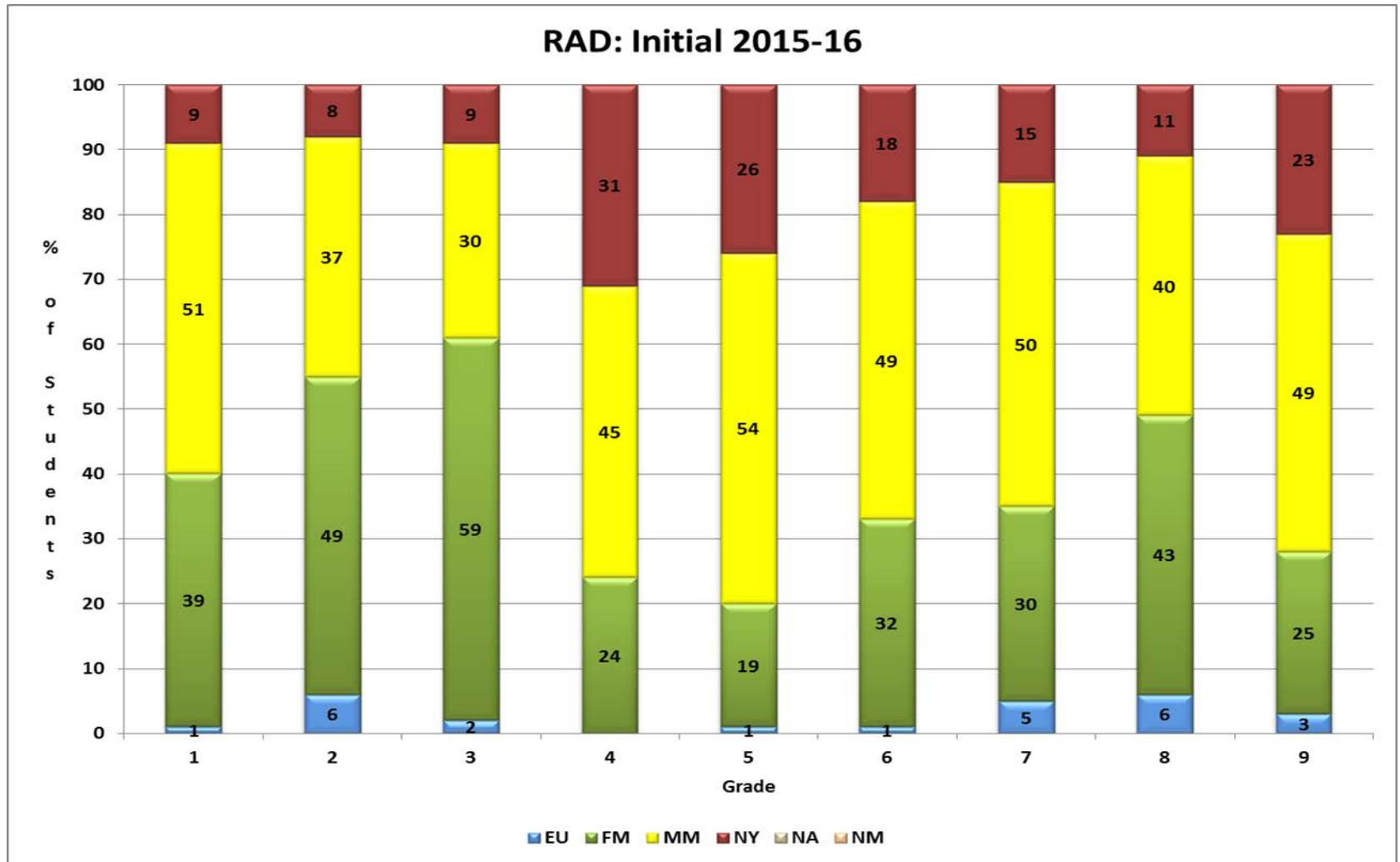
DLR Summary

% at FM or Above - November		
Year	Gr 2	Gr 3
2015	50	76
2016	56	72
2017	54	73

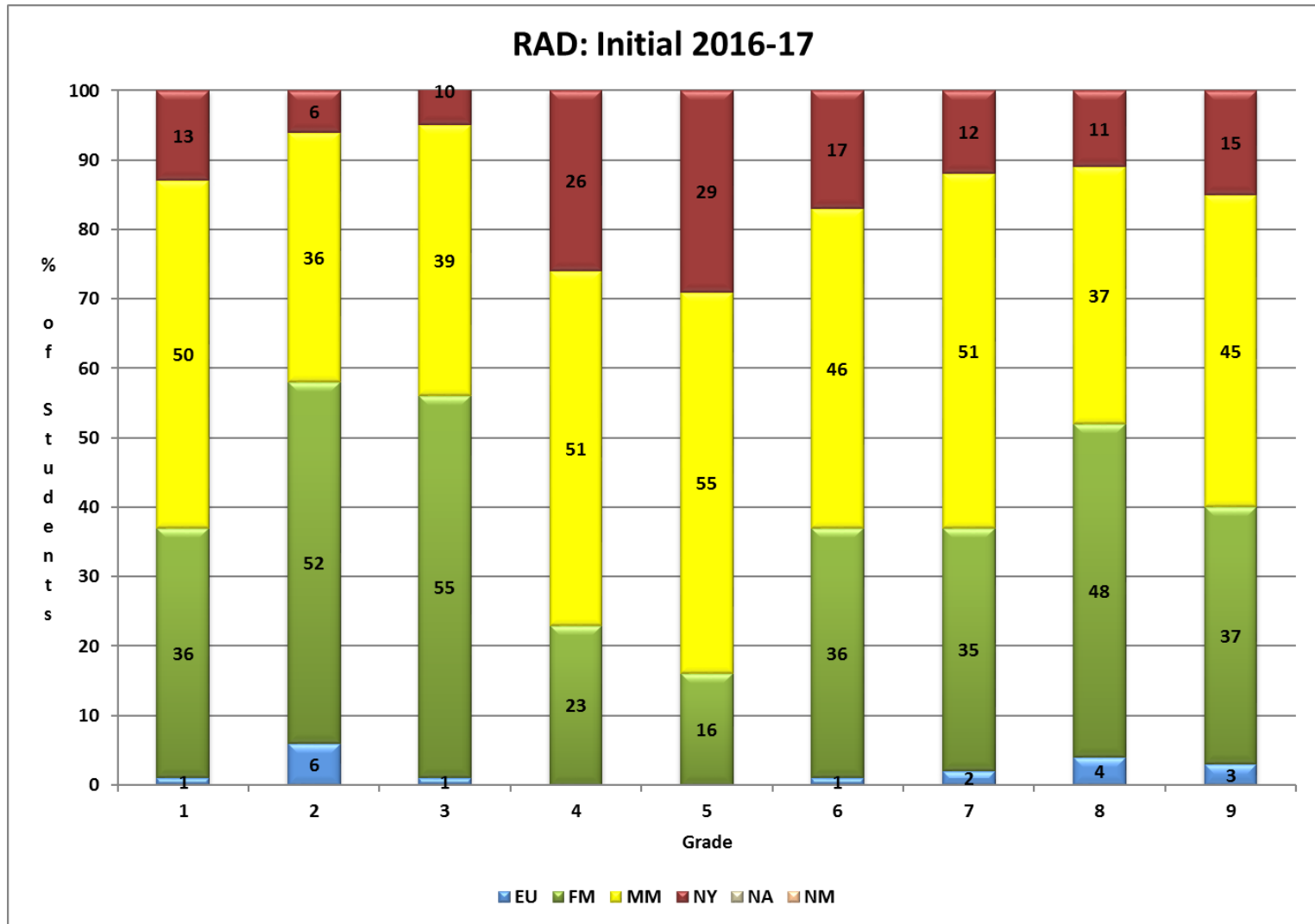
- Noticeable plateau is being witnessed at both Gr2 and Gr 3
- This is reported to the Ministry in the Annual Report



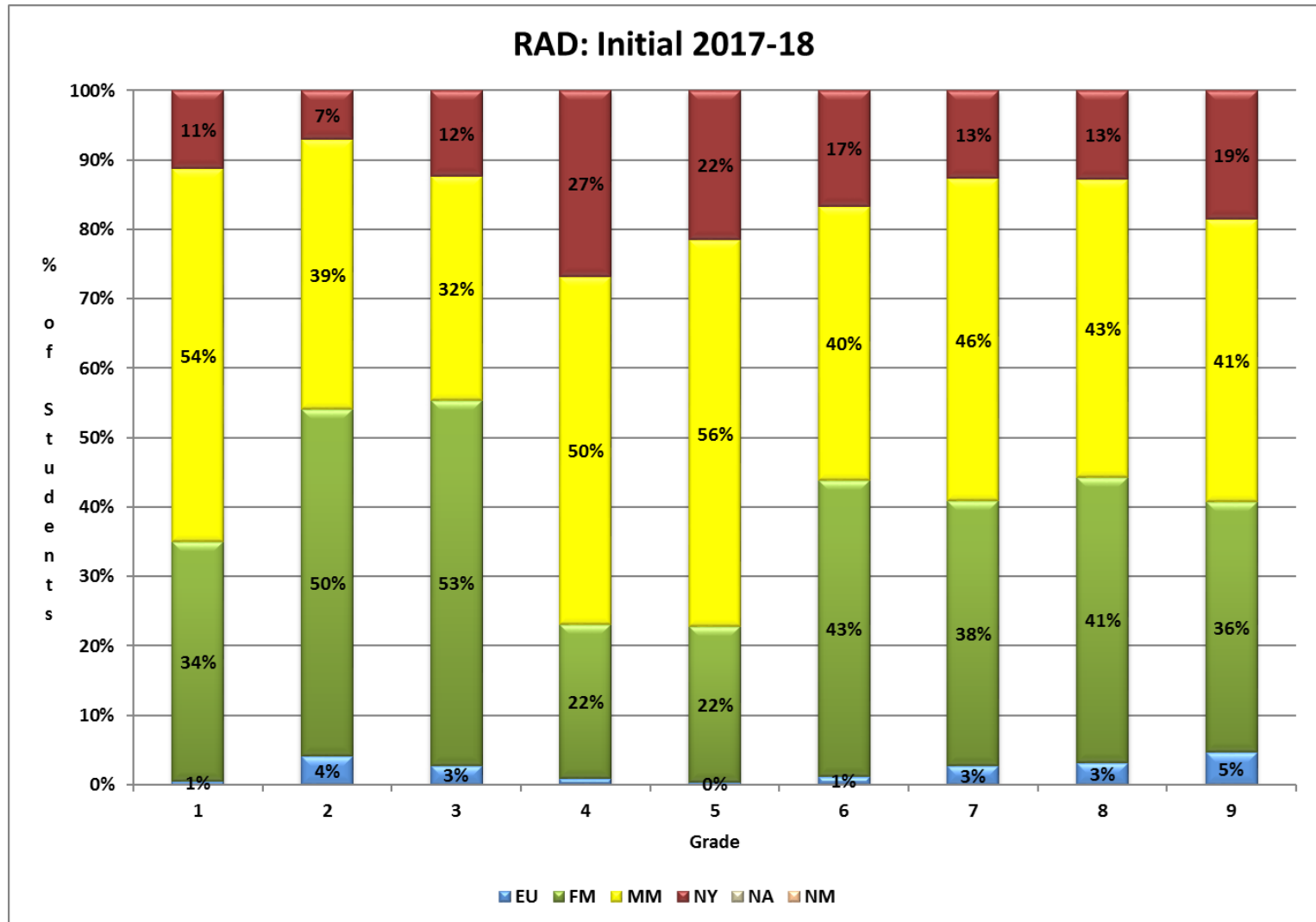
Reading Assessment District, 2015



Reading Assessment District, 2016



Reading Assessment District, 2017



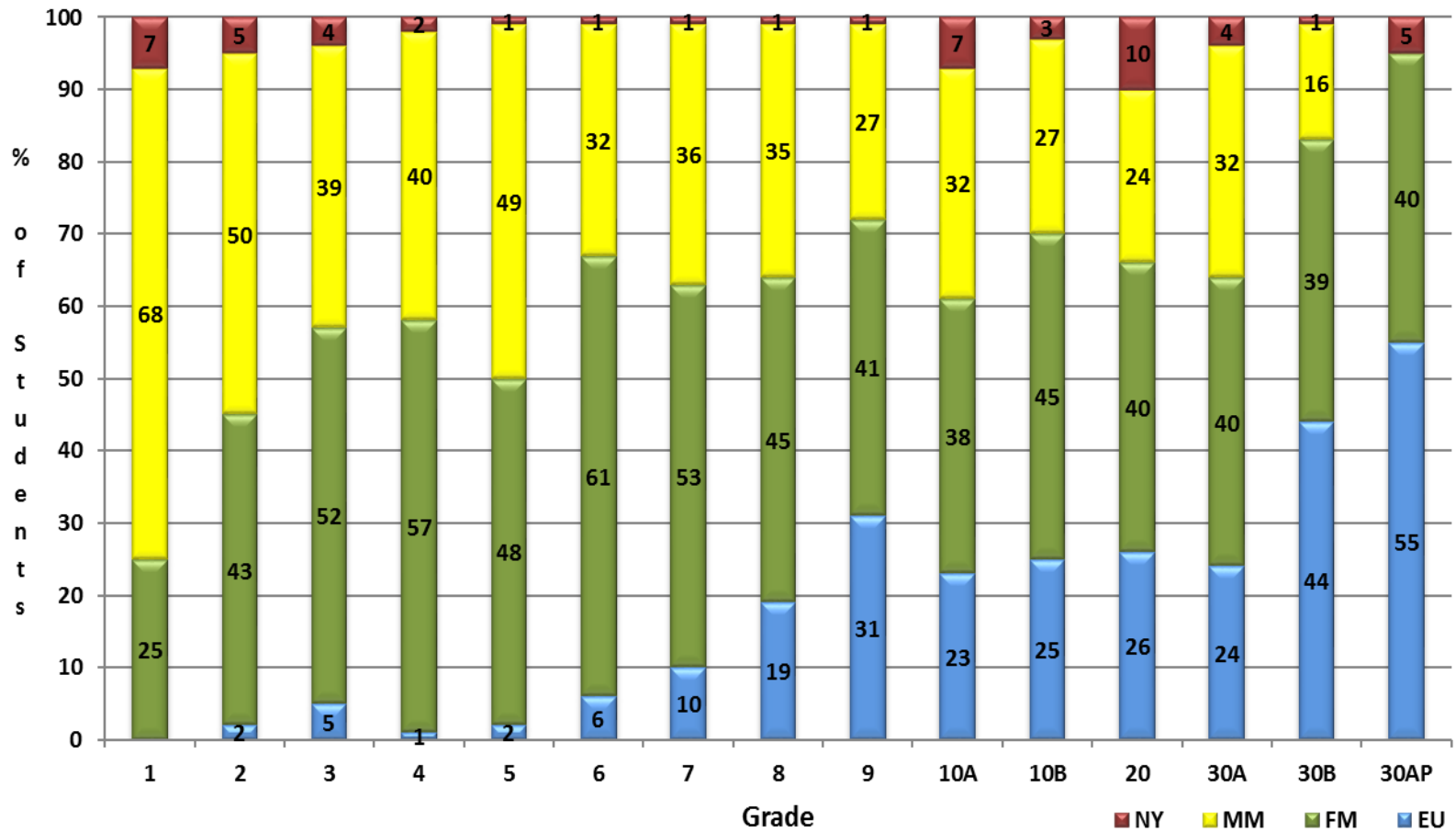
RAD Summary

% at FM or Above - November			
Year	Gr 3	Gr 4	% Change
2015	61%	24%	-33%
2016	56%	23%	-38%
2017	56%	23%	-33%

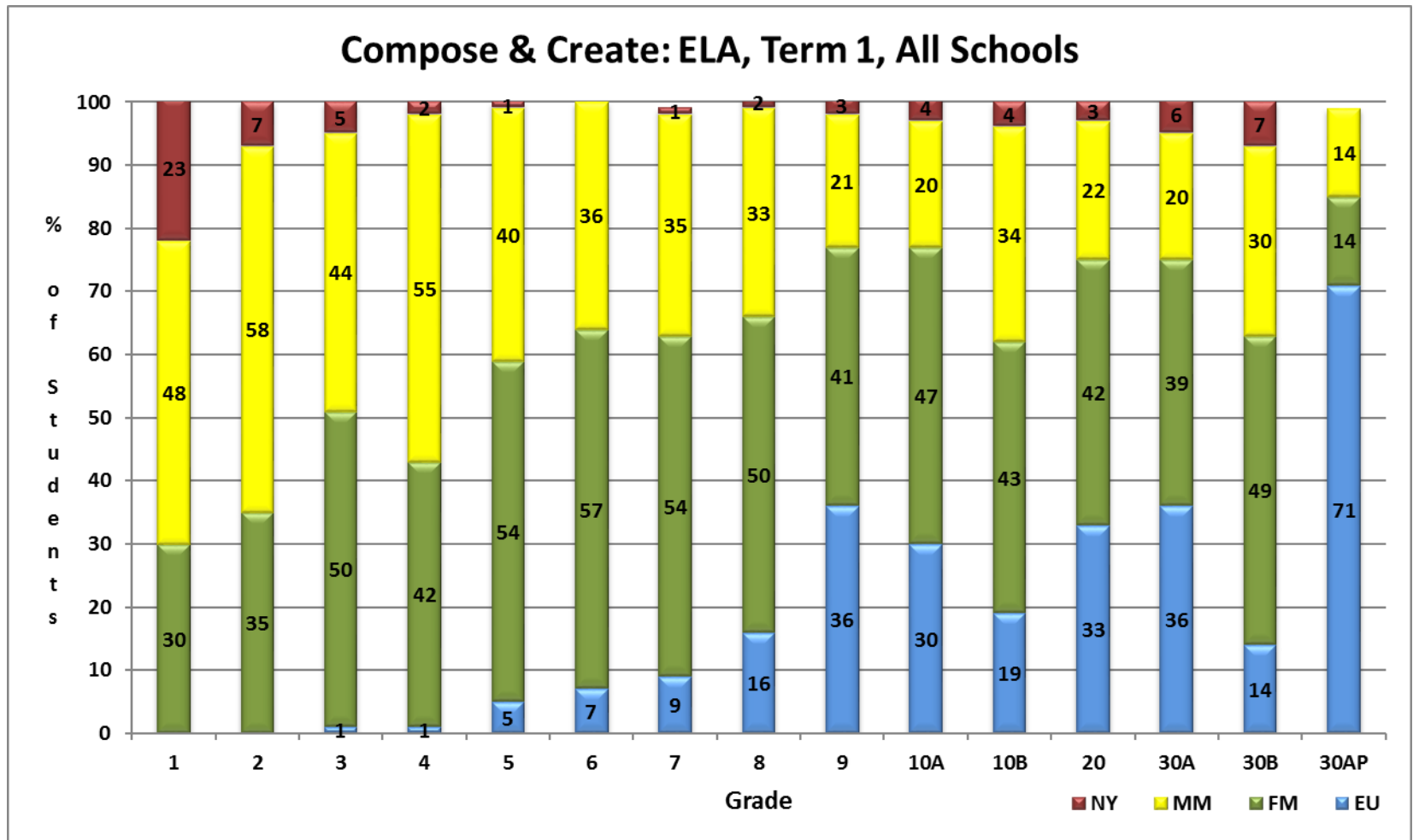
- Noticeable drop from Gr 3 to Gr 4

Students Achieve, ELA, 2016

Compose & Create: ELA, Term 1, All Schools

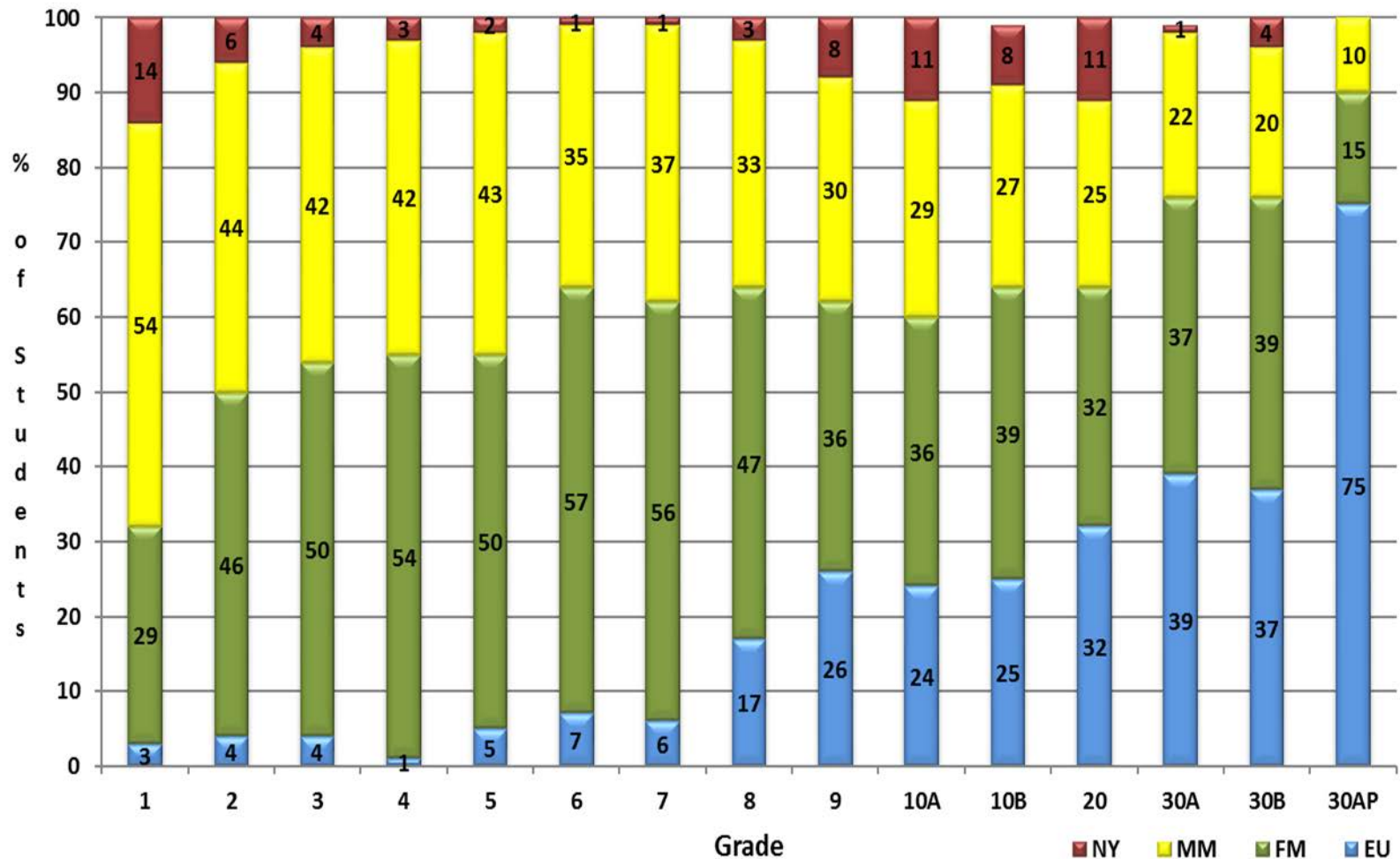


Students Achieve, ELA, 2017



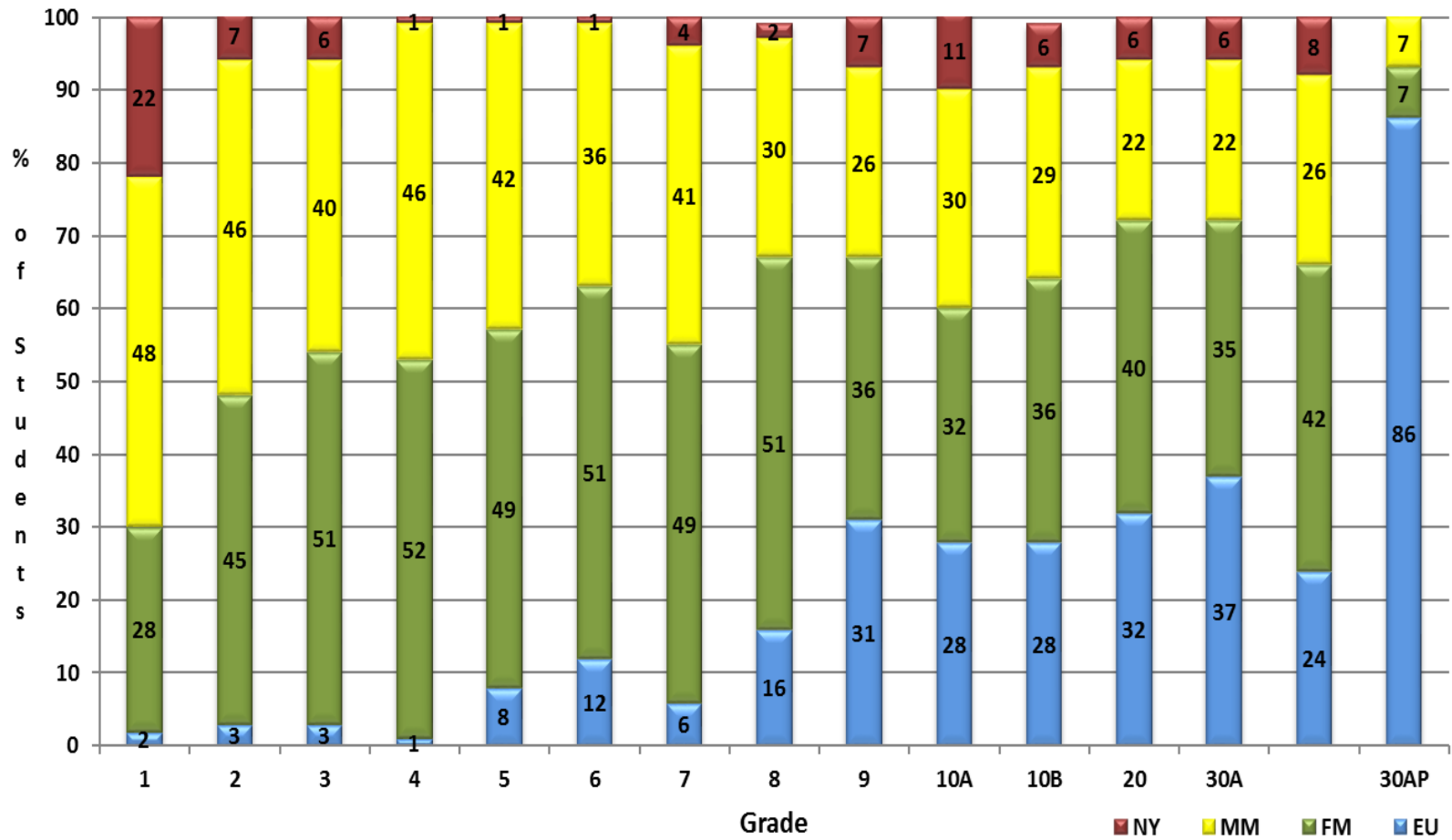
Students Achieve, ELA, 2016

Comprehend & Respond: ELA, Term 1

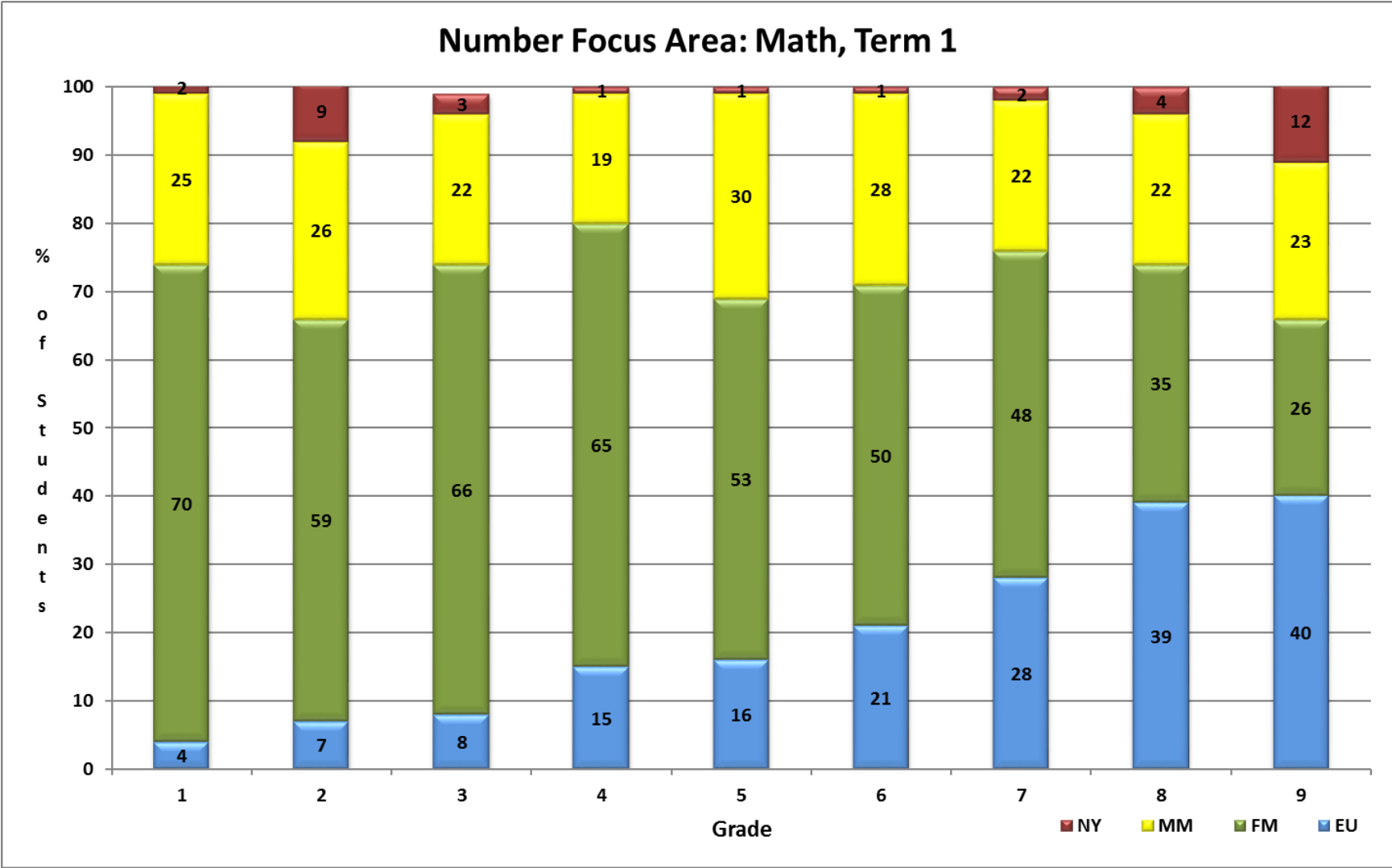


Students Achieve, ELA, 2017

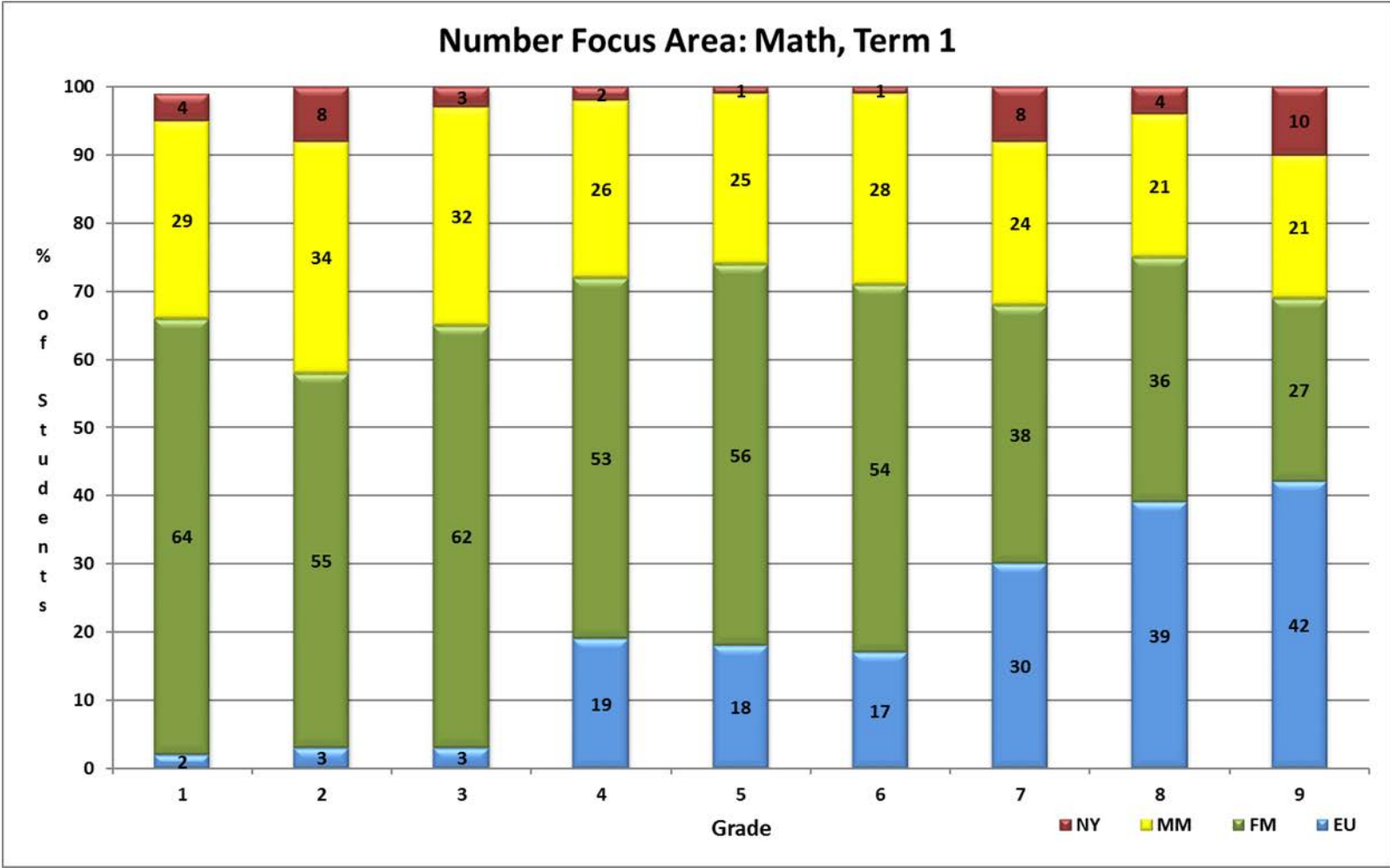
Comprehend & Respond: ELA, Term 1, All Schools



Students Achieve, Math, 2016



Students Achieve, Math, 2017



SA Summary

% at FM or Above - November (Compose & Create)									
Year	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9
2015	30%	51%	57%	54%	56%	63%	59%	62%	67%
2016	25%	45%	57%	58%	50%	67%	63%	64%	72%
2017	30%	35%	51%	43%	59%	64%	63%	66%	77%

% at FM or Above - November (Comp. & Respond)									
Year	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9
2015	35%	52%	59%	59%	51%	59%	53%	66%	58%
2016	32%	50%	54%	55%	55%	64%	62%	64%	62%
2017	29%	48%	54%	53%	57%	63%	55%	67%	67%

% at FM or Above - November (Math Number)									
Year	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9
2015	66%	69%	81%	77%	76%	71%	71%	71%	64%
2016	74%	66%	74%	80%	69%	71%	76%	74%	66%
2017	66%	58%	65%	72%	74%	71%	68%	75%	69%

- Some instances of improvements
- General trend is a decrease in students at FM or above in both ELA and Math

Concluding Remarks

- Follow-up items & Questions



NESD Board of Education

Meeting Date: January 23, 2018

Topic: Financial Report for the Three Months Ending November 30, 2017

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 three months ending November 30, 2017:

1. Memo for the Year-End
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 three months ending November 30, 2017.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	January 8, 2018	<ul style="list-style-type: none"> • Memo for Quarter End • Statement of Operations • Statement of Cash Requirements • Accumulated Surplus Activity Statement • Statement of Tangible Capital Asset Purchases • Hudson Bay Community School – Project Costs



North East School Division

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TO: Board of the North East School Division

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

DATE: January 23, 2018

RE: Financial Report for Quarter Ending November 30, 2017

The Board will be provided with three quarterly reports and one annual financial statement report for the 17 -18 fiscal year. November 30, 2017 marks the end of the first quarter. At November 30, we would expect the actual ten month expenses (school based lines) to be reporting at 30% of budget and the twelve month expenses (central office lines) to be reporting at 25% of budget.

Below is an executive summary of information for the first quarter as well as comparisons to the September to November 2016 quarter. 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

Property tax revenues are recorded each month based on one out of four of the amount estimated by the Ministry of Education on budget day of the provincial government (for the months of September to December 2017).

As at January 1, 2018, pursuant to *The Education Property Tax Act*, the Government of Saskatchewan will now be the taxing authority for education property tax. After that date, the school division will no longer earn taxation revenue.

Grants

The provincial grants totaled approximately \$10.3 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant (at \$10.2 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, 2017 actual school enrolments) should result in approximately \$94,000 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 quarter, there was no capital funding received. This is consistent with the first quarter of 2016-17.

The grant funding for Invitational Shared Services Initiative has not been received in the first quarter of 2017-18. In 2016-17, the entire \$150,000 in funding was received in the first quarter.

\$40,288 of the \$104,451 total grant for the First Nations & Metis contract funding has been received. In 2017-18, 90% of the maximum funding will be received in seven monthly instalments from September 2017 to March 2018. 10% of the maximum amount of funding will be received upon Ministry receipt of the reporting requirements. In 2016-17, a total of \$52,225 had been received in the first quarter.

Tuition and Related Fees

The tuition and related fee revenues will be over budget. There were more federally funded students enrolled at North East School Division during the first quarter of 2017-18 compared to the budget. 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 quarter trend, the school generated revenues are expected to be more than the 2017-18 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. TMSS hosted the Saskatchewan Student Leadership Conference in September 2017, and the fees generated of approximately \$167,500 were unbudgeted. Reynolds Schools received a Telemiracle grant in the amount of \$25,000 for their playground, which was unbudgeted. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary service revenues are currently at 26% 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 2016-17.

External Services

External service revenues have \$38,132 or 29% of the total budgeted amount recognized at November 30, 2017. Cafeteria revenues are included in this category. LP Miller and MUCC cafeteria sales are slightly down for the first quarter of 2017-18 compared to the first quarter of 2016-17. This is due to a general decrease in the number of sales from the prior year.

Other Revenue

Other revenue is currently at 25% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. We expect other revenue to be in line with budget as the year progresses.

Expenses

Governance

Governance is 44% of the budgeted amount, which is higher than the expected percentage of budget spent. On provincial budget day, the Ministry capped the total 2017-18 governance budget at \$236,736. After the NESD budget was approved by the Board, the Ministry provided additional governance spending. As per the June 2, 2017 letter from Robert Currie, deputy minister of education: the Ministry of Education is not including the human resource and legal support costs of the SSBA membership dues as a portion of the conditionality of the governance expenses. As a result, the total amount available to spend by the Board is approximately \$262,790. Governance expenses are expected to be at or below this level at the end of the year.

There were 15 School Community Council (SCC) grant payments paid out of the 20 grants available. Five SCC's have not received payment because they have not submitted their 2016-17 financial report. All

SCC's have been reminded and payment will be made to the SCC once the prior year financial report is received and verified.

Board professional development (PD) costs are higher than anticipated based on the budgeted amount. Originally, the 2017-18 provincial budget had capped professional development costs of the Board at \$7,500. The June 2, 2017 letter from Robert Currie also included the following information: "Due to the nature of the SSBA annual general meeting (AGM), expenses related to board member attendance at the AGM ... will not be subject to professional development conditionality. In addition, expenses related to Spring Council and the Board Chairs Council will not be subject to the PD conditionality. This means that school divisions will be able to spend the PD funding amount, plus expenses related to these meetings." As a result, the expenses relating to the Board members attending the SSBA AGM in Regina during the fall of 2017 is not included with the \$7,500 capped PD spending.

Administration

Administration expenses are in line with budget at 24%, which is consistent with the prior year first quarter results.

Instruction

Total instruction expenses are at 29% of the budgeted amount. The amount spent at November 30, 2016 was at 30% of the budgeted amount, which is the amount expected to be spent (based on three out of ten months of the fiscal year being completed).

Overall instructional salaries and benefits are at 28.9% of budget. As these accounts are expected to be at approximately 30% of the budgeted amount, several factors are contributing to this variance. The budget includes 99.45 full time equivalent (FTE) educational associates but not all of the associates had been deployed by the end of the first quarter. Benefits are currently under budget due to the timing of the maximums being reached for each federal deduction (CPP and EI) but are expected to align with budget by the end of the year. (Many employees reach the CPP and EI maximum during the year which results in NESD not having to provide the employer portion of these benefit premiums during the later portion of the calendar year.)

Instructional aids (goods and services used in the direct delivery of instructional programs such as text books, resource materials, computer supplies and software programs that are an integral part of instruction) and supplies and services (includes expenses of a consumable nature which are used for central instruction and school administration purposes such as paper, binders, subscriptions, memberships and dues, computer supplies and software programs for administrative use and professional contracted services) are higher than budgeted due to bulk school start-up supplies being ordered. At year end, the instructional aids and supplies and services expenses are expected to be on budget.

Plant

Overall the plant expenses are less than the expected 25% (at 22% of budget, which is consistent with the percentage in 2016-17). The main factor for this is that building operating expenses are under budget, as the majority of the minor renovations projects are undertaken during the summer months.

Plant salaries and benefits are at 22.1% of budget, and are expected to be at approximately 25% of the budgeted amount. The supervisor of maintenance position was vacant for approximately two months, the courier position was vacant for the entire quarter, and a caretaker has been on leave working only part days.

The mechanical upgrades to the heating, ventilation and air conditioning systems at Melfort Unit Comprehensive Collegiate (MUCC) have been completed as of November 30, 2017, with final payments

to be made in the second quarter of 2017-18. The entire project will be funded using the Preventative Maintenance and Renewal (PMR) grants from the Ministry.

The renovation and addition at the Tisdale Transportation and Technology Office has progressed. Based on analysis performed in 2016-17, it was determined that a portion of these costs should be expensed and not capitalized. As a result, plant expenses will contain costs of approximately \$148,000 that were not expected at budgeted time. The operating expenses are shared between plant and transportation expenses. When the 2017-18 budget was developed, it was expected that more of the project would be completed at August 31, 2017; therefore, over the two-year time period the project will be on budget and the 2017-18 costs will be more than the 2017-18 budget. This project is being funded with internally restricted accumulated surplus.

Student Transportation

Student transportation is currently at 30% of the budgeted amount, with the expected percentage being 30%. The fuel costs are slightly over budget due to an unexpected increase in fuel prices compared to the anticipated costs at budget time. Diesel fuel was budgeted at \$0.90/litre, and actual prices have increased from \$0.86/litre in September 2017 to \$1.01/litre in November 2017.

Similar to plant expenses, the tangible capital asset budget included the funds to be used for the renovation and addition at the Tisdale Transportation and Technology Office. After further analysis, it had been determined a portion of these costs should be expensed and not capitalized. As a result, transportation expenses contain expenses of approximately \$148,000 that were not expected at budget time. As mentioned in the plant expense section, the operating expenses related to this project are shared equally between plant and transportation expenses. When the 2017-18 budget was developed, it was expected that more of the project would be completed at August 31, 2017; therefore, over the two-year time period the project will be on budget and the 2017-18 costs will be more than the 2017-18 budget. This project is being funded with internally restricted accumulated surplus.

Tuition and Related Fees

The tuition and related fees are anticipated to be under budget. The number of students enrolled in the regional college adult basic education program is lower than expected. Cumberland Regional College invoiced North East School Division for 20 students and the budget included 25 students. In 2016-17, the budget was for 25 students and billing was for 20 students.

School Generated Funds

The school generated expenses are at 53% of the budget (compared to 46% 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. TMSS hosted the Saskatchewan Student Leadership Conference in September 2017 and expenses incurred of approximately \$99,500 were unbudgeted. 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 28% of the budget, with the expected percentage being at 30%. Salary expenses are currently at 28% of budget. One contracted teacher position has been on a reduced contract. A prekindergarten educational associate position was recently filled and coded to instructional salaries, which has since been coded to complementary services.

External Services

External services are at 30% of the budget, with the expected percentage being at 30%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller. In 2016-17, external services were at 36% of the budget for the first quarter, as both cafeterias had unexpected repairs to their equipment that were unbudgeted.

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. In 2016-17, there was a \$238,187 write down of the Stewart Hawke school building in Hudson Bay that was unbudgeted.

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 2017-18 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$545,546 in the first quarter, out of the total \$2.9 million budgeted. The six school buses and one maintenance vehicle included in the 2017-18 budget will be purchased later in the fiscal year. The renovation and building addition at the Tisdale Transportation and Technology Office has continued with anticipated project completion by the early part of the third quarter.

Amortization

Amortization expense is being recorded at 25% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2016-17, 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 quarter ended November 30, 2017

	17 - 18				16-17			
	Budget 2017-18	Actual 2017-18	Variance	%	Budget 2016-17	Actual 2016-17	Variance	%
REVENUES								
Property Taxation	\$ 3,954,550	\$ 3,036,969	\$ 917,581	77%	\$ 11,010,960	\$ 2,752,740	\$ 8,258,220	25%
Grants	50,847,242	\$ 10,256,620	\$ 40,590,622	20%	44,960,995	11,089,461	33,871,534	25%
Tuition and Related Fees	722,511	\$ 293,186	\$ 429,325	41%	571,000	290,829	280,171	51%
School Generated Funds	1,127,100	\$ 771,300	\$ 355,800	68%	1,029,150	532,983	496,167	52%
Complementary Services	590,220	\$ 154,180	\$ 436,040	26%	608,832	158,833	449,999	26%
External Services	132,698	\$ 38,132	\$ 94,566	29%	130,143	44,152	85,991	34%
Other Revenue	601,977	\$ 147,961	\$ 454,016	25%	574,600	126,131	448,469	22%
Total Revenues	\$ 57,976,298	\$ 14,698,348	\$ 43,277,950	25%	\$ 58,885,680	\$ 14,995,129	\$ 43,890,551	25%
EXPENSES								
Governance	\$ 236,736	\$ 103,376	\$ 133,360	44%	\$ 459,450	\$ 137,560	\$ 321,890	30%
Administration	2,135,409	\$ 514,496	\$ 1,620,913	24%	2,203,421	521,610	1,681,811	24%
Instruction	41,858,631	\$ 12,223,345	\$ 29,635,286	29%	42,490,888	12,649,372	29,841,516	30%
Plant	10,417,683	\$ 2,328,740	\$ 8,088,943	22%	10,238,897	2,218,631	8,020,266	22%
Transportation	4,504,766	\$ 1,352,029	\$ 3,152,737	30%	4,762,053	1,225,698	3,536,355	26%
Tuition and Related Fees	290,500	\$ 115,739	\$ 174,761	40%	275,000	115,662	159,338	42%
School Generated Funds	1,032,173	\$ 548,626	\$ 483,547	53%	949,420	437,436	511,984	46%
Complementary Services	1,461,441	\$ 404,058	\$ 1,057,383	28%	1,450,215	418,040	1,032,175	29%
External Services	233,176	\$ 68,913	\$ 164,263	30%	228,208	81,542	146,666	36%
Other Expenses	347,267	\$ 88,841	\$ 258,426	26%	362,541	330,144	32,397	91%
Total Expenses	\$ 62,517,782	\$ 17,748,163	\$ 44,769,619	28%	\$ 63,420,093	\$ 18,135,695	\$ 45,284,398	29%
Operating Deficit for the Year	\$ (4,541,484)	\$ (3,049,815)	\$ (1,491,669)		\$ (4,534,413)	\$ (3,140,566)	\$ (1,393,847)	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the quarter ended November 30, 2017

	Budget 2017-18	Actual 2017-18	Variance
OPERATING SURPLUS FOR THE YEAR	\$ (4,541,484)	\$ (3,049,815)	\$ 1,491,669
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	2,878,257	545,546	(2,332,711)
(+) Proceeds from disposals	12,000	813	(11,187)
LONG TERM DEBT:			
(-) Repayments of the year	357,063	87,881	(269,182)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,454,941	1,113,735	(3,341,206)
(+) Write-down of capital assets	-	-	-
(-) Gain on disposals of tangible capital assets	12,000	813	(11,187)
(+) Employee Future Benefits expenses	102,400	-	(102,400)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	27,800	-	(27,800)
DEFICIT CASH FOR THE YEAR	\$ (3,247,263)	\$ (2,569,507)	\$ 677,756
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
Bus Fleet Renewal	721,000	-	(721,000)
Digital Projector Replacement	-	5,806	5,806
Hudson Bay Community School	-	20,633	20,633
Computer Hardware Replacement	550,000	-	(550,000)
Improved Learning Environment	-	46,712	46,712
School Improvement Initiative	214,950	34,560	(180,390)
Non-school buildings	350,000	513,341	163,341
Vehicle replacement (capital)	50,000	-	(50,000)
Teachers for diversity and small schools	84,489	-	(84,489)
School generated funds	23,576	(182,771)	(206,347)
PMR - use of funds for projects	1,200,000	57,012	(1,142,988)
PMR - transfer to reserves	(1,335,506)	-	1,335,506
School Budget Carryover	-	(967,992)	(967,992)
			-
			-
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (1,388,754)	\$ (3,042,206)	\$ (1,653,452)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the quarter ended November 30, 2017

	August 31, 2017	Additions during the year	Reductions during the year	August 31, 2018
Invested in Tangible Capital Assets:				
Net Book Value of TCA	73,917,998	545,546	1,113,735	73,349,809
Less: Debt owing on TCA	8,462,104	-	87,881	8,374,223
	65,455,894	545,546	1,025,854	64,975,586
PMR maintenance project allocations	1,141,965	-	57,012	1,084,953
Externally Restricted Surplus:				
Broadway School Sale Agreement	50,556	-	-	50,556
Internally Restricted Surplus:				
Capital Projects:				
Bus Fleet Renewal	721,000	-	-	721,000
Computer Hardware Replacement	550,000	-	-	550,000
Digital Projector Replacement	23,920	-	5,806	18,114
Hudson Bay School Project	111,029	-	20,633	90,396
Information Technology Renewal	20,565	-	-	20,565
Non-School Buildings	1,415,597	-	513,341	902,256
Telephone System Replacement	8,645	-	-	8,645
Vehicle Replacement	50,000	-	-	50,000
	2,900,756	-	539,780	2,360,976
Other:				
Improved Learning Environment of Students	226,772	-	46,712	180,060
Invitational Shared Services Initiatives (ISSI)	7,499	-	-	7,499
School Budget Carryover	240,408	1,606,470	638,478	1,208,400
School Generated Funds	968,567	771,613	588,842	1,151,338
School Improvement Initiative	387,869	-	34,560	353,309
Teachers for Diversity and Small Schools	2,000,000	-	-	2,000,000
Tisdale Office Minor Renovations	45,670	-	-	45,670
Contingency	5,800,000	-	-	5,800,000
	9,676,785	2,378,083	1,308,592	10,746,276
Unrestricted surplus	5,252,497	-	-	5,252,497
Totals	18,972,003	2,378,083	1,905,384	19,444,702

NORTH EAST SCHOOL DIVISION
Statement of Tangible Capital Asset Purchases
For the quarter ended November 30, 2017

	Actual 2017- 18	Budget 2017-18	Variance
Tisdale Office and Transportation Building (note 1)	\$ 217,827	\$ 350,000	(132,173)
Computer hardware	61,610	1,407,752	(1,346,142)
School buses (note 2)	-	721,000	(721,000)
Furniture and equipment	221,399	259,505	(38,106)
Playground equipment (note 3)	13,238	65,000	(51,762)
Vehicles (note 4)	-	50,000	(50,000)
Computer software	9,294	25,000	(15,706)
Buildings - short term	1,545	-	1,545
Hudson Bay Community School (note 5)	20,633	-	20,633
Totals	<u>\$ 545,546</u>	<u>\$ 2,878,257</u>	<u>\$ (2,332,711)</u>

Notes:

1. The budget for the renovations and addition was reported as a tangible capital asset. After the budget was approved, the expenditures were reviewed and only costs related to the addition and transportation overhead doors will be reported as a tangible capital asset. The other costs will be expenses in the Statement of Operations. In addition, the scope of the work decreased for this project. It is expected the total budget (operating and capital) will be \$1.5 million.

2. Six new buses were included in the 2017-18 budget. The buses will be purchased as the year progresses.

3. White Fox School purchased playground equipment with fundraising dollars. The cost of this equipment was \$13,238 with a budget of \$20,000. Carrot River Elementary School has planned to purchase playground equipment in the 2017-18 year, with a budget for the playground equipment totaling \$45,000. This will also be funded with fundraising dollars. The principals determine the budget allocations for their schools.

4. The facilities department budgeted \$50,000 for a maintenance vehicle that will be purchased later in the year.

5. All payments owing to Graham Construction were accrued in 2016-17. Additional costs for 2017-18 represent close out design fees.

NORTH EAST SCHOOL DIVISION
Hudson Bay Community School - Project Costs
For the quarter ended November 30, 2017

Total budget for the project	\$ 27,737,698
Total design and construction costs to Nov 30, 2017 (note 1)	<u>27,647,302</u>
Total remaining budget dollars for the project at Nov 30, 2017	<u><u>\$ 90,396</u></u>

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 \$27,647,302 at Nov 30, 2017.
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: January 23, 2018

Topic: 2017-18 Transportation Report: September to December 2017

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.

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

CURRENT STATUS

Please find attached the *NESD 2017-18 Transportation Report: September to November 2017*. 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.

It is important to note that during the 2016-17 audit, the Office of the Provincial Auditor reviewed the school board minutes of the school divisions being audited to ensure quarterly transportation reports were being provided to the boards.

RECOMMENDATION

Proposed motion:

That the Board accept the North East School Division 2017-18 Transportation Report: September to November 2017.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	January 15, 2018	2017-18 Transportation Report: September to December 2017

NESD 2017-18 Transportation Report: September to November 2017

TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
Driver Competence	<ul style="list-style-type: none"> • <i>Driver abstracts are reviewed the month following the driver's birthdate.</i> • <i>Bus drivers are evaluated at the end of the probationary period and also on an event driven basis - ride along programs.</i> • <i>Area meetings (March).</i>
Student Behaviour	<ul style="list-style-type: none"> • <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> • <i>Cameras are installed on 53% of buses, (2016-17 at 45%). Each year 10 cameras are installed to reach the goal of 100%.</i> • <i>Some schools review school bus safety in early September.</i>
Vehicle Maintenance / Condition	<ul style="list-style-type: none"> • <i>A preventative maintenance program is in place and followed. Buses are serviced every 4,000 km.</i> • <i>SGI school bus inspections are completed annually. Expiration dates are monitored.</i>
External Factors	<ul style="list-style-type: none"> • <i>Bus loading zones are monitored by schools during loading/unloading of students.</i> • <i>Bus drivers have means of communication (two way radios) in the event of trouble with vehicle or road.</i> • <i>Use of standardized forms to document all collisions involving buses.</i> • <i>Bus cancellation criteria for use during severe weather, including methods of communicating any cancellations.</i> • <i>Require bus drivers to conduct and document evacuation drills with students at least twice a year.</i> • <i>GPS on buses, used to track buses in case of emergency.</i> • <i>Monitor school bus zones and unloading zones to ensure school bus zones are clearly marked.</i> • <i>School bus loading zones are in the process of being catalogued to improve student safety. 55% have been catalogued – 40% were completed during 2016-17. (Cataloguing is an assessment and data collection for the loading zones. Pictures and notes are taken of the approaches and exits so that improvements can be made.)</i>

Key Focus Areas:

The key focus area in the near future will be to improve/update the communications methods of the bus drivers, schools, and parents with Transportation Services. This could include using existing software as well as exploring other software options.

NESD 2017-18 Transportation Report: September to November 2017

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	Results				
	Sept. 1/16 to Nov. 30/16	Sept. 1/17 to Nov. 30/17	Dec. 1/17 to Feb. 28/18	March 1/18 to June 30/18	Annual Total
Total students transported	2,817	2,750			
Number of transportation routes	69	70			
Number of unfilled routes	0	0			
Number of route cancellations:	112	126			
Mechanical	7.5	18.0			
Weather	76.5	16.0			
No substitute driver	26	87			
Other	2	5			
Average age of bus fleet	6.1 years	6.3 years			
Capacity utilized on bus (average)	71%	73%			
Average one-way ride time (in minutes)	25	24			
Longest one-way ride time (in minutes)	95	91			
<p>Transportation Report September to November 2017 Route cancellations - mechanical: There were an unusually high number of mechanical breakdowns of buses at the beginning of the 2017-18 school year. Due to less mechanics being available to repair this larger number of buses, there were not enough spare buses to meet the demand. Therefore, some routes were not filled. Route cancellations - no substitute driver: One driver was on leave and NESD was unable to cover the route (21 runs). Lack of spare drivers in Nipawin area (47 runs) and Carrot River (15 runs) also helps to explain the increase compared to last year. Route cancellations – other: September 28, 2017, no power at Porcupine Plain Comprehensive School, all Porcupine Plain buses cancelled for the morning run.</p>					

Emerging issues:

Mechanic position has remained vacant for an extended period of time. Please refer to route cancellations-mechanical for the results of this vacancy.