
NESD Regular Board Meeting
DATE: Tuesday, June 20, 2023
TIME: 1:30 pm
LOCATION: Carrot River Junior and Senior High School, 2201 2nd Street W., Carrot River, SK

1 CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF AGENDA

- Proposed Motion: That the agenda be adopted (as presented) or (as amended).

5. ADOPTION OF MINUTES:

- That the minutes of the [May 30, 2023 Regular Board Meeting](#) be adopted as presented/amended.

6. DELEGATIONS & SPECIAL PRESENTATIONS -

- VIA TEAMS - Jake Berg and June Scott – RE: reimbursement from NESD when bus routes are cancelled.

8. 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:
 - Administrative Procedures
 - AP 801 - Transportation Services - AMENDED
 - AP 709 - Tangible Capital Assets - AMENDED

9. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

1. [Personnel Matter](#)
2. [Arborfield Area Boundary Changes](#)

B. Monitoring and Reporting Items

1. [Human Resources Report](#)
2. [2023-2024 Budget](#)
3. [Governance Health Check](#) and [Director of Education Performance Review](#)
4. [Secure destruction of records](#)

C. Board of Education Strategic Direction Items

1. [2023-2026 Strategic Plan Approval](#)

10. INFORMATION ITEMS

1. Administrative Procedures
 1. [AP 801 - Transportation Services \(AMENDED\)](#)
 2. [AP 709 - Tangible Capital Assets \(AMENDED\)](#)

11. CORRESPONDENCE

- [230609-Ltr to Board- Berg and Scott](#)
- [News Release - Cumberland College and Parkland College New Name](#)

12. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- [Public Section calendar](#)
- [June 2023 School Trustee](#)

13. READINGS

14. IDENTIFICATION OF EMERGENCY ITEMS FOR NEXT MEETING

15. IN-CAMERA SESSION

16. ADJOURNMENT

16. TEN-MINUTE RECESS AND MEDIA INTERVIEWS (if necessary)

17. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
Tuesday, May 30, 2023**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, May 30, 2023, at 1:30pm at the North East School Division Office in Melfort, SK.

TRUSTEES:

Kathrene Bank
Kevin Graham – Chair
Sherri Hanson
Dustin Kelsey
Lori Kidney
Ted Kwiatkowski
Marla Walton

NESD ADMINISTRATION:

Director of Education: Stacy Lair
Supt. of Business Admin.: Wanda McLeod

ABSENT: Tyson Waldner

	<u>CALL TO ORDER</u> at 1:35 pm.	
	<p><u>LAND ACKNOWLEDGMENT</u></p> <p>M. Walton provided the land acknowledgment:</p> <p><i>“I acknowledge that today we meet on the homeland of the Métis and on Treaty 6 territory.</i></p> <p><i>This land, I call home, is an indigenous space and I as a newcomer recognize that I, my family, community, and school division benefit from this land, from the plant world and animal world that nurtured First Nations people for thousands of years before me.</i></p> <p><i>I strive to recognize my responsibility in reconciliation as a leader in my division, community, and family roles. I also acknowledge that all of the benefits from this land have come at a cost to First Nation and Metis people.”</i></p>	
	<u>DECLARATION of Conflict of Interest</u>	
	There was no conflict of interest declared.	
	<u>ADOPTION OF AGENDA</u>	
2023-05-38	L. Kidney moved that the agenda be adopted as presented.	<i>CARRIED</i>
	<u>MINUTES</u>	
2023-05-39	D. Kelsey moved that the minutes of the April 25, 2023, Regular Board Meeting be adopted as presented.	<i>CARRIED</i>
2023-05-40	M. Walton moved that the minutes of the May 10, 2023 Regular Board Meeting be adopted as presented.	<i>CARRIED</i>
	<p><u>DELEGATIONS and SPECIAL PRESENTATIONS:</u></p> <p><i>No delegations or presentations.</i></p>	

	<u>CONSENSUS ITEMS</u>	
2023-05-41	<p>M. Walton moved that the Board approve the following consent items as presented and that the Board receive the following items as information:</p> <ul style="list-style-type: none"> • Administrative Procedures: <ul style="list-style-type: none"> ○ AP 716 – Accumulated Surplus from Operations (new) ○ AP 412 – Access to Schools (amended) ○ AP 503 – Professional Growth – Supervision and Evaluation (amended) • Out of Province Travel– May 2023. 	<i>CARRIED</i>
	<u>NEW BUSINESS</u>	
2023-05-42	K. Bank moved that the Board approve the use of up to \$28,000 from Internally Restricted Accumulated Surplus – Hudson Bay School Project to fund the purchase of items as requested by the principal for the Hudson Bay Community School and to also renovate a classroom.	<i>CARRIED</i>
2023-05-43	T. Kwiatkowski moved that the Board approve the new board policy: Accumulated Surplus from Operations.	<i>CARRIED</i>
2023-05-44	<p>L. Kidney moved that the Board approve the following accumulated surplus transfers:</p> <ul style="list-style-type: none"> • \$68,961 from Chemistry Labs in Schools – Chemical Clean-up to Vehicle Replacements; • \$170,000 from Visible Learning to Vehicle Replacements; • \$1,825,600 from Contingency to Bus Fleet Renewal; • \$2,000,000 from Contingency to Unexpected School Maintenance; • \$1,000,000 from Contingency to Non-School Buildings; • \$1,000,000 from Teachers for Diversity and Small Schools to Non-School Buildings; • \$845,511 from Teachers for Diversity and Small Schools to Unexpected School Maintenance. 	<i>CARRIED</i>
2023-05-45	S. Hanson moved that - <i>WHEREAS the new school built in Carrot River is planned to open in December 2023, and in accordance with AP 905-Naming of Schools and Board Buildings, the Board has conducted a review of all names submitted and has chosen a name that reflects the region; Be it resolved that the Board agrees to name the school Carrot River Valley School.</i>	<i>CARRIED</i>
2023-05-46	<p>D. Kelsey moved that beginning with the 2023-2024 school year, the attendance area for Arborfield School of the North East School Division No. 200 will be allotted to the Carrot River and Tisdale attendance areas for grades 7 to 12 in accordance with the <i>2023-24 Arborfield Boundary Change Report</i>.</p> <p>And that the proposed changes will be communicated in local area papers and correspondence will be sent to the affected families;</p> <p>And that the Board will be accepting written submissions and/or delegations sharing any concerns about the proposed changes at the June 20, 2023 Regular Board Meeting.</p>	<i>CARRIED</i>
2023-05-47	T. Kwiatkowski moved that pursuant to Section 63(3) of The School Division Administration Regulations, whereas the affected school community councils have been consulted and whereas an implementation plan has been established, the Board moves to adopt the Arborfield School Transition Implementation Plan as shared.	<i>CARRIED</i>

2023-05-48	L. Kidney moved that the Board endorse the initial priority actions and milestones for the long-term provincial education plan to 2030, with implementation dependent on funding.	<i>CARRIED</i>
2023-05-49	M. Walton moved that the Board approve the allocation of the interest earned on the \$1 million donation that was restricted for the new school in Carrot River to be allocated to the Internally Restricted Accumulated Surplus - New School in Carrot River.	<i>CARRIED</i>
	S. Lair provided an overview of the Statement of Claim and the Notice of Application for Injunction provided by the plaintiffs: RM of Arborfield; Town of Arborfield; Mavis McCrea.	
	<u>MONITORING AND REPORTING ITEMS</u>	
2023-05-50	D. Kelsey moved that the Continuous Agenda of the Board of Education for 2023-2024 be adopted with the amendment of "Review SSBA Resolutions and Budget" moved to September from October.	<i>CARRIED</i>
	NESD Strategic Intent 4– Early Years Data was presented by S. Lair.	
	<u>STRATEGIC DIRECTION ITEMS</u>	
2023-05-51	K. Bank moved that the Board approve the Preventative Maintenance and Renewal plans for the fiscal years 2023-24, 2024-25, 2025-26 and 2026-27 as presented.	<i>CARRIED</i>
2023-05-52	L. Kidney moved that the Board approve the movement of Preventative Maintenance and Renewal projects from future years into the 2023-24 expenditures if a planned project is either under budget or will not be completed which results in additional funds being available.	<i>CARRIED</i>
	<u>ADJOURNMENT</u>	
2023-05-53	T. Kwiatkowski moved that the Board Meeting adjourn at 3:05 pm.	<i>CARRIED</i>

NESD Board Chair/Vice-Chair

Superintendent of Business Administration



NESD Board of Education

Meeting Date: June 20, 2023

Topic: Arborfield Area Boundary Changes

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

BACKGROUND

On April 25, 2023, the Board passed the following motion:

- Whereas the Board of Education of the North East School Division No. 200 of Saskatchewan identified Arborfield School under Board Policy 114: School Viability Review as meeting the criteria for a school viability review; And whereas the Board continued the review after materials relevant to the closure of Arborfield School were reviewed; Therefore pursuant to Section 63(1) of The School Division Administration Regulations, the Board moves to discontinue grades 7 through 12 at Arborfield School in Arborfield Saskatchewan, effective July 3, 2023.

Please find attached the *2023-24 Arborfield Boundary Change Report* proposed new attendance boundaries for grades 7 to 12.

On May 30, 2023, the following board motion was made:

That beginning with the 2023-2024 school year, the attendance area for Arborfield School of the North East School Division No. 200 will be allotted to the Carrot River attendance area for grades 7 to 12 in accordance with the *2023-24 Arborfield Boundary Change Report*.

And that the proposed changes will be communicated in local area papers and correspondence will be sent to the affected families;

And that the Board will be accepting written submissions and/or delegations sharing any concerns about the proposed changes at the June 20, 2023 Regular Board Meeting.

CURRENT STATUS

The information about the boundary change proposal was communicated as follows:

- Posted on our websites (division wide) – on May 31, 2023;
- Message to families of Arborfield School via Edsby and School Messenger;
- Notice emailed to Town of Arborfield; Village of Zenon Park; RM of Connaught; RM of Moose Range; RM of Arborfield; RM of Bjorkdale; Mayor Chet Edwards; Fred Bradshaw (MLA);
- Posted in a variety of locations in the Town of Arborfield;
- Posted in Rural Roots on June 8 and June 13.

No one has come forward with any written submissions or requests for a delegation to attend the board meeting.



NESD Board of Education

RECOMMENDATION

Proposed Board Motion:

That the Board approve the school attendance boundaries for the North East School Division No. 200 be changed as outlined in the *2023-24 Arborfield Boundary Change Report*.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation Services	June 13, 2023	<ul style="list-style-type: none">• 2023-24 Arborfield Boundary Change Report

**NORTH EAST SCHOOL DIVISION
2023-24 ARBORFIELD BOUNDARY CHANGE REPORT**

Arborfield School will have grades 7-12 discontinued as of July 3, 2023. Information about the redesign of the boundaries in the Arborfield catchment area for the 2023-24 school year is detailed in this document.

Land Descriptions to Carrot River (grades 7 -12):

31-45-10-W2	03-46-09-W2	02-46-10-W2	27-46-10-W2	16-46-11-W2	05-46-12-W2
31-45-11-W2	04-46-09-W2	03-46-10-W2	28-46-10-W2	17-46-11-W2	E 06-46-12-W2
32-45-11-W2	05-46-09-W2	04-46-10-W2	29--46-10-W2	18-46-11-W2	E&N 07-46-12-W2
33-45-11-W2	06-46-09-W2	05-46-10-W2	30-46-10-W2	19-46-11-W2	08-46-12-W2
34-45-11-W2	07-46-09-W2	06-46-10-W2	31-46-10-W2	20-46-11-W2	09-46-12-W2
35-45-11-W2	08-46-09-W2	07-46-10-W2	32-46-10-W2	21-46-11-W2	10-46-12-W2
36-45-11-W2	09-46-09-W2	08-46-10-W2	33-46-10-W2	22-46-11-W2	11-46-12-W2
E 19-45-12-W2	10-46-09-W2	09-46-10-W2	34-46-10-W2	23-46-11-W2	12-46-12-W2
20-45-12-W2	15-46-09-W2	10-46-10-W2	35-46-10-W2	24-46-11-W2	13-46-12-W2
W 25-45-12-W2	16-46-09-W2	11-46-10-W2	36-46-10-W2	25-46-11-W2	14-46-12-W2
26-45-12-W2	17-46-09-W2	12-46-10-W2	01-46-11-W2	26-46-11-W2	15-46-12-W2
27-45-12-W2	18-46-09-W2	13-46-10-W2	02-46-11-W2	27-46-11-W2	16-46-12-W2
28-45-12-W2	19-46-09-W2	14-46-10-W2	03-46-11-W2	28-46-11-W2	17-46-12-W2
29-45-12-W2	20-46-09-W2	15-46-10-W2	04-46-11-W2	29-46-11-W2	18-46-12-W2
E 30-45-12-W2	21-46-09-W2	16-46-10-W2	05-46-11-W2	30-46-11-W2	19-46-12-W2
E 31-45-12-W2	22-46-09-W2	17-46-10-W2	06-46-11-W2	31-46-11-W2	20-46-12-W2
32-45-12-W2	27-46-09-W2	18-46-10-W2	07-46-11-W2	32-46-11-W2	21-46-12-W2
33-45-12-W2	28-46-09-W2	19-46-10-W2	08-46-11-W2	33-46-11-W2	22-46-12-W2
34-45-12-W2	29-46-09-W2	20-46-10-W2	09-46-11-W2	34-46-11-W2	23-46-12-W2
35-45-12-W2	30-46-09-W2	21-46-10-W2	10-46-11-W2	35-46-11-W2	24-46-12-W2
36-45-12-W2	31-46-09-W2	22-46-10-W2	11-46-11-W2	36-46-11-W2	25-46-12-W2
	32-46-09-W2	23-46-10-W2	12-46-11-W2	01-46-12-W2	26-46-12-W2
	33-46-09-W2	24-46-10-W2	13-46-11-W2	02-46-12-W2	27-46-12-W2
	34-46-09-W2	25-46-10-W2	14-46-11-W2	03-46-12-W2	28-46-12-W2
	01-46-10-W2	26-46-10-W2	15-46-11-W2	04-46-12-W2	29-46-12-W2

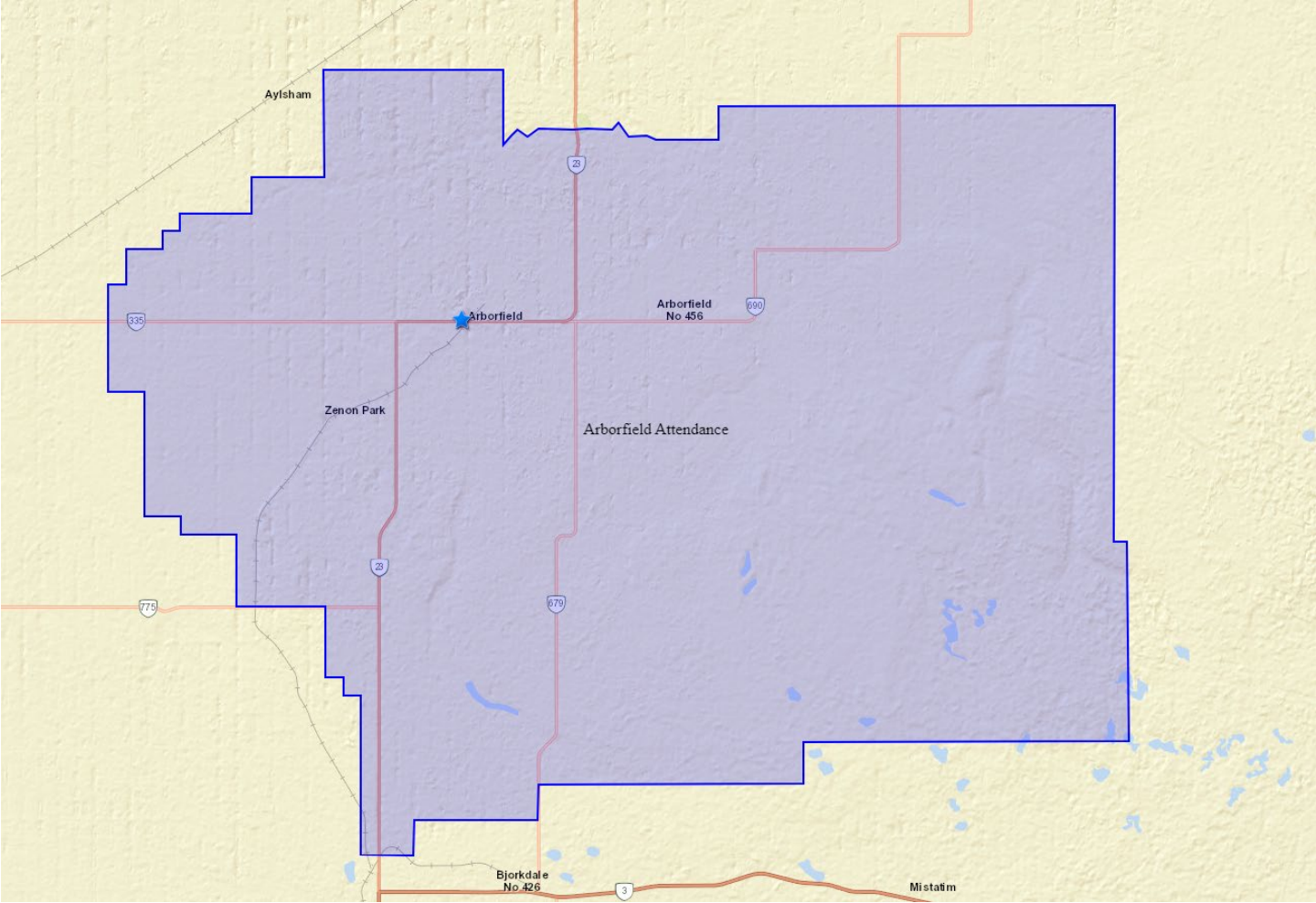
30-46-12-W2	W 03-47-13-W2	W 03-48-13-W2
31-46-12-W2	04-47-13-W2	04-48-13-W2
32-46-12-W2	N 05-47-13-W2	05-48-13-W2
33-46-12-W2	08-47-13-W2	06-48-13-W2
34-46-12-W2	09-47-13-W2	E 07-48-13-W2
35-46-12-W2	W 10-47-13-W2	08-48-13-W2
36-46-12-W2	W 15-47-13-W2	09-48-13-W2
E 13-46-13-W2	16-47-13-W2	W 10-48-13-W2
E 24-46-13-W2	17-47-13-W2	W 15-48-13-W2
25-46-13-W2	20-47-13-W2	16-48-13-W2
26-46-13-W2	21-47-13-W2	SE 17-48-13-W2
27-46-13-W2	W 22-47-13-W2	
34-46-13-W2	W 27-47-13-W2	
35-46-13-W2	28-47-13-W2	
36-46-13-W2	29-47-13-W2	
	30-47-13-W2	
	31-47-13-W2	
	32-47-13-W2	
	33-47-13-W2	
	W 34-47-13-W2	

03-47-09-W2	27-47-10-W2	05-47-12-W2	03-48-09-W2	27-48-10-W2
04-47-09-W2	28-47-10-W2	06-47-12-W2	04-48-09-W2	28-48-10-W2
05-47-09-W2	29-47-10-W2	07-47-12-W2	05-48-09-W2	29-48-10-W2
06-47-09-W2	30-47-10-W2	08-47-12-W2	06-48-09-W2	30-48-10-W2
07-47-09-W2	31-47-10-W2	09-47-12-W2	07-48-09-W2	31-48-10-W2
08-47-09-W2	32-47-10-W2	10-47-12-W2	08-48-09-W2	32-48-10-W2
09-47-09-W2	33-47-10-W2	11-47-12-W2	09-48-09-W2	33-48-10-W2
10-47-09-W2	34-47-10-W2	12-47-12-W2	10-48-09-W2	34-48-10-W2
15-47-09-W2	35-47-10-W2	13-47-12-W2	15-48-09-W2	35-48-10-W2
16-47-09-W2	36-47-10-W2	14-47-12-W2	16-48-09-W2	36-48-10-W2
17-47-09-W2	01-47-11-W2	15-47-12-W2	17-48-09-W2	01-48-11-W2
18-47-09-W2	02-47-11-W2	16-47-12-W2	18-48-09-W2	02-48-11-W2
19-47-09-W2	03-47-11-W2	17-47-12-W2	19-48-09-W2	03-48-11-W2
20-47-09-W2	04-47-11-W2	18-47-12-W2	20-48-09-W2	04-48-11-W2
21-47-09-W2	05-47-11-W2	19-47-12-W2	21-48-09-W2	05-48-11-W2
22-47-09-W2	06-47-11-W2	20-47-12-W2	22-48-09-W2	06-48-11-W2
27-47-09-W2	07-47-11-W2	21-47-12-W2	27-48-09-W2	07-48-11-W2
28-47-09-W2	08-47-11-W2	22-47-12-W2	28-48-09-W2	08-48-11-W2
29-47-09-W2	09-47-11-W2	23-47-12-W2	29-48-09-W2	09-48-11-W2
30-47-09-W2	10-47-11-W2	24-47-12-W2	30-48-09-W2	10-48-11-W2
31-47-09-W2	11-47-11-W2	25-47-12-W2	31-48-09-W2	11-48-11-W2
32-47-09-W2	12-47-11-W2	26-47-12-W2	32-48-09-W2	12-48-11-W2
33-47-09-W2	13-47-11-W2	27-47-12-W2	33-48-09-W2	13-48-11-W2
34-47-09-W2	14-47-11-W2	28-47-12-W2	34-48-09-W2	14-48-11-W2
01-47-10-W2	15-47-11-W2	29-47-12-W2	01-48-10-W2	15-48-11-W2
02-47-10-W2	16-47-11-W2	30-47-12-W2	02-48-10-W2	16-48-11-W2
03-47-10-W2	17-47-11-W2	31-47-12-W2	03-48-10-W2	17-48-11-W2
04-47-10-W2	18-47-11-W2	32-47-12-W2	04-48-10-W2	18-48-11-W2
05-47-10-W2	19-47-11-W2	33-47-12-W2	05-48-10-W2	19-48-11-W2
06-47-10-W2	20-47-11-W2	34-47-12-W2	06-48-10-W2	20-48-11-W2
07-47-10-W2	21-47-11-W2	35-47-12-W2	07-48-10-W2	21-48-11-W2
08-47-10-W2	22-47-11-W2	36-47-12-W2	08-48-10-W2	22-48-11-W2
09-47-10-W2	23-47-11-W2	01-47-13-W2	09-48-10-W2	23-48-11-W2
10-47-10-W2	24-47-11-W2	02-47-13-W2	10-48-10-W2	24-48-11-W2
11-47-10-W2	25-47-11-W2	E 03-47-13-W2	11-48-10-W2	25-48-11-W2
12-47-10-W2	26-47-11-W2	E10-47-13-W2	12-48-10-W2	26-48-11-W2
13-47-10-W2	27-47-11-W2	11-47-13-W2	13-48-10-W2	27-48-11-W2
14-47-10-W2	28-47-11-W2	12-47-13-W2	14-48-10-W2	28-48-11-W2
15-47-10-W2	29-47-11-W2	13-47-13-W2	15-48-10-W2	29-48-11-W2
16-47-10-W2	30-47-11-W2	14-47-13-W2	16-48-10-W2	30-48-11-W2
17-47-10-W2	31-47-11-W2	E 15-47-13-W2	17-48-10-W2	31-48-11-W2 (S of river)
18-47-10-W2	32-47-11-W2	E 22-47-13-W2	18-48-10-W2	32-48-11-W2 (S of river)
19-47-10-W2	33-47-11-W2	23-47-13-W2	19-48-10-W2	33-48-11-W2 (S of river)
20-47-10-W2	34-47-11-W2	24-47-13-W2	20-48-10-W2	34-48-11-W2 (S of river)
21-47-10-W2	35-47-11-W2	25-47-13-W2	21-48-10-W2	36-48-11-W2
22-47-10-W2	36-47-11-W2	26-47-13-W2	22-48-10-W2	01-48-12-W2
23-47-10-W2	01-47-12-W2	E 27-47-13-W2	23-48-10-W2	02-48-12-W2
24-47-10-W2	02-47-12-W2	E 34-47-13-W2	24-48-10-W2	03-48-12-W2
25-47-10-W2	03-47-12-W2	35-47-13-W2	25-48-10-W2	04-48-12-W2
26-47-10-W2	04-47-12-W2	36-47-13-W2	26-48-10-W2	05-48-12-W2

06-48-12-W2	02-49-12-W2
07-48-12-W2	03-49-12-W2
08-48-12-W2	04-49-12-W2
09-48-12-W2	05-49-12-W2
10-48-12-W2	06-49-12-W2
11-48-12-W2	
12-48-12-W2	
13-48-12-W2	
14-48-12-W2	
15-48-12-W2	
16-48-12-W2	
17-48-12-W2	
18-48-12-W2	
19-48-12-W2	
20-48-12-W2	
21-48-12-W2	
22-48-12-W2	
23-48-12-W2	
24-48-12-W2	
25-48-12-W2	
26-48-12-W2	
27-48-12-W2	
28-48-12-W2	
29-48-12-W2	
30-48-12-W2	
31-48-12-W2	
32-48-12-W2	
33-48-12-W2	
34-48-12-W2	
35-48-12-W2	
36-48-12-W2 (S of river)	
01-48-13-W2	
02-48-13-W2	
E 3-48-13-W2	
E10-48-13-W2	
11-48-13-W2	
12-48-13-W2	
13-48-13-W2	
14-48-13-W2	
E 15-48-13-W2	
23-48-13-W2	
24-48-13-W2	

Attendance Areas:

There will be no change to the current boundaries for the Arborfield School attendance area for grades kindergarten to six. Grades 7 to 12 will go to Carrot River.





NESD Board of Education

Meeting Date: June 20, 2023

Topic: 2023-24 Budget

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 Ministry of Education has indicated that the school boards must pass and submit their 2023-24 budget to the Ministry no later than July 31, 2023.

CURRENT STATUS

Administration is recommending annual operating and capital budget estimates for the 2023-24 fiscal year for the consideration of the Board. (Please see attached document.)

RECOMMENDATION

Proposed board motion:

That the Board of Education of the North East School Division approves the 2023-24 Budget as presented, including minor changes made after Ministry of Education's review and approval.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Tanya Biesenthal, Business Manager	June 14, 2023	❖ 2023-24 Budget Report: Annual Operating and Capital Budget Estimates

**North East School Division
2023-24 Budget Report
Annual Operating and Capital Budget Estimates**

Proposed Board Motion:

That the Board of Education of the North East School Division approves the 2023-24 Budget as presented, including minor changes made after Ministry of Education's review and approval.

North East School Division**Budget 2023-24****Statement of Operations****(Prepared using Public Sector Accounting Board (PSAB) Standards)**

	Notes	2023-24 Budget	2022-23 Revised Budget	Variance
Revenues				
Grants	1	\$ 66,768,617	\$ 69,448,965	\$ (2,680,348)
Tuition and related fees	2	498,066	552,838	(54,772)
School generated funds	3	1,147,499	993,100	154,399
Complementary services	4	843,732	731,154	112,578
External services	5	558,655	245,000	313,655
Other	6	2,007,700	716,500	1,291,200
Total revenues		\$ 71,824,269	\$ 72,687,557	\$ (863,288)
Expenses				
Governance		\$ 281,000	\$ 276,960	\$ 4,040
Administration	7	2,808,936	2,533,831	275,105
Instruction	8	44,762,713	44,074,531	688,182
Plant	9	12,255,521	10,404,873	1,850,648
Transportation	10	5,327,152	5,535,391	(208,239)
Tuition and related fees		149,420	187,230	(37,810)
School generated funds		889,601	957,086	(67,485)
Complementary services	11	1,707,279	1,510,763	196,516
External services	12	625,075	322,593	302,482
Other expenses		246,983	265,623	(18,640)
Total expenses		69,053,680	66,068,881	2,984,799
Surplus		\$ 2,770,589	\$ 6,618,676	\$ (3,848,087)

**North East School Division
Budget 2023-24
Conversion to Cash Basis**

	2023-24 Budget	2022-23 Revised Budget	Variance
PSAB surplus	\$ 2,770,589	\$ 6,618,676	\$ (3,848,087)
Tangible capital assets:			
Purchases	(11,012,218)	(12,348,057)	1,335,839
Proceeds from disposals	11,000	11,000	-
Long term debt:			
Repayments for the year	(458,097)	(439,463)	(18,634)
Non-cash items:			
Amortization expense	4,909,080	4,284,400	624,680
Gain on disposals of tangible capital assets	(11,000)	(11,000)	-
Employee Future Benefits expenses	45,000	47,900	(2,900)
Other cash requirements:			
Employee Future Benefits expected payments	(47,600)	(24,300)	(23,300)
Deficit cash for the year	<u>\$ (3,793,246)</u>	<u>\$ (1,860,844)</u>	<u>\$ (1,932,402)</u>

North East School Division
Budget 2023-2024
Balancing the Budget

	2023-24 Budget	2022-23 Revised Budget	Variance
Deficit cash for the year	\$ (3,793,246)	\$ (1,860,844)	\$ (1,932,402)
Changes to the accumulated surplus (use of reserves):			
<i>Internally restricted accumulated surplus (major capital project):</i>			
New School in Carrot River	678,381	-	678,381
<i>Internally restricted accumulated surplus (school controlled):</i>			
School Generated Funds (net change)	158,702	242,830	(84,128)
<i>Externally restricted accumulated surplus:</i>			
Playground equipment	239,727	-	239,727
<i>Unrestricted accumulated surplus:</i>			
<i>Annual purchases:</i>			
Technology (capital)	-	9,592	(9,592)
Technology (operating)	-	-	-
Carbon tax	-	300,000	(300,000)
<i>Not annual purchases:</i>			
Software	-	179,795	(179,795)
School decentralized carry forward	4,000	-	4,000
Updated enrolment projections	-	186,000	(186,000)
School buses - higher fuel costs	320,000	550,000	(230,000)
School bus two-way radios	-	150,000	(150,000)
	<u>324,000</u>	<u>1,375,387</u>	<u>(1,051,387)</u>
<i>Internally restricted accumulated surplus:</i>			
School Bus Replacement	821,106	757,000	64,106
Tisdale Early Years Family Resource Centre	(30,000)	-	(30,000)
New School in Carrot River	75,000	-	75,000
Vehicle Replacement	-	50,000	(50,000)
	<u>866,106</u>	<u>807,000</u>	<u>59,106</u>
<i>Preventative Maintenance and Renewal (PMR):</i>			
PMR projects - operating expenditures	2,325,000	1,348,000	977,000
PMR projects - Carrot River Valley School	901,910	-	901,910
PMR funding	(1,700,580)	(1,912,373)	211,793
	<u>1,526,330</u>	<u>(564,373)</u>	<u>2,090,703</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

North East School Division
Budget 2023-24
Notes (to Statement of Operations)

1. The operating grant from the province increased by approximately \$2.0 million. Approximately \$1.5 million of this increase will help fund the additional students expected in 2023-24 (compared to budget 2022-23) and inflationary pressures experienced by the school division. Approximately \$500,000 of this increase was provided by the province to fund classroom complexity. The teachers' Provincial Collective Bargaining Agreement expires on August 31, 2023. There was no funding provided for any anticipated increase to this agreement.

The Preventative Maintenance and Renewal grant has decreased by approximately \$200,000. This is based on the actual grant amount received in 2022-23.

The capital grants have decreased by approximately \$4.5 million compared to the prior year. The new school in Carrot River (Carrot River Valley School) is expected to be completed by November 2023. There are less grants as there is less work expected in 2023-24. In addition, the funding from the third party and the school division will be provided to the project in 2023-24. This decreases the reliance on the provincial capital grant during 2023-24.

2. There are less First Nations students expected during the 2023-24 fiscal year. First Nations students that live on reserves and attend schools at the North East School Division are funded by the federal government.

3. A school plans to receive grants and donations totaling approximately \$150,000 for playground equipment during 2023-24.

4. Complementary services revenue includes an increase of \$100,000 for the Early Learning Intensive Support grant from the province.

5. The North East School Division is the accountable partner for the Early Years Family Resource Centre in Tisdale. The grant will be provided by the provincial government and reported as external services revenue. There was no similar grant in the 2022-23 budget.

6. The \$1 million donation from the third party to expand the size of the new school in Carrot River and also provide funding for the playground has been recognized in 2023-24. In addition, the interest income is expected to be more than 2022-23 due to the increase to the prime interest rate.

7. An additional superintendent of learning has been included to the 2023-24 budget. There was cost savings in the area of instruction to fund this position. Due to the feedback during the strategic planning process that was completed during 2022-23, a temporary communications consultant will be hired to ensure the needs of all employees are met. Similar to other budgets, the 2023-24 budget includes increment changes, salary and benefit premium increases.

8. Instruction has increased primarily due to an expected increase in salary costs and benefit premiums in 2023-24. There was a decrease of 2.0 full time equivalent (FTE) consultant positions. The educational associates have increased by 3.9 FTEs. Due to the scheduled replacement of technology, there are more devices to be purchased during 2023-24. The teachers' Provincial Collective Bargaining Agreement expires on August 31, 2023. There was no funding provided for any anticipated increase to this agreement and therefore, there is no estimated increase to the teachers' salaries in the budget.

9. The Preventative Maintenance and Renewal operating expenses in 2023-24 have increased by approximately \$977,000. Similar to prior years, there were also increases due to salary and benefit premium expected increases. During the 2023-24 school year, the new school in Carrot River will be ready for students which will result in the start of the amortization of the new school in Carrot River.

10. The cost of the fuel for the school buses is expected to be less than the budgeted amount in 2022-23.

11. Complementary services reflects the increase of \$100,000 in expenses as a result of the increase in grants from the province for the Early Learning Intensive Support program.

12. The North East School Division is the accountable partner for the Early Years Family Resource Centre in Tisdale. The grant will be provided by the provincial government. There was no similar grant in the 2022-23 budget. The expenses for the Family Resource Centre are being reported as external services.

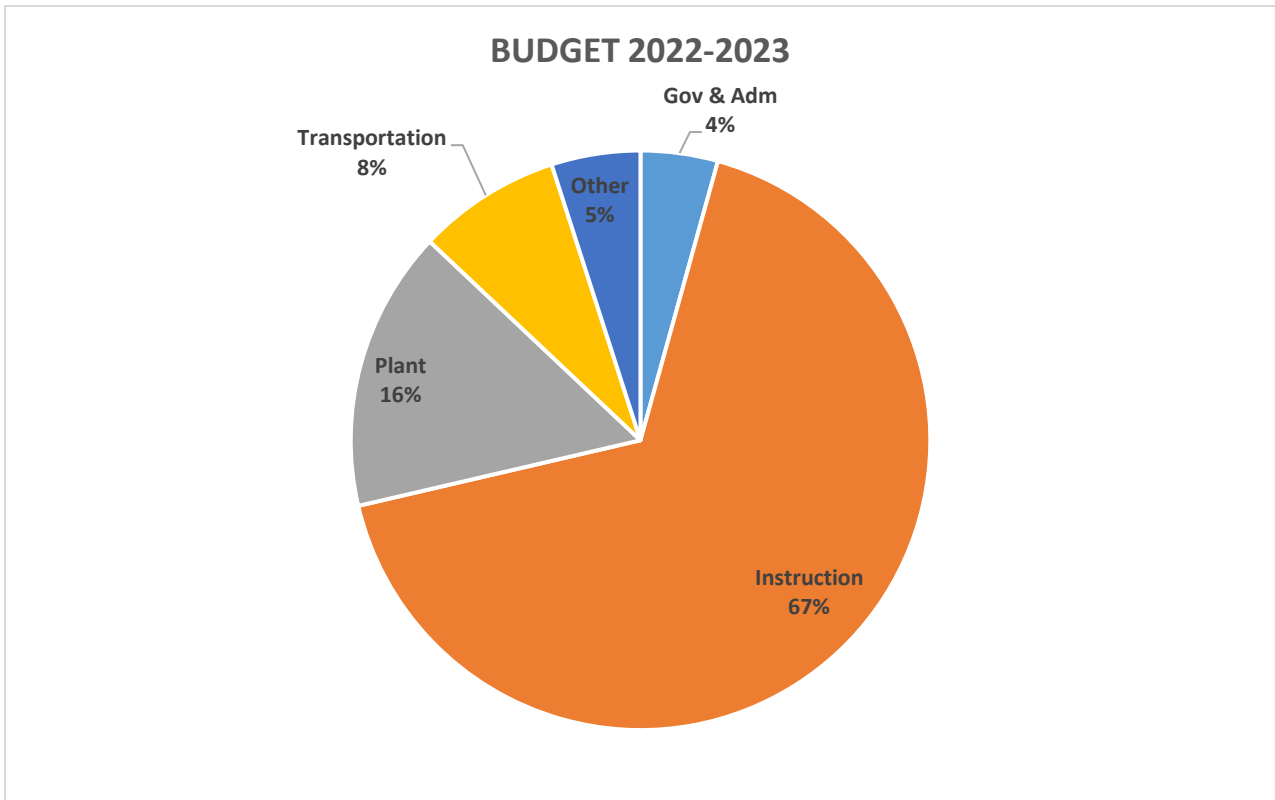
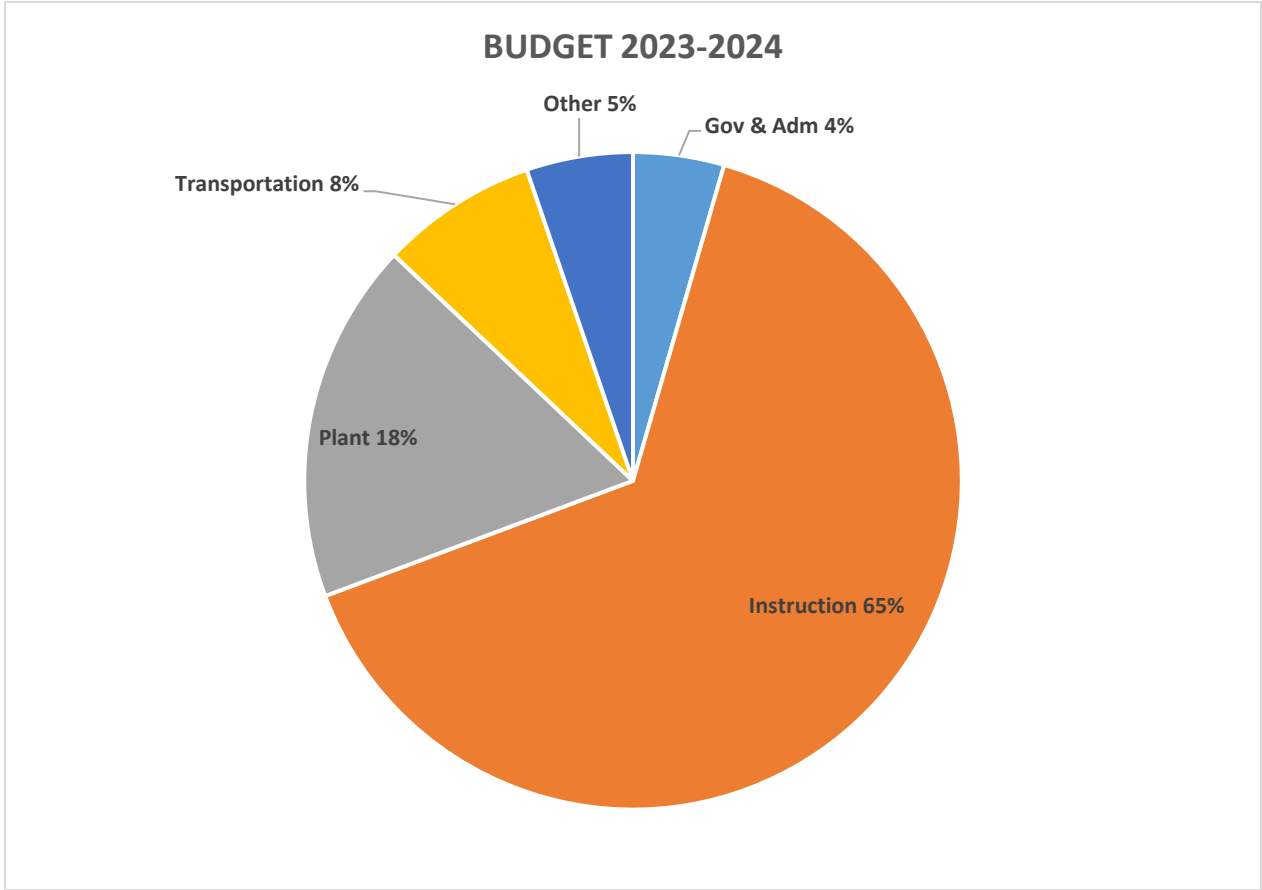
**North East School Division
Budget 2023-24
Tangible Capital Assets**

	Notes	2023-24 Budget	2022-23 Revised Budget	Variance
Carrot River Valley School:				
Construction	1	\$ 6,584,068	\$ 10,667,000	(4,082,932)
Site Work	2	1,551,000	-	1,551,000
Furniture and equipment		397,550	-	397,550
Computer hardware		120,000	-	120,000
Playground and related land improvements		530,000	-	530,000
Computer hardware		156,000	179,200	(23,200)
School buses	3	945,000	757,000	188,000
Furniture and equipment	4	141,900	277,218	(135,318)
Playground equipment and other land improvements	5	299,500	236,844	62,656
Vehicles	6	214,000	50,000	164,000
Computer software	7	73,200	180,795	(107,595)
Total tangible capital assets		\$ 11,012,218	\$ 12,348,057	\$ (1,335,839)

Notes:

1. Construction of the new school in Carrot River should be completed in November 2023.
2. Site work for the new school in Carrot River. This includes the demolition of the Carrot River Junior Senior High School.
3. The 2023-24 budget includes the purchase of two 70-passenger and four 52-passenger buses. The school division purchases six new school buses on an annual basis. The cost of the buses has been increasing.
4. The 2022-23 budget included the cost of replacing the two-way radios for the school buses. There is no similar cost in 2023-24.
5. The 2023-24 budget includes playground equipment for Reynolds Central School and land improvements at other schools. Playground equipment and land improvements at the schools will be funded with school generated funds.
6. Vehicle purchases planned in the 2023-24 budget: two student services vehicles, a van for cargo for the Information Technology Department and a truck for Transportation Services.
7. The 2022-23 budget included licenses for new servers that were purchased. There are no similar licenses/servers in 2023-24.

**North East School Division
Budget 2023-24**





NESD Board of Education

Meeting Date: June 20, 2023

Topic: Directors Performance Review

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

BACKGROUND

In October of each year, the Director of Education shares professional goals with the Board of Education.

The goals the Director of Education shared with the Board for 2022-2023 were:

1. Division wide implementation of the job embedded teacher professional growth practice (Innovation Sprints) through school leadership supports.
2. To work with the Board of Education providing opportunity for critical and safe dialogue, as well as newly elected board trustee orientation.
3. To work with the Board of Education and stakeholders to evaluate and adjust the 2021-2025 strategic plan of the Board for 2023-2028.
4. To enhance School Community Council engagement, collaboration and awareness of roles and responsibilities through school administrator support.

During the April 25, 2023 COW, the board agreed with the following recommendation regarding the Director's performance review;

The Board Chair in consultation with the whole Board will provide a summative evaluation letter to the Director of Education. At the June business meeting a motion will be made that the Board has found the performance of the Director of Education to be acceptable for the 2022-2023 school year.

Utilizing the SSBA recommendations and the attached draft *Director of Education REs and QIs NESD_SSBA Appendix B*, the Director performance evaluation shifts from an annual assessment to a continuous process, agreed to by the Director and Board.

CURRENT STATUS

The Director's ongoing evaluation record (role expectations and quality indicators) has been updated utilizing the newly developed performance metric. Evidence of the goals noted above are listed within the performance review document. Discussion points have been added for board input and additions to the record.

RECOMMENDATION

Proposed Board Motion:

That the Board has found the performance of the Director of Education to be acceptable for the 2022-2023 school year.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	June 16, 2023	<i>Director of Education Res and QIs NESD</i>



NESD Board of Education

Meeting Date: June 20, 2023

Topic: Secure Destruction of Records

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

Saskatchewan School Boards Association (SSBA) and the Saskatchewan Association of School Board Officials (SASBO) have developed a document called “Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012).” This document is meant to assist school divisions in decisions on retention and disposal of records. It pertains to records in all formats created, received and stored by school divisions. There are legislative provisions that specifically state how some types of records must be handled (i.e. length of time the records must be stored and the proper steps for destruction of the records).

According to *The Education Act, 1995*:

“Preservation of documents

369 (1) A board of education shall preserve all public documents of a school division or school community council until their disposal is:

- a) Authorized by a resolution of the board of education; and
- b) Approved by the minister.”

The “Records Retention and Disposal Guide for Saskatchewan School Divisions” recommends contacting the Saskatchewan Archives Board after the motion is made by the school board. The guide and the related administrative procedure can be found in the Administrative Procedure Manual: [Administrative Procedure 711](#).

CURRENT STATUS

Based on the timeline guidelines as provided, please find attached the listing of records that are eligible for destruction.

RECOMMENDATION

Proposed motion:

That the Board approves the secure destruction of the following: 125 boxes; 6 envelopes; and 1 binder of paper format records that are eligible for destruction as per *SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012)*:

Accounting and Finance (53 Boxes and 6 Envelopes)	
1991-2006	Cleared Cheques
2013-2015	Accounts Payable
1990-2001	Receipt and Deposit Books
2017-2020	Tenders and Request for Proposals
Student Records (10 boxes)	
1990-1997	Diversity Education Teacher (DET) files and assessment documents
1994-1996	Reports – Educational Psychologists.; Counsellors; Speech Language Pathologists



NESD Board of Education

Student Records - Cumulative Records (56 boxes)

1971-1997	Student Cumulative Folders for students now over 25 years of age
2021-2022	Copy of attendance records – originals archived
1979-1989	Non-permanent marks
2008-2012	Student lists
1989-1996	Registration forms

Administration (3 Boxes)

2010-2011	Bus driver checklists for routes
2000-2005	Teacher locally developed and modified course

Board (3 Boxes and 1 Binder)

1997-2001	Tiger Lily School Division Board Packages
1997-1997	Hudson Bay School Division Poll Binder – voter declarations
1949-1987	Hudson Bay School Division Meeting of Electors packages and receipt books
1967-1975	Sask School Trustees Association – newsletters and minutes

	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	June 13, 2023	
Carol Benish, Administrative Assistant to Business Administration		
Lorie Perrault, Curriculum Administrative Assistant		
Triki Zenner, Assistant to the Director		



NESD Board of Education

Meeting Date: June 20, 2023

Topic: NESD 2023-2026 Strategic Plan

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

BACKGROUND

In June 2021, the Board approved the 2021-2025 Strategic Plan of the Board.

The 2023-24 school year represents the last year for Saskatchewan School Divisions to utilize the extended Educational Strategic Sector Plan. The new Provincial Education Plan will be approved to begin the 2023-24 school year.

The Board and Senior Administration expressed the need for a long-term strategic plan to guide the NESD. Praxis consulting was contracted to support the plan development. The following timeline outlines the process.

- January 4-11, the Director worked with the Praxis to complete a comprehensive review of background materials to understand the current NESD context.
- January 10, the Project Planning Committee (Board Chair, Vice Chair, Director, CFO) met with the Praxis team for an initial planning session.
- January 11, 13, 16, the Board and Senior Administration met with Praxis for consultative interviews.
- January 25-27, Supervisors, Managers, Coordinators, and School Administrators met with the Praxis team to share opportunities and challenges facing the organization.
- February 1, Project Planning Committee validated the format and agenda for the upcoming planning sessions.
- February 6, the Board, and Senior Administration took part in a planning session focussing on; reviewing environmental scan. Defining vision, mission, values. Establishing strategic priorities and setting goals and objectives for each strategic priority.
- February 7, Senior Administration and learning Coordinators established priorities and measures.
- February 13, Project Planning Committee met to review work.
- February 17, the draft strategy map was presented to the Board and Senior Administration.
- March - May, opportunity for NETA, School Administration, Supervisors, and Managers to share feedback on the Strategy Map were offered. The plan was strengthened as a result.

CURRENT STATUS

The Strategic Plan is presented in the form of a Strategy Map. A Balanced Score Card ensures the operationalization aspects of the plan are monitored and evaluated.

The plan was reviewed with minimal additions to ensure there was alignment with the goals of the new Provincial Education Plan.



NESD Board of Education

RECOMMENDATION

Proposed board motion:

That the Board of Education of the North East School Division adopt the 2023-2026 Strategic Plan as presented.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	June 16, 2023	❖ NESD Strategic Plan (Strategy Map) and NESD Balance Score Card

Administrative Procedures



AP 709-Tangible Capital Assets

References:

The Education Act, 1995,

Related:

Attachment 1 - ASSET TYPES, THRESHOLDS AND AMORTIZATION

Tracking:

Original – September 2013
Revised – February 2020

Status: APPROVED

BACKGROUND

A Tangible Capital Asset (TCA) administrative procedure provides overall direction for the capitalization of assets, technical guidance in the creation of a tangible capital assets accounting system and addresses areas that may require professional judgement. In addition, a TCA administrative procedure provides a framework in which to make consistent and sound decisions, plan ahead for future needs and provide public confidence in accounting and financial reporting processes.

All tangible property owned by the School Division, either through donation or purchase, and which qualifies as a tangible capital asset is included in the scope of this administrative procedure.

1. PROCEDURES

1. Definitions

Tangible Capital Assets

According to PSAB Section 3150, tangible capital assets are non-financial assets having physical substance that:

- i. are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- ii. have useful economic lives extending beyond an accounting period;
- iii. are to be used on a continuing basis; and
- iv. are not for sale in the ordinary course of operations.

Cost

Is the gross amount of consideration given up to acquire, construct, develop or better a TCA, and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed TCA, including a TCA in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution.

Amortization

Most tangible capital assets have limited useful lives. This fact is recognized by amortizing the cost of TCA in a rational and systematic manner over their useful lives.

Fair Value

Is the amount of the consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act. The cost of a contributed asset is considered equal to its fair value at the date of contribution (using market or appraisal values). If an estimate of fair value cannot be made, the tangible capital asset would be recognized at nominal value.

2. Asset Categories

A category of assets is a grouping of assets of a similar nature or function in the School Division’s operations. The following list of categories and sub-categories shall be used:

CATEGORY	SUB-CATEGORY
Land	N/A
Land Improvements	Pavement, playground equipment, fencing, lighting, etc.
Buildings	Structure, site elements, interior components, exterior components, mechanical/electrical system, elevator, site services, fire & safety
Buildings – short term	Offices, portables, storage sheds, outbuildings, garages
School Buses	Licensed and unlicensed school buses, multi-function school activity buses
Other Vehicles – passenger	Cars, vans, half-ton trucks
Furniture & Equipment	PAA equipment, appliances, bulk furniture purchases, cabling, miscellaneous equipment & fixtures
Computer Hardware & Software	Hardware & peripherals, software, radio equipment, other audio visual equipment

It is the responsibility of the Director, department manager and staff members to ensure capital assets assigned to his or her custody are maintained and safeguarded.

Costs of betterments are considered to be part of the cost of the tangible capital asset and are added to the recorded cost of the related asset. A betterment is a cost incurred to enhance the service potential (increase in physical output or service capacity) of a tangible capital asset. The cost of the betterment is amortized over the remaining useful life of the related asset. For North East School Division purposes, roof projects, replacing carpeting/flooring, heating and ventilation equipment replacements (HVAC systems), boiler replacement, painting, and electrical upgrades will generally not be considered a betterment. As a result, the cost of the project would be expensed as an operational cost.

3. Capitalization Methods

Individual Asset Approach

Under this approach, TCA purchases are tracked, capitalized, and amortized as an individual asset until the date in which they are disposed of and/or fully amortized. The school division uses this method for land, land improvements, buildings, short-term buildings, school buses and vehicles.

Pooled Cost Approach (Pooling)

Under this approach, similar TCA are grouped into one TCA class and are tracked, capitalized, and amortized as a group until the date in which they are fully amortized. Once a TCA has been added to a pooled TCA class, it generally remains in the class until it is fully amortized. The school division uses this approach for capitalizing assets for furniture and equipment, computer hardware and audio visual equipment, and computer software.

4. Capitalization Thresholds

Capitalization thresholds are established to determine whether expenditures are to be capitalized as assets and amortized or treated as current year expenditures. Refer to ATTACHMENT I for the asset category threshold levels.

The School Division's capitalization thresholds are set based on guidelines from the Ministry of Education, information gathered from various industry sources and experts combined with the consideration of the materiality of the asset category.

~~Effective September 1, 2020 and future years, only individual items greater than \$1,000 (\$100 in 2019-20)~~ will be posted to similar TCA groupings for pooling purposes. This means that individual items with a cost of \$1,000 ~~(\$100 in 2019-20) or or~~ greater will be added to the category pool, tracked and amortized.

There are certain situations where the \$1,000 individual cost of an item will not apply. In these situations furniture, equipment and technology (FE&T) will be capitalized as pooled assets. The situations include:

- Construction of a new building;
- Construction of a building addition that includes new FE&T;
- Major renovation of a building in which new FE&T is included to replace the existing items.

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5. Amortization

Amortization is a charge to expenditures for the use of a capital asset. Refer to ATTACHMENT I to determine how the asset categories are amortized.

When a capital asset is tracked by "Asset" or by the "Pooling" method, a full year's amortization is expensed in the year, regardless of when the asset is purchased. Amortization will continue to be expensed evenly over its useful life (i.e., straight-line basis).

Useful life is the estimated period over which the tangible capital asset is expected to be used by the School Division.

6. Write-Downs

When the value of future economic benefits associated with the tangible capital asset is less than the asset's net book value, the cost of the asset should be reduced to reflect the decline in the asset's value.

The write down should be accounted for as an expense in the statement of operations and accumulated surplus. A write down should not be reversed.

7. Disposals

Disposal procedures for capital assets are in accordance with the School Division's Inventory Management Administrative Policy 703.

The difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue (gain) or expense (loss) in the statement of operations and accumulated surplus.

When a capital asset is tracked by "Asset" and sold during the year, any amortization expensed in the year for that particular asset must be reversed, as no amortization is taken in the year of disposal.

Assets recorded using the pooled cost approach will have a deemed disposal at the end of their useful life; individual disposals are not generally recorded. If the asset is sold or disposed of before the end of its useful life, the proceeds are to be recorded as revenue. In exceptional circumstances where there is a significant loss or disposal incurred in a pooled class, the pool would be decreased for the loss of the disposals.

8. Contributed/Donated Capital Assets

The cost of a contributed tangible capital asset is considered to be equal to its fair value at the date of contribution. Fair value would be estimated using market or appraisal values. For contributed materials and services that are normally purchased, fair value would be determined in relation to the purchase of similar materials and services.

Due to the infrequent nature of this type of activity and the resources needed to determine the fair value of the contributed asset, these items will not be recorded unless a determination by the Manager of Financial Services indicates that the individual asset value may be greater than \$1,000.

9. Presentation and Disclosure

The School Division will present and disclose the capital assets by each major category in accordance with PS3150.40, 41 and 42.


AP 709-ATTACHMENT I

ASSET TYPES, THRESHOLDS AND AMORTIZATION

<u>ASSET TYPE</u>	<u>CAPITALIZATION THRESHOLD</u>	<u>ESTIMATED USEFUL LIFE IN YEARS</u>	<u>TRACKING METHOD</u>	<u>AMORTIZATION METHOD</u>
Land	\$10,000	Indefinite	By Asset	Not Amortized
Land improvements	\$25,000	20	By Asset	Straight line useful life
Buildings	\$50,000	50	By Asset	Straight line useful life
Buildings – Short Term	\$10,000	20	By Asset	Straight line useful life
School Buses	\$10,000	12	By Asset	Straight line useful life
Other Vehicles – Passenger	\$10,000	5	By Asset	Straight line useful life
Furniture & Equipment	\$1,000	10	Pooling	Straight line useful life
Computer Hardware & Software	\$1,000		Pooling	Straight line useful life
Hardware & Audio Visual		5		
Software		5		
Communication systems/Equipment		10		
Assets Under Construction	\$5,000	N/A	By Asset	Not Amortized

Education in a Culture of Excellence

Administrative Procedures

 AP 801- Transportation Services	References: <i>The Education Act, 1995</i> <i>The Traffic Safety Act</i> <i>The Vehicle Administration Act</i>	Tracking: Oct 2021 - revised
	Related:	Status:

TRANSPORTATION SERVICES

The Board of Education provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Traffic Safety Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. *Provision of Services*

- a. Transportation for students residing in the school division is provided through a fleet of school buses.
- b. The Board may provide transportation services to other school divisions under contract, when approved by resolution of the Board.

2. *Regular Student Transportation*

- a. The Supervisor of Transportation is responsible for bus scheduling and routing in consultation with the Superintendent of Business Administration:
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be provided if bus turning requirements, distance to the road, age of the student, medical conditions or other specific circumstances require it. The Supervisor of Transportation must approve all yard service except in the instances of severe weather. Then, the driver can make an exception. Approval of yard service is conditional upon the yard being kept free from snow to allow the bus to turn around safely.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents. Passengers are to be ready to depart and at their designated bus stop five (5) minutes prior to their scheduled time. Buses will not wait beyond the scheduled time but will not leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty (20) minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school five (5) minutes after dismissal time.

- b. There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases, the ~~Supervisor~~ Manager of Transportation is to recommend special arrangements to the Superintendent of Business Administration for approval. These arrangements may include:
- i. Provision of a transportation allowance for parents/guardians who ~~convey~~transport their children, ~~equivalent to the rate and standards recognized by the Ministry of Education.~~ Such an allowance is only available if students do not have full bus service to their Board designated school due to bus mechanical issues or a lack of availability of a school bus driver for a period of greater than five (5) consecutive school days. Parents/guardians will be notified of their eligibility and application by the parent/guardian is necessary to receive the payment. The allowance will be paid from the first day without bus service and continues until bus service resumes. Starting September 2023, the daily amount of the transportation allowance will be based on the Board's mileage rate and the number of kilometers for two round trips from the school to the home of the student.
 - ii. The parent/guardian may also request a transportation allowance if the student does not receive full bus service during a month for ten days or more; however, the days were not consecutive.
 - iii. Claims must be submitted within thirty (30) school days of the first day of cancellation.

Education in a Culture of Excellence