

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 – 2016 06 27 Regular Board Minutes.FINAL.pdf*

Proposed Motion: That the minutes of the Regular Meeting of June 27, 2016 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS

None at this time

6. CONSENSUS AGENDA ITEMS

Proposed Motion: That the Board receive the items which are starred and approve all recommendations contained therein. Prior to approving the motion, any trustee may request that a star be removed.*

7. DISCUSSION/DECISION - BOARD DIRECTION

A. New Business

- 1) Upcoming Meeting Dates - [Meeting Date Changes-CS-2.pdf](#)
- 2) CUPE Ratification [CUPE-CS.pdf](#)
- 3) Election Update - [Election Update.FINAL.pdf](#)

B. Monitoring and Reporting Items

- 1) Quarter Three-Revenue Expenses - [Financial Info.FINAL.pdf](#)
- 2) Enterprise Risk Management - [ERM.FINAL.pdf](#)
- 3) Secure Destruction of Records - [Secure Destruction of Records-CS.pdf](#)
- 4) Audit Committee - [Audit Committee.FINAL.pdf](#)

C. Board of Education Strategic Direction Items

- 1) School Viability Review - [School Viability Review -CS.pdf](#)
- 2) Improved Learning Environment-Internally Restricted Accumulated Surplus - [Improved Learning Environment for Students - CS.pdf](#)
- 3) Pathlow Area Land Transfer Request - [Pathlow Boundary.FINAL.pdf](#) (092616)

*8. INFORMATION ITEMS

A. Director's Personnel Report

- Jun 1 - Jun 30. 2016-Director's Personnel Report.pdf;
- Jul 1 - Aug 31. 2016 Director's Personnel Report Revised2.pdf

B. Out of Province Travel - 2016 09 27-Out of Province.pdf

C. Updated Administrative Procedures - Administrative Procedures.FINAL.pdf

- AP 709
- AP 411

D. **CONFIDENTIAL** - suspension letter-092216.pdf

*9. CORRESPONDENCE –

- a) Min Letter - Approved Estimated Revenues and Expenditures.pdf
- b) PMR Plan Approval Letter - 2016-07-06.pdf
- c) Min Letter -WCB.pdf
- d) letter- 2016-2017 Director Succession Plan.pdf
- e) June 2016-School Trustee.pdf
- f) Planning and Development Act-Stakeholder meetings.pdf

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- a) Theodore Trial-v081816.pdf
- b) Submission of Bylaws and amendments.pdf
- c) SSBA letter re WCB Surplus Distribution.pdf
- d) Proposed Budget-email.pdf; Proposed Budget 2017.pdf
- e) Draft Position Statements-June 2016.pdf
- f) CSBA Recap Final.pdf
- g) Email- Efficiencies.pdf; Efficiencies Data Collection Template.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

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Monday, June 27, 2016 at 1:00 at the Division Office, Melfort, Saskatchewan.

PRESENT:

Lori Constant	Ted Kwiatkowski	Director of Education:	Don Rempel
Linda Erickson	Luke Perkins	Supt. of Business Admin.:	Wanda McLeod
Bob Gagné	Kathy Ponath - Chair		
Todd Goudy	Freeman Reynolds		
Richard Hildebrand	Marla Walton		

CALL TO ORDER – 1:05pm

ADOPTION OF AGENDA

2016-06-54 B. Gagné moved that the agenda be adopted as presented.

CARRIED (10-0)

MINUTES

2016-06-55 T. Kwiatkowski moved that the minutes of the Regular Board Meeting held on May 24, 2016 be adopted as presented.

CARRIED (10-0)

SPECIAL PRESENTATION

Mark Jensen, Coordinator of Continuous Improvement and Reporting, provided the North East School Division Wall Walk presentation for the 2015-2016 school year.

(F. Reynolds excused himself from the meeting)

CONSENSUS ITEMS

2016-06-56 M. Walton moved that the following consent items be received and recommendations be approved as presented:

*8. Information Items

CARRIED (9-0)

(F. Reynolds returned to the meeting)

NEW BUSINESS

2016-06-57 L. Erickson moved that the Board approve the annual operating budget estimates for the fiscal year September 1, 2016 to August 31, 2017 as detailed in the "2016-17 Budget Report".

CARRIED (10-0)

(L. Erickson excused herself from the meeting)

2016-06-58 R. Hildebrand moved that the Board approve another \$92,000, for a total of \$1,255,000, plus applicable taxes in change orders that relate to the construction of the new Hudson Bay Community School, within the original capital budget as approved by the Board.

CARRIED (9-0)

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
June 27, 2016**

- 2016-06-59 T. Goudy moved that the Board approve up to \$100,000 in additional capital funding for the new Hudson Bay Community School, only if necessary.
CARRIED (9-0)
- 2016-06-60 L. Constant moved that the Board approve the Preventative Maintenance and Renewal plans for the fiscal years 2016-17, 2017-18, 2018-19 and 2019-20 as presented.
CARRIED (9-0)
- 2016-06-61 L. Constant moved that the Board approve the relocation of the designated pre-kindergarten program serving the Maude Burke attendance to Reynolds School effective with the beginning of the 2016-2017 school year.
CARRIED (9-0)
- 2016-06-62 M. Walton moved that the Board of Education approve the 2016-2017 organization structure for the North East School Division as presented.
CARRIED (9-0)
- 2016-06-63 B. Gagné moved that the Board has received information from the June 6, 2016 joint meeting of School Community Councils for the Carrot River Elementary School and the Carrot River Junior Senior High School; and that the Board of Education supports the motions made by each SCC for removal of Core French in the Carrot River schools effective with the beginning of the 2016-2017 school year.
CARRIED (9-0)

MONITORING AND REPORTING ITEMS

- 2016-06-64 T. Kwiatkowski moved that the Board approves, as a monitoring report, the June 2016 Wall Walk for the key data sets of the North East School Division for term four of the 2015-16 school year.
CARRIED (9-0)

STRATEGIC DIRECTION ITEMS

Don Rempel and Kathy Ponath provided an update regarding the Provincial Education Funding Distribution Model Review.

- 2016-06-65 R. Hildebrand moved that the Board enter into closed session at 3:40 pm.
CARRIED (9-0)
- 2016-06-66 M. Walton moved that the Board move out of closed session at 4:45pm.
CARRIED (9-0)

ADJOURNMENT

- 2016-06-67 L. Constant moved that the Board adjourn at 4:45pm.
CARRIED (9-0)

Board Chairperson

Superintendent of Business Administration



NESD Board of Education

Meeting Date: September 27, 2016

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

BACKGROUND

The school board elections will take place on October 26, 2016. Currently, the Committee of the Whole meeting is scheduled for November 8 and the organizational and regular meetings of the Board are scheduled for November 29. The later date in November was chosen to accommodate the deadlines for the 2015-16 audited financial statements. According to the timeline from the Ministry (and legislation), the audited financial statements should be approved by the Board prior to November 29. However, the Ministry has informed Administration that the November 29 board approval will be satisfactory. The later date actually provides the Board with an opportunity to approve a clean and completely finalized copy of the financial statements. Otherwise, school boards approve the financial statements "pending Ministry of Education and Finance approval."

CURRENT STATUS

Administration would like to suggest the following new meeting dates be approved by the Board and the new proposed meeting dates:

Meeting	Previous Date	New Proposed Date
Committee of the Whole	Oct. 11, 2016	Oct. 18, 2016
Committee of the Whole & Board Orientation	Nov. 8, 2016	Nov. 1, 2016
Organizational Meeting	Nov. 29, 2016	Nov. 8, 2016
Audit Committee Meeting	Nov. 22, 2016	Nov. 22, 2016
Regular Board Meeting	Nov. 29, 2016	Nov. 29, 2016

The November 8 organizational meeting will allow for the members of the Audit Committee to be decided prior to the November 22 Audit Committee meeting.

There is also a scheduling conflict for the director of education on October 11, 2016, the scheduled date of the October Committee of the Whole meeting. Administration would like to request that this date would be changed to October 18.

RECOMMENDATION

Proposed motions:

That the Board approves the rescheduling of the November Committee of the Whole meeting to November 1, 2016 and the Organizational Meeting to November 8, 2016 and the Regular Board Meeting will remain unchanged at the originally scheduled date of November 29, 2016, all of the meetings will have a 1:00 pm start time.

That the Board approves the rescheduling of the October Committee of the Whole meeting to October 18, 2016 from October 11, 2016, the start time of the meeting will be 1:00 pm.



NESD Board of Education

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	September 20, 2016	



NESD Board of Education

Meeting Date: September 27, 2016

Topic: Approval of the CUPE 4875 Collective Agreement

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

BACKGROUND

The current collective agreement expired on August 31, 2015. Negotiations have taken place and were completed on June 29, 2016.

CUPE has taken the complete package to its membership in July and they voted to accept the package.

CURRENT STATUS

RECOMMENDATION

Proposed motion:

That the Board ratify the contract settlement between the Board of Education of the North East School Division No. 200 of Saskatchewan and Canadian Union of Public Employees, Local 4875 for the time period of September 1, 2015 to August 31, 2018.

PREPARED BY	DATE	ATTACHMENTS
Heather Shwetz, Superintendent of Human Resources	Sept. 21, 2016	



NESD Board of Education

Meeting Date: September 27, 2016

Topic: Election Update

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

BACKGROUND

The school board elections will take place on October 26, 2016.

Nomination forms were received during the following dates and times:

8:00 a.m. – 12:00 p.m. and 1:00 - 4:30 p.m.

Tuesday, September 6, 2016 – Tuesday, September 20, 2016 (with the exception of Saturdays and Sundays)
and

9:00 a.m. – 4:00 p.m.

Wednesday, September 21, 2016

CURRENT STATUS

The September 21, 2016 deadline has been reached. Please see the attached chart with the nominations for each subdivision in the North East School Division. Please refer to the NESD website for profiles provided by some of the nominees.

A copy of the Notice of Abandonment of Poll is also attached declaring all nominees elected by acclamation. It will be advertised in next week's issues of the following papers: Melfort Journal, Nipawin Journal, NE Sun, Tisdale Recorder, The Review, The Junction Review and the North East Chronicle. It has also been distributed for posting in all NESD schools and offices, all municipal offices in the NESD boundaries and a copy has been sent to the news room of all radio stations in the area.

A formal letter will be issued to the Minister of Education and contact information will be sent to the SSBA and the appropriate Ministry office in the near future.

RECOMMENDATION

Proposed motion:

That the Board approve the receipt of the election report as completed by Rosie Ottenbreit, returning officer, all nominees have been elected by acclamation for a term of four years.

PREPARED BY	DATE	ATTACHMENTS
Rosie Ottenbreit Returning Officer	Sept. 22, 2016	<ul style="list-style-type: none"> 2016 Nominations Notice of Abandonment of Poll

SUBDIVISION	CURRENT BOARD MEMBER	RUNNING FOR ELECTION
#1 – Hudson Bay	Linda Erickson	Linda Erickson
# 2 – Carrot River - White Fox - Rural Nipawin	Bob Gagné	Bob Gagné
#3 - Choiceland - Gronlid - Star City - Rural Melfort	Luke Perkins	Luke Perkins
#4 - Naicam - Rural Tisdale	Kathy Ponath (Chair)	Lori Kidney
#5 - Arborfield - Bjorkdale - Porcupine Plain	Ted Kwiatkowski	Ted Kwiatkowski
# 6 - Town of Tisdale	Richard Hildebrand	Richard Hildebrand
City of Melfort - 1	Todd Goudy	Toddy Goudy
City of Melfort - 2	Lori Constant	Randy Ariss
Town of Nipawin - 1	Marla Walton (vice chair)	Marla Walton
Town of Nipawin - 2	Freeman Reynolds	Michael Botterill

NOTICE OF ABANDONMENT OF POLL

North East School Division No. 200

Whereas a poll is not required pursuant to *The Local Government Election Act, 2015* for the office of Board Member: North East School Division No. 200

Sub-Division No. 1 (1 Member)

Sub-Division No. 2 (1 Member)

Sub-Division No. 3 (1 Member)

Sub-Division No. 4 (1 Member)

Sub-Division No. 5 (1 Member)

Sub-Division No. 6 (1 Member)

Town of Nipawin (2 Members at Large)

City of Melfort (2 Members at Large)

I hereby give public notice that no voting for the said office will take place and that the following persons are elected by acclamation.

Sub-Division No. 1: Linda Erickson

Sub-Division No. 2: Bob Gagné

Sub-Division No. 3: Luke Perkins

Sub-Division No. 4: Lori Kidney

Sub-Division No. 5: Ted Kwiatkowski

Sub-Division No. 6: Richard Hildebrand

Town of Nipawin: Marla Walton

Michael Botterill

City of Melfort: Todd Goudy

Randy Ariss

Dated at Melfort this 22nd day of September, 2016.

Rosie Ottenbreit, Returning Officer



NESD Board of Education

Meeting Date: September 27, 2016

Topic: Financial Information for the Nine Months Ending May 31, 2016

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 summer months (with no meetings with the Board) result in the review of the third quarter being completed approximately four months after the third quarter end, therefore, Administration has included projections (to the end of the fiscal year) within the financial information for the nine months ending May 31, 2016.

On September 13, 2016, the Audit Committee reviewed the financial information for the nine months ending May 31, 2016. As a result of the review of the quarterly financial reports, the Audit Committee would like to recommend that the Board approve the financial report for the nine months ending May 31, 2016.

CURRENT STATUS

Please find attached the following for the nine months ending May 31, 2016:

1. Memo
2. Statement of Operations
3. Statement of Cash Requirements
4. Statement of Accumulated Surplus
5. 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 third quarter financial report for the nine-month time period ending May 31, 2016, as recommended by the Audit Committee.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	Sept. 19, 2016	<ul style="list-style-type: none"> • Memo for Year-End • Statement of Operations • Statement of Cash Requirements • Statement of Accumulated Surplus • Hudson Bay Community School – Project Costs



North East School Division

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Melfort, SK S0E 1A0

Phone: (306) 752-5741
Fax: (306) 752-1933

Toll Free: 1-888-752-5741
Website: www.nesd.ca

DATE: September 2, 2016

TO: Audit Committee of the North East School Division

FROM: Wanda McLeod, CPA, CA
Tanya Biesenthal, CPA, CGA
Donna Eberle, CPA, CA

RE: **Financial reports for the nine months ending May 31, 2016**

May 31, 2016 marks the end of the third quarter. At May 31, the actual school based budget lines (usually spent over a ten-month time period) would be expected to be reporting at 90% of budget and the central office budget lines (twelve month expenses) would be expected to be reporting at 75% of budget.

Below is an executive summary of information for the first, second and third quarters of 2015-16 as well as comparisons to the same time period for 2014-15. 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 twelve of the amount estimated by the Ministry of Education on budget day of the provincial government. At year-end, the property tax revenue will be calculated using the actual property tax information as received from the municipalities for the 2015 calendar year (four out of twelve months for the 2015-16 fiscal year) and the 2016 estimated property tax revenues as provided by the municipalities (eight of the twelve months for the 2015-16 fiscal year).

Grants

The provincial grants totaled approximately \$35.8 million or 75% of the budget at quarter end. This amount includes the operating, capital and other Ministry of Education grants.

As mentioned in the previous report, in February 2016, NESD received communication from the Ministry that the estimate of the Education Property Tax collections for the Town of Tisdale was incorrect. The Ministry informed NESD that an error was made in the 2015 property tax assessment data as provided by SAMA to the Ministry of Government Relations. This means the operating grant revenue reported in the 2014-15 financial statements was overstated by approximately \$400,000, resulting in the Ministry having to claw back the 2015-16 operating grant by that amount. The Ministry has received the 2016 assessment file and the situation with the Town of Tisdale assessment data has been corrected.

The annual 2015 property tax reconciliation (that compares the estimate of the Ministry to the actual property taxes collected) has now been completed by the Ministry of Education and the total reduction

to the grants will be \$981,000. The overall impact to the 2015-16 financial statements will be approximately \$400,000 (as mentioned previously). For the remaining amount, the property taxes will be more than expected by approximately \$580,000 and the provincial grants will be less than expected by the same amount.

During the first quarter, there was \$726,941 (budget of \$311,000) in capital funding received for the new school construction in Hudson Bay. No additional Ministry funding will be received, as the school division has received all of the funding as promised at the start of the project.

Tuition and Related Fees

The tuition and related fee revenues will be under budget at year end. There were eight fewer federally funded students enrolled at North East School Division from September 2015 to May 2016 compared to the budget.

The decision by the province to provide the 2015-16 operating funding based on the September 30, 2014 enrolment has an impact on the funding for the federally funded students. The operating grant calculation deducts the expected tuition revenues to be received from the federally funded students. The number of federally funded students declined to 52 students; however, the deduction calculation is still completed using the September 30, 2014 enrolment of 65.5 students. The difference results in a reduction in funding of approximately \$153,000.

School Generated Funds

Based on the first three quarters, the school generated revenues will be more than the 2015-16 budget. The following contributed to the increase in revenues: there were large fundraisers for playgrounds; a large unbudgeted donation was received in September 2015 from Prairie North Co-op for \$102,782 (for the Tisdale Elementary School playground equipment).

Complementary Services

Complementary service revenues are currently at 76% of the budgeted amount, which is identical to the percentage in 2014-15. The complementary service revenue represents the provincial grants for the pre-kindergarten programs and funding for the Outreach Program in Nipawin. Complementary service revenues are expected to be on budget at year end.

External Services

External service revenues have \$117,267 reported or 86% of the total budgeted amount recognized at May 31, 2016. Cafeteria revenues are included in this category. In 2014-15, revenues were down slightly due to a menu change at Melfort & Unit Comprehensive Collegiate (MUCC) resulting from a breakdown in equipment.

Other Revenue

Other revenue is currently in line with the budgeted amount. In March 2016, the Tisdale partner local group was billed for a new surveillance system at the Tisdale RecPlex, which was not included in the 2015-16 budget. This is a one-time cost for the Tisdale RecPlex and was not collected in 2014-15. The interest budget in 2014-15 was too conservative, resulting in a higher percentage to budget calculation for the three quarters. In addition, more interest revenue was received in 2014 – 15 than budgeted due to an increased bank balance from the loan received for the construction of the Hudson Bay Community School (and the timing of the payments to the construction company).

Expenses

Governance

Governance is 76% of the budgeted amount. There were 19 School Community Council (SCC) grant payments paid out of the 20 grants available. The Central Park SCC treasurer did not submit the prior year financial report to request the current year funding. An additional SCC grant was established in January 2016 (by the Board) for the ten year anniversary celebration of NESD, which was unbudgeted, for a total of \$14,600. Central Park is the only SCC that did not receive this additional grant funding.

Based on year to date information, governance is expected to be under budget at year end.

Administration

Administration expenses are slightly under budget at 74% (of the budget). This percentage is lower than the same quarter in 2014-15. In 2014-15, the Following Their Voices (FTV) priority was reported as administration until finalization of the August 31, 2015 year end financial statements (when the Ministry provided direction that these costs should be reported as complementary expenses). In 2015-16, the FTV expenses are being reported as complementary expenses.

In 2015-16, it is expected that administration expenses will be over budget by approximately \$160,000. This can be attributed to the cost of restructuring the administration of the North East School Division: both reducing the number of senior administration positions and moving the payroll department from Nipawin to Melfort. This amount is net of the savings from not having the new superintendent of human resources in place until July 2016; therefore, no salary costs were incurred for this position from February to the end of June.

Instruction

Total instruction expense is at 86% of the budgeted amount. Most instruction expenses would be expected to be 90% spent. The two areas contributing to this budget variance are the teachers and support staff salaries.

Overall instructional salaries and benefits are at 88.7% of budget. As these accounts are expected to be at approximately 90% of the budgeted amount, many factors are contributing to this variance including: teacher contract salaries are affected by temporary contracts for teachers on sick leave and SEB (supplemental employment benefits for parental leaves) plan benefits, which were estimated during budget development based on past experience. The budget includes a support position for a learning consultant that was never replaced.

Less educational associates have been deployed compared to the budget. Educational associates are generally deployed based on direct student need as the students requiring additional supports vary so does the required number of staff. In addition, the contract for the CUPE employees expired on August 31, 2015. Any anticipated salary increase at September 1, 2015 has not been accrued in the financial statements.

The information technology renewal program has progressed in the second and third quarters. Surplus funds had been set aside (by the Board) in the year-end financial statements in order to change the purchasing cycle of laptops and tablets. This was an unbudgeted item. To the end of the third quarter, \$241,400 in purchases have been made, with \$82,000 being expensed which contributes to the non-capital furniture and equipment account already being overspent compared to the budgeted amount.

Plant

Overall the plant expenses are less than the expected 75% at 67% of budget. The main factor for this area of expenses being under expectations relates to the building operating expenses being under budget, as the majority of the minor renovation projects are undertaken during the summer months (fourth quarter).

Student Transportation

Overall transportation expenses are at 76% of the budgeted amount. Salary expense will be approximately \$130,000 under budget as due to staff leaves without pay where coverage was not available. At year end, it is expected that fuel costs will also be under budget by approximately \$300,000 due to lower than expected fuel prices.

Unfortunately, the 2016-17 funding from the Ministry will be impacted by the actual 2015-16 transportation expenses being under budget. The 2016-17 funding formula will be adjusted for the actual student transportation costs in 2015-16. For every dollar that transportation is under budget, NESD loses approximately \$0.30 in funding.

Tuition and Related Fees

The tuition and related fees are over budget by 10%. The number of students enrolled in the regional college adult basic education program was higher than expected. Cumberland College invoiced North East School Division for 19 students in both the first and second semesters, and the budget included only 18 students. In 2014-15, the budget and billing for semester one were both calculated based on 19 students, and the billing in semester two included 17 students (with the budget remaining at 19 students).

This is another area that is negatively impacted by the decision of the Ministry of Education to only use the September 2014 enrolment numbers for the 2015-16 fiscal year. At September 30, 2015, the actual number of students enrolled in the adult basic education program was 27; however, the number recognized for funding purposes (by the Ministry of Education) is only 19 students. Luckily, after discussions with Cumberland College, the College has agreed to only bill the North East School Division for the 19 students that are being funded by the Ministry of Education during the 2015-16 fiscal year. Based on the most recent provincial budget, the 2016-17 operating grant from the province will be based on the actual number of adult basic education students enrolled in September 2016.

School Generated Funds

The school generated expenses are at 100% of the budget (compared to 108% of the budget in the prior year).

Complementary Services

Complementary services expenses include costs associated with outreach workers and the pre-kindergarten (Pre-K) programs in the division, as well as the Province-wide priority (and provincially funded) – Following Their Voices (FTV). The complementary services expenses are at 107% of the budgeted amount. Complementary services expenses are higher than expected year-to-date due to the purchase of more instructional aids for the Pre-K programs. Costs relating to the Universal Kindergarten Nutrition Program at all schools having a Kindergarten class (as approved by the Board) and the Universal Snack Program at Central Park have been incurred but were unbudgeted.

In addition, approximately \$254,000 in expenses relate to FTV that were not included in the 2015-16 budget. In the prior year, FTV expenses for the first three quarters totaled \$219,000 and were included

with administration expenses. The FTV expenses were later reclassified to the complementary services category based on the direction from the Ministry of Education. The FTV is being funded with the accumulated surplus that was internally restricted by the Board for this project. This funding was originally provided in 2014-15 by the Ministry of Education.

External Services

External services are at 81% of the budgeted amount. External services include the costs associated with operating the cafeterias at MUCC and LP Miller.

Other Expenses

Other expenses are at 75% of the budgeted amount. Other expenses include the interest paid on the capital loan for the construction of the Hudson Bay Community School.

STATEMENT OF CASH REQUIREMENTS

The Public Sector Accounting Standards (PSAS) provide statements that include items that do not have an impact on the cash of the school division (such as amortization expense) and omit purchases that do have an impact on cash flows (such as the purchase of tangible capital assets). When budgeting, it is more important to look at the full picture for the organization. This would include the purchase of tangible capital assets and the use of the accumulated surplus. The Statement of Cash Requirements provides additional detail for a more complete picture for the 2015-16 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$3.1 million in the first three quarters, out of the total \$5.36 million budgeted. The addition and renovations of the Tisdale Bus Shop and Offices were included in the 2015-16 budget (\$2.3 million). This project will not be happening during 2015-16. The construction of the new Hudson Bay Community School progressed slower in the prior year than expected but it is now becoming closer to completion. Total expenditures to date for the new school total \$27.0 million.

On October 27, 2015, the Board approved the purchase of six additional school buses. A joint request for proposals was completed with the Prairie Spirit and Prairie South school divisions. The purchase of the six buses, for a total cost of \$698,700 was made in June 2016, and therefore is not reflected in the Statement of Cash Requirements. As approved by the Board, this purchase will be funded with the use of the internally restricted accumulated surplus.

Amortization

Amortization expense is being recorded at 75% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2014-15, amortization was calculated and recorded each month based on actual purchases.

Preventative Maintenance and Renewal (PMR)

The actual amount transferred to the PMR maintenance project allocations in 2015-16 is expected to be only approximately \$250,000 and not the budgeted amount of \$895,534. This will provide the school division with a cash surplus of approximately \$645,000. The budgeted and actual dollar value of the PMR projects (that will be completed) should remain the same. There have been more PMR projects funded by using the PMR funding provided by the Ministry (compared to budget).

STATEMENT OF ACCUMULATED SURPLUS

Please refer to the statement titled "Statement of Accumulated Surplus" for more information. The additional expenditures approved by the Board on October 27, 2015 can be tracked on this statement. For example, there has been \$241,400 spent from the information technology renewal allocation of \$262,000.

During the summer of 2016, there was a tendering process completed for the school furniture in the new P3 schools. All school divisions in the province have been offered the option to purchase school furniture from the successful bidders. As a result, Administration has been waiting for the tendering process to be completed before the funding allocated for the improved learning environment of students would be used. The tendering process took longer than expected; therefore, all of the \$600,000 will not be spent by year end (August 31). Administration will be required to go to the board for another board motion that would allow these expenditures to occur during the 2016-17 fiscal year.

HUDSON BAY COMMUNITY SCHOOL – PROJECT COSTS

At May 31, 2016, the total budget room available for the construction of the new Hudson Bay school is approximately \$750,000. Some projected future costs have been included with the financial information. In addition to the estimated future costs for the new Hudson Bay Community School, there are other costs expected. The estimated value of these other costs cannot be predicted at this time. For example, another change order will be needed to repair the stairwell in the school.

The largest unanticipated cost included in the total costs to date for the project would be the cost of the asbestos removal from the old Hudson Bay high school (during the demolition). The cost of this change order was approximately \$128,000.

During the summer of 2016, Administration expected most of the deficiencies at the Hudson Bay Community School to be resolved. Unfortunately, the subcontractors of Graham Construction completed little or no work during the summer months. As a result, the budget dollars remaining at yearend for this project will be very similar to the May 31, 2016 quarter end report. Administration has taken steps to ensure more of the deficiencies are resolved within the next few months.

NORTH EAST SCHOOL DIVISION
Statement of Operations
For the nine months ending May 31, 2016

	15 - 16			14 - 15		
	Budget 2015-16	Actual 2015-16	%	Budget 2014-15	Actual 2014-15	%
REVENUES						
Property Taxation	\$ 10,011,408	\$ 7,675,148	77%	\$ 10,563,709	\$ 7,835,150	74%
Grants	48,025,382	35,788,064	75%	54,341,860	42,028,699	77%
Tuition and Related Fees	670,000	619,491	92%	896,095	656,517	73%
School Generated Funds	1,016,650	1,316,007	129%	1,177,276	1,393,887	118%
Complementary Services	608,544	459,984	76%	589,329	445,686	76%
External Services	135,693	117,267	86%	137,334	112,537	82%
Other Revenue	579,200	441,846	76%	540,476	491,022	91%
Total Revenues	\$ 61,046,877	\$ 46,417,807	76%	\$ 68,246,079	\$ 52,963,498	78%
EXPENSES						
Governance	\$ 427,100	\$ 326,158	76%	\$ 431,400	\$ 325,070	75%
Administration	2,321,192	1,710,952	74%	2,290,197	1,909,051	83%
Instruction	41,302,443	35,665,487	86%	39,679,338	35,155,407	89%
Plant	10,280,141	6,922,878	67%	9,156,547	6,368,346	70%
Transportation	4,595,854	3,470,839	76%	4,630,345	3,531,084	76%
Tuition and Related Fees	200,000	219,759	110%	226,440	194,307	86%
School Generated Funds	973,588	976,250	100%	1,015,988	1,099,882	108%
Complementary Services	1,366,176	1,457,794	107%	1,233,570	1,085,627	88%
External Services	226,451	183,817	81%	213,784	185,829	87%
Other Expenses	376,225	283,804	75%	389,092	293,781	76%
Total Expenses	\$ 62,069,170	\$ 51,217,737	83%	\$ 59,266,701	\$ 50,148,384	85%
Operating Surplus (Deficit) for the Year	\$ (1,022,293)	\$ (4,799,930)		\$ 8,979,378	\$ 2,815,114	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the nine months ending May 31, 2016

	Budget 2015-16	Actual 2015-16	Variance
OPERATING SURPLUS FOR THE QUARTER	\$ (1,022,293)	\$ (4,799,930)	\$ (3,777,637)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases (Note 1)	5,363,459	3,125,715	(2,237,744)
(+) Proceeds from disposals	11,000	5,851	(5,149)
LONG TERM DEBT:			
(-) Repayments of the year	328,608	245,170	(83,438)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,130,821	3,098,116	(1,032,705)
(+) Write-down of capital assets	-	-	-
(-) Gain on disposals of tangible capital assets	11,000	6,352	(4,648)
(+) Employee Future Benefits expenses	55,600	-	(55,600)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	10,000	-	(10,000)
DEFICIT CASH FOR THE QUARTER	\$ (2,537,939)	\$ (5,073,200)	\$ (2,535,261)
ACCUMULATED SURPLUS CHANGES:			
Hudson Bay School Capital Project - use of reserves	167,773	1,056,677	888,904
Hudson Bay School Capital Project - addition to reserves	-	(756,486)	(756,486)
Bus Fleet Renewal - use of reserves	-	76,323	76,323
Melfort Maintenance Shop - use of reserves	-	22,621	22,621
Digital Projector Replacement - use of reserves	-	17,402	17,402
Information Technology Renewal - use of reserves	-	241,435	241,435
Non-school buildings - use of reserves	2,300,000	111,536	(2,188,464)
PMR project - use of NESD unrestricted reserves	500,000	776	(499,224)
PMR - decrease in reserve balance	(895,534)	50,703	946,237
Other - internally restricted (net change)	443,700	63,274	(380,426)
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (22,000)	\$ (4,188,939)	\$ (4,166,939)

Note 1:

Tangible Capital Asset Purchases			
	2016-17 Budget	Actual	Variance
Land Improvements	\$ 258,000	\$ 164,683	\$ 93,317
School Buses	553,363	629,686	(76,323)
Other Vehicles	90,000	19,725	70,275
Furniture and Equipment	441,777	361,379	80,398
Computer Hardware	1,205,468	882,982	322,486
Computer Software	35,500	7,709	27,791
Hudson Bay Community School	479,351	1,056,677	(577,326)
Buildings - Short Term	2,300,000	2,873	2,297,127
Totals	\$ 5,363,459	\$ 3,125,715	\$ 2,237,744

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the nine months ending May 31, 2016

	August 31, 2015	Additions during the year	Reductions during the year	May 31, 2016
Invested in Tangible Capital Assets:				
Net Book Value of TCA	74,315,018	3,125,715	3,098,115	74,342,618
Less: Debt owing on TCA	9,133,248	-	245,170	8,888,078
	65,181,770	3,125,715	2,852,945	65,454,540
PMR maintenance project allocations	1,668,504	-	50,703	1,617,801
Internally Restricted Surplus:				
Capital Projects:				
Broadway School Sale Agreement	50,556		-	50,556
Bus Fleet Renewal	728,000		76,323	651,677
Computer Hardware Replacement	480,000		-	480,000
Digital Projector Replacement	60,000		17,402	42,598
Hudson Bay School Project	1,051,969	756,486	1,056,677	751,778
Information Technology Renewal	262,000		241,435	20,565
Melfort Maintenance Shop	30,000		22,621	7,379
Non-School Buildings	2,386,258		111,536	2,274,722
Software Enhancements	26,000		-	26,000
Telephone System Replacement	255,000		-	255,000
	5,329,783	756,486	1,525,994	4,560,275
Other:				
English as an Additional Language Pilot Program	100,000		-	100,000
Following Their Voices (FTV) Hoshin	258,161		254,112	4,049
Improved Learning Environment of Students	600,000		44,782	555,218
Invitational Shared Services Initiatives (ISSI)	220,023		220,023	-
School Budget Carryover	263,345	1,571,353	1,229,552	605,146
School Generated Funds	884,513	1,309,220	1,051,694	1,142,039
School Improvement Initiative	1,000,000		107,707	892,293
Tisdale Office Minor Renovations	73,000		27,330	45,670
Universal Kindergarten Nutrition Program	25,200		8,647	16,553
Violence Threat Risk Assessment Training	8,000		-	8,000
Contingency	5,800,000		-	5,800,000
	9,232,242	2,880,573	2,943,847	9,168,968
Unrestricted surplus	7,205,837	-	776	7,205,061
Totals	23,436,366	3,637,059	4,521,320	22,552,105

NORTH EAST SCHOOL DIVISION
Hudson Bay Community School - Project Costs
As at May 31, 2016

Total budget for the project	\$ 27,737,698
Total design and construction costs to May 31, 2016 (note 1)	<u>26,985,920</u>
Total remaining budget dollars for the project at May 31, 2016	\$ 751,778
Additional expenditures expected:	
Progress payment	(375,527)
Final payment	(219,584)
Identified change orders that need to be priced (estimate)	(40,000)
Future change orders	???
Consulting fees (estimate)	(20,000)
Rebuild tennis court and skate park with the Town of Hudson Bay (estimate)	<u>(40,000)</u>
Surplus after anticipated estimated future costs	<u><u>\$ 56,667</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 the assets under construction for the Hudson Bay School totals \$26,985,920 at May 31, 2016.
2. As of August 31, 2015, \$16,962,850 had been recognized as revenue during the construction of the school. At October 6, 2015, the Ministry had provided the remaining \$726,941 in capital grants.
3. At August 31, 2015, all of the expected funding from the Town of Hudson Bay had been recognized as revenue in the financial statements. After year-end, change orders were issued for \$29,545 (that related to the town's portion) and this has also been collected from the Town of Hudson Bay.
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: September 27, 2016

Topic: Enterprise Risk Management – Administrative Procedure and Framework

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 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 current board of education initiated an enterprise risk management process as a governance and administrative function in the school division after working with a consultant from KPMG. An audit committee has been established to provide oversight of risk management. At the January 12, 2016 Committee of the Whole meeting, the board was provided with the 2016 Risk Matrix for comments. (Please see attached.)

At a meeting on March 24, 2016, Executive Council reviewed and updated the Enterprise Risk Management (ERM) Risk Controls Chart and ERM Controls List.

CURRENT STATUS

Administration has drafted an administrative procedure and framework for the North East School Division based on the documents that were developed by KPMG for Saskatoon Public Schools (with the permission from both organizations). The Audit Committee has reviewed this information at the September 13, 2016 Audit Committee meeting. The Audit Committee is now recommending to the Board that both documents would be approved by the Board.

Please find attached the following documents:

- Enterprise Risk Management – Draft Administrative Procedure (new)
- Enterprise Risk Management – Draft Framework (new)

RECOMMENDATION

Proposed Motions:

That the Board approves the Enterprise Risk Management – Administrative Procedure and Enterprise Risk Management – Framework, as recommended by the Audit Committee.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	Sept. 19, 2016	<ul style="list-style-type: none"> • Enterprise Risk Management – Draft Administrative Procedure (new) • Enterprise Risk Management – Draft Framework (new)

PURPOSE

The purpose of the Enterprise Risk Management (ERM) administrative procedure is to establish ERM roles and responsibilities as well as the strategy of the North East School Division (NESD) to manage its risks. The division will identify and manage its enterprise risks in support of its vision, values, guiding principles, goals and strategic plan. The division cannot seek to eliminate risk; rather, it will provide that existing and emerging risks are identified, communicated, and effectively managed.

BACKGROUND

NESD is committed to ensuring that risk management practices are embedded into key processes and operations to drive consistent, effective and accountable actions, and decision making in management practice and Board governance. NESD has designed its ERM framework to be consistent with the practices suggested by generally accepted global ERM standards frameworks, but at this time has not adopted any particular standard.

ERM is designed to identify potential events/risks that may significantly affect the division's ability to achieve its vision, values, guiding principles, goals, and strategic plan. Through the ERM process, identified risks are assessed based on likelihood and impact. Management processes and controls are used to provide reasonable assurance that significant risks are sufficiently mitigated to support the achievement of the division's objectives.

ERM assists to assess the division's appetite for risk (risk tolerance) and identifies gaps where identified risks are either over or under mitigated. This leads to identification of opportunities and strategies to either close gaps where residual risk is higher than risk appetite or to reallocate resources from areas where residual risk is lower than risk appetite.

The end product of ERM includes a ranked risk register used in developing the annual strategic plan and budget. ERM is an ongoing process with administrative procedure and outcomes revisited and reported at least annually.

DEFINITIONS

The following definitions will apply for the purpose of this administrative procedure:

Term	Definition
Enterprise Risk Management (ERM)	ERM is an integrated enterprise-wide risk process established over time which links the management of strategic objectives to risk in order to improve organization performance. It creates a formal process for managing the myriad of risks an organization faces. ERM is not the same as a risk assessment but, the assessment of risk is an integral part of an ERM process.
Risk	An internal or external event, activity or situation that impacts the ability of the division to achieve its vision, mission, outcomes and goals.

Term	Definition
Enterprise-wide Risks	For identification purposes, risks may occur in any one of the following categories: financial, reputational, managerial effort, environmental health and safety. Risks rated as high using division tolerance levels will be deemed enterprise-wide risks.
Financial Risk	The ability for the division to achieve its financial objectives.
Legal, Compliance and Reporting risk	Compliance with applicable laws, regulations, reporting requirements and Board direction.
Reputational Risk	Real or perceived event that has the ability to impact the public confidence in the division.
Inherent Risk	The possibility that risks will prevent an organization from achieving its objectives before the consideration of processes and controls are in place to manage or mitigate the risks.
Impact	Significance of a particular risk to the entity. The significance of a particular risk can range from insignificant to severe/catastrophic. Magnitude of impact is determined with respect to an organization's risk appetite, risk capacity, and organizational objectives.
Likelihood of Occurrence	Probability that a particular risk will occur. These probabilities range from rare to almost certain. .
Manage	To control or take charge of a risk in order to avoid or minimize its adverse impact on the division and to maximize its opportunity.
Mitigate	To lessen or minimize the adverse impact of a risk through specific management processes or internal control activities.
Optimize	To balance potential risks versus potential opportunities within the division's stated willingness or appetite and capacity to accept risk. This may require an organization to increase or decrease the amount of risk relative to the potential opportunity.
Residual Risk	Risk remaining after considering the effectiveness of management responses (i.e., processes and controls used to manage or mitigate the risks).
Risk Assessment	A risk assessment process allows organizations to consider the extent to which potential events may have an impact on the achievement of organizational objectives. Organizations typically need to identify, assess and evaluate risks and controls to construct an appropriate risk portfolio.
Risk Identification	The process of identifying and understanding potential risks to the division.
Risk Management	The process of identifying, evaluating, selecting and implementing an action plan to avoid or mitigate threats and to leverage and maximize, where possible, risk opportunity.
Risk Monitoring	The process of reviewing and evaluating the effectiveness of the action plan implemented through the risk management process and identifying opportunities to minimize future reoccurrence of similar risk.
Risk Opportunity	The return which may be realized if risk is assumed but managed in a manner that maximizes its potential benefit.

Term	Definition
Risk Appetite	Level of risk an organization is prepared to accept to achieve its goals and objectives (i.e., the level of tolerance for risk in a company).
Risk Owner	An individual that has been given the authority to manage a particular risk and is accountable for doing so.
Management Effort	The use of resources and implementation of processes to support the division achieving its strategic objectives.

ROLES AND RESPONSIBILITIES RELATED TO ERM

The following defines roles, accountabilities and responsibilities for:

- Identifying and evaluating key risks;
- Documenting and managing the response to key risks;
- Facilitating appropriate risk/reward decisions at all levels of management;
- Communicating risks, and management's responses and priorities to all relevant staff; and,

The following are the roles and responsibilities for governance of risk management at the division:

Role	Responsibilities
Board of Trustees	<p>Has ultimate responsibility for risk. Provides governance oversight of the division's ERM program, as well as its risks and responses to them. This responsibility is demonstrated through review of at least the following items:</p> <ul style="list-style-type: none"> • The division's ERM administrative procedure and framework (initially with updates as required). • Management's risk appetite/tolerance levels, if formally developed (annually). • Management's risk register and risk assessment results for the division's top enterprise-wide risks (annually). <p>The Board has delegated certain oversight responsibilities of the ERM program to the Audit Committee.</p>
Audit Committee	<p>The Audit Committee (consisting of up to five Trustees of the Board) has been delegated certain responsibilities for oversight of the ERM program by the Board. The Audit Committee is responsible for reviewing, and presenting to the Board as required, the following:</p> <ul style="list-style-type: none"> • Changes to the division's ERM administrative procedure and framework. • Changes to management's risk appetite/tolerance levels, if formally developed. • Management's risk register and risk assessment results for the division's top enterprise-wide risks. • Action plans to address risk mitigations and opportunities identified as high priority by management.

Role	Responsibilities
	<ul style="list-style-type: none"> Regular reports from the Director of Education on risk management activities through status updates at least annually, with any significant risk changes or issues reported during the year as needed.
Director of Education	<p>Is accountable to the Audit Committee and Board of Trustees with respect to ERM, and is responsible for ensuring the ERM administrative procedure and framework approved by the Board is implemented and operational through:</p> <ul style="list-style-type: none"> Championing risk management within the division to ensure the division remains focused on risk Approving the ERM administrative procedure. Integration of ERM into the development of strategic, business and operational plans and operational decisions. Ensuring effective risk identification, risk assessment, risk management and risk monitoring processes within the division. Consulting, as required, with the division's employees or external consultants to effectively manage all aspects of risk. Providing ERM status updates (either directly or via a designate) once a year to the Audit Committee, and at least once per year to the Board of Trustees, on risk management activities, as well as if any significant risk changes or issues arise.
Superintendent of Business Administration	<p>Is accountable to the Director of Education and is responsible for managing the implementation and maintenance of the ERM administrative procedure and framework by:</p> <ul style="list-style-type: none"> Developing, monitoring and revising the ERM administrative procedure. Coordinating the risk identification, risk assessment, risk management and risk monitoring processes. Preparing status updates at least once per year to the Director of Education on risk management activities, as well as if any significant risk changes or issues arise.
Executive Council	<p>Are accountable to the Director of Education and responsible for:</p> <ul style="list-style-type: none"> Active participation in the risk assessment process, including promoting the division's ERM Administrative Procedure and Framework as well as expectations for the management of risk. The formal identification of risks that impact the division's strategic goals and objectives. Assisting to rank risks, based on the division's impact and likelihood criteria. Monitoring progress in managing risks and implementing improvement opportunities. Reporting at Executive Council meetings on the status of risk items delegated to specific risk owners. Communicating the expectations of staff impacted by the identified ERM risks.

Role	Responsibilities
	<ul style="list-style-type: none">• Communicating ERM results to all staff.

ENTERPRISE RISK MANAGEMENT FRAMEWORK

All risks are to be identified, assessed, managed, monitored and reported in a thorough and systematic fashion in accordance with the division's Enterprise Risk Management Framework.



NESD Board of Education

Meeting Date: September 27, 2016

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

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.

CURRENT STATUS

Administration would like to request the disposal of 2007-2008 accounts payable and 2007-08 accounts receivable records. The record retention guidelines as provided by SSBA and SASBO require accounts payable and accounts receivable records to be maintained for seven years. Therefore, the 2007-2008 records are candidates for secure destruction. According to the record retention and disposal guidelines of SSBA and SASBO: it is recommended that all sensitive information be destroyed by confidential shredding services.

A board motion is required to securely destroy the thirty-six file boxes and two irregular boxes of accounts receivable and accounts payable records from 2007-2008.

RECOMMENDATION

Proposed motion:

That the Board approves the secure destruction of thirty-eight boxes of paper records relating to accounts receivable and accounts payable material from the 2007-08 fiscal year.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	Sept. 20, 2016	



NESD Board of Education

Meeting Date: September 27, 2016

Topic: Audit Committee

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 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

On September 13, 2016, the Audit Committee held a meeting at the Melfort Division Office. The Audit Committee has the following members: Richard Hildebrand, Ted Kwiatkowski, Luke Perkins, Kathy Ponath, Marla Walton and the public representative Jim Thiessen. From Administration: Don Rempel, Director of Education, and Wanda McLeod, Superintendent of Business Administration, also attend these meetings. Luke Perkins serves as the chair of the Audit Committee; however, he was not able to attend the September 13 meeting so the vice-chair, Marla Walton, served as the chair.

CURRENT STATUS

At the September 13, 2016 meeting, the Committee had a conference call with Brian Heinrichs and Breanna MacEwan of Virtus Group. From August 23 to 25, 2016, Virtus Group had conducted the interim audit of the North East School Division annual financial statements for the September 1, 2015 to August 31, 2016, time period. The Audit Committee had the opportunity to ask questions about the interim audit and any other topics.

The Committee received the updated 2015-16 Work Plan as approved (by the Committee). Please see attached.

The Committee also approved the Code of Conduct and Compliance Report that was prepared and presented by Administration.

The business continuity report from Administration has been deferred to January 2017.

RECOMMENDATION

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Admin	Sept. 20, 2016	<ul style="list-style-type: none"> Audit Committee Work Plan 2015-16

**North East School Division
2015-2016 Audit Committee Work Plan**

	Q1	Q2	Q3	Q4	Q4
Quarter Ending	30Nov15	29Feb16	31May16	31Aug16	31Aug16
Meeting Dates	January 12, 2016	April 5, 2016	September 13, 2016	Early November 2016	Mid November 2016
Identify knowledge gaps and plan professional development	•				
Orientation for new members	•				
Elect Audit Committee Chairperson	•				
Review Board Policy and Work Plan	•	•			
Review budget, variance & financial statements as presented by administration	•	•	•	•	•
Compliance and Code of Conduct Oversight Report	•	•	•	•	•
Enterprise Risk Management					
Review the risk management draft report from administration			•		
Review and recommend changes to the risk management framework and/or administrative procedures to the Board of Trustees as required			•		
External Audit					
Meet with external auditor to review and approve the audit plans and engagement letter, annual fees, timing and scope of the external audit before the auditor commences work.		•	•		
Review interim audit report from the external auditor					•
Review the annual auditors' report and audited consolidated financial statement with the external auditor and administration					•
Review the external auditor report: completion of audit, their experience, cooperation received, any restrictions, findings and recommendations					•

**North East School Division
2015-2016 Audit Committee Work Plan**

Recommend approval of the financial statements by the Board					•
Review recommendations made by the external auditors during 2014-15 audit and responses from administration		•			
Business Continuity Plan					
Review the Business Continuity Plan for the North East School Division and related testing			•		
Committee Performance Evaluation				•	
Standing item for all meetings – information about any fraud identified at NESD					



NESD Board of Education

Meeting Date: September 13, 2016

Topic: School Viability Review

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

BACKGROUND

By October 15 in each school year the Director or designate shall make an assessment of all schools in the division based on the school review criteria established in Board Policy 411 and compile a list of all those schools which meet the criteria established by the Board.

CURRENT STATUS

A school's viability may be reviewed if (a) and any one or more of the following criteria apply to the school:

- a. If a school's enrolment in the next academic year (2017-2018) is projected to be less than 80 for a K – 12 school or less than 50 at the elementary/middle level in grades K – 9.

Bjorkdale – 58

Gronlid - 73

- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.

Bjorkdale – Yes

Gronlid - Yes

- c. If the projected enrolment would leave fewer than two students in a grade.

Bjorkdale – Grade 11 -1 student

Gronlid – Grade 12 1 student

- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.

Triple grading is only possible to maintain with additional staffing (above formula) and on-line learning provided by teachers external to the school.

RECOMMENDATION

The Director of Education recommends that the viability of Bjorkdale School and Gronlid School be reviewed.

That pursuant to Section 87.2 of *The Education Act, 1995*, the Board of Education for the North East School Division No. 200 of Saskatchewan intends to review the viability of Grades Kindergarten to Grade 12 at Gronlid School, in Gronlid, Saskatchewan in accordance with the review criteria of Board Policy 114: *School Viability Review*.

That pursuant to Section 87.2 of *The Education Act, 1995*, the Board of Education for the North East School Division No. 200 of Saskatchewan intends to review the viability of Grades Kindergarten to Grade 12 at Bjorkdale School, in Bjorkdale, Saskatchewan in accordance with the review criteria of Board Policy 114: *School Viability Review*.



NESD Board of Education

PREPARED BY	DATE	ATTACHMENTS
Don Rempel	September 20, 2016	Board Policy 114



SCHOOL VIABILITY REVIEW

The Board of Education, in its efforts to provide meaningful learning opportunities that reflect that Board's vision, mission and commitments for student learning, recognizes that it needs to maintain viable schools, classrooms and programs. Consequently, the Board will, from time to time, need to consider grade discontinuance or school closure based on the learning needs of students and based on utilizing resources effectively and efficiently. The Board values collaboration and is committed to a process permitting input from community, staff, and parents to help inform its decision. Guidelines for school viability review will be the criteria used as factors when grade discontinuances or school closures are to be considered.

In the month of September, as part of its Yearly Agenda, the Board of Education will carry out an annual review of the schools in the North East School Division. This review will consider equity of access to effective learning opportunities for all students as reflected in the Board's strategic plan and goals. A Board motion to review for closure or grade discontinuance will occur, notwithstanding unforeseen circumstances, by October 15 in the school year of consideration.

The Board recognizes that, while a school or classroom may not meet the criteria of a viable school, the school or classroom may be allowed to continue to operate if in the opinion of the board the situation is temporary, or if the closure of the school or relocation of the classroom would result in students being picked up by bus at a time that is detrimental to their well-being. In situations where it is not feasible to transport students to another school for their learning opportunities, the Board will endeavor to use technology and/or other resources to ensure effective and efficient learning experiences.

Note: Currently, the school viability process does not apply to a Hutterite Colony School.

PROCEDURES

1. Request for Review

Any decision concerning school viability will make provision for input and consideration of the wishes and concerns of the parents, students, staff, School Community Council and community within the attendance area under consideration. A school's viability will be reviewed if a written request for a review is received from a school's School Community Council, a group of at least five (5) families, or from the Director of Education.

2. Dialogue with the School Community

Dialogue with the staff and School Community Council will take place if any one or more of the following criteria apply to the school:

- a. If a school's enrolment in the next academic year is projected to be less than 90 for a K – 12 school; or the average number of students is six or less per grade at the elementary/middle years level in grades K – 9.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in a grade.



- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.
- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (i.e. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit)

3. Criteria for School Review

A school's viability may be reviewed if **(a)** and any **one or more** of the following criteria apply to the school:

- a. If a school's enrolment in the next academic year is projected to be less than 80 for a K – 12 school; or less than 50 at the elementary/middle level in grades K – 9.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in a grade.
- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.
- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (ie. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit).

4. School Review Data Collection

As part of the school review process the Director will provide the Board of Education with the following applicable information concerning any school under review:

- a. Projected enrolment in the school under review for at least five years, including number of students in each grade and the impact of grade-size on peer group opportunity and gender balance.
- b. Elective credits available to students in grades 10-12 in the school under review compared to the closest schools not under review.
- c. Pupil Teacher Ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom in the school under review and likely changes in these factors in the future.
- d. Capacity of staff and division staff to meet the learning needs of students in the school under review.
- e. Travel time (pick-up and drop-off times, total time spent on bus) of students in the school under review compared to travel time if they were attending the closest school not under review.
- f. Potential efficiencies if students in the school under review were re-located to the nearest school not under review and if staff were re-assigned or their positions were discontinued.



- g. Potential impacts on staff, program, facilities of nearest schools to which students in the school under review would be re-located.
- h. Anticipated future costs of maintaining the school's facilities and physical plant.

5. School Review Consultation Process

Unless a request for a review is made of the Board of Education as outlined in this procedure the board will complete a school review process of a school meeting the review criteria only **once** during the third year of a four year mandate of the elected board. When the Board of Education makes a motion to review for discontinuation/school closure it will proceed according to relevant provincial legislation.

The specific steps in the relevant legislation will be outlined to the school community at the beginning of the consultation process following the Board's motion to review.

Reference: The Education Act, 1995, The Education Regulations, 1986.

Adopted: December 2010
Revised: September 2011
Revised: October 2011
Revised: September 2012
Revised: March 2013
Revised: April 2013
Revised: June 2013

Education in a Culture of Excellence



NESD Board of Education

Meeting Date: September 13, 2016

Topic: Improved Learning Environment – Internally Restricted Accumulated Surplus

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

BACKGROUND

On October 27, 2015, the following motions were made:

That the Board approves the following 2014-15 internally restricted allocations from the unrestricted accumulated surplus:

- \$698,000 to Bus Fleet Renewal
- \$600,000 to Improved Learning Environment of Students
- \$480,000 to Computer Hardware Replacement
- \$262,000 to Information Technology Renewal
- \$255,000 to Telephone System Replacement
- \$100,000 to English as an Additional Language Pilot Program
- \$73,000 to Tisdale Office Minor Renovations
- \$60,000 to Digital Projector Replacement
- \$30,000 to Melfort Maintenance Shop
- \$25,200 to Universal Kindergarten Nutrition Program

That the Board approves the use of internally restricted accumulated surplus during 2015-16 as follows:

- \$698,000 for Bus Fleet Renewal
- \$600,000 for Improved Learning Environment of Students
- \$262,000 for Information Technology Renewal
- \$255,000 for Telephone System Replacement
- \$100,000 for English as an Additional Language Pilot Program
- \$73,000 to Tisdale Office Minor Renovations
- \$60,000 for Digital Projector Replacement
- \$30,000 for Melfort Maintenance Shop
- \$25,200 for Universal Kindergarten Nutrition Program

The \$600,000 for the Improved Learning Environment of Students was meant to replace outdated, worn furniture and also add furniture that provides for collaboration among the students. Some of this funding was to be used for learning resources to support inquiry, exploration and creativity. The funding was to benefit kindergarten to grade twelve students.

CURRENT STATUS



NESD Board of Education

There was a delay in spending the funding for the improved learning environment because Administration was waiting for the results of the P3 request for proposal (RFP) for school furniture. The school divisions that are involved in the P3 RFP for the school furniture: Greater Saskatoon Catholic, Prairie Spirit and the two Regina school divisions. (Saskatoon Public Schools made the decision to issue an RFP independently.). Pricing offered by the successful proponents has been offered to all school divisions in the province. The successful proponents have been selected for the purchase of the school furniture; however, as of today the information has not been sent to the participating school divisions.

To date, there has been approximately \$50,000 of the \$600,000 has been spent for various items that relate to early learning classrooms – area carpets, sand tables, book displays, kitchen play sets, etc.

As a result of the delay, Administration would like to request a board motion similar to the motion in 2015-2016. This would allow the funding for the improved learning environments to be spent during the 2016-2017 fiscal year.

RECOMMENDATION

Proposed motion:

That the Board approves the use of the Improved Learning Environment of Students internally restricted surplus during the 2016-17 fiscal year of an amount up to \$550,000.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	Sept.20, 2016	