



1. IN-CAMERA SESSION**2. CALL TO ORDER****3. ADOPTION OF AGENDA**

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

4. ADOPTION OF MINUTES

a) Minutes of Regular Meeting –  [2017 03 21 Regular Board Minutes.FINAL.pdf](#)

Proposed Motion: That the minutes of the Regular Meeting of March 21, 2017 be adopted (as presented) or (as amended).

b) Minutes of March 21, 2017 NESD Annual Meeting of the Electors -  [2017 03 21 AGM MINUTES.pdf](#)

Proposed Motion: That the minutes of the Annual Meeting of Electors of March 21, 2017 be adopted (as presented) or (as amended).

5. DELEGATIONS & SPECIAL PRESENTATIONS**❖ Special Presentations: Superintendent A3's**

- Eric Hufnagel, Superintendent of Student Services
- Rob McKay, Superintendent of School Services
- Heather Shwetz, Superintendent of Human Resources
- Wanda McLeod, Superintendent of Business Administration

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. Playground at Reynolds Central School -  [Playground at Reynolds Central School-0.pdf](#)

B. Monitoring and Reporting Items





1. Preventative Maintenance and Renewal (PMR) - MUCC HVAC Project -  [PMR-FINAL.pdf](#)

2. Audit Committee Update -  [Audit Committee-CONFIDENTIAL.pdf](#)





3. Quarter Two Financial Report -  [Financial Report for Six months-Feb 28 2017.pdf](#)

4. Transportation Report: 2016-17 Quarter 2 -  [Transportation Report.pdf](#)





C. Board of Education Strategic Direction Items

1. Level 2 Plan approval (A3's) -  [Level 2 plan approval-0.pdf](#); [NESD ESSP Data-A3's](#)
2. Status of Bjorkdale School Review -  [Status of School Review-0.pdf](#)
3. Pathlow Area Transportation Request -  [Pathlow Boundary Issue-0.pdf](#)
4. ThoughtExchange -  [ThoughtExchange-FINAL.pdf](#)

***8. INFORMATION ITEMS**

- A. Director's Personnel Report -  [2017 03 Director's Personnel Report.pdf](#)
- B. Out of Province Travel - *NONE at this time*
- C. Student Suspensions - CONFIDENTIAL -
- D. AP 701 and AP 702 amendments -  [Admin Procedures-0.pdf](#)
-  [AP 701-Financial Information Reports.pdf](#)
 -  [AP 702-Budget.pdf](#)

***9. CORRESPONDENCE**

- a. **CONFIDENTIAL** - Action Required 2017-18 Budget-Employee Compensation Objectives -
- o  [DM Letter to SD Board Chairs-040317.pdf](#)
 - o  [2017 TEMPLATE PUBLIC SECTOR BARGAINING REPORT.doc](#)
- b.  [Potential 2017 Prov EPT MR Boards of Education-Signed.pdf](#)
- c.  [Letter from Min-NESD-032817.pdf](#)

10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

- a.  [Public Section Executive Meeting April 6 2017 DoubleTree Regina .pdf](#)

11. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

12. ADJOURNMENT

13. TEN MINUTE RECESS AND MEDIA INTERVIEWS (if necessary)

14. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW

Complete Board Package -

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
March 21, 2017**

MINUTES OF A MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, March 21, 2017 at 1:00, in Tisdale, SK, at the Tisdale RecPlex in the Salopian Room.

PRESENT:

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

CALL TO ORDER – 1:05pm.

ADOPTION OF AGENDA

2017-03-24 B. Gagné moved that the agenda be adopted as presented.

CARRIED

MINUTES

2017-03-25 L. Erickson moved that the minutes of the Regular Board Meeting held on February 14, 2017 be adopted as presented.

CARRIED

SPECIAL PRESENTATION

Mark Jensen, Coordinator of Continuous Improvement and Reporting, provided the North East School Division Wall Walk presentation for the time period of January 1 to February 28, 2017.

CONSENSUS ITEMS

2017-03-26 M. Walton moved that the following consent items be received and recommendations be approved as presented:

- ❖ Information items
- ❖ Correspondence.

CARRIED

NEW BUSINESS

2017-03-27 R. Hildebrand moved that the Board approve that Administration may award the Tisdale Transportation and Technology Office addition and renovation tender to the successful proponent with a total construction cost of \$1.3 million plus taxes. The Board will then provide a formal motion to award this contract at the May 30, 2017 Regular Board Meeting.

CARRIED

2017-03-28 B. Gagné moved that the attendance boundary for the North East School Division No. 200 will be in accordance with the attached maps and land locations;

And that the Gronlid-Tisdale boundary change will be for grades kindergarten to eight and return back to Tisdale for grades nine to twelve;

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 May 30, 2017 Regular Board Meeting.

CARRIED

**NORTH EAST SCHOOL DIVISION
BOARD MEETING MINUTES
March 21, 2017**

2017-03-29 T. Kwiatkowski moved that the Board approves the extension of the contracts of the driver educators of the North East School Division for an additional one year term, the 2017-18 fiscal year, with increases in payments equal to the increases from 2015-16 to 2016-17 as outlined in the original contracts of the driver educators.

CARRIED

2017-03-30 L. Kidney moved that the Board approve the transfer of \$70,000 from unrestricted accumulated surplus to internally restricted surplus for computer hardware replacement.

CARRIED

2017-03-31 M. Botterill moved that the Board approve the use of up to \$31,000 of the unrestricted accumulated surplus to purchase a replacement vehicle for student services with a cost of up to \$40,000.

CARRIED

MONITORING AND REPORTING ITEMS

2017-03-32 M. Walton moved that the Board approve, as a monitoring report, the March 2017 wall walk for the key data sets of the North East School Division for the time period of December 1, 2016 to February 28, 2017.

CARRIED

STRATEGIC DIRECTION ITEMS

2017-03-33 L. Erickson moved that the Board approve the regular calendar and alternate calendar for the 2017-2018 school year.

CARRIED

ADJOURNMENT

2017-03-34 B. Gagné moved that the Board adjourn at 2:00 pm.

CARRIED

Board Chairperson

Superintendent of Business Administration

MEMBERS PRESENT: Trustees of the North East School Division No. 200 (Randy Ariss, Michael Botterill, Linda Erickson, Bob Gagné, Todd Goudy, Richard Hildebrand, Lori Kidney, Ted Kwiatkowski, Luke Perkins, and Marla Walton) and senior administration.

52 people attended the Annual Electors' Meeting.

1. CALL TO ORDER

Don Rempel, Director of Education, called the meeting to order. The meeting commenced at 7:00 p.m.

2. ELECTION OF CHAIRPERSON FOR THE ANNUAL MEETING

Don Rempel called for nominations for chairperson of the meeting.

Marla Walton nominated Luke Perkins to serve as chairperson of the meeting.

Nominations ceased.

Luke Perkins accepted the nomination and was declared chairperson of the meeting.

3. ELECTION OF SECRETARY FOR THE ANNUAL MEETING

Luke Perkins called for nominations for secretary of the meeting.

Richard Hildebrand nominated Wanda McLeod as secretary of the meeting.

Nominations ceased.

Wanda McLeod accepted the nomination and was declared secretary of the meeting.

4. MINUTES OF THE ANNUAL MEETING HELD ON MARCH 24, 2015

Marla Walton moved that the minutes of the Annual Meeting held on Tuesday, April 19, 2016 be adopted as presented.

5. REPORTS FROM THE SCHOOL DIVISION

a) Director of Education

Don Rempel, Director of Education, provided an outline of the provincial Education Sector Strategic Plan as presented in the 2015-16 North East School Division Annual Report.

b) Audited Financial Report for September 1, 2015 to August 31, 2016

Wanda McLeod, Superintendent of Business Administration, provided an overview of the 2015-16 audited financial statements of the North East School Division.

*** A question and answer discussion was held.*

6. ADJOURNMENT OF ANNUAL MEETING

Richard Hildebrand adjourned the meeting at 7:25 p.m.



NESD Board of Education

Meeting Date: April 11, 2017

Topic: Preventative Maintenance and Renewal (PMR) – HVAC Upgrades at MUCC

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

At the June 27, 2017 Regular Board Meeting, the following motion was made:

“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.”

Please find attached the PMR listings for each year.

The \$1.2 million project at MUCC is included in the 2016-17 operating budget.

Administrative procedure 706 (Purchasing) section 3(b) states:

“That the Board of Education provides approval for tangible capital expenditures for motor vehicles, furniture and fixtures, computer equipment and software, as well as minor renovation and Preventative Maintenance and Renewal items through the budget process.

1. Any tangible capital asset items purchased through Formal Tender, Written Quotes or Requests for Proposal that were not included in budget or exceed budget by more than 10% require approval by the Director or designate.
2. Any purchases with variance greater than the Director limitations require board approval in accordance with Administrative Procedure 702- Budget.”

At August 31, 2016, the audited financial statements reported \$1,817,395 as the balance available of unspent funding for future PMR projects. There was approximately \$233,661 spent as of March 31, 2017 and \$1,335,506 was provided by the Ministry of Education for the 2016-17 funding. Therefore, there is \$2,919,240 available to spend.

CURRENT STATUS

The facilities department went through a tendering process for the MUCC project. Please see attached. The best pricing and value for this project would go to Black and McDonald at a base price of \$1,060,652. Administration would also prefer to complete the ventilation work in the gym and shop at the collegiate. The attached document includes information about the estimated total cost of this project.

Initially, Administration was going to split the MUCC HVAC (heating/ventilation/air conditioning) project into three different years. In 2015-16, there was \$424,500 included in the budget for phase one of the HVAC project (this has been completed). Administration would like to request the combination of phases two and three into only one phase. This would require a PMR project totaling approximately \$2.0 million (as attached). If the Board decided to go ahead with this plan, there would be approximately \$880,000 remaining in PMR funding available to be spent on future projects.

As the budget for the MUCC project was \$1.2 million, Administration is requesting a Board motion to approve the awarding of the tender to Black and McDonald at a cost of \$1,683,403 plus taxes. It is expected that some of this work will be completed during 2016-17 and also the 2017-18 fiscal years.



NESD Board of Education

RECOMMENDATION

Proposed motion:

That the Board approve the expenditure of \$1,683,403 plus GST and PST to Black and McDonald for the mechanical upgrades of the heating ventilation and air conditioning at Melfort Unit Comprehensive Collegiate. The total budget for this project will not exceed \$2,037,000 and will be funded with the Preventative Maintenance and Renewal grants.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Manager of Facilities	April 5, 2017	❖ PMR Budgets ❖ Budget for MUCC HVAC Project



**North East School Division
Preventative Maintenance and Renewal (PMR) Projects
2016-17 plus Three Year Future Plans**

2016-2017 PMR Project List

School	Description	Amount
MUCC	Mechanical upgrade: controls, Mixing boxes to classrooms, Gym air handler	\$ 1,200,000
		\$ 1,200,000

2017-2018 PMR Project List

School	Description	Amount
Brunswick School	Deteriorating Entry Sidewalks; Main porch entrance (West) and Division II (North) porch entrance	\$ 25,000
Carrot River High	Roof sections 11 & 12, (14,300 sq./ft.)	\$ 285,000
L P Miller	Corrugated Sound Proof Dividers in MPR and on Stage	\$ 31,000
L P Miller	ENG. Study; review all HVAC, electrical systems, build a business case for replacement schedule	\$ 30,000
MUCC	Roof section 2, total 19,800 sq./ft., strip down to insulation cover with sbs, install fall protection	\$ 420,000
Tisdale Elementary	Classroom modernization	\$ 200,000
		\$ 991,000

2018-2019 PMR Project List

School	Description	Amount
Arborfield	Windows need replacing in elementary wing	\$ 55,000
Bjorkdale	Replace existing tile gym floor with rubber sports flooring	\$ 50,986
L P Miller	Remove and replace folding partitions throughout, sounds carries thru effecting teaching, maybe just sound bar at 5/8 drywall type X.	\$ 150,000
L P Miller	Provide A/C to classrooms, help with better learning environment, controls to operate DX coils on extra fan unit.	\$ 350,000
L P Miller	Caulking has dried out, causing shrinkage, cracking and leaving gaps allowing water penetration.	\$ 10,000
L P Miller	Roof sections 28, 29, 19 20, approx. 18,000 sq./ft.	\$ 375,000
L P Miller	Office renovation to make it more of a useable space, aesthetically welcoming & safer (currently you can't see people entering school)	\$ 158,335
MUCC	Roof section 1, total 9,900 sq./ft., strip down to insulation cover, install fall protection	\$ 435,256
Star City	Replace fire alarm control panel	\$ 72,343
		\$ 1,656,920

2019-2020 PMR Project List

School	Description	Amount
Brunswick	Redevelop area with office and work area; School request to have Addition on West side before existing west doors	\$ 306,070
Brunswick	Stucco walls, Paint has faded and should be upgraded. Cracks are showing in several locations. Patch and repair stucco and upgrade painting	\$ 90,000
MUCC	Modernization of 2nd floor Labs, RM 212,213,214,215	\$ 51,816
MUCC	General office space reno for more usable area	\$ 268,492
Carrot River High	New air handlers for fresh air to meet ASHRA standards	\$ 750,000
Star City	New air handlers for fresh air to meet ASHRA standards	\$ 645,218
Tisdale Elementary	Crawlspace linear needs replacing, lots of ground water, cause of smell & mold growth.	\$ 50,000
Tisdale Elementary	Exterior pole mounted electrical utility transformer c/w overhead wiring feeds to main switch gear. Safety concern that power lines are over play area	\$ 60,000
Wagner	Replacement plan for lockers at the back of rooms	\$ 75,000
		\$ 2,296,596

North East School Division
Melfort Unit Comprehensive Collegiate
HVAC Project

Black and McDonald

Base Bid Accepted		\$	1,060,652
Separate Price #1			308,948
Separate Price #2			<u>243,803</u>
		\$	1,613,403
Estimated change orders - contingency			<u>70,000</u>
			1,683,403
	PST 6%		96,804
	GST		80,670
	GST rebate		<u>(54,856)</u>
Total estimated construction costs		\$	<u>1,806,022</u>

Design Fees

Total construction costs		\$	<u>1,613,403</u>
<u>Fees</u>			
13% fee		\$	209,742
other est. reimbursable			<u>5,000</u>
			214,742
	GST @ 5%		10,737
	PST @ 6%		12,885
	GST rebate		<u>(7,301)</u>
Total estimated design fee costs			231,063

Total estimated project cost **\$ 2,037,084**



NESD Board of Education

Meeting Date: April 11, 2017

Topic: Financial Report for the Six Months Ending February 28, 2017

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

BACKGROUND

On April 3, 2017, the Audit Committee reviewed the financial quarter end analysis as prepared by administration for the six months ending February 28, 2017. As a result of the review of the financial reports, the Audit Committee would like to recommend that the Board approve the financial report.

CURRENT STATUS

Please find attached the following for the six months ending February 28, 2017:

1. Memo for the Year-End
2. Statement of Operations
3. Statement of Cash Requirements
4. Accumulated Surplus Activity Statement
5. Hudson Bay Community School – Project Costs

Something to note: the Ministry of Education will require quarterly reports to be provided to the Ministry. The quarter three report will be the first report to be sent to the Ministry. As of today, the deadline for this report has not been provided only that it will be due during the month of June. The report only needs to be approved by the superintendent of business administration; therefore, a note will be provided to the Ministry that the report will be brought to the Board for approval in September 2017.

Please contact Wanda McLeod, Superintendent of Business Administration, with any specific questions prior to the Board meeting.

RECOMMENDATION

Proposed motion:

That the Board accept the financial report for the six months ending February 28, 2017, as recommended by the Audit Committee.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	April 5, 2017	<ul style="list-style-type: none"> • Memo for Quarter End • Statement of Operations • Statement of Cash Requirements • Accumulated Surplus Activity Statement • Hudson Bay Community School – Project Costs



North East School Division

Box 6000, 402 Main St.
Melfort, SK S0E 1A0

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

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

TO: Audit Committee of the North East School Division

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

DATE: April 4, 2017

RE: Financial Report for Quarter Ending February 28, 2017

February 28, 2017 marks the end of the second quarter. At February 28, we would expect the actual ten month expenses (school based lines) to be reporting at 60% of budget and the twelve month expenses (central office lines) to be reporting at 50% of budget.

Below is an executive summary of information for the first and second quarters of 2016-17 as well as comparisons to the same time period for 2015-16. 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 the 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 2016 calendar year (four out of twelve months) and the 2017 estimated property tax revenues as provided by the municipalities (eight of twelve months).

Grants

The provincial grants totaled approximately \$22.1 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant portion totals \$21.9 million. The Ministry of Education completes an updated final grant calculation in December based on actual September 30, 2016 enrolments. The December operating grant details, as provided by the Ministry of Education, will result in the provincial grants being approximately \$370,000 over budget. The overall impact of the December operating grant should result in approximately \$500,000 in additional surplus (reduction of deficit) for the year. This number takes into account the grant calculations for the federally funded students and the students who are enrolled in the Adult Basic Education program at Cumberland Regional College.

During the first and second quarters, there was no capital funding received. In the first quarter of 2015-16, \$726,941 in capital funding was received for the new school construction in Hudson Bay. No additional Ministry funding for the Hudson Bay Community School is expected (the school division has received all of the funding as promised at the start of the project).

All \$150,000 budgeted for Invitational Shared Services Initiative grants for Kinistin and Yellow Quill First Nations has been received and recognized.

\$52,225 of the \$104,451 total grant for the First Nations & Metis contract funding has been received. The remaining funding will be received in two additional installments during 2016-17.

Tuition and Related Fees

The tuition and related fee revenues will be over budget. There were more federally funded students enrolled at North East School Division during the first and second quarters of 2016-17 compared to the budget. The actual tuition revenue calculations for federally funded students are based on the actual enrolments at three points in time during the school year. In the second quarter of 2016-17, there were additional billings for a student attending LP Miller Comprehensive School from the Red Earth Cree Nation, as well as a tuition billing for a foreign exchange student attending Hudson Bay Comprehensive School, both of which were unbudgeted.

In 2015-16, there were less federally funded students enrolled at North East School Division from September 2015 to February 2016 compared to the budget.

School Generated Funds

Based on the first and second quarter trends, the school generated revenues could be more than the 2016-17 budget. The following contributed to the increase in revenues: schools fundraising to offset extra-curricular sports costs, and third party donations to support various school programs and projects. The sports fundraisers and third party donations were unbudgeted. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary service revenues are currently at 50% of the budgeted amount, which is similar to the percentage in 2015-16. 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 \$79,136 or 61% of the total budgeted amount recognized at February 28, 2017. Cafeteria revenues are included in this category. LP Miller cafeteria sales for the first and second quarters of 2016-17 are slightly higher than the first and second quarters of 2015-16 due to a general increase in student sales from the prior year. MUCC Cafeteria sales for the first and second quarters of 2016-17 are consistent with the first and second quarters of 2015-16.

Other Revenue

Other revenue is currently at 43% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. We expect other revenue to be in line with budget as the year progresses.

Expenses

Governance

Governance is 49% of the budgeted amount, which is 1.0% below the expected percentage of budget spent.

All 20 School Community Council (SCC) grant payments available have been paid out in the first and second quarters. In 2014-15, only 19 SCC grant payments were paid out of the 20 grants available. This was due to the Central Park SCC treasurer not submitting the prior year financial report to request the current year funding. An additional SCC grant was established in January 2016 for the 10 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.

Board elections occurred during the fall of 2016, with the associated costs being approximately \$17,000 less than the amount budgeted.

Board professional development (PD) and travel costs are less than anticipated based on the budgeted amounts. However, most board PD sessions occur in the spring, which will increase the PD and travel costs at that time.

Administration

Administration expenses are currently at 46% of the budgeted amount, but are expected to be in line with budget as the year progresses. In 2015-16, administration expenses were at 51% of the budgeted amount. Costs were incurred for searching for a new Superintendent of Human Resources, which had been unbudgeted. The timing of professional development costs also increased the percentage in 2015-16, compared to the same time period for 2016-17.

Instruction

Total instruction expenses are at 57% of the budgeted amount. Most instruction expenses would be expected to be at 60% spent (based on six out of ten months of the fiscal year being completed).

Overall instructional salaries and benefits are at 58.6% of budget. As these accounts are expected to be at approximately 60% of the budgeted amount, many factors are contributing to this variance including: teacher contract salaries are affected by temporary contacts for teachers on sick leave and SEB plan benefits, which were estimated during budget development based on past experience. The budget includes a library technician position at Brunswick School and MUCC that was not filled until November 1, 2016. Teacher professional development has been less than anticipated to the end of the second quarter, therefore reducing the need for substitute salary costs. Benefits are currently under budget due to the timing of the maximums being reached for each federal deduction (CPP and EI), but are expected to align with budget by the end of the year.

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

The improved learning environment of students program has progressed in the second quarter. Surplus funds had been set aside (by the Board) in the year-end financial statements in order to support kindergarten to grade twelve classroom purchases that will provide students with optimal learning by inviting collaboration and problem-solving in a flexible environment and also replace out-dated, worn furniture, but was an unbudgeted item. To the end of the second quarter, \$32,226 in purchases have been made. This expense was not included in the 2016-17 budget.

Plant

Overall the plant expenses are less than the expected 50% (at 40% of budget). The main factor for this is that building operating expenses are under budget, as the majority of the minor renovations projects are undertaken during the summer months.

Student Transportation

Student transportation is currently at 47% of the budgeted amount, with the expected percentage being at 60%. The fuel costs are approximately \$116,000 under budget due to lower than expected fuel prices at budget time. Salary expense is under budget due to one mechanic being on long-term disability from the beginning of September to the end of December 2016, and only returning part-time since that time. Two new mechanics were hired at the beginning of November 2016 – they were budgeted to start September 1.

Tuition and Related Fees

The tuition and related fees are anticipated to be under budget. The number of students enrolled in the regional college adult basic education program is lower than expected. Cumberland Regional College invoiced North East School Division for 20 students and the budget included 25 students. In 2015-16, the budget was for 18 students and billing was for 19 students. This program is fully funded by the Ministry.

School Generated Funds

The school generated expenses are at 76% of the budget (compared to 67% of the budget in the prior year). It is anticipated that expenses will be higher than the budgeted amount as the year progresses. The schools have been fundraising to offset the costs of various sports. This fundraising was not included in the budget and directly impacts the related fundraising expenses. Carrot River Jr. Sr. High School went on the Churchill Northern Studies Tour that was unbudgeted. There was a write-off of a school playground deposit of approximately \$37,400 due to the vendor not delivering the playground equipment as promised, which was unbudgeted. The schools are responsible for determining the budgets for the school generated funds.

Complementary Services

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. The complementary services expenses are currently at 57% of the budgeted amount. Salary expenses are currently under budget due to new teachers hired at lower salaries than what had been budgeted.

In 2015-16, complementary services included costs for the Province-wide Priority – Following Their Voices (FTV), with approximately \$254,000 in expenses for the first and second quarters.

External Services

External services are at 59% of the budget, with the expected percentage being at 60%. External services include the costs associated with operating the cafeterias at MUCC and LP Miller.

Other Expenses

Other expenses are higher than the budgeted amount due to the write down of the Stewart Hawke school building in Hudson Bay for \$238,187. The school building has been advertised for sale but there have been no interested buyers. As the building is not being used for current school operations, the building has been removed from the financial statements. (This is a non-cash expense. Please refer to the Statement of Cash Requirements.) Other expenses also 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 2016-17 fiscal year of the school division.

Tangible Capital Assets

The tangible capital asset (TCA) purchases totaled \$1.1 million in the first and second quarters, out of the total \$4.7 million budgeted. The six school buses included in the 2016-17 budget will be purchased later in the fiscal year. The renovation plans at the Tisdale Transportation and Technology Office have been changed. The budget for this project had been \$2.6 million. The Ministry of Education will not approve an increase to the footprint of the building; therefore, the scope of the work has decreased and the new expected budget is \$1.44 million plus taxes for the bus garage addition and renovations and the office renovations. The Ministry of Education must approve every step of this project so the continuation and completion of the project is dependent on future approvals. To date, the Ministry has approved the issuance of the request for proposals for the project.

The threshold limit for TCA items has been increased to \$1,000 per item from \$500 in the 2015-16 year. This means that individual items costing greater than \$1,000 are capitalized while items less than \$1,000 are expensed.

During 2015-16, the TCA purchases totaled \$2.5 million in the first and second quarters, out of the \$5.4 million budgeted.

Amortization

Amortization expense is being recorded at 50% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2015-16, the same process for amortization was used.

STATEMENT OF ACCUMULATED SURPLUS

Please refer to the statement titled "Statement of Accumulated Surplus" for more information. The board motion on January 24, 2017 that created the new internally restricted accumulated surplus, teachers for diversity and small schools, is reflected in the statement. In addition, the purchase of the replacement information technology vehicle (as approved by the Board on February 14, 2017) has reduced the unrestricted accumulated surplus.

NORTH EAST SCHOOL DIVISION
Statement of Operations
For the six months ending February 28, 2017

	16 - 17				15 - 16			
	Budget 2016-17	Actual 2016-17	Variance	%	Budget 2015-16	Actual 2015-16	Variance	%
REVENUES								
Property Taxation	\$ 11,010,960	\$ 5,505,480	\$ 5,505,480	50%	\$ 10,011,408	\$ 5,005,704	\$ 5,005,704	50%
Grants	44,960,995	22,118,873	22,842,122	49%	48,025,382	24,133,796	23,891,586	50%
Tuition and Related Fees	571,000	470,939	100,061	82%	670,000	412,594	257,406	62%
School Generated Funds	1,029,150	803,797	225,353	78%	1,016,650	978,057	38,593	96%
Complementary Services	608,832	306,874	301,958	50%	608,544	307,522	301,022	51%
External Services	130,143	79,136	51,007	61%	135,693	78,240	57,453	58%
Other Revenue	574,600	247,123	327,477	43%	579,200	298,506	280,694	52%
Total Revenues	\$ 58,885,680	\$ 29,532,222	\$ 29,353,458	50%	\$ 61,046,877	\$ 31,214,419	\$ 29,832,458	51%
EXPENSES								
Governance	\$ 459,450	\$ 224,338	\$ 235,112	49%	\$ 427,100	\$ 214,740	\$ 212,360	50%
Administration	2,203,421	\$ 1,023,376	\$ 1,180,045	46%	2,321,192	1,174,128	1,147,064	51%
Instruction	42,490,888	\$ 24,349,799	\$ 18,141,089	57%	41,302,443	23,665,455	17,636,988	57%
Plant	10,238,897	\$ 4,044,686	\$ 6,194,211	40%	10,280,141	4,477,811	5,802,330	44%
Transportation	4,762,053	\$ 2,257,951	\$ 2,504,102	47%	4,595,854	2,332,225	2,263,629	51%
Tuition and Related Fees	275,000	\$ 231,325	\$ 43,675	84%	200,000	219,759	(19,759)	110%
School Generated Funds	949,420	\$ 717,315	\$ 232,105	76%	973,588	653,568	320,020	67%
Complementary Services	1,450,215	\$ 820,214	\$ 630,001	57%	1,366,176	1,045,857	320,319	77%
External Services	228,208	\$ 135,737	\$ 92,471	59%	226,451	126,635	99,816	56%
Other Expenses	362,541	\$ 421,128	\$ (58,587)	116%	376,225	190,523	185,702	51%
Total Expenses	\$ 63,420,093	\$ 34,225,868	\$ 29,194,225	54%	\$ 62,069,170	\$ 34,100,701	\$ 27,968,469	55%
Operating Surplus (Deficit) for the Year	\$ (4,534,413)	\$ (4,693,646)	\$ 159,233		\$ (1,022,293)	\$ (2,886,282)	\$ 1,863,989	

NORTH EAST SCHOOL DIVISION
Statement of Cash Requirements
For the six months ending February 28, 2017

	Budget 2016-17	Actual 2016-17	Variance
OPERATING SURPLUS FOR THE YEAR	\$ (4,534,413)	\$ (4,693,646)	\$ (159,233)
TANGIBLE CAPITAL ASSETS:			
(-) Purchases	4,652,833	1,120,902	(3,531,931)
(+) Proceeds from disposals	8,000	1,503	(6,497)
LONG TERM DEBT:			
(-) Repayments of the year	342,539	169,491	(173,048)
(+) Debt issued during the year	-	-	-
NON-CASH GAIN/EXPENSES:			
(+) Amortization expense	4,240,208	2,120,104	(2,120,104)
(+) Write-down of capital assets	-	238,187	238,187
(-) Gain on disposals of tangible capital assets	8,000	1,503	(6,497)
(+) Employee Future Benefits expenses	93,500	-	(93,500)
OTHER CASH REQUIREMENTS:			
(-) Employee Future Benefits expected payments	17,000	-	(17,000)
DEFICIT CASH FOR THE YEAR	\$ (5,213,077)	\$ (3,625,747)	\$ 1,587,330
ACCUMULATED SURPLUS CHANGES:			
<i>Internally restricted:</i>			
Digital Projector Replacement	-	6,275	6,275
Violent Threat Risk Assessment	8,000	8,000	-
Invitational Shared Services Initiatives (ISSI)	10,558	(147,642)	(158,200)
Improved Learning Environment	-	32,226	32,226
School Improvement Initiative	396,954	29,421	(367,533)
Non-school buildings	2,638,000	49,605	(2,588,395)
PMR - use of funds for projects	1,200,000	181,545	(1,018,455)
PMR - 16-17 grant transferred to reserves	(1,162,000)	-	1,162,000
Other - internally restricted (net change)	48,056	(2,497,384)	(2,545,440)
NET CHANGE IN CASH POSITION (UNRESTRICTED)	\$ (2,073,509)	\$ (5,963,702)	\$ (3,890,193)

NORTH EAST SCHOOL DIVISION
Statement of Accumulated Surplus
For the six months ending February 28, 2017

	August 31, 2016	Additions during the year	Reductions during the year	August 31, 2017
Invested in Tangible Capital Assets:				
Net Book Value of TCA	74,726,690	693,665	2,120,104	73,300,251
Less: Debt owing on TCA	8,804,643	-	169,491	8,635,152
	65,922,047	693,665	1,950,613	64,665,099
PMR maintenance project allocations	1,817,395	-	181,545	1,635,850
Internally Restricted Surplus:				
Capital Projects:				
Broadway School Sale Agreement	50,556		-	50,556
Computer Hardware Replacement	480,000		-	480,000
Digital Projector Replacement	45,458		6,275	39,183
Hudson Bay School Project	741,909	-	-	741,909
Information Technology Renewal	20,565		-	20,565
Melfort Maintenance Shop	7,379		-	7,379
Non-School Buildings	2,249,607		49,605	2,200,002
Software Enhancements	-		-	-
Telephone System Replacement	8,645		-	8,645
	3,604,119	-	55,880	3,548,239
Other:				
English as an Additional Language Pilot Program	14,487		-	14,487
Improved Learning Environment of Students	551,220		32,226	518,994
Invitational Shared Services Initiatives (ISSI)	10,818	150,000	2,358	158,460
School Budget Carryover	291,051	1,310,596	793,206	808,441
School Generated Funds	1,124,824	845,554	853,943	1,116,435
School Improvement Initiative	726,299		29,421	696,878
Teachers for Diversity and Small Schools	-	2,000,000	-	2,000,000
Tisdale Office Minor Renovations	45,670			45,670
Universal Kindergarten Nutrition Program	12,422		11,617	805
Violence Threat Risk Assessment Training	8,000		8,000	-
Contingency	5,800,000		-	5,800,000
	8,584,791	4,306,150	1,730,770	11,160,171
Unrestricted surplus	9,180,268	-	2,030,649	7,149,619
Totals	23,186,573	4,306,150	3,998,844	23,493,879

NORTH EAST SCHOOL DIVISION
Hudson Bay Community School - Project Costs
For the six months ending February 28, 2017

Total budget for the project	\$ 27,737,698
Total design and construction costs to Feb 28, 2017 (note 1)	<u>27,005,968</u>
Total remaining budget dollars for the project at Feb 28, 2017	<u><u>\$ 731,730</u></u>

Summary of total funding for total project:

Total project cost	\$ 27,737,698
Total funding from Ministry (note 2)	17,689,791
Total funding from Town of Hudson Bay (note 3)	<u>522,635</u>
Total funding from North East School Division (note 4)	<u><u>\$ 9,525,272</u></u>

Notes:

1. The cost of building for the Hudson Bay School totals \$27,005,968 at Feb 28, 2017.
2. As of August 31, 2016, \$17,689,791 had been recognized as revenue during the construction of the school. No further revenue is expected.
3. At August 31, 2016, all of the expected funding from the Town of Hudson Bay had been recognized as revenue in the financial statements.
4. The funding from the North East School Division is in the form of a loan that is amortized over a twenty year time period and is being funded through the provincial operating grant.



NESD Board of Education

Meeting Date: April 11, 2017

Topic: Transportation Report: 2016-17 Quarter 2

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

BACKGROUND

The Office of the Provincial Auditor (OPA) audited the safety of student transportation processes in six school divisions and the Ministry of Education for the 2011-12 school year. In the report: *Transporting Students Safely (Volume 2, Chapter 36)*, the OPA provided eight recommendations specific to the ministry related to the safe transportation of students. In March 2015 a working group was formed consisting of the ministry and transportation managers/supervisors from six school divisions.

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

CURRENT STATUS

Please find attached the *Transportation Report: 2016-17 Quarter 2*. The "Transportation Safety Reporting Guidelines" also recommend that school divisions maintain a template that tracks complaints about safe student transportation. Transportation Services at the North East School Division has been tracking complaints by using a template (prior to the Guidelines being provided). Any complaint that is related to safety is tracked. The following information is tracked:

- Call fielded by: Individual at the school division that took the complaint.
- Date: Date the complaint was received.
- Name (Parent): Name of the parent or individual who is filing the complaint.
- Name (Student): Name of the student involved in the complaint.
- Contact Information: Contact information of individual filing the complaint.
- Nature of the issue: Description of the kind of complaint being tracked.
- Driver Name & Route Number: Information that allows the school division to identify the bus and bus driver involved in the complaint.
- Completion date: Date that the complaint was resolved.

RECOMMENDATION

Proposed motion:

That the Board accept the North East School Division Transportation Report: 2016-17 Quarter 2.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Bryan Morgan, Manager of Transportation	April 5, 2017	<i>Transportation Report: 2016-17 Quarter 2</i>

Transportation Report: 2016-17 Quarter 2

TRANSPORTATION KEY RISKS

Key Risk	Strategies Used
Driver Competence	<ul style="list-style-type: none"> • <i>October 2016 bus driver in-service including professional driver training provided by the Saskatchewan Safety Council</i> • <i>Driver abstracts are reviewed the month following the driver's birthdate</i> • <i>Bus drivers are evaluated on a 3-year cycle - ride along program</i> • <i>Area meetings (March)</i>
Student Behaviour	<ul style="list-style-type: none"> • <i>Registration form requires parents to agree that they have read the school bus safety rules. New families are sent a registration letter that highlights student expectations</i> • <i>Cameras are installed on 45% of buses. Each year 10 cameras are installed to reach the goal of 100%</i> • <i>Some schools review school bus safety in early September.</i>
Vehicle Maintenance / Condition	<ul style="list-style-type: none"> • <i>A preventative maintenance program is in place and followed. Buses are serviced every 4,000 km</i> • <i>SGI school bus inspections are completed annually. Expiration dates are monitored</i>
External Factors	<ul style="list-style-type: none"> • <i>Bus loading zones are monitored by schools during loading/unloading of students</i> • <i>Bus drivers have means of communication (two way radios) in the event of trouble with vehicle or road</i> • <i>Use of standardized forms to document all collisions involving buses</i> • <i>Bus cancellation criteria for use during severe weather, including methods of communicating any cancellations</i> • <i>Require bus drivers to conduct and document evacuation drills with students at least twice a year</i> • <i>GPS on buses, used to track buses in case of emergency</i> • <i>Monitor school bus zones and unloading zones to ensure school bus zones are clearly marked</i> • <i>School bus loading zones are in the process of being catalogued to improve student safety. 40% have been catalogued. (Cataloguing is an assessment and data collection for the loading zones. Pictures and notes are taken of the approaches and exits so that improvements can be made.)</i>

Key Focus Areas:

The key focus area in the near future will be to improve/update the communication methods of the bus drivers, schools and the transportation department with regard to student behavior issues. This could include using existing software.

Transportation Report: 2016-17 Quarter 2

TRANSPORTATION PERFORMANCE INFORMATION

Performance Indicator	Results			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total students transported	2,817	2,801		
Number of transportation routes	69	69		
Number of unfilled routes	0	0		
Number of route cancellations:	112	135		
Mechanical	7.5	17.5		
Weather	76.5	112		
No substitute driver	26	5.5		
Other	2*	0		
Average age of bus fleet	6.13 years	6.13 years		
Capacity utilized on bus (average)	71%	67%		
Average one-way ride time (in minutes)	25**	25		
Longest one-way ride time (in minutes)	95***	95		
* October 6, 2016, no power at Gronlid Central School – buses cancelled.				
** Average ride time calculated by the sum of all students ride times divided by the number of riders gives an average ride time based on students.				
*** Students live in Reserve and are attending PPCS.				
Quarter 2 <ul style="list-style-type: none"> • Higher mechanical cancellations due to temperature related breakdowns. • More weather cancellations (-40 or general weather road conditions). • More spares available for filling routes. Some were last minute cancellations. 				

Emerging issues:

As parents become more aware of the childcare busing option, there is an increase in the number of childcare busing requests. This issue has a larger impact on the urban busing.



NESD Board of Education

Meeting Date: April 11, 2017

Topic: Bjorkdale School Review

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

BACKGROUND

At the January 24, 2017 meeting of the board of education, a resolution to consider the discontinuance of grades or closure of Bjorkdale school was passed. Meetings were scheduled for consultation with the Bjorkdale staff and School Community Council and notice was provided for a Meeting of Electors for the Bjorkdale School District.

CURRENT STATUS

On March 22, 2017 chairperson Luke Perkins consulted via telephone with board trustees and a decision to cancel the March 29, 2017 Bjorkdale Meeting of Electors was made. The Education Act, 1995 and related regulations require the meeting with the electors to be held on or before March 31. As a result, a motion to discontinue grades or to close Bjorkdale School cannot be made without the support of the School Community Council.

RECOMMENDATION

Board Motion to Remove School from Review Status

Whereas, the Board of Education of the North East School Division identified Bjorkdale School under Board Policy 114: School Viability Review as meeting the criteria for a school review;
And whereas, the review of Bjorkdale School was subsequently authorized by the Board of Education and was held in accordance with the requirements of *The Education Act, 1995*;
And whereas, the Board is satisfied that the review demonstrated that consideration of grade discontinuance or school closure is not warranted at this time;
Therefore, the Board of Education removes Bjorkdale School from review status.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	March 29, 2017	



NESD Board of Education

RECOMMENDATION

Proposed motion:

That the Board approves the transportation by Horizon School Division to St. Brieux School of the students in the Pathlow-St. Brieux area that are within the North East School Division boundaries on a case by case basis, as decided by Administration during the 2017-18 school year.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education Wanda McLeod, Superintendent of Business Administration	April 5, 2017	