

**NESD Regular Board Meeting**

**DATE: Tuesday, April 23, 2024**

**TIME: 1:30 pm**

**LOCATION: Porcupine Plain Comprehensive School, Porcupine Plain, SK**

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**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGEMENT**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF AGENDA**

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

**5. ADOPTION OF MINUTES**

- That the minutes of the [February 13, 2024](#) Regular Board Meeting be adopted as presented
- That the minutes of the [March 19, 2024 Regular Board Meeting](#) be adopted as presented.
- That the minutes of the [April 8, 2024 Additional Meeting](#) of the Board be adopted as presented.

**6. DELEGATIONS and SPECIAL PRESENTATIONS**

- Porcupine Plain Comprehensive School presentation.

**7. CONSENSUS AGENDA ITEMS:**

Proposed motion: That the Board moved that the following consent items be approved as presented and that the Board receive the following items as information:

- Administrative Policies
- Board Celebrations

**8. DISCUSSION/DECISION - BOARD DIRECTION**

**A. New Business**

1. [15-Passenger Vans](#)
2. [Board Policy Review Committee Terms of Reference](#)

**B. Monitoring and Reporting Items:**

1. [Financial Report - Sept, 1, 2023 to Feb. 28, 2024](#)

**C. Board of Education Strategic Direction Items:**

**9. INFORMATION ITEMS**

**1. [Administrative Policies](#)**

**1. For Board Review:**

- AP 401 Decision Making
- AP 416 Student Records
- AP 419 Internet use – archived due to redundancy with:
  - AP 525 Employee and Student Use of Technology
  - AP 525.1 Technology Acceptable Use Agreement (Student)
  - AP 525.2 Technology Acceptable Use Agreement (Staff)

**2. Housekeeping Changes:**

- AP 403 Admission of Students
- AP 512 – Violence and Violent Incident Report Form

**2. [Board Celebrations](#)**

**10. CORRESPONDENCE**

**11.SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**

**12. READINGS**

13. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING

14. ADJOURNMENT

15. TEN-MINUTE RECESS and MEDIA INTERVIEWS (if necessary)

16. CLOSED SESSION ROUNDTABLE and MEETING REVIEW.

#### EVENTS

- [INVITE - NESD Staff Appreciation Banquet](#)

**NORTH EAST SCHOOL DIVISION  
BOARD MEETING MINUTES  
Tuesday, February 13, 2024**

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**MINUTES OF A MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, February 13, 2024, at 1:30pm at the NESD Transportation Office in Tisdale, SK

**TRUSTEES:**

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

**NESD ADMINISTRATION:**

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

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**CALL TO ORDER** at 1:30pm.

2024-02-129	M. Walton moved that the Board move to an in-camera session at 1:30pm.	<i>CARRIED</i>
2024-02-130	T. Kwiatkowski moved that the Board move out of camera at 1:40pm.	<i>CARRIED</i>
2024-02-131	M. Walton moved that the Board move to an in-camera session at 1:42pm.	<i>CARRIED</i>
2024-02-132	S. Hanson moved that the Board move out of camera at 1:50pm.	<i>CARRIED</i>

**LAND ACKNOWLEDGMENT**

M. Walton provided the land acknowledgement.

*“I acknowledge that today we meet on the homeland of the Métis and on Treaty 6 territory.*

*This land, which I am honored to call home, is an Indigenous space and I as a newcomer recognize that I, my family, community, and school division benefit from this land, from the plant world and animal world that nurtured First Nations people for thousands of years before me.*

*I strive to recognize my responsibility in reconciliation as a leader in my division, my community, and family roles. I also acknowledge that all of the benefits from this land have come at a cost to First Nation and Metis people.”*

**DECLARATION of Conflict of Interest**

There was no conflict of interest declared.

**ADOPTION OF AGENDA**

2024-02-133	D. Kelsey moved that the agenda be adopted as presented.	<i>CARRIED</i>
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**MINUTES**

2024-02-134	K. Graham moved that the minutes of the <a href="#">January 16, 2024 Regular Board Meeting</a> be adopted as presented.	<i>CARRIED</i>
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**DELEGATIONS and SPECIAL PRESENTATIONS:**

- *NONE*

## **CONSENSUS ITEMS**

- 2024-02-135 T. Kwiatkowski moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*
- Administrative Policies
    - AP 607 – Family Life and Sex Education - HOUSEKEEPING
    - AP 709 – Tangible Capital assets – AMENDED
    - AP 603 – Citizenship Education-0122242-FORMATTED
    - AP 606 – Physical Education-0122242-FORMATTED
    - AP 608 – Driver Education-0122242-FORMATTED

## **NEW BUSINESS**

- 2024-02-136 M. Walton moved that the Collective Agreement with CUPE Local 4875 effective from September 1, 2022, to August 31, 2025 be ratified by the Board of Education of the North East School Division. *CARRIED*
- 2024-02-137 K. Graham moved that the Board approves the submission of the following projects, in order of priority, to the Ministry of Education Infrastructure Branch by the North East School Division in the 2025-26 Application for Major Capital Project Funding: *CARRIED*
1. New replacement elementary school in Melfort (consolidate two or three schools)
  2. Melfort and Unit Comprehensive Collegiate (modernization/renovation)
  3. L.P. Miller Comprehensive School (modernization/renovation).
- 2024-02-138 D. Kelsey moved that the Board approve the following projects for the 2025-26 Minor Capital Renewal Program applications: *CARRIED*
- Tisdale Middle and Secondary School (upgrades/renovations);
  - Wagner School (upgrades/renovations).
- 2024-02-139 S. Hanson moved to have a recorded vote.
- 2024-02-140 S. Hanson moved that the NESD Board review all bussing requests for the NESD that relate to the 2023-2024 school year to ensure fairness and equity amongst everyone in the division. *DEFEATED (2-5)*
- K. Graham and S. Hanson voted in favor.

## **MONITORING AND REPORTING ITEMS**

- 2024-02-141 T. Kwiatkowski moved that the Board accepts the North East School Division Transportation Report: September 2023 to January 2024. *CARRIED*

## **STRATEGIC DIRECTION ITEMS**

- 2024-02-142 K. Graham moved that the Board approves, as of September 2, 2024, a change to the Town of Nipawin and Sub-Division No. 3 electoral boundaries: Town of Nipawin will change to a sub-division that includes the Town of Nipawin and Nipawin Rural. *CARRIED*

**ADJOURNMENT**

2024-02-143

T. Kwiatkowski moved that the Board Meeting adjourn at 2:48pm.

*CARRIED*

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NESD Board Chair/Vice-Chair

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Superintendent of Business Administration

**NORTH EAST SCHOOL DIVISION  
BOARD MEETING MINUTES  
Tuesday, March 19, 2024**

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**MINUTES OF A MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, March 19, 2024, at 1:30pm at the NESD Division Office Boardroom in Melfort, SK.

**TRUSTEES:**

Kathrene Bank  
Kevin Graham  
Sherri Hanson  
Dustin Kelsey  
Lori Kidney (Microsoft Teams)  
Ted Kwiatkowski  
Marla Walton – CHAIR

**NESD ADMINISTRATION:**

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

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**CALL TO ORDER** at 1:37 pm. (K. Bank was absent.)

**LAND ACKNOWLEDGMENT**

2024-03-144 M. Walton provided the land acknowledgement.

*"I acknowledge that today we meet on the homeland of the Métis and on Treaty 6 territory.*

*This land, which I am honored to call home, is an Indigenous space and I as a newcomer recognize that I, my family, community, and school division benefit from this land, from the plant world and animal world that nurtured First Nations people for thousands of years before me.*

*I strive to recognize my responsibility in reconciliation as a leader in my division, my community, and family roles. I also acknowledge that all of the benefits from this land have come at a cost to First Nation and Metis people."*

**DECLARATION OF CONFLICT OF INTEREST**

There was no conflict of interest declared.

K. Bank arrived at 1:46.

**ADOPTION OF AGENDA**

- 2024-03-145 K. Graham moved that the agenda be adopted as amended with the following additions: *DEFEATED*
- Student and staff safety motion added to New Business.
  - Election boundaries motion added to Strategic Direction Items.
- 2024-03-146 S. Hanson moved that the Board meeting move into in-camera session at 1:51pm. *CARRIED*
- 2024-03-147 D. Kelsey moved that the Board meeting move out of in-camera session at 2:57pm. *CARRIED*
- 2024-03-148 S. Hanson moved that the agenda be adopted as presented. *CARRIED*

**MINUTES**

- 2024-03-149 K. Bank moved that the adoption of the minutes of the February 13, 2024, Regular Board Meeting be postponed to the April 23, 2024 Regular Board Meeting. *CARRIED*

*W. McLeod excused herself from the meeting at 3:16pm.*

**DELEGATIONS and SPECIAL PRESENTATIONS:**

*Keith Chapman, NESD Manager of Information Technology and Susan Plant, Superintendent of Learning, provided a presentation about the North East School Division Technology Summary dated March 2024.*

*K. Graham excused himself from the meeting during this presentation at 3:18pm.*

*W. McLeod returned during this presentation at 3:22pm.*

**CONSENSUS ITEMS**

- 2024-03-150 D. Kelsey moved that the Board approve the following consent items as presented and that the Board receive the following items as information: *CARRIED*
- Out of Province – March 2024
  - Correspondence.

**NEW BUSINESS**

S. Lair outlined the March Board celebrations.

- 2024-03-151 T. Kwiatkowski moved 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 2024-25 school year. *CARRIED*

**MONITORING AND REPORTING ITEMS**

- 2024-03-152 D. Kelsey moved that the Board accept the North East School Division Technology Summary for March 2024. *CARRIED*

*K. Graham returned to the meeting at 3:44pm.*

- 2024-03-153 S. Hanson moved that the Board accept the Balanced Scorecard Report for the 2023-24 school year as presented. *CARRIED*

*S. Hanson excused herself from the meeting at 3:54pm.*

S. Lair provided information regarding the policy and administrative procedure updates that are being completed.

*S. Hanson returned to the meeting at 3:55pm.*

**STRATEGIC DIRECTION ITEMS**

- 2024-03-154 K. Graham moved that the Board of Education approve the North East School Division school year calendar and alternate school year calendars for 2024-2025. *CARRIED*

2024-03-155 L. Kidney moved that the Board rescind the following motion made at the Regular Board Meeting on February 13, 2024: CARRIED  
*That the Board approve, as of September 2, 2024, a change to the Town of Nipawin and Sub-Division No. 3 electoral boundaries: Town of Nipawin will change to a sub-division that includes the Town of Nipawin and Nipawin Rural.*

**ADJOURNMENT**

2024-03-156 T. Kwiatkowski moved that the Board Meeting adjourn at 3:44 pm. CARRIED

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NESD Board Chair/Vice-Chair

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Superintendent of Business Administration



**NORTH EAST SCHOOL DIVISION  
ADDITIONAL BOARD MEETING MINUTES  
Monday, April 8, 2024**

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**MINUTES OF AN ADDITIONAL BOARD MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Monday, April 8, 2024, at 7:00pm in the Salopian Room at the Tisdale Recplex in Tisdale, SK.

**TRUSTEES:**

Kathrene Bank  
Kevin Graham  
Dustin Kelsey  
Lori Kidney - CHAIR  
Ted Kwiatkowski – via TEAMS  
Marla Walton

**ABSENT:**

Sherri Hanson

*\*\* NESD Administration was not part of the meeting.*

**GUEST:** Maureen Jickling

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**CALL TO ORDER** at 7:07 pm.

**LAND ACKNOWLEDGMENT**

M. Walton provided the land acknowledgement.

*"I acknowledge that today we meet on the homeland of the Métis and on Treaty 6 territory.*

*This land, which I am honored to call home, is an Indigenous space and I as a newcomer recognize that I, my family, community, and school division benefit from this land, from the plant world and animal world that nurtured First Nations people for thousands of years before me.*

*I strive to recognize my responsibility in reconciliation as a leader in my division, my community, and family roles. I also acknowledge that all of the benefits from this land have come at a cost to First Nation and Metis people."*

**DECLARATION OF CONFLICT OF INTEREST**

There was no conflict of interest declared.

**ADOPTION OF AGENDA**

2024-04-157 K. Bank moved that the agenda be adopted as presented. CARRIED

**DELEGATIONS and SPECIAL PRESENTATIONS:**

- Maureen Jickling

2024-04-158 D. Kelsey moved that the Board move to an in-camera session at 7:09 pm. CARRIED

2024-04-159 K. Bank moved that the Board move out of camera at 9:06 pm. CARRIED

**ADJOURNMENT**

2024-03-160 D. Kelsey moved that the Board Meeting adjourn at 9:07 pm. CARRIED

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# NESD Board of Education

Meeting Date: April 23, 2024

Topic: 15-Passenger Vans at the Schools

MEETING		AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input checked="" type="checkbox"/> Information	
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Decision	
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion	

## BACKGROUND

The price of a 15-passenger van has more than doubled during the past few years. The cost of a van is approximately \$80,000 and would probably take over a year to receive. Traditionally, the schools fundraise to cover 100% of this cost. In the past, the board has provided funds for the difference between the 15-passenger van and the mini-bus. This has usually been in the \$40,000 range.

Some of the reasons that schools decide to purchase either a 15 passenger van or a mini-bus:

- It is difficult to find short-term rentals of 15 passenger vans;
- In isolated locations (such as Choiceland), the short-term rental is in another community. This adds both time and cost to each rental.
- When families drive the students, they are reimbursed, and this can cost the school more money than renting or owning a 15-passenger van.
- The schools have many extra-curricular activities that would benefit from a 15-passenger van.
- Sometimes a school bus driver is not available (when the school tries to book a bus).

## CURRENT STATUS

After discussions with the Board at two Committee of the Whole meetings, the following is being proposed:

- The school would need to fundraise 50% of the cost of the 15 passenger van;
- The Board provides 25% of the cost from accumulated surplus;
- The Board provides an interest free loan over a five year time period for 25% of the cost.

## RECOMMENDATION

### Proposed Board Motion:

That the Board provides the following financial support if a school purchases a 15-passenger van:

- 25% of the cost from accumulated surplus;
- 25% of the cost would be an interest free loan to be repaid by the school over a five year time period;
- The remaining 50% would be funded by the school.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	April 10, 2024	



# NESD Board of Education

Meeting Date: April 23, 2024

Topic: Board Policy Renewal Committee Terms of Reference

MEETING		AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innoavtion, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion

## BACKGROUND

On January 16<sup>th</sup>, 2024, the NESD Board passed the following motion.

The Board shall create a committee for board policy review. The members of this committee will be Kathrene Bank, Sherri Hanson, and Marla Walton. The composition of this committee and its specific objectives shall be revisited and renewed annually during the Organizational Meeting.

On February 13<sup>th</sup>, 2024, the NESD Board reviewed the following Board Policy Review Committee Terms of reference. The board did not have recommended changes at that time.

### Terms of Reference for the Board Policy Review Committee

#### 1. Purpose

The primary objective of the Board Policy Review Committee (BPRC) is to conduct a comprehensive review of existing policies within the board. The committee aims to enhance the efficiency of the Board, mitigate potential risks, and uphold the highest standards of governance and ethical conduct. Through thorough assessment, the BPRC will identify areas for improvement, recommend revisions to current policies, and propose the development of new policies where necessary to align with the board's strategic goals and compliance requirements.

#### 2. Composition

The BPRC shall be composed of the following members:

- Director of Education (Chairperson)
- Three board members (appointed by the Board)

The committee may also invite subject matter experts or external consultants as needed, particularly policy advisors from the Saskatchewan School Boards Association, to provide specialized knowledge or insights during the review process.

#### 3. Roles and Responsibilities

**Director of Education (Chairperson):** Oversees the committee's operations, sets the agenda for meetings, and ensures that the committee's objectives are met. The Chairperson also facilitates discussions, represents the committee's interests to the Board, and ensures effective communication between the committee and the Board.

**Board Members:** Participate actively in discussions, provide insights based on their experience and expertise, and contribute to the development of recommendations for policy revisions or the creation of new policies.



# NESD Board of Education

**Policy Advisors (Advisory Role):** Provide expert advice on best practices in policy development and governance, assist in the review process, and offer recommendations based on industry standards and legal requirements.

**4. Meeting Frequency**

The BPRC will meet annually, or more frequently if required, based on the volume of policies under review or the urgency of specific policy issues. Meetings may be requested by Board Members and or by the Chairperson as necessary to address any urgent matters.

**5. Deliverables**

Proposals for policy revisions or the development of new policies, supported by a rationale for each recommendation.

**6. Reporting and Communication**

The BPRC will report its findings and recommendations to the Board through the Committee of the Whole meetings. The BPRC will present a comprehensive report summarizing the outcomes of the policy review, including proposed revisions and new policies. Upon discussion and consideration by the Committee of the Whole, the BPRC will finalize the policies and request formal approval at a subsequent Board meeting. The BPRC will ensure transparent by providing updates on progress, sharing key findings, and soliciting feedback when necessary to ensure that the policies reflect the needs and values of the educational community.

**7. Review and Evaluation**

The BPRC will assess the effectiveness of newly implemented or revised policies by ensuring the polices lead to efficiency, risk management, and governance standards. The committee will use these evaluations to inform future policy reviews and ensure continuous improvement. The Terms of Reference for the BPRC will be reviewed annually and updated as necessary to reflect changes in the Board's strategic direction, governance standards, or external legal and regulatory requirements.

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## CURRENT STATUS

The BPRC committee met on February 26, 27, March 1, 22, 2024. In attendance was the NESD Director of Education, Stacy Lair; Board Members: Kathrine Bank, Sherri Hanson, Marla Walton; SSBA policy advisors: Ted Amendt and Joe Couture (excluding March 1); and NESD Assistant to the Director, Triki Zenner as the recorder.

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## RECOMMENDATION

**Proposed Board Motion:**

That the Terms of Reference for the Board Policy Review Committee be approved by the Board as being presented and accepted.

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**PREPARED BY**

Stacy Lair, Director of Education

**DATE**

April 16, 2024

**ATTACHMENTS**



# NESD Board of Education

Meeting Date: April 23, 2024

Topic: Financial Report for the Six Months Ending February 28, 2024

MEETING		AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information Items	<input type="checkbox"/> Information	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Decision	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion	<input type="checkbox"/> Discussion

## BACKGROUND

The North East School Division Board is provided with quarterly financial reports from Administration.

## CURRENT STATUS

Please find attached the following for the six months ending February 28, 2024:

1. Memo for the Six Months ending February 28, 2024
2. Statement of Operations
3. Statement of Cash Requirements
4. Statement of Accumulated Surplus
5. Statement of Tangible Capital Asset Purchases

Please contact Wanda McLeod, Superintendent of Business Administration, with any specific questions prior to the Board meeting. Answers will be provided during the meeting.

## RECOMMENDATION

### Proposed Board Motion:

That the Board accept the financial report for the six months ending February 28, 2024.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Donna Eberle, Manager of Finance	April 10, 2024	<ul style="list-style-type: none"> <li>• Memo for Quarter End</li> <li>• Statement of Operations</li> <li>• Statement of Cash Requirements</li> <li>• Accumulated Surplus Activity Statement</li> <li>• Statement of Tangible Capital Asset Purchases</li> </ul>



# North East School Division

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**TO:** Board of the North East School Division

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

**DATE:** April 3, 2024

**RE:** Financial Report for the Quarter Ending February 29, 2024

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The Board will be provided with three quarterly reports and one annual financial statement report for the 2023-24 fiscal year. February 29, 2024 marks the end of the second quarter. At February 29, 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 quarter as well as comparisons to the September to February 2023 quarter. It is important that this document be used in conjunction with the Statement of Operations, Statement of Cash Requirements and Statement of Accumulated Surplus.

## STATEMENT OF OPERATIONS

### Revenues

#### **Grants**

The provincial grants totaled approximately \$31.7 million at quarter end. This amount includes the operating and other Ministry of Education grants. The operating grant amount (at \$29.6 million) is based on the 2023-24 provincial budget announcement using the actual September 30, 2023 enrolment for the school division. The overall impact of the December operating grant (that takes into account the September 30, 2023 actual school enrolments) should result in approximately \$244,000 additional funding (increase in accumulated surplus). The total increase in funding number takes into account the grant calculation for the federally funded students and the students who are enrolled in the Adult Basic Education program at Suncrest College.

For 2023-24, there is a provincial capital grant of \$6.1 million included in the budget for the construction of the new kindergarten to grade twelve school in Carrot River. During the first two quarters of 2023-24, \$2.1 million was received. The funding from the school division was used during the first quarter (as reported in the Statement of Accumulated Surplus). For 2022-23, \$6.6 million was received in capital funding in the first two quarters. Approximately \$1.6 million of the capital funding related to work that was completed during the 2021-22 fiscal year.

#### **Tuition and Related Fees**

The tuition and related fee revenues will most likely be under budget. There were less federally funded students enrolled at North East School Division during the first quarter of 2023-24 compared to the budget, but right on budget for the second quarter. The actual tuition revenue calculations for federally funded students are based on the actual enrolments at three points in time during the school year. Actual enrollment for the first billing was based on 36 students compared to the budget number of 38 students. The second billing was based on 38 students. Total tuition revenue is higher in 2023-24 than

2022-23 as enrolment has increased. In 2022-23 actual, enrolment for the first billing was based on 31 students compared to the budget number of 42 students. The second billing had not been completed by February 28, 2023 which resulted in 2022-23 being less than 2023-24 at the end of February.

### **School Generated Funds**

School generated funds are currently at 91% of the budgeted amount (compared to 78% of the budget in prior year). The schools determine the budgets. There were more donations received and more fundraising activities compared to anticipated amounts at budget time.

### **Complementary Services**

Complementary service revenues are currently at 64% of the budgeted amount. The complementary service revenue includes the provincial grants for the pre-kindergarten programs and grants for the outreach programs.

### **External Services**

External services revenue is currently at 20% of the budgeted amount. External services are comprised of cafeteria sales, grant funding for the Invitational Shared Services Initiative (ISSI), funding for the driver education program as well as funding for the Early Years Family Resource Centre in Tisdale.

Cafeteria sales for both LP Miller and MUCC are consistent for the first and second quarters of 2023-24 compared to the first and second quarters of 2022-23. This means that the number of sales compared to prior year is consistent.

The school division will not be receiving any funding for ISSI in 2023-24. The 2023-24 ISSI funding was received and recorded as revenue during the 2022-23 fiscal year. Due to the timing of the funding, external services revenue related to ISSI will be underbudget by the \$160,000 for this year.

Funding for the driver education program is now considered an External Service. The Statement of Operations for 2022-23, relating to the driver education program has been updated to external services revenue for comparison purposes.

The school division is the accountable partner for the Early Years Family Resource Centre in Tisdale. The Ministry of Education has confirmed funding of \$300,407 for the 2023-24 year. The funding has been received in the third quarter of 2023-24.

### **Other Revenue**

Other revenue is currently at 85% of the budgeted amount. Miscellaneous revenue, rentals, interest income and gain on disposal of tangible capital assets are in this category. A donation of \$893,327 from a third party has been recognized as income in the first quarter of 2023-24. This funding was used to expand the size of the new school in Carrot River and was included in the budget. We expect other revenue to be slightly higher than budget as the year progresses. Interest income is higher than anticipated at budget time due to interest rates remaining at a high level.

### **Expenses**

#### **Governance**

Governance is 45% of the budgeted amount, which is slightly lower than the expected percentage of budget spent but is anticipated to be on budget at yearend. One school community council grant remains outstanding as of the second quarter of 2023-24.

#### **Administration**

Administration expenses are at 51% of budget, which is lower than the 52% spent by the second quarter of 2022-23. It is anticipated that administration expenses will be slightly under budget at year end.

## **Instruction**

Total instruction expenses are at 54% of the budgeted amount, which is slightly lower than the 57% spent by the second quarter of 2022-23. The amount expected to be spent is 60% (based on six out of ten months of the fiscal year being completed). An agreement had been reached with CUPE employees on February 27, 2024; however, an accrual for the increase has not been included in the actuals. The retro payments were made in March 2024. Instruction is expected to be under budget: there have been two days of strikes by the teachers and the average teachers' salary is less than expected due to more temporary contracts at lower salary levels.

## **Plant**

Overall the plant expenses are less than the expected 50% (at 37% of budget, which lower than the 45% in 2022-23). The main factor: building operating expenses are under budget, as the majority of the minor renovation projects are undertaken during the summer months. The budget for minor renovations is higher in 2023-24 compared to 2022-23.

## **Student Transportation**

Student transportation is currently at 53% of the budgeted amount (which is identical to the second quarter of 2022-23), with the expected percentage being 60%. It is anticipated that transportation expenses will be slightly under budget at year end.

## **Tuition and Related Fees**

The tuition and related fees relate to the number of students enrolled in the regional college adult basic education program at Suncrest College. For 2023-24, Suncrest College invoiced the school division the full amount owing in the first quarter, and the amount is over budget. In 2022-23, the school division was invoiced in the second quarter. This payment to Suncrest College is fully funded in the operating grant from the province.

## **School Generated Funds**

The school generated expenses are at 84% of the budget (compared to 66% of the budget in the prior year). As the schools determine their budgets and with increase in fundraising and other activities, school generated fund expenses may be slightly higher than budget at year end.

## **Complementary Services**

Complementary services include costs associated with outreach workers and the pre-kindergarten programs in the division. Complementary services are at 53% of the budget, with the expected percentage being at 60%.

## **External Services**

External services are at 33% 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 Comprehensive School, expenses relating to ISSI, costs for the driver education program and expenses relating to the operation of the Early Years Family Resource Centre in Tisdale. There were no expenses relating to ISSI in the first or second quarters, which is consistent with 2022-23. The costs for the operations of the Early Years Family Resource Centre will be incurred as the year progresses.

## **Other Expenses**

Other expenses are at 51% of budget, which is identical to the amount in the second quarter of 2022-23. Other expenses include services charges and interest paid on the capital loan for the construction of the Hudson Bay Community School. Other expenses are expected to be on budget at yearend.



## **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 2023-24 fiscal year of the school division.

### **Tangible Capital Assets**

The tangible capital asset (TCA) purchases totaled \$4.6 million at the end of the second quarter, out of the total \$11.0 million budgeted. A total of \$6.6 million of the budget relates to the construction of the new school in Carrot River. This project will continue as the year progresses. The school buses, computer hardware purchases, as well as the planned school playground equipment will be purchased later in the fiscal year. A vehicle for the technology department and two student services vehicles have been purchased and delivered by the end of the second quarter of 2023-24, which had been budgeted.

### **Amortization**

Amortization expense is being recorded at 50% of the budgeted amount. The actual amortization expense will be calculated at year-end. In 2022-23, the same process for amortization was used.

### **Statement of Accumulated Surplus**

Please refer to the statement titled "Statement of Accumulated Surplus" for more information.

**NORTH EAST SCHOOL DIVISION**  
**Statement of Operations**  
For the six months ending February 29, 2024

	23 - 24				22 - 23			
	Budget 2023-24	Actual 2023-24	Variance	%	Budget 2022-23	Actual 2022-23	Variance	%
<b>REVENUES</b>								
Grants	\$ 66,488,617	\$ 31,717,465	\$ 34,771,152	48%	\$ 69,223,965	35,946,918	\$ 33,277,047	52%
Tuition and Related Fees	498,066	357,869	140,197	72%	552,838	175,339	377,499	32%
School Generated Funds	1,147,499	1,039,239	108,260	91%	993,100	779,521	213,579	78%
Complementary Services	843,732	538,405	305,327	64%	731,154	505,176	225,978	69%
External Services	838,655	166,111	672,544	20%	470,000	277,797	192,203	59%
Other Revenue	2,007,700	1,711,093	296,607	85%	716,500	585,746	130,754	82%
Total Revenues	<u>\$ 71,824,269</u>	<u>\$ 35,530,182</u>	<u>\$ 36,294,087</u>	49%	<u>\$ 72,687,557</u>	<u>\$ 38,270,497</u>	<u>\$ 34,417,060</u>	53%
<b>EXPENSES</b>								
Governance	\$ 281,000	\$ 125,637	\$ 155,363	45%	\$ 276,960	148,371	\$ 128,589	54%
Administration	2,808,936	1,423,578	1,385,359	51%	2,533,831	1,324,522	1,209,309	52%
Instruction	44,504,122	24,245,702	20,258,421	54%	43,849,531	25,063,940	18,785,591	57%
Plant	12,234,112	4,562,756	7,671,356	37%	10,404,873	4,671,576	5,733,297	45%
Transportation	5,327,152	2,797,902	2,529,250	53%	5,535,391	2,953,793	2,581,598	53%
Tuition and Related Fees	149,420	161,871	(12,451)	108%	187,230	124,640	62,590	67%
School Generated Funds	889,601	744,033	145,568	84%	957,086	629,504	327,582	66%
Complementary Services	1,707,279	907,981	799,299	53%	1,510,763	835,444	675,319	55%
External Services	905,075	298,327	606,748	33%	547,593	132,862	414,731	24%
Other Expenses	246,983	125,322	121,661	51%	265,623	134,773	130,850	51%
Total Expenses	<u>\$ 69,053,680</u>	<u>\$ 35,393,108</u>	<u>\$ 33,660,573</u>	51%	<u>\$ 66,068,881</u>	<u>\$ 36,019,425</u>	<u>\$ 30,049,456</u>	55%
Operating Surplus for the Year	<u>\$ 2,770,589</u>	<u>\$ 137,075</u>	<u>\$ 2,633,515</u>		<u>\$ 6,618,676</u>	<u>\$ 2,251,072</u>	<u>\$ 4,367,604</u>	

**NORTH EAST SCHOOL DIVISION**  
**Statement of Cash Requirements**  
**For the six months ending February 29, 2024**

	<b>Budget 2023-24</b>	<b>Actual 2023-24</b>	<b>Variance</b>
<b>OPERATING SURPLUS (DEFICIT) FOR THE YEAR</b>	\$ 2,770,589	\$ 137,075	\$ (2,633,515)
<b>TANGIBLE CAPITAL ASSETS:</b>			
(-) Purchases	11,012,218	4,646,419	(6,365,799)
(+) Proceeds from disposals	11,000	-	(11,000)
<b>LONG TERM DEBT:</b>			
(-) Repayments of the year	458,097	226,671	(231,426)
(+) Debt issued during the year	-	-	-
<b>NON-CASH GAIN/EXPENSES:</b>			
(+) Amortization expense	4,909,080	2,454,540	(2,454,541)
(-) Gain on disposals of tangible capital assets	11,000	-	(11,000)
(+) Employee Future Benefits expenses	45,000	-	(45,000)
<b>OTHER CASH REQUIREMENTS:</b>			
(-) Employee Future Benefits expected payments	47,600	-	(47,600)
<b>DEFICIT CASH FOR THE YEAR</b>	<b>\$ (3,793,246)</b>	<b>\$ (2,281,476)</b>	<b>\$ 1,511,770</b>
<b>ACCUMULATED SURPLUS CHANGES:</b>			
<b><i>Internally restricted:</i></b>			
New School in Carrot River (major capital project)	678,381	678,381	-
School bus replacement (capital)	821,106	-	(821,106)
New School in Carrot River	75,000	(30,563)	(105,563)
Early Years Family Resource Centre Rental	-	(15,900)	(15,900)
School Budget Carryover (net change)	-	(403,329)	(403,329)
	<b>1,574,487</b>	<b>228,589</b>	<b>(1,345,898)</b>
<b><i>Externally restricted:</i></b>			
Playground equipment	239,727	-	(239,727)
New School in Carrot River - Donations	-	(25,724)	(25,724)
School generated funds (net change)	158,702	(277,674)	(436,376)
Broadway School Sale Agreement	-	50,556	50,556
New School in Carrot River - capital funding	-	504,243	504,243
Tisdale Early Years Family Resource Centre	(30,000)	50,681	80,681
Tisdale Early Years Family Resource Centre - Donations	-	(2,420)	(2,420)
Early Learning and Intensive Supports (ELIS)	-	(101,253)	(101,253)
	<b>368,429</b>	<b>198,410</b>	<b>(170,019)</b>
<b><i>Preventative Maintenance and Renewal (PMR) Funding:</i></b>			
PMR - use of funds for projects	2,325,000	114,575	(2,210,425)
PMR - Carrot River Valley School	901,910	901,910	-
PMR - funding	(1,700,580)	-	1,700,580
	<b>1,526,330</b>	<b>1,016,485</b>	<b>(509,845)</b>
<b>NET CHANGE IN CASH POSITION (UNRESTRICTED)</b>	<b>\$ (324,000)</b>	<b>\$ (837,993)</b>	<b>\$ (513,993)</b>

**NORTH EAST SCHOOL DIVISION**  
**Statement of Accumulated Surplus**  
**For the six months ending February 29, 2024**

	August 31, 2023	Additions during the year	Reductions during the year	August 31, 2024
<b>Invested in Tangible Capital Assets:</b>				
Net Book Value of Tangible Capital Assets	82,131,088	4,646,419	2,454,540	84,322,968
Less: Liability for Asset Retirement Obligation	1,806,277	-	-	1,806,277
Less: Debt owing on Tangible Capital Assets	6,079,363	-	226,671	5,852,692
<b>Total Invested in Tangible Capital Assets</b>	<b>74,245,448</b>	<b>4,646,419</b>	<b>2,681,211</b>	<b>76,663,999</b>
<b>Designated Assets: External Sources</b>				
<b>Jointly Administered Funds</b>				
New School in Carrot River - Donations	244,423	25,724	-	270,147
Early Years Family Resource Centre - Donations	-	2,420	-	2,420
School Generated Funds	1,175,381	1,039,239	761,565	1,453,055
<b>Total Contractual Agreements</b>	<b>1,419,804</b>	<b>1,067,383</b>	<b>761,565</b>	<b>1,725,622</b>
<b>Ministry of Education</b>				
Broadway School Sale Agreement	50,556	-	50,556	-
Federal Capital Tuition	338,330	-	-	338,330
Invitational Shared Services Initiatives (ISSI)	165,671	-	-	165,671
Early Years Family Resource Centre	213,222	-	50,681	162,541
Early Learning and Intensive Supports (ELIS)	71,982	150,000	48,747	173,235
New School in Carrot River - capital funding	504,243	-	504,243	-
PMR Maintenance Project Allocations	4,058,944	-	1,016,485	3,042,459
<b>Total Ministry of Education</b>	<b>5,402,948</b>	<b>150,000</b>	<b>1,670,712</b>	<b>3,882,236</b>
<b>Total</b>	<b>6,822,752</b>	<b>1,217,383</b>	<b>2,432,277</b>	<b>5,607,858</b>
<b>Designated Assets: Internal Sources</b>				
<b>Curriculum and Student Learning</b>				
School Budget Carryover	509,952	1,045,584	642,255	913,281
<b>Total Curriculum and Student Learning</b>	<b>509,952</b>	<b>1,045,584</b>	<b>642,255</b>	<b>913,281</b>
<b>Facilities</b>				
Board share of new school in Carrot River	678,381	-	678,381	-
Early Years Family Resource Centre Rental	-	15,900	-	15,900
Hudson Bay School Project	20,069	-	-	20,069
New School in Carrot River - Interest	72,189	30,563	-	102,752
Non-School Buildings	2,786,913	-	-	2,786,913
Unexpected School Maintenance	2,845,511	-	-	2,845,511
<b>Total Facilities</b>	<b>6,403,063</b>	<b>46,463</b>	<b>678,381</b>	<b>5,771,145</b>
<b>Information Technology</b>				
Computer Software Replacement and Software Upgrade	259,745	-	-	259,745
Surveillance Equipment Replacement	153,737	-	-	153,737
<b>Total Information Technology</b>	<b>413,482</b>	<b>-</b>	<b>-</b>	<b>413,482</b>
<b>Transportation</b>				
Bus Fleet Renewal	1,707,702	-	-	1,707,702
Vehicle Replacements	181,932	-	-	181,932
<b>Total Transportation</b>	<b>1,889,634</b>	<b>-</b>	<b>-</b>	<b>1,889,634</b>
<b>Other</b>				
School Improvement Initiative	63,861	-	-	63,861
<b>Total Other</b>	<b>63,861</b>	<b>-</b>	<b>-</b>	<b>63,861</b>
<b>Total</b>	<b>9,279,992</b>	<b>1,092,047</b>	<b>1,320,636</b>	<b>9,051,403</b>
<b>Total Designated Assets</b>	<b>16,102,744</b>	<b>2,309,430</b>	<b>3,752,913</b>	<b>14,659,261</b>
<b>Unrestricted surplus</b>	<b>3,180,929</b>	<b>-</b>	<b>-</b>	<b>3,180,929</b>
<b>Total Accumulated Surplus</b>	<b>19,283,673</b>	<b>2,309,430</b>	<b>3,752,913</b>	<b>17,840,190</b>

**NORTH EAST SCHOOL DIVISION**  
**Statement of Tangible Capital Asset Purchases**  
**For the six months ending February 29, 2024**

	<b>Actual 2023- 24</b>	<b>Budget 2023-24</b>	<b>Variance</b>
Carrot River Valley School:			
Construction (note 1)	\$ 4,063,194	\$ 6,584,068	\$ (2,520,874)
Site Work	328,720	1,551,000	(1,222,280)
Furniture and equipment	-	397,550	(397,550)
Computer hardware	-	120,000	(120,000)
Playground and related land improvements	-	530,000	(530,000)
Computer hardware	59,490	156,000	(96,510)
School buses (note 2)	-	945,000	(945,000)
Furniture and equipment	40,162	141,900	(101,738)
Playground equipment and other land improvements	13,818	299,500	(285,682)
Vehicles (note 3)	141,035	214,000	(72,965)
Computer software	-	73,200	(73,200)
Total tangible capital assets	<u>\$ 4,646,419</u>	<u>\$ 11,012,218</u>	<u>\$ (6,365,799)</u>

Notes:

1. The Carrot River Junior Senior High School students moved into the Carrot River Valley School on February 1, 2024. Demolition of the old school building started on April 1, 2024.
2. The 2023-24 budget includes the purchase of two 70-passenger and four 52-passenger buses. The buses will be delivered to the school division during the fiscal year.
3. The 2023-24 budget includes two student services vehicles, a van for cargo for the Technology Department and a truck for the Transportation Services. The vehicle for the Technology Department has been purchased in the first quarter of 2023-24, the two student service vehicles were purchased in the second quarter, and the remaining transportation vehicle has not been delivered.



# NESD Board of Education

Meeting Date: April 23, 2024

Topic: Administrative Procedure Review

MEETING		AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information Items	<input checked="" type="checkbox"/> Information	
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Decision	
	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input type="checkbox"/> Discussion	

## BACKGROUND

In accordance with [AP306 Procedure Making](#), feedback is requested from stakeholders for new and significantly changed administrative procedures. After the feedback is received, the Director approves the changes before the administrative procedure is taken to the Board as an information item. The Director also reports housekeeping changes to the Board.

## CURRENT STATUS

The NESD Executive Council is currently reviewing all the North East School Division Administrative Procedures.

## RECOMMENDATION

For the April 23, 2024 Board Meeting, the following [Administrative procedures](#) are ready for the Board to review:

[AP 401 Decision Making](#)

- Substantively changed to represent current practice.

[AP 416 Student Records](#)

- Substantively changed to reflect current regulations.

[AP 419 – Internet Use](#)

- Archived due to redundancy with:
  - [AP 525](#) Employee and Student Use of Technology
  - [APF 525.1](#) Technology Acceptable Use Agreement (Student)
  - [APF 525.2](#) Technology Acceptable Use Agreement (Staff)

The following administrative procedures have been updated with housekeeping changes. Updates are highlighted.

[AP 403 – Admission of Students](#)

- Notable Updates: Process adjusted – appeals, annual requests removed, contacts updated.

[AP 512 – Violence](#) and [Violent Incident Report Form](#) (also available on ourStudents for those with access).

- Notable Updates: “Employee” replaced with “worker”

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	April 16, 2024	



# NESD Board of Education

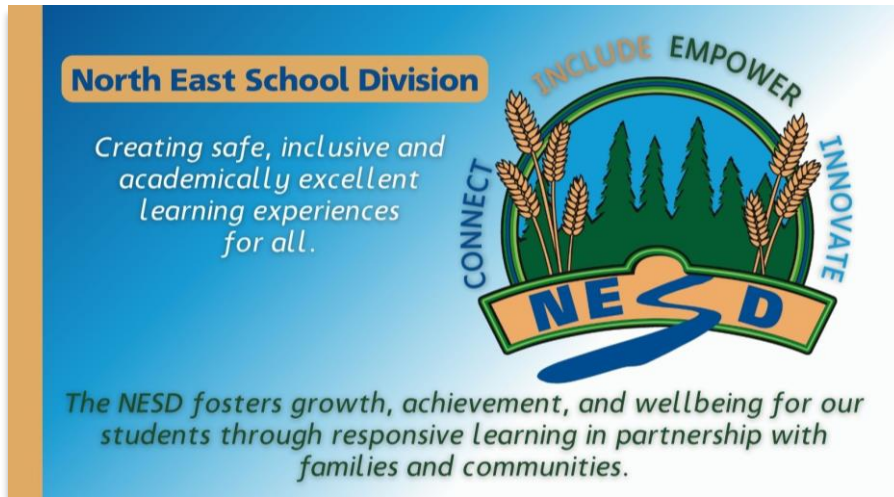
Meeting Date: April 23, 2024

Topic: Board Celebrations

MEETING	AGENDA ITEM		INTENT
<input checked="" type="checkbox"/> Board Meeting <input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business <input type="checkbox"/> Board Strategic Direction <input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Information Items <input type="checkbox"/> Correspondence <input checked="" type="checkbox"/> Celebrating Excellence: Innovation, Connections, Empowerment, Inclusion	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Decision <input type="checkbox"/> Discussion

## BACKGROUND

Sharing celebrations during school board meetings is a multifaceted approach that reinforces the NESD's values, vision, mission, and strategic imperatives. It nurtures a positive, inclusive, and engaged school community that values growth, achievement, and wellbeing.



## CURRENT STATUS

### Celebrating Connections

We are pleased to share that the Melfort HUB has resumed its operations and is now fully active. This initiative had been suspended since COVID. The North East School Division (NESD) continues to play a pivotal role in both the Nipawin and Melfort HUBs at both organizational and operational levels.

The HUB represents a proactive and person-centered approach aimed at supporting students and families within our communities. Since its inception in 2011, HUB tables across Saskatchewan have convened on a regular schedule, to address the needs of citizens. These tables consist of professionals from various community agencies, police services, and government ministries who collaborate to discuss specific situations where elevated risk is identified.

Each meeting at the HUB table involves representatives bringing forward information about an "at-risk" individual or family through an extensive information sharing filtering process. Subsequently, the team collaboratively establishes a plan to intervene promptly and connect the individual or family to the necessary services. It is essential to understand that no single agency or service provider possesses all the requisite information, resources, or expertise to effectively address the complex social issues confronting many individuals and families. This collaborative approach exemplifies the critical role that HUB tables play in bridging these gaps.



## NESD Board of Education

We anticipate that the reactivation of the Melfort HUB will further enhance our interagency collaboration and enable us to continue supporting students and families in a meaningful and positive manner. We remain committed to fostering this collaborative spirit and look forward to the continued success of the HUB in serving our community.

Trevor Norum, Coordinator of Integrated School Services

### Celebrating Innovation

Tisdale Family Resource Center Progress – NESD Accountable Partner Leadership

The Tisdale and Area Early Years Family Resource Centre (TAEYFRC) will be opening their newly renovated building at 903-100th Ave in Tisdale by the beginning of June. Programming has already begun in the basement of the United Church as the TAEYFRC has partnered with the Laugh and Learning Through Play CIF grant initiated by the Tisdale Early Years Partnership Committee.

The NESD has hired a half-time FRC Program Designer at the beginning of February and a full time FRC Coordinator who started at the end of February. The NESD is currently hiring a full time FRC Facilitator to assist the coordinator with programming. The Program Designer position is working closely with the Reanne Usselman, Coordinator of Learning, with strategic planning, data collection and analysis, and establishing networks and partnerships to enhance the programming at the centre.

Programming is aligned with the four pillars of the Saskatchewan EYFRCs: 1) Early Learning; 2) Family Wellness and Support; 3) Parent Education; 4) Information and Referrals. Some of our programs have included Babies & Me, Little Chefs, sensory play, literacy, and musical events. Plus, there have been professional presentations on topics such as baby dental health, co-regulation, and parenting children with big emotions. The staff is currently working with other agencies to provide families with child development and family wellness supports and information. The goal is to have some of these partners provide services within the centre.

The TAEYFRC Management Committee along with the NESD have been meeting regularly to ensure planning and implementation is aligning to the Ministry EYFRC expectations.

\*Follow the Tisdale and Area Early Years Family Resource Centre on Facebook, Instagram and TikTok for upcoming events and information.







# NESD Board of Education

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## Celebrating Empowerment

Ministry of Education Teacher Innovation and Support Fund Update

*The Teacher Innovation and Support Fund* supports teacher-led projects that help provide better student and teacher experiences in today's classrooms. This fund's goal is to have local, innovative ideas brought forward to continue enhancing our classrooms in areas like student achievement, student and teacher wellness, and school safety. Because this is once and done funding, applications include programming or practices that do not require sustained funding.

NESD teachers have submitted 12 projects to date. Three of the projects, noted below have been approved by the Ministry. (see also [Provincial Approval List](#))

Applications	Status
K-12 Seating options designed to support self regulation – PPCS – \$36 720.00	NESD approved, submitted to Ministry – March 13, 2024, Ministry Approved April 17, 2024
PAA Tools – PPCS – \$2500.00	NESD approved, submitted to Ministry – March 13, 2024, Ministry Approved April 17, 2024
Athletics & Activity Equipment – MUCC – \$10 612.71	NESD approved, submitted to Ministry – March 26, 2024, Ministry Approved April 17, 2024

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## RECOMMENDATION

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### PREPARED BY

Stacy Lair, Director of Education

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### DATE

April 18, 2024

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### ATTACHMENTS

April Board Celebrations 2024

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