

*\*\* (10/19/2018)*

## **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**

Minutes of Regular Meeting – [2018 09 25-Regular Board minutes.pdf](#)

*Proposed Motion: That the minutes of the Regular Meeting of September 25, 2018 be adopted (as presented) or (as amended).*

## **5. DELEGATIONS & SPECIAL PRESENTATIONS:**

## **6. CONSENSUS AGENDA ITEMS**

*Proposed motion: That the following consent agenda items be approved as presented:*

*That the Board receive the following items as information:*

- Director's Personnel Report – September 2018
- Out of Province Travel Report
- Administrative Procedure 424: Student Use of Alcohol and Drugs (new)
- Administrative Procedure 512: Violence as amended
- Administrative Procedure 526: Alcohol and Substance Abuse (new)
- Administrative Procedure 903: Community Use of School Facilities as amended
- Correspondence.

## **7. DISCUSSION/DECISION - BOARD DIRECTION**

### **A. New Business**

1) New Relocatables at NESD - Application to the Ministry of Education - [Applications to the Ministry - Relocatables-102318-FINAL.2.pdf](#)

2) SSBA Fall General Assembly - Voting Delegates - [SSBA Fall AGM 2018-Voting Delegates-102318.pdf](#)

### **B. Monitoring and Reporting Items**

1) Final September 30, 2018 Enrolments - [Enrolment-09 28 2018-102318-FINAL.pdf](#)

2) 2017-2018 North East School Improvement Project Reports - [NESIP Report 2017-18-102318-FINAL.pdf](#)

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

1) Director of Education Goals 2018-2019 - [Director Goals 2018-2019-102318-FINAL.pdf](#)

**\*8. INFORMATION ITEMS - [Information-102318-0.2.docx](#)**

**A. Director's Personnel Report** - [2018 09-Director's Personnel Report Sept 2018.pdf](#)

**B. Out of Province Travel** - [Out of Province-2018 10 23.pdf](#)

**C. CONFIDENTIAL Student Suspensions** -

**D. Administrative Procedures** -

- [AP 424- Student Use of Alcohol and Drugs-102318-DRAFT.pdf](#)
- [AP 512 Violence-093018.pdf](#); [AP 512-1-Violent Incident Report Form.pdf](#)
- [AP 526 - Alcohol and Substance Abuse.pdf](#)
- [AP 903 - Community Use of School Facilities-rv101718.pdf](#)

**\*9. CORRESPONDENCE**

a. [Min of Ed to NESD-Budget Approval LTR-082218.pdf](#)

b. [Min of Ed to NESD-081418-to Temporarily Reduce NESD Trustees Approved.pdf](#)

**10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**

a. [2018 08 20-Proposed 2019 SSBA Budget.pdf](#)

b. [Letter to Hon. Morneau PC re Income Tax Act Sept 2018- English.pdf](#); [Letter to Hon. Bill Morneau-Draft letter for SK Boards Oct 2018.docx](#)

c. [2018-09-24 Sept 20 2018 PLT Pres to Boards - FINAL.pdf](#)

d. [2018 10 10-Local Government Week Proclamation.pdf](#)

e. [Promising Practices Resource Information -101718.docx](#)

**11. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING**

**12. ADJOURNMENT**

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

**14. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW**

Complete Board Package -

**MINUTES OF A MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, September 25, 2018 at 2:00 pm at the North East School Division Office Boardroom in Melfort, SK.

**PRESENT:**

Randy Ariss	Richard Hildebrand	Director of Education: Don Rempel
Michael Botterill	Ted Kwiatkowski	Supt. of Business Admin.: Wanda McLeod
Linda Erickson	Marla Walton – via conference	
Bob Gagné - Chair		

**ABSENT:**

- ❖ Luke Perkins
- ❖ Lori Kidney

**CALL TO ORDER** – 2:00 pm.

**ADOPTION OF AGENDA**

2018-09-68 R. Hildebrand moved that the agenda be adopted as presented. *CARRIED*

**MINUTES**

2018-09-69 T. Kwiatkowski moved that the minutes of the Regular Board Meeting held on June 18, 2018 be adopted as presented. *CARRIED*

**SPECIAL PRESENTATION**

Mark Jensen, Coordinator of Continuous Improvement and Reporting - 2018 September Wall Walk.

**CONSENSUS ITEMS**

2018-09-70 M. Botterill moved that the following consent items be received and recommendations be approved by the Board as presented: *CARRIED*

- ❖ Information Items
- ❖ Correspondence

**NEW BUSINESS**

2018-09-71 L. Erickson moved that the Board approve the proposed Contract of Purchase and Sale and Indemnification Agreement with the Town of Hudson Bay, in its draft form. Wherein, an indemnification payment of \$150,000 is to be provided to the Town of Hudson Bay and in exchange, the Town of Hudson Bay will accept ownership of the title to the Stewart Hawke school property and all other assets on the land for a nominal purchase price of \$100. This is a cost saving measure, as the Board has been unable to locate a purchaser for the title to the Stewart Hawke school and the estimated cost for the North East School Division to demolish the old Stewart Hawke school building is at least \$300,000. *CARRIED*

2018-09-72 R. Hildebrand moved WHEREAS Board of Education of the North East School Division No. 200 of Saskatchewan (the “Board”) considers it necessary to borrow certain sums of money from time to time to meet current operating expenditures; *CARRIED*

NOW THEREFORE, be it resolved that:

1. The Board do borrow from The Bank of Nova Scotia (“the Bank”) sums of money from time to time as required to meet current expenditures of the Board, provided that the total principal amount owed to the Bank at any one time shall not exceed the sum of Four Million Nine Hundred Thousand (\$4,900,000) Dollars.
2. Board Chair or Board Vice-Chair with any one of following officers.
  - Superintendent of Business Administration
  - Director of Education
  - Manager of Financial Services

(the “Officers”)

Be and are hereby authorized for and on behalf of the Board:

- a) to apply to the Bank for the aforesaid loan to the Board and to negotiate rates of interest; and
  - b) to obtain advance of monies from the Bank by way of overdraft on the Board’s account or pursuant to promissory notes, loan agreements or other evidence of indebtedness from the Bank, as maybe permitted or required by the Bank; and
  - c) to execute on behalf of the Board such bills, promissory notes or similar or other forms of obligation as the Bank may require as evidence of and security for all sums borrower hereunder, and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and the Bank shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this resolution.
3. All sums borrower pursuant to paragraph 1 hereof or so much thereof as from time to time remains unpaid shall bear interest at rates per annum as mutually agreed between the Board and the Bank from time to time.
  4. As security for repayment of money borrowed pursuant to paragraph 1 hereof, the Board hereby charges to and in favor of the Bank all the revenues of whatever nature and kind by such security documentation as the Bank may require in respect to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with agreed interest on all sums borrowed from the Bank. The Bank shall not be bound to recover any such requisitions or other monies before being entitled to repayment from the Board.
  5. The Bank shall be furnished with a certified copy of this resolution and a list of the Officers together with specimens of their signatures, and this resolution and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Bank.

**MONITORING AND REPORTING ITEMS**

- |            |   |                |
|------------|---|----------------|
| 2018-09-73 | R. Hildebrand moved that the Board approve, as a monitoring report, the September 2018 Wall Walk for the key data sets of the North East School Division for term one of the 2018-19 school year. | <i>CARRIED</i> |
| 2018-09-74 | M. Botterill moved that the Board accept the financial report for the nine months ending May 31, 2018.  | <i>CARRIED</i> |

**NORTH EAST SCHOOL DIVISION  
BOARD MEETING MINUTES  
September 25, 2018**

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2018-09-75 T. Kwiatkowski moved that the Board accept the North East School Division 2017-18 Transportation Report: September 2017 to August 2018. *CARRIED*

2018-09-76 R. Hildebrand moved that the Board approves the secure destruction of the following paper format records that are eligible for destruction as per SSBA Records Retention and Disposal Guide for Saskatchewan School Divisions (December 2012): *CARRIED*

- ❖ 1 box of Marsh Student Incident Reports from 2015;
- ❖ 2 boxes of School Community Council minutes from 2007-2013;
- ❖ 1 box of governance and student records of the Nipawin School Division from 1976 to 1977;
- ❖ 1 box of human resource contracts and correspondence of the Hudson Bay School Division from 1943 to 1947;
- ❖ 1 box of accounting, administration, election and governance documents of Tiger Lily and Tisdale school divisions from 1920 to 1958;
- ❖ 1 box of accounting, governance and reports and statistic documents of the Hudson Bay and Melfort school divisions from 1979 to 2005;
- ❖ 1 box of governance, accounting and administration documents of Tiger Lily, Melfort and Nipawin school divisions from 1996 to 2002;
- ❖ 1 box of payroll records of Tiger Lily School Division from 1952 to 1987;
- ❖ 1 box of administration, governance and building and property records of Tiger Lily School Division from 1984 to 2003;
- ❖ 1 box of administration, student and accounting records of Tiger Lily School Division from 1989 to 2003;
- ❖ 1 box of administration records of Hudson Bay School Division from 1946 to 1947;
- ❖ 1 box of administration records of Tisdale School Division from 1959 to 1961;
- ❖ 1 box of administration records of Hudson Bay School Division from 1948 to 1952;
- ❖ 1 box of administration records of Hudson Bay School Division from 1980 to 1991;
- ❖ 1 box of accounting, school and governance records of Tisdale School Division from 1990-1992.

**ADJOURNMENT**

2018-09-77 T. Kwiatkowski moved that the Board Meeting adjourn at 3:05 pm. *CARRIED*

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Board Chairperson

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Superintendent of Business Administration



# NESD Board of Education

Meeting Date: October 23, 2018

Topic: Applications to the Ministry of Education – Relocatable Classrooms

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

## BACKGROUND

The following motion was made at the October 24, 2017 board meeting:

“That the Board approve the submission of the following new 2018-19 relocatable classroom requests, in order of priority, to the Ministry of Education for funding support: Brunswick School (2), Maude Burke School (2), Tisdale Elementary School (2) and Central Park School (2).”

During 2017-18, the Board approved self-funding the addition of two classrooms to Maude Burke School and this project was completed by September 2018. Based on the projections, Central Park School should not require relocatables.

The deadline for the “2019-20 Relocatable Classroom Program Application” is October 31, 2018.

## CURRENT STATUS

The Ministry of Education has developed a new method of calculating the utilization rate at a school. The new calculations result in a utilization rate that would closely reflect enrolment compared to the capacity. Therefore, a utilization rate of 100% would mean the school is full to capacity based on the enrolment.

Administration would like to apply for one relocatable for Brunswick School and one for Central Park School. The current utilization rate of Brunswick School is 110% and by 2021-22, this rate will be 99%. Both percentages do not include the prekindergarten program. However, the additional relocatable would allow the prekindergarten program to move back to the neighbourhood school. Central Park School is also in need of a relocatable.

There are no other schools that have a projected utilization rate of greater than 100% for all of the next five years.

## RECOMMENDATION

### Proposed Motion:

That the Board approve the submission of the following new 2019-20 relocatable classroom requests to the Ministry of Education for funding support: one relocatable at Brunswick School and one relocatable at Central Park School.

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration Jeff Zenner, Supervisor of Facilities	Oct. 18, 2018	School Utilization Rates – Projections

# NORTH EAST SCHOOL DIVISION SCHOOL

Enrolment/Capacity w/ 5yr Projections

Sept. 11, 2018

Year	Arborfield		Bjorkdale		Carrot Riv. E		Carrot Riv. F		Gronlid		Hudson Bay		Naicam		Star City		Porcupine P		White Fox		William Mas		Central Park		Wagner		LP Miller		Tisdale Elen		TMSS		Brunswick*		Maude Burk		Reynolds*		MUCC	
	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization		
2013/14	86	35%	75	31%	102	104%	167	55%	92	43%	378	87%	206	57%	92	36%	243	74%	96	37%	148	59%	241	80%	198	71%	469	51%	329	95%	491	84%	218	99%	152	80%	230	92%	625	81%
2014/15	85	35%	66	28%	103	106%	171	56%	71	33%	368	85%	219	60%	88	34%	226	69%	98	38%	146	58%	247	82%	197	71%	435	47%	335	97%	461	79%	233	106%	159	84%	227	91%	633	82%
2015/16	91	38%	67	28%	99	98%	167	55%	73	34%	358	82%	223	61%	89	35%	239	73%	100	39%	142	57%	280	93%	210	76%	433	47%	339	98%	433	74%	257	117%	174	91%	233	93%	601	78%
2016/17	88	37%	55	23%	96	90%	171	56%	70	33%	341	79%	219	60%	86	33%	235	72%	88	34%	142	56%	298	99%	195	70%	453	49%	341	99%	447	77%	261	119%	182	96%	245	98%	594	77%
2017/18	83	34%	51	22%	89	90%	160	53%	47	22%	345	79%	194	53%	81	32%	227	70%	88	34%	148	59%	323	108%	197	71%	498	54%	324	93%	443	76%	259	118%	189	99%	244	98%	617	80%
<b>2018/19</b>	<b>81</b>	<b>34%</b>	<b>52</b>	<b>22%</b>	<b>87</b>	<b>88%</b>	<b>164</b>	<b>54%</b>	<b>32</b>	<b>15%</b>	<b>335</b>	<b>77%</b>	<b>202</b>	<b>56%</b>	<b>74</b>	<b>29%</b>	<b>226</b>	<b>69%</b>	<b>91</b>	<b>35%</b>	<b>155</b>	<b>62%</b>	<b>313</b>	<b>104%</b>	<b>209</b>	<b>75%</b>	<b>493</b>	<b>53%</b>	<b>315</b>	<b>91%</b>	<b>435</b>	<b>74%</b>	<b>242</b>	<b>110%</b>	<b>201</b>	<b>93%</b>	<b>235</b>	<b>94%</b>	<b>609</b>	<b>79%</b>
2019/20	78	32%	55	23%	82	84%	163	54%	34	16%	327	75%	202	56%	73	28%	219	67%	90	35%	159	63%	304	101%	232	83%	449	49%	302	87%	436	75%	228	103%	201	93%	231	92%	618	80%
2020/21	70	29%	58	24%	83	84%	161	53%	35	16%	329	76%	208	57%	62	24%	218	67%	89	34%	157	62%	293	98%	245	88%	447	48%	294	85%	432	74%	219	100%	198	92%	234	93%	619	81%
2021/22	68	28%	57	24%	85	86%	160	53%	35	16%	326	75%	205	56%	57	22%	214	65%	80	31%	150	60%	285	95%	248	89%	453	49%	290	84%	418	72%	219	99%	188	87%	230	92%	620	81%
2021/23	67	28%	56	24%	84	85%	160	53%	36	17%	330	76%	208	57%	60	23%	216	66%	79	30%	143	57%	292	97%	234	84%	457	49%	286	83%	409	70%	206	93%	198	92%	223	89%	627	82%
2021/24	65	27%	56	24%	84	85%	163	54%	36	17%	330	76%	212	58%	56	22%	211	65%	74	29%	144	57%	290	97%	223	80%	482	52%	299	86%	386	66%	209	95%	194	90%	218	87%	635	83%

\* Utilization = enrollment/capacity

\* PreK & K are counted as .5 student FTE

\* straight line projections used for future enrollments

\* Melfort - Brunswick Pre-k numbers are in Reynolds enrollment

\*\* Melfort - Maude Burke added 2 classroom = increase in capacity



# NESD Board of Education

Meeting Date: October 23, 2018

Topic: Saskatchewan School Boards Association 2018 Annual General Meeting Voting Delegates

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

## BACKGROUND

On Thursday, November 15, 2018, the 2018 Annual General Meeting for the Saskatchewan School Boards Association will be held at the Regina Double Tree Hilton.

North East School Division has been allocated 15 votes for this meeting. The NESD Board Members attending the 2018 Annual General Meeting are:

- ❖ Luke Perkins
- ❖ Marla Walton
- ❖ Michael Botterill
- ❖ Randy Ariss
- ❖ Ted Kwiatkowski
- ❖ Lori Kidney
- ❖ Richard Hildebrand
- ❖ Bob Gagné

## CURRENT STATUS

All Board members attending have been registered. Hotel rooms have been booked at both the Double Tree Hilton and the Regina Ramada.

**Room Cancellation Deadline – Monday, November 12, 2018.**

**Registration Cancellation deadline – Friday, November 9, 2018**

## RECOMMENDATION

### Proposed Board Motion

That the Board approve that the list of North East School Division voting delegates at the Saskatchewan School Board Association 2018 Annual General Meeting be as follows, with the number of votes in brackets:

- Luke Perkins (2)
- Marla Walton (2)
- Michael Botterill (2)
- Randy Ariss (1)
- Ted Kwiatkowski (2)
- Lori Kidney (2)
- Richard Hildebrand (2)
- Bob Gagné (2)

PREPARED BY	DATE	ATTACHMENTS
Triki Zenner, Assistant to the Director	October 15, 2018	Agenda





# NESD Board of Education

Meeting Date: October 23, 2018

Topic: 2018-2019 Enrolment Information to September 30, 2018

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

## BACKGROUND

At September 30, 2017, the total enrolment at the North East School Division was 4,935, as of September 30, 2018 the enrolment was 4,943.

## CURRENT STATUS

Please find attached the actual enrolments of the schools at September 30, 2018. The enrolments at that date totaled 4,943. The Ministry will be using the actual September 30, 2018 enrolments for the actual grant calculations, which will be completed in November or December.

The September 30, 2018 actual enrolments are 8 more than September 30, 2017. (The comparison by school is attached).

## RECOMMENDATION

PREPARED BY	DATE	
Don Rempel, Director of Education Wanda McLeod, Superintendent of Business Administration	Oct.17, 2018	Actual September 30, 2018 Enrolment Count

September 28, 2018

NESD Enrollment Count

	Arbor-field	Bjork-dale	Brunswick	CRE	CRHS	C PARK	Gronlid	HBCS	LP MILLER	M BURKE	MUCC	Naicam	PPC	Reynolds	SC Colony	Star City	TES	TMSS	Wagner	W FOX	WM Mason	Total by Grade	Home-school			
Kindergarten	2	3	25	19		66	4	16		26		17	16	28	0	5	55			8	10	300	13			
Grade 1	8	4	27	20		82	3	36		36		14	13	33	0	3	39			9	7	334	9			
Grade 2	3	4	44	16		86	8	25		32		17	17	36	4	7	55			8	16	378	16			
Grade 3	11	8	40	17		80	6	22		19		19	22	38	1	1	56			14	14	368	12			
Grade 4	4	6	36	24			3	31		37		18	21	35	3	6	62		79	7	9	381	17			
Grade 5	6	4	40		21		2	28		30		18	13	29	1	6	69		73	12	15	367	12			
Grade 6	10	2	42		25		3	23		27		18	20	34	4	9		53	57	8	14	349	18			
Grade 7	3	5			21		3	26	73		104	19	21		1	2		52		14	10	354	4			
Grade 8	6	4			16		2	25	66		105	12	20		3	7		62		7	10	345	15			
Grade 9	5	5			20			22	76		94	13	13		1	8		64		8	17	346	8			
Grade 10	6	5			17			28	87		107	19	19		1	6		70			18	383	7			
Grade 11	12	2			19			24	82		98	10	16			8		66			13	350	2			
Grade 12	6	1			25			30	109		101	16	23			8		68			7	394	9			
<b>K-12 totals</b>	<b>82</b>	<b>53</b>	<b>254</b>	<b>96</b>	<b>164</b>	<b>314</b>	<b>34</b>	<b>336</b>	<b>493</b>	<b>207</b>	<b>609</b>	<b>210</b>	<b>234</b>	<b>233</b>	<b>19</b>	<b>76</b>	<b>336</b>	<b>435</b>	<b>209</b>	<b>95</b>	<b>160</b>	<b>4649</b>	<b>142</b>	<b>4791</b>	<b>Base</b>	
<b>EE</b>			<b>3</b>	<b>0</b>		<b>11</b>	<b>1</b>	<b>1</b>		<b>1</b>			<b>0</b>	<b>0</b>			<b>1</b>				<b>2</b>				<b>20</b>	<b>E.E.</b>
<b>Pre K</b>			<b>0</b>			<b>62</b>		<b>13</b>		<b>14</b>				<b>31</b>			<b>12</b>								<b>132</b>	<b>Pre K</b>
<b>PK-12 total</b>	<b>82</b>	<b>53</b>	<b>257</b>	<b>96</b>	<b>164</b>	<b>387</b>	<b>35</b>	<b>350</b>	<b>493</b>	<b>222</b>	<b>609</b>	<b>210</b>	<b>234</b>	<b>264</b>	<b>19</b>	<b>76</b>	<b>349</b>	<b>435</b>	<b>209</b>	<b>95</b>	<b>162</b>	<b>4801</b>	<b>142</b>	<b>4943</b>	<b>TOTAL</b>	

SEPT 30 2017	85	66	272	98	157	373	49	368	463	207	616	200	233	283	23	83	348	443	197	92	152			127	4935
. +/-	-3	-13	-15	-2	7	14	-14	-18	30	15	-7	10	1	-19	-4	-7	1	-8	12	3	10			15	8



# NESD Board of Education

Meeting Date: October 23, 2018

Topic: Director of Education Goals 2018-2019

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

## BACKGROUND

Each year, at the October board meeting the director of education shares his professional goals with the Board of Education. In May of each year, the board conducts a performance review of the director.

## CURRENT STATUS

The director of education has developed the goals for the 2017-2018 school year:

### Goal #1

I will work with stakeholders to prepare recommendations for the Board of Education and School Community Councils on small school sustainability.

### Goal #2

I will collaborate with executive council members to address enterprise risk management in the school division.

### Goal #3

In addition to superintendents I will supervise one third of experienced principals, three new principals and a group (7) of mid-career teachers to enhance professional growth and provide a summative evaluation.

Each of the three goals will allow the director of education to develop personal skills such as active listening, seeking to understand and seeking common understandings.

## RECOMMENDATION

### Proposed Board Motion:

That the Board of Education has reviewed the 2018-2019 goals of the director of education and found them acceptable.

PREPARED BY	DATE	ATTACHMENTS
Don Rempel, Director of Education	October 16, 2018	



### STUDENT USE OF ALCOHOL AND DRUGS

The North East School Division (NESD) believes that educational programs focusing on healthy lifestyles should be taught to students in order to discourage the use of alcohol, cannabis and other drugs. Every effort will be made to establish school environments that are alcohol/cannabis/drug free. Co-operation with families and community agencies will be sought when students are experiencing problems related to alcohol, cannabis and other drugs.

### PROCEDURES

1. The school will co-operate with parents or guardians, community agencies and law enforcement agencies in their attempts to address problems associated with alcohol, cannabis and other drug usage. Such cooperation may include, but is not limited to referral to:
  - drug awareness programs;
  - various counseling agencies, services and/or personnel; or
  - enrolment in various support or rehabilitation programs.
2. Students who choose to disclose an alcohol or other drug related problem to a member of staff will be directed to an agency or program to help them address the issue. There is a responsibility for a staff member to inform the principal of the disclosure so the individual can be so directed.
3. In the event that medically prescribed cannabis must be administered at school, the principal will ensure that the provisions of AP413 Administering Medications and Medical Treatments to Students are adhered to.
4. Notwithstanding section 3, cannabis is not to be smoked/ingested on school property.
5. To safeguard the student and others with whom the student may interact, the principal will attempt to contact the parent or guardian of any student the principal has reasonable grounds to consider being under the influence of alcohol, cannabis or other drugs, to arrange for that student to be safely removed from the premises. The student may be dealt with in accordance with AP409 Discipline and may be referred to appropriate enforcement agencies. The principal should consider an alternative suspension, such as a substance abuse educational program/component.
6. Any student who is in possession of, distributes, sells or supplies alcohol, cannabis or other drugs on school premises, school buses or at any school-approved activity that is listed as unlawful under any statute or regulation, may be dealt with in accordance with AP409 Discipline and referred to appropriate enforcement agencies.

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### VIOLENCE

All members of the education community in the North East School Division have a right to work and learn in a respectful environment that is free from violence. This procedure applies to all staff, students and volunteers.

The North East School Division is committed to making every reasonable effort to identify the possible sources of violence to which its employees, student or volunteers may be at risk and to implementing procedures to minimize or eliminate risks of violence. Therefore, the North East School Division will continue to work toward minimizing the potential for violence by adopting preventive measures such as:

- i. Developing ways and means of recognizing potentially violent situations;
- ii. Establishing anticipatory approaches to prevent or minimize violence;
- iii. Developing procedures for dealing with incidents of violence and how to obtain assistance;
- iv. Establishing procedures for reporting, investigating, and documenting violent incidents; and
- v. Providing skills training to recognize those situations, which may give rise to violence and protect themselves in the event of a violent incident.

The North East School Division will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.

#### 1. DEFINITION

Violence is defined as the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives an employee reasonable cause to believe that he or she is at risk of injury.

#### 2. PROCEDURES

- a. The Superintendent of Human Resources or designate is responsible for maintaining and keeping these procedures current as well as ensuring that they are available in all schools and work centers.
- b. Principals or immediate supervisors are to inform employees who work in settings where they could be at a higher risk of violence. These may include:
  - i. Employees who work with students who have a history of violence;
  - ii. Employees who work with students who suffer from specific medical conditions, which can increase the probability of those students being the perpetrators of violent acts,
  - iii. Employees who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff;
  - iv. Pupil services and special education consultants who work in classrooms with students who have a history of violent behaviors;
  - v. Staff who perform home visits;
  - vi. School-based administrators; and
  - vii. Employees working evening or night shifts.
- c. Employees of the Division must follow the procedures outlined in this administrative procedure to reduce the risk of violence



- d. Employees, students and volunteers are to use the VIOLENT INCIDENT REPORT FORM for reporting an incident of violence.
- e. This procedure is to be reviewed regularly, to determine if any changes should be made. Such revisions are to be communicated to all employees, students and volunteers.
- f. The Director of Education or designate is to direct principals and supervisors to advise employees, students and volunteers annually of these procedures.

### 3. VIOLENT INCIDENT REPORTING

- a. All employees have a responsibility to ensure a safe workplace. To that end, individuals are to promptly communicate issues relating to violence as follows:
  - i. Individuals who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately;
  - ii. Individuals who have been the victim of a violent incident must complete a Violent Incident Report Form and forward it to the principal or supervisor;
  - iii. Individuals who believe a student, colleague, or visitor to the workplace represents a danger to the safety of the workplace are to notify the principal or supervisor immediately; and
  - iv. Principals or supervisors are to inform the appropriate Superintendent and the local Occupational Health and Safety Committee of all reports of violent incidents.
- b. All violent incidents are to be investigated as soon as possible following receipt of a complaint. Reported cases of violence shall be investigated, by the appropriate Superintendent, in keeping with due process and the rights of the parties involved/affected.
  - i. Both the alleged perpetrator (if an employee) and the victim of violence may be offered assistance through the Employee Family Assistance Program and either one may be removed from the workplace on a temporary basis while the incident is being investigated.
- c. The process for investigation of an incident of violence is as follows:
  - i. Receive and review [Violent Incident Report Form](#)
  - ii. Interview or request statement from victim of incident reported
  - iii. If necessary, interview or request statements from others who may have witnessed the incident
  - iv. Make decision to proceed - if not proceeding, a report will be prepared and this process terminates, otherwise;
  - v. Advise and interview or request a statement from the alleged perpetrator (if an employee)
  - vi. Interview or request statements from, if necessary, other individuals;
  - vii. Review files to determine if the alleged perpetrator has been involved in any previous incidents of violence or other related behaviour.
  - viii. Conclude the investigation with a report indicating either:
    - the action and follow up necessary, or
    - the fact that no further follow up is necessary



- d. The complainant and perpetrator may choose to be accompanied by a union representative or other person of choice at any stage in the investigation.
- e. The appropriate Superintendent will review the findings and respond.
- f. Following an investigation that confirms the occurrence of a violent incident:
  - i. Where the perpetrator is an employee of the school division, the school division will take appropriate supportive and/or disciplinary action.
  - ii. Where the perpetrator is a student, the school will take appropriate supportive and/or disciplinary action.
  - iii. Where the perpetrator is a parent or another member of the public, the Director of Education, in consultation with the Board will take the appropriate action necessary to minimize the risk of another incident.
- g. Employees affected by a violent incident are to be informed of the results of the investigation.
- h. Any employee who has been a victim of violence resulting in any physical injury will be given the opportunity, without loss of pay, to seek medical treatment. As well, post-incident counselling through the Employee Family Assistance Program or other supports will be made available to the employee.
  - i. Non-teaching employees seeking medical assistance or missing work as a result of a violent incident at work, must fill out a report of injury with the Workers' Compensation Board.
- i. Any victim of a violent incident shall be informed of his or her right to report the complaint to police services.

Date Last Revised:      September 2018

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### EMPLOYEE USE OF ALCOHOL AND DRUGS

The North East School Division (NESD) has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned by the Division. The Division is also committed to the health and safety of its employees, students, environment, and the public. The use of drugs and alcohol can create unacceptable safety risks to everyone at the workplace.

Employees have the right to work and students have the right to be educated in an environment free of substance abuse and with persons free from the effects of drugs or alcohol. Drugs and alcohol are hazards to the school environment and to the credibility and reputation of the NESD.

#### 1. Use of alcohol and drugs prohibited

- A. At work or while on school premises or at school sponsored events, including during breaks which may be paid or unpaid, Employees shall not:
  - I. use, consume, possess, distribute, offer for sale, or sell alcohol, tobacco, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment;
  - II. be impaired or under the influence or be unfit for work due to drugs, alcohol or other substances which may be illegal or cause impairment;
  - III. be impaired or under the influence while operating a Division vehicle or their personal vehicle for Division-related purposes;
  - IV. have a strong odour on their person of alcohol or cannabis.
- B. Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at Division-sponsored events, or at social gatherings or events hosted by other organizations when the employee is representing the school division.
- C. Use of alcohol, tobacco or cannabis on school property is strictly prohibited at all times.

#### 2. Consequences for Breach

##### *Safety Considerations*

Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation with further follow-up required.

##### *Disciplinary Action*

Violation of this administrative procedure will lead to disciplinary action up to and including possible termination of the contract of employment.

##### *Responsibility of Employee*

Employee found guilty of driving while under the influence of alcohol or performance inhibiting drugs while on school division business shall be responsible for all related costs.





### *Follow Up After Disciplinary Action*

At the sole discretion of the Employer, an Employee who is subject to discipline for a breach of this administrative procedure may be required by the Employer to do any or all of the following:

- a. continue with counselling as recommended by a physician or addictions counsellor;
- b. provide correspondence from the treating physician that the employee can return to work and safely perform the required duties;
- c. comply with return to work alcohol and/or drug testing, if appropriate;
- d. provide updates from the employee's physician regarding treatment on a predetermined schedule.

### **3. Use of Prescribed Drugs at Work for Accommodation Purposes**

- A. Every Employee shall immediately disclose to the Employer if they have been prescribed the use of any prescription drug which may have the potential to cause impairment.
- B. Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by the *Saskatchewan Human Rights Code*.
- C. In order to determine if an accommodation is required the Employee shall provide to the Employer a medical report from the Employee's doctor setting out:
  - I. the medical restrictions which require the use of the prescription medication during work hours;
  - II. the details of the prescription including the following:
  - III. whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours;
  - IV. the name and dosage of the prescription drug that must be taken during working hours;
  - V. the specific method by which the prescription drug will be administered, ex; oral, injection, smoking or vaping;
  - VI. the length of time after taking the prescription drug that impairment may persist; and
  - VII. the expected duration the prescription drug will need to be taken by the Employee.
- D. The Employee must provide updates to the Employer in the event of any changes to the medical information.
- E. Upon receiving the required medical information from the Employee, the Employer shall determine what, if any accommodation is required.
- F. As part of an accommodation plan, the Employer will set out the requirements for the possession, use and storage, and security of the prescription drug and any associated equipment while on school property.



- G. Any prescribed drug allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the Employee’s physician and must be used solely by the Employee for whom it has been prescribed.

### 4. Dealing with Addictions

- A. Employees suffering from an alcohol or drug addiction are strongly encouraged to seek medical treatment and rehabilitation.

Employees are encouraged to utilize the NESD’s Employee Family Assistance Program or community programs before the problem interferes with job performance.

The job security or promotion of an Employee will not be jeopardized by requesting counselling, however, the employee is expected to perform all required duties in a competent manner.

- B. Any Employee who is addicted to alcohol or drugs, whether prescription or non-prescription, shall immediately inform the Employer if there is any possibility that their addiction may have an impact on the workplace or their employment.

The Employee is not required to provide the Employer with a diagnosis but shall provide to the Employer a medical report indicating any medical restrictions that may exist.

The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs remains with the employee.

- C. Employees may be granted a leave of absence as part of an accommodation plan to participate in a drug or alcohol addiction rehabilitation program.

- I. The Employee shall supply to the Employer a medical report from the Employee’s doctor indicating:
  - II. the medical restrictions that require an absence from work
  - III. the expected length of time the employee will be absent from work
  - IV. c. The leave of absence shall be taken as sick leave to the extent that the Employee has sick leave available, and the remaining time required for the leave shall be unpaid sick leave.

- D. Information concerning an employee’s involvement in a treatment program or with treatment agencies will be held in the strictest confidence and will not be disclosed except as authorized in writing by the employee, as required by law, or where there is a serious and imminent risk to the health or safety of the employee.

### 5. DEFINITIONS

For the purposes of this administrative procedure the following definitions shall apply:

Addiction - is defined as a compulsive substance use despite harmful consequence; intense focus on using a certain substance such as alcohol or drugs to the point that it takes over a person’s life. People who are addicted keep using alcohol or a drug even though they know it will cause problems. Addiction is a disability and must be diagnosed by a medical professional.



## **AP 526 – Employee Use of Alcohol and Drugs – Administrative Procedures Manual**

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Illegal Drugs - fall into two categories: the first category is comprised of those drugs that are illegal to possess, sell, and consume. The second category includes those drugs that are legal to possess, sell, and consume when prescribed by a physician, but are then misused by the person to whom the drugs have been prescribed, or are used by individuals not under a prescribing doctor's care, and who may have obtained the drugs by illegal means.

Impairment - the inability to perform essential job functions and interact safely and effectively with others.

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### COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community.

In providing for the community use of schools the Board allows School Community Councils to levy a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations, and other groups seeking to promote the educational, cultural, and recreational aspect of community life.

The Board does not ordinarily sanction renting space to any individual or firm for commercial or monetary gain. Where a School Community Council wishes to enter into this type of rental arrangement, it must first have the permission of the Superintendent of Business Administration. Long-term rental arrangements with Community Colleges, Health Regions, Regional Libraries, Government Agencies and other such stakeholder groups will be negotiated directly with the Superintendent of Business Administration and will be payable directly to the North East School Division.

Provisions are made to use the schools when requested for conducting local, provincial, or federal elections.

### PROCEDURES

#### 1. *Activities—School Use*

- a. Classroom or Gymnasium – No Charge
  - School sponsored activities of students and staff
  - School Community Council meetings and activities
  - Parent Association meetings and functions
- b. Classroom or Gymnasium – Caretaking Fee May Be Charged
  - Approved groups sponsored by local community and recreation organizations.
  - Benevolent organizations.
  - Service clubs and other community groups sponsoring events at which no charge is made.
  - Other meetings authorized by the principal and the School Community Council.
- c. Classroom and Gymnasium – Rental and Caretaking Fee
  - Refers to organizations, groups, and clubs that are service-oriented in nature, but whose function is to raise funds for the respective non-profit organization.
  - Elections.

#### 2. *Rental Rates and Charges*

- a. School Community Councils approve rental rates on an annual basis. Rates are established for use of classrooms and gymnasias.
- b. Charges for caretaking services are annually reviewed, and approved by the School Community Council in consultation with the Principal and the Manager of Facilities.

#### 3. *Application for Rental*

- a. Applications for rental or use of school facilities are to be made to the principal.
- b. The principal, in consultation with the school staff, may allocate space for various activities.



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- c. The principal has the authority to approve applications, but must submit to the Manager of Facilities any application which departs from the procedures as outlined. The Manager of Facilities in consultation with the Superintendent of Business Administration will approve or reject such applications.
- d. Payments of fees and charges are to be made to the school office when approval of the event is given.

### 4. *Restrictions*

- a. School premises, must be left in a tidy condition by the party renting the school.
- b. Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Manager of Facilities so that a suitable settlement may be made.
- c. Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under eighteen years of age.
- d. The following are not permitted on school property:
  - Smoking or the use of tobacco or cannabis
  - Illicit drugs
  - Alcoholic beverages except as permitted by joint use agreements or approval by the Director of Education
  - Motorized vehicles on school grounds except in authorized parking areas
- e. School rentals during July and August must receive prior approval from the Manager of Facilities by June 30 of the year in which the rental will occur.
- f. A Facilities Rental Form must be completed and maintained by the school. It is a requirement that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance of at least \$2.0 million.

### 5. *Division Office Facilities*

- a. The Director of Education may approve the use of the division office meeting facilities for school division related groups, principal and vice- principal groups, teacher and support staff groups.
- b. The business of the school division will take precedence in scheduling meeting rooms.
- c. The office premises are to be left in a clean and tidy condition and the building secured as directed by the Manager of Facilities.

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