

# **AGENDA**

## **FOR THE REGULAR MEETING OF THE NORTHWEST SCHOOL DIVISION NO. 203 BOARD OF EDUCATION**

**DATE:** October 8, 2020                      **LOCATION:** Northwest School Division  
**TIME:** 10:00 a.m. CST                      Meadow Lake Office

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meeting**  
                    **Regular Meeting –**                      September 10, 2020
- 4. Delegations**
  - 4.1**
- 5. Discussion/Decision Items**
  - 5.1**        Director Review Policy
  - 5.2**        PMR Plan Amendment
  - 5.3**        SSBA Ballot Form
  - 5.4**        Financial Report  
                    Busing Request  
                    Electronic Meeting Attendance
- 6. Information Items**
  - 6.1**        Enrolments for September 30, 2020
  - 6.2**        Calendar  
                    Election Update
- 7. Committee of the Whole**
  - 7.1**        HR Report
  - 7.2**        Sector Update
  - 7.3**        SSBA WAG Communication

## 8. Information of Emergent Items for next Agenda

### November

#### Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, dates of regular Board meetings for the year
- Set Parameters for next School Year Calendar
- Review and approve Annual Report
- Attend Saskatchewan School Boards Association Annual Convention
- Transportation Report

### December

#### Regular Board Meeting Agenda Items

- Receive input from stakeholders( including SCC's) regarding setting of Division Priorities

## 9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, SEPTEMBER 10, 2020 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

Members Present: Glen Winkler, Chair  
Terri Prete, Vice-Chair  
Faith Graham, Andrea Perillat, Mark Campbell, Bev Josuttis-Harland, John Anderson, Barb Seymour, Janice Baillargeon, Charles Stein, Jessica Piché

Members Absent: None

In Attendance: Duane Hauk, CEO  
Charlie McCloud, CFO  
Davin Hildebrand, Supt. Human Resources  
Darrell Newton, Supt. Curriculum & Instruction  
Aaron Oakes, Supt. Curriculum & Instruction  
Jennifer Williamson, Supt. Student Services  
Kaitlin Harman, Communications Officer

Agenda 20-064	Andrea Perillat	That the agenda be adopted as amended.	CARRIED
Minutes 20-065	Charles Stein	That the minutes of the August 13, 2020 regular meeting be approved as presented.	CARRIED
Delegation		The Board met with the external auditor via Microsoft Teams, Michael Marchand, representing Grant Thornton LLP, to discuss the upcoming 2019-2020 fiscal year audit.	
Delegation		The Board heard from Todd Forbes, Supervisor of Technology, regarding technology statistics, updates, and major projects over the past year.	
Extra- Curricular Activities 20-066	Barb Seymour	That the school division follow the August 20, 2020 guidelines document published by the Saskatchewan High School Athletic Association regarding sanctioned activities for the fall.	CARRIED
Committee of the Whole 20-067	Andrea Perillat	That we enter a Committee of the Whole.	CARRIED

Report from the Committee of the Whole 20-068 Charles Stein That we rise and report from the Committee of the Whole. CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent Items Emergent Items for next meeting:  
1. Board Policy Review  
2. 2020-2021 School Enrolment report  
3. SSBA Voting Delegates

Adjournment 20-069 Jessica Piché That we adjourn. CARRIED  
Time: 2:00 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

# 5.1: Director Review Policy



**MEETING DATE:** October 8, 2020

FORUM		AGENDA ITEMS		INTENT	
<input checked="" type="checkbox"/>	Board Meeting	<input type="checkbox"/>	Correspondence	<input type="checkbox"/>	Information
<input type="checkbox"/>	Committee of the Whole	<input checked="" type="checkbox"/>	New Business	<input checked="" type="checkbox"/>	Decision
		<input type="checkbox"/>	Reports from Administrative Staff	<input checked="" type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

## BACKGROUND

All policies are reviewed for renewal purposes. Language and current situations are addressed through policy governance.

## CURRENT STATUS

**Proposed updates to the current Director Review Policy will be presented. Any change to Policy will require a Board motion.**

## PROS AND CONS

## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	September 30, 2020	Separate file: Policy 12 - Appendix A, B & C

## RECOMMENDATION



## 5.2: PMR Plan Amendment

**MEETING DATE:** October 8, 2020

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

The Ministry has requested that all school divisions submit a 3-year plan pertaining to Preventative Maintenance and Renewal. The plan is to be based on information entered in the AssetPlanner software program.

### CURRENT STATUS

The Ministry requires that changes to the approved 3 year plan are submitted on a PMR Plan Amendment form. Emergent issues have arisen at Gateway Middle School that were not included in the approved 3 year plan. A Board motion is required to submit the plan amendment.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

The total cost of the HVAC repairs at Gateway Middle School is estimated at \$50,000. Funds will be taken from existing PMR dollars that were being held as a contingency fund.

### PREPARED BY:

Charlie McCloud

### DATE

September 30, 2020

### ATTACHMENTS

One

### RECOMMENDATION

That the proposed PMR plan amendment be approved as requested and submitted to the Ministry of Education.



### 5.3: SSBA Ballot Form



**MEETING DATE:** October 8, 2020

FORUM		AGENDA ITEMS		INTENT	
<input checked="" type="checkbox"/>	Board Meeting	<input type="checkbox"/>	Correspondence	<input checked="" type="checkbox"/>	Information
<input type="checkbox"/>	Committee of the Whole	<input type="checkbox"/>	New Business	<input type="checkbox"/>	Decision
		<input checked="" type="checkbox"/>	Reports from Administrative Staff	<input checked="" type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

#### BACKGROUND

Each year the SSBA calculates the number of votes that the Board of Education is entitled to cast at the Fall General Assembly. The proposed bylaw amendments and position statements are voted upon at the Fall General Assembly in November.

#### CURRENT STATUS

The SSBA has provided the ballot information for the Board of Education and requires a response regarding distribution of the ballots no later than November 13, 2020.

#### PROS AND CONS

N/A

#### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	September 29, 2020	One

#### RECOMMENDATION

That the SSBA ballot form be deferred until the November 12, 2020 organizational and regular meeting of the Board. The new Board will be sworn into office following the November 9, 2020 General Election.



## MEMORANDUM

September 28, 2020

TO: Chief Financial Officers for Boards of Education  
CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

RE: **2020 Annual General Meeting  
Ballot Information Forms**


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Please find attached a Ballot Information form that we ask you to complete and return to this office by November 13, 2020. We will be using Election Buddy for voting and would ask that your board select only 1-2 accredited delegates for voting this year. Each participant will need to provide an email address or mobile phone number connecting to a device (phone, tablet or computer) at which to receive the link and log-in information to participate in the voting. In addition to accessing the voting through the device, each participant will also need to be able to connect to a Zoom meeting, either through a different device or a different window on the same device. This information will enable us to prepare the electronic voting information for your board for the purposes of voting on bylaw amendments and resolutions at the annual general meeting to be held on November 26, 2020 during the Fall General Assembly.

A copy of Bylaw No. 11, which provides for allocation of votes, is also attached for your information.

**NOTE:** If a board member who is listed as a “voting” delegate for your board is unable to attend the general meeting, your board chair or other person authorized by your board can have that board member’s ballots allocated to another board member. To do this, please contact Krista Lenius at [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca) to make a change. It is important to do this prior to 4:30 p.m. on November 25, 2020, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.



**BALLOT INFORMATION**  
**2020 Annual General Meeting Voting Delegates**

FOR: Board of Education of Northwest School Division No. 203

Pursuant to Bylaw No. 11, section 4:

The number of votes to which your Board is entitled 15  
(Based on your December 2019 student count of 4,530.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

	<b><u>Board members - Voting Delegates</u></b>	<b><u># of Votes</u></b>
1.	_____ (Board member – voting delegate)	_____
	_____ (email address/mobile phone number for Board member – voting delegate)	
2.	_____ (Board member – voting delegate)	_____
	_____ (email address/mobile phone number for Board member – voting delegate)	

\_\_\_\_\_  
Signature of School Business Official

**PLEASE RETURN THIS FORM, TO THE ATTENTION OF  
KRISTA LENIUS, TO THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION  
BY EMAIL TO [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca)**

*Thank you*

For your information:

### **Ballot Voting**

Association Bylaw No. 11 provides:

#### **Bylaw No. 11: Delegates and Voting**

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
  - (a) election of members to the Executive;
  - (b) adoption of the Association budget;
  - (c) votes on bylaw amendments and resolutions; and
  - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.
4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

<u>Student Count</u>	<u>Number of Votes</u>
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

## 5.4: Financial Reports



**MEETING DATE:** October 8, 2020

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

Financial reports are presented regularly.

### CURRENT STATUS

The statement is for the period September 1, 2020 to September 30, 2020.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

### PREPARED BY:

Charlie McCloud

### DATE

October 1, 2020

### ATTACHMENTS

One

### RECOMMENDATION

That the financial report for the period ending September 30, 2020 be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2020 to September 30, 2020</b>				Year-to-Date 8%
	<b>2020/21</b>	<b>2020/21</b>		
	<b>Annual Budget</b>	<b>YTD</b>	<b>Balance</b>	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$54,765,482	\$4,382,958	(\$50,382,524)	
Total Tuition and Related Fees	\$3,020,481	\$0	(\$3,020,481)	
School Generated Funds	\$2,172,000	\$0	(\$2,172,000)	
Total Interest and Other Revenues	\$115,000	\$0	(\$115,000)	
Total Complementary Services Revenues	\$1,093,093	\$71,341	(\$1,021,752)	
External Services Revenues	\$452,740	\$37,728	(\$415,012)	
Total Capital Revenues	\$0	\$13,398	\$13,398	
<b>Total Revenues</b>	<b>\$61,618,796</b>	<b>\$4,505,425</b>	<b>(\$57,113,371)</b>	<b>7%</b>
<b>Expenditures:</b>				
Total Governance	\$317,016	\$9,684	\$307,332	
Total Administration	\$3,018,088	\$223,027	\$2,795,061	
Total Instruction	\$41,638,655	\$3,253,700	\$38,384,955	
Total Plant Operation and Maintenance	\$10,346,745	\$452,278	\$9,894,467	
Total Student Transportation	\$5,660,363	\$234,275	\$5,426,088	
Total Tuition and Related Fees	\$618,293	\$0	\$618,293	
School Generated Funds	\$2,172,000	\$0	\$2,172,000	
Total Interest and Bank Charges	\$62,761	\$0	\$62,761	
Total Complementary Services	\$1,747,590	\$87,595	\$1,659,995	
Total External Services	\$452,740	\$12,113	\$440,627	
Total Capital Expenditures	\$2,014,500	\$80,243	\$1,934,257	
<b>Total Expenditures</b>	<b>\$68,048,751</b>	<b>\$4,352,914</b>	<b>\$63,695,837</b>	<b>6%</b>
<b>Surplus or (Deficit)</b>	<b>(\$6,429,955)</b>	<b>\$152,511</b>		



## 6.1: September Enrollments

**MEETING DATE:** October 8, 2020

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

Enrollment data is extremely important to update staffing of schools, funding implications and future planning.

### CURRENT STATUS

Attached is the September 30 enrollment for NWSD.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

September 30, 2020

### ATTACHMENTS

### RECOMMENDATION

Northwest School Division No. 203  
**ENROLMENT - Fall 2020 - September 30**

SCHOOL	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2020	FTE 2020	Proj Fall 2020	Teachers (less PrK)	PTR	FTE 2019	FTE 2018			
<b>Carpenter</b>											118	126	97	102	443	443	515	28	15.82	536	385			
Dorintosh															0	0				20.5	18			
Ernie Studer		7	11	11	8	11	9	15	18	11	13	11	10	7	142	138.5	149.5	11.5	12.04	149	156.5			
<b>Gateway</b>							46	52	36	45					179	179	228	16	11.19	220	251			
Glaslyn		12	8	5	8	6	3	10	14	6	7	9	9	9	106	100	102	8.5	11.76	116	129.5			
<b>Goodsoil</b>		10	7	8	9	11	9	13	10	5	10	8	11	10	121	116	120.5	9	12.89	124.5	113.5			
<b>Green Acre</b>		5	11	7	5	5	9	7	5	5					59	56.5	47.5	4	14.13	45	40			
<b>H. Hardcastle</b>		19	15	11	24	18	21	9	15	11	11	10	10	11	185	175.5	180	12.5	14.04	167	179.5			
<b>Hillmond</b>		15	13	17	16	10	15	14	14	4	9	10	5	5	147	139.5	148	10.5	13.29	141	151			
J.H. Moore	15	23	28	26	28	27	25	24							181	169.5	171	12	14.13	175.5	173			
Jonas Samson							59	58	61	58					236	236	257	17.9	13.18	249	385			
Jubilee*	29	37	51	43	44	39									214	203	231	16.5	12.30	224.5	253			
Lakeview*	35	71	52	52	71	75									321	293	338	22.1	13.26	323.5	325			
<b>Lashburn</b>									32	21	26	22	31	12	144	144	151	10.5	13.71	140	142			
Maidstone									42	23	29	27	23	25	169	169	187	13	13.00	167	171			
Marsden		1	6	6	4	5	4	9							35	34.5	36	3.5	9.86	42	44			
<b>Marshall</b>		10	13	6	10	15	9	5	10	8	8				94	89	94	7.5	11.87	91	89			
Neilburg		10	6	9	5	16	10	14	15	18	22	18	10	14	167	162	188	12	13.50	180.5	172			
Neilburg-Online		18	17	27	13	18	20	34	27	21	19	17	16	15	262	253		12.5	20.24					
Paradise Hill		13	7	16	7	13	15	17	13	24	11	20	15	13	184	177.5	193	13.5	13.15	189	207.5			
<b>Pierceland</b>	8	19	12	17	10	15	16	19	14	13	21	20	20	20	216	206.5	218	15.2	13.59	231	231.5			
Ratuszniak	15	29	31	27	38	29	35	33							222	207.5	223	15.7	13.22	237	237			
St. Walburg	15	13	13	15	8	16	19	12	21	9	19	18	23	15	201	194.5	234.5	14.2	13.70	242.5	249.5			
TPEC												14	25	23	62	62	43	3	20.67	55	48			
Turtleford	16	14	17	13	16	13	23	20	24	20	20	14	20	24	238	231	275	18.5	12.49	285	292			
<b>DIV. TOTAL</b>	<b>133</b>	<b>326</b>	<b>318</b>	<b>316</b>	<b>324</b>	<b>342</b>	<b>347</b>	<b>365</b>	<b>371</b>	<b>302</b>	<b>343</b>	<b>344</b>	<b>325</b>	<b>305</b>	<b>4328</b>	<b>4165</b>	<b>4330</b>	<b>307.6</b>	<b>13.54</b>	<b>4351.5</b>	<b>4443.5</b>			
Home-Based		2	19	11	12	10	7	11	8	3	2	1	3	0	89	88	41			27	28			
		* Jubilee & Lakeview have 15 fte kindergartens																						
															4417	4253	4371	6.5		4378.5	4471.5			
															4550	4579	4689	314.1		4725.5	4814.5			

SCHOOL	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Maidstone TEC											1	3	3	7
Turtleford TPEC include in above numbers											1	3	10	14
French Immersion numbers included in above schools														
Lakeview	16	14	6	12	13									61
Jonas Samson						13	9	10	3					35
Carpenter High										7	9	3	10	29
														125
Neilburg TOTAL	29	24	38	19	35	32	48	43	40	42	35	26	29	440
												8 crossed registered		





## 6.2: Calendar

**MEETING DATE:**      **October 8, 2020**

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion

### CURRENT STATUS

#### Northwest School Division Schedule

- PD- no classes**                    – **Monday, October 26, 2020 (Provincial Elections)**
- Board Elections**                – **Monday, November 9, 2020**
- Remembrance Day**            – **Wednesday , November 11**
- No School**                        – **Thursday & Friday, November 12 & 13**
- Christmas Break**               – **Wednesday, December 23 to January 5, 2021**

#### SSBA Events (<http://saskschoolboards.ca/>) - 2020

SSBA Spring/Fall 2020 Assembly – Virtual Business only – November 25-27

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	October 1, 2020	