

AGENDA

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

DATE: December 9, 2021 **LOCATION:** Northwest School Division
TIME: 10:00 a.m. CST Boardroom / TEAMS

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**
 - Organizational Meeting** – November 25, 2021
 - Regular Meeting** – November 25, 2021
- 4. Delegation**
 - 4.1** Transportation – Amanda Gerow
- 5. Discussion/Decision Items**
 - 5.1** COVID-19 Admin Procedure (Draft)
 - 5.2** Board Committees
 - 5.3** December Office Hours
 - 5.4** Financial Reports
- 6. Information Items**
 - 6.1** Calendar
- 7. Committee of the Whole**
 - 7.1** HR Report
 - 7.2** Sector Update
- 8. Information of Emergent Items for next Agenda**

January

Regular Board Meeting Agenda Items

- Maintenance Facilities Report
- Review Draft School Year Calendar
- Tender of Audit (every 3 years)

February

Regular Board Meeting Agenda Items

- Establish Board budget priorities
- Mid Term Report Annual Sector Plan
- Approve School Year Calendar
- Approve Annual Capital Plan

March

Regular Board Meeting Agenda Items

- Transportation Report #2
- Strategic Planning
- Student Services Report
- Appointment of Auditor (every 3 years)

9. Adjournment

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, NOVEMBER 25, 2021 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

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

Members Absent: None

In Attendance: Duane Hauk, CEO
Charlie McCloud, CFO
Davin Hildebrand, Deputy Director of Education
Jennifer Williamson, Deputy Director of Education
Darrell Newton, Supt. Curriculum & Instruction
Aaron Oakes, Supt. Curriculum & Instruction
Kaitlin Harman, Communications Officer

Director of Education, Duane Hauk called the meeting to order.

Agenda 21-085	Barb Seymour	That the agenda be adopted as amended.	CARRIED
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Chair		Duane Hauk opens nominations for Chair.	
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	Bev Josuttis- Harland	Nominated Glen Winkler as Chair.	
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Chair Cease 21-086	John Anderson	That nominations cease.	CARRIED
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Glen Winkler was elected Chair by acclamation.

Vice-Chair		Glen Winkler opens nominations for Vice-Chair.	
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	Janice Baillargeon	Nominated Terri Prete as Vice-Chair	
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Vice-Chair Cease 21-087	Charles Stein	That nominations cease.	CARRIED
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Terri Prete was elected Vice-Chair by acclamation.

Regular Board Meetings 21-088 Glen Winkler That the regular Board meeting be held in the Meadow Lake office on the second Thursday of each month starting at 10:00 AM, beginning in December 2021.
CARRIED

Indemnities and Expenses 21-089 Barb Seymour That the following indemnity and expense rates be established:
1) Per Diem - equal to 1/197th of Class IV, Step 4 of the Teacher's Collective Bargaining Agreement
2) Mileage - \$0.485 per km
3) Meals - \$15/\$20/\$30
4) Private Accommodations - \$35 per night
5) Travel Time - \$32 per hour
6) Communication - \$75 per month

Definition of a day: six (6) hours or more per day
CARRIED

Special Meetings 21-090 Charles Stein That a minimum of two (2) hours indemnity be paid to Board members for attendance at special meetings of the Board.
CARRIED

Signing Authorities 21-091 John Anderson That the signing authorities for the Northwest School Division No. 203 be the Board Chair or the Vice-Chair and the CFO or the CEO.
CARRIED

Board Committees 21-092 Barb Seymour That the following Board Committees be established for the upcoming year:
- Professional Development/Trustee Growth
- Policy Review/Governance
- Boundary Review
- School Review/Special Issues
CARRIED

Adjournment 21-093 Faith Graham That we adjourn.
CARRIED

Time: 11:05 a.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, NOVEMBER 25, 2021 AT 11:15 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

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

Members Absent: None

In Attendance: Duane Hauk, CEO
 Charlie McCloud, CFO
 Davin Hildebrand, Deputy Director of Education
 Jennifer Williamson, Deputy Director of Education
 Darrell Newton, Supt. Curriculum & Instruction
 Aaron Oakes, Supt. Curriculum & Instruction
 Kaitlin Harman, Communications Officer

Agenda 21-094	Bev Josuttes- Harland	That the agenda be adopted.	CARRIED
Minutes 21-095	Bev Josuttes- Harland	That the minutes of the October 14, 2021 regular meeting be approved as presented.	CARRIED
Minutes 21-096	Bev Josuttes- Harland	That the minutes of the November 16, 2021 special meeting be approved as presented.	CARRIED
Delegation		The Board heard a presentation from Rob Stephanson, External Auditor from Grant Thornton, LLP, regarding the 2020-2021 draft Audited Financial Statements via Teams.	
COVID Discussion 21-097	Barb Seymour	That to ensure the keeping of safe schools, that the Director of Education draft an Administrative Procedure that states all Board members, employees, contractors, volunteers, and visitors are to provide proof of vaccination or a negative COVID test before entering any NWSD building. RECORDED VOTE REQUESTED: John Anderson – In Favour Terri Prete – In Favour Janice Baillargeon – In Favour Andrea Perillat – Opposed Faith Graham – Opposed Charles Stein - Opposed Patricia Main – Opposed Barb Seymour – In Favour Glen Winkler – In Favour Mark Campbell – In Favour Bev Josuttes-Harland – In Favour	CARRIED

Audited Financial Statements 21-098	John Anderson	That the draft Audited Financial Statements for 2020-2021 be accepted and submitted to the Provincial Comptroller and the Ministry of Education pending any significant changes.	CARRIED
Annual Report 21-099	Barb Seymour	That the 2020-2021 Annual Report for the Northwest School Division #203 be accepted and submitted to the Ministry of Education pending any significant changes.	CARRIED
Finance Statement 21-100	Andrea Perillat	That the Financial Report for the period ending October 31, 2021 be approved as presented.	CARRIED
Committee of the Whole 21-101	John Anderson	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 21-102	Mark Campbell	That we rise and report from the Committee of the Whole.	CARRIED
Emergent Items		<p>The Committee reported on the proposed Meadow Lake Recreation Building Project, Education Sector arising issues and personnel.</p> <ol style="list-style-type: none"> 1. Review COVID Administrative Procedure 2. Establish Board Committees 3. Transportation Report 	
Adjournment 21-103	John Anderson	That we adjourn.	CARRIED
		Time: 2:40 p.m.	

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: COVID-19 Administrative Procedure (Draft)



MEETING DATE: December 9, 2021

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 type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

Administrative procedures are the guidelines for the operation of the school division.

CURRENT STATUS

The Board of Education passed a motion on November 25, 2021 instructing the Director of Education to develop an Administrative Procedure involving Proof of Vaccination or COVID-19 Testing.

The Draft AP will be presented to the Board.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

November 29, 2021

ATTACHMENTS

RECOMMENDATION

5.2 Board Committees



MEETING DATE: December 9, 2021

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

Board policies are the governance model used for setting direction for the school division.

CURRENT STATUS

A sub-committee comprised of four Board members and the CEO reviewed all Board Policies. A motion was passed to have Committees as part of Board Policy. Discussion required for representation for each committee.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 29, 2021	
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RECOMMENDATION

5.3: December Office Hours



MEETING DATE: December 9, 2021

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 checked="" type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

In the past, Division offices were closed for part of the Christmas Break.

CURRENT STATUS

During holiday seasons the business of the office work slows down due to the inability to be in contact with schools and other associations within the sector. Holiday recognition for December 25, 26 and January 1 needs to be recognized. Additional days would be at the discretion of the Board.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 29, 2021	
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RECOMMENDATION

Division office would close December 23rd at 4:30 and re-open January 3rd.

5.4: Financial Reports



MEETING DATE: December 9, 2021

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, 2021 to November 30, 2021.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	December 2, 2021	One

RECOMMENDATION

That the financial report for the period ending November 30, 2021 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2021 to November 30, 2021			Year-to-Date	25%
	2021/22	2021/22		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$55,628,283	\$13,464,939	(\$42,163,344)	
Total Tuition and Related Fees	\$2,975,853	\$1,349,135	(\$1,626,718)	
School Generated Funds	\$1,893,396	\$0	(\$1,893,396)	
Total Interest and Other Revenues	\$115,000	\$37,190	(\$77,810)	
Total Complementary Services Revenues	\$1,117,492	\$286,294	(\$831,198)	
External Services Revenues	\$470,861	\$117,714	(\$353,147)	
Total Capital Revenues	\$0	\$40,194	\$40,194	
Total Revenues	\$62,200,885	\$15,295,467	(\$46,905,418)	25%
Expenditures:				
Total Governance	\$311,654	\$21,463	\$290,191	
Total Administration	\$3,135,933	\$747,040	\$2,388,893	
Total Instruction	\$43,116,747	\$10,844,402	\$32,272,345	
Total Plant Operation and Maintenance	\$10,914,670	\$2,073,058	\$8,841,612	
Total Student Transportation	\$5,745,121	\$1,217,518	\$4,527,603	
Total Tuition and Related Fees	\$618,293	\$274,854	\$343,439	
School Generated Funds	\$1,893,396	\$0	\$1,893,396	
Total Interest and Bank Charges	\$59,106	\$10,265	\$48,841	
Total Complementary Services	\$1,756,695	\$365,379	\$1,391,316	
Total External Services	\$470,861	\$104,439	\$366,422	
Total Capital Expenditures	\$1,969,500	\$82,620	\$1,886,880	
Total Expenditures	\$69,991,976	\$15,741,037	\$54,250,939	22%
Surplus or (Deficit)	(\$7,791,091)	(\$445,571)		



6.1: Calendar

MEETING DATE: August 12, 2021

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

2021-2022 Academic Year

Christmas Break

Last Day of Classes	Wednesday, December 22, 2021
School Reopens	Thursday, January 6, 2022
Final Exam Schedule (High School)	Tuesday to Friday, January 25-28
Semester Turn Around / School Planning Day (no classes)	Monday, January 31
Family Day (no school)	Monday, February 21
Winter Break (no school)	Tuesday to Friday, February 22-25
Professional Development (no classes)	Monday, March 21
Easter Break	
Last Day of Classes	Thursday, April 14
School Reopens	Monday, April 25
Victoria Day (no school)	Monday, May 23
Final Exam Schedule (High School)	Thursday to Wednesday June 23-28
Admin Days	Wednesday & Thursday, June 29 & 30

SSBA Events (<http://saskschoolboards.ca/>) - 2021

2022 Spring Assembly – April 7 & 8, 2022 - Saskatoon

Board Meetings –2022

January 13	February 10	March 10
April 14	May 12	June 9
August 11	September 8	October 13
November 10		

2022 National Trustees Gathering on Indigenous Education & CSBA Congress Saskatoon – July 6-8

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	June 15, 2021	

