

AGENDA

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

DATE: January

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**
Regular Meeting – December 9, 2021
- 4. Delegation**
 - 4.1** Maintenance & Facilities – Bob Tough
- 5. Discussion / Decision Items**
 - 5.1** Strategic Planning
 - 5.2** Academic Calendar 2022-2023
 - 5.3** Financial Reports
- 6. Information Items**
 - 6.1** Budget Analysis 2021-2022
 - 6.2** Calendar
- 7. Committee of the Whole**
 - 7.1** HR Report
 - 7.2** Sector Update

8. Information of Emergent Items for Next Agenda

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)

April

Regular Board Meeting Agenda Items

- Amend School Division Goals
- Approve budget assumptions
- Conduct Director Review (third year of Board Term)
- Conduct Board Review (even years)
- Host Gala Awards Night

9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, DECEMBER 9, 2021 AT 10:00 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, Bev Josuttes-Harland, Charles Stein, Faith Graham, Janice Baillargeon, Patricia Main, Barb Seymour

Members Absent: Andrea Perillat

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 21-104	John Anderson	That the agenda be adopted.	CARRIED
Minutes 21-105	Charles Stein	That the minutes of the November 25, 2021 organization meeting be approved as presented.	CARRIED
Minutes 21-106	Mark Campbell	That the minutes of the November 25, 2021 regular meeting be approved as presented.	CARRIED
Delegation		The Board met with the Transportation Supervisor, Amanda Gerow, to review the operations of the Transportation Department via Teams.	
Board Committees		The Board chose committee members to populate the committee structure established at the November organization meeting.	
Finance Statement 21-107	John Anderson	That the Financial Report for the period ending November 30, 2021 be approved as presented.	CARRIED
Committee of the Whole 21-108	Mark Campbell	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 21-109	John Anderson	That we rise and report from the Committee of the Whole.	CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent
Items

1. Facilities Department Presentation
2. Draft 2022-2023 School Year Calendar Options

Adjournment
21-110

Barb
Seymour

That we adjourn.

Time: 11:00 a.m.

CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: Strategic Planning



MEETING DATE: January 13, 2022

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

The Board of Education and senior administration participates in strategic planning to set goals for the upcoming year. Alignment of provincial, division and school priorities is essential.

CURRENT STATUS

Dates, location and topics will need to be determined for Strategic Planning.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

January 6, 2022

ATTACHMENTS

RECOMMENDATION

5.2: Academic Calendar 2022-2023



MEETING DATE: January 13, 2022

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

BACKGROUND

A calendar committee consisting of 3 LEADS members and 3 NWTAs members develop draft calendar choices for Board approval. In previous years the Board may approve multiple calendars and allow division staff to vote on their preferred choice. The Board of Education has the final decision to approve the school academic calendar.

CURRENT STATUS

The Calendar Committee has developed 2 calendar options. The Board will determine which options presented are to be considered for voting by staff.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	January 6, 2022	

RECOMMENDATION



August '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Admin	26 Staff	27
28	29 Conv	30 PD	31 PD			

September '22						
Su	M	Tu	W	Th	F	Sa
				1 Classes	2	3
4	5 Labour Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Reconciliation	

October '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3 PD	4	5	6	7	8
9	10 Thanksgiving	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8*	9*	10	11 Remembrance	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas	26 Boxing Day	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	Sa
1 New Year's	2	3	4	5 Classes	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	Final Exams: January 24 to 27				28
29	30 Semester Turnaround	31				

February '23						
	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Bank Day	21	22	23	24	25
26	27	28				

March '23						
	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22*	23	24	25
26	27 PD	28	29	30	31	

April '23						
	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7 Good Fri	8
9 Easter	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Victoria Day	23	24	25	26	27
28	29	30	31			

June '23						
	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Exams	23 Exams	24
25	26 Exams	27 Exams	28 Port Cards	29 Admin	30	

Teacher Days = 197

Student Days* = 187

- 1 = Convension
- 3 = Admin
- 1 = Staff
- 4 = PD
- 1 = Turn Around

2022-2023 Option A

August '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Admin	26 Staff	27
28	29 Conv	30 PD	31 PD			
September '22						
Su	M	Tu	W	Th	F	Sa
				1 Classes	2	3
4	5 Labour Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Reconciliation	
October '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3 PD	4	5	6	7	8
9	10 Thanksgiving	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8*	9*	10	11 Remembrance	12
13	14 No School	15 No School	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Christmas	Boxing Day					
25	26	27	28	29	30	31
January '23						
Su	M	Tu	W	Th	F	Sa
1 New Year's	2	3	4	5 Classes	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	Final Exams: Days 24 to 27			27	28
29	30 Semester Turn/Around	31				

February '23						
M	Tu	W	Th	F	Sa	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16 No school	17 No School	18
19	20 Family Day	21	22	23	24	25
26	27	28				
March '23						
M	Tu	W	Th	F	Sa	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22*	23	24	25
26	27 PD	28	29	30	31	
April '23						
M	Tu	W	Th	F	Sa	Sa
						1
2	3	4	5	6	7 Good Fri	8
9 Easter	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May '23						
M	Tu	W	Th	F	Sa	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Victoria Day	23	24	25	26	27
28	29	30	31			
June '23						
M	Tu	W	Th	F	Sa	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Exams	23 Exams	24
25	26 Exams	27 Exams	28 Report Cards	29 Admin	30	

Teacher Days = 197
 Student Days* = 187

- 1 = Convension
- 3 = Admin
- 1 = Staff
- 4 = PD
- 1= Turn Around

2022-2023 Option B

5.3: Financial Reports



MEETING DATE: January 13, 2022

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 December 31, 2021.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:

Charlie McCloud

DATE

January 6, 2022

ATTACHMENTS

One

RECOMMENDATION

That the financial report for the period ending December 31, 2021 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
<u>September 1, 2021 to December 31, 2021</u>				Year-to-Date 33%
	2021/22	2021/22		
	<u>Annual Budget</u>	<u>YTD</u>	<u>Balance</u>	
<u>Revenues:</u>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$55,628,283	\$17,706,917	(\$37,921,366)	
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	\$89,106	(\$25,894)	
Total Complementary Services Revenues	\$1,117,492	\$361,613	(\$755,879)	
External Services Revenues	\$470,861	\$156,952	(\$313,909)	
Total Capital Revenues	\$0	\$53,596	\$53,596	
Total Revenues	\$62,200,885	\$19,717,319	(\$42,483,566)	32%
<u>Expenditures:</u>				
Total Governance	\$311,654	\$39,885	\$271,769	
Total Administration	\$3,135,933	\$955,270	\$2,180,663	
Total Instruction	\$43,116,747	\$14,594,054	\$28,522,693	
Total Plant Operation and Maintenance	\$10,914,670	\$2,406,255	\$8,508,415	
Total Student Transportation	\$5,745,121	\$1,651,074	\$4,094,047	
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	\$512,644	\$1,244,051	
Total External Services	\$470,861	\$142,225	\$328,636	
Total Capital Expenditures	\$1,969,500	\$82,620	\$1,886,880	
Total Expenditures	\$69,991,976	\$20,669,145	\$49,322,831	30%
Surplus or (Deficit)	(\$7,791,091)	(\$951,826)		

6.1: Budget Analysis 2021-2022



MEETING DATE: January 13, 2022

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

Each fall, the Ministry of Education adjusts the approved budget to reflect actual September enrolment numbers.

CURRENT STATUS

The comparison for NWSD budget day to the fall recalculation is attached for information.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	January 6, 2022	One

RECOMMENDATION

Budget comparisons are provided for information purposes only.

6.2: Calendar



MEETING DATE: January 13, 2022

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

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

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	January 5, 2022	

