

AGENDA

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

DATE: November 25, 2021 **LOCATION:** Northwest School Division
TIME: 10:30 a.m. CST Board Office / TEAMS

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**
 - Regular Meeting** – October 14, 2021
 - Special Meeting** – November 16, 2021
- 4. Delegations**
 - 4.1 Auditor** – Report
- 5. Discussion/Decision Items**
 - 5.1 COVID Discussion**
 - 5.2 Learning Walks**
 - 5.3 Academic Calendar Parameters 2022-2023**
 - 5.4 School Facility Use**
 - 5.5 Approve Annual Report**
 - 5.6 Approve AFS**
 - 5.7 Financial Reports**
- 6. Information Items**
 - 6.1 Provincial Education Plan**
 - 6.2 School Division Initiatives**
 - 6.3 Calendar**
- 7. Committee of the Whole**
 - 7.1 HR Report**
 - 7.2 Sector Update**

8. Information of Emergent Items for next Agenda

December

Regular Board Meeting Agenda Items

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

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)
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9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, OCTOBER 14, 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, Faith Graham, Andrea Perillat, Bev Josuttes-Harland, Charles Stein, Janice Baillargeon, Patricia Main

Members Absent: Barb Seymour

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 21-073 Bev Josuttes-Harland That the agenda be adopted as amended. CARRIED

Minutes 21-074 Mark Campbell That the minutes of the September 9, 2021 regular meeting be approved as presented. CARRIED

Delegation The Board heard from representatives of the Village of Marsden and the Rural Municipality of Manitou Lake No. 442 regarding the viability of Marsden Jubilee School and their desire to keep the school open.

School Review - Marsden 21-075 John Anderson That a school review be undertaken for the Marsden Jubilee School in accordance with Board Policy #14. DEFEATED

Finance Statement 21-076 Charles Stein That the Financial Report for the period ending September 30, 2021 be approved as presented. CARRIED

COVID 19 Update 21-077 Bev Josuttes-Harland That Senior Administration be instructed to create an Administrative Procedure addressing Saskatchewan Health Authority recommendations to require proof of vaccination or a negative COVID 19 test for employees, volunteers, and visitors. RECORDED VOTE REQUESTED:
 John Anderson – In Favour Terri Prete – Opposed
 Janice Baillargeon – In Favour Andrea Perillat – Opposed
 Faith Graham – Opposed Charles Stein - Opposed
 Patricia Main – Opposed Bev Josuttes-Harland – In Favour
 Glen Winkler – In Favour Mark Campbell – In Favour

DEFEATED

Committee of the Whole 21-078 Andrea Perillat That we enter a Committee of the Whole. CARRIED

Report from the Committee of the Whole 21-079 Charles Stein That we rise and report from the Committee of the Whole. CARRIED

The Committee reported on the proposed Meadow Lake Recreation Building Project, Education Sector arising issues and personnel.

Emergent Items 1. Organizational Meeting
2. Auditor Presentation
3. 2020-2021 Audited Financial Statements
4. 2020-2021 Annual Report
5. Transportation Report
6. 2022-2023 School Year Parameters

Adjournment 21-080 Andrea Perillat That we adjourn. CARRIED
Time: 1:45 p.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD TUESDAY, NOVEMBER 16, 2021 AT 10:45 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 21-081 Glen Winkler That the agenda be adopted. CARRIED

COVID 19 Vaccination 21-082 Glen Winkler That COVID 19 vaccination be mandatory for all eligible students attending NWSD schools. RECORDED VOTE REQUESTED:
 John Anderson – Opposed Terri Prete – Opposed
 Janice Baillargeon – Opposed Andrea Perillat – Opposed
 Faith Graham – Opposed Charles Stein - Opposed
 Patricia Main – Opposed Barb Seymour – Opposed
 Glen Winkler – Opposed Mark Campbell – Opposed
 Bev Josuttes-Harland – Opposed DEFEATED

COVID 19 Vaccination 21-083 Glen Winkler That COVID 19 vaccination be mandatory for all NWSD employees and visitors to NWSD schools. RECORDED VOTE REQUESTED:
 John Anderson – Opposed Terri Prete – Opposed
 Janice Baillargeon – Opposed Andrea Perillat – Opposed
 Faith Graham – Opposed Charles Stein - Opposed
 Patricia Main – Opposed Barb Seymour – Opposed
 Glen Winkler – Opposed Mark Campbell – Opposed
 Bev Josuttes-Harland – Opposed DEFEATED

Emergent Items 7. Invite delegations to discuss COVID 19 safety measures

Adjournment Barb That we adjourn.

21-084

Seymour

Time: 11:20 a.m.

CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: COVID Discussion



MEETING DATE: November 25, 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

Numerous discussions have occurred regarding proof of vaccination or negative testing for staff and volunteers. The Board called a Special Meeting and discussed this topic. Motions were made to ensure there would be no mandate of vaccinations for students or staff. A recommendation was made to hear from delegations, determined by the agenda setting committee, to speak at the November 25th meeting.

CURRENT STATUS

The Board will hear from delegations to determine any new procedures moving forward.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	November 18, 2021	

RECOMMENDATION

The Board passes a motion to instruct administration to implement an admin procedure for staff and volunteers to have proof of vaccination or negative testing as an alternative measure.

5.2: Learning Walks



MEETING DATE: November 25, 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

Learning Walks allow for an opportunity for the Board to interact with the school principal and senior admin to discuss relevant issues.

CURRENT STATUS

The first round of Learning Walks consisted of three topics – Highlights of the school year, challenges, and maintenance. Feedback from Board members is essential for growth of this process to ensure relevant information is discussed.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 18, 2021	
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RECOMMENDATION

5.3: Academic Calendar Parameters 2022-23



MEETING DATE: November 25, 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 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 NwTA 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

School Boards can determine the first day of school to be September 1st or 2nd. Other parameters should be discussed for the purpose of draft calendar development.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	November 18, 2021	

RECOMMENDATION

5.4: School Facility Use



MEETING DATE: November 25, 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

In the NWSD School Re-Open Plan it was determined to restrict school facility use for outside groups.

CURRENT STATUS

Extracurricular activities were permitted to resume, and outside groups are now requesting to use school facilities.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	November 18, 2021	

RECOMMENDATION

Allow outside groups that consist of students to use the school facilities.

5.5: Annual Report



MEETING DATE: November 25, 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

School Divisions are mandated to complete an Annual Report to be submitted to government.

CURRENT STATUS

The Annual Report focuses on the strategic plan including Graduation rates, Reading levels, Math Outcomes along with the financial aspect of the school division.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	November 17, 2021	Annual Report – Separate E-mail

RECOMMENDATION

Approve the Annual Report pending Ministry Approval

5.6: Audited Financial Statement Approval



MEETING DATE: November 25, 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 type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

BACKGROUND

Each year, the Audited Financial Statements require format approval from the Ministry of Education and the Provincial Comptroller from the Ministry of Finance. In direct audit years, format approval is also required from the Office of the Provincial Auditor.

CURRENT STATUS

Final format approval of the AFS is scheduled to be received before November 25, 2021. The statements require a Board motion of acceptance to be formally adopted.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	November 17, 2021	Separate e-mail

RECOMMENDATION

That the Audited Financial Statements be approved as presented.

5.7: Financial Reports



MEETING DATE: November 25, 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 October 31, 2021.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	November 15, 2021	One
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RECOMMENDATION

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

Northwest School Division No. 203				
Revenues and Expenditures				
<u>September 1, 2021 to October 31, 2021</u>				Year-to-Date 17%
	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	\$8,989,958	(\$46,638,325)	
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	\$21,886	(\$93,114)	
Total Complementary Services Revenues	\$1,117,492	\$171,463	(\$946,029)	
External Services Revenues	\$470,861	\$78,476	(\$392,385)	
Total Capital Revenues	\$0	\$13,398	\$13,398	
Total Revenues	\$62,200,885	\$10,624,315	(\$51,576,570)	17%
<u>Expenditures:</u>				
Total Governance	\$311,654	\$19,539	\$292,115	
Total Administration	\$3,135,933	\$516,304	\$2,619,629	
Total Instruction	\$43,116,747	\$7,226,699	\$35,890,048	
Total Plant Operation and Maintenance	\$10,914,670	\$1,446,050	\$9,468,620	
Total Student Transportation	\$5,745,121	\$727,548	\$5,017,573	
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	\$5,214	\$53,892	
Total Complementary Services	\$1,756,695	\$228,446	\$1,528,249	
Total External Services	\$470,861	\$61,614	\$409,247	
Total Capital Expenditures	\$1,969,500	\$82,090	\$1,887,410	
Total Expenditures	\$69,991,976	\$10,588,356	\$59,403,620	15%
Surplus or (Deficit)	(\$7,791,091)	\$35,960		

6.1: Provincial Education Plan



MEETING DATE: November 25, 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

The development of the Provincial Sector Plan was made up of the Provincial Leadership Team. Priorities and Outcomes were developed, and School Divisions and Schools developed their own plans in alignment with the Provincial Plan. Recently the structure has changed to the Provincial Education Plan.

CURRENT STATUS

The Directors of School Divisions are part of the Provincial Education Plan Implementation Team and are responsible for implementing the Plan in their respective School Divisions. Work has been done in the development of Outcomes. An update will be provided to the Board of Education.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 18, 2021	
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RECOMMENDATION

6.2: School Division Initiatives



MEETING DATE: November 25, 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 checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

As part of the Division Strategic Plan, a number of initiatives were introduced to support student engagement and Learning.

CURRENT STATUS

Senior Admin will report on the following topics: Family Advocates, FTV, Learning Checks (math and reading data), RTI, Responsive Instruction, Balanced Math and Literacy, Outcome readiness assessments

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	November 18, 2021	

RECOMMENDATION



6.2: Calendar

MEETING DATE: November 25, 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/>) - 2022

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

Board Meetings – 2022

to be determined

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	November 18, 2021	