

# **AGENDA**

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

**DATE:** October 14, 2021                      **LOCATION:** Northwest School Division  
**TIME:** 10:00 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 – September 9, 2021**
- 4. Delegation**
  - 4.1** Village of Marsden / RM of Manitou Lake No. 442
- 5. Discussion/Decision Items**
  - 5.1** September 30, 2021 Enrolments
  - 5.2** SSBA Budget Proposal
  - 5.3** SSBA Public Section
  - 5.4** SSBA WAG Update
  - 5.5** Board Policy Sub Committees
  - 5.6** SSBA Ballot Form
  - 5.7** 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

### November

#### Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, 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

### January

#### Regular Board Meeting Agenda Items

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

## 9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, SEPTEMBER 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  
 Barb Seymour, Mark Campbell, John Anderson, Faith Graham, Andrea Perillat, Bev Josuttes-Harland, Charles Stein, 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

Agenda 21-067	Barb Seymour	That the agenda be adopted as amended.	CARRIED
Minutes 21-068	Andrea Perillat	That the minutes of the August 12, 2021 regular meeting be approved as presented.	CARRIED
Minutes 21-069	Faith Graham	That the minutes of the August 30, 2021 emergency 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 2020-2021 fiscal year audit.	
Delegation		The Board heard from Todd Forbes, Supervisor of Technology, regarding technology statistics, updates, and major projects over the past year.	
Delegation		The Board heard from Brad Lejeune, representing the Northwest High School Athletics Association (NHSAA), for an update regarding individual athlete accomplishments, both past and current challenges, accomplishments of the NHSAA, and upcoming events.	
Committee of the Whole 21-070	Janice Baillargeon	That we enter a Committee of the Whole.	CARRIED
	Barb	That we rise and report from the Committee of the Whole.	

Report from Seymour  
the Committee  
of the Whole  
21-071

CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent  
Items

1. Marsden School Review
2. SSBA Executive and Fees Restructuring
3. 2021-2022 School Enrolment report
4. SSBA Voting Delegates

Adjournment Andrea  
21-072 Perillat

That we adjourn.

CARRIED

Time: 1:15 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

## 5.1: September Enrollments



**MEETING DATE:** October 14, 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 type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" 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. Discussion pertaining to the Virtual School and schools with dramatic decreasing enrollments.

### PROS AND CONS

### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	October 7, 2021	1 (2 pages)

### RECOMMENDATION

Discussion regarding the viability of Marsden School.

Northwest School Division No. 203

**ENROLMENT - Fall 2021 - September 30, 2021**

**FINAL**

SCHOOL	EE	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2021	FTE *2021	Proj FTE Fall 2021	Teachers (less PrK)	PTR	FTE *2020	FTE 2019	FTE 2018	
<b>Carpenter</b>												128	109	128	104	469	469	463	28	16.75	443	536	385	
Ernie Studer			13	12	10	13	9	11	10	14	21	12	13	10	9	157	150.5	145.5	11.5	13.09	138.5	149	156.5	
<b>Gateway</b>								43	46	56	42					187	187	185	15	12.47	179	220	251	
Glaslyn			8	12	8	6	10	6	4	10	13	7	6	10	9	109	105	110.5	8.5	12.35	100	116	129.5	
<b>Goodsoil</b>			9	10	7	8	9	11	9	13	10	5	11	6	13	121	116.5	122	9	12.94	116	124.5	113.5	
<b>Green Acre</b>			8	5	10	8	5	6	10	7	6					65	61	58.5	4	15.25	56.5	45	40	
<b>H. Hardcastle</b>	1		14	19	16	10	28	19	22	9	15	11	13	9	9	195	187	183	12.5	14.96	175.5	167	179.5	
<b>Hillmond</b>			7	16	11	15	16	10	13	10	13	4	10	10	5	140	136.5	153	10.5	13.00	139.5	141	151	
J.H. Moore		14	26	27	27	30	28	24	26							188	175	169.5	12	14.58	169.5	175.5	173	
Jonas Samson								77	63	59	62					261	261	251	17.9	14.58	236	249	385	
Jubilee*		48	34	39	46	50	44									213	203.5	215	16.5	12.33	203	224.5	253	
Lakeview*		51	77	71	56	50	75									329	298	315.5	22.1	13.48	293	323.5	325	
<b>Lashburn</b>										26	33	21	31	23	33	167	167	152	12.2	13.69	144	140	142	
Maidstone										35	43	22	27	26	22	175	175	176	13.2	13.26	169	167	171	
Marsden			4	2	6	2	3	3	4							24	22	30.5	3.5	6.29	34.5	42	44	
<b>Marshall</b>			12	9	16	8	8	15	10	5	10	6				99	93	94	7.5	12.40	89	91	89	
Neilburg			10	8	7	11	5	19	8	22	18	21	22	21	12	184	179	175	13	13.77	162	180.5	172	
Paradise Hill			14	12	7	16	9	15	17	17	11	22	11	15	14	180	173	180	13	13.31	177.5	189	207.5	
<b>Pierceland</b>		14	8	23	12	17	13	16	16	18	16	16	20	20	20	215	211	220.5	15.2	13.88	206.5	231	231.5	
Ratushniak		16	17	32	30	24	40	31	35							209	200.5	212	14.7	13.64	207.5	237	237	
St. Walburg		12	15	13	13	13	7	19	17	14	17	14	16	22	22	202	194.5	231.5	14.7	13.23	194.5	242.5	249.5	
TPEC													10	21	33	64	64	60	3	21.33	62	55	48	
Turtleford		16	26	16	21	14	18	16	23	21	26	25	24	17	27	274	261	259	18	14.50	231	285	292	
Virtual Learn			2	1	2	3	3	2	2	4	8	6	8	3	5	49	48	169.5	8	6.00	253			
<b>DIV. TOTAL</b>	1	171	304	327	305	298	330	343	335	340	364	320	331	341	337	4276	4123	4331.5	303.5	13.58	4180	4331	4443.5	
Home-Based			3	6	15	12	8	8	7	9	4	4	1	2	3	82	80.5	41			88	27	28	
			* Jubilee & Lakeview have 15 fte kindergartens																		Dorintosh		20.5	19
																4358	4203.5	4372.5	6.5		4268	4378.5	4490.5	
																4529	4374.5	4580.5	310		4439	4567.5	4810.5	



## 5.2: SSBA Budget Proposal



**MEETING DATE:** October 14, 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 type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

SSBA Budget approval requires a vote by the membership. Prior to SSBA Fall Conference the draft Budget is shared with School Boards.

### CURRENT STATUS

The Draft Budget is attached for discussion purposes.

### PROS AND CONS

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### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	October 7, 2021	1 (12 pages)

### RECOMMENDATION



# 2022 Budget Overview

DRAFT



Your Association has prepared an operational budget with a 2% increase to membership fees for 2022. This budget considers the current economic climate, the potential impacts of COVID-19, and sustains the considerable efficiencies found over the past few years while continuing to provide the membership with muchvalued services, board development, and provincial advocacy.

This proposed budget maintains the current services compliment and includes:

- no rental revenue;
- 2.0% (\$45.7K) membership fee increase;
- 2.0% pooled salaries increase for staff;
- Funding for an increase to the Strategic Advisor for First Nation and Métis Education position from 0.5 to 1.0 FTE; and
- Increase to Executive and committee member per diem and hourly rate by 12% to 15%.

Over the years, the SSBA has responded to the needs of its members for services, board development, and provincial advocacy. As the COVID-19 pandemic and economic effects continue to impact many organizations financially, it is also an opportunity to highlight the work and support provided by the Association to its members. Your Association was able to quickly respond to the pandemic without compromising the services required by its members.

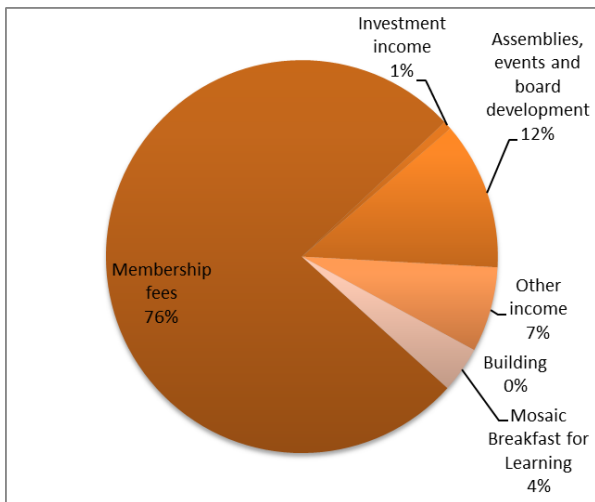
While the building continues to be a valuable asset with its desirable location and past history to generate rental income, the 2022 budget continues to plan for a “worst case scenario” situation that the Association will be unable to find tenants for the building due to current rental market conditions and the economic impacts of COVID-19. As our budget has typically anticipated rental income to offset operating costs, continued vacancies in 2022 will impact the operational budget and require the utilization of reserves. As such you will see a planned deficit associated with the rental revenue. The Executive will continue to review and assess the needs of the Association for office space in the short, medium, and long term.

## 2022 Budget at a Glance

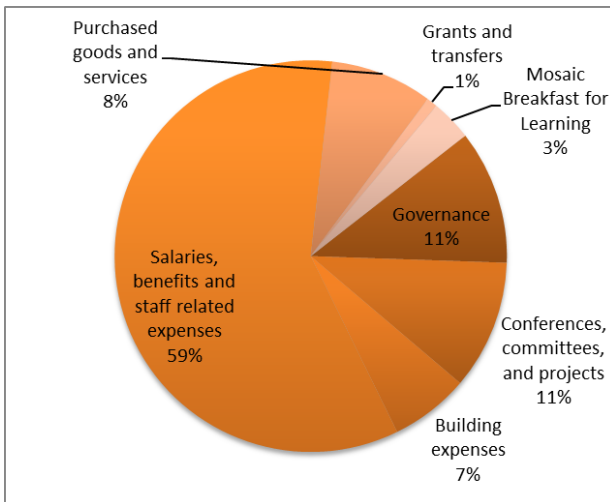
Each year, the Executive deliberates budget scenarios that contemplate the Association’s financial requirements, strategic plan, service delivery to members, and many other factors. After much consideration, consultation and feedback from members, the Executive approved this budget proposal for its members, to be voted on at the annual general meeting.

The Association follows Canadian accounting standards for not-for-profit organizations. The Association’s annual audited financial statements can be found at [www.saskschoolboards.ca](http://www.saskschoolboards.ca).

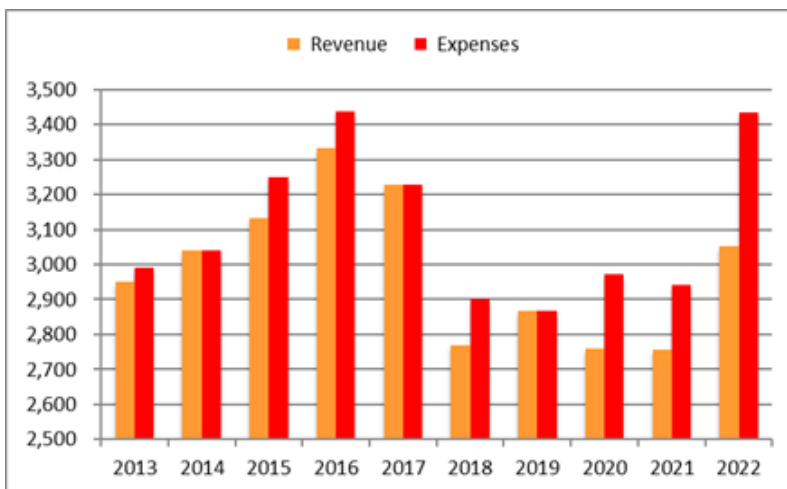
### Revenue



### Expenses



### Historical Revenue and Expenses



## SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

### Budgeted statement of revenue and expenses

for the proposed year ended December 31, 2022

	Proposed Budget 2022	Approved Budget 2021	Actual 2020	Budget Variance	% Change	Notes
<b>REVENUE</b>						
Membership fees	\$ 2,329,342	\$ 2,283,669	\$ 2,238,891	\$ 45,673	2.0%	1
Investment income	21,000	21,000	23,292	-	0.0%	
Assemblies, events and board development	372,000	122,000	2,475	250,000	204.9%	2
Other income	214,371	214,371	262,162	-	0.0%	3
Building	-	-	19,561	-	0.0%	4
Mosaic Breakfast for Learning	115,000	115,000	115,000	-	0.0%	
	<b>\$ 3,051,713</b>	<b>\$ 2,756,040</b>	<b>\$ 2,661,381</b>	<b>\$ 295,673</b>	<b>10.7%</b>	
<b>EXPENSES</b>						
Executive activity/membership engagement	\$ 401,378	\$ 386,100	\$ 229,734	\$ 15,278	(4.0)%	5
Executive director/administration	763,000	750,010	629,420	12,990	(1.7)%	
Association operations	218,600	221,000	178,915	(2,400)	1.1%	
Building	221,900	221,900	201,086	-	0.0%	
Communication and policy services	317,090	310,970	284,600	6,120	(2.0)%	
Board of education development services	201,650	152,390	231,393	49,260	(32.3)%	2
Assemblies, events & board development	364,000	114,000	13,749	250,000	(219.3)%	
Research and development	17,000	42,000	25,050	(25,000)	59.5%	
Human resources and employee relations	160,690	156,200	138,663	4,490	(2.9)%	
Legal services	402,420	397,820	362,006	4,600	(1.2)%	
First nations and metis education services	223,920	45,680		178,240	(390.2)%	7
Amortization	27,500	27,500	27,447	-	0.0%	
Mosaic Breakfast for Learning	115,000	115,000	112,415	-	0.0%	
	<b>\$ 3,434,148</b>	<b>\$ 2,940,570</b>	<b>\$ 2,434,478</b>	<b>\$ 493,578</b>	<b>(16.8)%</b>	6

#### Notes:

- Proposed 2% increase in membership fees to offset the increase in market adjusted salary pay grids. No adjustment for performance based increases.
- Status quo on revenue and expenses with a possible reduced fee for those attending using an online option. Events are budgeted to earn 7% to offset administrative costs related to planning and hosting events. Executive travel and event costs may be reduced with some choosing an online presence for events.
- Other income includes administration allocations to Employee Benefits and Insurance Plans.
- Building revenues are zero in anticipation that the SSBA will be unable to secure tenants for 2022 due to current rental market conditions and economic impact of COVID-19. There is a reduction in building operating expenses correlated to fewer occupants in the building.
- Executive/membership engagement expenses includes an 11% increase for Executive and committee members compensation. See Appendix B for more detailed information.
- As at December 31, 2020, there is \$814,527 in reserves to mitigate the loss of rental income in 2021 and 2022.
- Increase for FNME Strategic Advisor to 1 FTE.

## Business Services

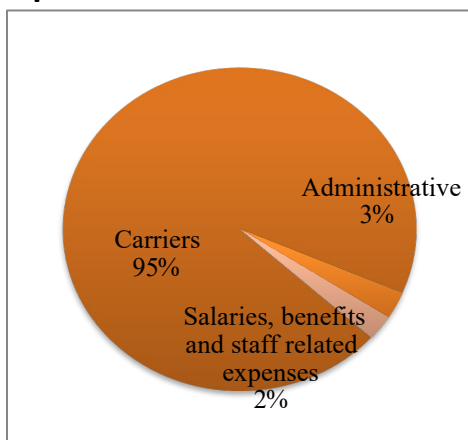
While the SSBA Employee Benefits Plan and General Insurance Program are voluntarily subscribed to by individual boards and are not funded by membership fees, the Provincial Executive has the fiduciary responsibility to oversee and report on both of these services.

### Employee Benefits Plan

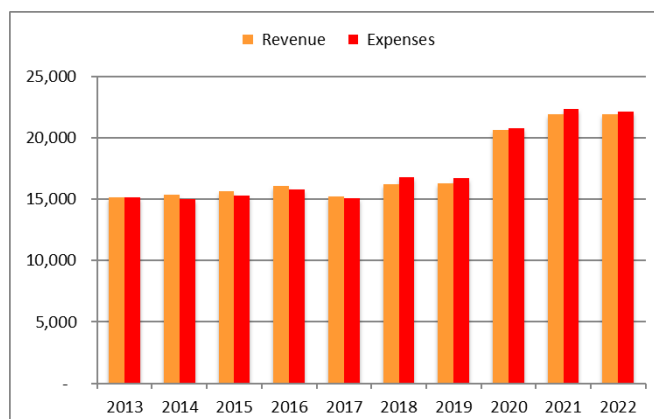
In providing quality support, service and resources to member school boards in the form of employee benefits, there are three main budget measures as follows:

- Premiums**  
 The EBP premiums include both the cost of the benefits and the cost of administration. The costs of the benefits are currently stable and reflect the usage trends within the large group. For 2022, \$356K has been budgeted for the continuing implementation of a new electronic benefits platform.
- Carrier Expenses**  
 Carrier expenses include the cost of benefits paid out, the cost of administrative services provided by the insurance carrier, and other plan expenses paid to the insurance carrier.
- Staff Expenses**  
 There is a 2.0% pooled increase for salaries.

### Expenses



### Historical Revenue and Expenses



### Insurance and Risk Management

The Insurance and Risk Management department deals with a multitude of coverage and risk related strategies.

Responsibilities include:

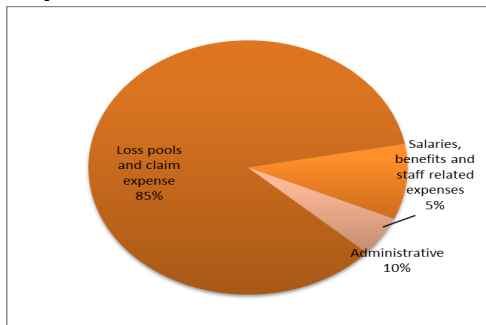
- property and liability insurance placement;
- claims management;
- risk management;
- loss prevention;
- claims advocacy;
- policy development;
- broker tendering and negotiation; and
- management of a number of self-funded insurance pools that protect school divisions from catastrophic loss.

In providing quality support, service and resources to member school boards through a group insurance plan, there are three main budget measures as follows:

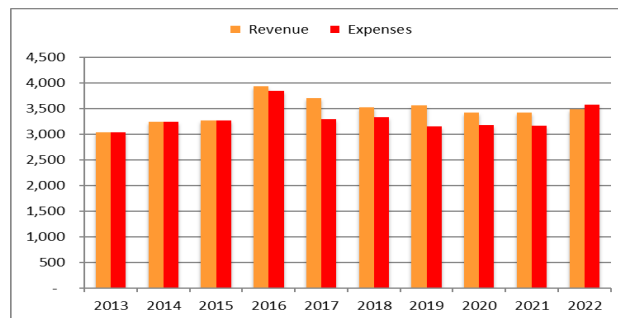
- **Claims Expenses**  
As the Association operates a partially self-insured group insurance plan for participating members, a significant expense during the year are for adjusters and insurance claims, before third-party insurers become involved. This self-insured model reduces insurance premiums and deductibles paid by school divisions.
- **Administrative Expenses**  
Administrative expenses include the cost of administrative services provided by the insurance broker, loss control inspections to be conducted at selected schools throughout the province and other operating expenses such as governance, administration, marketing, rent, communications, compensation, professional development, and travel. These expenses are expected to increase as additional methods of providing training and support to members are developed.
- **Staff Expenses**  
There is a 2.0% pooled increases for salaries.

Through 2018 and 2019, the General Insurance Plan underwent a comprehensive stakeholder engagement and review process, leading to a new accountability framework, enhanced oversight, and a robust reporting process. In 2020, the Executive appointed members to the General Insurance Plan (GIP) Committee whose role is to provide oversight and recommendations to the Executive to continue providing a comprehensive insurance program that manages and mitigates risk for the protection and benefit of all their students.

### Expenses



### Historical Revenue and Expenses



**SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**  
**Business Services - Employee Benefits Plan and Insurance Plan**

**Budgeted statement of revenue and expenses**

for the proposed year ended December 31, 2022

	Proposed Budget 2022	Approved Budget 2021	Actual 2020	Budget Variance	% Change	Notes
<b>REVENUE</b>						
Employee Benefits	\$ 21,885,000	\$ 21,885,000	\$ 22,778,088	\$ -	0.0%	
Insurance & Risk Management	3,480,000	3,420,000	4,463,655	60,000	1.8%	1
	<b>\$ 25,365,000</b>	<b>\$ 25,305,000</b>	<b>\$ 27,241,744</b>	<b>\$ 60,000</b>	<b>0.2%</b>	
<b>EXPENSES</b>						
Employee Benefits						
Carriers	\$ 21,000,000	\$ 21,000,000	\$ 21,958,185	-	0.0%	
Administrative	598,650	742,650	314,700	144,000	19.4%	2
Salaries, benefits and staff related expenses	558,720	553,290	486,017	(5,430)	(1.0)%	3
Allocation to claims reserve	(272,370)	(410,940)	19,187	(138,570)	33.7%	
	<b>21,885,000</b>	<b>21,885,000</b>	<b>22,778,088</b>	<b>-</b>	<b>0.0%</b>	
Insurance & Risk Management						
Loss pools and claim expense	3,043,996	2,644,000	3,427,511	(399,996)	(15.1)%	
Administrative	342,350	342,350	189,445	-	0.0%	
Salaries, benefits and staff related expenses	179,700	177,670	154,570	(2,030)	(1.1)%	3
Allocation to reserves	(86,046)	255,980	692,129	342,026	133.6%	
	<b>3,480,000</b>	<b>3,420,000</b>	<b>4,463,655</b>	<b>(60,000)</b>	<b>(1.8)%</b>	
	<b>\$ 25,365,000</b>	<b>\$ 25,305,000</b>	<b>\$ 27,241,744</b>	<b>\$ (60,000)</b>	<b>(0.2)%</b>	
<b>Excess (deficit) of revenue over expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	

Notes:

1. The 2020 actual includes almost \$1 million in investment income that was unbudgeted. Budgeted increase of \$600K for investment income due to unknown factor of transitioning to new investment firm.
2. The decrease in 2022 implementation costs is due to total cost being amortized over 4 years rather than 3 years.
3. Salaries, benefits and staff related expenses includes the increased FTE and all statutory deductions and benefits related to a 2% pooled salaries increase.



## SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

### Budgeted statement of expense by category

for the proposed year ended December 31, 2022

	Proposed Budget 2022	Approved Budget 2021	Actual 2020	Budget Variance	% Change	Notes
Governance	\$ 377,878	\$ 362,600	\$ 164,413	\$ 15,278	4.2%	1
Conferences, committees, and projects	364,000	114,000	51,416	250,000	219.3%	3
Building expenses	221,900	221,900	201,086	-	0.0%	
Salaries, benefits and staff related expenses	2,010,595	1,825,575	1,633,610	185,020	10.1%	2
Purchased goods and services	286,775	289,175	219,641	(2,400)	(0.8)%	3
Grants and transfers	30,500	30,500	24,450	-	0.0%	
Mosaic Breakfast for Learning	115,000	115,000	112,415	-	0.0%	
Amortization	27,500	27,500	27,447	-	0.0%	
	<b>\$ 3,434,148</b>	<b>\$ 2,986,250</b>	<b>\$ 2,434,478</b>	<b>\$ 447,898</b>	<b>15.0%</b>	

#### **Business Services - Employee Benefits Plan and Insurance Plan**

Carriers	\$ 21,000,000	\$ 21,000,000	\$ 21,958,185	\$ -	0.0%	
Loss pools and claim expense	3,043,996	2,644,000	3,427,511	399,996	15.1%	
Salaries, benefits and staff related expenses	738,420	730,960	640,587	7,460	1.0%	2
Purchased goods and services	729,800	873,800	299,977	(144,000)	(16.5)%	4
Administrative allocations	211,200	211,200	204,168	-	0.0%	3
Reserves allocations	(358,416)	(154,960)	711,315	(203,456)	131.3%	
	<b>\$ 25,365,000</b>	<b>\$ 25,305,000</b>	<b>\$ 27,241,744</b>	<b>\$ 60,000</b>	<b>0.2%</b>	

#### Notes:

1. See Appendix B for more detailed information.
2. Salaries, benefits and staff related expenses includes the increased FTE and all statutory deductions and benefits related to a 2% pooled salaries increase.
3. Status quo on revenue and expenses with a possible reduced fee for those attending using an online option. Events are budgeted to earn 7% to offset administrative costs related to planning and hosting events. Executive travel and event costs may be reduced with some choosing an online presence for events.
4. Implementation costs for Employee benefits decreased as costs amortized over 4 years rather than 3.

**SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**  
**Budgeted statement of staffing complement**  
**for the proposed year ended December 31, 2022**

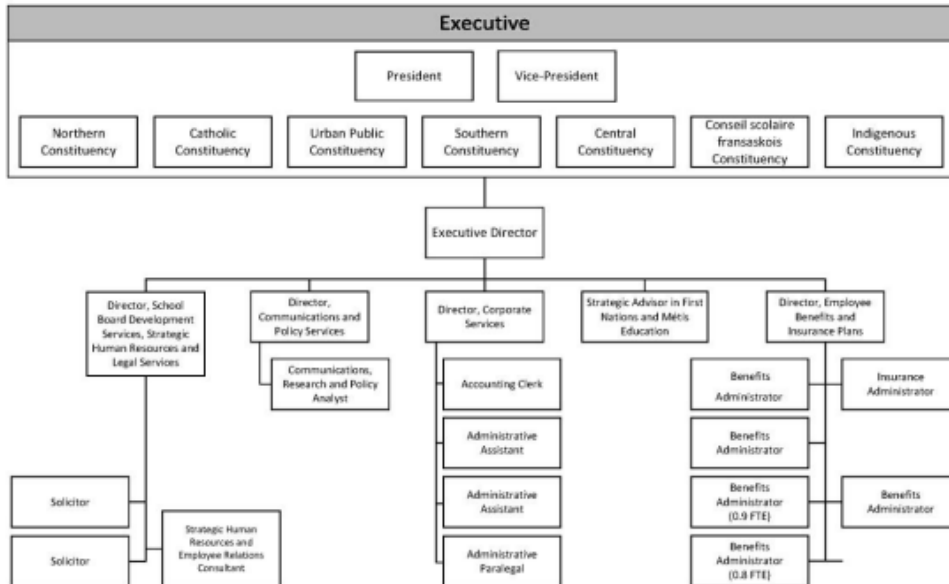
	Proposed Budget 2022	Approved Budget 2021	Actual 2020	Budget Variance	% Change	Notes
Executive director/administration	6.0	6.0	5.8	0.0	0.0%	
Communication and policy services	2.0	2.0	2.0	0.0	0.0%	
Board of education development services	1.0	1.5	1.5	-0.5	(33.3)%	
Human resources and employee relations	1.0	1.0	1.0	0.0	0.0%	
Legal services	2.0	2.0	2.0	0.0	0.0%	
First nations and metis education services	1.0			1.0	100.0%	
	13.0	12.5	12.3	0.5	4.0%	
<b>Business Services - Employee Benefits Plan and Insurance Plan</b>						
Employee Benefits	6.0	6.0	5.2	0.0	0.0%	
Insurance & Risk Management	1.5	1.5	1.5	0.0	0.0%	
	7.5	7.5	6.7	0.0	0.0%	
<b>Total Full Time Equivalents</b>	<b>20.5</b>	<b>20.0</b>	<b>19.0</b>	<b>0.5</b>	<b>2.5%</b>	
<b>Total number of positions</b>	<b>21.0</b>	<b>21.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0%</b>	

**Notes:**

The 2022 budget reflects the actual FTE/staffing complement with the addition of a new hire for the FNME Strategic Advisor at 1 FTE.

Included in this budget is a 2% pooled increase for staff salaries.

**SSBA Organizational Structure**





## Appendix A: Membership Fees

As the Association is currently undergoing a review of its membership fee structure, the 2022 budget was developed using the existing methodology as described within the Association Bylaws. The annual membership fee is calculated as follows:

$$\text{Membership Fee} = A \times B/C$$

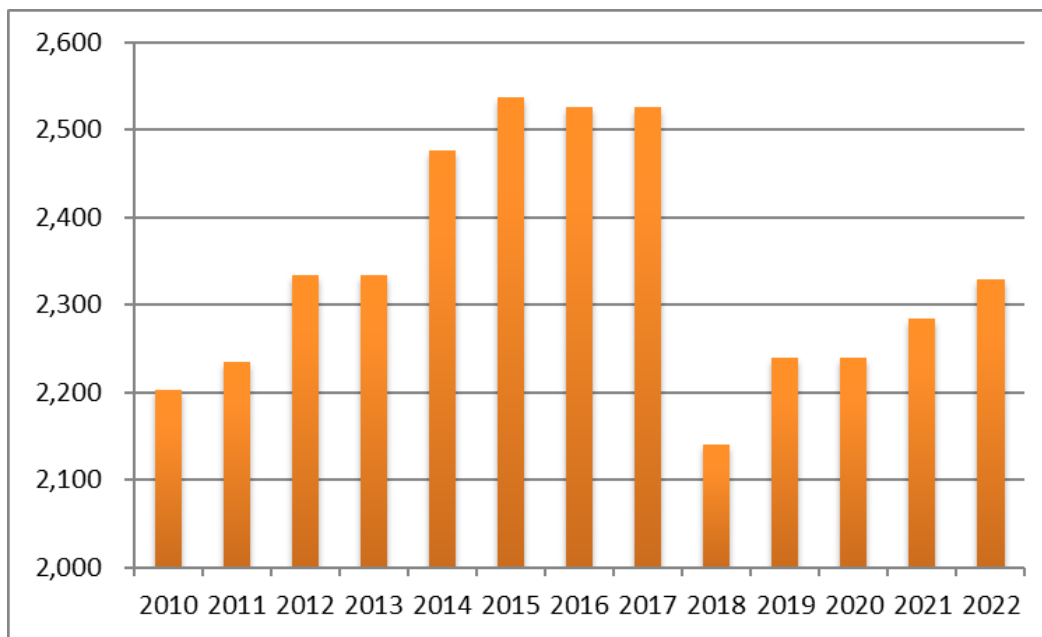
A = the portion of the annual operating budget that is funded by membership fees

B = the weighted student enrolment of the member calculated using the count of students as of September 30 for the most recent year as provided by the Ministry of Education, including the student enrolment of any affiliate members

C = the sum of the weighted student enrolments calculated pursuant to B for all members, including any affiliate members

The membership fee payable shall be not less than \$20,000 and (b) not more than 6.5% of the portion of the annual operating budget that is funded by membership fees.

### Historical Membership Fees (in \$ Thousands)



**Saskatchewan School Boards Association**  
**Membership Fee Year-Over-Year Comparison**  
**2022 Budget Proposal**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School Division	Estimated 2022 Fee	Estimated 2022 Increase (\$)	Estimated 2022 Increase (%)	Historical		
				2021 Fee	Estimated 2020 Fee	2019 Fee
Chinook SD 211	97,663	2,046	2.14%	95,617	95,293	95,293
Christ the Teacher RCSSD 212	33,453	701	2.14%	32,753	33,255	33,255
Conseil des écoles fransaskoises 310	34,215	717	2.14%	33,498	32,234	32,234
Creighton SD 111	20,000	-	0.00%	20,000	20,000	20,000
Good Spirit SD 204	99,743	2,089	2.14%	97,653	97,414	97,414
Holy Family RCSSD 140	26,063	546	2.14%	25,517	24,522	24,522
Holy Trinity RCSSD 22	45,661	957	2.14%	44,705	41,352	41,352
Horizon SD 205	102,481	2,147	2.14%	100,334	99,631	99,631
Ile a la Crosse SD 112	20,000	-	0.00%	20,000	20,000	20,000
Light of Christ RCSSD 16	37,900	794	2.14%	37,106	38,364	38,364
Living Sky SD 202	88,585	1,856	2.14%	86,729	89,857	89,857
Lloydminster RCSSD 89	22,789	477	2.14%	22,312	22,440	22,440
Lloydminster SD 99	36,089	756	2.14%	35,333	34,451	34,451
North East SD 200	82,923	1,737	2.14%	81,186	82,126	82,126
Northern Lights SD 113	72,815	1,525	2.14%	71,290	73,008	73,008
Northwest SD 203	81,194	1,701	2.14%	79,493	80,218	80,218
Prairie South SD 210	104,333	2,186	2.14%	102,148	104,701	104,701
Prairie Spirit SD 206	135,749	2,844	2.14%	132,905	129,243	129,243
Prairie Valley SD 208	122,264	2,561	2.14%	119,703	116,056	116,056
Prince Albert RCSSD 6	58,199	1,219	2.14%	56,979	56,158	56,158
Regina RCSSD 81	138,857	2,909	2.14%	135,949	130,901	130,901
Regina SD 4	151,407	2,969	2.00%	148,438	145,528	145,528
Saskatchewan Rivers SD 119	122,059	2,557	2.14%	119,502	117,811	117,811
Saskatoon SD 13	151,407	2,969	2.00%	148,438	145,528	145,528
South East Cornerstone SD 209	120,021	2,514	2.14%	117,506	114,437	114,437
St. Paul's RCSSD 20	151,407	2,969	2.00%	148,438	145,528	145,528
Sun West SD 207	92,064	1,929	2.14%	90,135	88,835	88,835
<b>Affiliates:</b>						
Cornerstone Christian School	20,000	-	0.00%	20,000	20,000	20,000
Luther College	20,000	-	0.00%	20,000	20,000	20,000
Lutheran Collegiate Bible Institute	20,000	-	0.00%	20,000	20,000	20,000
<b>TOTAL:</b>	<b>2,309,342</b>	<b>45,673</b>	<b>2.02%</b>	<b>2,263,669</b>	<b>2,238,891</b>	<b>2,238,891</b>

## Appendix B: Executive Activity/ Membership Engagement

The SSBA Executive consists of a President and Vice-President and representatives of seven constituencies duly elected by the membership. Members of the Provincial Executive of the Saskatchewan School Boards

Association act as advocates for education, addressing local and provincial issues. They also represent the SSBA on various working groups relating to education and local government.

The Executive also establishes committees and appoints members to external committees, as it considers advisable. Members appointed to these committees represent the interests of the SSBA and report to the SSBA Executive on business of the committee.

There is a 12.0% to 15% increase to the per diem and hourly rates for SSBA Executive and committee members expenses. There have been no significant increases to these rates since prior to 2013.

The budget to support the Executive and committees (internal and external) is as follows:

### SASKATCHEWAN SCHOOL BOARDS ASSOCIATION Breakdown of Executive activity/membership engagement for the year ended December 31, 2022

	<b>Proposed Budget 2022</b>	Budget 2021	Budget 2020	Budget 2019	Budget 2018
Executive activity*	<b>289,128</b>	273,850	291,750	188,444	283,809
Membership engagement*	<b>73,000</b>	73,000	56,000	94,914	94,914
Membership	<b>15,750</b>	15,750	15,750	17,000	15,000
Grants and transfers	<b>23,500</b>	23,500	13,500	13,500	13,500
	<b>401,378</b>	386,100	377,000	313,858	407,223
Year-over-year variance (\$)	<b>15,278</b>	9,100	63,142	(93,365)	(12,007)
Year-over-year variance (%)	<b>4.0%</b>	2.4%	20.1%	-22.9%	2.6%
		<b>Actual 2021</b>	<b>Actual 2020</b>	<b>Actual 2019</b>	<b>Actual 2018</b>
Executive activity*		TBD	139,604	249,960	201,297
Membership engagement*			60,092	62,964	88,663
Membership			1,575	15,750	15,740
Grants and transfers			13,500	13,950	13,500
		-	-	214,771	342,624
					319,200
Variance compared to budget (\$): (Overspend)/Underspend			162,229	(28,766)	88,023
Variance compared to budget (%): (Overspend)/Underspend			43.0%	-9.2%	21.6%

\*Executive activity and membership engagement include expenses for the Executive and appointed members, respectively, compensation for internal and external committees, working advisory groups and other projects.

The proposed 2022 budget plans for an increase over the previous year to align with anticipated increase for Executive and committee members rates. Although some restrictions may still impact large gatherings, it is anticipated that all meetings will occur.

The list of Committees, both internal and external, that the Association has representation is as follows:

Type of Committee	Committee Name
Association Internal	Resolutions and Policy Development Committee
	CSBA Board of Directors
	SSBA Board Development Advisory Committee
	Employee Benefits Plan Committee
	SSBA Executive Human Resources Committee
	Audit and Investment Committee
	Executive Policy Handbook Review
	SSBA General Insurance Plan Committee
	Indigenous Education Accountability Framework Committee
	Position Statement Working Advisory Group
	CSBA Board of Directors
Human Resources	Provincial Bargaining Committee
	Teacher Education and Certification Committee (TECC)
	Teacher Classification Board
	Educational Relations Board
	Saskatchewan Professional Development Unit (SPDU) Management Advisory Committee
	Municipal Employees Pension Commission
Program	Curriculum Advisory Committee
	Accreditation Advisory Committee
	Mosaic Extreme School Makeover Challenge – Trustee Selection Committee
	Saskatchewan Alliance for Youth and Community Well-Being
	Saskatchewan High School Athletics Association
	Saskatchewan Professional Development Unit Management Advisory Committee
	Provincial Working Group on CommunityNet
	Operating Grant Advisory Committee
	Multi-Type Library Board
	Infrastructure Advisory Committee
	Student Transportation Working Advisory Group
Mosaic Extreme School Makeover Challenge – Trustee Selection Committee	
Saskatchewan Assessment Management Agency (SAMA)	SAMA Rural Advisory Committee
	SAMA Urban Advisory Committee
	SAMA City Advisory Committee
	SAMA Legal and Legislative Committee
University Relationship	University of Regina Joint Field Experience Committee
	University of Saskatchewan Practicum Advisory Council
	University of Regina Senate
	University of Saskatchewan Senate
	Saskatchewan Educational Leadership Unit Advisory Board
	Principal's Short Course Advisory Committee
	Rural Congress Committee

### 5.3: SSBA Public Section



**MEETING DATE:** October 14, 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 type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

#### BACKGROUND

Public Section is part of the SSBA involving all Public School Divisions in Saskatchewan.

#### CURRENT STATUS

A verbal report will be provided along with an attachment regarding an update to the Public Section.

#### PROS AND CONS

#### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	October 7, 2021	One (3 pages)

#### RECOMMENDATION

## CATHOLIC SECTION AGREEMENT

### **Definitions:**

“**Association**” means the Saskatchewan School Boards Association or its predecessor the Saskatchewan School Trustees Association as applicable to the context of the provisions below.

“**Section**” means the Catholic Section of the Saskatchewan School Boards Association provided under Bylaw No. 8 or the Saskatchewan Catholic Schools Boards Association, as applicable to the context of the provisions below.

### **Background:**

The Association originally was formed as a voluntary membership organization of all locally elected educational authorities in Saskatchewan. After 31 years as a separate association, the trustees of Catholic boards re-affiliated in 1951 with the Association forming the Section of the Association.

The Section consists of Catholic separate boards of education. Since 1951 a strong cooperative relationship has existed between public and separate boards. Catholic separate boards pay annual membership fees to the Association, participate in, contribute to, and support the activities of the Association. As a distinct body, the Catholic Section enjoys unique status arising from its Catholic orientation to education.

### **Terms:**

- 1.1 The Association is committed to maintaining the Section and the Association’s bylaws reflect this commitment:
  - 1.1.1 The Association shall provide for a Catholic Section to identify issues and problems peculiar to itself. The Section consists of Catholic separate boards of education,
  - 1.1.2 The Association shall make due provision for an annual meeting of the Section, and, beginning in 2020, provide it with funds in the amount of fifteen thousand (\$15,000.00) dollars annually to assist it with its activities,
  - 1.1.3 The Section may adopt a constitution not inconsistent with these bylaws and the Act incorporating the Association,



JW  
HB

- 1.1.4 The Section may elect or appoint the necessary officers and staff and raise funds independently of the Association in order to carry out its mandate.
- 1.2 In recognition of the need for continued cooperation and a working relationship that is harmonious, it is agreed that the Association shall:
  - 1.2.1 Name a representative to the Section who may attend all meetings of the Section Executive,
  - 1.2.2 Provide reasonable staff support services to the Section at no cost to the Section, and if requested by the Section provide office space to the Section in the Association building at a favourable rental rate as soon as is practicable,
  - 1.2.3 Safeguard the participation of the Section on the Association Executive and in the convention of the Association,
  - 1.2.4 Make provision for Section representation on committees or other advisory bodies regarding matters of specific interest to Catholic boards of education,
  - 1.2.5 Provide for any expenses associated with meetings called by the Association's Executive that require representation from the Section,
  - 1.2.6 Upon provision of sufficient notice, make available special grants to assist with the hosting of the Canadian Catholic School Trustees' Association (CCSTA) convention when held in Saskatchewan [the grant for hosting the CCSTA convention in 2023 shall be six thousand (\$6,000) dollars], and
  - 1.2.7 Provide the Section with Directors and Officers' Liability Insurance coverage for an annual fee.

It is further agreed that the Section may make submissions to the Government of Saskatchewan on matters of exclusive concern to the Section. The Executives of both the Association and the Section realize the value of and are committed to the development of joint submissions and co-ordinated advocacy wherever possible. It is further understood that the Association will be provided in a timely manner with copies of correspondence, briefs or submissions made to the Government of Saskatchewan.

- 1.3 To provide for the ongoing development of the Section and its relationship with the Association it is agreed that:
  - 1.3.1 The provisions of this Agreement shall be reviewed jointly by the Executives of the Association and the Section in 2023 for renewal in 2024 and amendments to this Agreement shall be made at that time, and

JN-  
VB





1.3.2 This Agreement may be terminated by either party giving at least one year's written notice to the other party of its intention to terminate the Agreement.

DATED: August 27, 2021

A handwritten signature in black ink, appearing to read "Shawn Davidson".

SSBA President – Shawn Davidson

A handwritten signature in blue ink, appearing to read "Jerome Niezgoda".

SCSBA President –  
Jerome Niezgoda

A handwritten signature in black ink, appearing to read "Vicky Bonnell".



## 5.4: SSBA WAG Update



**MEETING DATE:** October 14, 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 type="checkbox"/>	Decision
		<input checked="" type="checkbox"/>	Reports from Administrative Staff	<input checked="" type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

### BACKGROUND

SSBA asked for a WAG to investigate the composition of the SSBA Executive. Boards had the opportunity to provide input on the future state of the Executive.

### CURRENT STATUS

An update is provided for the purpose of further discussion with local Boards of Education.

### PROS AND CONS

### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	October 7, 2021	<a href="#">One</a> – separate file
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### RECOMMENDATION

## 5.5: Board Policy Sub Committees



**MEETING DATE:** October 14, 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. Information for the potential of sub committees within the Board will be presented. Any changes to Board Policy require a Board motion for implementation.

### PROS AND CONS

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### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	October 7, 2021	1 (5 pages)

### RECOMMENDATION

As much as possible, the Board's business of governance will be conducted by the full Board. . The Board may establish ad hoc committees when necessary to assist it with governance functions. Committees shall never interfere with delegation of authority from Board to the Director.

### Specifically

1. Committees are to help the Board do its job by assisting the Board in the development of policy alternatives and implications for Board deliberation. A Committee is not to be created by the Board to advise staff.
2. Committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Committee which has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
3. A Committee may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Director.
4. A Committee shall not be created by the Board to advise the Director.
5. A Committee cannot exercise authority over staff, and in keeping with the Board's focus on the future, a Committee will ordinarily not have direct dealings with current staff operations. The Director works for the Board, never for a Committee.
6. The following structural principles shall apply to all Committees established by the Board. All Committees:
  - ~~6.1~~ ~~Shall be chaired by a trustee who is appointed by the Board.~~ **Volunteers to the committees are encouraged from the entire Board and an executive formed by each respective committee.**
  - 6.2 May include non-Board members, appointed by the Board.
  - 6.3 Shall include the Board Chair as an ex officio member, if not appointed under 6.1.
  - 6.4 Shall receive written terms of reference from the Board, which include the Board's expectations of the Committee, time frame and limits of authority.
  - 6.5 Shall have no authority to spend or commit any resources of the Division other than those specifically identified in written terms of reference.
  - 6.6 Shall be established at a public Board meeting.
  - 6.7 Shall be disbanded automatically once they have completed their function.
  - 6.8 Shall abide by the same Code of Conduct as governs the Board.
  - 6.9 Shall be reimbursed for expenses in accordance with the approved schedule.
  - 6.10 Shall hold meetings in camera, unless otherwise decided by the Board.
  - 6.11 Shall present their final report to the Board at a public meeting of the Board.

7. The Director may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.
8. Committees of the Board
  - 1) Professional Development/Trustee Growth Plan
  - 2) ~~Policy Review~~ Risk Management/Governance
  - 3) Boundary Review/Transportation Committee
  - 4) School Review Committee/Special Issues

Reference: Sections 85, 106 Education Act

## **BOUNDARY REVIEW/TRANSPORTATION**

### 1. Terms of Reference

- ◆ To assist the Board by providing guidance on the process and structure used to govern the affairs of eligibility and attendance boundaries within the Northwest School Division:
  - To review the school boundaries every ? years
  - To bring forward recommendations for Board policy edits, deletions and additions
  
- ◆ To assist the Board by providing guidance on the process and structure used to govern the affairs of transportation within the Northwest School Division:
  - To review transportation as required by Board work plan
  - (.ex. Rural, Urban, fees to Lloyd school divisions, parent information, safety...)
  - To bring forward recommendations for Board policy edits, deletions and additions

### 2. Membership Three (3) trustees

- ◆ Director and designate
- ◆ CFO or designate

## **PROFESSIONAL DEVELOPMENT/TRUSTEE GROWTH PLAN COMMITTEE**

### 1. Terms of Reference

- ◆ To develop board trustee professional development plan and growth plan to coincide with budget plans.
  - To search out educational opportunities and develop plan as trustees move through orientation in term 1 and to build board capacity to ensure a high level of board effectiveness.

### 2. Membership

- ◆ 3 board trustees
- ◆ Director or designate

## **RISK MANAGEMENT/GOVERNANCE COMMITTEE**

### 1. Terms of Reference

- ◆ Audit –
- ◆ To assist the Board in fulfilling its fiscal accountability.
- ◆ To act as a conduit between the auditor and the Board
  - To provide proposals for audit services and to recommend appointment of external auditors and the audit fees.
  - Pre and post audit tasks (expand list under committee work)
- ◆ Risk Management in the following areas: - (rotate duties/reviews as set out by committee)
  - Maintenance – inventory controls/volumes, safety standards
  - Technology – inventory controls, 21<sup>st</sup> Century Learning
  - Policy Review – to be completed in Year 1 and Year 2 of trustee terms
  - Board/Director review – guidelines on assessing performance

(rotate the risk management duties as required with Audit being a yearly committee)

Eg. Technology year 2 and 4  
Maintenance Year 1 and 3  
Policy Review – Year 1 and 3

### 1. Membership

- ◆ 3+ board trustees (financially literate and experienced trustees)
- ◆ Chair or designate
- ◆ Chief Financial Officer or designate
- ◆ Director or designate

## **School Review Standing Committee**

### 1. Terms of Reference:

To be aware of Board Policy #14 and its impacts on related reporting during normal Board business so that school reviews can be clearly predicted and to ensure that the policy is fairly adhered to.

### 2. Membership

- ◆ Trustee directly involved in the review
- ◆ Trustee not directly involved in the review
- ◆ Chair or designate
- ◆ Director or designate

## **Ad Hoc Standing Committee**

### 1. Terms of Reference

To assist the Board in advance of decision making to collect relevant information regarding unforeseen circumstances or unusual circumstances as they surface.

### 2. Membership

- ◆ Chair or designate
- ◆ Director or designate
- ◆ Trustee Directly involved
- ◆ Trustee Directly not involved

## **BOARD POLICY REVIEW (IF BOARD DECIDES TO KEEP SEPARATE FROM RISK MGMT)**

### 1. Terms of Reference

To review, revise and develop board policies as required.

- To review the policy manual in Year 1 and Year 3 of trustee term.
- To bring forward recommendations for Board policy edits, deletions and additions to policy manual to effectively govern the Northwest School Division.

### 2. Membership

- ◆ Chair or designate
- ◆ Director or designate
- ◆ 3 board trustees

## 5.5: SSBA Ballot Form



**MEETING DATE:** October 14, 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

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 8, 2021.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	October 5, 2021	One (4 pages)

### RECOMMENDATION

That the SSBA ballot form be completed and submitted to the SSBA by the deadline date.



## MEMORANDUM

September 24, 2021

TO: Chief Financial Officers for Boards of Education

CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

**RE: 2021 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 8, 2021. 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 voting delegate will need to attend in person and bring a device to connect to Election Buddy for voting (e.g. mobile phone, tablet or laptop). Please provide an email address or mobile phone number connecting to a device at which to receive the link with log-in information to participate in the voting. 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 15, 2021 during the Fall General Assembly.

For the Northern Constituency and Southern Constituency Elections to be held on November 16, 2021, we will also be using Election Buddy for voting. Those boards of education who participate in the Northern Constituency and Southern Constituency Elections will be able to determine how the votes will be distributed to their board members. Each voting delegate will need to attend in person and bring a device to connect to Election Buddy for voting (e.g. mobile phone, tablet or laptop). Please provide an email address or mobile phone number connecting to a device at which to receive the link with log-in information to participate in the voting. This information will enable us to prepare the electronic voting information for your board for the purposes of voting at the Northern Constituency and Southern Constituency Elections.

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



400 - 2222 13<sup>th</sup> Avenue, Regina, SK S4P 3M7  
Tel: 306-569-0750 | Fax: 306-352-9633  
Email: [admin@saskschoolboards.ca](mailto:admin@saskschoolboards.ca)  
[www.saskschoolboards.ca](http://www.saskschoolboards.ca)

**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 11:00 a.m. on November 15, 2021, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.

**BALLOT INFORMATION**  
**2021 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 September 30, 2020 Projected Enrolments student count of 4,349.)**

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.

## 5.6: Financial Reports



**MEETING DATE:** October 14, 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 September 30, 2021.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	October 5, 2021	One
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### RECOMMENDATION

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

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2021 to September 30, 2021</b>				Year-to-Date 8%
	<b>2021/22 Annual Budget</b>	<b>2021/22 YTD</b>	<b>Balance</b>	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$55,628,283	\$4,463,368	(\$51,164,915)	
Total Tuition and Related Fees	\$2,975,853	\$0	(\$2,975,853)	
School Generated Funds	\$1,893,396	\$0	(\$1,893,396)	
Total Interest and Other Revenues	\$115,000	\$15,000	(\$100,000)	
Total Complementary Services Revenues	\$1,117,492	\$73,374	(\$1,044,118)	
External Services Revenues	\$470,861	\$39,238	(\$431,623)	
Total Capital Revenues	\$0	\$13,398	\$13,398	
<b>Total Revenues</b>	<b>\$62,200,885</b>	<b>\$4,604,378</b>	<b>(\$57,596,507)</b>	<b>7%</b>
<b>Expenditures:</b>				
Total Governance	\$311,654	\$8,197	\$303,457	
Total Administration	\$3,135,933	\$260,539	\$2,875,394	
Total Instruction	\$43,116,747	\$3,438,020	\$39,678,727	
Total Plant Operation and Maintenance	\$10,914,670	\$755,709	\$10,158,961	
Total Student Transportation	\$5,745,121	\$263,303	\$5,481,818	
Total Tuition and Related Fees	\$618,293	\$0	\$618,293	
School Generated Funds	\$1,893,396	\$0	\$1,893,396	
Total Interest and Bank Charges	\$59,106	\$0	\$59,106	
Total Complementary Services	\$1,756,695	\$90,920	\$1,665,775	
Total External Services	\$470,861	\$15,087	\$455,774	
Total Capital Expenditures	\$1,969,500	\$68,587	\$1,900,913	
<b>Total Expenditures</b>	<b>\$69,991,976</b>	<b>\$4,900,361</b>	<b>\$65,091,615</b>	<b>7%</b>
<b>Surplus or (Deficit)</b>	<b>(\$7,791,091)</b>	<b>(\$295,983)</b>		

