

AGENDA

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

DATE: April 18, 2023

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 – March 9, 2023
4.	Delegation
4.1	Student Voice
5.	Discussion / Decision Items
5.2	SSBA Assembly Update
5.2	Operating Line of Credit
5.3	Draft Budget – 2023-2024
5.4	Operational Reserves
5.5	Benkendorf Land Sale
5.6	Financial Reports
6.	Information Items
6.1	Celebrations
6.2	Calendar
7.	Committee of the Whole
7.1	HR Report
7.2	Sector Update
7.3	Tuition Agreements

	7.4	Director Review
8.	Information of Emergent Items for Next Agenda	
<div style="text-align: center; border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">May</div> <p>Regular Board Meeting Agenda Items</p> <ul style="list-style-type: none"> • Review draft budget and provide required redirection • Approve PMR • Establish compensation guidelines for out of scope staff • Approve Director semi-annual evaluation (3rd year of Board Term) • Approve Board semi-annual evaluation (even years) • SSBA Members Council (Chair/vice chair and Director) • Sub-Division graduation ceremonies to present awards as determined <div style="text-align: center; border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">June</div> <p>Regular Board Meeting Agenda Items</p> <ul style="list-style-type: none"> • Approve Annual Budget • Advocacy Linkage MLA's • Personnel Accountability Report – HR Report • Public Section Annual Meeting • SHSAA Meeting –representative delegate • Sub-Division graduation ceremonies to present awards as determined <div style="text-align: center; border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">July</div> <p>Regular Board Meeting Agenda Items</p> <ul style="list-style-type: none"> • No Scheduled Board meeting 		
9.	Adjournment	

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, MARCH 9, 2023 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

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

Members Absent: John Anderson

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 23-022	Faith Graham	That the agenda be adopted.	CARRIED
Minutes 23-023	Andrea Perillat	That the minutes of the February 9, 2023, 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.	
Delegation		The Board met with the Deputy Director of Education, Jennifer Williamson, to review the operations of the Student Services Department.	
Finance Statement 23-024	Bev Josuttis- Harland	That the Financial Report for the period ending February 28, 2023 be approved as presented.	CARRIED
Committee of the Whole 23-025	Andrea Perillat	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 23-026	Faith Graham	That we rise and report from the Committee of the Whole.	CARRIED

The Committee reported on Education Sector arising issues, personnel and Board round table discussion.

Emergent
Items

1. Division goals and outcomes
2. Budget assumptions
3. Director Review

Adjournment
23-027

Mark
Campbell

That we adjourn.

Time: 12:25 p.m.

CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: SSBA Update 2023



MEETING DATE: April 18, 2023

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

CURRENT STATUS

A verbal report will be provided outlining information presented at the SSBA Conference in Saskatoon, April 5 and 6, 2023

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	April 11, 2023	

RECOMMENDATION

5.2: Operating Line of Credit



MEETING DATE: April 18, 2023

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

BACKGROUND

The Board has a standing Line of Credit (LOC) with the Royal Bank of Canada in the amount of \$5.1 million. This LOC was established in August 2018, in accordance with Section 319 of the *Education Act, 1995*. The Ministry of Education reviewed the current level of approved school division LOCs and developed a formula for determining the maximum amount that a school division should require.

CURRENT STATUS

Student enrolments have declined steadily over the past 5 years. This has resulted in a corresponding loss of funding as well as inflationary cost increases over the same time span. As our grants have diminished, costs have increased, and our cash reserves have been depleted. We are currently operating in our Line of Credit to cover our normal operating expenses. At this point in time, our monthly payroll costs are exceeding our monthly operating grant from the Ministry by approximately \$127,000. Over time, this has resulted in our LOC approaching a level that is insufficient to cover our monthly operating costs. I propose requesting an increase from the Ministry to the LOC to \$6.5 million to allow us to ensure that our monthly expenses can be covered. This will provide us with a buffer to cover the timing issues with cash flows from other sources in addition to the operating grant.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:

Charlie McCloud

DATE

March 23, 2023

ATTACHMENTS

Two

RECOMMENDATION

That a request be submitted to the Ministry of Education to increase the existing Line of Credit with the Royal Bank of Canada to \$6.5 million for a minimum of one year before review.



MAR 23 2023

Charlie McCloud, Chief Financial Officer
Northwest School Division No. 203
charlie.mccloud@nwsd.ca

Dear Charlie McCloud:

Thank you for your recent letter requesting approval to increase the current operating line of credit held by the Board of Education of Northwest School Division No. 203 to \$6.5 million.

Consent is hereby granted to your board of education to increase the operating line of credit up to \$6.5 million, in accordance with section 319 of *The Education Act, 1995*. Please note that consent for the increase is provided as a temporary measure to March 31, 2024, based on the school division's current cash flow issues and timing of receipts. A review of the school division's cash flows and line of credit requirements will be required by March 2024, and subsequent consent will be needed to extend the increased line of credit beyond March 31, 2024.

If you have any questions or concerns, please contact Angela Chobanik, Executive Director of Education Funding, at 306-787-6042 or by email at angela.chobanik@gov.sk.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dustin Duncan', written over the word 'Sincerely,'.

Dustin Duncan
Minister of Education

cc: Honourable Donna Harpauer, Minister of Finance
Duane Hauk, Director of Education, Northwest School Division
Rory Jensen, Assistant Deputy Minister, Ministry of Education
Angela Chobanik, Executive Director, Education Funding, Ministry of Education
Leanne Forgie, Director, Financial Analysis and Reporting, Ministry of Education

January 2023 Payroll

Michelle Pickett <Michelle.Pickett@nwsd.ca>

Wed 2023-02-08 10:18 AM

To: Charles McCloud <Charlie.Mccloud@nwsd.ca>

	Bank account info				
commerical taxes	\$ 90,484.39	05-Jan			
commerical taxes	\$ 629,892.02	05-Jan			
payroll	\$ 1,363.06	06-Jan			
commerical taxes	\$ 95.44	12-Jan		Payroll	\$ 2,117,836.34
commerical taxes	\$ 27,937.87	13-Jan		taxes	\$ 1,871,999.63
commerical taxes	\$ 5,916.20	13-Jan			
commerical taxes	\$ 48,357.11	16-Jan			
payroll	\$ 2,115,907.95	20-Jan			
payroll	-\$ 834.66	23-Jan			
payroll	\$ 834.66	24-Jan			
commerical taxes	\$ 979,648.21	25-Jan			
commerical taxes	\$ 89,668.39	25-Jan			
payroll	\$ 565.33	25-Jan			
	<u>\$ 3,989,835.97</u>				
PROMETA FUND SUPPORT SERVICES INC	\$ 2,413.82				
SSBA	\$ 95,585.17				
TEACHERS SUPERANNUATION COMMISSION	\$ 5,751.18				
NORTHWEST LOCAL TEACHERS ASSOC	\$ 2,320.50				
TEACHERS SUPERANNUATION FUND	\$ 757.90				
SASKATCHEWAN TEACHERS FEDERATION	\$ 354,012.89				
MEPP - missed for dec	\$ 338.60				
CRA	\$ 378.74				
Qu Bench Sheriff Trust	\$ 279.98				
	<u>\$ 461,838.78</u>				
MEPP	\$ 221,896.70	DEC			
	<u>\$ 4,673,571.45</u>		\$ 4,546,516.00	FOG JAN	-\$ 127,055.45

Thanks.

Michelle Pickett, BComm
 Finance Systems Manager
 Northwest School Division No. 203

5.3: Draft Budget 2023-2024



MEETING DATE: April 18, 2023

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

Annual Budget is due June 30, 2023.

CURRENT STATUS

Senior administration has begun preparing budget figures based on previous discussions and Board direction. Changes made at the April meeting will be incorporated into the draft budget.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	April 11, 2023	None
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RECOMMENDATION

That the 2023-24 Budget be reviewed, and discussion occur regarding potential changes, if any.

5.4: Operational Reserves



MEETING DATE: April 18, 2023

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

BACKGROUND

The Ministry of Education identified the need to formalize the policy and procedures related to reserve funds across all provincial school divisions. In 2020, at the request of the Ministry, a committee was formed by SASBO to study school division operational reserve levels and composition. The initial committee completed their work in 2021 and filed a report with the Ministry. This led to the formation of four subcommittees represented by members of the SSBA, LEADS, and SASBO. The work of these subcommittees resulted in a draft policy and procedure on operational reserves on behalf of all school divisions.

CURRENT STATUS

The Operational Reserve Committee (ORC) conducted two information sessions during the week of September 15, 2022, and circulated an engagement survey the following week to capture feedback and to determine the level of support for the work that had been done. The feedback confirmed that the sector felt that the operational reserve policy and procedure must be a school division initiative compared to a Ministry directive. The ORC has requested that all Boards formalize this work before the end of the current school year by either a Board motion or by adopting the draft Operational Reserves Administrative Procedure.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	March 30, 2023	Four

RECOMMENDATION

That the Operational Reserves Administrative Procedure be adopted.

October 7, 2022

(Via Email) donna.johnson@gov.sk.ca

Donna Johnson, Deputy Minister
Ministry of Education
Room 355, Legislative Building
2405 Legislative Drive
REGINA, SK S4S 0B3

Dear Ms. Johnson,

Re: Operating Reserves Policy and Procedure Update

On behalf of Operational Reserves Committee (ORC), we write to you to provide a formal update on the work we have completed to date. As you are aware, SASBO constituted a committee in 2020 to study school division operational reserve levels and composition. That initial committee concluded their work and issued a report in early 2021. The report included next steps which resulted in the establishment of four subcommittees. These subcommittees are represented by members of SSBA, LEADS, and SASBO. The important work of the subcommittees will continue to be refined into 2023 as school divisions look to implement the recommendations of the subcommittees.

We appreciate the continued dialogue with Ministry of Education as these subcommittees complete their work. This letter is also intended to respond to the Ministry's request on August 5, 2022, to draft a policy on operational reserves. Our understanding is that the Ministry has been asked to bring forward a policy regarding operational reserves as part of the 2023-24 budget request. The ORC drafted a policy and procedure on operational reserves on behalf of school divisions. To ensure the drafted policy and procedure is representative of the sector, two information sessions were held during the week of September 15, 2022, and an engagement survey was sent the following week to capture feedback and to determine the level of support for this work. The feedback received from the school divisions confirmed our direction that an operational reserve policy and procedure must be a school division initiative compared to a Ministry directive.

Although further refinement of the draft policy and procedure is likely required, the main objectives remain the same. School divisions recognized in 2020 that operational reserves require a mechanism to increase the accountability, comparability, and management of such reserves. We believe these draft documents achieve the objectives of the ORC. As shown in the recently updated financial statement templates, when we work collaboratively with the Ministry, financial processes can be improved. It is important to note that the draft policy and procedure enclosed with this letter must be treated holistically as any minor change will impact the integrity of the entire process. The recommended ranges take into consideration the impact the change in timing of grant allocations will have on the need for operational reserves.

We welcome continued dialogue with the Ministry regarding the operationalization of these documents. The ORC anticipates school divisions to adopt these changes before the end of the 2022-23 fiscal year. The documents are drafted in way which will allow school divisions to choose between using an administrative procedure only or adopting a board policy with the supporting administrative procedure.

Based on the feedback received from school divisions last week, the ORC supports the Ministry submitting the enclosed draft operational reserve policy and procedure as part of the 2023-24 budget request to government.

If you have any questions or concerns, please let us know.

Sincerely,

On behalf of the ORC,

A handwritten signature in blue ink, appearing to read 'Joel Lloyd', with a stylized flourish extending to the left.

Joel Lloyd
ORC Chair

Cc. Angela Chobanik, Acting Assistant Deputy Minister



Government
— of —
Saskatchewan

Ministry of Education
Deputy Minister
5th Floor, 2220 College Avenue
Regina, Canada S4P 4V9

November 7, 2022

Joel Lloyd, Chair, Operational Reserves Committee
SASBO
executivedirector@sasbo.com

Dear Joel Lloyd:

Thank you for your recent letter updating me on the status of the operational reserve policy and procedures for school divisions. I want to acknowledge and express my appreciation for the work that has been done thus far by the Operational Reserves Committee and the four subcommittees.

As you stated, the ministry is required to address school division operational reserves during the development of government's 2023-24 budget, and we plan to share the information you provided as we move through that process. Please be advised that if required, we may contact you for further information.

The ministry looks forward to future discussion of the reserve policy as there is shared interest in improving consistency of proportional reserve amounts among school divisions. Should you have any questions please contact Erin Kiefer, Acting Executive Director of Education Funding Branch at 306-787-6042.

Sincerely,

A handwritten signature in blue ink that reads "Donna Johnson".

Donna Johnson

cc: Jaime Valentine, Executive Director, SASBO
Angela Chobanik, A/Assistant Deputy Minister, Education
Erin Kiefer, A/Executive Director, Education Funding, Education

School Division Name/Logo

[BOARD Policy no.] Accumulated Surplus from Operations	Date of implementation:
	Date of update:
	Related Board Policy:

The Board of Education (Board) is responsible for ensuring that the division is financially protected from extraordinary circumstances which would negatively impact school division operations and the education of students. Further, a level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services, and protection from future financial risk.

An operating surplus represents the extent to which operating revenues in a fiscal year exceed operating expenditures in that year. Conversely, an operating deficit occurs when operating expenditures in a fiscal year exceed operating revenues in the same year. The Board is responsible to maintain a positive combined restricted and unrestricted accumulated surplus from operations to ensure fiscal sustainability.

The purpose of the Internally Restricted Reserve is to support stable programming and ongoing operations for the benefit of the students served by the division. The Internally Restricted Reserve provides an internal source of funds to access in situations such as an unanticipated increase in expenses, one-time unbudgeted expenses including capital expenses, unanticipated funding reductions or shortfalls in uninsured losses. The Internally Restricted Reserve is not intended to replace a permanent loss of funding.

References:

SASBO Accumulated Surplus Reporting Manual

School Division Name/Logo

[Procedure no.] Accumulated Surplus from Operations	Date of implementation:
	Date of update:
	Related Administrative Procedures:

The Board of Education (Board) is responsible for ensuring that the division is financially protected from extraordinary circumstances which would negatively impact school division operations and the education of students. Further, a level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services, and protection from future financial risk.

An operating surplus represents the extent to which operating revenues in a fiscal year exceed operating expenditures in that year. Conversely, an operating deficit occurs when operating expenditures in a fiscal year exceed operating revenues in the same year. The Board is responsible to maintain a positive combined restricted and unrestricted accumulated surplus from operations to ensure fiscal sustainability.

Administration has established this procedure in order to address their commitment to business practices that promote a sustainable organization. The purpose of this procedure is to provide:

- guidance and consistency in financial planning
- mitigation of short-term volatility
- protection against future financial risk
- support of thoughtful and effective resource allocation
- a contingency for unexpected costs

Definitions

In this Procedure, the relevant financial terms are defined as follows:

- **“Accumulated Surplus from Operations”** means the accumulated excess of operating revenues from all prior years over operating expenses from all prior years.
- **“Accumulated Deficit from Operations”** means the accumulated excess of operating expenses from all prior years over operating revenues from all prior years.
- **“Adjusted Annual Operating Revenue”** is the annual Operating Revenue less capital grants and school based fund revenue.
- **“Operating Surplus for the Year”** is the amount by which a fiscal year’s operating revenues exceed that same fiscal year’s operating expenses
- **“Operating Deficit for the Year”** is the amount by which a fiscal year’s operating expenses exceed that same fiscal year’s operating revenues.
- **“Operating Revenue”** is the total of all revenue in the operating fund as disclosed in the Statement of Operations of the financial statements.

- **“Operating Expense”** is the total of all expenses in the operating fund as disclosed in the Statement of Operations of the financial statements.
- **“Unrestricted Surplus”** means that portion of the Accumulated Surplus that has not been allocated by the Board for specific uses.
- **“Internally Restricted Reserve”** means that portion of the Accumulated Surplus that the Board has designated, via Board motion, for specific uses. These resources may be repurposed at the discretion of the Board through a subsequent Board motion.
- **“Externally Restricted Reserve”** means that portion of the Accumulated Surplus that has been restricted for a specific purpose by the contributor of the resource. There is a contractual or fiduciary responsibility to hold these funds until their future purpose is carried out.

Purpose

The purpose of the Internally Restricted Reserve is to support stable programming and ongoing operations for the benefit of the students served by the division. The Internally Restricted Reserve provides an internal source of funds to access in situations such as an unanticipated increase in expenses, one-time unbudgeted expenses including capital expenses, unanticipated funding reductions or shortfalls in uninsured losses. The Internally Restricted Reserve is not intended to replace a permanent loss of funding.

Procedure

1. The Internally Restricted Reserve will be approved by Board motion annually, following review of the annual financial statements. The balance in the Internally Restricted Reserve will be managed within a reasonable percentage compared to annual operating revenues.
2. The Director of Education/CEO is responsible to identify the internally and externally restricted reserves each year and to identify and recommend amounts to access if needed, consistent with the purpose of the reserve as described in this procedure. The recommended amount to access includes analysis of the reason for the shortfall, the availability of any other sources of funds, an assessment of the estimated time period the funds will be required and the strategy and timeframe to replenish the reserve.
3. The Chief Financial Officer is responsible to ensure that the internally and externally restricted reserves are properly recorded, maintained, and used as described in this procedure.
4. The financial statements will record the Internally and Externally Restricted Reserves per the recommendations of the SASBO Accumulated Surplus Reporting Manual. The reserves are available in cash and funds comingled with the general cash and investment accounts of the school division.
5. Surplus unrestricted operating funds are used to fund the Internally Restricted Reserve. Administration may also direct a specific source of revenue, such as donations, fundraising or special grants, to be allocated to the reserve.

6. The Internally Restricted Reserve is dynamic, and the Board will review the reserve annually in conjunction with its review of the audited financial statements for the year.
7. The Board will aim to retain the following operational reserves balances:
 - 7.1 An Unrestricted Surplus between 0.5% and 2% of the Adjusted Annual Operating Revenue.
 - 7.2 Internally Restricted Reserves between 1% and 10% of the Adjusted Annual Operating Revenue. This amount does not include Internally Restricted Reserves designated for capital expenditures, facility related projects, and school generated funds.
 - 7.3 No limit on Externally Restricted Reserve balances as those categories are managed by way of an agreement between the Board and another organization.
 - 7.4 If the school division retains reserve balances that exceed the targeted levels, the Board would approve a detailed plan to spend the excess funds.

References:

SASBO Accumulated Surplus Reporting Manual

5.5: Benkendorf Land Sale



MEETING DATE: April 18, 2023

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

Rhonda Benkendorf reached out to Glen Winkler via email on March 21, 2023, to inquire about acquiring a piece of land located in SW 28 48 24 W3 in the RM of Eldon from the Northwest School Division. A search of our property records confirmed that the land parcel referred to in Rhonda’s request is indeed an old school site that is registered to NWSD. Additional information was requested from Rhonda, and a subsequent reply was received containing a written offer to purchase the land parcel from NWSD.

CURRENT STATUS

This parcel identified as Surface Parcel Number 145290506 is situated in the southeast corner of a quarter section of land owned by Garry and Rhonda. They hope to acquire the 0.93-acre land parcel to make their quarter section whole.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

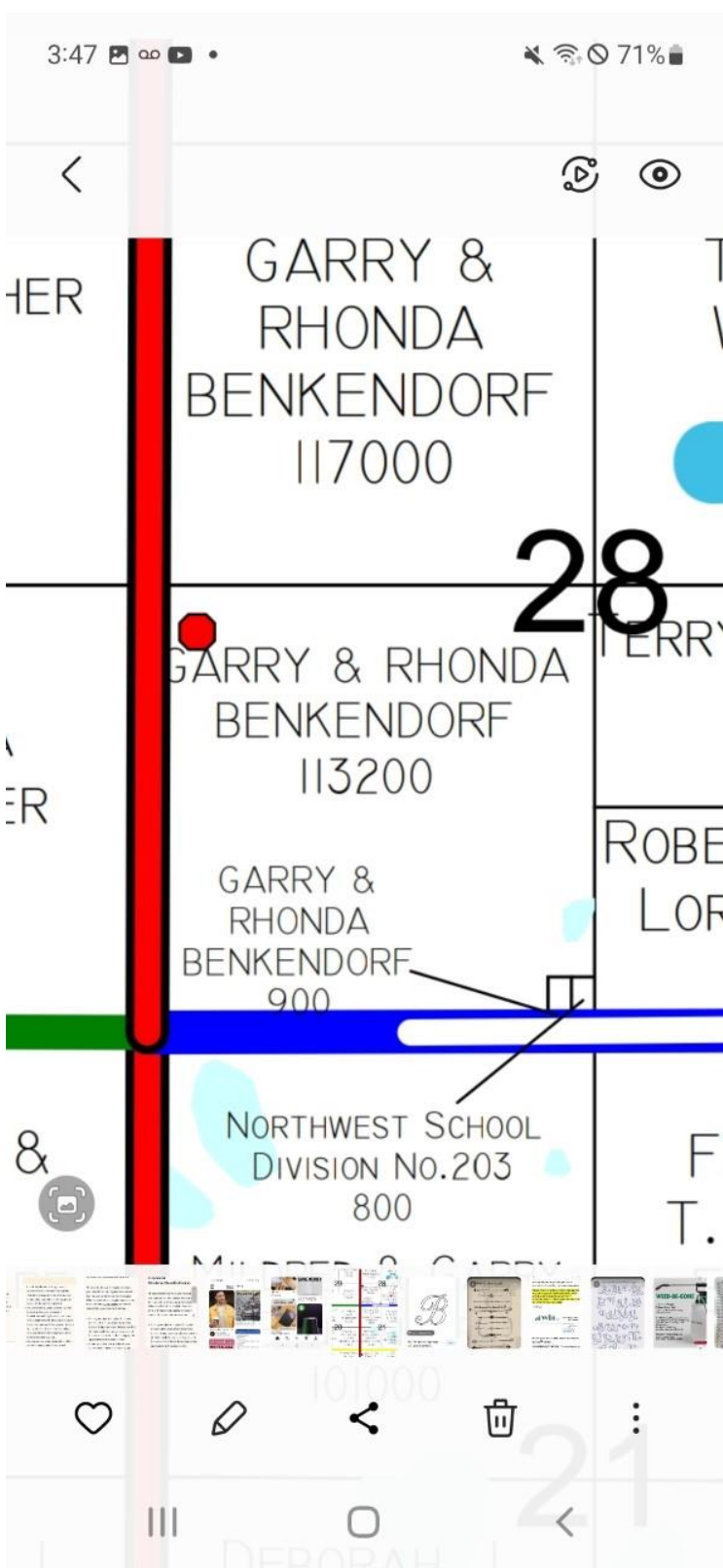
Selling price of the land would be \$1,500 if the offer is accepted by the Board. The historical carrying value of the property is \$3,031.39 according to our financial records.

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	April 11, 2023	Four
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RECOMMENDATION

That the request to purchase the land received from Garry and Rhonda Benkendorf be approved.



Garry and Rhonda Benkendorf
Box 17
Waseca, Sask.

S0M 3A0

March 21, 2023

Northwest School Division Board of Education
525 5thSt W
Meadow Lake, Sask.
S9X 1B4

Dear Northwest School Division Board Of Education,

My husband and I own land north of Waseca, Sask. We are in the midst of subdividing our home quarter into an acreage for our son and his family. In the process of doing so, it has been brought to our attention by Information Services Corporation (ISC) that the NWSD has been named on a parcel of land that is connected to our home quarter. Unfortunately, we are unable to proceed with this subdivision without your help and cooperation.

I would like to take a moment to explain how the NWSD is impacting our subdivision plans. Back in the day of one room schools, The Walter School District 1823 resided on what is now our home quarter. It is a .93 acre parcel of land occupying the very south east corner of land location SW 28-48-24 W3. I cannot explain why, but when this land was purchased back in the 1960's by Paul Benkendorf, my husband's father, it was not consolidated back into the original quarter. This quarter of land was transferred into our names, Garry and Rhonda Benkendorf, in 2000 without an awareness that this little corner of land was still named in what was at that time, the Battle River School Division #60. With the amalgamation of school divisions, NWSD is now named on this parcel of land. Because of rules and regulations concerning the number of subdivisions allowed on an agricultural quarter of land, our request for subdividing an acreage on this quarter has been stalled.

The Community Planning Branch Ministry of Government Relations along with The RM of Eldon have jointly agreed that if this parcel of land was consolidated back into the original quarter, we would be able to proceed with our planned subdivision. Not knowing how to proceed, we consulted with our lawyer asking for direction in this matter. He suggested that we reach out to you, as the Northwest School Division Board of Education, and explain the situation. At this time we are asking that the NWSD relinquish its name on this .93acre parcel of land and transfer it into our name. Our lawyer is able to draw up all necessary paperwork to allow this transfer to take place without any expense on the part of NWSD.

Thank you for your consideration in this matter.

Sincerely,
Garry and Rhonda Benkendorf

Garry and Rhonda Benkendorf
Box 17
Waseca, Sask.
S0M 3A0

April 6, 2023

Northwest School Division Board of Education
525 5thSt W
Meadow Lake, Sask.
S9X 1B4

Dear Northwest School Division Board Of Education,

Please consider this letter as an offer to purchase the .93 acre parcel of land on SW 28 48 24 W3 that the North West School Division holds title to for the amount of \$1500.00.

We understand that the historical land value for this parcel of land is \$3031.39 as stated in an email from Charlie McCloud. In the light that our family have been stewards of this land for over sixty years, we are hoping that this offer is a fair compromise. If this offer is accepted, as previously mentioned, our lawyer is able to prepare all necessary paper work for sale and transfer of title at no expense to NWSD.

Thank you for your consideration in this matter.

Sincerely,
Garry and Rhonda Benkendorf

5.6: Financial Reports



MEETING DATE: April 18, 2023

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, 2022 to March 31, 2023.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud

One

RECOMMENDATION

That the financial report for the period ending March 31, 2023 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2022 to March 31, 2023				
			Year-to-Date	58%
	2022/23	2022/23		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$57,252,792	\$31,713,812	(\$25,538,980)	
Total Tuition and Related Fees	\$3,102,366	\$2,411,819	(\$690,547)	
School Generated Funds	\$1,714,540	\$0	(\$1,714,540)	
Total Interest and Other Revenues	\$115,000	\$107,380	(\$7,620)	
Total Complementary Services Revenues	\$1,332,274	\$790,144	(\$542,130)	
External Services Revenues	\$743,992	\$277,445	(\$466,547)	
Total Capital Revenues	\$0	\$93,790	\$93,790	
Total Revenues	\$64,260,964	\$35,394,391	(\$28,866,573)	55%
Expenditures:				
Total Governance	\$309,261	\$163,548	\$145,713	
Total Administration	\$3,199,462	\$1,816,528	\$1,382,934	
Total Instruction	\$44,187,735	\$25,511,058	\$18,676,677	
Total Plant Operation and Maintenance	\$11,580,982	\$5,391,252	\$6,189,730	
Total Student Transportation	\$6,122,438	\$3,354,582	\$2,767,856	
Total Tuition and Related Fees	\$854,616	\$513,557	\$341,059	
School Generated Funds	\$1,714,540	\$0	\$1,714,540	
Total Interest and Bank Charges	\$55,316	\$12,153	\$43,163	
Total Complementary Services	\$1,776,361	\$893,778	\$882,583	
Total External Services	\$475,618	\$380,818	\$94,800	
Total Capital Expenditures	\$1,340,000	\$92,601	\$1,247,399	
Total Expenditures	\$71,616,329	\$38,129,874	\$33,486,455	53%
Surplus or (Deficit)	(\$7,355,365)	(\$2,735,483)		

6.1: Celebrations

MEETING DATE: April 18, 2023

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

BACKGROUND

CURRENT STATUS

FINANCIAL IMPLICATION

PREPARED BY: DATE ATTACHMENTS

RECOMMENDATION



6.2: Calendar

MEETING DATE: April 18, 2023

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

2022-2023 Academic Year

Victoria Day (no school)	Monday, May 22
Final Exam Schedule (High School)	Thursday to Tuesday, June 22-27
Admin Days	Wednesday & Thursday, June 28 & 29

SSBA Events (<http://saskschoolboards.ca/>) - 2023

2023 National Trustees Gathering on Indigenous Education & CSBA Congress
 – Banff, Alberta – July 3-5, 2023 (Banff Centre for Arts and Creativity)
 Promo code CSBA2023
 Charles Stein & Patricia Main have hotel rooms.

2023 Calendar Year:

May 29 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.
 September 21 - Board Chairs Council – In-person, Regina, location TBC, 1:00 p.m. – 4:00 p.m.
 September 27 – Deadline for Bylaw Amendments (for the AGM) – 4:30 p.m.
 September 30 – Deadline for Submissions for the 2023 Premier’s Board of Education Award for Innovation and Excellence & the 2023 Award of Distinction – 4:30 p.m.
 October 12 – Deadline for Resolutions (for the AGM) - 4:30 p.m.
 October 23 – Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

Board Meetings – 2023 – Second Thursday of each month

April 18	May 11	June 8	August 10
September 14	October 12		

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	April 11, 2023	