

# **AGENDA**

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

**DATE:** October 13, 2022      **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 – September 8, 2022
- 4. Delegation**
- 5. Discussion / Decision Items**
  - 5.1 School Review
  - 5.2 Provincial Education Plan
  - 5.3 SSBA Resolutions
  - 5.4 SSBA Ballot Form
  - 5.5 Financial Report
- 6. Information Items**
  - 6.1 Celebrations
  - 6.2 Enrolments – September 30, 2022
  - 6.3 Calendar
- 7. Committee of the Whole**
  - 7.1 HR Report
  - 7.2 Sector Update
  - 7.3 Committee Reports

## 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)

### February

#### Regular Board Meeting Agenda Items

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

### March

#### Regular Board Meeting Agenda Items

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

### April

#### Regular Board Meeting Agenda Items

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

### May

#### **Regular Board Meeting Agenda Items**

- Review draft budget and provide required redirection
- Approve PMR
- Establish compensation guidelines for out of scope staff
- Approve Director semi-annual evaluation (3<sup>rd</sup> 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

### June

#### **Regular Board Meeting Agenda Items**

- 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

### July

#### **Regular Board Meeting Agenda Items**

- 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, SEPTEMBER 8, 2022, AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

Members Present: Glen Winkler, Chair  
 Terri Prete, Vice-Chair  
 John Anderson, Bev Josuttes-Harland, Charles Stein, Faith Graham,  
 Janice Baillargeon, Andrea Perillat, Mark Campbell, 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 22-055	Charles Stein	That the agenda be adopted.	CARRIED
Minutes 22-056	Mark Campbell	That the minutes of the August 11, 2022 regular meeting be approved as presented.	CARRIED
Delegation		The Board heard from Brad Lejeune, President of the Northwest High School Athletics Association (NHSAA), for an update regarding individual accomplishments, both past and current challenges, accomplishments of the NHSAA, and upcoming events.	
Delegation		The Board heard from Todd Forbes, Supervisor of Technology, regarding technology statistics, updates, and major projects over the past year.	
November Meeting Date 22-057	Andrea Perillat	That the regular November meeting date be changed from November 10, 2022 to November 29, 2022 to accommodate the annual audit process.	CARRIED
Attendance Boundary 22-058	Charles Stein	That the attendance area for Maidstone be amended to reflect the recommendation of Amanda Gerow, Supervisor of Transportation, as presented.	CARRIED
Revised Budget 2022- 2023 22-059	Bev Josuttes- Harland	That the Board of Education of the Northwest School Division #203 approves the 2022-2023 Revised Budget as presented, including minor changes made after the Ministry of Education's review and approval.	

CARRIED

Committee of  
the Whole  
22-060

John  
Anderson

That we enter a Committee of the Whole.

CARRIED

Report from  
the Committee  
of the Whole  
22-061

Mark  
Campbell

That we rise and report from the Committee of the Whole.

CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent  
Items

1. NWSD Celebrations
2. Committee Reports
3. School Review Discussion
4. SSBA Resolutions Discussion
5. 2022-2023 School enrolment report
6. Appoint Voting Delegates for SSBA Convention

Adjournment  
22-062

Janice  
Baillargeon

That we adjourn.

CARRIED

Time: 2:30 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

# 5.1: School Review



**MEETING DATE:** October 13, 2022

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

## BACKGROUND

The Board is presented with enrollment data for each school at the September meeting. If the Board decides to review any school, the process must start prior to October 15<sup>th</sup>. The process for school reviews is outlined in Board Policy.

## CURRENT STATUS

**A report will be provided outlining information pertaining to Marsden Jubilee School. As per legislation the information presented will include the following:**

- Physical condition of the school
- Operational Cost/Student
- Number of grades combined
- Enrollment by grade level
- Projected enrollments
- Condition and capacity of receiving schools
- Transportation implications
- Availability of education programs

## PROS AND CONS

The decision to place a school under review has an impact on the school and community.

## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	October 7, 2022	SEPARATE E-MAIL

## RECOMMENDATION

## 5.2: Provincial Education Plan



**MEETING DATE:** October 13, 2022

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input 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

A Provincial Education Plan is in the developmental stages. An interim plan is currently in place in the 2022-23 School Year. This plan is to replace the ESSP that expired in 2020.

### CURRENT STATUS

Actions were developed for a long-range plan to occur from 2023 – 2030. Board feedback and approval is required. Schools have participated in the feedback process.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

September 29, 2022

### ATTACHMENTS

### RECOMMENDATION





Draft Long-Term PEP Actions	Feedback
<ul style="list-style-type: none"> <li>• Develop, pilot and field test new assessments; may involve renew/revise existing assessment tools and processes to address cultural responsiveness (could take approximately 2 years).</li> <li>• Implement assessment approach (may be implemented approximately in Year 3).</li> <li>• Develop and provide professional learning (Done alongside development of assessments).</li> <li>• Create a cycle of renewal.</li> </ul>	
<p><b>2. Co-create a provincial common understanding of family-centric engagement and strategies to welcome students, parents/caregivers and school communities that will:</b></p> <ul style="list-style-type: none"> <li>• <b>ensure all students have multiple positive adult connections and relationships at school;</b></li> <li>• <b>ensure all parents, families and caregivers have multiple connections and relationships at school;</b></li> <li>• <b>honour First Nations and Métis ways of knowing, being and doing by seeking to understand Indigenous cultures through an anti-racist lens; and,</b></li> <li>• <b>seek to understand and learn from other cultural groups present in schools.</b></li> </ul>	<p><b>What excites you about this action?</b></p> <p><b>Does this action raise any red flags for you? If so, please explain.</b></p>
<p><b><u>Milestones (smaller steps necessary to achieve this action):</u></b></p> <ul style="list-style-type: none"> <li>• Co-create a common understanding of family centric engagement.</li> <li>• Co-create an accessible list of resources and supports.</li> <li>• Make the list available to parents and students.</li> <li>• Co-create a framework for wholistic safety.</li> <li>• Co-create an engagement plan.</li> <li>• Co-create and share effective leadership strategies.</li> <li>• Co-create provincial messaging of expectations.</li> <li>• Review existing engagement initiatives or practices; FTV, environmental scan, family home visit pilot, etc.)</li> </ul>	<p><b>Are there any milestones missing from this list? If so, please elaborate.</b></p>

Draft Long-Term PEP Actions	Feedback
<ul style="list-style-type: none"> <li>• Co-create SaskWelcomes with guidelines for safe, welcoming and inclusive schools.</li> </ul>	
<p><b>3. Implement a framework to establish relationships between local families, including those involved in early learning and child care centres and programs such as KidsFirst and Early Childhood Intervention Program (ECIP), in order to support children in those programs, and for smooth transitions into the PreK-12 system.</b></p>	<p><b>What excites you about this action?</b></p> <p><b>Does this action raise any red flags for you? If so, please explain.</b></p>
<p><b><u>Milestones (smaller steps necessary to achieve this action):</u></b></p> <ul style="list-style-type: none"> <li>• Create a plan for early learning centres/programs and schools that can be accessed by every school, families and caregivers as a support for transition into school.</li> <li>• Understand how school divisions connect with their early years partners as a first step to developing a plan/framework.</li> <li>• Provide opportunities to establish relationships.</li> <li>• Establishment of provincial framework.</li> </ul>	<p><b>Are there any milestones missing from this list? If so, please elaborate.</b></p>







Draft Long-Term PEP Actions	Feedback
	<p><b>Does this action raise any red flags for you? If so, please explain.</b></p>
<p><b><u>Milestones (smaller steps necessary to achieve this action):</u></b></p> <ul style="list-style-type: none"> <li>• Define land-based learning – need for a shared/common understanding.</li> <li>• Create and implement professional development opportunities.</li> <li>• Work alongside Indigenous people or groups.</li> <li>• Create a reflection tool that can help to reflect on what we have and where we can go next (potentially a rubric connected to <i>Inspiring Success</i> document).</li> <li>• Develop a common understanding/definition: land-based learning, decolonizing, indigenizing, anti-racist, anti-oppressive, inclusive, etc.</li> <li>• Inclusion of Indigenous practices and knowledge.</li> </ul>	<p><b>Are there any milestones missing from this list? If so, please elaborate.</b></p>
<p><b>8. Culturally responsive, trauma-informed practices will be embedded in all aspects of education to support mental, spiritual, emotional and physical well-being of students and staff.</b></p>	<p><b>What excites you about this action?</b></p> <p><b>Does this action raise any red flags for you? If so, please explain.</b></p>

Draft Long-Term PEP Actions	Feedback
<p><b><u>Milestones (smaller steps necessary to achieve this action):</u></b></p> <ul style="list-style-type: none"> <li>• Determine which high-quality and culturally responsive programs are appropriate and available.</li> <li>• Develop a common understanding of trauma-informed practice.</li> <li>• Develop resources and activities to improve availability and access to mental health supports.</li> <li>• Culturally responsive, trauma-informed practices will be embedded in all aspects of education to support social and emotional learning.</li> <li>• (Language of action 7 could be embedded as a milestone here.)</li> <li>• Advocate for the expansion of programs that build mental health capacity in students, such as Mental Health Capacity Building and others.</li> </ul>	<p><b>Are there any milestones missing from this list? If so, please elaborate.</b></p>

## Potential Provincial Targets and Measures

<b>Potential Provincial Targets</b> (Incremental targets could be set for each year of the plan once baseline is established)	<b>Potential Measures</b>	<b>Feedback on Targets and Measures</b>
Provincial 2030 targets for key areas [such as literacy, numeracy, treaty understandings and early childhood development] will be developed as the areas to be assessed are developed in Action 1.	Measures will be developed as part of the assessment development.	<b>Recognizing these targets and measures will be developed as part of action one, do you have any specific comments about the targets or measures?</b>
By 2030, Indigenous knowledge systems, cultures and languages will be foundational within the structures, policies and curricula of the education system. [Based on the vision of <i>Inspiring Success</i> ].	The Indigenous Education Responsibility Framework will be used to determine potential measures to track progress on the goals of <i>Inspiring Success</i> .	<b>Does this target align with the intent of the goals and areas of focus? If no, please suggest an alternative.</b>  <b>Do you have any feedback on the use of the Indigenous Education Responsibility Framework to track progress toward this target?</b>
By 2030, Saskatchewan's graduation rate for	Percentage of Grade 9 students	<b>Which of the suggested targets on</b>



<b>Potential Provincial Targets</b> (Incremental targets could be set for each year of the plan once baseline is established)	<b>Potential Measures</b>	<b>Feedback on Targets and Measures</b>
<p><b>all</b> students will be XX%*.</p> <p>Or</p> <p>By 2030, Saskatchewan’s graduation rate for Indigenous students will be equivalent to the rate for <b>all</b> students.</p> <p>*Rationale – if we set an ambitious goal for “all students”, the increase for Indigenous students will be significant.</p>	<p>transitioning to Grade 10.</p> <p>Indicators of student engagement in learning from student perceptual survey.</p> <p>Percentage of students graduating within three and five years of entering Grade 10. (Disaggregated for Indigenous and non-Indigenous).</p> <p>Percentage of students completing at least 8 credits per year in Grades 10 – 12. (Disaggregated for Indigenous and non-Indigenous).</p>	<p><b>graduation rates do you prefer? Please explain or suggest an alternative</b></p> <p><b>How effective will these measures be in tracking progress towards the target? Do you have any specific suggestions to refine these measures?</b></p>
<p>By 2030, all Saskatchewan high school graduates will transition successfully to post-secondary education or training or work.</p>	<p>Measures could be developed in a follow-up survey. OR Reduction in Saskatchewan’s rate of young people not engaged in employment or training.</p>	<p><b>Does this target align with the goals and areas of focus? If no, please suggest an alternative.</b></p> <p><b>What should be measured in a graduate follow-up survey?</b></p>

<b>Potential Provincial Targets</b> (Incremental targets could be set for each year of the plan once baseline is established)	<b>Potential Measures</b>	<b>Feedback on Targets and Measures</b>
		<p><b>Do you have other suggested measures?</b></p>
<p>By 2030, all Saskatchewan students will experience a positive sense of belonging and connection to their school.</p>	<p>Measures from student perceptual survey, such as:</p> <ul style="list-style-type: none"> <li>• sense of belonging</li> <li>• connection to at least one adult in the school</li> </ul>	<p><b>Does this target align with the goals and areas of focus? If not, please suggest an alternative.</b></p> <p><b>How effective will these measures be in tracking progress towards the target? Are there other measures that should be included?</b></p>

<b>Potential Provincial Targets</b> (Incremental targets could be set for each year of the plan once baseline is established)	<b>Potential Measures</b>	<b>Feedback on Targets and Measures</b>
By 2030, all Saskatchewan students experience a sense of safety in schools.	Measures from student perceptual survey, such as: <ul style="list-style-type: none"> <li>• physical safety</li> <li>• psychological safety</li> <li>• cultural safety</li> </ul>	<p><b>Does this target align with the goals and areas of focus? If not, please suggest an alternative.</b></p> <p><b>How effective will these measures be in tracking progress towards the target? Are there other measures that should be included?</b></p>
By 2030, all Saskatchewan parents/caregivers have a strong sense of connection to their children’s school.	Measures from parent perceptual survey.	<p><b>Does this target align with the goals and areas of focus? If not, please suggest an alternative</b></p> <p><b>What measures should be included?</b></p>

<b>Potential Provincial Targets</b> (Incremental targets could be set for each year of the plan once baseline is established)	<b>Potential Measures</b>	<b>Feedback on Targets and Measures</b>
<b>Please recommend any additional targets or measures related to the draft long-term PEP actions:</b>		

## 5.3: SSBA Resolutions



**MEETING DATE:** October 13, 2022

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

### BACKGROUND

Each year the SSBA requests that Boards of Education submit proposed resolutions for the Fall General Assembly. The proposed resolutions must be submitted no later than October 13, 2022.

### CURRENT STATUS

The proposed resolutions are presented at the Fall General Assembly for voting. Boards of Education will be notified of any proposed bylaw amendments or proposed resolutions no later than October 27, 2022 and will be included in the Fall General Assembly registration package. The October Board meeting is scheduled for October 13, 2022 barring any change to the meeting date. Preparation of any proposed resolutions generally require some time for research and costing.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	September 29, 2022	One

### RECOMMENDATION

That the SSBA call for resolutions be reviewed.

August 8, 2022

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,  
Directors of Education and Chief Financial Officers  
cc. Resolutions and Policy Development Committee, Darren McKee, Executive  
Tom Fortosky, Catholic Section  
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2022 AGM

The 2022 Fall General Assembly will be held in Regina at the DoubleTree by Hilton on November 13-15, 2022. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for November 14, 2022. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. 8 are entitled to sponsor bylaw amendments and resolutions.

**Bylaw Amendments:**

1. Bylaw No. 13, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **September 28, 2022.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons** for the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding Bylaw Amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca).

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than October 27, 2022.

**Resolutions:**

1. Bylaw No. 12, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 13, 2022**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 12 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing** and **accompanied by a rationale explaining the background and reasons for the resolution**.

Pursuant to Resolution 5-E passed at the 2010 AGM, the Committee asks sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution.

**5-E BE IT RESOLVED that from time to time when proposals for projects or services to be carried out by the Saskatchewan School Boards Association are put to member Boards for approval and those projects or services may have a cost and time component that will impact Association finances and staff time, it be required that all such proposals put to member Boards for consideration include the cost and time requirements to conduct the project or provide the service.**

The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or Provincial Education Plan.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than October 27, 2022, and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards

of education or the Association will do, rather than directing others, over whom the Association has no control, to act.

6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 12, paragraph 6).

**Bylaw amendments and resolutions must be submitted by email to Krista Lenius, Administrative Paralegal: [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca). You will receive an email confirmation that your submission has been received.**



### SSBA Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing.

	<b>Low Cost &lt;\$1,000</b>	<b>Medium Cost \$1,000-\$10,000</b>	<b>High Cost &gt;\$10,000</b>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>Minimal advocacy, potentially a letter to a government official or Ministry.</li> <li>1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Moderate advocacy which may include letters to government officials or Ministries, and follow up.</li> <li>2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing advocacy throughout the year.</li> <li>&gt; 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> <li>A working advisory group may be formed as a result of the resolution.</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>The proposed resolution action will require minimal utilization of existing SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed resolution action will significantly draw upon SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed resolution action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.</li> </ul>
<b>Unanticipated Costs</b>	<ul style="list-style-type: none"> <li>There is minimal likelihood of the resolution action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are generally known.</li> </ul>	<ul style="list-style-type: none"> <li>There is a moderate likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are relatively anticipated or assumed.</li> </ul>	<ul style="list-style-type: none"> <li>There is a high likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are primarily unknown.</li> </ul>

## 5.4: SSBA Ballot Form



**MEETING DATE:** October 13, 2022

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

### BACKGROUND

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 4, 2022.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	September 26, 2022	One

### RECOMMENDATION

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

## MEMORANDUM

September 26, 2022

TO: Chief Financial Officers for Boards of Education

CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

RE: **2022 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 4, 2022. We will be using Election Buddy for voting. To facilitate effective electronic voting, boards are encouraged to LIMIT their number of accredited delegates for voting. Some important considerations:

- Your accredited delegate(s) cast ballots for bylaw amendments, resolutions, and elections as part of the AGM.
- Each voting delegate will need to attend the AGM in-person and bring a fully charged device to connect to Election Buddy for voting (e.g., mobile phone, tablet, or laptop).
- It is the responsibility of each board to provide the SSBA with accurate email/phone information for their accredited delegate(s). Changing/re-assigning voters while the AGM is underway will not be permitted.
- It is expected that your accredited delegate(s) be familiar with electronic voting. The SSBA will offer training prior to the AGM. (More details on the training to follow.)

Please provide an email address and/or mobile phone number **connected to a device your accredited delegate(s) will have access to at the Fall Assembly**, for 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, resolutions, and elections at the annual general meeting to be held on November 14 and 15, 2022.

The Indigenous Constituency election is included in the positions up for election at this year's AGM. The Indigenous Constituency includes self-identified First Nations, Métis, or Inuit school board members. Indigenous Constituency members vote as individuals, not as an accredited delegate of their board. If you have an Indigenous school board member who has not self-identified to the SSBA, please contact Stephanie Shaw at [sshaw@saskschoolboards.ca](mailto:sshaw@saskschoolboards.ca) so that they can be added to the Indigenous Constituency list. Indigenous Constituency members who attend the Fall Assembly in-person are eligible to vote.

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

**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 9:30 a.m. on November 14, 2022, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.



**BALLOT INFORMATION**  
**2022 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, 2021 Projected Enrolments student count of 4,358.)**

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)	
3.	_____	_____
	(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.

## 5.5: Financial Reports



**MEETING DATE:** October 13, 2022

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

### BACKGROUND

Financial reports are presented regularly.

### CURRENT STATUS

The statement is for the period September 1, 2022 to September 30, 2022.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	October 6, 2022	One
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### RECOMMENDATION

That the financial report for the period ending September 30, 2022 be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2022 to September 30, 2022</b>			Year-to-Date	8%
	<b>2022/23</b>	<b>2022/23</b>		
	<b><u>Annual Budget</u></b>	<b><u>YTD</u></b>	<b><u>Balance</u></b>	
<b><u>Revenues:</u></b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$0	\$4,476,100	\$4,476,100	
Total Tuition and Related Fees	\$0	\$12,493	\$12,493	
School Generated Funds	\$0	\$0	\$0	
Total Interest and Other Revenues	\$0	\$7,319	\$7,319	
Total Complementary Services Revenues	\$0	\$74,672	\$74,672	
External Services Revenues	\$0	\$39,635	\$39,635	
Total Capital Revenues	\$0	\$13,398	\$13,398	
Total Revenues	\$0	\$4,623,617	\$4,623,617	#DIV/0!
<b><u>Expenditures:</u></b>				
Total Governance	\$0	\$19,269	(\$19,269)	
Total Administration	\$0	\$244,013	(\$244,013)	
Total Instruction	\$0	\$3,206,656	(\$3,206,656)	
Total Plant Operation and Maintenance	\$0	\$460,644	(\$460,644)	
Total Student Transportation	\$0	\$253,751	(\$253,751)	
Total Tuition and Related Fees	\$0	\$0	\$0	
School Generated Funds	\$0	\$0	\$0	
Total Interest and Bank Charges	\$0	\$0	\$0	
Total Complementary Services	\$0	\$95,185	(\$95,185)	
Total External Services	\$0	\$28,108	(\$28,108)	
Total Capital Expenditures	\$0	\$0	\$0	
Total Expenditures	\$0	\$4,307,626	(\$4,307,626)	#DIV/0!
Surplus or (Deficit)	\$0	<b>\$315,991</b>		



## 6.2: September 30, 2022 Enrollments



**MEETING DATE:** October 13, 2022

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

### BACKGROUND

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 regarding School Review could be necessary. Criteria for a School Review will need to be determined.

### PROS AND CONS

.

### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	September 29, 2022	

### RECOMMENDATION

Northwest School Division No. 203

**ENROLMENT - Fall 2021 - September 30, 2022**

**FINAL**

SCHOOL	EE	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2022	FTE *2022	Proj FTE Fall 2022	Teachers (less PrK)	PTR	Total 2021	FTE *2021	FTE *2020	FTE 2019	FTE 2018
<b>Carpenter</b>												134	118	101	132	485	485.0	458	28	16.75	469	469	443	536	385
Ernie Studer			10	15	13	10	11	12	12	11	15	17	11	14	11	162	157.0	153.5	11.5	13.09	157	150.5	138.5	149	156.5
<b>Gateway</b>								46	48	44	53					191	191.0	192	15	12.47	187	187	179	220	251
Glaslyn			10	9	14	10	7	11	6	5	11	13	10	7	5	118	113.0	107	8.5	12.35	109	105	100	116	129.5
<b>Goodsoil</b>			10	9	9	7	8	8	11	8	14	11	5	10	6	116	111.0	112.5	9	12.94	121	116.5	116	124.5	113.5
<b>Green Acre</b>			7	7	6	8	8	4	6	10	7					63	59.5	65	4.5	13.56	65	61	56.5	45	40
<b>H. Hardcastle</b>			18	13	19	16	10	26	20	23	8	15	9	11	8	196	187.0	193.5	12.5	14.96	195	187	175.5	167	179.5
<b>Hillmond</b>			12	12	16	14	15	16	10	15	8	11	4	5	10	148	142.0	147	10.5	13.00	140	136.5	139.5	141	151
J.H. Moore		16	16	25	26	29	29	25	23							173	165.0	176.5	12	14.58	188	175	169.5	175.5	173
Jonas Samson								72	66	66	64					268	268.0	271	18.7	13.96	261	261	236	249	385
Jubilee*		51	52	41	38	50	61									242	216.0	216	16.5	11.88	213	196	203	224.5	253
Lakeview*		62	57	80	70	50	53									310	281.5	291.5	23	12.63	329	290.5	293	323.5	325
<b>Lashburn</b>										25	24	31	22	26	27	155	155.0	170	11.8	14.15	167	167	144	140	142
Maidstone										36	34	41	22	23	25	181	181.0	192	13.2	13.26	175	175	169	167	171
Marsden			1	4	1	6	3	3								18	17.5	25.5	2	11.00	24	22	34.5	42	44
<b>Marshall</b>			7	11	9	15	5	9	15	8	5	9				93	89.5	90.5	7.5	12.40	99	93	89	91	89
Neilburg			8	11	8	8	10	8	20	10	20	17	18	22	19	179	175.0	177	13	13.77	184	179	162	180.5	172
Paradise Hill	1		13	15	12	10	17	11	14	21	18	15	21	14	15	196	189.5	174	13	13.31	180	173	177.5	189	207.5
<b>Pierceland</b>		10	16	13	20	14	19	15	16	18	24	16	17	19	19	226	218.0	221	16.2	13.02	215	211	206.5	231	231.5
Ratushniak		18	26	16	32	29	26	37	29							195	182.0	189	13.5	14.85	209	200.5	207.5	237	237
St. Walburg		15	11	17	17	15	16	10	20	19	16	20	14	13	23	211	205.5	201.5	13.7	14.20	202	194.5	194.5	242.5	249.5
TPEC												21	18	41		80	80.0	65	3	21.33	64	64	62	55	48
Turtleford		16	14	25	18	22	11	21	14	20	18	23	22	22	14	244	237.0	271	18.5	14.11	274	261	231	285	292
Virtual Learn												3	4	1	7	15	15.0	24	4	12.00	49	48	253		
<b>DIV. TOTALS</b>		188	288	323	328	313	309	334	330	339	339	376	318	306	362	4265	4121.0	4184	299.1	13.78	4276	4123	4180	4331	4443.5
Home-Based			6	11	8	8	10	7	8	5	6	6		1	2	78		43			82	80.5	88	27	28
																4265					4358	4203.5	4268	4378.5	4490.5
																4454			6.5		4546	4391.5	4439	4567.5	4866.5

20.5 19

includes PrK/EE





## 6.3: Calendar

**MEETING DATE:**      **October 13, 2022**

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion

### CURRENT STATUS

#### Northwest School Division Schedule

#### 2022-2023 Academic Year

Remembrance Day	Friday, November 11
Christmas Break:	
Last Day of Classes	Thursday, December 22, 2021
School Reopens	Thursday, January 5, 2022
Final Exam Schedule (High School)	Tuesday to Friday, January 24-27
Semester Turn Around / School Planning Day (no classes)	Monday, January 30
Family Day (no school)	Monday, February 20
Winter Break (no school)	Tuesday to Friday, February 21-24
Professional Development (no classes)	Monday, March 27
Easter Break:	
Last Day of Classes	Thursday, April 7
School Reopens	Monday, April 17
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/>) - 2022

Board Chairs Council	Thursday, September 22, 2022
Board Chairs Council	Monday, October 24, 2022
Fall General Assembly (Regina)	Sunday-Tuesday, November 13-15, 2022
Board Chairs Council	Tuesday, November 15, 2022
Board Chairs Council	Monday, December 5, 2022
Spring Assembly (Saskatoon Delta Hotels)	Wednesday & Thursday, March 5 & 6, 2023
Board Chairs Council	Wednesday, April 5, 2023
Board Chairs Council	Monday, May 29, 2023

#### SSBA Events (<http://saskschoolboards.ca/>) - 2022

2022 Fall General Assembly – Regina – Rooms booked at Double Tree by Hilton – November 13 to 15  
Currently

**Board Meetings – 2022**

November 29	December 8	January 8	February 9
March 9	April 13	May 11	June 8

**PREPARED BY:**

Shirley Gerstenhofer

**DATE**

October 6, 2022

**ATTACHMENTS**