

AGENDA

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

DATE: November 28, 2023 **LOCATION:** Northwest School Division
TIME: 10:30 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 – October 12, 2023
- 4. Delegation**
 - 4.1** Auditor
 - 4.2** Transportation – Gini Calvert
 - 4.3** Edsby – Dawn Paylor, Cheryl Treptow
 - 4.3** Literacy – Cheryl Treptow, Dawn Paylor
- 5. Discussion / Decision Items**
 - 5.1** Audited Financial Statements Approval
 - 5.2** NWSD 2022-2023 Annual Report
 - 5.3** Administrative Procedures Update
 - 5.4** Academic Calendar Parameters 2024-2025
 - 5.5** December Office Hours
 - 5.5** Financial Reports
- 6. Information Items**
 - 6.1** Celebrations
 - 6.2** Calendar

7. Closed Session

7.1 HR Report

7.2 Sector Update

7.3 Committee Reports

8. Information of Emergent Items for Next Agenda

December

Regular Board Meeting Agenda Items

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

January

Regular Board Meeting Agenda Items

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

February

Regular Board Meeting Agenda Items

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

March

Regular Board Meeting Agenda Items

- Transportation Report #2
- Student Services Report
- Student Voice Presentation
- Appointment of Auditor (every 3 years)

April

Regular Board Meeting Agenda Items

- Strategic Planning
- SSBA Spring Assembly
- 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 (3rd year of Board Term)
- Approve Board semi-annual evaluation (even years)
- 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, OCTOBER 12, 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
 Terri Prete, Charles Stein, Faith Graham, Janice Baillargeon, Barb Seymour, John Anderson, Patricia Main, Andrea Perillat

Members Absent: Mark Campbell

In Attendance: Duane Hauk, CEO
 Charlie McCloud, CFO
 Davin Hildebrand, Deputy Director of Education
 Jennifer Williamson, Deputy Director of Education
 Cheryl Treptow, Superintendent of Learning
 Dawn Paylor, Superintendent of Learning
 Aaron Oakes, Superintendent of Schools
 Kaitlin Harman, Communications Officer

Agenda 23-072	Andrea Perillat	That the agenda be adopted as amended.	CARRIED
Minutes 23-073	Janice Baillargeon	That the minutes of the September 14, 2023, regular meeting be approved as presented.	CARRIED
Finance Statement 23-074	Charles Stein	That the Financial Report for the period ending September 30, 2023, be approved as presented.	CARRIED
Closed Session 23-075	John Anderson	That we enter a Closed Session.	CARRIED
Report from Closed Session 23-076	Terri Prete	That we rise and report from the Closed Session.	CARRIED
		The Committee reported on Education Sector arising issues, First Nation tuition, and personnel.	
Emergent Items		<ol style="list-style-type: none"> 1. Organizational Meeting 2. Auditor Presentation 3. 2022-2023 Audited Financial Statements 4. 2022-2023 Annual Report 5. Transportation Report 	

6. 2024-2025 School Year Parameters

Adjournment
23-077

Andrea
Perillat

That we adjourn.

Time: 11:30 a.m.

CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: Audited Financial Statement Approval



MEETING DATE: November 28, 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 type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

BACKGROUND

Each year, the Audited Financial Statements require format approval from the Ministry of Education and the Provincial Comptroller from the Ministry of Finance. In direct audit years, format approval is also required from the Office of the Provincial Auditor. The 2022-2023 fiscal year is not a direct Provincial Audit year for NWSD.

CURRENT STATUS

Final format approval of the AFS was scheduled to be received by November 17, 2023. The statements require a Board motion of acceptance to be formally adopted. The draft AFS will be presented to the Board by the external audit firm, Grant Thornton, LLP

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	November 21, 2023	None

RECOMMENDATION

That the Audited Financial Statements be approved as presented.

5.2: Annual Report Approval



MEETING DATE: November 28, 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 checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

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

CURRENT STATUS

The Annual Report focuses on the strategic plan. A common template is used by all School Divisions. Each School Division provides explanation of the results shown in the report.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

November 16, 2023

ATTACHMENTS

RECOMMENDATION

Approve the draft Annual Report

5.3: Administrative Procedure Updates



MEETING DATE: November 28, 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 checked="" type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

Administrative procedures are the guidelines for the operation of the school division.

CURRENT STATUS

Changes are required to update current practices. Changes made reflect feedback received, legal advice and past experiences. Information of the changes will be presented.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 16, 2023	
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RECOMMENDATION

5.4: Academic Calendar Parameters 2024-25



MEETING DATE: November 28, 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 checked="" type="checkbox"/>	Decision
		<input checked="" type="checkbox"/>	Reports from Administrative Staff	<input type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

BACKGROUND

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

CURRENT STATUS

School Boards can determine the number of instructional and non instructional days. The first day of school will be September 3rd. Other parameters should be discussed for the purpose of draft calendar development.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	November 16, 2023	
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RECOMMENDATION

5.5: December Office Hours 2023



MEETING DATE: November 28, 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 checked="" type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

In the past, Division offices were closed for part of the Christmas Break.

CURRENT STATUS

During holiday seasons the business of the office work slows down due to the inability to be in contact with schools and other associations within the sector. Holiday recognition for December 25, 26 and January 1 needs to be recognized. Additional days would be at the discretion of the Board.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

November 16, 2023

ATTACHMENTS

RECOMMENDATION

Division office would close December 22nd at 4:30 and re-open January 2nd.

5.6: Financial Reports



MEETING DATE: November 28, 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, 2023, to October 31, 2023.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:

DATE

ATTACHMENTS

Charlie McCloud

One

RECOMMENDATION

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

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2023 to October 31, 2023				Year-to-Date 17%
	2023/24	2023/24		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$56,694,295	\$8,824,232	(\$47,870,063)	
Total Tuition and Related Fees	\$3,206,262	\$1,324,648	(\$1,881,614)	
School Generated Funds	\$1,547,000	\$0	(\$1,547,000)	
Total Interest and Other Revenues	\$45,000	\$93,038	\$48,038	
Total Complementary Services Revenues	\$1,285,223	\$149,836	(\$1,135,387)	
External Services Revenues	\$1,001,482	\$172,994	(\$828,488)	
Total Capital Revenues	\$0	\$26,796	\$26,796	
Total Revenues	\$63,779,262	\$10,591,544	(\$53,187,718)	17%
Expenditures:				
Total Governance	\$290,054	\$60,044	\$230,010	
Total Administration	\$3,279,557	\$440,475	\$2,839,082	
Total Instruction	\$42,487,766	\$6,653,751	\$35,834,015	
Total Plant Operation and Maintenance	\$10,720,780	\$817,032	\$9,903,748	
Total Student Transportation	\$6,077,762	\$735,612	\$5,342,150	
Total Tuition and Related Fees	\$763,453	\$283,489	\$479,964	
School Generated Funds	\$1,547,000	\$0	\$1,547,000	
Total Interest and Bank Charges	\$60,387	\$0	\$60,387	
Total Complementary Services	\$1,814,966	\$261,429	\$1,553,537	
Total External Services	\$996,482	\$105,061	\$891,421	
Total Capital Expenditures	\$795,000	\$53,526	\$741,475	
Total Expenditures	\$68,833,207	\$9,410,419	\$59,422,788	14%
Surplus or (Deficit)	(\$5,053,945)	\$1,181,125		



6.2: Calendar

MEETING DATE: November 28, 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

Christmas Break

Last Day of Classes

Friday, December 22, 2023

School Reopens

Monday, January 8, 2024

Final Exam Schedule (High School)

Thursday to Tuesday, January 25-30

Semester Turn Around / School Planning Day (no classes)

Wednesday, January 31

Family Day (no school)

Monday, February 19

Winter Break (no school)

Tuesday to Friday, February 20-23

Easter Break

Last Day of Classes

Thursday, March 28

School Reopens

Monday, April 8

Victoria Day (no school)

Monday, May 20

PD (no classes)

Monday, May 27

Final Exam Schedule (High School)

Thurs, June 20 & Mon-Wed, June 24-26

Admin Days

Thursday & Friday, June 27 & 28

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

2023 Calendar Year:

December 4 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

2024 Spring Assembly – April 11 & 12, 2024 – Sheraton Cavalier

Board Meetings – 2024 – To Be Determined

PREPARED BY:

Shirley Gerstenhofer

DATE

November 18, 2023

ATTACHMENTS