

AGENDA

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

DATE: October 12, 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 – September 14, 2023
- 4. Delegation**
- 5. Discussion / Decision Items**
 - 5.1 September 2023 Enrolments
 - 5.2 Board Policy
 - 5.3 SSBA Ballot Form
 - 5.4 Financials
- 6. Information Items**
 - 6.1 SSBA 2024 Budget
 - 6.2 Celebrations
 - 6.3 Calendar
- 7. Closed Session**
 - 7.1 HR Report
 - 7.2 Sector Update
 - 7.3 Committee Reports

8. Information of Emergent Items for Next Agenda

October

Regular Board Meeting Agenda Items

- Approve resolutions for Saskatchewan School Boards Association Annual Convention
- School Enrollments Final
- Appoint Voting Delegates and allocate votes for the SSBA Convention

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
- SSBA Fall Assembly
- 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
- 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, SEPTEMBER 14, 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 23-066	Faith Graham	That the agenda be adopted.	CARRIED
Minutes 23-067	Charles Stein	That the minutes of the August 17, 2023, regular meeting be approved as presented.	CARRIED
Delegation		The Board heard from Brad Lejeune, President of the Northwest High School Athletics Association (NWHSA), for an update regarding individual accomplishments, both past and current challenges, accomplishments of the NWHSA, and upcoming events.	
Delegation		The Board heard from Todd Forbes, Supervisor of Technology, regarding technology statistics, updates, and major projects over the past year.	
PMR Plan Amendment 23-068	Barb Seymour	That the proposed Preventative Maintenance and Renewal (PMR) plan amendment for Gateway School at a projected cost of \$40,000 be approved and submitted to the Ministry of Education.	CARRIED
Closed Session 23-069	Janice Baillargeon	That we enter a Closed Session.	CARRIED
Report from Closed	Charles Stein	That we rise and report from the Closed Session.	

Session
23-070

CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent
Items

1. 2023-2024 School enrolment report
2. Appoint Voting Delegates for SSBA Convention

Adjournment
23-071

Terri Prete

That we adjourn.

CARRIED

Time: 1:10 p.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: September 2023 Enrollments



MEETING DATE: October 12, 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

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.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	October 4, 2023	
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RECOMMENDATION

Northwest School Division No. 203

ENROLMENT - Fall 2023 September 29, 2023

as of Oct 6/23

SCHOOL	EE	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 2023	FTE *2023	Projected 2023	Projected FTE 2023	Total 2022	FTE *2022
Carpenter												143	128	110	102	483	483.0	473.0	473.0	485	485.0
Ernie Studer			5	10	18	11	10	9	9	12	9	11	12	10	12	138	135.5	157.0	152.0	162	157.0
Gateway								67	51	56	46					220	220.0	204.0	204.0	191	191.0
Glaslyn			8	9	9	14	10	7	12	7	7	10	12	7	8	120	116.0	119.0	116.0	118	113.0
Goodsoil			7	9	9	9	7	9	7	12	8	14	10	5	11	117	113.5	118.0	114.0	116	111.0
Green Acre			5	8	6	6	8	8	3	5	10					59	56.5	60.0	59.0	63	59.5
H. Hardcastle			19	18	13	21	17	10	28	20	23	9	12	8	11	209	199.5	208.0	199.0	196	187.0
Hillmond			12	13	14	17	16	14	15	10	13	8	7	4	6	149	143.0	143.0	138.0	148	142.0
J.H. Moore		16	22	15	27	30	27	31	25							177	166.0	167.0	158.0	173	165.0
Jonas Samson								50	70	69	61					250	250.0	257.0	257.0	268	268.0
Jubilee*		64	44	67	44	44	54									253	231.0	249.0	222.0	242	216.0
Lakeview*		55	70	48	76	70	48									312	277.0	327.0	292.0	310	281.5
Lashburn										27	22	21	33	23	23	149	149.0	151.0	151.0	155	155.0
Maidstone										28	38	34	43	20	29	192	192.0	182.0	182.0	181	181.0
Marsden																0	0.0			18	17.5
Marshall			9	7	11	9	14	3	10	13	6	6				88	83.5	89.0	86.0	93	89.5
Neilburg			12	8	15	9	16	13	13	22	12	26	15	16	19	196	190.0	220.0	215.0	179	175.0
Paradise Hill			9	14	14	13	9	20	10	14	22	16	18	21	12	192	187.5	195.0	190.0	196	189.5
Pierceland		12	13	17	14	22	13	23	18	16	19	23	16	13	19	226	219.5	213.0	207.0	226	218.0
Ratushniak		16	26	26	15	33	30	27	35							192	179.0	195.0	180.0	195	182.0
St. Walburg		13	14	10	19	14	13	17	10	21	16	15	20	13	12	194	187.0	200.0	194.0	211	205.5
TPEC													10	26	50	86	86.0	65.0	65.0	80	80.0
Turtleford		15	14	20	28	20	20	15	26	19	22	18	23	26	26	277	270.0	246.0	239.0	244	237.0
Virtual Learn																				15	15.0
DIV. TOTALS		191	289	299	332	342	312	323	342	351	334	354	359	302	340	4279	4134.5	4238	4093	4265	4121.0
Home-Based			5	9	13	10	6	12	9	7	3	7	4	2	0	87				78	

Total does not include PreK

5.2: Board Policy



MEETING DATE: October 12, 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

Board policies are to be reviewed each year.

CURRENT STATUS

A discussion is required regarding Parent questions/concerns at a Board meeting. Setting policy to outline procedures for guests at Board meetings is critical for effective Board meetings.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

October 4, 2023

ATTACHMENTS

1

RECOMMENDATION

Comments and Questions from the Public (must be related to a specific agenda item)

The board believes that an opportunity should be provided for members of the public to make comments or ask questions about specific agenda items. Members of the public will have five minutes each to ask their question or make comments, for a total of 20 minutes per meeting.

10.1 All comments or questions about specific agenda items must be submitted in writing by noon the day before the meeting being considered. If the Monday before the Tuesday board meeting is a statutory holiday, the request must be submitted by noon the Friday before the meeting. Instructions on how to submit comments or questions can be found on the public website.

10.2 If the comment or question pertains directly to an agenda item, the member of the public will be permitted to present during the meeting, provided that all other provisions of this policy are followed.

10.3 During Comments and Questions from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.

Northwest School Division Policy Manual **POLICY 6: BOARD OPERATIONS 10???**

DRAFT

5.3: SSBA Ballot Form



MEETING DATE: October 12, 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

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 3, 2023.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	September 18, 2023	One

RECOMMENDATION

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

MEMORANDUM

September 18, 2023

TO: Chief Financial Officers for Boards of Education

CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

RE: **2023 Annual General Meeting
Ballot Information Forms**

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 3, 2023. 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 13 and 14, 2023.

A copy of Bylaw No. 9, 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 to make a change. It is important to do this prior to 9:30 a.m. on November 13, 2023, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.

BALLOT INFORMATION
2023 Annual General Meeting Voting Delegates

FOR: Board of Education of Northwest School Division No. 203

Pursuant to Bylaw No. 9, section 4:

The number of votes to which your Board is entitled 15
(Based on your December 2022 student count of 4,342.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

	<u>Board members - Voting Delegates</u>	<u># of Votes</u>
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**

Thank you

For your information:

Ballot Voting

Association Bylaw No. 9 provides:

Bylaw No. 9: Delegates and Voting

1. Board of education members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every board of education shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the board of education 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. At in-person assemblies, voting at general assemblies shall be by ballot except voting shall be by show of hands on motions with respect to procedural matters unless, at the discretion of the Chair, a vote by show of hands is inconclusive. On matters where voting is by show of hands, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.

- 7.1 At virtual or hybrid assemblies, voting at general assemblies shall be by ballot except voting may be by show of hands and/or by electronic means such as polling on motions with respect to procedural matters unless, at the discretion of the Chair, this vote is inconclusive. Only delegates in attendance at the time a 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.

5.4: Financial Reports



MEETING DATE: October 12, 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 September 30, 2023.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	October 5, 2023	One
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RECOMMENDATION

That the financial report for the period ending September 30, 2023, be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2023 to September 30, 2023				Year-to-Date 8%
	2023/24	2023/24		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$56,694,295	\$4,412,116	(\$52,282,179)	
Total Tuition and Related Fees	\$3,206,262	\$0	(\$3,206,262)	
School Generated Funds	\$1,547,000	\$0	(\$1,547,000)	
Total Interest and Other Revenues	\$45,000	\$1,181	(\$43,819)	
Total Complementary Services Revenues	\$1,285,223	\$74,918	(\$1,210,305)	
External Services Revenues	\$1,001,482	\$83,457	(\$918,025)	
Total Capital Revenues	\$0	\$13,398	\$13,398	
Total Revenues	\$63,779,262	\$4,585,070	(\$59,194,192)	7%
Expenditures:				
Total Governance	\$290,054	\$19,139	\$270,915	
Total Administration	\$3,279,557	\$256,895	\$3,022,662	
Total Instruction	\$42,487,766	\$3,101,903	\$39,385,863	
Total Plant Operation and Maintenance	\$10,720,780	\$369,075	\$10,351,705	
Total Student Transportation	\$6,077,762	\$220,490	\$5,857,272	
Total Tuition and Related Fees	\$763,453	\$0	\$763,453	
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	\$114,573	\$1,700,393	
Total External Services	\$996,482	\$34,373	\$962,109	
Total Capital Expenditures	\$795,000	\$50,639	\$744,361	
Total Expenditures	\$68,833,207	\$4,167,088	\$64,666,119	6%
Surplus or (Deficit)	(\$5,053,945)	\$417,982		

6.1: SSBA 2024 Budget



MEETING DATE: October 12, 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

The SSBA Executive has prepared a budget for 2024 and a spreadsheet indicating the number of votes that the Board of Education is entitled to cast at the Fall General Assembly. The proposed budget is voted upon at the Fall General Assembly in November. The SSBA has provided this information to all member Boards for review prior to the Fall General Assembly.

CURRENT STATUS

The SSBA has provided the budget information for review prior to presenting it for a vote at the Fall General Assembly.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	October 4, 2023	Two + 2024 SSBA Budget Proposal - attached separately
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RECOMMENDATION

That the SSBA budget information be reviewed.

2024 Budget Key Messages



- Your Association has prepared a deficit budget of \$90,000. The deficit will be funded through reserves. This is a temporary change to fund the Legal Counsel position solely through operations (rather than the General Insurance Program) until the transition can be completed.
- This budget includes a \$47.6K increase (2%) to 2024 membership fees to recognize staff performance and inflationary pressures at the Association.
- This budget considers the current economic climate, inflationary pressures, and sustains the considerable efficiencies and the strategic direction to offset office occupancy costs.
- This budget maintains the current services and provides the membership with much-valued legal services, board development, and provincial advocacy.
- The budget plans for a \$42.7K pooled salaries and mandatory employment related costs increase to be distributed across the 13 positions funded by operations. Actual increases are dependent upon individual performance.

SSBA Office:

- The SSBA completed the office space analysis and will be moving to its new location at 2631-28th Avenue January 2024. A long-term decision was made to reduce the building office size and lease in a multi-tenant building.
- The proceeds from the sale of the building has been placed into an investment fund. With the reduction in space and related cost savings, the SSBA can utilize the investment income generated from the proceeds of the sale of the building to fund this expense.
- The building budget line historically had its own revenue stream and SSBA membership fees have not previously covered building/occupancy costs.



2024 Q&A's



Q: Why is the SSBA still proposing a deficit budget instead of increasing membership fees to cover the full costs?

A: The proposed budget remains in a deficit position because we have made a temporary change in funding requirements for the Legal Counsel position that was supposed to be shared with the General Insurance Plan.

Q: How much will my membership fees be?

A: Currently, membership fees are dependent on your proportion of students as the SSBA utilizes weighted average students to determine a member's prorated share. Attached is an estimate of 2024 membership fees using the 2022-23 enrolment figures, which will be subject to change.

Q: The SSBA has historically completed the year in a surplus position even when the membership had approved a deficit. Is the SSBA budgeting for more than they need?

A: Deviations from a budget will always occur as a budget is an approximation of revenue and expenses over a specified future period of time. The budget is developed based on strategic priorities and an estimation of operational costs. Once a budget is approved by the membership, the Association operates within the financial guidelines set out. The Executive regularly receives financial reporting and closely monitors budget variances throughout the year.

Over the past several years, the budgeted deficits were related to loss in tenant and building rental revenue. Actual savings came from reduced time and travel expenses due to the utilization of virtual meetings, not filling vacancies, and expense restrictions and efficiencies.

Q: Will we keep seeing deficit budgets?

A: The Executive is committed to a planned effort to move away from deficit budgeting. This proposed budget document includes a 5-year financial plan is an estimate of future revenues and expenses primarily based on increases to membership fees, salaries, and other inflationary pressures. The five-year financial plan does not include major revenue increases or other changes and reflects only known events/initiatives, and conservative assumptions for costs.

Q: How will the SSBA fund the deficit?

A: The Association maintains various reserves in anticipation of future requirements. Over the past few years, the unrestricted operational reserve has increased primarily due to cost savings related to hybrid meetings which reduced Executive, Committee members, and staff travel expenses. As at December 31, 2022, the unappropriated reserves balance is \$876,014. The 2023 budget contemplates utilizing \$161,000 which leaves a potential balance of \$715K to fund the 2024 deficit.

Q: Why is investment income for the Association budgeted for \$111,000?

A: The SSBA has budgeted 5% return on the investment of the \$2 million sale proceeds from the building. This will fund the office occupancy costs. Note that the SSBA practices fund accounting and maintains separate funds for the operations, the SSBA Employee Benefits Plan and the SSBA General Insurance Plan. Investment income earned remain in the fund that earned it.



Q: If staff salaries include a potential 2.5% increase, why does the Salaries, benefits and staff related expenses increase by 5.4% on the Budgeted statement of expense by category?

A: As part of the budgeting process, salaries, benefits and staff related expenses are realigned to match current expenditures. The budget includes increasing the Legal Counsel position from 20% to 100% funded from operations.

Q: What do you need me to do?

A: We ask that you review the proposed budget document and discuss with your board in advance of the Fall AGM where it will be voted on. Please provide feedback to your Constituency representative or any member of the SSBA Executive.

Business Services - Employee Benefits Plan and Insurance Plan

Q: Why did expenses increase so much for the Employee Benefits Plan?

A: The majority of the expenses for the Employee Benefits Plan (EBP) is carrier expenses which includes the cost of benefits paid out. As more members join the EBP, the premiums received and the corresponding carrier expenses increase.

Q: Why did revenue and expenses increase so much for Insurance?

A: The 2023 budget reflects the increase in property premiums and liabilities resulting from changes to the property loss pool. The self-funded portion has increased from \$2.5 million to \$3.5 million recently.

Q: Who supports the Insurance program if the additional Legal Counsel is supporting SSBA operations?

A: The insurance plan will continue to use external legal counsel and pay for their services. The long-term strategy is to shift the costs from external resources towards an internal resource.



Saskatchewan School Boards Association
 Membership Fee Year-Over-Year Comparison
 2024 Budget Proposal

2024 Estimate

School Division	HISTORICAL						HISTORICAL						HISTORICAL			
	Estimate 2024 Fee	Estimate 2024 Increase (\$)	Estimate 2024 Increase (%)	2023 Fee	2022 Fee	2021 Fee	Estimate 2024 SK Student Count	Estimate 2024 Increase (\$)	Estimate 2024 Increase (%)	2023 SK Student Count	2022 SK Student Count	2021 SK Student Count	Estimate 2024 SSBA Votes	Estimate 2023 SSBA Votes	2022 SSBA Votes	2021 SSBA Votes
Chinook SD 211	99,181	2,122	2.19%	97,059	95,365	95,617	5,846	-	0.00%	5,846	5,814	5,573	18	18	18	18
Christ the Teacher RCSSD 212	35,122	751	2.19%	34,370	32,777	32,753	1,738	-	0.00%	1,738	1,680	1,625	6	6	6	6
Conseil des écoles fransaskoises 310	37,971	812	2.19%	37,159	34,825	33,498	1,879	-	0.00%	1,879	1,785	1,662	6	6	6	6
Creighton SD 111	20,000	-	0.00%	20,000	20,000	20,000	440	-	0.00%	440	407	411	6	6	6	6
Good Spirit SD 204	101,667	2,175	2.19%	99,492	97,413	97,653	6,062	-	0.00%	6,062	5,988	5,742	18	18	18	18
Holy Family RCSSD 140	25,604	548	2.19%	25,056	24,739	25,517	1,267	-	0.00%	1,267	1,268	1,266	6	6	6	6
Holy Trinity RCSSD 22	45,468	973	2.19%	44,495	42,590	44,705	2,278	-	0.00%	2,278	2,203	2,242	9	9	9	9
Horizon SD 205	104,314	2,232	2.19%	102,082	99,774	100,334	6,324	-	0.00%	6,324	6,227	5,963	21	21	21	18
Ile a la Crosse SD 112	20,000	-	0.00%	20,000	20,000	20,000	342	-	0.00%	342	358	321	6	6	6	6
Light of Christ RCSSD 16	36,071	772	2.19%	35,300	35,235	37,106	1,785	-	0.00%	1,785	1,806	1,841	6	6	6	6
Living Sky SD 202	92,634	1,982	2.19%	90,652	88,146	86,729	5,306	-	0.00%	5,306	5,196	4,862	18	18	18	15
Lloydminster RCSSD 89	25,119	537	2.19%	24,581	23,353	22,312	1,243	-	0.00%	1,243	1,197	1,107	6	6	6	6
Lloydminster SD 99	37,264	797	2.19%	36,466	34,572	35,333	1,844	-	0.00%	1,844	1,772	1,753	6	6	6	6
North East SD 200	85,298	1,825	2.19%	83,473	81,415	81,186	4,744	-	0.00%	4,744	4,676	4,468	15	15	15	15
Northern Lights SD 113	73,315	1,569	2.19%	71,746	69,670	71,290	3,910	-	0.00%	3,910	3,839	3,796	12	12	12	12
Northwest SD 203	79,599	1,703	2.19%	77,896	77,084	79,493	4,342	-	0.00%	4,342	4,358	4,349	15	15	15	15
Prairie South SD 210	111,932	2,395	2.19%	109,538	107,578	102,148	7,098	-	0.00%	7,098	7,036	6,136	24	24	24	21
Prairie Spirit SD 206	138,546	2,964	2.19%	135,582	132,999	132,905	11,778	-	0.00%	11,778	11,586	10,468	45	45	45	45
Prairie Valley SD 208	123,815	2,649	2.19%	121,166	118,757	119,703	8,756	-	0.00%	8,756	8,623	8,129	30	30	30	30
Prince Albert RCSSD 6	55,410	1,185	2.19%	54,225	53,204	56,979	2,824	-	0.00%	2,824	2,808	2,919	9	9	9	9
Regina RCSSD 81	139,537	2,985	2.19%	136,551	133,370	135,949	12,024	-	0.00%	12,024	11,680	11,225	45	45	45	45
Regina SD 4	157,534	3,094	2.00%	154,440	151,407	148,438	24,632	-	0.00%	24,632	24,013	22,078	51	51	51	51
Saskatchewan Rivers SD 119	122,137	2,613	2.19%	119,524	118,757	119,502	8,480	-	0.00%	8,480	8,622	8,096	30	30	30	30
Saskatoon SD 13	157,534	3,094	2.00%	154,440	151,407	148,438	26,535	-	0.00%	26,535	25,671	24,064	51	51	51	51
South East Cornerstone SD 209	120,117	2,570	2.19%	117,547	115,909	117,506	8,145	-	0.00%	8,145	8,136	7,825	30	30	30	24
St. Paul's RCSSD 20	157,534	3,094	2.00%	154,440	151,407	148,438	20,237	-	0.00%	20,237	19,348	18,938	51	51	51	51
Sun West SD 207	100,879	2,158	2.19%	98,720	97,589	90,135	5,986	-	0.00%	5,986	6,003	5,120	21	21	21	18
Affiliates:																
Cornerstone Christian School	20,000	-	0.00%	20,000	20,000	20,000	234	-	0.00%	234	222	261	-	-	-	-
Luther College	20,000	-	0.00%	20,000	20,000	20,000	266	-	0.00%	266	415	371	-	-	-	-
Lutheran Collegiate Bible Institute	20,000	-	0.00%	20,000	20,000	20,000	100	-	0.00%	100	78	79	-	-	-	-
Saskatoon Society for Christian Education	20,000	-	0.00%	20,000	20,000	20,000	267	-	0.00%	267	257	370	-	-	-	-
Briercrest (High School and College)	20,000	-	0.00%	20,000	20,000	20,000	147	-	100.00%	147	156	517	-	-	-	-
Flex Ed	20,000	-	0.00%	20,000	20,000	20,000	508	-	100.00%	508	760	794	-	-	-	-
TOTAL:	2,423,600	47,600	2.00%	2,376,000	2,329,342	2,323,669	187,367	-	0.00%	187,367	183,988	174,371	561	561	561	543

6.2: Celebrations

MEETING DATE: October 12, 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



6.3: Calendar

MEETING DATE: **October 12, 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

2023-2024 Academic Year

Professional Development (no classes)	Monday, October 23
School Holiday (In Lieu of Remembrance Day)	Monday, November 13
<i>Christmas Break</i>	
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
<i>Easter Break</i>	
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:

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.

November 12 - Board Chairs Council Meeting – In-person before Fall Assembly, Regina, 8:30 a.m. – 11:30 a.m. (Directors will be invited to this meeting or portion of)

November 12-14 – Fall General Assembly and AGM – Regina, Delta Hotel – **all are booked with rooms at the Delta. Let Shirley know if you are not attending. Rooms need to be cancelled. Will register for the Assembly Friday, October 13**

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

Board Meetings – 2023 – Second Thursday of each month

November 28 December – TBD
January - TBD

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	October 5, 2023	