



## 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 (3<sup>rd</sup> 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, MARCH 14, 2024, 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  
 John Anderson, Terri Prete, Charles Stein, Faith Graham, Janice Baillargeon, Patricia Main, Barb Seymour, Andrea Perillat  
**Bev Josuttis-Harland Chaired the meeting.**

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  
 Kaitlin Harman, Communications Officer

Agenda 24-022	Barb Seymour	That the agenda be adopted as amended.	CARRIED
Minutes 24-023	Andrea Perillat	That the minutes of the February 8, 2024, regular meeting be approved as presented.	CARRIED
Minutes 24-024	Barb Seymour	That the minutes of the February 16, 2024, special meeting be approved as presented.	CARRIED
Delegation		The Board met with Cooper Cattell, NWSD Student Voice representative from Pierceland School, to discuss issues and concerns from a student perspective.	
Delegation		The Board met with the Acting Transportation Supervisor, Virginia Calvert, 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.	
Appointment of Auditor 24-025	John Anderson	That Vantage Chartered Professional Accountants be appointed as the school division auditor for the fiscal years ending August 31, 2024, 2025, and 2026 based on the audit services proposals received.	

CARRIED

Finance Statement 24-026      Janice Baillargeon      That the Financial Report for the period ending February 29, 2024, be approved as presented.      CARRIED

April Meeting Date 24-027      Andrea Perillat      That the regular April meeting date be changed from April 11, 2024, to April 18, 2024, to accommodate the Saskatchewan School Boards Association Spring Assembly.      CARRIED

Committee of the Whole 24-028      Patricia Main      That we enter a Committee of the Whole.      CARRIED

Report from the Committee of the Whole 24-029      John Anderson      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. Division goals and outcomes  
2. Budget assumptions

Adjournment 24-030      Andrea Perillat      That we adjourn.      CARRIED  
Time: 12:50 p.m.

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Bev Josuttes-Harland, Vice-Chair

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Charlie McCloud, Chief Financial Officer

# 5.1: SSBA Update 2024

MEETING DATE: April 18, 2024

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

A verbal report will be provided outlining information presented at the SSBA Conference in Saskatoon, April 11 and 12, 2024

## CURRENT STATUS

## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	April 10, 2024	

## RECOMMENDATION

## 5.2: Draft Budget 2024-2025



**MEETING DATE:** April 18, 2024

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 28, 2024.

### 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, 2024	None
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### RECOMMENDATION

That the 2024-25 Budget be reviewed, and discussion occur regarding potential changes, if any.

### 5.3: Board Review 2024



**MEETING DATE:** April 18, 2024

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

#### BACKGROUND

Board policies are the governance model used for setting direction for the school division. Board Reviews occur every second year.

#### CURRENT STATUS

The Board Review process will be discussed.

#### PROS AND CONS

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#### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	April 15, 2024	

#### RECOMMENDATION

# 5.4: Financial Reports



**MEETING DATE:** April 18, 2024

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 March 31, 2024.

## PROS AND CONS

N/A

## FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud

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## RECOMMENDATION

That the financial report for the period ending March 31, 2024, be approved.



<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2023 to March 31, 2024</b>				
			Year-to-Date	58%
	<b>2023/24</b>	<b>2023/24</b>		
	<b>Annual Budget</b>	<b>YTD</b>	<b>Balance</b>	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$56,694,295	\$31,835,794	(\$24,858,501)	
Total Tuition and Related Fees	\$3,206,262	\$1,617,510	(\$1,588,752)	
School Generated Funds	\$1,547,000	\$0	(\$1,547,000)	
Total Interest and Other Revenues	\$45,000	\$354,091	\$309,091	
Total Complementary Services Revenues	\$1,285,223	\$798,593	(\$486,630)	
External Services Revenues	\$1,001,482	\$585,483	(\$415,999)	
Total Capital Revenues	\$0	\$93,790	\$93,790	
Total Revenues	\$63,779,262	\$35,285,262	(\$28,494,000)	55%
<b>Expenditures:</b>				
Total Governance	\$290,054	\$220,631	\$69,423	
Total Administration	\$3,279,557	\$1,676,173	\$1,603,384	
Total Instruction	\$42,487,766	\$24,401,092	\$18,086,674	
Total Plant Operation and Maintenance	\$10,720,780	\$4,305,704	\$6,415,076	
Total Student Transportation	\$6,077,762	\$3,179,093	\$2,898,669	
Total Tuition and Related Fees	\$763,453	\$352,203	\$411,250	
School Generated Funds	\$1,547,000	\$0	\$1,547,000	
Total Interest and Bank Charges	\$60,387	\$169,395	(\$109,008)	
Total Complementary Services	\$1,814,966	\$997,612	\$817,354	
Total External Services	\$996,482	\$538,042	\$458,440	
Total Capital Expenditures	\$795,000	\$118,343	\$676,657	
Total Expenditures	\$68,833,207	\$35,958,287	\$32,874,920	52%
Surplus or (Deficit)	(\$5,053,945)	(\$673,025)		



## 6.2: Calendar

**MEETING DATE:** April 18, 2024

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

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

#### 2024 Calendar Year:

- May 16-17 – Employee Benefits Plan Seminar, Saskatoon - TBD
- May 27 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.
- September 26 - Board Chairs Council – In-person, Regina, 1:00 p.m. – 4:00 p.m.
- September 30 – Deadline for Submissions for the 2024 Premier’s Board of Education Award for Innovation and Excellence & the 2024 Award of Distinction – 4:30 p.m.
- October 16 – Deadline for Bylaw Amendments (for the AGM) – 4:30 p.m.
- October 21 – Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.
- October 31 – Deadline for Resolutions (for the AGM) - 4:30 p.m.
- December 1 - Board Chairs Council Meeting – In-person before Fall Assembly, Regina, timing TBC - Directors are invited to this meeting
- December 1-3 – Fall General Assembly and AGM – Regina, Delta Hotel

#### Board Meetings – 2023 – Second Thursday of each month

May 9, 2024	June 13, 2024	August 8, 2024??
September 11, 2024	October 10, 2024	

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	April 12, 2024	