

AGENDA

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

DATE: December 8, 2020 **LOCATION:** Northwest School Division
TIME: 10:00 a.m. CST Meadow Lake Office

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**
 - Organizational Meeting-** November 12, 2020
 - Regular Meeting** – November 12, 2020
 - Special Meeting** – November 26, 2020
- 4. Delegation**
- 5. Discussion/Decision Items**
 - 5.1** Board Policy Review
 - 5.2** Financial Report
 - 5.3** PMR Plan Amendment
- 6. Information Items**
- 7. Committee of the Whole**
 - 7.1** HR Report
 - 7.2** Sector Update
- 8. Information of Emergent Items for next Agenda**

January

Regular Board Meeting Agenda Items

- Maintenance Facilities Report
- Review Draft School Year Calendar

February

Regular Board Meeting Agenda Items

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

9. Adjournment

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD TUESDAY, NOVEMBER 12, 2020 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

Members Present: Faith Graham, Barb Seymour, Mark Campbell, Terri Prete, Andrea Perillat, Glen Winkler, Charles Stein, John Anderson, Bev Josuttis-Harland

Members Absent: Janice Baillargeon, Patricia Main

In Attendance: Duane Hauk, CEO
Charlie McCloud, CFO
Davin Hildebrand, Supt. Human Resources
Darrell Newton, Supt. Curriculum & Instruction
Aaron Oakes, Supt. Curriculum & Instruction
Jennifer Williamson, Supt. Student Services

Oath of office and certification administered for all Board members present.

Director of Education, Duane Hauk called the meeting to order.

Agenda 20-079	Barb Seymour	That the agenda be adopted as presented.	CARRIED
Chair 20-080	Charles Stein	Nominations open for Chair.	CARRIED
	Bev Josuttis- Harland	Nominated Glen Winkler as Chair.	
	Barb Seymour	Nominated Faith Graham as Chair.	
Chair Cease 20-081	Mark Campbell	That nominations cease.	CARRIED

Glen Winkler was elected Chair.

Vice-Chair 20-082	John Anderson	Nominations open for Vice-Chair.	CARRIED
	John Anderson	Nominated Terri Prete as Vice-Chair	
	Faith Graham	Nominated Bev Josuttis-Harland as Vice-Chair - DECLINED	
Vice-Chair Cease 20-083	Charles Stein	That nominations cease.	CARRIED
		Terri Prete was elected Vice-Chair by acclamation.	
Destruction of Ballots 20-084	Charles Stein	That the ballots be destroyed.	CARRIED
Regular Board Meetings 20-085	Andrea Perillat	That the regular Board meeting be held in the Meadow Lake office on the second Thursday of each month starting at 10:00 AM, beginning in December, 2020 with the following exception: December 8, 2020	CARRIED
Indemnities and Expenses 20-086	Barb Seymour	That the following indemnity and expense rates be established: <ol style="list-style-type: none"> 1) Per Diem - equal to 1/197th of Class IV, Step 4 of the Teacher's Collective Bargaining Agreement 2) Mileage - \$0.4535 per km 3) Meals - \$15/\$20/\$30 4) Private Accommodations - \$35 per night 5) Travel Time - \$32 per hour 6) Communication - \$50 per month Definition of a day: six (6) hours or more per day	CARRIED
Signing Authorities 20-087	Charles Stein	That the signing authorities for the Northwest School Division No. 203 be the Board Chair or the Vice-Chair and the CFO or the CEO.	CARRIED
Adjournment 20-088	Terri Prete	That we adjourn. Time: 10:30 a.m.	CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, NOVEMBER 12, 2020 AT 10:30 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

Members Present: Glen Winkler, Chair
 Terri Prete, Vice-Chair
 Faith Graham, Andrea Perillat, Bev Josuttis-Harland, John Anderson, Barb Seymour, Charles Stein, Mark Campbell, Janice Baillargeon (Via Teams)

Members Absent: Patricia Main

In Attendance: Duane Hauk, CEO
 Charlie McCloud, CFO
 Davin Hildebrand, Supt. Human Resources
 Darrell Newton, Supt. Curriculum & Instruction
 Aaron Oakes, Supt. Curriculum & Instruction
 Jennifer Williamson, Supt. Student Services

Oath of office and certification administered for Janice Baillargeon.

Agenda 20-089	Andrea Perillat	That the agenda be adopted as amended.	CARRIED
Minutes 20-090	Bev Josuttis- Harland	That the minutes of the October 8, 2020 regular meeting be approved as presented.	CARRIED
Dorintosh Equipment Request 20-091	Mark Campbell	That the request to have ownership for grounds equipment and structures transferred to the Village of Dorintosh be approved as is with no further obligations for maintenance, repair, or insurance from the School Division, pending a detailed listing from the Village of the property being requested.	CARRIED
November Special Meeting 20-092	Andrea Perillat	That a special meeting of the Board of Education be held at 11:30 am on November 26, 2020 to approve the 2019-2020 Audited Financial Statements and the 2019-2020 Annual Report.	CARRIED
Finance Statement 20-093	John Anderson	That the Financial Report for the period ending October 31, 2020 be approved as presented.	CARRIED
December Office Hours 20-094	Terri Prete	That the Administration offices and shops in Meadow Lake, Turtleford and Marshall be closed for the period of December 29 to 31, 2020 inclusive.	

			CARRIED
Committee of the Whole 20-095	Bev Josuttis- Harland	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 20-096	Faith Graham	That we rise and report from the Committee of the Whole.	CARRIED
		The Committee reported on Education Sector arising issues and personnel.	
Emergent Items		Emergent Items for next meeting: 1. Board Policy Review	
Adjournment 20-097	Bev Josuttis- Harland	That we adjourn. Time: 12:50 p.m.	CARRIED

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF THE
NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, NOVEMBER 26, 2020
AT 12:50 P.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

Members Present: Glen Winkler, Chair
Terri Prete, Vice-Chair
Faith Graham, Andrea Perillat, Bev Josuttes-Harland, John Anderson,
Barb Seymour, Charles Stein, Janice Baillargeon (Via Teams),
Patricia Main

Members Absent: Mark Campbell

In Attendance: Duane Hauk, CEO
Charlie McCloud, CFO

Oath of office and certification administered for Patricia Main.

Agenda 20-098	Barb Seymour	That the agenda be adopted as amended.	CARRIED
Delegation		The Board heard a presentation from Michael Marchand, External Auditor from Grant Thornton, LLP, regarding the 2019-2020 draft Audited Financial Statements via conference call.	
Audited Financial Statements 20-099	Barb Seymour	That the draft Audited Financial Statements for 2019-2020 be accepted and submitted to the Provincial Comptroller and the Ministry of Education pending any significant changes.	CARRIED
Annual Report 20-100	Faith Graham	That the 2019-2020 Annual Report for the Northwest School Division #203 be accepted and submitted to the Ministry of Education pending any significant changes.	CARRIED
Mask Usage 20-101	Charles Stein	That all students in the School Division will be required to wear face masks in school.	CARRIED
School Athletics 20-102	Barb Seymour	That all school athletics be paused until after the Christmas Break.	CARRIED
Adjournment 20-103	Andrea Perillat	That we adjourn.	CARRIED

Time: 1:30 p.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: Board Policy Review



MEETING DATE: December 8, 2020

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.

CURRENT STATUS

A sub-committee comprised of four Board members and the CEO reviewed all Board Policies. Potential changes are indicated within the document to be reviewed by the Board. Any changes to Board Policy require a Board motion for implementation.

PROS AND CONS

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FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	December 1, 2020	Files have been shared. Will also load into TEAMS

RECOMMENDATION

5.2: Financial Reports



MEETING DATE: December 8, 2020

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, 2020 to November 30, 2020.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	November 30, 2020	One

RECOMMENDATION

That the financial report for the period ending November 30, 2020 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
<u>September 1, 2020 to November 30, 2020</u>				Year-to-Date 25%
	2020/21	2020/21		
	<u>Annual Budget</u>	<u>YTD</u>	<u>Balance</u>	
<u>Revenues:</u>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$54,765,482	\$13,392,865	(\$41,372,617)	
Total Tuition and Related Fees	\$3,020,481	\$1,305,638	(\$1,714,843)	
School Generated Funds	\$2,172,000	\$0	(\$2,172,000)	
Total Interest and Other Revenues	\$115,000	\$10,382	(\$104,618)	
Total Complementary Services Revenues	\$1,093,093	\$299,589	(\$793,504)	
External Services Revenues	\$452,740	\$113,184	(\$339,556)	
Total Capital Revenues	\$0	\$40,194	\$40,194	
Total Revenues	\$61,618,796	\$15,161,852	(\$46,456,944)	25%
<u>Expenditures:</u>				
Total Governance	\$317,016	\$27,951	\$289,065	▼
Total Administration	\$3,018,088	\$691,395	\$2,326,693	▼
Total Instruction	\$41,638,655	\$10,323,863	\$31,314,792	▼
Total Plant Operation and Maintenance	\$10,346,745	\$2,143,963	\$8,202,782	▼
Total Student Transportation	\$5,660,363	\$1,130,975	\$4,529,388	▼
Total Tuition and Related Fees	\$618,293	\$286,586	\$331,707	▼
School Generated Funds	\$2,172,000	\$799	\$2,171,201	▼
Total Interest and Bank Charges	\$62,761	\$5,345	\$57,416	▼
Total Complementary Services	\$1,747,590	\$346,177	\$1,401,413	▼
Total External Services	\$452,740	\$80,712	\$372,029	▼
Total Capital Expenditures	\$2,014,500	\$295,254	\$1,719,246	▼
Total Expenditures	\$68,048,751	\$15,333,021	\$52,715,730	23%
Surplus or (Deficit)	(\$6,429,955)	(\$171,169)		

5.3: PMR Plan Amendment



MEETING DATE: December 8, 2020

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

BACKGROUND

The Ministry has requested that all school divisions submit a 3 year plan pertaining to Preventative Maintenance and Renewal. The plan is to be based on information entered into the AssetPlanner software program.

CURRENT STATUS

The Ministry requires that changes to the approved 3 year plan are submitted on a PMR Plan Amendment form. Emergent issues have arisen at Transition Place Education Centre (TPEC) Meadow Lake that were not included in the approved 3 year plan. A Board motion is required to submit the plan amendment.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

The total cost of the Fire Panel upgrade at TPEC Meadow Lake is estimated at \$20,000. Funds will be taken from existing PMR dollars that were being held as a contingency fund.

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	December 3, 2020	One

RECOMMENDATION

That the proposed PMR plan amendment be approved as requested and submitted to the Ministry of Education.



6.1: Calendar

MEETING DATE: **October 8, 2020**

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

Northwest School Division Schedule

Christmas Break - **Wednesday, December 23 to January 5, 2021**
School Resumes - **Wednesday, January 6, 2021**
Semester Turnaround - **Friday, January 29, 2020**
Family Day & Winter Break - **Monday, February 15-19**
PD Day – no school - **Monday, February 22**

SSBA Events (<http://saskschoolboards.ca/>) - 2021

Rural Congress - **March 28-30, 2021**
Spring General Assembly - **April 15-16, 2021 - Saskatoon**

Board Meetings - 2021

Thursday, January 14, 2021	Thursday, February 11
Thursday, March 11	Thursday, April 8
Thursday, May 13	Thursday, June 10
Thursday, August 12	Thursday, September 9
Thursday, October 14	Thursday, November 11

PREPARED BY:

Shirley Gerstenhofer

ATTACHMENTS

December 1, 2020