

# **AGENDA**

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

**DATE:** February 11, 2021      **LOCATION:** Northwest School Division  
**TIME:** 10:00 a.m. CST                      Virtual via TEAMS

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**  
    **Regular Meeting – January 14, 2021**
- 4. Delegation**
- 5. Discussion/Decision Items**
  - 5.1**      Budget Priorities 2021-2022
  - 5.2**      Academic Calendar 2021-2022
  - 5.3**      Capital Plan
  - 5.4**      Financial Report
- 6. Information Items**
  - 6.1**      SSBA PD Update
  - 6.2**      Calendar
- 7. Committee of the Whole**
  - 7.1**      HR Report
  - 7.2**      Sector Update
- 8. Information of Emergent Items for next Agenda**

<b>March</b>
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**Regular Board Meeting Agenda Items**

- Transportation Report #2
- Strategic Planning
- Student Services Report

## April

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

- Amend School Division Goals
- Approve budget assumptions
- Conduct Director Review (odd years) / Board Review (even years)

## **9. Adjournment**

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE  
NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, JANUARY 14, 2021  
AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN

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

Members Absent: None

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  
Kaitlin Harman, Communications Officer

Agenda 21-001	Bev Josuttis- Harland	That the agenda be adopted.	CARRIED
Minutes 21-002	Andrea Perillat	That the minutes of the December 10, 2020 regular meeting be approved as presented.	CARRIED
Delegation		The Board met with Facilities Department employees Bob Tough and Rick Starnes (via Teams) to review the operations of the Facilities Department.	
Board Policy #7 21-003	Patricia Main	That the changes to Board Policy #7 be approved as presented.	CARRIED
French Immersion 21-004	Andrea Perillat	That the French Immersion Program in the community of Meadow Lake continue to be offered from Kindergarten to Grade 12.	CARRIED
Finance Statement 21-005	Barb Seymour	That the Financial Report for the period ending December 31, 2020 be approved as presented.	CARRIED
Committee of the Whole 21-006	Andrea Perillat	That we enter a Committee of the Whole.	CARRIED

Report from Charles Stein That we rise and report from the Committee of the Whole.  
the Committee  
of the Whole  
21-007

CARRIED

The Committee reported on Education Sector arising issues and personnel.

Emergent  
Items

1. 2021-2022 Budget Priorities
2. Annual Sector Plan Mid Term Update
3. School Calendar 2021-2022 Approval
4. Annual Capital Plan Approval
5. Makwa Sahgaiehcan Tuition Update

Adjournment Andrea Perillat That we adjourn.  
21-008

CARRIED

Time: 12:05 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer



# 5.1: Budget Priorities 2021 - 2022



**MEETING DATE:** February 11, 2021

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

Prior to the release of the Provincial Budget, the School Division prepares areas of priority and potential changes.

## CURRENT STATUS

The Budget release date is scheduled for April 6th. Budget priorities are required to be proactive in preparing a budget for the 2021 – 2022 school year.

## PROS AND CONS

## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	February 2, 2021	

## RECOMMENDATION

## 5.2: Academic Calendar 2021-2022



**MEETING DATE:** February 11, 2021

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

The Calendar Committee has developed 2 calendar options. The Board will determine which options presented are to be considered for voting by staff.

### PROS AND CONS

### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	February 2, 2021	

### RECOMMENDATION

August '21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Admin	27 Staff	28
29	30 PD	31 Conv				

4/0

September '21						
Su	M	Tu	W	Th	F	Sa
			1 Classes Start	2	3	4
5	6 Labour Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21/21

October '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11 Thanksgiving	12	13	14	15	16
17	18	19	20	21	22	23
24	25 PD	26	27	28	29	30
31						

20/19

November '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9*	10*	11 R'mbrnc	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21/21

December '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Xmas
26 Boxing	27 In lieu	28 In lieu	29	30	31	

16/16

Su	M	Tu	W	Th	F	Sa
						1 New Year's
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Exams	26 Exams	27 Exams	28 Exams	29
30	31 Turn Around					

18/17

February '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Family	22	23	24	25	26
27	28					

15/15

March '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 PD	22	23	24	25	26
27	28	29	30	31		

23/22

April '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5*	6*	7	8	9
10	11	12	13	14	15 Good Friday	16
17 Easter	18 Easter Monday	19	20	21	22	23
24	25	26	27	28	29	30

16/16

May '22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Victoria	24	25	26	27	28
29	30	31				

21/21

June '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Exams	24 Exam	25
26	27 Exams	28 Exams	29 Admin	30 Admin		

22/20

100/94  
97/94  
197/188

1 = Convention  
3 = Admin  
1 = Staff  
3 = PD  
1 = Turn Around (Sem 1)

EAs & WCs – 5 extra days:  
Aug ?? – LAFOIP      Jan ?? – InSchool  
Aug ?? – In School    Mar ?? - InSchool  
Oct ?? – Div PD

**Option A**



August '21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Admin & Teachers	27 Staff	28
29	30 PD	31 Conv				

September '21						
Su	M	Tu	W	Th	F	Sa
			1 PD	2 Classes	3	4
5	6 Labour Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11 Thanksgiving	12	13	14	15	16
17	18	19	20	21	22	23
24	25 PD	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9*	10*	11 R'mbrnc	12 No School	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Xmas
26 Boxing	27 In lieu	28 In lieu	29	30	31	

January '22						
Su	M	Tu	W	Th	F	Sa
						1 New Year's
2	3	4	5	6 Classes	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Exams	26 Exams	27 Exams	28 Exams	29
30	31 Turn Around					

February '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Family	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 PD	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5*	6*	7	8	9
10	11	12	13	14	15 Good Friday	16
17 Easter	18 Easter Monday	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Victoria	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Exams	24 Exams	25
26	27 Exams	28 Exams	29 PD	30 Admin		

1 = Convention  
 2 = Admin  
 1 = Staff  
 5 = PD  
 1 = Turn Around (Sem 2)

EAs & WCs – 5 extra days:  
 Aug ?? – LAFOIP      Jan ?? – InSchool  
 Aug ?? – In School      Mar ?? - InSchool  
 Oct ?? – Div PD

**Option B**

15/15  
0/4  
22/23  
20/21  
16/16  
19/20  
21/21  
21/21  
16/16  
16/17  
Sem 1 93/99  
Sem 2 94/98  
187/197



### 5.3: Capital Plan

**MEETING DATE:** February 11, 2021

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 of Education has changed their capital request process. The Facilities department presented our capital needs at the January 14, 2021 meeting.

#### CURRENT STATUS

The school division is required to submit their top capital priorities in a new format. Board approval is required to prioritize the projects. Capital submissions must be made to the Ministry by February 26, 2021. The current year recommendation is included as a reference; therefore, the Board must make a motion approving the capital priority list as presented. Business cases for each project have been prepared by an external consultant to be submitted with the capital request once approved by the Board.

#### PROS AND CONS

N/A

#### FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	February 1, 2021	One

#### RECOMMENDATION

That the capital priority list be approved for submission to the Ministry of Education.

1/2021

Mail - Charles McCloud - Outlook

## Capital recommendation for 22/23 Application

Bobby Tough <bobby.tough@nwsd.ca>

Fri 2021-01-15 9:43 AM

To: Charles McCloud <Charlie.Mccloud@nwsd.ca>

Charlie,

Here is our recommendation for the Capital Application for 22/23: (Due Feb 28, 2021)

1. Maidstone - New combined Prek - 12 school
2. Lashburn High - Major renovation
3. Pierceland - New prek - 12 school

Please advise if you require any additional information on this.

Thank you

Bobby Tough, FMP  
Supervisor of Facilities  
NWSD #203  
(306)845-2150

## 5.4: Financial Reports



**MEETING DATE:** February 11, 2021

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 January 31, 2021.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

### PREPARED BY:

Charlie McCloud

### DATE

### ATTACHMENTS

One

### RECOMMENDATION

That the financial report for the period ending January 31, 2021 be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2020 to January 31, 2021</b>				
			Year-to-Date	42%
	<b>2020/21</b>	<b>2020/21</b>		
	<b>Annual Budget</b>	<b>YTD</b>	<b>Balance</b>	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$54,765,482	\$25,755,892	(\$29,009,590)	
Total Tuition and Related Fees	\$3,020,481	\$1,300,346	(\$1,720,135)	
School Generated Funds	\$2,172,000	\$0	(\$2,172,000)	
Total Interest and Other Revenues	\$115,000	\$32,417	(\$82,583)	
Total Complementary Services Revenues	\$1,093,093	\$442,271	(\$650,822)	
External Services Revenues	\$452,740	\$228,035	(\$224,705)	
Total Capital Revenues	\$0	\$66,990	\$66,990	
Total Revenues	\$61,618,796	\$27,825,951	(\$33,792,845)	45%
<b>Expenditures:</b>				
Total Governance	\$317,016	\$53,307	\$263,709	
Total Administration	\$3,018,088	\$1,130,643	\$1,887,445	
Total Instruction	\$41,638,655	\$17,173,341	\$24,465,314	
Total Plant Operation and Maintenance	\$10,346,745	\$3,679,040	\$6,667,705	
Total Student Transportation	\$5,660,363	\$1,937,171	\$3,723,192	
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	\$16,543	\$46,218	
Total Complementary Services	\$1,747,590	\$635,622	\$1,111,968	
Total External Services	\$452,740	\$143,266	\$309,474	
Total Capital Expenditures	\$2,014,500	\$363,230	\$1,651,270	
Total Expenditures	\$68,048,751	\$25,419,547	\$42,629,204	37%
Surplus or (Deficit)	(\$6,429,955)	<b>\$2,406,404</b>		



# 6.1: SSBA PD Update



**MEETING DATE:** February 11, 2021

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

Board members participated in virtual PD provided by SSBA

## CURRENT STATUS

Board members will have the opportunity to share key messages of the PD sessions.

## PROS AND CONS

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## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	February 2, 2021	
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## RECOMMENDATION



## 6.2: Calendar

**MEETING DATE:** February 11, 2021

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

- Family Day & Winter Break - Monday, February 15-19
- PD Day – no classes - Monday, February 22
- PD Day – no classes - Monday, March 22
- Good Friday – no school - Friday, April 2
- Easter Monday & Spring Break - Monday to Friday – April 5 to 9
- Victoria Day - Monday, May 24
- PD Day – no classes - Monday, May 31
- Final Exams - June 23-28

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

Rural Congress - March 28-29, 2021  
 Virtual Conference - Who is attending?

Spring General Assembly - April 15-16, 2021 - Saskatoon

Board Meetings – 2021 Next meeting: Thursday, March 11

Thursday, April 8?	Thursday, May 13	Thursday, June 10
Thursday, August 12	Thursday, September 9	Thursday, October 14

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	February 3, 2021	