

# **AGENDA**

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

**DATE:** January 14, 2021                      **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**  
    **Regular Meeting – December 10, 2020**
- 4. Delegation**
  - 4.1** Maintenance Report
- 5. Discussion/Decision Items**
  - 5.1** Academic Calendar 2021-2022
  - 5.2** Board Policy 7 Review
  - 5.3** French Immersion Designation - Renewal
  - 5.4** Financial Report
- 6. Information Items**
  - 6.1** COVID Spending 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>February</b>
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**Regular Board Meeting Agenda Items**

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

- Approve Annual Capital Plan

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

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

**9. Adjournment**

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE  
NORTHWEST SCHOOL DIVISION NO. 203 HELD TUESDAY, DECEMBER 8, 2020  
AT 10:00 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, Patricia  
Main, Barb Seymour, Charles Stein  
(Via Teams) Mark Campbell, Janice Baillargeon, John Anderson

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 20-104	Andrea Perillat	That the agenda be adopted.	CARRIED
Minutes 20-105	Bev Josuttis- Harland	That the minutes of the November 12, 2020 organization meeting be approved as presented.	CARRIED
Minutes 20-106	Terri Prete	That the minutes of the November 12, 2020 regular meeting be approved as presented.	CARRIED
Minutes 20-107	Faith Graham	That the minutes of the November 26, 2020 special meeting be approved as presented.	CARRIED
Board Policy #1 and #2 20-108	Andrea Perillat	That the changes to Board Policy #1 and Board Policy #2 be approved as presented.	CARRIED
Board Policy #3 20-109	Charles Stein	That the changes to Board Policy #3 be approved as presented.	CARRIED
Board Policy #4 20-110	Bev Josuttis- Harland	That the changes to Board Policy #4 be approved as presented.	CARRIED

Board Policy #5 20-111	Andrea Perillat	That the changes to Board Policy #5 be approved as presented.	CARRIED
Board Policy #6 20-112	Charles Stein	That the changes to Board Policy #6 be approved as presented.	CARRIED
Board Policy #8 20-113	Bev Josuttis- Harland	That the changes to Board Policy #8 be approved as presented.	CARRIED
Board Policy #9 20-114	Mark Campbell	That the changes to Board Policy #9 be approved as presented.	CARRIED
Board Policy #10 20-115	Barb Seymour	That the changes to Board Policy #10 be approved as presented.	CARRIED
Board Policy #11 20-116	Charles Stein	That the changes to Board Policy #11 be approved as presented.	CARRIED
Board Policy #13 20-117	Barb Seymour	That the changes to Board Policy #13 be approved as presented.	CARRIED
Board Policy #14 20-118	Andrea Perillat	That the changes to Board Policy #14 be approved as presented.	CARRIED
Board Policy #15 20-119	Janice Baillargeon	That the changes to Board Policy #15 be approved as presented.	CARRIED
Board Policy #16 20-120	Charles Stein	That the changes to Board Policy #16 be approved as presented.	CARRIED
Finance Statement 20-121	Andrea Perillat	That the Financial Report for the period ending November 30, 2020 be approved as presented.	CARRIED
PMR Plan Amendment 20-122	Charles Stein	That the proposed PMR amendment for the Transition Place Education Centre fire code upgrade be approved as requested and submitted to the Ministry of Education for consideration.	CARRIED

Committee of the Whole  
20-123      John Anderson      That we enter a Committee of the Whole.      CARRIED

Report from the Committee of the Whole  
20-124      Andrea Perillat      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 #7  
2. Facilities Department Presentation  
3. Draft 2021-2022 School Year Calendar Options

Adjournment  
20-125      Barb Seymour      That we adjourn.      CARRIED

Time: 2:30 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

# 5.1: Academic Calendar 2021 -2022



**MEETING DATE:** January 14, 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 3 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	January 7, 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 & 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	

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 PD	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 Report Cards	30 Admin		

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

186/197

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

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

# Option 1

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
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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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
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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
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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
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13	14	15	16	17	18	19
20	21 PD	22	23	24	25	26
27	28	29	30	31		

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10	11	12	13	14	15 Good Friday	16
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15	16	17	18	19	20	21
22	23 Victoria	24	25	26	27	28
29	30	31				

June '22						
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19	20	21	22	23 Exams	24 Exams	25
26	27 Exams	28 Exams	29 PD	30 Admin		

1 = Convention  
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 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 2**



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
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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						

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

December '21						
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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 Classes	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						
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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						
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13	14	15	16	17	18	19
20	21 PD	22	23	24	25	26
27	28	29	30	31		

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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 PD	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 Report Cards	30 Admin		

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

### Option 3

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

## 5.2: Board Policy 7 Review



**MEETING DATE:** January 14, 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 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. Policy 7 will be reviewed.

### PROS AND CONS

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### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	January 7, 2021	

### RECOMMENDATION

### 5.3: French Immersion



**MEETING DATE:** January 14, 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 type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

#### BACKGROUND

French Immersion is offered in Meadow Lake Schools including Lakeview, and Jonas Samson and CHS. Board motions are required for designation renewal of French Immersion Programs.

#### CURRENT STATUS

A Board motion is required by the Ministry for French Immersion designation renewal.

#### PROS AND CONS

#### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	January 7, 2021	
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#### RECOMMENDATION

# 5.4: Financial Reports



**MEETING DATE:** January 14, 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 December 31, 2020.

## PROS AND CONS

N/A

## FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	January 5, 2021	One
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## RECOMMENDATION

That the financial report for the period ending December 31, 2020 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2020 to December 31, 2020				Year-to-Date 33%
	2020/21	2020/21		
	Annual Budget	YTD	Balance	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$54,765,482	\$21,345,413	(\$33,420,069)	
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	\$11,243	(\$103,757)	
Total Complementary Services Revenues	\$1,093,093	\$370,930	(\$722,163)	
External Services Revenues	\$452,740	\$150,912	(\$301,828)	
Total Capital Revenues	\$0	\$53,592	\$53,592	
Total Revenues	\$61,618,796	\$23,237,728	(\$38,381,068)	38%
<b>Expenditures:</b>				
Total Governance	\$317,016	\$43,356	\$273,660	
Total Administration	\$3,018,088	\$904,974	\$2,113,114	
Total Instruction	\$41,638,655	\$14,056,462	\$27,582,193	
Total Plant Operation and Maintenance	\$10,346,745	\$3,033,135	\$7,313,610	
Total Student Transportation	\$5,660,363	\$1,683,563	\$3,976,800	
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	\$537,722	\$1,209,868	
Total External Services	\$452,740	\$128,335	\$324,405	
Total Capital Expenditures	\$2,014,500	\$295,254	\$1,719,246	
Total Expenditures	\$68,048,751	\$20,975,531	\$47,073,220	31%
Surplus or (Deficit)	(\$6,429,955)	\$2,262,197		

# 6.1: COVID Spending Update



**MEETING DATE:** January 9, 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 type="checkbox"/>	Decision
		<input checked="" type="checkbox"/>	Reports from Administrative Staff	<input checked="" type="checkbox"/>	Discussion
		<input type="checkbox"/>	Other: Delegations		

## BACKGROUND

Funding to address COVID-19 pandemic related costs has been provided by the Federal Government and the Ministry of Education. The school division was required to provide an estimate of costs directly related to pandemic response and public health orders.

## CURRENT STATUS

The school division received Contingency Funding in Phase 1 of the pandemic relief Safe School Plan in the amount of \$100,000 to address costs directly related to COVID-19 safety measures. The school division has received an additional \$3,511,967 for Phase 2 of the Contingency Funding based on our Phase 2 Funding Submission. An application for Phase 3 of the Contingency Funding for the Safe School Plan will be required in late February or early March.

## PROS AND CONS

N/A

## FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	January 7, 2021	Two
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## RECOMMENDATION

That the financial report for the COVID-19 Contingency Funding be reviewed.

<b>Contingency Funding Report - Phase 1</b>		
<b>School division / school name</b>	<b>Northwest SD 203</b>	
	Requested in eligible categories	Phase 1 approved funding
<u>Funding category</u>		
Sanitation	75,000	75,000
Equipment/ Furniture	-	-
Remote learning immuno-compromised students	-	-
Remote learning other students / costs	-	-
Other information technology	25,000	25,000
	100,000	100,000
<u>Savings Adjustment</u>		-
Net Approved for Phase 1		100,000
<u>Remote learning salary adjustment (3 months)</u>		
Remote learning FTEs		
Remote learning staffing cost		
Adjustment		-
<b>Phase 1 payment</b>		<b>100,000</b>

## Pandemic Contingency Funding Report - Phase 2

### Northwest SD 203

<b>Funding Category</b>	<b>Phase 2 Eligible Expenses</b>	<b>Phase 2 Approved Funding</b>
Sanitation	\$ 443,049	\$ 120,498
Equipment / Furniture	\$ 294,144	\$ 80,000
Remote Learning (Immuno-compromised Students)	\$ -	\$ -
Remote Learning (Other Students)	\$ 3,293,965	\$ 3,293,965
Other Information Technology	\$ 57,259	\$ 15,573
Substitute Costs	\$ -	\$ -
Other Costs	\$ 7,099	\$ 1,931
<b>Total</b>	<b>\$ 4,095,516</b>	<b>\$ 3,511,967</b>

**Phase 2 Payment** **\$ 3,511,967**

**Phase 1 - Remote Learning (Remaining 7 Months)** **\$ -**





## 6.2: Calendar

**MEETING DATE:** January 14, 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

Semester Turnaround	- Friday, January 29, 2020
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 28-30, 2021
Spring General Assembly	- April 15-16, 2021 - Saskatoon

#### Board Meetings – 2021

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

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	January 7, 2021	