

# **AGENDA**

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

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

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**  
    **Regular Meeting – February 11, 2021**
  
- 4. Delegation**
  - 4.1 Transportation
  - 4.2 Student Services Report
  
- 5. Discussion/Decision Items**
  - 5.1 Division Strategic Plan 2021
  - 5.2 Board Meeting Agenda
  - 5.3 Academic Calendar 2021-2022
  - 5.4 Audit Services Briefing
  - 5.5 Financial Report
  
- 6. Information Items**
  - 6.1 Dorintosh School 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

### April

#### Regular Board Meeting Agenda Items

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

### 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 (odd years)
- Approve Board semi-annual evaluation (even years)
- SSBA Members Council (Chair/vice chair and Director)
- Host Gala Awards Night

### June

#### Regular Board Meeting Agenda Items

- Approve Annual Budget
- Advocacy Linkage MLA's
- Personnel Accountability Report – HR Report
- SHSAA Meeting –representative delegate
- Sub-Division graduation ceremonies to present awards as determined

## 9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
 EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD  
 THURSDAY, FEBRUARY 11, 2021 AT 10:00 A.M. IN THE BOARD OFFICE  
 AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

Members Present: Glen Winkler, Chair  
 Terri Prete, Vice-Chair  
 Barb Seymour, 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  
 Terry Craig, Supt. of Schools  
 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 21-009	Andrea Perillat	That the agenda be adopted.	CARRIED
Minutes 21-010	Janice Baillargeon	That the minutes of the January 14, 2021 regular meeting be approved as presented.	CARRIED
Capital Priority List 21-011	John Anderson	That the Major Capital Request list for 2021 be approved as presented. 1) Maidstone – New Combined PreK-12 school 2) Lashburn High School – Major Renovation 3) Pierceland – New PreK-12 school	CARRIED
Finance Statement 21-012	Charles Stein	That the Financial Report for the period ending January 31, 2021 be approved as presented.	CARRIED
April Board Meeting 21-013	Barb Seymour	That the regular Board meeting scheduled for April 8, 2021 be changed to April 13, 2021 to accommodate the Easter break.	CARRIED
Committee of the Whole 21-014	Andrea Perillat	That we enter a Committee of the Whole.	CARRIED

Report from  
the Committee  
of the Whole  
21-015

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. Draft Response to SSBA Mental Health Proposal
2. Transportation Department Presentation
3. Student Services Department Presentation
4. 2021-2022 School Year Calendar Approval
5. Board Strategic Planning

Adjournment  
21-016

Janice  
Baillargeon

That we adjourn.

CARRIED

Time: 11:40 a.m.

---

Glen Winkler, Chair

---

Charlie McCloud, Chief Financial Officer

## 5.1: Division Strategic Plan 2021



**MEETING DATE:** March 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 checked="" type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

An interim Provincial Education Plan was developed for 2021-22 due to COVID restrictions. Division plans should align with the Provincial Education Plan which includes Priorities of Reading, Mental Health and Learning Gaps

### CURRENT STATUS

The Board of Education has an opportunity to provide feedback regarding the Provincial Education Plan. Priorities will be explained including the actions at the Provincial level.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

March 2, 2021

### ATTACHMENTS

[Sector Feedback Form](#)

### RECOMMENDATION

## 5.2: Board Meeting Agenda



**MEETING DATE:** March 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 checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

### BACKGROUND

Board Agenda outline is decided by the Board of Education.

### CURRENT STATUS

**Discussion regarding potential changes to the Board Agenda as a Governance decision. A potential change would allow for the Board to meet without senior administration present.**

### PROS AND CONS

### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	March 2, 2021	

### RECOMMENDATION

### 5.3: Academic Calendar 2021 - 2022



**MEETING DATE:** March 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

Calendar B was identified as the choice through voting from school staff.

#### PROS AND CONS

#### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	March 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 & 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'mbmc	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 Admin	30 Admin		

1 = Convention  
 3 = Admin  
 1 = Staff  
 4 = 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  
 187/197  
 Sem 1 93/99  
 Sem 2 94/98





## 5.4: Audit Services Proposals

**MEETING DATE:** March 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

A call for audit service proposals is issued every three (3) years with the option of a two (2) year extension.

### CURRENT STATUS

The current auditor is Grant Thornton LLP (previously Cogent Business Consulting). Their three (3) year contract expired at the end of the 2017-2018 fiscal year and was extended to the end of the 2019-2020 fiscal year. Proposals have been received from Pinnacle Business Solutions, Grant Thornton LLP, and Meyers Norris Penny (MNP) for the fiscal years ending August 31, 2021, 2022, and 2023. A summary of the proposals is included.

### PROS AND CONS

**Renewing the audit services contract every three (3) years is intended to ensure that audit services are being provided in the most fiscally responsible manner. Familiarity with the school division's accounting practices leads to a more efficient and thorough review, however, may also be perceived as detrimental in terms of potential complacency as the auditor develops a higher degree of comfort with administration.**

### FINANCIAL IMPLICATION

Quotes range from \$19,500 plus taxes at the low end to \$29,000 plus taxes at the high end, annually.

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	March 4, 2021	One

### RECOMMENDATION

That the school division audit services proposal be awarded at the discretion of the Board.

	<b>Audit Firm</b>	<b>Grant &amp; Thornton</b>		<b>Pinnacle Business Solutions</b>		<b>MNP</b>	
	<b>2020-2021</b>	\$23,495 Plus Taxes		\$19,500		\$28,000	
	<b>2021-2022</b>	\$24,395 Plus Taxes		\$20,100		\$28,500	
<b>Audit Fees</b>	<b>2022-2023</b>	\$25,295 Plus Taxes		\$20,700 21700??		\$29,000	
<b>Additional Fees</b>		\$225 per hour Partner	\$70 - 125 Staff	\$185 per hour Partner	\$90 per hour Staff	Admin Fee 20-21 Admin Fee 21-22 Admin Fee 22-23	\$1,400 \$1,425 \$1,450
<b>Provincial Audit</b>		\$5,000.00 Plus taxes		Not mentioned		Provincial Audit	\$1,500
<b>Correspondence</b>		Doesn't charge extra		5 or 10 minutes calls do not charge Short consultation to perform additional work additional fee		included in the admin fee above	
<b>Named Properly</b>		Yes		No - spelled external wrong		Yes	
<b>Completed &amp; Signed Copy of Appendix A</b>		Yes		No		Yes	
<b>Signed Formal Proposal</b>		Yes		Yes		Yes	
<b>Submission Form</b>		Email		Paper		Email	
<b>Submission Date &amp; Time</b>		February 25th, 2021 @ 10:15pm		February 26th		February 26th, 2021 @ 10:26am	
<b>Experience with School Divisions</b>		We were the first		They audited NWSD in past  Some information is out of date		Saskatchewan Rivers School Division, Prairie Valley School Division, Prairie Spirit School Division, Horizon School Division, Regina School Division	
<b>Discussion of AFS Dates</b>		Yes		Yes		Yes - Nice Outline of Dates	
		Planning (June through August)		Initial planning of engagement	mid-October to November	Introductory meeting with senior management	May/June 2021
		Assessing risk (June through August)		-YE Fin Statements & Auditors report	completed by Mid November	Review of predecessor working papers	May/June 2021
		Evaluating internal controls (June through September)				Presentation of an audit service plan	July/August 2021
		Testing accounts and transactions (End of September into Beginning of October)				Pre-audit meeting with senior management and audit planning	July/August 2021
		Concluding and reporting (By the third week in November)				Interim Fieldwork	August/September 2021
						Year-end field work	Oct-21
						Post-audit meeting with senior leadership, present draft financial statements, audit findings and management letter(s)	Early November 2021
						Attendance and presentation of audit findings to the CFO and the Board of Education	Nov-21
						Release of final year-end financial statements	After approval by Board of Education, expected to be November 2021
						Client Feedback session	Approximately 1 month after audit completion



## 5.5: Financial Reports

**MEETING DATE:** March 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 February 28, 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 February 28, 2021 be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2020 to February 28, 2021</b>				Year-to-Date 50%
	<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	\$30,189,518	(\$24,575,964)	
Total Tuition and Related Fees	\$3,020,481	\$1,971,440	(\$1,049,041)	
School Generated Funds	\$2,172,000	\$0	(\$2,172,000)	
Total Interest and Other Revenues	\$115,000	\$83,632	(\$31,368)	
Total Complementary Services Revenues	\$1,093,093	\$513,612	(\$579,481)	
External Services Revenues	\$452,740	\$265,763	(\$186,977)	
Total Capital Revenues	\$0	\$80,388	\$80,388	
Total Revenues	\$61,618,796	\$33,104,353	(\$28,514,443)	54%
<b>Expenditures:</b>				
Total Governance	\$317,016	\$116,397	\$200,619	
Total Administration	\$3,018,088	\$1,366,304	\$1,651,784	
Total Instruction	\$41,638,655	\$22,762,762	\$18,875,893	
Total Plant Operation and Maintenance	\$10,346,745	\$4,296,518	\$6,050,227	
Total Student Transportation	\$5,660,363	\$2,405,183	\$3,255,180	
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	\$767,734	\$979,856	
Total External Services	\$452,740	\$183,158	\$269,582	
Total Capital Expenditures	\$2,014,500	\$417,879	\$1,596,621	
Total Expenditures	\$68,048,751	\$32,619,862	\$35,428,889	48%
Surplus or (Deficit)	(\$6,429,955)	<b>\$484,491</b>		

## 6.1: Dorintosh School



**MEETING DATE:** March 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 Dorintosh School was officially closed July 1, 2020. The land that the building and outdoor equipment is situated on is leased from the Village of Dorintosh. The terms of the lease agreement with the Village require the School Division to return the land to its original state within twelve (12) months of notification of a school closure. The Board motion to close the Dorintosh School was passed in December, 2019. The Village provided an extension to the notice period to June, 2021.

### CURRENT STATUS

The School Division was approached by Al McFarlane of Meadow Lake Properties regarding the possibility of purchasing the Dorintosh School building. He was informed that he would have to negotiate such a purchase with the Village of Dorintosh because the property where the building is situated is owned by the Village. The Village of Dorintosh has asked for ownership of all external grounds equipment and structures be transferred to the Village. The Village Administrator has indicated (March 3, 2021) that they have instructed their lawyer to submit a property sale agreement to the Board with the intent of acquiring the building for resale. The agreement has not been received at the division office at this date.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

\$1

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	March 4, 2021	None

### RECOMMENDATION

That the Board continue to support the idea of transferring ownership of the school building in Dorintosh to the Village.



## 6.2: Calendar

**MEETING DATE:** March 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

- 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 - virtual

#### Board Meetings – 2021

- |                      |                     |                       |
|----------------------|---------------------|-----------------------|
| Tuesday, April 13    | Thursday, May 13    |                       |
| Thursday, June 10    | Thursday, August 12 | Thursday, September 9 |
| Thursday, October 14 | November ??         | December ??           |

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	March 4, 2021	