

# **AGENDA**

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

**DATE:** February 10, 2022      **LOCATION:** Northwest School Division  
**TIME:** 10:00 a.m. CST      Boardroom / TEAMS

- 1. Call to Order**
- 2. Additions to and Adoption of Agenda**
- 3. Adoption of Minutes of Last Meetings**  
Regular Meeting – January 13, 2022
- 4. Delegation**
- 5. Discussion / Decision Items**
  - 5.1** Budget Priorities 2022-2023
  - 5.2** Academic Calendar 2022-2023
  - 5.3** French Immersion
  - 5.4** Capital Priority
  - 5.5** Financial Report
- 6. Information Items**
  - 6.1** Education Sector Plan
  - 6.2** Strategic Planning 2022
  - 6.3** Calendar
- 7. Committee of the Whole**
  - 7.1** HR Report
  - 7.2** Sector Update
- 8. Information of Emergent Items for Next Agenda**

## March

### Regular Board Meeting Agenda Items

- Transportation Report #2
- Strategic Planning
- Student Services Report
- Appointment of Auditor (every 3 years)

## April

### Regular Board Meeting Agenda Items

- 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)
- SSBA Members Council (Chair/vice chair and Director)
- 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

## 9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, JANUARY 13, 2022 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

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

Members Absent: None

In Attendance: Duane Hauk, CEO  
 Charlie McCloud, CFO  
 Davin Hildebrand, Deputy Director of Education  
 Jennifer Williamson, Deputy Director of Education  
 Darrell Newton, Supt. Curriculum & Instruction  
 Aaron Oakes, Supt. Curriculum & Instruction  
 Kaitlin Harman, Communications Officer

Agenda 22-001	Andrea Perillat	That the agenda be adopted.	CARRIED
Minutes 22-002	Mark Campbell	That the minutes of the December 9, 2021 regular meeting be approved as presented.	CARRIED
Delegation		The Board met with Facilities Department employees Bob Tough and Trevor Whelan (via Teams) to review the operations of the Facilities Department.	
Finance Statement 22-003	John Anderson	That the Financial Report for the period ending December 31, 2021 be approved as presented.	CARRIED
Committee of the Whole 22-004	Bev Josuttis- Harland	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 22-005	Janice Baillargeon	That we rise and report from the Committee of the Whole.	CARRIED
		The Committee reported on Education Sector arising issues and personnel.	
Emergent Items		<ol style="list-style-type: none"> <li>1. 2022-2023 Budget Priorities</li> <li>2. Annual Sector Plan Mid Term Update</li> <li>3. School Calendar 2022-2023 Approval</li> <li>4. Annual Capital Plan Approval</li> </ol>	
Adjournment 22-006	John Anderson	That we adjourn.	CARRIED

Time: 12:00 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

## 5.1: Budget Priorities 2022 - 2023



**MEETING DATE:** February 10, 2022

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 the third week in March. Budget priorities are required to be proactive in preparing a budget for the 2022 – 2023 school year.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

February 2, 2022

### ATTACHMENTS

### RECOMMENDATION

## 5.2: Academic Calendar 2022 – 2023



**MEETING DATE:** February 10, 2022

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 A was identified as the choice through voting from division and school staff.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

February 2, 2022

### ATTACHMENTS

### RECOMMENDATION

August '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	24	25 Admin	26 Staff	27
28	29 Conv	30 PD	31 PD			

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

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

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

December '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	24
Christmas 25	Boxing Day 26	27	28	29	30	31

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

February '23						
	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 Family Day	21	22	23	24	25
26	27	28				

March '23						
	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	27 PD	28	29	30	31	

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

May '23						
	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 Victoria Day	23	24	25	26	27
28	29	30	31			

June '23						
	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 Exams	23 Exams	24
25	26 Exams	27 Exams	28 Rprt Cards	29 Admin	30	

15/15

0/5

23/24

20/20

14/14

19/20

22/22

22/22

19/21

15/15

18/19

Teacher Days = 197

Student Days\* = 187

- 1 = Convention
- 3 = Admin
- 1 = Staff
- 4 = PD
- 1 = Turn Around

# 2022-2023 Option A

### 5.3: French Immersion



**MEETING DATE:** February 10, 2022

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 Carpenter High School. Board motions are required for designation of French Immersion Programs.

#### CURRENT STATUS

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

#### PROS AND CONS

#### FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	February 3, 2022	
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#### RECOMMENDATION

# Recommendation for Designation Form (DRAFT)

20 22\_ - 20 23\_ Designation under Section 180 of *The Education Act, 1995*

School Division: Northwest School Division No. 203

Date Board of Education resolution passed: February 10, 2022

School(s) Designated	Grade(s)	Type	<b>Percentage of time French is used as Language of instruction</b>				
Example:							
Benson School	K-7	B	K – 100%; 1 & 2 – 80% 3 to 5 – 75%; 6 & 7 – 70				
1. Lakeview Elementary	K-4	B	K-90%	1-95%	2-95%	3- 85%	4-85%
2. Jonas Samson Middle	5-8	B	5- 70%	6-70%	7-70%	8-60%	
3. Carpenter High	9-12	B	9-45%	10-40%	11-40%	12-40%	
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							



## 5.4: Capital Plan



**MEETING DATE:** February 10, 2022

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 13, 2022 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 28, 2022. 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:

Charlie McCloud

### DATE

February 2, 2022

### ATTACHMENTS

One

### RECOMMENDATION

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

## Capital Plan Proposal 2023-24

Bobby Tough <bobby.tough@nwsd.ca>

Mon 2022-01-24 4:28 PM

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

Charlie,

Here is our recommendation for our Capital Application for the 2023/24 year that is due on Feb. 28th.

1. Maidstone - Replacement School (Pre-k to 12)
2. Lashburn High - Major Renovation
3. Pierceland - Replacement School

Please advise if you require any additional details.

Thank you

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

## 5.5: Financial Reports



**MEETING DATE:** February 10, 2022

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, 2021 to January 31, 2022.

### PROS AND CONS

N/A

### FINANCIAL IMPLICATION

N/A

### PREPARED BY:

### DATE

### ATTACHMENTS

Charlie McCloud

One

### RECOMMENDATION

That the financial report for the period ending January 31, 2022 be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b><u>September 1, 2021 to January 31, 2022</u></b>				Year-to-Date 42%
	<b>2021/22</b>	<b>2021/22</b>		
	<b><u>Annual Budget</u></b>	<b><u>YTD</u></b>	<b><u>Balance</u></b>	
<b><u>Revenues:</u></b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$55,628,283	\$22,225,841	(\$33,402,442)	
Total Tuition and Related Fees	\$2,975,853	\$1,349,135	(\$1,626,718)	
School Generated Funds	\$1,893,396	\$0	(\$1,893,396)	
Total Interest and Other Revenues	\$115,000	\$98,200	(\$16,800)	
Total Complementary Services Revenues	\$1,117,492	\$635,473	(\$482,019)	
External Services Revenues	\$470,861	\$196,190	(\$274,671)	
Total Capital Revenues	\$0	\$66,994	\$66,994	
Total Revenues	\$62,200,885	\$24,571,834	(\$37,629,051)	40%
<b><u>Expenditures:</u></b>				
Total Governance	\$311,654	\$101,325	\$210,329	
Total Administration	\$3,135,933	\$1,214,348	\$1,921,585	
Total Instruction	\$43,116,747	\$18,127,277	\$24,989,470	
Total Plant Operation and Maintenance	\$10,914,670	\$3,292,889	\$7,621,781	
Total Student Transportation	\$5,745,121	\$2,071,838	\$3,673,283	
Total Tuition and Related Fees	\$618,293	\$355,055	\$263,238	
School Generated Funds	\$1,893,396	\$0	\$1,893,396	
Total Interest and Bank Charges	\$59,106	\$15,314	\$43,792	
Total Complementary Services	\$1,756,695	\$602,205	\$1,154,490	
Total External Services	\$470,861	\$188,895	\$281,966	
Total Capital Expenditures	\$1,969,500	\$144,069	\$1,825,431	
Total Expenditures	\$69,991,976	\$26,113,214	\$43,878,762	37%
Surplus or (Deficit)	(\$7,791,091)	(\$1,541,380)		

# 6.1: Education Sector Plan



**MEETING DATE:** February 10, 2022

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

The Provincial Education Plan has replaced the former Sector Plan as developed by the Provincial Leadership Team.

## CURRENT STATUS

The interim Provincial Education Plan will continue for one more year. The School Division is looking at new opportunities for students. Division initiatives for the upcoming year will be presented.

## PROS AND CONS

## FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	February 2, 2022	

## RECOMMENDATION

## 6.2: Strategic Planning 2022



**MEETING DATE:** February 10, 2022

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

The Board of Education and senior administration participates in strategic planning to set goals for the upcoming year. Alignment of provincial, division and school priorities is essential.

### CURRENT STATUS

Dates, location, and agenda will be presented for Strategic Planning.

### PROS AND CONS

### FINANCIAL IMPLICATION

### PREPARED BY:

Duane Hauk

### DATE

February 2, 2022

### ATTACHMENTS

### RECOMMENDATION

## 6.3: Calendar

**MEETING DATE:** February 10, 2022

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

2021-2022 Academic Year

Family Day (no school)	Monday, February 21
Winter Break (no school)	Tuesday to Friday, February 22-25
Professional Development (no classes)	Monday, March 21
<b>Easter Break</b>	
Last Day of Classes	Thursday, April 14
School Reopens	Monday, April 25
Victoria Day (no school)	Monday, May 23
Final Exam Schedule (High School)	Thursday to Wednesday June 23-28
Admin Days	Wednesday & Thursday, June 29 & 30

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

2022 Spring Assembly – April 7 & 8, 2022 – Saskatoon  
 Strategic Planning - April 8 & 9, 2022 – Saskatoon

#### Board Meetings – 2022

March 10	June 9	October 13
April 14	August 11	November 10
May 12	September 8	

2022 National Trustees Gathering on Indigenous Education & CSBA Congress  
 – Saskatoon – July 6-8

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	February 3, 2022	