

AGENDA

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

DATE: May 12, 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 – April 14, 2022
- 4. Delegation**
 - 4.1 Michef Program
 - 4.2 RM of Beaver River
- 5. Discussion / Decision Items**
 - 5.1 Board Strategic Planning 2022
 - 5.2 Board Review May 2022
 - 5.3 PMR 3 Year Plan
 - 5.4 Budget 2022 - DRAFT
 - 5.5 Financial Report
- 6. Information Items**
 - 6.1 Calendar
- 7. Committee of the Whole**
 - 7.1 HR Report
 - 7.2 Sector Update
- 8. Information of Emergent Items for Next Agenda**

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 (3rd 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

July

Regular Board Meeting Agenda Items

- No Scheduled Board meeting

9. Adjournment

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD THURSDAY, APRIL 14, 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 22-023	Barb Seymour	That the agenda be adopted as amended.	CARRIED
Minutes 22-024	Janice Baillargeon	That the minutes of the March 10, 2022 regular meeting be approved as presented.	CARRIED
Minor Capital Program 22-025	Mark Campbell	That the Minor Capital Request list for 2023-2024 be approved as presented. 1) Lashburn High School – Major Renovation 2) Pierceland – Major Renovation	CARRIED
Finance Statement 22-026	Charles Stein	That the Financial Report for the period ending March 31, 2022 be approved as presented.	CARRIED
Committee of the Whole 22-027	Mark Campbell	That we enter a Committee of the Whole.	CARRIED
Report from the Committee of the Whole 22-028	Charles Stein	That we rise and report from the Committee of the Whole.	CARRIED
Emergent Items		The Committee reported on Education Sector arising issues and personnel. 1. Review Draft Budget for 2022-2023 2. Approve 3-year PMR plan 3. Establish Out-of-Scope Compensation 4. Approve Board Evaluation	
Adjournment 22-029	Andrea Perillat	That we adjourn.	CARRIED

Time: 2:55 p.m.

 Glen Winkler, Chair

 Charlie McCloud, Chief Financial Officer

5.1 Board Strategic Planning 2022



MEETING DATE: May 12, 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 checked="" 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

The Board of Education and senior administration participates in strategic planning to achieve a number of outcomes. Due to cancellation of Strategic Planning a number of presentations were cancelled.

CURRENT STATUS

Board discussion is needed to determine if a follow up event is required. Dates and location will need to be discussed for the booking purposes.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	May 5, 2022	

RECOMMENDATION

5.2: Board Review May 2022



MEETING DATE: May 12, 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 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. Board Reviews occur every second year.

CURRENT STATUS

The Board Review process occurred at the April Board Meeting. A report of the results will be presented at the Board meeting. Group discussion for Goal setting and a follow up discussion is required.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

May 5, 2022

ATTACHMENTS

RECOMMENDATION

5.3: Proposed PMR 3 Year Plan



MEETING DATE: May 12, 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 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 Facilities department has generated a report indicating projects that would qualify for PMR funding. The Ministry goal is to provide a comprehensive provincial picture to the Treasury Board in support of their funding request to address these issues.

PROS AND CONS

The division has an opportunity to present the maintenance backlog to the Ministry in terms of priority and overall cost.

FINANCIAL IMPLICATION

The total cost of the 3-year plan for 2023-2026 is \$5,697,500 as per the list provided.

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	May 5, 2022	One 2022 PMR Planning

RECOMMENDATION

That the proposed 3-year PMR plan be approved and submitted to the Ministry of Education.

5.4: Draft Budget 2022-2023



MEETING DATE: May 12, 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 type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

Annual Budget is due June 30, 2022.

CURRENT STATUS

Senior administration has prepared budget figures based on previous discussions and Board direction. Changes made at the May meeting will be incorporated into the final budget to be approved at the June regular meeting.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	May 5, 2022	One 2022-23 Draft Budget

RECOMMENDATION

That the 2022-23 Budget be reviewed, and discussion occur regarding potential changes, if any.

S U M M A R Y		BUDGET DAY		Wednesday, March 23, 2022			
		REVENUES		Draft	Thursday, May 5, 2022		
ACCOUNT NO.	DESCRIPTION	2021/22 BUDGET	2022/23 BUDGET	Ministry	Difference		
1-1-02-000	Grant Revenue	\$ 55,628,283	\$ 55,752,313	\$ 55,537,313	\$ 215,000	\$ 58,273,020	PMR removed
1-1-03-000	Tuition fees	\$ 2,975,853	\$ 3,102,366	\$ 3,027,366	\$ 75,000		
1-1-04-000	School Generated Funds	\$ 1,893,396	\$ 1,714,540	\$ -	\$ 1,714,540		
1-1-05-000	Interest & other revenues	\$ 115,000	\$ 115,000	\$ -	\$ 115,000		
1-1-07-000	Complimentary Services	\$ 1,117,492	\$ 1,333,064	\$ 896,064	\$ 437,000		
1-1-08-000	External Services	\$ 470,861	\$ 482,344	\$ 482,344	\$ -		
	Total Operating Revenues	\$ 62,200,885	\$ 62,499,627	\$ 59,943,087	\$ 2,556,540	\$ (298,742)	
	Totals	\$ 62,200,885	\$ 62,499,627	\$ 59,943,087	\$ 2,556,540	\$ (298,742)	
EXPENDITURES		2021/22 BUDGET	2022/23 BUDGET	Ministry	Difference		
1-2-10-000	Governance	\$ 311,654	\$ 309,261	\$ 299,465	\$ 9,796	0.44%	
1-2-11-000	Administration	\$ 3,135,933	\$ 3,192,449	\$ 2,095,674	\$ 1,096,775	4.38%	4.74%
1-2-12-000	Instruction	\$ 43,116,747	\$ 43,740,944	\$ 41,676,639	\$ 2,064,305		
1-2-13-000	Plant operation & Maintenance	\$ 10,914,670	\$ 11,093,366	\$ 6,159,455	\$ 4,933,911	2,000,000	PMR
1-2-14-000	Pupil transportation	\$ 5,745,121	\$ 5,836,457	\$ 5,831,033	\$ 5,424		
1-2-15-000	Tuition & like fees	\$ 618,293	\$ 854,616	\$ 548,293	\$ 306,323		
1-2-16-000	School Generated Funds	\$ 1,893,396	\$ 1,714,540	\$ -	\$ 1,714,540		
1-2-17-000	Interest and Bank charges	\$ 59,106	\$ 55,316	\$ 160,780	\$ (105,464)		
1-2-21-000	Complementary Services	\$ 1,756,695	\$ 1,777,743	\$ 880,492	\$ 897,251		
1-2-22-000	External Services*	\$ 470,861	\$ 482,344	\$ 482,344	\$ -		
	Total Operating Expenditures	\$ 68,022,476	\$ 69,057,036	\$ 58,134,175	\$ 10,922,861	\$ (1,034,560)	
2-2-00-000	Capital Expenditures	\$ 1,969,500	\$ 1,340,000	\$ -	\$ 1,340,000	\$ 629,500	
	Totals	\$ 69,991,976	\$ 70,397,036	\$ 58,134,175	\$ 12,262,861		
	Surplus or Deficit	\$ (7,791,091)	\$ (7,897,409)	\$ 1,808,912	\$ (9,706,321)		
	From Reserves	\$ -	\$ -	PMR			
	From Operating Surplus	\$ 7,791,091	\$ 7,897,409				
	N E T SURPLUS OR DEFICIT	\$ -	\$ -				

* Lloydminster Bus students

To Reconcile with amortization, employee future benefits and capital:						
	Total Revenue (as above)	\$ 62,200,885	\$ 62,499,627			
Plus:	Capital LT Debt Issued	\$ -	\$ -			
	Total Revenue revised	\$ 62,200,885	\$ 62,499,627			
	Total Op. Expenditures (as above)	\$ 68,022,476	\$ 69,057,036			
Plus:	Capital Expenditures	\$ 1,969,500	\$ 1,340,000			
	Capital LT Debt Repaid	\$ 102,674	\$ 106,463			
	Future Employee Benefits Pmts.	\$ 31,400	\$ 31,400			
Less:	Amortization	\$ (4,865,928)	\$ (4,865,928)			
	Employee future benefits exps.	\$ (158,900)	\$ (158,900)			
	Total Expenditures revised	\$ 65,101,222	\$ 65,510,071			
	Surplus/(deficit) Cash Basis	\$ (2,900,337)	\$ (3,010,444)	\$ (3,010,444)	Source of funds	
					Accumulated Surplus	
					2021 PMR Carryover	3,055,513
	AS PER FINANCIAL STATEMENT	-	-		2021 COVID Carryover	671,610
		\$ (2,900,337)	\$ (3,010,444)			

5.5: Financial Reports



MEETING DATE: May 12, 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 April 30, 2022.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud

One

RECOMMENDATION

That the financial report for the period ending April 30, 2022 be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
<u>September 1, 2021 to April 30, 2022</u>				Year-to-Date 67%
	2021/22	2021/22		
	<u>Annual Budget</u>	<u>YTD</u>	<u>Balance</u>	
<u>Revenues:</u>				
Total Property Tax Revenue	\$0	\$2,755	\$2,755	
Total Grants Revenue	\$55,628,283	\$36,264,473	(\$19,363,810)	
Total Tuition and Related Fees	\$2,975,853	\$2,327,647	(\$648,206)	
School Generated Funds	\$1,893,396	\$0	(\$1,893,396)	
Total Interest and Other Revenues	\$115,000	\$144,020	\$29,020	
Total Complementary Services Revenues	\$1,117,492	\$939,168	(\$178,324)	
External Services Revenues	\$470,861	\$469,997	(\$864)	
Total Capital Revenues	\$0	\$107,188	\$107,188	
Total Revenues	\$62,200,885	\$40,255,248	(\$21,945,637)	65%
<u>Expenditures:</u>				
Total Governance	\$311,654	\$128,439	\$183,215	
Total Administration	\$3,135,933	\$1,931,729	\$1,204,204	
Total Instruction	\$43,116,747	\$29,495,119	\$13,621,628	
Total Plant Operation and Maintenance	\$10,914,670	\$5,736,385	\$5,178,285	
Total Student Transportation	\$5,745,121	\$3,555,672	\$2,189,449	
Total Tuition and Related Fees	\$618,293	\$540,373	\$77,920	
School Generated Funds	\$1,893,396	\$0	\$1,893,396	
Total Interest and Bank Charges	\$59,106	\$25,239	\$33,867	
Total Complementary Services	\$1,756,695	\$1,027,168	\$729,527	
Total External Services	\$470,861	\$337,302	\$133,559	
Total Capital Expenditures	\$1,969,500	\$940,165	\$1,029,335	
Total Expenditures	\$69,991,976	\$43,717,591	\$26,274,385	62%
Surplus or (Deficit)	(\$7,791,091)	(\$3,462,343)		



6.1: Calendar

MEETING DATE: May 12, 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

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

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

Board Meetings – 2022

June 9	August 11
September 8	October 13
	November 10

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	May 5, 2022	