

AGENDA

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

DATE: August 17, 2023 **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 – June 8, 2023
 - Special Meeting – June 20, 2023
- 4. Delegation**
 - 4.1** Pre-Audit Presentation – Sara Baudria
- 5. Discussion / Decision Items**
 - 5.1** Student Voice
 - 5.2** School Tours 2023
 - 5.3** Board Annual Workplan 2023-2024
 - 5.4** SSBA Bylaw Amendments and Resolutions
 - 5.5** Tuition – Makwa Sahgaiehan
 - 5.6** Destruction of Records
 - 5.7** Financial Report as of June 2023
 - 5.8** Financial Report as of July 2023
- 6. Information Items**
 - 6.1** SSBA Position Statements
 - 6.2** Celebrations
 - 6.3** Calendar

7. Closed Session

- 7.1 HR Report
- 7.2 Sector Update
- 7.3 Committee Reports

8. Information of Emergent Items for Next Agenda

August

Regular Board Meeting Agenda Items

- SSBA Advocacy Linkage
- SSBA Bylaw Amendments
- Senior Administration Team Yearly Plan
- Approve Annual Work Plan
- [Pre Audit](#) Review; Auditor's Terms of Engagements
- Division Goals Update

Events

- Review Events for Upcoming Year

September

Regular Board Meeting Agenda Items

- SSBA Resolutions
- Premier's Award For Innovation – Discuss Nominations
- Advocacy Linkage MLA's
- Technology Report
- Athletics Report
- School Enrollments Numbers

October

Regular Board Meeting Agenda Items

- Approve resolutions for Saskatchewan School Boards Association Annual Convention
- School Enrollments Final
- Appoint Voting Delegates and allocate votes for the SSBA Convention

November

Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, dates of regular Board meetings for the year
- Set Parameters for next School Year Calendar
- Review and approve Annual Report
- Attend Saskatchewan School Boards Association Annual Convention
- Transportation Report

December

Regular Board Meeting Agenda Items

- Receive input from stakeholders(including SCC's) regarding setting of Division Priorities

January

Regular Board Meeting Agenda Items

- Maintenance Facilities Report
- Review Draft School Year Calendar
- Tender of Audit (every 3 years)

February

Regular Board Meeting Agenda Items

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

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 (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, JUNE 8, 2023 AT 10:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

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

Members Absent: Mark Campbell

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 23-046	Andrea Perillat	That the agenda be adopted.	CARRIED
Minutes 23-047	Janice Baillargeon	That the minutes of the May 11, 2023, regular meeting be approved as presented.	CARRIED
Delegation		The Board met with Saskatchewan School Boards Association representatives Jaime Smith-Windsor, President, Christine Gradin, Central Constituency, Kimberly Greyeyes, Indigenous Constituency, and Darren McKee, Executive Director to discuss Association business, via Teams.	
Delegation		The Board met with Carla Beck, Leader of the Official Opposition in Saskatchewan, for a discussion on current education issues and school division accomplishments.	
Delegation		The Board met with Davin Hildebrand, Deputy Director of Education, for a report on the activities and statistics of the Human Resources Department over the past year.	
Division Education Plan 23-048	Bev Josuttis- Harland	That the Division Education Plan for the 2023-2024 school year be approved as presented.	CARRIED
Special Meeting Date 23-049	Faith Graham	That a Special Meeting be held on June 20, 2023, at 8:00 AM to approve the 2023-2024 Draft Budget for submission to the Ministry of Education, via Teams.	CARRIED

Finance Statement 23-050 John Anderson That the Financial Report for the period ending May 31, 2023 be approved as presented. CARRIED

August Meeting Date 23-051 Terri Prete That the Regular meeting scheduled for August 10, 2023, be rescheduled to August 17, 2023, at 10:00 AM in the Meadow Lake Division Office to accommodate the fall LEADS conference. CARRIED

Closed Session 23-052 Bev Josuttess-Harland That we enter a Closed Session. CARRIED

Report from Closed Session 23-053 Andrea Perillat That we rise and report from the Closed Session. CARRIED

The Committee reported on Education Sector arising issues, personnel, and Board round table discussion.

Emergent Items 1. SSBA Bylaw Amendments
2. Pre-Audit Review
3. Senior Administration Year Plan
4. Approve Annual Work Plan
5. Division Goals Update

Adjournment 23-054 Andrea Perillat That we adjourn. CARRIED
Time: 1:30 p.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF THE NORTHWEST SCHOOL DIVISION NO. 203 HELD TUESDAY, JUNE 20, 2023 AT 8:00 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN VIA TEAMS

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

Members Absent: Mark Campbell, John Anderson

In Attendance: Duane Hauk, CEO
Charlie McCloud, CFO
Davin Hildebrand, Deputy Director of Education
Jennifer Williamson, Deputy Director of Education
Kaitlin Harman, Communications Officer

Agenda 23-055	Charles Stein	That the agenda be adopted.	CARRIED
Budget 2023- 2024 22-056	Bev Josuttis- Harland	That the Board of Education of the Northwest School Division #203 approves the 2023-2024 Budget as presented, including minor changes made after Ministry of Education's review and approval.	CARRIED
Adjournment 23-057	Charles Stein	That we adjourn.	CARRIED

Time: 8:25 a.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer

5.1: Student Voice



MEETING DATE: August 17, 2023

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

Student voice is extremely important to decision making in a school division. Through presentations and discussions the Board would like to hear from students in the division to make decisions to better meet their needs.

CURRENT STATUS

A framework will be presented to outline how we will bring students together to discuss matters important to students. A delegation of students will have the opportunity to discuss their needs with the Board. Input into this framework will be needed to ensure it works for the Board.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	August 10, 2023	
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RECOMMENDATION

5.2: School Tours 2023



MEETING DATE: August 17, 2023

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

School tours provide an opportunity for Board Members to view schools in preparation for capital projects and PMR.

CURRENT STATUS

School tours are set to occur in the fall. Does the Board wish to continue this process? Is there an area of focus you would like to ensure is part of the tour? Tours will be set up geographically over the span of two weeks.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	August 10, 2023	

RECOMMENDATION

5.3: Board Annual Work Plan 2023-24



MEETING DATE: August 17, 2023

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 Policy outlines a month by month work plan to follow throughout the year.

CURRENT STATUS

A review of the month by month reporting of the current plan will be reviewed.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	August 10, 2023	
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RECOMMENDATION

5.4: SSBA Bylaw Amendments and Resolutions



MEETING DATE: August 17, 2023

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

Each year the SSBA requests that Boards of Education submit proposed bylaw amendments and resolutions for the Fall General Assembly. This year the AGM is tentatively scheduled for November 13, 2023. The bylaw amendments are to be submitted to the SSBA no later than September 27, 2023, and proposed resolutions no later than October 12, 2023.

CURRENT STATUS

The proposed bylaw amendments and/or resolutions are presented at the Fall General Assembly for voting. Boards of Education will be notified of any proposed bylaw amendments or proposed resolutions no later than October 24, 2023, and will be included in the Fall General Assembly registration package. The October Board meeting is scheduled for October 12, 2023, barring any change to the meeting date. Preparation of any proposed amendments or resolutions require some time for research and costing.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:

Charlie McCloud

DATE

August 9, 2023

ATTACHMENTS

One

RECOMMENDATION

That the SSBA call for bylaw amendments and resolutions be reviewed.

August 8, 2023

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,
Directors of Education and Chief Financial Officers
cc. Resolutions and Policy Development Committee, Darren McKee, Executive
Tom Fortosky, Catholic Section
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2023 AGM

The 2023 Fall General Assembly will be held in Regina at the Delta Hotels by Marriott on November 12-14, 2023. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for November 13, 2023. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. are entitled to sponsor bylaw amendments and resolutions.

Bylaw Amendments:

1. Bylaw No. 11, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **September 27, 2023.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons** for the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding bylaw amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or klenius@saskschoolboards.ca.

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than October 24, 2023.

Resolutions:

1. Bylaw No. 10, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 12, 2023**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 10 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing and accompanied by a rationale explaining the background and reasons for the resolution.**

A resolution from 2010 called for the Committee to ask sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution. The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or Provincial Education Plan.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than October 24, 2023, and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.
6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 10, paragraph 6).

**Bylaw amendments and resolutions must be submitted by email to Krista Lenius,
Administrative Paralegal: klenius@saskschoolboards.ca. You will receive an email
confirmation that your submission has been received.**

SSBA Proposed Bylaw Amendments/Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed bylaw amendments or resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the bylaw amendment or resolution they are proposing.

	Low Cost <\$1,000	Medium Cost \$1,000-\$10,000	High Cost >\$10,000
Advocacy	<ul style="list-style-type: none"> Minimal advocacy, potentially a letter to a government official or Ministry. 1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Moderate advocacy which may include letters to government officials or Ministries, and follow up. 2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Ongoing advocacy throughout the year. > 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). A working advisory group may need to be created.
Services	<ul style="list-style-type: none"> The proposed action will require minimal utilization of existing SSBA services/resources. 	<ul style="list-style-type: none"> The proposed action will significantly draw upon SSBA services/resources. 	<ul style="list-style-type: none"> The proposed action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.
Unanticipated Costs	<ul style="list-style-type: none"> There is minimal likelihood of the action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are generally known. 	<ul style="list-style-type: none"> There is a moderate likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are relatively anticipated or assumed. 	<ul style="list-style-type: none"> There is a high likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are primarily unknown.

5.5: Tuition Meeting



MEETING DATE: August 17, 2023

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

Chief and Council of the Makwa Sahgaicehcan First Nation (MSFN) reached out to arrange a meeting with the Board of Education regarding tuition issues. A follow up meeting is needed to discuss possible solutions to the tuition arrears situation and the adoption of an Educational Services Agreement moving forward.

CURRENT STATUS

The initial meeting was held at the Meadow Lake Board office. Two subsequent meeting dates were postponed. In both instances, the postponement was at the request of MSFN. The follow up meeting occurred on June 28, 2023, with a commitment made to create sub committees to continue discussing payment of the tuition arrears and a tuition agreement. There has been no follow up communication to arrange for future meeting dates at this time.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
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Charlie McCloud	August 8, 2023	None
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RECOMMENDATION

That a date or dates be determined for a future tuition meeting with MSFN.

5.6: Destruction of Records

MEETING DATE: August 17, 2023

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 type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

The school division is required to keep and maintain records of all aspects of operations for pre-determined lengths of time. The guidelines for retaining and maintaining records are contained in the Saskatchewan Records Retention and Disposal Guide. The guide also provides a process for the disposal of records that are no longer relevant, or have been retained for the prescribed length of time.

CURRENT STATUS

The Saskatchewan Records Retention and Disposal Guide outlines all records that school divisions are allowed to destroy. A Board motion is required to authorize the destruction of such records.

n/a

FINANCIAL IMPLICATION

n/a

PREPARED BY:

Charlie McCloud

DATE

August 8, 2023

ATTACHMENTS

One

RECOMMENDATION

That approval is provided to destroy the list of records brought forward as per the Saskatchewan Records Retention and Disposal Guide.

_____, 2023

Provincial Archives of Saskatchewan
PO Box 1665
REGINA SK S4P 3C6

Attention: **Linda McIntyre, Provincial Archivist**

Re: Disposal of Records

The following is a list of records to be destroyed later this year. These documents shall be internally shredded or by the company ShredIT.

Banking prior to September 2016 Accounts receivable prior to September 2016 Accounts payables prior to September 2016 Purchasing Cards reports prior to September 2016 Charitable Org Returns prior to September 2016 Ledgers/Journals includes General Journals/Ledgers prior to September 2016 Batch Control Reports prior to September 2016 Deposit Books prior to September 2016 Receipt Books prior to September 2016 Charitable Receipts prior to September 2016 Purchase orders prior to September 2020 Tenders prior to September 2020 SaskFinance PST prior to September 2016 GST Returns (Division Office and Schools) prior to September 2016 School-Generated Funds prior to September 2016 General correspondence prior to September 2016 Principals' Monthly Reports prior to September 2020 TSC, STRP, MEPP Benefits and Summaries prior to 2020 Union Dues/ICP Statement prior to 2019	Payroll Deductions – Staff Fund, RSP, NWTA, NAG prior to 2020 Benefit Remittances prior to 2019 Leave Requests & Approvals as per records retention schedule – 3 years after termination Employee time sheets as per records retention schedule – 7 years after termination Sick Leave/Medical Documents as per records retention schedule – one year, unless continuing conditions T4's and CCRA Remittance Statements prior to September 2020 Tax Liability Statements prior to September 2016 Educator Profiles prior to 2020 TD1 Forms – prior to 2022 Occupational Health and Safety Minutes prior to September 2016 School Incident Report Form (insurance broker statistical report) prior to 2022 Cumulative Folders including Student Support Services reports, registration forms, custody documents files of students born prior to 1998 Transportation – prior to January 2018 - Drivers' licenses; drivers' abstracts; drivers' updated info reports; bus evacuation drills; bus student lists
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The list follows the guidelines as set out in the Records Retention and Disposal Guide for Saskatchewan School Division. The Board of Education for the Northwest School Division has granted permission for destruction of the same by the way of a Board Resolution.

5.7: Financial Reports – June 2023



MEETING DATE: August 17, 2023

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, 2022, to June 30, 2023.

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 June 30, 2023, be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2022 to June 30, 2023				
			Year-to-Date	83%
	2022/23	2022/23		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$57,252,792	\$47,021,335	(\$10,231,457)	
Total Tuition and Related Fees	\$3,102,366	\$3,379,199	\$276,833	
School Generated Funds	\$1,714,540	\$0	(\$1,714,540)	
Total Interest and Other Revenues	\$115,000	\$216,358	\$101,358	
Total Complementary Services Revenues	\$1,332,274	\$1,014,560	(\$317,714)	
External Services Revenues	\$743,992	\$571,731	(\$172,261)	
Total Capital Revenues	\$0	\$133,984	\$133,984	
Total Revenues	\$64,260,964	\$52,337,167	(\$11,923,797)	81%
Expenditures:				
Total Governance	\$309,261	\$256,442	\$52,819	
Total Administration	\$3,199,462	\$2,597,746	\$601,716	
Total Instruction	\$44,187,735	\$37,899,366	\$6,288,369	
Total Plant Operation and Maintenance	\$11,580,982	\$8,041,622	\$3,539,360	
Total Student Transportation	\$6,122,438	\$5,100,002	\$1,022,436	
Total Tuition and Related Fees	\$854,616	\$706,514	\$148,102	
School Generated Funds	\$1,714,540	\$0	\$1,714,540	
Total Interest and Bank Charges	\$55,316	\$12,153	\$43,163	
Total Complementary Services	\$1,776,361	\$1,421,361	\$355,000	
Total External Services	\$475,618	\$584,739	(\$109,121)	
Total Capital Expenditures	\$1,340,000	\$103,361	\$1,236,639	
Total Expenditures	\$71,616,329	\$56,723,306	\$14,893,023	79%
Surplus or (Deficit)	(\$7,355,365)	(\$4,386,139)		

5.8: Financial Reports



MEETING DATE: August 17, 2023

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, 2022, to July 31, 2023.

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 July 31, 2023, be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2022 to July 31, 2023				
			Year-to-Date	92%
	2022/23	2022/23		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$57,252,792	\$51,533,548	(\$5,719,244)	
Total Tuition and Related Fees	\$3,102,366	\$3,379,199	\$276,833	
School Generated Funds	\$1,714,540	\$0	(\$1,714,540)	
Total Interest and Other Revenues	\$115,000	\$270,675	\$155,675	
Total Complementary Services Revenues	\$1,332,274	\$1,089,232	(\$243,042)	
External Services Revenues	\$743,992	\$691,366	(\$52,626)	
Total Capital Revenues	\$0	\$147,382	\$147,382	
Total Revenues	\$64,260,964	\$57,111,402	(\$7,149,562)	89%
Expenditures:				
Total Governance	\$309,261	\$263,609	\$45,652	
Total Administration	\$3,199,462	\$2,809,580	\$389,882	
Total Instruction	\$44,187,735	\$40,947,770	\$3,239,965	
Total Plant Operation and Maintenance	\$11,580,982	\$8,743,218	\$2,837,764	
Total Student Transportation	\$6,122,438	\$5,582,330	\$540,108	
Total Tuition and Related Fees	\$854,616	\$706,514	\$148,102	
School Generated Funds	\$1,714,540	\$0	\$1,714,540	
Total Interest and Bank Charges	\$55,316	\$29,215	\$26,101	
Total Complementary Services	\$1,776,361	\$1,556,325	\$220,036	
Total External Services	\$475,618	\$634,004	(\$158,386)	
Total Capital Expenditures	\$1,340,000	\$103,361	\$1,236,639	
Total Expenditures	\$71,616,329	\$61,375,927	\$10,240,402	86%
Surplus or (Deficit)	(\$7,355,365)	(\$4,264,525)		

6.1: SSBA Position Statements



MEETING DATE: August 17, 2023

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

Each year the SSBA distributes proposed Position Statements to be voted upon at the Fall General Assembly in November.

CURRENT STATUS

The proposed Position Statements are attached for your information.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	August 9, 2023	One

RECOMMENDATION

N/A.

Adopted Position 1.1:	Date Approved: November 2018
Development of Position Statements	

Association position statements address key issues for PreK to 12 education and describe the shared beliefs that direct united action by boards of education/Conseil scolaire fransaskois and their Association. Boards of education/Conseil scolaire fransaskois through their Association develop positions on education issues for the benefit of students and to inform the public. Position Statements will guide executive and staff in developing strategic plans that are consistent with and support the position statements.

A. Development of Position Statements

1. An approved resolution from a General Meeting or the Executive may identify the need for the development of a statement of position.
2. The Executive will establish a working committee to gather information, consult the membership and draft the statement of position.
3. The draft statement will be circulated to all member boards for input.
4. Position statements will be considered and voted on at a General Meeting under the sponsorship of the Executive. A vote of not less than two-thirds of the votes cast is required for adoption of a position statement.
5. The Executive may after appropriate consultation with the membership adopt an interim position on any matter under which to operate until an approved statement of position is approved by the membership at the next available opportunity.

B. Review of Position Statements

1. Each position statement will be reviewed on a five-year cycle, however, a position may be reviewed at any time upon the direction of the Executive.
2. A position will be reviewed when a resolution at a General Meeting is adopted which is inconsistent with the current position.

Adopted Position 3.1:	Date Approved:
Education Investment	

Boards of education/Conseil scolaire fransaskois (CSF) are autonomous and derive their authority from *The Education Act, 1995* which gives them the authority to manage the school division in a way that reflects local needs and priorities. In addition, Catholic schools derive their authority from the Constitution, *The Saskatchewan Act*, and the guarantee of separate school rights under section 29 of the *Canadian Charter of Rights and Freedoms*. The CSF derives its authority from section 23 of the *Canadian Charter of Rights and Freedoms*.

Saskatchewan's elected boards of education/CSF require education investment so that they have the resources they require to provide opportunities for each student to achieve at the highest levels regardless of where they live in the province and their personal circumstances. Education funding is best provided unconditionally to boards of education/CSF in order to meet local needs.

On behalf of the communities they serve, boards of education/CSF advocate resolutely for education investment. Within this context, the following fundamental principles guide all decisions for education investment:

1. **Sufficiency, Sustainability, and Predictability:** The amount of funding provided to boards of education/CSF by the provincial government must be sufficient for education equity that provides high quality education for all students, that includes opportunities for local innovation, and that responds to inflationary costs, enrolment growth, and the continuing need for specialized programming. Reliable, factual data is used to establish funding formulas that are clearly defined, predictable, and unconditional that reflect the actual costs of mandated provincial goals and priorities and enable long-term and sustainable planning by boards of education/CSF.
2. **Partnership and Engagement:** In Saskatchewan, Boards of education/CSF and the provincial government are partners in education where elected boards of education/CSF are responsible for achieving mandated provincial goals and priorities and the provincial government is responsible for providing the resources needed to achieve those goals and objectives. Meaningful collaboration and engagement in decision-making regarding funding formulas and forecasting, accountability processes, setting provincial priorities, and resolving issues is best done in this spirit of partnership. The funding model is reviewed periodically by the education partners to ensure it is functioning as intended.
3. **Transparency and Accountability:** Straightforward information about education funding is monitored, understandable and available to the public, and the process is entirely transparent.

6.2: Celebrations

MEETING DATE: August 17, 2023

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	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: Delegations	

BACKGROUND

CURRENT STATUS

FINANCIAL IMPLICATION

PREPARED BY: DATE ATTACHMENTS

RECOMMENDATION



6.3: Calendar

MEETING DATE:

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

2023-2024 Academic Year

Admin Day

Monday, August 28

Staff (no classes)

Tuesday, August 29

Teachers' Convention

Wednesday, August 30

Professional Development

Thursday & Friday, Aug 31 & Sept 1

Labour Day (no school)

Monday, September 4

First Day Classes

Tuesday, September 5

Thanksgiving Day (no school)

Monday, October 9

Professional Development (no classes)

Monday, October 23

School Holiday (In Lieu of Remembrance Day)

Monday, November 13

Christmas Break

Last Day of Classes

Friday, December 22, 2023

School Reopens

Monday, January 8, 2024

Final Exam Schedule (High School)

Thursday to Tuesday, January 25-30

Semester Turn Around / School Planning Day (no classes)

Wednesday, January 31

Family Day (no school)

Monday, February 19

Winter Break (no school)

Tuesday to Friday, February 20-23

Easter Break

Last Day of Classes

Thursday, March 28

School Reopens

Monday, April 8

Victoria Day (no school)

Monday, May 20

PD (no classes)

Monday, May 27

Final Exam Schedule (High School)

Thurs, June 20 & Mon-Wed, June 24-26

Admin Days

Thursday & Friday, June 27 & 28

SSBA Events (<http://saskschoolboards.ca/>) - 2023

2023 Calendar Year:

September 21 - Board Chairs Council – In-person, Regina, location TBC, 1:00 p.m. – 4:00 p.m.
September 27 – Deadline for Bylaw Amendments (for the AGM) – 4:30 p.m.
September 30 – Deadline for Submissions for the 2023 Premier’s Board of Education Award for Innovation and Excellence & the 2023 Award of Distinction – 4:30 p.m.
October 12 – Deadline for Resolutions (for the AGM) - 4:30 p.m.
October 23 – Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.
November 12 - Board Chairs Council Meeting – In-person before Fall Assembly, Regina, 8:30 a.m. – 11:30 a.m. (Directors will be invited to this meeting or portion of)
November 12-14 – Fall General Assembly and AGM – Regina, Delta Hotel
December 4 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

Board Meetings – 2023 – Second Thursday of each month

September 14	October 12	November 9	December 14
January 11	February 8	March 14	April 11
May 9	June 13		

PREPARED BY:

Shirley Gerstenhofer

DATE

August 10, 2023

ATTACHMENTS