

AGENDA

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

DATE: February 8, 2024 **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 11, 2024
- 4. Delegation**
- 5. Discussion / Decision Items**
 - 5.1** French Immersion Designation
 - 5.2** LINC Agreement
 - 5.3** Strategic Planning 2024
 - 5.4** Academic Calendar 2024-2025
 - 5.5** Capital Plan
 - 5.6** Minor Capital Renewal Program
 - 5.7** PMR Plan Amendment
 - 5.8** Financial Reports
- 6. Information Items**
 - 6.1** Audit Services Proposals
 - 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

March

Regular Board Meeting Agenda Items

- Transportation Report #2
- Student Services Report
- Student Voice Presentation
- Appointment of Auditor (every 3 years)

April

Regular Board Meeting Agenda Items

- Strategic Planning
- SSBA Spring Assembly
- 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)
- 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, JANUARY 11, 2024, 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
 Mark Campbell, John Anderson, Terri Prete, 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
 Cheryl Treptow, Superintendent of Learning
 Dawn Paylor, Superintendent of Learning
 Aaron Oakes, Superintendent of Schools
 Kaitlin Harman, Communications Officer

Agenda 24-001	Mark Campbell	That the agenda be adopted as amended.	CARRIED
Minutes 24-002	Janice Baillargeon	That the minutes of the November 28, 2023, organization meeting be approved as presented.	CARRIED
Minutes 24-003	Charles Stein	That the minutes of the November 28, 2023, regular meeting be approved as presented.	CARRIED
Delegation		The Board met with Facilities Department Supervisor Bob Tough to review the operations of the Facilities Department.	
Finance Statement 24-004	Charles Stein	That the Financial Report for the period ending November 30, 2023, be approved as presented.	CARRIED
Finance Statement 24-005	John Anderson	That the Financial Report for the period ending December 31, 2023, be approved as presented.	CARRIED
Special Meeting 24-006	Barb Seymour	That a Special Meeting be held February 16, 2024, in the Meadow Lake Division Office at 10:30 AM via Teams to meet with the Minister of Education, Jeremy Cockrill.	CARRIED

Committee of the Whole 24-007 Mark Campbell That we enter a Committee of the Whole. CARRIED

Report from the Committee of the Whole 24-008 Charles Stein 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. 2024-2025 Budget Priorities
2. Annual Sector Plan Mid Term Update
3. School Calendar 2024-2025 Approval
4. French Immersion Designation
5. Annual Capital Plan Approval
6. Preparation for Special Meeting with Minister of Education
7. Set agenda for Strategic Planning meeting
8. Meadow Lake Recreation Center Update
9. MSFN Tuition Update
10. External Auditor discussion

Adjournment 24-009 Barb Seymour That we adjourn. CARRIED

Time: 1:30 p.m.

Glen Winkler, Chair

Charlie McCloud, Chief Financial Officer



5.1: French Immersion

MEETING DATE: February 8, 2024

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 each year

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

January 16, 2024

ATTACHMENTS

RECOMMENDATION

5.2: Linc Agreement



MEETING DATE: February 8, 2024

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

BACKGROUND

Linc is the local teacher agreement involving leaves, personal days, sub days, PD funding for teachers specifically in NWSD.

CURRENT STATUS

A tentative agreement is in place. The new agreement will be presented to the Board for ratification.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:

Duane Hauk

DATE

January 31, 2024

ATTACHMENTS

RECOMMENDATION

5.3: Strategic Planning 2024



MEETING DATE: February 8, 2024

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.

CURRENT STATUS

Times and location including meeting rooms are booked for Strategic Planning. Discussion regarding presentations and information updates are required.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
Duane Hauk	January 31, 2024	

RECOMMENDATION

5.4: Academic Calendar 2024-2025



MEETING DATE: February 8, 2024

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

BACKGROUND

A calendar committee consisting of 3 LEADS members and 3 NwTA 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

Two calendar options were created. All school and office staff had the opportunity to vote for their choice of calendar. Calendar “B” received the most votes with 58% of the overall vote.

PROS AND CONS

FINANCIAL IMPLICATION

PREPARED BY:	DATE	ATTACHMENTS
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Duane Hauk	February 1, 2024	
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RECOMMENDATION

5.5: Capital Plan



MEETING DATE: February 8, 2024

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 11, 2024, 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 29, 2024. The current year recommendations are included as a reference; therefore, the Board must make a motion approving the capital priority list. Business cases for each project will be 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:	DATE	ATTACHMENTS
Charlie McCloud	February 1, 2024	Two

RECOMMENDATION

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

CAPITAL REVIEW 2024

Using the Ministry data from the 2021 audits, we have 8 schools that will fall into the critical range by 2030.

I will provide a brief description for each of the 8 sites as well as Lashburn High and Maidstone High (as they are a part of our current Capital Requests) below:

Green Acre:

- Built in 1956 with an addition completed in 1994.
- 2023/24 enrolment is 57 students, 65% utilized (room for 30 additional students – 100%).
- New roof system over the original portion was completed in 2019.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$1.7 million in deficiencies in 2030.
- Major Capital – request funds for a new school
- Hold off improvements until school needs replacement, shut the school down and relocate students to other schools as required.

Concerns:

- Age of original building – 1956
- FCI Rating of 50.5% in 2030 (cost of \$1.17 million)
- Sewer system – current process requires monthly removal of all sewage. No community septic system.
- No gymnasium – NWSD rents community hall for gym activities.

H. Hardcastle:

- Original School was built in 1965 with an addition in 1973, 1976, 1984 and 2000.
- 2023/24 enrolment is 200 students, 81% utilized (room for an additional 47 students – 100%)
- We have upgraded some roofing in recent years along with new boilers and RTU (roof top units).
- Recent IA renovation to include proper dust collection and a welding booth.
- Gym floor was sanded down and refinished last summer.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.

- Minor Capital Application – request funds to address approx. \$5.3 million in deficiencies in 2030.
- Major Capital – request funds for a new school.
- Hold off improvements until school needs replacement.

Concerns:

- Elevation changes – we have 3 sections of the school to which handicap students would not have access. The basement has the high school main washrooms, 2 classrooms and Industrial Arts Lab. The upstairs (above the basement) has 2 classrooms and the Home Economics Lab. The other side of the school (Gymnasium) has 2 classrooms on the second floor as well. We currently have no lifts in this school.
- Water System – the Village of Edam does not have its own drinking water supply system. Edam school currently operates 2 sand point wells. Generally, these have not posed any issues but recently we have had failed water tests for the gymnasium well (showers/toilets etc). We have made some modifications, and our most recent test has passed. We did have concerns of running out of water a few years back when it was dry – this may come into play again if we don't end up with snow and run off.
- Asbestos – We have identified some asbestos on site. We have done some abatement, but more is needed (pipe fittings, flooring, drywall mud, vermiculite).
- FCI Rating of 31.6% in 2030 (Cost of \$5.32 million).

JH Moore:

- Original School was built in 1961 with an addition in 1985 and 2017.
- 2023/24 enrolment is 175 students, 71% utilized (room for an additional 72 students – 100%)
- We have upgraded some roofing in recent years. School has a recent HVAC upgrade with Change Airs in every classroom and a standalone gym HVAC unit.
- Recent landscape work around the perimeter to try and promote better drainage was done in 2023.
- Town has recently tied into Lloydminster water system.
- Plans to paint the exterior of the school this spring/summer.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$3.3 million in deficiencies in 2030.
- Major Capital – request funds for a new school or look at a new combined K-12 school.
- Hold off improvements until school needs replacement.

Concerns:

- Drainage – this has been a concern recently. The inability to get water to run away from the building has caused flooring issues in some rooms (new flooring program started in 2023).
- Settling – we have a small addition on the west side that has been inspected by an engineer. It appears that this was added on after the original construction and did not have adequate piles or supports underneath it. We are currently monitoring joint cracks etc.
- Asbestos – We have identified asbestos in the gym area drywall mud and a small area of flooring remains.
- FCI Rating of 34.4% in 2030 (cost of \$3.35 million).

Jubilee:

- Original School was built in 1966 with an addition in 1980.
- 2023/24 enrolment is 264 students, 73% utilized (room for an additional 99 students – 100%)
- We have upgraded some roofing in recent years.
- We installed a few Change Airs last summer and recently a standalone gym HVAC unit.
- We upgraded both the natural gas and power service feeding the school (3 phase power).
- Recent landscape work around the perimeter to try and promote better drainage was completed a few years ago.
- Recent roof truss replacement was required over the front entrance. A second roof was built over an existing and we had roof drains that had come apart that no one detected which caused structural damages.
- Plans to continue Herman Nelson (HVAC) replacement with Change Airs moving forward.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$4.6 million in deficiencies in 2030.
- Major Capital – request funds for a new school or look at a new combined PreK to 4 school.
- Hold off improvements until school needs replacement

Concerns:

- Asbestos flooring – this school has a large amount of asbestos flooring. We have removed some in the past and are looking at doing more this year.
- HVAC – old, outdated Herman Nelson heating units are still an issue – we are making plans to replace these units over the next few years. The removal of the units allows us to remove parts for other units within the school.

- Asbestos – a large portion of the flooring in Jubilee contains asbestos. We have abated some, plan to do another blitz this year and will continue to abate until it all has been removed.
- FCI Rating of 45.4% in 2030 (cost of \$4.6 million).

Lakeview:

- Original School was built in 1972.
- 2023/24 enrolment is 304 students, 73% utilized (room for an additional 110 students – 100%)
- We have upgraded most of the roofing in recent years (Stimulus funds).
- Recent modifications to the PreK classrooms to allow access from both adjoining rooms.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$6.06 million in deficiencies in 2030.
- Major Capital – request funds for a new school or look at a new combined PreK to 4 school.
- Hold off improvements until school needs replacement.

Concerns:

- Entrance slab issues – currently out to tender for the 2nd time. We believe these are isolated issues and nothing that affects the entire building.
- HVAC – Boiler and air handlers will require some funding for replacement in the next few years.
- Asbestos – we have identified some flooring in the gym service areas as well as roof drain piping.
- FCI Rating of 41% in 2030 (cost of \$6.06 million).

Pierceland:

- Original School was built in 1960 with an addition in 1973, 1984, 1995, 2011 and 2017.
- 2023/24 enrolment is 226 students, 79% utilized (room for an additional 58 students – 100%)
- Recent IA Renovation / Dust collection system
- Plans to replace elementary corridor flooring (purchased)
- Plans to upgrade HVAC units with Change Air units (this spring/summer)

- Plans to renovate Senior washroom.
- Plans to renovate Science Lab.
- Plans to perform some roof repairs to try and extend the life expectancy.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$5.23 million in deficiencies in 2030.
- Major Capital – request funds for a new school.
- Hold off improvements until school needs replacement.

Concerns:

- Elevation concerns with the school requires 2 lifts, this is not ideal for any handicap student or staff member. Changerooms are located upstairs in the gymnasium.
- HVAC – Boiler and air handlers will require some funding for replacement in the next few years.
- Asbestos – We have identified vermiculite, pipe fittings and wall board that all contain asbestos.
- FCI Rating of 31% in 2030 (cost of \$5.23 million).

Ratushniak:

- Built in 1960 with an addition in 1987 and 2020.
- 2023/24 enrolment is 187 students, 84% utilized (room for an additional 58 students – 100%)
- Recent addition in 2020.
- New suspended ceiling and lighting in west corridor.
- Plans to paint exterior in near future.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$3.19 million in deficiencies in 2030.
- Major Capital – request funds for a new school or new combined PreK to 12 school (current request).
- Hold off improvements until school needs replacement.

Concerns:

- Poor layout design with connection between the schools being a gymnasium.
- Ongoing bat issues that we have been able to address year to year.
- Asbestos – we have identified asbestos in some flooring, roof drain piping, chalkboards, wall board and vermiculite in walls.
- FCI Rating of 31.1% in 2030 (cost of \$3.19 million).

TPEC (Transition Place Education Centre):

- Built in 1961 with a renovation in 1994.
- 2023/24 enrolment is 83 students, 69% utilized (room for an additional 37 students – 100%)
- Recent flooring upgrades.
- New kitchen cupboards to be installed during one of the upcoming school breaks.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$1.15 million in deficiencies in 2030.
- Major Capital – request funds for a new school (Current application)

Concerns:

- School programming requires outside rentals due to footprint of existing school.
- Building was a former office, and the layout is not ideal for class sizes etc.
- Asbestos – We have abated all asbestos flooring, but the school still has asbestos in the drywall mud, a few pipe fittings and vermiculite.
- FCI Rating of 37.1% in 2030 (cost of \$1.15 million).

Lashburn High School:

- Built in 1960 with an addition in 1986.
- 2023/24 enrolment is 149 students, 48% utilized (room for an additional 163 students – 100%)

- Recent roof replacement – majority of roofing completed in 2023.
- IA Renovation in the works, should be completed in February.
- Gym floor was recently replaced through insurance.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$4.89 million in deficiencies in 2030 (Current request).
- Major Capital – request funds for a new school or new combined PreK to 12 school.
- Hold off improvements until school needs replacement.

Concerns:

- HVAC concerns – we have replaced 2 sets of boilers to date. We still have another set to replace along with the 2 main air handling units. We have been hiring 3rd parties to come in and work on these to keep them operational.
- Drainage – we have had some issues with drainage in the past. We have taken some corrective action, and it appears that we may have a handle on this.
- FCI Rating of 28.4% in 2030 (cost of \$4.89 million). Although this does not reach a critical FCI rating, it still requires almost \$5 million in funding to address the identified deficiencies.

Maidstone High School:

- Built in 1971 with an addition in 1990.
- 2023/24 enrolment is 190 students, 64% utilized (room for an additional 109 students – 100%)
- Recent roof replacement – majority of roofing completed in 2023 (only metal roofing remains which we believe has a lot of years left in it).
- IA Renovation completed in 2022/23.
- Gym floor was recently replaced through insurance.
- Gym HVAC recently upgraded.

Options:

- Continue as present, utilize PMR and minor renovation funding to extend the life expectancy and address Health & Safety items, school priorities etc.
- Minor Capital Application – request funds to address approx. \$4.04 million in deficiencies in 2030 (Current request).
- Major Capital – request funds for a new school or new combined Pre-k to 12 school (Current request).
- Hold off improvements until school needs replacement.

Concerns:

- HVAC concerns – Boilers had been replaced a few years back, but we still struggle with the 2 air handlers located within the school. We have brought in a few 3rd parties to try and address issues and to ensure proper operation. This tends to be an annual issue that will at some point require replacement.
- Bats – we have had past issues with bats, but it appears that they have transitioned to Ratushniak.
- Asbestos – We have abated all asbestos flooring except the Home Ec. lab. We also have a few pipe fittings in the one mechanical room.
- FCI Rating of 25% in 2030 (cost of \$4.04 million). Although this does not reach a critical FCI rating, it still requires \$4 million in funding to address the identified deficiencies.

Major Capital Application - Option #1

Priority	School	Project Type	Age	Ministry Cost		Business Case	FCI		Key Factors
				2025	2030		2025	2030	
1	Maidstone / Ratushniak	New PreK to 12 - combined new school	1960 originals with additions / renovations in 1987, 1990 and 2020	\$500,860.00	\$7,230,000.00	\$5,042,300.00	4.9%	27.3%	<p>1. Ministry FCI rating indicates that there is a need for attention as the combined FCI rating is nearing critical in 2030. Ministry cost evaluation of \$7.2 million in 2030.</p> <p>2. Town partnership is available (Hall)</p> <p>3. 3rd party business case recommends new build. Layout issues and drainage problems would be corrected with a new school - will not be addressed if we renovate.</p>
2	Pierceland	New PreK to 12 school	1960 original with additions in 1973, 1984, 1995, 2011 and 2017	\$189,450.00	\$5,230,000.00	\$3,688,200.00	4.4%	31.0%	<p>1. Ministry 2025 FCI rating indicates that there isn't much wrong, however, the 2030 has a predicted cost of repair of \$5.2 million and a FCI rating of 31% (critical).</p> <p>2. 3rd party business case recommends new build. Layout/design are a concern for accessibility concerns - cannot correct with renovation.</p>
3	TPEC	New school - build onto arena	Former Father Cochin School that was built in 1961. Renovated in 1994 as the Meadow Lake Office	\$128,280.00	\$1,150,000.00	N/A	7.4%	37.1%	<p>1. City has approved the concept</p> <p>2. Move would allow IT to move to TPEC which would in turn free up space in Gateway for PAA space/Maker Space etc.</p> <p>3. Would result in an increase in NWSD square footage</p> <p>4. Points for community partnership</p> <p>5. Low FCI rating 2025 but shoots up into critical by 2030.</p> <p>6. No business case</p>

Option #1 - same as previous application

Major Capital Application - Option #2

Priority	School	Age	Project Type	Ministry Costs		Business Case	FCI		Key Factors
				2025	2030		2021	2025	
1	Maidstone/Ratushniak	1960 originals with additions / renovations in 1987, 1990 and 2020	New PreK to 12 - combined new school	\$502,860.00	\$7,230,000.00	\$5,042,300.00	4.9%	27.3%	1. Ministry FCI rating indicates that there is a need for attention as the combined FCI rating is nearing critical in 2030. Ministry cost evaluation of \$7.2 million in 2030. 2. Town partnership is available (Hall) 3. 3rd party business case recommends new build. Layout issues and drainage problems would be corrected with a new school - will not be addressed if we renovate.
2	TPEC	Former Father Cochin School that was built in 1961. Renovated in 1994 as the Meadow Lake Office	New school - build onto arena	\$128,280.00	\$1,150,000.00	N/A	7.4%	37.1%	1. City has approved the concept 2. Move would allow IT to move to TPEC which would in turn free up space in Gateway for PAA space/Maker Space etc. 3. Would result in an increase in NWSD square footage 4. Points for community partnership 5. Low FCI rating 2025 but shoots up into critical by 2030. 6. No business case
3	Jubilee	Built in 1966 with an addition in 1980	New PreK to 12 school	\$913,120.00	\$4,600,000.00	N/A	####	45.4%	1. FCI rating moves from 19.5% to 45.4% by 2020 (Critical). 2. No Business case
Option #2 keeps Maidstone as the #1 priority but move TPEC (arena project) to #2 and add Jubilee (FCI rating) into the mix									

Major Capital Application - Option #3

Priority	School	Age	Project Type	Ministry Costs		Business Case	FCI		Key Factors
				2025	2030		2025	2030	
1	TPEC	Former Father Cochin School that was built in 1961. Renovated in 1994 as the Meadow Lake Office	New school - build onto arena	\$128,280.00	\$ 1,150,000.00	N/A	7.4%	37.10%	1. City has approved the concept 2. Move would allow IT to move to TPEC which would in turn free up space in Gateway for PAA space/Maker Space etc. 3. Would result in an increase in NWSD square footage 4. Points for community partnership 5. Low FCI rating 2025 but shoots up into critical by 2030. 6. No Business Case
2	Jubilee	Built in 1966 with an addition in 1980	New Prek to 12 school	\$913,120.00	\$ 4,600,000.00	N/A	19.5%	45.40%	1. FCI rating moves from 19.5% to 45.4% by 2020 (Critical). 2. No Business case
3	Maidstone/Ratushniak	1960 originals with additions / renovations in 1987, 1990 and 2020	New Prek to 12 - combined new school	\$502,860.00	\$ 7,230,000.00	\$ 5,042,300	4.9%	27.30%	1. Ministry FCI rating indicates that there is a need for attention as the combined FCI rating is nearing critical in 2030. Ministry cost evaluation of \$7.2 million in 2030. 2. Town partnership is available (Hall) 3. 3rd party business case recommends new build. Layout issues and drainage problems would be corrected with a new school - will not be addressed if we renovate.

Option #3 provides full support for the TPEC/Arena project, Jubilee as a high FCI site and keeps Maidstone on the list as number 3.

Major Capital Application - Option #4

Priority	School	Age	Project Type	Ministry Costs		Business Case	FCI		Key Factors
				2025	2030		2025	2030	
1	Jubilee	Built in 1966 with an addition in 1980	New school	\$913,120.00	\$4,600,000.00	N/A	19.5%	45.4%	1. FCI rating moves from 19.5% to 45.4% by 2020 (Critical). 2. No Business case
2	TPEC	Former Father Cochin School that was built in 1961. Renovated in 1994 as the Meadow Lake Office	New school - build onto arena	\$128,280.00	\$1,150,000.00	N/A	7.4%	37.1%	1. City has approved the concept 2. Move would allow IT to move to TPEC which would in turn free up space in Gateway for PAA space/Maker Space etc. 3. Would result in an increase in NWSD square footage 4. Points for community partnership 5. Low FCI rating 2025 but shoots up into critical by 2030.
3	Maidstone/Ratuszniak	1960 originals with additions / renovations in 1987, 1990 and 2020	New PreK to 12 - combined new school	\$502,860.00	\$7,230,000.00	\$5,042,300.00	4.9%	27.3%	1. Ministry FCI rating indicates that there is a need for attention as the combined FCI rating is nearing critical in 2030. Ministry cost evaluation of \$7.2 million in 2030. 2. Town partnership is available (Hall) 3. 3rd party business case recommends new build. Layout issues and drainage problems would be corrected with a new school - will not be addressed if we renovate.

Option #4 utilizes Jubilee as a high FCI rating, add TPEC as a number 2 for the joint arena project and keeps Maidstone on the list as #3.

Major Capital Application - Option #5

Priority	School	Age	Project Type	Ministry Costs		Business Case	FCI		Key Factors
				2025	2030		2025	2030	
1	Jubilee/Lakeview	Jubilee built in 1966 with addition in 1980. Lakeview was built in 1972	New school	\$1,950,000.00	\$10,670,000.00	N/A	15.1%	43.0%	1. FCI rating moves from 15.1% to 43% by 2030 (critical) 2. Combining of schools grants extra points. Melfort is on the Top 10 for a similar project by combining elementary schools in Melfort. 3. No Business case
2	TPEC	Former Father Cochin School that was built in 1961. Renovated in 1994 as the Meadow Lake Office	New school - build onto arena	\$128,280.00	\$1,150,000.00	N/A	7.4%	37.1%	1. City has approved the concept 2. Move would allow IT to move to TPEC which would in turn free up space in Gateway for PAA space/Maker Space etc. 3. Would result in an increase in NWSD square footage 4. Points for community partnership 5. Low FCI rating 2025 but shoots up into critical by 2030. 6. No business case
3	Maidstone/Ratuszniak	1960 originals with additions / renovations in 1987, 1990 and 2020	New PreK to 12 - combined new school	\$502,860.00	\$7,230,000.00	\$5,042,300.00	4.9%	27.3%	1. Ministry FCI rating indicates that there is a need for attention as the combined FCI rating is nearing critical in 2030. Ministry cost evaluation of \$7.2 million in 2030. 2. Town partnership is available (Hall) 3. 3rd party business case recommends new build. Layout issues and drainage problems would be corrected with a new school - will not be addressed if we renovate.
<p>#5 Option - fully supports the Ministry's FCI rating system with two of our higher scores and would provide additional points for combining schools - this would create 1 large PreK to 4 with 568 students (2023/24). Supports TPEC new addition onto arena project and keeps Maidstone as #3.</p>									

Major Capital Application		
Priority	School	Project Type
1		
2		
3		

5.6: Minor Capital Renewal Program



MEETING DATE: February 8, 2024

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 created a new program to address Capital needs beyond those of the existing Major Capital List. School Divisions are required to submit applications for a maximum of two projects by February 29, 2024, for consideration in the 2025-2026 government budget. Projects submitted must range in cost from \$1-10 million and must be completed within two years to be eligible. Projects previously submitted through the Major Capital Program cannot be resubmitted through the Minor Capital Renewal Program. Eligible capital projects would include structural repair, renovations, additions, and right-sizing of schools.

CURRENT STATUS

The current Major Capital List for NWSD includes three projects that have not made the Ministry top 10 Priority List in several years. It is recommended by the Facilities department that we submit one of those three projects as major renovations under the new Minor Capital Renewal Program. Details are provided in the attached file.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

N/A

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	February 1, 2024	One

RECOMMENDATION

That a recommendation to submit two projects to the Ministry of Education for consideration under the new Minor Capital Renewal Program be approved.

Minor Capital Recommended Sites (based on Ministry Critical FCI ratings)

School	FCI Rating		Costs		Options
	2025	2030	2025	2030	
Green Acre	17.6%	50.5%	\$589,890.00	\$1,170,000.00	Apply for funding to correct all deficiencies listed (2030+) - Hire 3rd party study
H. Hardcastle	3.6%	31.6%	\$654,190.00	\$5,320,000.00	Apply for funding to correct all deficiencies listed (2030+) - Hire 3rd party study
JH Moore	3.6%	34.4%	\$378,680.00	\$3,350,000.00	Apply for funding to correct all deficiencies listed (2030+) - Hire 3rd party study
Jubilee	19.5%	45.4%	\$2,790,000.00	\$4,600,000.00	Apply for funding to correct all deficiencies listed (2030+) - Hire 3rd party study
Lakeview	11.2%	41.0%	\$1,900,000.00	\$6,060,000.00	Apply for funding to correct all deficiencies listed (2030+) - Hire 3rd party study
Pierceland	4.4%	31.0%	\$848,160.00	\$5,230,000.00	Remove from Capital plan and apply for Minor Capital funding to address deficiencies (as above) - study done
Ratushniak	2.8%	31.1%	\$302,890.00	\$3,190,000.00	Remove from Capital plan and apply for Minor Capital funding to address deficiencies (as above) - study done
TPEC	7.4%	37.1%	\$256,740.00	\$1,150,000.00	Remove from Capital plan and apply for Minor Capital funding to address deficiencies (as above) - 3 rd party study required
Current Top 2					
Jubilee	Major Renovation				
Lashburn High	Major Renovation				

Minor Capital Application - Option #1

Priority	School	Project Type	Age	Ministry Costs	Business Case	FCI	Key Factors
				2025	2021	2025	
1	Jubilee	Major Renovation	1966 with an addition in 1980	\$2,790,000.00	N/A	19.5%	<p>1. No study</p> <p>2. Ministry data suggests that by 2028 there will be a backlog of \$5.5 million</p> <p>3. Might warrant a new school based on Ministry data (critical FCI rating in 2027)</p>
2	Lashburn High	Major Renovation	1960 with an addition in 1986	\$1,990,000.00	\$3,905,842.00	10.4%	<p>1. Study complete, suggests renovation.</p> <p>2. Ministry data indicates that there will be renovation costs of \$4.9 million in 2028</p> <p>3. FCI does not reach critical until 2034/35 - renovation would be recommended.</p> <p>4. 2025 shows a low FCI rating which might hurt our ability to obtain funds.</p>
<p>Jubilee has a high FCI rating /costs for 2025. This site may trigger a new school in the near future with critical FCI rating in 2027. Lashburn High would fall in at #2 as we have a study done, with a recommendation for a major renovation (not on our radar for a new school) but a lower current FCI rating may impact our ability to</p>							

Minor Capital Application - Option #2

Priority	School	Project Type	Age	Ministry Costs 2025	Business Case 2021	FCI 2025	Key Factors
1	Green Acre	Major Renovation	1956 with an addition in 1994	\$589,890.00	N/A	17.60%	<p>1. Green Acre will have the highest FCI rating in the NWSD (2030).</p> <p>2. 2028 has an estimated backlog of \$1.63m in renovations for this site - might make sense to try and get funding for a renovation as I assume we would not request a new school for this site? This would allow us to keep the larger schools on our Major Capital list for new schools.</p> <p>3. No Study</p>
2	Lashburn High	Major Renovation	1960 with an addition in 1986	\$1,990,000.00	\$3,905,842.00	10.40%	<p>1. Study complete, suggests renovation.</p> <p>2. Ministry data indicates that there will be renovation costs of \$4.8 million in 2028</p> <p>3. FCI does not reach critical by 2029 - renovation would be recommended. Based on Ministry FCI ratings, would have the highest non-critical score in the NWSD in 2029.</p> <p>4. 2024 shows a low FCI rating which might hurt our ability to obtain funds.</p>

Green Acre has our highest current FCI rating (small schools) but the Ministry indicates that the cost for repairs will climb to \$1.8 million by 2028. This might be our best option as we will more than likely not replace the school but could obtain funds for a major renovation to extend its life and take pressure off using PMR funds for upgrades. Lashburn High would fall in at #2 as we have a study done, with a recommendation for a major renovation (not on our radar for a new school) but a lower current FCI rating may impact our ability to get funding.

Minor Capital Application - Option #3

Priority	School	Project Type	Age	Ministry Costs	Business Case	FCI	Key Factors
				2025	2021	2025	
1	Lashburn High	Major Renovation	1960 with an addition in 1986	\$1,990,000.00	\$3,905,842.00	10.40%	1. Study complete, suggests renovation. 2. Ministry data indicates that there will be renovation costs of \$4.8 million in 2028 3. FCI does not reach critical by 2029 - renovation would be recommended. Based on Ministry FCI ratings, would have the highest non-critical score in the NWSD in 2029. 4. 2024 shows a low FCI rating which might hurt our ability to obtain funds.
2	Lakeview	Major Renovation	Built in 1972	\$1,900,000.00	N/A	11.20%	1. 2025 unfunded liability is only \$1.9 million but climbs to \$6.9 million in 2028. 2. Based on long term FCI ratings this site might qualify for a new school by 2028 (FCI critical 40.9%)
<p>Lashburn High had a study done, with a recommendation for a major renovation (not on our radar for a new school) but a lower current FCI rating may impact our ability to get funding. Lakeview has high current costs with a low FCI and may trigger a new school when it falls into the critical FCI range in 2028.</p>							

Minor Capital Application - Option #4

Priority	School	Project Type	AGE	Ministry Costs	Business Case	FCI	Key Factors
				2025	2021	2025	
1	Lakeview	Major Renovation	Built in 1972	\$1,900,000.00	N/A	11.20%	<p>1. 2025 unfunded liability is only \$1.9 million but climbs to \$6.9 million in 2028.</p> <p>2. Based on long term FCI ratings this site might qualify for a new school by 2028 (FCI critical 40.9%)</p>
2	Jubilee	Major Renovation	1966 with an addition in 1980	\$2,790,000.00	N/A	19.50%	<p>1. No study</p> <p>2. Ministry data suggests that by 2028 there will be a backlog of \$5.5 million</p> <p>3. Might warrant a new school based on Ministry data (critical FCI rating in 2027)</p>
<p>Lakeview has high current costs with a lower FCI and may trigger a new school when it falls into the critical FCI range in 2028. The low current FCI may hinder approval. Jubilee has a current high FCI rating /costs for 2025. This site may trigger a new school in the near future with critical FCI rating in 2028.</p>							

Minor Capital Application - Option #5

Priority	School	Project Type	Age	Ministry Costs	Business Case	FCI	Key Factors
				2025	2021	2025	
1	Jubilee	Major Renovation	1966 with an addition in 1980	\$2,790,000.00	N/A	19.50%	<p>1. No study</p> <p>2. Ministry data suggests that by 2028 there will be a backlog of \$5.5 million</p> <p>3. Might warrant a new school based on Ministry data (critical FCI rating in 2027)</p>
2	Lakeview	Major Renovation	Built in 1972	\$1,900,000.00	N/A	11.20%	<p>1. 2025 unfunded liability is only \$1.9 million but climbs to \$6.9 million in 2028.</p> <p>2. Based on long term FCI ratings this site might qualify for a new school by 2028 (FCI critical 40.9%)</p>
<p>Jubilee has a current high FCI rating /costs for 2025. This site may trigger a new school in the near future with critical FCI rating in 2028. Lakeview has high current costs with a lower FCI and may trigger a new school when it falls into the critical FCI range in 2028. The low current FCI may hinder approval.</p>							

5.7: PMR Plan Amendment



MEETING DATE: February 8, 2024

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 in the AssetPlanner software program.

CURRENT STATUS

The Ministry requires that changes to the approved 3-year plan are submitted on a PMR Plan Amendment form. Several emergent issues have been identified that need to be included in the 2024 phase of the approved plan. These projects were not included in the 3-year plan approved by the Board in May 2022 that included the 2023-24 school year. A Board motion is required to submit the plan amendment.

PROS AND CONS

N/A

FINANCIAL IMPLICATION

The total cost of the identified projects is estimated at \$271,000. Funds will be taken from existing PMR dollars that were allocated to projects that have been delayed due to delivery timelines for materials.

PREPARED BY:	DATE	ATTACHMENTS
Charlie McCloud	February 1, 2024	One

RECOMMENDATION

That one of the proposed PMR plan amendments be approved as requested and submitted to the Ministry of Education.

School Division Northwest School Division #203

Project Number	Funding Request Number (FR#)	Facility Name	Summary (Project Description)	Start Date	Cost
1996.001	12726	Glaslyn	Paint Gymnasium	July / 24	\$20,000
575.002	12727	Neilburg	Paint Gymnasium	July / 24	\$20,000
2097.001	12728	Neilburg	Playground Backstop	June / 24	\$3,000
2098.001	12729	Paradise Hill	IA Renovation / Dust Collector Upgrade	April / 24	\$210,000
2099.001	12730	Ratushniak	Relocate Staff Parking Power	July / 24	\$3,000
2100.001	12731	Carpenter	Gym Floor Sockets / Moisture Issues	July / 24	\$10,000
2094.001	14726	Neilburg	Eye Wash Stations	April / 24	\$5,000

5.8: Financial Reports



MEETING DATE: February 8, 2024

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, 2023, to January 31, 2024.

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 January 31, 2024, be approved.

Northwest School Division No. 203				
Revenues and Expenditures				
September 1, 2023 to January 31, 2024				
			Year-to-Date	42%
	2023/24	2023/24		
	Annual Budget	YTD	Balance	
Revenues:				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$56,694,295	\$22,756,050	(\$33,938,245)	
Total Tuition and Related Fees	\$3,206,262	\$1,518,340	(\$1,687,922)	
School Generated Funds	\$1,547,000	\$0	(\$1,547,000)	
Total Interest and Other Revenues	\$45,000	\$132,364	\$87,364	
Total Complementary Services Revenues	\$1,285,223	\$600,157	(\$685,066)	
External Services Revenues	\$1,001,482	\$402,787	(\$598,695)	
Total Capital Revenues	\$0	\$66,994	\$66,994	
Total Revenues	\$63,779,262	\$25,476,693	(\$38,302,569)	40%
Expenditures:				
Total Governance	\$290,054	\$188,048	\$102,006	
Total Administration	\$3,279,557	\$1,158,001	\$2,121,556	
Total Instruction	\$42,487,766	\$17,369,958	\$25,117,808	
Total Plant Operation and Maintenance	\$10,720,780	\$3,092,821	\$7,627,959	
Total Student Transportation	\$6,077,762	\$2,206,586	\$3,871,176	
Total Tuition and Related Fees	\$763,453	\$352,203	\$411,250	
School Generated Funds	\$1,547,000	\$0	\$1,547,000	
Total Interest and Bank Charges	\$60,387	\$123,427	(\$63,040)	
Total Complementary Services	\$1,814,966	\$703,253	\$1,111,713	
Total External Services	\$996,482	\$348,628	\$647,854	
Total Capital Expenditures	\$795,000	\$118,343	\$676,657	
Total Expenditures	\$68,833,207	\$25,661,266	\$43,171,941	37%
Surplus or (Deficit)	(\$5,053,945)	(\$184,573)		

6.1: Audit Services Proposals



MEETING DATE: February 8, 2024

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

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 2022-2023 fiscal year. Proposals have been distributed to Pinnacle Business Solutions, Grant Thornton LLP, KPMG, Vantage CPA, and Meyers Norris Penny (MNP) for the fiscal years ending August 31, 2024, 2025, and 2026. A summary of the proposals will be provided at the March Board meeting.

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 lends 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

N/A.

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

RECOMMENDATION

That the school division audit services proposal be awarded at the discretion of the Board once responses have been received and compared.

Proposal Call for External Audit Services 2024-2026

Firms contacted:

Pinnacle

Grant Thornton

KPMG

Vantage Chartered Professional Accountants

Meyers Norris Penny (MNP)

The audit package response is due February 16, 2024. The summary of responses will be presented at the March regular Board meeting for a decision regarding the successful respondent.

Northwest School Division No. 203

Invites responses to a Request for Proposal for External Audit Services.

Interested parties may contact Mr. Charlie McCloud at (306) 236-5614 for further information regarding the Proposal Call. Additional "Proposal Call for External Audit Services" packages detailing Proposal Timelines, Eligibility, Scope of Work, Requirements, Conditions, Proposal Questionnaire and School Division Information may be obtained from the School Division Office.

Electronic submission or sealed responses clearly marked "Proposal Call - External Audit Services" are to be in the hands of the undersigned in Meadow Lake, Sask. on or before **12:00 noon, February 16, 2024**. Proposals shall be opened immediately thereafter.

Proposal Submission

Service providers have the choice of two (2) submission options (Channels) as outlined below. Service Provider proposals must adhere to the submission requirements outlined in this document and include the following components in their submission:

1. The completed and signed copy of Appendix A: External Auditors Proposal Questionnaire.
2. A formal proposal outlining your services

1. Electronic submission: One (1) electronic copy of your proposal

Email your proposal to charlie.mccloud@nwsd.ca and include the following information:

- Subject: Proposal Call – External Audit Services by "YOUR COMPANY NAME"
- Attachments must be in PDF file format and named as follows:
 - o Proposal Call – External Audit Services
 - o Completed & Signed Appendix A: External Auditors Proposal Questionnaire
 - o Signed formal proposal
- Ensure to request a delivery receipt as a messaging option when creating your submission email
- Please encrypt your submission email if available

Notes:

- Vendors must send one email with their complete submission wherever possible, and where this isn't possible, clearly explain what the NWSD should consider as the final and full submission
- It is recommended the email be sent with a delivery receipt request and be encrypted.
- Contact the named NWSD Contact immediately if an email is rejected or if an automated email is not received confirming that the email was received

• The NWSD will not open any emailed attachments prior to closing, and in the event that one or more files cannot be opened (e.g. are corrupted), the vendor will not have an opportunity to resend such files after closing

• The vendor is responsible for the choice of “channel” they use to submit a “proposal | response” and that the NWSD does not assume any responsibility for delayed or rejected emails, or for any files that cannot be opened

• The vendor acknowledges that all risks associated with emailed submissions are their sole responsibility, and that late submissions, regardless of the reason, will be rejected

2. Paper Submission: One (1) paper copy of your proposal

One (1) paper copy of your proposal including:

- Subject: Proposal Call – External Audit Services by “YOUR COMPANY NAME”
- Completed & signed copy of Appendix A: External Auditors Proposal Questionnaire
- Signed formal proposal

Indicate that your information is for the **PROPOSAL CALL – EXTERNAL AUDIT SERVICES** and closing date on the top of your proposal submission package and forward to:

Mr. Charlie McCloud, CFO
Northwest School Division No. 203
525 - 5th Street West
Meadow Lake, Saskatchewan
S9X 1B4
Phone: (306) 236-5614
Email: charlie.mccloud@nwsd.ca

Notes:

- The office hours for the purpose of receiving bids are: 8:00 a.m. to 4:30 p.m. (closed 12pm – 1pm), Local Saskatchewan Time, Monday to Friday, excluding statutory holidays.
- The time for closing of proposals will be determined by the time shown on the main reception set located at the Meadow Lake Office.
- Proposals received after the closing time will not be considered and will be returned.
- Facsimile proposals will not be accepted.

Northwest School Division No. 203 Board of Education

INFORMATION CONCERNING PROPOSAL CALL FOR EXTERNAL AUDITORS

1. Proposal Timelines

- 1.1 Electronic submission or sealed responses clearly marked “Proposal Call - External Audit Services” are to be in the hands of the undersigned in Meadow Lake, Sask. on or before 12:00 noon, **February 16, 2024**.

Mr. Charlie McCloud, CFO
Northwest School Division No. 203
525 - 5th Street West
Meadow Lake, Saskatchewan
S9X 1B4
Phone: (306) 236-5614
Email: charlie.mccloud@nwsd.ca

- 1.2 Any questions or additional information regarding the Proposal Call may be addressed to Mr. Charlie McCloud at (306) 236-5614.
- 1.3 On receipt of formal proposals, some or all of the firms may be requested to make oral presentations to the Administration of the Board of Education.
- 1.4 The Board will approve the selection of auditors for the three-year term with the possibility of an extension of up to two additional years upon mutual consent of both parties, and all respondents will be notified of the selection by the CFO on or before **March 15, 2024**, pending board acceptance.

2. Eligibility

- 2.1 The firm must be eligible in accordance with the *Education Act* 1995.
- 2.2 The firm must demonstrate an ability to carry out the audit to full professional standards, in conformity with Provincial requirements and Board expectations.

3. Scope of Work

- 3.1 The audits shall include the examination of the records and financial statements of the Board.
- 3.2 Specifically included will be all related audit and certification work required by the *Education Act* and various Provincial and Federal ministries and agencies.
- 3.3 The responsibilities of the auditors will generally be limited to the expression of an opinion on the financial statements and discussions with respect to presentation and disclosure. They will generally not include accounting work, physical preparation of financial statements, schedules, or any other non-audit responsibilities which, if required, will be discussed separately from the formal audit of the Board’s activities.
- 3.4 Field work must be done on-site. It is the responsibility of the Audit firm to schedule an appropriate amount of time to collect sufficient data while on-site.
- 3.5 Annual audit planning schedule is determined by the Ministry of Education; the Audit firm must meet all required deadlines.

3.6 The Auditor will provide presentations to the Board of Education to occur in August for Audit Planning and in November to present Draft Audited Financial Statements.

4. Proposal Content

4.1 Qualified Statements

4.1.1 The auditors shall immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a statement of qualification with respect to the Board's financial statements, inform and fully discuss such matters with the CFO. In addition, the auditors shall, as far as possible, allow a reasonable period of time for the CFO to investigate, analyze, report and take such corrective action as appropriate to avoid the inclusion of such qualification.

4.2 Delivery of Annual Financial Statements

4.2.1 Final Draft Audited Financial Statement Package shall be delivered to the attention of the CFO by the 3rd week of November in each direct provincial audit year. In no-direct provincial audit year the Final Draft Audited Financial Statement Package shall be delivered the 1st week of November in accordance with the Ministry of Education audit planning schedule.

5. Computerized Systems

5.1 The Board operates an integrated financial information system (General Ledger, Accounts Payable, Accounts Receivable and Payroll) using Atrieve software cloud platform.

6. Proposal Content

6.1 The Proposal should, as a minimum, respond to the information requests contained in the Proposal Questionnaire - Appendix "A".

7. Conditions

7.1 The Board reserves the right to request additional information from proposers and to decline any proposal made not complying with specifications requested. The Lowest Quote amount may not necessarily be accepted.

8. Northwest School Division Information Items

8.1 Appendix "B" provides supplemental information with respect to the operation of the Northwest School Division.

8.2 Appendix "C" is the Northwest School Division Audited Financial Statement, Auditors Report and Notes to the Financial Statement for the Year Ending August 31, 2023.

Northwest School Division No. 203 Board of Education

EXTERNAL AUDITORS PROPOSAL QUESTIONNAIRE - APPENDIX "A"

1. Firm Name and Address
2. Details of Firm
 - a. Names of Partners
 - b. Primary Contact Person
 - c. Other key individuals involved in the audit process and their specific roles.

Resumes of all staff expected to be involved with the audit should be included in an Appendix.
3. Outline details of your firm's audit approach and the specific processes utilized.
4. Outline what your firm believes are the major issues in auditing school boards and how you would deal with them.
5. The Auditors are responsible for reporting on the following:

Audited Financial Statement for Saskatchewan Ministry of Education

Opinion on internal control

Opinion on legislative compliance

Opinion on other matters

Inventory verification when deemed necessary and material

Please provide a quotation of all-inclusive audit fees per year. Any additional fees that may occur should be included in a separate schedule.

Please provide the names of client officials responsible for three of your firm's present audits who could act as references.

Provide other information you may wish to present in support of your proposal.

Northwest School Division No. 203 Board of Education

Supplemental Information - Appendix "B"

1. Northwest School Division No. 203

- < The Northwest School Division No. 203 derives its authority from the Province of Saskatchewan, primarily through the Education Act.
- < The School Division operates the following schools:

School	Location	Grade Structure	Enrolment (Sept. 30, 2023)
Carpenter	Meadow Lake, SK.	10-12	483
Ernie Studer	Loon Lake, SK.	K-12	138
Gateway	Meadow Lake, SK.	5-6	220
Glaslyn	Glaslyn, SK.	K-12	120
Goodsoil	Goodsoil, SK.	K-12	117
Green Acre	Rapid View, SK.	K-8	59
H. Hardcastle	Edam, SK.	K-12	209
Hillmond	Hillmond, SK.	K-12	149
J.H. Moore	Lashburn, SK.	K-6	177
Jonas Samson	Meadow Lake, SK.	7-9	250
Jubilee	Meadow Lake, SK.	K-4	253
Lakeview	Meadow Lake, SK.	K-4	312
Lashburn High	Lashburn, SK.	7-12	149
Maidstone High	Maidstone, SK.	7-12	192
Marshall	Marshall, SK.	K-9	88
Neilburg Composite	Neilburg, SK.	K-12	196
Paradise Hill	Paradise Hill, SK.	K-12	192
Pierceland	Pierceland, SK.	K-12	226
Ratushniak	Maidstone, SK.	K-6	192
St. Walburg	St. Walburg, SK.	K-12	194
Transition Place	Meadow Lake, SK.	8-12	86
Turtleford	Turtleford, SK.	K-12	277

< The 2023-2024 operating expenditure budget is as follows:

Governance	\$ 290,054
Administration	3,279,557
Instruction (Grades K-12)	42,487,766
Operations & Maintenance	10,720,780
Transportation	6,077,762
Tuition	763,453
School Generated Funds	1,547,000
Complementary Services	1,814,966
External Services	996,482
Other Expenses	<u>60,387</u>
	\$68,038,207

< There are approximately 806 employees falling within the following employment categories:

- 430 Teachers/Substitutes (Certified staff)
- 234 Support staff (School Support and Central Office)
- 98 Transportation (Bus Drivers)
- 13 Operation & Maintenance
- 24 Caretaking
- 7 Senior Management on Contract

< Payroll process approximately 806 payroll payments per month. Employees are paid on either a semi-monthly or a ten or twelve month basis dependent upon employment category. Annual payroll, including benefits, is approximately \$48 million.

< Annual Accounts Payable payments total approximately \$20 million per year. (Approximately 1,371 cheques, 3,172 electronic funds transfer and 200 online payments per year).

6.2: Celebrations

MEETING DATE: February 8, 2024

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

CURRENT STATUS

FINANCIAL IMPLICATION

PREPARED BY: DATE ATTACHMENTS

RECOMMENDATION



6.4: 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

Family Day (no school)	Monday, February 19
Winter Break (no school)	Tuesday to Friday, February 20-23
<i>Easter Break</i>	
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

2024 Calendar Year:

April 11 & 12 - SSBA Spring Assembly

February 15 – Board Chairs Council Meeting – via Zoom, 9:00 a.m. – 12:00 p.m.

March 18 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

March 28 – General Insurance Plan Loss Prevention Seminar (Saskatoon) 9:30 am – 4:00 pm

April 11– Board Chairs Council Meeting – In-person before Spring Assembly, Saskatoon, 8:30 a.m. – 11:30 a.m.

April 11-12 – Spring Assembly – Saskatoon, Sheraton Cavalier Hotel Downtown

May 16-17 – Employee Benefits Plan Seminar, Saskatoon - TBD

May 27 - Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

Public Section – June 6/7 - Saskatoon Sheraton Cavalier

Board Meetings – 2023 – Second Thursday of each month

March 14, 2024

June 13, 2024

April 11, 2024

August 8, 2024??

May 9, 2024

September 11, 2024

October 10, 2024

Strategic Planning – NB Museum – Chamber of Commerce Meeting Room

March 7, 2024 starting at 1:00 p.m. to March 8 – Noon
Hotel Rooms for March 7 at Gold Eagle Lodge

PREPARED BY:	DATE	ATTACHMENTS
Shirley Gerstenhofer	February 1, 2024	