

# **AGENDA**

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

**DATE:** March 14, 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 – February 8, 2024
  - Special Meeting – February 16, 2024
- 4. Delegation**
  - 4.1** Student Voice Presentation
  - 4.2** Transportation Report – Gini Calvert
  - 4.3** Student Services Report – Jennifer Williamson
- 5. Discussion / Decision Items**
  - 5.1** Audit Services Proposals
  - 5.2** Financial Reports
- 6. Information Items**
  - 6.1** Celebrations
  - 6.2** Calendar
- 7. Closed Session**
  - 7.1** HR Report
  - 7.2** Sector Update
  - 7.3** Committee Reports

## 8. Information of Emergent Items for Next Agenda

<b>March</b>
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**Regular Board Meeting Agenda Items**

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

<b>April</b>
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**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 (3<sup>rd</sup> 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, FEBRUARY 8, 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  
 John Anderson, Terri Prete, Charles Stein, Faith Graham, Janice Baillargeon, Patricia Main, Barb Seymour, Andrea Perillat

Members Absent: Mark Campbell

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 24-010	Faith Graham	That the agenda be adopted as amended.	CARRIED
Minutes 24-011	Charles Stein	That the minutes of the January 11, 2024, regular meeting be approved as presented.	CARRIED
French Immersion 24-012	Terri Prete	That the French Immersion Program in the community of Meadow Lake continue to be offered from Kindergarten to Grade 12.	CARRIED
LINC Approval 24-013	Patricia Main	That the LINC agreement between NWSD and the NWTa for the period 2022-2026 inclusive, as ratified by the NWTa, be approved as presented by the Director of Education.	CARRIED
School Year Calendar 24-014	John Anderson	That the 2024-2025 school year calendar chosen by the NWSD division and school staff be approved in principle and that it be submitted to the Ministry of Education for review to ensure that all Education Regulations are being met.	CARRIED
Major Capital Priority List 24-015	Terri Prete	That the Major Capital Request list for 2025-2026 be approved as presented. 1) Transition Place Education Centre – New school in collaboration with the Meadow Lake Arena project 2) Maidstone – New Combined PreK-12 school 3) Jubilee/ Lakeview – New Combined PreK-4 school	

CARRIED

Minor Capital Program 24-016      Andrea Perillat      That the Minor Capital Request list for 2025-2026 be approved as presented.

- 1) Green Acre – Major Renovation
- 2) Lashburn High School – Major Renovation

CARRIED

PMR Plan Amendment 24-017      Bev Josuttes-Harland      That the proposed Preventative Maintenance and Renewal (PMR) plan amendments for a total cost of \$271,000 be approved and submitted to the Ministry of Education.

CARRIED

Finance Statement 24-018      Charles Stein      That the Financial Report for the period ending January 31, 2024, be approved as presented.

CARRIED

Committee of the Whole 24-019      Terri Prete      That we enter a Committee of the Whole.

CARRIED

Report from the Committee of the Whole 24-020      Andrea Perillat      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. Transportation Department Presentation
  2. Student Services Department Presentation
  3. Student Voice Presentation
  4. Appointment of Auditor
  5. Meadow Lake Recreation Center Update

Adjournment 24-021      Terri Prete      That we adjourn.

CARRIED

Time: 1:30 p.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION OF THE  
NORTHWEST SCHOOL DIVISION NO. 203 HELD FRIDAY, FEBRUARY 16, 2024,  
AT 10:30 A.M. IN THE BOARD OFFICE AT MEADOW LAKE, SASKATCHEWAN  
VIA TEAMS

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

Members Absent: Patricia Main

In Attendance: Duane Hauk, CEO  
Charlie McCloud, CFO  
Jennifer Williamson, Deputy Director of Education  
Cheryl Treptow, Superintendent of Learning  
Dawn Paylor, Superintendent of Learning  
Kaitlin Harman, Communications Officer

Delegation

The Board met with Jeremy Cockrill, Minister of Education, and  
Jeremy Harrison, Minister of Trade and Export Development and  
MLA for Meadow Lake, to discuss the accomplishments and needs  
of the Northwest School Division, as well as general issues within  
the education sector in the province.

Adjournment

Time: 11:50 a.m.

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Glen Winkler, Chair

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Charlie McCloud, Chief Financial Officer

## 5.1: Audit Services Proposals



**MEETING DATE:** March 14, 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 that were received is included.

### PROS AND CONS

**Renewing the audit services contract every three (3) years is intended to ensure that audit services are being provided in the most fiscally responsible manner. Familiarity with the school division’s accounting practices 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	February 28, 2024	One (also attached to email)

### RECOMMENDATION

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

	<u>Audit Firm</u>	<u>Grant &amp; Thornton</u>			
<b>Audit Fees</b>	2023-2024		\$68,125	*Plus Taxes	
	2024-2025		\$70,850	*Plus Taxes	
	2025-2026		\$73,685	*Plus Taxes	
	2026-2027	N/A			
	2027-2028	N/A			
<b>Additional</b>	<b>Fees</b>				
				Hourly Rate	
			Principal/Partner	\$525 - \$575	
			Senior Manager	\$380	
			Manager	\$260	
			Associate	\$200	
<b>Provincial Audit</b>			\$8,750.00	Plus taxes	
<b>Correspondence</b>		Doesn't charge extra			
<b>Named Properly</b>		Yes			
<b>Completed &amp; Signed Copy of Appendix A</b>		Yes			
<b>Signed Formal Proposal</b>		Yes			
<b>Submission Form</b>		Email			
<b>Submission Date &amp; Time</b>		February 16th, 2024 @ 10:02pm			
<b>Experience with School Divisions</b>		Northwest School Divison No. 203, Holy Family Roman Catholic School Division No. 140			
<b>Discussion of AFS Dates</b>		Yes			
		Planning		July/August	
		Risk Assessment		September	
		Evaluation of controls and interim testing		September/October	
		Audit Fieldwork		October	
		Concluding and reporting		November	





	<b>Audit Firm</b>		<b>MNP</b>			
	<b>2023-2024</b>			\$38,000	Plus Taxes	
	<b>2024-2025</b>			\$40,000	Plus Taxes	
<b>Audit Fees</b>	<b>2025-2026</b>			\$42,400	Plus Taxes	
	<b>2026-2027</b>					
	<b>2027-2028</b>					
<b>Additional</b>	<b>Fees</b>	Admin Fee 23-24		\$1,900		
		Admin Fee 24-25		\$2,000		
		Admin Fee 25-26		\$2,260		
		Estimated Travel costs inc tx:				
		Fee 23-24		\$4,650		
		Fee 24-25		\$4,650		
		Fee 25-26		\$4,650		
					Hourly Rate	
			Assurance Partners		\$375 – \$470	
			Assurance Senior Manager		\$275 – \$335	
			Assurance Manager		\$243 - \$266	
			Assurance Senior Team Members		\$228	
			Assurance Team Members		\$132 - \$177	
			Subject Matter Experts		\$435 – \$560	
<b>Provincial Audit</b>		Provincial Audit		\$2,800		
<b>Correspondence</b>			included in the admin fee above			
<b>Named Properly</b>			Yes			
<b>Completed &amp; Signed Copy of Appendix A</b>			Yes but referred to pages in proposal			
<b>Signed Formal Proposal</b>			Yes			
<b>Submission Form</b>			Email			
<b>Submission Date &amp; Time</b>			February 16th, 2024 @ 1:07pm		missed 12pm noon when it was due	
<b>Experience with School Divisions</b>			Saskatchewan Rivers School Division, Prince Albert Roman Catholic Separate School Division, Northern Lights School Division, Prairie Spirit School Division			
<b>Discussion of AFS Dates</b>			Yes			
			Audit plan and schedule – preliminary planning discussions with management		July	
			Provide audit service plan, Requirements letter, and Engagement letter to management and School Division Board of Education		August	
			Attend School Division Board meeting to present the audit service plan		August	
			Year-end on-site audit work including update of audit plan as required		September/October	
			Draft year-end financial statements to management		November	
			Report the Audit Findings and draft financial statements to management		November	
			Release of final year-end financial statements		November	

## 5.2: Financial Reports



**MEETING DATE:** March 14, 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 February 29, 2024.

### 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 February 29, 2024, be approved.

<b>Northwest School Division No. 203</b>				
<b>Revenues and Expenditures</b>				
<b>September 1, 2023 to February 29, 2024</b>				
			Year-to-Date	50%
	<b>2023/24</b>	<b>2023/24</b>		
	<b>Annual Budget</b>	<b>YTD</b>	<b>Balance</b>	
<b>Revenues:</b>				
Total Property Tax Revenue	\$0	\$0	\$0	
Total Grants Revenue	\$56,694,295	\$27,310,405	(\$29,383,890)	
Total Tuition and Related Fees	\$3,206,262	\$1,617,510	(\$1,588,752)	
School Generated Funds	\$1,547,000	\$0	(\$1,547,000)	
Total Interest and Other Revenues	\$45,000	\$348,947	\$303,947	
Total Complementary Services Revenues	\$1,285,223	\$723,675	(\$561,548)	
External Services Revenues	\$1,001,482	\$496,546	(\$504,936)	
Total Capital Revenues	\$0	\$80,392	\$80,392	
Total Revenues	\$63,779,262	\$30,577,476	(\$33,201,786)	48%
<b>Expenditures:</b>				
Total Governance	\$290,054	\$195,629	\$94,425	
Total Administration	\$3,279,557	\$1,420,593	\$1,858,964	
Total Instruction	\$42,487,766	\$20,613,606	\$21,874,160	
Total Plant Operation and Maintenance	\$10,720,780	\$3,680,437	\$7,040,343	
Total Student Transportation	\$6,077,762	\$2,718,592	\$3,359,170	
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	\$169,395	(\$109,008)	
Total Complementary Services	\$1,814,966	\$836,706	\$978,260	
Total External Services	\$996,482	\$448,826	\$547,656	
Total Capital Expenditures	\$795,000	\$118,343	\$676,657	
Total Expenditures	\$68,833,207	\$30,554,329	\$38,278,878	44%
Surplus or (Deficit)	(\$5,053,945)	<b>\$23,147</b>		

## 6.1: Celebrations

MEETING DATE: \_\_\_\_\_

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



## 6.2: 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

##### *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**

##### **2024 Calendar Year:**

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

March (Date TBC) – General Insurance Plan Loss Prevention Seminar (location TBC)

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.

September 26 - Board Chairs Council – In-person, Regina, 1:00 p.m. – 4:00 p.m.

September 30 – Deadline for Submissions for the 2024 Premier’s Board of Education Award for Innovation and Excellence & the 2024 Award of Distinction – 4:30 p.m.

October 16 – Deadline for Bylaw Amendments (for the AGM) – 4:30 p.m.

October 21 – Board Chairs Council Meeting – via Zoom, 8:30 – 9:30 a.m.

October 31 – Deadline for Resolutions (for the AGM) - 4:30 p.m.

December 1 - Board Chairs Council Meeting – In-person before Fall Assembly, Regina, timing TBC - Directors are invited to this meeting

December 1-3 – Fall General Assembly and AGM – Regina, Delta Hotel

**Board Meetings – 2023 – Second Thursday of each month**

March 14, 2024                      April 11, 2024                      May 9, 2024                      June 13, 2024  
August 8, 2024??                      September 11, 2024                      October 10, 2024

<b>PREPARED BY:</b>	<b>DATE</b>	<b>ATTACHMENTS</b>
Shirley Gerstenhofer	March 5, 2024	