



# **Park West School Division**

## **Board Agenda Regular Session**

**Thursday, November 12, 2020**

**6:00 p.m.**

- 1. Call to Order/Greetings and Acknowledgement**

Park West School Division recognizes our history as an organization and as settlers to these Lands on Treaty 2 and Treaty 4, the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Metis Nation. Park West School Division respects the Treaties that were made on these territories, we acknowledge the harms and the mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities, in the spirit of reconciliation and collaboration.
- 2. Appoint Opening for Next Meeting and Opening of Meeting**
- 3. Addition to and Adoption of Agenda**
- 4. Delegations:**
- 5. Approval of Minutes of Previous Meeting(s)**
  - a) Minutes of October 8, 2020
  - b) Minutes of October 13, 2020
  - c) Minutes of October 20, 2020
  - d) Minutes of October 27, 2020
  - e) Minutes of October 29, 2020
- 6. Unfinished Business Arising Out of Minutes**
  - a) Sports and athletics
  - b) High school structure
- 7. Board Education and Vision**
  - a) Strategic planning
- 8. Information from Trustees**
  - a) Chair/Vice Chair Report
- 9. Senior Administration Report**
  - a) Superintendent/CEO Report
  - b) Secretary-Treasurer Report
- 10. Other Reports**
- 11. New Business**
  - a) Bylaw update - Delegations
  - b) Meeting attendance - Board and public
  - c) Update on Response Level Orange
- 12. Questions of Clarification or Comments Regarding the Current Meeting from the Public**
- 13. Correspondence/PD Opportunities**
  - a) Inspire 2020 National Gathering for Indigenous Education November 26-27
- 14. In-Camera**
- 15. Motions from In-Camera (as needed)**
- 16. Date(s) of Future Meeting(s)**
  - a) MSBA Fall General Meeting - November 21
  - b) Regular Board Meeting - December 10
- 17. Adjournment**



**Topic:** Superintendent's Report to the Board of Trustees

**Date:** November 12, 2020

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**Information items:**

1. **Enrolment update:**

- An update of divisional enrolment will be shared at the meeting.

2. **MASS Fall Gathering:**

- The provincial superintendents had their Fall Gathering on November 6.
- It included a business meeting and professional development.

3. **Education stakeholder meeting:**

- The next meeting of the Russell Education Stakeholder group is scheduled for November 10.
- The Hamiota Stakeholder Group is meeting on November 17.

4. **Principal meeting:**

- Our next principal meeting is scheduled for November 20.

5. **Budget timeline:**

- The proposed budget timeline and planning framework is attached. (Budget timeline)
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**Action items:**

*None*



# Park West School Division

Learners Today, Leaders Tomorrow

Date: November 12, 2020

Topic: **Draft process for developing 2019-2020 budget**

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## **December:**

- Dec. 3 Board budget meeting (6:00 – 9:00 pm):
- Review of budget planning process
  - General discussion of budget priorities
- Dec. 14 Principals provide student enrolment projections and budget feedback
- Dec. 14-18 Department heads submit their draft budgets and discuss with superintendent
- Dec. 31 Pre-budget consultation with public (survey)

## **January:**

- Jan. 7 Superintendent develops draft school-based staffing for discussion with principals
- Jan. 11-15 Superintendent meets with individual school principals to review their draft school staffing plan and budget feedback
- Jan. 21 Board budget meeting (6:00 – 9:00 pm):
- Review of feedback from schools and department heads
  - Review of draft plan for school-based staffing
  - Review of elements for consideration in our new budget
  - Presentations by department heads (as needed)
- Jan. 25-29 Divisional admin begins developing draft budget framework
- Jan. 28 Meeting with RM and Town Councils
- Jan. 31 Funding announcement expected from province

## **February:**

- Feb. 1 - 6 Draft budget with multiple options prepared by divisional admin
- Feb. 4 Board budget meeting (6:00 – 9:00 pm):
- Review of funding announcement and implications
  - Review of draft budget options
  - Discussions regarding specifics of 2020-2021 budget
- Feb. 18 Board budget meeting (6:00 – 9:00 pm):
- Decision regarding draft budget for public meeting
- Feb. 22 Release of proposed budget on website and distribution to staff, students and parents
- Feb. 23 Public budget meeting

## **March:**

- March 4 Public budget presentations (if necessary)
- March 11 Final budget is prepared and passed by the board
- March 15 Secretary-Treasurer submits special levy request to the municipalities
- March 31 Secretary-Treasurer submits final budget to Public Schools Finance Board



**Topic: Secretary-Treasurer Report to the Board of Trustees**

**Date: Thursday, November 12, 2020**

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I have been working on:

1. Finalizing June 30 audits of PWSD and submitting financial reporting template to Province (due Oct 30)
2. Responding to enquiries from Sensus re: PWSD Foundation June 30 audit (Foundation AGM, Nov 16)
3. Attending COVID related meetings and preparing COVID related reports
4. Attending and preparing for PWFOC monthly meeting (Oct 21 and Nov 12)
5. Attending Principals meetings (Oct 22 and Nov 2)
6. Submitting interim progress report on energy efficient windows projects funded by federal Climate Action Incentive Fund (due Oct 23)
7. Attending Secretaries training session on School Messenger (Oct 23)
8. Coordinating application to Emergency Community Support Fund for Health Care Aide Program's student tuition (due Oct 30)
9. Attending Waywayseecappo Implementation Team meeting (Nov 5)
10. Submitting provincial grant financial declarations and reports (Healthy Schools Grant, BSSIP and various other grants, due Oct 31 and Nov 6)
11. Preparing for Finance Committee meeting (Nov 12)
12. Coordinating First Nation student tuition billings
13. Investigating options for parents to pay schools online (contactless payment options)