



LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Regular Meeting

Date: September 10, 2025 – 5:30 pm

AGENDA

A. Call to Order

- A.1 Land Acknowledgement & Values Page 3
- A.2 Welcome and Introductions
- A.3 Declaration of Conflict of Interest

B. Approval of Agenda

- B.1 Agenda Page 1
 - Motion to Approve

C. Approval of Previous Minutes

- C.1 June 18, 2025 Page 4
 - Motion to Approve

D. Business Arising / Unfinished Business from Previous Meeting

E. Presentations & Delegations

F. Business as Usual

G. Action Items

- G.1 Accounts Page 6
- G.2 Bus Purchase Tender Approval Page 7
- G.3 Policy Approvals
 - i. Policy 3040 Finance Page 17
 - ii. Policy 2010 Role of the Board Page 20
- G.4 St. Vital Roof Tender Approval Page 22

H. Administrative Reports

- H.1 Director's Report Page 24
- H.2 Superintendent of Business Report Page 27
 - Motion to Receive and File

I. Board Reports

- I.1 Board Chair's Report – Commitments June, July & August Page 28
 - Motion to Receive and File





J. Advocacy

K. Information Items

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K.5 Ministry Approval 2025-26 Budget	Page 37
Motion to Receive and File	

L. In-Camera

- L1 Motion to Move In-Camera
- L2 Motion to Rise and Report from In-Camera

M. Items Arising from In-Camera

- M1 Motion to Receive and File

N. Adjournment



Land Acknowledgement

In the spirit of truth and reconciliation, we acknowledge, with gratitude and respect, that the land on which we gather is situated within Treaty Six and Treaty Four territories, traditional homelands of the Nehiyawak, Nakawe, Dene, Nakota, Dakota, Lakota and homeland of the Métis Nation. We recognize that we must learn about the rich history of this land to better understand our role as residents, neighbours, partners and stewards.

As a board and leadership team, we acknowledge the roles we play in making truth and reconciliation a priority and commit to deepening our understandings, so that we can support the journey toward building a more just and inclusive community, province and country. We are all treaty people.

Values

Genuine Relationships are...	Genuine Relationships are not...
- Engaging in healthy conflict over ideas and concepts that drive a discussion toward goals and growth, trusting that we are all committed to the vision and goals of the school division, knowing fully well that it does not impact our interpersonal relationships. - Acknowledging that we have heard and understood others' points of view. - Being transparent in our communication, disclosing what we are at liberty to share. - Demonstrating optimism – noticing what is going well, rather than noticing only what needs to improve. - Working as a team, everyone striving to do their best.	- Thinking that we don't have to implement decisions that we did not fully support and undermining what the group is trying to accomplish. - Being aggressive to make a point without listening or honouring others' concerns or views. - Telling everyone everything. There are legal and professional obligations NOT to share personal information of students and staff. - Avoiding important conversations, not addressing conflict with others or not acknowledging things that could improve. - Succumbing to group think.



MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Living Sky School Division No. 202

On

Wednesday, June 18, 2025 at 4:30 p.m.

PRESENT

Trustees: *Pethick, Weber, Connor, Gartner, Kemery, Kobelsky, Leask, Linnell, Omelchenko, and Schneider*. Also in attendance were: Director of Education, *Brenda Vickers* and Superintendent of Business, *Lisa Palmarin*.

CALL TO ORDER

Chairman *Pethick* called the meeting to order at 4:30 p.m.

AGENDA

Trustee *Omelchenko* moved the agenda to be approved as amended.

Carried

DECLARATION OF CONFLICT OF INTEREST

None.

MINUTES

Trustee *Leask* moved the Board to approve the minutes of the Regular Meeting of May 22, 2025.

Carried

DELEGATIONS/REPORTS

- i. Q3 Strategic Report Update

BOARD ITEMS

- i. May 30 Enrolments
- ii. Public Section – Kerrobert Student Citizenship Award

DIRECTOR OF EDUCATION REPORT

Director of Education, *Brenda Vickers* presented the non-confidential items of the Director's report as filed.

SUPERINTENDENT OF BUSINESS REPORT

Superintendent of Business, *Lisa Palmarin* presented the non-confidential items of the Superintendent of Business report as filed.

ACCOUNTS

Trustee *Kemery* moved the Board to approve the payment of accounts as follows:

May 1, 2025	BMO Payment	257,076.19
May 23, 2025	#DD093272 – DD093426 (direct deposit)	759,116.42
May 23, 2025	#088168 – 088175	4,678.28
May 23, 2025	#PJ00596 (online payment)	754,183.17
May 28, 2025	#DD093427 (direct deposit)	4,542.95
May 30, 2025	#PJ00597 (online payment)	2,917.21
June 4, 2025	#PJ00598 (online payment)	1,738,814.81
June 10, 2025	#PJ00599 (online payment)	30,684.92

June 10, 2025	#DD093428 – DD093497 (direct deposit)	19,361.46
June 10, 2025	#DD093498 – DD093568 (direct deposit)	2,241,959.41
June 11, 2025	#088176 – 088203	48,969.46
		\$ 5,862,304.28

Trustee *Gartner* moved the Board move to the in-camera session.

Trustee *Schneider* moved the Board rise and report from the in-camera session.

RESOLUTIONS

- 063 – 06/18/2025 Trustee *Connor* moved the Board of Education to receive the Quarter 3 Strategic Report as presented by the senior leadership team.
Carried
- 064 – 06/18/2025 Trustee *Kobelsky* moved the Board of Education of the Living Sky School Division to approve the 2025-26 Budget as presented, including minor changes made after the Ministry of Education's review and approval.
Carried
- 065 – 06/18/2025 Trustee *Weber* moved the Board of Education to receive the Confidential HR Staffing Report as of June 18, 2025 as presented by Amanda Risling, HR Administrator.
Carried
- 066 – 06/18/2025 Trustee *Linnell* moved the Board of Education to receive the 3rd Quarter Projections as presented by Lisa Palmarin, Superintendent of Business.
Carried
- 067 – 06/18/2025 Trustee *Pethick* moved the Board of Education to approve the alternate calendars as presented for the Battleford's elementary schools and the North Battleford Comprehensive High School pending ministry approval.
Carried
- 068 – 06/18/2025 Trustee *Omelchenko* moved the Board of Education to send a letter to the Minister of Education regarding high school transportation funding in North Battleford.
Carried

ADJOURNMENT

Trustee *Leask* moved the meeting to be adjourned at 8:55 pm.

CHAIRMAN OF THE BOARD

SUPERINTENDENT OF BUSINESS



LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Action Item

Action Number: G1

Date: September 10, 2025

ACTION

TO: Board of Trustees

FROM: Lisa Palmarin, Superintendent of Business

SUBJECT: Payment of Accounts

BACKGROUND:

Date	Item	Total
May 2025	BMO Payment	513,781.10
June 20, 2025	#PJ00600 (online payment)	701,203.52
June 20, 2025	#PJ00601 (online payment)	32.27
June 26, 2025	#DD093569 – DD093670 (direct deposit)	53,624.88
June 26, 2025	#DD093671 – DD093755 (direct deposit)	766,671.88
June 26, 2025	#PJ00602 (online payment)	35,558.58
June 26, 2025	#088204 – 088228	11,239.76
July 4, 2025	#088229 – 088244	16,628.17
July 4, 2025	#PJ00603 (online payment)	774,368.76
July 7, 2025	#DD093756 – DD093835 (direct deposit)	23,590.82
July 7, 2025	#DD093836 – DD093932 (direct deposit)	1,541,061.95
July 15, 2025	#088245	36,171.57
July 29, 2025	#PJ00604 (online payment)	4,711.02
July 29, 2025	#PJ00605 (online payment)	617,851.98
July 30, 2025	#088246 – 088254	15,756.16
July 31, 2025	#DD093933 – DD093957 (direct deposit)	13,110.50
July 31, 2025	#DD093958 – DD094039 (direct deposit)	455,976.46
August 6, 2025	#PJ00606 – PJ00609 (online payment)	609,336.86
August 14, 2025	#088255 – 088260	250,767.80
August 14, 2025	#PJ00610 (online payment)	87,819.29
August 15, 2025	#DD094040 – DD094044 (direct deposit)	2,026.22
August 15, 2025	#DD094045 – DD094107 (direct deposit)	593,184.94
August 25, 2025	#PJ00611 (online payment)	559,501.04
August 27, 2025	#PJ00612 (online payment)	485.94
August 29, 2025	#DD094108 – DD094158 (direct deposit)	380,853.28
August 29, 2025	#088261 – 088267	558,432.84
August 29, 2025	#003214 (US acct)	7,910.91
		\$8,631,658.50

RECOMMENDATION:

That the Board of Education approve the payment of accounts as presented.





LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Action Item

Action Number: G2

Date: September 10, 2025

ACTION

TO: Board of Trustees

FROM: Lisa Palmarin, Superintendent of Business

SUBJECT: Award of Bus Tender

ORIGINATOR: Dan Coe, Procurement Specialist & Karen Weber, Transportation Specialist

BACKGROUND:

The school division operates an in-house fleet of about 100 school buses and follows a replacement strategy to retire buses older than 15 years. Regular renewal is essential to manage the fleet's average age, which directly impacts performance, safety, and maintenance costs. For 2025/26, the Board approved \$720,000 to purchase four new buses.

A formal tender was launched via the SaskTenders website to secure the buses at the lowest total cost of ownership, with evaluation criteria including cost, customer service, product specification, availability and added value.

Delivery of the new vehicles is anticipated in early 2026.

Two tenders were received and evaluated and weighted against the established criteria.

RECOMMENDATION:

That the Board of Trustees awards the tender of \$690,758 for four buses to Warner Bus Industries Ltd.





School Buses 2025

TR002
Transportation
July 2025

Strategy

Background

The division currently operate an inhouse fleet of approximately 100 school buses with a target to retire buses any older than 15 years. It is necessary to renew the fleet on a regular basis in order to manage the average age (currently 7.71 years) which has a direct impact on vehicle performance and maintenance requirements. As such the division intends to purchase 4 new buses during the upcoming 2025/26 financial year.

Latest Purchase

- Supplier Warner Industries
- Product/Service New school buses
- Purchase Date April 2025
- Contract Value \$674,218 (actual tax, 32% GST, no PST)
2 x 47-seater buses, 2 x 53-seater buses
- Pricing \$167,538 per 47 -seater bus
\$ 169,570 per 53 -seater bus



Project Strategy

Project Overview

The division currently operate an inhouse fleet of approximately 100 school buses with an average age of around 16 years. It is necessary to renew the fleet on a regular basis in order to manage this average age which has a direct impact on vehicle performance.

Overall Project Goal

To purchase 4 new 47-seater school buses to replace the oldest vehicles within the existing fleet and reduce the average fleet age.

Financial Goal

Secure the new buses at the lowest possible total cost of ownership, potentially looking to benefit from financing or payment plans offered by suppliers. Additionally, to reduce fleet maintenance costs by replacing older vehicles with more reliable new models.

Operational Goal

Maintain the current operation with reduced reliance upon standby vehicles within the fleet.



Project Strategy

- Forecast Spend \$720k - \$800k
- Budget Allocation \$720k in 2025/26 budget for bus purchase
- Procurement Process Formal tender launched via Sasktenders website
- Commercial T&C's To use a standard purchase agreement to be provided by the chosen supplier
- Negotiation Strategy To focus upon total cost of delivery
 - Fuel type
 - Payment plan or financing offered
 - Terms of warranty
 - Additional features
 - Maintenance record of supplier's vehicles



Timeline

RFP Launch	11 th July 2025
Deadline for Question Submission	15 th July 2025
Deadline for Bid Submission	1 st August 2025
Initial Analysis & Proposal Clarification	3 rd - 8 th August 2025
Submission for Approval	12 th August 2025
Supplier Award Notification	15 th August 2025
Contract Signed	25 th August 2025
Vehicle Delivery	Q1 2026



Project Team

Negotiation Team

- Dan Coe

Procurement Specialist

Support Team

- Karen Weber

Transportation Specialist

Approval Team

- Lisa Palmarin

Superintendent of Finance



Risks

Risk/Challenge	Reasoning	Mitigation	Risk
Availability	We are aware that there are shortage of available buses at present with demand outstripping supply.	This RFP is being launched well before anticipated delivery in Q1 2026. Ultimately while not ideal the fleet could be maintained as is for the entirety of 2026.	
Cost	The lack of availability of vehicles coupled with inflation and tariffs on products imported from the US mean pricing is likely to continue to rise.	Minimal that can be done apart from include all known suppliers in RFP and secure a fixed price as early as possible.	



Approval

Name	Dan Coe
Role	Procurement Specialist
Date	07/10/2025
Signature	

Name	Karen Weber
Role	Transportation Specialist
Date	07/10/2025
Signature	 Karen Weber (Jul 10, 2025 11:54 MDT)



TR002-School Buses 2025 Strategy

Final Audit Report

2025-07-10

Created:	2025-07-10
By:	Dan Coe (dan.coe@lskysd.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAw2QboX-hnYCCy-NBxa4GBiCEjv9hQEXj

"TR002-School Buses 2025 Strategy" History

-  Document created by Dan Coe (dan.coe@lskysd.ca)
2025-07-10 - 5:31:14 PM GMT
-  Document emailed to Dan Coe (dan.coe@lskysd.ca) for signature
2025-07-10 - 5:32:03 PM GMT
-  Document e-signed by Dan Coe (dan.coe@lskysd.ca)
Signature Date: 2025-07-10 - 5:32:22 PM GMT - Time Source: server
-  Document emailed to Karen Weber (karen.weber@lskysd.ca) for signature
2025-07-10 - 5:32:24 PM GMT
-  Email viewed by Karen Weber (karen.weber@lskysd.ca)
2025-07-10 - 5:53:35 PM GMT
-  Document e-signed by Karen Weber (karen.weber@lskysd.ca)
Signature Date: 2025-07-10 - 5:54:11 PM GMT - Time Source: server
-  Agreement completed.
2025-07-10 - 5:54:11 PM GMT



LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Action Item

Action Number: G3

Date: September 10, 2025

ACTION

TO: Board of Trustees

FROM: Lisa Palmarin, Superintendent of Business

SUBJECT: Policy 3040 – Finances - Revision

ORIGINATOR: Ronna Pethick, Board Chair

BACKGROUND:

Policy 3040 – Finances was last revised in 2016 and reviewed in 2024. While the policy provided a framework for fiscal responsibility, it lacked clarity in some areas and no longer reflected current financial realities or governance expectations.

The revised policy strengthens the Board's commitment to fiscal responsibility and transparency. It modernizes thresholds so administration can manage routine matters more effectively, while ensuring the Board retains oversight of significant decisions. In particular, the limits for emergency expenditures and change orders have been increased from \$100,000 to \$200,000, and any contract over \$500,000 now requires Board approval regardless of budget status.

Other revisions include updating job titles to reflect current roles, linking capital planning more directly to Board priorities and long-term infrastructure needs, and reinforcing compliance with procurement regulations and best practices. Overall, the revised policy provides greater clarity and accountability, while maintaining strong Board oversight.

RECOMMENDATION:

That the Board of Education approves the revised Policy 3040 – Finances as presented.





Living Sky School Division No. 202

Policy Type: Expectations and Operations

Policy Title: 3040 Finances

Legal Reference:

Policy Statement

The Board of Education is committed to ensuring the school division operates in a fiscally responsible and transparent manner. The Director of Education shall administer financial operations in alignment with Board-approved priorities and in accordance with the approved annual budget.

The **annual budget** will include:

- The **operating budget**,
- The **Preventative Maintenance and Renewal (PMR) budget**, and
- The **capital expenditures budget**.

Once approved by the Board, the Director of Education shall have the authority to implement and manage all aspects of the budget without requiring further Board approval for individual expenditures that fall within budgeted allocations.

Policy Guidelines

Accordingly:

1. **Budget Implementation:**

The Director of Education, in collaboration with the Superintendent of Business, shall conduct the financial affairs of the school division within the limits and structure of the Board-approved annual budget, including the operating, PMR, and capital budgets.

2. **Capital Planning and Execution:**

The Director of Education and the Superintendent of Business shall maintain a strategic and planned approach to capital expenditures that aligns with Board priorities and long-term infrastructure planning.

3. **Procurement Practices:**

All goods and services shall be acquired in accordance with prevailing procurement regulations, business practices, and generally accepted accounting principles. Where fiscally responsible, preference will be given to local suppliers.

4. **Unbudgeted Emergency Expenditures:**

The Director of Education, in consultation with the Superintendent of Business, shall have the authority to approve **unbudgeted emergency expenditures up to \$200,000**. Expenditures exceeding this threshold will require Board approval.

Approval Date: March 22, 2006
Last Review Date: August 11, 2025
Last Revised Date: August 11, 2025



5. **Construction and Renovation Projects:**

The Director of Education, in consultation with the Superintendent of Business, shall have the authority to proceed with all **capital construction or major renovation projects** that are included in the approved capital budget. Individual Board approvals are not required once such projects are budgeted and authorized through the annual budget process.

6. **Capital Project Change Orders:**

The Director of Education, in consultation with the Superintendent of Business, may approve **change orders on capital projects up to \$200,000**. Any change order above this threshold must be brought to the Board for approval.

7. **Contract Approvals:**

Notwithstanding budget approval, the Board shall review and approve **all contracts or agreements with a value exceeding \$500,000** prior to execution. This applies to contracts for construction, equipment, services, leases, or procurement that commit the school division to financial obligations above the specified threshold.



LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Action Item

Action Number: G.3 ii

Date: September 10, 2025

ACTION

TO: Board of Trustees

FROM: Brenda Vickers, Director of Education

SUBJECT: Policy 2010 – Role of the Board – Revision

ORIGINATOR: Ronna Pethick, Board Chair

BACKGROUND:

At the Board Advance in August, it was identified that ERM was missing from the list of Board responsibilities. Policy 2010 – Role of the Board has been updated to reflect the Board's role in managing risk. If the update is accepted, Christeena will replace the current version of Policy 2010 with this amended version.

Below is the section of the policy that has been changed to reflect our practice.

2010 – Role of the Board

Policy

As the corporate body elected by the eligible voters that support the Living Sky School Division No. 202 of Saskatchewan, the Board of Education is responsible for:

1. Providing Direction – Strategic Plan/Policy
2. Enterprise Risk Management
3. Setting Expectations/Accountability
4. Resourcing, Human and Financial
5. Monitoring Results

Specific areas of responsibility are:

1. Providing Direction – Strategic Plan

- a) Provide overall direction for the School Division by establishing purpose, vision, values, and goals.
- b) Review the strategic plan annually.
- c) Approve the annual report for submission to the Ministry of Education.
- d) Approve a budget that aligns with the strategic plan annually.
- e) Approve accountability reports that monitor progress toward the achievement of the goals in the strategic plan.

Policy

- a) Identify the purpose to be achieved before creating a new policy.
- b) Approve policy statements that meet criteria identified by the Board.
- c) Evaluate policy impact to determine if policy has created the desired change.
- d) Determine policies that outline how the Board is to function.





2. Enterprise Risk Management

- a) Provide governance oversight of the enterprise risk management process.
- b) Review identified risks to the school division.
- c) Review risk strategy plans for the most significant risks and determine risk appetite.
- d) Monitor the status of risks and actions taken to mitigate them.

RECOMMENDATION:

That the Board of Education approves the revised Policy 2010 – Role of the Board as presented





LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Action Item

Action Number: G4

Date: September 10, 2025

ACTION

TO: Board of Trustees

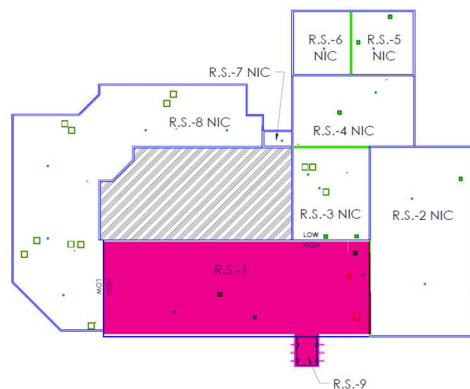
FROM: Lisa Palmarin, Superintendent of Business

SUBJECT: Award of St. Vital School Roof Replacement Tender

ORIGINATOR: Wilma Peek, Facilities Specialist

BACKGROUND:

Sections 1 and 9 of the St. Vital School roof, totaling 952 m², were tendered for replacement.



Contractor submissions were evaluated based on the following criteria:

- Previous Experience – 35%
- Warranty Offered – 10%
- Availability and Project Timeline – 20%
- Pricing – 35%

Results were as follows:

Bid Placing	Evaluation Rating	Contractor	Start Date	Completion Date	Requirements Met? (Yes/No)	Total Cost (Excluding taxes)
1 (Low)	75.5	Haid Roofing Ltd.	Nov 15, 2025	Apr 30, 2026	Yes	\$ 553,350
2	67.7	Century Roofing & Sheet Metal Ltd.	December 2025	May 31, 2026	Yes	\$ 630,554
3	66.7	Clark Roofing (1964) Ltd.	Nov 17, 2025	Apr 29, 2026	Yes	\$ 725,449
4	65.7	Western Weather Protectors	Sept 15, 2025	Dec 19, 2025	Yes	\$ 608,000
5	63.0	Atlas-Apex Roofing (Saskatchewan) Inc.	Feb 2, 2026	Apr 30, 2026	Yes	\$ 738,465
6	52.9	Flynn Canada Ltd.	Nov 3, 2025	Apr 30, 2026	Yes	\$ 1,038,300



Haid Roofing Ltd. submitted the lowest bid and achieved the highest overall evaluation score, making them the recommended contractor for this project.

The funding for this project will come from PMR (Preventative Maintenance and Renewal) and is part of the previously approved 3-year PMR plan.

RECOMMENDATION:

That the Board of Education awards the tender of \$553,350 for replacement of roof sections 1 and 9 at St. Vital School to Haid Roofing Ltd.





LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Regular Meeting

Date: September 10, 2025

BAU

TO: Board of Trustees

FROM: Brenda Vickers, Director of Education

SUBJECT: Director's Report

INTENT: Information

Local Updates

1. Administrators' Advance

The annual Advance was held on August 20th and 21st at Jackfish Lodge. The focus was on Robyn Jackson's concept of *buildership* and how she aligns staff to achieve goals for all students. Principals are now working on determining their focus for the year, facilitating the process of developing a collective WHY and group imperatives. I believe that Kelsie shared the Canva presentation with board members.

2. Opening Day Remarks

Below is the message I shared with staff on the first day of classes.

Dear LSKYSD Staff,

Today marks one of the most exciting days of the year – the day hallways and classrooms are once again filled with the energy, laughter and curiosity of students. There's nothing quite like the excitement of the first day, and I want to wish each of you a wonderful start.

At the Administrators' Advance last month, we began learning about Robyn Jackson's concept of *buildership* (as opposed to leadership). Jackson distinguishes builders from leaders by examining their focuses, the questions they ask, and how they practice. For example:

- While leaders focus on processes, builders focus on their WHY – their purpose.
- Leaders ask themselves *where do we want to go?* Builders ask themselves *who are we, and what do we believe?*
- Leaders coach, pursue outcomes, inspire, influence and improve. Builders, on the other hand, co-create, achieve goals, engage, empower and transform.

The idea of *buildership* really resonated with me, and I would say that it aligns very well with the way we define leadership in our school division.

So, this year we are focusing on building – building great places in which to learn and work, building stronger connections, building ourselves and each other, and meeting our purpose by building resilient students who love to learn, are kind to one another, challenge themselves and believe in their own success.

I know that at our schools, many of you have already had conversations about what you're building this year, why it's important, and how you'll work together to achieve success for students. That's great!





Thank you for the care, preparation and dedication that make this day so special. Whether you are greeting children at the door, guiding them through new learning, supporting their needs, or ensuring our schools run smoothly, you are helping to build the foundation for a successful year.

Here's to a wonderful first day and to all that we will continue to build together this year.

With appreciation,
Brenda

Provincial Updates

1. Provincial Education Plan Implementation Team (PEPIT) Meetings

The first meeting of the PEPIT has been scheduled for October 7th in Saskatoon.





School/Staff Visits and Meetings July 1, 2025 – June 30, 2026		
School	Date	Purpose
Battleford Central School		
Bready Elementary School		
Cando Community School		
Connaught Elementary School		
Cut Knife Community School		
Hafford Central School		
Hartley Clark Elementary School		
Heritage Christian School		
Hillsvale Colony School		
Kerrobert Composite School		
Lakeview Colony School		
Lawrence Elementary School		
Leoville Central School		
Luseland District School		
Macklin School		
Maymont Central School		
McKittrick Community School		
McLurg High School		
Meadow Lake Christian Academy		
Medstead Central School		
Newmark Colony School		
Norman Carter Elementary School		
NBCHS		
Scott Colony School		
Spiritwood High School		
St. Vital Catholic School		
Unity Composite High School		
Unity Public School		
Central Services		
SLT		
Other	August 4 to 8 August 11 and 12 August 20 and 21	LEADS Summer Short Course Board Advance Administrators' Advance





LIVING SKY SCHOOL DIVISION NO. 202

Board of Education Administrative Report

Number: H2

Date: September 10, 2025

BAU

TO: Board of Trustees

FROM: Lisa Palmarin, Superintendent of Business

SUBJECT: Superintendent of Business Report

INTENT: Information

New Natural Gas Agreement

The Division has entered into a new three-year natural gas supply agreement with Connect Energy, effective November 1, 2025. Unlike the previous one-year fixed-price arrangements, this contract is structured as a wholesale flex plan, which tracks the monthly average wholesale market price plus a small transaction fee. This model has historically delivered rates below SaskEnergy's fixed pricing while also allowing the flexibility to lock in prices when market conditions are favourable.

Shifting from short-term fixed pricing to a longer-term wholesale flex model offers significant savings potential and added flexibility but also introduces greater variability in costs. Over the three-year term, expenses could fluctuate considerably with wholesale market movements—ranging from substantially lower than budgeted to materially higher during volatile periods. Under base assumptions, the Division is projected to save approximately \$169,000 (31%) compared to the expiring agreement, though actual results will depend on market trends. Proactive monitoring and timely lock-ins will be key to managing this contract effectively.

I would like to thank Dan Coe, our Procurement Specialist, for his expertise and guidance throughout this process.

Correspondence from Provincial Comptroller's Office

On July 29, 2025, I received an email from the Provincial Comptroller's Office, which was sent to all school divisions in the province. The message was in response to inquiries from a number of boards about the Comptroller's role in approving financial statements.

The Provincial Comptroller's Office (PCO), under authority delegated by Treasury Board, is responsible for approving both the form and content of government entities' financial statements prior to tabling. While this review is not an audit, it ensures compliance with accounting standards, consistency in accounting policies across entities, and appropriate disclosure of financial information.

The PCO noted that boards should allow three to five business days for this review following the completion of the audit and before board approval and tabling of financial statements.



BOARD CHAIR COMMITMENTS FOR JUNE, 2025

June 2 - Board Budget Meeting

June 2 - Cut Knife Community School SCC Meeting

June 3 - Governance in the Headlines #HudsonsBayCompany – Webinar

June 4 - Advocacy Committee Meeting

June 6 - Public Section General Meeting

June 10 – SSBA Executive HR Committee Meeting

June 10 – System Check: An Update on AI in Governance – Webinar

June 10 – Sakewew Board and Staff Supper

June 11 – Board Agenda Planning Meeting

June 12 – Student Hall of Fame

June 16 – Pipe Ceremony at Hartley Clark School – Spiritwood

June 17 – The Governance Solutions Podcast with Nadine Petsche - Webinar

June 18 – Meeting with Horizon School Division Board of Education

June 18 – Board Meeting

June 19 – Sakewew Board Meeting

June 20 – Education Relations Board (ERB) Meeting

June 24 – Jump on Board: 3 Strategies to Optimize and Accelerate Onboarding – Webinar

June 24 – Sakewew Board Meeting

June 26 – Board Chairs Council Meeting

June 26 – Sakewew Graduation

June 27 – Unity Comprehensive High School Graduation

June 27 – Cut Knife Community School Graduation

BOARD CHAIR COMMITMENTS FOR JULY AND AUGUST, 2025

July 2 - Board Meeting

July 3 - CSBA Congress

July 4 - CSBA Congress

July 8 - Governance in the Headlines #ShareholderRevolts – Webinar

July 15 – Exit Plan: Board-Level Succession Planning Beyond the CEO – Webinar

July 22 – The Governance Solutions Podcast with Craig Zawada – Webinar

July 28 – SSBA Executive Human Resources Committee Meeting

July 29 – Getting Engaged: 5 Tips to Elevate Online Meetings – Webinar

August 1 - Board Advance Planning Meeting

August 5 - Governance in the Headlines #CEO #HR #Astronomer – Webinar

August 11 – Board Advance

August 12 – Board Advance

August 12 – Auditory Feedback: 3 Areas in Which an Auditor Adds Unexpected Value – Webinar

August 19 – The Governance Solutions Podcast with Craig Zawada – Webinar

August 20 – Sakewew Board Meeting

August 20 – Administration Council Supper

August 22 – SSBA Executive Meeting and Retreat

August 26 – Planning Surveys: Getting Clarity Around Assessments Vs. Surveys Vs. Evaluations - Webinar

August 27 – Sakewew Board Meeting

Living Sky School Division No. 202
2025-2026 Enrolments - September 2, 2025

School	Grades														Total	Proj	Var	Sept 5 2024	Teacher FTE
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12					
Battleford Central School	4	28	35	37	48	51	50	55							308	324	-16	350	20.00
Bready School		28	38	46	34	39	51	48							284	287	-3	282	17.00
Cando Community School		1	1	4	5	6	2	3	3	7	5	6	7	15	65	93	-28	75	7.50
Connaught School	1	49	36	36	28										150	194	-44	151	12.50
Cut Knife Community School	3	11	10	12	14	14	18	13	9	12	12	19	10	19	176	199	-23	195	15.00
Hafford Central School		9	6	14	11	12	8	7	17	6	5	13	7	13	128	127	1	128	9.00
Hartley Clark School		11	11	19	11	16	14	10							92	89	3	95	7.00
Heritage Christian School		2	5	7	1	3	6	3	3	3	1				34	33	1	34	2.00
Hillsvale Colony School		1	2	6	3	0	3	3	4	2					24	24	0	24	2.00
Home Based			7	13	17	16	12	21	14	12	9	11	8	4	144	144	0	150	
Kerrobert Composite School		10	18	11	13	14	8	20	14	9	11	17	15	15	175	191	-16	188	12.50
Lakeview Colony School		3	3	1	6	0	0	2	1	2					18	18	0	16	1.10
Lawrence School	12	11	27	18	28	25	28	34							183	211	-28	191	13.50
Leoville Central School	7	8	6	10	2	8	7	10	5	21	10	12	10	13	129	138	-9	141	10.50
Luseland School		8	11	13	17	25	18	17	8	21	10	13	16	14	191	189	2	190	13.50
Macklin School	7	8	27	23	21	16	25	30	34	27	15	26	17	21	297	300	-3	307	20.50
Maymont Central School	10	9	6	6	14	8	11	13	7	14	3	9	10	14	134	143	-9	150	11.00
McKittrick Community School						32	32	42							106	116	-10	125	10.00
McLurg High School									19	23	18	17	19	19	115	125	-10	133	9.50
Meadow Lake Christian Academy		6	4	3	3	1	6	5	4	6	2	1	1	0	42	36	6	35	2.00
Medstead Central School	8	10	6	12	9	8	12	17	6	18	5	3	13	3	130	128	2	123	9.50
Newmark Colony		1	1	1	1	2	2	0	1	0					9	9	0	9	1.10
Norman Carter School		19	22	19	15	19	23	24							141	143	-2	151	9.50
North Battleford Comprehensive High School									165	177	158	198	226	224	1148	1104	44	1145	59.00
Scott Colony School		4	2	3	1	3	3	4	2	4	1				27	26	1	24	1.60
Spiritwood High School									29	23	42	48	39	53	234	249	-15	239	16.50
St. Vital Catholic School	16	20	20	28	18	18	25	21	20						186	179	7	161	10.70
Unity Composite High School									48	65	52	58	46	53	322	313	9	328	19.13
Unity Public School	27	37	20	32	31	41	29	25							242	230	12	227	13.75
Total	95	294	324	374	351	377	393	427	413	452	359	451	444	480	5234	5362	-128	5367	336.88



CONTINUOUS AGENDA 2025-2026

Strategic Priorities

Strategic Mandate: to enhance student learning, well-being, transitions and equity

Strategic Priority	Outcome Areas	Reporting Periods
Students (Stakeholders)	Responsive Programming for Emerging Needs Affirming Environments	Plan Overview – SEP 24 Four Updates: • Update #1 – DEC 10 • Update #2 – MAR 25 • Update #3 – JUN 17
Internal Processes	Deepen Redesign Reconciliation in Processes	
Staff Capacity (Learning & Growth)	Staff Development Staff Well-being Reconciliation	
Finances	Strategic Budgeting Optimal Staffing	

Business as Usual (BAU) Reports

- In addition to strategic work, BAU reports will be presented as listed here:
 - PR/Advancement BAU – TBD
 - Transportation BAU – TBD
 - Information Technology BAU – TBD
 - Facilities BAU – TBD
 - Accounting/Payroll BAU – TBD
 - Procurement – TBD
 - Service Leads – included in strategic plan reporting
 - Superintendent of Business BAU – every meeting
 - Superintendent BAU – as required
- Director's Reports
 - Presented at each meeting
 - Local and provincial updates
 - Log of school visits/meetings
- Data Reports
 - Presented with strategic updates
- School Visits – TBD
 - Three scheduled visits
- Board Working Sessions – TBD

September Board Notes: SEP 17 – SSBA Executive Meeting SEP 18 – SSBA Board Chair Council – 1:00 – 4:00 (Regina) SEP 18 – Public Section Executive (Board) – 9:00 to 10:30 (Zoom)		
SEP 10/25	SSBA Board Engagement	
SEP 24/25	Strategic Plan Overview (Actions, Outcomes and Metrics) Extra-Curricular Committee and Maymont Joint-Use Facility Update	Brenda Vickers, Director Mary Linnell, Trustee
October Board Notes: OCT 16 and 17 – SSBA Executive Meeting OCT 20 – Board Chair Council – 8:30 to 9:30 (Virtual?)		
OCT 29/25	Heritage Christian & Meadow Lake Christian Board & Admin Human Resources BAU (Fall Staffing and Enrolments)	Aaron Melnyk, HR Administrator Rae McLenaghan, HR Administrator
November Board Notes: NOV 16 – Board Chair Council (Regina Delta) NOV 16, 17 & 18 – Fall General Assembly (Regina Delta) NOV 16 or 17 – Public Section Annual Meeting (Regina Delta)		
NOV 12/25	Organizational Meeting (review and sign Code of Conduct) Superintendents BAU (School Goals/SLIP Approval)	Superintendents of Learning
NOV 26/25 (virtual meeting)	Year End Financial Statements – BAU Annual Report – BAU	Lisa Palmarin, Superintendent of Business Senior Leadership Team Kelsie Valliere, PR & Advancement Specialist
December Board Notes: DEC 4 and 5 – SSBA Executive Meeting (Location TBD)		
DEC 10/25	Strategic Update #1 (Data)	Senior Leadership Team
January Board Notes: JAN ? – SSBA Executive Meeting JAN ? – SSBA School for New Trustee Academy (location?)		
JAN 28/26 (virtual meeting)	Superintendents BAU (Supervision/Curriculum Update) Catholic Advisory Committee Update	Superintendents of Learning Glen Leask, Trustee Kelly Schneider, Trustee

February Board Notes: FEB 12 – Public Section Executive Meeting (Board Chairs & Directors) – 1:00 – 2:30 (Zoom)		
FEB 25/26 (virtual meeting)	TBD	
March Board Notes: MAR ? – SSBA Executive Meeting MAR 9 to 11 – LEADS APC (Regina)		
MAR 25/26	Strategic Update #2 (Data) School Year Calendar Approval Hutterian Committee Update Heat Map Presentation	Senior Leadership Team Ruth Weber, Superintendent of Learning Ronna Pethick, Trustee Nicole Kobelsky, Trustee Bailey Kemery, Trustee SLT and Specialists
MAR 31/26 Tuesday (virtual meeting)	After Budget Work Session	Lisa Palmarin, Superintendent of Business
April Board Notes: APR ?? – SSBA Executive Meeting APR ?? – SSBA Board Chairs Council APR ?? – 2025 SSBA Spring Assembly (Saskatoon Sheraton) Apr 3 to 10 – Easter Break APR 16 or 17 – Public Section Executive Meeting (Saskatoon Sheraton) APR 22 to 24 – SASBO (Regina)		
APR 29/26	LOC Joint Board Meeting (our turn to host) Budget Process Presentation	Brenda Vickers, Director
May Board Notes: MAY ?? – SSBA Executive Meeting MAY ?? – SSBA Board Chair Council – 8:30 to 9:30 (virtual)		
MAY 27/26	Budget Associated School Committee Update	Brenda Vickers, Director Lisa Palmarin, Superintendent of Business Glen Leask, Trustee Kelly Schneider, Trustee

June Board Notes:

JUN 4 and 5 – Public Section General Meeting and PD (Location TBD)

JUN 17/26	Strategic Update #3 (Data)	Senior Leadership Team
AUG/SEPT 2026	Board Advance • Governance/Director Review • Professional Learning • Policy Review	Board/Senior Leadership Team

July 22, 2025

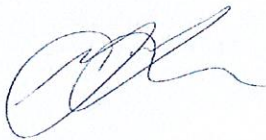
Directors of Education

The Ministry of Education has approved your 3-Year Preventative Maintenance and Renewal (PMR) Plan for the years 2026-27, 2027-28 and 2028-29.

Any amendments to your PMR maintenance plan will require ministry approval. Please complete the PMR Amendment Form and PMR Authorization Form which are available on the Government of Saskatchewan website. Please upload the completed forms in AssetPlanner™.

If you require clarification, please contact me at yves.lachance@gov.sk.ca or 306-787-9519.

Sincerely,



Yves Lachance
Senior Policy Analyst – Capital Data Management
Capital Planning

cc: School Division Chief Financial Officers
School Division Facility Managers
Yvonne Anderson, Director, Capital Planning, Education



Government
of
Saskatchewan

Minister of Education

Legislative Building
Regina, Canada S4S 0B3

AUG 11 2025

Ronna Pethick, Board Chair
Living Sky School Division
c/o christina.fisher@lskysd.ca

Glen Gantefer, Board Chair
Light of Christ Catholic School Division

Dear Ronna Pethick and Glen Gantefer:

Thank you for your joint letter regarding the transportation challenges facing urban high school students in North Battleford.

I appreciate the time and thought that both boards have put into raising this issue. The current transportation funding model was developed in consultation with school divisions and is designed to provide equitable funding across the province.

The Ministry of Education recognizes that transportation is a critical service for students. As you noted, the formula does not specifically identify funding for urban high school transportation. School divisions indicated during consultations that this would create expectations to provide this service and there was inconsistency among divisions regarding the delivery of urban transportation for high school students.

However, funding for urban high school students is included in the operating grant. When the current formula was developed, school divisions advised against isolating urban high school transportation as a separate funding line. Instead, the funding previously directed toward urban high school transportation was embedded into the Prekindergarten to Grade 8 (PreK-8) transportation funding rates. The principle is that the PreK-8 enrolments among urban divisions are a similar distribution across divisions. In general, one urban division wouldn't have a substantially different percentage of enrolment in this grade range than other divisions.

This provides an equitable distribution of available funding across divisions while also allowing school divisions the flexibility to determine the urban transportation policies that work for them, without influence from the funding formula.

I understand your concern around transit systems in smaller urban centres and recognize that the needs of students and communities continue to evolve. I have asked ministry officials to review the matter further and consider the impact of the current approach. Ministry staff may follow up with your divisions as part of this process.

Thank you again for bringing your perspective forward. I value your commitment to advocating for students and ensuring access to education across your school communities.

Sincerely,



Everett Hindley
Minister of Education

cc: Premier Scott Moe
Honourable Jeremy Cockrill, MLA, The Battlefords
Honourable Jeremy Harrison, MLA, Meadow Lake
James Thornsteinson, MLA, Cut Knife-Turtleford
Kim Gartner, MLA, Kindersley-Biggar



August 28, 2025

Ronna Pethick, Board Chair
Living Sky School Division No. 202
ronna.pethick@lskysd.ca

Dear Ronna Pethick:

Thank you for the submission of your school division's estimated revenues and expenditures for the 2025-26 school division fiscal year as required by section 51 of *The School Division Administration Regulations*.

Your 2025-26 estimated revenues and expenditures have been reviewed by the ministry. On behalf of the Minister of Education, I approve these revenues and expenditures, as submitted and enclosed, in accordance with section 280 of *The Education Act, 1995*.

Provincial operating grants are authorized to your Board of Education pursuant to sections 310 and 311 of *The Education Act, 1995* (the Act). Monthly authorization will occur provided eligibility criteria in subsection 312(3) of the Act are met; if any requirements are in breach, it can lead to the use of the Minister's powers as laid out in 315.1 of the Act. In addition to meeting eligibility criteria in the Act, payments for the period of April to August 2026 are subject to the Legislative Assembly of Saskatchewan having appropriated funds out of which the grants may be paid in the 2026-27 government fiscal year.

I would like to take this opportunity to thank your board and division staff for their time and effort in completing these documents. If you have any questions or concerns, please contact Leanne Forgie, Director of Financial Analysis and Reporting, Education Funding, at leanne.forgie2@gov.sk.ca or 306-787-6634.

Sincerely,

Clint Repski

Attachment

cc: Brenda Vickers, Director of Education, Living Sky School Division No. 202
Sameema Haque, Assistant Deputy Minister, Education
Lisa Palmarin, Chief Financial Officer, Living Sky School Division No. 202
Leanne Forgie, Director, Financial Analysis and Reporting, Education Funding, Education

Living Sky School Division No. 202
CASH BUDGET
For the period ending August 31, 2026

Chart of Accounts	Description	Budget 2025-26
REVENUES		
1-1-01-000-000	Property Taxes and Other Related	-
1-1-02-000-000	Grants	74,600,154
1-1-03-000-000	Tuition and Related Fees	5,714,988
1-1-04-000-000	School Generated Funds	2,125,000
1-1-07-000-000	Complementary Services	2,069,564
1-1-08-000-000	External Services	1,507,735
	Restructuring	-
1-1-05-000-000	Other Revenue	900,000
	Total Revenues	86,917,441
EXPENDITURES		
1-2-10-000-000	Governance	453,399
1-2-11-000-000	Administration	3,560,590
1-2-12-000-000	Instruction	58,534,381
1-2-13-000-000	Plant	12,147,779
1-2-14-000-000	Transportation	10,028,201
1-2-15-000-000	Tuition and Related Fees	360,764
1-2-16-000-000	School Generated Funds	2,125,000
1-2-21-000-000	Complementary Services	1,825,678
1-2-22-000-000	External Services	1,686,130
	Restructuring	-
1-2-17-000-000	Other Expenses	10,000
	Total Expenditures	90,731,922
	Excess (Deficit) for the year	(3,814,481)

ADDITIONAL INFORMATION REQUESTED FROM THE SCHOOL DIVISIONS:

	Budget 2025-26
Tangible Capital Assets:	
(-) Purchases	1,185,000
(+) Proceeds from disposals	-
Long Term Debt, including capital leases:	
(-) Repayments of the year	220,555
(+) Debt issued during the year	-
NON-CASH GAIN/EXPENSES:	
(+) Amortization expense	2,982,228
(-) Gain on disposals of tangible capital assets	-
(+) Employee Future Benefits expenses	149,500
OTHER CASH REQUIREMENTS:	
(-) Employee Future Benefits expected payments	131,700
NET EXCESS (DEFICIT) CASH OF THE YEAR	(2,220,008)
FINAL DEFICIT/EXCESS POSITION WILL BE COVERED BY/ALLOCATED TO:	
S.286 /Federal Capital Tuition Reserves	-
Unused PMR funding from previous years	-
Designated Assets	1,669,816
Unrestricted Surplus	550,192
Other	-
REVISED CASH POSITION	-