

REGULAR MEETING ----- June 26, 2017

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 26, 2017 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Larry Caswell
Shane Andrus
Allan Bridal
Dianne Hahn
Susan Mouland
Kimberly Pridmore
Tim Ramage
Katelyn Toney
Tim Weinbender

Kyle McIntyre – Acting Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

REGRETS: Shannon Armstrong

GUESTS: **Staff Presentations:**
Sharie Sloman, Controller

The meeting was called to order at 3:00 p.m. by Chair, Larry Caswell

AGENDA 084/17 Weinbender THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 085/17 Mouland THAT the Minutes of the Regular Meeting of June 12, 2017 be approved, as presented.

CARRIED

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CONSENT 086/17 Bridal THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

AP 801 087/17 Toney THAT the revised Administrative Policy 801, Transportation Services, be approved as attached.

CARRIED

2017/18 088/17 Andrus THAT Administration be authorized to submit the 2017 –
BUDGET 2018 Budget Estimates to the Ministry of Education for approval.

CARRIED

SCHEUDLE 089/17 Hahn THAT the Chinook School Division Board of Education will
OF FEES approve the Schedule of Fees and Compensation Related Fees as attached.

CARRIED

PMR 3 090/17 Bridal THAT the 3 year PMR plan commencing 2018 – 09 – 01
be approved as amended and attached.

Sharie Sloman, Controller, presented the Quarterly Interim Financial Statement and Supporting Schedules for the period ended May 31, 2017.

FINANCIAL 091/17 Pridmore THAT the Quarterly Interim Financial Statement and Supporting
STATEMENT Schedules for the period ended May 31, 2017 are approved as attached

CARRIED

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CLOSED 092/17 Ramage THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 093/17 Weinbender THAT the Board of Education rise and report

CARRIED

COMM. 094/17 Mouland THAT the Communications Monitoring Report be received.
REPORT

CARRIED

HR 095/17 Bridal THAT the Employee Contracts be ratified as contained in the
REPORT Human Resources Report dated June 26, 2017.

CARRIED

PUBLIC 096/17 Hahn THAT the Chinook School Division Board of Education is
SECTION committed to contribute \$1.00 per student to fund the Public
LITIGATION LEVY Section Levy for the 2017 – 2018 fiscal year.

Recorded Vote requested by: Allan Bridal

In favor: Allan Bridal, Larry Caswell, Dianne Hahn, Susan Mouland, Kimberly Pridmore, Tim Ramage and Tim Weinbender.

Opposed: Shane Andrus and Katelyn Toney

CARRIED

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PUBLIC SECTION LITIGATION APPEAL FUND 097/17 Weinbender

THAT the Chinook School Division Board of Education is committed to contribute an additional \$2.50 per student to fund the Public Section Litigation Appeal Fund for the 2017 – 2018 fiscal year.

Recorded vote requested by: Allan Bridal

In favor: Larry Caswell, Dianne Hahn and Tim Weinbender

Opposed: Shane Andrus, Allan Bridal, Katelyn Toney, Susan Mouland, Kimberly Pridmore and Tim Ramage

LOST

BOWYER TRANSPORTATION REQUEST 098/17 Hahn

THAT provision of AP 801, Subsection 4 be applied to the Transportation request from the family of Perry and Johanna Bowyer.

Recorded vote requested by: Shane Andrus

In favor: Allan Bridal, Larry Caswell, Dianne Hahn, Susan Mouland, Tim Ramage and Tim Weinbender

Opposed: Shane Andrus, Katelyn Toney and Kimberly Pridmore

CARRIED

ADJOURN 099/17 Ramage

THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY No. 801

TRANSPORTATION SERVICES

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

2. Rural Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
 - (1) Alternate school choice
 - (2) Geographic barriers
 - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
 - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
 - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
 - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
 - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
 - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
 - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
 - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
 - iv. Pick-up location must be in close proximity (within 10 minutes) to existing routes and not result in the deviation from the targeted total ride time of 75 minutes.
 - v. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
 - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- vi. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

3. Swift Current City Student Transportation

- a.** The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
- i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
 - (1) The designated pickup for the student is outside of the walk zone.
 - (2) The school of attendance is within the catchment area of the designated pickup.
 - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
 - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
 - b) Special Education: Provide service to special education students who are designated.
 - c) K-8 Students not Identified in (1) and (2)
 - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
 - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
 - III. Transportation shall be provided to schools designated by Chinook
 - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

v. Grades 9 – 12 Bussing

- (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
- (2) Provide service to students residing
 - a) South of South Railway Street.
 - b) North of the Trans-Canada Highway.

4. Student Transportation to Alternate School Locations

- a.** “Alternate location” refers to any school location other than the designated school of a student. Attendance at an alternate school is subject to registration at the school.
- b.** Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c.** Subject to the mandatory provisions eligible students may be transported to an alternate location upon parent request.

Mandatory Provisions

- i.** No significant alteration (in excess of 10 minutes) to existing bus routing is required; or
 - ii.** Alteration to existing bus routing does not result in the deviation from the targeted total ride time of 75 minutes and,
 - iii.** Alteration to existing bus routing does not result in more than one bus being required to enter a particular yard.
 - iv.** If permission to access a bus route is granted between the driver’s home and the start of the designated route, transportation service will only be provided while that bus driver is personally driving that particular route
- d.** Subject to the mandatory provisions eligible students from Swift Current may be transported to Stewart Valley, Success, Waldeck or Wymark Schools upon parent request.

Mandatory Provisions

- i.** If multiple families are accessing any one school, Parents and/or guardians assume responsibility to transport students to a single point of bus pick up and drop off at the O.M. Irwin School Bus Layby.

- ii. There is capacity on the bus.
- e. Parents opting to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:
 - i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
 - ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
 - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
 - (2) Permission (if required) is received from the land owner.
 - (3) A completed alternate school acknowledgement form has been received by Chinook
- f. Requests lying outside of the above parameters will be dealt with on a case by case basis.

Revised: February 8, 2016

Revised: September 12, 2016

Revised: October 11, 2016

Revised June 26, 2017

Chinook School Division

Schedule of Fees

Approval Date: 26-Jun-17
 Implementation Date: 01-Sep-17

Administrative Policy Reference **BP 103** Board Remuneration and Expenses

The Division remunerates Board members in accordance with its remuneration and expense schedule. The schedule is established annually as directed by the Board at the Organizational Meeting of the Board.

Category i	Attendance at Board determined meetings	\$225.00	
Category ii	Attendance at meetings less than 3 hours	\$112.50	
Category iii	Attendance at meetings more the 3 hours	\$225.00	
Category iv	Attendance at meetings as official Board representative	\$225.00	
Category v	Attendance at Seminars, Conventions, Trustee Development	\$225.00	
Category vi	Board Chair per diem allowance	\$50.00	
Category vii	Attendance at SCC meetings	\$50.00	
Category viii	Travel time per km.	\$0.26	
Category x	Meals and Mileage		
	Government Rate Per Km	\$ 0.4283	Apr-17
	Breakfast	\$ 8.00	
	Lunch	\$ 14.00	
	Dinner	\$ 19.00	
Category xi	Monthly in town travel: City Trustees	\$51.00	
Category xii	Monthly in town travel: Board Chair	\$102.00	
Last revision date: 31-May-16			

Administrative Policy Reference **BP 203** Local Budget

The Board of Education helps to offset expenses of non-Hutterian School Community Councils through provision of an annual grant.

Category i	Schools with enrolment <100	\$ 1,500.00	Sep-17
Category ii	Schools with enrolment 101 to 300	\$ 1,500.00	Sep-17
Category iii	Schools with enrolment >300	\$ 1,500.00	Sep-17

Administrative Policy Reference **AP 403** Non-Resident Students

Students who are non-residents of Chinook School Division may be admitted into a Chinook School provided they meet admittance criteria and pay the required tuition fees. Other fee structures may be in place for the Chinook International Program.

Category i	Regulation 20 Tuition Fee Calculation	\$ 13,955.00	
Category ii	Prairie Rose School Division Tuition Agreement	\$ 8,700.00	
Category iii	Chinook Cyber School (per course) http://www.chinooksask.ca/tuition.html	\$ 500.00	
Category iv	Chinook International Program		
	Application Fee (non-refundable)	\$ 200.00	
	Custodianship Fee	\$ 300.00	
	Homestay Placement Fee	\$ 400.00	
	Tuition	\$ 9,100.00	
	Medical Insurance	\$ 600.00	
	Homestay Fee per Month	\$ 500.00	

Administrative Policy Reference AP 417 Student Fees

The CFO or designate is responsible for establishing a *Student Fee Schedule* for the ensuing school year for Director of Education approval prior to May 30 of each year.

***Fees are stated below at maximum amounts per category.** All fees must be equal to; or less than actual costs. Fees may be lowered at the discretion of the Principal. School Community Councils are to review the list of fees established by the principal to ensure it is in alignment with the division procedures and community capacity

Category i	***Caution Fees (lost/damaged books, materials, sports jerseys)	\$ 120.00
Category ii	Locks for Lockers	<u>\$ 25.00</u>
Category iii	Rental and Repair of Musical Instruments (AP 604)	<u>\$ 120.00</u>
Category iv	**Extracurricular Fees (per Activity)	<u>\$ 210.00</u>
Category v	Ski-Trip Fees	<u>\$ 25.00</u>

**Exceptional extracurricular activity fee requests may be adjudicated by the Superintendent of Schools on a case by case basis.

*** Caution fees may be refundable

Administrative Policy Reference AP 606 Home Based Education

Chinook School division recognizes the right of parents residing within the school division to choose home-based instruction for their children. Students participating in home-based education are students of the school division, and are required to be registered as such. The school division provides services to students and annual funding for certain expenditures in relation to registered programs.

Category i	Conditional reimbursement per student	<u>\$300.00</u>
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Administrative Policy Reference 806 Special Use of Buses

Chinook School Division endorses the use of school division buses for transporting students for educational and school related activities. Chinook also provides division owned 15 passenger vans for use in transporting students for extra-curricular activities.

Category i	Bus charge per kilometer (w driver)	Minimum \$100	\$ 1.10
Category ii	Van charge per kilometer (w/o driver) plus fuel costs		<u>\$ 0.39</u>
Category iii	Van driver		<u>Actual</u>

Administrative Policy Reference 807 Transportation in private vehicles

Chinook recognizes there may be times when it is most practical or efficient to transport students in private vehicles provided there is compliance with applicable legislation.

Category i	School approved special events (per km)		<u>\$ 0.33</u>
Category iii	Allowance in lieu of bussing (per km)	Gov'nt Rates	<u>\$ 0.4283</u> Apr-17

Chinook School Division believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community. The principal may levy a rental charge to approved groups for the purpose of covering operational expense and additional maintenance costs. The diversity of schools requires differentiated rates are established to address special circumstances. Fees are suggested rates and exceptional circumstances may require different charges at the discretion of the Principal. All charges except for ancilliary charges are deemed as School Generated Funds. Ancilliary charges incurred by Chinook shall be charged back to the respective school. Those ancilliary charges shall be defined as:

- Staff compensation beyond regular contract time (overtime and call back)
- Extraordinary utility charges (eg: Air Conditioning)
- Extraordinary equipment usage

Swift Current Comprehensive High School

All charges subject to applicable taxes

		Community AP 903 1a	Club AP 903 1b	Retail AP 903 1c
		hourly rates		
Category i	Single Classroom	\$ 9.00	\$ 12.00	\$ 15.00
Category ii	Larger room (multipurpose, Art Room Stage, Library Computer Lab, Home Ec)	\$ 15.00	\$ 20.00	\$ 25.00
Category iii	Gym (per side)	\$ 18.00	\$ 36.00	\$ 54.00
Category iv	Upper Gym	\$ 12.00	\$ 24.00	\$ 36.00
Category v	Student Lounge	\$ 20.00	\$ 25.00	\$ 30.00
Category vi	Lecture Theatre (with tech and sound)	\$ 35.00	\$ 40.00	\$ 45.00
Category vii	Kitchen	\$ 15.00	\$ 20.00	\$ 25.00
Category viii	Cafeteria	\$ 60.00	\$ 70.00	\$ 80.00
Category ix	Liquor surcharge (cafeteria or teachers lounge only)	\$ 100.00	\$ 100.00	\$ 100.00
Category x	Ancilliary Charges (set up/tear down, air conditioning, equipment usage, staff costs, late usage)	actual	actual	actual

Other Chinook Schools

All charges subject to applicable taxes

		Community	Club	Retail
		hourly rates - 2 hour minimum		
Category i	Single Classroom	\$ 6.00	\$ 9.00	\$ 12.00
Category ii	Larger room (multipurpose, Art Room Stage, Library Computer Lab, Home Ec)	\$ 10.00	\$ 15.00	\$ 20.00
Category iii	Small Gym - Tile/Sports Floor	\$ 8.00	\$ 16.00	\$ 24.00
Category iv	Small Gym - Hardwood Floor	\$ 12.00	\$ 24.00	\$ 36.00
Category v	Large Gym - Tyle/Sports Floor	\$ 15.00	\$ 30.00	\$ 45.00
Category vi	Large Gym - Hardwood Floor	\$ 18.00	\$ 36.00	\$ 54.00
Category vii	Liquor surcharge (access determined by school)	\$ 100.00	\$ 100.00	\$ 100.00
Category viii	Ancilliary Charges (set up/tear down, air conditioning, equipment usage, staff costs, late usage)	actual	actual	actual

Request	Project	Acct	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000040	433.001	1	1570304	Swift Current Comprehensive High School	Replace welding extractors to meet current demand	Mechanical Systems - Specialty	2017-09-04	\$302,500
FR004517	797.001	60	711013	Shaunavon High School	Replace EPDM with and SBS system	Architectural Systems - Roofing	2017-09-04	\$1,431,570
FR004520	798.001	14	1550901	O.M. Irwin School	Asbestos abatement in classrooms	Architectural Systems - Interior Finishes	2018-07-02	\$304,710
FR000054	447.001	14	1550901	O.M. Irwin School	Remove asbestos textured sprayed finish off PAA ceiling and replace light fixtures	Architectural Systems - Interior Finishes	2018-07-03	\$105,000
							Total:	\$2,143,780
FR0005432	606.001	1	1570304	SCCHS	Replace MH gym light with LED Fixtures	Electrical Systems- Electrical Fixtures		\$50,000
							Total:	\$2,193,780

Request	Project	Audit	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR004519	794.001	65	1570304	Swift Current Comprehensive High School	Replace domestic hot water heaters with dedicated boiler and storage tanks	Mechanical Systems - Plumbing	2018-09-03	\$107,374
FR004521	799.001	47	810413	Eastend School	Replace EPDM with SBS	Architectural Systems - Roofing	2018-09-03	\$814,088
FR004550	805.001		1570304	Swift Current Comprehensive High School	Replace make up air fan with individual shop make up air units	Mechanical Systems - HVAC	2018-09-03	\$351,305
FR000053	446.001	2	2410613	Leader School	Replace boilers, pumps and controls	Mechanical Systems - HVAC	2018-09-16	\$450,380
							Total:	\$1,723,127

Request	Project	Aud. #	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000035	428.001	23	810413	Eastend School	Replace boilers, pumps and piping.	Mechanical Systems - HVAC	2019-09-02	\$209,715
FR004522	800.001	89		Burstall School - Portable 1	Remove portable and heal the scar	Other	2019-09-02	\$43,980
FR004528	803.001	65	1570304	Swift Current Comprehensive High School	Continuation of roof replacement Electric/IT Shops and Barrel Roof.	Architectural Systems - Roofing	2019-09-02	\$354,054
FR004549	804.001		1570304	Swift Current Comprehensive High School	Replace Roof drain asbestos piping system with PVC	Mechanical Systems - Plumbing	2019-09-02	\$65,971
FR004516	796.001	1	1570304	Swift Current Comprehensive High School	Continuation of roof replacement Carpentry, Welding, Auto Mechanics	Architectural Systems - Roofing	2019-09-04	\$823,850
FR004524	801.001			Burstall School - Portable 2	Remove portable and heal the scar	Architectural Systems - Building Envelope	2019-09-09	\$43,980
FR000048	441.001	14	1550901	O.M. Irwin School	Asbestos abatement of textured spray on ceilings in classrooms	Architectural Systems - Interior Finishes	2020-07-02	\$435,000
							Total:	\$1,976,551

Request	Project	Audit	Facility #	Facility Name	Summary	Activity Type	Construction Start	Cost
FR005469	807.001		2410213	Burstall School	Replace EPDM roof Section #1 with a SBS system	Architectural Systems - Roofing	2020-09-01	\$285,873
FR005470	808.001		1570304	Swift Current Comprehensive High School	Remove and re-seal all caulking and expansion joints	Architectural Systems - Building Envelope	2020-09-01	\$136,339
FR000046	439.001	10	1550201	Central School	Replace boilers, pumps and piping	Mechanical Systems - HVAC	2020-09-02	\$258,385
FR005490	811.001		1511013	Waldeck School	Replace Boilers and piping and add BMS	Mechanical Systems - HVAC	2020-09-02	\$204,550
FR005491	812.001		1550201	Central School	Replace boilers and piping and add BMS	Mechanical Systems - HVAC	2020-09-02	\$229,367
FR005492	813.001		710911	Shaunavon Public School	Replace boiler piping update BMS	Mechanical Systems - HVAC	2020-09-02	\$171,227
FR005493	814.001		1710413	Fox Valley School	Replace boilers and upgrade BMS	Mechanical Systems - HVAC	2020-09-02	\$163,235
FR005538	816.001		1610313	Hazlet School	Replace the SBS system on areas 1 and 2	Architectural Systems - Roofing	2020-09-02	\$329,524
FR005472	810.001	1	1570304	Swift Current Comprehensive High School	Add controls to more units	Mechanical Systems - HVAC	2020-09-03	\$125,000
							Total:	\$1,903,500

Chinook School Division No. 211
Statement of Financial Position
as at May 31, 2017

	2017	2016
Financial Assets		
Cash and Cash Equivalents	2,461,428	5,176,822
Accounts Receivable	13,406,864	13,220,721
Portfolio Investments	73,698	73,807
Total Financial Assets	15,941,990	18,471,350
Liabilities		
Accounts Payable and Accrued Liabilities	5,263,868	6,706,085
Long-Term Debt	12,096,711	13,262,086
Liability for Employee Future Benefits	1,654,200	1,595,800
Deferred Revenue	3,115,187	3,171,866
Total Liabilities	22,129,966	24,735,837
Net Financial Assets	(6,187,976)	(6,264,487)
Non-Financial Assets		
Tangible Capital Assets	96,404,343	97,615,627
Inventory of Supplies for Consumption	448,442	369,771
Prepaid Expenses	439,816	510,346
Total Non-Financial Assets	97,292,601	98,495,744
Accumulated Surplus	91,104,625	92,231,257

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended May 31, 2017

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
REVENUES				
Property Taxation	39,918,660	22,755,787	57.0%	22,923,089
Grants	43,318,897	31,541,013	72.8%	32,987,193
Tuition and Related Fees	825,861	658,779	79.8%	486,553
School Generated Funds	2,198,400	-	0.0%	-
Complementary Services	469,420	339,917	72.4%	370,930
External Services	252,925	130,882	51.7%	395,819
Other	536,430	362,531	67.6%	406,589
Total Revenues (Schedule A)	87,520,593	55,788,909	63.7%	57,570,173
EXPENSES				
Governance	502,300	455,193	90.6%	430,144
Administration	3,906,056	2,919,374	74.7%	2,837,142
Instruction	60,869,729	50,557,145	83.1%	50,735,924
Plant	13,041,572	8,804,549	67.5%	8,420,562
Transportation	11,130,659	8,733,944	78.5%	8,130,736
Tuition and Related Fees	568,339	423,361	74.5%	535,820
School Generated Funds	2,075,064	7,543	0.4%	6,870
Complementary Services	500,292	438,276	87.6%	442,894
External Services	131,483	117,687	89.5%	224,801
Other Expenses	518,442	292,516	56.4%	316,183
Total Expenses (Schedule B)	93,243,936	72,749,588	78.0%	72,081,076
Operating Surplus for the Period	(5,723,343)	(16,960,679)		(14,510,903)
Accumulated Surplus, Beginning of Period		108,065,305		
Accumulated Surplus, End of Period		91,104,626		

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended May 31, 2017

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Property Taxation Revenue				
Tax Levy Revenue				
Property Tax Levy Revenue	39,918,660	22,755,787	57.0%	22,923,089
Total Property Taxation Revenue	39,918,660	22,755,787	57.0%	22,923,089
Grants				
Operating Grants				
Ministry of Education Grants				
Operating Grant	41,475,348	31,296,248	75.5%	32,865,561
Other Ministry Grants	66,200	10,058	15.2%	64,619
Total Ministry Grants	41,541,548	31,306,306	75.4%	32,930,180
Other Provincial Grants	-	4,000		-
Grants from Others	289,096	230,707	79.8%	57,013
Total Operating Grants	41,830,644	31,541,013	75.4%	32,987,193
Capital Grants				
Ministry of Education Capital Grants	1,488,253	-	0.0%	-
Total Capital Grants	1,488,253	-	0.0%	-
Total Grants	43,318,897	31,541,013	72.8%	32,987,193
Tuition and Related Fees Revenue				
Operating Fees				
Tuition Fees				
School Boards	17,000	26,100	153.5%	13,050
Federal Government and First Nations	502,740	396,446	78.9%	473,503
Individuals and Other	-	13,391	-	-
Total Tuition Fees	519,740	435,937	83.9%	486,553
Transportation Fees	306,121	222,842	72.8%	-
Total Operating Tuition and Related Fees	825,861	658,779	79.8%	486,553
Total Tuition and Related Fees Revenue	825,861	658,779	79.8%	486,553
School Generated Funds Revenue				
Non-Curricular Fees				
Commercial Sales - GST	4,400	-	0.0%	-
Commercial Sales - Non-GST	490,000	-	0.0%	-
Fundraising	710,000	-	0.0%	-
Grants and Partnerships	139,000	-	0.0%	-
Students Fees	355,000	-	0.0%	-
Other	500,000	-	0.0%	-
Total Non-Curricular Fees	2,198,400	-	0.0%	-
Total School Generated Funds Revenue	2,198,400	-	0.0%	-

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended May 31, 2017

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Complementary Services				
Operating Grants				
Ministry of Education Grants				
Operating Grant	336,900	252,675	75.0%	252,603
Other Ministry Grants	-	-		-
Federal Grants	25,000	-	0.0%	25,000
Other Grants	-	-		4,000
Total Operating Grants	361,900	252,675	69.8%	281,603
Fees and Other Revenue				
Tuition and Related Fees	107,520	80,917	75.3%	75,595
Other Revenue	-	6,325		13,732
Total Fees and Other Revenue	107,520	87,242	81.1%	89,327
Total Complementary Services Revenue	469,420	339,917	72.4%	370,930
External Services				
Operating Grants				
Ministry of Education Grants				
Other Ministry Grants	110,000	115,000	104.5%	344,682
Other Provincial Grants	133,925	8,269	6.2%	42,946
Total Operating Grants	243,925	123,269		387,628
Fees and Other Revenue				
Other Revenue	9,000	7,613	84.6%	8,191
Total Fees and Other Revenue	9,000	7,613		8,191
Total External Services Revenue	252,925	130,882	51.7%	395,819
Other Revenue				
Miscellaneous Revenue	333,000	173,867	52.2%	200,944
Sales & Rentals	108,430	79,494	73.3%	61,235
Investments	95,000	101,451	106.8%	113,137
Gain on Disposal of Capital Assets	-	7,719		31,273
Total Other Revenue	536,430	362,531	67.6%	406,589
TOTAL REVENUE FOR THE YEAR	87,520,593	55,788,909	63.7%	57,570,173

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended May 31, 2017

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Governance Expense				
Board Members Expense	181,900	131,991	72.6%	114,452
Professional Development- Board Members	35,500	30,930	87.1%	29,599
Advisory Committees	64,000	52,758	82.4%	50,522
Professional Development - Advisory Committees	2,500	-	0.0%	-
Elections	40,000	35,246	88.1%	2,537
Other Governance Expenses	178,400	204,268	114.5%	233,034
Total Governance Expense	502,300	455,193	90.6%	430,144
Administration Expense				
Salaries	2,703,988	2,110,592	78.1%	1,988,238
Benefits	282,557	211,417	74.8%	207,722
Supplies & Services	231,787	137,684	59.4%	157,787
Non-Capital Furniture & Equipment	29,104	9,961	34.2%	5,438
Building Operating Expenses	96,500	69,477	72.0%	66,169
Communications	96,601	80,204	83.0%	78,594
Travel	98,913	63,812	64.5%	67,094
Professional Development	64,750	6,737	10.4%	18,476
Amortization of Tangible Capital Assets	301,856	229,490	76.0%	247,624
Total Administration Expense	3,906,056	2,919,374	74.7%	2,837,142
Instruction Expense				
Instructional (Teacher Contract) Salaries	41,520,412	36,074,589	86.9%	35,638,872
Instructional (Teacher Contract) Benefits	1,939,791	1,630,736	84.1%	1,663,898
Program Support (Non-Teacher Contract) Salaries	9,002,251	7,633,867	84.8%	8,030,381
Program Support (Non-Teacher Contract) Benefits	1,683,888	1,395,990	82.9%	1,468,290
Instructional Aids	2,220,571	1,102,468	49.6%	1,242,655
Supplies & Services	810,600	505,275	62.3%	626,086
Non-Capital Furniture & Equipment	1,024,087	679,437	66.3%	403,129
Communications	185,825	155,144	83.5%	149,058
Travel	861,698	514,282	59.7%	585,404
Professional Development	790,958	297,154	37.6%	271,639
Student Related Expense	310,740	235,008	75.6%	238,945
Amortization of Tangible Capital Assets	518,908	333,195	64.2%	417,567
Total Instruction Expense	60,869,729	50,557,145	83.1%	50,735,924

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended May 31, 2017

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Plant Operation & Maintenance Expense				
Salaries	3,338,444	2,494,359	74.7%	2,454,660
Benefits	589,269	442,830	75.1%	437,893
Supplies & Services	18,630	14,295	76.7%	9,183
Non-Capital Furniture & Equipment	96,100	21,409	22.3%	38,028
Building Operating Expenses	5,986,939	3,724,910	62.2%	3,436,917
Communications	23,870	8,938	37.4%	7,168
Travel	173,600	74,286	42.8%	72,097
Professional Development	7,000	14,252	203.6%	2,250
Amortization of Tangible Capital Assets	2,807,720	2,009,270	71.6%	1,962,366
Total Plant Operation & Maintenance Expense	13,041,572	8,804,549	67.5%	8,420,562
Student Transportation Expense				
Salaries	3,720,883	3,196,225	85.9%	3,190,282
Benefits	679,904	553,427	81.4%	545,711
Supplies & Services	1,588,840	964,518	60.7%	878,590
Non-Capital Furniture & Equipment	1,115,892	921,233	82.6%	743,138
Building Operating Expenses	217,000	145,191	66.9%	108,404
Communications	24,000	16,905	70.4%	13,953
Travel	30,000	18,378	61.3%	35,296
Professional Development	37,168	13,128	35.3%	17,549
Contracted Transportation	2,281,342	1,826,924	80.1%	1,620,746
Amortization of Tangible Capital Assets	1,435,630	1,078,015	75.1%	977,067
Total Student Transportation Expense	11,130,659	8,733,944	78.5%	8,130,736
Tuition and Related Fees Expense				
Tuition Fees	496,189	353,441	71.2%	466,008
Transportation Fees	72,150	69,920	96.9%	69,812
Total Tuition and Related Fees Expense	568,339	423,361	74.5%	535,820
School Generated Funds Expense				
Academic Supplies & Services	10,000	-	0.0%	-
Cost of Sales	530,000	-	0.0%	-
Non-Capital Furniture & Equipment	25,000	-	0.0%	-
School Fund Expenses	1,500,000	-	0.0%	-
Amortization of Tangible Capital Assets	10,064	7,543	75.0%	6,870
Total School Generated Funds Expense	2,075,064	7,543	0.4%	6,870

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February 28, 2017

	2017 Budget	2017 Actual- YTD	% of Budget YTD	2016 Actual - YTD
Complementary Services Expense				
Instructional (Teacher Contract) Salaries & Benefits	308,757	253,870	82.2%	239,902
Program Support (Non-Teacher Contract) Salaries & Benefits	58,320	70,923	121.6%	95,297
Instructional Aids	1,800	3,423	190.2%	12,663
Supplies & Services	56,100	16,654	29.7%	28,209
Non-Capital Furniture & Equipment	500	-	0.0%	1,944
Communications	4,700	7,106	151.2%	7,457
Travel	10,404	3,460	33.3%	19,573
Professional Development (Non-Salary Costs)	5,596	-	0.0%	340
Student Related Expenses	-	5,703	0.0%	609
Contracted Transportation & Allowances	52,500	40,711	77.5%	35,963
Amortization of Tangible Capital Assets	1,615	1,059	65.6%	937
Total Complementary Services Expense	500,292	438,276	87.6%	442,894
External Service Expense				
Program Support (Non-Teacher Contract) Salaries & Benefits	104,608	77,732	74.3%	77,029
Instructional Aids	1,130	147	13.0%	232
Supplies & Services	3,540	27,967	790.0%	87,226
Communications	1,500	872	58.1%	900
Travel	17,530	9,294	53.0%	54,704
Professional Development (Non-Salary Costs)	2,000	1,675	83.8%	-
Student Related Expenses	1,175	-	0.0%	4,710
Total External Services Expense	131,483	117,687	89.5%	224,801
Other Expense				
Interest and Bank Charges				
Current Interest and Bank Charges	77,400	171	0.2%	2,669
Interest on Capital Loans	441,042	267,850	60.7%	313,174
Total Interest and Bank Charges	518,442	268,021	51.7%	315,843
Loss on Disposal of Tangible Capital Assets	-	24,495		340
Total Other Expense	518,442	292,516	56.4%	316,183
TOTAL EXPENSES FOR THE YEAR	93,243,936	72,749,588	78.0%	72,081,076

Budget to actual Variance Analysis for September – May 2017

Revenue - \$55,788,909 - 64% of budget (in 2016, 65%)

Expenses - \$72,749,588 - 78% of budget (in 2016, 79%)

Revenues

Property Tax Revenues (57.1%)

- Timing of tax revenues collected during the year is not linear through the year. Trend is similar to prior years. (58.2% in 2016)

Grants (72.8%)

-Operating grants – Budget: \$ 41,475,348
Actual: \$ 31,296,248 Received 75.5% = 9/12 months

As per the December 5th, 2016 current enrollment update funding package, Chinook School Division annual operating grant increased by \$529,643 due to increased enrollment from the prior year. The Sept to Dec funding adjustment will be reflected in the Dec 2016 payment and the remaining will be adjusted monthly on our payments.

-Other Ministry Grants – Budget : \$ 53,000 Nutrition grant
Actual: \$ 0 \$52,094 received and recorded in August 2016

Budget: \$ 13,200 EAL Assessment Funding
Actual: \$ 10,058 Received less based on lower number of students

-Other Provincial Grants – Budget: \$ 0
Actual: \$ 4,000 Sask Power – Grade 6 Electricity Program- not budgeted

- Grants from Others – Budget: \$289,096 SGI – Driver Ed
Actual : \$230,707 Funds received as per new agreement

-SGI Grant – Of the \$230,707 funds received to date \$135,385 relates to the 2016-17 contract year and \$95,322 relates to the 2015-16 contract year. The \$95,322 helps to offset the underfunding of \$174,619 for the 2015-16 year. At May 31st there were outstanding deposits of \$68,663 relating to the 2016-17 contract year. Total funding including O/S deposits at May 31st would be 204,048. Expenses incurred to the end of May are \$201,121.

-Capital grants– Budget: \$1,488,253 (PMR)
Actual: 0

- PMR funding typically received in June. At August 31, 2016 year end, the PMR balance that is reflected within the accumulated surplus was \$1,462,623. PMR spending to May 31 was \$860,320 on projects (SCCHS Roof, Herbert boiler, Frontier HVAC, MCCHS court yard) leaving a PMR balance of \$602,393.

Tuition (79.8%)

- Tuition Fees – School Boards – Budget: \$17,000 Prairie Rose
Actual: \$26,100 additional student not budgeted
- Tuition Fees – First Nations - Budget: \$502,740 Neekanet
Actual: \$396,446 (2/3 billings completed)
- Tuition Fees – Individuals- Budget: 0
Actual: \$ 13,391 One student billed for tuition at SCCHS
- Transportation Fees – School- Budget: \$306,121 Holy Trinity – re shared busing services
Actual: \$ 222,842 (72.8% - 2/3 billings completed)

Complementary (72.4%)

- Operating grants –Budget: \$336,900 Pre-K Funding
Actual \$252,675 Received 75% - 9/12 payments received
- Federal Grants - Budget: \$25,000 PLC program – Grasslands National Park
Actual: \$0 Program has been discontinued – no funding will be received
- Tuition Revenue- Budget \$107,520 Chinook International Program
Actual \$ 80,917 Tuition received to date
- Other Revenue - Budget \$ 0
Actual \$ 6,325 CAMPS golf tournament fundraising - mainly recorded in June

External Services (51.7%)

- Other Ministry Grants – Budget: \$110,000 Provincial Reading Priority
Actual: \$115,000 Received grant slightly higher than budgeted
- Other Provincial Grants - Budget: \$ 76,516 Family Advocacy Program
Actual: \$ 0 FAW funding is received annually in June
- Budget: \$57,409 Cog. Disability Strategy
Actual: \$ 8,269 Monthly funding
- The Ministry of Social Services clawed back the Cog. Dis. reserve during the year and therefore reduced our monthly payment by \$3,590. The Agreement for the 2017-18 year has not yet been signed and therefore we have not received any funding for April or May 2017.

- Other Revenue- Budget: \$ 9,000 SCCHS cafeteria rent
Actual: \$ 7,613

Other (67.6%)

-Miscellaneous Revenue- Budget: \$333,000 Reimbursements,
Actual \$173,867 User fees, small school fees, WCB

- Sales and Rentals- Budget: \$99,000 Rilling Bus
Actual: \$62,653 Monthly parking space, repairs & maintenance

Budget: \$ 9,430 Natural Wonders Learning Centre
Actual \$ 8,600 9/10 months' rent received

- Investments - Budget: \$ 95,000 - Interest
Actual \$101,451 - Operating account interest income .

- Started utilizing line of credit in May; therefore, interest revenue will be minimal.

Expenses

Governance (90.6%)

- Board Member Expense- Budget: \$181,900
Actual: \$131,991 72.6% for 9 months

- Advisory Committees – Budget: \$ 64,000
Actual: \$ 52,758 82.4% for 9 months

- Elections- Budget: \$ 40,000
Actual: \$ 35,246 Expenditures are complete including bi-election

- Other Gov. Expenses - Budget: \$178,400
Actual: \$204,268

- Annual SSBA fees paid \$109,627; also includes \$42,248 for the Theodore litigation. The litigation costs were \$7.50 per pupil on a total of 5,633 pupils. At the June 20, 2016 board meeting a motion was approved to contribute \$7.00 per student to fund the Public Section Litigation Levy for the 2016-17 fiscal year. The \$7.00 per student contribution was not included in budget.

Administration (74.7%) All items have similar trends as in prior years. Some items to highlight:

-Salaries & Benefits – Budget: \$2,986,545
Actual: \$2,322,009 78.1%

- Accumulated vacation payouts in the amount of \$69,000 were made to certain LEADS members during the year

-Communications Budget: \$55,000 Postage
 Actual: \$49,344 89.7 % - postage costs in summer will be low –should track close to budget

 Budget: \$40,601 Telephone/Fax
 Actual: \$30,792 75.8% for 9 months

Instructional (83.1%) - Would expect most expenses to be 10 month in nature; therefore, tracking under budget for 9/10 months

- Teacher Salaries - Budget: \$ 41,520,412
 209,462 Less 2.5 Pre K Teachers (posted to Complementary)
 Revised Budget: \$ 41,310,950
 Actual: \$34,785,146 84% of budget – on target

-Budget FTE – 452.16 per MBF (462.66 – 8 LEADS posted to Administration - 2.5 Pre K Teachers included in Complementary)
 -Actual FTE – 445.86 per SRB (at May 31/17)

-Teach sub salaries Budget: \$ 2,111,525
 Actual: \$ 1,289,442 (61.1%) – (Sick Days at 83.2%; PSR at 26.2% - majority days paid out in June/July)

-Program Support Salaries – Budget: \$9,002,251
 Actual: \$7,633,867 -(84.8%) – on budget – 10 month positions

All other expenditures running on (or under) budget and on similar trend as prior years.

Plant (67.5%) – On track with prior years – will do significant work on maintenance during summer. Some items to highlight:

-Building Operating Expense - Budget: \$5,986,939
 Actual: \$3,724,910 (62.2%)

Includes: Budget \$1,488,253 PMR
 Actual: \$ 860,320 (57.8%)

Budget: \$ 410,570 Other Minor Renovations
 Actual: \$ 126,188 (30.7%) - majority of this work will be done in the

summer months

Budget: \$1,026,000 Electricity
 Actual: \$ 773,631 (75.4%)

Budget: \$ 617,000 Heating Fuel

Actual: \$ 369,743 (59.9%)

-Professional Development – Budget: \$ 7,000

Actual: \$14,252 Over -budget due to new staff training including boiler operation, and Conference fees for A4LE

Transportation (78.5%)

- Major component of expenditures would be 10 month in nature; therefore, overall tracking under budget.

-Per the December 5th, 2016 updated enrollment funding package, included in operating grant revenue is funding for the purchase of buses in the amount of \$886,112. This is a decrease from the budget day funding package which reported \$914,868. The board approved \$910,884 for the purchase of buses. To date \$1,576,140 has been spent on 20 bus renewals which are reflected as a capital purchase and not as expenditure. 14 buses have been sold for proceeds of \$130,629, and an additional 16 buses are on consignment to be sold.

Tuition & Related Fees (74.5%)

- Tuition fees – School Divisions - Budget: \$156,600 School Divisions
Actual: \$ 126,150 Prairie Rose – actual fewer students than budgeted
- Tuition fees – Individuals & Other parties –
 - o Great Plains College Budget: \$313,589
Actual: \$222,960 Actual fewer students than budgeted
 - o Early Entrance Budget: \$ 8,000
Actual: \$ 4,331 Early Entrance
- Transportation fees – School Divisions - Budget : \$ 72,150
Actual: \$ 69,920 Prairie Rose – transportation
- Total Transportation billing from Prairie Rose was \$136,463. To date we have paid \$69,920.

Complementary Services Expense (87.6%)

- Program Support Salaries (121.6%)

Budget: \$58,320 Pre-K Program

Actual: \$70,923 Under budgeted EA's for Pre K (coded to instructional in budget), as well as shuttle driver salaries were budgeted to transportation

- Prairie Learning Centre program discontinued in September

Budget: \$94,362 (includes 1 FTE Teacher salary)

Actual: 5,110

- Chinook International Program

Budget: \$ 98,600

Actual: \$ 80,105 (81.2%)

External (89.5%)

Programs included in external services: Cognitive Disability Strategy, Reading Hoshin, Family Advocacy

-Cognitive Disability Strategy

Budget: \$ 59,113

Actual: \$ 37,667 (63.7%)

-Reading Hoshin

Budget: 0

Actual: \$ 26,289 - expenditures not budgeted – did receive funding for \$115,000 included in external revenue which was for position backfill

-Family Advocacy

Budget: \$ 72,370

Actual: \$ 53,730 (74.2%)

Other Expenses (56.4%)

-Current Interest & Bank Charges

Budget: \$ 77,400

Actual: 171 Expense to incur in fourth quarter due to utilizing operating line

- Interest on Capital Loans

Budget: \$441,042

Actual: \$267,850 (60.7%) - will also have accrued interest to record at year end for annual loan for Maverick so should be on track