

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, January 9, 2017 at 3:00 p.m. in the Chinook Education Centre.

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

Liam Choo-Foo - Director of Education
Kyle McIntyre – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

REGRETS: H.B. (Bernie) Ford

GUESTS: **Central School Staff and Students:**
Staff: Jared Wipf: Teacher, Angela Schindel: Principal and Mark Reiter: Vice Principal
Students: Alysha Iron, Shiann Cameron, Kya Astels, Dacoda-Rae Courtney, Indika Oberding and Alyia Redekop

Staff Presentations:
Rob Geiger, Manager of Information Systems
Sharie Sloman, Controller
Sharon Mayall, Curriculum Coordinator

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

A moment of silence was held to acknowledge the passing of the late H.B.(Bernie) Ford, and to honor his 40 plus years of dedication to the children and families of our division.

AGENDA 001/17 Pridmore THAT the Agenda be approved as circulated and revised.

CARRIED

REGULAR MEETING ----- January 9, 2017

MINUTES 002/17 Ramage THAT the minutes of the Regular Meeting of December 12, 2016, be approved, as presented.

CARRIED

CONSENT 003/17 Hahn THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

Rob Geiger, Manager of Information Systems, presented the Technology Status Report.

TECH 004/17 Bridal THAT the Technology Status Report be received.
REPORT

CARRIED

Sharie Sloman, Controller, presented the first quarter Financial Status Report.

FINANCIAL 005/17 Weinbender THAT the Quarterly Interim Financial Statement and Supporting
REPORT Schedules for the period September 1, 2016 to November 30, 2016, are approved, as attached.

CARRIED

Sharon Mayall, Curriculum Coordinator, presented the Intro ESSP Level II Report

ESSP 006/17 Moulard The Intro ESSP Level II Report be received.

CARRIED

REGULAR MEETING ----- January 9, 2017

CLOSED 007/17 Pridmore THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

RISE 008/17 Ramage THAT the Board of Education rise and report

CARRIED

HR 009/17 Hahn THAT the Employee Contracts be ratified as contained in the REPORT Human Resources Report dated January 9, 2017.

CARRIED

RETURNING 010/17 Andrus THAT Rod Quintin be appointed as Returning Officer of the OFFICER upcoming by-election in Subdivision # 4.

CARRIED

BY- 011/17 Armstrong THAT a date of April 12, 2017 be set for a by-election in ELECTION Subdivision # 4 of Chinook School Division # 211.

Recorded vote was requested by Mr. Allan Bridal

In favor: Shane Andrus, Shannon Armstrong, Dianne Hahn, Susan Mouland, Kimberly Pridmore, Tim Ramage, Tim Weinbender and Larry Caswell

Opposed: Allan Bridal

CARRIED

REGULAR MEETING ----- January 9, 2017

ADJOURN 012/17 Andrus THAT we do now adjourn.

CARRIED

Board Chair

CFO

Chinook School Division No. 211
Statement of Financial Position
as at November 30, 2016

	2017	2016
Financial Assets		
Cash and Cash Equivalents	23,808,218	25,660,971
Accounts Receivable	14,074,310	12,925,899
Portfolio Investments	73,698	71,987
Total Financial Assets	37,956,226	38,658,857
Liabilities		
Accounts Payable and Accrued Liabilities	4,532,953	4,642,034
Long-Term Debt	12,830,208	13,805,165
Liability for Employee Future Benefits	1,654,200	1,595,800
Deferred Revenue	3,115,187	3,171,866
Total Liabilities	22,132,548	23,214,865
Net Financial Assets	15,823,678	15,443,992
Non-Financial Assets		
Tangible Capital Assets	96,874,836	98,019,621
Inventory of Supplies for Consumption	448,442	369,771
Prepaid Expenses	416,631	477,858
Total Non-Financial Assets	97,739,909	98,867,250
Accumulated Surplus	113,563,587	114,311,242

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus (Deficit)
for the period ended November, 2016

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
REVENUES				
Property Taxation	39,918,660	18,311,346	45.9%	19,147,722
Grants	43,318,897	10,423,582	24.1%	11,010,556
Tuition and Related Fees	825,861	127,823	15.5%	-
School Generated Funds	2,198,400	-	0.0%	-
Complementary Services	469,420	134,825	28.7%	483,433
External Services	252,925	121,544	48.1%	17,053
Other	536,430	113,517	21.2%	107,791
Total Revenues (Schedule A)	87,520,593	29,232,637	33.4%	30,766,555
EXPENSES				
Governance	502,300	135,175	26.9%	82,101
Administration	3,906,056	925,494	23.7%	917,436
Instruction	60,869,729	16,660,424	27.4%	16,627,622
Plant	13,041,572	2,688,131	20.6%	2,407,715
Transportation	11,130,659	2,799,990	25.2%	2,590,234
Tuition and Related Fees	568,339	228,717	40.2%	304,978
School Generated Funds	2,075,064	2,516	0.1%	2,516
Complementary Services	500,292	158,865	31.8%	150,861
External Services	131,483	47,770	36.3%	33,863
Other Expenses	518,442	87,279	16.8%	80,148
Total Expenses (Schedule B)	93,243,936	23,734,361	25.5%	23,197,474
Operating Surplus (Deficit) for the Period	(5,723,343)	5,498,276		7,569,081
Accumulated Surplus, Beginning of Period		108,065,305		
Accumulated Surplus, End of Period		113,563,581		

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended November 2016

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Property Taxation Revenue				
Tax Levy Revenue				
Property Tax Levy Revenue	39,918,660	18,311,346	45.9%	19,147,722
Total Property Taxation Revenue	39,918,660	18,311,346	45.9%	19,147,722
Grants				
Operating Grants				
Ministry of Education Grants				
Operating Grant	41,475,348	10,368,837	25.0%	10,955,187
Other Ministry Grants	66,200	10,058	15.2%	55,369
Total Ministry Grants	41,541,548	10,378,895	25.0%	11,010,556
Other Provincial Grants	-	4,000		-
Grants from Others	289,096	40,687	14.1%	-
Total Operating Grants	41,830,644	10,423,582	24.9%	11,010,556
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	10,423,582	24.1%	11,010,556
Tuition and Related Fees Revenue				
Operating Fees				
Tuition Fees				
School Boards	17,000	26,100	153.5%	-
Federal Government and First Nations	502,740	-	0.0%	-
Total Tuition Fees	519,740	26,100	5.0%	-
Total Tuition and Related Fees Revenue	825,861	127,823	15.5%	-
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	-	-	-

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended November 2016

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Complementary Services				
Operating Grants				
Ministry of Education Grants				
Operating Grant	336,900	84,225	25.0%	84,201
Other Ministry Grants	-	-		344,682
Federal Grants	25,000	-	0.0%	-
Other Grants	-	-		4,000
Total Operating Grants	361,900	84,225	23.3%	432,883
Fees and Other Revenue				
Tuition and Related Fees	107,520	50,600	47.1%	50,050
Other Revenue	-	-		500
Total Fees and Other Revenue	107,520	50,600	47.1%	50,550
Total Complementary Services Revenue	469,420	134,825	28.7%	483,433
External Services				
Operating Grants				
Ministry of Education Grants				
Other Ministry Grants	110,000	115,000	104.5%	14,315
Other Provincial Grants	133,925	3,544	2.6%	-
Total Operating Grants	243,925	118,544		14,315
Fees and Other Revenue				
Other Revenue	9,000	3,000	33.3%	2,738
Total Fees and Other Revenue	9,000	3,000		2,738
Total External Services Revenue	252,925	121,544	48.1%	17,053
Other Revenue				
Miscellaneous Revenue	333,000	35,781	10.7%	57,127
Sales & Rentals	108,430	35,263	32.5%	9,957
Investments	95,000	39,104	41.2%	40,707
Total Other Revenue	536,430	113,517	21.2%	107,791
TOTAL REVENUE FOR THE YEAR	87,520,593	29,232,637	33.4%	30,766,555

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended November, 2016

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Governance Expense				
Board Members Expense	181,900	27,782	15.3%	21,977
Professional Development- Board Members	35,500	912	2.6%	10,224
Advisory Committees	64,000	45,735	71.5%	44,826
Professional Development - Advisory Committees	2,500	-	0.0%	-
Elections	40,000	10,135	25.3%	-
Other Governance Expenses	178,400	50,611	28.4%	5,074
Total Governance Expense	502,300	135,175	26.9%	82,101
Administration Expense				
Salaries	2,703,988	680,322	25.2%	655,823
Benefits	282,557	56,301	19.9%	53,362
Supplies & Services	231,787	35,383	15.3%	41,493
Non-Capital Furniture & Equipment	29,104	5,559	19.1%	10,497
Building Operating Expenses	96,500	21,071	21.8%	18,565
Communications	96,601	34,820	36.0%	29,476
Travel	98,913	15,541	15.7%	20,038
Professional Development	64,750	-	0.0%	6,130
Amortization of Tangible Capital Assets	301,856	76,497	25.3%	82,052
Total Administration Expense	3,906,056	925,494	23.7%	917,436
Instruction Expense				
Instructional (Teacher Contract) Salaries	41,520,412	11,996,929	28.9%	11,868,078
Instructional (Teacher Contract) Benefits	1,939,791	239,051	12.3%	220,359
Program Support (Non-Teacher Contract) Salaries	9,002,251	2,562,060	28.5%	2,639,107
Program Support (Non-Teacher Contract) Benefits	1,683,888	462,050	27.4%	478,055
Instructional Aids	2,220,571	414,149	18.7%	446,000
Supplies & Services	810,600	240,812	29.7%	278,610
Non-Capital Furniture & Equipment	1,024,087	159,949	15.6%	104,460
Communications	185,825	46,884	25.2%	46,739
Travel	861,698	156,781	18.2%	177,638
Professional Development	790,958	136,219	17.2%	107,330
Student Related Expense	310,740	134,976	43.4%	122,917
Amortization of Tangible Capital Assets	518,908	110,564	21.3%	138,329
Total Instruction Expense	60,869,729	16,660,424	27.4%	16,627,622

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended November, 2016

	2017 Budget	2017 Actual - YTD	% of Budget YTD	2016 Actual - YTD
Plant Operation & Maintenance Expense				
Salaries	3,338,444	823,443	24.7%	762,343
Benefits	589,269	142,192	24.1%	130,986
Supplies & Services	18,630	8,826	47.4%	8,826
Non-Capital Furniture & Equipment	96,100	12,264	12.8%	4,827
Building Operating Expenses	5,986,939	1,000,561	16.7%	825,118
Communications	23,870	1,834	7.7%	2,421
Travel	173,600	23,607	13.6%	21,831
Professional Development	7,000	7,666	109.5%	187
Amortization of Tangible Capital Assets	2,807,720	667,738	23.8%	651,176
Total Plant Operation & Maintenance Expense	13,041,572	2,688,131	20.6%	2,407,715
Student Transportation Expense				
Salaries	3,720,883	1,041,752	28.0%	1,017,426
Benefits	679,904	180,688	26.6%	170,986
Supplies & Services	1,588,840	274,809	17.3%	269,356
Non-Capital Furniture & Equipment	1,115,892	265,504	23.8%	225,537
Building Operating Expenses	217,000	27,557	12.7%	16,007
Communications	24,000	5,936	24.7%	5,808
Travel	30,000	6,198	20.7%	8,328
Professional Development	37,168	7,674	20.6%	422
Contracted Transportation	2,281,342	639,277	28.0%	547,331
Amortization of Tangible Capital Assets	1,435,630	350,595	24.4%	329,033
Total Student Transportation Expense	11,130,659	2,799,990	25.2%	2,590,234
Tuition and Related Fees Expense				
Tuition Fees	496,189	228,717	46.1%	304,978
Transportation Fees	72,150	-	0.0%	-
Total Tuition and Related Fees Expense	568,339	228,717	40.2%	304,978
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	2,516	25.0%	2,516
Total School Generated Funds Expense	2,075,064	2,516	0.1%	2,516

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended November, 2016

	2017 Budget	2017 Actual- YTD	% of Budget YTD	2016 Actual - YTD
Complementary Services Expense				
Instructional (Teacher Contract) Salaries & Benefits	308,757	84,289	27.3%	78,777
Program Support (Non-Teacher Contract) Salaries & Benefits	58,320	23,370	40.1%	35,423
Instructional Aids	1,800	1,162	64.6%	4,302
Supplies & Services	56,100	14,329	25.5%	7,205
Non-Capital Furniture & Equipment	500	-	0.0%	1,268
Communications	4,700	2,034	43.3%	237
Travel	10,404	881	8.5%	8,095
Professional Development (Non-Salary Costs)	5,596	-	0.0%	187
Student Related Expenses	-	4,205	0.0%	-
Contracted Transportation & Allowances	52,500	16,316	31.1%	14,963
Amortization of Tangible Capital Assets	1,615	404	25.0%	404
Total Complementary Services Expense	500,292	158,865	31.8%	150,861
External Service Expense				
Program Support (Non-Teacher Contract) Salaries & Benefits	104,608	25,951	24.8%	25,602
Instructional Aids	1,130	63	5.6%	-
Supplies & Services	3,540	16,476	465.4%	68
Communications	1,500	269	17.9%	305
Travel	17,530	3,336	19.0%	3,178
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	47,770	36.3%	33,863
Other Expense				
Interest and Bank Charges				
Current Interest and Bank Charges	77,400	25	0.0%	1,386
Interest on Capital Loans	441,042	87,254	19.8%	78,422
Total Interest and Bank Charges	518,442	87,279	16.8%	79,808
Loss on Disposal of Tangible Capital Assets	-	-		340
Total Other Expense	518,442	87,279	16.8%	80,148
TOTAL EXPENSES FOR THE YEAR	93,243,936	23,734,361	25.5%	23,197,474

Budget to actual Variance Analysis for September – November 2016

Overall - all revenues and expenditures are in line with trends from prior years

- **Revenue - \$29,232,637 – 33% of budget (in 2016, 35% of Budget)**
- **Expenses - \$23,734,361 - 26% of budget (in 2016, 25% of Budget)**

Revenues

Property Tax Revenues (45.9%)

- Timing of tax revenues collected during the year is not linear through the year. Trend is similar to prior years. (48.6 % in 2016)

Grants (24.1%)

-Operating grants – Budget: \$ 41,475,348
Actual: \$ 10,368,837 Received 25% = 3/12 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 : \$ 40,687 Funds received as per new agreement

-SGI Grant - for the 2015-16 budget year, SGI introduced a new funding model that matches funding to actual service provided. Based on this funding model at August 31, 2016 the program was underfunded by \$174,619 due to the deferral of student drive time. To date the current year is trending in the same fashion and we are underfunded by an additional \$23,186. We have been in discussions with SGI to determine a solution and are awaiting a reply from them.

-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 October was \$254,883 on projects (SCCHS Roof, Herbert boiler, Frontier HVAC) leaving a PMR balance of \$1,207,740 at Nov 30/16.

Tuition (15.5%)

-Tuition Fees – School Boards – Budget: \$17,000

Actual: \$26,100 Prairie Rose – additional student not budgeted

- Tuition Fees – First Nations - Budget: \$502,740 Nekaneet

Actual: \$0 - Fall Billing invoice completed in Dec for \$235,000

Complementary (28.7%)

- Operating grants –PreK – Budget: \$336,900

Actual \$ 84,225 Received 25.0% = 3/12 months 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 \$ 50,600 Tuition received to date

External Services (48.1%)

-Other Ministry Grants – Budget: \$110,000 - Provincial Reading Priority

Actual : \$115,000

- 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: \$ 3,544 - Monthly funding

Social services are clawing back reserves and therefore are reducing our monthly payment by \$3,590

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

Actual: \$ 3,000 - Lynda's Food Service

Other (21.2%)

-Miscellaneous Revenue Budget: \$333,000 –Reimbursements,

Actual \$ 35,781 User fees, small school fees

- Sales and Rentals Budget: \$99,000 - Rilling Bus
 Actual: \$32,435 1st quarter billing –parking and maintenance
- Budget: \$ 9,430 - Natural Wonders Learning Centre
 Actual \$ 2,828 - 3 months’ rent received
- Investments Budget: \$95,000 - Interest
 Actual \$39,104 - 3 months interest earned on operating account

Expenses

Governance (26.9%)

- Advisory Committees – Budget: \$64,000
 Actual: \$45,735 (71.5%) SCC grants paid in September \$1,500 x 29 schools
- Other Governance Exp - Budget: \$178,400
 Actual: \$ 50,611 – Includes \$42,247.50 for Theodore litigation which was not budgeted for and \$10,134.69 for election expenses.

Administration (23.7%)

- Administration Salaries– Budget: \$2,703,988
 Actual: \$ 680,322 - 25.2% - slightly over due to Megan’s maternity leave and replacement paid in September
- Communications – Budget: \$96,601
 Actual: \$34,820 – 36% - \$10,500 prepaid postage

Instructional (27.4%) - Would expect most expenses to be 10 month in nature; therefore, tracking on budget @ 30% = 3 months/10 months

- Teacher Salaries - Budget: \$ 41,520,412
 594,895 Less 7 contingencies @84,985)
 Revised Budget: \$40,925,517
 Actual: \$11,996,929 (29.3%) –on budget – 10 month positions

-Budget FTE – 450.46 per MBF (includes 7 FTE contingencies)

-Actual FTE – 443.91 per SRB (at Nov 30)

- Teacher Benefits – Budget : \$1,939,791
 Actual : \$ 239,051 (12.3%) – CPP/EI maximum limits have been met

-Program Support Salaries – Budget: \$9,002,251

Actual: \$2,562,060 (28.5%) – on budget – 10 month positions

- Supplies & Services - Budget : \$810,600

Actual: \$240,812 – (29.7%) Some Technology annual costs included such as: Microsoft license \$50,812, Follet School (Destiny for Library) \$25,935, Scholantis support \$18,288 and professional contracted services to X10 networks re wireless routing \$33,000

-Student Related Expense (34.8%)

Budget: \$313,240

Actual: \$134,976 – (43.4%) SCCHS SBB allocation of \$68,300 for student activities paid to school directly to be distributed through their SGF account, 30 Chrome books purchased for \$9,000

Plant (20.6%)

- Supplies & Services – Budget: \$18,630

Actual: \$ 8,826 (47.4%) – Paid annual Ameresco costs

-Building Operating Exp - Budget: \$5,986,939

Actual: \$1,000,561

- Included in the budget for building operating expenses is \$1,488,253 for PMR projects with only \$254,882 being spent on PMR projects until the end of November. In addition by the end of November there had be very little usage in heating fuel.

-Professional Development – Budget: \$7,000

Actual: \$7,666 New staff training including boiler operation, Conference fees for A4LE

Transportation (25.2%)

- All expenditures on track.

-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 \$529,643 has been spent on 4 bus renewals which are reflected as a capital purchases and not as expenditures.

Tuition & Related Fees (40.2%)

Budget: \$496,189

Actual: \$228,717 Great Plains College tuition paid \$222,960, Early entrance tuitions \$5,757

Complementary Services Expense (31.8%)

- Program Support Salaries (26.1%)

Budget: \$58,320

Actual: \$15,198 Replacement EA at PreK Centennial coded to instructional, and two part-time EA's at Pre-K Central not budgeted – therefore net, 1EA not budgeted

External (36.3%)

-Supplies & Services (465.4%)

Budget: \$ 3,540

Actual: \$ 16,476 Reading Hoshin expenditures not budgeted -

-Professional Development (83.8%)

Budget: \$2,000

Actual: \$1,675 Cognitive Disability Program expenditure

Other Expenses (16.8%)

-Budget includes interest for annual payment on BMO loan in April. As well there is an estimate for overdraft interest on our operating line which we will likely access in April or May 2017.