

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, September 14, 2015 at 3:00 p.m. in the Chinook Education Centre.

PRESENT: Randy Beler
Larry Caswell
Shane Andrus
Cassandra Appelgren
Rodney Fairbrother
H.B. (Bernie) Ford
Tim Ramage
Shauna Wright
Tim Weinbender

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

REGRETS: Elaine Anderson
Kyle McIntyre – Deputy Director of Education

The meeting was called to order at 3:00 p.m. by Chair Randy Beler

AGENDA 127/15 Andrus THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 128/15 Appelgren THAT the Minutes of the Regular Meeting of August 24, 2015, be approved, as presented.

CARRIED

CONSENT ITEMS 129/15 Fairbrother THAT the Consent Agenda Items be approved.

CARRIED

ADMINISTRATIVE POLICY No. 411

PROTECTIVE SERVICES

The Chinook School Division requires all employees to concern themselves with the physical, social, and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.

PROCEDURES

1. *Reporting Children in Need of Protective Services*

- a. The Director of Education, or designate is responsible for ensuring school-based personnel have access to the most current information about children needing protective services.
- b. Principals are to familiarize themselves and their staffs with procedures and information regarding the reporting of children in need of protective services in accordance with section 1.22.1 in the Principal's Handbook.

2. *Cooperation with Youth Workers and Police*

- a. Interview
 - i. Principals and teachers are to cooperate with the police when police officers find it necessary to interview students. All parties are to govern themselves in accordance with the *Youth Criminal Justice Act, 2002*.
 - ii. All requests by police for interviews with students are to be directed to the principal.
 - iii. Except by specific request to the contrary by police, the principal is to notify, if necessary, the parent or guardian in advance of the interview.
 - iv. The principal is to arrange for any interviews to be held in private. The principal or designate may be present for the interview if the student requests. A principal who participates as an observer, at the request of the student, may be subject to subpoena as a witness in a subsequent court proceeding.
 - v. If the police request to take a student from the school, the principal is to suggest that the officer contact the parent or

guardian using the principal's telephone to inform them of the intended police action.

- vi. However, the police will act as their duty directs. This may require the arrest and removal of the student from the school without giving prior notice to parents or guardians.
- vii. In either event, the principal is to advise the parents or guardians of the police action as soon as is possible.

b. Search

- i. Principals or designates are authorized to search school property in order to maintain order, safety, or discipline.
- ii. In accordance with Division guidelines each school is to develop procedures with respect to regular inspection by principals or their designate of desks, lockers, and other school property used for storage of student materials. These procedures must be communicated to the students upon registration.
- iii. If the principal or designate ascertains that there are reasonable grounds for belief that a criminal offense is being, or has been committed, that a search of the student or property will provide evidence in these matters, or will lead to the conclusion that the commission of a criminal offense has or is about to occur, a search can proceed subject to the following:
 - The search should proceed immediately if there is reason to believe that the safety of any student is in question.
 - If the safety of any student is not in question:
 - i. Attempts should be made to have the student concerned present and consent to the search.
 - ii. Where the student is not present, or does not consent to the search or the school officials do not wish to undertake the search under their own authority, school officials are to contact the police and the search is to proceed under the direction of the police.
 - iii. At least one witness is to be present when a search takes place.
 - iv. The police must conduct all intrusive searches.

- iv. Any search on school premises initiated by the police is to be:
 - Authorized by warrant or,
 - In relation to drugs or weapons or,
 - Coincident with the appearance of the police for the purpose of arresting a student or,
 - In relation to a school initiated search that results in a request for police assistance.

- v. The principal, or designate is to accompany the police in any search unless advised by the police to the contrary.

3. Illicit Use of Drugs and Alcohol

- a. The principal may suspend any student who is in possession of, distributing, selling, or supplying drugs or alcohol listed under the *Controlled Drugs and Substances Act, 1996* or *The Food and Drugs Act, 1985* and is on school premises, a school bus, or at school-sponsored activities. The suspension is to be in accordance with Administrative Policy No. 409 - *Discipline*.

- b. Any student convicted of trafficking in drugs on school property, school activities, or school bus is to be suspended in accordance with Administrative Policy No. 409 – *Discipline*, after consultation with the Director of Education.

- c. Any student who has a drug or alcohol problem and confides in a teacher or principal for the purpose of receiving assistance in overcoming the problem is to be directed to appropriate programs and services for assistance.

- d. The principal and staff are to cooperate fully with parents, community agencies, and law enforcement agencies in their attempts to solve problems associated with drug and alcohol usage.

Revised: September 14, 2015

Joint-Use School Operation Agreement

This Joint-Use School Operation Agreement made effective the ____ day of _____, 2015.

Between:

The Board of Education of the Holy Trinity Roman Catholic Separate School Division No. 22 of Saskatchewan, (Holy Trinity)

- and -

The Board of Education of Chinook School Division No. 211 of Saskatchewan, (Chinook)

I. PREAMBLE

1. Introduction

- 1.1 Chinook and Holy Trinity (the Partners) wish to maintain their long and successful history of cooperation in the provision of educational services to the students of Swift Current and the immediate surrounding area.
- 1.2 This Agreement is intended to address the operation of The All Saints / École Centennial joint-use school (the Joint-Use School) which the Partners intend to be a truly shared facility and a flagship model of service delivery for our students.
- 1.3 The Partners intend that the synergies achieved through this sharing and cooperation will benefit all students attending the school through enhancements of shared spaces and that the utilization and operational efficiencies gained by the Partners will free up resources to enhance other educational opportunities at the Joint-Use School.
- 1.4 This Agreement sets out the responsibility of the Partners and forms the basis for Holy Trinity and Chinook to efficiently provide their respective Pre-K to Grade 8 programming for eligible students within the Joint-Use School catchment area.
- 1.5 Designated representatives of Holy Trinity and Chinook administration will be responsible to oversee ongoing Educational Program delivery and Facility Operation.
- 1.6 Elected officials of Holy Trinity and Chinook will be kept informed through status and monitoring reports.
- 1.7 The Partners have entered into the *Swift Current Integrated Facility Partnership Agreement* between Holy Trinity, Chinook, City of Swift Current and Cypress Health Region which governs the relationship between those parties regarding the land on which the Joint-Use School is located.

2. Program Service Delivery Principles

This agreement shall be interpreted in light of the following principles:

- 2.1 *Create a Flagship Joint-Use school Model* – Ensure that the Joint-Use School site is an inviting gathering place. The delivery of shared programs, activities and services should be coordinated between the Partners, and provide enhanced opportunities in an efficient manner to the students.
- 2.2 *Shared responsibility* – The safety and security of all students and staff at the Joint-Use School is a shared responsibility of the Partners.
- 2.3 *Inclusiveness* – Engage the school community in the program planning process to ensure that programs and services are accessible to all students of the Joint-Use School.
- 2.4 *Preservation of Religious Education* – Preserve any and all constitutional rights of either Partner to offer religious or non-religious education for their students.
- 2.5 *Cultural Diversity* – Include multicultural aspects in the development of programs and services to reflect the demographics of the Joint-Use School community.
- 2.6 *Decentralized Decision Making* – Decisions are best determined by those in a position of authority closest to their impact. For example: School operational decisions are best determined at the school level.
- 2.7 *Provide Indoor & Outdoor Facilities* – Encourage and support delivery of programs and services by the Partners and the Joint-Use School community by providing safe, attractive, and accessible program venues (indoor and outdoor), and ensure an activity space is in a state of readiness to support program delivery.
- 2.8 *Partnerships* – The determination of desired staffing levels in the shared functions is the result of consultation and consensus between the Partners.

II. AGREEMENT

The parties hereby agree as follows:

3. Definitions

- 3.1 **Authorized Joint-Use School Representatives:** Persons who are authorized from time to time by each Partner for purposes of this Agreement.
- 3.2 **City:** The City of Swift Current.
- 3.3 **Division Area:** The Division Area for Chinook shall be Zone A as outlined in the Facility Plan attached as Schedule “A” to the Agreement and the Division Area for Holy Trinity shall be Zone B as outlined in the Facility Plan attached as Schedule “A” to the Agreement
- 3.4 **Facility:** The physical building in which the Joint-Use School is located, including all systems required to operate the building
- 3.5 **Facility Maintenance:** Day to day minor repairs required to maintain the operation of the facility, including equipment and systems required to operate the facility, and including regular system checks and maintenance required for warranty purposes.
- 3.6 **Joint-use Handbook:** The latest version of the handbook created and maintained by the Operational Oversight Committee to guide joint-use school operations.
- 3.7 **Major Capital Expenditure:** Any expenditure for Repairing, replacing, refurbishing, restoring or renovating major building components and systems (structural and building elements, roofing, interior and exterior finishes, electrical elements, HVAC elements, equipment or fixtures), that is part of the Shared Area and exceeds the sum of \$20,000.00.
- 3.8 **Minor Renovation:** Projects involving renovations to the facility where the estimated cost is between \$350 to \$20,000
- 3.9 **Operations Committee:** designated personnel of Holy Trinity and Chinook appointed by each Partner.
- 3.10 **Partner:** Board of Education of Chinook School Division or Board of Education of Holy Trinity Catholic School Division.
- 3.11 **Shared Area:** the areas included in Zones B and D as outlined in the Facility Plan attached as Schedule “A” to this Agreement, including but not limited to exterior surfaces, playground areas, parking lots, bus loop.

4. Responsibilities of Each Partner

- 4.1 Each Partner shall be responsible for the matters assigned to each Partner in the *Responsibility Matrix* attached as Schedule “B” to this Agreement.
- 4.2 Each Partner shall pay the costs or proportion of costs assigned to it in the responsibility Matrix,
- 4.3 Each Partner shall, within a reasonable period of time inform the other Partner of any work or steps taken with regard to matter assigned to it under the Responsibility Matrix.
- 4.4 Each Partner shall, within a reasonable period of time invoice the other Partner for any payments required to be made by the other Partners and shall include sufficient detail on the invoice for the other Partner to understand the nature of the matters being invoiced.
- 4.5 The Partners may from time to time amend the Responsibility Matrix in writing signed by both Partners and such amendments shall become incorporated as part of this Agreement

5. Major Capital Expenditures

- 5.1 Each Partner shall have sole responsibility, including but not limited to funding and decision making, respecting any Major Capital Expenditures in their respective Division Area
- 5.2 Prior to undertaking any activity related to Major Capital Expenditures in their Division areas the Partners shall consult with each other concerning the nature of the planned work and the impact ,if any, that the planned work may have on the other Partner’s Division Area.
- 5.3 Any proposed Major Capital Expenditure which would alter the footprint of the Facility shall require consultation between Partners. In the event the Partners cannot agree on the proposed alteration the matter shall be resolved using the dispute resolution mechanism.
- 5.4 The Partners shall share responsibility and costs for Major Capital Expenditures in the Shared Area in equal shares unless agreed to otherwise in writing by the Partners.
- 5.5 Any application made for Major Capital Expenditures in the Shared Area must be agreed upon by both Partners.
- 5.6 If the Partners cannot agree on any matter related to Major Capital Expenditure in the Shared Area the matter shall be referred to a committee consisting of the Directors or designate of each Partner, and the CFO or designate of each Partner

6. Renovations and Maintenance

Minor Renovations

- 6.1 Each Partner shall compile a list of Minor Renovations required for the Division Area and for the Shared Area on an ongoing basis.
- 6.2 The Authorized Joint -Use Representatives of each Partner shall meet on an annual basis, or as requested in writing by either Partner, to review the list of Minor Renovations required and shall assign priorities to the list.
- 6.3 Chinook shall, in accordance with the prioritization list, incorporate the Minor Renovations into its work schedule and shall provide Holy Trinity with notice of such work schedule and the expected cost for the Minor Renovation to be completed in the Holy Trinity Division Area.
- 6.6 Holy Trinity may at its sole discretion determine that it will undertake any or all Minor Renovations in its Division Area and shall notify Chinook in writing.
- 6.7 Each Partner shall pay all costs associated with Minor Renovation in its own Division Area and the Partners shall share the costs of Minor Renovations in the Shared Area in accordance with the formula set out in *The Responsibility Matrix* attached as Schedule “B”.

Facility Maintenance

- 6.8 Work orders for general facility maintenance shall be entered into the Chinook Maintenance Department work order system by Authorized Joint-Use School Representatives.
- 6.9 The Chinook Maintenance Department shall process and complete work orders in accordance with the priorities established by the Chinook Maintenance Department and such work orders shall be treated in the same manner as requests received from other schools serviced by the Chinook Maintenance Department.
- 6.10 If Chinook Maintenance Department determines that an external contractor should be used to fill the work order for work in the Holy Trinity Division Area or in the Shared Area, the Authorized Joint-Use School Representatives of the Partners shall be consulted prior to engagement of an external contractor to complete minor facility maintenance.

Standard of Work

- 6.11 All renovations, maintenance and repairs shall comply with all applicable Provincial or Federal Codes, Acts, Regulations, and Municipal Bylaws, as amended from time to time.
- 6.12 Chinook shall ensure that all Facility Maintenance and Minor Renovations carried out pursuant to this Agreement meet the same standards as other work carried out for Chinook.
- 6.13 The Minor Renovations will be carried out either by Chinook Maintenance Department or by qualified contractors selected by Chinook.

Billing for Work

- 6.14 Work by Chinook Maintenance Staff in the Shared Area and in the Holy Trinity Division Area shall be billed on a time and materials basis.
- 6.15 Billing for costs related to Facility Maintenance and Minor Renovations and shall be made in accordance with the billing cycle of Chinook.

Emergency Situation or Repair

- 6.16 During hours of operation, the Partner responsible to maintain equipment/area will notify the Partners of any emergency repair at the earliest opportunity.
- 6.17 For after hour emergencies initial contact will be based on the emergency contact list as prepared from time to time by the Operations Committee.

7 Facility Grounds

- 7.1 The Partners shall jointly negotiate a shared services agreement with the City to carry out the grounds maintenance on the grounds of the Shared Area.
- 7.2 The agreement to be negotiated with the City shall provide a methodology to allocate costs to be borne by each of the Partners for such maintenance in accordance with any formula set out in the *Responsibility Matrix* in Schedule “B”.
- 7.3 The agreement to be negotiated shall provide that the grounds of the Shared Area will be maintained by the City, to City standards for a park, provided that any service level above this standard will be the responsibility of the Partner requiring additional service.
- 7.4 In recognition of the financial contribution of \$100,000 by the City, the playgrounds and associated structures shall be accessible to the public during non-school hours.
- 7.5 The Partners shall allow access to each other’s parking for special events and

occasions.

7.6 The Operations Committee shall coordinate special event parking requirements.

8. Funding of Shared Area

8.1 Any spaces located in the Shared Area and used by the Partners for instructional purposes including but not limited to Band, Resource Center, PAA, Wet/Dry Project Rooms, Home Economics, Seryery and Multi-Handicapped shall be designed by the Partners through a consultative process.

8.2 The costs to create the instructional spaces in the Shared Area shall be shared by the Partners in accordance with the proportion of enrolled student of each school division based on projected enrolment and use.

8.3 The procedures to guide use of the Shared Area, including instructional space, shall be set out in the Joint-Use Handbook.

8.4 All furnishings and equipment purchased, donated or acquired in any way by the Partners for use in the Shared Area, including instructional spaces, shall be owned equally by the Partners unless otherwise set out in writing signed by the Partners.

9. Staffing in Shared Area

9.1 Each Partner shall provide staff for its own Division Area in accordance with its policies and guidelines.

9.2 The determination of the number and type of staff required for the effective operation of the Shared Area including instructional spaces shall be agreed upon in writing by the Partners, provided however that :

9.2.1 A Building Operations Manager shall be hired by Holy Trinity to oversee the operations of the Joint-Use Facility

9.2.2 Holy Trinity shall consult with Chinook when hiring or terminating the contract of the Building Operations Manager

9.2.3 All costs of the Building Operations Manager shall be shared by the Partners in accordance with the Responsibility Matrix

9.2.4 The duties and responsibilities of the Building Operations Manager shall be set out in a job description to be developed by Holy Trinity in consultation with, and with the written approval of Chinook

- 9.3 The Partner responsible for the hiring, administration and payment of staff, other than the Building Operations Manager, in the Shared Area shall be as set out from time to time in the *Responsibility Matrix* attached as Schedule “B”.

10. Facility Rental Procedures

- 10.1 Holy Trinity shall be responsible for rental of space within its Division Area.
- 10.2 Chinook shall be responsible for rental of space within its Division Area.
- 10.3 The Partners shall share responsibility and coordinate rental of any spaces within the Shared Area based on guidelines to be set out in the Joint-use Handbook and respective Board policies or procedures.
- 10.4 The Building Operations Manager shall be included in all communications respecting rentals, and other events occurring in the school.
- 10.5 The serving of alcohol within the Joint-Use School for public functions shall be prohibited and should not be allowed in any rental of the facility.

11. Transportation

- 11.1 Primary responsibility for pupil transportation shall be as assigned in the Responsibility Matrix.
- 11.2 Subsequent to expiry of the current contractual agreement between Holy Trinity and First Student, Chinook shall manage service provision for pupil transportation with a goal of using a single service provider.
- 11.3 No later than December 31, 2015 a working committee comprised of the Authorized Joint –Use Representatives of the Partners shall determine a cost-sharing methodology for pupil transportation to be implemented no later than September 1, 2016.

12 Facility Representation and Media Relations

- 12.1 The Partners agree that the Principal of each school located within the Joint-Use School shall be the primary contact for activities involving each school.
- 12.2 In the event of joint activities or activities of staff or students affecting the Shared Area the two Principals shall coordinate any communications with the public in accordance with any guidelines set out in the Joint Use Manual.

- 12.3 In the event of a major incident involving the other school or the Shared Area each principal shall notify their Director or designate in accordance with their school division policies and the Directors or designates shall coordinate communications.

13. Emergency Procedures and Lockdown

- 13.1 In the event of an emergency situation occurring in their respective schools, each school shall follow procedures as outlined in their respective School Division's emergency response guide.
- 13.2 Emergency procedures and lock down procedures in the Shared Area shall be set out in the Joint-Use Handbook and shall be followed by each Partner.

14 Emergency Use of Joint-use School

- 14.1 Notwithstanding anything in this Agreement, the Partners acknowledge that the joint-use school may have a role to play in the City of Swift Current's plan for dealing with major emergencies and disasters and that if such an event should occur, the Partners shall cooperate the city in compliance of any emergency powers granted to the city by legislation.
- 14.2 In the event of major emergency the primary contact shall be the Director or designate of each Partner.

15. Insurance and Indemnity

- 15.1 Each party shall ensure that their respective Division area and portion of the Shared Area has the same type and level of property and liability insurance as their School Division.
- 15.2 Each Partner shall indemnify the other Partner, its employees and officers, for any and all damages caused solely by the neglect or actions of the Partner.

16 Operations Committee

- 16.1 An Operations Committee shall be created and each Partner shall, from time to time as the policy of the Partner dictates, appoint the following persons to the Operations Committee:
- 1.1.1 The Principal of All Saints School
 - 1.1.2 The Principal of École Centennial
 - 1.1.3 One other person designated by each Partner

- 16.2 The Operations Committee shall have the following responsibilities:
- 1.2.1 To carry out any activities required pursuant to this Agreement;
 - 1.2.2 Determine program, activities and services that meet the needs of the students and Partners intended use of the facilities;
 - 1.2.3 Provide leadership and policy direction for the operations of the joint-use school;
 - 1.2.4 Administer those aspects of the operating agreements affecting the schools;
 - 1.2.5 Put in place procedures and processes necessary to ensure the safety of students and staff using the facility;
 - 1.2.6 Put in place procedures and processes necessary for the effective and efficient delivery of programs and services;
 - 1.2.7 Collaborate where practical in the purchasing of goods and contracting of goods and services; and
 - 1.2.8 Carry out any other duties assigned by the Partners from time to time in writing

17 Joint Use Handbook

- 17.1 The Operations Committee shall prepare a Joint-Use Handbook that will set out the details for procedures and processes for the use of the Joint-Use Facility.
- 17.2 The Joint-Use Handbook may be amended from time to time by the Operations Committee.
- 17.3 The Partners will follow the procedures and process set out in the Joint-Use Handbook
- 17.4 All processes and procedures set out in the Joint Use Handbook shall be consistent with the terms of this Agreement and in the event of any conflict between the terms of the Joint-Use Handbook and the terms of this Agreement; the terms of this Agreement shall prevail.
- 17.5 All processes and procedures set out in the Joint Use Handbook shall be consistent with the terms of the policies and procedures of both of the Partners and in the event of any conflict between the terms of the Joint-Use Handbook and the terms of the policies or procedures of either of the Partners the Operations Committees shall consult with the Directors or designates of each Partner in order to resolve the matter.

18 Agreement Review and Changes

- 18.1 The Authorized Joint-Use Representatives of the Partners will review this Agreement no later than September 30 of each year and recommend to the Partners any changes to this Agreement.
- 18.2 Any Partner may request a review of this Agreement upon 90 days written notice.
- 18.3 This Agreement may not be amended except in writing, signed by the Partners.

20 Dispute Resolution

- 20.1 Resolution of disputes arising from or pertaining to this Agreement shall follow the steps for dispute resolution outlined in the Dispute Resolution Procedure Agreement attached as Schedule “C”.

21 General Terms

Schedules

- 21.1 Schedules attached to and incorporated into this document are part of this Agreement.

Headings and Captions

- 21.2 The table of contents, part numbers, part headings, paragraph numbers, and paragraph headings are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.

Entire Agreement

- 21.3 This Agreement contains all of the representations, warranties, covenants, agreements, conditions, and understandings between Holy Trinity, and Chinook concerning the subject matter of this Agreement.

Governing Law

- 21.4 This Agreement will be interpreted and governed by the laws of the Province of Saskatchewan.

Number and Gender

- 21.5 The necessary grammatical changes required to make the provisions of this Agreement apply in the plural sense where necessary, and to corporations, associations, partnerships or individuals, males or females, in all cases will be assumed as though in each case fully expressed.

Notification and Communications

- 21.5 Any notice to a Partner shall be in writing personally delivered or sent by prepaid registered mail to such Partner at the following address:

Authorized Joint Use Representative
Holy Trinity Catholic School Division No. 22
502 6th Ave NE
Moose Jaw, Saskatchewan S6H 6B8
Attention: Director of Education

Authorized Joint Use Representative
Chinook School Division No. 211
P.O. Box 1809
2100 Gladstone Street East
Swift Current, Saskatchewan S9H 4J8
Attention: Director of Education

Assignments and other Dispositions

21.6 No Partner may assign this Agreement without the prior written consent of the other Partner.

Successors and Assigns

21.7 This Agreement binds and benefits the Partners and their respective successors and assigns as limited in this Agreement.

Waiver of Compliance

21.8 Each Partner may, at its sole discretion, waive compliance with any term of this Agreement.

Due Diligence

21.9 The Partners agree to use due diligence to prepare any documentation required pursuant to the terms of this Agreement

22 Effective Date of Agreement

22.1 Notwithstanding the date of signature of this Agreement the Parties agree that it shall take effect on August 27, 2015.

Signed on behalf of Holy Trinity School Division this 21st day of September, 2015.

(SEAL)

**The Board of Education of the Holy
Trinity Roman Catholic Separate School
Division No. 22, of Saskatchewan**

Per: _____

Per: _____

Signed on behalf of Chinook School Division this 21st day of September, 2015.

(SEAL)

**The Board of Education of Chinook
School Division No. 211 of Saskatchewan**

PER: _____

PER: _____



Swift Current Joint-Use School

École Centennial and All Saints Catholic School



Main Floor Plan

Two schools, one site, shared vision, shared success.





Swift Current Joint-Use School

École Centennial and All Saints Catholic School



Second Floor Plan

Two schools, one site, shared vision, shared success.



Schedule B

Joint Use School Operational Agreement – Responsibility Matrix

Function	Primary Responsibility	Funding Responsibility	Supervisory Responsibility	Service Provider
Facility Construction & Maintenance				
Facility modification / addition / renovation	Holy Trinity - Zone A Chinook – Zone C Shared Zones B &D	Holy Trinity Chinook HTCSD 50%/Chinook 50%	Holy Trinity Chinook Shared	TBD TBD TBD
Minor Renovation –D1	Holy Trinity - Zone A Chinook – Zone C Shared Zones B &D	Holy Trinity Chinook HTCSD 50%/Chinook 50%	Holy Trinity Chinook HTCSD 50% / Chinook 50%	Chinook forces and contractors as required
Facility Maintenance – Minor	Chinook	HTCSD Zone A / Chinook Zone C / Equally Shared Zones B & D	Chinook	Chinook Forces and contractors as required
Major Capital Maintenance – Zone A	Holy Trinity	Holy Trinity / Ministry of Education	Holy Trinity	Contractors as required
Major Capital Maintenance – Zone C	Chinook	Chinook / Ministry of Education	Chinook	Contractors as required
Major Capital Maintenance – Zone B & D	Holy Trinity and Chinook	Holy Trinity, Chinook, Ministry of Education	Shared	Contractors as required
Integrated Facility common connecting wall	City	Per terms of SCIF Partnership Agreement	City	Contractors as required
Signage	Holy Trinity and Chinook	Each responsible for their own specific signage. HTCSD 50%/Chinook 50% for common signage	Shared	Own Forces / Contractors as required

Shared Spaces				
Shared Instructional Staff - Band PAA	Holy Trinity Chinook	HTCSD 70%/Chinook 30% HTCSD 10%Chinook 90%	Holy Trinity Chinook	
Shared Resource Center Staff	Holy Trinity	HTCSD 50% / Chinook 50%	Holy Trinity	
School Based Budget – Zone A	Holy Trinity	Holy Trinity	Holy Trinity	
School Based Budget – Zone C	Chinook	Chinook	Chinook	
School Based Budget – Zones B & D	Holy Trinity – Resource Center Chinook - PAA	Funding as per Joint-use Handbook. Annual funds transfer by October 15 th with carry forward provision of unused funds.	In-School Operational Oversight Committee. Resource Center Budget Management – Holy Trinity PAA Budget Management – Chinook	
Capital Equipment – Zones B & D (Incl. Multi- Handicapped)	Shared	Cost share determined on a case by case basis	In-School Operational Oversight Committee	
Building and Site Operations				
Building Operations Manager	Holy Trinity	HTCSD 50%/Chinook 50%	Shared	
Facility Caretaking	Holy Trinity	HTCSD 50%/Chinook 50%	Building Operations Manager	
Safety and Security – Intrusion monitoring	Holy Trinity	HTCSD 50%/Chinook 50%	Holy Trinity	Securetec
Safety and Security – Video Monitoring	Chinook	HTCSD 50%/Chinook 50%	Building Operations Manager	
Utilities (excluding telephone)	Holy Trinity	HTCSD 50%/Chinook 50%	N/A	
Telephone - Centennial	Chinook	Chinook 100%	Chinook	

Telephone – All Saints	Holy Trinity	Holy Trinity 100%	Holy Trinity	
Waste Removal	Holy Trinity	HTCSD 50%/Chinook 50%		Triways Waste Disposal
Grounds Maintenance	Chinook	HTCSD 50%/Chinook 50%	Building Operations Manager	City of S.C. shared services agreement
Insurance	Chinook / Holy Trinity	HTCSD Zone A / Chinook Zone C / Equally Shared Zones B & D	Building Operations Manager for claims	SSBA Insurance / Suncorp Valuations
Woodrow Lloyd Place Access road	City	Per terms of SCIF Partnership Agreement	City	Contractors as required
Perimeter Fences, pathways, sidewalks bus drop off and parking lots	Chinook	HTCSD 50%/Chinook 50%	Buildings Operations Manager	Chinook, Contractors as required
Snow Removal	Chinook	HTCSD 50%/Chinook 50%	Building Operations Manager	Own forces / contractors as required
Vending Machines	Chinook / Holy Trinity	HTCSD Zone A / Chinook Zone C / Shared Zone B&D	Shared	
Early Learning Center Play Yard including fence	Chinook	Natural Wonders	Chinook	
Early Learning Center	Chinook	HTCSD 50%/Chinook 50%	Shared	Natural Wonders
Playground Structures	Chinook	HTCSD 50%/Chinook 50%	Chinook	
Pest Control / Extermination	Holy Trinity	HTCSD 50%/Chinook 50%	Building Operations Manager	Contractors as required
Pupil Transportation				
Bussing	Chinook	Respective Contract Agreements	Chinook	Holy Trinity (First Student) / Chinook (Rilling Bus)