

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, January 11, 2016 at 3:00 p.m. in the Chinook Education Centre.

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

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

GUESTS: **Ecole Centennial Staff and Students:** Bryan Braun: Principal
Teachers: Becca Froese, Terry Pavely and Mathieu Richard
Students: Joey Boss, Charlotte Kochan, Erica Saemann, Brianna Dash, Dayton Dyck, Nooha Mulla, Lexi Boss, Raeanne Lawrence, and Aiden Gatzke

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

AGENDA 001/16 Appelgren THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 002/16 Fairbrother THAT the minutes of the Regular Meeting of December 14, 2015, be approved, as presented.

CARRIED

REGULAR MEETING ----- January 11, 2016

CONSENT 003/16 Andrus THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

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

TECH 004/16 Anderson THAT the Technology Status Report be received.
REPORT

CARRIED

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

FINANCIAL 005/16 Weinbender THAT the Quarterly Interim Financial Statement and Supporting
REPORT Schedules for the period September 1, 2015 to November 30, 2015, are approved, as attached.

CARRIED

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

ESSP 006/16 Beler The Intro ESSP Level II Report be received.

CARRIED

CLOSED 007/16 Ramage THAT the Board of Education recess the meeting to go into Closed
Session.

CARRIED

Chinook School Division No. 211
Statement of Financial Position
as at November 30, 2015

	2016	2015
Financial Assets		
Cash and Cash Equivalents	25,660,971	25,056,045
Accounts Receivable	12,925,899	18,132,189
Portfolio Investments	71,987	82,365
Total Financial Assets	38,658,856	43,270,599
Liabilities		
Accounts Payable and Accrued Liabilities	4,642,034	5,901,515
Long Term Debt	13,805,165	11,924,332
Liability for Employee Future Benefits	1,595,800	1,630,800
Deferred Revenue	3,171,866	2,658,792
Total Liabilities	23,214,865	22,115,439
Net Financial Assets	15,443,991	21,155,160
Non-Financial Assets		
Tangible Capital Assets	98,019,621	94,375,983
Inventory of Supplies for Consumption	369,771	302,890
Prepaid Expenses	477,858	569,962
Total Non-Financial Assets	98,867,250	95,248,835
Accumulated Surplus	114,311,242	116,403,995

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for period ended Nov, 2015

	2016 Budget	2016 Actual - YTD	% of Budget YTD	2015 Actual - YTD
REVENUES				
Property Taxation	39,374,940	19,147,722	48.6%	22,015,989
Grants	45,379,487	11,010,556	24.3%	9,875,215
Tuition and Related Fees	482,076	-	0.0%	-
School Generated Funds	2,188,400	-	0.0%	-
Complementary Services	841,744	483,433	57.4%	502,723
External Services	133,925	17,053	12.7%	39,174
Other	562,000	107,791	19.2%	141,621
Total Revenues (Schedule A)	88,962,572	30,766,555	34.6%	32,574,722
EXPENSES				
Governance	520,150	82,101	15.8%	102,284
Administration	3,746,548	917,436	24.5%	877,337
Instruction	59,898,497	16,627,622	27.8%	16,161,361
Plant	12,829,259	2,407,715	18.8%	2,242,932
Transportation	10,599,467	2,590,234	24.4%	2,682,777
Tuition and Related Fees	545,210	304,978	55.9%	342,434
School Generated Funds	2,174,064	2,516	0.1%	712
Complementary Services	691,842	150,861	21.8%	148,046
External Services	129,828	33,863	26.1%	67,026
Other Expenses	534,618	80,148	14.99%	95,024
Total Expenses (Schedule B)	91,669,483	23,197,474	25.3%	22,719,933
Surplus (Deficit) for the Year	(2,706,911)	7,569,081		9,854,789

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended November 30, 2015

	2016 Budget	2016 Actual - YTD	% of Budget YTD	2015 Actual - YTD
Property Taxation Revenue				
Tax Levy Revenue:				
Property Tax Levy Revenue	39,374,940	19,147,722	48.6%	22,015,989
Total Property Taxation Revenue	39,374,940	19,147,722	48.6%	22,015,989
Grants:				
Operating Grants				
Ministry of Education Grants:				
K-12 Operating Grant	43,820,748	10,955,187	25.0%	9,738,266
Other Ministry Grants	13,200	55,369	419.5%	-
Total Ministry Grants	43,833,948	11,010,556	25.1%	9,738,266
Other Provincial Grants	-	-		-
Grants from Others	342,204	-	0.0%	136,949
Total Operating Grants	44,176,152	11,010,556		9,875,215
Capital Grants				
Ministry of Education Capital Grants	1,203,335	-	0.0%	-
Total Capital Grants	1,203,335	-	0.0%	-
Total Grants	45,379,487	11,010,556	24.3%	9,875,215

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended November 30, 2015

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Tuition and Related Fees Revenue				
Operating Fees:				
Tuition Fees:				
School Boards	-	-		-
Federal Government and First Nations	482,076	-	0.0%	-
Individuals and Other	-	-	0.0%	-
Total Tuition Fees	482,076	-	0.0%	-
Total Tuition and Related Fees Revenue	482,076	-	0.0%	-
School Generated Funds Revenue				
Non-Curricular Fees:				
Commercial Sales - GST	4,400	-	0.0%	-
Commercial Sales - Non-GST	420,000	-	0.0%	-
Fundraising	675,000	-	0.0%	-
Grants and Partnerships	139,000	-	0.0%	-
Students Fees	355,000	-	0.0%	-
Other	595,000	-	0.0%	-
Total Non-Curricular Fees	2,188,400	-	0.0%	-
Total School Generated Funds Revenue	2,188,400	-	0.0%	-
Complementary Services				
Operating Grants:				
Ministry of Education Operating Grants:				
Ministry of Education	336,804	84,201	25.0%	81,546
Other	350,000	344,682	98.5%	320,000
Other Grants	27,000	4,000	14.8%	8,585
Total Operating Grants	713,804	432,883	60.6%	410,131
Fees and Other Revenue				
Tuition and Related Fees	120,440	50,050	41.6%	84,949
Other Revenue	7,500	500	6.7%	7,643
Total Fees and Other Revenue	127,940	50,550	39.5%	92,592
Total Complementary Services Revenue	841,744	483,433	57.4%	502,723

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended November 30, 2015

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
External Services				
Operating Grants:				
Other Provincial Grants	57,409	14,315	24.9%	14,174
Other Grants	76,516	-	0.0%	25,000
Total Operating Grants	133,925	14,315	10.7%	39,174
Fees and Other Revenue				
Other Revenue	0	2,738	-	-
Total Fees and Other Revenue	0	2,738	-	-
Total External Services Revenue	133,925	17,053	12.7%	39,174
Other Revenue				
Miscellaneous Revenue	373,000	57,127	15.3%	106,527
Sales & Rentals	99,000	9,957	10.1%	3,505
Investments	90,000	40,707	45.2%	27,363
Gain on Disposal of Capital Assets	-	-		4,226
Total Other Revenue	562,000	107,791	19.2%	141,621
TOTAL REVENUE FOR THE YEAR	88,962,572	30,766,555	34.6%	32,574,722

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended November 30, 2015

	2016 Budget	2016 Actual - YTD	% of Budget - YTD	2015 Actual - YTD
Governance Expense				
Board Members Expense	194,500	21,977	11.3%	36,662
Conventions - Board Members	38,700	10,224	26.4%	901
School Community Councils	66,000	44,826	67.9%	46,693
Elections	4,000	-	0.0%	-
Other Governance Expenses	216,950	5,074	2.3%	18,028
Amortization of Tangible Capital Assets	-	-		-
Total Governance Expense	520,150	82,101	15.8%	102,284
Administration Expense				
Salaries	2,582,696	655,823	25.4%	640,498
Benefits	277,234	53,362	19.2%	55,254
Supplies & Services	196,137	41,493	21.2%	14,942
Non-Capital Furniture & Equipment	49,544	10,497	21.2%	18,268
Building Operating Expenses	88,100	18,565	21.1%	14,501
Communications	81,601	29,476	36.1%	20,520
Travel	96,413	20,038	20.8%	17,113
Professional Development	64,750	6,130	9.5%	8,172
Amortization of Tangible Capital Assets	310,073	82,052	26.5%	88,069
Total Administration Expense	3,746,548	917,436	24.5%	877,337
Instruction Expense				
Instructional (Teacher) Salaries	41,306,410	11,868,078	28.7%	11,318,412
Instructional (Teacher) Benefits	1,918,598	220,359	11.5%	262,675
Program Support (Non-Teacher Contract) Salaries	8,772,500	2,639,107	30.1%	2,646,836
Program Support (Non-Teacher Contract) Benefits	1,645,345	478,055	29.1%	481,325
Instructional Aids	2,201,329	446,000	20.3%	406,059
Supplies & Services	710,876	278,610	39.2%	236,916
Non-Capital Furniture & Equipment	687,489	104,460	15.2%	86,706
Communications	187,971	46,739	24.9%	44,156
Travel	886,994	177,638	20.0%	172,384
Professional Development	566,789	107,330	18.9%	127,285
Student Related Expense	304,996	122,917	40.3%	115,428
Amortization of Tangible Capital Assets	709,200	138,329	19.5%	263,179
Total Instruction Expense	59,898,497	16,627,622	27.8%	16,161,361

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended November 30, 2015

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Plant Operation & Maintenance Expense				
Salaries	3,384,722	762,343	22.5%	771,017
Benefits	595,883	130,986	22.0%	132,869
Supplies & Services	18,630	8,826	47.4%	69,001
Non-Capital Furniture & Equipment	36,100	4,827	13.4%	5,791
Building Operating Expenses	5,854,138	825,118	14.1%	614,639
Communications	23,870	2,421	10.1%	2,619
Travel	173,600	21,831	12.6%	24,848
Professional Development	7,000	187	2.7%	2,430
Amortization of Tangible Capital Assets	2,735,316	651,176	23.8%	619,718
Total Plant Operation & Maintenance Expense	12,829,259	2,407,715	18.8%	2,242,932
Student Transportation Expense				
Salaries	3,641,535	1,017,426	27.9%	1,018,787
Benefits	658,390	170,986	26.0%	169,031
Supplies & Services	1,506,200	269,356	17.9%	340,406
Non-Capital Furniture & Equipment	1,058,892	225,537	21.3%	236,854
Building Operating Expenses	381,800	16,007	4.2%	19,702
Communications	17,000	5,808	34.2%	3,543
Travel	23,000	8,328	36.2%	6,167
Professional Development	37,168	422	1.1%	(1)
Contracted Transportation	1,861,568	547,331	29.4%	555,158
Amortization of Tangible Capital Assets	1,413,915	329,033	23.3%	333,130
Total Student Transportation Expense	10,599,468	2,590,234	24.4%	2,682,777
Tuition and Related Fees Expense				
Tuition Fees	485,898	304,978	62.8%	342,434
Transportation Fees	59,312	-	0.0%	-
Total Tuition and Related Fees Expense	545,210	304,978	55.9%	342,434
School Generated Funds Expense				
Supplies & Services	7,000	-	0.0%	-
Cost of Sales	540,000	-	0.0%	-
Non-Capital Furniture & Equipment	17,000	-	0.0%	-
School Fund Expenses	1,600,000	-	0.0%	-
Amortization of Tangible Capital Assets	10,064	2,516	25.0%	712
Total School Generated Funds Expense	2,174,064	2,516	0.1%	712

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended November 30, 2015

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Complementary Services Expense				
Administration Salaries & Benefits	-			
Instructional Salaries & Benefits	302,220	78,777	26.1%	66,561
Program Support Salaries & Benefits	85,648	35,423	41.4%	28,659
Instructional Aids	1,800	4,302	239.0%	5,486
Supplies & Services	169,054	7,205	4.3%	19,879
Non-Capital Furniture & Equipment	-	1,268	-	-
Communications	3,000	237	7.9%	3,250
Travel	69,300	8,095	11.7%	6,622
Professional Development (Non-Salary Costs)	5,809	187	3.2%	689
Student Related Expenses	-	-	0.0%	(115)
Contracted Transportation & Allowances	53,396	14,963	28.0%	16,833
Amortization of Tangible Capital Assets	1,615	404	25.0%	182
Total Complementary Services Expense	691,842	150,861	21.8%	148,046
External Service Expense				
Program Support Salaries & Benefits	102,953	25,602	24.9%	59,975
Instructional Aides	1,130	-	0.0%	
Supplies & Services	3,540	68	1.9%	1,367
Communications	1,500	305	20.3%	529
Travel	17,530	3,178	18.1%	5,155
Student Related Expenses	1,175	-	0.0%	
Professional Development (Non-Salary Costs)	2,000	4,710	235.5%	-
Total External Services Expense	129,828	33,863	26.1%	67,026

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended November 30, 2015

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Other Expense				
Interest and Bank Charges:				
Current Interest and Bank Charges	102,400	1,386	1.4%	692
Interest on Other Capital Loans and Long Term Debt				
School Facilities	392,277	78,422	20.0%	94,332
Other	39,941	-	0.0%	-
Total Interest and Bank Charges	534,618	79,808	14.9%	95,024
Loss on sale of capital assets	-	340	340.0%	-
Total Other Expense	534,618	80,148	15.0%	95,024
TOTAL EXPENSES FOR THE YEAR	91,669,484	23,197,474	25.3%	22,719,933

Budget to actual Variance Analysis for September 2015– November 2015

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

- **Revenue - \$30,766,555 - 35% of budget (in 2014, 38% of Budget)**
- **Expenses - \$23,197,474 - 25% of budget (in 2014, 26% of Budget)**

Revenues

Property Tax Revenues (48.6%)

- Timing of tax revenues collected during the year is not linear through the year. Trend is similar to prior years . (52% in 2014; 43% in 2013)

Grants (24.3%)

-Operating grants – On track at 25% - no adjustments.

-Capital grants– Budget: \$1,203,335 (PMR)
Actual: 0 (PMR)

- PMR funding of \$1,203,335 was received in June, 2015 and reflected within the accumulated surplus - restricted reserve balance at Aug 31, 2015 of \$839,743. During Sept – Nov, 2015 - \$14,645 has been spent on PMR at Frontier School – leaving a balance of \$825,098.

-Other Ministry Grants – Nutrition grant received of \$52,094 – budgeted as Grants from Others at \$52,000

-SGI Grant (budgeted as Grants from Others) – process has changed in current year – received \$3,267 in December as first payment of the \$290,204 grant – in prior year received grant evenly over ten months.

Tuition (0%)

- No revenue received – similar to prior year.

Complementary (57.4%)

- Operating grants for PreK are tracking to budget @ 25%(84,201/336,804)

- Received full \$344,682 funding for Reading Hoshin in the current quarter. Budgeted funding of \$350,000 for this project.

- Received 42% of tuition revenue re Chinook International Program (\$50,050/\$120,440).

External Services (12.7%)

- Grants for Cognitive Disability are tracking to budget @25% (14,315/57,409)

- FAW funding is received once a year in June/July – (Budget \$76,516)

Other (19.2%)

- Revenue less than prior year (28.2%), but timing of miscellaneous revenue is not consistent.

Expenses

Governance (15.8%)

- Tracking lower than prior year – 20.9% in 2015

Administration (24.5%)

- Tracking as budgeted – similar as prior year at 24.6%

Instructional (27.8%)

- Tracking overall expenditures as in prior year at 27.8% - majority of expenditures will be over 10 months

- **Teacher Salaries** (27.97%)

- o paid over 10 months ; therefore would expect to be at 30% (3/10 months)

FTE per MBF – 470.38; FTE per SRB at Nov 30 – 461.19 FTE MBF includes 10 FTE contingencies.

- **Program Support Salaries** (29.92%)

- o paid over 10 months ; therefore would expect to be at 30% (3/10 months)

- **Supplies & Services** (39.19%)

- o Computer Supplies & Services at 46.81% of budget. Some annual costs are incurred in first part of the year including MicroSoft, Follett, Scholantis and IBM

Plant (18.8%)

- Tracking similar as prior year at 17.5%

Transportation (24.4%)

-Tracking overall lower than prior year at 27%

- Salaries at 27.64% vs 26.66% in 2015 –
 - o Bus drivers are paid over 10 months; Supervisor, Admin and Mechanics are paid over 12 months.

Bus Drivers & Subs (\$2,663,665 divided by 10 months X for 3 months)	=	\$799,100
Transportation Supervisor /Admin (\$275,014 x 3/12)		68,754
Mechanics (\$702,855 x 3/12)		175,713
Benefits (\$658,390 x 3/10)		<u>197,517</u>
Total budget allocation for 3 months	=	\$1,241,048
Less actual expended	=	\$1,188,411
Variance (under budget)	=	52,637

- Other items tracking as budgeted and/or in similar trend as prior year.
- Included in operating grant revenue is funding for the purchase of buses in the amount of \$910,884. The board approved \$1,360,884 for the purchase of buses. To date, \$856,416 has been spent on nine bus renewals which are reflected as a capital purchase and not as an expenditure.

Tuition & Related Fees (55.9%)

- Great Plains College tuition paid \$304,133 (budget \$ 301,298).
- Prairie Rose School Division will be made in January 2016.

Complementary Services Expense (21.8%)

- Tracking as budgeted and/or similar trends as the prior year.

External (26.1%)

- Tracking as budgeted and/or similar trends as the prior year.

Other Expenses (15.0%)

- Interest expense at 18.0% - Budget includes interest for annual payment on BMO loan in April and estimate for overdraft interest on our operating line which we will likely access in April or May 2016.

Jackie Wiebe

From: Daniel Olmsted
Sent: January-11-16 12:02 PM
To: Rodney Quintin; Jackie Wiebe
Cc: Kevin Jones
Subject: Chinook Bus Garage Parking Upgrade: Post tender Pricing
Attachments: Post_tender_rev.pdf; PT_ESK-001.pdf; PT_ESK-002.pdf; chinook Bus parking lot 2016 post tender.docx; 400 amp Bus plug in service..pdf

Hi Rod:

I have received post tender pricing this morning from Riverside Electric

Riverside lowered their price to

City of Swift New Service

\$49,500.00

\$5,382.42

Options

LED lighting in car rail TYPE A
original tender)

\$2,358.00

(This was in

New heads on owner supplied standard TYPE B
base cabling and 2 heads)

\$4,280.00

(includes concrete

We recommend accepting revised pricing plus TYPE B Option SUB TOTAL

\$59,162.42

Consultant Fees

\$3,500.00

I have attached all backups

Dan Olmsted
Supervisor of Maintenance
Chinook School Division #211
306-778-9200 Ext 233
306-741-3179