

REGULAR MEETING ----- June 20, 2016

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 20, 2016 at 3:00 p.m. in the Chinook Education Centre.

PRESENT: Larry Caswell
Randy Beler
Elaine Anderson
Shane Andrus
Cassandra Appelgren
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: Rodney Fairbrother
Kyle McIntyre - Deputy Director of Education

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

AGENDA 087/16 Ford THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 088/16 Wright THAT the Minutes of the Regular Meeting of June 10, 2016, be approved, as presented.

CARRIED

CONSENT 089/16 Weinbender THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

REGULAR MEETING ----- June 20, 2016

BUDGET 090/16 Weinbender THAT Administration be authorized to submit the 2016 – 2017 Budget Estimates to the Ministry of Education for approval.

CARRIED

SCHEDULE 091/16 Ramage THAT the Chinook School Division Board of Education will
OF FEES approve the Schedule of Fees and Compensation Related Fees as attached.

CARRIED

Sharie Sloman, Controller, presented the Quarterly Interim Financial Statement and Supporting Schedules for the period ended May 31, 2016.

FINANCIAL 092/16 Andrus THAT the Quarterly Interim Financial Statement and Supporting
STATEMENTS Schedules for the period ended May 31, 2016 are approved as attached.

CARRIED

COMM. 093/16 Appelgren THAT the Communications Monitoring Report be received.
REPORT

CARRIED

Joanne Booth, Communications Coordinator, presented the Communications Monitoring Report.

CLOSED 094/16 Andrus THAT the Board of Education recess the meeting to go into
Closed Session.

CARRIED

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OPEN 095/16 Anderson THAT the Board of Education rise and report

CARRIED

AP 808 096/16 Appelgren THAT the new Administrative Policy 808, Fifteen Passenger Vans, be approved as attached.

CARRIED

HR
REPORT 097/16 Appelgren THAT the Employee Contracts be ratified as contained in the Human Resources Report dated June 20, 2016.

CARRIED

PUBLIC
SECTION
LEVY 098/16 Beler THAT the Chinook School Division Board of Education is committed to contribute \$7.00 per student to fund the Public Section Litigation Levy for the 2016 – 2017 fiscal year.

Recorded Vote Requested by Shane Andrus

In favor: Cassandra Appelgren, Randy Beler, Larry Caswell, Bernie Ford, Tim Ramage, Tim Weinbender and Shauna Wright

Opposed: Elaine Anderson and Shane Andrus

CARRIED

ASHLEY
PARK TITLE
TRANSFER 099/16 Ramage THAT the Chinook Board of Education authorizes the transfer of Title Number 121011174, Ashley Park School Site, to the City of Swift Current, for Community Development Purposes.

CARRIED

REGULAR MEETING ----- June 20, 2016

VOTE 100/16 Ford
COUNTING
MACHINES

THAT the Chinook Board of Education authorizes the use of vote counting machines for the School Board Election being held on October 26, 2016 in Ward 8.

CARRIED

VANGUARD 101/16 Wright
SCC

THAT the Chinook School Division Board of Education will approve the request of the Vanguard SCC to grant \$500.00 in support of the Bicycle Safety Rodeo.

CARRIED

PONTEIX 102/16 Wright
SCC

THAT The Chinook School Division Board of Education will approve the request of the Ponteix SCC to grant \$500.00 in support of their REFLEX Math Program.

CARRIED

ADJOURN 103/16 Appelgren

THAT we do now adjourn.

CARRIED

Board Chair

CFO

Chinook School Division

Schedule of Fees

Approval Date: 20-Jun-16

Implementation Date: 01-Sep-16

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	<u>\$235.00</u>	
Category ii	Attendance at meetings less than 3 hours	<u>\$117.50</u>	
Category iii	Attendance at meetings more the 3 hours	<u>\$235.00</u>	
Category iv	Attendance at meetings as official Board representative	<u>\$235.00</u>	
Category v	Attendance at Seminars, Conventions, Trustee Development	<u>\$235.00</u>	
Category vi	Board Chair per diem allowance	<u>\$52.00</u>	
Category vii	Monthly internet allowance	<u>\$41.80</u>	
Category viii	Monthly preparation allowance	<u>\$117.50</u>	
Category ix	Travel time per km.	<u>\$0.26</u>	
Category x	Meals and Mileage		
	Government Rate Per Km	<u>\$ 0.4006</u>	Apr-16
	Breakfast	<u>\$ 8.00</u>	
	Lunch	<u>\$ 14.00</u>	
	Dinner	<u>\$ 19.00</u>	
Category xi	Monthly in town travel: City Trustees	<u>\$51.00</u>	
Category xii	Monthly in town travel: Board Chair	<u>\$102.00</u>	
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	<u>\$ 1,500.00</u>	Sep-16
Category ii	Schools with enrolment 101 to 300	<u>\$ 1,500.00</u>	Sep-16
Category iii	Schools with enrolment >300	<u>\$ 1,500.00</u>	Sep-16

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	<u>\$ 13,965.00</u>	
Category ii	Prairie Rose School Division Tuition Agreement	<u>\$ 8,700.00</u>	
Category iii	Chinook Cyber School (per course) http://www.chinooksask.ca/tuition.html	<u>\$ 500.00</u>	
Category iv	Chinook International Program		
	Application Fee (non-refundable)	<u>\$ 200.00</u>	
	Custodianship Fee	<u>\$ 300.00</u>	
	Homestay Placement Fee	<u>\$ 400.00</u>	
	Tuition	<u>\$ 9,100.00</u>	
	Medical Insurance	<u>\$ 600.00</u>	
	Homestay Fee per Month	<u>\$ 500.00</u>	

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 ii	Work experience (per km)		<u>\$ 0.33</u>
Category iii	Special Needs Student Program required travel (per km)		<u>\$ 0.33</u>
Category iii	Allowance in lieu of bussing (per km)	Gov'nt Rates	<u>\$ 0.4006</u> Apr-16

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

Chinook School Division No. 211
Statement of Financial Position
as at May 31, 2016

	2016	2015
Financial Assets		
Cash and Cash Equivalents	5,176,822	25,056,045
Accounts Receivable	13,220,721	18,132,189
Portfolio Investments	73,807	82,365
Total Financial Assets	18,471,350	43,270,599
Liabilities		
Accounts Payable and Accrued Liabilities	6,706,085	5,901,515
Long Term Debt	13,262,086	11,924,332
Liability for Employee Future Benefits	1,595,800	1,630,800
Deferred Revenue	3,171,866	2,658,792
Total Liabilities	24,735,837	22,115,439
Net Financial Assets	(6,264,487)	21,155,160
Non-Financial Assets		
Tangible Capital Assets	97,615,627	94,375,983
Inventory of Supplies for Consumption	369,771	302,890
Prepaid Expenses	510,346	569,962
Total Non-Financial Assets	98,495,745	95,248,835
Accumulated Surplus	92,231,258	116,403,995

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for period ended May, 2016

	2016 Budget	2016 Actual - YTD	% of Budget YTD	2015 Actual - YTD
REVENUES				
Property Taxation	39,374,940	22,923,089	58.2%	25,231,771
Grants	45,379,487	32,987,193	72.7%	32,223,743
Tuition and Related Fees	482,076	486,553	100.9%	341,368
School Generated Funds	2,188,400	-	0.0%	-
Complementary Services	841,744	370,930	44.1%	721,383
External Services	133,925	395,819	295.6%	112,892
Other	562,000	406,589	72.3%	540,142
Total Revenues (Schedule A)	88,962,572	57,570,173	64.7%	59,171,299
EXPENSES				
Governance	520,150	430,144	82.7%	379,276
Administration	3,746,548	2,837,142	75.7%	2,735,880
Instruction	59,898,497	50,735,924	84.7%	52,437,588
Plant	12,829,259	8,420,562	65.6%	7,717,467
Transportation	10,599,467	8,130,736	76.7%	8,194,228
Tuition and Related Fees	545,210	535,820	98.3%	557,412
School Generated Funds	2,174,064	6,870	0.3%	9,023
Complementary Services	691,842	442,894	64.0%	548,420
External Services	129,828	224,801	173.2%	238,840
Other Expenses	534,618	316,183	59.14%	339,184
Total Expenses (Schedule B)	91,669,483	72,081,077	78.6%	73,157,319
Surplus (Deficit) for the Period	(2,706,911)	(14,510,904)		(13,986,020)
Accumulated Surplus, Beginning of Year		106,742,162		
Accumulated Surplus, End of Period		92,231,258		

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended May 31, 2016

	2016 Budget	2016 Actual - YTD	% of Budget YTD	2015 Actual - YTD
Property Taxation Revenue				
Tax Levy Revenue:				
Property Tax Levy Revenue	39,374,940	22,923,089	58.2%	25,231,771
Total Property Taxation Revenue	39,374,940	22,923,089	58.2%	25,231,771
Grants:				
Operating Grants				
Ministry of Education Grants:				
K-12 Operating Grant	43,820,748	32,865,561	75.0%	30,957,878
Other Ministry Grants	13,200	64,619	489.5%	-
Total Ministry Grants	43,833,948	32,930,180	75.1%	30,957,878
Other Provincial Grants	-	-		6,933
Grants from Others	342,204	57,013	16.7%	307,691
Total Operating Grants	44,176,152	32,987,193		31,272,502
Capital Grants				
Ministry of Education Capital Grants	1,203,335	-	0.0%	951,241
Total Capital Grants	1,203,335	-	0.0%	951,241
Total Grants	45,379,487	32,987,193	72.7%	32,223,743

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended May 31, 2016

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Tuition and Related Fees Revenue				
Operating Fees:				
Tuition Fees:				
School Boards	-	13,050		-
Federal Government and First Nations	482,076	473,503	98.2%	341,368
Individuals and Other	-	-	0.0%	-
Total Tuition Fees	482,076	486,553	100.9%	341,368
Total Tuition and Related Fees Revenue	482,076	486,553	100.9%	341,368
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	252,603	75.0%	244,638
Other	350,000	-	0.0%	318,606
Other Federal Grants		25,000		25,000
Other Grants	27,000	4,000	14.8%	8,585
Total Operating Grants	713,804	281,603	39.5%	596,829
Fees and Other Revenue				
Tuition and Related Fees	120,440	75,595	62.8%	102,529
Other Revenue	7,500	13,732	183.1%	22,025
Total Fees and Other Revenue	127,940	89,327	69.8%	124,554
Total Complementary Services Revenue	841,744	370,930	44.1%	721,383

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenue
for the year ended May 31, 2016

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
External Services				
Operating Grants:				
Other Ministry Grants		344,682		
Other Provincial Grants	57,409	42,946	74.8%	37,892
Other Grants	76,516	-	0.0%	75,000
Total Operating Grants	133,925	387,628	289.4%	112,892
Fees and Other Revenue				
Other Revenue	0	8,191	-	-
Total Fees and Other Revenue	0	8,191	-	-
Total External Services Revenue	133,925	395,819	295.6%	112,892
Other Revenue				
Miscellaneous Revenue	373,000	200,944	53.9%	359,034
Sales & Rentals	99,000	61,235	61.9%	56,511
Investments	90,000	113,137	125.7%	118,804
Gain on Disposal of Capital Assets	-	31,273		5,792
Total Other Revenue	562,000	406,589	72.3%	540,142
TOTAL REVENUE FOR THE YEAR	88,962,572	57,570,173	64.7%	59,171,299

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended May 31, 2016

	2016 Budget	2016 Actual - YTD	% of Budget - YTD	2015 Actual - YTD
Governance Expense				
Board Members Expense	194,500	114,452	58.8%	136,043
Conventions - Board Members	38,700	29,599	76.5%	30,877
School Community Councils	66,000	50,522	76.5%	50,437
Elections	4,000	2,537	63.4%	-
Other Governance Expenses	216,950	233,034	107.4%	161,918
Total Governance Expense	520,150	430,144	82.7%	379,276
Administration Expense				
Salaries	2,582,696	1,988,238	77.0%	1,935,393
Benefits	277,234	207,722	74.9%	208,771
Supplies & Services	196,137	157,787	80.4%	65,445
Non-Capital Furniture & Equipment	49,544	5,438	11.0%	33,492
Building Operating Expenses	88,100	66,169	75.1%	67,401
Communications	81,601	78,594	96.3%	76,025
Travel	96,413	67,094	69.6%	77,028
Professional Development	64,750	18,476	28.5%	19,707
Amortization of Tangible Capital Assets	310,073	247,624	79.9%	252,618
Total Administration Expense	3,746,548	2,837,142	75.7%	2,735,880
Instruction Expense				
Instructional (Teacher) Salaries	41,306,410	35,638,872	86.3%	36,496,251
Instructional (Teacher) Benefits	1,918,598	1,663,898	86.7%	1,798,906
Program Support (Non-Teacher Contract) Salaries	8,772,500	8,030,381	91.5%	8,188,314
Program Support (Non-Teacher Contract) Benefits	1,645,345	1,468,290	89.2%	1,512,915
Instructional Aids	2,201,329	1,242,655	56.5%	1,072,317
Supplies & Services	710,876	626,086	88.1%	552,966
Non-Capital Furniture & Equipment	687,489	403,129	58.6%	753,840
Communications	187,971	149,058	79.3%	148,950
Travel	886,994	585,404	66.0%	517,013
Professional Development	566,789	271,639	47.9%	604,286
Student Related Expense	304,996	238,945	78.3%	231,420
Amortization of Tangible Capital Assets	709,200	417,567	58.9%	560,410
Total Instruction Expense	59,898,497	50,735,924	84.7%	52,437,588

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended May 31, 2016

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Plant Operation & Maintenance Expense				
Salaries	3,384,722	2,454,660	72.5%	2,429,789
Benefits	595,883	437,893	73.5%	429,427
Supplies & Services	18,630	9,183	49.3%	(9,197)
Non-Capital Furniture & Equipment	36,100	38,028	105.3%	72,755
Building Operating Expenses	5,854,138	3,436,917	58.7%	2,766,091
Communications	23,870	7,168	30.0%	7,386
Travel	173,600	72,097	41.5%	83,856
Professional Development	7,000	2,250	32.1%	6,024
Amortization of Tangible Capital Assets	2,735,316	1,962,366	71.7%	1,931,336
Total Plant Operation & Maintenance Expense	12,829,259	8,420,562	65.6%	7,717,467
Student Transportation Expense				
Salaries	3,641,535	3,190,282	87.6%	3,125,235
Benefits	658,390	545,711	82.9%	530,829
Supplies & Services	1,506,200	878,590	58.3%	1,035,657
Non-Capital Furniture & Equipment	1,058,892	743,138	70.2%	777,923
Building Operating Expenses	381,800	108,404	28.4%	110,644
Communications	17,000	13,953	82.1%	11,941
Travel	23,000	35,296	153.5%	22,656
Professional Development	37,168	17,549	47.2%	14,421
Contracted Transportation	1,861,568	1,620,746	87.1%	1,584,773
Amortization of Tangible Capital Assets	1,413,915	977,067	69.1%	980,150
Total Student Transportation Expense	10,599,468	8,130,736	76.7%	8,194,228
Tuition and Related Fees Expense				
Tuition Fees	485,898	466,008	95.9%	499,934
Transportation Fees	59,312	69,812	117.7%	57,478
Total Tuition and Related Fees Expense	545,210	535,820	98.3%	557,412
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%	1,475
Amortization of Tangible Capital Assets	10,064	6,870	68.3%	7,548
Total School Generated Funds Expense	2,174,064	6,870	0.3%	9,023

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended May 31, 2016

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Complementary Services Expense				
Administration Salaries & Benefits	-			
Instructional Salaries & Benefits	302,220	239,902	79.4%	217,642
Program Support Salaries & Benefits	85,648	95,297	111.3%	85,599
Instructional Aids	1,800	12,663	703.5%	8,391
Supplies & Services	169,054	28,209	16.7%	116,334
Non-Capital Furniture & Equipment	-	1,944	-	525
Communications	3,000	7,457	248.6%	14,981
Travel	69,300	19,573	28.2%	66,423
Professional Development (Non-Salary Costs)	5,809	340	5.9%	689
Student Related Expenses	-	609	0.0%	228
Contracted Transportation & Allowances	53,396	35,963	67.4%	36,281
Amortization of Tangible Capital Assets	1,615	937	58.0%	1,327
Total Complementary Services Expense	691,842	442,894	64.0%	548,420
External Service Expense				
Program Support Salaries & Benefits	102,953	77,029	74.8%	163,116
Plant Operation & Maintenance Salarie & Benefits				29
Instructional Aides	1,130	232	20.5%	-
Supplies & Services	3,540	87,226	2464.0%	61,483
Communications	1,500	900	60.0%	1,497
Travel	17,530	54,704	312.1%	11,620
Student Related Expenses	1,175	-	0.0%	-
Professional Development (Non-Salary Costs)	2,000	4,710	235.5%	1,095
Total External Services Expense	129,828	224,801	173.2%	238,840

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the year ended May 31, 2016

	2016 Budget	2016 Actual	% of Budget YTD	2015 Actual - YTD
Other Expense				
Interest and Bank Charges:				
Current Interest and Bank Charges	102,400	2,669	2.6%	1,707
Interest on Other Capital Loans and Long Term Debt				
School Facilities	392,277	286,395	73.0%	263,998
Other	39,941	26,779	67.0%	39,472
Total Interest and Bank Charges	<u>534,618</u>	<u>315,843</u>	59.1%	<u>305,177</u>
Loss on sale of capital assets	-	340	340.0%	34,007
Total Other Expense	534,618	316,183	59.1%	339,184
TOTAL EXPENSES FOR THE YEAR	91,669,484	72,081,077	78.6%	73,157,319

Budget to actual Variance Analysis for September 2015– May 2016

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

- **Revenue - \$57,570,173 - 65% of budget (in 2015, 69% of Budget)**
- **Expenses - \$72,134,250 - 79% of budget (in 2015, 82% of Budget)**

Revenues

Property Tax Revenues (58.2%)

- Timing of tax revenues collected during the year is not linear. 2015 reported higher property taxes mainly due to “catch up” payments of City of Swift Current taxes which had not been consistent. This has now been rectified and we are receiving monthly remittances from the City. Trend is similar to prior years. (60.3% in 2015; 58.1% in 2014)

Grants (72.7%)

-Operating grants – On track at 75.0% of budget

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

Actual: 0 (PMR)

- PMR funding of \$1,488,253 to be received as per the budget announcement on June 1, 2016. During the current school year, \$518,956.73 has been spent on PMR at various projects including Eastend, Herbert, Frontier, Leader, and SCCHS schools. There was an opening balance of \$839,742 (within accumulated surplus restricted reserve) – leaving a balance of \$320,785 - before new funds are received.

-Other Ministry Grants – Nutrition grant received of \$52,094 – included in budget item Grants from Others at \$52,000; and \$12,525 received for EAL (budget of \$13,200)

-SGI Grant (budgeted as Grants from Others) budget of \$290,204 - received \$57,013. (19.65%) For the 2015-16 budget year, SGI has a new funding model that matches funding to actual service provided. The past funding was a monthly payment based on an estimated budget of operating costs paid out over the school year. Per our discussion with SGI around the funding model, they have indicated to us that they will be funding for Driver Ed as it is being completed and not prior and was under the previous funding model. This effects our cash flow for this current budget year.

Tuition (100.9%)

-Full year of billings for tuition for Nekaneet First Nations included. In prior year, spring billing was not billed until fourth quarter.

-Received \$13,050 payment for tuition and transportation from Prairie Rose School Division.

Complementary (44.1%)

- Operating grants for PreK are tracking to budget @ 75%.
- Budget of \$350,000 for Reading Hoshin -received full \$344,682 funding, but recorded in external services per new Ministry instructions.
 - Received 62.8% of tuition revenue re Chinook International Program (\$75,595/\$120,440).

External Services (295.6%)

- Other Provincial Grants include the grant for Cognitive Disability. It is tracking to budget @75% (42,946/57,409)
- FAW funding is received once a year in June/July – (Budget \$76,516)
- Reading Hoshin funding received \$344,682- budgeted in complementary as per above.

Other (72.3%)

- Miscellaneous Revenue less than prior year, due mainly to a significant SSBA insurance claim collected in 2015.
- Investments – interest paid on cash held in the bank account \$113,137 (125.7%) due to higher than anticipated cash flow.

Expenses

Governance (82.7%)

- Overall tracking slightly higher than prior year – 77.5% in 2015.
- Board Members Expense decrease from prior years at 58.8% (compared to 70.5% in 2015)
- School Community Councils expenditure at 76.5% with the grants to school community councils of \$43,500 paid out at start of year.
- Other Governance Expenses at 107.4% (88.3% in 2015) - Includes Public Section - \$4,576.80 for operational levy and \$54,874.50 for litigation; includes \$14,249 to Ernie Cychmistruk for Liam's 360 review.

Administration (75.7%)

- Tracking similar as prior year at 76.7%
- Salaries at 77% due mainly to Michelle Braun's contract increased to 100% from 80% that was not budgeted as well as Kim Redekop working overtime on the document management cumulative folder project.
- Supplies & Services budget was increased in 2016 to include annual fees for SRB, KEV and MyBudgetFile programs.
- Communications at 96.3% largely due to postage costs at \$51,271.59 with budget of \$45,000.

Instructional (84.7%)

- Tracking overall expenditures lower than prior year

- **Teacher Salaries** (86.3%)
 - paid over 10 months ; therefore would expect to be at 90% (9/10 months)

FTE per MBF – 470.38; FTE per SRB at May 31 – 461.14 FTE. MBF includes 10 FTE contingencies.

- **Program Support Salaries** (91.5%)
 - paid over 10 months ; therefore would expect to be at 90% (9/10 months)
 - Student counsellors were under budgeted by 2 FTE
 - In August 2015 hired a support Educational Psychologist that would not have been included in support budget. Budget would have been included in teacher salaries

Plant (65.6%)

- Tracking similar to prior year – (2015 – 60.3%)

- Building operating Expenses at 58.7% - Included in the budget for building operating expenses is

\$1,203,335 for PMR projects with only \$518,956.73 being spent on PMR projects during Sept -May/16

- Some of the maintenance projects occur in the summer months which pushes back this expense
- During the 2015/16 budget process, \$258,335 of minor renovations that were normally reported in the plant budget (building operating expenses) were moved to PMR projects and completed under that program. Essentially freeing up \$258,335 of funding for use in other areas.

Transportation (76.7%)

-Tracking overall lower than prior year – (2015 – 82.5%)

- Salaries at 87.6% vs 88.2% in 2015

- Travel includes costs for bus driver meeting - budgeted within Professional Development

- Other items tracking as budgeted and/or on 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 \$1,473,393 has been spent on 17 bus renewals including the replacement bus for the Cabri accident (\$102,336) which are reflected as a capital purchases and not as expenditures. (Chinook received \$79,375 from SGI as insurance proceeds reported in Other Revenue section.) Included in the above spent to date amount is the purchase of one used bus as well.

Tuition & Related Fees (98.3%)

- Tracking overall similar to prior year – (2015 - 105.30%)
- Great Plains College tuition paid \$304,133 (budget \$ 301,298).
- Prairie Rose School Division tuition and transportation fees paid \$233,098 (budget \$215,912). Variance is due to recalculations of routes that were incorrectly calculated in the prior year, addition of one student to a route and transportation of a student to Eagle Butte (High School) from a route that previously did not have any high school students.

Complementary Services Expense (64.0%)

- With Reading Hoshin budget items of \$160,300 moved to External – the actual budget would be \$531,542 – therefore expenditures would be 83% of budget – (2015 – 103.8%)
- Program Support Salaries and Benefits at 85.9% budget due to the EA's at Central PreK – the original budget had 1.1 positions budgeted, but there are actually 2.0 positions.
- Budget for the CIP program was coded to Supplies & Services however expenses have been recorded to instructional aids and communications

External (173.2%)

- Reading Hoshin items reclassified to External of \$133,294. – actual costs of original budget would be (224,801 – 133,294) =91,506 – actual 70% of budget.
- No RIC program expenditures this year.

Other Expenses (59.1%)

- Tracking as budgeted, with less than anticipated interest costs.

ADMINISTRATIVE POLICY No. 808

FIFTEEN – PASSENGER VANS

BACKGROUND

Chinook School Division provides fifteen-passenger vans for eligible schools to facilitate some division sanctioned curricular and extra-curricular travel. However, as fifteen-passenger vans may pose a higher risk under certain circumstances, the Board of Education believes that clear guidelines must be put in place to ensure that all travel and travel decisions are made with the safety of students paramount. Whenever possible, applicable safety guidelines and industry information on best practices in the use of 15 passenger vans must be employed.

PROCEDURES

1. *Operation Related*

- 1.1 The approval of the use of a fifteen-passenger van to transport students, staff members and volunteers to an extra-curricular event shall be by the principal or designate.
- 1.2 The approval of the use of a fifteen-passenger van to transport students and staff members for division sanctioned curricular activities (eg: P.A.A., Adaptive Aquatics) shall be by the Superintendent of Schools in consultation with the principal and/or special education consultant(s).
- 1.3 Generally the use of fifteen passenger vans to transport students from home to school in the morning and from school to home in the afternoon is discouraged and should only be considered under exceptional circumstances. This practice is prohibited if the maximum number of students exceeds eight.
- 1.4 Any fifteen-passenger van, whether rented or provided to a school, will be operated in compliance with Chinook Policy and all regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 1.4.1 The operation of fifteen-passenger vans shall come under the general supervision of the Transportation Manager. The responsibility for the day-to-day operation and maintenance of such a passenger van shall be the responsibility of the principal. The principal, in consultation with the Manager of Transportation, shall ensure scheduling of the annual safety inspection of Chinook Van(s) by Chinook staff or designated contractors.

- 1.4.2 Whenever possible, all passengers shall be seated ahead of the rear wheels of the 15 passenger van. Seat belts shall be used at all seating positions. Drivers shall be responsible for complying with manufacturers recommended load limits.
- 1.4.3 The method of storing equipment in fifteen passenger vans shall comply with all regulations and requirements under the Highway Traffic Act or any other applicable statute. Luggage shall be secured and no materials shall be stored on the roof.
- 1.4.4 Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions. All vans will have GPS monitoring systems installed that can be accessed as required.
- 1.4.5 In the event that an extra-curricular trip is required to stay overnight due to unforeseen weather conditions, the costs incurred for this must be approved by the Director or designate and will be covered by the Board of Education.
- 1.4.6 In the event of an accident, the reporting procedures established by the Transportation Manager in APP 7.1 shall be followed.

2. *Driver Related*

- 2.1 Any driver operating a fifteen-passenger van will comply with the provisions of this administrative procedure, any rules or requirements established by the Transportation Manager and any regulations and requirements under the Highway Traffic Act or any other applicable statute. All potential drivers shall annually provide the following to the Principal prior to being considered to drive a van
 - 2.1.1 A copy of the driver's license and a copy of the driver's license abstract.
 - 2.1.2 A criminal record check in alignment with procedures detailed in AP 501 (7). The Principal shall keep these documents and provide copies as requested by the transportation department.
- 2.2 Drivers shall have the skills to handle a large van in all expected and emergent road and weather conditions. All drivers shall have received an orientation approved by the Division prior to driving a van.

- 2.3 Drivers shall ensure that they are adequately rested to perform their duty as a driver. Should the driver become fatigued prior to completion of the trip he or she shall stop the vehicle as necessary to rest. In no case shall the school intentionally plan a trip that will exceed 15 hours on duty in length within a 24 hour period without the provision of a second driver.
- 2.4 Under no circumstances shall a student be the driver of a fifteen-passenger van.
- 2.5 Drivers shall inform the Principal of their respective school of any and all driving infractions as they occur.
 - 2.5.1 The driver shall supply a copy of any infraction offence to the Principal of their respective school who will subsequently forward a copy to the Transportation Manager.
 - 2.5.2 Each year, each van driver shall complete the Driver Information Form APP 7.2 prior to driving the van. A copy of the Driver Information Form APP 7.2 must be supplied to the Transportation Manager.
 - 2.5.3 If a driver has been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the preceding three years which are identified on the Driver Information APP 7.2, the driver must obtain, at his/her own expense, a driver's license abstract and a copy of this form shall be supplied to the Principal of the respective school, and also to the Transportation Manager.

3. *Operational Cost Related*

- 3.1 The procurement of fifteen-passenger vans for deployment to schools shall be managed through Chinook policies and budget allocations as approved by the Board.
- 3.2 Any fifteen-passenger van provided to a school shall be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.
- 3.3 Student accident insurance shall be in place for all student-occupants in the van.

- 3.4 Operational costs for fifteen passenger vans deployed to schools shall be the responsibility of Chinook School Division. Chinook shall charge back fuel costs plus other operational costs for travel at the rate per kilometer approved annually in the Schedule of Fees.
- 3.5 Safety inspections shall be conducted by Chinook staff or designated contractors to comply with provisions of the Highway Traffic Act. Reports from the inspections shall be retained by the Chinook Transportation Department.

Reference: Section 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act Highway Traffic Act

Forms Manual: Form APP 7.1; Form APP 7.2

New Policy: June 20, 2016