

**REGULAR MEETING ----- January 14, 2019**

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, January 14, 2019 at 3:00 p.m. in the Chinook Education Centre.**

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

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

**GUESTS:** **Maverick School Staff and Students:**  
Staff: Jayne Nicolson, Principal and Marnie Kay, Teacher  
Students: Ara Ginter, Amber Pare, Justin Sawa-McGough and Robert Schumann

**Staff Presentations:**  
Rob Geiger, Manager of Information Systems  
Sharon Mayall, Curriculum Coordinator

The meeting was called to order at 3:00 p.m. by Chair Kimberly Pridmore

AGENDA      001/19 Ramage      THAT the Agenda be approved as circulated and revised.

**CARRIED**

MINUTES      002/19 Mouland      THAT the minutes of the Regular Meeting of December 10, 2018, be approved, as presented.

**CARRIED**

**REGULAR MEETING ----- January 14, 2019**

CONSENT 003/19 Caswell THAT the Consent Agenda Items be approved.  
ITEMS

**CARRIED**

BP 103 004/19 Andrus THAT the revised Board Procedure 103: Remuneration and  
Expenses, be approved as attached.

**CARRIED**

SCHEDULE 005/19 Toney THAT the revised Schedule of Fees, be approved as attached.  
OF FEES

**CARRIED**

AP 410 006/19 Hahn THAT the revised Administrative Policy 410: Safety, be  
approved as attached.

**CARRIED**

AP 511 007/19 Bridal THAT the revised Administrative Policy 511: Employee Code  
of Conduct, be approved as attached.

**CARRIED**

AP 808 008/19 Caswell THAT the revised Administrative Policy 808: Fifteen Passenger  
Vans, be approved as attached.

**CARRIED**

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

**REGULAR MEETING ----- January 14, 2019**

TECH                      009/19 Humphrey                      THAT the Technology Status Report be received.  
REPORT

**CARRIED**

Rod Quintin, Chief Financial Officer, presented the first quarter Financial Status Report.

FINANCIAL 010/19 Weinbender                      THAT the Quarterly Interim Financial Statement and Supporting  
REPORT                      Schedules for the period September 1, 2018 to November 30, 2018,  
are approved, as attached.

**CARRIED**

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

ESSP                      011/19 Ramage                      The Intro ESSP Level I (Cycle 4) Report be received.

**CARRIED**

CLOSED                      012/19 Mouland                      THAT the Board of Education recess the meeting to go into Closed  
Session.

**CARRIED**

RISE                      013/19 Andrus                      THAT the Board of Education rise and report

**CARRIED**

**REGULAR MEETING ----- January 14, 2019**

HR            014/19 Toney  
REPORT

THAT the Employee Contracts be ratified as contained in the Human Resources Report dated January 14, 2019.

**CARRIED**

FORM            015/19 Hahn  
RECOMMENDATION  
FOR DESIGNATION

THAT the Chinook Board of Education approve the Recommendation for Designation Form as attached.

**CARRIED**

LEADER        016/19 Bridal  
BUS CONTRACTS

THAT the Board of Education accept the recommendations as contained in the Business Case Report "Leader Area Bus Contracts.

**RECORDED VOTE REQUESTED BY: Al Bridal**

In favor: Al Bridal, Larry Caswell, Gwen Humphrey, Tim Ramage and Tim Weinbender

Opposed: Shane Andrus, Dianne Hahn, Katelyn Toney, Susan Mouland, and Kimberly Pridmore

**LOST**

TENDER        017/19 Andrus  
STUDENT  
TRANSPORTATION  
SERVICES

THAT Chinook School Division request tenders for the provision of Student Transportation Services for Routes 253, 460, 602, 700, 702, 703, 706, 723, 505 and 303.

THAT the deadline for tender submission be set for February 28, 2019.

THAT the Board of Education reserves the right to accept or reject any or all tenders based on evaluation criteria established for the tender process.

**RECORDED VOTE REQUESTED BY: Al Bridal**

**REGULAR MEETING ----- January 14, 2019**

In favor: Shane Andrus, Al Bridal, Dianne Hahn, Katelyn Toney, Susan Mouland and Kimberly Pridmore

Opposed: Larry Caswell, Gwen Humphrey, Tim Ramage and Tim Weinbender.

**CARRIED**

ADJOURN    018/19 Bridal

THAT we do now adjourn.

**CARRIED**

---

Board Chair

---

CFO

## **BOARD PROCEDURE NO. 103**

### **REMUNERATION AND EXPENSES**

The Division remunerates Board members in accordance with its remuneration and expense schedule. The schedule is updated annually as per the procedures.

#### **PROCEDURES**

##### ***1. Principles***

- a. The Board believes that the role of trustee is one of service to the community.
- b. It acknowledges that in serving the community personal expense is incurred.
- c. It strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.

##### ***2. Rates***

- a. Inflationary indexing of indemnity rates is to be guided by the year over year change in Statistics Canada Consumer Price Index (CPI), to the nearest dollar, for Saskatchewan as of January. Annual increases based on the index would be calculated and considered for inclusion and implementation in the subsequent budget (September).
- b. Allowance rates for travel and sustenance are to be set in alignment with rates as established from time to time by the Provincial Government.
- c. All rates established are to be reviewed in the spring of the fourth year of each election mandate. The process to conduct the review shall be by way of an Ad-Hoc Committee of the Board with appropriate administrative support. Terms of reference shall be determined in conjunction with each review cycle.

##### ***3. Schedule***

- a. The remuneration and expense schedule may recognize service and expenses incurred in the following areas:
  - i. Attendance at Board determined meetings

- ii. Attendance at Board Standing Committees (as required or invited)
  - iii. Attendance at meetings as an official representative of the Board.
    - Attendance at SCC meetings and SCC Forums in alignment with provisions of Board Policy 201
    - Attendance with Elders of each Hutterian Colony within the respective Board Member's subdivision. Outside of Board Member's subdivision, invitation upon Board Chair approval.
    - At the invitation of Schools, Graduation ceremonies and Christmas Concerts within the respective Board Member's subdivision (Indemnity and mileage reimbursement )
    - By Board Member's choice attendance at Schools, Graduation ceremonies and Christmas Concerts, mileage reimbursement only.
  - iv. Attendance at seminars, conventions, and meetings for trustee development.
- b. The schedule is to provide for payment such that payments are timely and understood clearly by the public.
- c. Questions arising out of the processing of Board member claims for payment are to be referred to the Board Chairperson.

*Revised September 9, 2013*

*Revised January 14, 2019*

# Chinook School Division

## Schedule of Fees

Approval Date: 14-Jan-19

Implementation Date: 01-Jan-19

Administrative Policy Reference **BP 103**

Board Remuneration and Expenses

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

Category i	Attendance at Board determined meetings	\$225.00	
Category ii	Attendance at Standing Committee meetings	\$112.50	
Category iii	Attendance at SCC Forums	\$112.50	
Category iv	Attendance at Approved External meetings	\$112.50	
Category v	Attendance at meetings as official Board representative	\$225.00	
Category vi	Attendance at Seminars, Conventions, Trustee Development	\$225.00	
Category vii	Board Chair per diem allowance	\$50.00	
Category viii	Attendance at SCC meetings	\$50.00	
Category ix	Attendance (Upon Invitation) Grad ceremonies / X-mas Concerts	\$50.00	
Category ix	Travel time per km.	\$0.26	
Category x	Meals and Mileage		
	Government Rate Per Km	\$ 0.4535	Oct-18
	Breakfast	\$ 8.00	
	Lunch	\$ 14.00	
	Dinner	\$ 19.00	
Category xi	Monthly in town travel: City Trustees	\$51.00	
Category xii	Monthly in town travel: Board Chair	\$102.00	
Last revision date: 31-May-16			

Administrative Policy Reference **BP 203**

Local Budget

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

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

Administrative Policy Reference **AP 403**

Non-Resident Students

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

Category i	Regulation 22 Tuition Fee Calculation	\$ 13,161.00	
Category ii	Prairie Rose School Division Tuition Agreement	\$ 8,700.00	
Category iii	Chinook Cyber School (per course)	\$ 500.00	
	<a href="http://www.chinooksask.ca/tuition.html">http://www.chinooksask.ca/tuition.html</a>		
Category iv	Chinook International Program		
	Application Fee (non-refundable)	\$ 200.00	
	Custodianship Fee	\$ 300.00	
	Homestay Placement Fee	\$ 400.00	
	Tuition	\$ 9,100.00	
	Medical Insurance	\$ 600.00	
	Homestay Fee per Month	\$ 500.00	



## Administrative Policy Reference AP 417 Student Fees

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

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

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

\*\*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>
------------	---------------------------------------	-----------------

## 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	\$ 1.18
Category ii	Bus charge (in city only per trip)		\$ 115.00
category iii	Bus charge (in city stand by per hour)		\$ 25.00
Category iv	Van charge per kilometer (w/o driver) plus fuel costs		\$ 0.40
Category v	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)		\$ 0.33
Category iii	Allowance in lieu of bussing (per km)	Gov'nt Rates	<u>\$ 0.4535</u> Oct-18

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 ancillary charges are deemed as School Generated Funds. Ancillary charges incurred by Chinook shall be charged back to the respective school. Those ancillary 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 hourly rates	Retail AP 903 1c
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	\$ 30.00	\$ 35.00	\$ 40.00
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	Ancillary 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 hourly rates - 2 hour minimum	Club	Retail
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	Ancillary Charges (set up/tear down, air conditioning, equipment usage, staff costs, late usage)	actual	actual	actual

## **ADMINISTRATIVE POLICY No. 410**

### **SAFETY**

The Chinook School Division is committed to ensuring safe, positive learning and working environments. The Director of Education is authorized to prescribe practices and procedures to ensure acceptable standards of comfort, safety, health and sanitation.

### **PROCEDURES**

#### ***1. General***

- a. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- b. The principal is to comply with Administrative Policy 902 – *Maintenance and Inspection* to ensure that procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
- c. The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with *The Occupational Health and Safety Act, 1993*.

#### ***2. Inspection of School Property Used for Storage by Students***

- a. Principals or designates are authorized to search school property in order to maintain order, safety, or discipline.
- b. 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.
- c. 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:
  - i. The search should proceed immediately if there is reason to believe that the safety of any student is in question.
  - ii. If the safety of any student is not in question:

- Attempts should be made to have the student concerned present and consent to the search.
  - 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.
  - At least one witness is to be present when a search takes place.
  - The police must conduct all intrusive searches.
- d. Any search on school premises initiated by the police is to be:
- i. Authorized by warrant or,
  - ii. In relation to drugs or weapons or,
  - iii. Coincident with the appearance of the police for the purpose of arresting a student or,
  - iv. In relation to a school initiated search that results in a request for police assistance.
- e. The principal, or designate is to accompany the police in any search unless advised by the police to the contrary.

### ***3. Fire Drill and Evacuation Plan***

- a. The principal is to develop a detailed fire drill and evacuation plan for the school, and ensure that all students and staff members are fully informed of their duties and responsibilities. The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities.

### ***4. Bus Loading***

- a. The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

### ***5. First Aid***

- a. The principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
- b. The principal is to encourage staff to have current up-to-date certification and training in first aid and CPR (Cardio Pulmonary Resuscitation). The cost of training or upgrading the training of the first member of each staff will be borne by Chinook S.D.

- c. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of *The Occupational Health and Safety Act, 1993* and *Regulations of the Act, 1996*.

## **6. Emergencies**

- a. In any school emergency the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.
- b. The principal is responsible for developing a contingency plan for emergencies consistent with the Board of Education Policy – 805 *Closure, Severe Weather and Student Transportation*.

## **7. Hospital Emergency Treatment**

- a. When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:
  - i. Attempts are made to notify the parent or guardian.
  - ii. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
  - iii. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
- b. If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

## **8. Protective Equipment**

- a. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional programs and other school-approved activities.
- b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school division's *Sport and Activity Handbook*.

## **9. Physical Activities**

- a. Procedures for physical activities safety are to be stated in the school division's *Physical Education and Safety Guidelines*
- b. It is the responsibility of the Director of Education, or designate to ensure that the *Handbook* is kept current and includes direction specific to the following:

i. Standard of Care

The Board of Education and its teachers are expected to exercise a reasonable standard of care for their students. The prevailing standard of care is that exercised by a careful parent of a large family. In Physical Education, as in all other activities of daily life, there are a degree of hazard.

ii. Physical Education Guiding Principles

Physical Education requires that the principles of: facility safety, equipment safety, sound instruction (where skills are taught in progression), supervision (where routines, procedures, expectations and risk management is minimized through visual supervision, on site supervision, and in the area supervision), and appropriate clothing and footwear be adhered to in every activity.

This policy and its accompanying appendix (Chinook Physical Education and Safety Guidelines) identify the guidelines for each activity offered by the Chinook School Division that must be followed by division students and personnel.

## ***10. Motorized Vehicular Traffic***

- a. Motorized vehicular traffic is prohibited on school property with the exception of:
  - i. Designated parking areas
  - ii. Service, maintenance and repair vehicles requiring access to specific areas.

## ***11. Unusual Threats***

- a. Principals are responsible for developing procedures to appropriately deal with emergencies or threats that are consistent with Chinook's *Emergency Response Procedures*.
- b. When an unusual threat to student or staff safety is received, the principal is to assess the situation and take appropriate action.
- c. Among appropriate and expeditious responses to be taken by the principal the following actions are to occur:
  - i. Notify the police immediately and follow all directions given by the police
  - ii. Notify the Director immediately
  - iii. Carry on with regular activities unless advised to the contrary

- by police, Director or designate.
- iv. Clear the school premises according to fire drill procedures when directed by the police, Director or designate.
- v. Avoid any area of the school, which may threaten the safety of individuals
- vi. Resume classes after clearance by the police

## ***12. Dangerous and Communicable Diseases***

- a. Any student or staff member whose health or medical condition may pose a significant health risk to others may be required to contact a physician.
- b. The physician is to be requested to provide a medical certificate stating whether the condition of the individual poses any significant threat to the health and welfare of others.

## ***13. Use of Tobacco and Smoke Related Products***

### **BACKGROUND**

Chinook School Division recognizes and accepts its responsibility to provide a safe, comfortable and healthy environment for all those who use its school buildings. *The Tobacco Control Act* contains measures to restrict youth access to tobacco products and to protect residents from environmental tobacco smoke. As a consequence, all school buildings and school grounds operated by the Division shall be free from smokeless tobacco and tobacco smoke, and marijuana smoke at all times.

Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in all schools and on all division properties.

In addition, these products are prohibited in all buses and other kinds of vehicles, either contracted or privately owned while traveling to or from school related or Division related activities.

### **PROCEDURES**

- a. Use of tobacco products in contravention of this policy by employees may result in a verbal warning, written reprimand, suspension with or without pay, or dismissal.
- b. Use of tobacco products in contravention of this policy by students may result in suspension or expulsion in accordance with Sections 153 and 154 of the Education Act.
- c. Rental clients who use tobacco products in contravention of this policy

shall receive a written notification that a future offence will result in termination of any and all rental bookings.

- d. Other persons found to be using tobacco products in contravention of this policy in Division operated school facilities will be dealt with in an appropriate manner, by the employee in charge of the school building.
- e. Notwithstanding 12 a. – d. an exception may be granted for special ceremonies under the following parameters:
  - i. The school principal has approved the ceremony.
  - ii. The school principal has consulted with the SCC to develop school specific operational guidelines for the ceremony.
  - iii. There is appropriate ventilation available in the location of the ceremony.

#### **14. *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.

#### **15. *Tragic Events***

- a. The Director of Education or designate is to ensure that the resource guide, *Responding to Tragic Events* is kept current and updated annually.
- b. The principal is to select staff members to a Tragic Events Response Team for the school at the initial meeting of the school year. That team can expect to be supported by the personnel resources of the school division, if events demand more than a school based intervention.



- c. The principal is to inform staff members and School Community Council members of the purpose and function of the Tragic Events Response Team.

*Revised: March 9, 2015*

*Revised: September 12, 2016*

*Revised: January 14, 2019*

## **ADMINISTRATIVE POLICY No. 511**

### **EMPLOYEE CODE OF CONDUCT**

#### **BACKGROUND**

The Code of Conduct is intended as a guide for employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgment and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a trade union to participate in authorized trade union activities, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of Chinook School Division (hereinafter referred to as "Chinook").

#### **PROCEDURES**

##### **1. General**

- 1.1 Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.
- 1.2 Employees shall conduct their employment-related responsibilities in an honest and diligent manner.
- 1.3 It is recognized that certain employees may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations provided however, that such codes of conduct are not contrary to statutory and/or contractual obligations of the employees.

##### **2. Conflict of Interest**

Employees shall be in conflict of interest if they:

- 2.1 Use information gained through their positions as employees to gain monetary benefit either directly or indirectly.
- 2.2 Use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

- 2.3 Utilize a private corporation in which they have shares with the intention of avoiding conflict of interest policy requirements.
- 2.4 Have family members, friends or business associates with a personal or financial interest that might present a conflict or bias in connection with their duties as Chinook employees; they must report this conflict to the Director of Education or to the supervisor of the affected department or designates in writing.
- 2.5 Receive remuneration, directly or indirectly, as an agent for the sale of furnishings, apparatus, equipment or other goods for use by a school or in any other manner violate section 368 of The Education Act, 1995.

If at the date of the approval of this regulation, any employees are in receipt of a contract with Chinook under which money of Chinook is payable, they shall so inform the Superintendent of Human Resources in writing within 30 days.

### **3. Representing Others**

Staff may not appear before outside agencies or committees on behalf of Chinook and may only represent themselves, their spouse, their parents or their minor children unless they have clear authority to represent Chinook on such things as external boards or committees.

### **4. Gifts and Payments**

Employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

- 4.1 Is other than a normal exchange of hospitality between people doing business, or
- 4.2 Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by Chinook, or
- 4.3 Is of a value in excess of \$500.

### **5. Misuse of Chinook Property**

- 5.1 Employees shall not use Chinook property (including automated resources), equipment, resources (including financial, technical and human resources), or facilities (including communications channels) of Chinook to promote or benefit personal business or political interests.

- 5.2 Employees shall be responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Chinook-owned equipment or material entrusted to their care.

## **6. Outside Employment**

Chinook employees may engage in outside employment as long as those activities do not adversely affect performance of their Chinook jobs, do not create a conflict of interest or the appearance of such, and do not violate applicable laws and regulations. Outside employment that creates a conflict of interest or the appearance of such must be declared in writing to the Director of Education or designate. Outside employment is any activity, including consulting, which is beyond a Chinook employee's normal School Division responsibilities, and which may result in payment to the employee beyond that provided by Chinook. Employees must obtain advance written approval of outside employment activities which may not be in accordance with the above from the Director of Education or designate that:

- 6.1 Take place during periods when an employee would normally be expected to be available to Chinook.
- 6.2 Use information specifically derived from Chinook work. Employees may not engage in any outside work or business activity:
  - 6.2.1 That is in conflict with their duties as Chinook employees;
  - 6.2.2 That will, or is likely to, negatively influence or affect them in carrying out their duties as Chinook employees.

## **7. Positive Ambassadorship**

The Chinook Board of Education believes its employees should be positive and appropriate ambassadors and role models within our communities. Employees are ambassadors for Chinook, hold a position of trust and responsibility in our society, and as such our personal and professional behavior is held to a higher standard by the public. All members of the school community must:

- 7.1 Respect and comply with all applicable federal, provincial, and municipal laws;
- 7.2 Demonstrate honesty and integrity;
- 7.3 Respect differences in people, their ideas, and their opinions;
- 7.4 Treat others with dignity and respect at all times, and especially when there is disagreement;

- 7.5 Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- 7.6 Respect the rights of others;
- 7.7 Show proper care and regard for school property and the property of others;
- 7.8 Respect all members of the school community;
- 7.9 Respect the need of others to work in an environment that is conducive to learning and teaching

## **8. Confidentiality**

Confidential information about Chinook, its students or employees shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic rule of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with Chinook is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.

In the course of any job, an employee may become aware of personal and confidential information. Chinook depends on the maturity and loyalty of each employee to keep private any such information.

## **9. Alcohol and Substance Use or Abuse**

The Chinook School Division is committed to providing a work environment that is free of alcohol and drug use or abuse. As a Chinook employee you should not:

- 9.1 consume alcoholic beverages during working hours;
- 9.2 consume alcohol in the 8 hour period preceding the time they operate any Chinook owned vehicle or piece of heavy equipment
- 9.3 consume, provide or serve alcoholic beverages in school division facilities, except when approved by the Director of Education or their designate.
- 9.4 consume, possess, sell or distribute illegal substances at any school division function, or at any time when you may be identified as Chinook employee.

When alcoholic beverages are approved, served and consumed at school division facilities or school division sanctioned events, the most senior employee on site is responsible for the site and for ensuring procedures are in place to comply with this section. In addition, all employees are encouraged to take reasonable steps to prevent other employees or guests from driving after consuming excessive amounts of alcohol or to report any such situation to a responsible member of management.

## **10. Use of Tobacco and Tobacco Related Products**

Tobacco, marijuana, electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in all schools and on all division properties.

In addition, these products are prohibited in all buses and other kinds of vehicles, either contracted or privately owned while traveling to or from school related or Division related activities.

## **11. Appropriate Work Attire**

The Chinook School Division encourages its employees to dress comfortably. However, it is critical that all employees maintain a professional appearance while in the workplace, or while attending company-sanctioned events. As such, appropriate attire should be worn at all times, in keeping with recognized standards, in order to project a positive division culture. This includes being neat, clean and having regard for personal hygiene and grooming. Respecting the specific responsibilities of each employee role along with adherence to workplace safety, there are variations in what may or may not be appropriate work attire. Our expectations are that employees will discuss what acceptable dress expectations are for each position with their supervisor.

## **12. Disciplinary Action**

Breach of any of the provisions of this regulation shall, following an investigation of the facts, make employees liable to disciplinary action up to and including dismissal, as is deemed to be appropriate by the Director of Education.

Reference: Section 85, 87, 108, 109, 116, 174, 175, 231 Education Act  
Local Authorities Freedom of Information and Protection of Privacy Act

*Revised February 8, 2016*

*Revised January 14, 2019*

## **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.

#### ***4. Annual Deployment***

- 4.1 Vans will receive safety inspections at one of the Swift Current, Shaunavon or Maple Creek Bus service centers over the summer months when they are not required for school use.
- 4.2 Use data from the previous year will be analyzed to determine the need for the upcoming year.
- 4.3 Vans will be re-deployed to designated schools based on the determined need for use in consideration of the remaining useful life of the van. The objective will be to maximize the value of remaining useful life for Chinook.

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*

*Revised: January 14, 2019*

**Chinook School Division No. 211**  
**Statement of Financial Position**  
**as at November 30, 2018**

	<b>2018</b>	<b>2017</b>
<b>Financial Assets</b>		
Cash and Cash Equivalents	25,597,811	22,804,192
Accounts Receivable	157,993	4,446,052
Inventories for Sale	-	309,895
Portfolio Investments	59,550	76,274
<b>Total Financial Assets</b>	<b>25,815,354</b>	<b>27,636,413</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	2,920,973	3,200,355
Long-Term Debt	12,942,257	11,673,907
Liability for Employee Future Benefits	1,906,300	1,794,300
Deferred Revenue	136,765	2,763,650
<b>Total Liabilities</b>	<b>17,906,295</b>	<b>19,432,212</b>
<b>Net Financial Assets</b>	<b>7,909,059</b>	<b>8,204,201</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets	91,926,970	94,798,283
Inventory of Supplies for Consumption	522,531	513,040
Prepaid Expenses	416,436	418,639
<b>Total Non-Financial Assets</b>	<b>92,865,937</b>	<b>95,729,962</b>
<b>Accumulated Surplus</b>	<b>100,774,996</b>	<b>103,934,163</b>

**Chinook School Division No. 211**  
**Statement of Operations and Accumulated Surplus (Deficit)**  
**for the period ended November, 2018**

	<b>2018-2019 Budget</b>	<b>2018-2019 Actual - YTD</b>	<b>% of Budget YTD</b>	<b>2017-2018 Budget</b>	<b>2017-2018 Actual - YTD</b>	<b>% of Budget YTD</b>
<b>REVENUES</b>						
Property Taxation	-	-		13,499,482	10,124,611	75.0%
Grants	77,268,641	18,818,432	24.4%	63,549,076	8,660,234	13.6%
Tuition and Related Fees	945,361	68,274	7.2%	791,343	124,205	15.7%
School Generated Funds	2,294,400	784,171	34.2%	2,294,400	559,775	24.4%
Complementary Services	419,798	128,096	30.5%	413,687	102,910	24.9%
External Services	85,896	489	0.6%	85,516	1,216	1.4%
Other	422,430	158,600	37.5%	640,535	203,237	31.7%
<b>Total Revenues (Schedule A)</b>	<b>81,436,526</b>	<b>19,958,062</b>	<b>24.5%</b>	<b>81,274,039</b>	<b>19,776,188</b>	<b>24.3%</b>
<b>EXPENSES</b>						
Governance	353,920	88,374	25.0%	353,921	73,354	20.7%
Administration	3,359,599	779,780	23.2%	3,571,222	817,995	22.9%
Instruction	55,602,154	15,084,996	27.1%	57,223,314	15,406,259	26.9%
Plant	12,929,263	2,841,694	22.0%	12,532,550	2,968,176	23.7%
Transportation	10,020,314	2,400,155	24.0%	9,962,578	2,501,658	25.1%
Tuition and Related Fees	659,713	326,547	49.5%	521,835	390,299	74.8%
School Generated Funds	2,153,900	529,215	24.6%	2,152,386	563,512	26.2%
Complementary Services	448,340	121,617	27.1%	412,090	120,453	29.2%
External Services	73,804	15,812	21.4%	72,427	18,407	25.4%
Other Expenses	483,811	96,393	19.9%	414,029	81,534	19.7%
<b>Total Expenses (Schedule B)</b>	<b>86,084,818</b>	<b>22,284,583</b>	<b>25.9%</b>	<b>87,216,352</b>	<b>22,941,647</b>	<b>26.3%</b>
<b>Operating Surplus (Deficit) for the Period</b>	<b>(4,648,292)</b>	<b>(2,326,521)</b>		<b>(5,942,313)</b>	<b>(3,165,459)</b>	
<b>Accumulated Surplus, Beginning of Period</b>		<b>103,101,517</b>				
<b>Accumulated Surplus, End of Period</b>		<b>100,774,996</b>				

**Chinook School Division No. 211**  
**Schedule A: Supplementary Details of Revenues**  
**for the period ended November 2018**

	<b>2018-2019 Budget</b>	<b>2018-2019 Actual - YTD</b>	<b>% of Budget YTD</b>	<b>2017-2018 Budget</b>	<b>2017-2018 Actual - YTD</b>	<b>% of Budget YTD</b>
<b>Property Taxation Revenue</b>						
Property Tax Levy Revenue	-	-	0.0%	13,499,482	10,117,478	74.9%
Treaty Land Entitlement - Rural	-	-	-	-	7,133	-
<b>Total Property Taxation Revenue</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>13,499,482</b>	<b>10,124,611</b>	<b>75.0%</b>
<b>Grants</b>						
Ministry of Education Operating Grant	74,867,292	18,716,823	25.0%	61,498,956	8,558,278	13.9%
Other Ministry Grants	65,300	58,652	89.8%	65,300	52,094	79.8%
Grants from Others	353,519	42,957	12.2%	269,103	49,862	18.5%
Ministry of Education Capital Grants	1,982,530	-	0.0%	1,715,717	-	0.0%
<b>Total Grants</b>	<b>77,268,641</b>	<b>18,818,432</b>	<b>24.4%</b>	<b>63,549,076</b>	<b>8,660,234</b>	<b>13.6%</b>
<b>Tuition and Related Fees Revenue</b>						
Tuition Fees - School Boards	26,100	-	0.0%	17,000	26,100	153.5%
Tuition Fees - Federal Government and First Nations	592,245	-	0.0%	502,740	-	0.0%
Transportation Fees	327,016	68,274	20.9%	271,603	98,105	36.1%
<b>Total Tuition and Related Fees Revenue</b>	<b>945,361</b>	<b>68,274</b>	<b>7.2%</b>	<b>791,343</b>	<b>124,205</b>	<b>15.7%</b>
<b>School Generated Funds Revenue</b>						
Commercial Sales - GST	4,400	-	0.0%	4,400	109	2.5%
Commercial Sales - Non-GST	400,000	5,232	1.3%	400,000	85,266	21.32%
Fundraising	800,000	255,226	31.9%	800,000	241,130	30.1%
Grants and Partnerships	190,000	146,884	77.3%	190,000	39,458	20.8%
Students Fees	250,000	107,528	43.0%	250,000	59,013	23.6%
Other	650,000	269,301	41.4%	650,000	134,799	20.7%
<b>Total School Generated Funds Revenue</b>	<b>2,294,400</b>	<b>784,171</b>	<b>34.2%</b>	<b>2,294,400</b>	<b>559,775</b>	<b>24.4%</b>
<b>Complementary Services</b>						
Operating Grant	333,348	83,337	25.0%	327,237	81,810	25.0%
Tuition and Related Fees	86,450	37,349	43.2%	86,450	21,100	24.4%
Other Revenue	-	7,410	-	-	-	-
<b>Total Complementary Services Revenue</b>	<b>419,798</b>	<b>128,096</b>	<b>30.5%</b>	<b>413,687</b>	<b>102,910</b>	<b>24.9%</b>
<b>External Services</b>						
Other Provincial Grants	76,896	-	0.0%	76,516	-	0.0%
Other Revenue	9,000	489	5.4%	9,000	1,216	13.5%
<b>Total External Services Revenue</b>	<b>85,896</b>	<b>489</b>	<b>0.6%</b>	<b>85,516</b>	<b>1,216</b>	<b>1.4%</b>
<b>Other Revenue</b>						
Miscellaneous Revenue	313,000	34,937	11.2%	557,105	113,742	20.4%
Sales & Rentals	9,430	2,828	30.0%	83,430	17,001	20.4%
Investments	100,000	120,835	0.0%	-	64,962	0.0%
Gain on Disposal of Capital Assets	-	-	0.0%	-	7,532	0.0%
<b>Total Other Revenue</b>	<b>422,430</b>	<b>158,600</b>	<b>37.5%</b>	<b>640,535</b>	<b>203,237</b>	<b>31.7%</b>
<b>TOTAL REVENUE FOR THE YEAR</b>	<b>81,436,526</b>	<b>19,958,062</b>	<b>24.5%</b>	<b>81,274,039</b>	<b>19,776,188</b>	<b>24.3%</b>

**Chinook School Division No. 211**  
**Schedule B: Supplementary Details of Expenses**  
**for the period ended November, 2018**

	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD	2017-2018 Budget	2017-2018 Actual - YTD	% of Budget YTD
<b>Governance Expense</b>						
Board Members Expense	128,003	31,071	24.3%	135,896	23,584	17.4%
Professional Development- Board Members	20,790	4,580	22.0%	15,000	-	0.0%
Advisory Committees	60,627	48,269	79.6%	60,627	48,726	80.4%
Elections	4,000	728	18.2%	4,000	-	0.0%
Other Governance Expenses	140,500	3,726	2.7%	138,398	1,044	0.8%
<b>Total Governance Expense</b>	<b>353,920</b>	<b>88,374</b>	<b>25.0%</b>	<b>353,921</b>	<b>73,354</b>	<b>20.7%</b>
<b>Administration Expense</b>						
Salaries	2,262,844	533,657	23.6%	2,427,322	615,303	25.3%
Benefits	279,571	52,536	18.8%	259,318	54,438	21.0%
Supplies & Services	309,477	101,475	32.8%	193,377	34,576	17.9%
Non-Capital Furniture & Equipment	49,694	2,051	4.1%	71,244	4,625	6.5%
Building Operating Expenses	102,500	17,873	17.4%	102,500	20,802	20.3%
Communications	104,737	20,890	19.9%	106,205	16,567	15.6%
Travel	69,378	16,032	23.1%	83,756	14,337	17.1%
Professional Development	47,000	1,353	2.9%	53,000	350	0.0%
Amortization of Tangible Capital Assets	134,398	33,913	25.2%	274,500	56,997	20.8%
<b>Total Administration Expense</b>	<b>3,359,599</b>	<b>779,780</b>	<b>23.2%</b>	<b>3,571,222</b>	<b>817,995</b>	<b>22.9%</b>
<b>Instruction Expense</b>						
Instructional (Teacher Contract) Salaries	38,369,023	10,969,573	28.6%	40,134,271	11,334,687	28.2%
Instructional (Teacher Contract) Benefits	1,757,484	185,231	10.5%	1,916,310	179,466	9.4%
Program Support (Non-Teacher Contract) Salaries	8,304,675	2,177,718	26.2%	8,167,249	2,270,035	27.8%
Program Support (Non-Teacher Contract) Benefits	1,540,162	412,921	26.8%	1,560,093	413,918	26.5%
Instructional Aids	1,939,309	340,971	17.6%	1,730,605	299,848	17.3%
Supplies & Services	845,178	183,752	21.7%	686,987	140,562	20.5%
Non-Capital Furniture & Equipment	873,974	171,602	19.6%	917,748	164,529	17.9%
Communications	189,171	38,177	20.2%	200,101	49,788	24.9%
Travel	569,903	102,609	18.0%	583,233	85,496	14.7%
Professional Development	531,164	125,707	23.7%	554,663	98,039	17.7%
Student Related Expense	409,385	318,894	77.9%	393,135	285,458	72.6%
Amortization of Tangible Capital Assets	272,726	57,841	21.2%	378,919	84,433	22.3%
<b>Total Instruction Expense</b>	<b>55,602,154</b>	<b>15,084,996</b>	<b>27.1%</b>	<b>57,223,314</b>	<b>15,406,259</b>	<b>26.9%</b>
<b>Plant Operation &amp; Maintenance Expense</b>						
Salaries	3,215,940	765,599	23.8%	3,160,074	818,408	25.9%
Benefits	591,868	139,950	23.6%	570,513	141,397	24.8%
Supplies & Services	14,400	8,619	59.9%	14,200	6,922	48.7%
Non-Capital Furniture & Equipment	39,100	7,218	18.5%	39,000	8,904	22.8%
Building Operating Expenses	6,145,076	1,175,471	19.1%	5,863,341	1,230,011	21.0%
Communications	15,258	2,213	14.5%	15,258	2,057	13.5%
Travel	151,500	14,605	9.6%	154,500	21,509	13.9%
Professional Development	10,000	879	8.8%	7,000	6,867	98.1%
Amortization of Tangible Capital Assets	2,746,121	727,140	26.5%	2,708,664	732,101	27.0%
<b>Total Plant Operation &amp; Maintenance Expense</b>	<b>12,929,263</b>	<b>2,841,694</b>	<b>22.0%</b>	<b>12,532,550</b>	<b>2,968,176</b>	<b>23.7%</b>
<b>Student Transportation Expense</b>						
Salaries	3,976,580	1,051,305	26.4%	3,372,695	975,075	28.9%
Benefits	717,502	182,098	25.4%	628,315	168,633	26.8%
Supplies & Services	1,605,855	326,901	20.4%	1,449,475	243,603	16.8%
Non-Capital Furniture & Equipment	958,777	180,443	18.8%	865,277	202,954	23.5%
Building Operating Expenses	190,500	16,155	8.5%	167,000	23,582	14.1%
Communications	34,908	4,174	12.0%	28,908	3,125	10.8%
Travel	30,000	8,563	28.5%	30,000	4,914	16.4%
Professional Development	42,918	1,633	3.8%	37,168	222	0.6%
Contracted Transportation	813,090	225,465	27.7%	1,877,847	513,535	27.3%
Amortization of Tangible Capital Assets	1,650,184	403,418	24.4%	1,505,893	366,015	24.3%
<b>Total Student Transportation Expense</b>	<b>10,020,314</b>	<b>2,400,155</b>	<b>24.0%</b>	<b>9,962,578</b>	<b>2,501,658</b>	<b>25.1%</b>
<b>Tuition and Related Fees Expense</b>						
Tuition Fees	572,044	326,547	57.1%	448,835	390,299	87.0%
Transportation Fees	87,669	-	0.0%	73,000	-	0.0%
<b>Total Tuition and Related Fees Expense</b>	<b>659,713</b>	<b>326,547</b>	<b>49.5%</b>	<b>521,835</b>	<b>390,299</b>	<b>74.8%</b>

**Chinook School Division No. 211**  
**Schedule B: Supplementary Details of Expenses**  
**for the period ended November, 2018**

	<b>2018-2019 Budget</b>	<b>2018-2019 Actual- YTD</b>	<b>% of Budget YTD</b>	<b>2017-2018 Budget</b>	<b>2017-2018 Actual - YTD</b>	<b>% of Budget YTD</b>
<b>School Generated Funds Expense</b>						
Academic Supplies & Services	5,000	388	7.8%	5,000	508	10.2%
Cost of Sales	620,000	47,193	7.6%	620,000	149,450	24.1%
Non-Capital Furniture & Equipment	18,000	2,221	12.3%	18,000	14,892	82.7%
School Fund Expenses	1,500,000	476,688	31.8%	1,500,000	395,937	26.4%
Amortization of Tangible Capital Assets	10,900	2,725	25.0%	9,386	2,725	29.0%
<b>Total School Generated Funds Expense</b>	<b>2,153,900</b>	<b>529,215</b>	<b>24.6%</b>	<b>2,152,386</b>	<b>563,512</b>	<b>26.2%</b>
<b>Complementary Services Expense</b>						
Instructional (Teacher Contract) Salaries & Benefits	233,329	54,692	23.4%	231,304	58,670	25.4%
Program Support (Non-Teacher Contract) Salaries & Benefits	101,121	30,671	30.3%	66,571	29,577	44.4%
Transportation Salaries & Benefits	25,523	8,737	34.2%	24,946	8,872	0.0%
Instructional Aids	1,210	245	20.2%	1,778	300	16.9%
Supplies & Services	33,000	12,221	37.0%	33,000	11,278	34.2%
Communications	1,100	1,563	142.1%	1,100	311	28.3%
Travel	2,000	1,979	99.0%	2,000	36	1.8%
Professional Development (Non-Salary Costs)	5,050	-	0.0%	5,050	341	6.8%
Student Related Expenses	-	1,269	0.0%	-	2,563	0.0%
Contracted Transportation & Allowances	45,000	9,988	22.2%	45,000	8,253	18.3%
Amortization of Tangible Capital Assets	1,007	252	25.0%	1,341	252	18.8%
<b>Total Complementary Services Expense</b>	<b>448,340</b>	<b>121,617</b>	<b>27.1%</b>	<b>412,090</b>	<b>120,453</b>	<b>29.2%</b>
<b>External Service Expense</b>						
Program Support (Non-Teacher Contract) Salaries & Benefits	61,304	13,643	22.3%	59,927	14,635	24.4%
Supplies & Services	1,000	24	2.4%	1,000	118	11.8%
Non-Capital Furniture & Equipment	-	-		-	1,590	0.0%
Communications	1,500	200	13.3%	1,500	203	13.5%
Travel	8,000	1,880	23.5%	8,000	1,861	23.3%
Professional Development (Non-Salary Costs)	2,000	65	3.3%	2,000	-	0.0%
<b>Total External Services Expense</b>	<b>73,804</b>	<b>15,812</b>	<b>21.4%</b>	<b>72,427</b>	<b>18,407</b>	<b>25.4%</b>
<b>Other Expense</b>						
Current Interest and Bank Charges	20,400	14	0.1%	12,400	236	1.9%
Interest on Capital Loans	463,411	96,379	20.8%	401,629	81,298	20.2%
<b>Total Other Expense</b>	<b>483,811</b>	<b>96,393</b>	<b>19.9%</b>	<b>414,029</b>	<b>81,534</b>	<b>19.7%</b>
<b>TOTAL EXPENSES FOR THE YEAR</b>	<b>86,084,818</b>	<b>22,284,583</b>	<b>25.9%</b>	<b>87,216,352</b>	<b>22,941,647</b>	<b>26.3%</b>

## **Budget to actual Variance Analysis for September 2018 – Nov 2018**

**Revenue - \$19,958,062 - 24.5% of budget (2018, 24.3% of Budget)**

**Expenses - \$22,284,583 - 25.9% of budget (2018, 26.3% of Budget)**

### **Revenues**

#### **Grants (24.4%)**

-Operating grants – Budget: \$ 74,867,292

Actual: \$ 18,716,823 (25.0%) On budget (3/12 months)

-Other Ministry Grants – Budget : \$ 52,100 Nutrition grant

Actual: \$ 52,094 Funds received in September/18

Budget: \$ 13,200 EAL Assessment Funding

Actual: \$ 6,558 Funds received in October/18 - less students than budgeted for

-Grants from Others – Budget: \$353,519 SGI – Driver Ed

Actual : \$ 42,957 Funds received not evenly distributed

-Capital grants– Budget: \$1,982,530 (PMR)

Actual: \$ 0

-PMR funding typically received in June. At August 31, 2018 year end, the PMR balance that is reflected within the accumulated surplus was \$2,306,315. PMR spending to November 30, 2018 was \$379,850 on projects (SCCHS Roof and Controls, Eastend Roof, SHS Fire Alarm, Irwin Asbestos, Burstall Classroom Demolition) leaving a PMR balance of \$1,926,465 at Nov 30, 2018.

#### **Tuition (7.2%)**

-Tuition Fees – School Boards – Budget: \$ 26,100

Actual: \$ 0 Prairie Rose to be billed in January

-Tuition Fees – First Nations - Budget: \$592,245 Nekaneet

Actual: \$ 0 Billing to be done in January

-Transportation Fees - Budget: \$327,016 Holy Trinity School Division

Actual: \$ 68,274 Two of ten monthly billings done and received



**School Generated Funds Revenue** (34.2%)

-Current year numbers are based on actual information from schools that have piloted the new system of record keeping – 11/29 schools' numbers are reflected in statements. The remainder of schools will be implemented by the end of second quarter. The comparative 2017-2018 numbers were extrapolated from budget as an estimate.

**Complementary** (30.5%)

-Operating grants –PreK – Budget: \$333,348

Actual \$ 83,337 Received 25% of funding

-Tuition Revenue- Budget \$ 86,450 Chinook International Program

Actual \$ 37,349 Tuition received to date

-Other Revenue – VTRA revenue received \$7,410 – not budgeted

**External Services** (.6%)

-Other Provincial Grants - Budget: \$ 76,516 - Family Advocacy Program (FAW)

Actual: \$ 0 - 18/19 Funding received in 2018

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

Actual: \$ 489 - Lynda's Food Service

**Other** (37.5%)

-Miscellaneous Revenue Budget: \$313,000 - User Fees, general reimbursements

Actual \$ 34,937 - Actual at 11.2% of budget

Sales and Rentals Budget: \$ 9,430 - Natural Wonders Learning Centre

Actual: \$ 2,828 - 3 months rent received

-Investments Budget: \$100,000

Actual: \$120,835 - Interest earned on operating account

## **Expenses**

**Governance** (25.0%) – Tracking under budget as most expenditures would be 10 month in nature

-Board Members Expense - Budget: 128,003  
Actual: 31,071 (24.3%) - Due to change in bi-weekly payroll processes, one additional month of expense included in 2018-19 than in 2017-18 (November 2017 expenditures were processed in December 2017)

**Administration** (23.2%) -Tracking slightly under budget as we would expect to be at 25% as these expenditures are 12 month in nature – so target would be 3/12 months. (22.9% in 2017-2018)

-Salaries & benefits - budget numbers lower than last year mainly due to Liam's secondment, whereby, his salary was recorded as an administration expense and the reimbursement from the Ministry was recorded in the revenue section.

-Supplies & Services Budget: \$309,477  
Actual: \$101,475 (32.8%) Purchase of new PowerSchool elements: Employee Expense Reimbursement, Invoice Entry and Document storage for \$54,711. Also monthly accrual for PowerSchool and KEV, along with full annual payment for MyBudgetFile is included in this expenditure.

**Instructional** (27.1%) -Tracking slightly under budget as we would expect most expenses to be 10 month in nature; therefore, expenditures target @ 30% = 3 /10 months

-Teacher Salaries - Budget: \$ 38,369,023  
Actual: \$ 10,969,573 (28.6%) –under budget – 10 month positions  
  
Budget FTE – 407.68 per MBF (includes 3 contingencies)  
Actual FTE – 403.82 per SRB

-Teacher SBB Sub salaries (included in Teacher Salaries above) – second year of initiative – actual costs at 11.29% of budget (budget \$1,243,348 with actual spend of \$140,383) vs prior year costs of \$139,665. Schools that underspend are entitled to carry forward ½ to their SBB.

-Program Support Salaries – Budget: \$8,304,675  
Actual: \$2,177,718 (26.2%) – under budget – mainly 10 month positions

-Student Related Expense - Budget: \$409,385  
Actual: \$318,894 – \$294,757 Annual Student Activity Grants were paid

**Plant** (22.0%) - Tracking slightly lower than prior year

-Building Operating Exp - Budget: \$6,145,076  
 Actual: \$1,175,471 (19.1%)

Included in Building  
Operating Exp:

	<u>Budget</u>	<u>Actual</u>	
Minor Renos	2,300,030	442,633	
Less PMR	<u>1,982,530</u>	<u>379,850</u>	19.2%
Other Minor Renos	317,500	62,783	19.7%

	<u>Budget</u>	<u>Actual</u>	
Caretaking Materials	232,094	64,782	27.9%
Maintenance Materials	382,630	93,359	24.4%
Contract Caretaking	242,700	0	0.0% (H.T.C.S.D. Sept bill paid in Jan – Approximately \$20,000)
Contract Maintenance	864,410	217,124	25.1%
Heating Fuel	382,731	29,343	7.7%
Electricity	1,132,236	188,032	16.6%
Water & Sewer	156,636	48,284	30.8%
Insurance	376,600	89,011	23.6%
Appraisal Fees	66,300	0	0%
Rent of Facilities	8,708	2,903	33.3%

**Transportation** (24.0%) - All expenditures on track as a majority of expenditures are 10 month in nature.

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 22.7% (budget \$1,335,135; actual \$301,321)

- Repair & Maintenance of Buses (included in Non-Capital Furniture & Equipment) is tracking at 19.2% (budget \$926,877; actual \$177,683).

**Tuition & Related Fees** (49.5%)

Budget: \$572,044 Great Plains College \$389,344; Prairie Rose \$270,369 (tuition & transp.)  
 Actual: 326,547 Great Plains College \$326,547; Prairie Rose billed in December

-Great Plains College was budgeted at 31 FTE with a total cost of \$389,344; actual 23 FTE full time and 6 FTE part-time for a cost of \$326,547

-We have budgeted 21.0 FTE for Prairie Rose; actual is 13.0 FTE. Total Billing in December paid \$174,146 vs budget of \$270,369.

**School Generated Funds Expense** (24.6%)

Current year numbers are based on actual information from schools that have implemented to new system of recording SGF within SRB. As noted in the revenue section, 11 of 29 schools are reflected in the current year numbers. The comparative 2017-2018 numbers were extrapolated from budget as an estimate.

**Complementary Services Expense** (27.1%)

Expenditures for Chinook International Program (CIP) and PreK are included under complementary services.

- Communications (142.1%)

- \$1,500 membership fee paid to Cdn. Assoc. of Public School International to assist with recruiting for CIP

-Travel (98.9%)

- VTRA costs of \$1,938 were not budgeted. Revenue was received as noted above.

**External** (21.4%)

Expenditures for Family Advocacy Program are included under external services.

**Other Expenses** (19.9%)

-Tracking on budget.

## Recommendation for Designation Form

20\_\_ - 20\_\_ Designation under Section 180 of The Education Act, 1995

School Division: Chinook School Division #211

Date Board of Education resolution passed: JANUARY 14, 2019

School(s) Designated	Grade(s)	Type	Percentage of time French is used as Language of instruction
Example: Benson School	K-7	B	K - 100%; 1 & 2 - 80% 3 to 5 - 75%; 6 & 7 - 70%
1. École Centennial School		B	K-8 80%
2. Swift Current Comp		B	9-12 50%
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			