

REGULAR MEETING ----- May 13, 2019

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, May 13, 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: **School Presentation: Cyber School “Student Choice: The Benefits of Course Options”**
Principal: Shelby Budd
Students: Blaid Snedden, Sarah Coakley and Mollie Black

Staff Presentations: Sharon Mayall: Coordinator
Dan Kerslake: Superintendent of Schools

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

AGENDA 058/19 Ramage THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 059/19 Caswell THAT the Minutes of the Regular Meeting of April 8, 2019 be approved, as presented.

CARRIED

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CONSENT 060/19 Hahn THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

AP 706 061/19 Bridal THAT the revised Administrative Policy 706, Purchasing, be
approved as attached.

CARRIED

AP 801 062/19 Toney THAT the revised Administrative Policy 801, Transportation
Services, be approved as attached.

CARRIED

SCHEDULE 063/19 Weinbender THAT the Chinook Board of Education approve the
OF FEES Schedule of Fees and Compensation Related Fees as attached.

CARRIED

CUPE 064/19 Humphrey THAT subject to ratification by the Union the Collective
Bargaining Agreement for the period of September 1, 2018 to
August 31, 2022 with the Canadian Union of Public Employees
(CUPE) be ratified.

CARRIED

PMR 3 065/19 Mouland THAT the 3 year PMR Maintenance Plan commencing
2020 – 09 – 01 be approved as amended and attached.

CARRIED

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Dan Kerslake, Superintendent of Schools and Sharon Mayall, Coordinator presented the 21st Century Student Engagement Status Report.

21st
CENTURY
ENGAGEMENT 66/19 Toney

THAT the 21st Century Student Engagement Status Report be received.

CARRIED

CLOSED 067/19 Ramage

THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

RISE 068/19 Caswell

THAT the Board of Education rise and report.

CARRIED

HR
REPORT 069/19 Hahn

THAT the Employee Contracts be ratified as contained in the Human Resources Report dated May 13, 2019.

CARRIED

TERMINATE 070/19 Bridal
CONTRACT

THAT it is therefore recommended that the teaching duties of Garnet Dyck shall be terminated pursuant to section 210 (1)(a) of *The Education Act, 1995*, effective immediately.

CARRIED

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PUBLIC 071/19 Caswell
SECTION

THAT the Chinook Board of Education is committed to contribute \$2.00 per student to fund the Public Section Appeal Levy.

Recorded Vote Requested by: Shane Andrus

In favor: Larry Caswell, Dianne Hahn, Gwen Humphrey
Tim Ramage and Tim Weinbender

Opposed: Shane Andrus, Al Bridal, Susan Mouland and
Kimberly Pridmore

CARRIED

BUS 072/19 Mouland
PURCHASE

THAT the Board of Education approve the purchase of five 53 passenger Blue Bird Vision Gas buses at the quoted price of \$104,500 CAD each plus applicable taxes from Legacy Bus Sales Ltd.

AND

The funds for the purchase be drawn from unrestricted reserves.

CARRIED

DESTRUCT 073/19 Weinbender
DOCUMENTS

THAT the Board of Education approve the 2019 destruction of documents, as per attached listing.

CARRIED

ADJOURN 074/19 Humphrey

THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 706

PURCHASING

Purchases of materials, supplies, and equipment by the Board are to be made in accordance with principles and procedures designed to acquire best value for the school division.

PROCEDURES

1. Definitions

The following definitions are cited to ensure consistent interpretation:

- *Formal Tender* – A process requiring the tender to be advertised in the local newspaper(s) and tender opening to be made publicly.
- *Request for Proposal* – This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified.
It may or may not include pre-qualification or an expression of interest. This process has the most flexibility and will generally be governed by the terms of the request for proposal as developed by the Board. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms and prices.
- *Written Quotation* – A process requiring selected vendors to submit written quotations, not required to be opened publicly.
- *Local Purchase Order* – A legal contract between the school division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.
- *Standing Order* – A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.

2. Processing Purchases

a. Formal tendering is required when:

- The Director of Education, or designate deems it to be in the best interests of the school division; or
- It is a requirement of *The Education Act, 1995*.

- b. A formal request for proposal process is used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate, or cost is not the only selection criterion.
- c. A minimum of three (3) written quotations are to be requested when:
 - The value of the item is expected to be between \$5,000.00 and \$75,000.00; or
 - The Director of Education or designate deems it to be in the best interests of the school division.
- d. Goods and services up to an aggregate cost of \$5,000.00 may be purchased directly by budget managers utilizing a local purchase order or purchase cards. Goods and services obtained through the formal tender process are excluded from this authority.
- e. It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and all Board sites at the time of the formal tender.
- f. The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.
- g. The CFO/Designate has the lead responsibility for conducting formal tenders.
- h. In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality, and the supplier's reputation, as evidenced by previous performance and service.
- i. Where no competitive supply market exists, or it is considered in the best interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.
- j. All goods and services purchased are to be obtained through the use of an approved purchase order with the exception of small goods and services purchased by means of petty cash funds or purchase cards.
- k. Purchasing processes, forms, and services are to be utilized only for authorized school division business.
- l. No school division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in dealings with the Board, subject to normal exchange or hospitality between persons doing business together.

3. Responsibilities and Authorities

- a. The Board of Education is responsible for the award of tenders for capital expenditures for motor vehicles, furniture and fixtures, equipment and educational materials and supplies exceeding \$75,000, capital expenditures for building materials exceeding \$75,000, contracts for other capital works exceeding \$200,000 and transportation services exceeding \$75,000.
- b. The CFO/Designate is responsible for purchasing practices and procedures.
- c. The CFO/Designate has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- d. Purchase of goods and services required for the purposes of the Board, save and except only those goods and/or services listed in Appendix A shall be authorized with the provisions listed below:

<u>Role</u>	<u>Limited Authorizations per transaction</u>
Director of Education	Within approved budget and policy
Deputy Director of Education	Within approved budget
Chief Financial Officer	Within approved budget
Controller	Within approved budget
Executive Assistant / Office Manager	\$ 20,000
Student Services Coordinators	\$ 10,000
Student Service Admin Support	\$ 10,000
Superintendent of Schools	Within approved budget
Superintendent of Learning	Within approved budget
Curriculum & Instruction Admin Support	\$ 10,000
Curriculum Coordinator	\$ 10,000
Manager of Information Systems	Within approved budget
Manager of Transportation	Within approved budget
Transportation Administrators	\$ 50,000
Transportation Shop Supervisor	\$ 10,000
Transportation Admin Support	\$ 5,000
Manager of Facilities & Maintenance	Within approved budget
Supervisor of Plant Operations	\$ 10,000
Maintenance Supervisor	\$ 10,000
Maintenance Supervisor – PMR	Within approved PMR Plan
Facilities Admin Support	\$ 2,500
Supervisor of Employee Compensation	Within approved budget
Superintendent of Human Resources	Within approved budget
Communications Coordinator	\$ 50,000
Purchasing and Records	\$ 50,000
School Principals or designate	\$ 50,000
Level 1 Coordinator	Within approved budget

Appendix A

Due to the nature and amount of the following expenditure items preauthorized approval has been issued provided a single transaction does not exceed \$ 75,000.

1. Licenses (vehicles, elevators, radios, etc.)
2. Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects
3. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses
4. Professional services
5. Freight charges
6. Legal fees and other professional services related to litigation or legal matters
7. Postage, Water, Sewage charges, Garbage Disposal and Telephone Service
8. Natural Gas and Power

Revised October 13, 2015

Revised December 11, 2017

Revised May 13, 2019

ADMINISTRATIVE POLICY No. 801

TRANSPORTATION SERVICES

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

2. Rural Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
 - (1) Alternate school choice
 - (2) Geographic barriers
 - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
 - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
 - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
 - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
 - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
 - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
 - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
 - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
 - iv. Pick up location will be determined in accordance with the options outlined in AP 801 (4.) (c.)
 - iv. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
 - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- v. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

3. Swift Current City Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
 - (1) The designated pickup for the student is outside of the walk zone.
 - (2) The school of attendance is within the catchment area of the designated pickup.
 - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
 - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
 - b) Special Education: Provide service to special education students who are designated.
 - c) K-8 Students not Identified in (1) and (2)
 - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
 - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
 - III. Transportation shall be provided to schools designated by Chinook
 - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

v. Grades 9 – 12 Bussing

- (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
- (2) Provide service to students residing
 - a) South of South Railway Street.
 - b) North of the Trans-Canada Highway.

4. Student Transportation to Alternate School Locations

- a. “Alternate location” refers to any school location other than the designated school of a student. Attendance at an alternate school is subject to registration at the school as determined under provisions of AP 403 (1).
- b. Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c. Based on provisions of AP 403 parents approved to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:
 - i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
 - ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
 - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
 - (2) Permission (if required) is received from the land owner.
 - (3) A completed alternate school acknowledgement form has been received by Chinook
- d. Requests lying outside of the above parameters will be dealt with on a case by case basis.

5. Sunset Clause Exceptions

- a. The list of students presently accessing alternate school locations will be reviewed by the Chinook Transportation Committee on an annual basis. The ability to access alternate school locations will be sunset June 30, 2020

Revised: February 8, 2016

Revised: September 12, 2016

Revised: October 11, 2016

Revised June 26, 2017

Revised August 28, 2017

Revised March 11, 2019

Revised May 13, 2019

Chinook School Division

Schedule of Fees

Approval Date:

13-May-19

Implementation Date:

01-Sep-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	\$ 0.4514	Apr-19
	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-19			

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	\$ 13,000.00	
Category ii	Prairie Rose School Division Tuition Agreement	\$ 8,700.00	
Category iii	Chinook Cyber School (per course)	\$ 500.00	
	http://www.chinooksask.ca/tuition.html		
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	\$ 600.00	

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>
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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	\$ 1.21
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		\$ 0.42
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)		\$ 0.35
Category iii	Allowance in lieu of bussing (per km)	Gov'nt Rates	<u>\$ 0.4514</u> Apr-19

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 - Tile/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

Chinook School Division

Compensation Related Fees

Approval Date:

May 13, 2019

Effective Date:

01-Sep-19

Administrative Policy Reference **AP 705**

Compensation For Expenses

The Chief Financial Officer is responsible for publishing annually a schedule of rates and regulations governing compensation of employees for expenses incurred related to their authorized duties.

Category i	Mileage	Government Rate Per Km	\$ 0.4514	Apr 2019
Category ii	Meals	Breakfast	\$ 8.00	
		Lunch	\$ 14.00	
		Dinner	\$ 19.00	
Category iii	Accommodation		Actual	
Category iv	Other expenses (Parking, Taxis, Air fare, etc)		Actual	
Category v	Mail run and Bank Deposits	Maximum 2 per school week	15 km per day	
Category vi	Bank deposits outside School Community		Actual KM	
Category vii	In city travel - general	Actual subject to minimum	15 km per day	
Category viii	In city Travel - Student Related		Actual KM	
Category ix	Internet charges for Colony Principals	Monthly Sep-Jun	\$40 incl GST	
Category x	Cell Phone Allowances (Supervisor approved)			
	SEIU - As per collective Agreement	Monthly	\$35.00	
	CUPE - As per collective Agreement	Monthly	\$35.00	
	Bus Drivers - Non-Union	Monthly Sep-Jun	\$35.00	
	Non-Union Employees	Monthly 10 or 12	\$35.00	
Transportation Department Specific Allowances - Bus Drivers				
Category i	Car Wash Allowance	Monthly Sep-Jun	\$20.00	
Category ii	Car Wash Allowance (CUPE)	Monthly Sep-Jun	\$20.00	
Category iii	Plug In allowance (Supervisor Approved)	Monthly Sep-Jun	\$25	
Category iv	Bus Repair - Personal Vehicle Use Reimbursement		\$ 0.4514	Apr 2019

Last revision date: 11-Jun-18

Administrative Policy Reference **AP 705**

Honoraria

Payments of honoraria are to be approved by the Director or designate.

Category i	Workshops - per LINC	\$ 50.00
Category ii	Interns as authorized (conditional per month)	\$ 250.00

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR005469	807.001		2410213	921102	Burstall School	Replace EPDM roof Section #1 with a SBS system	Architectural Systems - Roofing	2020-09-01	\$285,873
FR007135	845.001		2310523	921113	Herbert School	the Herbert Power House which was used for school equipment storage was demolished and environmental cleanup need to be done	Environmental	2020-09-01	\$31,960
FR005538	816.001		1610313	921112	Hazlet School	Replace the SBS system on areas 1 and 2	Architectural Systems - Roofing	2020-09-02	\$329,524
FR007128	841.001		2410213	921102	Burstall School	Sandwich insulation and add SBS to standing seam roofs on classrooms and Gym	Architectural Systems - Roofing	2020-09-02	\$223,300
FR000053	446.001	2	2410613	921115	Leader School	Replace boilers, pumps and controls	Mechanical Systems - HVAC	2020-09-07	\$450,360
FR006251	821.001		810113	921105	Consul School	Replace the exterior windows.	Architectural Systems - Building Envelope	2020-09-07	\$241,700
FR006257	823.001		1550901	921117	O.M. Irwin School	Replace the aluminum framed windows.	Architectural Systems - Building Envelope	2020-09-07	\$567,361
FR006280	830.001		1510913	921127	Vanguard School	Replacement of 120 V Fire Protection with an addressable system	Mechanical Systems - Fire Protection & Suppression	2020-09-08	\$57,144
FR000046	439.001	10	1550201	921104	Central School	Replace boilers, pumps and piping	Mechanical Systems - HVAC	2020-09-09	\$258,385
								Total:	\$2,445,607

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR000045	438.001	7	1610223	921111	Gull Lake School	Install dust collection system for PAA	Mechanical Systems - Specialty	2022-09-01	\$93,458
FR000049	442.001	7	1610223	921111	Gull Lake School	Install Fall arrest system on gym roof.	Architectural Systems - Health, Fire & Life Safety	2022-09-01	\$60,473
FR000050	443.001	37	710623	921118	Ponteix School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2022-09-01	\$247,390
FR000051	444.001	4	1510913	921127	Vanguard School	install roof access and fall arrest system	Architectural Systems - Health, Fire & Life Safety	2022-09-01	\$54,976
FR000052	445.001	11	2410213	921102	Burstall School	Install fall arrest system on roofs	Architectural Systems - Health, Fire & Life Safety	2022-09-01	\$120,946
FR004549	804.001		1570304	921124	Swift Current Comprehensive High School	Replace Roof drain asbestos piping system with PVC	Mechanical Systems - Plumbing	2022-09-01	\$65,971
FR005470	808.001		1570304	921124	Swift Current Comprehensive High School	Remove and re-seal all caulking and expansion joints	Architectural Systems - Building Envelope	2022-09-01	\$136,339
FR005493	814.001		1710413	921109	Fox Valley School	Replace boilers and upgrade BMS	Mechanical Systems - HVAC	2022-09-01	\$163,235
FR006232	818.001		1511303	921103	Cabri School	Replace heat exchanger and associated controls on Gym Make- Up AHU	Mechanical Systems - HVAC	2022-09-01	\$52,429
FR006287	836.001		2310523	921113	Herbert School	Replace the exterior windows.	Architectural Systems - Building Envelope	2022-09-01	\$354,760
FR007147	846.001		1570304	921124	Swift Current Comprehensive High School	Remove asbestos treatment on the ceiling in the boiler room	Environmental	2022-09-01	\$1,099,512
FR005494	815.001		1550501	921108	Fairview School	Replace boilers, piping and upgrade BMS	Mechanical Systems - HVAC	2022-09-06	\$255,599
FR007134	844.001		710623	921118	Ponteix School	Install ventilation for elementary wing. Tie into existing BMS system	Mechanical Systems - HVAC	2022-09-09	\$274,878
								Total:	\$2,979,966

Chinook School Division No. 211

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
1	N/A	2002-2005 & Unknown Years Band Registration & Fees Forms/Medical Information Forms/2016 Tour Consent & Medical Information Forms	2016				July 30, 2018
2	Maple Creek Service Centre #7	1999-2000 to 2005-2006 Maple Creek School Division Monthly Report of Enrolment by Grade by School 1980, 1989, 1990, 1991, 1994, 1997-1998 Maple Creek School Division SK Ministry of Education Designation of Student With a Disability 2010-11, 2011-12, 2012-13 and 2013-14 Ashley Park School Payroll Input Forms 1994-1998 Tuition and Educational Services Agreements with Nekaneet First Nations and Maple Creek School Division 2005-2007 Volunteer Criminal Record Checks	2005 - 1998 - - 2014 - 1998 - 2007	2.7 Record & Files of the Director of Education 1.6 Budget Related Document - - 5.8 Payroll Input Forms - 2.1 Agreements/Contracts - -	3 Years - 3 Years - - 1 Year - 7 Years - -	January 1, 2016	
3	Ashley Park School Box #1	Ashley Park School Financial Bank Statements Cheque Requisitions Deposits Bank Reconciliations Purchase Orders	September - June 1998-1999 1999-2000 2000-2001	1.11 Goods & Services Tax Returns 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations 1.14 Purchase Orders	7 Years 7 Years 7 Years 7 Years 7 Years 3 Years	January 1, 2009	
4	Ashley Park School Box #2	Ashley Park School: School Based Budget Reports (Final) Home & School Association Cash Book Ashley Park School Financial Bank Statements, Cheque Requisitions Deposits Bank Reconciliations Purchase Orders, Petty Cash, Staff Fund	1985-1995 - 1962-1989 - - - September - June 2010-2011	1.7 Budget-related Reports and Budget Generated Reports 1.7 Budget-related Reports and Budget Generated Reports 1.11 Goods & Services Tax Returns 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations 1.14 Purchase Orders	3 Years - 3 Years - - - - - 7 Years	January 1, 2019	
5	Ashley Park School Box #4	Ashley Park School: Cheque Book/Stubs Purchase Orders/Invoices Rental Invoices Bank Reconciliations GST Report Reimbursement Requisitions Petty Cash Reconciliations Purchase Card Copies	2008-2009 2009-2010	1.5.2 Cancelled Cheques 1.14 Purchase Orders 1.1 Accounts Payable 1.5.5 Bank Reconciliations 1.11 Goods & Services Tax Returns 1.1 Accounts Payable 1.5.5 Bank Reconciliations 1.1 Accounts Payable	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2018	
6	Ashley Park School Box #6	Ashley Park School Staff & SGF Cheque Book/Stubs Purchase Orders/Invoices Bank Reconciliations Reimbursement Requisitions Cash Remittance Forms General Ledger Ashley Park SCTA Phone Directory	1993-1994 1994-1995 1995-1996 1996-1997 1997-1998 1997-2001	1.14 Purchase Orders 1.5.5 Bank Reconciliations 1.1 Accounts Payable 1.5.3 Deposits 1.13.4 General Ledger 5.1 Employee Information -	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years -	January 1, 2009	
7	Ashley Park School Box #7	Ashley Park School Staff & SGF Bank Reconciliations Deposits/Term Deposits Bank Statements Cancelled Cheques Invoices Receipts General Ledger Field Trips Revenue & Expenses Purchase Orders	1991-1994 1983-1994 1989-1993 1989-1993 1988-1989 1989-1993 1987-1998 1989-1990 1991	1.5.5 Bank Reconciliations 1.5.3 Deposits 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.1 Accounts Payable 1.2 Accounts Receivable 1.13.4 General Ledger 1.10 Financial Reports 1.14 Purchase Orders	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 1 Year 3 Years	January 1, 2006	
8	Ecole Oman School Box #8	Ecole Oman School 2009-2010 Chocolat Lamontagne Inc. Fundraiser 2012-2013 Chocolat Lamontagne Inc Fundraiser 2013-2014 Chocolat Lamontagne Inc Fundraiser - Order Forms - Financial Reconciliations 2010 Oman SCC Bullying/Physical Activity Survey Results 2006-2007 Month End Reports 2009-2010 Month End Reports 2010-2011 Month End Reports 2012-2013 Month End Reports 1993-1994 SGF Cheque Requisition Forms 2007-2008 Rental Application Forms	2009-2010 2012-2013 2013-2014 2010 2006-2007 2009-2010 2010-2011 2012-2013 1993-1994 2007-2008	1.7 Budget-related Reports 1.7 Budget-related Reports 1.7 Budget-related Reports 7.3 SCC Reports & Records 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 5.8 Payroll Input Forms 1.1 Accounts Payable 3.5 Rental Agreements	3 Years 3 Years 3 Years 3 Years 1 Year 1 Year 1 Year 1 Year 7 Years 3 Years	January 1, 2018	

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
9	Misc	Accounts Payable Duplicate Copies from Maple Creek Service Centre	Multiple Years	1.1 Accounts Payable	7 Years	January 1, 2019	
10	AP2011 - 01	Accounts Payable 2010-2011 Misc "A" - Arntsen	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
11	AP2011 - 02	Accounts Payable 2010-2011 Ashley Park - Behrman	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
12	AP2011 - 03	Accounts Payable 2010-2011 Beierbach - Brock White	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
13	AP2011 - 04	Accounts Payable 2010-2011 Brodart - Canada Post	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
14	AP2011 - 05	Accounts Payable 2010-2011 Canadian Linen - Claggett	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
15	AP2011 - 06	Accounts Payable 2010-2011 Claire - Cypress Motors	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
16	AP2011 - 07	Accounts Payable 2010-2011 Misc "D" - Edmonton Public	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
17	AP2011 - 08	Accounts Payable 2010-2011 Education Canada - Federal Express	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
18	AP2011 - 09	Accounts Payable 2010-2011 Federated Coop - Gerbrandt	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
19	AP2011 - 10	Accounts Payable 2010-2011 Getafix - Hammer	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
20	AP2011 - 11	Accounts Payable 2010-2011 Hammerton - hbi Office Plus	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
21	AP2011 - 12	Accounts Payable 2010-2011 HAD Engineering - Irving	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
22	AP2011 - 13	Accounts Payable 2010-2011 Misc "J" - Kemsol	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
23	AP2011 - 14	Accounts Payable 2010-2011 Ken Catton - Laevens	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
24	AP2011 - 15	Accounts Payable 2010-2011 Laird - LMO Landscaping	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
25	AP2011 - 16	Accounts Payable 2010-2011 Misc "M" - McIntyre Media	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
26	AP2011 - 17	Accounts Payable 2010-2011 McKelvey - Municipal	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
27	AP2011 - 18	Accounts Payable 2010-2011 Munshaw - Office Outfitter	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
28	AP2011 - 19	Accounts Payable 2010-2011 Olesen - Pearson Education	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
29	AP2011 - 20	Accounts Payable 2010-2011 Pearson Longman - Pioneer Coop	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
30	AP2011 - 21	Accounts Payable 2010-2011 Pitney Bowes - Rattlers	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
31	AP2011 - 22	Accounts Payable 2010-2011 RBC - Ridsdale	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
32	AP2011 - 23	Accounts Payable 2010-2011 Rif - SK Energy	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
33	AP2011 - 24	Accounts Payable 2010-2011 SHSAA - SK Teacher's	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
34	AP2011 - 25	Accounts Payable 2010-2011 SKTel	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
35	AP2011 - 26	Accounts Payable 2010-2011 SKTel Mobility	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
36	AP2011 - 27	Accounts Payable 2010-2011 Saskatoon Inn - School Specialty	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
37	AP2011 - 28	Accounts Payable 2010-2011 Schoolhouse Publication - Shaunavon Industries	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
38	AP2011 - 29	Accounts Payable 2010-2011 Shaunavon Rexall - Spence	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
39	AP2011 - 30	Accounts Payable 2010-2011 Southwest Coop - Stanwood Products	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
40	AP2011 - 31	Accounts Payable 2010-2011 Sportfactor - Superior Vacuum	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
41	AP2011 - 32	Accounts Payable 2010-2011 Supreme Basics - Thorburn	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
42	AP2011 - 33	Accounts Payable 2010-2011 Thoreson - United Library	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
43	AP2011 - 34	Accounts Payable 2010-2011 United Motor Electric -	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
44	AP2011 - 35	Accounts Payable 2010-2011 Warner Bus - Winter, Shantell	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
45	AP2011 - 36	Accounts Payable 2010-2011 Wintergreen - 4imprint	2010-2011	1.1 Accounts Payable 1.14 Purchase Orders	7 years 3 years	January 1, 2019	
46	AP2011 - 37	Bank Deposits Sep 2010 - Aug2011	2010-2011	1.5.3 Deposits	7 years	January 1, 2019	
47	AP2011 - 38	GST Rebate Documentation Oct 2010 - Mar 2011	2010-2011	1.11 Goods & Services Taxes	7 years	January 1, 2019	

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
48	AP2011 - 39	GST Rebate Documentation Apr 2011 - Sept 2011	2010-2011	1.11 Goods & Services Taxes	7 years	January 1, 2019	
49	AP2011 - 40	Bank Reconciliations & Accounts Receivable Sep 2010 - Aug 2011	2010-2011	1.5.5 Bank Reconciliations 1.2 Accounts Receivable	7 years	January 1, 2019	
50	AP2011 - 41	Cheque Run / Bank File Transfer Reports Journal Entries	2010-2011	1.1 Accounts Payble 1.4 Annual Audit Files	7 years	January 1, 2019	
51	AP2011 - 42	2010-2011 Accounts Payable Pre-Cheque Register	2010-2011	1.1 Accounts Payable	7 years	January 1, 2019	
52	AP2011 - 43	2010-2011 Accounts Payable Posted Batch Control	2010-2011	1.1 Accounts Payable	7 years	January 1, 2019	
53	AP2011 - 44	2010-2011 Finance Support Documentation: General Journal Entries Payroll Journal Entries Extra Curricular Travel Expense Claim Forms	2010-2011	1.13.3 General Journal 5.8 Payroll Input Forms	7 years 1 Year	January 1, 2019	
54	135	Personnel Folders A - C Terminated 2011	2009	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
55	136	Personnel Folders D - G Terminated 2011	2009	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
56	137	Personnel Folders H - L Terminated 2011	2009	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
57	138	Personnel Folders M - R Terminated 2011	2009	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
58	139	Personnel Folders S - T Terminated 2011	2009	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
59	140	Personnel Folders U - Z Terminated 2011	2010	5.1 Employee Files 5.2 Leave Requests & Approvals	7 years 3 years	January 1, 2019	
60	SF-115	1960 Birth Year - A - Cl Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
61	SF-116	1960 Birth Year - Cm - F Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
62	SF-117	1960 Birth Year - G - J Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
63	SF-118	1960 Birth Year - K - M Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
64	SF-119	1960 Birth Year - M - Rei Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
65	SF-120	1960 Birth Year - Rem - S Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
66	SF-121	1960 Birth Year -T - Z Student Cumulative Folders/Records	1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1986	
67	SF-122	1961 Birth Year - A - C Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
68	SF-123	1961 Birth Year - D - G Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
69	SF-124	1961 Birth Year - H - J Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
70	SF-125	1961 Birth Year - K - Mc Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
71	SF-126	1961 Birth Year - Md - R Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
72	SF-127	1961 Birth Year - S - V Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
73	SF-128	1961 Birth Year - W - Z Student Cumulative Folders/Records	1961	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1987	
74	SF-129	1962 Birth Year - A - B Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
75	SF-130	1962 Birth Year - C - E Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
76	SF-131	1962 Birth Year - F - G Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
77	SF-132	1962 Birth Year - H - K Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
78	SF-133	1962 Birth Year - L - M Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
79	SF-134	1962 Birth Year - N - R Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
80	SF-135	1962 Birth Year -S - V Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
81	SF-136	1962 Birth Year - W - Z Student Cumulative Folders/Records	1962	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1988	
82	SF-137	1963 Birth Year - A - Cl Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
83	SF-138	1963 Birth Year - Cm - F Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
84	SF-139	1963 Birth Year - G - I Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
85	SF-140	1963 Birth Year - J - L Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
86	SF-141	1963 Birth Year -M - Pe Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
87	SF-142	1963 Birth Year - Pf - Ste Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
88	SF-143	1963 Birth Year - Stf - Z Student Cumulative Folders/Records	1963	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1989	
89	SF-144	1964 Birth Year - A - C Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
90	SF-145	1964 Birth Year - D - Go Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
91	SF-146	1964 Birth Year - Gp - Kl Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
92	SF-147	1964 Birth Year - Km - O Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
93	SF-148	1964 Birth Year - P - Si Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
94	SF-149	1964 Birth Year - Sj - Z Student Cumulative Folders/Records	1964	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1990	
95	SF-150	1965 Birth Year - A - C Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
96	SF-151	1965 Birth Year - D-G Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
97	SF-152	1965 Birth Year - H - Ko Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
98	SF-153	1965 Birth Year - Kp - N Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
99	SF-154	1965 Birth Year - O - Sl Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
100	SF-155	1965 Birth Year - Sm - Z Student Cumulative Folders/Records	1965	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1991	
101	SF-156	1966 Birth Year - A - C Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
102	SF-157	1966 Birth Year - D - Gi Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
103	SF-158	1966 Birth Year - Gj - Ko Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
104	SF-159	1966 Birth Year - Kp - O Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
105	SF-160	1966 Birth Year - P - S Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
106	SF-161	1966 Birth Year - T - Z Student Cumulative Folders/Records	1966	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1992	
107	SF-162	1967 Birth Year - A - C Student Cumulative Folders/Records	1967	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1993	
108	SF-163	1967 Birth Year - D - G Student Cumulative Folders/Records	1967	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1993	
109	SF-164	1967 Birth Year - H - Le Student Cumulative Folders/Records	1967	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1993	
110	SF-165	1967 Birth Year - Lf - R Student Cumulative Folders/Records	1967	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1993	
111	SF-166	1967 Birth Year - S - Wh Student Cumulative Folders/Records	1967	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1993	
112	SF-167	1967 Birth Year - Wi - Z Student Cumulative Folders/Records 1968 Birth Year - A - B Student Cumulative Folders/Records	1967 1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
113	SF-168	1968 Birth Year - C - Fr Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
114	SF-169	1968 Birth Year - Fs - I Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
115	SF-170	1968 Birth Year - J - Mc Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
116	SF-171	1968 Birth Year - Md - Ro Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
117	SF-172	1968 Birth Year - Rp - V Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
118	SF-173	1968 Birth Year - W - Z Student Cumulative Folders/Records	1968	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1994	
119	SF-174	1969 Birth Year -A - Bue Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
120	SF-175	1969 Birth Year - Buf - D Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
121	SF-176	1969 Birth Year - E - G Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
122	SF-177	1969 Birth Year - H - Ki Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
123	SF-178	1969 Birth Year - Kj - Ma Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
124	SF-179	1969 Birth Year - Mb - P Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
125	SF-180	1969 Birth Year - Q - S Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	
126	SF-181	1969 Birth Year - T - Z Student Cumulative Folders/Records	1969	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1995	

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
127	FINANCE - 42	Payroll Reports - Arrears Adjustments, Deduction History Report, Royal Bank of Canada Transfer Report, Earnings Detail Report, Gross Pay Comparison Report, Salary Grid Increment by Storage Bank Report, Absent Employee Costing Report, Salary Grid/Payroll Update Report, Salary Grid for Grid Points Report, CSB Pre-Authorized Debit Report, E-mail Earning Statements Report, Remitted/Posted Batch Summary Report, SK Teachers' Retirement Pension Report, MEPP Report, Electronic Remittance Report June 2011 - October 2011	2011	5.7 Payroll Electronic Transmission File 5.4 Benefit Remittances 5.9 Pension Remittances	1 Year 3 Years	January 1, 2015	
128	FINANCE - 43	Payroll Reports - Arrears Adjustments, Deduction History Report, Royal Bank of Canada Transfer Report, Earnings Detail Report, Gross Pay Comparison Report, Salary Grid Increment by Storage Bank Report, Absent Employee Costing Report, Salary Grid/Payroll Update Report, Salary Grid for Grid Points Report, CSB Pre-Authorized Debit Report, E-mail Earning Statements Report, Remitted/Posted Batch Summary Report, SK Teachers' Retirement Pension Report, MEPP Report, Electronic Remittance Report November 2011 - January 2012	2011-2012	5.7 Payroll Electronic Transmission File 5.4 Benefit Remittances 5.9 Pension Remittances	1 Year 3 Years	January 1, 2016	
129	FINANCE - 44	Payroll Reports - Arrears Adjustments, Deduction History Report, Royal Bank of Canada Transfer Report, Earnings Detail Report, Gross Pay Comparison Report, Salary Grid Increment by Storage Bank Report, Absent Employee Costing Report, Salary Grid/Payroll Update Report, Salary Grid for Grid Points Report, CSB Pre-Authorized Debit Report, E-mail Earning Statements Report, Remitted/Posted Batch Summary Report, SK Teachers' Retirement Pension Report, MEPP Report, Electronic Remittance Report January 2012 - May 2012	2012	5.7 Payroll Electronic Transmission File 5.4 Benefit Remittances 5.9 Pension Remittances	1 Year 3 Years	January 1, 2016	
130	FINANCE - 45	2007/2008 Foundation Grant Information, 2005 Gull Lake School Division General Journal Entries, 2009-2010 School Budget Allocation, Jan 2006 - Mar 2009 Provincial Deposit Advices, April 2006 - August 2011 Foundation Operating Grant Printouts, 2007-2011 CEC Finance Employee Absence Forms , 2008-2009 Final Budget, 2009-2010 Final Budget	Multiple Years		7 Years	January 1, 2019	
131	FINANCE - 46	2001-2006 Maple Creek School Division Investment Statements/Advices, 2009 Chinook School Division Distance Learning Enrolment Forms, 2004-2005 Prairie West SGSE Estimates, 2003-2004 Prairie West SGSE Estimates, 2005-2006 Prairie West Memorandum from Ministry re: SGSE Estimates, 2003-2004 Prairie West Grant Estimates, 2003 Prairie West School Division Actual Grant, 2003 Prairie West School Division Grant Estimate, 2001-2002 Prairie West School Division Grant Reconciliation Calculations, 2002-2003 Prairie West School Division Grant Reconciliation Calculations, 1999 Prairie West School Division Financial Services Tender, 2004 Prairie West School Division LINC Agreement, 2005 Maple Creek School Division Humphries Memorial Scholarship Fund, 2007-2008 Chinook School Division Public Accounts	Multiple Years		7 Years	January 1, 2017	
132	FINANCE - 47	2005 Foundation Operating Grant, 2005-2006 Foundation Operating Grant, 2006-2007 Transition Funding Reports, 2006 CAPS Projects, 2006 Transition School Project Golf Tournament, 2005-2006 Decentralized Budget Accounts, 2006 Central Office Budget Accounts, 2004 Prairie West Local Annual Meeting Information from Central Office, 2003 Prairie West General Annual Meeting Package, 2003 Prairie West School Division Secretary-Treasurer Annual Meeting Report, 2002 Prairie West School Division Local Annual Meeting Information from Central Office, 2002 Prairie West School Division Secretary-Treasurer Annual Meeting Report, 2004 Prairie West School Division Annual Meeting Package, 2005 Prairie West Secretary-Treasurer Annual Meeting Report, 2005 Prairie West School Division Local Annual Meeting Report, 2005 Prairie West School Division SDS/SGSE, 2005 Chinook School Division SGSE/SDS Data & PSSR Data, 2007-2008 Chinook School Division Budget Notes, 2007-2008 School Based Budgets, 2006-2007 School Based Budgets, 2006-2007 Chinook School Division Budget, Jan - Aug 2006 Chinook School Division Budget, 2005 Prairie West School Division Budget	Multiple Years		7 Years	January 1, 2016	

Documents for Destruction List 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
133	FINANCE - 48	2007-2008 SGSE, 2005 Shaunavon School Division Audit File, 2005 Prairie West School Division Audit File, 2004 Prairie West School Division Audit File, 2005 Leader School Division Audit File, 2007-2008 Chinook School Division Financial Budget, 2008-2009 School Based Budget Allocations, 2005 Audited Financial Statements for legacy school divisions (copies)	Multiple Years	1.4 Annual Audit Files	3 years	January 1, 2013	
134	FINANCE - 49	2006 T4's and T4 Reconciliation Information/Cancellation of Legacy Division Accounts with Revenue Canada	2006	5.15 T4's and CCRA Remittance Statements	7 Years	January 1, 2014	
135	FINANCE - 50	1998-1999/1999-2000 Herbert School Division No. 79 Payroll Month End Reports (Working Papers)	1998-2000	5.8 Payroll Input Forms	1 Year	January 1, 2014	
136	FINANCE - 51	1998-2006 Herbert SD No. 79 LINC Agreements/2004-2005 Eastend SD No. 8 Heritage Language Grant Application/2002-2003 to Dec 2005 Gull Lake SD No. 76 Foundation Operating Grant (FOG) Information/1988 Herbert SD No. 79 Election Materials/2004 & 2005 Gull Lake SD No. 76 Grassroots & CAP Grant Information/1997-2005 Herbert SD No. 79 Bus Operation Cost Survey/2005-2006 Maple Creek SD No. 17 PSSR (Revised)/2003-2005 Shaunavon SD No. 71 Mill Rates/Opening Day Enrolments/Grad Dates Correspondence with Regional Office/Shanavon SD No. 71 2004 & 2005 GST Returns, 2005 SaskTel 12 month Contract, 2005 PST Return/Herbert SD No. 79 2005 Balance Sheet/Garnishees: 2004 & 2005 - Todd Anaka, 2011 - Tammy Palmer, 2006-2009 - Deborah Ostrander, 2005 - Omar Murray, 2001 - Wanda Rudolph, 2006 - Chris Sharp, 1989 & 1991 & 2007 - Rueben Schulz, 2011 - Aimee Lang, 2001 - Randy Lincoln, 2004 - Sandra Kettner, 1997 - Kerri Keenleyside, 2003 - Dawn Keating, 2004 - 2009 - Bradley Gasper, 1992 - Doreen Fehr, 2006 - 2008 - James Buist/Jan-Aug 2006 Chinook Audit Working Papers/2003-04, 2004-05, 2005-06 Family Advocacy Program Agreements/Teacher's Yearly Report on Qualifications, Salary and Experience Unknown & 1983 - 2001 & 2004	Multiple Years		7 Years	January 1, 2014	
137	FINANCE - 52	Employee Pay Calculations 1970 - 2008	Multiple Years	5.14 Salary Reconciliations	3 Years	January 1, 2012	
138	FINANCE - 53	Absentee Reports/Leaves 1988/89 to 2004/2005	Multiple Years	5.3 Absenteeism/Leave Reports	3 Years	January 1, 2009	
139	FINANCE - 59	Morse School Student Fee Deposit Book - Dec 7, 1995 - Mar 16, 2000 Morse School Student Fee Checklist 1997-1998 Morse School Student Fee Bank Reconciliations 1999-2000 Morse School SGF Bank Reconciliations Jan - Dec 1999 Morse School Cheque Register Dec 1995 - Dec 1999 Morse School Admin Account Bank Deposit Book Nov 1995 - March 1998 Morse School Bank Reconciliations 1997-1998 Morse School Admin Account Bank Deposit Book April 1998 - Dec 2000 Morse School Locker/Playground Fund - Receipt Book & Bank Statements 1999 Morse School Bank Reconciliations 2000-2001 Morse School Cancelled Cheques May - June 2002 Morse School Accounts Payable 1999-2001 Morse School Maintenance & Repair Requests 1995-96, 1998-99, 1999,2001 Morse School Bank Reconciliations, A/P, etc. 2001-2002	Multiple Years	1.5.3 Deposits 1.2 Accounts Receivable 1.5.5 Bank Reconciliations 1.5.5 Bank Reconciliations 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations 1.5.3 Deposits 1.5.3 Deposits 1.5.5 Bank Reconciliations 1.5.2 Cancelled Cheques 1.1 Accounts Payable 3.2 Facility Management Reports 1.5.5 Bank Reconciliations	7 Years	January 1, 2010	
140	FINANCE - 63	Sign-In Sheets 2009-2010, 2010-2011, 2011-2012, 2012-2013	2009-2010	5.8 Payroll Input Forms	1 Year	January 1, 2015	
141	FINANCE - 64	2009-2010 Payroll Journal Entries, General Journal Entries, Accounts Receivable Documentation	2010	1.4 Annual Audit Files	3 Years	January 1, 2014	
142	FINANCE - 65	2009-2010 Extra Curricular Travel, Facility Rental Forms, Warehouse Invoices	2010	1.4 Annual Audit Files 1.1 Accounts Payable	3 Years 7 Years	January 1, 2018	
143	FINANCE - 66	September 2009 - August 2010 MasterCard Transactions	2010	1.1 Accounts Payable	7 Years	January 1, 2018	
144	FINANCE - 67	July 2009 - September 2009 GST Rebate Documentation	2009	1.11 GST Returns	7 Years	January 1, 2017	
145	FINANCE - 68	October 2009 - March 2010 GST Rebate Documentation	2010	1.11 GST Returns	7 Years	January 1, 2018	
146	FINANCE - 69	July 2009 - September 2010 GST Rebate Documentation	2010	1.11 GST Returns	7 Years	January 1, 2018	
147	FINANCE - 70	2010-2011 MasterCard Transactions	2011	1.1 Accounts Payable	7 Years	January 1, 2019	
148	FINANCE - 86	2010-2011 Audit Binders/2008, 2009, 2010, January - August 2011 Tax Binders-Municipal Tax Statements	2011	1.4 Annual Audit Files	7 Years	January 1, 2018	
149	FINANCE - 87	May 2012 - August 2012 Payroll Reports / Bank Transmissions / MEPP / STF / SSBA	2012	5.7 Payroll Electronic Transmission File 5.8 Payroll Input Forms 5.9 Pension Remittance Statements	1 Year 1 Year 3 Years	January 1, 2016	

Documents for Destruction List 2019

[illegible]

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
163	FINANCE - 106	<p>Maple Creek School Division Enrolments 1998-1999 - 2005-2006: Fox Valley School, Golden Prairie School, Maple Creek Composite High School, Richmond School, Sidney Street School</p> <p>Leader School Division Department of Education Special Education Support Staff and Learning Disabled and Socially and Emotionally Disabled Pupils Served 1990-1998</p> <p>Ashley Park School Staff Absences 2010 - 2012 (Copies)</p> <p>Neekanet Tuition Agreement 1997, Educational Services Agreement 1999, Neekanet Attendance Concerns Correspondence</p> <p>Maple Creek Division Criminal Record Checks 2005, 2006, 2007</p> <p>CEC Curriculum and Instruction Staff Absences 2007-2009 (Copies)</p>	Multiple Years	<p>8.1 Committee and Administrative Reports</p> <p>1.7 Budget-related Reports</p> <p>5.2 Leave Requests & Approvals</p> <p>2.1 Agreements/Contracts</p> <p>No Taxonomy Created</p> <p>5.2 Leave Requests & Approvals</p>	<p>7 Years</p> <p>3 Years</p> <p>3 Years After Termination</p> <p>7 Years after Expiration</p> <p>1 Year</p> <p>3 Years After Termination</p>	January 1, 2019	
164	FINANCE - 107	<p>Shaunavon School Division Debentures - 1982 - Bylaw No. 10A & 11A - 1983 - Bylaw No. 10A & 11A - 1984 - Bylaw No. 10A</p> <p>Eastend School Division Debentures - 1999-20 - 08 - Bylaw No. 48-98 - 1992-2000 - Bylaw Nos. 40 & 43 - 1992 - Bylaws No. 30 & 31 - 1992 - Bylaws No. 32 & 33</p> <p>2010-2011 Payroll General Journal Posting 2010-2011 General Journal Entries 2010-2011 Extra-Curricular Travel Salary Claim Forms</p>	Multiple Years	<p>1.9 Debentures and Loans</p> <p>1.9 Debentures and Loans</p> <p>1.13.3 General Journal 1.13.3 General Journal 5.8 Payroll Input Forms</p>	<p>7 Years After Final Payment</p> <p>7 Years After Final Payment</p> <p>7 Years 7 Years 1 Year</p>	January 1, 2019	
165	FINANCE - 110	<p>2009-2010 SCC Monthly Financial Reports: Ashley Park/Burstall/Cabri/Consul/Consul SRC/ Eastend/Frontier SRC/Hazlet/Hodgeville/Maverick/ Irwin/Irwin SRC/Oman/Ponteix Parent Group/SCCHS/ Sidney Street/Stewart Valley/Vanguard/Waldeck/ Wymark 1966-1968 HSD Correspondence for Settlement of Payment for Construction of Gouldtown, Central Butte and Hodgeville Schools</p>	Multiple Years	<p>1.10 Financial Reports</p> <p>1.1 Accounts Payable</p>	<p>1 Year</p> <p>7 Years</p>	January 1, 2012	
		<p>Swift Current School Division No. 94 2003-2004 Rental Agreement - Young Offenders Program 2003 Custom Brokers Agreement 2003 Consultant Agreement 1976 - 1983 Luxor School)Neidpath) Student Transfer Letters/ Consideration for Closure of School 2003 Family Literacy Services Agreement 2000-2002 Management Agreement Shared Administrative Services & Invoices 2001-2005/06 Nutrition Grant Agreement & Information 2005 SC Health District/Speech-Language Pathologist Correspondence 2002 SC Health District/Student Counselor Services Agreement 2002/03 SC Health District/Occupational Therapist Services Agreement 1999-2000 City of Swift Current Recreation Facilities Use Agreement 2000-2004 City of Swift Current Recreation Facilities Use Agreement 2004-2007 City of Swift Current Recreation Facilities Use Agreement 1997-2003 Transition Program Building Lease Agreements 2002-2005 Amalgamation Information 2003 Board Goals & Objectives 1995 Board Technology Plan 2001-2003 List of Board Members CEO Performance Evaluation Guide</p>		<p>2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.11 School Reorganization</p> <p>2.1 Agreements/Contracts 2.1 Agreements/Contracts</p> <p>2.1 Agreements/Contracts 8.1 Committee & Admin Reports</p> <p>2.1 Agreements/Contracts</p> <p>2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.1 Agreements/Contracts</p> <p>2.1 Agreements/Contracts 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 2.5 List of School Community Councils -</p>	<p>7 Years 7 Years 7 Years 3 Years</p> <p>7 Years 7 Years</p> <p>7 Years 3 Years</p> <p>7 Years 7 Years</p> <p>7 Years 7 Years 7 Years</p> <p>7 Years 3 Years 3 Years 3 Years 3 Years</p>		

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
166	FINANCE - 111	1999-2002 Board Planning Material 2003 New Board Orientation 2000-2001 Shared Services Policy & Guidelines Framework		8.1 Committee & Admin Reports 8.1 Committee & Admin Reports	3 Years 7 Years 7 Years		
		2003-2004 Early Childhood KidsFirst Letter of Agreement 1996-2001 Joint City, Health & School Board Committee Minutes 1996-1998 Herbert-Swift Current Shared Administrative Services Information 2000-2005 Intersectoral Committee Contracts & Meeting Minutes 1994-2001 Correspondence with Other Divisions 1989-2005 Shared Services Plan Agreement/Meeting Minutes/Annual Reviews 1997-2000 Resource-Based Learning Initiative 2002 SCRAP (Safe Community Response Action Plan) Agreement 2000-2003 Sharing & Cooperation Agreement with the Swift Current Roman Catholic Separate School Division #11 2001 Day Program for Women Project 2003 Interagency Committee for Children Project 2001 Committee of the Whole Agendas 2000 Gender Equity Committee Meeting Minutes 2003-2006 Leaves & Awards Committee Meeting Minutes 1993-2003 Leaves & Awards Committee Annual Reports 2004-2005 Policy Review Committee Meeting Minutes 2002-2005 LINC Agreement & Meeting Minutes 1998-2004 SEIU & 2003-2004 CUPE Agreements & Negotiation Notes		8.1 Committee & Admin Reports 2.1 Agreements/Contracts 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 2.1 Agreements/Contracts 8.1 Committee & Admin Reports 2.1 Agreements/Contracts 2.1 Agreements/Contracts 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 8.1 Committee & Admin Reports 2.1 Agreements/Contracts 2.1 Agreements/Contracts	7 Years 7 Years 7 Years 7 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 7 Years 7 Years		
			Multiple Years	2.1 Agreements/Contracts	7 Years	January 1, 2015	
167	FINANCE - 113	Swift Current School Division No. 94 - General Files SK Assessment Management Agency - Data Element Dictionary ('93), & Correspondence 1993-1997 Copyright Licenses 1994 - 1998 Administration & Operations Committee Meeting Minutes 1992 Attendance Areas - Luxor School Transfer 1983 Special Meeting Packages (Agenda, Information) 2001 1989 Mercer Review - External Administration Structure Review 1998-1999 Elementary System Administrative Committee Meeting Minutes 1999-2000 Middle Years System Administrative Committee Meeting Minutes 1996-1997 Administrative Council System Committee Meeting Minutes 1993-2003 Administrators' & Coordinators' Group Meeting Minutes Correspondence with Prairie West School Division: - Litigation re: Bussing Tender 1993 - 1997 Transition Program Agreement - 1997-1998 Combined Administrative Services Project - 1998 Student Residence & Attendance Agreement - 1997 Agreement of Student Attendance Jurisdiction - 1992 Litigation re: Tuition Fee Payments - 1992 Administrative Services Sharing Agreement - 1983 - 1997 Professional Growth/Instructional Improvement Committee Meeting Minutes & Information		1.6 Budget 2.1 Agreements/Contracts 8.1 Committee and Administrative Reports	3 Years 7 Years 3 Years		
				7.6 Board Packages including Board Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 8.1 Committee and Administrative Reports 6.1 Litigation Files 2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.1 Agreements/Contracts 2.1 Agreements/Contracts 6.1 Litigation Files 2.1 Agreements/Contracts 8.1 Committee and Administrative Reports	3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years		
			Multiple Years		3 Years	January 1, 2007	
		Swift Current School Division No. 94 - General Files 1995-1996 Special Projects - Alternatives to Conflict 1994-1997 Special Projects - Day Treatment Program/Workshops		8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports	3 Years 3 Years		
		1994-1995 Special Projects - Social Worker Project 1986-1994 City of Swift Current Correspondence/Meeting Minutes 1975-1997 Cypress Hills Regional College Rental Agreements 1997-2000 SK Urban Public School Board Association 1986-1997 School Year Calendar Committee Meeting Minutes 1990-1997 Director of Education's Monthly Report to the Board 1994-2000 Grant Applications 1983-1999 LINC Agreements		8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 2.1 Agreements/Contracts 8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 8.1 Committee & Administrative Reports 1.6 Budget 2.1 Agreements/Contracts	3 Years 3 Years 3 Years 3 Years 3 Years 7 Years 3 Years 3 Years 3 Years 3 Years 3 Years 7 Years		

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Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
168	FINANCE - 114	1995-2002 SEIU Agreements 1994-1998 Quality of Teacher Work Life & Student Learning Environment Committee Meeting Minutes 1991-1994 Election Facility Usage Correspondence	Multiple Years	2.1 Agreements/Contracts 8.1 Committee & Administrative Reports 4.8 Other Election Materials Deemed to be Public	7 Years 3 Years 1 Year	January 1, 2010	
169	Box # 1 - Photos	2008-2009 Ecole Oman School Student ID Cards, Stickers, Extra Class Photo's 2006-2007 Ashley Park School Extra Class Photo's 2007-2008 Ashley Park School Extra Class Photo's 2008-2009 Ashley Park School Extra Class Photo's 2009-2010 Ashley Park School Extra Class & Staff Photo's 2010-2011 Ashley Park School Candid Photo's 2010-2011 Ashley Park School Extra Class & Staff Photo's 2011-2012 Ashley Park School Extra Class & Staff Photo's/Stickers 2012-2013 Ashley Park School Extra Class & Staff Photo's 2013-2014 Ashley Park School Extra Class & Staff Photo's	Multiple Years	2.6 Photographs	3 Years	January 1, 2018	
170	Box # 2 - Photos	2009-2010 Ecole Oman School Extra Class Photo's & Stickers 2010-2011 Ecole Oman School Extra Class Photo's & Stickers 2011-2012 Ecole Oman School Extra Class Photo's & Stickers	Multiple Years	2.6 Photographs	3 Years	January 1, 2016	
171	Box # 3 - Photos	2012-2013 Ecole Oman School Extra Class Photo's & Stickers 2013-2014 Ecole Oman School Extra Class Photo's & Stickers 2007-2008 Ecole Oman School Extra Class Photo's & Stickers	Multiple Years	2.6 Photographs	3 Years	January 1, 2018	
172	Fairview School Box #1	Fairview School: Cheque Book/Stubs Purchase Orders/Invoices Bank Reconciliations Deposit Books Receipt Books	2005-2006 2006-2007 2007-2008	1.14 Purchase Orders 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations	7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2016	
173	Fairview School Box #2	Fairview School: Cheque Book/Stubs Purchase Orders/Invoices Bank Reconciliations Deposit Books Receipt Books	2008-2009 2009-2010	1.14 Purchase Orders 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations	7 Years 7 Years 7 Years 7 Years 7 Years	January 1, 2018	
174	Fairview School Box #3	Fairview School: Cheque Book/Stubs Purchase Orders/Invoices Bank Reconciliations Deposit Books Receipt Books 1993-2002 General Ledger Print Out 2004-2011 Staff Absence Reports	2010-2011 1993-2002 2004-2011	1.14 Purchase Orders 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations 1.13.4 General Ledger 5.3 Absenteeism/Leave Reports	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 3 Years	January 1, 2019	
175	Fairview School Box #4	Fairview School School Community Council: Cheque Book/Stubs Purchase Orders/Invoices Bank Reconciliations Deposit Books Receipt Books Playground Renewal Information	2008-2009 2009-2010	1.14 Purchase Orders 1.5.1 Bank Statements 1.5.2 Cancelled Cheques 1.5.3 Deposits 1.5.5 Bank Reconciliations 3.2 Playgrounds	7 Years 7 Years 7 Years 7 Years 7 Years 3 Years	January 1, 2018	