

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, January 13, 2020 at 3:00 p.m. in the Chinook Education Centre.**

**PRESENT:** Kimberly Pridmore  
Katelyn Toney  
Allan Bridal  
Larry Caswell  
Susan Mouland  
Tim Ramage  
Tim Weinbender

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

**REGRETS:** Shane Andrus  
Dianne Hahn  
Gwen Humphrey

**GUESTS:** **Staff Presentations:**  
Rob Geiger, Manager of Information Systems  
Sharie Sloman, Controller

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

AGENDA 001/20 Bridal THAT the Agenda be approved as circulated and revised.

**CARRIED**

MINUTES 002/20 Mouland THAT the minutes of the Regular Meeting of December 9, 2019, be approved, as presented.

**CARRIED**

CONSENT ITEMS 003/20 Weinbender THAT the Consent Agenda Items be approved.

**CARRIED**

**REGULAR MEETING ----- January 13, 2020**

AP 506            004/20 Moulard            THAT the revised Administrative Policy 506: Recognition of Service, be approved as attached.

**CARRIED**

SELU            005/20 Toney            THAT the Board approve an expenditure of up to \$25,000.00 to SURVEY            commission SELU to design and conduct a survey of Chinook employees subject to approval of contract.

**CARRIED**

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

TECH            006/20 Caswell            THAT the Technology Status Report be received. REPORT

**CARRIED**

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

FINANCIAL 07/20 Ramage            THAT the Quarterly Interim Financial Statement and Supporting REPORT            Schedules for the period September 1, 2019 to November 30, 2019, are approved, as attached.

**CARRIED**

Kyle McIntyre, Director, presented the Intro Provincial Education Plan Framework 2020 – 2030 Report

PEP            08/20 Toney            The Intro Provincial Education Plan Framework 2020 – 2030 Report be received.

**CARRIED**

**REGULAR MEETING ----- January 13, 2020**

CLOSED      009/20 Bridal      THAT the Board of Education recess the meeting to go into Closed Session.

**CARRIED**

RISE          010/20 Weinbender      THAT the Board of Education rise and report

**CARRIED**

HR            011/20 Mouland      THAT the Employee Contracts be ratified as contained in the  
REPORT      Human Resources Report dated January 13, 2020.

**CARRIED**

REC          012/20 Mouland      THAT the Recreational Use of Facilities Agreement be approved  
FACILITIES      as attached.  
AGREEMENT

**CARRIED**

ADJOURN      013/20 Ramage      THAT we do now adjourn.

**CARRIED**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
CFO

## **ADMINISTRATIVE POLICY NO. 506**

### RECOGNITION OF SERVICE

Chinook School Division recognizes the service of employees in accordance with the number of years served.

### **PROCEDURES**

#### ***1. Service Awards***

- a. Service awards are presented for:
  - i. Ten years of service
  - ii. Twenty years of service
  - iii. Twenty-five years of service
  - iv. Thirty years of service
  - v. Thirty-five years of service
  - vi. Forty years of service
- b. Years of service are to include all continuing years of employment with Chinook School Division and those boards of education which amalgamated to form the Chinook School Division.
- c. A recipient's years of service are to be calculated to the end of the present school year.
- d. A break in service for longer than 1 calendar year is not considered to be continuing years of employment for the purpose of Service Awards.
- e. Board approved leaves of absence do not constitute a break in service.

#### ***2. Presentation of Awards***

- a. Service awards are to be presented annually at an appropriate division event.

#### ***3. Retirement Awards***

- a. An employee is to be recognized upon retirement with an appropriate gift.

**Chinook School Division No. 211**  
**Statement of Financial Position**  
**as at November 30, 2019**

	<b>2020</b>	<b>2019</b>
<b>Financial Assets</b>		
Cash and Cash Equivalents	24,110,304	25,597,811
Accounts Receivable	548,754	157,993
Portfolio Investments	2,286,073	59,550
<b>Total Financial Assets</b>	<b>26,945,131</b>	<b>25,815,354</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	3,198,496	2,920,973
Long-Term Debt	12,087,020	12,942,257
Liability for Employee Future Benefits	1,942,600	1,906,300
Deferred Revenue	175,142	136,765
<b>Total Liabilities</b>	<b>17,403,258</b>	<b>17,906,295</b>
<b>Net Financial Assets</b>	<b>9,541,873</b>	<b>7,909,059</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets	87,896,152	91,926,970
Inventory of Supplies for Consumption	547,560	522,531
Prepaid Expenses	410,597	416,436
<b>Total Non-Financial Assets</b>	<b>88,854,309</b>	<b>92,865,937</b>
<b>Accumulated Surplus</b>	<b>98,396,182</b>	<b>100,774,996</b>

**Chinook School Division No. 211**  
**Statement of Operations and Accumulated Surplus**  
**for the period ended November, 2019**

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
<b>REVENUES</b>						
Grants	77,810,154	18,844,187	24.2%	77,268,641	18,818,432	24.4%
Tuition and Related Fees	959,715	54,628	5.7%	945,361	68,274	7.2%
School Generated Funds	2,294,400	1,536,893	67.0%	2,294,400	784,171	34.2%
Complementary Services	431,222	160,226	37.2%	419,798	128,096	30.5%
External Services	85,896	551	0.6%	85,896	489	0.6%
Other	572,430	160,970	28.1%	422,430	158,600	37.5%
<b>Total Revenues (Schedule A)</b>	<b>82,153,817</b>	<b>20,757,455</b>	<b>25.3%</b>	<b>81,436,526</b>	<b>19,958,062</b>	<b>24.5%</b>
<b>EXPENSES</b>						
Governance	345,104	99,187	28.7%	353,920	88,374	25.0%
Administration	3,184,572	737,462	23.2%	3,359,599	779,780	23.2%
Instruction	56,095,971	15,282,024	27.2%	55,602,154	15,084,996	27.1%
Plant	13,603,703	2,893,902	21.3%	12,929,263	2,841,694	22.0%
Transportation	10,177,487	2,431,526	23.9%	10,020,314	2,400,155	24.0%
Tuition and Related Fees	500,694	379,037	75.7%	659,713	326,547	49.5%
School Generated Funds	2,151,969	1,006,877	46.8%	2,153,900	529,215	24.6%
Complementary Services	427,005	134,043	31.4%	448,340	121,617	27.1%
External Services	72,504	17,579	24.2%	73,804	15,812	21.4%
Other Expenses	436,719	91,575	21.0%	483,811	96,393	19.9%
<b>Total Expenses (Schedule B)</b>	<b>86,995,728</b>	<b>23,073,212</b>	<b>26.5%</b>	<b>86,084,818</b>	<b>22,284,583</b>	<b>25.9%</b>
<b>Operating Deficit for the Period</b>	<b>(4,841,911)</b>	<b>(2,315,757)</b>		<b>(4,648,292)</b>	<b>(2,326,521)</b>	
<b>Accumulated Surplus, Beginning of Period</b>		<b>100,711,939</b>				
<b>Accumulated Surplus, End of Period</b>		<b>98,396,182</b>				

**Chinook School Division No. 211**  
**Schedule A: Supplementary Details of Revenues**  
**for the period ended November 2019**

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
<b>Grants</b>						
Ministry of Education Operating Grant	75,114,110	18,776,766	25.0%	74,867,292	18,716,823	25.0%
Other Ministry Grants	2,328,484	54,276	2.3%	65,300	58,652	89.8%
Grants from Others	367,560	13,145	3.6%	353,519	42,957	12.2%
Ministry of Education Capital Grants	-	-		1,982,530	-	0.0%
<b>Total Grants</b>	<b>77,810,154</b>	<b>18,844,187</b>	<b>24.2%</b>	<b>77,268,641</b>	<b>18,818,432</b>	<b>24.4%</b>
<b>Tuition and Related Fees Revenue</b>						
Tuition Fees - School Boards	26,100	-	0.0%	26,100	-	0.0%
Tuition Fees - Federal Government and First Nations	592,245	-	0.0%	592,245	-	0.0%
Transportation Fees	341,370	54,628	16.0%	327,016	68,274	20.9%
<b>Total Tuition and Related Fees Revenue</b>	<b>959,715</b>	<b>54,628</b>	<b>5.7%</b>	<b>945,361</b>	<b>68,274</b>	<b>7.2%</b>
<b>School Generated Funds Revenue</b>						
Commercial Sales - GST	4,400	-	0.0%	4,400	-	0.0%
Commercial Sales - Non-GST	400,000	46,594	11.6%	400,000	5,232	1.31%
Fundraising	800,000	573,111	71.6%	800,000	255,226	31.9%
Grants and Partnerships	190,000	418,340	220.2%	190,000	146,884	77.3%
Students Fees	250,000	103,793	41.5%	250,000	107,528	43.0%
Other	650,000	395,055	60.8%	650,000	269,301	41.4%
<b>Total School Generated Funds Revenue</b>	<b>2,294,400</b>	<b>1,536,893</b>	<b>67.0%</b>	<b>2,294,400</b>	<b>784,171</b>	<b>34.2%</b>
<b>Complementary Services</b>						
Operating Grant	336,622	84,156	25.0%	333,348	83,337	25.0%
Tuition and Related Fees	94,600	74,820	79.1%	86,450	37,349	43.2%
Other Revenue	-	1,250	-	-	7,410	0.0%
<b>Total Complementary Services Revenue</b>	<b>431,222</b>	<b>160,226</b>	<b>37.2%</b>	<b>419,798</b>	<b>128,096</b>	<b>30.5%</b>
<b>External Services</b>						
Other Provincial Grants	76,896	-	0.0%	76,896	-	0.0%
Other Revenue	9,000	551	6.1%	9,000	489	5.4%
<b>Total External Services Revenue</b>	<b>85,896</b>	<b>551</b>	<b>0.6%</b>	<b>85,896</b>	<b>489</b>	<b>0.6%</b>
<b>Other Revenue</b>						
Miscellaneous Revenue	313,000	27,054	8.6%	313,000	34,937	11.2%
Sales & Rentals	9,430	2,828	30.0%	9,430	2,828	30.0%
Investments	250,000	131,088	52.4%	100,000	120,835	0.0%
<b>Total Other Revenue</b>	<b>572,430</b>	<b>160,970</b>	<b>28.1%</b>	<b>422,430</b>	<b>158,600</b>	<b>37.5%</b>
<b>TOTAL REVENUE FOR THE YEAR</b>	<b>82,153,817</b>	<b>20,757,455</b>	<b>25.3%</b>	<b>81,436,526</b>	<b>19,958,062</b>	<b>24.5%</b>

**Chinook School Division No. 211**  
**Schedule B: Supplementary Details of Expenses**  
**for the period ended November, 2019**

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
<b>Governance Expense</b>						
Board Members Expense	128,960	38,828	30.1%	128,003	31,071	24.3%
Professional Development- Board Members	15,000	4,260	28.4%	20,790	4,580	22.0%
Advisory Committees	56,144	45,910	81.8%	60,627	48,269	79.6%
Elections	4,000	-	0.0%	4,000	728	18.2%
Other Governance Expenses	141,000	10,189	7.2%	140,500	3,726	2.7%
<b>Total Governance Expense</b>	<b>345,104</b>	<b>99,187</b>	<b>28.7%</b>	<b>353,920</b>	<b>88,374</b>	<b>25.0%</b>
<b>Administration Expense</b>						
Salaries	2,184,509	549,435	25.2%	2,262,844	533,657	23.6%
Benefits	278,354	57,634	20.7%	279,571	52,536	18.8%
Supplies & Services	234,477	49,504	21.1%	309,477	101,475	32.8%
Non-Capital Furniture & Equipment	49,694	1,649	3.3%	49,694	2,051	4.1%
Building Operating Expenses	102,500	16,581	16.2%	102,500	17,873	17.4%
Communications	104,737	16,104	15.4%	104,737	20,890	19.9%
Travel	69,378	14,623	21.1%	69,378	16,032	23.1%
Professional Development	47,000	3,494	7.4%	47,000	1,353	2.9%
Amortization of Tangible Capital Assets	113,923	28,438	25.0%	134,398	33,913	25.2%
<b>Total Administration Expense</b>	<b>3,184,572</b>	<b>737,462</b>	<b>23.2%</b>	<b>3,359,599</b>	<b>779,780</b>	<b>23.2%</b>
<b>Instruction Expense</b>						
Instructional (Teacher Contract) Salaries	38,434,617	11,019,801	28.7%	38,369,023	10,969,573	28.6%
Instructional (Teacher Contract) Benefits	1,783,247	285,517	16.0%	1,757,484	185,231	10.5%
Program Support (Non-Teacher Contract) Salaries	8,410,333	2,199,517	26.2%	8,304,675	2,177,718	26.2%
Program Support (Non-Teacher Contract) Benefits	1,546,412	427,665	27.7%	1,540,162	412,921	26.8%
Instructional Aids	2,050,357	300,051	14.6%	1,939,309	340,971	17.6%
Supplies & Services	916,407	176,816	19.3%	845,178	183,752	21.7%
Non-Capital Furniture & Equipment	1,033,801	170,208	16.5%	873,974	171,602	19.6%
Communications	191,198	36,566	19.1%	189,171	38,177	20.2%
Travel	619,983	121,168	19.5%	569,903	102,609	18.0%
Professional Development	430,990	111,358	25.8%	531,164	125,707	23.7%
Student Related Expense	483,742	381,996	79.0%	409,385	318,894	77.9%
Amortization of Tangible Capital Assets	194,884	51,361	26.4%	272,726	57,841	21.2%
<b>Total Instruction Expense</b>	<b>56,095,971</b>	<b>15,282,024</b>	<b>27.2%</b>	<b>55,602,154</b>	<b>15,084,996</b>	<b>27.1%</b>
<b>Plant Operation &amp; Maintenance Expense</b>						
Salaries	3,286,537	759,065	23.1%	3,215,940	765,599	23.8%
Benefits	611,516	142,180	23.3%	591,868	139,950	23.6%
Supplies & Services	14,400	302	2.1%	14,400	8,619	59.9%
Non-Capital Furniture & Equipment	39,100	6,609	16.9%	39,100	7,218	18.5%
Building Operating Expenses	6,814,669	1,239,587	18.2%	6,145,076	1,175,471	19.1%
Communications	15,258	2,055	13.5%	15,258	2,213	14.5%
Travel	151,500	31,389	20.7%	151,500	14,605	9.6%
Professional Development	12,000	2,937	24.5%	10,000	879	8.8%
Amortization of Tangible Capital Assets	2,658,723	709,778	26.7%	2,746,121	727,140	26.5%
<b>Total Plant Operation &amp; Maintenance Expense</b>	<b>13,603,703</b>	<b>2,893,902</b>	<b>21.3%</b>	<b>12,929,263</b>	<b>2,841,694</b>	<b>22.0%</b>
<b>Student Transportation Expense</b>						
Salaries	4,131,775	1,097,517	26.6%	3,976,580	1,051,305	26.4%
Benefits	733,180	204,550	27.9%	717,502	182,098	25.4%
Supplies & Services	1,940,855	349,656	18.0%	1,605,855	326,901	20.4%
Non-Capital Furniture & Equipment	1,148,777	289,356	25.2%	958,777	180,443	18.8%
Building Operating Expenses	222,500	24,965	11.2%	190,500	16,155	8.5%
Communications	34,908	3,484	10.0%	34,908	4,174	12.0%
Travel	30,000	10,774	35.9%	30,000	8,563	28.5%
Professional Development	25,918	1,711	6.6%	42,918	1,633	3.8%
Contracted Transportation	167,990	41,300	24.6%	813,090	225,465	27.7%
Amortization of Tangible Capital Assets	1,741,584	408,213	23.4%	1,650,184	403,418	24.4%
<b>Total Student Transportation Expense</b>	<b>10,177,487</b>	<b>2,431,526</b>	<b>23.9%</b>	<b>10,020,314</b>	<b>2,400,155</b>	<b>24.0%</b>



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

	2019-2020 Budget	2019-2020 Actual- YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
<b>Tuition and Related Fees Expense</b>						
Tuition Fees	439,647	379,037	86.2%	572,044	326,547	57.1%
Transportation Fees	61,047	-	0.0%	87,669	-	0.0%
<b>Total Tuition and Related Fees Expense</b>	<b>500,694</b>	<b>379,037</b>	<b>75.7%</b>	<b>659,713</b>	<b>326,547</b>	<b>49.5%</b>
<b>School Generated Funds Expense</b>						
Academic Supplies & Services	5,000	3,240	64.8%	5,000	388	7.8%
Cost of Sales	620,000	173,004	27.9%	620,000	47,193	7.6%
Non-Capital Furniture & Equipment	18,000	-	0.0%	18,000	2,221	12.3%
School Fund Expenses	1,500,000	828,391	55.2%	1,500,000	476,688	31.8%
Amortization of Tangible Capital Assets	8,969	2,242	25.0%	10,900	2,725	25.0%
<b>Total School Generated Funds Expense</b>	<b>2,151,969</b>	<b>1,006,877</b>	<b>46.8%</b>	<b>2,153,900</b>	<b>529,215</b>	<b>24.6%</b>
<b>Complementary Services Expense</b>						
Instructional (Teacher Contract) Salaries & Benefits	224,231	60,583	27.0%	233,329	54,692	23.4%
Program Support (Non-Teacher Contract) Salaries & Benefits	111,987	31,139	27.8%	101,121	30,671	30.3%
Transportation Salaries & Benefits	29,939	14,714	49.1%	25,523	8,737	34.2%
Instructional Aids	1,210	251	20.7%	1,210	245	20.2%
Supplies & Services	13,000	12,598	96.9%	33,000	12,221	37.0%
Communications	3,100	-	0.0%	1,100	1,563	142.1%
Travel	2,000	3,787	189.4%	2,000	1,979	99.0%
Professional Development (Non-Salary Costs)	5,050	212	4.2%	5,050	-	0.0%
Student Related Expenses	-	418	0.0%	-	1,269	0.0%
Contracted Transportation & Allowances	36,000	10,219	28.4%	45,000	9,988	22.2%
Amortization of Tangible Capital Assets	488	122	25.0%	1,007	252	25.0%
<b>Total Complementary Services Expense</b>	<b>427,005</b>	<b>134,043</b>	<b>31.4%</b>	<b>448,340</b>	<b>121,617</b>	<b>27.1%</b>
<b>External Service Expense</b>						
Program Support (Non-Teacher Contract) Salaries & Benefits	60,004	14,282	23.8%	61,304	13,643	22.3%
Supplies & Services	1,000	274	27.4%	1,000	24	2.4%
Communications	1,500	210	14.0%	1,500	200	13.3%
Travel	8,000	2,320	29.0%	8,000	1,880	23.5%
Professional Development (Non-Salary Costs)	2,000	493	24.7%	2,000	65	3.3%
<b>Total External Services Expense</b>	<b>72,504</b>	<b>17,579</b>	<b>24.2%</b>	<b>73,804</b>	<b>15,812</b>	<b>21.4%</b>
<b>Other Expense</b>						
<b>Interest and Bank Charges</b>						
Current Interest and Bank Charges	2,400	-	0.0%	20,400	14	0.1%
Interest on Capital Loans	434,319	91,575	21.1%	463,411	96,379	20.8%
<b>Total Other Expense</b>	<b>436,719</b>	<b>91,575</b>	<b>21.0%</b>	<b>483,811</b>	<b>96,393</b>	<b>19.9%</b>
<b>TOTAL EXPENSES FOR THE YEAR</b>	<b>86,995,728</b>	<b>23,073,212</b>	<b>26.5%</b>	<b>86,084,818</b>	<b>22,284,583</b>	<b>25.9%</b>

## **Budget to actual Variance Analysis for September 2019 – Nov 2019**

**Revenue - \$20,757,455 – 25.3% of budget (2018, 24.5% of Budget)**

**Expenses - \$23,073,212 - 25.9% of budget (2018, 25.9% of Budget)**

### **Revenues**

#### **Grants (24.2%)**

-Operating grants – Budget: \$ 75,114,110

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

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

Actual: \$ 52,498 Funds received in September/19

Budget: \$ 13,200 EAL Assessment Funding

Actual: \$ 11,275 Funds received in October/19 - less students than budgeted for

Budget: \$2,263,184 (PMR)

Actual: \$ 0

-Grants from Others – Budget: \$ 367,560 SGI – Driver Ed

Actual : \$ 13,145 Working with SGI to determine per hour rate and prior years deficiency therefore payment of current year hours was behind. On Dec 14/19 we received \$213,000 which covered off all deficiencies until August 31, 2019.

Additional Note re PMR funding:

-PMR funding typically received in June. At August 31, 2019 year end, the PMR balance that is reflected within the accumulated surplus was \$1,636,293. PMR spending to November 30, 2019 was \$522,080 on projects (Consul RTU, Eastend Roof and Boiler Replacement, Hazlet Roof Replacement, Herbert Power Plant CAP Project, Irwin Asbestos Phase II, SHS & Burstall & Sidney Street Fire Alarms, Burstall Roof Replacement, Stewart Valley Boiler Replacement, SCCHS Assessment, Site Drainage and Fan Support) leaving a PMR balance of \$1,114,213 at Nov 30, 2019.

#### **Tuition (5.7%)**

-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: \$ 341,370 Holy Trinity School Division  
 Actual: \$ 41,628 One month billing posted in first quarter with  
 adjustments from prior year – (expected revenue will be \$384,066 for the year)

**School Generated Funds Revenue** (67.0%)

-First year with actual numbers from schools – prior year numbers were from 11/29 schools that had been transferred into PowerSchool records. Significant revenue collected at beginning of the year with school start up including fundraising activities. Student activity grant funding of \$364,119 and SCC grant of \$43,500 front loaded.

**Complementary** (37.2%)

-Operating grants –PreK – Budget: \$333,348  
 Actual \$ 84,156 Received 25% of funding

-Tuition Revenue- Budget \$ 94,600 Chinook International Program  
 Actual \$ 74,820 Tuition received to date

-Other Revenue – VTRA revenue received \$1,250 – not budgeted

**External Services** (0.6%)

-Other Provincial Grants - Budget: \$ 76,896 - Family Advocacy Program (FAW)  
 Actual: \$ 0 - 19/20 Funding received in August \$77,492

-Other Revenue Budget: \$ 9,000 - SCCHS cafeteria rent  
 Actual: \$ 551 - Lynda's Food Service

**Other** (28.1%)

-Miscellaneous Revenue Budget: \$313,000 - User Fees, general reimbursements  
 Actual \$ 27,054- Actual at 8.6% of budget

Sales and Rentals Budget: \$ 9,430 - Natural Wonders Learning Centre  
 Actual: \$ 2,828 - 3 months' rent received

-Investments Budget: \$250,000  
 Actual: \$131,088 - Interest earned on operating account

## **Expenses**

**Governance** (28.7%) – Tracking under budget as most expenditures would be 10 month in nature; therefore, expenditures target @ 30% = 3 /10 months

- Board Members Expense -      Budget: 128,960  
Actual: 38,828 (30.1%)
- Advisory Committees              Budget: 56,144 (81.8%)  
Actual: 45,910 – Annual SCC Grants paid to schools – 29 x \$1,500 and  
SCC Forum expenses

**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. (23.2% in 2018-2019)

- Salaries                                      Budget: 2,184,509  
Actual : 549,435 (25.2%) – Budget for LEADS salaries did not include  
2.3 % salary increase and Kyle’s salary was under budgeted by  
\$5,000/annum

**Instructional** (27.2%) -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: \$ 38,434,617  
Actual: \$ 11,019,801 (28.7%) –under budget – 10 month positions  
  
Budget FTE – 402.97 per MBF (includes 3 contingencies)  
Actual FTE – 404.04 per SRB
- Teacher SBB Sub salaries (included in Teacher Salaries above) – third year of initiative – actual costs at 12.84% of budget (budget \$1,192,582 with actual spend of \$153,154) vs prior year costs of \$140,383  
Schools that underspend are entitled to carry forward ½ to their SBB.
- Program Support Salaries – Budget: \$8,410,333  
Actual: \$2,199,517 (26.2%) – under budget – mainly 10 month positions
- Student Related Expense - Budget: \$483,742  
Actual: \$381,996 – \$350,448 Annual Student Activity Grants were paid

**Plant** (21.3%) - Tracking under budget as most expenditures would be 12 month in nature; therefore, expenditures target @ 25% = 3 /12 months

-Building Operating Exp - Budget: \$6,814,669  
Actual: \$1,239,587 (18.2%)

Included in Building Operating Exp:	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>% in 18-19</u>
Minor Renos	2,580,684	548,943		
Less PMR	<u>2,263,184</u>	<u>522,080</u>	23.1%	19.2%
Other Minor Renos	317,500	26,863	8.4%	19.7%
	<u>Budget</u>	<u>Actual</u>		
Caretaking Materials	229,555	59,906	26.1%	27.9%
Maintenance Materials	380,630	80,255	21.1%	24.4%
Contract Caretaking (Holy Trinity bills not rec'd to date)	238,000	0	0.0%	0.0%
Contract Maintenance	949,990	177,194	18.7%	25.1%
Heating Fuel	562,731	41,520	7.4%	7.7%
Electricity	1,262,236	195,728	15.5%	16.6%
Water & Sewer	176,636	41,649	23.6%	30.8%
Insurance	359,198	89,799	25.0%	23.6%
Appraisal Fees	66,300	2,438	3.7%	0.0%
Rent of Facilities	8,708	2,177	25.0%	33.3%

**Transportation** (23.9%) - All expenditures tracking under budget as a majority of expenditures are 10 month in nature.

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 17.1% (budget \$1,617,135; actual \$276,287) (22.7% in 18-19)

- Repair of equipment (included in Non-Capital Furniture & Equipment) budget \$10,000 actual expense \$22,181 – overhaul repair of hoists in Swift Current and Shaunavon bus garages

- Repair & Maintenance of Buses (included in Non-Capital Furniture & Equipment) is tracking at 23.6% (budget \$1,116,877; actual \$263,304) (19.2% in 18-19)

**Tuition & Related Fees** (75.7%) Budgets are based on prior year for number of students.

Budget: \$439,647 Great Plains College \$326,547; Prairie Rose \$174,147 (tuition & transp.)  
 Actual: 379,037 Great Plains College \$379,037; Prairie Rose – billing rec'd in December  
 2019 - \$192,500 (tuition \$130,500; transportation - \$62,000)

-Great Plains College was budgeted at 23 FTE full time and 6 FTE part time with a total cost of \$326,547; actual 30 FTE full time and 6 FTE part-time for a cost of \$379,037.

-We have budgeted 13.0 FTE for Prairie Rose actual billing is for 15.0 FTE.

**School Generated Funds Expense** (46.8%)

-Similar to the revenue side, this is first year with actual numbers from all schools – prior year numbers were from 11/29 schools that had been transferred into PowerSchool records.

**Complementary Services Expense** (31.4%)

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

- Supplies & Service (96.9%) – Recruitment fees for CIP program – have been paid in the first quarter in prior years as well.

-Travel (189.4%) – VTRA expenses of \$2,953 were not budgeted  
 – other travel items on budget.

**External** (24.2%)

Expenditures for Family Advocacy Program are included under external services and are tracking on budget.

**Other Expenses** (21.0%)

-Tracking on budget – similar to prior years.

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2020.

BETWEEN:

**THE CITY OF SWIFT CURRENT,**  
HEREINAFTER REFERRED AS THE “**City**”

AND **CHINOOK SCHOOL DIVISION 211** HEREINAFTER REFERRED TO AS  
“**Chinook School Division**” representing Public Schools within the City  
of Swift Current including Central, Fairview, O.M. Irwin, Swift Current  
Comprehensive, Maverick, Ecole Centennial and CAMPS.

## **RECREATION FACILITIES USE AGREEMENT**

**Whereas:**

The City owns and operates parks, recreational facilities and programs and the Chinook School Division has determined that using these City parks, recreational facilities and programs would be beneficial to the health and well being of their students.

**THE PARTIES THEREFORE AGREE AS FOLLOWS:**

1. During the period from September 1, 2019 until September 1, 2022, the City shall allow the Chinook School Division access to and use of certain recreational facilities in accordance with the terms and conditions set out in this Agreement.
2. The recreational facilities included in this Agreement are as follows:
  - Aquatic Centre
  - Fairview Pool
  - Credit Union I-Plex
  - Fairview Arena
  - Recreation Centre
  - Kinetic Park Stockade
  - Chinook Golf Course (Driving Range with balls no charge – current Junior rates will be applied when playing the course.)
  - Outdoor Recreation Facilities – Rinks, Ball Diamonds, Pitches, Track and City Concessions
3. The Chinook School Division shall be able to use the specified facilities only during regular school hours when not in use by the general public or in conjunction with other programs as approved by the City. Usage is to be arranged in consultation with the City’s Community Services Division and Aquatic facilities.

4. It is always understood that if the said facilities are used by the Chinook School Division's students, that the said students shall be accompanied and supervised by the Chinook School Division's teachers and staff. Neither the City nor its employees shall be responsible for the supervision of the students.
  
5. In addition to allowing the use of the said facilities, the City agrees to provide swimming lessons for the School Division's students in selected grades. The said lessons are to be arranged in consultation with the City's aquatic facilities or Community Services Division.
  
6. In consideration of the use of the said facilities and the swimming lessons, the Chinook School Division shall:
  - a) For the period of September 1, 2019 to August 31, 2022, pay the City the sum of \$3.50 for each student registered with the Chinook School Division and representing the schools above as of the September 30 school enrollment numbers of the current year. Payment shall be made annually to the City by December 31<sup>st</sup>.
  
  - b) Reimburse the City for the City's cost of providing additional lifeguards, instruction or organized activities. The City shall invoice the Chinook School Division at the completion of each rental utilizing additional lifeguards, instruction or organized activities and the Chinook School Division shall pay the invoice within 30 days.
  
  - c) Chinook School Division schools listed in the agreement shall annually pay the City \$26.50 per child who takes swimming lessons for the period September 1, 2019 to August 31, 2020. Chinook School Division schools listed in this agreement shall pay the City \$28.00 per child who takes swimming lessons for the period September 1, 2020 to August 31, 2021. And the Chinook School Division schools listed in this agreement shall pay the City \$29.50 per child who takes swimming lessons for the period September 1, 2021 to August 31, 2022. The City shall invoice the Chinook School Division schools at the completion of each session of lessons and the Chinook School Division schools shall pay the invoice within 30 days.

Signed on behalf of the City this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

**(Seal)**

**CITY OF SWIFT CURRENT**

\_\_\_\_\_

Chief Administrative Officer

\_\_\_\_\_

City Clerk



**IN WITNESS WHEREOF CHINOOK SCHOOL DIVISION 211** has hereunto affixed its corporate seal, attested to by the hands of its proper signing officers on that behalf, on the \_\_\_\_ day of \_\_\_\_\_, A.D 2020.

**(Seal)**

**CHINOOK SCHOOL DIVISION 211**

Per:

\_\_\_\_\_

Per:

\_\_\_\_\_