

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Tuesday, April 14, 2020 at 3:00 p.m. via Electronic Means.

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
JackieWiebe – Executive Assistant

GUESTS: **Staff Presentations:**
Ken Garinger: Superintendent of Human Resources
Bob Vavra: Superintendent of Learning
Sharie Sloman: Controller

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

AGENDA 038/20 Ramage THAT the Agenda be approved as amended and revised.

CARRIED

MINUTES 039/20 Weinbender THAT the Minutes of the Regular Meeting of March 9, 2020, be approved, as presented.

CARRIED

REGULAR MEETING ----- April 14, 2020

CONSENT 040/20 Moulard THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

AP 801 041/20 Andrus THAT the revised Administrative Policy 801, Transportation Services, be approved as attached.

Ken Garinger, Superintendent of Human Resources, presented the Human Resources Staffing Monitoring Report

HR STAFF 042/20 Humphrey THAT the Human Resources Staffing Monitoring Report be
REPORT received.

CARRIED

Bob Vavra, Superintendent of Learning presented the Curriculum Status Report.

CURR. 043/20 Caswell THAT the Curriculum Status Report be received.
REPORT

CARRIED

Rod Quintin, Chief Financial Officer, and Sharie Sloman, Controller, presented the Finance Report up to February 29, 2020

FINANCIAL 044/20 Bridal THAT the Quarterly Interim Financial Statement and Supporting
STATEMENT Schedules for the period December 1, 2019 to February 29, 2020, are approved, as attached.

CARRIED

REGULAR MEETING ----- April 14, 2020

CLOSED 045/20 Hahn THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

RISE 046/20 Toney THAT the Board of Education rise and report.

CARRIED

HR
REPORT 047/20 Ramage THAT the Employee Contracts be ratified as contained in the Human Resources Report dated April 14, 2020.

CARRIED

BUS
PURCHASE 048/20 Mouland THAT the Board of Education will approve an additional allocation from unrestricted reserves in the amount of \$400,000 to fund the purchase of five Ford Chassis G series 29 passenger buses.

CARRIED

CENTRAL
BOILER
REPLACEMENT 049/20 Hahn THAT the Chinook Board of Education will accept the separate price #1 from Town & Country in the amount of \$95,542.00 for the Central School Boiler Replacement.

CARRIED

REGULAR MEETING ----- April 14, 2020

PUBLIC SECTION APPEAL 050/20 Caswell THAT Chinook School Division contribute \$1.00 per student to The Public Section in their appeal to obtain final clarification regarding school attendance choices.

RECORDED VOTE REQUESTED BY: Shane Andrus

IN FAVOR: Larry Caswell, Dianne Hahn, Gwen Humphrey, Katelyn Toney, Susan Mouland, Tim Ramage and Tim Weinbender

OPPOSED: Shane Andrus and Allan Bridal

CARRIED

ADJOURN 051/20 Weinbender THAT we do now adjourn.

CARRIED

Board Chair

CFO

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 transportation to alternate school locations will be sunset June 30, 2021

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

Revised June 10, 2019

Revised April 14, 2020

Chinook School Division No. 211
Statement of Financial Position
as at February 29, 2020

	2020	2019
Financial Assets		
Cash and Cash Equivalents	22,806,640	24,766,350
Accounts Receivable	651,974	447,054
Portfolio Investments	3,036,073	54,315
Total Financial Assets	26,494,687	25,267,719
Liabilities		
Accounts Payable and Accrued Liabilities	4,696,876	4,187,772
Long-Term Debt	11,890,609	12,752,964
Liability for Employee Future Benefits	1,942,600	1,906,300
Deferred Revenue	175,142	136,765
Total Liabilities	18,705,227	18,983,801
Net Financial Assets	7,789,460	6,283,918
Non-Financial Assets		
Tangible Capital Assets	87,208,239	90,689,893
Inventory of Supplies for Consumption	547,560	522,531
Prepaid Expenses	200,543	587,374
Total Non-Financial Assets	87,956,342	91,799,798
Accumulated Surplus	95,745,802	98,083,716

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended February 29, 2020

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
REVENUES						
Grants	77,810,154	38,359,015	49.3%	77,268,641	37,640,295	48.7%
Tuition and Related Fees	959,715	559,901	58.3%	945,361	434,350	45.9%
School Generated Funds	2,294,400	2,125,580	92.6%	2,294,400	1,432,685	62.4%
Complementary Services	431,222	260,738	60.5%	419,798	236,852	56.4%
External Services	85,896	2,351	2.7%	85,896	26,202	30.5%
Other	572,430	437,068	76.4%	422,430	339,706	80.4%
Total Revenues (Schedule A)	82,153,817	41,744,653	50.8%	81,436,526	40,110,090	49.3%
EXPENSES						
Governance	345,104	249,498	72.3%	353,920	231,935	65.5%
Administration	3,184,572	1,575,622	49.5%	3,359,599	1,559,257	46.4%
Instruction	56,095,971	30,965,204	55.2%	55,602,154	30,019,197	54.0%
Plant	13,603,703	6,063,193	44.6%	12,929,263	6,451,947	49.9%
Transportation	10,177,487	5,101,242	50.1%	10,020,314	4,768,886	47.6%
Tuition and Related Fees	500,694	569,529	113.7%	659,713	498,717	75.6%
School Generated Funds	2,151,969	1,674,167	77.8%	2,153,900	1,126,765	52.3%
Complementary Services	427,005	272,192	63.7%	448,340	238,626	53.2%
External Services	72,504	42,652	58.8%	73,804	40,210	54.5%
Other Expenses	436,719	197,491	45.2%	483,811	192,351	39.8%
Total Expenses (Schedule B)	86,995,728	46,710,790	53.7%	86,084,818	45,127,891	52.4%
Operating Deficit for the Period	(4,841,911)	(4,966,137)		(4,648,292)	(5,017,801)	
Accumulated Surplus, Beginning of Period		100,711,939				
Accumulated Surplus, End of Period		95,745,802				

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended February 29, 2020

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
Grants						
Ministry of Education Operating Grant	75,114,110	37,564,946	50.0%	74,867,292	37,488,156	50.1%
Other Ministry Grants	2,328,484	278,798	12.0%	65,300	58,652	89.8%
Grants from Others	367,560	515,271	140.2%	353,519	93,487	26.4%
Ministry of Education Capital Grants	-	-	-	1,982,530	-	0.0%
Total Grants	77,810,154	38,359,015	49.3%	77,268,641	37,640,295	48.7%
Tuition and Related Fees Revenue						
Tuition Fees - School Boards	26,100	43,500	166.7%	26,100	39,150	150.0%
Tuition Fees - Federal Government and First Nations	592,245	297,428	50.2%	592,245	224,515	37.9%
Tuition Fees - Individuals and others	-	1,950	-	-	-	-
Transportation Fees	341,370	217,023	63.6%	327,016	170,685	52.2%
Total Tuition and Related Fees Revenue	959,715	559,901	58.3%	945,361	434,350	45.9%
School Generated Funds Revenue						
Commercial Sales - GST	4,400	-	0.0%	4,400	-	0.0%
Commercial Sales - Non-GST	400,000	74,470	18.6%	400,000	17,437	4.36%
Fundraising	800,000	864,588	108.1%	800,000	474,360	59.3%
Grants and Partnerships	190,000	426,263	224.3%	190,000	151,400	79.7%
Students Fees	250,000	146,765	58.7%	250,000	149,653	59.9%
Other	650,000	613,494	94.4%	650,000	639,835	98.4%
Total School Generated Funds Revenue	2,294,400	2,125,580	92.6%	2,294,400	1,432,685	62.4%
Complementary Services						
Operating Grant	336,622	168,310	50.0%	333,348	166,693	50.0%
Tuition and Related Fees	94,600	88,428	93.5%	86,450	62,749	72.6%
Other Revenue	-	4,000	-	-	7,410	0.0%
Total Complementary Services Revenue	431,222	260,738	60.5%	419,798	236,852	56.4%
External Services						
Other Ministry Grants	-	-	0.0%	-	25,000	0.0%
Other Provincial Grants	76,896	-	0.0%	76,896	-	0.0%
Other Revenue	9,000	2,351	26.1%	9,000	1,202	13.4%
Total External Services Revenue	85,896	2,351	2.7%	85,896	26,202	30.5%
Other Revenue						
Miscellaneous Revenue	313,000	152,689	48.8%	313,000	87,291	27.9%
Sales & Rentals	9,430	5,655	60.0%	9,430	5,655	60.0%
Investments	250,000	273,724	109.5%	100,000	246,760	246.8%
Total Other Revenue	572,430	437,068	76.4%	422,430	339,706	80.4%
TOTAL REVENUE FOR THE YEAR	82,153,817	41,744,653	50.8%	81,436,526	40,110,090	49.3%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February 29, 2020

	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
Governance Expense						
Board Members Expense	128,960	84,942	65.9%	128,003	61,345	47.9%
Professional Development- Board Members	15,000	6,802	45.3%	20,790	14,438	69.4%
Advisory Committees	56,144	47,104	83.9%	60,627	48,269	79.6%
Elections	4,000	-	0.0%	4,000	728	18.2%
Other Governance Expenses	141,000	110,650	78.5%	140,500	107,155	76.3%
Total Governance Expense	345,104	249,498	72.3%	353,920	231,935	65.5%
Administration Expense						
Salaries	2,184,509	1,145,808	52.5%	2,262,844	1,076,657	47.6%
Benefits	278,354	136,663	49.1%	279,571	116,617	41.7%
Supplies & Services	234,477	110,412	47.1%	309,477	173,731	56.1%
Non-Capital Furniture & Equipment	49,694	4,379	8.8%	49,694	6,476	13.0%
Building Operating Expenses	102,500	42,725	41.7%	102,500	38,405	37.5%
Communications	104,737	43,077	41.1%	104,737	42,271	40.4%
Travel	69,378	32,133	46.3%	69,378	32,924	47.5%
Professional Development	47,000	3,549	7.6%	47,000	4,350	9.3%
Amortization of Tangible Capital Assets	113,923	56,876	49.9%	134,398	67,826	50.5%
Total Administration Expense	3,184,572	1,575,622	49.5%	3,359,599	1,559,257	46.4%
Instruction Expense						
Instructional (Teacher Contract) Salaries	38,434,617	22,168,832	57.7%	38,369,023	21,937,773	57.2%
Instructional (Teacher Contract) Benefits	1,783,247	811,141	45.5%	1,757,484	711,916	40.5%
Program Support (Non-Teacher Contract) Salaries	8,410,333	4,675,301	55.6%	8,304,675	4,291,631	51.7%
Program Support (Non-Teacher Contract) Benefits	1,546,412	919,623	59.5%	1,540,162	806,365	52.4%
Instructional Aids	2,050,357	609,995	29.8%	1,939,309	587,508	30.3%
Supplies & Services	916,407	404,518	44.1%	845,178	305,218	36.1%
Non-Capital Furniture & Equipment	1,033,801	362,578	35.1%	873,974	430,280	49.2%
Communications	191,198	89,449	46.8%	189,171	87,479	46.2%
Travel	619,983	238,022	38.4%	569,903	200,843	35.2%
Professional Development	430,990	142,132	33.0%	531,164	190,785	35.9%
Student Related Expense	483,742	440,892	91.1%	409,385	353,717	86.4%
Amortization of Tangible Capital Assets	194,884	102,721	52.7%	272,726	115,682	42.4%
Total Instruction Expense	56,095,971	30,965,204	55.2%	55,602,154	30,019,197	54.0%
Plant Operation & Maintenance Expense						
Salaries	3,286,537	1,671,490	50.9%	3,215,940	1,520,054	47.3%
Benefits	611,516	307,921	50.4%	591,868	269,226	45.5%
Supplies & Services	14,400	5,308	36.9%	14,400	13,823	96.0%
Non-Capital Furniture & Equipment	39,100	20,270	51.8%	39,100	20,458	52.3%
Building Operating Expenses	6,814,669	2,589,903	38.0%	6,145,076	3,126,132	50.9%
Communications	15,258	5,784	37.9%	15,258	5,609	36.8%
Travel	151,500	64,889	42.8%	151,500	38,968	25.7%
Professional Development	12,000	3,493	29.1%	10,000	2,035	20.4%
Amortization of Tangible Capital Assets	2,658,723	1,394,135	52.4%	2,746,121	1,455,642	53.0%
Total Plant Operation & Maintenance Expense	13,603,703	6,063,193	44.6%	12,929,263	6,451,947	49.9%
Student Transportation Expense						
Salaries	4,131,775	2,388,352	57.8%	3,976,580	2,090,526	52.6%
Benefits	733,180	447,697	61.1%	717,502	358,215	49.9%
Supplies & Services	1,940,855	726,679	37.4%	1,605,855	618,751	38.5%
Non-Capital Furniture & Equipment	1,148,777	553,181	48.2%	958,777	432,711	45.1%
Building Operating Expenses	222,500	66,765	30.0%	190,500	59,378	31.2%
Communications	34,908	7,937	22.7%	34,908	8,528	24.4%
Travel	30,000	22,076	73.6%	30,000	16,030	53.4%
Professional Development	25,918	3,559	13.7%	42,918	2,446	5.7%
Contracted Transportation	167,990	62,031	36.9%	813,090	377,038	46.4%
Amortization of Tangible Capital Assets	1,741,584	822,965	47.3%	1,650,184	805,263	48.8%
Total Student Transportation Expense	10,177,487	5,101,242	50.1%	10,020,314	4,768,886	47.6%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February 29, 2020

	2019-2020 Budget	2019-2020 Actual- YTD	% of Budget YTD	2018-2019 Budget	2018-2019 Actual - YTD	% of Budget YTD
Tuition and Related Fees Expense						
Tuition Fees	439,647	509,537	115.9%	572,044	439,647	76.9%
Transportation Fees	61,047	59,992	98.3%	87,669	59,070	67.4%
Total Tuition and Related Fees Expense	500,694	569,529	113.7%	659,713	498,717	75.6%
School Generated Funds Expense						
Academic Supplies & Services	5,000	8,582	171.6%	5,000	679	13.6%
Cost of Sales	620,000	263,101	42.4%	620,000	99,143	16.0%
Non-Capital Furniture & Equipment	18,000	2,807	15.6%	18,000	43,656	242.5%
School Fund Expenses	1,500,000	1,395,193	93.0%	1,500,000	977,837	65.2%
Amortization of Tangible Capital Assets	8,969	4,484	50.0%	10,900	5,450	50.0%
Total School Generated Funds Expense	2,151,969	1,674,167	77.8%	2,153,900	1,126,765	52.3%
Complementary Services Expense						
Instructional (Teacher Contract) Salaries & Benefits	224,231	127,167	56.7%	233,329	110,412	47.3%
Program Support (Non-Teacher Contract) Salaries & Benefits	111,987	58,542	52.3%	101,121	61,712	61.0%
Transportation Salaries & Benefits	29,939	32,071	107.1%	25,523	17,457	68.4%
Instructional Aids	1,210	310	25.6%	1,210	5,724	473.1%
Supplies & Services	13,000	15,898	122.3%	33,000	15,276	46.3%
Communications	3,100	-	0.0%	1,100	1,563	142.1%
Travel	2,000	4,874	243.7%	2,000	3,379	169.0%
Professional Development (Non-Salary Costs)	5,050	312	6.2%	5,050	-	0.0%
Student Related Expenses	-	1,050	0.0%	-	862	0.0%
Contracted Transportation & Allowances	36,000	31,724	88.1%	45,000	21,738	48.3%
Amortization of Tangible Capital Assets	488	244	50.0%	1,007	503	50.0%
Total Complementary Services Expense	427,005	272,192	63.7%	448,340	238,626	53.2%
External Service Expense						
Program Support (Non-Teacher Contract) Salaries & Benefits	60,004	30,865	51.4%	61,304	27,145	44.3%
Instructional Aids	-	-	0.0%	-	2,784	0.0%
Supplies & Services	1,000	6,411	641.1%	1,000	3,985	398.5%
Communications	1,500	495	33.0%	1,500	504	33.6%
Travel	8,000	4,388	54.9%	8,000	5,727	71.6%
Professional Development (Non-Salary Costs)	2,000	493	24.7%	2,000	65	3.3%
Total External Services Expense	72,504	42,652	58.8%	73,804	40,210	54.5%
Other Expense						
Interest and Bank Charges						
Current Interest and Bank Charges	2,400	-	0.0%	20,400	37	0.2%
Interest on Capital Loans	434,319	197,491	45.5%	463,411	192,314	41.5%
Total Other Expense	436,719	197,491	45.2%	483,811	192,351	39.8%
TOTAL EXPENSES FOR THE YEAR	86,995,728	46,710,790	53.7%	86,084,818	45,127,891	52.4%

Budget to actual Variance Analysis for September 2019 – February 2020

Revenue - \$41,744,653 – 50.8% of budget (2019, 49.3% of Budget)

Expenses - \$46,547,956 – 53.5% of budget (2019, 52.4% of Budget)

Revenues

Grants (49.3%)

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

Actual: \$ 37,564,946 (50.0%) On budget -6/12 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: \$ 224,522 Early partial payment of 2020-2021 PMR funding

Budget: \$0 Emergent funding

Actual: \$173,346 Burstall roof and Frontier day care remediation

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

Actual : \$ 332,428 \$119,428 revenue relates to current year
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 February 29 was \$562,655 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 \$1,073,638 at Feb 29, 2020.

Tuition (58.3%)

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

Actual: \$ 43,500 Budget 3 FTE; actual 5 FTE

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

Actual: \$ 297,427 \$198,285 rec'd Feb 2020

\$ 99,143 Accrual Jan-Feb 2020

-Transportation Fees - Budget: \$ 341,370 Holy Trinity School Division
 Actual: \$ 204,023 Five months billing posted in second quarter with
 adjustments from prior year – (expected revenue will be \$384,066 for the year)

School Generated Funds Revenue (92.6%)

-First year with actual numbers from schools. 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 (60.5%)

-Operating grants –PreK – Budget: \$336,622
 Actual \$ 168,310 Received 50% of funding

-Tuition Revenue- Budget \$ 94,600 Chinook International Program
 Actual \$ 88,428 Tuition received to date

-Other Revenue – VTRA revenue received \$4,000 – no budget

External Services (2.7%)

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

- March 2002 received \$35,000 from Ministry of Education for the Language Literacy Initiative. No amounts were included in budget

-Other Revenue Budget: \$ 9,000 - SCCHS cafeteria rent
 Actual: \$ 2,351 - Lynda's Food Service

Other (76.4%)

-Miscellaneous Revenue Budget: \$313,000 - User Fees, general reimbursements
 Actual \$152,689 - Actual at 48.8% of budget

Sales and Rentals Budget: \$ 9,430 - Natural Wonders Learning Centre
 Actual: \$ 5,655 - 6 months' rent received

-Investments Budget: \$250,000
 Actual: \$273,724 - Interest earned on operating account and investments

Expenses

Governance (72.3%) – Tracking over budget as most expenditures would be 10 month in nature; therefore, expenditures target @ 60% = 6 /10 months

- Board Members Expense - Budget: \$128,960
Actual: \$ 84,942 (65.9%)
- Advisory Committees Budget: \$56,144 (81.8%)
Actual: \$47,104 – Annual SCC Grants paid to schools – 29 x \$1,500
and SCC Forum expenses
- Other Budget: \$141,000
Actual: \$110,650 - \$95,996 SSBA membership fees

Administration (49.5%) -Tracking slightly under budget as we would expect to be at 50% as these expenditures are 12 month in nature – so target would be 6/12 months. (46.4% in 2018-2019)

- Salaries Budget: 2,184,509
Actual : 1,145,808 (52.5%) – Budget for LEADS salaries did not include
2.3 % salary increase and Kyle’s salary was under budgeted by
\$5,000/annum

Instructional (55.2%) -Tracking slightly under budget as we would expect most expenses to be 10 month in nature; therefore, expenditures target @ 60% = 6 /10 months

- Teacher Salaries - Budget: \$ 38,434,617
Actual: \$ 22,168,832 (57.7%) –under budget – 10 month positions

Budget FTE – 400.47 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 32.91% of budget (budget \$1,192,582 with actual spend of \$392,419) vs prior year costs of \$367,849. Schools that underspend are entitled to carry forward ½ to their SBB.
- Program Support Salaries – Budget: \$8,410,333
Actual: \$4,675,301 (55.6%) – under budget – mainly 10 month positions
- Student Related Expense - Budget: \$483,742
Actual: \$440,892 – \$350,448 Annual Student Activity Grants were paid

Plant (44.6%) - Tracking under budget as most expenditures would be 12 month in nature; therefore, expenditures target @ 50% = 6 /12 months

-Building Operating Exp - Budget: \$6,814,669
Actual: \$2,589,903 (38.0%)

Included in Building Operating Exp:	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>% in 18-19</u>
Minor Renos	2,580,684	599,204		
Less PMR	<u>2,263,184</u>	<u>562,655</u>	24.86%	54.11%
Other Minor Renos	317,500	36,549	11.51%	34.0%
	<u>Budget</u>	<u>Actual</u>		
Caretaking Materials	229,555	119,204	51.92%	52.51%
Maintenance Materials	380,630	180,185	47.34%	45.07%
Contract Caretaking	238,000	92,161	35.19%	8.71%
Contract Maintenance	949,990	461,731	48.60%	49.97%
Heating Fuel	562,731	309,376	54.98%	77.10%
Electricity	1,262,236	528,569	41.86%	46.90%
Water & Sewer	176,636	104,000	58.88%	65.10%
Insurance	359,198	181,873	50.63%	47.81%
Appraisal Fees	66,300	9,246	13.95%	57.91%
Rent of Facilities	8,708	4,354	50.00%	58.33%

Transportation (50.1%) – Tracking to budget

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 32.65% (budget \$1,617,135; actual \$584,270) (40.67% 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 46.96% (budget \$1,116,877; actual \$524,466) (44.48% in 18-19)

- March 2020 purchase of 7 buses G5 29 passenger 2020 Micro Bird buses for \$528,634

Tuition & Related Fees (113.7%) 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 (77.8%)

-Similar to the revenue side, this is first year with actual numbers.

Complementary Services Expense (63.7%)

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

- Supplies & Service (122.3%) – Recruitment fees for CIP program – have been paid in the first quarter in prior years as well.

External (58.8%)

Expenditures for Family Advocacy Program are included under external services

- Supplies & Service (641.1%) – Language Literacy Initiative – purchased \$5,571 of resources for this initiative. Funding of \$35,000 was rec'd in March 2020 to offset these costs. No amount included in budget.

Other Expenses (45.2%)

-Tracking on budget – similar to prior years.