

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, April 11, 2022 at 11:00 a.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Dianne Hahn
Ken Duncalfe
Rachael Eliason
Gwen Humphrey
Susan Mouland
Rachelle Patzer
Tim Ramage
Katelyn Toney

Mark Benesh – Director of Education
Kathy Robson – Deputy Director of Education
Sharie Sloman – Chief Financial Officer
Joanne Booth – Communications Coordinator
Katie Andreas – Executive Assistant

The meeting was called to order at 11:00 a.m. by Chair Kimberly Pridmore

AGENDA 050/22 Ramage THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 051/22 Hahn THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the Board.

CARRIED

RISE 052/22 Duncalfe THAT the Chinook Board of Education rise and report.

CARRIED

CONFLICT OF INTEREST 053/22 Ramage THAT Tim Ramage declares a conflict of interest for agenda item 6.3

CARRIED

REGULAR MEETING ----- April 11, 2022

AGENDA 054/Patzer THAT there has been an addition to the agenda as item 6.1.2.

CARRIED

MINUTES 055/22 Toney THAT the Minutes of the Regular Meeting of March 14, 2022 be approved as attached.

CARRIED

INFO 056/22 Humphrey THAT the Information Agenda Items be approved.
ITEMS

CARRIED

BY- 057/22 Toney THAT a date of August 10, 2022 be set for a by-election in
ELECTION Subdivision #1 of Chinook School Division #211.

CARRIED

RETURN 058/22 Duncalfe THAT Sharie Sloman be appointed as Returning Officer of the
ING upcoming by-election in Subdivision #1.
OFFICER

CARRIED

BOARD 059/22 Hahn THAT the revised Board Policy 7, Board Operations, be
POLICY approved as attached.

CARRIED

SPECIAL 060/22 Patzer THAT the Chinook Board of Education will hold a special
MEETING meeting on Monday, April 25th at 3:00 p.m.

CARRIED

MINOR 061/22 Mouland THAT the Chinook Board of Education approves the submission of
CAPITAL the Minor Capital Funding application to the Ministry of Education,
PROGRAM as attached.

CARRIED

Tim Ramage excused himself from the meeting due to a conflict of interest.

Educational Assistants presented their delegation to the Board.

Tim Ramage returned to the public meeting.

HR REPORT 062/22 Eliason THAT the Employee Contracts be ratified as contained in the Human Resources Report dated April 11, 2022.

CARRIED

Sharie Sloman, Chief Financial Officer, presented the Financial report up to February 28, 2022.

FINANCIAL STATEMENT 063/22 Ramage THAT the Quarterly Interim Financial Statement and Supporting Schedules for the period December 1, 2021 to February 28, 2022, are approved, as attached.

CARRIED

COMM-ITTEE REPORTS 064/22 Humphrey THAT the Chinook Board of Education receive all committee reports.

CARRIED

CLOSED 065/22 Toney THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the Board.

CARRIED

RISE 066/22 Hahn THAT the Chinook Board of Education rise and report.

CARRIED

ADJOURN 067/22 Mouland THAT we do now adjourn.

CARRIED

Board Chair

CFO

Chinook School Division No. 211
Statement of Financial Position
as at February 28, 2022

	2022	2021
Financial Assets		
Cash and Cash Equivalents	21,464,186	24,038,961
Accounts Receivable	297,249	1,358,039
Portfolio Investments	6,392,714	4,826,664
Total Financial Assets	28,154,149	30,223,664
Liabilities		
Accounts Payable and Accrued Liabilities	5,119,490	4,792,275
Long-Term Debt	10,039,451	10,987,141
Liability for Employee Future Benefits	2,215,800	2,076,800
Deferred Revenue	20,011	307,718
Total Liabilities	17,394,752	18,163,934
Net Financial Assets	10,759,397	12,059,730
Non-Financial Assets		
Tangible Capital Assets	82,123,016	84,696,665
Inventory of Supplies for Consumption	771,427	727,724
Prepaid Expenses	193,685	207,429
Total Non-Financial Assets	83,088,128	85,631,818
Accumulated Surplus	93,847,525	97,691,548

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended February 28, 2022

	2021-2022 Budget	2021-2022 Actual - YTD	% of Budget YTD	2020-2021 Budget	2020-2021 Actual - YTD	% of Budget YTD
REVENUES						
Grants	79,290,179	38,693,238	48.8%	78,999,553	40,935,926	51.8%
Tuition and Related Fees	875,095	477,030	54.5%	965,148	486,482	50.4%
School Generated Funds	2,110,000	1,183,762	56.1%	2,234,400	869,130	38.9%
Complementary Services	408,935	226,601	55.4%	366,456	173,066	47.2%
External Services	88,468	-	0.0%	85,896	-	0.0%
Other	575,610	199,959	34.7%	572,430	206,327	36.0%
Total Revenues (Schedule A)	83,348,287	40,780,590	48.9%	83,223,883	42,670,931	51.3%
EXPENSES						
Governance	382,001	266,213	69.7%	399,756	293,663	73.5%
Administration	3,334,906	1,619,948	48.6%	3,316,800	1,712,793	51.6%
Instruction	58,874,200	33,877,864	57.5%	56,763,856	32,377,701	57.0%
Plant	13,856,792	6,323,128	45.6%	13,562,870	6,403,304	47.2%
Transportation	10,170,195	5,065,148	49.8%	10,011,314	5,051,181	50.5%
Tuition and Related Fees	683,027	511,575	74.9%	713,150	671,702	94.2%
School Generated Funds	2,113,836	932,033	44.1%	2,181,701	534,013	24.5%
Complementary Services	424,660	279,240	65.8%	436,475	231,936	53.1%
External Services	78,498	35,511	45.2%	74,861	37,948	50.7%
Other Expenses	346,715	159,610	46.0%	370,971	168,503	45.4%
Total Expenses (Schedule B)	90,264,830	49,070,270	54.4%	87,831,754	47,482,744	54.1%
Operating Deficit for the Period	(6,916,543)	(8,289,680)		(4,607,871)	(4,811,813)	
Accumulated Surplus, Beginning of Period		102,137,205				
Accumulated Surplus, End of Period		93,847,525				

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended February 28, 2022

	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD	2020-21 Budget	2020-21 Actual - YTD	% of Budget YTD
Grants						
Ministry of Education Operating Grant	76,597,851	38,500,806	50.3%	76,347,138	38,177,003	50.0%
Other Ministry Grants	2,327,353	80,169	3.4%	2,102,273	65,722	3.1%
Other Provincial Grants	-	-	0.0%	-	2,538,051	0.0%
Grants from Others	364,975	112,263	30.8%	350,475	155,150	44.3%
Ministry of Education Capital Grants	-	-	0.0%	199,667	-	0.0%
Total Grants	79,290,179	38,693,238	48.8%	78,999,553	40,935,926	51.8%
Tuition and Related Fees Revenue						
Operating Fees						
Tuition Fees - School Boards	52,200	-	0.0%	43,500	47,850	110.0%
Tuition Fees - Federal Government and First Nations	425,000	261,075	61.4%	515,541	218,114	42.3%
Tuition Fees - Individuals & Others	-	13,219	0.0%	-	22,035	0.0%
Transportation Fees	397,895	202,736	51.0%	406,107	198,483	48.9%
Total Tuition and Related Fees Revenue	875,095	477,030	54.5%	965,148	486,482	50.4%
School Generated Funds Revenue						
Commercial Sales - GST	-	-	0.0%	4,400	-	0.0%
Commercial Sales - Non-GST	65,000	12,967	19.9%	100,000	16,081	16.08%
Fundraising	900,000	397,515	44.2%	800,000	174,930	21.9%
Grants and Partnerships	145,000	391,241	269.8%	210,000	384,812	183.2%
Students Fees	200,000	33,552	16.8%	270,000	12,621	4.7%
Other	800,000	348,487	43.6%	850,000	280,686	33.0%
Total School Generated Funds Revenue	2,110,000	1,183,762	56.1%	2,234,400	869,130	38.9%
Complementary Services						
Operating Grant	347,810	175,056	50.3%	338,396	169,200	50.0%
Tuition and Related Fees	61,125	51,545	84.3%	28,060	3,866	13.8%
Total Complementary Services Revenue	408,935	226,601	55.4%	366,456	173,066	47.2%
External Services						
Other Provincial Grants	79,468	-	0.0%	76,896	-	0.0%
Other Revenue	9,000	-	0.0%	9,000	-	0.0%
Total External Services Revenue	88,468	-	0.0%	85,896	-	0.0%
Other Revenue						
Miscellaneous Revenue	316,180	78,721	24.9%	313,000	82,496	26.4%
Sales & Rentals	9,430	5,655	60.0%	9,430	5,655	60.0%
Investments	250,000	87,149	34.9%	250,000	98,468	39.4%
Gain on Disposal of Capital Assets	-	28,434	0.0%	-	19,708	0.0%
Total Other Revenue	575,610	199,959	34.7%	572,430	206,327	36.0%
TOTAL REVENUE FOR THE YEAR	83,348,287	40,780,590	48.9%	83,223,883	42,670,931	51.3%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February 28, 2022

	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD	2020-21 Budget	2020-21 Actual - YTD	% of Budget YTD
Governance Expense						
Board Members Expense	136,857	86,449	63.2%	144,612	96,226	66.5%
Professional Development- Board Members	15,000	3,353	22.4%	15,000	(378)	-2.5%
Advisory Committees	56,144	43,500	77.5%	56,144	43,500	77.5%
Elections	5,000	-	0.0%	40,000	49,963	0.0%
Other Governance Expenses	169,000	132,911	78.6%	144,000	104,352	72.5%
Total Governance Expense	382,001	266,213	69.7%	399,756	293,663	73.5%
Administration Expense						
Salaries	2,338,065	1,187,007	50.8%	2,318,178	1,256,104	54.2%
Benefits	294,411	151,209	51.4%	289,885	148,702	51.3%
Supplies & Services	231,650	112,493	48.6%	226,750	112,311	49.5%
Non-Capital Furniture & Equipment	44,500	6,731	15.1%	44,500	17,178	38.6%
Building Operating Expenses	102,500	36,476	35.6%	102,500	61,662	60.2%
Communications	102,234	48,936	47.9%	101,934	43,467	42.6%
Travel	72,500	14,140	19.5%	79,500	17,602	22.1%
Professional Development	44,750	10,530	23.5%	47,250	2,165	4.6%
Amortization of Tangible Capital Assets	104,296	52,426	50.3%	106,303	53,602	50.4%
Total Administration Expense	3,334,906	1,619,948	48.6%	3,316,800	1,712,793	51.6%
Instruction Expense						
Instructional (Teacher Contract) Salaries	40,178,633	23,731,595	59.1%	39,146,932	23,094,854	59.0%
Instructional (Teacher Contract) Benefits	2,073,862	891,792	43.0%	1,975,284	884,818	44.8%
Program Support (Non-Teacher Contract) Salaries	9,332,728	5,323,596	57.0%	8,666,840	4,860,359	56.1%
Program Support (Non-Teacher Contract) Benefits	1,756,136	1,021,383	58.2%	1,636,443	963,531	58.9%
Instructional Aids	1,806,330	620,001	34.3%	1,814,274	736,562	40.6%
Supplies & Services	981,700	794,367	80.9%	836,035	384,923	46.0%
Non-Capital Furniture & Equipment	806,596	582,691	72.2%	782,567	683,865	87.4%
Communications	186,918	115,885	62.0%	183,798	106,536	58.0%
Travel	542,577	151,323	27.9%	634,227	79,219	12.5%
Professional Development	507,096	113,801	22.4%	469,491	85,342	18.2%
Student Related Expense	431,780	351,561	81.4%	445,480	355,036	79.7%
Amortization of Tangible Capital Assets	269,844	179,869	66.7%	172,485	142,656	82.7%
Total Instruction Expense	58,874,200	33,877,864	57.5%	56,763,856	32,377,701	57.0%
Plant Operation & Maintenance Expense						
Salaries	3,455,561	1,739,704	50.3%	3,348,888	1,709,169	51.0%
Benefits	648,528	331,219	51.1%	626,409	316,628	50.5%
Supplies & Services	14,400	9,124	63.4%	14,400	6,477	45.0%
Non-Capital Furniture & Equipment	49,100	28,881	58.8%	49,100	55,449	112.9%
Building Operating Expenses	7,035,409	2,797,433	39.8%	6,853,402	2,921,758	42.6%
Communications	15,258	6,049	39.6%	15,258	6,151	40.3%
Travel	151,500	75,002	49.5%	151,500	66,146	43.7%
Professional Development	12,000	3,137	26.1%	12,000	487	4.1%
Amortization of Tangible Capital Assets	2,475,036	1,332,579	53.8%	2,491,913	1,321,039	53.0%
Total Plant Operation & Maintenance Expense	13,856,792	6,323,128	45.6%	13,562,870	6,403,304	47.2%
Student Transportation Expense						
Salaries	4,434,709	2,403,337	54.2%	4,143,879	2,443,891	59.0%
Benefits	828,527	458,467	55.3%	771,222	459,722	59.6%
Supplies & Services	1,828,825	841,518	46.0%	1,936,812	653,468	33.7%
Non-Capital Furniture & Equipment	1,121,777	480,649	42.8%	1,163,777	480,119	41.3%
Building Operating Expenses	231,000	75,207	32.6%	215,500	174,448	81.0%
Communications	28,908	8,728	30.2%	34,908	10,016	28.7%
Travel	32,000	15,756	49.2%	30,000	12,664	42.2%
Professional Development	25,918	874	3.4%	25,918	450	1.7%
Contracted Transportation	166,490	74,211	44.6%	166,290	49,470	29.7%
Amortization of Tangible Capital Assets	1,472,041	706,401	48.0%	1,523,008	766,933	50.4%
Total Student Transportation Expense	10,170,195	5,065,148	49.8%	10,011,314	5,051,181	50.5%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February 28, 2022

	2021-22 Budget	2021-22 Actual- YTD	% of Budget YTD	2020-21 Budget	2020-21 Actual - YTD	% of Budget YTD
Tuition and Related Fees Expense						
Tuition Fees	615,975	511,575	83.1%	648,150	604,650	93.3%
Transportation Fees	67,052	-	0.0%	65,000	67,052	103.2%
Total Tuition and Related Fees Expense	683,027	511,575	74.9%	713,150	671,702	94.2%
School Generated Funds Expense						
Academic Supplies & Services	5,000	6,294	125.9%	10,000	4,400	44.0%
Cost of Sales	250,000	72,633	29.1%	300,000	40,789	13.6%
Non-Capital Furniture & Equipment	8,000	35	0.4%	18,000	15,665	87.0%
Student Fund Expenses	1,850,000	851,588	46.0%	1,850,000	471,309	25.5%
Amortization of Tangible Capital Assets	836	1,483	177.4%	3,701	1,850	50.0%
Total School Generated Funds Expense	2,113,836	932,033	44.1%	2,181,701	534,013	24.5%
Complementary Services Expense						
Instructional (Teacher Contract) Salaries & Benefits	240,940	160,667	66.7%	233,984	132,518	56.6%
Program Support (Non-Teacher Contract) Salaries & Benefits	93,570	58,026	62.0%	109,723	57,859	52.7%
Transportation Salaries & Benefits	55,850	27,249	48.8%	60,267	33,786	56.1%
Instructional Aids	5,700	170	3.0%	6,110	104	1.7%
Supplies & Services	-	11,750	0.0%	6,000	3,500	58.3%
Communications	3,100	200	6.5%	3,100	-	0.0%
Travel	2,400	2,747	114.5%	2,000	524	26.2%
Professional Development (Non-Salary Costs)	-	-	0.0%	2,000	-	0.0%
Student Related Expenses	-	-	0.0%	13,000	-	0.0%
Contracted Transportation & Allowances	23,100	18,431	79.8%	-	3,500	0.0%
Amortization of Tangible Capital Assets	-	-	0.0%	291	145	49.8%
Total Complementary Services Expense	424,660	279,240	65.8%	436,475	231,936	53.1%
External Service Expense						
Program Support (Non-Teacher Contract) Salaries & Benefits	62,818	30,964	49.3%	62,361	30,912	49.6%
Instructional Aids	1,000	762	0.0%	-	805	0.0%
Supplies & Services	3,180	3,023	95.1%	1,000	4,757	475.7%
Communications	1,500	490	32.7%	1,500	431	28.7%
Travel	8,000	272	3.4%	8,000	1,043	13.0%
Professional Development (Non-Salary Costs)	2,000	-	0.0%	2,000	-	0.0%
Total External Services Expense	78,498	35,511	45.2%	74,861	37,948	50.7%
Other Expense						
Interest and Bank Charges						
Current Interest and Bank Charges	2,400	-	0.0%	2,400	2	0.1%
Interest on Capital Loans - School Facilities	309,487	159,610	51.6%	320,537	142,694	44.5%
Interest on Capital Loans - Other	34,828	-	0.0%	48,034	25,807	0.0%
Total Interest and Bank Charges	346,715	159,610	46.0%	370,971	168,503	45.4%
Total Other Expense	346,715	159,610	46.0%	370,971	168,503	45.4%
TOTAL EXPENSES FOR THE YEAR	90,264,830	49,070,270	54.4%	87,831,754	47,482,744	54.1%

Budget to actual Variance Analysis for September – February 2022

Revenue - \$40,780,590 – 48.9% of budget (2021, 51.3% of Budget)

Expenses - \$49,070,270 – 54.4% of budget (2021, 54.1% of Budget)

Revenues

Grants (48.8%)

-Operating grants	Budget: \$ 76,597,851	
	Actual: \$ 38,500,806	Tracking on budget @ 50.3% -6/12 months
-Other Ministry Grants	Budget: \$ 52,100	Nutrition grant
	Actual: \$ 54,685	Funds received in September/21
	Budget: \$ 13,200	General
	Actual: \$ 11,115	EAL - \$5,225; First Nations Reconciliation - \$5,000; Mental Health First Aid - \$890
	Budget: \$ 0	Mental Health Grant
	Actual: \$9,000	Funds rec'd Jan 22
	Budget: \$ 0	French Initiative
	Actual: \$5,369	Funds rec'd Dec 21
	Budget: \$2,262,053	PMR
	Actual: \$ 0	Funding will be rec'd in May/June 2022
-Grants from Others	Budget: \$ 364,975	SGL – Driver Ed
	Actual: \$ 112,263	Received 30.8% of annual grant based on drives

Additional Note re PMR funding:

-PMR funding typically received in June. At August 31, 2021 year end, the PMR balance that is reflected within the accumulated surplus was \$2,999,685. PMR spending to Feb 28, 2022 was \$376,761 on projects (Fairview – Fan Controls, Gull Lake – Mechanical Upgrade, Leader – Lighting Upgrade, Shaunavon Public School – Controls Upgrade, SCCHS – AHU Replacement, Vanguard - Roof) leaving a PMR balance of \$2,622,923.70 at Feb 28, 2022.

Tuition (54.5%)

-Tuition Fees – School Boards	Budget: \$ 52,200	
	Actual: \$ 0	Prairie Rose was billed in March/22 - \$52,200
-Tuition Fees – First Nations	Budget: \$425,000	Nekaneet
	Actual: \$261,075	-61.4% -more students attending than what were budgeted – will expect revenue to be \$522,150 for the year

Expenses

Governance (69.7%) – Prior year at 73.5%

-Board Members Expense	Budget: 136,857 Actual: 86,449 - (63.2%) – slightly over budget – target would be 60%
-Prof. Development	Budget: 15,000 Actual: 3,353 - SSBA Fall General Assembly - 1,372; Public School Boards Council Meeting, Edmonton- 1,981
-Advisory Committees	Budget: 56,144 Actual: 43,500 – Annual SCC Grants paid to schools in September– 29 schools x \$1,500
-Other Governance Expenses	Budget: 169,000 Actual: 132,911 - Paid annual SSBA fees, Public Section Levy, Sloan Consultant fees

Administration (48.6%) -Tracking slightly under budget as we would expect to be at 50% as these expenditures are 12 month in nature - target would be 6/12 months – most expenses are linear

- Salaries	Budget: 2,338,055 Actual : 1,187,007 (50.8%) – slightly over budget
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Instructional (57.5%) -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: \$ 40,178,633 Actual: \$ 23,731,595 (59.1%)
	Budget FTE – 409.19 per MBF (includes 3 contingencies) Actual FTE – 416.13 per HR report

The actual costs for teacher salaries are reporting on budget at 59.1%. However, an additional 4.5 Cyber school teachers were hired to cover the learning from home option offered. To date the costs of the additional Cyber school teachers is \$211,839 (estimated costs for the year will be \$350,000). During the first quarter, 6.6 teacher FTE were hired temporarily for the learning intervention initiative. These additional FTE were included in the sub salary budget of \$568,385. To date \$264,140 (46.5%) has been spent. This cost will be offset by the Ministry pandemic funding set up as a restricted reserve at August 31, 2021.

Transportation (49.8%) - Most expenditures tracking under budget as a majority of expenditures are 10 month in nature; therefore, expenditures target @ 60% = 6/10 months

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 45.9% (budget \$1,492,135 actual \$684,839) - the price increases will impact this as we move through the rest of the school year.

- Repair & Maintenance of Buses (included in Non-Capital Furniture & Equipment) is tracking at 42.9% (budget \$1,089,877; actual \$480,648) (41.3% in 20-21)

Tuition & Related Fees (74.9%)

Budget: \$683,027 Great Plains College \$511,575; Prairie Rose \$171,452

Actual: 511,575 Great Plains College \$511,575; Prairie Rose – billing not received in February; \$132,465.07 billing received in March

School Generated Funds Expense (44.1%)

-Similar to the revenue side, expenditures increased from prior year at 44.1% due to startup of student activities this year that were restricted in the prior year due to COVID-19.

Complementary Services Expense (65.8%)

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

-There were 7 international students currently attending.

External (45.2%)

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

Other Expenses (46.0%)

-Tracking on budget – like prior years.