

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 22, 2020 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Katelyn Toney
Shane Andrus
Allan Bridal
Larry Caswell
Dianne Hahn (*via Conference Call*)
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:**
Sharie Sloman, Controller

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

AGENDA 081/20 Mouland THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 082/20 Ramage THAT the Minutes of the Regular Meeting of June 8, 2020 be approved, as presented.

CARRIED

REGULAR MEETING ----- June 22, 2020

CONSENT 083/20 Toney THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

AP 512 084/20 Weinbender THAT the revised Administrative Policy 512: Employee Health and Safety be approved as attached.

CARRIED

Sharie Sloman, Controller, presented the Quarterly Interim Financial Statement and Supporting Schedules for the period ended May 31, 2020.

FINANCIAL 085/20 Bridal THAT the Quarterly Interim Financial Statement and Supporting
STATEMENT Schedules for the period ended May 31, 2020 are approved as attached

CARRIED

CLOSED 086/20 Andrus THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 087/20 Hahn THAT the Board of Education rise and report

CARRIED

ADMINISTRATIVE POLICY No. 512

EMPLOYEE HEALTH AND SAFETY

BACKGROUND

The Chinook School Division is committed to ensuring, insofar as is reasonably practicable, the health and safety at work of all its employees. The Division believes that safety is the responsibility of everyone: workers, supervisors and administrators, and that safety is an important component of the workplace.

PROCEDURES

1. Role of the Safety Committee

- 1.1. The Safety Committee will be given responsibility for providing input into the development, implementation and ongoing review of the Safety Program. The committee will have equal representation from employee groups and management/administration, and will operate as a working committee. The committee will meet once every month with the exception of July and August.
- 1.2. Committee members will more specifically be asked to:
 - 1.2.1. Attend regular meetings and training sessions sponsored by the Division. These are intended to provide a level of knowledge required to fulfill the duties of the committee. Such meetings and training sessions will be scheduled during the regular workday.
 - 1.2.2. Seek input from their respective employee groups regarding issues related to implementation of the program and ultimately present this input to the committee.
 - 1.2.3. Assist administration in promoting awareness of the need for a safe working environment as well as the need for all employees of the Division to participate in implementation, required training and compliance with the regulations.
 - 1.2.4. Regularly inform their respective employee groups regarding the activities of the committee.
 - 1.2.5. Develop and maintain a safety handbook for use by local Occupational Health and Safety Committees.

2. **All sites in the Division shall establish and maintain an Occupational Health and Safety Committee in compliance with the Occupational Health and Safety Act and Regulations of the Act. Occupational Health and Safety Committees are to be maintained in all locations. Each committee will be responsible for:**

- 2.1. Conducting workplace inspections on a regular basis and report on action required to appropriate individuals;
 - 2.2. Holding a minimum of four meetings annually;
 - 2.3. Maintaining and distributing minutes of meetings to Human Resources and the Occupational Health and Safety Division;
 - 2.4. Assisting the Division to identify and control hazards, and to set up educational and training programs;
 - 2.5. Monitoring and updating safety materials such as manuals, MSDS (Material Safety Data Sheets), etc.;
 - 2.6. Reporting and investigating all accidents and near accidents.
- 3. Safety training will be provided by the Division, as required, during working hours. Employees attending training will be paid their regular salary, and will be replaced with a substitute during their absence when deemed necessary by their supervisor.**
 - 4. Adherence to required safety rules and procedures will be a condition of employment. Failure to observe reasonable safety rules and regulations, as well as causing such failure, will be handled through a process of progressive discipline.**
 - 5. Unsafe working conditions should first be reported to the Occupational Health and Safety Committee at the respective location. If there is failure to act on the concern in a timely manner, the issue should be reported to the Manager of Transportation and Maintenance.**
 - 6. Working Alone**

Saskatchewan's Occupational Health and Safety Regulations, 1996, Section 35 defines working alone as an employee who is "working at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency."

Where an employee is working alone, the employer, in conjunction with the OH&S Committee, shall identify the risks arising from the conditions and circumstances of the work or the isolation of the place the work is to be performed. The employer shall take all reasonably practicable steps to eliminate or reduce the risks that have been identified.

6.1. Division Responsibilities:

The Division will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations.

The Division will identify risks associated with those working alone and take the following into consideration and communicate these with the employee:

- 6.1.1. Safety Training (work safe practices including identifying tasks that require assistance, employees working alone are confident in their safety, etc.)
- 6.1.2. Appropriate safety equipment (required for the job)
- 6.1.3. Communication (cell phone, methods of regular contact, etc.)
- 6.1.4. Medical Emergencies (location of first aid kits, phone numbers, etc.)
- 6.1.5. Fire (location of fire extinguishers, exits, etc.)
- 6.1.6. Weather-related risks (division weather policy, communication plan, etc.)

6.2. Lone Worker Responsibilities:

- 6.2.1. The employee will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations.
- 6.2.2. The employee will take personal responsibility for sharing information regarding their whereabouts.
- 6.2.3. The employee will inform their supervisor, the Occupational Health and Safety Committee, or immediate supervisor of any concerns or incidents regarding working alone.
 - i. All lone worker staff will be advised of the procedure for working alone through communication from their immediate supervisor.
 - ii. Any area of risks identified by either the employee, employer or the OH&S Committee will be evaluated to ensure worker safety while working alone.
 - iii. If an area of risk is identified an effective communication system must be established. This could be radio communication, phone/cell phone communication or any other means of communication that has been considered in accordance with the risks involved.
 - iv. If the area of risk identified does not have reasonable safety measures in place, the area of risk should be brought to the attention of the supervisor. The supervisor will then assess the risk area to determine whether specific communication methods, safety equipment or additional procedures may be required. If additional training is required the appropriate training will be provided by the employer.
 - v. In isolated areas where an employee is required to work on an occasional basis, the employee will inform the supervisor when they will be required to work alone and the location in which the work will take place.

- vi. Chinook School Division will continue to review lone worker safety procedures in collaboration with the Division's OH&S committees and legislative requirements.

7. Pandemic Planning

Chinook School Division is committed to maintaining the health and safety of its employees. The Chinook School Division Pandemic Plan will complement other community mitigation strategies to protect high risk populations, our healthcare system, and employees while minimizing disruption to teaching and learning. Our pandemic plan includes adherence to the regulations contained in The Occupational Health and Safety Regulations 1996. Chinook's Pandemic plan also aims to protect students/staff psychologically. The mitigation plan is built on everyday practices (e.g., encouraging hand hygiene, sanitization, monitoring absenteeism, communicating routinely, and providing necessary counseling supports) that include strategies for before, during and after a possible pandemic outbreak.

New Policy: December 2016

Revised: June 22, 2020

Chinook School Division No. 211
Statement of Financial Position
as at May 31, 2020

	2020	2019
Financial Assets		
Cash and Cash Equivalents	19,901,214	20,125,268
Accounts Receivable	1,163,546	400,681
Portfolio Investments	3,266,073	1,535,202
Total Financial Assets	24,330,833	22,061,151
Liabilities		
Accounts Payable and Accrued Liabilities	4,286,758	4,427,084
Long-Term Debt	11,686,798	12,559,099
Liability for Employee Future Benefits	1,942,600	1,906,300
Deferred Revenue	175,142	136,765
Total Liabilities	18,091,298	19,029,248
Net Financial Assets	6,239,535	3,031,903
Non-Financial Assets		
Tangible Capital Assets	87,002,284	89,612,052
Inventory of Supplies for Consumption	547,560	522,531
Prepaid Expenses	460,625	446,208
Total Non-Financial Assets	88,010,469	90,580,791
Accumulated Surplus	94,250,004	93,612,694

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended May 31, 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	57,659,183	74.1%	77,268,641	56,542,504	73.2%
Tuition and Related Fees	959,715	731,200	76.2%	945,361	722,366	76.4%
School Generated Funds	2,294,400	2,308,062	100.6%	2,294,400	2,037,627	88.8%
Complementary Services	431,222	336,518	78.0%	419,798	346,726	82.6%
External Services	85,896	35,867	41.8%	85,896	28,519	33.2%
Other	572,430	546,433	95.5%	422,430	581,434	137.6%
Total Revenues (Schedule A)	82,153,817	61,617,263	75.0%	81,436,526	60,259,176	74.0%
EXPENSES						
Governance	345,104	295,607	85.7%	353,920	312,905	88.4%
Administration	3,321,597	2,296,086	69.1%	3,359,599	2,395,639	71.3%
Instruction	56,095,971	46,149,062	82.3%	55,602,154	46,018,143	82.8%
Plant	13,603,703	8,694,149	63.9%	12,929,263	10,336,220	79.9%
Transportation	10,177,487	7,339,146	72.1%	10,020,314	7,646,841	76.3%
Tuition and Related Fees	500,694	569,529	113.7%	659,713	498,717	75.6%
School Generated Funds	2,151,969	1,977,340	91.9%	2,153,900	1,816,566	84.3%
Complementary Services	427,005	391,568	91.7%	448,340	357,203	79.7%
External Services	72,504	82,089	113.2%	73,804	80,394	108.9%
Other Expenses	436,719	284,622	65.2%	483,811	285,374	59.0%
Total Expenses (Schedule B)	87,132,753	68,079,198	78.1%	86,084,818	69,748,002	81.0%
Operating Deficit for the Period	(4,978,936)	(6,461,935)		(4,648,292)	(9,488,826)	
Accumulated Surplus, Beginning of Period		100,711,939				
Accumulated Surplus, End of Period		94,250,004				

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended May 31, 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	56,348,039	75.0%	74,867,292	56,232,240	75.1%
Other Ministry Grants	2,328,484	461,641	19.8%	65,300	67,652	103.6%
Grants from Others	367,560	409,503	111.4%	353,519	206,612	58.4%
Ministry of Education Capital Grants	-	440,000	-	1,982,530	36,000	1.8%
Total Grants	77,810,154	57,659,183	74.1%	77,268,641	56,542,504	73.2%
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	335,771	56.7%	592,245	396,959	67.0%
Tuition Fees - Individuals and others	-	16,250	-	-	13,161	-
Transportation Fees	341,370	335,679	98.3%	327,016	273,096	83.5%
Total Tuition and Related Fees Revenue	959,715	731,200	76.2%	945,361	722,366	76.4%
School Generated Funds Revenue						
Commercial Sales - GST	4,400	-	-	4,400	-	-
Commercial Sales - Non-GST	400,000	83,452	20.9%	400,000	51,536	12.88%
Fundraising	800,000	936,103	117.0%	800,000	804,882	100.6%
Grants and Partnerships	190,000	429,763	226.2%	190,000	154,194	81.2%
Students Fees	250,000	156,372	62.5%	250,000	192,840	77.1%
Other	650,000	702,372	108.1%	650,000	834,175	128.3%
Total School Generated Funds Revenue	2,294,400	2,308,062	100.6%	2,294,400	2,037,627	88.8%
Complementary Services						
Operating Grant	336,622	252,466	75.0%	333,348	250,042	75.0%
Tuition and Related Fees	94,600	72,517	76.7%	86,450	89,274	103.3%
Other Revenue	-	11,535	-	-	7,410	-
Total Complementary Services Revenue	431,222	336,518	78.0%	419,798	346,726	82.6%
External Services						
Other Ministry Grants	-	35,867	-	-	25,000	-
Other Provincial Grants	76,896	-	-	76,896	-	-
Other Revenue	9,000	-	-	9,000	3,519	39.1%
Total External Services Revenue	85,896	35,867	41.8%	85,896	28,519	33.2%
Other Revenue						
Miscellaneous Revenue	313,000	192,740	61.6%	313,000	207,338	66.2%
Sales & Rentals	9,430	12,583	133.4%	9,430	11,983	127.1%
Investments	250,000	336,110	134.4%	100,000	362,113	362.1%
Total Other Revenue	572,430	546,433	95.5%	422,430	581,434	137.6%
TOTAL REVENUE FOR THE YEAR	82,153,817	61,617,263	75.0%	81,436,526	60,259,176	74.0%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended May 31, 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	107,255	83.2%	128,003	109,441	85.5%
Professional Development- Board Members	15,000	9,033	60.2%	20,790	22,975	110.5%
Advisory Committees	56,144	48,417	86.2%	60,627	49,615	81.8%
Elections	4,000	-	-	4,000	728	18.2%
Other Governance Expenses	141,000	130,902	92.8%	140,500	130,146	92.6%
Total Governance Expense	345,104	295,607	85.7%	353,920	312,905	88.4%
Administration Expense						
Salaries	2,321,534	1,684,716	72.6%	2,262,844	1,652,734	73.0%
Benefits	278,354	210,013	75.4%	279,571	193,357	69.2%
Supplies & Services	234,477	137,402	58.6%	309,477	235,117	76.0%
Non-Capital Furniture & Equipment	49,694	7,157	14.4%	49,694	16,988	34.2%
Building Operating Expenses	102,500	61,073	59.6%	102,500	58,636	57.2%
Communications	104,737	66,064	63.1%	104,737	69,149	66.0%
Travel	69,378	40,033	57.7%	69,378	57,499	82.9%
Professional Development	47,000	4,314	9.2%	47,000	10,419	22.2%
Amortization of Tangible Capital Assets	113,923	85,314	74.9%	134,398	101,740	75.7%
Total Administration Expense	3,321,597	2,296,086	69.1%	3,359,599	2,395,639	71.3%
Instruction Expense						
Instructional (Teacher Contract) Salaries	38,434,617	33,114,727	86.2%	38,369,023	33,096,493	86.3%
Instructional (Teacher Contract) Benefits	1,783,247	1,564,504	87.7%	1,757,484	1,450,495	82.5%
Program Support (Non-Teacher Contract) Salaries	8,410,333	6,788,663	80.7%	8,304,675	6,790,309	81.8%
Program Support (Non-Teacher Contract) Benefits	1,546,412	1,368,312	88.5%	1,540,162	1,320,821	85.8%
Instructional Aids	2,050,357	839,910	41.0%	1,939,309	904,763	46.7%
Supplies & Services	916,407	601,116	65.6%	845,178	501,995	59.4%
Non-Capital Furniture & Equipment	1,033,801	636,988	61.6%	873,974	673,575	77.1%
Communications	191,198	135,412	70.8%	189,171	134,157	70.9%
Travel	619,983	289,262	46.7%	569,903	305,324	53.6%
Professional Development	430,990	194,972	45.2%	531,164	279,287	52.6%
Student Related Expense	483,742	459,305	94.9%	409,385	387,401	94.6%
Amortization of Tangible Capital Assets	194,884	155,891	80.0%	272,726	173,523	63.6%
Total Instruction Expense	56,095,971	46,149,062	82.3%	55,602,154	46,018,143	82.8%
Plant Operation & Maintenance Expense						
Salaries	3,286,537	2,427,695	73.9%	3,215,940	2,381,192	74.0%
Benefits	611,516	459,585	75.2%	591,868	442,112	74.7%
Supplies & Services	14,400	5,362	37.2%	14,400	8,389	58.3%
Non-Capital Furniture & Equipment	39,100	28,549	73.0%	39,100	33,515	85.7%
Building Operating Expenses	6,814,669	3,601,157	52.8%	6,145,076	5,207,118	84.7%
Communications	15,258	8,656	56.7%	15,258	8,742	57.3%
Travel	151,500	92,826	61.3%	151,500	66,532	43.9%
Professional Development	12,000	4,266	35.6%	10,000	3,198	32.0%
Amortization of Tangible Capital Assets	2,658,723	2,066,053	77.7%	2,746,121	2,185,422	79.6%
Total Plant Operation & Maintenance Expense	13,603,703	8,694,149	63.9%	12,929,263	10,336,220	79.9%
Student Transportation Expense						
Salaries	4,131,775	3,478,835	84.2%	3,976,580	3,296,698	82.9%
Benefits	733,180	665,085	90.7%	717,502	587,873	81.9%
Supplies & Services	1,940,855	961,686	49.5%	1,605,855	980,967	61.1%
Non-Capital Furniture & Equipment	1,148,777	753,824	65.6%	958,777	749,220	78.1%
Building Operating Expenses	222,500	104,418	46.9%	190,500	101,204	53.1%
Communications	34,908	12,404	35.5%	34,908	14,318	41.0%
Travel	30,000	26,999	90.0%	30,000	22,248	74.2%
Professional Development	25,918	5,989	23.1%	42,918	2,874	6.7%
Contracted Transportation	167,990	83,195	49.5%	813,090	685,377	84.3%
Amortization of Tangible Capital Assets	1,741,584	1,246,711	71.6%	1,650,184	1,206,062	73.1%
Total Student Transportation Expense	10,177,487	7,339,146	72.1%	10,020,314	7,646,841	76.3%

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
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	8,870	177.4%	5,000	1,655	33.1%
Cost of Sales	620,000	287,535	46.4%	620,000	215,700	34.8%
Non-Capital Furniture & Equipment	18,000	2,807	15.6%	18,000	46,783	259.9%
School Fund Expenses	1,500,000	1,671,402	111.4%	1,500,000	1,544,253	103.0%
Amortization of Tangible Capital Assets	8,969	6,726	75.0%	10,900	8,175	75.0%
Total School Generated Funds Expense	2,151,969	1,977,340	91.9%	2,153,900	1,816,566	84.3%
Complementary Services Expense						
Instructional (Teacher Contract) Salaries & Benefits	224,231	193,237	86.2%	233,329	164,891	70.7%
Program Support (Non-Teacher Contract) Salaries & Benefits	111,987	85,888	76.7%	101,121	98,892	97.8%
Transportation Salaries & Benefits	29,939	45,380	151.6%	25,523	32,485	127.3%
Instructional Aids	1,210	5,594	462.3%	1,210	5,724	473.1%
Supplies & Services	13,000	15,898	122.3%	33,000	16,406	49.7%
Communications	3,100	132	4.3%	1,100	1,989	180.8%
Travel	2,000	8,655	432.8%	2,000	4,565	228.3%
Professional Development (Non-Salary Costs)	5,050	312	6.2%	5,050	-	-
Student Related Expenses	-	1,356	-	-	1,487	-
Contracted Transportation & Allowances	36,000	34,750	96.5%	45,000	30,009	66.7%
Amortization of Tangible Capital Assets	488	366	75.0%	1,007	755	75.0%
Total Complementary Services Expense	427,005	391,568	91.7%	448,340	357,203	79.7%
External Service Expense						
Program Support (Non-Teacher Contract) Salaries & Benefits	60,004	45,158	75.3%	61,304	43,149	70.4%
Instructional Aids	-	2,614	-	-	3,252	-
Supplies & Services	1,000	22,738	2273.8%	1,000	21,079	2107.9%
Non-Capital Furniture & Equipment	-	4,346	-	-	3,796	0.0%
Communications	1,500	784	52.3%	1,500	806	53.7%
Travel	8,000	5,956	74.5%	8,000	8,247	103.1%
Professional Development (Non-Salary Costs)	2,000	493	24.7%	2,000	65	3.3%
Total External Services Expense	72,504	82,089	113.2%	73,804	80,394	108.9%
Other Expense						
Interest and Bank Charges						
Current Interest and Bank Charges	2,400	-	0.0%	20,400	97	0.5%
Interest on Capital Loans	434,319	278,411	64.1%	463,411	283,677	61.2%
Total Interest and Bank Charges	436,719	278,411	63.8%	483,811	283,774	58.7%
Loss on Disposal of Tangible Capital Assets	-	6,211	-	-	1,600	-
Total Other Expense	436,719	284,622	65.2%	483,811	285,374	59.0%
TOTAL EXPENSES FOR THE YEAR	87,132,753	68,079,198	78.1%	86,084,818	69,748,002	81.0%

Budget to actual Variance Analysis for September 2019 – May 2020

Revenue - \$61,617,263 – 75.0% of budget (2019, 74.0% of Budget)

Expenses - \$68,079,198 – 78.1% of budget (2019, 81.0% of Budget)

Revenues

Grants (74.1%)

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

Actual: \$ 56,348,039 (75.0%) On budget -9/12 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
-received \$2,036,973 in June/20 (2020-2021 funding)

Budget: \$0 Emergent funding

Actual: \$ 192,339 Burstall roof and Frontier day care remediation

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

Actual : \$ 409,502 \$196,502 revenue relates to current year
On Dec 14/19 we received \$213,000 which covered off all deficiencies until August 31, 2019.

Capital Grants - Budget: \$0 Relocatable classroom

Actual: \$440,000

Additional Note re PMR funding:

-PMR funding received in June 2020. At August 31, 2019 year end, the PMR balance that is reflected within the accumulated surplus was \$1,636,293. PMR spending to May 31 was \$714,328 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 \$921,965 at May 31, 2020.

Tuition (76.2%)

- 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: \$ 335,771 Spring quarter to be billed
- Transportation Fees - Budget: \$ 341,370 Holy Trinity School Division
Actual: \$ 322,679 Revenue at 94.52% of Budget – target 90%

School Generated Funds Revenue (100.6%)

- First year with actual numbers from schools as all is recorded within Powerschool

Complementary (78.0%)

- Operating grants –PreK – Budget: \$336,622
Actual \$252,466 Received 75% of funding – on target
- Tuition Revenue- Budget \$ 94,600 Chinook International Program
Actual \$ 72,517 Tuition received to date (refunds were issued to students returning home due to COVID19 pandemic)
- Other Revenue – Budget \$0
Actual \$11,535 – \$1,250 for fees collected for session in fall 2019 and \$10,285 funding from the Ministry.

External Services (41.8%)

- Other Ministry Grants - Budget: \$ 0 - Language Literacy Initiative
Actual: \$ 35,867
- 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: \$ 0 - refunded Lynda's Food Service \$2,351 as a relief measure

Other (95.5%)

-Miscellaneous Revenue	Budget: \$313,000 - User Fees, general reimbursements Actual: \$192,740 - Actual at 61.6% of budget
Sales and Rentals	Budget: \$ 9,430 - Natural Wonders Learning Centre Actual: \$12,583 -9 months' rent received; plus FAW Van rental \$2,700
-Investments	Budget: \$250,000 Actual: \$336,110 - Interest earned on operating account and investments

Expenses

Governance (85.7%) – Tracking under budget as most expenditures would be 10 month in nature; therefore, expenditures target @ 90% = 9 /10 months

-Board Members Expense -	Budget: \$128,960 Actual: \$107,255 (83.2%)
-Advisory Committees	Budget: \$56,144 (86.2%) Actual: \$48,417 – Includes annual SCC Grants paid to schools – 29 x \$1,500 and SCC Forum expenses
-Other	Budget: \$141,000 Actual: \$130,902 – includes \$95,996 SSBA membership fees, operational levy and supreme court appeal

Administration (69.1%) -Tracking slightly under budget as we would expect to be at 75% as these expenditures are 12 month in nature – so target would be 9/12 months. (71.3% in 2018-2019)

-Salaries	Budget: 2,321,534 Actual : 1,684,716 (72.6%) – Budget for LEADS salaries did not include 2.3 % salary increase and Kyle's salary was under budgeted by \$5,000/annum
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Instructional (82.3%) -Tracking slightly under budget as we would expect most expenses to be 10 month in nature; therefore, expenditures target @ 90% = 9/10 months

-Teacher Salaries -	Budget: \$ 38,434,617 Actual: \$ 33,114,727 (86.2%) –under budget – 10 month positions
	Budget FTE – 403.47 per MBF (includes 3 contingencies) Actual FTE – 402.04 per SRB

-Teacher SBB Sub salaries (included in Teacher Salaries above) – third year of initiative – actual costs at 46.85% of budget (budget \$1,192,582 with actual spend of \$558,743) vs prior year costs of \$636,807. Schools that underspend are entitled to carry forward ½ to their SBB. Due to circumstances encountered during the year the carry forward calculation will be based on an average based on prior years data.

-Would see savings in overall sub salaries due to the closure of school at March 20, 2020. Total budget \$1.67M actual spend 918K. PSR not calculated until June.

-Program Support Salaries – Budget: \$8,410,333

Actual: \$6,788,663 (80.7%) – under budget – mainly 10 month positions
OT and SLP on maternity leave and no replacement; less use of
sub costs due to COVID-19 school closure

-Student Related Expense - Budget: \$483,742

Actual: \$459,305 – \$350,448 Annual Student Activity Grants were paid

-Travel and professional development are down slightly from prior years due to COVID-19 school closure

Plant (63.9%) - Tracking under budget as most expenditures would be 12 month in nature; therefore, expenditures target @ 75% = 9/12 months

-Building Operating Exp - Budget: \$6,814,669

Actual: \$3,601,157 (52.8%)

Included in Building
Operating Exp:

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Act in 18-19</u>
Minor Renos	2,580,684	845,730		2,068,383
Less PMR	<u>2,263,184</u>	<u>714,328</u>	31.5%	<u>1,806,329</u>
Other Minor Renos	317,500	131,402	41.3%	262,054

	<u>Budget</u>	<u>Actual</u>		
Caretaking Materials	229,555	175,030	76.3%	198,742
Maintenance Materials	380,630	269,925	70.9%	250,747
Contract Caretaking	238,000	132,645	55.7%	125,894
Contract Maintenance	949,990	599,410	63.1%	782,374
Heating Fuel	562,731	426,790	75.8%	437,364
Electricity	1,262,236	739,699	58.6%	908,017
Water & Sewer	176,636	84,560	47.8%	128,706
Insurance	359,198	278,494	77.5%	261,964
Appraisal Fees	66,300	43,067	64.9%	38,395
Rent of Facilities	8,708	5,806	66.6%	6,531

Transportation (72.1%) – Prior year 76.3%

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 44.90% (budget \$1,617,135; actual \$726,099) (\$881,025 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 65.62% (budget \$1,148,777; actual \$753,824) (78.1% in 18-19)
- March 2020 purchase of 7 buses G5 29 passenger 2020 Micro Bird buses for \$528,634; and 4 more buses G5 29 passenger 2020 Micro Birds for \$312,155.88

Tuition & Related Fees (113.7%) Budgets are based on prior year for number of students.

Budget: \$500,694 Great Plains College \$326,547; Prairie Rose \$174,147 (tuition & transp.)
 Actual: 509,537 Great Plains College \$379,037; Prairie Rose \$190,492

-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 (91.7%)

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. Budget estimate mismatch to actual expenses therefore the variances on individual lines

External (113.2%)

Expenditures for Family Advocacy Program are included under external services

- Supplies & Service (2273.8%) – Language Literacy Initiative – purchased \$22,738.00 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 (65.2%)

-Tracking on budget – similar to prior years.

We have identified some of the costs that have occurred directly because of the pandemic. To date these include:

- 1) \$15,600 Caretaking supplies
- 2) 39,067 Learning Packages and online materials purchased
- 3) 4,665 Fuel for delivering learning packages

Chinook School Division #211
Forecasting Summary
May 31 2020

Add'l revenue forecast over budget		680,252.00
Expenditure savings forecast under budget		<u>1,127,617.00</u>
		1,807,869.00
Less: Additional capital purchases		
Relocatable classroom		(440,000.00)
IT van purchases		<u>(40,000.00)</u>
Forecasted savings due to COVID		1,327,869.00
Intended Use of Savings		
Bus Purchase	440,000.00	
Palo Alto - Network security	250,000.00	
Chromebooks	310,000.00	
COVID supplies for schools, offices, etc	150,000.00	
Reserve for add'l supplies for school start up	<u>178,000.00</u>	
		<u>(1,328,000.00)</u>
		<u>(131.00)</u>