

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 28, 2021 at 3:00 p.m. at the Chinook Education Centre.

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

Mark Benesh – Director of Education
Kathy Robson – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Sharie Sloman – Chief Financial Officer in Training
Joanne Booth – Communications Coordinator
Jackie Wiebe – Executive Assistant
Katie Andreas – Executive Assistant in Training

REGRETS: Rachelle Patzer

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

AGENDA 086/21 Eliason THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 087/21 Mouland THAT the Minutes of the Regular Meeting of June 14, 2021 be approved, as presented.

CARRIED

CONSENT ITEMS 088/21 Humphrey THAT the Consent Agenda Items be approved.

CARRIED

REGULAR MEETING ----- June 28, 2021

BOARD POLICY HANDBOOK 089/21 Ramage THAT the Board Policy Handbook be approved in principle, to allow us to go forward with the development of Administrative Procedures.

CARRIED

BOARD GOALS 090/21 Hahn THAT the Chinook Board of Education approves the 2021-2022 Board Goals, as presented.

CARRIED

Sharie Sloman, CFO, presented the Quarterly Interim Financial Statement and Supporting Schedules for the period ended May 31, 2021.

FINANCIAL STATEMENT 091/21 Duncalfe THAT the Quarterly Interim Financial Statement and Supporting Schedules for the period ended May 31, 2021 are approved as Attached.

CLOSED 092/21 Andrus THAT the Chinook Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 093/21 Toney THAT the Chinook Board of Education rise and report

CARRIED

HR REPORT 094/21 Eliason THAT the Employee Contracts be ratified as contained in the Human Resources Report dated June 28, 2021.

CARRIED

REGULAR MEETING ----- June 28, 2021

DESTRUCTION 095/21 Ramage THAT the Chinook Board of Education approve the July 2021
OF DOCUMENTS destruction of documents, as per attached listing.

CARRIED

CHAIR 096/21 Humphrey THAT the Chinook Board of Education approve the
RECOMMENDATION recommendations as presented by the Board Chair.

CARRIED

PROPERTY 097/21 Hahn THAT the Chinook Board of Education accept the recommendation
APPRAISAL of Administration related to the Property Appraisal Services RFP.
RFP

CARRIED

VANGUARD 098/21 Mouland THAT the Chinook Board of Education accept the
ROOF recommendation by Administration to accept the tender received
PROJECT for the Vanguard Roof Project in the amount of \$241,000 plus
fees and taxes.

CARRIED

BUSSING 099/21 Toney THAT the Chinook Board of Education approve the amendment
FEE to the 2021/22 Schedule of Fees increasing the cost of a Bus Pass
to SCCHS to \$150.00 per semester.

CARRIED

BUSSING 100/21 Andrus THAT the Chinook Board of Education further direct
FEE Administration to implement a fee of \$200.00 per semester
for a bus pass to SCCHS for the 2022/23 school year.

CARRIED

ADJOURN 101/21 Duncalfe THAT we do now adjourn.

CARRIED

Board Chair

CFO

Chinook School Division No. 211
Statement of Financial Position
as at May 31, 2021

	2021	2020
Financial Assets		
Cash and Cash Equivalents	20,284,393	19,901,214
Accounts Receivable	1,318,944	1,163,546
Portfolio Investments	5,599,815	3,266,073
Total Financial Assets	27,203,152	24,330,833
Liabilities		
Accounts Payable and Accrued Liabilities	4,683,624	4,286,758
Long-Term Debt	10,781,890	11,686,798
Liability for Employee Future Benefits	2,076,800	1,942,600
Deferred Revenue	145,151	175,142
Total Liabilities	17,687,465	18,091,298
Net Financial Assets	9,515,687	6,239,535
Non-Financial Assets		
Tangible Capital Assets	83,812,954	87,002,284
Inventory of Supplies for Consumption	727,724	547,560
Prepaid Expenses	457,036	460,625
Total Non-Financial Assets	84,997,714	88,010,469
Accumulated Surplus	94,513,401	94,250,004

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended May, 2021

	2020-2021 Budget	2020-2021 Actual - YTD	% of Budget YTD	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD
REVENUES						
Grants	78,999,553	61,643,910	78.0%	77,810,154	57,659,183	74.1%
Tuition and Related Fees	965,148	734,699	76.1%	959,715	731,200	76.2%
School Generated Funds	2,234,400	1,199,839	53.7%	2,294,400	2,308,062	100.6%
Complementary Services	366,456	264,666	72.2%	431,222	336,518	78.0%
External Services	85,896	-	0.0%	85,896	35,867	41.8%
Other	572,430	346,112	60.5%	572,430	541,433	94.6%
Total Revenues (Schedule A)	83,223,883	64,189,226	77.1%	82,153,817	61,612,263	75.0%
EXPENSES						
Governance	399,756	385,859	96.5%	345,104	295,607	85.7%
Administration	3,316,800	2,543,256	76.7%	3,184,572	2,296,086	72.1%
Instruction	56,763,856	49,740,079	87.6%	56,095,971	46,149,062	82.3%
Plant	13,562,870	9,660,006	71.2%	13,603,703	8,694,149	63.9%
Transportation	10,011,314	7,565,802	75.6%	10,177,487	7,339,146	72.1%
Tuition and Related Fees	713,150	671,702	94.2%	500,694	569,529	113.7%
School Generated Funds	2,181,701	946,648	43.4%	2,151,969	1,977,340	91.9%
Complementary Services	436,475	362,444	83.0%	427,005	391,568	91.7%
External Services	74,861	55,408	74.0%	72,504	82,089	113.2%
Other Expenses	370,971	247,984	66.8%	436,719	279,622	64.0%
Total Expenses (Schedule B)	87,831,754	72,179,188	82.2%	86,995,728	68,074,198	78.3%
Operating Deficit for the Period	(4,607,871)	(7,989,962)		(4,841,911)	(6,461,935)	
Accumulated Surplus, Beginning of Period		102,503,363				
Accumulated Surplus, End of Period		94,513,401				

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended May 2021

	2020-21 Budget	2020-21 Actual - YTD	% of Budget YTD	2019-2020 Budget	2019-2020 Actual - YTD	% of Budget YTD
Grants						
Ministry of Education Operating Grant	76,347,138	57,265,505	75.0%	75,114,110	56,348,039	75.0%
Other Ministry Grants	2,102,273	472,187	22.5%	2,328,484	461,641	19.8%
Other Provincial Grants	-	3,559,435	0.0%	-	-	0.0%
Grants from Others	350,475	346,783	98.9%	367,560	409,503	111.4%
Ministry of Education Capital Grants	199,667	-	0.0%	-	440,000	0.0%
Total Grants	78,999,553	61,643,910	78.0%	77,810,154	57,659,183	74.1%
Tuition and Related Fees Revenue						
Tuition Fees - School Boards	43,500	47,850	110.0%	26,100	43,500	166.7%
Tuition Fees - Federal Government and First Nations	515,541	348,982	67.7%	592,245	335,771	56.7%
Tuition Fees - Individuals & Others	-	22,035	-	-	16,250	0.0%
Transportation Fees	406,107	315,832	77.8%	341,370	335,679	98.3%
Total Tuition and Related Fees Revenue	965,148	734,699	76.1%	959,715	731,200	76.2%
School Generated Funds Revenue						
Commercial Sales - GST	4,400	-	0.0%	4,400	-	0.0%
Commercial Sales - Non-GST	100,000	33,560	33.6%	400,000	83,452	20.86%
Fundraising	800,000	281,796	35.2%	800,000	936,103	117.0%
Grants and Partnerships	210,000	384,812	183.2%	190,000	429,763	226.2%
Students Fees	270,000	13,191	4.9%	250,000	156,372	62.5%
Other	850,000	486,480	57.2%	650,000	702,372	108.1%
Total School Generated Funds Revenue	2,234,400	1,199,839	53.7%	2,294,400	2,308,062	100.6%
Complementary Services						
Operating Grant	338,396	253,800	75.0%	336,622	252,466	75.0%
Tuition and Related Fees	28,060	3,866	13.8%	94,600	72,517	76.7%
Other Revenue	-	7,000	-	-	11,535	0.0%
Total Complementary Services Revenue	366,456	264,666	72.2%	431,222	336,518	78.0%
External Services						
Other Provincial Grants	76,896	-	0.0%	76,896	-	0.0%
Other Revenue	9,000	-	0.0%	9,000	35,867	398.5%
Total External Services Revenue	85,896	-	0.0%	85,896	35,867	41.8%
Other Revenue						
Miscellaneous Revenue	313,000	152,097	48.6%	313,000	192,740	61.6%
Sales & Rentals	9,430	10,583	112.2%	9,430	12,583	133.4%
Investments	250,000	153,854	61.5%	250,000	336,110	134.4%
Gain on Disposal of Capital Assets	-	29,578	0.0%	-	-	0.0%
Total Other Revenue	572,430	346,112	60.5%	572,430	541,433	94.6%
TOTAL REVENUE FOR THE YEAR	83,223,883	64,189,226	77.1%	82,153,817	61,612,263	75.0%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended May, 2021

	2020-2021 Budget	2020-21 Actual - YTD	% of Budget YTD	2019-20 Budget	2019-20 Actual - YTD	% of Budget YTD
Governance Expense						
Board Members Expense	144,612	156,703	108.4%	128,960	107,255	83.2%
Professional Development- Board Members	15,000	(181)	-1.2%	15,000	9,033	60.2%
Advisory Committees	56,144	43,500	77.5%	56,144	48,417	86.2%
Elections	40,000	51,344	128.4%	4,000	-	0.0%
Other Governance Expenses	144,000	134,493	93.4%	141,000	130,902	92.8%
Total Governance Expense	399,756	385,859	96.5%	345,104	295,607	85.7%
Administration Expense						
Salaries	2,318,178	1,856,899	80.1%	2,184,509	1,684,716	77.1%
Benefits	289,885	230,886	79.6%	278,354	210,013	75.4%
Supplies & Services	226,750	176,387	77.8%	234,477	137,402	58.6%
Non-Capital Furniture & Equipment	44,500	18,392	41.3%	49,694	7,157	14.4%
Building Operating Expenses	102,500	87,140	85.0%	102,500	61,073	59.6%
Communications	101,934	63,930	62.7%	104,737	66,064	63.1%
Travel	79,500	26,960	33.9%	69,378	40,033	57.7%
Professional Development	47,250	2,773	5.9%	47,000	4,314	9.2%
Amortization of Tangible Capital Assets	106,303	79,889	75.2%	113,923	85,314	74.9%
Total Administration Expense	3,316,800	2,543,256	76.7%	3,184,572	2,296,086	72.1%
Instruction Expense						
Instructional (Teacher Contract) Salaries	39,146,932	35,264,583	90.1%	38,434,617	33,114,727	86.2%
Instructional (Teacher Contract) Benefits	1,975,284	1,702,351	86.2%	1,783,247	1,564,504	87.7%
Program Support (Non-Teacher Contract) Salaries	8,666,840	7,330,766	84.6%	8,410,333	6,788,663	80.7%
Program Support (Non-Teacher Contract) Benefits	1,636,443	1,452,007	88.7%	1,546,412	1,368,312	88.5%
Instructional Aids	1,814,274	1,084,412	59.8%	2,050,357	839,910	41.0%
Supplies & Services	836,035	520,646	62.3%	916,407	601,116	65.6%
Non-Capital Furniture & Equipment	782,567	1,342,397	171.5%	1,033,801	636,988	61.6%
Communications	183,798	155,970	84.9%	191,198	135,412	70.8%
Travel	634,227	132,773	20.9%	619,983	289,262	46.7%
Professional Development	469,491	161,608	34.4%	430,990	194,972	45.2%
Student Related Expense	445,480	379,562	85.2%	483,742	459,305	94.9%
Amortization of Tangible Capital Assets	172,485	213,004	123.5%	194,884	155,891	80.0%
Total Instruction Expense	56,763,856	49,740,079	87.6%	56,095,971	46,149,062	82.3%
Plant Operation & Maintenance Expense						
Salaries	3,348,888	2,520,110	75.3%	3,286,537	2,427,695	73.9%
Benefits	626,409	476,274	76.0%	611,516	459,585	75.2%
Supplies & Services	14,400	6,605	45.9%	14,400	5,362	37.2%
Non-Capital Furniture & Equipment	49,100	269,440	548.8%	39,100	28,549	73.0%
Building Operating Expenses	6,853,402	4,295,541	62.7%	6,814,669	3,601,157	52.8%
Communications	15,258	9,172	60.1%	15,258	8,656	56.7%
Travel	151,500	100,441	66.3%	151,500	92,826	61.3%
Professional Development	12,000	620	5.2%	12,000	4,266	35.6%
Amortization of Tangible Capital Assets	2,491,913	1,981,803	79.5%	2,658,723	2,066,053	77.7%
Total Plant Operation & Maintenance Expense	13,562,870	9,660,006	71.2%	13,603,703	8,694,149	63.9%
Student Transportation Expense						
Salaries	4,143,879	3,595,107	86.8%	4,131,775	3,478,835	84.2%
Benefits	771,222	685,417	88.9%	733,180	665,085	90.7%
Supplies & Services	1,936,812	1,052,170	54.3%	1,940,855	961,686	49.5%
Non-Capital Furniture & Equipment	1,163,777	747,495	64.2%	1,148,777	753,824	65.6%
Building Operating Expenses	215,500	219,831	102.0%	222,500	104,418	46.9%
Communications	34,908	16,829	48.2%	34,908	12,404	35.5%
Travel	30,000	18,219	60.7%	30,000	26,999	90.0%
Professional Development	25,918	570	2.2%	25,918	5,989	23.1%
Contracted Transportation	166,290	73,910	44.4%	167,990	83,195	49.5%
Amortization of Tangible Capital Assets	1,523,008	1,156,254	75.9%	1,741,584	1,246,711	71.6%
Total Student Transportation Expense	10,011,314	7,565,802	75.6%	10,177,487	7,339,146	72.1%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended May 2021

	2020-2021 Budget	2020-21 Actual- YTD	% of Budget YTD	2019-20 Budget	2019-20 Actual - YTD	% of Budget YTD
Tuition and Related Fees Expense						
Tuition Fees	648,150	604,650	93.3%	439,647	509,537	115.9%
Transportation Fees	65,000	67,052	103.2%	61,047	59,992	98.3%
Total Tuition and Related Fees Expense	713,150	671,702	94.2%	500,694	569,529	113.7%
School Generated Funds Expense						
Academic Supplies & Services	10,000	12,003	120.0%	5,000	8,870	177.4%
Cost of Sales	300,000	84,547	28.2%	620,000	287,535	46.4%
Non-Capital Furniture & Equipment	18,000	16,221	90.1%	18,000	2,807	15.6%
School Fund Expenses	1,850,000	831,101	44.9%	1,500,000	1,671,402	111.4%
Amortization of Tangible Capital Assets	3,701	2,776	75.0%	8,969	6,726	75.0%
Total School Generated Funds Expense	2,181,701	946,648	43.4%	2,151,969	1,977,340	91.9%
Complementary Services Expense						
Instructional (Teacher Contract) Salaries & Benefits	233,984	205,447	87.8%	224,231	193,237	86.2%
Program Support (Non-Teacher Contract) Salaries & Benefits	109,723	85,156	77.6%	111,987	85,888	76.7%
Transportation Salaries & Benefits	60,267	46,957	77.9%	29,939	45,380	151.6%
Instructional Aids	6,110	696	11.4%	1,210	5,594	462.3%
Supplies & Services	6,000	18,392	306.5%	13,000	15,898	122.3%
Communications	3,100	154	5.0%	3,100	132	4.3%
Travel	2,000	524	26.2%	2,000	8,655	432.8%
Professional Development (Non-Salary Costs)	2,000	-	0.0%	5,050	312	6.2%
Student Related Expenses	13,000	-	0.0%	-	1,356	0.0%
Contracted Transportation & Allowances	-	4,900	0.0%	36,000	34,750	96.5%
Amortization of Tangible Capital Assets	291	218	74.9%	488	366	75.0%
Total Complementary Services Expense	436,475	362,444	83.0%	427,005	391,568	91.7%
External Service Expense						
Program Support (Non-Teacher Contract) Salaries & Benefits	62,361	45,232	72.5%	60,004	45,158	75.3%
Instructional Aids	-	805	0.0%	-	2,614	0.0%
Supplies & Services	1,000	4,797	479.7%	1,000	22,738	2273.8%
Non-Capital Furniture & Equipment	-	2,226	0.0%	-	4,346	0.0%
Communications	1,500	781	52.1%	1,500	784	52.3%
Travel	8,000	1,567	19.6%	8,000	5,956	74.5%
Professional Development (Non-Salary Costs)	2,000	-	0.0%	2,000	493	24.7%
Total External Services Expense	74,861	55,408	74.0%	72,504	82,089	113.2%
Other Expense						
Interest and Bank Charges						
Current Interest and Bank Charges	2,400	2	0.1%	2,400	-	0.0%
Interest on Capital Loans - School Facilities	320,537	210,859	65.8%	434,319	278,411	64.1%
Interest on Capital Loans - Other	48,034	37,123	77.3%	-	-	0.0%
Total Interest and Bank Charges	370,971	247,984	66.8%	436,719	278,411	63.8%
Loss on Disposal of Tangible Capital Assets	-	-	-	-	1,211	-
Total Other Expense	370,971	247,984	66.8%	436,719	279,622	64.0%
TOTAL EXPENSES FOR THE YEAR	87,831,754	72,179,188	82.2%	86,995,728	68,074,198	78.3%

Budget to actual Variance Analysis for September – May 2021

Revenue - \$64,189,226 – 77.1% of budget (2020, 75.0% of Budget)

Expenses - \$72,179,188 – 82.2% of budget (2020, 78.3% of Budget)

Revenues

Grants (78.0%)

-Operating grants	Budget: 76,347,138	
	Actual: 57,265,505	On budget @75% = 9/12 months
-Other Ministry Grants	Budget: 52,100	Nutrition grant
	Actual: 53,837	Funds received in September/20
	Budget: 13,200	EAL Assessment Funding
	Actual: 48,685	EAL \$8,885, French \$3,000, Mental Health \$34,800
	Budget: 2,036,973	(PMR)
	Actual: 0	Funding will be rec'd in May/June 2021
	Budget: 0	
	Actual: 362,233	Climate Action Incentive Funding – \$199,667 included In Capital Grant budget but proper reporting is other grants
	Budget: 0	
	Actual: 7,432	Emergent Funding – Maverick
-Other Provincial Grants	Budget: 0	
	Actual: 3,559,435	Received Phase I, II & III of COVID Funding
-Grants from Others	Budget: 350,475	SGL – Driver Ed
	Actual: 346,783	(98.9%) March 2021 rec'd \$93,316 to reconcile 2019-20
Capital Grants	Budget: 199,667	
	Actual: 0	Funding rec'd reported in Other Ministry Grants

Additional Note re PMR/Emergent Funding:

-PMR funding typically received in June. At August 31, 2020 year end, the PMR balance that is reflected within the accumulated surplus was \$2,021,867. PMR spending to May 31, 2021 was \$670,823 on projects (Central-Mechanical Upgrade, Irwin and Shaunavon Public School Asbestos Abatement, Sidney Street -Window Replacement, SCCHS Actuator and back up generator) leaving a PMR balance of \$1,351,044 at May 31, 2021.

-In addition, we will be receiving \$550,000 in emergent funding for the SCCHS electrical upgrade.

Tuition (76.1%)

-Tuition Fees – School Boards	Budget:	43,500	
	Actual:	47,850	1 Kindergarten student not in original budget
-Tuition Fees – First Nations	Budget:	515,541	Nekaneet Tuition
	Actual:	348,982	At 67.7% - 8 months tuition received (expected revenue is \$436,227 - 6 fewer students than budgeted)
-Transportation Fees	Budget:	406,107	Holy Trinity School Division
	Actual:	315,832	Expected revenue will be \$391,165 for the year - different number of students at budget vs actual

School Generated Funds Revenue (53.7%)

- Student activity grant funding of \$364,119 and SCC grant of \$43,500 front loaded. Fundraising revenue across all schools was significantly impacted (down by \$654,307 from prior year) by COVID-19 where there are fewer activities that schools have engaged in. Student fees are down by 85% (\$13,191 in 2021 vs \$156,372 in 2020).

Complementary (72.2%)

-Operating grants –PreK	Budget:	338,396	Ministry Pre-K Grant funding
	Actual:	253,800	Received 75% of funding
-Tuition & Related Fees	Budget:	28,060	
	Actual:	3,866	CIP program – one student
-Other Revenue	Budget:	0	
	Actual:	7,000	VTRA user fees for VTRA course

External Services (0.0%)

-Other Provincial Grants	Budget:	76,896	Family Advocacy Program (FAW)
	Actual:	0	2019/20 Funding received in August 2020 - \$79,468
-Other Revenue	Budget:	9,000	SCCHS cafeteria rent
	Actual:	0	Due to uncertainty regarding COVID no rent is being charged for the 2020-21 school year

Other Revenue (60.5%)

-Miscellaneous Revenue	Budget: 313,000	User Fees, general reimbursements
	Actual: 152,097	Actual at 48.6% of budget (61.6% in 2020)
Sales and Rentals	Budget: 9,430	Natural Wonders Learning Centre - ECS
	Actual: 10,583	9 months' rent received, and van rental from FAW
-Investments	Budget: 250,000	
	Actual: 153,854	Interest rates reduced in the current year

ExpensesGovernance (96.5%) – Prior year 85.7%

-Board Members Expense	Budget: 144,612	
	Actual: 156,703	Over budget due to additional meeting expenses due to hiring Senior Administration and organizational policy review
-Prof. Development	Budget: 15,000	
	Actual: (181)	Refund of 2020 spring assembly registration (\$1,956) plus current registration of rural congress - \$1,775
-Elections	Budget: 40,000	
	Actual: 51,344	Election in fall of 2020 – issues with weather caused additional costs

Administration (76.7%) -Tracking slightly over budget as we would expect to be at 75% as these expenditures are 12 month in nature – so target would be 9/12 months. (72.1% in 2019-2020)

-Salaries	Budget: 2,318,178	
	Actual : 1,856,899	At 80.1%- overbudget due to changes within LEADS and additional HR & Payroll administrator hired – not budgeted
- Building Operating Expenses	Budget: 102,500	
	Actual: 87,140	At 85% - additional costs incurred for caretaking COVID supplies and installation of no-touch electrical switches and upgraded lighting within CEC
-Travel	Budget: 79,500	
	Actual: 17,602	Significant decrease due to COVID 19 restrictions.
-Professional development	Budget: 47,250	
	Actual: 2,165	Significant decrease due to COVID 19 restrictions.

Instructional (87.6%) -Tracking slightly under budget as we would expect most expenses to be 10 month in nature; therefore, expenditures target @ 90% = 9/10 months. (82.3% in 2019-2020)

-Teacher Salaries	Budget: 39,146,932
	Actual: 35,264,583 At 90.1%
	Budget FTE – 404.64 per MBF (includes 3 contingencies)
	Actual FTE – 422.3 per SRB

The actual costs for teacher salaries is reporting on budget at 92.1%. However, an additional 8.5 teacher FTE were hired from Sep 20 – Jun 21 and an additional 6.0 FTE were hired from Jan – Jun 21 to cover the learning from home option offered. We have estimated that this additional cost will be approximately \$1,263,076 – to date the costs are \$943,492. This additional FTE was not included in budget; however, coverage of these salaries has been approved through the Ministry pandemic funding reflected in grant revenue. In addition, we have additional FTE at various schools due to COVID concerns that was not fully accounted for at the time of budgeting.

In addition, 11.71 teachers were hired temporarily as intervention positions to assist with children that have learning gaps due to the pandemic. These costs are currently at approximately \$350,000 (coded to sub salaries) and will be covered by Ministry with special funding.

Due to underutilization of sub salaries and other benefits (ie teacher sub salaries – 78% of budget 1,368,043) our budget variance to actual is currently not reflecting the underbudgeting of these amounts.

-Non-Capital Furniture & Equipment	Budget: 782,567
	Actual: 1,342,397 Additional purchases required due to COVID

- Technology purchase of 1,800 chromebooks for \$488,957; additional spend on other furniture to help with COVID restrictions - \$108,262

- Travel	Budget: 634,227
	Actual: 132,773 Significant decrease due to COVID restrictions

- Professional Development	Budget: 469,491
	Actual: 161,608 Significant decrease due to COVID restrictions

-Amortization of TCA	- Actual higher than budget due to purchase of Palo Alto at end of 2019-20 year and would not have been included in budgeted Amortization
----------------------	---

Plant (71.2%) - Tracking under budget as most expenditures would be 12 month in nature; therefore, expenditures target @75%% = 9 /12 months

-Non-capital Furn & Equip Budget: 49,100
 Actual: 269,440 (548.8%) COVID related purchases of \$192,343 included in total

-Building Operating Exp - Budget: \$6,853,402
 Actual: \$4,295,541 (62.7%)

Included in Buildings Operating Expenses:

	Budget	Actual	%	% in 19-20
Minor Renos	2,554,140	1,257,949		
Less: PMR	2,036,973	382,882	19.1%	31.5%
Less: Emerg Funding		175,438		
Less: CAIF	199,667	555,573	278.2%	
Other Minor Renos	317,500	144,056	45.3%	41.3%

	Budget	Actual	%	% in 19-20
Caretaking Materials	247,555	318,584	128.7%	76.3%
Maintenance Materials	372,380	286,373	76.9%	70.9%
Contract Caretaking	238,000	154,718	65.0%	55.7%
Contract Maintenance	958,230	663,955	69.3%	63.1%
Heating Fuel	562,731	476,817	84.7%	75.8%
Electricity	1,262,236	700,159	55.5%	58.6%
Water & Sewer	196,636	83,872	42.7%	47.8%
Insurance	386,485	310,093	80.3%	77.5%
Appraisal Fees	66,300	36,491	55.0%	64.9%
Rent of Facilities	8,708	4,354	50.0%	66.6%

-Due to COVID, approximately \$156,058 of additional costs for caretaking materials are being incurred. These costs have been approved to be covered through the pandemic funding from the Ministry.

Transportation (75.6%) - Most expenditures tracking under budget as a majority of expenditures are 10 month in nature; therefore, we are tracking under budget – target would be 90%

-Building Operating Expenses Budget: 215,500
 Actual: 219,831 (102.0%) The additional costs of supplies for cleaning buses due to COVID-19 have caused the increase in spending. Pandemic funding received to cover additional expenses.

- Vehicle Gas & Oil (included in Supplies & Services) is tracking under budget at 52.9% (budget \$1,592,135 actual \$842,999) (44.9% in 19-20)

- Repair & Maintenance of Buses (included in Non-Capital Furniture & Equipment) is tracking at 63.1% (budget \$1,163,777; actual \$714,344) (65.6% in 19-20)

-Contracted Transportation - Decreased due to COVID restrictions and no travel for provincial competitions

Tuition & Related Fees (94.2%)

Budget: 713,150 Great Plains College \$508,950; Prairie Rose \$204,200

Actual: 671,702 Great Plains College \$508,950; Prairie Rose \$162,752 – 5 less students than budgeted for.

School Generated Funds Expense (43.4%)

-Similar to the revenue side, due to COVID-19 the expenditures are significantly reduced due to the decreased student activities.

Complementary Services Expense (83.0%)

-Expenditures for Chinook International Program (CIP) and PreK are included under complementary services with only 1 international student in attendance

- VTRA expenses of \$12,192 included in Supplies & Services were not budgeted – Ministry funds were received in prior year to cover costs of coordinating VTRA training

External (74.0%)

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

-Supplies and services and Professional/Contracted services over budget - expenses were incurred for the Language Literacy Initiative that will be covered by accumulated surplus

Other Expenses (66.8%) -Tracking on budget – like prior years.

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
1	SF-385	1990 Birth Year - A - B Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
2	SF-386	1990 Birth Year - C - De Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
3	SF-387	1990 Birth Year - Df - E Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
4	SF-388	1990 Birth Year - F - Harp Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
5	SF-389	1990 Birth Year - Harq - I Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
6	SF-390	1990 Birth Year - J - Kn Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
7	SF-391	1990 Birth Year - Ko - Ma Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
8	SF-392	1990 Birth Year - Mb - O Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
9	SF-393	1990 Birth Year - P - Ri Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
10	SF-394	1990 Birth Year - Rj - Si Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
11	SF-395	1990 Birth Year - Sj - T Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
12	SF-396	1990 Birth Year - U - Z Student Cumulative Folders/Records	1990	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2016	
13	SF-397	1991 Birth Year - A - Bo Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
14	SF-398	1991 Birth Year - Bp - Dan Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
15	SF-399	1981 Birth Year - Dao - Fe Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
16	SF-400	1981 Birth Year - Ff - G Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
17	SF-401	1991 Birth Year - H Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
18	SF-402	1991 Birth Year - I - Lar Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
19	SF-403	1991 Birth Year - Las - Mi Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
20	SF-404	1991 Birth Year - Mj - Pen Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
21	SF-405	1991 Birth Year - Peo - Sa Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
22	SF-406	1991 Birth Year - Sb - Stah Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
23	SF-407	1991 Birth Year - Stai - We Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
24	SF-408	1991 Birth Year - Wf - Z Student Cumulative Folders/Records	1991	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2017	
25	SF-409	1992 Birth Year - A - Ba Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
26	SF-410	1992 Birth Year - Bb - Bz Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
27	SF-411	1992 Birth Year - C - Di Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
28	SF-412	1992 Birth Year - Dj - Ga Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
29	SF-413	1992 Birth Year - Gb - He Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
30	SF-414	1992 Birth Year - Hf - Ka Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
31	SF-415	1992 Birth Year - Kb - Li Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
32	SF-416	1992 Birth Year - Lj - M Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
33	SF-417	1992 Birth Year - N - Pi Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
34	SF-418	1992 Birth Year - Pj - R Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
35	SF-419	1992 Birth Year - S - Sti Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
36	SF-420	1992 Birth Year - Stj - V Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
37	SF-421	1992 Birth Year - W - Z Student Cumulative Folders/Records	1992	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2018	
38	SF-422	1993 Birth Year - A - Bob Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
39	SF-423	1993 Birth Year - Boc - Ch Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
40	SF-424	1993 Birth Year - Ci - Em Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
41	SF-425	1993 Birth Year - En - Gib Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
42	SF-426	1993 Birth Year - Gic - Gz Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
43	SF-427	1993 H - Hof Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
44	SF-428	1993 Birth Year - Hog - J Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
45	SF-429	1993 Birth Year - K - Lai Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
46	SF-430	1993 Birth Year - Lb - Ma Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
47	SF-431	1993 Birth Year - Mb - Na Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
48	SF-432	1993 Birth Year - Nb - Pi Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
49	SF-433	1993 Birth Year - Pj - R Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
50	SF-434	1993 Birth Year - S - Sta Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
51	SF-435	1993 Birth Year - Stb - Wald Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
52	SF-436	1993 Birth Year - Wale - Wz Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
53	SF-437	1993 Birth Year - X - Z Student Cumulative Folders/Records	1993	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2019	
54	SF-438	1994 Birth Year - A - Bh Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
55	SF-439	1994 Birth Year - Bi - Cro Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
56	SF-440	1994 Birth Year - Cs - E Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
57	SF-441	1994 Birth Year - F - Gof Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
58	SF-442	1994 Birth Year - Gof - Hj Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
59	SF-443	1994 Birth Year - Hk - J Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
60	SF-444	1994 Birth Year - K - La Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
61	SF-445	1994 Birth Year - Lb - Mi Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
62	SF-446	1994 Birth Year - Mj - Pa Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
63	SF-447	1994 Birth Year - Pb - Re Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
64	SF-448	1994 Birth Year - Rf - Sm Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
65	SF-449	1994 Birth Year - Sn - U Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
66	SF-450	1994 Birth Year - V - Wi Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2020	
67	SF-451	1994 Birth Year - Wj - Z Student Cumulative Folders/Records	1994	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
68	SF-68	1940-1979 A-Z Student Cumulative folders/Records	1940-1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
69	SF-69	1940-1979 A-Z Student Cumulative folders/Records	1940-1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
70	SF-70	1927-1948 A-Z Student Cumulative folders/Records	1927-1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
71	SF-71	1980-1989 A-Z Student Cumulative folders/Records	1980-1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2015	
72	SF-72	1980-1989 A-Z Student Cumulative folders/Records	1980-1989	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2015	
73	SF-73	1930-1960 A-Z Student Cumulative folders/Records	1930-1960	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1985	
74	SS-74	1979 A-Z Student Services Files	1979	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	
75	SS-75	1980 A-Z Student Services Files	1980	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2006	
76	SS-76	1982 A-Z Student Services Files	1982	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2008	
77	SS-77	1981 A-Z Student Services Files	1981	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2007	
78	SS-78	1989 - M Student Services Files 1990 G-H Student Services Files 1991 H-S Student Services Files	1989 1990 1991	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	2015-01-01 2016-01-01 2017-01-01	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
79	SS-79	1989 D - H Student Services Files	1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2015	
80	SS-80	1980-1985 A-Z Student Services Files	1980-1985	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2011	
81	SS-81	1986-1989 A-Z Student Services Files	1986-1989	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2015	
82	SS-82	1969-1983 A-Z Student Services Files	1969-1983	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2009	
83	SS-83	1984-1985 A-Z Student Services Files	1984-1985	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2011	
84	SS-41	1992 A - C Student Services Files	1992	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2018	
85	SS-44	1992 - L - M Student Services Files	1992	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2018	
86	SS-45	1992 - N - P Student Services Files	1992	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2018	
87	SS-46	1992 - Q - S Student Services Files	1992	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2018	
88	SS-47	1992 T - Z Student Services Files	1992	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2018	
89	SS-48	1993 A -C Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
90	SS-49	1993 D - F Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
91	SS-50	1993 G Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
92	SS-51	1993 H - I Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
93	SS-52	1993-J - K Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
94	SS-53	1993 L - Me Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
95	SS-54	1993 MF - R Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
96	SS-55	1993 S -Wa Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
97	SS-56	1993 Wb - Z Student Services Files	1993	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2019	
98	SS-57	1994 A - B Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
99	SS-58	1994 - C - E Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
100	SS-59	1994 F - G Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
101	SS-60	1994 H - K Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
102	SS-62	1994 Q -V Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
103	SS-63	1994 W - Z Student Services Files	1994	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2020	
104	Payroll-A	SSBA Benefits Billing-Jan-Jun 07 -PWSD MEPP Reports 2007 STF Remittance Reports Jan-Aug 07 Misc payroll Reports May-Aug 07MCSD Spare Driver Reports-Jan-Jun 07 MCSD TSC Group Life/Pension-Jan-Jun 07-CSD Misc Payroll Reports-Jan-May 07 Sub/Casual	2007	1.13.5 Payroll Journal/Register	5 years	January 1, 2013	
105	Payroll-B	Payroll Backup-May-Aug 07 SCCHS Payroll Backup-Jan-Aug 07 PWSD Payroll Backup-Jan-Oct 07 SUBS Maintenance Timesheets-2006/07 MCSD Payroll Vendor Reports-Jan-Aug 07-All Divisions	2006-2007	1.13.5 Payroll Journal/Register	5 years	January 1, 2013	
106	Payroll-C	Payroll Backup-Jan-Aug 2007 SSD Payroll Backup-Jan-Aug 2007 SCSD Payroll Backup-Jul 2006-Apr 2007 SCCHS Payroll Backup-Jan-Aug 2007 ESD Payroll Backup-Jan-Aug 2007 HSD	2007	1.13.5 Payroll Journal/Register	5 Years	January 1, 2013	
107	Payroll-D	Payroll Backup-Sep-Dec 2007 CSD	2007	1.13.5 Payroll Journal/Register	5 Years	January 1, 2013	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
108	FINANCE - 108	General Ledger Swift Current SD #94- 1979-1982	1979-1982	1.13.4 General Ledger	7 Years	January 1, 1990	
109	FINANCE - 75	Chinook SD #211 2011-2012 Accounts Receivable AR Interface Audit Trails AR Back-Up Documentation Ministry of Finance Deposit Advice Stubs GST Returns Extra-Curricular Forms	2011-2012	1.2 Accounts Receivable 1.11 Goods & Services Tax Returns	7 Years	January 1, 2020	
110	FINANCE - 84	Chinook SD #211 2011-2012 Audit Binders SGF Audits: Maverick, MCCHS, Irwin, Shaunavon High, Abbey, Vanguard, Hazlet, Fairview, Success, Consul	2012	1.4 Annual Audit Files	7 Years	January 1, 2020	
111	FINANCE-5	Oman School Financials 2010-11 Reconciliation purchase orders Cheques, deposits Bank statements transfers	2010-2011	1.5.1 Bank Statements 1.1 Accounts Payable	7 Years	January 1, 2019	
112	FINANCE-6	Oman School Financials 2011-12 Reconciliation purchase orders Cheques, deposits Bank statements transfers	2011-2012	1.5.1 Bank Statements 1.1 Accounts Payable	7 Years	January 1, 2020	
113	FINANCE - 112	Maple Creek SD 1997-2006 Community Access Program (CAP) documents 2015-April/May Daily bus trip inspection/repair sheets 2004-05 Maple Creek School Bus Routes 2011-16 Student Passenger lists, bus stop, locations, Billets 2007-08,2013-14,2015-16 bus driver salary information 2009-12 Interprovincial transfer forms, requests for transportation to alternate schools within Chinook SD 2015-16 School Bus Evacuation drill reports 2011 Bus driver e-mail contact information update forms	1997-2016	10.1 Bus Routes 10.2 Bus Safety Inspection Reports	3 Years	January 1, 2020	
114	FINANCE -125	General Ledger Herbert SD 1945-1960	1945-1960	1.13.4 General Ledger	7 years	January 1, 1968	
115	FINANCE -126	General Ledger Herbert SD 1961-1977	1961-1977	1.13.4 General Ledger	7 years	January 1, 1985	
116	FINANCE -159	General Ledger Herbert SD 1978-1984	1978-1984	1.13.4 General Ledger	7 years	January 1, 1992	
117	FINANCE -117	Ashley Park School Cheque book PO/Invoices Rental Invoices Bank Reconciliation GST Report Petty cash Pcard copies	2011-2013	1.5.1 Bank Statements 1.1 Accounts Payable 1.5.5 Bank Reconciliations	7 years	January 1, 2021	
118	FINANCE-8	Gull Lake SD Account Payable Financial Statement Journal Entires	2005	1.1.0 Financial Report 1.13.3 General Journal	7 Years	January 1, 2013	
119	FINANCE-22	Chinook School Division Sign in sheets 2006-2007 Account Recievable 2006-2007 Warehouse journal 2006-2007 Bank reconciliation 2006-2007 Rentals 2007-2008	2006-2008	1.2 Accounts Receivable 1.5.5 Bank Reconciliations	7 years	January 1, 2016	
120	FINANCE-25	Chinook School Division Bank reconciliation Nov 2008-Nov 2009	2008-2009	1.5.5 Bank Reconciliations	7 years	January 1, 2017	
121	Board	Board Election (November 2020)	2020	4.1.1 Ballots 4.1.7 Voter's registration Form 4.1.5 Poll Books	3 months	March 1,2021	
122	Board	Board Election (November 2020)	2020	4.1.1 Ballots 4.1.7 Voter's registration Form 4.1.5 Poll Books	3 months	March 1,2021	
123	Board	Board Election (November 2020)	2020	4.1.1 Ballots 4.1.7 Voter's registration Form 4.1.5 Poll Books	3 months	March 1,2021	
124	Trans-1	2014-2015 Bus Maps & Student Passenger lists	2015	10.1 Bus Routes	3 years	January 1, 2019	
125	Trans-2	2015-2016 Bus Maps & Student Passenger Lists	2016	10.1 Bus Routes	3 years	January 1, 2020	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
126	Trans-3	Tenders Bus logs Passengers lists Conveyance Inspections Route maps	1997-2012	10.1 Bus Route Maps	3 years	January 1, 2016	
127	Trans-127	Bus service logs	1982-1990	10.2 Bus Safety Inspection Reports	after the students turns 25	January 1, 2016	
128	Exec-Admin 01	Board Meeting Documents School classification documents; Abbey and Morse	2007-2013	2.11 School Reorganization	3 years	January 1, 2017	
129	Exec-Admin 02	Climax school review 2007-2008	2007-2008	2.11 School Reorganization	3 years	January 1, 2014	
130	Exec-Admin 03	School review documents 2008 Board public meeting 2006 Retreat documents 2006-2007 Workshop notes Board Election results 2009 Committee meeting-notes/sign in's 2014 Cluster information 2014-2015	2008-2015	4.6 Poll by poll Election results	3 months	January 1, 2019	
131	Exec-Admin 04	2009-10 Foundations for learning template Board meeting Opening day 2006, 2007 Board Annual meeting 2008-2017 SEIU bargaining agreement 2011-2014 Burstall staff reduction 2007	2006-2014	2.7 Record & files of senior staff, including Directors of Education, CFO's, superintendents and managers	3 years	January 1, 2018	
132	Exec-Admin 05	Board indemnities 2012-2016 Pandemic information 2009 SCC 2006-2012 RM letters, information 2005-12 Organization chart 2006 Audit Report 2007-2012 Swift Current Joint Facility 2008 Board update 2012 Tender approval 2012 Final report 2008	2006-2016	2.7 Record & files of senior staff, including Directors of Education, CFO's, superintendents and managers 1.15 Tenders	3 years 3 years after the Board enters into contract	January 1, 2020	
133	Exec-Admin 06	SDS-Active enrollments 2004-2012 Enrolment/staff 2005-2006 Opening day, enrolment and projections 2008	2004-2012	2.7 Record & files of senior staff, including Directors of Education, CFO's, superintendents and managers	3 Years	January 1, 2016	
134	SF-134	Swift Current Unit No. 15 Report of promotion grades 1937-1955	1937-1955	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1981	
135	AP2012-01	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
136	AP2012-02	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
137	AP2012-03	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
138	AP2012-04	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
139	AP2012-05	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
140	AP2012-06	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
141	AP2012-07	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
142	AP2012-08	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
143	AP2012-09	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
144	AP2012-10	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
145	AP2012-11	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
146	AP2012-12	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
147	AP2012-13	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
148	AP2012-14	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
149	AP2012-15	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
150	AP2012-16	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
151	AP2012-17	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
152	AP2012-18	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
153	AP2012-19	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
154	AP2012-20	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
155	AP2012-21	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
156	AP2012-22	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
157	AP2012-23	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
158	AP2012-24	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
159	AP2012-25	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
160	AP2012-26	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
161	AP2012-27	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
162	AP2012-28	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
163	AP2012-29	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
164	AP2012-30	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
165	AP2012-31	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
166	AP2012-32	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
167	AP2012-33	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
168	AP2012-34	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	
169	AP2012-35	Accounts payable	2012	1.1 Accounts Payable	7 years	January 1, 2020	

Documents for Destruction List May 2021

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
170	Ap2013-01	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
171	Ap2013-02	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
172	Ap2013-03	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
173	Ap2013-04	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
174	Ap2013-05	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
175	Ap2013-06	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
176	Ap2013-07	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
177	Ap2013-08	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
178	Ap2013-09	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
179	Ap2013-10	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
180	Ap2013-11	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
181	Ap2013-12	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
182	Ap2013-13	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
183	Ap2013-14	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
184	Ap2013-15	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
185	Ap2013-16	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
186	Ap2013-17	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
187	Ap2013-18	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
188	Ap2013-19	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
189	Ap2013-20	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
190	Ap2013-21	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
191	Ap2013-22	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
192	Ap2013-23	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
193	Ap2013-24	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
194	Ap2013-25	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
195	Ap2013-26	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
196	Ap2013-27	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
197	Ap2013-28	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
198	Ap2013-29	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
199	Ap2013-30	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
200	Ap2013-31	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
201	Ap2013-32	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
202	Ap2013-33	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	
203	Ap2013-34	Accounts Payable	2013	1.1 Accounts Payable	7 years	January 1, 2021	