

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, April 17, 2023 at 11:00 a.m. at the Chinook Education Centre.

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

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

REGRETS: Gwen Humphrey

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

AGENDA 41/23 Mouland THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 42/23 Ramage 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

OPEN 43/23 Toney THAT the Chinook Board of Education rise and report.

CARRIED

REGULAR MEETING ----- April 17, 2023

MINUTES 44/23 Duncalfe THAT the minutes of the Regular meeting of March 13th 2023 be approved, as presented.

CARRIED

BUS PURCHASE 45/23 HAHN THAT The Chinook Board of Education approve the award of bus tender to Western Canada Bus for the purchase of five 2024 52 passenger IC diesel buses for \$684,565 plus taxes.

CARRIED

Ken Garinger, Superintendent of Human Resources, presented the Human Resources Accountability Report.

HR ACCOUNTABILITY REPORT 46/23 Hudec THAT the Chinook Board of Education approve the Human Resources Accountability Report and can confirm that the following quality indicators have been met:

QI 3.1: Quality recruitment, orientation, staff development, disciplinary evaluation and supervisor processes are developed and effectively implemented.

QI 3.2 The Director models a commitment to personal and professional growth.

QI 3.3 Fosters high standards of instruction and professional improvement

QI 3.4 The Director provides for training of administrators and the development of leadership capacity within the Division.

QI 3.5 The Director models high ethical standards of conduct.

CARRIED

Sharie Sloman, Chief Financial Officer, presented the second quarter Financial Status report.

**Chinook School Division No. 211
Statement of Financial Position
as at February 28, 2023**

	2023	2022
Financial Assets		
Cash and Cash Equivalents	17,155,096	21,464,186
Accounts Receivable	467,684	297,249
Portfolio Investments	9,381,181	6,392,714
Total Financial Assets	27,003,961	28,154,149
Liabilities		
Accounts Payable and Accrued Liabilities	7,859,336	5,119,490
Long-Term Debt	9,063,377	10,039,451
Liability for Employee Future Benefits	2,221,400	2,215,800
Deferred Revenue	20,210	20,011
Total Liabilities	19,164,323	17,394,752
Net Financial Assets	7,839,638	10,759,397
Non-Financial Assets		
Tangible Capital Assets	79,761,360	82,123,016
Inventory of Supplies for Consumption	771,410	771,427
Prepaid Expenses	196,721	193,685
Total Non-Financial Assets	80,729,491	83,088,128
Accumulated Surplus	88,569,129	93,847,525

Chinook School Division No. 211
Statement of Operations and Accumulated Surplus
for the period ended February, 2023

	2022-2023 Budget	2022-2023 Actual - YTD	% of Budget YTD	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD
REVENUES						
Grants	82,401,173	40,608,897	49.3%	79,290,179	38,693,238	48.8%
Tuition and Related Fees	923,337	629,087	68.1%	875,095	477,030	54.5%
School Generated Funds	2,110,000	1,708,730	81.0%	2,110,000	1,183,762	56.1%
Complementary Services	530,208	366,891	69.2%	408,935	226,601	55.4%
External Services	9,000	4,298	47.8%	88,468	-	0.0%
Other	575,610	566,993	98.5%	575,610	199,959	34.7%
Total Revenues (Schedule A)	86,549,328	43,884,896	50.7%	83,348,287	40,780,590	48.9%
EXPENSES						
Governance	338,501	211,607	62.5%	382,001	266,213	69.7%
Administration	3,364,687	1,616,452	48.0%	3,334,906	1,619,948	48.6%
Instruction	60,116,056	33,611,697	55.9%	58,874,200	33,877,864	57.5%
Plant	14,848,602	6,551,127	44.1%	13,856,792	6,323,128	45.6%
Transportation	10,788,917	5,510,755	51.1%	10,170,195	5,065,148	49.8%
Tuition and Related Fees	509,061	493,212	96.9%	683,027	511,575	74.9%
School Generated Funds	2,158,632	1,429,830	66.2%	2,113,836	932,033	44.1%
Complementary Services	556,794	323,207	58.0%	424,660	279,240	65.8%
External Services	-	-	0.0%	78,498	35,511	45.2%
Other Expenses	320,090	135,368	42.3%	346,715	159,610	46.0%
Total Expenses (Schedule B)	93,001,340	49,883,255	53.6%	90,264,830	49,070,270	54.4%
Operating Deficit for the Period	(6,452,012)	(5,998,359)		(6,916,543)	(8,289,680)	
Accumulated Surplus, Beginning of Period		94,567,488				
Accumulated Surplus, End of Period		88,569,129				

Chinook School Division No. 211
Schedule A: Supplementary Details of Revenues
for the period ended February 2023

	2022-23 Budget	2022-23 Actual - YTD	% of Budget YTD	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD
Grants						
Ministry of Education Operating Grant	79,448,240	40,335,113	50.8%	76,597,851	38,500,806	50.3%
Other Ministry Grants	2,541,458	133,615	5.3%	2,327,353	80,169	3.4%
Grants from Others	411,475	140,169	34.1%	364,975	112,263	30.8%
Total Grants	82,401,173	40,608,897	49.3%	79,290,179	38,693,238	48.8%
Tuition and Related Fees Revenue						
Operating Fees						
Tuition Fees - School Boards	52,200	52,200	100.0%	52,200	-	0.0%
Tuition Fees - Federal Government and First Nations	462,665	230,142	49.7%	425,000	261,075	61.4%
Tuition Fees - Individuals & Others	-	51,513	0.0%	-	13,219	0.0%
Transportation Fees	408,472	295,232	72.3%	397,895	202,736	51.0%
Total Tuition and Related Fees Revenue	923,337	629,087	68.1%	875,095	477,030	54.5%
School Generated Funds Revenue						
Commercial Sales - Non-GST	65,000	49,810	76.6%	65,000	12,967	19.95%
Fundraising	900,000	634,977	70.6%	900,000	397,515	44.2%
Grants and Partnerships	145,000	343,974	237.2%	145,000	391,241	269.8%
Students Fees	200,000	196,876	98.4%	200,000	33,552	16.8%
Other	800,000	483,093	60.4%	800,000	348,487	43.6%
Total School Generated Funds Revenue	2,110,000	1,708,730	81.0%	2,110,000	1,183,762	56.1%
Complementary Services						
Operating Grants						
Ministry of Education Grants						
Ministry of Education Operating Grant	353,838	176,916	50.0%	347,810	175,056	50.3%
Ministry of Education - Youths in Hospital	100,000	60,000	60.0%	-	-	0.0%
Ministry of Education - ELIS	-	37,500	0.0%	-	-	0.0%
Total Complementary Services Revenue	530,208	366,891	69.2%	408,935	226,601	55.4%
External Services						
Other Provincial Grants	-	-	0.0%	79,468	-	0.0%
Other Revenue	9,000	4,298	47.8%	9,000	-	0.0%
Total External Services Revenue	9,000	4,298	47.8%	88,468	-	0.0%
Other Revenue						
Miscellaneous Revenue	316,180	202,347	64.0%	316,180	78,721	24.9%
Sales & Rentals	9,430	5,655	60.0%	9,430	5,655	60.0%
Investments	250,000	322,962	129.2%	250,000	87,149	34.9%
Gain on Disposal of Capital Assets	-	36,029	0.0%	-	28,434	0.0%
Total Other Revenue	575,610	566,993	98.5%	575,610	199,959	34.7%
TOTAL REVENUE FOR THE YEAR	86,549,328	43,884,896	50.7%	83,348,287	40,780,590	48.9%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February, 2023

	2022-23 Budget	2022-23 Actual - YTD	% of Budget YTD	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD
Governance Expense						
Board Members Expense	136,857	81,319	59.4%	136,857	86,449	63.2%
Professional Development- Board Members	15,000	6,199	41.3%	15,000	3,353	22.4%
Advisory Committees	12,644	-	0.0%	56,144	43,500	77.5%
Elections	5,000	-	0.0%	5,000	-	0.0%
Other Governance Expenses	169,000	124,089	73.4%	169,000	132,911	78.6%
Total Governance Expense	338,501	211,607	62.5%	382,001	266,213	69.7%
Administration Expense						
Salaries	2,386,802	1,193,450	50.0%	2,338,065	1,187,007	50.8%
Benefits	305,690	154,790	50.6%	294,411	151,209	51.4%
Supplies & Services	245,150	90,096	36.8%	231,650	112,493	48.6%
Non-Capital Furniture & Equipment	29,000	2,860	9.9%	44,500	6,731	15.1%
Building Operating Expenses	102,500	51,858	50.6%	102,500	36,476	35.6%
Communications	87,352	40,866	46.8%	102,234	48,936	47.9%
Travel	58,500	22,667	38.7%	72,500	14,140	19.5%
Professional Development	51,250	10,559	20.6%	44,750	10,530	23.5%
Amortization of Tangible Capital Assets	98,443	49,306	50.1%	104,296	52,426	50.3%
Total Administration Expense	3,364,687	1,616,452	48.0%	3,334,906	1,619,948	48.6%
Instruction Expense						
Instructional (Teacher Contract) Salaries	39,795,656	23,353,878	58.7%	40,178,633	23,731,595	59.1%
Instructional (Teacher Contract) Benefits	2,139,001	973,807	45.5%	2,073,862	891,792	43.0%
Program Support (Non-Teacher Contract) Salaries	9,722,211	5,231,463	53.8%	9,332,728	5,323,596	57.0%
Program Support (Non-Teacher Contract) Benefits	1,861,096	1,008,609	54.2%	1,756,136	1,021,383	58.2%
Instructional Aids	1,515,919	674,820	44.5%	1,806,330	620,001	34.3%
Supplies & Services	1,477,534	468,879	31.7%	981,700	794,367	80.9%
Non-Capital Furniture & Equipment	1,496,670	863,163	57.7%	806,596	582,691	72.2%
Communications	165,414	104,202	63.0%	186,918	115,885	62.0%
Travel	550,377	248,699	45.2%	542,577	151,323	27.9%
Professional Development	552,078	162,869	29.5%	507,096	113,801	22.4%
Student Related Expense	481,325	344,259	71.5%	431,780	351,561	81.4%
Amortization of Tangible Capital Assets	358,775	177,049	49.3%	269,844	179,869	66.7%
Total Instruction Expense	60,116,056	33,611,697	55.9%	58,874,200	33,877,864	57.5%
Plant Operation & Maintenance Expense						
Salaries	3,554,263	1,733,091	48.8%	3,455,561	1,739,704	50.3%
Benefits	688,199	338,754	49.2%	648,528	331,219	51.1%
Supplies & Services	14,400	1,011	7.0%	14,400	9,124	63.4%
Non-Capital Furniture & Equipment	49,100	25,050	51.0%	49,100	28,881	58.8%
Building Operating Expenses	7,691,423	3,008,013	39.1%	7,035,409	2,797,433	39.8%
Communications	15,258	6,122	40.1%	15,258	6,049	39.6%
Travel	151,500	90,099	59.5%	151,500	75,002	49.5%
Professional Development	12,000	1,618	13.5%	12,000	3,137	26.1%
Amortization of Tangible Capital Assets	2,672,459	1,347,369	50.4%	2,475,036	1,332,579	53.8%
Total Plant Operation & Maintenance Expense	14,848,602	6,551,127	44.1%	13,856,792	6,323,128	45.6%
Student Transportation Expense						
Salaries	4,448,312	2,476,966	55.7%	4,434,709	2,403,337	54.2%
Benefits	857,533	483,015	56.3%	828,527	458,467	55.3%
Supplies & Services	2,082,825	1,022,659	49.1%	1,828,825	841,518	46.0%
Non-Capital Furniture & Equipment	1,266,162	648,006	51.2%	1,121,777	480,649	42.8%
Building Operating Expenses	229,000	80,605	35.2%	231,000	75,207	32.6%
Communications	27,908	9,942	35.6%	28,908	8,728	30.2%
Travel	33,000	14,564	44.1%	32,000	15,756	49.2%
Professional Development	25,918	281	1.1%	25,918	874	3.4%
Contracted Transportation	169,990	78,765	46.3%	166,490	74,211	44.6%
Amortization of Tangible Capital Assets	1,648,269	695,952	42.2%	1,472,041	706,401	48.0%
Total Student Transportation Expense	10,788,917	5,510,755	51.1%	10,170,195	5,065,148	49.8%

Chinook School Division No. 211
Schedule B: Supplementary Details of Expenses
for the period ended February, 2023

	2022-23 Budget	2022-23 Actual- YTD	% of Budget YTD	2021-22 Budget	2021-22 Actual - YTD	% of Budget YTD
Tuition and Related Fees Expense						
Tuition Fees	454,896	441,162	97.0%	615,975	511,575	83.1%
Transportation Fees	54,165	52,050	96.1%	67,052	-	0.0%
Total Tuition and Related Fees Expense	509,061	493,212	96.9%	683,027	511,575	74.9%
School Generated Funds Expense						
Academic Supplies & Services	5,000	4,067	81.3%	5,000	6,294	125.9%
Cost of Sales	250,000	208,022	83.2%	250,000	72,633	29.1%
Non-Capital Furniture & Equipment	8,000	2,137	26.7%	8,000	35	0.4%
Student Fund Expenses	1,893,500	1,208,987	63.8%	1,850,000	851,588	46.0%
Amortization of Tangible Capital Assets	2,132	6,617	310.4%	836	1,483	177.4%
Total School Generated Funds Expense	2,158,632	1,429,830	66.2%	2,113,836	932,033	44.1%
Complementary Services Expense						
Instructional (Teacher Contract) Salaries & Benefits	342,016	201,663	59.0%	240,940	160,667	66.7%
Program Support (Non-Teacher Contract) Salaries & Benefits	107,087	58,496	54.6%	93,570	58,026	62.0%
Transportation Salaries & Benefits	58,191	29,070	50.0%	55,850	27,249	48.8%
Instructional Aids	1,000	-	0.0%	5,700	170	3.0%
Supplies & Services	15,000	7,868	52.5%	-	11,750	0.0%
Communications	500	77	15.4%	3,100	200	6.5%
Travel	6,400	1,634	25.5%	2,400	2,747	114.5%
Student Related Expenses	-	1,466	0.0%	-	-	0.0%
Contracted Transportation & Allowances	26,600	24,523	92.2%	23,100	18,431	79.8%
Total Complementary Services Expense	556,794	323,207	58.0%	424,660	279,240	65.8%
External Service Expense						
Program Support (Non-Teacher Contract) Salaries & Benefits	-	-	0.0%	62,818	30,964	49.3%
Instructional Aids	-	-	0.0%	1,000	762	0.0%
Supplies & Services	-	-	0.0%	3,180	3,023	95.1%
Communications	-	-	0.0%	1,500	490	32.7%
Travel	-	-	0.0%	8,000	272	3.4%
Professional Development (Non-Salary Costs)	-	-	0.0%	2,000	-	0.0%
Total External Services Expense	-	-	0.0%	78,498	35,511	45.2%
Other Expense						
Interest and Bank Charges						
Current Interest and Bank Charges	2,400	26	1.1%	2,400	-	0.0%
Interest on Capital Loans - School Facilities	296,619	135,342	45.6%	309,487	159,610	51.6%
Interest on Capital Loans - Other	21,071	-	0.0%	34,828	-	0.0%
Total Other Expense	320,090	135,368	42.3%	346,715	159,610	46.0%
TOTAL EXPENSES FOR THE YEAR	93,001,340	49,883,255	53.6%	90,264,830	49,070,270	54.4%