

Prairie Valley School Division No. 208

# Supplementary Public Accounts

For the Period September 1, 2018 to November 30, 2018

## **Supplementary Public Accounts**

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Prairie Valley School Division No. 208

### **1. School Division Overview**

Prairie Valley School Division is the legal corporate body charged with the responsibility to provide educational services to children within the boundaries of the school division. The School Division is governed by a ten-member board elected to serve until October 2020.

Under *The Education Act* and related legislation, the Board is responsible to provide educational programs to meet the needs of the pupils in the School Division. The Director of Education, who is the Board's chief executive officer, is responsible for the administration of the School Division.

Prairie Valley School Division employs about 1,150 staff (on a full-time equivalent basis) to provide service to some 8,500 pupils and 39 schools.

Refer to page 3 for a summary of financial operations.

### **2. Overview of Public Accounts**

These Public Accounts show results as of the end of the first quarter of the 2018-2019 fiscal year. The purpose of the Public Accounts is to make the financial operations of the school division more transparent and understandable to parents, staff and the public. The Public Accounts present complimentary information about the Division not contained in the audited financial statements or other documents prepared by the School Division, including details of Board member remuneration.

The Public Accounts are prepared in accordance with Ministry of Education guidelines for school divisions, with additional details provided on Board member remuneration, including subdivisions and schools, Board member attendance at Board and committee meetings, the Board remuneration policy and a breakdown of remuneration paid (pages 4 to 9), as well as the Director of Education's expenses (page 10).

The Public accounts is one part of Prairie Valley School Division's accountability process, which includes development of a strategic plan and budget at the beginning of the fiscal year and preparation of the community report, annual report, audited financial statement and public accounts at the end of the year. During the year, Administration reports on finances on a quarterly basis to the Board of Education.

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### 3. Financial Statement Information

#### Statement of Financial Position

To be provided in year-end report after audit is complete.

#### Statement of Operations and Accumulated Surplus for the period ended November 30, 2018

	2018-19 Budget	2018-19 Year to Date	2018-19 Forecast	Forecast To Budget Variance
<b>Revenues</b>				
Grants	93,121,784	22,820,473	93,413,717	291,933
Tuition and Related Fees	5,725,000	2,044,407	5,725,000	-
School Generated Funds	2,887,399	560,573	2,887,399	-
Complementary Services	660,000	250,836	660,000	-
Other	1,675,000	148,291	1,675,000	-
<b>Total Revenues</b>	<b>104,069,183</b>	<b>25,824,580</b>	<b>104,361,116</b>	<b>291,933</b>
<b>Expenses</b>				
Governance	496,231	97,785	496,231	-
Administration	3,669,858	755,601	3,269,858	(400,000)
Instruction	76,529,518	19,780,888	76,950,231	420,713
Plant	14,137,833	1,519,322	14,137,833	-
Transportation	9,300,330	1,905,607	9,300,330	-
Tuition and Related Fees	155,624	93,011	155,624	-
School Generated Funds	2,782,987	398,067	2,782,986	-
Complementary Services	678,521	196,126	678,521	-
Other Expenses	620,125	96,756	839,067	218,942
<b>Total Expenses</b>	<b>108,371,027</b>	<b>24,843,161</b>	<b>108,610,681</b>	<b>239,655</b>
<b>Surplus (Deficit) for the Year</b>	<b>(4,301,844)</b>	<b>981,419</b>	<b>(4,249,565)</b>	<b>52,279</b>
<b>Accumulated Surplus, Beginning of year</b>	<b>111,199,342</b>	<b>111,199,342</b>	<b>111,199,342</b>	<b>-</b>
<b>Accumulated Surplus, End of year</b>	<b>106,897,498</b>	<b>112,180,761</b>	<b>106,949,777</b>	<b>52,279</b>

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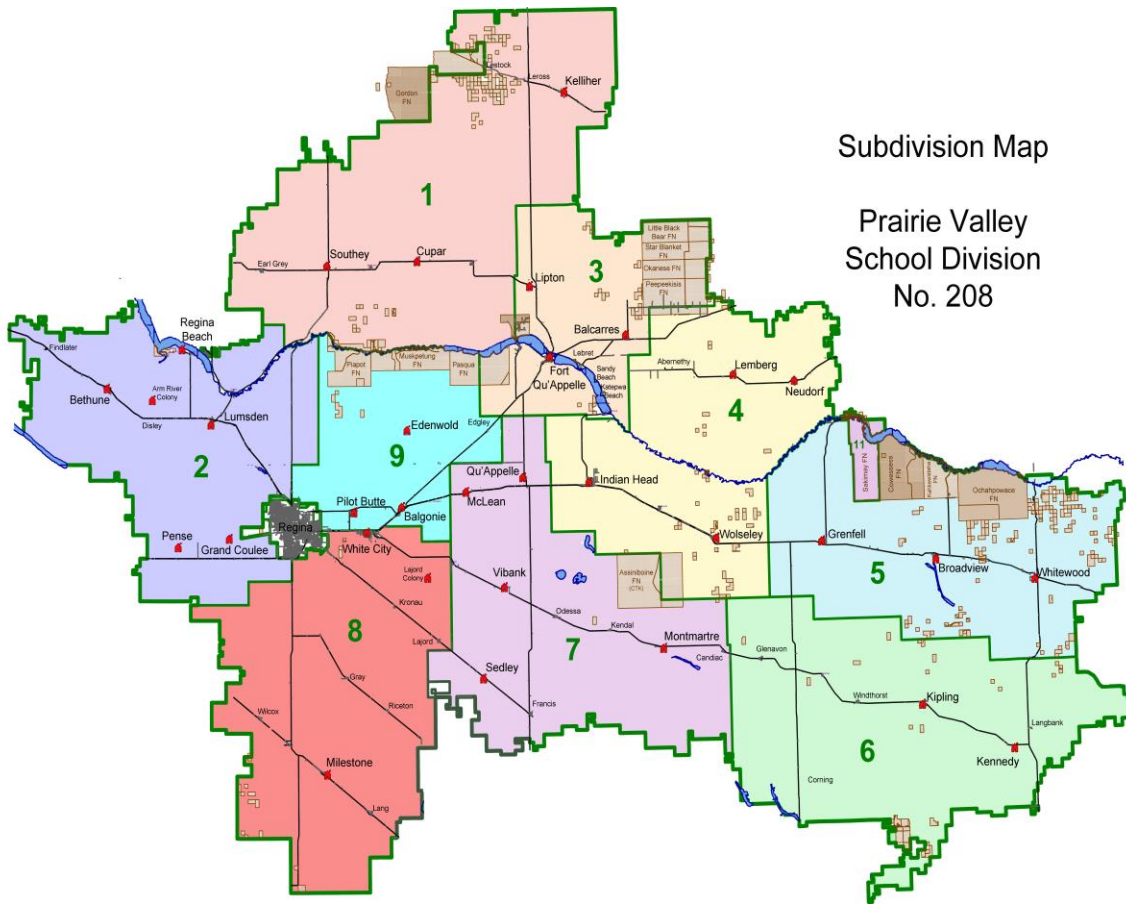
### 4. Board of Education

During the school year, the Board of Education typically meets once per month for a public meeting. In addition, special meetings may be called to deal with specific business, such as budget development or planning work. The Board is required to hold an annual organizational meeting. The Board's public meeting schedule and related information is available at [www.pvsd.ca/Board of Education](http://www.pvsd.ca/Board of Education).

Board members represent 10 subdivisions with schools in the following areas:

<b>Subdivision 1:</b>	Kelliher (K-12) Cupar (K-12) Southey (K-12)	<b>Subdivision 6:</b>	Kennedy/Langbank (K-8) Kipling (Pre-K-12)
<b>Subdivision 2:</b>	Arm River Colony (K-12) Clive Draycott (K-8) (Bethune) École Lumsden Elementary (K-8) Lumsden High (9-12) Pense (K-8) South Shore (K-8) (Regina Beach) Stewart Nicks (K-8) (Grand Coulee)	<b>Subdivision 7:</b>	Montmartre (K-12) Sedley (K-8) Vibank (K-12) McLean (K-8) James Hamblin (K-8) (Qu'Appelle)
<b>Subdivision 3:</b>	Balcarres (PreK-12) Lipton (PreK-12) Fort Qu'Appelle Elementary (PreK-7) Bert Fox Community High (8-12) (Fort Qu'Appelle)	<b>Subdivision 8:</b>	Lajord Colony (K-11) École White City (K-8) Emerald Ridge (K-8) Milestone (K-12)
<b>Subdivision 4:</b>	North Valley Elementary (K-6) (Neudorf) North Valley High (7-12) (Lemberg) Indian Head Elementary (PreK-6) Indian Head High (7-12) Dr. Isman Elementary (K-6) (Wolseley) Wolseley High (7-12)	<b>Subdivision 9:</b>	Balgonie Elementary (K-8) Edenwold (K-6) Greenall High (9-12) (Balgonie) Pilot Butte (PreK-8)
<b>Subdivision 5:</b>	Grenfell Elementary (PreK-6) Grenfell High (7-12) Broadview (PreK-12) Whitewood (PreK-12)	<b>Subdivision 11:</b>	Sakimay First Nation

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Subdivision Map

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### Board Meeting Attendance

For the period September 1, 2018 to November 30, 2018, the Board held four regular monthly meetings and one organizational meeting a total of 5 events. Trustee attendance was as follows:

#### September 1, 2018 – November 30, 2018

Trustee	Subdivision	Attendance
Bert de Gooijer <sup>(1)</sup>	1	5/5
Verne Barber	2	5/5
Marlene Blatter	3	5/5
Jeffrey Baran	4	4.5/5
Denise Couture	5	5/5
Terry Berglund	6	4.5/5
Janet Kotylak <sup>(1)</sup>	7	5/5
Judy Bradley <sup>(1)</sup>	8	5/5
Frank Thauberger	9	5/5
Rachel Sangwais	11	3/5

(1) At the November 14, 2018 Organizational Meeting, Judy Bradley was elected as Vice Chair for the duration of the 2018-2019 year, effective immediately. As well, Janet Kotylak was re-elected as Board Chair.

### Board Remuneration

Board member remuneration is reviewed and set annually. Remuneration rates for the year are shown below.

**Base Amount** - The monthly amount includes one regular Board meeting and related preparation time, correspondence, research, phone calls, the annual meeting of electors if held, annual organizational meeting and annual staff service awards function. These are considered to be the basic expectations of all Board members. The monthly base amount is reduced by the meeting indemnity rate if Board members are absent from the Board meeting.

- Board Chair \$1,081 per month
- Board Vice-Chair \$835 per month
- Board Members \$737 per month

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**Meeting Indemnity Rate** – The meeting rate is used for all other authorized business of the Board including: special meetings, committee work; planning sessions; school and community presence, participation and communication; conventions, provincial association events and meetings with other school divisions and partners. Because this work fluctuates throughout the year, compensation is provided on a per meeting basis.

- \$217 per meeting (3 hours or more, excluding travel time)
- \$120 per half day meeting (less than 3 hours, excluding travel time)

Note: Plus 20 per cent when performing duties of Board Chair

**Travel Time** – \$25.00 per hour; Mileage - \$0.40 per kilometre

**Board Committees** – The Board has a series of committees established to provide in-depth review of key issues from a governance perspective. Committees report back to the full Board at each Board meeting. The committee structure is shown below.

<b>Committee Name</b>	<b>Mandate</b>
<b>Audit and Risk Management Committee</b>	To assist in assuring that the Division's resources are utilized effectively and efficiently. The Audit and Risk Management Committee is part of the system checks and balances that ensure the organization is appropriately administering public funds and assets and providing transparent and accountable reporting to the Board of Education and the public.
<b>Planning and Development Committee</b>	The purpose of the Planning and Development Committee is to analyze and forecast trends and developments in Prairie Valley and the Pre-K to Grade 12 education sector and develop proactive plans to ensure Prairie Valley School Division is positioned for the future.
<b>CUPE Negotiating Committee</b>	To negotiate a collective agreement with CUPE 5252 representatives.
<b>LINC Negotiating Committee</b>	To negotiate a collective agreement with the Prairie Valley Teachers' Association and follow-up on issues emerging from the local agreement.

In addition, Board members are appointed as representatives of the Board in several areas. Verne Barber was the Board's representative to the Saskatchewan High School Athletics Association. Bert de Gooijer was the Board's representative to the Public Section of the SSBA.

The subdivision trustee is a member of the Joint Use Committees in McLean, South Shore, Sedley, Montmartre and Kelliher.

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Trustee attendance at Committee meetings was as follows:

Board Member	Subdivision	Audit and Risk Management Committee	Planning and Development Committee	CUPE Negotiating Committee	LINC Negotiating Committee
Bert de Gooijer	01	-	0/1	-	4/4
Verne Barber	02	-	1/1	-	-
Marlene Blatter	03	-	1/1	-	-
Jeffrey Baran	04	-	0.5/1	-	-
Denise Couture	05	-	1/1	-	-
Terry Berglund	06	-	1/1	-	4/4
Janet Kotylak	07	-	1/1	-	4/4
Judy Bradley	08	-	1/1	-	-
Frank Thauberger	09	-	1/1	-	-
Rachel Sangwais	11	-	0/1	-	-

**Board Member Professional Development** – The Board supports and promotes opportunities for members to participate in professional development activities through attendance at conferences, meetings or workshops, self-guided learning or any other means of acquiring knowledge or exchanging ideas with other school board trustees.

Board members may attend events and meetings, all national conferences held in Saskatchewan and all in-province meetings, events or other activities related to their role as trustees. In addition, Board members may access professional development activities that relate to their role as trustee, with maximum reimbursement of \$5,000 per individual. Unspent funds to a maximum of \$2,500 may be carried forward for one year. The Board may move to authorize board member attendance at any other activity not specified in policy.

**Provincial Events** – Attendance at Saskatchewan School Boards Association meetings and conferences, Ministry of Education events, and the annual National Congress on Rural Education. Note that in 2018-2019:

- Board member Kotylak is the southern constituency representative of the Saskatchewan School Board Association (SSBA); therefore, Ms. Kotylak's expenses related to SSBA events are paid by the SSBA.
- Board member de Gooijer is the Prairie Valley Board representative to the Public Section. Most remuneration related to Public Section meetings and activities is the responsibility of school divisions; therefore, Mr. de Gooijer's reported remuneration includes these additional duties.

**School Based Meetings/Events** - Attendance or participation at school community council (SCC) meetings, and school events such as award ceremonies and graduations.



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**Division-Wide Meetings / Events** – Includes public consultation meetings, regional SCC meetings, Division institute days, student senates, etc.

**Travel: Mileage/Time** – The amounts incurred vary depending on the distance from the Board Members' home to division office. Distances range from 25 to 225 kilometres one way.

### Board Member Remuneration and Expenses paid to November 30, 2018

Board Member	Sub-division	Number of Schools	Board Meetings	Committee Meetings	Provincial Events	School Based Meetings / Events	Division-wide Meetings / Events	Travel: Mileage / Time	Professional Development	Total
Bert de Gooijer	01	3	3,802	457	988	360	120	2,900	-	8,627
Verne Barber	02	7	2,788	217	-	1,440	120	1,084	-	5,649
Marlene Blatter	03	4	2,908	217	-	1,320	240	1,185	-	5,870
Jeffrey Baran	04	6	2,451	120	-	360	-	378	-	3,309
Denise Couture	05	4	2,788	217	-	240	-	672	-	3,917
Terry Berglund	06	2	2,668	891	-	240	-	2,167	-	5,966
Janet Kotylak	07	5	5,839	934	-	1,152	360	2,560	-	10,845
Judy Bradley	08	4	2,908	217	-	720	-	1,199	-	5,044
Frank Thauberger	09	4	2,908	217	-	960	-	717	-	4,802
Rachel Sangwais	11	-	1,994	-	-	-	-	381	-	2,375
<b>Total</b>		<b>39</b>	<b>31,054</b>	<b>3,487</b>	<b>988</b>	<b>6,792</b>	<b>840</b>	<b>13,244</b>	<b>-</b>	<b>56,405</b>

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### 5. Director's Expenses

#### Director Expense for Ben Grebinski (Term: September 1, 2018 – September 30, 2018)

Date	Description	Registration & Memberships	Mileage	Meals	Accom.	Airfare	Other - taxi, fuel, parking etc.	Total
		Nil	Nil	Nil	Nil	Nil	Nil	nil

#### Director Expense for Randy Fox (Term: October 1, 2018 – November 30, 2018)

Date	Description	Registration & Memberships	Mileage	Meals	Accom.	Airfare	Other - taxi, fuel, parking etc.	Total
October 5	System Wide PD Day, Balgonie, Saskatchewan		27					27
October 11-12	Provincial Education Summit, Saskatoon, Saskatchewan	381	196					577
October 17	Education Week School Visits, Balgonie/Lumsden, Saskatchewan		48					48
October 18	Education Week School Visits, White City, Saskatchewan		21					21
October 19	Education Week School Visits, Fort Qu'Appelle, Saskatchewan		62					62
October 25	Education Week School Visits, Balcarres/Balgonie, Saskatchewan		78					78
October 30	Education Week School Visits, Grand Coulee, Saskatchewan		29					29
November 15-17	SSBA Fall Assembly, Saskatoon, Saskatchewan				346			346
November 27	LEADS Annual Membership	575						575
		956	461	-	346	-	-	1763

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### 6. Supplier Payments over \$50,000

Name	Amount	Name	Amount
Federated Co-operatives	301,686	Supreme Office Products	95,053
ICON Construction Ltd.	68,855	Veritiv Canada Inc	60,591
Peepeekisis Cress Nation No. 81	82,411	Warner Bus Industries Ltd.	50,681
SaskPower	151,667		

### Other Expenditures over \$50,000

Name	Amount	Name	Amount
Municipal Employees Pension Plan	702,995	Sask. School Boards Association	473,606
Receiver General for Canada	4,134,751	Saskatchewan Teachers' Federation	1,291,048

### Transfers over \$50,000

Name	Amount
N/A	-

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## Glossary

**Governance** expenses are expenditures of the Board of Education for the governance of the school division. It includes the costs of conducting activities of the Board and school community councils, as well as costs that are incurred primarily for governance purposes such as Saskatchewan School Boards Association membership fees.

**Administration** expenses are the expenditures for conducting the business administration activities of the school division, including senior staff, payroll, accounts payable, clerical support and office equipment.

**Instruction** expenses are the expenditures for conducting the instructional activities of the school division. It includes expenses related to teachers, educational assistants and administrative assistants, computer support services, student support services, instructional supplies and services, resource materials, student related expenses, furniture and equipment, travel and professional development.

**Plant** expenses are the expenditures incurred for conducting the plant operation and maintenance activities of the school division. This includes maintenance staff salaries, caretaking supplies and services, maintenance expenses and utility costs for central and school facilities.

**Transportation** expenses are the expenses for providing transportation services to students of the school division, including bus driver salaries, fuel and bus maintenance.

**Tuition and related fees** are the fees paid to other school divisions and agencies for basic education, support services and other related fees for services provided to students of the school division.

**School generated funds** expenses are the expenses related to the services and programs operated by schools for programs such as student leadership council, canteen, fundraising, etc.

**Complementary services** expenses are the expenses incurred for supplemental services and programs that enhance the school division's ability to successfully deliver its K-12 curriculum, including programs such as Pre-Kindergarten.

**External services** expenses are the expenses incurred for services and programs that are outside the school division's learning and complementary programs such as third party transportation services.

**Other** expense includes interest and bank charges incurred for operating and capital purposes.