AGENDA

1. Roll Call

2. Playing of O Canada

3. Adoption of Agenda

4. Comments/Concerns/Questions from the Public
   (Maximum 5 minutes per speaker; 20 minutes total; comments must be related to specific agenda items)

5. Approval of Minutes of Last Meeting
   November 5, 2013 (unapproved)

6. Delegations

7. External Reports/Presentations
   a. Celebrating Excellence: We Grow Together

8. Business Arising from the Minutes

9. Unfinished Business
   a. Items Arising from the Committee of the Whole

10. Correspondence
11. **Reports of Committees and Trustees**

12. **New Business**

   **Decision**
   a. Appointments to the Committees of the Board
   b. Audited Financial Statements for September 1, 2012 to August 31, 2013
   c. Annual Report (Tabling of Documents)

13. **Reports from Administrative Staff**

   **Information**
   a. Literacy for Life Update
   b. Human Resources Report – October, 2013
   c. Financial Results for the Period September 1, 2013 to October 31, 2013

14. **Notices of Motion**

15. **Questions by Trustees**

16. **Questions from the Public**

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**NEXT REGULAR MEETING:**
At the call of the Chair or Tuesday, December 10, 2013
7:00 p.m.
MINUTES OF A MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2013 at 3:00 p.m.

MEMBERS PRESENT: Ms. Kathleen Brannen, Mr. Dan Danielson, Ms. Bronwyn Eyre, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Ray Morrison, Mr. Darrell Utley, Mr. Kevin Waugh

Ms. Kelleher joined the meeting at 3:05 p.m.

Following discussions in Committee of the Whole, Ms. Kelleher moved that the Board rise and report.

CARRIED (9)

The meeting adjourned at 6:00 p.m.

__________________________________________
Secretary of the School Division

__________________________________________
Board Chair
MINUTES OF A MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2013 at 7:00 p.m.

MEMBERS PRESENT: Mr. Ray Morrison (Board Chair), Ms. Kathleen Brannen, Mr. Dan Danielson, Ms. Bronwyn Eyre, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Darrell Utley, Mr. Kevin Waugh

Agenda: Ms. Eyre moved approval of the agenda. CARRIED (9)

Minutes: Ms. MacPherson moved approval of the minutes of the Regular Board Meeting and Committee of the Whole Meeting of October 8, 2013. CARRIED (9)

Celebrating Excellence – McClure Foundation Award: Mr. Shane Skjerven, Superintendent of Education, introduced Ms. Trudy Capes, Principal of Wildwood School. Ms. Capes highlighted the partnership between primary students at Wildwood School and residents of McClure Place and introduced Mrs. Anna Scott, grade one/two teacher. Mrs. Scott and students Jillian and Hunter shared their thoughts and experiences of the relationships formed with the seniors at McClure Place.

Personnel Issue: Mr. Morrison moved that the Board terminate the contract of employee 14347 effective immediately. CARRIED (9)

Correspondence: Mr. Utley moved that the Board receive, in confidence, the correspondence from the closed session of Committee of the Whole. CARRIED (9)

Reports of Committees and Trustees:

- Trustee Waugh reported on his attendance at the PotashCorp media announcement regarding nutrition on October 16th, the Treaty 6 flag raising ceremony at the City of Saskatoon, the Ministry’s media announcement regarding new schools in Saskatoon, meetings with the Saskatoon School Boards Association executive and the school community council assembly meeting at Lakeview School. He also reported on his attendance at the diversity dinner at Lakeview School on October 26th.

- Trustee Utley reported on his attendance at the ward 8 town hall meeting, the Ministry's media announcement and attended FSIN’s cultural celebration powwow, with Trustee MacPherson, on October 27th. He also reported on school visits to College Park and Roland Michener schools and a special visit by ‘Pirate Pete’ at Brevoort Park School on October 31st.

- Trustee Eyre reported on her attendance at the ward 7 town hall meeting.

- Trustee Brannen reported her attendance at Saskatchewan School Boards Association accreditation meetings, the Ministry’s media announcement and the ward 6 town hall meeting. She also reported on school visits to Nutana Collegiate and Victoria School’s circus school.

- Trustee MacPherson highlighted the fall music concert at Marion M. Graham Collegiate and extended her thanks to all the music teachers, choir and band instructors at Saskatoon Public Schools for all their hard work.
Trustee Danielson reported on his attendance at the Ministry’s media announcement and follow-up conversations with Hampton Village residents.

Trustee Linklater reported on his attendance at the ward 2 town hall meeting, Pleasant Hill School’s community feast on October 24th, and the Treaty 6 flag raising ceremony at the City of Saskatoon.

Trustee Kelleher reported on her attendance at the Mayfair playground grand opening celebration, the Ministry’s media announcement and ward 1 town hall meeting. She also highlighted school visits for Sutherland School’s newcomer potluck, City Park Collegiate’s family night and Victoria School’s circus school.

Board Chair Morrison reported on his attendance at the school community council assembly meeting at Lakeview School, the Ministry’s media announcement and ward 10 town hall meeting. He also attended, with Director Whittles, meetings with aboriginal affairs and northern development Canada and personnel from Whitecap Dakota first nations regarding their relationship with Saskatoon Public Schools. Mr. Morrison also announced he will lay the wreath on behalf of Saskatoon Public Schools at the upcoming Remembrance Day ceremony.

Reports from Administrative Staff: Reports were received, for information, on the following issues:

- Computer Devices Request for Proposal T1315-0005: Ms. MacPherson moved that the Board award a contract commencing November 6, 2013 for supply of computer devices for a term of two years to Powerland Computers. CARRIED (9)

- Core Strategy Update: Collegiate Renewal
- Changes to the Administrative Procedures Manual
- Financial Results for the Period September 1, 2013 to September 30, 2013

Questions From Trustees: Trustee Danielson asked administration to initiate a process with the City of Saskatoon regarding discussion of land costs for new schools.

Ms. MacPherson moved that the Board adjourn to the call of the Chair or the Inaugural Board meeting of Tuesday, November 19, 2013 at 12:00 noon. CARRIED (9)

The meeting adjourned at 8:12 p.m.
MINUTES OF THE ANNUAL MEETING OF ELECTORS: of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2013, immediately following the Regular Board meeting, at 8:14 p.m.

MEMBERS PRESENT: Trustees of the Saskatoon School Division No. 13 (Kathleen Brannen, Dan Danielson, Bronwyn Eyre, Holly Kelleher, Vernon Linklater, Colleen MacPherson, Ray Morrison, Darrel Utley, Kevin Waugh), senior administration and 2 Electors.

Election of Chairperson: Mr. Garry Benning, Chief Financial Officer for the Board of Education, called the meeting to order, and referred to Section 97 of The Education Act which outlines the procedures for the Annual Meeting of Electors and Section 23 of The Local Government Election Act, which defines the term ‘elector’.

Mr. Benning then asked for nominations for Chairperson for the meeting.

Ms. MacPherson nominated Ms. Kelleher to serve as Chairperson of the meeting.

Mr. Linklater moved that nominations cease.

CARRIED

Ms. Kelleher accepted the nomination and was declared Chairperson of the meeting.

Election of Secretary: Ms. Kelleher called for nominations for Secretary of the meeting.

Mr. Benning nominated Estelle Allington as Secretary of the meeting.

Ms. MacPherson moved that nominations cease.

CARRIED

Ms. Allington accepted the nomination and was declared Secretary of the meeting.

Adoption of the Minutes of the Annual Meeting of Electors – October 9, 2012: Mr. Waugh moved the adoption of the minutes of the Annual Meeting of Electors held October 9, 2012.

CARRIED

Report of the Board: Board Chair Morrison reported the year’s activities on behalf of the Board, as highlighted on pages 6 and 7 of 2012-2013 Saskatoon Public Schools Report to the Community.

2012 Financial Statement: Mr. Benning, Chief Financial Officer, presented the 2012 Financial Statement, as highlighted on pages 86 and 87 of 2012-2013 Saskatoon Public Schools Report to the Community.
Report of the Director of Education: Ms. Avon Whittles, Director of Education, presented the report on the activities of the School Division for the year 2012, as highlighted on pages 8 and 9 of 2012-2013 Saskatoon Public Schools Report to the Community.

Open Discussion: Opportunity was provided for electors to ask questions of the trustees relative to the operations of the School Division.

Ms. MacPherson moved the meeting be adjourned.

CARRIED

The meeting adjourned at 8:20 p.m.

__________________________________________
Secretary of the Annual Meeting of Electors

__________________________________________
Chairperson of the Annual Meeting of Electors
MEETING DATE: NOVEMBER 19, 2013

TOPIC: CELEBRATING EXCELLENCE: WE GROW TOGETHER

FORUM AGENDA ITEMS INTENT
[✓] Board Meeting [ ] Correspondence [✓] Information
[ ] Committee of the Whole [ ] New Business [ ] Decision
[ ] Reports From Administrative Staff [ ] Discussion
[✓] Other: External Reports / Presentations

BACKGROUND

Strengthening Our Learning Community – Strategic Direction: Our Students’ Learning goal states: “Our students will engage in relevant and challenging learning opportunities to enhance their academic, personal, and social/cultural growth.” Our People goal states: “Our people will be committed to a constructive educational culture that values people, excellence, and life-long learning.” Our Community goal states: “We seek to build with our community shared ownership and responsibility for the well-being and education of our children and youth.” Our Organizational goal states: “Our organization will be principled, innovative, collaborative, accountable, and effective.”

CURRENT STATUS

We Grow Together, a partnership between Centennial Collegiate (through their Spirit of Youth club) and Caswell Community School Grade Two students began three years ago with the goal(s) to:

- Create engaged citizens today and in the future by having students in both schools work together in a meaningful way using literacy as a common focus.
- Assess whether students who are exposed to social responsibility at a young age will be more likely to continue this socially responsible behavior.
- Demystify the transition between elementary school and secondary school by establishing strong ties with caring individuals at both schools.
- Create strong positive relationships between secondary and elementary students.
- Provide leadership/mentorship opportunities for Spirit of Youth secondary students.

Ms. Susan Pattison, Principal of Caswell Community School and Mr. Tom Sargeant, Principal of Centennial Collegiate, will introduce students and staff from each of their respective learning communities who will further explain the We Grow Together partnership.

PREPARED BY DATE ATTACHMENTS
Mr. Barry MacDougall, Deputy Director of Education November 13, 2013 None
Mr. Dean Newton, Superintendent of Education
The Inaugural Meeting of the Board of Education of the Saskatoon School Division No. 13 will be held Tuesday, November 19, 2013, at 12:00 noon.

Policy 6, Section 1.8, of the Board Policy Handbook indicates that at its first Board meeting subsequent to the Inaugural Meeting each year the Board will select representatives to internal committees and external committees. Section 1.8.1 states that at the Inaugural Meeting trustees will review the committees / positions for which representation is needed. Each trustee will indicate, on paper, the committees / positions in which he / she is interested. Trustees may wish to indicate preference if interested in more than one committee (i.e. 1st, 2nd). The chair and vice chair will then review this information and will recommend candidates for each position. These decisions will be based on the involvement of as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions. If more trustees are interested in a position than can be accommodated for the year, the chair and vice chair may suggest voting by ballot.

Policy 7, Section 1, of the Board Policy Handbook indicates that at its Inaugural Meeting each year the Board shall name such standing committees as it deems necessary for the discharge of Board business. Specifically, the two standing committees named are the Board Pension Trustees Committee and the Board Discipline Committee.

For 2013 – 2014, Board representatives will need to be appointed to the following committees:

(a) Board Pension Trustees Committee (three trustees)
(b) Board Discipline Committee (three trustees)
(c) Public Section, Saskatchewan School Boards Association (two trustees)
(d) Saskatchewan Assessment Management Agency (one trustee)
(e) Okīciyapi Educational Partnership (two trustees)
   (Saskatoon Tribal Council, Central Urban Métis Federation Incorporated (CUMFI), Saskatoon Public Schools)
(f) Saskatchewan High Schools Athletic Association (one trustee)
(g) Saskatoon Public Schools Foundation Inc. (two trustees)
RECOMMENDATION

Proposed Motions:

That the Board approve the appointments to the committees of the Board as indicated by trustee interest and recommended by the board chair and vice chair as follows:

1. Board Pension Trustees Committee: Trustees __________________ , ______________________ and ______________________.

2. Board Discipline Committee: Trustees __________________ , ______________________ and ______________________.

3. Public Section, Saskatchewan School Boards Association: Trustees __________________ and ______________________.

4. Saskatchewan Assessment Management Agency: Trustee ____________________________.

5. Okicīyapi Educational Partnership: Trustees __________________ and ______________________.

6. Saskatchewan High Schools Athletics Association: Trustee ____________________________.

7. Saskatoon Public Schools Foundation Inc.: Trustees __________________ and ______________________.
MEETING DATE:    NOVEMBER 19, 2013  
TOPIC:         AUDITED FINANCIAL STATEMENTS  
                SEPTEMBER 1, 2012 TO AUGUST 31, 2013

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<td>[ ] Reports From Administrative Staff</td>
<td>[✓] Discussion</td>
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<td>[ ] Other:</td>
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BACKGROUND

Our auditors, KPMG, have completed the audit for the period September 1, 2012 to August 31, 2013 and have presented their findings to trustees.

CURRENT STATUS

The audited financial statements will be made available to the public after the Board has approved the statements.

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<tr>
<th>PREPARED BY</th>
<th>DATE</th>
<th>ATTACHMENTS</th>
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<tr>
<td>Mr. Garry Benning, Chief Financial Officer</td>
<td>November 13, 2013</td>
<td>None</td>
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<tr>
<td>Ms. Camille Dobni, Manager of Financial Services</td>
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RECOMMENDATION

Proposed Motion:

That the Board approve the Audited Financial Statements for the year ended August 31, 2013.
MEETING DATE: NOVEMBER 19, 2013

TOPIC: ANNUAL REPORT (TABLING OF DOCUMENTS)
SEPTEMBER 1, 2012 TO AUGUST 31, 2013

FORUM | AGENDA ITEMS | INTENT
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[✔] Board Meeting | [ ] Correspondence | [✔] Information
[ ] Committee of the Whole | [✔] New Business | [✔] Decision
[ ] Reports From Administrative Staff | [ ] Other: | [✔] Discussion

BACKGROUND

In May 2012, a change to *The Education Act, 1995* created the requirement that Board of Education annual reports be tabled in the Saskatchewan Legislature. These new *Education Act* requirements mean that Board of Education annual reports must be completed in a consistent manner and format, as outlined by the Ministry of Education, and that they must include a number of standard financial and non-financial items, including the audited financial statements.

CURRENT STATUS

The Annual Report will be made available after 5:00 p.m., Friday, November 22, 2013, and is located on our Division website under Division Information – Reports and Publications at [www.saskatoonpublicschools.ca](http://www.saskatoonpublicschools.ca).

PREPARED BY | DATE | ATTACHMENTS
--- | --- | ---
Mr. Barry MacDougall, Deputy Director of Education | November 13, 2013 | None
Dr. Scott Tunison, Coordinator: Research and Measurement

RECOMMENDATION

*Proposed Motion:*

That the Board approve the Annual Report for the year ended August 31, 2013.
MEETING DATE: NOVEMBER 19, 2013

TOPIC: LITERACY FOR LIFE UPDATE

FORUM AGENDA ITEMS INTENT

[✓] Board Meeting [ ] Correspondence [✓] Information
[ ] Committee of the Whole [ ] New Business [ ] Decision
[✓] Reports From Administrative Staff [ ] Discussion
[ ] Other:

BACKGROUND

The school division is in its tenth year of implementing the Board’s priority, Literacy for Life. The overall goal of Literacy for Life is to have all students, K-12, reading at or above grade level. The initiative is comprised of the following components:

- Literacy Enhanced Kindergarten;
- Literacy in the Early Years (Kindergarten to Grade 2);
- Literacy Instruction with a focus on Inquiry (Grade 3);
- Literacy Instruction with a focus on explicit strategies to create independent readers (Grades 4-8);
- Just Read (PreKindergarten to Grade 12);
- Read to Succeed (Grades 3-12).

All of these components move us toward our overall goal, while attending to the Ministry of Education’s Continuous Improvement and Accountability Framework. We monitor data about our students’ learning, focus on promising practices in assessment and instruction, renew provincial curricula in all subject areas, integrate First Nations, Inuit and Métis content, perspectives and ways of knowing, use technology to enhance instruction, and attend to the needs of our English As An Additional Language students.

CURRENT STATUS

A key word in the Literacy for Life priority work is ‘responsiveness’. How do we respond in the most impactful way, to the human and resource needs within our schools? A review of the new embedded teaching model will be shared, briefly highlighting the role of the literacy teachers and the Early Literacy Tutor program.

As Saskatoon Public Schools responds to the Ministry changes to clarify placement on the Fountas and Pinnell assessment, reading materials outlining end points for grades one, two and three will be explored. This update will outline how the new profile matches curricular outcomes.

PREPARED BY DATE ATTACHMENTS

Mr. Barry MacDougall, Deputy Director of Education November 13, 2013 Grade 1, 2, 3
Ms. Lisa Fleming, Superintendent of Education
Mrs. Lori Kindrachuk, Coordinator: Literacy for Life and Curriculum and Instruction K-8

“Endpoints”
**Beginning of Grade One**

*What will students know, understand and be able to do when reading at this level?*

CVC = consonant vowel consonant (cat, dog)

**Level A**
- recognize a few easy high-frequency words (for example, the, a, I, and, is, can, in, it) quickly
- recognize a few easy words (can, get) quickly
- make a few easy CVC words (can, pin, sat, hot, can)
- make a few easy high-frequency words (it, is, in, we, me, to, the)
- write a few easy CVC words (can, I, run)
- write a few easy high-frequency words (a, an, the, me, to)
- match/sort pictures by initial/final sounds
- match or sort pictures by end rhyme
- match or sort letters by a variety of features (uppercase or lowercase; tall or short; with and without sticks, circles, tails, dots, tunnels
- match lowercase letters with speed
- clap the syllables in one- and two-syllable words (from pictures)
- search for and locate letters by name quickly
- read the Alphabet Linking Chart by letter names, pictures and words, and in different ways (all vowels, all consonants, letters only, backwards order, every other letter)

**End of Grade One**

*What will students know, understand and be able to do when reading at this level?*

**Level G**
- recognize many easy high-frequency words (for example3, all, are, be, but, for, got, had, of, an, then, this, your)
- review high-frequency words from previous levels
- change words to add simple inflectional endings (-ed, -ing.); stopped, stopping)
- change words to make plurals by adding –es (churches, foxes, dishes)
- take apart and read words using phonograms with VCe (tale) patterns and phonograms with double vowel letters (meet)
- read, write, or make words that have short (CVC:let) and long (CVCe: make) vowel patterns
- take apart compound words (door-bell)
- change beginning, middle, and ending letters – single consonants and vowels as well as blends and digraphs – to make new words (can/than/thin/thick)
- use what is known about words to read new words (not, got; and, hand)
- recognize words that begin with consonant digraphs (thin, shell)
- solve words using letter-sound analysis from left to right (st-e-p)
- take apart or make words that begin with initial consonants, consonant clusters, and consonant digraphs (tr)
- take apart or make words with consonant clusters that blend two or three consonant sounds (spell, splash)
- take apart or make words with double consonant letters in middle from white board (ladder, summer)
- read Consonant Cluster Linking Chart in a variety of ways
End of Grade Two
What will students know, understand and be able to do when reading at this level?

- recognize and take apart words with inflectional endings (painting, skated)
- make and change words to add inflectional endings (-ing, -ed; cry-crying-cried)
- change words to make a full range of plurals by adding –s and –es (stoves, axes, toys, hobbies, echoes)
- work flexibly with base words, taking apart and making new words by changing letters and adding prefixes and suffixes (tie/tied/untie)
- recognize word patterns that look the same but sound different (dear, bear) and that sound the same but look different (said, bed)
- recognize and connect homophones (same pronunciation, different spellings and meanings) (dear,deer)
- read homographs (same spelling, different meanings, and sometimes different pronunciations) (bear, bear; bass, bass)
- recognize and pronounce vowel sounds in open (CV: ho-tel) and closed (CVC: lem-on) syllables
- read words that have double vowel patterns (VVC:feel) as well as words that have vowel sounds with r (march)
- take apart and make words using more complex phonograms and long vowel patterns (VVC (paint), VVCe (raise), VCCe (lunch), VVCC (health))
- make and change words to create comparatives (-er, -est) (light/lighter/lightest)
- take apart words with comparatives (short-er, short-est)
- take apart compound words and discuss how the parts are related to meaning (cook-book)
- take apart two- and three-syllable words (sal-ad, cu-cum-ber)
- read words using letter-sound analysis from left to right (s-l-i-pp-er)
- use what is known about words to read new words (fan, fancy; ate, later)
- read words with silent consonants (sight, knife)
- read, take apart, or write words with consonant blends and digraphs at the ends (spend, splash)
- recognize and take apart the full range of contractions (I’m, that’s, he’ll, won’t, they’re, you’ve)
- take apart words with open and closed syllable (fe-ver, ped-al)

End of Grade Three
What will students know, understand and be able to do when reading at this level?

- take apart and add a variety of endings to words (-ing, -es, -ed, -er; puzzle, puzzling, puzzled, puzzler)
- take apart and make a full range of plurals, including irregular plurals and plurals that require spelling changes (foot/feet, shelf/shelves, berry/berries)
- take apart and recognize words with prefixes and suffixes (pre-view, weari-ly)
- use base words, prefixes, and suffixes in the process of deriving word meaning
- work flexibly with base words, making new words by changing letters (grin/groan) and adding prefixes (do/undo) and suffixes (do/doable)
- recognize words that have multiple meanings (a form of homograph: train, train), homographs (look the same, sound different: does, does), and homophones (sound the same, look different: flea, flee)
- take apart and make words with complex phonograms and long vowel patterns, including vowel patterns with r (VVCC (board), VVCe (peace), VCCe (waste), VCCC (night), VVCCC (straight))
- take apart and recognize words with vowel sounds controlled by r (far, board)
- take apart and make compound words (note-book)
- take apart and recognize multi-syllable words quickly (fab-u-lous)
- take apart multi-syllable words to decode manageable units (cam-er-a)
- use what is known about words to read new words (part, partner, partnership)
- take apart and recognize words with contractions (I’m, that’s, he’ll, won’t, they’re, you’ve)
- take apart and read words using open (ending in a vowel: se-cret) and closed (ending in a consonant: sec-ond) syllables
MEETING DATE: NOVEMBER 19, 2013

TOPIC: HUMAN RESOURCES REPORT – OCTOBER, 2013

FORUM

<table>
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<th>BOARD MEETING</th>
<th>COMMITTEE OF THE WHOLE</th>
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<td>[ ] Other:</td>
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BACKGROUND

The Board annual work plan indicates Administration will provide a semi-annual report on Human Resources.

The attached report provides information on the operations of the Human Resources Department as of October 1, 2013.

CURRENT STATUS

Mr. Jaime Valentine, Superintendent of Human Resources, addresses the following areas in this report:

- New Hires;
- Number of Aboriginal Employees;
- Active Full-Time Equivalent Employees by Category;
- Demographic : Age and Gender;
- Terminations: Voluntary;
- Terminations: Involuntary.

Trustees with specific questions are asked to contact Mr. Valentine prior to the Board meeting.

PREPARED BY

Mr. Jaime Valentine, Superintendent of Human Resources

DATE

November 12, 2013

ATTACHMENTS

Human Resources Report
As of October 1st  
**HUMAN RESOURCES REPORT**  
(For date range August 29 to October 1, 2012 and August 28 to October 1, 2013)

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</table>

Ran as of October 1, 2012 and 2013
The attached financial information shows the school division’s year-to-date financial position.

Attached are the following documents:

1. Memorandum regarding Financial Results to October 31, 2013 Pages 1-3
2. Statement of Financial Activities to October 31, 2013 Page 4
4. Restricted Accumulated Surplus Detail at October 31, 2013 Pages 6-8
5. Capital Expenditures Pages 9-10

Trustees with specific questions are asked to contact Mr. Garry Benning prior to the Board meeting.
MEMORANDUM

TO: Trustees
Administrative Council

FROM: Garry Benning, Chief Financial Officer
Wanda McLeod, Budget and Audit Manager

RE: FINANCIAL RESULTS TO OCTOBER 31, 2013

For the two months ending October 31, 2013, the majority of revenues and expenditures are on budget. The following is an explanation for several of the revenues and expenditures:

1. Revenues
   a) Total Revenue
      Total revenue to date is approximately $40.6 million which is 17.4% of budget. This is 0.3% more when compared to the October 31, 2012 (prior year) actual results.

   b) Property Taxes
      $16.6 million or 16.4% of property tax has been recognized (which is 0.2% less than the prior year). The property tax revenue for 2012 is based on the final information from the City of Saskatoon, 2013 is based on the annual estimate as completed by the City and 2014 is based on estimates. There is more property tax revenue expected in 2014 compared to 2013 (city growth).

   c) Provincial Grants
      $19.0 million or 16.6% (0.5% more than the prior year) of the grants have been reported. For the two month ending October 31, 2013, $18.1 million or 16.6% (which is 0.1% less than the prior year) of the operating provincial grant revenue has been recognized.

   d) Tuition and Related Fees
      $1.7 million or 111.9% (41.7% more than the prior year) of tuition and related fee revenues have been reported at October 31, 2013. In 2013-14, the tuition revenues for the International Student Program will be more than anticipated. The 2013-14 Budget included 110 students and 170 students have enrolled as of September 30, 2013.
e) **Complementary Services**
The complementary services revenues of $670,846 ($668,050 in the prior year). In 2013-14, complementary services revenues include funding for Pre-Kindergarten and alternative funding. Alternate funding includes grants for specific projects from third parties and donations for scholarships, playground and other projects.

The timing of the third party funding recognition varies from year to year.

f) **External Services**
$927,076 or 14.8% (3.7% less than the prior year) of external services revenue has been recorded. External services revenue includes adult education, donation revenues, cafeteria revenues and provincial funding for the associate schools.

g) **School-Generated**
$1.4 million or 28.5% of the budget (1.4% more than the prior year) for school-generated revenue has been recorded. School-generated revenue includes student fees and grants at the school level.

h) **Other**
$206,263 or 17.0% (2.5% more than the prior year) of other revenue has been recognized. The timing of the payments in this category also varies from year to year. Other includes investment and rental income.

2. **Expenditures**
   a) **Total Expenditures**
   Total expenditures to date are $39.3 million which is 16.9% of the budget (0.4% less than in 2012-13).

   b) **Governance**
   Governance expenses for the two months ending October 31, 2013 total $101,344 or 12.6% of budget (14.7% less than in 2012-13). In 2012-13, governance includes the costs of the October 2012 school board elections.

   c) **Administration**
   Administration expenses for the two month ending October 31, 2013 total $1.1 million or 14.3% of budget which is 1.7% less when compared to the last fiscal year.

   d) **Instruction**
   Instruction expenses total $29.5 million or 17.4% of the budget for the two months ending October 31, 2013 which is 0.5% less when compared to the prior fiscal year.

   e) **Plant**
   Plant expenses totaling $4.7 million or 14.0% of the budget has been incurred (compared to $4.2 million or 13.1% in the prior year).
f) **School-generated**
   School-generated expenses totaled $742,778 or 15.0% of the budget for the two months ending October 31, 2013 (15.4% in the prior year).

g) **Transportation**
   Transportation expenses of $1.2 million or 20.0% are estimated at October 31, 2013 (compared to 20.0% in 2012-13).

h) **Tuition and Related Fees**
   Tuition and related fees totaling $257,093 or 97.6% of the budget have been incurred (compared to 91.4% in the prior year). In 2013-14, approximately $13,000 more will be issued to home-based educators when compared to 2012-13.

i) **Complementary Services**
   $561,174 or 17.4% (2.2% more than the prior year) of the budget for complementary services has been spent at the end of October 2013. Complementary services expenses report the Pre-Kindergarten programs and expenditures related to alternate funding.

   There are more alternative funds received and expended in 2013-14 compared to 2012-13.

j) **External Services**
   In 2012-13, $998,679 or 17.2% of the budget (compared to 20.0% in the prior year) for external services has been spent. External services include expenses related to the associate school, cafeterias, alternate funding and donations.

k) **Interest/Allowances**
   In 2012-13, $160,498 or 16.5% of the budget for interest/allowances has been recognized. This is 3.1% more than in the prior year. The 2012-13 Budget included interest for the new Willowgrove loan that started in July of 2013.

3. **Cash Flow Requirements**
   The Cash Flow Requirements statement converts the Statement of Financial Activities into more of a cash basis.

   The Cash Flow Requirements statement provides financial information that is not included in the Statement of Financial Activities such as the purchase of tangible capital assets and the repayment of long-term debt. The statement also adjusts for non-cash items included in the Statement of Financial Activities such as amortization expense.

4. **Internally Restricted Surplus**
   The budget allocations for 2013-14 have been completed and more detailed information is included in the attached schedule.

5. **Capital Expenditures**
   The attached schedule provides information regarding the capital expenditures for the two months ending October 31, 2013.
# Consolidated Statement of Financial Activities
## For the One Month Ended October 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th></th>
<th>2012-13</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Consolidated</td>
<td>Actual</td>
<td>Consolidated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budget</td>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td><strong>Percentage</strong></td>
<td></td>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$16,646,003</td>
<td>16.4%</td>
<td>$15,844,134</td>
<td>16.6%</td>
</tr>
<tr>
<td>Provincial grants</td>
<td>18,965,743</td>
<td>16.6%</td>
<td>17,699,755</td>
<td>16.1%</td>
</tr>
<tr>
<td>Tuition and related fees</td>
<td>1,738,059</td>
<td>111.9%</td>
<td>1,087,325</td>
<td>70.2%</td>
</tr>
<tr>
<td>Complementary services</td>
<td>670,846</td>
<td>21.7%</td>
<td>668,050</td>
<td>19.0%</td>
</tr>
<tr>
<td>External services</td>
<td>927,076</td>
<td>14.8%</td>
<td>967,353</td>
<td>18.5%</td>
</tr>
<tr>
<td>School-generated</td>
<td>1,411,266</td>
<td>28.5%</td>
<td>1,341,802</td>
<td>27.1%</td>
</tr>
<tr>
<td>Other</td>
<td>206,263</td>
<td>17.0%</td>
<td>148,671</td>
<td>14.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>40,565,256</td>
<td>17.4%</td>
<td>37,757,089</td>
<td>17.1%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td><strong>Percentage</strong></td>
<td></td>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td>Governance</td>
<td>101,344</td>
<td>12.6%</td>
<td>265,488</td>
<td>27.3%</td>
</tr>
<tr>
<td>Administration</td>
<td>1,097,725</td>
<td>14.3%</td>
<td>1,170,894</td>
<td>16.0%</td>
</tr>
<tr>
<td>Instruction</td>
<td>29,474,829</td>
<td>17.4%</td>
<td>29,141,068</td>
<td>17.9%</td>
</tr>
<tr>
<td>Plant</td>
<td>4,707,276</td>
<td>14.0%</td>
<td>4,177,511</td>
<td>13.1%</td>
</tr>
<tr>
<td>School-generated</td>
<td>742,778</td>
<td>15.0%</td>
<td>761,292</td>
<td>15.4%</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,238,440</td>
<td>20.0%</td>
<td>1,112,623</td>
<td>20.0%</td>
</tr>
<tr>
<td>Tuition and related fees</td>
<td>257,093</td>
<td>97.6%</td>
<td>237,690</td>
<td>91.4%</td>
</tr>
<tr>
<td>Complementary services</td>
<td>561,174</td>
<td>17.3%</td>
<td>461,094</td>
<td>15.1%</td>
</tr>
<tr>
<td>External services</td>
<td>998,679</td>
<td>17.2%</td>
<td>995,016</td>
<td>20.0%</td>
</tr>
<tr>
<td>Interest/allowances</td>
<td>160,498</td>
<td>16.5%</td>
<td>147,010</td>
<td>13.4%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>39,339,835</td>
<td>16.9%</td>
<td>38,469,686</td>
<td>17.3%</td>
</tr>
<tr>
<td><strong>Surplus/(deficit)</strong></td>
<td>1,225,421</td>
<td></td>
<td>(712,597)</td>
<td></td>
</tr>
</tbody>
</table>
### Cash Flow Requirements

**For the One Month Period Ended October 31, 2013**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus/(deficit)</td>
<td>1,225,421</td>
<td>389,970</td>
<td>(712,597)</td>
<td>(1,134,873)</td>
</tr>
</tbody>
</table>

**CASH REQUIREMENTS:**

**Tangible capital assets:**
- **Purchases**: (1,235,551) (12,508,709) (1,260,551) (12,387,877)

**Long term debt:**
- **Repayments**: (819,036) (4,924,000) (744,649) (4,716,000)
- **Debt issued**: - - - 7,269,500

**Non-cash items included in surplus/deficit:**
- **Amortization expense**: 1,832,245 11,772,000 1,849,777 11,260,000
- **Employee Future Benefits expenses**: - 340,000 - 340,000

**NET EXCESS (REQUESTED) CASH**
- 1,003,079 (4,930,739) (868,019) 630,750

**Reserves:**
- **Use/timing difference for Capital Reserves**: - 2,740,739 - (3,634,750)
- **Contributions to Other Reserves**: (958,437) (210,000) (624,029) 154,000
- **Technology**: 2,400,000

**Use of Operating Reserves:**
- **For Unfunded Enrolment Increase**: 475,000 2,850,000
- **Additional teachers - board motion**: 183,333 1,100,000

**ADJUSTED CASH REQUIREMENT**
- 44,642 - (833,715) 1,100,000
Internally and Externally Restricted Surplus  
As at October 31, 2013

**Internally Restricted**

*Civic Elections*
Balance, August 31, 2013  15,139  
Add: 2013-14 Budget allocation  60,000  
Deduct: Expenses  -  
Balance, October 31, 2013  75,139

*School Generated Funds*
Balance, August 31, 2013  2,171,693  
Add: Revenues  1,411,266  
Deduct: Expenses  (742,778)  
Balance, October 31, 2013  2,840,181

*Facility Rental Reserve*
Balance, August 31, 2013  201,953  
Add: 2013-14 Budget allocation  15,000  
Deduct: Expenses  -  
Balance, October 31, 2013  216,953

*System Application Reserve*
Balance, August 31, 2013  1,125,000  
Add: 2013-14 Budget allocation  50,000  
Deduct: Expenses  -  
Balance, October 31, 2013  1,175,000

*Trustee Education Allowance*
Balance, August 31, 2013  43,000  
Add: 2013-14 Budget allocation  -  
Deduct: Expenses  -  
Balance, October 31, 2013  43,000

*Facility Operating Reserve*
Balance, August 31, 2013  332,201  
Add: 2013-14 Budget allocation  -  
Deduct: Expenses  -  
Balance, October 31, 2013  332,201
Memo to Trustees and Administrative Council
Financial Result to October 31, 2013

**System Application Reserve**
Balance, August 31, 2013 1,125,000
Add: 2013-14 Budget allocation 50,000
Deduct: Expenses -
Balance, October 31, 2013 1,175,000

**Trustee Education Allowance**
Balance, August 31, 2013 43,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 43,000

**Facility Operating Reserve**
Balance, August 31, 2013 332,201
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 332,201

**Specialized School Equipment Reserve**
Balance, August 31, 2013 1,400,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 1,400,000

**Curriculum Renewal Reserve**
Balance, August 31, 2013 1,460,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 1,460,000

**Technology Renewal Reserve**
Balance, August 31, 2013 2,400,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 2,400,000

**Mount Royal Facility Partnership Reserve**
Balance, August 31, 2013 84,486
Add: 2013-14 Budget allocation 85,000
Deduct: Expenses -
Balance, October 31, 2013 169,486

**Staff Professional Development Reserve**
Balance, August 31, 2013 800,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 800,000

**Secondary Security Camera**
Balance, August 31, 2013 50,000
Add: 2013-14 Budget allocation -
Deduct: Expenses -
Balance, October 31, 2013 50,000
Memo to Trustees and Administrative Council  
Financial Result to October 31, 2013

**School Carry Forwards**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, August 31, 2013</td>
<td>1,433,845</td>
</tr>
<tr>
<td>Add: Revenues</td>
<td>-</td>
</tr>
<tr>
<td>Net increase</td>
<td>-</td>
</tr>
<tr>
<td>Balance, October 31, 2013</td>
<td>1,433,845</td>
</tr>
</tbody>
</table>

**Contingency Fund Reserve**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, August 31, 2012</td>
<td>102,932</td>
</tr>
<tr>
<td>Net increase</td>
<td>-</td>
</tr>
<tr>
<td>Balance, October 31, 2013</td>
<td>102,932</td>
</tr>
</tbody>
</table>

**Alternative Funds**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, August 31, 2013</td>
<td>357,486</td>
</tr>
<tr>
<td>Add: Revenues</td>
<td>99,366</td>
</tr>
<tr>
<td>Deduct: Expenses</td>
<td>(144,011)</td>
</tr>
<tr>
<td>Balance, October 31, 2013</td>
<td>312,841</td>
</tr>
</tbody>
</table>

Total Internally Restricted, October 31, 2013  
12,811,578

**Externally Restricted**

**Donations**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, August 31, 2013</td>
<td>413,200</td>
</tr>
<tr>
<td>Add: Revenues</td>
<td>143,087</td>
</tr>
<tr>
<td>Deduct: Expenses</td>
<td>(18,493)</td>
</tr>
<tr>
<td>Balance, October 31, 2013</td>
<td>537,794</td>
</tr>
</tbody>
</table>

**Foundation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, August 31, 2013</td>
<td>183,800</td>
</tr>
<tr>
<td>Add: Revenues</td>
<td>-</td>
</tr>
<tr>
<td>Deduct: Expenses</td>
<td>-</td>
</tr>
<tr>
<td>Balance, October 31, 2013</td>
<td>183,800</td>
</tr>
</tbody>
</table>

Total Externally Restricted, October 31, 2013  
721,594

**Grand Total - October 31, 2013**  
13,533,172
## Capital Expenditures

**As at October 31, 2013**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Project Description</th>
<th>Total Available in 2013-14</th>
<th>Expenditures to October 31, 2013</th>
<th>Percent Expended to October 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECTS FROM PRIOR YEARS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mount Royal Collegiate</td>
<td>Saskatoon Trades and Skills Centre</td>
<td>43,520</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Nutana Collegiate</td>
<td>Renovation Project</td>
<td>249,687</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Brightwater</td>
<td>Eco-Science Centre</td>
<td>105,833</td>
<td>7,065</td>
<td>6.7%</td>
</tr>
<tr>
<td><strong>Total Projects from Prior Years</strong></td>
<td></td>
<td>399,040</td>
<td>7,065</td>
<td>1.8%</td>
</tr>
<tr>
<td><strong>ADDITIONAL PROJECTS IN 2011-12 &amp; 2012-13 CAPITAL BUDGET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willowgrove</td>
<td>Construction</td>
<td>13,591,388</td>
<td>193,541</td>
<td>1.4%</td>
</tr>
<tr>
<td>Dundonald School</td>
<td>Three Portables</td>
<td>37,609</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Lakeview School</td>
<td>Two Portables</td>
<td>54,048</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Various</td>
<td>Mobile Stair Climber</td>
<td>56,148</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Victoria School</td>
<td>Exterior Stabilization and Repair</td>
<td>54,649</td>
<td>15,122</td>
<td>27.7%</td>
</tr>
<tr>
<td><strong>Total Projects Additional Projects and 2012-13 Capital Budget</strong></td>
<td></td>
<td>13,793,842</td>
<td>208,663</td>
<td>1.5%</td>
</tr>
<tr>
<td><strong>ADDITIONAL PROJECTS IN 2012-13 &amp; BUDGET 2013-14</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various Schools</td>
<td>Roofing Projects</td>
<td>1,143,918</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Brevoort Park School</td>
<td>Roofing Project</td>
<td>292,856</td>
<td>994</td>
<td>0.3%</td>
</tr>
<tr>
<td>Various Schools</td>
<td>Emergency Roofing Projects</td>
<td>500,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Caroline Robins</td>
<td>Renovations</td>
<td>447,959</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Dundonald School</td>
<td>Two Portables</td>
<td>103,058</td>
<td>52,445</td>
<td>50.9%</td>
</tr>
<tr>
<td>Lakeview School</td>
<td>Two Portables</td>
<td>392,820</td>
<td>2,680</td>
<td>0.7%</td>
</tr>
<tr>
<td>Dr. Egnatoff School</td>
<td>Two Portables</td>
<td>386,521</td>
<td>235,414</td>
<td>60.9%</td>
</tr>
<tr>
<td>WP Bate School</td>
<td>Two Portables</td>
<td>392,133</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Silverspring School</td>
<td>Two Portables</td>
<td>817,610</td>
<td>32,585</td>
<td>4.0%</td>
</tr>
<tr>
<td>Centennial Collegiate</td>
<td>Two Portables</td>
<td>392,660</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicles</td>
<td></td>
<td>45,484</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Victoria School</td>
<td>Exterior Stabilization - Phase 2</td>
<td>200,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Additional Projects in 2012-13 &amp; Budget 2013-14</strong></td>
<td></td>
<td>5,115,019</td>
<td>324,118</td>
<td>6.3%</td>
</tr>
<tr>
<td><strong>OTHER DEPARTMENTS</strong></td>
<td></td>
<td>3,407,574</td>
<td>44,224</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>22,715,475</td>
<td>584,070</td>
<td>2.6%</td>
</tr>
</tbody>
</table>
### Long-term Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Original Budget</th>
<th>Budget Added/Subtracted</th>
<th>Total Available</th>
<th>Total to Date</th>
<th>Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutana Collegiate</td>
<td>13,500,000</td>
<td>(1,402,000)</td>
<td>12,098,000</td>
<td>11,848,313</td>
<td>249,687</td>
</tr>
<tr>
<td>Willowgrove School</td>
<td>20,407,575</td>
<td>-</td>
<td>20,407,575</td>
<td>7,009,728</td>
<td>13,397,847</td>
</tr>
</tbody>
</table>