



EDUCATION PARTNERSHIP COMMITTEE SCHOOL DISTRICT 10 (Arrow Lakes)

MINUTES

School Board Office

Date: Tuesday May 9, 2017
6:00 pm

PRESENT:

MEMBERS:	L. Brekke, Q. De Courcy, J. Struck, M. Teindl, R. Farrell, R. Bardati, M. Hibberson (ALTA)
STAFF:	T. Taylor, L. Newman, M. Grenier
REGRETS:	CUPE, DPAC
OTHER:	J. Trainor

1. CALL TO ORDER:

Board Chair L. Brekke called the meeting to order at 6:00pm

2. ADOPTION OF AGENDA:

Moved by M. Teindl seconded by R. Bardati that the agenda be adopted as presented.

CARRIED

3. PRESENTATIONS:

Nil

4. REPORTS:

- a) CUPE, Local 2450
No report
- b) DPAC
No report
- c) ALELA (M.Hibberson)
 - EPRA, DART, and Math Assessments, and student satisfaction surveys are in process
 - Field trips include: Track and field event in Cranbrook next week for LESS and NSS; NES participated in a sturgeon release and will be tree planting with NACFOR
 - NSS recently hosted a girls soccer tournament and student council hosted 'dinner in the halls'
 - NSS events this week include Grade 7 transitions BBQ on May 11, 2017, and presentations from the Rotary - 'Iron Lung', and NASA

- Two new members to the Principal/Vice Principal team will be welcomed for the 2017-2018 school year – Mr. Brent Cook and Mr. Nick Graves

d) STUDENTS

- Report attached

e) ALTA (R. Bardati)

- Pro-D May 19th – Celebration of Learning
- A total of 9 teacher job posting have been released
- ALTA and District are developing a Professional Growth Program

5. SUPERINTENDENT/SECRETARY-TREASURER UPDATE: (T. Taylor):

- a) Superintendent Report presented in detail (report attached)

6. POLICY MATTERS:

- a) Follow-up on April 11, 2017 Recommendations

The Board reported that there was no feedback regarding the April 11, 2017 Notices of Motion.

- b) Policies recommended for revision:

- Policy 310 – Student Conduct and Discipline

- c) Policies recommended for abandonment:

- Policy 131 – Executive Limitations
- Policy 630 – Travel Expenses

- d) New policy recommended:

- Policy 501 (formerly Policy 4010) – Staff, Class Size and Complexity in Class Composition

A summary rationale supporting these recommendations is attached.

Any feedback regarding these recommendations should be sent to the Board Chair by email to loralee.brekke@sd10.bc.ca by Thursday June 8, 2017.

7. OTHER:

- a) Travel Expense Protocol

Discussion was had regarding the current mileage and meal per diem rates for SD10 travel. A rate comparison was presented showing that SD10 rates are well below the average for school districts. The board agreed to discuss rates at the Regular Meeting.

8. Recommendations to Regular Meeting:

Nil

9. ADJOURNMENT:

The meeting was adjourned at 6:40 pm.

EPC Meeting - Tuesday May 9, 2017

- PAC Dinner in the Halls - April 26, 2017
- Interact members helped serve at the annual Rotary Wine Fest on April 22, 2017
- Girls soccer tournament - May 5&6 - unclear on results
- Girls Soccer Dance - May 5
- GSA - Broadway paving starts May 8 - new location for crosswalk is intersection of What's Brewing on Broadway, Kootenay Savings Credit Union, K2 Rotor Lodge, and the Court House - trying to get crosswalk completed before July 1st 2017
- GSA is making a short film called an "I Am Me" film. Individuals will be holding and chalk board with an answer to a question written on it. There is a variety of questions, from "What are you scared of", to "What do you identify as". Rhys McLeod is doing the filming and editing.
- Mrs. Mense has taken over the position of the French and Travel and Tourism teacher for the remaining days of the school year.
- Interact Club is helping Rotarians with the Rotary District Conference being held May 12-14 in Nakusp.
- Grad is 5 weeks away. Theme is Hollywood. Decorations are being made and it's becoming very exciting!



World Class Learning in a Rural Environment

May 9, 2017
Superintendent/Secretary Treasurer Report
*Presented at the Education Partnership Committee,
 and Regular Meeting of the Board of Education*

My Education BC: Student Enrollment Numbers														
As of:	04-May-17													
Grade:	Gr.K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	TOTALS
BAS														0
DL	3	2	2	3	3	2	3	0	3	5	2	2	9	39
EES	1	1	1	1	8	3	4	2						21
LESS	8	4	13	6	11	9	5	5	6	7	5	0	7	86
NES	15	23	20	18	27	23	17	33						176
NSS									29	28	24	25	38	144
TOTAL Per Grade	27	30	36	28	49	37	29	40	38	40	31	27	54	
District Total														466

1. Enrollment notes –

- There are three more new students since last month.
 In sum, we are **up 20 students overall** since our September 30th 1701 count of 446 – an almost 5% increase in enrolment from the start of the year

2. New Vice-Principal for Edgewood and Nakusp Elementary Schools

- It is with great pleasure we announce that Mr. Brent Cook, will be joining the district as our new teaching Vice-Principal at Edgewood School 3 days per week, and Nakusp Elementary 2 days per week in the 2017-18 school year.
- A committed teacher with lots of truly rural experience, Brent comes to us from Dease Lake in the Stikine district where he has taught since 2011. Brent also served as Acting Principal for 3 months, as the principal designate throughout his time in Dease Lake, and was a Governor General's Award finalist for Teaching Excellence.
- Brent is excited about being part of our district, and has articulated in meetings with parents, teachers and trustees that SD10's district vision and goals resonate with him. Along with his wife, Karlee, their three-year old daughter and a new little one due in September, Brent very much looks forward to putting down roots in our community.

3. Rural Engagement Process and Draft Recommendations

- This provincial process of conversations about rural schools has now concluded and draft findings and recommendations have been circulated by Ministry staff to Rural Working Group members and their partner organizations – BC School Trustees Association, BC Council for PAC, BC Principals and Vice-Principals PA and BC School Superintendents Association
- Some of the draft recommendations include a review of the funding formula for rural and remote schools and districts, examining e-learning and bandwidth opportunities to ensure equitable access to education regardless of where students live, exploring greater opportunities for shared services, and support of use of school facilities by community
- The final report is due to be released at the end of the school year

4. Youth Trades Capital Equipment Grant Update

- The district has been successful in receiving a \$219,000 this year and \$368,000 over three years to purchase school woodwork, metalwork and automotive shops and foods lab equipment at NSS and Lucerne, ranging from table saws and routers, to energy efficient fridges and stoves
- There is a recommendation on the May 9th Regular meeting agenda that the Board consider taking funds out of shareable capital for the \$95,000 Lucerne Foods room renovation. Ministry Capital Branch indicates that this is possible. This would release an additional \$65,000 in funds to go into school trades equipment purchases and \$30,000 for AFG spending.

5. 2017-18 Budget By-law Passed May 2, 2017

- The Board approved the 2017-18 school year budget in a budget by-law in the amount of \$8,881,288 at its May 2, 2017 scheduled Special Regular Meeting
- Highlights of the budget include:
 - District will use funds in the amount of \$329,330 from its accumulated surplus to balance the budget
 - As the district continues to come out of Funding Protection, our annual operating budget is reduced an additional 1.5% each year; increased costs for salaries, benefits and supplies also put pressure on the district budget
 - These cumulative operating grant reductions and increased costs have resulted in the board again making reductions to staffing and the budget
 - This year budget reductions include:
 - 1.0 FTE Vice Principal not replaced
 - 2.0 FTE teachers reduced (Collaboration time, Music teacher position, and .3 FTE teacher counsellor position)
 - 25 hours Library Clerk position at NES/NSS reduced
 - 37% reduction in external consultants for professional learning and related release time for teachers, and reductions in professional learning budget for all exempt staff and trustees
 - Reductions in energy cost budget and in budget for illness and sick leave casual/TOC replacements
 - There are also increases in the budget in these areas:
 - A 25 hour/week Education Assistant to further assist students with special needs
 - Increased bus run costs of about \$3500 to allow transportation of 6-11 students in the Red Mountain Road/Enterprise Creek area
 - Despite 2017-18 budget reductions cited above, our staffing calculations still provide for low class sizes (19 students is the highest class size at NES with 9 elementary divisions – the same as the past decade); 15 students is the highest class size at EES which continues with two divisions and a primary class of 5 students; 4 elementary divisions at Lucerne School for the growing elementary classes will have projected maximum class sizes of 21 students, and lower than provincial average class sizes throughout the district). We hope for CEF funding to increase secondary staffing and deal with class size and complexities at that level.

6. Classroom Enhancement Fund Application re MoA

- Further to previous reports of an abandoned Board Policy 4010 potentially having sway over determining the “restored language” of the 2002 Collective Agreement, the District has sought a legal opinion on the matter
- As a result of legal opinion, the District was advised that the former Board Policy 4010 was never bargained, and therefore does not constitute restored language under the SCC decision
- Board trustees and senior staff met May 1st and the Board reviewed a new draft policy, Policy 501 (in place of former Board Policy 4010). Newly drafted Policy 501 comes forward at the May 9th Regular meeting of the Board as a Notice of Motion, and in accordance with the Board’s Policy on Policy Development, will be distributed to our partner groups for input as do all policies developed by the Board.

- Lorna Newman, Director of Learning, Susan Brenna-Smith, Director of Finance, and Superintendent Taylor have spent many hours working on application for CEF funding, which is based on restored language and the costs to restore. The final spreadsheets were submitted to the Ministry on Wednesday, May 3rd and we hope to hear by the end of the month on potential 2017-18 funding.
- Though the Ministry provided the district “notional” funding in the amount of \$332,000 in Classroom Enhancement Funding, it now appears that this amount may be lessened. The Ministry has just issued another report and spreadsheet for the overhead cost portion of the CEF funding with clear criteria that this funding must be actual costs for recruitment of new teachers hired through CEF funding and well may be reduced significantly. SD 10’s notional funding was \$75,000 in overhead for recruitment.
- We are hopeful that we will be approved for CEF funding, but the district has chosen to take the cautious approach and not hire new teachers until actual CEF funding amounts are confirmed.
- Final CEF funding is based on September 2017 FTE enrolment and will be allocated in Fall 2017
- \$115,000 of previous SD 10 LIF funding and \$72,000 of Priority Measures funding is supposed to be included in the CEF funding amount for our district in addition to restored language funding

7. Agricultural Land Commission Site Visit

- A small team from the ALC visited the Fauquier School site in late April and met with Manager of Operations and Transportation, Art Olson and Director of Finance Susan Brenna-Smith to discuss the Fauquier School property and the District’s application for exclusion from the ALR in order that the property be divided
- Once an exclusion is granted, the District will pursue the next phase of planning and work to divide the former Fauquier School building off, with plans to sell to the community of Fauquier for a modest sum, whilst retaining a second lot that will be offered up for sale at commercial rates
- We look forward to hearing from the Land Commission on next steps

8. Upcoming District Pro-D Day – May 19th from 9 am to 3 pm at NES

- May 19th is our biennial Celebration of Learning
- Teams of teachers, EAs and PVPs will share their work as we celebrate education and learning in small-is-amazing SD 10
- The Board of Education will host a Staff Appreciation lunch recognizing all our staff and particularly those with milestone experience in the district

9. Wetland Project Proposal

- NES teacher, Anita Vibe has put forward a proposal to create a wetland in the forest area behind Nakusp Elementary School
- The Board has been forwarded the more detailed draft proposal for consideration

10. Design Thinking Project Growing Innovation Presentation

- This past weekend, Sheena Delong, our Design Thinking Project Coordinator presented on the initiative at the annual Growing Innovation in Rural Sites of Learning Symposium at UBC Vancouver
- Sheena shared a short film trailer of the project created by local filmmaker, Isaac Carter as an introduction to the project <https://www.youtube.com/watch?v=l9U2PJ3MwmU&feature=youtu.be>
- A short documentary will also be made showcasing the entire year-long project, funded by our ArtStarts grant
- Rural Education Advisory co-chairs, Pat Dooley and Leyton Schellert wrote about the Growing Innovation Symposium, “This year, we asked that links be made to the renewed curriculum and core competencies. All presentations were thoughtful, passionate and reflected work that is truly making a difference, and work that others can learn from.” Bravo, Sheena and all the teachers, students and artists in our community for their amazing work on this project!



SCHOOL DISTRICT 10 (ARROW LAKES) POLICY MANUAL

310 – Expectations for Student Conduct

1.0 General

- 1.1 The Board holds expectations for student conduct and behavior based on growth, development, and respect for self, others, and property. It is expected that all students will contribute to making our schools safe, caring and orderly. The Board recognizes the paramount importance of maintaining school environments free of violence, intimidation, harassment, and possession and use of illegal substances.
- 1.2 Every student is subject to the Code of Conduct established for the school and district while on school premises, in going to and returning from school, and at all school approved activities and functions whenever and wherever held.

2.0 Human Rights

- 2.1 Each school Code of Conduct shall include a statement that makes specific reference to each of the following prohibited grounds of discrimination: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age.

3.0 School Code of Conduct

- 3.1 Schools will establish a Code of Conduct that will encourage students to develop behaviours enabling them to be responsible and contributing members of the school community.
 - 3.1.1 In developing a code of conduct, Principals must consult with employees, parents, and students.
 - 3.1.2 Each Code of Conduct shall contain a statement of purpose that provides a rationale for the code of conduct, with a focus on safe, caring and orderly school environments.
 - 3.1.3 A Code shall contain one or more statements about what is acceptable behaviour, and unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment.
 - 3.1.4 One or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and special needs, if any, will be articulated.
 - 3.1.5 Every code shall reference that the Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.
 - 3.1.6 The school Code of Conduct shall be reviewed annually and amendments made accordingly.

- 3.2 The School Code of Conduct must be shared annually with students and provided to all newly enrolling students. In addition, the Code of Conduct will be distributed to parents and all staff providing services at the school.
- 3.2.1 The school Code of Conduct will be posted at each site and on each school website, clearly visible to all.
- 3.3 The conduct of any student that adversely affects the school environment shall be addressed. The Board believes that serious offences require immediate intervention. Serious offences include:
- 3.3.1 Alcohol and Drugs - possession, use, trafficking
- 3.3.2 Offences to person - assault, bullying, threats, harassment, fighting, prejudiced remarks
- 3.3.3 Retribution – against person who has reported an incident(s)
- 3.3.4 Weapons - possession, use causing harm or death, fireworks, explosives
- 3.3.5 Offences to Property - destruction, defacing, vandalism, theft of property of others or of the Board.

4.0 Interventions and Consequences

- 4.1 The principal or designate has paramount authority and may utilize a variety of interventions which, wherever possible should be preventative and restorative. Consequences may include in-school and out-of-school suspensions. The Board believes that student suspensions should be considered only when there is good reason to believe that the continued presence of a student is likely to have a harmful effect on students or the suspension is designed to assist the student in developing attitudes and behaviours that contribute to a safe and respectful school environment. To that end:
- 4.1.1 The principal or his designate may suspend a student for up to five (5) days.

5.0 Right to Appeal

- 5.1 A decision which significantly affects the education, health or welfare of a student may be appealed as per School District 10 (Arrow Lakes) Bylaw 4 - Appeal Bylaw under Section 11 of the School Act.



SCHOOL DISTRICT 10 (ARROW LAKES) POLICY MANUAL

501 – Staffing, Class Size and Complexity in Class Composition (Former Policy 4010)

1.0 General

- 1.1 The Board of Education has a long history of considering and acknowledging the impact of class size, composition and complexity on teacher workload and student learning.
- 1.2 Maintaining lower than provincial average class sizes has been a Board of Education priority and practice and will remain so.
- 1.3 Though the previous Board Policy 4010 was abandoned in 2009, the Board continued to maintain lower than provincial class size ratios.
- 1.4 The intent of the current policy 501 is to voice the Board's values and beliefs regarding staffing, class size and composition going forward.

2.0 Non-Enrolling Teacher Ratios

- 2.1 The Board of Education shall staff district non-enrolling ratios in accordance with ratios provided in the March 3, 2017 Memorandum of Agreement (MoA).
- 2.2 Non-enrolling teacher ratios in the MoA include:
 - 1:702 – Teacher Librarian
 - 1:693 – Teacher Counsellor
 - 1:504 – Learning Assistance staffing
 - 1:342 – Special Education staffing
 - 1:74 – English Language Learning staffing
- 2.3 Additional non-enrolling teachers such as Aboriginal Education Success teachers may also be provided as needed.
- 2.4 The Board of Education may choose to exceed the ratios noted in the MoA and in 2.2 above.

3.0 K-3 Class Size

- 3.1 The provisions in the MoA for K-3 class sizes will be observed by the District.

- 3.2 Class size maximums of Kindergarten (20 students), and Grade 1-3 (22 students) as per the MoA, will be respected and maintained. For Grade 3 / 4 multi grade classes, the class size will not exceed 24 students, in accordance with the *School Act*.
- 3.3 Provision for multi-grade K/1 classes will also be provided. As per the MoA, K/1 class sizes are not required to be lower than 14 students.
- 3.4 Provision for multi-age primary classes will be provided with the aim to be at, or lower than the MoA limits cited in article 3.2 above.

4.0 **Grade 4-12 Class Size Planning**

- 4.1 For Grades 4-12 the Board of Education shall maintain class size limits set by the *School Act* and if not achievable, remedy within the parameters of the MoA.
- 4.2 Wherever possible, the Board of Education shall endeavour to maintain Grade 4-12 class sizes lower than provincial averages; ideally with district class size ratios between 15 and 20 FTE students per teacher.
- 4.3 The Board of Education recognizes the particular challenges of small rural secondary schools to maintain options and diverse pathways for students, as well as strong academic foundations, and will consider the unique needs of staffing its secondary schools. This may result in some lower secondary class sizes to offer equitable course access.
- 4.3 In keeping with the MoA, best efforts will be made to ensure that class sizes remain under the MoA and *School Act* maximum limits.

5.0 **Composition of Classes**

- 5.1 The Board recognizes that when organizing classrooms and timetables, multi-age classes and the diverse learning needs of students may impact student learning and teacher workload.
- 5.2 The annual budget consultation process provides opportunity for teachers and staff to provide input on potential ways to address class composition and complexity.
- 5.2 Recent successful past practice in the District to support composition and complexity will be maintained and may include one or more of the following supports:
 - 5.2.1 Co-teaching models such as Classroom Support teachers, providing in class support

- 5.2.2 Collaboration and co-teaching with Learning Resource teachers, Aboriginal Education Success teachers, school Counsellors, and English
- 5.2.3 Language Learning teachers providing in-class support
- 5.2.4 Education Assistant support staff
- 5.2.5 Support from Principals, Vice-Principals and the Director of Learning
- 5.2.6 Support from School-based teams and external consultants

DRAFT



SD10 Arrow Lakes District Protocol

District Travel Expenses

Overview:

The Board and District recognize that there is value in trustees and employees attending conferences, workshops and seminars. In addition, the Board and District support appropriate staff and trustees attending provincial and Ministry meetings required as part of their role. Such endeavors provide valuable learning and networking, and all trustees and employees are encouraged to participate within the financial limitations of the District.

Agreements signed between the SD10 Board of Education and the Canadian Union of Public Employees, Local 2450, the Arrow Lakes Teachers' Association, or individual employees may supersede this protocol. Other district protocols that may be related to travel including CUPE Pro-D Time and Travel, and ALTA Professional Learning Team Travel should be referenced with this protocol as required.

General

1. Travel will be pre-approved as outlined in the attached appendix, or discussed at a Board meeting, or authorized in advance either by the Board, immediate Supervisor, or Superintendent/Secretary Treasurer.
2. Third party reimbursement
All third party reimbursement claims for travel expenses will be made out to School District 10, rather than to the employee, if district purchasing cards are used.
3. All employees and trustees are encouraged to use the most economical and convenient mode of travel possible.
4. All changes to this district travel expense protocol will come forward to the Board for approval at a Regular Meeting of the Board.

Approved Travel Expenses

5. Air fare
 - a. The District will pay for regular airfare upon presentation of the original receipt.
 - b. Costs for luggage and seat selection may be incurred if required.
6. Mileage
 - a. School District vehicles are to be used whenever they are available.
 - b. Mileage will be paid by the District at the rate of \$0.47/kilometer should a district vehicle not be available.
 - c. Employees are required to car pool whenever possible.
7. Hotel/Accommodation

- d. Where overnight accommodation is necessary, the individual may claim the actual cost of accommodation with proof of receipt. Employees are expected to stay at reasonably priced hotels under the government rate.
- e. When an individual stays with friends or relatives, their hospitality may be recognized to a limit of \$30/night.

8. Meals

- f. Claims for meals will be made on a per diem basis at the following rates and based on the following schedule:

Schedule	Meal Rates
Breakfast	\$9.00
Lunch	\$13.00
Dinner	\$23.00
Full Day Rate	\$45.00

- g. When meals are provided as part of a meeting, a per diem meal claim is not applicable.

9. Miscellaneous

- h. Miscellaneous items such as Skytrain fare, taxi, etc. will be reimbursed at cost upon proof of original receipts. All receipts, where relevant, should include the GST transaction.

10. Entertainment

- i. On rare occasions, a school district employee or trustee may purchase a meal for a third party.
- j. Reasonable amounts for meals for third parties will be reimbursed upon receipt of original receipts which include the names of the diners.
- k. Purchases of alcohol shall not be reimbursed.

Related Documents

- P-04 – CUPE Pro-D Time and Travel Protocol
- P-06 – ALTA Professional Learning Team Travel Protocol

Appendix A: Pre-Approved Travel Expenses

Employee Group	Travel
Board of Education	BCSTA General Meeting (AGM) Kootenay Boundary Branch (KBB) - AGM BCSTA Trustee Academy BCSTA Election Committee – <i>*Trustee Rep</i> BCPSEA AGM – <i>*Trustee Rep</i> BCSTA Provincial Council – <i>*Trustee Rep</i> Annual Ministry Partnership Liaison Meeting Local Committees <i>*Travel costs for the elected trustee representative from SD10 are reimbursed for some events under these authorities.</i>
Superintendent/Secretary-Treasurer	All travel in accordance within the financial limitations of authorized travel budget for the Superintendent/Secretary-Treasurer/HR Director
Director of Learning	All travel in accordance within the financial limitations of authorized budgets under the management of the Director of Learning
Manager of Operations and Transportation	All travel in accordance within the financial limitations of authorized budgets under the management of the Manager of Operations and Transportation