



REGULAR MEETING OF THE BOARD OF SCHOOL DISTRICT 10 (Arrow Lakes)

MINUTES

School Board Office

Date: Tuesday May 9, 2017
7:00 pm

PRESENT

TRUSTEES: L. Brekke, Q. De Courcy, M. Teindl, J. Struck, R. Farrell

STAFF: T. Taylor, M. Grenier, L. Newman

OTHERS: J. Trainor, R. Bardati

1. CALL TO ORDER:

L. Brekke called the meeting to order at 6:45 pm.

2. ADOPTION OF AGENDA:

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

CARRIED

3. ADOPTION OF MINUTES:

Moved by R. Farrell seconded by M. Teindl, that the minutes of the Regular Meeting of April 11, 2017 be adopted as presented.

CARRIED

Moved by M. Teindl, seconded by R. Farrell, that the minutes of the Special Regular Meeting of May 2, 2017 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

6. FINANCIAL UPDATE: (Prepared by: Susan Brenna-Smith and presented by T. Taylor)

a) April 30, 2017 Financial Report (report attached)

7. QUESTIONS REGARDING FINANCIAL

Nil

8. REPORTS

a) **Chairperson:**

- Report attached

b) **Education Partnership Committee**

Nil

c) **Parent Advisory Council / Trustee Liaison Reports:**

i) Southern Zone

No report

ii) Nakusp Elementary School

No report

iii) Lucerne Elementary-Secondary School

- Report attached

iv) Nakusp Secondary School

- Report attached

v) District Parent Advisory Council

No report

vi) CUPE/Board Liaison

No report

vii) ALTA/Board Liaison Meeting

- 4-Day LOU still under discussion
- BCPSEA is reviewing current Collective Agreement status
- Discussion regarding professional growth vs. evaluation
- Discussion regarding strategies to support students with special needs
- Request for clarification of Collective Agreement post and fill language
- Policy 501 (formerly 4010) was reviewed

viii) Occupational Health and Safety Committee

No report

ix) Chamber of Commerce

- Nakusp: No report
- New Denver/Silverton: Report attached

- x) Strong Start Centres
No report
 - xi) Arrow Lakes Aboriginal Educational Advisory Council
 - Report attached
- d) Branch / BCSTA / BCPSEA
 - i) Branch: No report
 - ii) BCSTA: No report
 - iii) BCPSEA: No report
- e) Superintendent/Secretary-Treasurer: (T. Taylor)
The Superintendent/Secretary-Treasurer Report was presented at the Education Partnership Committee Meeting. A copy of this report will be included as part of the Regular Meeting Minutes.

9. OLD BUSINESS:

- a) Policy Updates and Recommendations

Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education for School District 10 (Arrow Lakes) approve revisions to policies:

- Policy 110-Vision and Mission Statement
- Policy 120-Governance
- Policy 330-Child and Youth Protection
- Policy 331-Anaphylaxis
- Policy 130-Board-Chief Executive Officer Relationship

at the Regular Meeting of the Board of May 9, 2017 as presented, and as recommended by the Policy Committee.

CARRIED

Moved by M. Teindl, seconded by R. Farrell, that the Board of Education for School District 10 (Arrow Lakes) approve the abandonment of policies:

- Policy 121 – Goals and Governance
- Policy 340 - Fees for Students
- Policy 350 – Selection of Learning Resources
- Policy 351 – Controversial Learning Resources
- Policy 311 – Student Conduct While Riding a School Bus

at the Regular Meeting of the Board of May 9, 2017 as recommended by the Policy Committee.

CARRIED

10. NEW BUSINESS:

a) Shareable and Non-Shareable Capital

Moved by R. Farrell, seconded by M. Teindl, that the Board of Education for School District 10 (Arrow Lakes) approve expending \$95,000 from shareable capital for the purposes of upgrading the LESS Foods Room.

Moved by J. Struck, seconded by R. Farrell, to amend the above motion to expend \$65,000 from shareable capital for the purposes of upgrading the LESS Foods Room.

CARRIED

Moved by R. Farrell, seconded by M. Teindl, that the Board of Education for School District 10 (Arrow Lakes) approve expending \$65,000 from shareable capital for the purposes of upgrading the LESS Foods Room.

CARRIED

b) Policy Updates and Recommendations

Notice of Motion: That the Board of Education for School District 10 (Arrow Lakes) approve revisions to policies:

- Policy 310 – Student Conduct and Discipline

at the Regular Meeting of the Board of June 13, 2017 as presented, and as recommended by the Policy Committee.

AND

Notice of Motion: That the Board of Education for School District 10 (Arrow Lakes) approve abandonment of policies:

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

at the Regular Meeting of the Board of June 13, 2017 as presented, and as recommended by the Policy Committee.

AND

Notice of Motion: That the Board of Education for School District 10 (Arrow Lakes) approve and adopt new policy:

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

at the Regular Meeting of the Board of June 13, 2017 as presented, and as recommended by the Policy Committee.

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

c) District Travel Expenses Protocol

The Board will further discuss the mileage and per diem rates at the June Regular meeting.

d) IT Committee Plans

The Board is agreement that the IT Committee will remain an active Committee, and will start up again in the 2017-2018 school year.

e) Superintendent/Secretary-Treasurer Evaluation Process

11. NEXT MEETING DATES:

a) Education Partnership Committee Meeting: June 13, 2017 6:00pm

b) Regular Meeting of the Board: June 13, 2017 7:00pm

12. QUESTIONS FROM PUBLIC:

Nil

13. ADJOURNMENT:

M.Teindl adjourned the meeting at 7:41 pm

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
May 9 2017**

Presented by: Terry Taylor, Superintendent, Secretary-Treasurer

1. a) 2016-2017 Operating Budget Review - April 30, 2017

2016/17 Amended Budget Operating Expense	\$ 7,541,589
2016/17 Amended Budget Capital Purchases	<u>57,000</u>
Total 2016/17 Amended Budget Costs	<u>\$ 7,598,589</u>

b) Operating Budget Status (SDS Report #107)

Target: 19% remaining

Actual: 24% remaining

See Page 3 (April 2017) and Page 4 (April 2016)

2. Operating Surplus (Un-appropriated)

Available for appropriation by the Board	<u>\$ 644,273</u>
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3. 2016-2017 AFG Budget and Other Capital Funds

a) AFG (Annual Facilities Grant) – Operating Grant

AFG 2016-17 Operating Grant	67,770
Withheld by MOE for Capital Asset Management System & Next Generation Network	(15,948)
Expended to date 2016-17	<u>(51,822)</u>
Available AFG Operating Grant Funds	<u>\$ -</u>

b) AFG - Capital Grant (Bylaw)

AFG – 2016-17 Capital Grant	\$ 236,572
Less: Expended 2015-16	(11,605)
Interest Income	<u>170</u>
Available for 2016-17	225,137
Expended to date 2016-17	<u>(141,923)</u>
Available AFG Capital Grant Funds	<u>\$ 83,214</u>

c) Columbia Basin Trust Grant

CBT Grant – Playground Gazebo/Outdoor Learning Space	\$ 19,800
Expended to date 2016-17	<u>(2,449)</u>
Available CBT Grant Funds	<u>\$ 17,351</u>

d) School Enhancement Program Grant (Bylaw)

APRIL 30 2017	Lighting Upgrade - NES, BO, Shop	Re-Roofing NES & NSS	Heating/Ventilation BAS & NES	Total
Routine Capital 2015-16 Grant Carryforward	\$ 70,962	\$ -	-	\$ 70,962
Routine Capital 2016-17 Grant	-	259,284	286,584	545,868
Interest Income			195	195
Expended to date 2016-17	70,962	259,284	207,565	537,811
Available Routine Capital Funds	-\$ 0	\$ -	\$ 79,215	\$ 79,215

e) Capital Reserve Balances

Shareable Capital - SS (Capital Reserve)

- Ministry restricted capital reserve balance is \$ 273,740.

Non-Shareable Capital - NSC (Local Capital Reserve)

- Board restricted internal capital reserve is \$ 82,906.

4. Sick Leave Monthly Trend Analysis & Comparisons to Last Year

Incidences: Pages 5 & 6 indicate that July 2016 to April 2017 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 24% Replacement Budget remaining
\$155,159 spent on a \$204,794 Budget

5. Government & Other Reports Filed

Government Reporting Entity (GRE) March 31 2017

Fund : 0 General Operating

0	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	348,254.02	2,863,057.27		3,638,244	775,187	21
2	Emp. Benefits/Allowances	85,236.25	681,654.72		908,991	227,336	25
3	Services	30,134.35	249,832.83		363,264	113,431	31
4	Services	55.68	12,315.71		39,900	27,584	69
5	Supplies And Materials	19,190.12	128,731.08	12,327.43	195,626	54,567	28
TOTAL FOR Function - 1		482,759.06	3,935,591.61	12,327.43	5,146,025	1,198,106	23
Function : 4 District Administration							
1	Salaries	35,266.76	352,341.96		433,152	80,810	19
2	Emp. Benefits/Allowances	7,881.81	74,293.80		99,198	24,904	25
3	Services	3,889.15	107,243.10		249,301	142,058	57
4	Services	6,146.05	44,488.06		57,750	13,262	23
5	Supplies And Materials	2,351.34	25,254.25		36,533	11,279	31
TOTAL FOR Function - 4		55,535.11	603,621.17	0.00	875,934	272,313	31
Function : 5 Operations & Maintenance							
1	Salaries	40,789.97	427,575.69		540,700	113,124	21
2	Emp. Benefits/Allowances	10,220.16	105,094.77		129,888	24,793	19
3	Services	35.88	4,971.76		35,030	30,058	86
4	Services	1,124.28	34,437.57		58,400	23,962	41
5	Supplies And Materials	40,527.16	340,325.44	4,700.00	449,260	104,235	23
TOTAL FOR Function - 5		92,697.45	912,405.23	4,700.00	1,213,278	296,173	24
Function : 7 Transportation & Housing							
1	Salaries	17,361.86	160,235.99		190,345	30,109	16
2	Emp. Benefits/Allowances	4,324.45	37,987.52		46,176	8,188	18
3	Services	353.08	22,752.73		38,331	15,578	41
4	Services		826.19		1,000	174	17
5	Supplies And Materials	14,210.05	62,546.39		87,500	24,954	29
TOTAL FOR Function - 7		36,249.44	284,348.82	0.00	363,352	79,003	22
TOTAL FOR Fund - 0		667,241.06	5,735,966.83	17,027.43	7,598,589	1,845,595	24

Current Year:

TARGETS:

10-month expenses (Functions 1 & 7)

12-month expenses (Functions 4 & 5)

Overall Target

20% remaining

17% remaining

19% remaining

Fund : 0 General Operating

0	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	367,887.82	3,077,579.67		4,036,269	958,689	24
2	Emp. Benefits/Allowances	99,279.89	801,164.63		1,044,429	243,264	23
3	Services	48,844.75	255,181.99	263.35	340,837	85,392	25
4	Services	589.96	30,143.65		46,054	15,910	35
5	Supplies And Materials	21,717.94	149,820.03	5,869.85	327,147	171,457	52
TOTAL FOR Function - 1		538,320.36	4,313,889.97	6,133.20	5,794,736	1,474,713	25
Function : 4 District Administration							
1	Salaries	31,625.81	309,464.41		381,916	72,452	19
2	Emp. Benefits/Allowances	7,609.44	71,356.37		90,646	19,290	21
3	Services	5,551.49	136,751.60		249,350	112,598	45
4	Services	3,377.84	46,493.26		67,511	21,018	31
5	Supplies And Materials	2,017.80	29,370.45		26,450	2,920	11
TOTAL FOR Function - 4		50,182.38	593,436.09	0.00	815,873	222,437	27
Function : 5 Operations & Maintenance							
1	Salaries	40,699.83	450,545.78		534,925	84,379	16
2	Emp. Benefits/Allowances	10,235.90	109,132.04		131,084	21,952	17
3	Services	615.11	14,303.71		15,100	796	5
4	Services	1,691.28	61,076.01		60,394	682	1
5	Supplies And Materials	22,993.77	361,081.23		442,899	81,818	18
TOTAL FOR Function - 5		76,235.89	996,138.77	0.00	1,184,402	188,263	16
Function : 7 Transportation & Housing							
1	Salaries	16,347.29	144,644.11		168,717	24,073	14
2	Emp. Benefits/Allowances	3,953.54	34,184.28		41,644	7,460	18
3	Services	1,251.20	22,475.96		32,886	10,410	32
4	Services		904.67		1,000	95	10
5	Supplies And Materials	9,866.40	74,179.61		90,655	16,475	18
TOTAL FOR Function - 7		31,418.43	276,388.63	0.00	334,902	58,513	17
TOTAL FOR Fund - 0		696,157.06	6,179,853.46	6,133.20	8,129,913	1,943,926	24
GRAND TOTAL		696,157.06	6,179,853.46	6,133.20	8,129,913	1,943,926	24

Previous Year:

TARGETS:

10-month expenses (Functions 1 & 7)

12-month expenses (Functions 4 & 5)

Overall Target

20% remaining

17% remaining

19% remaining

School District #10 (Arrow Lakes)
Sick, Medical, Dental Absences

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2016-2017																
AO	0.00	0.00	0.00	1.00	7.40	5.00	6.40	6.00	2.00	2.40			30.20	5.03		6
Exempt	3.00	2.00	3.00	0.00	5.00	3.00	5.00	0.90	5.90	2.00			29.80	4.97		6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.21	5.29	10.36	4.36	4.86	4.93	3.36	1.14			36.51	6.09		6
Support Staff: Custodial	5.00	3.00	9.99	4.75	18.07	4.81	9.45	6.83	9.66	5.44			77.00	11.00		7
Support Staff: EA/PrA/SSC	0.00	0.00	11.29	11.54	18.45	16.91	40.20	19.80	9.43	17.84			145.46	8.08		18
Support Staff: Maintenance	0.00	0.00	0.00	1.44	1.75	0.00	1.00	1.00	0.00	0.00			5.19	2.60		2
Support Staff: Transportation	0.00	0.00	0.50	1.00	3.75	1.50	1.13	0.50	2.50	2.63			13.51	2.70		5
Teachers	0.00	0.00	10.38	24.40	38.06	17.40	36.82	30.80	25.72	34.26			217.84	6.05		36
TOTAL	8.00	5.00	37.37	49.42	102.84	52.98	104.86	70.76	58.57	65.71	0.00	0.00	555.51			86

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2015-2016																
AO	0.00	0.00	4.00	1.00	1.00	4.40	6.60	2.00	4.00	4.50	5.00	4.00	36.50	6.08		6
Exempt	1.00	5.00	1.00	1.00	0.00	1.00	0.50	12.50	0.00	2.00	1.00	1.00	26.00	4.33		6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.97	6.97	2.50	2.11	6.04	7.11	4.93	18.14	3.57	11.09	65.43	9.35		7
Support Staff: Custodial	13.50	11.43	1.00	12.63	24.25	26.38	6.48	7.69	6.14	6.50	5.88	3.38	125.26	17.89		7
Support Staff: EA/PrA/SSC	0.00	0.00	15.16	23.07	35.46	25.31	32.42	28.47	12.74	24.27	28.01	23.98	248.89	12.44		20
Support Staff: Maintenance	1.00	1.00	1.00	1.38	0.00	0.75	0.00	1.00	1.00	3.00	0.00	0.00	10.13	3.38		3
Support Staff: Transportation	0.00	0.00	0.00	1.13	2.50	1.38	1.69	3.25	0.50	2.81	2.63	0.63	16.52	3.30		5
Teachers	0.00	0.00	47.57	30.60	40.55	33.20	50.80	45.80	22.20	53.20	60.80	40.30	425.02	10.12		42
TOTAL	15.50	17.43	72.70	77.78	106.26	94.53	104.53	107.82	51.51	114.42	106.89	84.38	953.75			96

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2014-2015																
AO	0.00	0.00	0.00	0.00	2.00	1.00	1.00	1.00	2.00	1.00	1.00	4.00	13.00	3.25		4
Exempt	0.00	0.00	2.00	3.00	3.00	0.00	6.50	0.40	3.00	0.50	2.00	1.00	21.40	3.57		6
Support Staff: Clerical/Lib Clk	0.00	0.00	0.21	3.71	4.79	5.71	6.54	5.57	4.71	6.21	10.50	8.57	56.52	9.42		6
Support Staff: Custodial	1.00	2.83	1.00	13.20	7.30	2.99	5.02	6.00	9.06	13.36	12.21	12.03	86.00	12.29		7
Support Staff: EA/PrA/SSC	0.00	0.00	5.14	15.99	6.71	8.95	25.84	18.07	13.66	18.61	25.01	12.67	150.65	7.93		19
Support Staff: Maintenance	0.00	0.88	0.00	0.00	1.00	1.00	0.00	3.00	0.69	0.00	0.81	0.00	7.38	2.46		3
Support Staff: Transportation	0.00	0.00	1.25	0.50	0.00	2.19	6.00	14.94	22.13	24.56	9.94	10.25	91.76	18.35		5
Teachers	0.00	0.00	6.05	42.53	58.37	64.58	78.25	55.50	27.42	37.85	37.10	41.00	448.65	11.50		39
TOTAL	1.00	3.71	15.65	78.93	83.17	86.42	129.15	104.48	82.67	102.09	98.57	89.52	875.36			89

School District #10 (Arrow Lakes)
Sick, Medical, Dental Absences

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u>	<u>Employee</u>
														<u>Per</u>	<u>Head</u>
														<u>Employee</u>	<u>Count</u>
2013-2014															
AO	2.00	0.00	10.00	23.00	5.00	2.00	3.00	2.00	0.50	0.20	3.25	1.00	51.95	10.39	5
Exempt	22.00	21.00	2.00	0.00	2.00	0.00	3.29	1.00	0.00	5.00	0.00		56.29	18.76	3
Support Staff: Clerical/Lib Clk	0.00	0.00	0.57	7.79	6.66	4.86	8.54	2.93	0.00	9.84	10.87	2.86	54.92	7.85	7
Support Staff: Custodial	12.45	18.13	3.81	4.25	6.76	6.31	9.59	10.70	26.28	23.49	5.15	2.38	129.30	21.55	6
Support Staff: EA/PrA/SSC	0.00	0.00	8.24	15.39	10.49	14.46	27.23	33.01	18.94	23.74	31.51	26.24	209.25	12.31	17
Support Staff: Maintenance	0.00	0.00	2.88	2.88	0.00	2.00	1.44	0.63	2.38	1.00	0.00	2.63	15.84	5.28	3
Support Staff: Transportation	0.00	1.00	1.00	1.38	0.38	1.09	2.75	0.00	2.38	3.06	1.00	2.50	16.54	3.31	5
Teachers	0.00	3.00	43.95	64.20	56.62	52.04	45.88	38.36	18.40	21.39	31.14	28.82	403.80	10.91	37
TOTAL	36.45	43.13	72.45	118.89	87.91	82.76	101.72	88.63	68.88	87.72	82.92	66.43	937.89		83

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u>	<u>Employee</u>
														<u>Per</u>	<u>Head</u>
														<u>Employee</u>	<u>Count</u>
2012-2013															
AO	0.00	0.00	2.00	8.80	13.00	16.00	17.00	11.50	17.50	4.50	1.00	1.30	92.60	18.52	5
Exempt	1.00	2.00	1.00	2.00	1.00	1.71	2.00	1.00	0.00	4.00	8.00	20.00	43.71	14.57	3
Support Staff: Clerical/Lib Clk	0.21	0.57	2.22	10.40	10.94	7.47	3.77	6.86	3.93	4.14	3.83	5.71	60.05	8.58	7
Support Staff: Custodial	15.64	15.69	4.44	20.36	29.95	11.44	4.21	7.70	2.25	5.56	11.59	4.56	133.39	22.23	6
Support Staff: EA/PrA/SSC	0.00	0.00	10.73	16.54	26.74	16.95	26.40	43.22	27.13	19.98	24.08	12.77	224.54	13.21	17
Support Staff: Maintenance	1.00	1.00	0.00	4.00	2.00	4.81	0.00	2.88	1.81	0.00	1.00	0.00	18.50	6.17	3
Support Staff: Transportation	0.00	0.00	0.25	1.38	7.00	0.38	0.38	1.13	1.75	1.38	1.00	0.00	14.65	2.93	5
Teachers	0.00	2.00	17.52	29.63	35.12	35.32	32.76	56.05	34.85	41.50	40.85	35.35	360.95	9.76	37
TOTAL	17.85	21.26	38.16	93.11	125.75	94.08	86.52	130.34	89.22	81.06	91.35	79.69	948.39		83

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u>	<u>Employee</u>
														<u>Per</u>	<u>Head</u>
														<u>Employee</u>	<u>Count</u>
2011-2012															
AO	0.00	0.00	2.00	2.00	7.00	0.22	4.00	4.90	1.75	4.00	4.00	4.00	33.87	6.77	5
Exempt	3.00	1.00	6.04	3.70	2.00	5.00	2.00	3.28	2.00	0.00	1.00	1.50	30.52	10.17	3
Support Staff: Clerical/Lib Clk	0.00	0.00	6.56	6.41	6.91	11.81	35.01	23.17	1.20	3.11	5.19	5.75	105.12	15.02	7
Support Staff: Custodial	4.00	3.38	7.94	11.74	10.12	5.33	6.38	5.31	27.36	16.09	18.50	6.94	123.09	17.58	7
Support Staff: EA/PrA/SSC	0.00	0.00	8.66	14.83	20.37	27.91	24.80	19.79	26.19	26.56	20.86	25.18	215.15	11.32	19
Support Staff: Maintenance	3.69	0.00	0.00	5.00	1.00	1.00	0.00	1.00	1.81	17.56	0.00	0.00	31.06	10.35	3
Support Staff: Transportation	0.00	0.00	0.50	0.00	1.13	2.00	1.00	0.00	1.00	0.00	1.00	1.38	8.01	1.60	5
Teachers	0.00	0.00	16.25	38.29	44.51	26.68	40.89	34.43	25.27	25.82	45.27	50.24	347.65	9.40	37
TOTAL	10.69	4.38	47.95	81.97	93.04	79.95	114.08	91.88	86.58	93.14	95.82	94.99	894.47		86

BOARD CHAIR REPORT – May 9, 2017

- the Board passed the 2017-18 budget on May 2, which will allow school staff to plan for next year's class placements
 - policy work is almost completed – notices of motions have been sent for the final changes
 - the Board is currently conducting a superintendent performance review. We have hired an external consultant who will be conducting interviews with selected internal and external staff and consultants who have worked with our superintendent. This is in addition to the regular reviews that the Board does quarterly with the superintendent, where we review the expected goals, and the results. We conduct these reviews every 3-4 months with the superintendent.
 - attended the BCSTA AGM in April – there were 2 sessions for Board Chairs, one that focused on chairing a meeting, and the second a sharing of information between Board Chairs and Vice Chairs, as well as several learning sessions and a full day of the business meeting, in which a new Board of Directors was elected, several motions were dealt with
 - I attended the All-Candidate meeting with Judy Struck in Nakusp and asked the candidates their thoughts on Public Education funding
- The annual Staff Appreciation will be held on May 19

Correspondence:

- copies of letters sent out by various School Districts to the government and BCSTA have been received
- received a letter from the Teaching Staff at Nakusp Elementary on the budget

CUPE Board Liaison

- next meeting is May 17

DPAC –met on March 9 and meets again May 11

Trustee Report to Board, May 9, 2017

The LESS PAC meeting was on May 2, 2017. The staff and principal have been working on the school growth plan. A PAC parent asked about parental involvement, so the principal has arranged a parent meeting for May 10 at the school for parents to have input. Helen Timperley was at the school today to meet with teachers and discuss how to promote growth in student learning to add to the Growth Plan. Secondary students will go rock climbing in Slocan on May 12. The PAC received \$625 from DPAC.

The Chamber of Commerce – held an Air Band competition on Saturday (May 6) that I volunteered at as the rep for the school board. It was a sold-out event and went very well. Their next meeting is this Thursday.

Respectfully submitted,

Rhonda Farrell

Trustee M. Teindl

Report to May 9, 2017 Regular Meeting

NSS PAC April 24th – I was not able to attend the meeting as we had a Policy meeting that day but Beth, the President, has provided me with details from April's meeting.

- The PAC has purchased a new BBQ with help from the school
- Dinner in hall and the Gr 7 BBQ plans were finalized. Dinner in the Halls went well and the Gr 7 BBQ is this Thursday.
- PAC is currently looking at hot lunch program costs and how they can improve for next year as cost to run program are very high. T
- The PAC has decided that they are content and accept the DPAC/PAC district protocol that has been question since last fall.
- A few parents had questions and concerns about the loss of the Music and band program. Net meeting will be May 29th at 5:15pm.

Nakusp Chambers of Commerce – Nothing to Report

Aboriginal Education – We met on the 25th of April. We started with a smudge and a prayer led by Ganishka and Cliff. Teachers presented the fabulous stuff they are doing with their classes. We heard from Ganishka of services that are available in our communities. Plans for Aboriginal day are currently being finalized, but it looks like it is going to be a great event for students of our district. Next meeting date is Tuesday May 23, 2017.



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

110 – Vision and Mission Statement

1.0 General

1.1 **Vision Statement:** Our vision is of a learning community which embodies world class learning in a rural environment.

1.2 **Mission Statement:** Our mission is to provide all our students with an equal opportunity to grow into caring, intelligent and productive citizens by:

- 1.2.1 achieving academic excellence to the utmost of their abilities;
- 1.2.2 pursuing diverse pathways based on their passions and interests;
- 1.2.3 embracing and managing change, and
- 1.2.4 learning to live and work in harmony with others and the environment.

We believe our mission can only be achieved together: through collaboration with students, family and community, and a highly professional staff.

1.0 General

- 1.1 The Board of Education of School District 10 Arrow Lakes consists of five trustees with the responsibility of governing the school district. The Board's prime responsibility is ensuring the provision of educational services to students attending District schools. The Board reflects the values of the communities served, within the requirements of government legislation.
- 1.2 The Board makes decisions as a corporate body based on a majority vote. Individual trustees have no authority to act for the school district or to direct staff.
- 1.3 The Board Chair or designate will be recognized as the official spokesperson for the Board.

2.0 Role of the Board

- 2.1 The Board governs the operations of the school district with respect for the community's vision and values for education. The priorities of the Board are:
 - 2.1.1 student achievement, success, and well-being;
 - 2.1.2 consultation with educational partners and staff;
 - 2.1.3 connection with community;
 - 2.1.4 establishment and review of policies;
 - 2.1.5 development, implementation, and monitoring of the District Strategic Plan;
 - 2.1.6 creation of partnerships with other agencies and organizations; and
 - 2.1.7 fulfillment of legislated responsibilities.
- 2.2 The Board reviews data and information regarding student achievement and success, school and district programs, and district operations; and thereby ensures strong performance of the school district.
- 2.3 The Board maintains financial oversight through regular financial reports and involvement in the annual district audit process.
- 2.4 The Board co-develops the annual district budget and engages in budget consultation and processes.

3.0 Governance

- 3.1 The Board governs the school district through policies and bylaws which:
 - 3.1.1 articulate the Board's values, goals, and expected outcomes;
 - 3.1.2 establish processes by which the Board conducts its business; and
 - 3.1.3 describe the Board's relationship with staff.

4.0 Board of Education Code of Conduct

- 4.1 The Board and Trustees shall operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
- 4.2 Trustees are expected to:
 - 4.2.1 At all times, represent unconflicted fidelity to the district which supersedes any conflicting loyalty to individual communities, advocacy or interest groups, other councils or boards, or personal interest.
 - 4.2.2 Never attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Specifically, trustees will recognize that:
 - 4.2.2.1 any interactions they have as individuals with staff, lack authority;
 - 4.2.2.2 individual interactions with the public, press or other entities lack authority; and
 - 4.2.2.3 evaluations of the Superintendent/Secretary-Treasurer are made only by assessing performance through the contractual process, policy, and district protocol.
 - 4.2.3 Recognize the high level of responsibility that elected trusteeship demands. Trustees will conduct themselves in a manner that represents the Board in a positive light, taking no private action that will compromise the Board and its decisions.
 - 4.2.4 Make themselves knowledgeable about the roles and responsibilities of those who work with and for the Board and will respect the dignity and rights of these people.
 - 4.2.5 Undergo a criminal record check upon election.

5.0 Role of the Chair

- 5.1 The Chair shall protect the integrity of the Board's policies, represent the Board to outside parties, and act as Spokesperson for the Board.
- 5.2 Specifically, the Chair:
 - 5.2.1 Holds the Board to its own rules and those legitimately imposed upon the Board from outside the organization. These rules include the Board's governance policy, bylaws, and provincial and federal legislative requirements.
 - 5.2.2 Ensures that meeting agendas and discussions are limited to those issues which, according to Board policy, are clearly in the Board's jurisdiction, not the Superintendent/Secretary-Treasurer's.
 - 5.2.3 Keeps deliberation respectful, fair, orderly, thorough, efficient, and to the point.
 - 5.2.4 Chairs Board meetings with all commonly accepted rules of order and facilitates open and frank discussion in a safe environment.
 - 5.2.5 Makes decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies, and will keep the Board informed of such decisions.
 - 5.2.6 Has no authority to supervise or direct the Superintendent/Secretary-Treasurer.

5.2.7 May represent the Board to outside parties by stating positions consistent with Board policies, resolutions and bylaws, and will keep the Board informed of such representations.

5.2.8 Supports the Vice-Chair in fulfilling the duties of the Chair as required.

6.0 The Superintendent / Secretary-Treasurer

6.1 The Board directs and evaluates only one employee, the Superintendent/Secretary-Treasurer, as its Chief Executive Officer. All other employees are directed and evaluated as determined by the Superintendent/Secretary-Treasurer in accordance with Board Policy, Collective Agreements and Administrative Protocol.

6.2 The Superintendent/Secretary-Treasurer is responsible to the Board for ensuring that the school district achieves the articulated goals and plans.

6.3 The Superintendent/Secretary-Treasurer is authorized to manage the school district in accordance with Board policy, or a reasonable interpretation of it.

6.4 The Superintendent/Secretary-Treasurer takes direction only from the Board as a whole and not from individual Trustees or the Chair. The Superintendent/Secretary-Treasurer may accede to or refuse requests for information and/or assistance from individual Trustees or the Chair unless otherwise directed by the Board.

7.0 Communication Plan

7.1 The Board of Education is committed to a communication plan that provides clear, accurate, relevant, timely, and effective communication that meets the needs of its educational partners and the larger community.

7.2 The Board shall:

7.2.1 Ensure that all Board communications support and inform the Board's vision, mission and goals.

7.2.2 Promote effective, balanced and respectful communications.

7.2.3 Promote participation in district planning.

7.2.4 Inform about education issues, available services and provincial and district goals.

7.2.5 Establish effective communication links with:

7.2.5.1 staff, students, and parents of the school district;

7.2.5.2 the communities it serves;

7.2.5.3 prospective staff, students, and families;

7.2.5.4 the public within and outside the school district;

7.2.5.5 other school boards;

7.2.5.6 local and provincial governing bodies and community agencies;

7.2.5.7 post-secondary institutions; and

7.2.5.8 the BC Ministry of Education.

SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

130 - Board – Chief Executive Officer Relationship

1.0 General

- 1.1 Delegation to the Chief Executive Officer:** All Board authority delegated to staff shall be delegated through the Superintendent/Secretary-Treasurer, so that all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Superintendent/Secretary-Treasurer.
- 1.1.1 The Board will direct the Superintendent/Secretary-Treasurer to achieve goals established by the Board.
 - 1.1.2 The Superintendent/Secretary-Treasurer shall use a reasonable interpretation of the Board's goals and policies, and is authorized to lead and manage the school district, and the Board will respect their choices.
 - 1.1.3 Only decisions of the Board acting as a corporate body are binding upon the Superintendent/Secretary-Treasurer. Directions or input of individual Board members, representatives, or consultative groups are not binding on the Superintendent/Secretary-Treasurer except in rare instances when the Board has specifically assigned such authority.
 - 1.1.4 In the case of Board members or consultative groups requesting information or assistance without Board authorization, the Superintendent/Secretary-Treasurer can refuse requests if, in the Superintendent/Secretary-Treasurer's judgment, they request a material amount of staff time or funds, or are disruptive.

2.0 Executive Expectations

- 2.1 The Superintendent/Secretary-Treasurer as Chief Executive Officer shall ensure the school district operates legally, ethically, prudently, and in accordance with Board policies and bylaws.

3.0 Relationships

- 3.1 The Superintendent/Secretary-Treasurer shall foster positive, respectful and collaborative relationships with students, parents, staff and the public in accordance with Board policies. Specifically, the Superintendent/Secretary Treasurer shall:
- 3.1.1 Promote a safe, healthy and respectful environment for learning and working.
 - 3.1.2 Support positive, collaborative and proactive human resources practices.
 - 3.1.3 Ensure procedures are in place for handling inquiries and concerns.

4.0 Communications with and Support to the Board

4.1 The Superintendent/Secretary Treasurer shall:

- 4.1.1 Keep the Board regularly informed and supported in its work.
- 4.1.2 Assist the Board in formulating policies by offering options and implications.
- 4.1.3 Provide reports and data in a timely and accurate fashion.
- 4.1.4 Provide opportunities for external points of view to assist the Board in making informed choices.
- 4.1.5 Communicate with the Board as a whole.

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