



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

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### MINUTES

School Board Office

Date: Tuesday June 13, 2017  
7:00 pm

#### PRESENT

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

**STAFF:** T. Taylor, M. Grenier, L. Newman, S. Brenna-Smith

**OTHERS:** J. Trainor

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#### 1. CALL TO ORDER:

Q. De Courcy called the meeting to order at 7:45 pm

#### 2. ADOPTION OF AGENDA:

**Add: Board Strategic Plan Discussion**

Moved by R. Farrell seconded by Q. De Courcy, that the agenda be adopted as amended.

**CARRIED**

#### 3. ADOPTION OF MINUTES:

Moved by Q. De Courcy seconded by R. Farrell that the minutes of the Regular Meeting of May 9, 2017 be adopted as presented.

**CARRIED**

#### 4. PRESENTATIONS

Nil

#### 5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

#### 6. FINANCIAL UPDATE: (as presented by Susan Brenna-Smith)

a) May 31, 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
    - Year-end BBQ
    - Discussed new structure at EES (new VP)
  - ii) Nakusp Elementary School  
No report
  - iii) Lucerne Elementary-Secondary School
    - Report attached
  - iv) Nakusp Secondary School  
No report
  - v) District Parent Advisory Council (L. Brekke)
    - Report attached
  - vi) CUPE/Board Liaison (L. Brekke)
  - vii) ALTA/Board Liaison Meeting (J. Struck)
    - 4 Day LOU
    - Teacher Professional Growth Committee – (JA, RJ)
    - There was no feedback for Policy 501
  - viii) Occupational Health and Safety Committee (L. Brekke)
    - Report attached
  - ix) Chamber of Commerce
    - Nakusp: No report
    - New Denver/Silverton: No report
  - x) Strong Start Centres
    - Reports attached
  - xi) Arrow Lakes Aboriginal Educational Advisory Council
    - No report

- d) Branch / BCSTA / BCPSEA
- i) Branch: No report
  - ii) BCSTA: No report
  - iii) BCPSEA: Trustee Struck attended the BC Regional Meeting
- e) Superintendent/Secretary-Treasurer: (T. Taylor)
- i. The Superintendent/Secretary-Treasurer Report was presented at the Education Partnership Committee Meeting. A copy of this report has been attached.

**9. OLD BUSINESS:**

- a) Policy Updates and Recommendations

**Moved by Q De Courcy, seconded by R. Farrell, that the Board of Education for School District 10 (Arrow Lakes) approve revisions to policy:**

- **Policy 310 – Expectations for Student Conduct**

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

***CARRIED***

**AND**

**Moved by R. Farrell, seconded by Q. De Courcy, 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 recommended by the Policy Committee.**

***CARRIED***

**AND**

**Moved by J. Struck, seconded by R. Farrell, 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.**

**CARRIED**

b) District Travel Protocol

Information was presented regarding CRA mileage rates and what are considered 'reasonable' rates. It is the consensus of the Board that the mileage rates for travel be tied to the CRA rates. CRA rates will be reviewed annually to ensure compliance.

The Board is in agreement to increase the meal per diem rates to be consistent with the regional averages of other school districts, the BCSTA, and the Ministry as follows:

- Breakfast - \$10
- Lunch - \$17
- Dinner - \$23

The District Travel Protocol will be updated to reflect these rates.

**10. NEW BUSINESS:**

- a) Education Transformation Committee Meeting Update
- Received feedback regarding most recent professional development day
  - Shared teacher professional growth plan template
  - Discussed professional learning (pro-d days) for the coming year (2017-2018)
  - Shared the professional learning calendar for 2017-2018
  - Discussed the purpose and the vision of the committee
- b) 2017-2018 DRAFT Board Calendar
- c) Summer Board Office Hours

**Moved by R. Farrell, seconded by Q. De Courcy that the Board of Education for School District 10 (Arrow Lakes) approve the summer office hours of 8:00 am to 3:30 pm with a lunch closure of one, half hour, commencing Tuesday July 4<sup>th</sup> through to Friday September 1, 2017.**

**CARRIED**

- d) Summer Board Office Closure

**Moved by R. Farrell, seconded by J. Struck, that the Board of Education of School District 10 Arrow Lakes approve the annual summer office closure to commence as of July 24, 2017 through to August 7, 2017, inclusive.**

**CARRIED**

- e) Board Strategic Planning

**11. NEXT MEETING DATES:**

- |    |  |                    |         |
|----|--|--------------------|---------|
| a) | Special Regular Meeting:                 | June 27, 2017      | 11:00am |
| b) | Education Partnership Committee Meeting: | September 12, 2017 | 6:00pm  |
| c) | Regular Meeting of the Board:            | September 12, 2017 | 7:00pm  |

**12. QUESTIONS FROM PUBLIC:**

Nil

**13. ADJOURNMENT:**

R. Farrell adjourned the meeting at 8:56 pm

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L. Brekke  
Chairperson

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T. Taylor  
Superintendent/Secretary-Treasurer



**Board Meeting  
June 13 2017**

Presented by: Susan Brenna-Smith, Director of Finance

**1. a) 2016-2017 Operating Budget Review - May 31, 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: 10% remaining

Actual: 16% remaining

*See Page 3 (May 2017) and Page 4 (May 2016)*

**2. Operating Surplus (Un-appropriated)**

|  |                   |
|--|-------------------|
| Available for appropriation by the Board | <u>\$ 644,273</u> |
|--|-------------------|

**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<br>& 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>(142,987)</u> |
| Available AFG Capital Grant Funds | <u>\$ 82,150</u> |

c) Columbia Basin Trust Grant

|  |                  |
|--|------------------|
| CBT Grant – Playground Gazebo/Outdoor Learning Space | \$ 19,800        |
| Expended to date 2016-17                             | <u>(5,928)</u>   |
| Available CBT Grant Funds                            | <u>\$ 13,872</u> |

d) School Enhancement Program Grant (Bylaw)

| MAY 31 2017                                | Lighting Upgrade -<br>NES, BO, Shop | Re-Roofing<br>NES & NSS | Heating/Ventilation<br>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                 | 250,594                          | 580,840   |
| Available Routine Capital Funds            | \$ -                                | \$ -                    | \$ 36,185                        | \$ 36,185 |

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 May 2017 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 9% Replacement Budget remaining  
\$186,889 spent on a \$204,794 Budget

**5. Government & Other Reports Filed**

1701s (snapshot date May 5 2017)  
Classroom Enhancement Fund Overhead Costs

**6. Five Year Capital Plan**

Due Date: June 30 2017

Fund : 0 General Operating

| O                                     | TITLE                    | MAY        | YEAR TO DATE | ENCUMBERED | FULL YEAR<br>BUDGET | AVAILABLE | PERC |
|---------------------------------------|--------------------------|------------|--------------|------------|---------------------|-----------|------|
| Function : 1 Instruction              |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 350,361.35 | 3,213,418.62 |            | 3,638,244           | 424,825   | 12   |
| 2                                     | Emp. Benefits/Allowances | 82,993.63  | 764,648.35   |            | 908,991             | 144,343   | 16   |
| 3                                     | Services                 | 41,429.35  | 291,262.18   |            | 363,264             | 72,002    | 20   |
| 4                                     | Services                 | 348.00     | 12,663.71    |            | 39,900              | 27,236    | 68   |
| 5                                     | Supplies And Materials   | 12,659.67  | 141,390.75   | 16,073.52  | 195,626             | 38,162    | 20   |
| TOTAL FOR Function - 1                |                          | 487,792.00 | 4,423,383.61 | 16,073.52  | 5,146,025           | 706,568   | 14   |
| Function : 4 District Administration  |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 34,771.49  | 387,113.45   |            | 433,152             | 46,039    | 11   |
| 2                                     | Emp. Benefits/Allowances | 7,183.28   | 81,477.08    |            | 99,198              | 17,721    | 18   |
| 3                                     | Services                 | 8,241.90   | 115,485.00   |            | 249,301             | 133,816   | 54   |
| 4                                     | Services                 | 5,026.79   | 49,514.85    |            | 57,750              | 8,235     | 14   |
| 5                                     | Supplies And Materials   | 4,134.54   | 29,388.79    |            | 36,533              | 7,144     | 20   |
| TOTAL FOR Function - 4                |                          | 59,358.00  | 662,979.17   | 0.00       | 875,934             | 212,955   | 24   |
| Function : 5 Operations & Maintenance |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 39,857.51  | 467,433.20   |            | 540,700             | 73,267    | 14   |
| 2                                     | Emp. Benefits/Allowances | 10,179.34  | 115,274.11   |            | 129,888             | 14,614    | 11   |
| 3                                     | Services                 | 537.26     | 5,509.02     |            | 35,030              | 29,521    | 84   |
| 4                                     | Services                 | 1,378.44   | 35,816.01    |            | 58,400              | 22,584    | 39   |
| 5                                     | Supplies And Materials   | 28,753.01  | 369,078.45   | 4,700.00   | 449,260             | 75,482    | 17   |
| TOTAL FOR Function - 5                |                          | 80,705.56  | 993,110.79   | 4,700.00   | 1,213,278           | 215,467   | 18   |
| Function : 7 Transportation & Housing |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 18,647.09  | 178,883.08   |            | 190,345             | 11,462    | 6    |
| 2                                     | Emp. Benefits/Allowances | 4,445.68   | 42,433.20    |            | 46,176              | 3,743     | 8    |
| 3                                     | Services                 | 2,154.71   | 24,907.44    |            | 38,331              | 13,424    | 35   |
| 4                                     | Services                 |            | 826.19       |            | 1,000               | 174       | 17   |
| 5                                     | Supplies And Materials   | 5,353.32   | 67,899.71    |            | 87,500              | 19,600    | 22   |
| TOTAL FOR Function - 7                |                          | 30,600.80  | 314,949.62   | 0.00       | 363,352             | 48,402    | 13   |
| TOTAL FOR Fund - 0                    |                          | 658,456.36 | 6,394,423.19 | 20,773.52  | 7,598,589           | 1,183,392 | 16   |

Current Year:

## TARGETS:

10-month expenses (Functions 1 &amp; 7)

10% remaining

12-month expenses (Functions 4 &amp; 5)

8% remaining

Overall Target

9.5% remaining



Fund : 0 General Operating

| O                                     | TITLE                    | MAY        | YEAR TO DATE | ENCUMBERED | FULL YEAR<br>BUDGET | AVAILABLE | PERC |
|---------------------------------------|--------------------------|------------|--------------|------------|---------------------|-----------|------|
| Function : 1 Instruction              |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 375,798.55 | 3,453,378.22 |            | 4,036,269           | 582,891   | 14   |
| 2                                     | Emp. Benefits/Allowances | 102,181.50 | 903,346.13   |            | 1,044,429           | 141,083   | 14   |
| 3                                     | Services                 | 44,392.53  | 299,574.52   |            | 340,837             | 41,262    | 12   |
| 4                                     | Services                 | 865.02     | 31,008.67    |            | 46,054              | 15,045    | 33   |
| 5                                     | Supplies And Materials   | 25,801.29  | 175,621.32   | 45,225.35  | 327,147             | 106,300   | 32   |
| TOTAL FOR Function - 1                |                          | 549,038.89 | 4,862,928.86 | 45,225.35  | 5,794,736           | 886,582   | 15   |
| Function : 4 District Administration  |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 32,037.46  | 341,501.87   |            | 381,916             | 40,414    | 11   |
| 2                                     | Emp. Benefits/Allowances | 7,260.61   | 78,616.98    |            | 90,646              | 12,029    | 13   |
| 3                                     | Services                 | 23,171.62  | 159,923.22   |            | 249,350             | 89,427    | 36   |
| 4                                     | Services                 | 6,619.99   | 53,113.25    |            | 67,511              | 14,398    | 21   |
| 5                                     | Supplies And Materials   | 2,861.50   | 32,231.95    |            | 26,450              | 5,782     | 22   |
| TOTAL FOR Function - 4                |                          | 71,951.18  | 665,387.27   | 0.00       | 815,873             | 150,486   | 18   |
| Function : 5 Operations & Maintenance |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 40,210.86  | 490,756.64   |            | 534,925             | 44,168    | 8    |
| 2                                     | Emp. Benefits/Allowances | 10,229.92  | 119,361.96   |            | 131,084             | 11,722    | 9    |
| 3                                     | Services                 | 997.85     | 15,301.56    |            | 15,100              | 202       | 1    |
| 4                                     | Services                 | 3,983.88   | 65,059.89    |            | 60,394              | 4,666     | 8    |
| 5                                     | Supplies And Materials   | 26,391.56  | 387,472.79   |            | 442,899             | 55,426    | 13   |
| TOTAL FOR Function - 5                |                          | 81,814.07  | 1,077,952.84 | 0.00       | 1,184,402           | 106,449   | 9    |
| Function : 7 Transportation & Housing |                          |            |              |            |                     |           |      |
| 1                                     | Salaries                 | 18,759.08  | 163,403.19   |            | 168,717             | 5,314     | 3    |
| 2                                     | Emp. Benefits/Allowances | 4,363.06   | 38,547.34    |            | 41,644              | 3,097     | 7    |
| 3                                     | Services                 | 2,247.37   | 24,723.33    |            | 32,886              | 8,163     | 25   |
| 4                                     | Services                 | 48.69      | 953.36       |            | 1,000               | 47        | 5    |
| 5                                     | Supplies And Materials   | 8,508.01   | 82,687.62    |            | 90,655              | 7,967     | 9    |
| TOTAL FOR Function - 7                |                          | 33,926.21  | 310,314.84   | 0.00       | 334,902             | 24,587    | 7    |
| TOTAL FOR Fund - 0                    |                          | 736,730.35 | 6,916,583.81 | 45,225.35  | 8,129,913           | 1,168,104 | 14   |
| GRAND TOTAL                           |                          | 736,730.35 | 6,916,583.81 | 45,225.35  | 8,129,913           | 1,168,104 | 14   |

Previous Year:

TARGETS:

10-month expenses (Functions 1 & 7)

12-month expenses (Functions 4 & 5)

Overall Target

10% remaining

8% remaining

9.6% remaining

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

|                                 | July | Aug  | Sept  | Oct   | Nov    | Dec   | Jan    | Feb   | March | April | May    | June | Total  | Average<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|------|------|-------|-------|--------|-------|--------|-------|-------|-------|--------|------|--------|----------------------------|---------------------------|
| 2016-2017                       |      |      |       |       |        |       |        |       |       |       |        |      |        |                            |                           |
| AO                              | 0.00 | 0.00 | 0.00  | 1.00  | 7.40   | 5.00  | 6.40   | 6.00  | 2.00  | 2.40  | 3.80   |      | 34.00  | 5.67                       | 6                         |
| Exempt                          | 3.00 | 2.00 | 3.00  | 0.00  | 5.00   | 3.00  | 5.00   | 0.90  | 5.90  | 2.00  | 3.00   |      | 32.80  | 5.47                       | 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  | 8.00   |      | 44.51  | 7.42                       | 6                         |
| Support Staff: Custodial        | 5.00 | 3.00 | 9.99  | 4.75  | 18.07  | 4.81  | 9.45   | 6.83  | 9.66  | 5.44  | 8.18   |      | 85.18  | 12.17                      | 7                         |
| Support Staff: EA/PrA/SSC       | 0.00 | 0.00 | 11.29 | 11.54 | 18.45  | 16.91 | 40.20  | 19.80 | 9.43  | 17.12 | 45.24  |      | 189.98 | 10.55                      | 18                        |
| Support Staff: Maintenance      | 0.00 | 0.00 | 0.00  | 1.44  | 1.75   | 0.00  | 1.00   | 1.00  | 0.00  | 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  | 3.13  | 1.13   |      | 15.14  | 3.03                       | 5                         |
| Teachers                        | 0.00 | 0.00 | 10.38 | 24.40 | 38.06  | 17.40 | 36.82  | 30.80 | 25.72 | 34.26 | 39.22  |      | 257.06 | 7.14                       | 36                        |
| TOTAL                           | 8.00 | 5.00 | 37.37 | 49.42 | 102.84 | 52.98 | 104.86 | 70.76 | 58.57 | 65.49 | 108.57 | 0.00 | 663.86 |                            | 86                        |

|                                 | July  | Aug   | Sept  | Oct   | Nov    | Dec   | Jan    | Feb    | March | April  | May    | June  | Total  | Average<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|-------|-------|-------|-------|--------|-------|--------|--------|-------|--------|--------|-------|--------|----------------------------|---------------------------|
| 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<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|------|------|-------|-------|-------|-------|--------|--------|-------|--------|-------|-------|--------|----------------------------|---------------------------|
| 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

|                                 | July  | Aug   | Sept  | Oct    | Nov   | Dec   | Jan    | Feb   | March | April | May   | June  | Total  | Average<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|-------|-------|-------|--------|-------|-------|--------|-------|-------|-------|-------|-------|--------|----------------------------|---------------------------|
| <u>2013-2014</u>                |       |       |       |        |       |       |        |       |       |       |       |       |        |                            |                           |
| 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                        |

|                                 | July  | Aug   | Sept  | Oct   | Nov    | Dec   | Jan   | Feb    | March | April | May   | June  | Total  | Average<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|-------|-------|-------|-------|--------|-------|-------|--------|-------|-------|-------|-------|--------|----------------------------|---------------------------|
| <u>2012-2013</u>                |       |       |       |       |        |       |       |        |       |       |       |       |        |                            |                           |
| 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                        |

|                                 | July  | Aug  | Sept  | Oct   | Nov   | Dec   | Jan    | Feb   | March | April | May   | June  | Total  | Average<br>Per<br>Employee | Employee<br>Head<br>Count |
|---------------------------------|-------|------|-------|-------|-------|-------|--------|-------|-------|-------|-------|-------|--------|----------------------------|---------------------------|
| <u>2011-2012</u>                |       |      |       |       |       |       |        |       |       |       |       |       |        |                            |                           |
| 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 – JUNE 13, 2017**

--the Board has completed the superintendent performance review and met with the consultant on Monday. 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 graduations at both high schools – it is great to see the success of the grads

-we will complete our Policy Manual updates this evening – so watch for the updated manual on the website

### **Correspondence:**

-have sent congratulations and information letter to our two MLA's – Katrine Conroy for West Kootenay and Eric Foster for Vernon-Monashee which covers Edgewood

-thank you card from Laura Koochin for her retirement gift

### **CUPE Board Liaison**

-met May 17 and June 13

-reviewed the 2017-18 calendar and the fall pro-d day

-discussed the spring and winter breaks on the calendar

-next meeting will be in September

### **DPAC** –met May 11

-all reps plan to stay on DPAC next school year

-looking at asking Beth McLeod to come speak to DPAC to explain about DPAC

-next meeting is November 9

### **OH&S** – met on May 17

-discussed WHMSIS training – new training for new employees, mandatory by 2018

-new OH&S training for new reps and review for past reps

-each site reported on events such as lock-down and fire drills, walk through completed at each site, parking at NES discussed,

-new incident report reviewed

- next meeting is in October (I think)

Trustee Report to Board, June 13, 2017

**The LESS PAC** meeting was on June 8, 2017. The grade 4/5/6 class gave a ukulele concert on the 8<sup>th</sup> that was well attended by the community, as well, the secondary students had Aboriginal Education presentations on the 9<sup>th</sup>, and community members also attended to see them. There were various topics that the students researched, relating to the aboriginal culture and community, and then presented on.

The high school students left on a canoe trip this morning, Slocan Lake, south to north and will be back in Friday. Our new principal is due on June 19. There is a sports day of track and field planned for the elementary students next week. The grade 4/5/6 class is planning a trip to Sky Trek adventure park for their yearend.

The PAC contributed funds to various events over the year.

**The Chamber of Commerce** – nothing to report.

Respectfully submitted,

Rhonda Farrell

June 9th, 2017

## SD10 Board Report - New Denver StrongStart

### Attendance:

Our morning sessions continue to average between 5-7 families per day and afternoon sessions 2-4 families per day.

### Highlights:

\* A Secondary Student completed their community service requirement by volunteering at StrongStart and was especially helpful during our Green Thumbs Garden Club.

\*Our Big Buddie from the 4/5/6 class has chosen StrongStart as their passion project and is creating a slideshow to showcase early childhood programs happening at Lucerne School.

\*Green Thumbs Garden Club happens every Thursday from 3:15-4:30. Highlights have been creative cooking activities using greens & veggies from the greenhouse as well as creating a rainbow garden bed.

\*Heather Broad from the Child Care Resource & Referral in Nelson provided a talk to parents on Positive Guidance and gave out information on parenting & child development.

\*Families really enjoyed a field trip to a local farm to see baby goats!

### Future Plans:

Our StrongStart will attend the Teddy Bear Picnic in Nakusp where Community Service Providers will offer information on child development and health. Children will participate in activities such as face painting, taking their teddies to a 'Teddy Bear' nurse and parachute games. Everyone will enjoy a free lunch and receive a free book.

Chelsea Lada & I will be having a transition meeting regarding children going on to Kindergarten. I have truly enjoyed collaborating with Chelsea this year.

It has been a wonderful year with lots of support from families, school staff and our community.

Thanks,

Charlene Alexander, ECE

## Southern Zone Strong Start Report

(Burton, Fauquier, Edgewood)

So cliché....but hard to believe another year has passed!

There has been fair, regular attendance in all three centers. We have over 20 preschool children attending our Outreach programs in the Southern Zone. Four babies are on the way and some homeschool Kindergarten siblings also attend.

Each Centre has something different to offer and it's nice to see some families Travelling to neighbouring communities to attend. It's so nice to get outside everyday with the families! We often have Gramas, Aunts, cousins, neighbors come to the centres with the children, our centers are truly vital hubs for our young isolated families. Sadly, our 2 elder volunteers have moved to assisted living and this has left a void for us in the Fauquier Centre. It was lovely to have them stop in to say hello, check in on the building and drop off old calendars, knitting ect to support us.

I look forward to coordinating & facilitating the Outreach program again in September. May you all enjoy some rest and pleasure over the summer months.

Jodi McLean

Early Childhood Educator

Family Resource Practitioner



World Class Learning in a Rural Environment

**June 13, 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:                                      | 07-Jun-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    | 4    | 2     | 2     | 9     | 38     |
| EES   | 1         | 1    | 1    | 1    | 8    | 3    | 4    | 2    |      |      |       |       |       | 21     |
| LESS  | 8         | 4    | 12   | 6    | 11   | 9    | 5    | 6    | 6    | 7    | 5     | 0     | 7     | 86     |
| NES   | 15        | 23   | 21   | 18   | 27   | 23   | 17   | 33   |      |      |       |       |       | 177    |
| NSS   |           |      |      |      |      |      |      |      | 29   | 28   | 24    | 25    | 37    | 143    |
| <b>TOTAL Per Grade</b>                      | 27        | 30   | 36   | 28   | 49   | 37   | 29   | 41   | 38   | 39   | 31    | 27    | 53    |        |
| <b>District Total</b>                       |           |      |      |      |      |      |      |      |      |      |       |       |       | 465    |

**1. Enrollment notes –**

- There is one fewer student since last month's 466.
- Enrollment projections for next fall suggest: 141 at NSS; 149 at NES; 88 at Lucerne; 22 at EES; 27 at DL, and 4.375 (equal to 14 students) at BAS for a total of 431 FTE (see attached)

**2. Graduation 2017 at NSS and Lucerne**

- 7 students graduated from Lucerne and 36 students from NSS this June.
- Congratulations, graduates! and thanks to all our staff – teachers, education assistants, school secretaries, custodians, bus drivers, maintenance and exempt staff – and our Board of Education -- for your unwavering support of our 2017 grads throughout the years!

**3. Classroom Enhancement Fund**

- In mid-May, as requested, we submitted an application to the Ministry to access the CEF in order to provide additional teachers to restore class size and composition as per the Supreme Court Decision. We await news from the Ministry on this funding.
- The District and ALTA are working closely together on this matter.

**4. Agricultural Land Commission Review**

- The ALC indicates that the Board's application for exclusion from the ALR is now at the review stage with all documentation collected and being reviewed by the Commission
- We look forward to hearing from the Land Commission – should the Fauquier property not be allowed to be excluded from the ALR, the District will approach the RDCK for a lot size variance which would enable us to subdivide off the school building for the community and sell the remaining parcel of land

**5. Excellent May 19<sup>th</sup> Pro-D and Staff Appreciation Day**

- May 19<sup>th</sup> was our final Pro-D day of the year and included a district Celebration of Learning
- Many thanks to our many teachers for sharing their work:
  - Sheena Delong (ArtStarts Design Thinking Project)
  - Katrina Sumrall (Where Does it All Go? School Recycling and Composting Inquiry)

*Superintendent's Report –June 13<sup>th</sup>, 2017*



- Kristin Kipkie, Richelle Johnston, WKTEP teacher candidate, Jared Strand (Student Inquiries into Aboriginal Worldviews and Perspectives)
- Gary Parkstrom, Scott Kipkie, and Signy Fredrickson (Rock Climbing at Skaha Bluffs: Embedding the Core Competencies in the Redesigned Curriculum)
- Chelsea Lada, Sheri Boswell, Brenda McQuair and Erika Momeyer (Changing Results for Young Readers inquiries)
- The Board of Education also hosted a much appreciated Staff Appreciation lunch recognizing all our staff for their dedication to our students, our 2017 retirees and those with milestone experience in the district

## **6. Maker Day film now released**

- SD 10's first Maker Day was held January 2017
- This design thinking and tinkering event has now been captured in a short documentary film at <http://sd10.bc.ca/video> and on our SD 10 YouTube Channel at [https://youtu.be/5g4x4Xf4A\\_Y](https://youtu.be/5g4x4Xf4A_Y)
- The film was created as part of the documentation of student engagement in a Shoulder Tappers initiative, which as well as paying for the nominal cost of the film, also funded over \$5000 in teacher release time, supplies, transportation costs and a student lunch for the 70 Grade 7-9 students from across the district who attended
- Accolades have been received from the Ministry of Education on our film which showcases the innovative structure of the Design Challenge, use of an authentic community expert panel and a requirement that students "pitch" their prototype design to the panel of experts before making
- The Design Challenge for students was to create something that would help our communities be more resilient in the face of disaster such as mudslides, forest fire or power outages and resulted in powerful critical and creative thinking and hands-on learning
- Many thanks to our expert panel of Emergency Management personnel, first responders and the Mayors of New Denver and Nakusp!

## **7. CUPE-District Learning Improvement Fund Negotiations**

- Each year since LIF began, CUPE and the District sit down to negotiate how best to use the CUPE LIF funds as per the SSEAC guidelines
- This year, the Union requested that EA positions throughout the district be from bell to bell so as to improve service to students. The district agreed with this priority and as a result, almost all positions in the 2017-18 school year will be bell to bell.
- In order to achieve an extra hour per week for EAs at NES and Lucerne, one EA position was reduced, and then five hours of LIF funds added to that 14<sup>th</sup> Education Assistant position
- All Education Assistants will receive an additional 1.2 hours per week through the LIF funding beyond the bell schedule to directly assist students, and work with colleagues to support students

## **8. Welcome Nick Graves! – June 19<sup>th</sup> – first day at Lucerne**

- After a year of waiting, we are pleased to welcome Lucerne's new Principal, Nick Graves, who will begin his principalship on June 19<sup>th</sup>, giving him two weeks of time before the end of the school year to get to know the students, parents and staff
- Nick, his wife and young son look forward to joining the community of New Denver and SD 10

## **9. International Education Program Update**

- We are thrilled to be hosting three potential International Education students in the 2017-18 school year
- Students from Japan, Spain and China are currently pursuing registration and there also is possible interest from a student from Germany
- Thanks to Director of Learning, Ms. Lorna Newman, for her leadership in working through the registrations and search for homestays

## **SCHOOL DISTRICT 10 (ARROW LAKES) POLICY MANUAL**

### **310 – Expectations for Student Conduct**

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#### **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



# 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)<br>Kootenay Boundary Branch (KBB) - AGM<br>BCSTA Trustee Academy<br>BCSTA Election Committee – <i>*Trustee Rep</i><br>BCPSEA AGM – <i>*Trustee Rep</i><br>BCSTA Provincial Council – <i>*Trustee Rep</i><br>Annual Ministry Partnership Liaison Meeting<br>Local Committees<br><br><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   |





## School District 10 (Arrow Lakes)

### 2017-2018 School Calendar

#### Board of Education

|   |                            |
|---|----------------------------|
| External Board Events (i.e. BCSTA/Branch) | Other (i.e. Finance/Strat) |
| Statutory Holidays                        | School Vacation Periods    |
| District or School NI Days                | Curriculum Support Day     |
| Board Meeting Dates                       | Policy Committee           |

|   |
|---|
| <b>September</b>  |
| Board Meeting:  |
| <i>Audited Financials, 5 Year Capital Plan - Due Sept 30</i>  |
| KBB AGM: September 15-17                                      |
| <b>October</b>  |
| Board Meeting   |
| BCPSEA Fall Symposium ?                                       |
| <b>November</b>   |
| Board Meeting   |
| 2017 Trustee Academy  |
| <b>December</b>   |
| Board Meeting: Inaugural Meeting                              |
| <b>January</b>  |
| Board Meeting   |
| <b>February</b>   |
| Board Meeting: <i>Amended Annual Budget Deadline Feb 28</i>   |
| Budget Consultation:  |
| BCSTA Board Chairs & Prov Council:                            |
| Finance Committee:  |
| <b>March</b>  |
| Board Meeting:  |
| Finance Committee:  |
| <b>April</b>  |
| Board Meeting: <i>Annual Budget Approval Deadline June 30</i> |
| Finance Committee:  |
| BCSTA AGM:  |
| <b>May</b>  |
| Board Meeting:  |
| <b>June</b>   |
| Board Meeting:  |

| AUGUST 2017   |    |    |    |    |    |    | SEPTEMBER 2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    |    |                |    |    |    |    | 1  | 2  |
|               |    | 1  | 2  | 3  | 4  | 5  | 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 | 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | 24             | 25 | 26 | 27 | 28 | 29 | 30 |
| 27            | 28 | 29 | 30 | 31 |    |    |                |    |    |    |    |    |    |
| OCTOBER 2017  |    |    |    |    |    |    | NOVEMBER 2017  |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    |    |                |    |    | 1  | 2  | 3  | 4  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  | 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 26             | 27 | 28 | 29 | 30 |    |    |
| 29            | 30 | 31 |    |    |    |    |                |    |    |    |    |    |    |
| DECEMBER 2017 |    |    |    |    |    |    | JANUARY 2018   |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |                | 1  | 2  | 3  | 4  | 5  | 6  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 28             | 29 | 30 | 31 |    |    |    |
| 31            |    |    |    |    |    |    |                |    |    |    |    |    |    |
| FEBRUARY 2018 |    |    |    |    |    |    | MARCH 2018     |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |                |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 | 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 | 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 | 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 |    |    |    | 25             | 26 | 27 | 28 | 29 | 30 | 31 |
|               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| APRIL 2018    |    |    |    |    |    |    | MAY 2018       |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |                |    | 1  | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 29            | 30 |    |    |    |    |    | 27             | 28 | 29 | 30 | 31 |    |    |
|               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| JUNE 2018     |    |    |    |    |    |    | JULY 2018      |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |                |    |    |    |    |    |    |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    | 29             | 30 | 31 |    |    |    |    |