



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

MINUTES

School Board Office

Tuesday, April 26, 2016

7:00 pm

PRESENT

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

STAFF: T. Taylor, M. Grenier, S. Brenna-Smith, P. Martin

OTHERS: R. Bardati, N. Duerichen, J. Trainor, J. McMurray

1. CALL TO ORDER:

Chair L. Brekke called the meeting to order at 7:00pm

2. ADOPTION OF AGENDA:

Moved by Q. DeCourcy, seconded by R. Farrell that the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES:

Moved by J. Struck seconded by Q. DeCourcy, that the minutes of the Regular Meeting of March 8, 2016 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. FINANCIAL UPDATE:

a) Financial Report presented by Susan Brenna-Smith

A spreadsheet showing a cost comparison for water and sewer from other districts was presented.



The Board has directed Superintendent Taylor to continue with the next steps of assessing the fairness of the water and sewer costs for NES and NSS.

b) 2016-2017 Annual Budget Bylaw

- i) Susan Brenna-Smith presented the 2016-2017 Annual Budget, attached

Moved by J. Struck, seconded by Q. DeCourcy that the Board of Education for School District 10 Arrow Lakes approve the Annual Budget Bylaw for the fiscal year 2016-2017 in the amount of \$8,985,530 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act"); and that the 2016-2017 Annual Budget Bylaw be given all three readings at the Regular Meeting of the Board on April 26, 2016.

Moved by Q. DeCourcy, seconded by R. Farrell that the Board of Education approve first reading of the Annual Budget Bylaw 2016-2017 in the amount of \$8,985,530.

CARRIED

Moved by J. Struck, seconded by R. Farrell that the Board of Education approve second reading of the Annual Budget Bylaw 2016-2017 in the amount of \$8,985,530.

CARRIED

Moved by Q. DeCourcy, seconded by M. Teindl that the Board of Education approve, pass and adopt the third reading of the Annual Budget Bylaw 2016-2017 in the amount of \$8,985,530.

CARRIED

6. QUESTIONS REGARDING FINANCIAL

It was confirmed that the deficit resulting from the 2016-2017 will come out of the current surplus.

7. REPORTS

- a) Chairperson (L. Brekke):
Report attached
- b) Education Partnership Committee:
Nil
- c) Parent Advisory Council / Trustee Liaison Reports:
- i) Southern Zone (Q. De Courcy)
- Recent PAC meeting short due to another EES meeting that involved Parents and Teachers

- ii) Nakusp Elementary School (J. Struck)
 - Meeting took place April 20th
 - Reviewed Grade configurations
 - New swing set has been installed
 - DPAC funds were used for outdoor grill/griddle for annual pancake breakfast
 - Reading assessments on-going
 - Year-end activities reviewed
 - Next meeting May 18th
- iii) Lucerne Elementary-Secondary School (R. Farrell)
Report attached
- iv) Nakusp Secondary School (M. Teindl)
Report attached
- v) District Parent Advisory Council (L. Brekke)
 - Next meeting is May 2, 2016

DPAC had raised the question of annual DPAC funding.

In response, it was noted that whilst \$250 funding is in place in the budget for school PACs as per the Board Policy, DPAC has not been funded on a consistent annual basis.

It was suggested that In future policy revision, the amounts in the PAC policy should be eliminated, but the PAC and DPAC should have access to an annual amount of \$250 with the proviso that a letter is written to the Secretary-Treasurer requesting support and a copy of the PAC or DPAC financial statements and also list of activities funded is received.

Moved by J. Struck, seconded by R. Farrell That the District fund DPAC \$250 annually upon provision of year-end financial statement as well as a report of funded activities.

CARRIED

- vi) CUPE/Board Liaison Meeting (L. Brekke)
Report attached
- vii) ALTA/Board Liaison Meeting (J. Struck)
 - Discussed LGBTQ Policy
 - CA Melding Process ongoing
 - District Mileage for Professional Learning – Protocol was sent out
 - TOC Concerns
 - Planning for 2016-2017 Pro-Development
- viii) Occupational Health and Safety Committee (Q. De Courcy)

No report

- ix) Chamber of Commerce
 - Nakusp: No report
 - New Denver/Silverton: No report

- x) Strong Start Centres
No report

- xi) Arrow Lakes Aboriginal Educational Advisory Council
No report

- d) Branch / BCSTA / BCPSEA

- i) Branch: No report
- ii) BCSTA: Attended AGM
- iii) BCPSEA: No report

- e) Superintendent/Secretary-Treasurer:
 - i) Report presented in detail, report attached
 - ii) The new 'Welcome to SD10' video was shared. This video can be viewed at <http://sd10.bc.ca/video/>.

8. OLD BUSINESS:

- a) Wireless at Lucerne – Update
 - i) Lucerne Wi-Fi Report was presented by Patrick Martin, IT Manager, report attached

9. NEW BUSINESS:

- a) Capital Bylaw No. 127065: Annual Facilities Grant (AFG) Capital

Moved by J. Struck, seconded by Q. DeCourcy That the Board of Education of School District 10 Arrow Lakes approve Capital Bylaw No 127065; and that Capital Bylaw No. 127065; AFG Capital be given all three readings at the Regular public meeting of April 26, 2016.

CARRIED

Moved by M. Teindl, seconded by R. Farrell that the Board of Education of School District 10 Arrow Lakes approve first reading of the Capital Bylaw No. 127065 as approved by the Minister and specifying a maximum expenditure of \$236,572 for the 2016-2017 Annual Facility Grant Capital Projects.

CARRIED

Moved by Q. DeCourcy, seconded by M. Teindl, that the Board of Education of School District 10 Arrow Lakes approve second reading of the Capital Bylaw No. 127065 as approved by the Minister and specifying a maximum expenditure of \$236,572 for the 2016-2017 Annual Facility Grant Capital Projects.

CARRIED

Moved by R. Farrell, seconded by J. Struck that the Board of Education of School District 10 Arrow Lakes approve, pass and adopt the third reading of the Capital Bylaw No. 127065 as approved by the Minister and specifying a maximum expenditure of \$236,572 for the 2016-2017 Annual Facility Grant Capital Projects.

CARRIED

b) Policy Committee Update and Recommendation

Notice of Motion: *That the Board of Education approve revisions to Policies 1100, 1200, 3110, 3192, 5450, and 6725 at the May 31st Regular Meeting of the Board as recommended by the Policy Committee*

All revised policies are available on the SD10 website: <http://sd10.bc.ca/board-of-education/sd-10-board-of-education-policy/>

Written notice that the Policy Committee has recommended the above policies for revision was already sent out by email to partner groups on April 15, 2016 with a direct link to the policy page on the SD10 website.

Notice of Motion: *That policy 3190 be abandoned as recommended by the Policy Committee at the May 31st Regular Meeting of the Board.*

Policy 3190 will be covered under policy 3192.

Input from educational partners may be sent to the Board Chair prior to May 26/16.

c) BC School Sports Application – NSS and LESS

The Board approved a BC School Joint Sport Application for NSS and LESS.

d) Board Meeting Frequency



The Board will continue to review options for the frequency (i.e. 1 day per month to conduct all meetings, or a 3 week interval, etc.) of Board meetings per month and will make a recommendation at the June Regular meeting.

- e) Staff Appreciation Event

10. NEXT MEETING DATES:

- a) Education Partnership Committee Meeting – 7:00PM – May 10th, 2016
- b) Regular Board Meeting – 7:00PM – May 31st, 2016

11. QUESTIONS FROM PUBLIC:

Re: Superintendents Report, Item 1 –Asbestos Project: it was confirmed that this is a request from WorkSafe to have all school buildings tested.

12. ADJOURNMENT:

Q. DeCourcy adjourned the meeting at 9:27 pm.

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
April 26 2016**

Presented by: Susan Brenna-Smith, Director of Finance

1. a) 2015-2016 Operating Budget Review - March 31, 2016

Amended 2015/16 Operating Budget	\$ 7,944,313
Equipment purchase	<u>185,600</u>
Amended 2015/16 Budget	\$ <u>8,129,913</u>

b) Operating Budget Status (SDS Report #107)

Target: 29% remaining
Actual: 33% remaining

See Page 3 (Mar 2016) and Page 4 (Mar 2015)

2. Operating Surplus (Un-appropriated)

Available for appropriation by the Board	\$ <u>365,164</u>
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3. 2014-2015 AFG Budget and Other Capital Funds

a) AFG (Annual Facilities Grant) – Operating Grant

AFG 2015-16 Operating Grant	33,507
Expended to date 2015-16	<u>33,507</u>
Available AFG Operating Grant Funds	\$ <u>-</u>

b) AFG - Capital Grant (Bylaw)

AFG – 2015-16 Capital Grant	\$ 254,886
Less: Expended 2014-15	<u>16,535</u>
Available for 2015-16	238,351
Expended to date 2015-16	<u>216,705</u>
Available AFG Capital Grant Funds	\$ <u>21,646</u>

c) CNCP (Carbon Neutral Capital Program) Grant

CNCP – 2015-16 Grant	\$ 49,827
Expended to date 2015-16	<u>49,827</u>
Available CNCP Grant Funds	\$ <u>-</u>

d) Routine Capital Grant (Bylaw)

	Lighting Upgrade - NES, BO, Shop	Heating, Ventilation & A/C Upgrades - LESS	Total
Routine Capital 2015-16 Grant	\$ 245,400	\$ 339,400	\$ 584,800
Interest Revenue	288	398	686
Expended to date 2015-16	81,641	107,561	189,203
Available Routine Capital Funds	\$ 164,046	\$ 232,237	\$ 396,283

Shareable Capital - SS (Capital Reserve)

- Ministry restricted capital reserve balance is \$ 268,071.

Non-Shareable Capital - NSC (Local Capital Reserve)

- Board restricted internal capital reserve is \$ 81,189.

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

Incidences: Pages 5 & 6 indicate that July 2015 to March 2016 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 60% Replacement Budget remaining
\$129,094 spent on a \$322,954 Budget

5. Government Reports Filed

2015/16 Amended Annual Budget (Feb)

1701 Reports (Feb)

Fund : 0 General Operating

O	TITLE	MAR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	347,563.45	2,702,307.62		4,036,269	1,333,961	33
2	Emp. Benefits/Allowances	89,240.83	700,642.65		1,044,429	343,786	33
3	Services	28,223.75	196,884.27		340,837	143,953	42
4	Services	3,107.78	29,282.66		45,760	16,477	36
5	Supplies And Materials	20,115.74	121,815.00	8,676.87	326,999	196,507	60
TOTAL FOR Function - 1		488,251.55	3,750,932.20	8,676.87	5,794,294	2,034,685	35
Function : 4 District Administration							
1	Salaries	30,021.21	277,838.60		381,916	104,077	27
2	Emp. Benefits/Allowances	5,262.04	63,746.93		90,646	26,899	30
3	Services	4,823.24	131,200.11		249,350	118,150	47
4	Services	4,528.20	43,115.42		68,000	24,885	37
5	Supplies And Materials	1,943.97	27,352.65	229.39	25,979	1,603	6
TOTAL FOR Function - 4		46,578.66	543,253.71	229.39	815,891	272,408	33
Function : 5 Operations & Maintenance							
1	Salaries	38,732.81	409,845.95		534,925	125,079	23
2	Emp. Benefits/Allowances	6,838.98	98,896.14		131,084	32,188	25
3	Services	188.92	13,688.60		15,100	1,411	9
4	Services	4,776.22	59,384.73		60,394	1,009	2
5	Supplies And Materials	53,938.51	338,087.46		442,899	104,812	24
TOTAL FOR Function - 5		104,475.44	919,902.88	0.00	1,184,402	264,499	22
Function : 7 Transportation & Housing							
1	Salaries	13,827.26	127,012.71		168,717	41,704	25
2	Emp. Benefits/Allowances	2,305.53	29,955.43		41,644	11,689	28
3	Services	1,241.33	21,224.76		33,310	12,085	36
4	Services		904.67		1,000	95	10
5	Supplies And Materials	5,736.43	64,313.21		90,655	26,342	29
TOTAL FOR Function - 7		23,110.55	243,410.78	0.00	335,326	91,915	27
TOTAL FOR Fund - 0		662,416.20	5,457,499.57	8,906.26	8,129,913	2,663,507	33
GRAND TOTAL		662,416.20	5,457,499.57	8,906.26	8,129,913	2,663,507	33

Current Year:

TARGETS:

10-month expenses (Functions 1 & 7)

30%

12-month expenses (Functions 4 & 5)

25%

Overall Target

29%

Fund : 0 General Operating

O	TITLE	MAR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	349,212.30	2,464,464.28		3,896,049	1,431,585	37
2	Emp. Benefits/Allowances	96,234.52	659,329.24		1,006,130	346,801	34
3	Services	15,017.98	140,921.87	694.75	274,928	133,311	48
4	Services	3,149.56	21,131.00		50,735	29,604	58
5	Supplies And Materials	17,582.14	91,224.99	1,451.78	220,001	127,324	58
TOTAL FOR Function - 1		481,196.50	3,377,071.38	2,146.53	5,447,843	2,068,625	38
Function : 4 District Administration							
1	Salaries	29,017.34	281,701.08		384,998	103,297	27
2	Emp. Benefits/Allowances	7,242.72	67,583.97		88,546	20,962	24
3	Services	3,130.35	175,823.42	672.00	245,400	68,905	28
4	Services	570.68	36,719.33		80,685	43,966	54
5	Supplies And Materials	1,576.65	16,455.84		50,710	34,254	68
TOTAL FOR Function - 4		41,537.74	578,283.64	672.00	850,339	271,383	32
Function : 5 Operations & Maintenance							
1	Salaries	37,882.95	365,538.38		479,617	114,079	24
2	Emp. Benefits/Allowances	10,987.64	94,009.90		116,199	22,189	19
3	Services	1,678.59	21,280.03		24,600	3,320	13
4	Services	2,460.43	44,956.52		81,800	36,843	45
5	Supplies And Materials	55,278.03	318,392.02	9,576.13	420,899	92,931	22
TOTAL FOR Function - 5		108,287.64	844,176.85	9,576.13	1,123,115	269,362	24
Function : 7 Transportation & Housing							
1	Salaries	9,917.50	113,174.37		201,869	88,695	44
2	Emp. Benefits/Allowances	2,772.44	24,974.77		49,722	24,747	50
3	Services	3,273.86	23,909.33		38,192	14,283	37
4	Services		800.00		1,000	200	20
5	Supplies And Materials	9,401.30	74,097.55		90,655	16,557	18
TOTAL FOR Function - 7		25,365.10	236,956.02	0.00	381,438	144,482	38
TOTAL FOR Fund - 0		656,386.98	5,036,487.89	12,394.66	7,802,735	2,753,852	35

Previous Year:

TARGETS:

10-month expenses (Functions 1 & 7)

30%

12-month expenses (Functions 4 & 5)

25%

Overall Target

29%

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average Per Employee	Employee Head Count
2015-2016															
AO	0.00	0.00	4.00	1.00	1.00	4.40	6.60	2.00	4.00				23.00	3.83	6
Exempt	1.00	5.00	1.00	1.00	0.00	1.00	0.50	12.50	0.00				22.00	3.14	7
Support Staff: Clerical/Lib Clk	0.00	0.00	2.97	6.97	2.50	2.11	6.04	7.11	4.93				32.63	4.66	7
Support Staff: Custodial	13.50	11.43	1.00	12.63	24.25	26.38	6.48	7.69	6.14				109.50	15.64	7
Support Staff: EA/PrA/SSC	0.00	0.00	15.16	23.07	35.59	25.31	32.42	28.54	12.74				172.83	8.64	20
Support Staff: Maintenance	1.00	1.00	1.00	1.38	0.00	0.75	0.00	1.00	1.00				7.13	2.38	3
Support Staff: Transportation	0.00	0.00	0.00	1.13	2.50	1.38	1.69	3.25	0.50				10.45	2.09	5
Teachers	0.00	0.00	47.57	30.60	40.55	33.20	50.80	45.80	22.20				270.72	6.45	42
TOTAL	15.50	17.43	72.70	77.78	106.39	94.53	104.53	107.89	51.51	0.00	0.00	0.00	648.26		97

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average Per Employee	Employee Head 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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average Per Employee	Employee Head Count
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

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average	Employee
														Per	Head
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/PA/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>Average</u>													<u>Employee</u>	
	<u>Per</u>													<u>Head</u>	
	<u>Employee</u>	<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>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	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	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	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	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	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	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	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	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

	Average													Employee	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Per Employee	Head Count
2010-2011															
AO	0.00	0.00	0.40	0.00	2.60	1.00	4.00	4.80	0.40	1.60	3.00	3.00	20.80	5.20	4
Exempt	3.00	2.50	2.00	4.00	1.50	1.00	0.83	2.00	3.00	3.29	3.00	1.00	27.12	9.04	3
Support Staff: Clerical/Lib Clk	0.00	1.00	5.21	7.81	11.59	0.69	14.18	7.70	5.07	3.61	6.86	6.64	70.36	10.05	7
Support Staff: Custodial	0.45	0.35	7.70	7.85	10.14	6.56	10.23	9.96	6.03	10.75	4.64	15.31	89.97	11.25	8
Support Staff: EA/PrA/SSC	0.00	0.00	9.74	11.09	12.91	14.69	16.11	20.47	25.73	30.26	19.00	15.81	175.81	8.37	21
Support Staff: Maintenance	0.00	0.00	1.13	2.81	1.00	0.00	2.00	9.00	0.88	1.00	1.00	2.00	20.82	6.94	3
Support Staff: Transportation	2.25	3.50	5.50	4.50	4.75	3.00	3.38	12.69	7.00	2.00	1.00	0.00	49.57	9.91	5
Teachers	0.00	0.00	9.35	30.29	38.48	34.79	74.72	61.39	36.05	29.96	26.37	30.91	372.31	9.31	40
TOTAL	5.70	7.35	41.03	68.35	82.97	61.73	125.45	128.01	84.16	82.47	64.87	74.67	826.76		91

Annual Budget

School District No. 10 (Arrow Lakes)

June 30, 2017

School District No. 10 (Arrow Lakes)

June 30, 2017

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 10 (ARROW LAKES) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

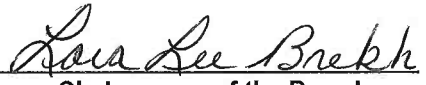
1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 10 (Arrow Lakes) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$8,985,530 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 26th DAY OF APRIL, 2016;

READ A SECOND TIME THE 26th DAY OF APRIL, 2016;

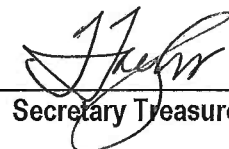
READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF APRIL, 2016;

(Corporate Seal)


Chairperson of the Board


Secretary/Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 10 (Arrow Lakes) Annual Budget Bylaw 2016/2017, adopted by the Board the 26th DAY OF APRIL, 2016.


Secretary/Treasurer

School District No. 10 (Arrow Lakes)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	438,000	440,375
Total Ministry Operating Grant Funded FTE's	<u>438,000</u>	<u>440,375</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education	7,477,007	7,637,405
Tuition	62,500	62,500
Other Revenue	207,430	211,430
Rentals and Leases	6,000	6,000
Investment Income	52,000	58,100
Amortization of Deferred Capital Revenue	331,343	341,936
Total Revenue	<u>8,136,280</u>	<u>8,317,371</u>
Expenses		
Instruction	6,125,220	6,346,276
District Administration	778,384	727,381
Operations and Maintenance	1,693,804	1,628,693
Transportation and Housing	336,300	335,326
Total Expense	<u>8,933,708</u>	<u>9,037,676</u>
Net Revenue (Expense)	<u>(797,428)</u>	<u>(720,305)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)	644,271	799,557
Budgeted Surplus (Deficit), for the year	<u>(153,157)</u>	<u>79,252</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(153,157)	79,252
Budgeted Surplus (Deficit), for the year	<u>(153,157)</u>	<u>79,252</u>

School District No. 10 (Arrow Lakes)

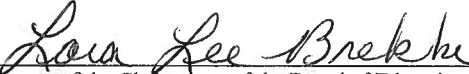
Statement 2

Annual Budget - Revenue and Expense

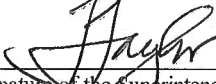
Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	7,822,158	7,944,313
Operating - Tangible Capital Assets Purchased		185,600
Special Purpose Funds - Total Expense	573,228	603,472
Special Purpose Funds - Tangible Capital Assets Purchased	51,822	33,507
Capital Fund - Total Expense	538,322	489,891
Total Budget Bylaw Amount	8,985,530	9,256,783

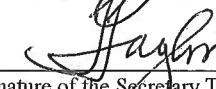
Approved by the Board


Signature of the Chairperson of the Board of Education


Date Signed


Signature of the Superintendent


Date Signed


Signature of the Secretary Treasurer


Date Signed

School District No. 10 (Arrow Lakes)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(797,428)	(720,305)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(51,822)	(219,107)
Total Acquisition of Tangible Capital Assets	(51,822)	(219,107)
Amortization of Tangible Capital Assets	538,322	489,891
Total Effect of change in Tangible Capital Assets	486,500	270,784
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(310,928)	(449,521)

School District No. 10 (Arrow Lakes)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	7,051,957	7,200,426
Tuition	62,500	62,500
Other Revenue	7,430	11,430
Rentals and Leases	6,000	6,000
Investment Income	50,000	50,000
Total Revenue	7,177,887	7,330,356
Expenses		
Instruction	5,551,992	5,742,804
District Administration	778,384	727,381
Operations and Maintenance	1,155,482	1,138,802
Transportation and Housing	336,300	335,326
Total Expense	7,822,158	7,944,313
Net Revenue (Expense)	(644,271)	(613,957)
Budgeted Prior Year Surplus Appropriation	644,271	799,557
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(185,600)
Total Net Transfers	-	(185,600)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 10 (Arrow Lakes)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	7,011,397	7,151,418
Other Ministry of Education Grants		
Pay Equity	40,560	40,560
Curriculum Implementation		4,100
Foundation Skills Assessment		4,348
Total Provincial Grants - Ministry of Education	7,051,957	7,200,426
Tuition		
Offshore Tuition Fees	62,500	62,500
Total Tuition	62,500	62,500
Other Revenues		
Other School District/Education Authorities		2,000
Miscellaneous		
Cultural ArtStarts	7,430	7,430
Growing Innovations		2,000
Total Other Revenue	7,430	11,430
Rentals and Leases	6,000	6,000
Investment Income	50,000	50,000
Total Operating Revenue	7,177,887	7,330,356

School District No. 10 (Arrow Lakes)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Salaries		
Teachers	2,421,665	2,518,167
Principals and Vice Principals	709,386	700,028
Educational Assistants	363,071	389,731
Support Staff	705,147	720,181
Other Professionals	514,851	480,766
Substitutes	329,988	322,954
Total Salaries	5,044,108	5,131,827
Employee Benefits	1,261,402	1,307,804
Total Salaries and Benefits	6,305,510	6,439,631
Services and Supplies		
Services	461,977	439,215
Student Transportation	4,000	4,000
Professional Development and Travel	296,246	307,285
Rentals and Leases	350	350
Dues and Fees	19,500	19,500
Insurance	36,115	36,116
Supplies	466,460	466,216
Utilities	232,000	232,000
Total Services and Supplies	1,516,648	1,504,682
Total Operating Expense	7,822,158	7,944,313

School District No. 10 (Arrow Lakes)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2017

Schedule 2C

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	2,151,703	303,388		79,512	20,025	257,559	2,812,187
1.03 Career Programs							
1.07 Library Services							
1.08 Counselling	53,120			40,666			40,666
1.10 Special Education	169,372	34,333	363,071				53,120
1.31 Aboriginal Education	36,264	5,722				32,034	598,810
1.41 School Administration		329,652					41,986
1.62 Off Shore Students	11,206	24,847		63,340			392,992
1.64 Other							36,053
Total Function 1	2,421,665	697,942	363,071	183,518	20,025	289,593	3,975,814
4 District Administration							
4.11 Educational Administration		11,444			171,666		183,110
4.40 School District Governance					42,000		42,000
4.41 Business Administration					124,059		124,059
Total Function 4	-	11,444	-	-	337,725	-	349,169
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					72,568		72,568
5.50 Maintenance Operations				345,929	83,232	31,895	461,056
5.52 Maintenance of Grounds				16,010			16,010
5.56 Utilities							
Total Function 5	-	-	-	361,939	155,800	31,895	549,634
7 Transportation and Housing							
7.41 Transportation and Housing Administration					1,301		1,301
7.70 Student Transportation				159,690		8,500	168,190
Total Function 7	-	-	-	159,690	1,301	8,500	169,491
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	2,421,665	709,386	363,071	705,147	514,851	329,988	5,044,108

School District No. 10 (Arrow Lakes)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	2,812,187	705,164	3,517,351	401,491	3,918,842	4,103,768
1.03 Career Programs	-	-	-	1,000	1,000	3,000
1.07 Library Services	40,666	10,573	51,239	14,809	66,048	65,816
1.08 Counseling	53,120	14,342	67,462	1,000	68,462	68,375
1.10 Special Education	598,810	149,398	748,208	93,700	841,908	850,604
1.31 Aboriginal Education	41,986	11,336	53,322	24,353	77,675	77,675
1.41 School Administration	392,992	105,474	498,466	11,429	509,895	505,119
1.62 Off Shore Students	36,053	9,734	45,787	22,375	68,162	66,447
1.64 Other	-	-	-	-	-	2,000
Total Function 1	3,975,814	1,006,021	4,981,835	570,157	5,551,992	5,742,804
4 District Administration						
4.11 Educational Administration	183,110	48,867	231,977	41,500	273,477	265,955
4.40 School District Governance	42,000	600	42,600	73,050	115,650	115,650
4.41 Business Administration	124,059	31,015	155,074	234,183	389,257	345,776
Total Function 4	349,169	80,482	429,651	348,733	778,384	727,381
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	72,568	18,142	90,710	9,600	100,310	96,788
5.50 Maintenance Operations	461,056	110,750	571,806	212,193	783,999	770,933
5.52 Maintenance of Grounds	16,010	4,163	20,173	19,000	39,173	39,081
5.56 Utilities	-	-	-	232,000	232,000	232,000
Total Function 5	549,634	133,055	682,689	472,793	1,155,482	1,138,802
7 Transportation and Housing						
7.41 Transportation and Housing Administration	1,301	325	1,626	-	1,626	1,563
7.70 Student Transportation	168,190	41,519	209,709	124,965	334,674	333,763
Total Function 7	169,491	41,844	211,335	124,965	336,300	335,326
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	5,044,108	1,261,402	6,305,510	1,516,648	7,822,158	7,944,313

School District No. 10 (Arrow Lakes)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	425,050	436,979
Other Revenue	200,000	200,000
Total Revenue	625,050	636,979
Expenses		
Instruction	573,228	603,472
Total Expense	573,228	603,472
Net Revenue (Expense)	51,822	33,507
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(51,822)	(33,507)
Total Net Transfers	(51,822)	(33,507)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 10 (Arrow Lakes)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	CommunityLINK Transformation	Service Delivery	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education	67,770	144,170	-	160,000	46,161	8,034	-	5,000	219,195
Other									
	67,770	144,170	-	200,000	96,000	12,250	104,860	-	425,050
									200,000
									625,050
Less: Allocated to Revenue	67,770	144,170	-	200,000	96,000	12,250	104,860	-	625,050
Deferred Revenue, end of year	-	-	-	160,000	46,161	8,034	-	5,000	219,195
Revenues									
Provincial Grants - Ministry of Education	67,770	144,170	-	200,000	96,000	12,250	104,860	-	425,050
Other Revenue									200,000
	67,770	144,170	-	200,000	96,000	12,250	104,860	-	625,050
Expenses									
Salaries									
Teachers		90,816							139,915
Educational Assistants		23,442			57,898		49,099		81,340
		114,258			57,898		49,099		221,255
Employee Benefits		29,912			15,053		13,257		58,222
Services and Supplies	15,948			200,000	23,049	12,250	42,504		293,751
	15,948	144,170	-	200,000	96,000	12,250	104,860	-	573,228
Net Revenue (Expense) before Interfund Transfers	51,822	-	-	-	-	-	-	-	51,822
Interfund Transfers									
Tangible Capital Assets Purchased	(51,822)								(51,822)
	(51,822)	-	-	-	-	-	-	-	(51,822)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 10 (Arrow Lakes)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Investment Income		2,000	2,000	8,100
Amortization of Deferred Capital Revenue	331,343		331,343	341,936
Total Revenue	331,343	2,000	333,343	350,036
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	538,322		538,322	489,891
Total Expense	538,322	-	538,322	489,891
Net Revenue (Expense)	(206,979)	2,000	(204,979)	(139,855)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	51,822		51,822	219,107
Total Net Transfers	51,822	-	51,822	219,107
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(155,157)	2,000	(153,157)	79,252

Reports for April 26, 2016 Regular Meeting

Chair Report:

Policy work is continuing and the Board is making great progress

Budget meetings with partner groups and parents were well attended and we collected some great input to help with the budget, and 3 finance committee meetings were also held

Correspondence:

Copy of letter from Deputy Minister Dave Byng to BCSTA

Several copies of letters from Boards to Ministry of Education and to the Premier

DPAC:

Next meeting is May 2

BCPSEA:

-attended regional meeting with Terry Taylor in Kelowna on April 13

BRANCH:

A branch meeting was held at the BCSTA AGM with Districts 5, 6, 8, 20 and 51

-districts shared what is happening in their school district

-results of a recent survey by BCSTA was shared with the Branch

BCSTA:

-4 trustees recently attended the BCSTA AGM in Vancouver

-a successful weekend with interesting plenary speakers, pro-d, and a business meeting

LESS PAC Meeting April 5, 2016 – Report to SD10 School Board

Resignation of Principal: It was announced to the PAC and school (March 9/16) that Nicol Suhr has submitted her resignation, effective July 31, 2016. A meeting was held prior to the PAC meeting, April 5, to discuss parental feed back for criteria for the principal position. One parent has stepped forward to sit on a committee for the selection process.

Secondary: Immersion Week taking place April 20 – 22. Timetables are being drafted for the coming school year.

Pro D Days: April 18 & 19

DPAC: approved a \$1000 grant for the meals program.

Music program possibility: Patrick McGibbon is interested in coming to the school one day per week and conduction a music program.

Respectfully submitted,

Rhonda Farrell

PAC Meeting NSS April 4th and 25th

Reviewed the proposed timetable. 2 x blocks on Monday, with two linear blocks. Tuesday to Friday run 4 courses ABCD will run on Semester. Exception math and PE for grade 8 and 9, they will run linear. Course selection should be presented by the 2nd or 3rd week in May.

Outdoor sign, the new one, still not operational. Waiting for a computer. Parents also have concerns about students on field trips and no cell phone. They would like to have a cell phone for school trips.

30 hour famine to take place this Friday. It will start at 3:00 on Friday and last until noon on Saturday. Students are also working on organizing dinner in the halls. No date as of yet has been set, but PAC agreed to donate \$500.00 towards the event.

Parents had concerns with transcripts that were given to students to include with their scholarships and bursaries. Some students received two different versions and others only received one. They should have received their transcript and diploma verification. Natasha is working with scholarship committee to let different committees know if they require more information for certain students the school will provide it.

Report cards were handed out to student yesterday April 25th.

The Sr. Outdoor education class was on Jr. Dragons den and placed first and second place. They will be on Trail on May 7th for the Finals and audience participation is encouraged.

Parent Concern around Burton Academy - cost of having in Burton vs Nakusp, changing the timetable, what is the benefit of Burton academy, why do we have it to benefit so few students. Is there a minimum to run the program? Would the program shut down if that minimum was not met? Also, Ball Park of what we get per student for NSS. What is the difference between burton academy and NSS Grade 11 and 12 students? Do we get burton academy amount plus the amount that get for NSS? Or does this take away funds from NSS?

Chamber of Commerce – Nothing to Report



**April 26th, 2016
Regular Board Meeting
Superintendent/Secretary Treasurer Report**

My Education BC: Student Enrollment Numbers

As of: April 26-16

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	3	4	2	3	1	3	4	3	2	5	14	49
EES	1	2	2	5	2	4	3							19
LESS	4	12	4	10	9	6	5	5	9	5	1	5	8	83
NES	19	15	18	21	20	18	32	27						170
NSS									27	27	26	35	32	147

**TOTAL Per
Grade**

27 31 27 40 33 31 41 35 40 35 29 45 54

**District
Total**

468

Notes:

Grade not applicable to school

BAS is currently not showing cross enrollment numbers in My Ed BC

1. Asbestos Project

- School districts are being encouraged by WorkSafe to have all school buildings tested for asbestos and to identify potential removal if asbestos exists
- Manager of Operations, Art Olson, is pursuing this matter and will report to the Board once a plan has been developed

2. Service Delivery Update (Shared Services)

- A new optional procurement website – BC Education Marketplace – has been formed with a wide range of agreements for districts to access <http://bcedmarketplace.ca/school-districts>
- White Fleet and School Bus Insurance Service Delivery has just been announced. This is a mandatory program, and all districts must renegotiate insurance coverage by June 30, 2016. Highlights of the new program are lower premiums, but higher deductibles for claims
- HR/Payroll Working Group – Superintendent/ST was asked to sit on this working group which is preparing an optional listing and costing for HR/Payroll software vendors
- Currently there are four HR/Payroll vendors in BC; lower costs and more strategic leveraging for greater automation are a few of the initiatives the working group is working on with a final report completed by June 30, 2016

3. Edgewood School Configuration and Staffing

- At meetings held last Wednesday, April 30th with EES staff and parents, Sue Paterson, Principal and Superintendent of Schools presented a plan for 2016-17 configuration
- EES will revert to the four-day week starting in September 2016 – all weeks will be four days in length
- A teaching Vice Principal will lead the school all 4 days and also teach the Grade 3 - 7 intermediate class
- Posting for the VP closes on Friday, April 29th with interviews on Tuesday, May 10th and meet and greet sessions with EES staff and parents on the afternoon of Monday, May 9th

4. Lucerne School Principal Update

- Over 26 qualified applicants for the recent Lucerne Principalship were received
- The committee shortlisted three candidates who met staff and parents today at the school
- Interviews are scheduled for Wednesday, April 26th

5. Lucerne Wifi Report (attached)

- The wired and wireless Internet project at Lucerne is now completed
- Patrick Martin, IT Manager is to be commended for a job well done in sourcing and installing equipment which more than meets the high standards of any safety code in the world including the more stringent European standards
- Wifi signals inside the school are significantly lower than outside the school due to the sophisticated equipment and strategic project design of the wireless system and higher ambient wifi signals in the school's immediate neighbourhood

6. West Kootenay Teacher Education Program (WKTEP)

- Dr. Leyton Schnellert is the new Academic Advisor for the WKTEP Program along with Program Coordinators, Geoff Burns and Kristi Crowe
- The Consortium of four West Kootenay school districts support the program with teacher candidate placements and learning experiences, and Superintendents in SD 8, 20, 51 and 10 also help guide the program through twice yearly meetings
- At last Thursday's Consortium meeting at the new UBC campus in Nelson, several changes to the 2016-17 Teacher Education program were announced:
 - 1) a renewed commitment to student teacher placements in all four school districts
 - 2) extended guided learning experiences over several consecutive weeks in SD 10 and SD 51 to increase presence and visibility in these more rural school districts
 - 3) short two week practicums in October/November and long March-May practica may be in different school districts to allow more exploration and choice
 - 4) though still a "school-based" model with 3 days of class per week at UBC-Nelson and 2 days in schools through the year, the start of the school-based time for teacher candidates, will be October, leaving more time for SD 10 and SD 51 learning times in September; SD 8/SD 20 district learning experiences will be during winter months

7. Website Revisions and a New Video

- Our district website has some fresh new content – new photos, new video gallery

organization, and a new welcome video both on the homepage <http://sd10.bc.ca> and the video gallery page <http://sd10.bc.ca/video/>

- Check it out! We're getting a lot of traffic on our website these days, and presented two of our videos – *Facebook Literature Circles* and *Outdoor Education and Entrepreneurship* at the April 2016 BCSTA AGM in Vancouver

Lucerne School WiFi Report

RESPECTFULLY SUBMITTED BY PATRICK MARTIN, SD 10 IT MANAGER

Context and Overview

Based on the controversy regarding the installation of wireless Internet at Lucerne Elementary Secondary School, Board of Education through the Superintendent of Schools, directed the IT Department to devise the safest possible solution that would meet the required needs.

Regulations

The most recent update to the Canadian Safety Code states that the average daily exposure to a developing child should be less than 10 W/M² (Watts per Meter Squared) and under 67 V/M (Volts per Metre).

The Baseline Test

To test the signal strength in the building, we took a base reading with all the wireless equipment powered off. We took readings from various parts of each classroom for a minimum of two minutes in each room, and recorded the highest spike we saw for $\mu\text{W}/\text{M}^2$ (Micro Watt per Meter Squared) and the rooms' average for V/M. We then powered the equipment on and repeated the process. The data was gathered by Patrick Martin (IT Manager) and Art Olson (Maintenance Manager), and verified by Julia Greenlaw (Concerned Parent) and Norbert Duerichen using their own equipment.

Note: 10W = 10000000 μW . The equipment could not display less than 1 μW so it would simply indicate it was below the measurable scale. As the numbers changed rapidly we took the highest value we saw and rounded it up to the nearest 5.

The Results

Room	WiFi On		WiFi Off	
	$\mu\text{W}/\text{M}^2$	V/M	$\mu\text{W}/\text{M}^2$	V/M
Main Entry	<1	0.72	<1	0.76
Room 121	<8	0.95	<1	0.67
Room 122	<10	0.70	<5	0.69
Room 123	<10	0.96	<5	0.91
Room 125	<10	0.96	<5	1.25
Room 126	<10	1.96	<5	1.81
Room 129	<15	2.30	<10	0.98
Room 131	<15	1.34	<10	0.67
Room 132	<1	0.83	<1	0.30
Room 133	<1	2.00	<10	0.92
Room 140	<1	0.39	<1	0.88
Mac Lab	<1	1.05	<1	0.63
Library	<1	1.79	<1	1.38

Student Lounge	<1	0.72	<1	0.66
Room	WiFi On		WiFi Off	
	$\mu\text{W}/\text{M}^2$	V/M	$\mu\text{W}/\text{M}^2$	V/M
Office	<1	2.16	<1	0.95
Wood shop	<1	2.55	<1	0.50
Foods Room	<1	2.45	<1	0.27
Counselling Office	<1	1.00	<1	0.70
Strong Start	<2	0.00	<1	0.50
Unused Rooms	<1	0.73	<1	0.73
Gym	<1	0.14	<1	0.14
Playground (Rope Tower)	<25	3.48	<25	3.48

The Findings – Ambient EMF Signals and other EMF-emitting sources

The surrounding houses on the elementary side of Lucerne School, and around the playground have very strong wireless signals coming from their houses. Many of these signals were not present in the homes until after 9am.

If somebody operates any microwave in the Lucerne School building, the signals jump to upwards of 400 $\mu\text{W}/\text{M}^2$ and 20 V/M.

Many of the surrounding houses have smart meters, and when those meters transmit their data there is a noticeable spike in EMF signal. As we cannot determine if the spikes read by our equipment were from district-owned equipment or BC Hydro's equipment, we recorded the values as our own.

Rooms where teachers left their phones on, showed higher than levels rooms that were completely empty.

Analysis

Based on the findings, we believe the signal strength in the buildings are very well within the acceptable limits placed upon us by Safety Code 6.

Additional Precautions

To further ensure the wellbeing of the children and employees within the school, the wireless access is strictly controlled to authorized users only.

Two Wireless signals are being broadcast in the building, the first **SD10 Staff** is only accessible to school and district staff and contractors; the second **LESS Student**, is for student use. The username and password for each of these networks is unique to the staff members and students and is tied to their computer account username and password.

The **LESS Student** permission list is currently programmed with only the secondary students the Principal determined needed access to the wireless. The Principal and School Secretary will be trained in how to add and remove students from this list. To prevent the students from using the wireless for non-

educational purposes after school hours, the wireless signal for the student network shuts itself off at 6:30pm and it will not reactivate until 7:30 am. That is of course, if it is on at all, because the schools administration has the ability to override that schedule and turn on or shut off all wireless for staff and student as is requested or needed.

Conclusion

Based on a review of the installation, testing and analysis of this wireless Internet system, the Lucerne School wireless network greatly exceeds all safety standards in Canada as well as any other country in North America, Europe and Asia with the exception of North Korea where it has been declared illegal to operate a wireless signal.

The readings obtained by the school district's equipment fell within a negligible margin of error of the equipment used by Julia Greenlaw (within two decimal points). Both sets of equipment showed the levels within the school were well within acceptable limits and both showed that the levels within the school were lower than the surrounding area outside the building. Students are less exposed to wireless in their school than outside their school.

CAPITAL BYLAW NO. 127065
2016-2017 AFG CAPITAL

A BYLAW by the Board of Education of School District No. 10 (Arrow Lakes) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the 2016-2017 Annual Facilities Grant Capital Projects.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement);
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$236,572 for the 2016-17 Annual Facility Grant Capital Projects is hereby adopted.
2. This Bylaw may be cited as School District No.10 (Arrow Lakes) Capital Bylaw No.127065.

READ A FIRST TIME THE 26th DAY OF APRIL, 2016;
READ A SECOND TIME THE 26th DAY OF APRIL, 2016; -
READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF APRIL, 2016.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 10 (Arrow Lakes), Capital Bylaw No.127065 adopted by the Board the 26th day of APRIL, 2016.

Secretary-Treasurer

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

1100 – Public Participation at School Board Meetings

1.0 General

- 1.1 The Board of Education welcomes and encourages students, parents, educational partners and interested citizens to attend Board meetings.
- 1.2 To facilitate successful participation at meetings a set of guidelines have been established.

2.0 Guidelines

- 2.1 Individuals or groups wishing to present information to the Board may be placed on the agenda by contacting the Superintendent or Board Chair at least one week prior to the Board meeting, indicating the nature of the presentation.
- 2.2 Delegations must appoint a spokesperson who will present the information to the Board.
- 2.3 The Board will make an effort to respond as promptly as possible to presentations made by delegations.
- 2.4 If, while attending a School Board Meeting, a member of the public has a general question or comment, this may be asked or stated at the question period at the end of the meeting.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

1200 – Board Representatives and Participation in Community/Organization Meetings

1.0 General

- 1.1 The Board of Education welcomes invitations to participate in standing and/or adhoc committees and community organization meetings as an opportunity to share school district achievements, priorities and challenges.
- 1.2 In response to requests from external organizations, the Board will give consideration to naming representatives to these committees. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual interest. Trustees will represent the school district's interests, as its appointed representative, when participating in the work of external organizations or committees.
- 1.3 Matters designated as confidential by the Board will not be disclosed, disseminated, published or communicated in any manner by any trustee without the prior authorization of the Board.
- 1.4 To facilitate successful participation, those individuals or organizations sponsoring such meetings are supported by a set of established guidelines.

2.0 Guidelines

- 2.1 Invitations for ad hoc meetings should be extended with as much notice as possible and should include an overview of the nature of the meeting and any information requested of the Board.
- 2.2 Where possible, agendas for meetings should be provided in advance, and preferably at least two weeks before the meeting.
- 2.3 The Board will provide a list of trustee representatives to external organizations or agencies on the District website.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

3110 – Signing Officers

1.0 General

- 1.1 The Signing Officers for the Board of Education of School District No. 10 (Arrow Lakes) are the Superintendent/Secretary-Treasurer and/or Director of Finance along with the Chairperson of the School Board, and any trustee designated by the Board by motion.
- 1.2 In extraordinary circumstances, when none of the Trustee Signing Officers are available, the Superintendent/Secretary-Treasurer may act as a Trustee Signing Officer. When this occurs, the Superintendent/Secretary-Treasurer will inform the Chairperson of the Board as soon as practical.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

3192 – Financial Accounting, Auditing and Reporting

1.0 General

- 1.1 The Board of Education complies with the School Act regarding procedures and reporting for Financial Accounting and Audits.
- 1.2 The Board maintains budgetary control over expenditures, maintenance of accounting records for funds, preparation and submission of financial information and designation of specific funds.
- 1.3 Reporting of district finances and district audits are made to the public and to the Ministry of Education.

2.0 Financial Statements

- 2.1 The Board shall ensure that monthly financial statements are prepared and presented at regular public meetings of the Board.
- 2.2 The Board shall ensure that annual audited financial statements are prepared and presented at a regular public meeting of the Board.

3.0 Audits

- 3.1 The Board shall appoint an external auditor to audit the annual financial statements.
- 3.2 Should the Board receive a report of irregularities from the auditor, they will promptly bring the matter to the attention of the appropriate police authorities and may commence proceedings to recover any loss or damage.
- 3.3 School Trust Accounts will be audited on a regular basis.

4.0 Reporting

- 4.1 Financial reports shall be made public on the school district website and at regular public meetings.
- 4.2 All financial reporting required by the Ministry of Education will be done in compliance with the School Act and Ministerial Orders.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

5450 – Participation in Graduation Ceremonies

1.0 General

- 1.1 The Board of Education believes that the purpose of a graduation ceremony is to recognize those students who will graduate from secondary school with a Certificate of Graduation (Dogwood Diploma), School Completion Certificate (Evergreen Certificate) or B.C. Adult Graduation Diploma (Adult Dogwood).

2.0 Guidelines

- 2.1 Graduation ceremonies may be held at any appropriate time in a school year to recognize students who become eligible for graduation.
- 2.2 Criteria for participation in graduation ceremonies are:
 - 2.2.1 The student must be eligible to graduate and receive the Certificate of Graduation, School Completion Certificate or BC Adult Graduation Diploma in January or June.
 - 2.2.2 Enrollment in distributed learning courses utilized to meet graduation requirements must be approved by the Principal.
 - 2.2.3 The student has not been suspended for a drug/alcohol incident in the current school year.
 - 2.2.4 Rotary (or similar) exchange students who have attended the school as grade 11 or 12 students for at least one semester may also participate in the ceremonies.
- 2.3 Students who have displayed conduct unbecoming of a graduate may be excluded from graduation ceremonies by the Principal.
- 2.4 Grade 10, 11 and 12 students must be made aware of this policy at the beginning of each school year and as appropriate at other times during year by the Principal.
- 2.5 Appeals may be made to the Superintendent of Schools, and then to the Board of Education in accordance with Bylaw Number 4: Appeal Bylaw (Section 11).



SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

6725 – Trustee Mission Statement Award

1.0 General

- 1.1 The purpose of the Trustee Mission Statement Award is to acknowledge the Grade 12 student who best exemplifies the attributes of the District Mission Statement.
- 1.2 The award amount shall be determined by the Board of Education and specified in the Trustee Mission Statement District Protocol.

2.0 District Mission Statement

- 2.1 Our mission is to provide all of our students with an equal opportunity to achieve academic excellence to the utmost of their abilities, to learn to manage change, to learn to live and work in harmony with others and their environment and thus to grow into caring, intelligent and productive citizens.
- 2.2 We believe our mission can only be achieved by a highly professional staff and with the active cooperation of family and community members.