



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

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### MINUTES

School Board Office

Tuesday, May 31, 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, R. Kobayashi, H. Dennill

**OTHERS:** R. Bardati, J. Trainor, G. Parkstrom, D. Perry, G. Koenig

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#### 1. CALL TO ORDER:

Chair L. Brekke called the meeting to order at 7:02 pm.

#### 2. ADOPTION OF AGENDA:

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

**CARRIED**

#### 3. ADOPTION OF MINUTES:

Moved by Q. De Courcy seconded by J. Struck, that the minutes of the Regular Meeting of April 26, 2016 be adopted as presented.

**CARRIED**

#### 4. PRESENTATIONS

- a) Student Services Review  
Power point presentation by Heather Dennill (Presentation Attached)
- b) International Business Plan  
Presentation by Ryoko Kobayashi (Presentation Attached)

International Business Plan – Next Steps will be discussed by the Board at the June 28<sup>th</sup>, 2016 Regular Meeting of the Board.



## **5. FINANCIAL UPDATE:**

- a) Financial Report presented by Susan Brenna-Smith. (Report Attached)

## **6. QUESTIONS REGARDING FINANCIAL**

That Capital Grant funds for lighting upgrades was able to extend to NSS and EES in addition to NES, BO and Shop.

## **7. REPORTS**

- a) Chairperson (L. Brekke):
  - Policy work on-going
  - Staff Appreciation day was a success
  - Correspondence received (copies):
    - Letter from Deputy Minister Dave Byng to BCSTA
    - Minister of Education to Mike Bernier
    - Correspondence between SD and Ministry of Ed and Premier
- b) Education Partnership Committee:  
Nil
- c) Parent Advisory Council / Trustee Liaison Reports:
  - i) Southern Zone (Q. De Courcy)  
No report
  - ii) Nakusp Elementary School (J. Struck)
    - Year-end field trips starting
    - Organizing for pancake breakfast
  - iii) Lucerne Elementary-Secondary School (R. Farrell)
    - Lockdown drill was attended by a Nelson RCMP
    - Staffing changes discussed
    - Preliminary data on solar panels was
    - June 7<sup>th</sup> is the next meeting
  - iv) Nakusp Secondary School (M. Teindl)
    - Grade 7 orientation
    - Timetable still in review
    - Exams starting June 15<sup>th</sup>
    - End of year beach day June 29<sup>th</sup> (looking for certified life guard)

- v) District Parent Advisory Council (L. Brekke)
  - DPAC is looking into having a former BCCPAC representative come to SD10 to meet with parents about the importance of PAC's
- vi) CUPE/Board Liaison Meeting (L. Brekke)
  - Ongoing review of CUPE job descriptions
  - Reviewed bus report
  - Next meeting June 22<sup>nd</sup>
- vii) ALTA/Board Liaison Meeting (R. Bardati)
  - LGBTQ Policy
  - CA Melding on-going
  - TOC Call-out discussion
  - Pro-D Planning for 2016-2017
  - LIF and Ed Fund Consultation
- viii) Occupational Health and Safety Committee (Q. De Courcy)
  - Discussed safety training for new staff
  - Code red drill successfully completed; discussed frequency
  - New emergency procedures for school manuals
- 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: AGM dates have been sent.
  - ii) BCSTA: Attended AGM
  - iii) BCPSEA: Information released regarding regional meetings that were held in April and May.
- e) Superintendent/Secretary-Treasurer:
  - i) Report presented in detail (Report Attached)
    - SD 10 - Framework for Enhancing Student Learning (attached)

## 8. OLD BUSINESS:

a) Policy Updates

**Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education approve revisions to Policies 1100/n230, 1200/n240, 3110/n610, 3195/n621, 5450/n320 and 6725/n321 as recommended by the Policy Committee and as presented. (\*n – new policy number)**

**CARRIED**

**Moved by M. Teindl, seconded by J. Struck, that the Board of Education approve the abandonment of Policy 3190 as recommended by the Policy Committee.**

**CARRIED**

b) Board Meeting Frequency

**Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education adopt a format of one meeting day per month, to be the second Tuesday of each month, and will include the In-Camera Meeting followed by the Education Partnership Committee Meeting followed by the Regular Meeting of the Board commencing in September 2016.**

**CARRIED**

**9. NEW BUSINESS:**

a) Trustee Indemnity

Susan Brenna-Smith presented a Trustee Remuneration and Indemnity Report. (Report Attached)

Based on the information presented, the Board will consider a recommendation for the June Regular Meeting of the Board.

b) Board Strategic Planning 2016-2017

c) Policy Committee Update and Recommendation

**Notice of Motion:** *That the Board of Education approve revisions to policy 412 (formerly policy #2011) at the June 28<sup>th</sup> Regular Meeting of the Board as recommended by the Policy Committee.*

**Notice of Motion:** *That the Board of Education approve policies 1500, 1510, 2210, 3510, 4530 to be abandoned at the June 28<sup>th</sup> Regular Meeting of the Board as recommended by the Policy Committee.*

All policies as referenced above are available on the SD10 Website policy page: <http://sd10.bc.ca/board-of-education/sd-10-board-of-education-policy/>

Input from education partners may be sent directly to the Board Chair prior to June 23/16.



The Board Chair discussed the rationale for abandonment of the policies listed. Additional documents were presented including the DPAC/PAC District Protocol, Community Use of School Facilities Protocol – Draft, PVP Job Description- Draft. These documents are attached.

**10. NEXT MEETING DATES:**

- a) Education Partnership Committee Meeting – 7:00PM – June 14<sup>th</sup>, 2016
- b) Regular Board Meeting – 7:00PM – June 28<sup>st</sup>, 2016

**11. QUESTIONS FROM PUBLIC:**

- a) LESS Solar Reports Accuracy
  - Data is monitored regularly
  - Reports are preliminary
  - Students are learning about renewable energy
  - A presentation on the Solar Panel is anticipated in the fall of 2016

**12. ADJOURNMENT:**

Q. DeCourcy adjourned the meeting at 8:52 pm.

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L. Brekke  
Chairperson

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T. Taylor  
Superintendent/Secretary-Treasurer

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

# Student Services Review and Setting the Direction

May 31, 2016

# The Process

- All learning staff were invited to participate in confidential interviews
- 44 staff volunteered from 4 schools

Participants were asked to “think ahead 3-5 years and if you were hovering over this school district looking down, what would you want to see?”

Staff also responded to

1. What is working for student learning? For staff?
2. What do you believe you need to grow your practice in meeting the needs of diverse learners?
3. What are some roadblocks and solutions you see moving forward”?

# What do you want to see in 3-5 years?

Themes:

1. Greater Collaboration
2. Enhanced Sense of Community
3. Communication



# Additional Themes

## Class reviews

- School-based process which focuses on strengths & needs of classroom and teacher's goals for the class

## Collaboration

- Noted as a 'strength of the district'
- Collaboration time in staffing made visible
- Goal of collaboration about student learning which jumps off of collaborating to plan activities
- Time to collaborate with EAs as well
- Build collaboration time into professional learning days

## Inclusion

- Where are we now on a shared definition of inclusion?
- Strong support for the philosophy of inclusion

# Additional Themes

## In Class Support

- Role of EA and LRT

## LRT role

- Shift in role is positively perceived

## Technology to support learning

- Use, training and infrastructure
- Continue to grow the Integrating Technology Team

## IEPs

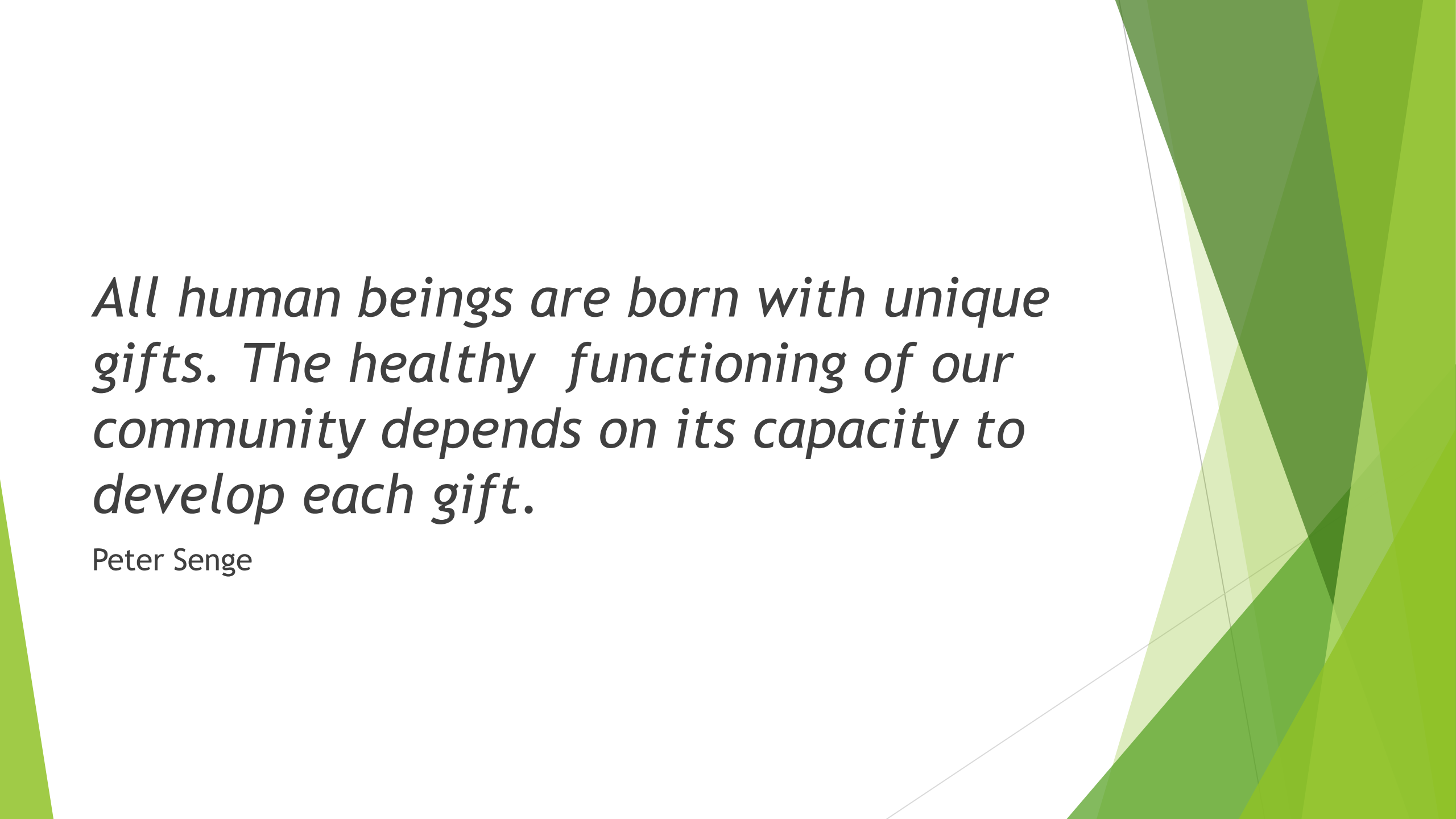
- Process is working well; suggestions for improving

# Where are we now?

## District Focus Group:

Karen Marsden, Keith Greenhalf, Shane Douglas, Barb Mark, Jaime Sing, Joe Baron, Ric Bardati, Heather Dennill, Terry Taylor

Meeting to continue the discussion on short and long term goals, actions and recommendations.

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

*All human beings are born with unique gifts. The healthy functioning of our community depends on its capacity to develop each gift.*

Peter Senge

### **International Program “Tipping Point”**

The following numbers are a rough estimate of basic expenses against tuition:

STUDENTS #	TUITION \$	PERSONNEL \$	RECRUITMENT \$	FIELDTRIPS \$	AVAILABLE \$
2	25,000	24,000	30,000	1,000	(-30,000)
5	62,500	44,500	30,000	2,500	(-14,500)
8	100,000	65,000	30,000	5,000	0
10	125,000	65,000	30,000	6,000	24,000

## International Program Scenarios

The following scenarios are the possible goals for a Five-Year Plan:

	TRADITIONAL INTERNATION AL STUDENTS PROGRAM	GOLF & SKI ACADEMY	AVIATION PREPATORY PROGRAM	SHORT-TERM ACTIVITY-FOCUS GROUP VISITS during school year
(A) BASIC PERSONNEL -Manager -Secretarial time -Homestay Coordinator -ELL Teacher(s) (B) ENHANCED PERSONNEL	(A) <input checked="" type="checkbox"/> (B) <input type="checkbox"/>	(A) <input checked="" type="checkbox"/> (B) <input checked="" type="checkbox"/> -Golf Pro -Ski Instructor -Driver & Transportation	(A) <input checked="" type="checkbox"/> (B) <input checked="" type="checkbox"/> -Ground School Trainer -Pilot Consultant -Driver & Transportation	(A) <input checked="" type="checkbox"/> (B) <input checked="" type="checkbox"/> -Group Leader -Activity Coordinator -Driver & Transportation
(C) BASIC PROGRAM -Homestay -ELL -5 Fieldtrips -(D) ENHANCED PROGRAM	(C) <input checked="" type="checkbox"/> (D) <input type="checkbox"/>	(C) <input checked="" type="checkbox"/> (D) <input checked="" type="checkbox"/> -Golf Course Membership -Golf Sets -Access to indoor golf facility -Seasons ski pass	(C) <input checked="" type="checkbox"/> (D) <input checked="" type="checkbox"/> -Ground School Online Curriculum -Access to flight school	(C) <input type="checkbox"/> (D) <input checked="" type="checkbox"/> -Lodging for a minimum of 30 students (average 50) -ELL -Canoes, Skis, & other equipment depending on season
(E) BASIC MARKETING -3 Targeted Recruitment Fairs -Agents (Commission) -Website and Social Media (F) ENHANCED MARKETING	(E) <input checked="" type="checkbox"/> (F) <input type="checkbox"/>	(E) <input checked="" type="checkbox"/> (F) <input checked="" type="checkbox"/> -Ads & articles in golf magazines in target countries -booth at golf fair in target countries	(E) <input checked="" type="checkbox"/> (F) <input checked="" type="checkbox"/> -Ads & articles in aviation magazines in target countries -partnership with flight schools in Canada and overseas	(E) <input checked="" type="checkbox"/> (F) <input checked="" type="checkbox"/> -build relationship with individual schools



**Board Meeting  
May 31 2016**

Presented by: Susan Brenna-Smith, Director of Finance

**1. a) 2015-2016 Operating Budget Review - April 30, 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: 19% remaining

Actual: 24% remaining

*See Page 3 (Apr 2016) and Page 4 (Apr 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>217,579</u>
Available AFG Capital Grant Funds	\$ <u>20,772</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	102,419	249,530	351,949
Available Routine Capital Funds	\$ 143,269	\$ 90,268	\$ 233,536

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 April 2016 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 45% Replacement Budget remaining  
\$178,610 spent on a \$322,954 Budget

**5. Government Reports Filed**

2016/17 Annual Budget Bylaw  
2016/17 Annual Facilities Grant (AFG) Bylaw  
2016/17 School Enhancement Program – Proposal for Projects  
2016/17 Bus Funding Requests  
March 31 2016 Government Reporting Entity (GRE)



Fund : 0 General Operating

O	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	367,887.82	3,077,579.67		4,036,269	958,689	24
2	Emp. Benefits/Allowances	99,279.89	801,164.63		1,044,429	243,264	23
3	Services	48,844.75	255,181.99	263.35	340,837	85,392	25
4	Services	589.96	30,143.65		45,760	15,616	34
5	Supplies And Materials	21,717.94	149,820.03	5,869.85	326,817	171,127	52
TOTAL FOR Function - 1		538,320.36	4,313,889.97	6,133.20	5,794,112	1,474,089	25
Function : 4 District Administration							
1	Salaries	31,625.81	309,464.41		381,916	72,452	19
2	Emp. Benefits/Allowances	7,609.44	71,356.37		90,646	19,290	21
3	Services	5,551.49	136,751.60		249,350	112,598	45
4	Services	3,377.84	46,493.26		67,711	21,218	31
5	Supplies And Materials	2,017.80	29,370.45	229.39	26,450	3,150	12
TOTAL FOR Function - 4		50,182.38	593,436.09	229.39	816,073	222,408	27
Function : 5 Operations & Maintenance							
1	Salaries	40,699.83	450,545.78		534,925	84,379	16
2	Emp. Benefits/Allowances	10,235.90	109,132.04		131,084	21,952	17
3	Services	615.11	14,303.71		15,100	796	5
4	Services	1,691.28	61,076.01		60,394	682	1
5	Supplies And Materials	22,993.77	361,081.23		442,899	81,818	18
TOTAL FOR Function - 5		76,235.89	996,138.77	0.00	1,184,402	188,263	16
Function : 7 Transportation & Housing							
1	Salaries	16,347.29	144,644.11		168,717	24,073	14
2	Emp. Benefits/Allowances	3,953.54	34,184.28		41,644	7,460	18
3	Services	1,251.20	22,475.96		33,310	10,834	33
4	Services		904.67		1,000	95	10
5	Supplies And Materials	9,866.40	74,179.61		90,655	16,475	18
TOTAL FOR Function - 7		31,418.43	276,388.63	0.00	335,326	58,937	18
TOTAL FOR Fund - 0		696,157.06	6,179,853.46	6,362.59	8,129,913	1,943,697	24
GRAND TOTAL		696,157.06	6,179,853.46	6,362.59	8,129,913	1,943,697	24

Current Year:

## TARGETS:

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

20%

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

17%

Overall Target

19%

Fund : 0 General Operating

0	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	371,324.26	2,835,788.54		3,896,049	1,060,260	27
2	Emp. Benefits/Allowances	100,339.13	759,668.37		1,006,130	246,462	24
3	Services	16,362.48	157,284.35	822.92	274,928	116,821	42
4	Services	2,537.39	23,668.39		50,735	27,067	53
5	Supplies And Materials	16,241.13	107,466.12	1,977.07	220,001	110,558	50
TOTAL FOR Function - 1		506,804.39	3,883,875.77	2,799.99	5,447,843	1,561,167	29
Function : 4 District Administration							
1	Salaries	30,611.83	312,312.91		384,998	72,685	19
2	Emp. Benefits/Allowances	7,501.73	75,085.70		88,546	13,460	15
3	Services	4,913.90	180,737.32	672.00	245,400	63,991	26
4	Services	5,385.74	42,105.07		80,685	38,580	48
5	Supplies And Materials	5,009.45	21,465.29		50,710	29,245	58
TOTAL FOR Function - 4		53,422.65	631,706.29	672.00	850,339	217,961	26
Function : 5 Operations & Maintenance							
1	Salaries	45,897.92	411,436.30		479,617	68,181	14
2	Emp. Benefits/Allowances	11,441.14	105,451.04		116,199	10,748	9
3	Services		21,280.03		24,600	3,320	13
4	Services	11,675.26	56,631.78		81,800	25,168	31
5	Supplies And Materials	39,155.16	357,547.18	1,812.60	420,899	61,539	15
TOTAL FOR Function - 5		108,169.48	952,346.33	1,812.60	1,123,115	168,956	15
Function : 7 Transportation & Housing							
1	Salaries	15,862.32	129,036.69		201,869	72,832	36
2	Emp. Benefits/Allowances	3,056.04	28,030.81		49,722	21,691	44
3	Services	124.46	24,033.79		38,192	14,158	37
4	Services		800.00		1,000	200	20
5	Supplies And Materials	7,219.69	81,317.24		90,655	9,338	10
TOTAL FOR Function - 7		26,262.51	263,218.53	0.00	381,438	118,219	31
TOTAL FOR Fund - 0		694,659.03	5,731,146.92	5,284.59	7,802,735	2,066,303	26

Previous Year:

TARGETS:

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

20%

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

17%

Overall Target

19%

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	4.50			27.50	4.58	6
Exempt	1.00	5.00	1.00	1.00	0.00	1.00	0.50	12.50	0.00	2.00			24.00	3.43	7
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			50.77	7.25	7
Support Staff: Custodial	13.50	11.43	1.00	12.63	24.25	26.38	6.48	7.69	6.14	6.50			116.00	16.57	7
Support Staff: EA/PrA/SSC	0.00	0.00	15.16	23.07	35.59	25.31	32.42	28.54	12.74	24.41			197.24	9.86	20
Support Staff: Maintenance	1.00	1.00	1.00	1.38	0.00	0.75	0.00	1.00	1.00	3.00			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			13.26	2.65	5
Teachers	0.00	0.00	47.57	30.60	40.55	33.20	50.80	45.80	22.20	53.20			323.92	7.71	42
TOTAL	15.50	17.43	72.70	77.78	106.39	94.53	104.53	107.89	51.51	114.56	0.00	0.00	762.82		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

<u>2012-2013</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>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</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

<u>2011-2012</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>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</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

<u>2010-2011</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>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
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



World Class Learning in a Rural Environment

**May 31<sup>st</sup>, 2016**  
**Regular Board Meeting**  
**Superintendent/Secretary Treasurer Report**

My Education BC: Student Enrollment Numbers															
As of:	May 30, 2016														
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	13		48
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	19	32	27							171
NSS									27	26	26	35	32		146
TOTAL Per Grade	27	31	27	40	33	32	41	35	40	34	29	45	53		
District Total															467

## 1. Bus News:

### i. Bus Review

- Art Olson, Manager of Operations and Transportation has completed a full review of bus routes for the district
- The review will be presented in detail at the June 8<sup>th</sup> Education Partnership Committee

### ii. Bus 4100 Replacement Grant

- The District has just been awarded one more school bus replacement by the Ministry
- Bus 4100 (1994 vintage bus) will be replaced by a new 60 passenger bus, slightly smaller than our larger 72 passenger busses
- We look forward to receiving this bus in the fall and thank the Ministry for their assistance in helping solve our bus breakdown issues with another new bus
- Training for drivers and the district mechanic on new busses as well as enhanced cleaning and maintenance procedures will be implemented in order to keep our busses in good running condition

### iii. Bus Driver Training

- In partnership with Selkirk College, the School District will offer a Bus Driver training course in Nakusp at the Selkirk Outreach Centre
- Many thanks to Continuing Education Coordinator for pursuing and putting in place this training opportunity as we are in short supply

## 2. New Roof at NES – Capital Project Approved

- The Ministry of Education has informed the district that \$259,284 in capital project funding has been approved to replace the roof at Nakusp Elementary Secondary School
- This roof is in the worst condition of any in the district and will greatly benefit from replacement, better insulation, and therefore enhanced energy efficiency as well as building envelope integrity
- Big thanks to the Ministry of Education for this support
- The district been unable to afford this work through the small Annual Facility Grant, and has been doing piecemeal repairs to sections of our roofs, resulting in inadequate

construction practice

### **3. Lucerne School Principal**

- We are happy to announce that Mr. Nick Graves was the successful applicant to the Lucerne Principalship and will transition to SD 10 as Principal in July 2017
- Trish Hawkins, retired principal, will take over in 2016-17 as Acting Principal of Lucerne
- Trish is well-respected and loved by staff, students and parents and served as Principal at Lucerne for five years
- Throughout the school year, there will be numerous opportunities to connect with Nick Graves, a well-experienced Principal, currently working as Principal at a BC Offshore School in Seoul, South Korea
- Nick has worked as a Principal in China at a BC Offshore School for 3 years and was Vice Principal in Bella Coola for 2 years and a teacher for 2 years in that BC community
- Mr. Graves looks forward to visiting the school and community in early July to meet with staff and parents, and moving to the community in July 2017 with his wife and infant son

### **4. New Edgewood Elementary School Vice Principal**

- We are pleased to welcome Mike Hibberson, our new teaching Vice Principal at Edgewood School; Mike will be the intermediate teacher and VP at EES starting in September
- Mike grew up in Midway and taught in Grand Forks, Rock Creek and Midway as well as Bella Coola; most recently he was a teacher and Curriculum Coordinator for 6 years in Brunei in Malaysia
- He brings his wife and two children to the district and is happy to be in SD 10

### **5. NSS Senior Girls Head to Soccer Provincials**

- Congratulations to the Senior Girls Soccer team at NSS who have just won a berth at the Soccer Provincial Championships
- The girls travel to Prince George this week for the June 1<sup>st</sup> to 4<sup>th</sup> tournament
- Thanks to the coaches for their support of the girls' team

### **6. Track and Field Team Wins at Zones**

- NSS students shone at the Kootenay Zone tournament held in Cranbrook May 16<sup>th</sup>
- Medals were won by the following students:  
 Kiley Waterfield: 1st 800m; 2nd 400m, 3rd 1500m  
 Broden McLean: 2nd Shot Put; 3rd Discus  
 Lliam Frederick-Chivers: 3rd 1500m  
 Maria Vazquez: 3rd 200m  
 Garrett Waterfield: 4th Triple Jump

### **7. EES Teacher Wins Environmental Education Award**

- Congratulations to Erika Momeyer for her recent acknowledgement as a CBEEN (Columbia Basin Environmental Education Network) Award of Excellence winner  
<http://cbeen.ca/2016-awards-of-excellence/>

- Erika was recognized for “her long-term dedication and passion as a teacher. Erika has developed the now famous ‘Walking Wednesdays’ which has evolved into a wonderful example of inquiry-based experiential environmental learning. She is also a CBEEN board member and Voices for Sustainability team member.”

## 8. NOII Symposium

- Nine district teachers are involved in action research inquiry projects for the Network of Inquiry and Innovation; two of these teachers attended the symposium this year
- Teachers engage in the Spiral of Inquiry to identify a focus for their teaching, examine the impact of changing practices and report on the impact for their students; each teacher receives \$500 from the Network to support learning in their classroom
- Superintendent Taylor presented along with UVic professor, Dr. Catherine McGregor at the NOII Symposium on the cross-province “Inquiring Districts” research (*attached PowerPoint presentation*)
- 15 districts are researching powerful district practices and examining impact on student learning
- SD 10’s film on the *Collaborating to Engage All Learners* professional learning team was shown as an example of rich professional learning to much praise from the 350 participants <https://www.youtube.com/watch?v=boBNbjUPww0> and <http://sd10.bc.ca/video/>

## 9. Small Secondary Think Tank at UBC-O

- <http://ubco.tv/preview-video/980> SD 10 was one of 12 districts invited to the Small Secondary Think Tank hosted by Dr. Susan Crichton, Dr. Leyton Schellert and the UBC-Okanagan Faculty of Education with guests Jan Unwin and Larry Espe from the Ministry of Education also attending
- This is the third annual “Tank” and the case study this year was Desert Sands Secondary in Ashcroft – SD 10 was the inaugural Think Tank Case
- SD 10’s Mountains as Teachers film was shared as an example of cross-curricular integration embodying the revised curriculum and place-conscious learning <http://sd10.bc.ca/video/> and <https://www.youtube.com/watch?v=SyyBNsPgmF8>

## 10. Framework for Enhancing Student Learning (*attached SD 10 Plan*)

- The new Ministry policy and Framework for Enhancing Student Learning is creating new opportunities for deeper focus on student learning <http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/enhancing-student-learning>
- SD 10’s plans for 3 year cycles of School and District Plans for Growth and Student Learning are outlined on the attached document, showing much richer consultation and broader scope of evidence of learning
- Schools report that the new Spiral of Inquiry School Growth Plans are allowing for more engagement in planning and reflection by teachers and support staff



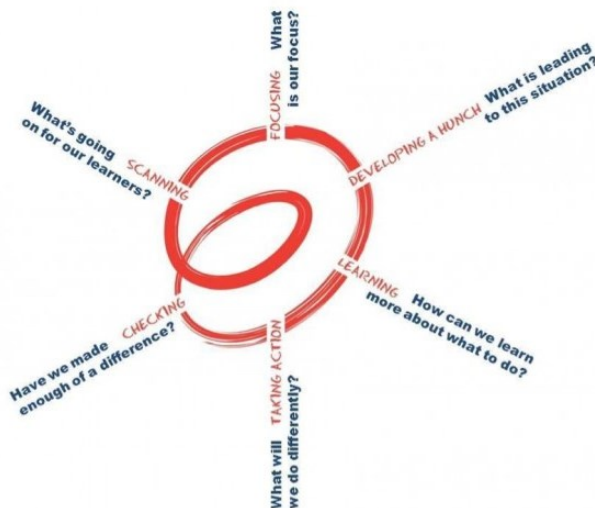
Collaboratively Planning and Taking Action  
to Make a Difference for All Learners

## SD 10 – Framework for Enhancing Student Learning

School District 10's Framework supports the development of school and district plans that are aligned with, and carefully consider the three Ministry of Education goals: intellectual, human and social, and career development (including skills development and transitions to post-secondary education), as well as the local context. Specific evidence-based priorities within these goal areas are determined at the school district and school levels.

### 1. School Growth Plans – a 3 year planning cycle for growth in learning

- Using an iterative inquiry process, each school creates one or two inquiry questions or goals focused on enhancing student learning which are also aligned with provincial and district goals
- Goals or inquiry questions are informed by scanning diverse quantitative and qualitative data sources – classroom, school, district and provincial evidence
- School Growth Plans are created for a three year cycle and enable educators to improve learning for all learners in each of those years, reflecting and adjusting as needed to make the most impact on students, embedding the inquiry framework into their formative assessment of their work to enhance learning
- Using the district's Growth Plan framework, and with reference to the District Plan for Learning, and provincial goals, school communities including parents create a three-year plan with goals, strategies and data to support their questions
- Schools use the Growth Plans based on the Spiral of Inquiry framework:



#### **Spiral of Inquiry**

**Scanning** – What's going on for our learners?

**Focusing** – What is our focus?

**Developing a Hunch** – What is leading to this situation?

**New Learning** – How can we learn more about what to do?

**Taking Action** – What will we do differently?

**Checking** – Have we made enough of a difference?

Relevant Documents: Ministry of Education Framework for Enhancing Student Learning Policy  
School "Planning Ahead" Framework  
Spiral of Inquiry Framework (Halbert, Kaser and Timperley)



## School Growth Plan – Three Year Cycle



“Planning Ahead” meetings are held from January to March with students, parents, teachers and support staff along with principals and vice-principals.	Formative assessment from the staff, student and parent community on the plan strategies and progress will deepen the work and enhance growth throughout the year.	Ongoing formative assessment of the plan takes place with input and feedback from school partner groups including parents and students, from September through March
Schools, with their parent partners, work through the inquiry Growth Plan template and create a draft three year plan for student learning by May 31 <sup>st</sup> of Year 1	“Planning Ahead” meetings may be held from January to March with all partners invited to attend and help inform understanding of progress on the Growth Plan.	Evidence gathering to assess progress and checking for impact on student learning. “Planning Ahead” meeting with partner groups.
Formative assessment and feedback from the district leadership team and from Superintendent and Director of Learning helps inform revisions to the draft Growth Plan.	Schools provide an update on their progress on the Growth Plan to the Superintendent and Director of Learning for descriptive feedback by May 31 <sup>st</sup> of Year 2	A short summative report is prepared by the school team and presented to a district team by May 31 <sup>st</sup> with opportunities for feedback and conversation to inform the next three year plan
The plan may include evidence and related documents, graphics or short films to illustrate and inform parents and community. By July 15 <sup>th</sup> of Year 1, the plan is completed	Progress on the plan is reported on school websites and shared in meetings with the school community.	By July 15 <sup>th</sup> of Year 3, the next three year plan is completed
Three year plans are approved by the Board of Education in September for the subsequent three years		

## **2. District Plan for Learning – a 3 year planning cycle for growth in learning**

- Using an iterative inquiry process, and with input from School Growth Plan foci and themes, the District creates one or two inquiry questions or goals focused on enhancing student learning across the district
- Goals or inquiry questions are informed by scanning diverse quantitative and qualitative data sources – classroom, school, district and provincial evidence
- Input and feedback from educational partners and the Board of Education help inform the District Plan for Learning
- A district planning framework is created identifying goals, strategies and actions that support school plans and align with the district vision and the three provincial goals

### **District Plan for Learning – Three Year Cycle:**



District staff work through the inquiry process and create a draft three year plan for enhancing student learning by July 15 <sup>th</sup> of Year 1	Formative assessment from educational partners and the Board of Education on plan strategies and progress will deepen the work and enhance growth throughout the year	Ongoing formative assessment of the plan takes place with input and feedback from educational partner groups from September through March
The plan includes quantitative and qualitative evidence from a range of sources, and related documents, graphics or short films to illustrate and inform parents, educational partners and community.	Superintendent and Director of Learning provide an update on overall progress on District Plan for Learning goals to the Board of Education by June 15 <sup>th</sup> of Year 2	Evidence gathering to assess progress and checking for impact on student learning
By September 15 <sup>th</sup> of Year 1, the plan is completed and shared with the Board of Education for feedback and input	Progress on the plan is reported on district website and shared in meetings with the Education Partnership Committee by June 15 <sup>th</sup> of Year 2	A short summative report is prepared by the district team and presented to the Educational Partnership Committee by June 15 <sup>th</sup> with opportunities for feedback and conversation to inform the next three year plan
Three year plans are approved by the Board of Education in September for the subsequent three years		By July 15 <sup>th</sup> of Year 3, the next draft three year plan is completed

*Relevant Documents: Ministry of Education Framework for Enhancing Student Learning Policy  
 School "Planning Ahead" Framework  
 Spiral of Inquiry Framework (Halbert, Kaser and Timperley)*

## **SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL**

### **230 – Public Participation at School Board Meetings**

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#### **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 or questions put forward by individuals or delegations.
- 2.4 If, while attending a Board of Education 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**

### **240 – Board Representatives and Participation in Community/Organization Meetings**

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#### **1.0 General**

- 1.1 The Board of Education welcomes invitations to participate in standing and/or ad hoc 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 Designated trustee representatives will report back to the Board.
- 1.5 To facilitate successful participation, those individuals or organizations sponsoring such meetings are supported by the following 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 publish a list of trustee representatives appointed to community organizations or agencies on the District website.

## **SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL**

### **320 – Participation in Graduation Ceremonies**

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#### **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**

### **321 – Trustee Mission Statement Award**

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#### **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.



## **SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL**

### **610 – Signing Officers**

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#### **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**

### **621 – Financial Accounting, Auditing and Reporting**

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#### **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.





## SD #10 (Arrow Lakes) District Protocol

### DPAC and PAC

#### Overview:

The Board of Education believes that parental input, advice and feedback are essential elements in support of student success and building positive relationships between home and school.

In order to encourage broad participation of parents in the school system, a District Parent Advisory Council (DPAC), and Parent Advisory Councils (PAC) for each school are established to advise school administration on parental views concerning school programs, policies, activities, and other matters in accordance with the School Act.

DPAC and PACs are encouraged to maintain active membership with the BC Confederation of Parent Advisory Council and to adhere to BCCPAC guidelines set out in their Leadership manual.

PAC and DPAC executive members are to follow the BCCPAC guidelines in the Leadership manual section on Roles and Responsibilities.

[http://bccpac.bc.ca/sites/default/files/resources/lm\\_role\\_of\\_pac-dpac\\_executives.pdf](http://bccpac.bc.ca/sites/default/files/resources/lm_role_of_pac-dpac_executives.pdf)

Employees of the school district who are also parents are encouraged to attend PAC or DPAC meetings, and remain cognizant of their dual roles. Employees who are also parents have a fiduciary responsibility to their employer and should be mindful the BCCPAC guidelines on Code of Ethics and Conflict of Interest -

[http://bccpac.bc.ca/sites/default/files/resources/lm-tab8\\_code\\_conflict\\_0.pdf](http://bccpac.bc.ca/sites/default/files/resources/lm-tab8_code_conflict_0.pdf)

#### Guidelines:

##### District Parent Advisory Council

1. The District Parent Advisory Council will be comprised of one representative elected by each Parent Advisory Council in this district, and a Trustee appointed by the Board of Education.
2. Other community representatives may serve for a term of one year or less.
3. The constitution, bylaws or other regulating documents of the District Parent Advisory Council, and any amendments must be approved by the Board.
4. Upon application to the Secretary-Treasurer no later than December in each school year, the District Parent Advisory Council will receive \$250 from the School District to assist with programs for students and DPAC meeting costs (eg. travel expenses or child care costs). A DPAC financial statement showing all revenues and expenses must be sent to the Secretary-Treasurer before the \$250 annual grant is approved.

## **Parent Advisory Council**

5. There will be only one Parent Advisory Council for each school and it shall be recognized by motion of the Board.
6. All parents/guardians of students will be permitted to participate fully in Parent Advisory Councils for the school or schools which their children attend.
7. Parent Advisory Councils may allow other members of the community to participate in the meetings, but non-parents may not vote.
8. Principals and Vice-Principals shall be non-voting members of the Parent Advisory Council for their school and attend each PAC meeting.
9. A constitution and/or bylaws shall be developed by a Parent Advisory Council and must be approved by the Board. Any amendments to these documents must be approved by the Board.
  - i. Bylaws of a Parent Advisory Council must be in accord with the School Act, Section 8 and this protocol.
10. Parent Advisory Councils shall not allow discussion of personnel or individual student issues at a public meeting. In general, issues related to personnel or individual student issues should be addressed following procedures established in Bylaw No. 4, Board of Education Policy 1080 - Inquiries and Concerns, and other pertinent policies.
11. Staff may attend Parent Advisory Council meetings and are encouraged to do so, keeping in mind that they are employees of the District insofar as their participation on Parent Advisory Councils and as advised by BCCPAC. (guideline
12. It is the Principal's responsibility to ensure that all staff are kept informed of Parent Advisory Council discussions.
13. Insurance coverage for PAC members will be only as provided by the District's participation in the School Protection Program Self-Insured Comprehensive General Liability.
14. Upon application to the Secretary-Treasurer no later than December in each school year, a Parent Advisory Council will receive \$250 from the School District to assist with programs for students and PAC meeting costs (eg, child care). A PAC financial statement showing all revenues and expenses must be sent to the Secretary-Treasurer before the \$250 annual grant is approved.

## **SD #10 (Arrow Lakes) District Protocol**

### **Use of School and District Facilities**

#### **Overview:**

Although the prime function of school district facilities and buildings is to support student learning, the Board of Education is committed to making our facilities accessible to the community when possible. Shared Use agreements, short term rentals or no cost use of school facilities are therefore supported with the underlying premise that these arrangements always consider that students are at the centre of all we do in SD 10.

#### **Approval for Short Term Use of School Facilities**

1. Groups interested in using a school for the purpose of meetings or activities must fill in a "School Use Agreement" form
2. The school's Principal does the initial approval for short term or single community use of their school facilities on the Use of School Facilities form.
3. The Superintendent/Secretary-Treasurer does the final approval on all Use of School Facilities forms.
4. Supervision of students, parents, and community members using school facilities is the responsibility of the school Principal.

#### **Fee Rental**

5. A modest short term rental fee of \_\_\_ for individuals or for-profit organizations is to be charged, while non-profit groups are exempt from useage fees.
6. These fees help offset additional custodial and maintenance costs in our schools due to community use.
7. The principal is responsible for collecting fees in cash or cheque for facility rental which are then to be forwarded to the district Director of Finance.
8. Fees collected are deposited to the district account and are shown in the district budget.

#### **Liability Insurance Coverage**

9. All staff, parents and students are covered for liability by the School Protection Program should an accident or injury occur on school facilities or on school-related business.
10. Other community groups must have their own liability insurance while using school facilities as they are not covered by the SPP insurance.
11. Groups or individuals without liability insurance use the school facilities at their own risk.

#### **Access and Security of School Facilities**

1. All community school use activities that take place during the custodians regular working shift, are communicated to the school's custodial staff who act on behalf

- of the principal after school hours to admit groups to the building and ensure that the building is secured afterwards.
2. A half hour before the use of the school, the custodian will unlock the main access door in the school to allow entrance. After the activity is completed, the doors will be locked and secured.

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