



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

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### MINUTES

School Board Office

Date: Tuesday February 14, 2017  
7:00 pm

#### PRESENT

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

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

**OTHERS:** R. Bardati, J. McMurray, J. Trainor, K. Sumrall, E. Kinsel, M. Hughes

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#### 1. CALL TO ORDER:

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

#### 2. ADOPTION OF AGENDA:

Moved by R. Farrell seconded by J. Struck that the agenda be adopted as presented.

**CARRIED**

#### 3. ADOPTION OF MINUTES:

Moved by Q. De Courcy seconded by R. Farrell that the minutes of the Regular Meeting of January 10, 2017 be adopted as presented.

**CARRIED**

#### 4. PRESENTATIONS

a) Valhalla Fine Arts Society – K. Sumrall, M. Hughes, E. Kinsel

The Board has recommended that Valhalla Fine Arts Society meet with the Shared Use Committee.

#### 5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

#### 6. FINANCIAL UPDATE:

a) Financial Report as of January 31, 2017 (report attached)

b) Amended Budget Bylaw (report attached)

Moved by R. Farrell, seconded by M. Teindl that the Board of Education for School District 10 (Arrow Lakes), adopt the Amended Annual Budget Bylaw 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, in the amount of \$8,802,271, and that the Amended Annual Budget Bylaw be given all three readings at the Regular meeting of February 14, 2017.

**CARRIED**

Moved by Q. De Courcy, seconded by R. Farrell, that the Board of Education approve first reading of the Amended Annual Budget Bylaw for 2016/2017 in the amount of \$8,802,271.

**CARRIED**

Moved by J. Struck, seconded by M. Teindl, that the Board of Education approve second reading of the Amended Annual Budget Bylaw for 2016/2017 in the amount of \$8,802,271.

**CARRIED**

Moved by R. Farrell, seconded by Q. De Courcy, that the Board of Education approve third and final reading of the Amended Annual Budget Bylaw for 2016/2017 in the amount of \$8,802,271.

**CARRIED**

## **7. QUESTIONS REGARDING FINANCIAL**

Nil

## **8. REPORTS**

- a) **Chairperson:**  
Report attached
- b) **Education Partnership Committee**  
No report
- c) **Parent Advisory Council / Trustee Liaison Reports:**
  - i) Southern Zone  
No report
  - ii) Nakusp Elementary School
    - National Cupcake Day Event by the Grade 4/5 Class - Feb 27, 2017
    - Sandra Watt elected as Board Chair
    - DPAC Funds discussed
  - iii) Lucerne Elementary-Secondary School  
Report attached
  - iv) Nakusp Secondary School

Report attached

- v) District Parent Advisory Council  
Report attached

- vi) CUPE/Board Liaison  
Report attached

- vii) ALTA/Board Liaison Meeting
- 4-Day Week LOU
  - Pro-D day discussion
  - NSS Timetable Review
  - Interim Priority Measure Funding

- viii) Occupational Health and Safety Committee  
Report attached

- 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: Report attached

- ii) BCSTA: Report attached

- iii) BCPSEA: Trustee Rep will forward motions that were passed at the recent AGM to the Board.

Weekly update meetings via conference call are anticipated.

- e) Superintendent/Secretary-Treasurer: (T. Taylor)
- i. The Superintendent/Secretary-Treasurer Report was presented at the Education Partnership Committee Meeting. A copy of this report has been attached.

## 9. OLD BUSINESS:

Nil

## 10. NEW BUSINESS:

### a) Policy Committee Updates and Recommendations:

**Notice of Motion: That the Board of Education for School District 10 Arrow Lakes abandon policies:**

- **440-Critical Incidents Protocol**
- **450-Computers, Internet & MyEdBC Usage and Access**
- **642-Capital Plan Preparation**
- **649-Evaluating Existing Buildings, Capital Plan Budget and Schedule, and Participation in the Planning of Facilities**
- **670-School Bus Videotaping**

**at the Regular Meeting of the Board of March 7, 2017 as recommended by the Policy Committee.**

A rationale to support the recommendation for abandonment of the above policies has been included as an attachment.

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

- **421-Evaluation of Exempt Staff**
- **430-School Closure**
- **641-Disposal of Land or Improvements**
- **680-Transportation Assistance**

**at the Regular Meeting of the Board of March 7, 2017 as recommended by the Policy Committee.**

A rationale to support the recommendation for revisions to the above policies is included as an attachment. Copies of all revised policies are included as attachments.

**Notice of Motion: That the Board of Education for School District 10 Arrow Lakes approve new policy 671- Video Surveillance at the Regular Meeting of the Board March 7, 2017 as recommended by the Policy Committee.**

A copy of the new policy has been attached.

### b) Staff Appreciation Day – Confirmed for May 19, 2017

### c) Spring Break Office Closure

Moved by R. Farrell, seconded by Q. De Courcy that the Board of Education approve the closure of the School Board Office for the Spring Break Period from March 13, 2017 through to March 24, 2017 inclusive.

**CARRIED**

**11. NEXT MEETING DATES:**

- |    |  |                        |
|----|--|------------------------|
| a) | Education Partnership Committee Meeting: | March 7, 2017 @ 6:00pm |
| b) | Regular Meeting of the Board:            | March 7, 2017 @ 7:00pm |

**12. QUESTIONS FROM PUBLIC:**

**Nil**

**13. ADJOURNMENT:**

R. Farrell adjourned the meeting at 8:09 pm

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L. Brekke  
Chairperson

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T. Taylor  
Superintendent/Secretary-Treasurer



**Board Meeting  
February 14 2017**

Presented by: Susan Brenna-Smith, Director of Finance

**1. a) 2016-2017 Operating Budget Review - January 31, 2017**

Annual 2016/17 Operating Budget	\$ 7,822,158
International Expenses Decreased	(22,414)
School Budgets Adjusted for 1701s	(12,542)
Ab Ed Budget Adjusted for 1701s	( 5,975)
Special Ed Budget Adjusted	(32,853)
Amended 2016/17 Operating Budget	<u>\$ 7,748,374</u>

**b) Operating Budget Status** (SDS Report #107)

Target: 48% remaining

Actual: 51% remaining

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

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

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

a) AFG (Annual Facilities Grant) – Operating Grant

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

b) AFG - Capital Grant (Bylaw)

AFG – 2016-17 Capital Grant	\$ 236,572
Less: Expended 2015-16	<u>(11,605)</u>
Available for 2016-17	224,967
Expended to date 2016-17	<u>(119,009)</u>
Available AFG Capital Grant Funds	<u>\$ 105,958</u>

c) School Enhancement Program Grant (Bylaw)

	Lighting Upgrade - NES, BO, Shop	Re-Roofing NES & NSS	Heating/Ventilation BAS & NES	Total
Routine Capital 2015-16 Grant Carryforward	\$ 70,962	\$ -	-	\$ 70,962
Routine Capital 2016-17 Grant	-	259,284	286,584	545,868
Expended to date 2016-17	70,962	259,284	41,778	372,024
Available Routine Capital Funds	\$ -	\$ -	\$ 244,806	\$ 244,806

d) Capital Reserve Balances

Shareable Capital - SS (Capital Reserve)

- Ministry restricted capital reserve balance is \$ 272,367.

Non-Shareable Capital - NSC (Local Capital Reserve)

- Board restricted internal capital reserve is \$ 82,490.

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

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

Budget Implications: 74% Replacement Budget remaining  
\$80,464 spent on a \$312,954 Budget

**5. Government & Other Reports Filed**

Youth Trades Capital Equipment Program Application

Fund : 0 General Operating

O	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	320,994.30	1,815,175.84		3,855,536	2,040,360	53
2	Emp. Benefits/Allowances	80,742.96	433,509.95		977,733	544,223	56
3	Services	15,895.02	148,225.42		321,913	173,688	54
4	Services	3,498.13	12,394.70		39,900	27,505	69
5	Supplies And Materials	13,012.70	79,633.31	244.00	187,962	108,085	58
TOTAL FOR Function - 1		434,143.11	2,488,939.22	244.00	5,383,044	2,893,861	54
Function : 4 District Administration							
1	Salaries	33,977.51	246,775.66		412,509	165,733	40
2	Emp. Benefits/Allowances	7,788.68	52,636.89		96,952	44,315	46
3	Services	15,988.02	95,019.70		266,183	171,163	64
4	Services	3,192.44	30,432.98		57,000	26,567	47
5	Supplies And Materials	5,433.74	20,663.26		36,533	15,870	43
TOTAL FOR Function - 4		66,380.39	445,528.49	0.00	869,177	423,649	49
Function : 5 Operations & Maintenance							
1	Salaries	37,477.87	310,179.02		549,634	239,455	44
2	Emp. Benefits/Allowances	10,302.18	77,986.87		133,054	55,067	41
3	Services	69.09	4,868.46		15,100	10,232	68
4	Services	7,460.33	22,343.19		60,394	38,051	63
5	Supplies And Materials	61,852.99	231,166.13	5,467.20	397,299	160,666	40
TOTAL FOR Function - 5		117,162.46	646,543.67	5,467.20	1,155,481	503,470	44
Function : 7 Transportation & Housing							
1	Salaries	17,586.54	105,707.17		169,491	63,784	38
2	Emp. Benefits/Allowances	4,344.89	26,240.17		41,845	15,605	37
3	Services	1,132.15	18,306.02		37,681	19,375	51
4	Services		700.00		1,000	300	30
5	Supplies And Materials	4,844.41	26,942.31		90,655	63,713	70
TOTAL FOR Function - 7		27,907.99	177,895.67	0.00	340,672	162,776	48
TOTAL FOR Fund - 0		645,593.95	3,758,907.05	5,711.20	7,748,374	3,983,756	51
GRAND TOTAL		645,593.95	3,758,907.05	5,711.20	7,748,374	3,983,756	51

Current Year:

TARGETS:

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

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

Overall Target

50% remaining

42% remaining

48% remaining



Fund : 0 General Operating

O	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR	AVAILABLE	PERC
					BUDGET		
Function : 1 Instruction							
1	Salaries	426,803.35	1,988,408.17		4,036,269	2,047,861	51
2	Emp. Benefits/Allowances	120,179.95	511,418.37		1,044,429	533,011	51
3	Services	17,879.12	138,413.40	249.48	340,837	202,174	59
4	Services	1,504.63	20,369.87	4,989.60	46,054	20,695	45
5	Supplies And Materials	33,677.70-	85,746.20	6,711.86	327,147	234,689	72
TOTAL FOR Function - 1		532,689.35	2,744,356.01	11,950.94	5,794,736	3,038,429	52
Function : 4 District Administration							
1	Salaries	43,902.01	216,776.34		381,916	165,140	43
2	Emp. Benefits/Allowances	12,873.76	50,747.93		90,646	39,898	44
3	Services	23,042.34	117,866.88		249,350	131,483	53
4	Services	11,412.06	34,990.94		67,511	32,520	48
5	Supplies And Materials	4,126.15	17,694.66	541.07	26,450	8,214	31
TOTAL FOR Function - 4		95,356.32	438,076.75	541.07	815,873	377,255	46
Function : 5 Operations & Maintenance							
1	Salaries	26,325.94	334,380.28		534,925	200,545	37
2	Emp. Benefits/Allowances	9,404.80	82,409.38		131,084	48,675	37
3	Services	4,534.28	12,666.20		15,100	2,434	16
4	Services	8,446.99	51,247.06		60,394	9,147	15
5	Supplies And Materials	73,742.23	242,064.43	5,897.53	442,899	194,937	44
TOTAL FOR Function - 5		122,454.24	722,767.35	5,897.53	1,184,402	455,737	38
Function : 7 Transportation & Housing							
1	Salaries	55,035.02	96,777.56		168,717	71,939	43
2	Emp. Benefits/Allowances	13,776.77	23,540.16		41,644	18,104	43
3	Services	6,769.48	15,475.31		32,886	17,411	53
4	Services		904.67		1,000	95	10
5	Supplies And Materials	6,162.94	51,953.91		90,655	38,701	43
TOTAL FOR Function - 7		81,744.21	188,651.61	0.00	334,902	146,250	44
TOTAL FOR Fund - 0		832,244.12	4,093,851.72	18,389.54	8,129,913	4,017,672	49
GRAND TOTAL		832,244.12	4,093,851.72	18,389.54	8,129,913	4,017,672	49

Previous Year:

## TARGETS:

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

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

Overall Target

50% remaining

42% remaining

48% remaining

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

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average Per Employee</u>	<u>Employee Head Count</u>
<u>2016-2017</u>															
AO	0.00	0.00	0.00	1.00	7.40	5.00	6.40						19.80	3.30	6
Exempt	3.00	2.00	3.00	0.00	5.00	3.00	5.00						21.00	3.50	6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.21	5.29	10.36	4.36	4.86						27.08	4.51	6
Support Staff: Custodial	5.00	3.00	9.99	4.75	18.07	4.81	9.45						55.07	7.87	7
Support Staff: EA/PrA/SSC	0.00	0.00	11.29	11.54	18.45	16.91	40.20						98.39	5.47	18
Support Staff: Maintenance	0.00	0.00	0.00	1.44	1.75	0.00	1.00						4.19	2.10	2
Support Staff: Transportation	0.00	0.00	0.50	1.00	3.75	1.50	1.13						7.88	1.58	5
Teachers	0.00	0.00	10.38	24.80	38.06	17.40	36.82						127.46	3.54	36
TOTAL	8.00	5.00	37.37	49.82	102.84	52.98	104.86	0.00	0.00	0.00	0.00	0.00	360.87		86

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

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

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

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

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

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

Amended Annual Budget

## **School District No. 10 (Arrow Lakes)**

June 30, 2017

# School District No. 10 (Arrow Lakes)

June 30, 2017

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Source .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	14

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

**School District No. 10 (Arrow Lakes)**

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	442,063	438,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>442,063</b>	<b>438,000</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	7,626,971	7,477,007
Other	18,000	
Tuition	25,500	62,500
Other Revenue	231,600	207,430
Rentals and Leases	6,000	6,000
Investment Income	41,500	52,000
Amortization of Deferred Capital Revenue	372,220	331,343
<b>Total Revenue</b>	<b>8,321,791</b>	<b>8,136,280</b>
<b>Expenses</b>		
Instruction	5,852,189	6,125,220
District Administration	784,826	778,384
Operations and Maintenance	1,570,858	1,693,804
Transportation and Housing	485,576	336,300
<b>Total Expense</b>	<b>8,693,449</b>	<b>8,933,708</b>
<b>Net Revenue (Expense)</b>	<b>(371,658)</b>	<b>(797,428)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>317,391</b>	<b>644,271</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(54,267)</b>	<b>(153,157)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(54,267)	(153,157)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(54,267)</b>	<b>(153,157)</b>

# School District No. 10 (Arrow Lakes)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	7,541,589	7,822,158
Operating - Tangible Capital Assets Purchased	57,000	
Special Purpose Funds - Total Expense	615,051	573,228
Special Purpose Funds - Tangible Capital Assets Purchased	51,822	51,822
Capital Fund - Total Expense	536,809	538,322
<b>Total Budget Bylaw Amount</b>	<b>8,802,271</b>	<b>8,985,530</b>

## 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

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Amended Annual Budget \$	2017 Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>(371,658)</b>	<b>(797,428)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(108,822)	(51,822)
From Deferred Capital Revenue	(897,084)	
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(1,005,906)</b>	<b>(51,822)</b>
Amortization of Tangible Capital Assets	536,809	538,322
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(469,097)</b>	<b>486,500</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(840,755)</b>	<b>(310,928)</b>



**School District No. 10 (Arrow Lakes)**

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2017

	<b>Operating Fund</b>	<b>Special Purpose Fund</b>	<b>Capital Fund</b>	<b>2017 Amended Annual Budget</b>
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	1,433,093		3,400,460	<b>4,833,553</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(260,391)	51,822	(163,089)	<b>(371,658)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(57,000)	(51,822)	108,822	-
<b>Net Changes for the year</b>	<b>(317,391)</b>	<b>-</b>	<b>(54,267)</b>	<b>(371,658)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>1,115,702</b>	<b>-</b>	<b>3,346,193</b>	<b>4,461,895</b>

**School District No. 10 (Arrow Lakes)**

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	7,160,098	7,051,957
Other	18,000	
Tuition	25,500	62,500
Other Revenue	31,600	7,430
Rentals and Leases	6,000	6,000
Investment Income	40,000	50,000
<b>Total Revenue</b>	<b>7,281,198</b>	<b>7,177,887</b>
<b>Expenses</b>		
Instruction	5,237,138	5,551,992
District Administration	784,826	778,384
Operations and Maintenance	1,156,275	1,155,482
Transportation and Housing	363,350	336,300
<b>Total Expense</b>	<b>7,541,589</b>	<b>7,822,158</b>
<b>Net Revenue (Expense)</b>	<b>(260,391)</b>	<b>(644,271)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>317,391</b>	<b>644,271</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(57,000)	-
<b>Total Net Transfers</b>	<b>(57,000)</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 10 (Arrow Lakes)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2017

	2017 Amended Annual Budget \$	2017 Annual Budget \$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	7,009,178	7,011,397
Other Ministry of Education Grants		
Pay Equity	40,560	40,560
Transportation Supplemental	42,675	
Return of Administrative Savings	36,091	
Shoulder Tappers Grant	17,500	-
Foundation Skills Assessment Funding	4,094	-
Carbon Tax Grant	10,000	-
<b>Total Provincial Grants - Ministry of Education</b>	<b>7,160,098</b>	<b>7,051,957</b>
<b>Provincial Grants - Other</b>	<b>18,000</b>	<b>-</b>
<b>Tuition</b>		
International and Out of Province Students	25,500	62,500
<b>Total Tuition</b>	<b>25,500</b>	<b>62,500</b>
<b>Other Revenues</b>		
Miscellaneous		
Cultural ArtStarts Grants	15,600	7,430
Growing Innovation Grant	1,000	-
Sale of Bus	15,000	-
<b>Total Other Revenue</b>	<b>31,600</b>	<b>7,430</b>
<b>Rentals and Leases</b>	<b>6,000</b>	<b>6,000</b>
<b>Investment Income</b>	<b>40,000</b>	<b>50,000</b>
<b>Total Operating Revenue</b>	<b>7,281,198</b>	<b>7,177,887</b>

**School District No. 10 (Arrow Lakes)**

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	2,414,089	2,421,665
Principals and Vice Principals	583,451	709,386
Educational Assistants	364,642	363,071
Support Staff	707,829	705,147
Other Professionals	537,647	514,851
Substitutes	161,746	329,988
<b>Total Salaries</b>	<b>4,769,404</b>	<b>5,044,108</b>
<b>Employee Benefits</b>	<b>1,227,289</b>	<b>1,261,402</b>
<b>Total Salaries and Benefits</b>	<b>5,996,693</b>	<b>6,305,510</b>
<b>Services and Supplies</b>		
Services	440,988	461,977
Student Transportation	4,650	4,000
Professional Development and Travel	306,607	296,246
Rentals and Leases	350	350
Dues and Fees	22,000	19,500
Insurance	38,451	36,115
Supplies	496,420	466,460
Utilities	235,430	232,000
<b>Total Services and Supplies</b>	<b>1,544,896</b>	<b>1,516,648</b>
<b>Total Operating Expense</b>	<b>7,541,589</b>	<b>7,822,158</b>

# School District No. 10 (Arrow Lakes)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	2,163,770	244,907		79,827	20,025	99,250	2,607,779
1.03 Career Programs							-
1.07 Library Services				40,825			40,825
1.08 Counselling	80,879						80,879
1.10 Special Education	144,777	35,158	364,642			24,594	569,171
1.31 Aboriginal Education	24,663	5,588					30,251
1.41 School Administration		261,702		63,591			325,293
1.62 International and Out of Province Students		24,454					24,454
<b>Total Function 1</b>	<b>2,414,089</b>	<b>571,809</b>	<b>364,642</b>	<b>184,243</b>	<b>20,025</b>	<b>123,844</b>	<b>3,678,652</b>
<b>4 District Administration</b>							
4.11 Educational Administration		11,642			177,751		189,393
4.40 School District Governance					56,500		56,500
4.41 Business Administration					123,669		123,669
<b>Total Function 4</b>	<b>-</b>	<b>11,642</b>	<b>-</b>	<b>-</b>	<b>357,920</b>	<b>-</b>	<b>369,562</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					72,568		72,568
5.50 Maintenance Operations				347,177	69,187	28,327	444,691
5.52 Maintenance of Grounds				16,075			16,075
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>363,252</b>	<b>141,755</b>	<b>28,327</b>	<b>533,334</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					17,947		17,947
7.70 Student Transportation				160,334		9,575	169,909
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,334</b>	<b>17,947</b>	<b>9,575</b>	<b>187,856</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>2,414,089</b>	<b>583,451</b>	<b>364,642</b>	<b>707,829</b>	<b>537,647</b>	<b>161,746</b>	<b>4,769,404</b>

**School District No. 10 (Arrow Lakes)**

Amended 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 Amended Annual Budget	2017 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	2,607,779	689,550	3,297,329	427,625	3,724,954	3,918,842
1.03 Career Programs	-	-	-	7,075	7,075	1,000
1.07 Library Services	40,825	10,614	51,439	14,559	65,998	66,048
1.08 Counselling	80,879	21,837	102,716	1,000	103,716	68,462
1.10 Special Education	569,171	149,785	718,956	90,101	809,057	841,908
1.31 Aboriginal Education	30,251	8,168	38,419	33,281	71,700	77,675
1.41 School Administration	325,293	72,156	397,449	10,983	408,432	509,895
1.62 International and Out of Province Students	24,454	6,602	31,056	15,150	46,206	68,162
<b>Total Function 1</b>	<b>3,678,652</b>	<b>958,712</b>	<b>4,637,364</b>	<b>599,774</b>	<b>5,237,138</b>	<b>5,551,992</b>
<b>4 District Administration</b>						
4.11 Educational Administration	189,393	50,616	240,009	43,000	283,009	273,477
4.40 School District Governance	56,500	1,130	57,630	45,300	102,930	115,650
4.41 Business Administration	123,669	30,917	154,586	244,301	398,887	389,257
<b>Total Function 4</b>	<b>369,562</b>	<b>82,663</b>	<b>452,225</b>	<b>332,601</b>	<b>784,826</b>	<b>778,384</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	72,568	18,142	90,710	9,600	100,310	100,310
5.50 Maintenance Operations	444,691	114,929	559,620	221,660	781,280	783,999
5.52 Maintenance of Grounds	16,075	4,180	20,255	19,000	39,255	39,173
5.56 Utilities	-	-	-	235,430	235,430	232,000
<b>Total Function 5</b>	<b>533,334</b>	<b>137,251</b>	<b>670,585</b>	<b>485,690</b>	<b>1,156,275</b>	<b>1,155,482</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	17,947	4,487	22,434	-	22,434	1,626
7.70 Student Transportation	169,909	44,176	214,085	126,831	340,916	334,674
<b>Total Function 7</b>	<b>187,856</b>	<b>48,663</b>	<b>236,519</b>	<b>126,831</b>	<b>363,350</b>	<b>336,300</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>4,769,404</b>	<b>1,227,289</b>	<b>5,996,693</b>	<b>1,544,896</b>	<b>7,541,589</b>	<b>7,822,158</b>

## School District No. 10 (Arrow Lakes)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	466,873	425,050
Other Revenue	200,000	200,000
<b>Total Revenue</b>	<b>666,873</b>	<b>625,050</b>
<b>Expenses</b>		
Instruction	615,051	573,228
<b>Total Expense</b>	<b>615,051</b>	<b>573,228</b>
<b>Net Revenue (Expense)</b>	<b>51,822</b>	<b>51,822</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(51,822)	(51,822)
<b>Total Net Transfers</b>	<b>(51,822)</b>	<b>(51,822)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 10 (Arrow Lakes)**  
Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2017

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Coding and Curriculum Implementation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			25,000	204,832	5,000				
Add: Restricted Grants									
Provincial Grants - Ministry of Education	67,770	144,170			96,000	12,250	7,043	104,860	29,563
Other				200,000					
	67,770	144,170	-	200,000	96,000	12,250	7,043	104,860	29,563
Less: Allocated to Revenue	67,770	144,170	20,000	200,000	96,000	12,250	7,043	104,860	14,780
Deferred Revenue, end of year	-	-	5,000	204,832	5,000	-	-	-	14,783
Revenues									
Provincial Grants - Ministry of Education	67,770	144,170	20,000		96,000	12,250	7,043	104,860	14,780
Other Revenue				200,000					
	67,770	144,170	20,000	200,000	96,000	12,250	7,043	104,860	14,780
Expenses									
Salaries									
Teachers		90,816					5,546	58,987	11,638
Educational Assistants		23,442							
Support Staff					59,708				
	-	114,258	-	-	59,708	-	5,546	58,987	11,638
Employee Benefits		29,912			15,524		1,497	15,927	3,142
Services and Supplies	15,948		20,000	200,000	20,768	12,250		29,946	
	15,948	144,170	20,000	200,000	96,000	12,250	7,043	104,860	14,780
Net Revenue (Expense) before Interfund Transfers	51,822	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(51,822)								
	(51,822)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



**School District No. 10 (Arrow Lakes)**  
Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2017

Schedule 3A

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	234,832
Add: Restricted Grants	
Provincial Grants - Ministry of Education	461,656
Other	<u>200,000</u>
	661,656
Less: Allocated to Revenue	<u>666,873</u>
Deferred Revenue, end of year	<u>229,615</u>
Revenues	
Provincial Grants - Ministry of Education	466,873
Other Revenue	<u>200,000</u>
	666,873
Expenses	
Salaries	
Teachers	166,987
Educational Assistants	23,442
Support Staff	<u>59,708</u>
	250,137
Employee Benefits	66,002
Services and Supplies	<u>298,912</u>
	615,051
Net Revenue (Expense) before Interfund Transfers	<u>51,822</u>
Interfund Transfers	
Tangible Capital Assets Purchased	<u>(51,822)</u>
	(51,822)
Net Revenue (Expense)	<u>-</u>

**School District No. 10 (Arrow Lakes)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2017 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		1,500	1,500	2,000
Amortization of Deferred Capital Revenue	372,220		372,220	331,343
<b>Total Revenue</b>	<b>372,220</b>	<b>1,500</b>	<b>373,720</b>	<b>333,343</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	414,583		414,583	538,322
Transportation and Housing	122,226		122,226	
<b>Total Expense</b>	<b>536,809</b>	<b>-</b>	<b>536,809</b>	<b>538,322</b>
<b>Net Revenue (Expense)</b>	<b>(164,589)</b>	<b>1,500</b>	<b>(163,089)</b>	<b>(204,979)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	108,822		108,822	51,822
<b>Total Net Transfers</b>	<b>108,822</b>	<b>-</b>	<b>108,822</b>	<b>51,822</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(55,767)</b>	<b>1,500</b>	<b>(54,267)</b>	<b>(153,157)</b>

### **BOARD CHAIR REPORT – Feb. 14, 2017**

The Board is continuing the Policy Manual review and we are on track for completion by the end of June. Three more policy meetings and the updated policy manual will be complete. It is Budget time again and public and staff meetings are scheduled.

### **Correspondence:**

Copies of letters from School Districts to the Provincial Government, Ministry of Education have been received. There were emails from BCSTA and the Ministry of Education regarding the Rural Education Program

Several thank you's from staff were received for the Christmas chocolates and donations.

### **CUPE Board Liaison**

Met February 14. Topics for discussion – job descriptions for positions, review of 2017-18 calendar for the Pro-D day in September

### **DPAC:**

Met on January 12. The AGM was held with a full slate of officers elected:

President – Lori McKenzie (NES)

Vice-President – Sandra Kleiss (LESS)

Treasurer – Kim Coates (NSS)

Secretary – Candice Goodrich (EES)

The Grant forms were sent out to each school with a date of return for March 7.

### **Branch:**

I attended the Motion Building Session on Sunday, Feb. 12.

One motion will go forward on the funding of the Exempt Compensation.

### **OH&S:**

The OH&S met February 14.

There was a discussion regarding First Aid training for training for children vs adult. Lorna will follow up on CPR for children. There is a second session for staff on Feb. 24.

Each school rep reported on drills and walk through sessions for their schools, and any concerns that they might have.

The Manager of Operations reported on winter issues – such as keeping the schools warm enough during the recent cold spells, keeping the propane tanks filled and running, and keeping up with the snow and ice removal. Fire drill for winter conditions was also discussed.

There are new WHMIS regulations and new training to be put in place by 2018, and will check into who will require this training.

The Director of Learning reported on OH&S training,

Next meeting is set for April 11.



Trustee Report to Board, February 14, 2017

**The LESS PAC** meeting was on February 7, 2017. There are two new staff members – Alexandra Krajewski in the FLC (covering a mat leave), and Emily Barber in the 4/5/6 class as classroom support (Priority Measures funding). The Abukar family is scheduled to arrive in Vancouver of February 22 and the children are set to start school on February 27. The budget consultation is February 16. There are three Family Night Out's, sponsored by CBAL scheduled for February 14, 20 and 27; events include dinner, crafts, games, literacy, etc.

**The Chamber of Commerce AGM** was scheduled for February 9 but was cancelled due to weather conditions.

Respectfully submitted,

Rhonda Farrell

**NSS** – Met January 30<sup>th</sup>. PAC Page has been created as part of the new NSS Website that has been created. This webpage is created by students, Advisory blocks have been discontinued as of the start of the new semester. There was some parent discussion with regards to linear school year vs Semester. Parents were advised to bring issues up to the open house. Date of open house yet to be determined. Student council is selling clothing, sweatpants, t-shirts ect. KSCU held a Bingo with proceeds going to the School for anti-bullying program. Outdoor Ed has recently gone to Vancouver and Seattle. Ski and snowboard heading to provincials on March 1<sup>st</sup>. They held a bottle drive on the 5<sup>th</sup> of February. A book buying trip took place. Student led. Were able to buy \$2500 worth of books for \$2000 thanks to a discount from Chapters. Next PAC meeting February 27<sup>th</sup>.

**Ab Ed** – Our Feb 6<sup>th</sup> meeting was cancelled due to snow. Next meeting will be February 20<sup>th</sup>.

**Chambers** – Nakusp – nothing to report



World Class Learning in a Rural Environment

**February 14, 2017**  
**Superintendent/Secretary Treasurer Report**  
*Presented at the Education Partnership Committee,  
 and Regular Meeting of the Board of Education*

My Education BC: Student Enrollment Numbers														
As of:	Feb 6-17													
Grade:	Gr.K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	TOTALS
BAS														0
DL	3	2	2	3	3	2	3	0	2	4	2	2	10	38
EES	1	1	1	1	8	3	4	3						22
LESS	8	3	11	5	9	9	5	5	6	8	5		6	80
NES	15	22	20	18	25	23	17	32						172
NSS									29	30	22	25	38	144
TOTAL Per Grade	27	28	34	27	45	37	29	40	37	42	29	27	54	
District Total														456

**1. Enrollment notes – Up 10 students overall since September 30<sup>th</sup> count of 446**

- Six refugee children will arrive February 23<sup>rd</sup>! Welcome the Abukar family to SD 10!
  - Abdirahman - Strong Start
  - Mohammed & Najma -- Grade 4/5/6, Ms. Sumrall's class
  - Biial & Ayub -- Grade 2/3, Ms. Jenkin's class
  - Qadar – Grade K/1, Ms. Lada's class

**2. January 23<sup>rd</sup> Pro-D Day Update**

- Kudos to our SD 10 teachers for contributing their expertise on this recent Pro-D day!
- Gary Parkstrom, Richelle Johnston, Leslie Leitch, Biz Tupper, Erika Momeyer, and Katrina Sumrall were all part of a panel sharing ideas on environmental education, field trip planning and risk assessment – they did an excellent job!
- Our external facilitator had unfortunately cancelled the day before – Sunday - due to illness and the astonishing teamwork to make the Pro-D day work was very much appreciated by all!
- Thanks especially to Erika Momeyer, for her collaboration in re-planning the day for our teachers!!
- Lorna Newman, Director of Learning, worked with our Education Assistants on the final lesson for CPI – Crisis Prevention Intervention, strategies to de-escalate conflict
- Bus Drivers and custodians attended First Aid training at Selkirk College

**3. February 24<sup>th</sup> Pro-D day Plans**

- Teachers are engaged in regional professional learning events in the Kootenays and Okanagan
- For Education Assistants, a day of Sensory Motor and Self-regulation skills training with our Occupational Therapist, Laura Munoz is offered
- First Aid Level 1 will again be offered for interested teachers and PVPs through Selkirk College in keeping with OH and S guidelines

**4. Priority Measures Funding – New Teachers Hired to the District**

- As a result of an initial “Priority Measures” agreement negotiated between the BCTF and the government regarding the Supreme Court decision, the district has hired a number of new teachers:
  - At NES, Tracey Wallis takes on a .6 FTE primary classroom support teacher role
  - At NES, Megan Martin is appointed to a .2 FTE intermediate classroom support teacher role
  - Emily Barber is the new .4 intermediate support teacher at Lucerne

- Lisa Bjarnason takes on the .43 role of teaching English 9 and Support Block at NSS, of which .2 is Priority Measures funding

- SD 10's total of the \$50 million funding was just over \$72,000 allowing us to hire 1.4 FTE
- Great collaboration between the ALTA and district is of note in this process! Thanks to ALTA President, Ric Bardati, for representing the needs of teachers at the schools in the district, and for working alongside the district to come up with positions of support that will best serve students
- Many thanks to our hard-working school Principals, Vice-Principal, and Director of Learning for conducting a scad of teacher job interviews in between FSAs, report cards, preparing for an enrolment audit and new secondary semesters!

#### **5. Rural Engagement - Feb 24 Revelstoke and March 10 Trail – 6 pm to 8 pm**

- The government and Ministry of Education continue their outreach to gather input on rural districts in a series of 9 “Rural Engagement” sessions
- The two sessions closest to SD 10 are in Trail on Friday, February 24<sup>th</sup> and in Revelstoke on Friday, March 10<sup>th</sup>
- All members of the school community – staff, parents and trustees are invited to attend:  
<http://engage.gov.bc.ca/ruraleducation/regional-open-houses/>

#### **6. Four Day Week Letter of Understanding**

- ALTA and the district continue to work towards agreement on an updated LOU – letter of understanding – for teachers who work in schools with a 4 day week
- There is only one outstanding item that the parties hope to resolve shortly

#### **7. Ski and Snowboard team head to Provincials at Whistler**

- Congratulations to the NSS Ski and Snowboard team who are once again, heading to compete in the Provincial Championship at Whistler March 1<sup>st</sup> - 3<sup>rd</sup>, 2017
- Coaches Barb Lewis, Taylor Aiechele, Matt McKee, Francis Swan, and Carly Cotton are to be commended for their efforts in supporting this team of winter athletes!

#### **8. BAS Field Studies in Action**

- Burton Academy School is just back from extensive field studies trips to the Vancouver, Seattle and Victoria Boat Shows over the past three weeks
- This dedicated group have again had great success marketing their Rolly Blade fishing flashers, EZ Lite kits and representing our community and school district across the Pacific Northwest
- Kudos to the enterprising and innovative entrepreneurs from BAS and giant thanks to Dorian Boswell, their fearless teacher and leader for his leadership and vision!

#### **9. Enrolment Audit - Feb 6-10**

- The Ministry of Education enrollment audit has now concluded. In all, three SD 10 schools – NSS, BAS and Lucerne were audited for enrolment procedures, student records and Aboriginal programs
- The auditors found our files and procedures to be very well-organized and very well-prepared with documentation to support claims for general student enrolment and Aboriginal student support programs
- A final report will be issued shortly by the Ministry of Education; initial report indicated reductions to FTE funding amounting to 5.625 FTE, due mainly to errors in course credit counts
- Preparation for an audit is very time-consuming and stressful as it takes place in December and January when schools are already intensely busy and goes back in time to September of the year
- Special thanks are due to Lorna Newman, our Director of Learning, to the two principals involved, Trish Hawkins and Peter Gajda, and to our Aboriginal Support teachers, Kristen Kipkie and Sheena Delong, our Work Experience teachers, Patti Sebben and Lindsay McGregor, and to our rockstar school secretaries, Chiyoko Reitmeier and Andrea Coates with assistance from Alice McKee
- Job well done, Team Audit!



#### **10. Winter Take Me Outside Day - Feb 9th**

- On February 9<sup>th</sup>, SD 10 classrooms joined with classrooms across the six Kootenay-Boundary school districts, to participate in the first seasonal KB Environmental Education *Take Me Outside Day* – at least an hour in the school day committed to learning outside
- Across the region, over 30% of students were engaged in learning out-of-doors, integrating learning with science, mathematics, language arts, and/or physical health and well-being, and embedding the core competencies of the new curriculum: communication, critical and creative thinking, and personal and social responsibility
- 150 students in our district participated – 35% of students!
- Outdoor learning is a match with our district's signature pedagogy (place-conscious learning). It
  - helps students self-regulate their learning,
  - improves both student and staff well-being (as is evident in current research on the positive role of environmental education, physical health and well-being to increased academic achievement)
  - and integrates powerful learning in the redesigned curriculum in relevant ways

#### **11. 3 Year Enrolment Projections**

- Attached is a copy of the enrolment projections recently submitted to the Ministry of Education as is required each February
- Trend over time continues to show a decrease in student enrolment overall and also a decrease in students with designated Special Needs and Aboriginal self-identification
- Our practice is to be conservative in our enrolment estimates based on actual data from schools, Strong Starts and pre-schools as well as Public Health
- Continuing to build a strong education system in our district for every learner, and to be well recognized for great teaching and learning and support for all students is critical to our success

#### **12. Agricultural Land Commission Update – Fauquier School**

- The district has been contacted by the ALC regarding our application for exclusion from the ALR for the Fauquier property
- The ALC has requested a site visit on their tour in late spring to the Southern Interior
- Site visit will be scheduled in April or May to review the property and discuss the district's application for exclusion
- ALR exclusion is the necessary first step in potential subdivision of the property into two parcels – one, designated for the community of Fauquier to include the current Fauquier School site, and the second, for sale at market value for district capital revenue

#### **13. 2017-18 Budget Consultation Process**

- It's the season again to consult widely with our partner groups seeking input on the 2017-18 budget
- Attached is the schedule of budget consultation meetings held at schools throughout the district and the series of three Finance Committee meetings
- This February and March, mark the fourth year that the district has engaged in an extensive budget consultation process, offering the board and district staff the opportunity to hear from our stakeholders and for us to share and present budget details and documentation
- Each year, the district faces increased costs and decreased funding as a result of numerous factors and coming out of Funding Protection (a reduction of 1.5% compounded each year)
- Running a small district has increased costs for transportation, travel, administration, and energy – to name a few pressures
- As a result, we continue to be strategic, finding cost-savings, while keeping student learning at fore

**Re: Notice of Revision and/or Abandonment of Board Policies**

**Policies Recommended for Revision**

**1) Policy 421 – Evaluations of Principal/Vice Principals**

This policy has been renamed "Evaluation of Exempt Staff". This policy has been revised to encompass all exempt staff and to ensure compliance with PSEC regarding annual performance evaluations for all exempt positions.

**2) Policy 430 – School Closure**

This policy has been revised to ensure clear and current language and to ensure proper processes are in compliance with legislated requirements.

**3) Policy 641 – Disposal of Land or Improvements**

This policy has been revised to update the language and to ensure consistency with the requirements of the School Act and with [Ministerial Order 193](#).

**4) Policy 680 – Transportation Assistance**

Minor revisions to this policy to add clarity around when transportation assistance is available.

**Policies Recommended for Abandonment**

**5) Policy 440 – Critical Incidents Protocol**

This policy is highly procedural and is not governance. A district protocol has been developed and will be available to staff in the event of a critical incident. As guidelines around responding to Critical Incidents change (i.e. MOE guidelines, Safe Schools, ERASE Initiatives) so will the protocol be revised accordingly.

**SD10 Policy:** <http://sd10.bc.ca/wp-content/uploads/2016/11/440-5720-Critical-Incidents-Protocol.pdf>

**6) Policy 450 – Computer's, Internet, & BCeSIS Usage and Access to Electronic Information**

This policy is very outdated and references irrelevant student management software. This policy is procedural in nature and is not governance. An administrative protocol has been developed that is current, accurately references the new student software MyEd, and is more responsive to the changing nature of technology.

**SD10 Policy:** <http://sd10.bc.ca/wp-content/uploads/2016/11/450-Computers-Internet-and-BCeSIS-Usage-and-Access-to-Electronic-Information-Forms-removed.pdf>

**NEW SD10 Protocol:** <http://sd10.bc.ca/wp-content/uploads/2017/01/L-08-Acceptable-Use-and-Security-of-Electronic-Information-and-Sytems.pdf>

7) **Policy 642 –Capital Plan Preparation**

This policy is not needed. The Ministry of Education provides detailed instructions on plan preparation that school districts are required to adhere to. The requirements are also subject to change, potentially rendering policy irrelevant or not in compliance.

**SD10 Policy:** <http://sd10.bc.ca/wp-content/uploads/2016/11/642-Capital-Plan-Preparation.pdf>

**Ministry Policy:** [Capital Plan Instructions](#)

8) **Policy 649 – Evaluating Existing Buildings, Capital Plan Budget and Schedule, and Participation in the Planning of Facilities**

This policy is not needed. The Ministry of Education provides detailed instructions on project procurement that school districts are required to adhere to. In addition to potentially changing requirements from the MOE, the cycle and timelines are also subject to change, potentially rendering policy irrelevant or not in compliance.

**SD10 Policy:** <http://sd10.bc.ca/wp-content/uploads/2016/11/649-1-Evaluating-Existing-Buildings.pdf>

<http://sd10.bc.ca/wp-content/uploads/2016/11/649-2-Capital-Budget-Planning-Cycle.pdf>

<http://sd10.bc.ca/wp-content/uploads/2016/11/649-3-Participation-in-the-Planning-of-Facilities.pdf>

**Ministry Policy:** [Project Procurement](#)

9) **Policy 670 - School Bus Video Taping**

This policy has been substantially revised as it is operational in nature and is of a limited scope. The existing policy is being recommended for abandonment. A new policy on video surveillance as well as an administrative protocol have been developed in compliance with the School Act, MOE guidelines, and FOIPPA.

**SD10 Policy:** <http://sd10.bc.ca/wp-content/uploads/2016/11/670-School-Bus-Video-Taping.pdf>

**NEW SD10 Protocol:** <http://sd10.bc.ca/wp-content/uploads/2017/01/S-13-Video-Surveillance.pdf>

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

### **421 – Evaluation of Exempt Staff**

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#### **1.0 General**

- 1.1 The Superintendent/Secretary-Treasurer shall implement an annual evaluation process for all exempt staff.
- 1.2 Evaluations will be centered upon the expectations outlined in an employee's Job Description and their Professional Growth Plan. Discussions between the Superintendent and/or designate and the employee will focus on past and current performance, professional growth, and goal-setting.
- 1.3 Elements of the evaluation shall include:
  - 1.3.1 Clear criteria, process, and goals at the beginning of the evaluation cycle
  - 1.3.2 Clarity regarding how performance will be assessed.
  - 1.3.3 Regular discussions between the Superintendent and/or designate and the employee.

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

### **430 – School Closure and Reconfiguration**

#### **1.0 General**

- 1.1 The Board of Education has a responsibility to provide school facilities that promote efficacy of educational programs, operational efficiency, and health and safety of the occupants. Consistent with the intent of this responsibility, the Board may consider consolidation or closure of schools, in accordance with the School Act.
- 1.2 The Board may exercise its authority to close a school for reasons which include:
  - 1.2.1 declining student enrollment such that the school is no longer economically or operationally viable;
  - 1.2.2 restructuring of educational programs or consolidation of operations and relocation of students to other schools in the school district which results in the school being deemed surplus to the district's educational needs;
  - 1.2.3 the school is being replaced with a newly constructed school.
- 1.3 The permanent closure or reconfiguration of schools is a significant issue of public interest, and therefore, the Board will follow a process that provides adequate time and opportunity to consult with those who will be affected prior to any decision being made.

#### **2.0 Processes**

- 2.1 The reconfiguration or closure of schools will first be raised at a regular public meeting of the Board.
- 2.2 A process of public consultation will be undertaken to provide an opportunity for those who could be affected by a proposed reconfiguration or closure to participate in the process. Such participation should include, but not be limited to, trustees, parents, students, community members, district staff and school staff.
- 2.3 The process of consultation for school closure shall require at least 60 days commencing from the time when the Board provides public notice as to which school is being considered for closure.
- 2.4 The Board will give fair consideration to public input prior to making a final decision on any proposed closure of a school.
- 2.5 The Board should make available at public meetings, a full disclosure of all facts and information considered by the Board with respect to any proposed school

reconfiguration or closure, including the following information as relevant to the process:

- 2.5.1 which specific school is being considered;
  - 2.5.2 proposed effective date of the reconfiguration or closure;
  - 2.5.3 reasons for the proposed reconfiguration or closure;
  - 2.5.4 how the proposed reconfiguration or closure might affect the current catchment area for each school;
  - 2.5.5 any specific implications for the district of a proposed reconfiguration or closure;
  - 2.5.6 the number of students who would be affected at both the closed or reconfigured school and surrounding schools;
  - 2.5.7 five (5) year enrollment projections;
  - 2.5.8 education program/course implications for the affected students;
  - 2.5.9 financial and transportation considerations;
  - 2.5.10 impact on the Board's five year capital plan; and
  - 2.5.11 any anticipated use of the closed school including potential lease or sale.
- 2.6 The Board shall provide an adequate opportunity for affected persons to submit a written response to any proposed school reconfiguration or closure. Information and directions on how to submit a written response to the Board shall be articulated and should advise potential correspondents that their written response may be referred to at subsequent public forums, unless the correspondent specifically states in the written response that the correspondent wishes his or her name and address to remain confidential.
- 2.7 The Board shall hold a number of public meetings to ensure adequate opportunity for public input. At least one (1) public meeting shall be held in the community of the school designated for closure.
- 2.8 The Board will maintain records of all consultation, including: agendas, notes taken at the meetings, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of trustees and district staff who attended these meetings, a record of written input, a record of questions asked and responses given.
- 2.9 The Board will make its decision in a public Board meeting.
- 2.10 The Board will ensure that a school closure or reconfiguration transition plan is developed and implemented and that parents, staff, students and the community are involved in the process, as appropriate.

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

### **641 – Disposal of Land or Improvements**

#### **1.0 General**

- 1.1 The Board recognizes that school facilities may become surplus to the Board's needs, and eligible for disposal.
- 1.2 In order to reduce operating costs and gain efficiencies, the Board will consider the sale or lease of its surplus properties provided that they will not be required for future educational and/or operational purposes.
- 1.3 The method of disposition of surplus properties will be through a public process; this may include:
  - 1.3.1 public advertising (newspapers and District website);
  - 1.3.2 public tender;
  - 1.3.3 public auction;
  - 1.3.4 request for proposals; and
  - 1.3.5 listing with real estate agencies.
- 1.4 The Board will apply the following criteria regarding disposals:
  - 1.4.1 The decision to sell or lease the property is consistent with Ministry policy and regulations.
  - 1.4.2 There is a supportable business case for selling the property that articulates highest and best use.
  - 1.4.3 Any dispositions will be at fair market value. Fair market value means the amount, price, consideration or rent that would be obtained by the Board in an arm's length transaction in the open market between willing parties acting in good faith.
  - 1.4.4 That considerations regarding market value, and highest and best use could be superseded if:
    - 1.4.4.1. The property could generate ongoing funding for the district through an educational partnership, or the property could generate ongoing funding, savings, or provide shared services to the district through partnership with other public bodies.
    - 1.4.4.2 The property has a history of a community relationship and past-use with a committed organization in the community.
    - 1.4.4.3 The property is the only public facility in the community that is suitable for community use.
    - 1.4.4.4 The planned use of the property would have significant positive effect on a large number of the citizens that could not be gained in other ways.

#### **2.0 Procedures**

- 2.1 Prior to requesting Ministerial approval for the disposal of surplus property, the Board will:

- 2.1.1 Engage in broad consultation regarding disposal and alternatives for local and community use.
- 2.1.3 Engage two independent Property Appraisals by licensed property appraisers.
- 2.1.4 Secure statements of environmental issues relating to the property.

DRAFT



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

### **671 – Video Surveillance**

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#### **1.0 General**

- 1.1 The Board of Education recognizes that controlled video surveillance can contribute to the safety of students, employees and others on district premises and can be a valuable tool to deter destructive acts, theft and/or other criminal activities.
- 1.2 The Board recognizes its obligations to protect the privacy rights of individuals and that these rights must be balanced and respected as part of a video surveillance process.
- 1.3 It is the purview of the Board that video surveillance as a means of enhancing safety and/or enacting deterrence is implemented only after all other efforts to correct or address a pertinent situation or circumstance have been exhausted, and in accordance with the School Act and FOIPPA.

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

### **680 – Transportation Assistance**

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#### **1.0 General**

- 1.1 The Board will assist in the payment of transportation for students who live in School District No. 10 (Arrow Lakes) and who are further than 4 kilometres for Kindergarten to grade 3 students, and 4.8 kilometres for grade 4-12 students from a school bus route.
- 1.2 "Transportation" means daily transportation from the student's home to the appropriate school or nearest bus stop as per district approved daily bus routes.
- 1.3 Transition days to full-day Kindergarten in early September are covered under this policy.

#### **2.0 Regulations**

- 2.1 It is the intention of this policy to provide assistance to the cost of transportation, and not to pay the total cost of transportation.
- 2.2 In order to qualify for assistance each year, the student's parents must make application to the Secretary-Treasurer on the Transportation Assistance form.
- 2.3 The continued payment of the Transportation Assistance is dependent upon the student's regular attendance at school and satisfactory performance. Irregular attendance by the student or unsatisfactory performance may result in a discontinuation of payment.
- 2.4 Transportation Assistance rates shall be as approved by the Board of School Trustees. The reimbursement for Transportation Assistance will be for kilometres from home to the nearest school or bus stop, minus 4.0 kilometres for a kindergarten to grade 3 student, and 4.8 kilometres for a grade 4 to 12 student.
- 2.5 Full responsibility for safe transportation and insurance coverage rests with the vehicle owner.