



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

MINUTES

School Board Office

Date: Tuesday April 11, 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: J. Trainor, R. Bardati, A. Cruden, J. Schwartz (*phone*), P. Schwartz (*phone*)

1. CALL TO ORDER:

L. Brekke called the meeting to order at 6:56 pm.

2. ADOPTION OF AGENDA:

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

Additions:

Item 3 Adoption of Minutes: add, Adoption of the Minutes of the Special Regular Meeting of March 27, 2017

Item 10.b-Policy Updates and Recommendations: add

- *Policy 130 – Board – Chief Executive Officer Relationship – recommended for approval of revised policy*
- *Policy 311 – Student Conduct While Riding a School Bus – recommended for approval of abandonment of policy*

Item 8. Reports: add New Denver StrongStart Report

Item 10. New Business: add Water in Fauquier School

CARRIED

3. ADOPTION OF MINUTES:

Moved by Q. De Courcy seconded by M. Teindl that the minutes of the Regular Meeting of March 7, 2017 be adopted as amended.

CARRIED

Moved by J. Struck, seconded by R. Farrell, that the minutes of the Special Regular Meeting of March 27, 2017 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. DISPOSITION OF PREVIOUS PRESENTATIONS

- a) Red Mountain / Enterprise Creek Transportation Follow Up

Parents Jennifer Schwartz and Peter Schwartz joined the meeting by phone conference.

An analysis of Red Mountain Road Bus Options – three options were presented by Susan Brenna-Smith, Director of Finance.

The Board discussed the three options presented.

Moved by Q. De Courcy, seconded by R. Farrell that the Board of Education for School District 10 Arrow Lakes approve an extension to the existing New Denver Bus Run as per *Option 1* of the three options presented, on a trial basis for the 2017-2018 school year, and commencing at the start of school, September 5, 2017.

CARRIED

6. FINANCIAL UPDATE: (Susan Brenna-Smith)

- a) March 31, 2017 Financial Report (report attached)

7. QUESTIONS REGARDING FINANCIAL

Nil

8. REPORTS

- a) **Chairperson:**

- Report attached

- b) **Education Partnership Committee**

Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education of School District 10 Arrow Lakes approve the 2017-2018 amended school calendar.

CARRIED

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

- i) Southern Zone
No report

- ii) Nakusp Elementary School
No report
- iii) Lucerne Elementary-Secondary School
 - Report attached
- iv) Nakusp Secondary School
 - Report attached
- v) District Parent Advisory Council
 - Report attached
- vi) CUPE/Board Liaison
 - Report attached
- vii) ALTA/Board Liaison Meeting
 - Meeting date set for teacher professional growth planning
 - NSS timetable discussion
 - Discussed upcoming pro-d days and West Kootenay Zones
 - Congratulations to Ric Bardati for being elected Union president for 2017-2018!
- viii) Occupational Health and Safety Committee
No report
- ix) Chamber of Commerce
 - Nakusp: No report
 - New Denver/Silverton: AGM on March 20, 2017
- x) Strong Start Centres
 - Nakusp StrongStart Report – Nancy Bone (report attached)
 - New Denver StrongStart Report – Charlene Alexander (report attached)
- xi) Arrow Lakes Aboriginal Educational Advisory Council
 - Report attached
- d) Branch / BCSTA / BCPSEA
 - i) Branch: SD8 Hosting AGM
 - ii) BCSTA: Trustees attending AGM April 20-22, 2017
 - iii) BCPSEA: No report
- e) Superintendent/Secretary-Treasurer: (T. Taylor)

The Superintendent/Secretary-Treasurer Report was presented at the Education Partnership Committee Meeting. A copy of this report will be included as part of the Regular Meeting Minutes.

9. OLD BUSINESS:

Nil

10. NEW BUSINESS:

a) Capital Bylaw No. 2017/18-CP-SD10-01

Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education of School District 10 Arrow Lakes approve Capital Bylaw No 2017/18-CP-SD10-01, to adopt the 2017/18 Capital Plan, which has been approved by the Minister, and which consists of the supported projects as outlined in the Ministry's letter of March 17, 2017, from the 2017/18 Capital Plan, and that Capital Bylaw No. 2017/18-CP-SD10-01 be given all three readings at the Regular meeting of April 11, 2017.

CARRIED

Moved by M. Teindl, seconded by J. Struck, that the Board of Education of School District 10 Arrow Lakes approve first reading of the Capital Bylaw No. 2017/18-CP-SD10-01.

CARRIED

Moved by Q. De Courcy, seconded by, R. Farrell That the Board of Education of School District 10 Arrow Lakes approve second reading of the Capital Bylaw No. 2017/18-CP-SD10-01.

CARRIED

Moved by J. Struck, seconded by R. Farrell, that the Board of Education of School District 10 Arrow Lakes approve, pass and adopt the third reading of the Capital Bylaw No. 2017/18-CP-SD10-01.

CARRIED

b) Policy Updates and Recommendations

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

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

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

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

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

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

The Notice of Motion will be sent out to all partner groups following today's meeting and will also be posted on the SD10 website. All feedback should be sent to the Board Chair by email to loralee.brekke@sd10.bc.ca by May 4, 2017.

c) Staff Appreciation Planning – May 19, 2017

d) Water in Fauquier School

11. NEXT MEETING DATES:

- | | | | |
|----|--|-------------|--------|
| a) | Special Regular Meeting (TBC) | May 2, 2017 | 3:30pm |
| b) | Education Partnership Committee Meeting: | May 9, 2017 | 6:00pm |
| c) | Regular Meeting of the Board: | May 9, 2017 | 7:00pm |

12. QUESTIONS FROM PUBLIC:

Nil

13. ADJOURNMENT:

M.Teindl adjourned the meeting at 8:09 pm

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
April 11 2017**

Presented by: Susan Brenna-Smith, Director of Finance

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

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

b) Operating Budget Status (SDS Report #107)

Target: 29% remaining

Actual: 33% remaining

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

2. Operating Surplus (Un-appropriated)

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

a) AFG (Annual Facilities Grant) – Operating Grant

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

b) AFG - Capital Grant (Bylaw)

AFG – 2016-17 Capital Grant	\$ 236,572
Less: Expended 2015-16	(11,605)
Interest Income	<u>170</u>
Available for 2016-17	225,137
Expended to date 2016-17	<u>(123,268)</u>
Available AFG Capital Grant Funds	<u>\$ 101,869</u>

c) Columbia Basin Trust Grant

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

d) School Enhancement Program Grant (Bylaw)

MARCH 31 2017	Lighting Upgrade - NES, BO, Shop	Re-Roofing NES & NSS	Heating/Ventilation BAS & NES	Total
Routine Capital 2015-16 Grant Carryforward	\$ 70,962	\$ -	-	\$ 70,962
Routine Capital 2016-17 Grant	-	259,284	286,584	545,868
Interest Income			195	195
Expended to date 2016-17	70,962	259,284	200,609	530,855
Available Routine Capital Funds	-\$ 0	\$ -	\$ 86,170	\$ 86,170

e) Capital Reserve Balances

Shareable Capital - SS (Capital Reserve)

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

Non-Shareable Capital - NSC (Local Capital Reserve)

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

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

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

Budget Implications: 35% Replacement Budget remaining
\$132,354 spent on a \$204,794 Budget

School District No. 10
MONTHLY EXPENDITURE REPORT AT MARCH 31, 2017
(Fund-Function-Object Level 1)

Fund : 0 General Operating

O	TITLE	MAR	YEAR TO DATE	ENCUMBERED	FULL YEAR		AVAILABLE	PERC
					BUDGET			
Function : 1 Instruction								
1	Salaries	336,049.72	2,514,803.25		3,638,244		1,123,441	31
2	Emp. Benefits/Allowances	76,534.28	596,418.47		908,991		312,573	34
3	Services	33,791.44	219,698.48		363,264		143,566	40
4	Services	11.36	12,371.39		39,900		27,529	69
5	Supplies And Materials	25,432.66	109,540.96	428.09	195,626		85,657	44
TOTAL FOR Function - 1		471,796.74	3,452,832.55	428.09	5,146,025		1,692,764	33
Function : 4 District Administration								
1	Salaries	34,706.37	317,075.20		433,152		116,077	27
2	Emp. Benefits/Allowances	5,742.39	66,411.99		99,198		32,786	33
3	Services	4,340.44	103,353.95		249,301		145,947	59
4	Services	2,428.33	38,342.01		57,750		19,408	34
5	Supplies And Materials	1,808.17	22,902.91		36,533		13,630	37
TOTAL FOR Function - 4		49,025.70	548,086.06	0.00	875,934		327,848	37
Function : 5 Operations & Maintenance								
1	Salaries	38,727.24	386,785.72		540,700		153,914	28
2	Emp. Benefits/Allowances	7,584.83	94,874.61		129,888		35,013	27
3	Services	51.94	4,935.88		35,030		30,094	86
4	Services	9,339.52	33,313.29		58,400		25,087	43
5	Supplies And Materials	46,030.35	299,798.28	4,700.00	449,260		144,762	32
TOTAL FOR Function - 5		101,733.88	819,707.78	4,700.00	1,213,278		388,870	32
Function : 7 Transportation & Housing								
1	Salaries	17,441.62	142,874.13		190,345		47,471	25
2	Emp. Benefits/Allowances	2,821.17	33,663.07		46,176		12,513	27
3	Services	3,228.43	22,399.65		38,331		15,931	42
4	Services	126.19	826.19		1,000		174	17
5	Supplies And Materials	12,871.90	48,336.34		87,500		39,164	45
TOTAL FOR Function - 7		36,489.31	248,099.38	0.00	363,352		115,253	32
TOTAL FOR Fund - 0		659,045.63	5,068,725.77	5,128.09	7,598,589		2,524,735	33

TARGETS:

10-month expenses (Functions 1 & 7)

30% remaining

12-month expenses (Functions 4 & 5)

25% remaining

Overall Target

29% remaining

Fund : 0 General Operating

O	TITLE	MAR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	354,947.68	2,709,691.85		4,036,269	1,326,577	33
2	Emp. Benefits/Allowances	90,482.92	701,884.74		1,044,429	342,544	33
3	Services	37,676.72	206,337.24		340,837	134,500	39
4	Services	3,378.81	29,553.69		46,054	16,500	36
5	Supplies And Materials	26,402.83	128,102.09	3,797.86	327,147	195,247	60
TOTAL FOR Function - 1		512,888.96	3,775,569.61	3,797.86	5,794,736	2,015,369	35
Function : 4 District Administration							
1	Salaries	30,021.21	277,838.60		381,916	104,077	27
2	Emp. Benefits/Allowances	5,262.04	63,746.93		90,646	26,899	30
3	Services	4,823.24	131,200.11		249,350	118,150	47
4	Services	4,528.20	43,115.42		67,511	24,396	36
5	Supplies And Materials	1,943.97	27,352.65	229.39	26,450	1,132-	4-
TOTAL FOR Function - 4		46,578.66	543,253.71	229.39	815,873	272,390	33
Function : 5 Operations & Maintenance							
1	Salaries	38,732.81	409,845.95		534,925	125,079	23
2	Emp. Benefits/Allowances	6,838.98	98,896.14		131,084	32,188	25
3	Services	188.92	13,688.60		15,100	1,411	9
4	Services	4,776.22	59,384.73		60,394	1,009	2
5	Supplies And Materials	53,938.51	338,087.46		442,899	104,812	24
TOTAL FOR Function - 5		104,475.44	919,902.88	0.00	1,184,402	264,499	22
Function : 7 Transportation & Housing							
1	Salaries	15,111.37	128,296.82		168,717	40,420	24
2	Emp. Benefits/Allowances	2,580.84	30,230.74		41,644	11,413	27
3	Services	1,241.33	21,224.76		32,886	11,661	35
4	Services		904.67		1,000	95	10
5	Supplies And Materials	5,736.43	64,313.21		90,655	26,342	29
TOTAL FOR Function - 7		24,669.97	244,970.20	0.00	334,902	89,932	27
TOTAL FOR Fund - 0		688,613.03	5,483,696.40	4,027.25	8,129,913	2,642,189	32
GRAND TOTAL		688,613.03	5,483,696.40	4,027.25	8,129,913	2,642,189	32

TARGETS:

10-month expenses (Functions 1 & 7)

30% remaining

12-month expenses (Functions 4 & 5)

25% remaining

Overall Target

29% remaining

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

														<u>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
<u>2016-2017</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>		
AO	0.00	0.00	0.00	1.00	7.40	5.00	6.40	6.00	2.22				28.02	4.67	6
Exempt	3.00	2.00	3.00	0.00	5.00	3.00	5.00	0.90	5.90				27.80	4.63	6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.21	5.29	10.36	4.36	4.86	4.93	3.36				35.37	5.90	6
Support Staff: Custodial	5.00	3.00	9.99	4.75	18.07	4.81	9.45	6.83	9.66				71.56	10.22	7
Support Staff: EA/PrA/SSC	0.00	0.00	11.29	11.54	18.45	16.91	40.20	20.88	9.43				128.70	7.15	18
Support Staff: Maintenance	0.00	0.00	0.00	1.44	1.75	0.00	1.00	1.00	0.00				5.19	2.60	2
Support Staff: Transportation	0.00	0.00	0.50	1.00	3.75	1.50	1.13	0.50	2.50				10.88	2.18	5
Teachers	0.00	0.00	10.38	24.40	38.06	17.40	36.82	30.80	25.72				183.58	5.10	36
TOTAL	8.00	5.00	37.37	49.42	102.84	52.98	104.86	71.84	58.79	0.00	0.00	0.00	491.10		86

														<u>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
<u>2015-2016</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>		
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>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
<u>2014-2015</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>		
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>Average Per Employee</u>	<u>Employee Head Count</u>
<u>2013-2014</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>		
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>Average Per Employee</u>	<u>Employee Head Count</u>
<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>		
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>Average Per Employee</u>	<u>Employee Head Count</u>
<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>		
AO	0.00	0.00	2.00	2.00	7.00	0.22	4.00	4.90	1.75	4.00	4.00	4.00	33.87	6.77	5
Exempt	3.00	1.00	6.04	3.70	2.00	5.00	2.00	3.28	2.00	0.00	1.00	1.50	30.52	10.17	3
Support Staff: Clerical/Lib Clk	0.00	0.00	6.56	6.41	6.91	11.81	35.01	23.17	1.20	3.11	5.19	5.75	105.12	15.02	7
Support Staff: Custodial	4.00	3.38	7.94	11.74	10.12	5.33	6.38	5.31	27.36	16.09	18.50	6.94	123.09	17.58	7
Support Staff: EA/PrA/SSC	0.00	0.00	8.66	14.83	20.37	27.91	24.80	19.79	26.19	26.56	20.86	25.18	215.15	11.32	19
Support Staff: Maintenance	3.69	0.00	0.00	5.00	1.00	1.00	0.00	1.00	1.81	17.56	0.00	0.00	31.06	10.35	3
Support Staff: Transportation	0.00	0.00	0.50	0.00	1.13	2.00	1.00	0.00	1.00	0.00	1.00	1.38	8.01	1.60	5
Teachers	0.00	0.00	16.25	38.29	44.51	26.68	40.89	34.43	25.27	25.82	45.27	50.24	347.65	9.40	37
TOTAL	10.69	4.38	47.95	81.97	93.04	79.95	114.08	91.88	86.58	93.14	95.82	94.99	894.47		86

BOARD CHAIR REPORT – April 11, 2017

- policy work continues
 - 3 trustees are attending the AGM of BCSTA next week
 - The budget meetings continue – the last meeting of the financial committee met this afternoon, and the Board will now debate the different scenarios
 - With the election approaching next month, there have been several conference calls with the Minister. covering new programs, such as the School Enhancement Program Capital project and an enhanced website through the Ministry, the Classroom Enhancement Fund, to be used as a district reporting tool and can be accessed by parents through a secure log in. This is tied in with the Enhanced Learning for Students. Will be fully up and running by September.
- The Board will hold the annual Staff Appreciation on May 19

Correspondence:

- copies of letters sent out by various School Districts to the government and BCSTA have been received
- information package of the Annual Report from Ministry of Education on the Service Delivery Project.
- copy of letter sent by BCSTA to Minister of Education regarding full funding for the supreme court decision

BCSTA – PROVINCIAL

- BCSTA AGM is next week – April 20-23

Kootenay Boundary Branch

- SD#8 has sent out questions they would like answered for the KBB AGM.
 - *What challenges and opportunities does your board anticipate over the following time frames?*
- 1 years
5 years
10 years

Also for the Ed Committee: **couple of questions we would like to have feedback on as follows:**

- **the top 2 professional development opportunities trustees are looking for**
- **and asking trustees to reflect on “what you wished you’d learned as a new trustee”.**

CUPE Board Liaison

- met April 11
- discussed job descriptions, 2017-128 school calendar
- discussed Strong Start
- national rep will be attending the CUPE meeting this week

DPAC –met on March 9

- received Gaming Grant applications from all 4 schools
- each school received \$625.00 – EES for lunch program, NES for June pancake breakfast, NSS for Cougar Snacks updates, and LESS for breakfast and lunch programs
- next meeting is May 11

Trustee Report to Board – April 11, 2017

LESS PAC – meeting date was Tuesday, April 4, 2017, but there was not quorum to hold meeting.

Slocan District Chamber of Commerce – AGM held on March 10, 2017. There was no change in the executive.

Respectfully submitted,

Rhonda Farrell

Eastern Zone Trustee, SD 10

April 11 2017 - Trustee Report

NSS PAC – The PAC met on March 27th. Grade 7's will be visiting the high school on the 4th of May and will be paired up with a Grade 8 buddy. Grade 7 transition date and BBQ on May 11th. Dinner in the halls to take place April 26th. Next meeting April 24th.

Nakusp Chambers of Commerce – Nothing to Report

Aboriginal Ed – A sub Meeting was held on April 3rd. Plans are really coming together for the event which will be held on Tuesday June 20th at NES will include all elementary students and as many high School students as possible. Looks like it will be a great day full of games, stories, crafts, dancing and much more.

Submitted by T. Teindl

NES StrongStart Early Learning Centre Monthly Report

- As of April 4th, 2017, I have 63 students enrolled, and 9 more to register once I receive birth certificates. It seems like we're getting 2 or 3 new students a month.
- NES StrongStart hours are: Monday/Wednesday/Friday from 8:45 - 11:45 am and Tuesday/Thursday from 12:30 to 3:30 pm.
- Our morning sessions were slower than usual this winter, due to flus and colds, but they are getting busier with spring here! On an average of 14 - 21 children and between 9 - 15 parents, and afternoons 4-6 parents and 4-6 children.
- Our daily schedule consists of free play, arts and craft, clean up, snack, gym, circle time, library time, music in the gym with the primary classes, play and good byes.
- Monday and Friday we have gym time from 10:10 to 10:40 am, and the children are really enjoying the gymnastics for the month of April.
- On Wednesday's and Friday's at 11, Jan Dion comes to Strongstart and reads a story to the children. We were trying to get to the library for 11:00 am, but it was too hectic and crazy!
- On Monday March 27th, we did early years screening (ages and stages). Sherry Tolman and her partner Deena from Infant Development Program in Castlegar came to StrongStart. They screened 9 children, and hoping to do another screening in May sometime.
- Thursday's at 9:00 am is Pitter Patter, using StrongStart's room, but is sponsored and facilitated by CAPC.
- On Monday April 10th, Sam from CCRR will be coming to present a workshop to the parents on "Setting Boundaries". This will be a discussion on setting healthy boundaries with our children. We

will discuss influences on children's behavior to better understand their emotional needs, preventative ideas to decrease challenging behaviors, and positive guidance strategies that are supportive. (Positive Guidance Strategies, Ideas to Help Children develop self-control, understanding emotional needs and creative conflict solution.) Monday April 10th, at 10:00 am.

- The Early Years face book page is being used all the time, and just seems like a great way to get info out to the parents, and our new West Kootenay early years' website is being launched this month too. It will be another great resource for parents.

Respectfully written by Nancy Bone
April 4th, 2017

April 6, 2017

SD10 Board Report - New Denver StrongStart

Attendance:

Our morning sessions are averaging between 6-8 families per day and afternoon sessions average 2-4 families per day.

Highlights:

* Our Ages & Stages Event in February was very well attended with 10 families participating and a total of 14 children being screened.

*We have another Secondary student participating in our program to fulfill her Community Service Hours for graduation. She started yesterday and was a great help during our art activity. When she left one child asked “Hey, where did the big girl go?”

*Our visits to the K/1 class continue once per week for playtime. Parents are appreciative of the connection with Ms. Lada and the Kindergarten environment.

* The Green Thumbs Garden Club starts up again next Thursday from 3:15 pm – 4:30 pm. StrongStart partners with Julia Greenlaw to provide a gardening experience for families as well as Elementary aged children in the school garden.

Future Plans:

*We are planning an outdoor picnic and some active family games for ‘Take Me Outside Day’ on April 20th.

*Our families will also be joining in with the Community Breakfast & events planned to celebrate Earth Day at Lucerne.

Thanks,

Charlene Alexander, ECE



World Class Learning in a Rural Environment

April 11, 2017

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

My Education BC: Student Enrollment Numbers														
As of:	04-Apr-17													
Grade:	Gr.K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	TOTALS
BAS														0
DL	3	2	2	3	3	2	3	0	3	4	2	2	9	38
EES	1	1	1	1	8	3	4	3						22
LESS	8	4	13	6	11	9	5	5	7	7	5	0	7	87
NES	15	22	20	18	25	23	17	33						173
NSS									29	30	21	25	38	143
TOTAL Per Grade	27	29	36	28	47	37	29	41	39	41	28	27	54	
District Total														463
Notes:	Grade not applicable to school													
	BAS is currently not showing cross enrollment numbers in My Ed BC													

1. Enrollment notes –

- There are new students in three schools since last month: 4 at NES, 2 at Lucerne, and 1 DL students for an overall increased total of 3 students since March 7th's report
- In sum, we are **up 17 students overall** since September 30th 1701 count of 446

2. Principal and Vice-Principal News

- With regrets, Joe Baron, Principal at Nakusp Elementary School and Edgewood Elementary School has accepted another position starting August 1st, 2017. We express deep appreciation for Joe's excellent service to the district in his two years in SD 10.
- The district is pleased to announce that Michael Hibberson, currently serving as Edgewood School's teaching Vice-Principal, will take over the NES and EES principalship. Mike is excited about the new position, and has already begun transitioning alongside Joe one day per week when EES is closed.
- A posting for EES and NES Vice-Principal was released on March 30th, with the aim to have a new VP selected by mid-May and starting in the district August 1st
- A strong plan for supporting EES students is in place to ensure high quality learning at the school as Mike transitions to the Principalship – he will continue to be at EES a day every two weeks next year in addition to the new VP at Edgewood School three days per week
- Nick Graves, Lucerne's Principal for the 2017-18 school year, arrives at Lucerne beginning June 18th – he will be able to spend two solid weeks learning from experienced principal, Trish Hawkins, who stepped up as Principal at Lucerne for this year. Giant thanks to Trish for saying yes...

3. Rural Engagement – April 3rd

- Trustees Lora Lee Brekke, Judy Struck, and Rhonda Farrell attended this evening session in Revelstoke which was rescheduled from March 10th due to weather conditions
- Information on the Rural Engagement process and feedback can be found at <http://engage.gov.bc.ca/ruraleducation/regional-open-houses/>

4. Student Learning Grant Funding

- Ministry of Education has now released funding for this Student Learning Grant funding in the amount of \$22,103 for all six schools in the district
- Funding of \$50 per FTE (full time equivalent student) has been allocated on an FTE basis to schools to expend after staff consultation about their students' learning resource needs
- Eligible categories of resources/supplies include instructional supplies (e.g. electronic learning resources, textbooks, other classroom supplies serving an educational purpose), athletic equipment, and learning resources to assist non-enrolling teachers (i.e. career preparation materials)
- Principals are leading discussions with their staff around school priorities and costing for learning resources this spring and have the option of carrying funding over to next year

5. Strong Start Coordinators to attend Early Learning Conference

- Our three Strong Start Coordinators, will attend an Early Learning provincial conference in May
- Provincial funding for travel expense support was received in the amount of \$1050

6. Youth Trades Capital Equipment Grant – SD 10 will receive \$368,000 over three years

- The district has been successful in receiving a \$219,000 grant this year to purchase school woodwork, metalwork and automotive shops and foods lab equipment at NSS and Lucerne, ranging from table saws and routers, to energy efficient fridges and stoves this year
- \$65,000 of the funding may be spent this summer on a major upgrade to plumbing, electrical and cabinetry at Lucerne Foods Room as pipes in this foods lab freeze each winter, electrical circuits blow and insulation in the walls is inadequate. Ministry staff identified this as a high priority for the funding. (NSS shop and Foods room facilities have already received significant AFG capital funding support and maintenance staff investments in infrastructure over the years; NSS Foods cabinetry was replaced about 8 years ago...)
- Alternately, the Board may consider taking funds out of shareable or non-shareable capital. We have followed up with the Ministry to determine if this is possible. If so, more funds could go into school trades equipment.
- A total of \$368,000 over the next 3 years will be allocated to SD 10 with schools determining the highest priorities for capital equipment of the grant application
- This additional capital infrastructure is considerable, and very welcome indeed as our trades equipment is decades old. The new funding will significantly strengthen our youth trades programs!

7. Ministry SEP Capital grant – Great news on big capital funding!

- The district has received confirmation that we have been successful in our application for SEP – School Enhancement Program capital funding
- We will receive \$176,000 to replace the NSS roof, \$100,000 for emergency lighting throughout the district schools and \$220,000 for an NES solar project which will increase future energy savings in the district
- We are very grateful for this SEP capital funding support!

8. Budget Planning Process for 2017-18

- Our budget consultation process has thus far included consultation at four district schools, with meetings for both parents and staff, a meeting with the Principals and vice-principal, and two of the three Finance Committee meetings
- The Director of Finance and Superintendent/Secretary-Treasurer have developed three budget scenarios for the Finance Committee's consideration: a status quo budget, and two budgets with reductions informed by the budget consultation process and other information
- Finance Committee meeting #3 was held April 11th, with the Budget By-law scheduled to be passed on May 2, 2017 at a Special Regular Meeting of the Board of Education
- Given the uncertainty about Ministry funding to implement the SCC decision on restored class size and composition language, the final Budget by-law may need to be postponed

9. MoA (Memorandum of Agreement) re Restored Collective Agreement Language

- The provincial parties (BCTF and the government) have signed an MoA outlining how districts are to implement the Supreme Court Decision to restore class size and composition language from 2002 Collective Agreements. If class sizes are not restored, the district is required to pay a penalty to remedy the teacher workload involving significant additional teacher preparation time.
- Policy 4010 ratios for class size and non-enrolling teachers are significant for our district.

	Straight	Split	Multi-grade
Primary	21.5	18.5	15.5
Intermediate	23.5	20.5	17.5
Secondary	21.5		14.5

- The Ministry has provided the district with \$332,000 in Classroom Enhancement Funding (of which \$115,000 of previous LIF funding is included) to fund our restored language.
- District staff have been working very hard since December, during spring

break and continue to try to find ways to make this MoA and the restored language work for our students and teachers

- We have created multiple staffing and classroom scenarios at each school using the Policy 4010 language to figure out cost options and best learning situations for students.
- Kudos to Lorna Newman, Director of Learning, for her leadership in this work, along with our Principals and Vice-Principals and Susan Brenna-Smith, Director of Finance.
- Although the Ministry provided \$332,000 in funding, the actual costs in 2017-18 we estimate to be between \$780,000 and \$1.2 million dollars to restore 2002 class size and composition language
- We are submitting an application to the Ministry for additional funding
- Discussions with our local Union President, Ric Bardati, have been excellent as we have worked through this process. The district has openly shared all of the scenarios and challenges in applying the restored language.
- Despite low class sizes across the district (1:12.15 at NSS; 1:6 at Lucerne Secondary; 1:13.88 at Lucerne Elementary; 1:13.77 at NES; 1:10.47 at EES), there are 12 classes this year that are above the 2002 class size limits. This is mainly results because in the years since 2002, district enrolment has declined by over 50% and as a result, many classes throughout the district are now split or multi-grade classrooms.

10. Upcoming District Pro-D Day Plans

- April 24th will see our school staff gather at their schools to work on their three-year School Growth Plans; the School Growth plans will be presented to the Board at the June 2017 Education Partnership Committee meeting
- May 19th is our biennial Celebration of Learning, where teams of teachers, EAs and PVPs will share their work with one another as we celebrate education and learning in small-is-amazing SD 10
- Invitations to share their work at the May 19th event will be sent out to our staff, and parents and the public are invited to attend
- The Board of Education will hold a Staff Appreciation lunch and event at the May 19th Pro-D day

11. Helen Timperley to visit SD 10 – May 8th and 9th

- Dr. Helen Timperley from the University of Auckland will visit our district for two days in mid-May
- Dr. Timperley is a world-renowned researcher in the field of teacher professional learning
- On Tuesday, May 9th, she will work with the district Leadership team on their work leading and supporting professional learning and attend the Education Partnership meeting, while on Wednesday, May 10th, Helen will visit and support the C2EAL Learning team facilitated by Dr. Leyton Schnellert

12. Design Thinking Project update

- Over the past five months, hundreds of students from schools across the district have participated in Design Thinking Arts residencies ranging from working with clay to creating with food, from stopmotion filmmaking and drawing anime to welding.

- In all, six artists, builders, tradespeople and makers have worked with our students! Many thanks to local folk, Kate Tupper, Anita Dumins, Susan Janzen, Tyler Leeson, Amy Surina, and Isaac Carter for sharing their talents and inspiring our students.
- The next set of Design Thinking workshops are scheduled in coming weeks – bow making with Clark Dennill, filmmaking with Lisa g Nielson and Isaac Carter, and timber frame building with Dave Madden
- The Design Thinking project is funded by three grants: ArtStarts, Growing Innovation and Shoulder Tappers – we gratefully thank our funders for supporting local artists and tradespeople in working with our students!
- Many thanks to Project Coordinator, Sheena Delong, for her leadership

13. Ministry Outreach Team

- Superintendent Taylor has been appointed to the Ministry Outreach team till the end of June, providing support to other school districts in redesigned curriculum, assessment and communication and reporting
- When Suzanne Hoffman was appointed Chief Educator this fall, a gap in Ministry outreach was identified; five educators from across the province were appointed to provide support
- A grant of \$10,000 was received by the district to provide for travel expenses and administrative costs related to the Outreach team
- On March 15th and 16th, the Superintendent travelled to SD 83 (Armstrong and Salmon Arm), and worked with teams of teachers, principals and vice principals from all the schools across their district with a focus on assessment and communicating student learning and reporting, as well as an evening session for parents
- It is clear that all of us across the province are on a journey together and are committed to improving student success and student learning; learning from other districts while serving on this team has been helpful



School District 10 (Arrow Lakes)

2017-2018 School Calendar 4 Day Week

	Weekends
	Statutory Holidays
	School Vacation Periods
	School NI/Pro-D Days
	Administration Day



Month	Day	Event
September	5	Schools Open
September	25	NI / Pro D Day
October	9	Thanksgiving Day
October	20	NI / Pro D Day
November	13	Remembrance Day Stat
November	17	NI / Pro D Day
December	22	Winter Vacation
January	8	
January	2	Schools Re-Open
January	22	NI / Pro - D Day
February	12	BC Family Day
February	23	NI / Pro-D Day
March	19	Spring Vacation
March	30	
March	30	Good Friday
April	2	Easter Monday
April	3	Schools Re-Open
April	23	NI / Pro - D Day
May	18	NI / Pro - D Day
May	21	Victoria Day
June	28	Last Day of Classes
June	29	Administrative Day



Days of Instruction	157
Non-Instructional Days	7
Administrative Day	1
Total Days in Session	165

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



School District 10 (Arrow Lakes)

2017-2018 School Calendar 5 Day Week

Weekends
Statutory Holidays
School Vacation Periods
School NI/Pro-D Days
Administration Day



September	5	Schools Open
September	25	NI / Pro D Day
October	9	Thanksgiving Day
October	20	NI / Pro D Day
November	13	Remembrance Day Stat
November	17	NI / Pro D Day
December	22	Winter Vacation
January	5	
January	8	Schools Re-Open
January	22	NI / Pro - D Day
February	12	BC Family Day
February	23	NI / Pro-D Day
March	19	Spring Vacation
March	30	
March	30	Good Friday
April	2	Easter Monday
April	3	Schools Re-Open
April	23	NI / Pro - D Day
May	18	NI / Pro - D Day
May	21	Victoria Day
June	28	Last Day of Classes
June	29	Administrative Day



Days of Instruction	179
Non-Instructional Days	7
Administrative Day	1
Total Days in Session	187

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

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

331 – Anaphylaxis

1.0 General

- 1.1 The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school system and health care providers.
- 1.2 The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.
- 1.3 This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

2.0 Guidelines

- 2.1 **Definition of anaphylaxis:** Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures to be taken.
- 2.2 While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies. All schools must implement the steps outlined in District Protocol on anaphylaxis, which include:
 - 2.2.1 A process for identifying anaphylactic students.
 - 2.2.2 A process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record.
 - 2.2.3 A process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's student record.
 - 2.2.4 An education plan for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic-Alert identification.
 - 2.2.5 Procedures for storage and administering medications, including procedures for obtaining preauthorization from both the student's physician and the student's parents, for employees to administer medication to an anaphylactic student.
 - 2.2.5.1 For students who have not been identified as anaphylactic, the standard emergency procedure is to call emergency; school staff should not administer medication to unidentified students.
 - 2.2.6 A process for principals to monitor and report information about anaphylactic incidents to the District in aggregate form.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

330 – Child and Youth Protection

1.0 General

- 1.1 The Board of Education recognizes that the health and welfare of a child or youth is an important element which affects the student's experience and achievement at school.
- 1.2 The Board of Education is committed to providing a safe and caring environment which is conducive to learning and the development of positive interpersonal interactions among students, staff, parents and the community.

2.0 Duty to Report

- 2.1 The *Child, Family and Community Service Act* makes it a legal duty (CFCSA s.14) of every person who has reason to believe that a child or youth needs protection as defined in the *Act* (SFCSA s.13) to report the matter to a Child Protection Worker.

3.0 Collaborative, Coordinated Child and Youth Protection Planning and Response

- 3.1 There is a shared responsibility on the part of all adults to be alert to signs of abuse or neglect in children and youth and recognize and appropriately address disclosures and/or suspected abuse and neglect.
- 3.2 The Board supports a coordinated and collaborative approach to planning and responding to reports of child and youth abuse or neglect with community partners including the School District, the RCMP and the Ministry of Children and Family Development.
- 3.3 The Board is committed to ensuring all staff annually review their duty to report suspected abuse and neglect.

SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

130 - Board – Chief Executive Officer Relationship

1.0 General

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

2.0 Executive Expectations

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

3.0 Relationships

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

4.0 Communications with and Support to the Board

4.1 The Superintendent/Secretary Treasurer shall:

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

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SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

120 - Governance

1.0 General

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

2.0 Role of the Board

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

3.0 Governance

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

4.0 Board of Education Code of Conduct

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

5.0 Role of the Chair

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

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

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

6.0 The Superintendent / Secretary-Treasurer

- 6.1 The Board directs and evaluates only one employee, the Superintendent/Secretary-Treasurer, as its Chief Executive Officer. All other employees are directed and evaluated as determined by the Superintendent/Secretary-Treasurer in accordance with Board Policy, Collective Agreements and Administrative Protocol.
- 6.2 The Superintendent/Secretary-Treasurer is responsible to the Board for ensuring that the school district achieves the articulated goals and plans.
- 6.3 The Superintendent/Secretary-Treasurer is authorized to manage the school district in accordance with Board policy, or a reasonable interpretation of it.
- 6.4 The Superintendent/Secretary-Treasurer takes direction only from the Board as a whole and not from individual Trustees or the Chair. The Superintendent/Secretary-Treasurer may accede to or refuse requests for information and/or assistance from individual Trustees or the Chair unless otherwise directed by the Board.

7.0 Communication Plan

- 7.1 The Board of Education is committed to a communication plan that provides clear, accurate, relevant, timely, and effective communication that meets the needs of its educational partners and the larger community.
- 7.2 The Board shall:
 - 7.2.1 Ensure that all Board communications support and inform the Board's vision, mission and goals.
 - 7.2.2 Promote effective, balanced and respectful communications.
 - 7.2.3 Promote participation in district planning.
 - 7.2.4 Inform about education issues, available services and provincial and district goals.
 - 7.2.5 Establish effective communication links with:
 - 7.2.5.1 staff, students, and parents of the school district;
 - 7.2.5.2 the communities it serves;
 - 7.2.5.3 prospective staff, students, and families;
 - 7.2.5.4 the public within and outside the school district;
 - 7.2.5.5 other school boards;
 - 7.2.5.6 local and provincial governing bodies and community agencies;
 - 7.2.5.7 post-secondary institutions; and
 - 7.2.5.8 the BC Ministry of Education.

SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

110 – Vision and Mission Statement

1.0 General

- 1.1 **Vision Statement:** Our vision is of a learning community which embodies world class learning in a rural environment.
- 1.2 **Mission Statement:** Our mission is to provide all our students with an equal opportunity to grow into caring, intelligent and productive citizens by:
- 1.2.1 achieving academic excellence to the utmost of their abilities;
 - 1.2.2 pursuing diverse pathways based on their passions and interests;
 - 1.2.3 embracing and managing change, and
 - 1.2.4 learning to live and work in harmony with others and the environment.

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