



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

MINUTES

School Board Office

Date: Tuesday January 16, 2018
7:00 pm

PRESENT

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

STAFF: T. Taylor, M. Grenier, L. Newman, S. Woolf

OTHERS: R. Bardati

1. CALL TO ORDER:

Vice Chair M. Teindl called the meeting to order at 7:03 pm.

2. ADOPTION OF AGENDA:

Moved by J. Struck, seconded by R. Farrell, 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 December 12, 2017 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

6. FINANCIAL UPDATE: (S. Woolf)

a) December 31, 2017 Financial Report (report attached)

7. QUESTIONS REGARDING FINANCIAL

Nil

8. REPORTS

- a) **Chairperson:**
 - Report attached
- b) **Education Partnership Committee**
Nil
- c) **Parent Advisory Council / Trustee Liaison Reports:**
 - i) Southern Zone (Q. De Courcy)
No report
 - ii) Nakusp Elementary School (J. Struck)
No report
 - iii) Lucerne Elementary-Secondary School (R. Farrell)
 - Report attached
 - iv) Nakusp Secondary School (M. Teindl)
No report
 - v) District Parent Advisory Council (R. Farrell)
 - Report attached
 - vi) CUPE/Board Liaison (J. Struck)
 - CUPE Professional Learning for Jan 22, 2018
 - CUPE Employment Demographics
 - LOA Analysis and Trends
 - Burton School Options
 - vii) ALTA/Board Liaison Meeting (Q. De Courcy)
 - Professional Growth Framework
 - ALTA Medical Leave and LTD Protocol
 - Shared Pro-D Day on January 22, 2018
 - 2018-2019 DRAFT Calendar
 - LOA Analysis and Trends
 - Burton School Options
 - viii) Occupational Health and Safety Committee (L. Brekke)
No report
 - ix) Chamber of Commerce (M. Teindl / R. Farrell)
 - Nakusp: No report
 - New Denver/Silverton: No report

- x) Strong Start Centres
 - Nakusp Strong Start - Report attached
- xi) Arrow Lakes Aboriginal Educational Advisory Council (M. Teindl)
 - Report attached
- d) Branch / BCSTA / BCPSEA
 - i) Branch: No Report
 - ii) BCSTA: HUB is in place and ready to be used
 - iii) BCPSEA: Chair L. Brekke attending BCPSEA AGM
- 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:

- a) 2017-2022 District Strategic Plan

Moved by Q De Courcy, seconded by J. Struck, that the Board of Education for School District 10 (Arrow Lakes) approve the 2017-2022 District Strategic Plan.

CARRIED

- b) Okanagan Labour Relations Council Director (OLRC Director)

Judy Struck will hold the seat of OLRC Director on behalf of SD10.

- c) 2017-2018 Committee Structure

Moved by Q. De Courcy, seconded by R. Farrell, that the 2018 Committee Structure be approved as amended.

- Staff Appreciation Committee – not limited to number of Trustees
- CUPE and ALTA Liaison Committees – two Trustees
- OLRC Board listed as External Committee – Judy Struck is the Trustee representative
- Audit Committee – Includes all Trustees

CARRIED

- d) Surplus Policy

Vice Chair M. Teindl presented the DRAFT – Accumulated Operating Surplus Policy at the Education Partnership Committee.

Moved by J. Struck, seconded by Q. De Courcy, that the Board of Education for School District 10 (Arrow Lakes) refer the DRAFT Surplus Policy to the Policy Committee for final review.

CARRIED

10. NEW BUSINESS:

Nil

11. NEXT MEETING DATES:

- | | | | |
|----|--|-------------------|--------|
| a) | Education Partnership Committee Meeting: | February 13, 2018 | 6:00pm |
| b) | Regular Meeting of the Board: | February 13, 2018 | 7:00pm |

12. QUESTIONS FROM PUBLIC:

Nil

13. ADJOURNMENT:

The meeting was adjourned at 7:40 pm.

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
January 16 2018**

Presented by: Shelly Woolf, Assistant Secretary Treasurer

1. a) 2017-2018 Operating Budget Review - December 31, 2017

2017/18 Budget Operating Expense	\$ 7,413,791
2016/17 Student Learning Grant carried forward	22,103
2017/18 Amended Ab Ed Budget (1701s)	10,890
2017/18 Amended School Budgets	(5,563)
SOGI Donation	<u>3,500</u>
Total 2017/18 Amended Budget Costs	<u>\$ 7,444,721</u>

b) Operating Budget Status

Target: 57% remaining

Actual: 56% remaining

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

2. Operating Surplus (Unappropriated)

Available for appropriation by the Board	<u>\$ 562,018</u>
--	-------------------

3. 2017-2018 AFG Budget and Other Capital Funds

a) AFG (Annual Facilities Grant) – Operating Grant

AFG 2017-18 Operating Grant	62,454
Withheld by MOE for Capital Asset Management System	(5,316)
Expended to date 2017-18	<u>(57,138)</u>
Available AFG Operating Grant Funds	<u>\$ -</u>

b) AFG - Capital Grant (Bylaw)

AFG 2017-18 Capital Grant	\$ 231,256
Expended to date 2017-18	<u>(184,893)</u>
Available AFG Capital Grant Funds	<u>\$ 46,363</u>

c) School Enhancement Program Grant (Bylaw) – Minimal change from November 2017

December 31, 2017		NSS Roof	Emergency Lighting	NES Solar	Total
Routine Capital Grant	2017-2018	\$ 176,205	\$ 100,952	\$ 220,543	\$ 497,700
Deduct: PY Over spend	2016-2017	(4,676)	-	-	(4,676)
Routine Capital Grant Available		171,529	100,952	220,543	493,024
Spent to December 31, 2017		(136,574)	(58,490)	(886)	(195,950)
Budget Remaining		\$ 34,955	\$ 42,462	\$ 219,657	\$ 297,074

d) Capital Reserve Balances – No change from October 2017

Shareable Capital - SS (Capital Reserve)

- Ministry restricted capital reserve balance is \$ 211,507.

Non-Shareable Capital - NSC (Local Capital Reserve)

- Board restricted internal capital reserve is \$ 83,744.

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

This report has been updated to show year to date comparisons year over year with an average per employee on the total. Incidences: Pages 5 & 6 indicate that July 2017 to December 2017 absences relating to sick, medical and dental reasons are higher compared to last year but lower than three of the last five years.

Budget Implications: 60% Replacement Budget remaining
\$78,603 spent on a \$195,295 Budget

5. Government & Other Reports Filed

NA

January 16, 2018

Board Chair Report

Presented by Vice Chair Teindl

Happy to report on the success of our Strategic Planning work – a job well done and something to work on for the next few years.

The Committee structure has been completed. New reps in place for both BCPSEA and Provincial Council – Lora Lee will attend the BCPSEA AGM next week as alternate for Melissa – an important one to attend as the BCSTA directors will be reinstated.

Quinn is the new Provincial Council rep – and hopefully will be able to attend the February meeting.

The new info hub is in place at BCSTA – all information is uploaded to this hub – each trustee received a password and I encourage all trustees to go onto this hub and check it out.

I would like to thank our staff for efficient and empathetic dealings with a couple of tragedies in the communities in the last month. A job well done.

Thanks also to my fellow trustees for faith in electing me for another year as your Board Chair.

Lora Lee

Trustee Report to Board, January 16, 2018

The LESS PAC meeting was on January 9/18. The after school care for children to wait for the bus to return from the New Denver Red Mountain Rd run, will not be facilitated through PAC now but rather the school. Mr. Graves is making the arrangements. PAC president, Scott Kipkie will contact BCTF to see about their social media presentation as there was enough interest from the parents to move forward. PAC passed motions to cover the cost of Theresa Weatherhead's evening parent meeting to discuss Body Science to \$150, and to contribute \$300 to the Senior Outdoor Education students for their next trip. This is an eligible use of gaming grant funds. **Skateboarding Area:** The New Denver & Area Youth Network has funding in place from CBT and is hoping to install a skateboard area in the community, possibly on the grounds of Lucerne school. A motion was passed to support LESS exploring the possibility of placing a skateboard/scooter area on the present tennis court.

The Chamber of Commerce – nothing to report.

DPAC: meeting was on January 11/18. AGM postponed due to lack of quorum. Regular meeting held. The DPAC grant application was filed too late so there is nothing available at this time. Next meeting scheduled for February 8, 2018.

Respectfully submitted,

Rhonda Farrell

NSS PAC –

Nothing to report, they have not met since our last meeting. Next meeting date is January 31st at 5:15.

Aboriginal Education – Regular Meeting

We had a great meeting last night (January 15th) that was filled with many emotions. Teacher reps discussed what they have been doing with students in the classrooms and how teachers are putting aboriginal content into their daily learning environments and curriculum. They talked about their future plans as well. Students across the district have been working a lot on story telling, aboriginal symbols and what represents them, medicine wheels, concept of identity and who they are and where they are from, button blankets, and students in Edgewood will be creating a tile mosaic through project of heart. We had a couple of guests at our meeting who are artists and new to the area. They are very keen on promoting art, and reconciliation and are very enthusiastic to work with students and create community partnerships within the community. We briefly touched on our plans for aboriginal day, and will further develop these plans on our next subcommittee meeting which will be held February 19th. The next regular Aboriginal Education meeting will be held on April 9th at 4pm.

Chambers of Commerce – Nakusp

Nothing to Report

<p style="text-align: center;">NES StrongStart Early Learning Centre January 16th, 2018 Monthly Report</p>
--

8

- As of today, we have over 69 children enrolled. We just got a new student last Thursday.
- 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 a little quitter for the month of November and December due to lots of colds and flus. Our afternoons are getting busier than usually. Last Thursday we had 15 children plus parents. Sometimes our afternoons are just as busy as our morning sessions.
- Our daily schedule consists of free play, arts and craft, clean up, snack, gym, circle time, library time, play and good byes.
- Monday and Friday we have gym time from 10:10 to 10:40 am.
- On the first Wednesday of the month, Sandy Watt comes from the Nakusp Public library and does story time with us.
- On Monday February 19, we will have our monthly visit from the Childcare Resource and Referral from Nelson. They will be coming every second month to StrongStart for a visit. When they come, they bring supplies, toys to borrow, and who will lend toys to families, and will help with childcare and subsidy.
- On January 26, Claire Tomset the new OT for The Early Years, and Gent will be coming for a visit at Strong Start.
- On Thursday January 25, we will be celebrating Family Literacy Day at StrongStart and will be having a pajama party. Soup and a bun will be supplied and were collaborating with CBAL and CAPC.
- Pitter Patter is still running at StrongStart on Thursday mornings from 9:00 am to 11:30 am facilitated by Sarah Sanders the CAPC worker. This program is for ages 0 to 2 $\frac{1}{2}$ years of age.

Respectfully written by Nancy Bone January 16th, 2018



World Class Learning in a Rural Environment

January 16, 2018
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:	Jan 10														
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	5	1	3	3	5	1	2	1	2	6	4	10	46	45
EES	1	3	1	1	0	8	4	3						21	22
LESS	9	6	3	11	5	11	9	7	5	5	7	5	0	83	84
NES	9	16	23	18	19	25	23	18						151	152
NSS									31	30	21	21	27	130	130
TOTAL Per Grade	22	30	28	33	27	49	37	30	37	37	34	30	37		
District Total														431	433

1. Enrollment notes –

- Total Head Count of 435.47 FTE student enrolment was submitted for our annual September 30th 1701 count, a reduction of 7 FTE from September 2016
- January's FTE is 431; down 2 FTE from November and down 4 FTE since September.

2. January 22nd Pro-D day –

- This shared ALTA and District Pro-D day will be held at schools with teachers, EAs and their Principals and Vice-Principals co-planning the professional learning for the day related to School Growth Plans and collaborative inquiry
- Our Director of Learning will also be working that day with the four Strong Start Coordinators to support and share best practices in Early Learning

3. October Board of Education Elections

- Elections for local government and school trustees are scheduled for October 2018
- The Board will need to appoint a Chief Election Officer to administer the elections which will be held in conjunction with Village and Regional District elections as in past years
- Appointment of the Chief Election Officer will come forward at the Regular meeting in February

4. Classroom Enhancement Funding Boost

- The District has received some additional Classroom Enhancement Funding for a revised total of \$186,935 – the June 2018 CEF funding allocation was \$72,763 plus \$31,536 Priority Measures
- Given that the District was receiving less funding through CEF than the previous LIF funding and Priority Measures, our allocation has been adjusted
- The District is working closely with the ALTA and using this funding to hire additional Learning Resource teacher time at NES, the shortfall in Teacher Librarian funding at NES/NSS and additional counselling time at Lucerne as well as an additional Education Assistant at NES hired at the beginning of September through the CEF overhead funding to deal with class size and composition

5. 2017-22 Strategic Plan Draft Plan Update

- The District Strategic Plan is now completed and encompasses three goals:
 - Goal 1: Enhance Teaching and Learning
 - Goal 2: Cultivate Connections and Relationships
 - Goal 3: Expand Advocacy for SD 10
- Our five year Strategic Plan will help the Board and the District align its vision, programs and budget
- The Strategic Plan will go forward to the Board for their approval at the January 16th Regular meeting

6. Burton Elementary School – Parent Meeting November 30

- Potential enrollment numbers have now been shared by interested Burton parents
- The district has developed ten-year enrolment projections to outline feasibility of the parent proposal for re-opening Burton Elementary School
- Projections indicate that were Burton Elementary School re-opened, the school would see eight K-4 learners in the 2018/19 school year, climbing to a maximum of 18 learners in 2023-24
- The next step is to review staffing and resource cost projections for the Board to consider
- Our Assistant-Secretary-Treasurer, Shelly Woolf and Superintendent/ST, Terry Taylor will consult with the Ministry about potential Ministry funding for the 2018-19 school year

7. January 22nd Pro-D day - School-based Professional Learning

- The ALTA Pro-D Committee and the Director of Learning and Superintendent met last week to plan the joint ALTA/District Pro-D day
- There were excellent suggestions for professional learning from all schools
- After discussion, it was determined that the day will be school-based, with the school staff and Principal or Vice-Principal working closely to determine a powerful day of learning personalized for the needs of each school rather than a whole district day

8. Teacher Collaborative Inquiries

- This year, 25 of our 36 teachers in the district are immersed in professional inquiries with their colleagues into enhancing their teaching practice and making a difference for their learners
- With support from one another as colleagues, their school principals and vice-principal, as well as the Director of Learning, teachers are investigating practices including the impact of growth mindset, self-regulated learning, socio-emotional learning, use of e-portfolios, improving early reading skills and engaging all learners in inclusive learning environments
- Kudos to our talented and passionate teachers immersed in collaborative inquiry!

9. Student Teachers from University of Ottawa

- We have been approached by BCPSEA to find short term practicum placements for two student teachers from the University of Ottawa for three weeks in April 2018
- Lucerne Elementary Secondary's Gary Parkstrom (Social Studies), Scott Kipkie (French) and Richelle Johnston (English) have agreed to host Sara Quaile and Melanie Parker from April 9-27 in their classrooms
- Both U of Ottawa teachers are interested in teaching in BC
- We look forward to hosting Sara and Melanie at Lucerne and thank Gary, Scott and Richelle for hosting them in their classrooms
- Student teachers bring great energy and passion to our schools – it's always a pleasure to support the next generation of new-to-the-profession teachers!



2018 – School District 10 Committees and Representatives

Special Committees		
Committee	Description	Trustee
Arrow Lakes Aboriginal Education Advisory Council	One Trustee belongs to the district Aboriginal Council to gather and bring info from the council, back to the Board of Education.	Melissa Teindl Rhonda Farrell (A)
ALTA (<i>Arrow Lakes Teachers Association</i> /Board Liaison Committee)	Two Trustees sit on this committee along with Teacher representatives, Superintendent and HR staff.	Quinn De Courcy Judy Struck
Audit Committee	All Trustees sit on this committee along with the Superintendent/Secretary-Treasurer and Assistant Secretary-Treasurer for the annual Budget Consultation process.	
Calendar Committee	One Trustee acts as a representative of the Board to sit with representatives from partner groups to meet annually and plan the school district calendar on a three year plan.	Melissa Teindl Judy Struck (A)
CUPE (<i>Canadian Union of Public Employees</i>) /Board Liaison Committee	Two Trustees sit on this committee along with CUPE representatives, Superintendent and Human Resources staff.	Judy Struck Melissa Teindl
DPAC (<i>District Parent Advisory Committee</i>)	One Trustee is invited to DPAC meetings to provide and update on District and report back to Board of Education at regular meetings.	Lora Lee Brekke Rhonda Farrell (A)
Educational Transformation Committee	One trustee serves on this committee to help inform and plan for the new curriculum changes, along with the Superintendent and representatives from our partner groups.	Quinn De Courcy Rhonda Farrell (A)
IT (<i>Information Technology</i>) Committee	Two Trustee serve on this district committee which helps inform policy, decisions and planning for information technology in the district.	Rhonda Farrell Quinn De Courcy (A)
OH&S (<i>Occupational Health and Safety</i>)	One Trustee and District OH&S representatives meet throughout the school year.	Lora Lee Brekke Quinn De Courcy (A)



2018 – School District 10 Committees and Representatives

PAC (<i>Parent Advisory Committee</i>)	Trustees are invited guests to School PACs Each Trustee reports to their assigned PAC a summary of proceedings from the Board of Education and reports key points from PAC back to Board of Education at regular meetings of the Board. <ul style="list-style-type: none"> • Edgewood Elementary • Lucerne Elementary-Secondary • Nakusp Elementary • Nakusp Secondary 	EES: Quinn De Courcy LESS: Rhonda Farrell NES: Judy Struck NSS: Melissa Teindl (<i>The Board Chair is alternate for all seats</i>)
Policy Committee	All Trustees sit on this committee along with the Superintendent/Secretary-Treasurer to develop, review, or amend Board Policy.	
Scholarship Committee	Two Trustees sit as an interview team to consider students for District/Provincial Scholarship(s) members from the public may sit on this committee as well.	Rhonda Farrell Melissa Teindl
Shared Use Agreements Committee	One Trustee acts as a representative of the Board to sit with the Superintendent/Secretary-Treasurer or other district staff to meet as needed with group(s) we have a shared use agreement with.	Rhonda Farrell Judy Struck (A)
Staff Appreciation Committee	Trustees (not limited) sit on this committee for the purposes of planning the annual Board - Staff Appreciation celebration hosted in the spring.	Lora Lee Brekke Melissa Teindl Judy Struck
External Committees		
Committee	Description	Trustee
BCPSEA (<i>British Columbia Public Schools Employers Association</i>)	One Trustee acts as a representative to BCPSEA for SD10 Arrow Lakes.	Melissa Teindl Lora Lee Brekke (A)
BCSTA (<i>British Columbia School Trustees Association</i>) Kootenay Boundary Branch	One Trustee either elected by the Board of Education or as an elected executive on KBB provides a brief summary of KBB/BCSTA proceedings at regular meetings.	Quinn De Courcy Lora Lee Brekke (A)
BCSTA Provincial Council	One Trustee to attend and report to and from PC regarding BCSTA business and advocacy.	Quinn De Courcy Lora Lee Brekke (A)



2018 – School District 10 Committees and Representatives

Chambers of Commerce	One Trustee shall serve as liaison between Chamber of Commerce and the Board.	Nakusp: Melissa Teindl Judy Struck (A) New Denver/Silverton: Lora Lee Brekke Rhonda Farrell (A)
OLRC (<i>Okanagan Labour Relations Council</i>)	One Trustee acts as a representative to OLRC as a Director to serve on the Board. One Alternate Director will be a Senior Administrative Official of the District.	Judy Struck Terry Taylor (A)

SCHOOL DISTRICT NO10 (ARROW LAKES) POLICY MANUAL

6XX – Accumulated Operating Surplus Policy

1.0 General

- 1.1 The School District's objectives in terms of its accumulated operating surplus are set out in this Accumulated Surplus Policy. By reaching a clear understanding of its operating surplus objectives, and by continually measuring progress towards achieving those objectives, the School District can attain greater fiscal stability and better support educational goals.

2.0 Guiding Principles

- 2.1 The following guiding principles form the basis for this Policy:
- 2.1.1 Healthy surplus levels are important in achieving educational goals including financial health and stability.
 - 2.1.2 Actual surplus balances need to be considered in regard to other school districts, especially those with similar rural and remote context, on an ongoing basis to gauge whether financial health is being achieved.
 - 2.1.3 Surplus goals need to be consistent with, and supportive of realistic longer-term financial plans.
- 2.2 SD10's annual Accumulated Operating Surplus aligns with and considers:
- 2.2.1 District Vision and Mission Statement - Policy 110.
 - 2.2.2 The District Strategic Plan.
 - 2.2.3 The Financial Health of the District.
- 2.3 The Accumulated Operating Surplus Policy Aims to:
- 2.3.1 Provide guidance, consistency, and long-term planning.
 - 2.3.2 Assist in managing the District's financial risk.
 - 2.3.3 Mitigate short term volatility.
 - 2.3.4 Provide contingency for unexpected costs.

3.0 Types of Accumulated Operating Surplus

- 3.1 Unrestricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has not been designated for specific uses.

3.2 Restricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has been designated for specific uses. The following are examples of internally restricted categories:

3.2.1 Utilities, Equipment and Capital Projects

3.2.2 Emergency

3.2.3 Professional Learning/Student Learning Grants

3.2.4 Financial Software Transition

3.2.5 Strategic Planning/School Reconfiguration

3.2.6 Long Range Facilities Plan

3.2.7 Board Scholarship

4.0 Role of the Secretary-Treasurer

4.1 The School District's Secretary-Treasurer shall be responsible for:

4.1.1 Recommending the appropriate balances to be maintained in both the unrestricted and restricted accumulated operating surplus.

4.1.2 Recommending any increases/decreases and transfers to/from the operating surplus.

4.1.3 Recommending any revisions or amendment to this Policy, as may be required from time to time, as a result of changes in Ministry of Education directives, accounting standards or economic conditions.

4.1.4 Reporting to the public and Board of Education.

5.0 Reporting and Communication to Public

5.1 Accumulated Operating Surplus balances and changes will be reported out annually in the Year-End Financial Statements.