



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

April 14, 2015 at 6:00 p.m.

Boundary Learning Centre

Agenda

Call to Order

Opening Acknowledgement

"We would like to give recognition and honour to all the Aboriginal peoples and ancestors, including the Interior Salish peoples, who lived here and cared for these lands."

Presentations/Delegations

Facility Use in School District No. 51 - Jennifer MacDonald

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

March 10, 2015 – Regular Board Meeting Minutes

Report on In-Camera Meeting from March 10, 2015

The Board discussed personnel issues, properties/facilities, business items, shared services and ministry administrative efficiencies.

Trustee Riddle declared a personal conflict of interest for a portion of the March 10, 2015 Board of Education Closed Meeting.

Correspondence

Nil

Business Items

1. Superintendent's Report

- March 2015 Report (Attachment)
- Christina Lake Elementary 6/7 Vancouver/Victoria Field Trip (Attachment)

MOTION: "That the Board approve the Christina Lake grade 6/7 Vancouver/Victoria field trip as presented, at no cost to the District."

- Dr. D. A. Perley Elementary Grade 7 Field Trip (Attachment)

MOTION: "That the Board approve the Dr. D. A. Perley Elementary School Field Trip as presented, at no cost to the District."

2. Secretary-Treasurer's Report

- March 2015 Report (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Director of Learning Report

- March 2015 Report (Attachment)

4. Budget Consultation Update

- Board Advocacy

5. AFG Bylaw

- Capital portion of the AFG requires a Board Bylaw.

MOTION: "That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 126905 all three readings at this meeting of April 14, 2015."

MOTION: "A BYLAW by the Board of Education of School District No. 51 (Boundary) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act"). WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126905.

NOW THEREFORE the Board agrees to the following:

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

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$462,601 for Project No. 126905 is hereby adopted.
2. This Bylaw may be cited as "School District No. 51 (Boundary) Capital Project Bylaw No. 126905.

MOTION: "That the Board of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 126905 as read a first, second and third time, passed and adopted the 14th day of April 2015."

6. 2015/2016 Carbon Neutral Capital Program

- Grand Forks Secondary School – Boiler Replacement

MOTION: "That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 126843 all three readings at this meeting of April 14, 2015."

MOTION: "A BYLAW by the Board of Education of School District No. 51 (Boundary) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126843.

NOW THEREFORE the Board agrees to the following:

(a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement;

(b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,

(c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$86,235.00 for Project No. 126843 is hereby adopted.

2. This Bylaw may be cited as "School District No. 51 (Boundary) Capital Project Bylaw No. 126843.

MOTION: "That the Board of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 126843 as read a first, second and third time, passed and adopted the 14th day of April 2015."

7. Talking Break

How to partner with our community and businesses to support transformation of learning?
(eg. Sharing facilities, skills & trades opportunities)

8. Committee Reports

- AbEd Committee
- Finance Committee
- Operations Committee
- Policy Committee

9. Trustee Reports

- | | |
|----------------------------------|-------------------------------------|
| • Rec Commission | * BCPSEA/BCSTA Rep Council |
| • BISM | * BCSTA Provincial Council |
| • BCSTA Kootenay Boundary Branch | * Okanagan Labour Relations Council |
| • District Literacy | * PAC Highlights |

10. Around the Boundary February/March 2015

11. Trustee Activities and Upcoming Events

BCSTA 111th AGM – April 16-19, 2015

Future Agenda Items

Next Board Meeting: May 12, 2015 – 6:00 p.m.
School Board Office

Adjournment

QUESTION PERIOD

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda.

Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary) held
Tuesday, March 10, 2015 at the School Board Office

The Chairperson called the meeting to order at 6:00 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Mrs. C. Strukoff	Vice-Chair
	Mr. M. Danyluk	Trustee
	Mrs. K. Jepsen	Trustee
	Mrs. C. Riddle	Trustee
	Mrs. R. Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Mr. D. Lacey	Director of Learning

Absent:	Mr. D. Reid	Trustee
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Presentations/Delegations

Adoption of Agenda

MOVED	Danyluk
2ND	Zitko

“That the Agenda for March 10, 2015 be adopted as circulated.”

CARRIED

Adoption of Minutes

MOVED	Riddle
2ND	Jepsen

“That the Minutes of the February 10, 2015 Regular Board Meeting be adopted as circulated.”

CARRIED

Report on In-Camera Meeting from January 13, 2015

The Board discussed personnel issues, properties/facilities, business items, and shared services.

Trustee Riddle declared a personal conflict of interest for a portion of the February 10, 2015 Board of Education Closed Meeting, and Trustee Jepsen declared a pecuniary conflict of interest for a portion of the February 10, 2015 Board of Education Closed Meeting.

Correspondence

Nil

Business Items

1. Superintendent’s Report

The Superintendent reported on the February 27, 2015 NID day, as well as other events attended in February 2015.

- School Calendars

MOVED	Strukoff
2ND	Riddle

“That the Board approve the school calendars as presented.”

CARRIED

- Christina Lake Elementary 6/7 Vancouver/Victoria Field Trip

MOVED Strukoff
2ND Zitko

“That the Board approval in principle the Christina Lake grade 6/7 Vancouver/Victoria field trip as presented.”

CARRIED

- BCSS Sevec Exchange to Quebec Trip

MOVED Zitko
2ND Jespen

“That the Board give final approval to the Boundary Central Secondary School Sevec Exchange field trip to Quebec as presented.”

CARRIED

2. Secretary-Treasurer’s Report

The Secretary-Treasurer presented her report for February 2015 along with the enrolment and expenditure reports.

3. Director of Learning Report

The Director of Learning reported on the February 27, 2015 NID. He also reported on school visitations, Special Education and Student Services as well as other meetings attended in February.

4. Acknowledgement of Traditional Lands

MOVED Danyluk
2ND Riddle

“That the Board approve the acknowledgement of traditional lands as presented.”

CARRIED

5. Provincial Budget Update

Trustee Strukoff and Chair Rezansoff reported on the regional calls.

6. Talking Break

There was discussion on the impact of staff professional development on student learning.

7. Committee Reports

AbEd Committee – Trustee Danyluk reported out.

Policy Committee – Trustee Zitko reported out.

Finance Committee - Nil

Operations Committee - Nil

MOVED Zitko
2ND Strukoff

“That the Board approve for circulation Policy No. 5001 Suspension of Students.”

CARRIED

8. Trustee Reports

- Trustee Strukoff reported out on the Rec Commission, the BCSTA Provincial Council meeting, the BCSTA KBB meeting as well as the OLRC Council meeting.
- Trustee Jepsen reported out on District Literacy.
- Trustees Jepsen, Danyluk and Zitko reported out on the PAC meetings attended.

Meeting adjourned 8:06 p.m.

Chairperson

Secretary-Treasurer

DRAFT



Kevin Argue
Superintendent of Schools
Month End Report
March 2015

School Visitations

- *Boundary Central Secondary – Met with the Principal*
- *Grand Forks Secondary – Met with the Principal and Vice Principal. Visited Passions Day sessions*
- *Perley Elementary School– Met with the Principal and visited classes*
- *Greenwood Elementary School –Met with the staff and attended a ‘Hot Lunch’ program*
- *Hutton Elementary School – Met with Principal and visited classes*
- *Toured CLES, Perley, Hutton, GFSS, WDC and Marlex with Trustees visiting classrooms and sites*



District Planning

Achievement Contract

The 4 Goals of the SD51 Achievement Contract for 2014-2015 are:

- 1. To embed the Inquiry Process into teaching and learning throughout School District 51*
- 2. To improve student achievement in Reading*
- 3. To increase students’ access and use of technology to deepen learning and authentically communicate their knowledge*
- 4. To improve the positive, social emotional connectedness of our students to their school experience through school initiatives supported by our Health Promoting Schools Coordinator*

Ministry Initiatives

Erase Bullying – Kevin Argue, Contact/Coordinator, Safe Schools

Meetings out of the District

None

Meetings in District

- *March 3 – Makers’ Day conference call*
- *March 4 – Meeting at Hutton Elementary*
- *March 5 – DPAC meeting*
- *March 9 – BCSTA conference call*
- *March 10 – Board meeting*
- *March 12 – District Leadership meeting via GoTo Meeting*
- *March 16 – BISM meeting*
- *March 17 – Trustee Tour – East Schools*
- *March 19 – Meeting with BFISS Executive Director*

Upcoming Events

- *April 7 – Schools re-open*
- *April 7 – Ministry conference call*
- *April 8 – SD51 Community Consultation – West*
- *April 9 – SD51 Community Consultation – East*
- *April 10 – District Leadership meeting via GoTo Meeting*
- *April 13 – Makers' Day – Nelson*
- *April 14 – BCSS Conference – Vancouver*
- *April 15 – 18 – BCSTA AGM – Vancouver*
- *April 20 – BISM meeting*
- *April 21 – Budget Planning meeting*
- *April 21 – Interior Health conference call*
- *April 27 – August Days Planning meeting*
- *April 28 – Policy Committee meeting*





CHRISTINA LAKE ELEMENTARY SCHOOL

Memorandum

Box 240
49 Westlake Drive
Christina Lake, BC V0H 1E0

Telephone (250) 447-9423
Fax (250) 447-6443

To: Board of Trustees – School District No. 51 (Boundary)
From: B. Clemens, K. Nicolson
Date: February 25, 2015
Re: Grades 6/7 Vancouver/Victoria Field Trip – June 15-18, 2015

Enclosed please find information regarding our proposed “Vancouver-Victoria” field trip for the Board’s review and consideration.

APPENDIX B

SCHOOL DISTRICT No. 51 (Boundary) APPLICATION FOR FIELD TRIPS Requiring Superintendent or Board Approval

TEACHER Kirsten Nicolson SCHOOL Christina Lake Elem.
DATE OF APPLICATION Feb 17/15 DATE OF TRIP June 15-18/15
ACTIVITY/DESTINATION Vancouver - Victoria Field Trip
GRADE(S) 6 + 7 SUBJECT All

Please Check One Box: 1. Curricular ☒ 2. Extra-Curricular ☐

PLANNING:

GOALS OF TRIP To culminate a number of units in various subjects and celebrate the end of our year together while also encouraging increased independent needed for a successful transition to Gfss

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) Monday-April 20/15

Number of Students Involved 23 Number & Names of Chaperones 6

Kirsten Nicolson
Brenda Clemens
4 parents - to be determined

TRIP COSTS:

METHOD OF TRAVEL	<u>SD #51 bus, transit, ferry</u>	\$ <u>4014.75</u>
LODGING ARRANGEMENTS	<u>UBC, Uvic</u>	\$ <u>3690.00</u>
MEALS	<u>snacks, healthy meals</u>	\$ <u>2370.00</u>
ADDITIONAL	<u>Entrance fees, TOC costs</u>	\$ <u>2126.63</u>
TOTAL COSTS		\$ <u>12201.38</u>

SOURCE OF FUNDS: (If more space is required, use back of form)

<u>Direct charge to students @ 140-ea</u>	\$ <u>3030.00</u>
<u>CUES PAC, fundraising</u>	\$ <u>7791.38</u>
<u>Capital for Kids Travel Grant (if successful)</u>	\$ <u>1380.00</u>

I have read the School District Field Trip Policy

Approved By [Signature]
Principal

[Signature]
Teacher

Superintendent of Schools

- PLEASE NOTE:**
1. Prior to planning a trip, approval in principle must be obtained from the Superintendent or the Board, as per this policy.
 2. The Superintendent is to be provided with an updated itinerary and chaperone list if these were changed or unavailable at time of original submission.
 3. Applications for final approval must be submitted three months in advance for Board approval, 30 days in advance for superintendent approval.
 4. Attach a completed Field Trip Qualifications Checklist (Appendix C)
 5. Attach an itinerary
 6. A follow-up report is to be submitted to the principal

APPENDIX C

Field Trips Qualifications Checklist

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following sub categories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

Activity & Date: Vancouver-Victoria Trip Lead Teacher: Kirsten Nicolson
June 15-18

Training & Experience	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3

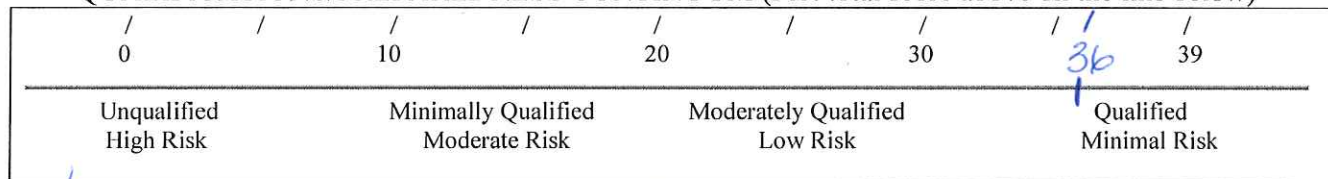
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = 36 / 39

Potential Hazards: _____

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: We will have a parent chaperone with First Aid training

QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)



Teacher's Signature

Principal's Signature

Approved Yes ☒ No ☐

Date

Feb 25/15

School District No. 5 (Boundary) Generic FIELD TRIP CHECKLIST

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:

1. Approved by Principal ☐ Walking Trip ☐ Single Day Trip
2. Approved by Superintendent: ☐ BC Trip (2 – 3 days) ☐ Single Day Trip to USA
(Application must be submitted 30 days prior to trip.)
3. Approved by Board ☒ BC Trip (4+ days) ☐ Out of Province ☐ International
(Applications must be submitted 3 months prior to trip. In addition, international field trips must be submitted 4 months prior to trip and prior to parent meetings for 'Approval in Principle', then again 2 months prior for final approval.)

Special Considerations:

☐ Moderate Risk

- ☒ Lead teacher has familiarized self with District Field Trip Policy (E – 4) and School Procedures
- ☒ Field trip application form completed (attached)
- ☒ Itinerary completed. Location/maps of outdoor activity areas provided. (attach)
- ☒ Parent information and consent form prepared (attach) *will be prepared in April
- ☒ Parent meeting planned (Out of Province, overnight and moderate risk trips)
Date: Monday, April 20th
- ☒ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, superintendent and Board approval field trips) Agreed to and signed by principal
- ☒ Transportation and accommodation arrangements
- ☒ Source of funds, fund raising
- ☐ Special arrangements for regular day ski trips, swimming, biking, etc.
- ☒ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached) *Will be determine prior to April meeting
- ☐ Arrangements for educational training and safety instruction. Date: _____
- ☐ Leave forms (if required) completed, approved by principal
- ☒ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office, sponsor teachers and bus driver. Medical needs listed/reviewed.
- ☒ Arrangements for first aid person and kit
- ☒ Copy of district field trip policy and regulations, school policy, district emergency procedures

Submitted by:


(Teacher's Signature)


Date: Feb 17, 2015

Approved:


(Principal's Signature)

Date: Feb 25, 2015

From:  **Pete Kootnekoff**
Subject: 6/15/15-6/18/15 to Van/Vic
To:  **Kim Bartlett**  **Shawn Lockhart**
Cc:  **Dean Higashi**

February-13-15 9:01:37 AM 

Bus request

Mon June15-Thurs June18 CLES-Vancouver/Victoria Depart Mon June15 730am - return
Thurs June18 7:00pm. Confirmed

Pete Kootnekoff [Transportation Leadhand East]
School District # 51 [Boundary]
Cell # 250-442-7864
pete.kootnekoff@sd51.bc.ca

Vancouver-Victoria 2015

Day 1 – MONDAY – June 15, 2015

7:15 - 7:30	Pack Bus
7:30	Depart CLES
7:30 - 9:30	Travel to Osoyoos
9:30 - 10:00	Rest stop at City Park
10:00 - 12:30	Travel to Manning Park
12:30 - 1:30	Bag Lunch at Manning Park
1:30 - 3:00	Travel to Chilliwack
3:00 - 3:15	Rest stop
3:15 - 4:30	Travel to Vancouver
4:30	Arrive at UBC Dorms
4:30 - 5:45	Unpack, wash and dress for dinner
5:45 - 6:30	Travel to restaurant
6:30 - 7:45	Dine at Japanese Restaurant Osaka Teppanyaki 733-8258
7:45 - 8:15	Travel to UBC Aquatic Centre
8:15 - 9:30	Swim
9:30 - 9:45	Return to UBC Dorms
10:00	Lights out

Day 2 – TUESDAY – June 16, 2015

7:00 - 7:30	Arise
7:30 - 8:45	Breakfast at Place Vanier, pack bus & walking tour of UBC
8:45 - 9:30	Travel to Vancouver Aquarium
9:30 - 11:30	Vancouver Aquarium – self-guided tour
11:30 - 12 noon	Aquarium Bag Lunch
12:00 - 12:30	Travel to Science World
12:30	Check-in at Science World
	12:30-1:00 Displays
	1:00-1:40 Workshop "Neuro Adventure"
	2:00-3:00 Omnimax movie
	3:00-4:15 Displays
4:15	Depart
4:30-5:15	Skytrain (Canada Line) to Lansdowne Station
5:15 -6:00	Travel to Tsawwassen
6:00-6:30	Dinner at Tsawwassen Quay Market
7:00-8:30	"Spirit of BC" ferry to Swartz Bay
8:35-9:15	Travel to University of Victoria
9:15-10:00	Check in & snack
10:30	Lights out

Vancouver-Victoria 2015

Day 3 – WEDNESDAY – June 17, 2015

7:30	Arise
8:00-9:00	Breakfast at uVic, travel to Beacon Hill Park
9:00-10:45	Ocean Studies, snack (low tide 9:26/9:38 am)
10:45-11:00	Travel to Bug Zoo and pick up lunch from Willie's Bakery
11:00-12:15	Bug Zoo
12:15-1:00	Travel to BC Legislature, lunch on lawn
1:00-2:00	BC Legislature tour
2:00-2:45	snack, waterfront visit, walk to Royal BC Museum
2:45-5:00	Royal BC Museum
5:00-5:15	Walk to Milestones
5:15	Dinner at Milestones
6:30	Travel to Imax
7-9:00	Imax Theatre
9:00-10:00	Return to UVic, snack
10:00	Lights out!!

Day 4 – THURSDAY – June 18, 2015

6:00 - 7:00	Arise, wash up and pack bus
7:00 – 7:30	Breakfast
7:30 - 8:30	Travel to ferry terminal
9:00-10:30	Ferry to Tsawwassen
10:30-12:00	Travel to Chilliwack
12:00-1:00	Lunch at Cottonwood Mall
1:00-3:15	Travel to Princeton
3:15-3:30	Rest stop at Princeton
3:30-5:00	Travel to Osoyoos
5:00-5:15	Rest stop, snack
5:15-7:00	Travel to Christina Lake
7:00	home ☺ !!

Vancouver Field Trip 2015

Projected Cost Sheet – 23 students, 6 adults

EXPENSES

UBC Accommodations, including box breakfast	\$1080.00
SD 51 Bus costs,	\$3000.00
TOC costs (3x.5)	\$657.00
Osaka Teppanyaki.....	\$800.00
UBC Aquatic Centre (including locker charge)	\$135.00
Vancouver Aquarium	\$310.50
Vancouver Aquarium - Lunch	\$290.00
Science World	\$291.38
TransLink.....	\$87.25
Dinner at Tsawwassen Quay Market.....	\$290.00
BC Ferries (June 17)	\$463.75
uVIC Accommodations, including breakfast	\$2610.00
Bug Zoo	\$155.00
Willies Bakery	\$300.00
Royal BC Museum.....	\$195.00
Milestones	\$400.00
Imax.....	\$282.75
BC Ferries (June 19)	\$463.75
Cottonwood Mall	\$290.00
Emergency, souvenir/prizes	\$100.00
TOTAL Expenses	\$12201.38

PAC EXPENSES..... 9171.38

 ? UBC Accommodations

Direct charge income \$3030.00

 ? Direct Charge to Students (23 x \$140).....\$2330.00

 ? Direct Charge to Chaperones (5 x \$140)\$700.00

Expenses before grant..... \$12201.38

BCPCC grant- if successful \$1380.00



Direct charge 7791.38

Net cost \$10821.38

**GST paid (GST)

• Venue \$

From:  Kevin Argue

January 27, 2015 10:31:39 AM  

Subject: Field Trip

To:  Darren Nordman

Darren,

Just wanting you to know that the Board was very impressed with you Field Trip plan. Your Field Trip Plan was approved in Principal by the Board. You will now need complete Appendix B and C as well as provide a detailed itinerary for your trip. Forms can be found on the District Website under Policy/Field Trip Appendices.

Good luck and Thank you for putting in the extra effort to provide this fantastic learning opportunity for your students.

Kevin

Kevin Argue
Superintendent of Schools
School District #51 - Boundary
250-442-8258

"May your choices reflect your hopes, not your fears" - Nelson Mandela

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SCHOOL DISTRICT No. 51 (Boundary)
APPLICATION FOR FIELD TRIPS
 Requiring Superintendent or Board Approval



TEACHER Darren Nordman SCHOOL Perley
 DATE OF APPLICATION 8 January 2015 DATE OF TRIP June 15-18, 2015
 ACTIVITY/DESTINATION Victoria + Vancouver
 GRADE(S) 7 SUBJECT all

Please Check One Box: 1. Curricular ☒ 2. Extra-Curricular ☐

PLANNING:

GOALS OF TRIP to promote and understanding of our government + learn about aquatic life and investigate the effects drug + alcohol abuse can have on one's life

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) Oct 27, 2014

Number of Students Involved 30-34 Number & Names of Chaperones Darren Nordman + 3

parents
to be named later

TRIP COSTS:

METHOD OF TRAVEL <u>Bus / ferry</u>	\$ <u>4000.00</u>
LODGING ARRANGEMENTS <u>Dormitories (UVic, UBC)</u>	\$ <u>3400.00</u>
MEALS <u>included breakfast and dinner</u>	\$ <u>2200.00</u>
ADDITIONAL <u>activities</u>	\$ <u>1000.00</u>
TOTAL COSTS	\$ <u>10600.00</u>

SOURCE OF FUNDS: (If more space is required, use back of form)

<u>grant (probable) from Capital for kids program</u>	\$ <u>3200</u>
<u>Fundraising</u>	\$ <u>5600</u>
<u>parental contribution</u>	\$ <u>1800</u>

I have read the School District Field Trip Policy

Approved By [Signature]

Principal

[Signature]
Teacher

Superintendent of Schools

- PLEASE NOTE:**
1. Prior to planning a trip, approval in principle must be obtained from the Superintendent or the Board, as per this policy.
 2. The Superintendent is to be provided with an updated itinerary and chaperone list if these were changed or unavailable at time of original submission.
 3. Applications for final approval must be submitted three months in advance for Board approval, 30 days in advance for superintendent approval.
 4. Attach a completed Field Trip Qualifications Checklist (Appendix C)
 5. Attach an itinerary
 6. A follow-up report is to be submitted to the principal

Field Trips Qualifications Checklist

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following sub categories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

Activity & Date: Vancouver/Victoria field trip Lead Teacher: D. Nordman
June 15-17, 2015

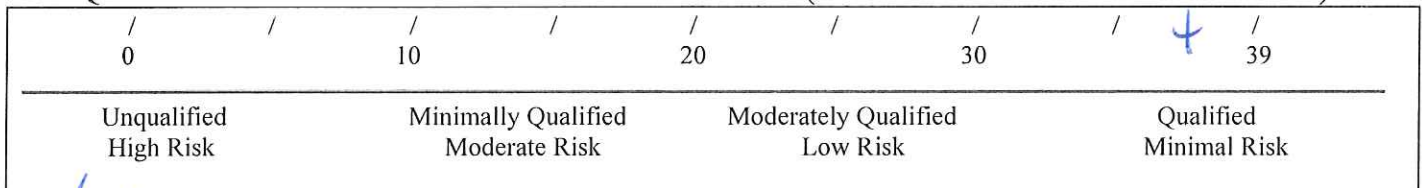
Training & Experience	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = 37 /39

Potential Hazards: None foreseen

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: _____)

QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)



[Signature]
Teacher's Signature

[Signature]
Principal's Signature

Approved Yes ☐ No ☐

Date _____

Grade 7 Field Trip to Victoria and Vancouver

June 15-18, 2015

A) Tentative Itinerary

Monday June 15th

8:00 am-Depart Perley School (Each student should have a bag lunch)

4:00 pm-Ferry Tsawwassen to Swartz Bay

6:30 pm-Dinner in Victoria (Hillside Centre Mall food court)

Options: (A & W, Edo Japan, Kung Pao, N.Y. Fries, Dairy Queen, Opa Souvlaki, Taco Time, Subway)

7:30 pm-Check into dorms

8:00 Explore U Vic or surrounding area (Cadboro Bay)

Tuesday June 16th

10:00 -12:00 Tour of the BC Parliament Buildings

12:00 Lunch

1:00-4:00 BC Royal Museum/IMAX

4:00-5:30 Walking around Inner Harbour/Shopping

5:30-6:30 Dinner

7:00-9:00 Possibilities: movie, cultural performance, quiet night

Wednesday June 17th

9:00 -11:00 Shaw Discovery Centre- ocean life exploration

11:00-12:00 Lunch

1:00 -2:30 Ferry to Tsawwassen

3:00-5:30 Watermania (Steveston)

5:45-7:00 Dinner

7:00 -7:30 Drive to Vancouver

7:30 Check in at UBC

Thursday June 18th

8:00-9:00 Breakfast/pack up

9:00 - 1:00 Vancouver activities (Science World or walk around Stanley Pk. seawall/Lunch)

1:00pm Depart for home via East Hastings (investigation of life on Downtown Eastside)

6:30pm Stop for dinner in Osoyoos

9:00 pm Arrive at Perley

B) Projected Cost (average per participant, based on 30 students taking part)

Transportation

Bus and Ferry (Bus \$3000 and Ferry \$1000) \$130

Food

Dinners \$65

Activities

\$15-\$40 (depending on choices)

Accommodation

\$100 (3 nights in dorms at UVIC and UBC-breakfast included)

Projected cost-**\$325**

When the itinerary has been finalized, the final cost will be provided.

School District No. 51 (Boundary) Generic FIELD TRIP CHECKLIST

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:


1. Approved by Principal ☐ Walking Trip ☐ Single Day Trip
2. Approved by Superintendent: ☐ BC Trip (2 – 3 days) ☐ Single Day Trip to USA
(Application must be submitted 30 days prior to trip.)
3. Approved by Board ☒ BC Trip (4+ days) ☐ Out of Province ☐ International
(Applications must be submitted 3 months prior to trip. In addition, international field trips must be submitted 4 months prior to trip and prior to parent meetings for 'Approval in Principle', then again 2 months prior for final approval.)

Special Considerations:

☐ Moderate Risk

- ☒ Lead teacher has familiarized self with District Field Trip Policy (E – 4) and School Procedures
- ☐ Field trip application form completed (attached) (already submitted)
- ☒ Itinerary completed. Location/maps of outdoor activity areas provided. (attach)
- ☒ Parent information and consent form prepared (attach)
- ☒ Parent meeting planned (Out of Province, overnight and moderate risk trips)
Date: May 4th 6
- ☒ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, superintendent and Board approval field trips) Agreed to and signed by principal (already submitted)
- ☒ Transportation and accommodation arrangements
- ☒ Source of funds, fund raising
- ☒ Special arrangements for regular day ski trips, swimming, biking, etc.
- ☒ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached) (see letter)
- ☒ Arrangements for educational training and safety instruction. Date: TBA (early June)
- ☒ Leave forms (if required) completed, approved by principal
- ☒ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office, sponsor teachers and bus driver. Medical needs listed/reviewed.
- ☒ Arrangements for first aid person and kit
- ☐ Copy of district field trip policy and regulations, school policy, district emergency procedures

Submitted by:


(Teacher's Signature)

Date: 8 April 2015

Approved:


(Principal's Signature)

Date: 8 April 2015

SCHOOL DISTRICT NO. 51
PARENT CONSENT FOR FIELD TRIPS
STUDENT ACTIVITY / FIELD TRIP

_____ is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

Description of the activity: a field trip to Victoria + Vancouver

Special Requirements/Equipment: ✓

Location of Activity: Victoria + Vancouver, BC

Town: Victoria + Vancouver

Dates(s): Mon. June 15 to Thurs June 18, 2015

Mode of Transportation: charter bus, ferry

Accommodations: Dormitories at UVic + UBC

Field Trip Leader (must be staff member): Darren Nordman

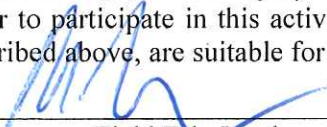
Chaperones: Jill Gresley-Jones, Tyler van Moll, Nicole Reid + 2 parents TIBD

Departure Time/Date: 8am June 15th

Anticipated Return Time/Date: 9pm June 18th

If you have any questions at all regarding this activity, please contact the undersigned at 250 442 2135

Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree all these activities, as described above, are suitable for your child.



Field Trip Leader



Administrator

If you do not wish your child to accompany his or her class on this trip, please contact me and I will arrange alternate supervision.

I give _____ (name of student) permission to participate in the field trip to _____ on _____. I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Consent/Waiver – Booster Seats:

- ☐ My child is over 9 years of age OR over 4'9" – no booster seat required
- ☐ My child is over 18kg/40 lbs AND under 4'9" – booster seat required
- ☐ My child will bring a portable booster seat that does not require installation into the driver's vehicle
- ☐ My child does not have a car seat or booster seat that is appropriate for his/her age and weight. I request that the school provide an appropriate child car booster seat for my child.

Signature of Parent / Guardian

Printed name of Parent / Guardian

Address of Parent / Guardian

Date

Medical Number

Home/Work/Emergency Phone

7 April 2015

Dear Parents,

The field trip is basically fully planned. The accommodation and transportation have been arranged and I have booked all our activities. I have attached the itinerary for your perusal.

To ensure that we are not overcharged for rooms, I need to know the exact number of participants. If your child is not participating or is leaning in that direction, I need to know this as soon as possible. Please complete the bottom part of this page.

We will require two parents, one of each gender, to accompany us to Victoria and Vancouver. All costs with the exception of lunches will be paid. If there is a great deal of interest we will have to figure out a fair way to determine whom the successful applicants will be. If you have first aid certification, it would be very helpful, and that would be an important consideration.

Please complete the bottom form and return tomorrow.

Thanks,

Darren Nordman

Student's Name _____

My child is: a) definitely participating in the field trip
b) not participating in the field trip
c) possibly participating in the field trip*

If you circled "c", please explain the reasons.

If interested in being a chaperone, please complete.

Name of interested parent _____

Do you have first aid certification? Yes No

Expectations and requirements of being a chaperone are on the backside of this page.

Grade 7 Field Trip to Victoria and Vancouver

June 15-18, 2015

Tentative Itinerary (as of April 8, 2015)

Monday June 15th

8:00 am-Depart Perley School (Each student should have a bag lunch)

5:00 pm-Ferry Tsawwassen to Swartz Bay (must arrive by 4:30 at latest)
We are eating dinner on the ferry. There is Triple O's food as well sandwiches, salads, etc.)

7:30 pm- Arrive at UVic (3800 Finnerty Rd, Victoria.)

Tuesday June 16th

10:00-11:15 Beacon Hill Park (100 Cook St, Victoria)

11:30-12:30 Tour of the BC Parliament Buildings (501 Belleville St, Victoria)

12:30 - 1:30 Lunch (in the area, no bus needed)

1:30-5:00 BC Royal Museum/IMAX (675 Belleville St, Victoria)

5:30 Dinner: Old Spaghetti Factory (703 Douglas St, Victoria)

6:30-8:00 Walking around Inner Harbour/Shopping

8:00-10:00 Possibilities: movie, cultural performance, quiet night

Wednesday June 17th

10:00 -11:30 Shaw Discovery Centre- ocean life exploration (9811 Seaport Place, Sidney)

11:30-12:15 Lunch (Sidney downtown)

1:00 -2:30 Ferry to Tsawwassen (need to be at ferry terminal by 12:30 at latest)

3:00-5:30 Watermania (Steveston) (14300 Entertainment Blvd, Richmond)

5:45-7:00 Dinner (place to be determined)

7:00 -7:30 Drive to Vancouver

7:30 Check in at UBC (1935 Lower Mall, Vancouver)

Thursday June 18th

8:00-9:00 Breakfast/pack up

9:30 am leave UBC for Science World

9:30 - 1:00 Science World (1455 Quebec St, Vancouver) have lunch there

1:00pm Depart for home via East Hastings (investigation of life on Downtown Eastside) (by Hastings and Main)

6:30pm Stop for dinner in Osoyoos

9:00 pm Arrive at Perley

Times we would need driver

Monday June 15 8 am- 7:30 pm

Tuesday June 16 9:45 am-11:30 am

7:00 pm-? (no later than 10 pm)

Wednesday June 17 9:15 am-7:30 pm

(breaks could occur from 10-11:30, 3 pm-5:30)

Thursday June 18 9:30 am-9 pm (break while we are inside Science World 10 am-1 pm)



March 3, 2015

Ref: 2016/0057

Darren Nordman
DR. D.A. PERLEY ELEMENTARY SCHOOL
PO Box 908, 1200 Central Ave.
Grand Forks BC V0H 1H0

Dear Darren Nordman:

We are pleased to advise you that your application to the Capital for Kids: Travel Funding for Youth Groups program has been approved in the amount of up to \$2,560.00, the full amount requested. This assumes 32 youth travelling to the Capital for a three night trip. Note that the final amount of reimbursement will be adjusted according to the number of youth who actually travel. Please ensure that your group is accompanied by an appropriate number of teachers/leaders, according to the regulations of your particular school district or other authority.

As itineraries can change in the planning process, we require that you send us a final itinerary two weeks prior to your trip.

The accompanying sheet is important information - it will assist you to meet the requirements necessary to obtain funding.

If you have any questions or concerns about your trip please contact our Program Administrator by email at capitalforkids@gov.bc.ca or by telephone at 250-952-6547.

Congratulations and have a great trip!

Sincerely,

pl Tyann Blewett
Director
Arts, Culture and BC Arts Council Branch

Attachment: *Critical Information for a Successful Trip to the Capital*



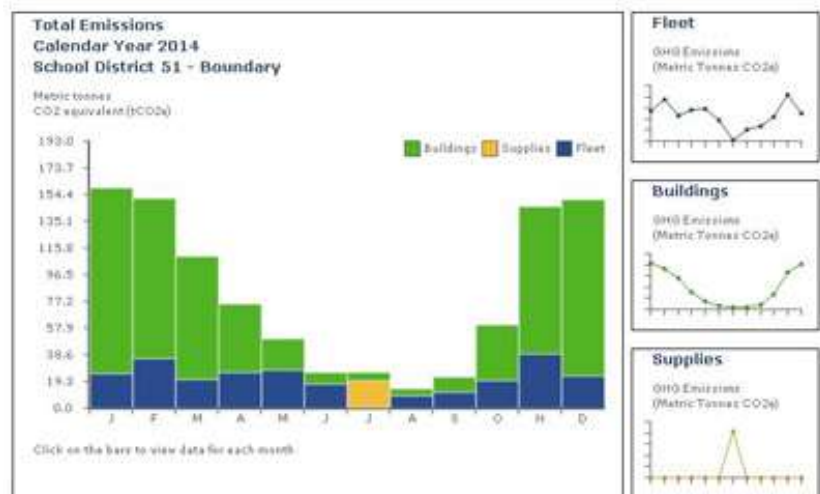
Secretary-Treasurer's Report J. Hanlon, Secretary-Treasurer March 2015

Carbon Offset

The Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act requires yearly reporting of greenhouse gas emissions. While SD 51 successfully reduced our carbon footprint again in 2014, the District still owes the Pacific Carbon Trust \$20,000 for our 2014 emissions. This amount is \$775 less than last year. We are analyzing the consumption data site by site, as we did have some increases and some decreases.

SD51 will receive a Carbon Tax Rebate in the amount of \$28,707.30 for carbon taxes paid. We receive 100% of the rebate back. In the end, we are \$8,707.30 to the good.

Charlene works with the schools, Maury, Dean and I to compile this report as well as the consumption data used for the analysis. Thanks to Charlene for her work on this project.



Finance

In March we received the funding announcement for 2015-2016. We will receive \$15,094,719 which is 98.5% of last year's funding plus the salary increases for support staff and teaching staff. The salary increase is dispersed through the funding formula. However, we have to show an ongoing saving of \$91,880. These savings will come from outside the classroom. We also receive additional monies as a supplement for the Education Plan in the amount of \$24,900. This money is to be used to strengthen math and skill training.



Special purpose fund changes included an increase to the Learning Improvement Fund of \$13,188. This consists of an increase to the Education Fund of \$10,551 and the Support Staff fund of \$2,637. We will receive in total \$316,827. The operating portion of the Annual Facilities grant falls under the Special Purpose Fund which next year is \$60,813 plus a capital portion of \$462,601 for a total of \$523,414. The total amount is the same as 2014/2015.

Maintenance

During March, Dean Higashi and I met with Principals and maintenance staff to go over maintenance projects for each school. We are still working on the costing of the projects and determining which could qualify for the Annual Facilities Grant and which projects will fall under operating.

Over spring break, the maintenance staff did the following projects:

- Painting and drywall replacement and whiteboard installation at Midway Elementary
- Lighting upgrade in auditorium hallway at Grand Forks Secondary
- Cleaned up sand and pruned trees
- Dealt with routine work orders

School District No. 51 (Boundary)

Enrolment

As of March 31, 2015

Head Count

School	March 31, 2015	February 13, 2015	Increase (Decrease)	October 17, 2014
Secondary				
BCSS	134	134	-	131
GFSS	336	341	(5.0000)	347
Elementary				
Beaverdell	9	12	(3.0000)	13
Big White	39	41	(2.0000)	32
Christina Lake	72	72	-	74
Greenwood	29	30	(1.0000)	28
John A. Hutton	236	238	(2.0000)	237
Midway	36	36	-	32
Dr. D. A. Perley	242	241	1.0000	247
West Boundary	99	99	-	100
Alternate School				
Walker	36	30	6.0000	29
Total	1268.0000	1274.0000	-6.0000	1270.0000

Expenditure Report

Object	Title	March	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	83,071.76	738,457.30		1,001,284	262,827	26
11	Teacher Salaries	597,280.08	3,699,442.39		5,488,555	1,789,113	33
12	Non-Teachers Salaries	238,863.89	2,008,860.25		2,965,285	956,425	32
13	Management Salaries	32,747.17	294,724.53		405,289	110,564	27
14	Substitute Salaries	30,816.08	237,045.95		490,056	253,010	52
19	Trustees Indemnity	6,473.67	57,532.97		76,727	19,194	25
21	Statutory Benifits	76,199.72	412,652.02		568,530	155,878	27
22	Pension Plans	127,675.31	906,192.04		1,360,461	454,269	33
23	Medical And Life Benifits	53,296.45	431,530.02		627,861	196,331	31
31	Services	61,673.53	318,339.40	16,103.94	578,320	243,877	42
33	Student Transportation	9,659.68	65,109.58		81,180	16,070	20
34	Training & Travel	9,177.62	120,597.93		260,202	139,604	54
36	Rentals & Leases	2,794.00	25,146.00		33,528	8,382	25
37	Dues And Fees	154.13	50,454.00		71,790	21,336	30
39	Insurance		64,457.26		67,400	2,943	4
51	Supplies	87,850.78	502,494.69	13,734.73	1,089,862	573,633	47
54	Electricity	49,143.56	194,816.31		275,560	80,744	29
55	Heat	15,230.67	103,010.88		152,350	49,339	32
56	Water And Sewage	2,032.57	11,085.86		24,650	13,564	55
57	Garbage And Recycling	1,312.63	9,671.21		15,000	5,329	36
Totals		1,485,453.30	10,251,620.59	29,838.67	15,633,890.00	5,352,432.00	34



Doug Lacey
Director of Learning
Month End Report
March 2015

School Visitations

- March 2-3 Hutton Elementary School
- Supported the start-up of Dreambox
- March 10 Big White Community School
- March 19 Grand Forks Secondary School
- Visited "Pick Your Passion" afternoon



Special Education and Student Services

- March 4-5 Participated in District Special Education Internal Mock Audit with Joanne Gidney, Amy Perry and Toni Hoffman
- March 9 Carried out interviews for new casual Education Assistant positions

Meetings in District

- March 6 Dreambox Representative conference call
- March 10 Meeting in Midway with Township Mayor and town works staff regarding "Gateway" project
- March 10 Board Meeting
- March 16 BISM meeting
- March 19 Meeting with BFISS Executive Director

Upcoming Events

- April 6-9 MyEducationBC Train-the-Trainer Webinars
- April 7 Ministry Conference call
- April 8 SD51 Board Community Consultation - West
- April 9 SD51 Board Community Consultation - East
- April 10 District Leadership Team GoTo meeting
- April 17 Dreambox Professional Development Workshop
- April 22-24 BC CASE Conference – Vancouver
- April 20 BISM meeting
- April 20 Meeting of the Learning with Technology Inquiry Team
- April 21 Budget Planning meeting
- April 27 August Days Planning meeting

