



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

April 9, 2019 at 6:00 p.m.

Boundary Learning Centre

## Agenda

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### Call to Order

#### Opening Acknowledgement

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

#### 10 Minute Comment Period

#### Adoption of Agenda

#### Adoption of Minutes

March 12, 2019 – Regular Board Meeting Minutes

#### Report on In-Camera Meeting from March 12, 2019

The Board discussed personnel issues, properties/facilities, business items, as well as the Big White Preschool and Perley Rewilding Proposals.

#### Correspondence

Nil

#### Business Items

##### 1. Superintendent's Report

- March 2019 Report (Attachment)

##### 2. Secretary-Treasurer's Report

- March 2019 Report (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

##### 3. Director of Learning Report

- March 2019 Report (Attachment)

##### 4. Presentations/Delegations

Sarah Bond – Inclusive Classroom

##### 5. Talking Break

Value of co-teaching/teacher coaching to promote inclusive classrooms and pedagogical shifts.

##### 6. Committee Reports

Indigenous Committee  
Operations Committee  
Audit Committee

Finance Committee  
Policy Committee

## **7. Trustee Reports**

Rec Commission

BISM

BCSTA Kootenay Boundary Branch

Okanagan Labour Relations Council

BCPSEA/BCSTA Rep Council

PAC Highlights

Community Literacy

## **8. Around the Boundary**

### **Trustee Activities and Upcoming Events**

- BCSTA Leadership Development Program Workshop, Trail, BC – April 11-12, 2019
- BCSTA AGM – April 25-28, 2019
- Policy Meeting – April 23, 2019 at 5:00 p.m.
- Budget Meeting – May 21, 2019 – 5:00 p.m.
- BCSS Graduation – June 8, 2019 at 11:00 a.m. – Midway Arena
- GFSS Graduation – June 15, 2019 – time TBA
- Walker Graduation – June 14, 2019 – 3 to 5:00 p.m. -- WDC

### **Future Agenda Items**

**Next Board Meeting:** May 14, 2019 – 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 12, 2019 at the School Board Office

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The Chairperson called the meeting to order at 6:07 p.m.

Present:	Mrs. C. Strukoff	Chair
	Mrs. R. Zitko	Vice Chair
	Ms. B. Bird	Trustee
	Mr. M. Danyluk	Trustee
	Mrs. K. Jepsen	Trustee
	Mrs. J. Massey	Trustee
	Mrs. L. Van Marck	Trustee
	Mr. K. Minette	Superintendent
	Ms. M. Burdock	Secretary-Treasurer
	Mr. D. Lacey	Director Learning

Acknowledgement of the Indigenous peoples and ancestors.

### Adoption of Agenda

MOVED Zitko  
2ND Danyluk

[“That the Agenda for March 12, 2019 be adopted as amended with the addition of 10. Perley Rewilding and Big White Preschool Proposals.”](#)

CARRIED

### Adoption of Minutes

MOVED Bird  
2ND Jepsen

[“That the February 12, 2019 Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

### Report on In-Camera Meeting from February 12, 2019

The Board discussed personnel issues, properties/facilities, business items, as well as the COINS HeadStart Application.

### Correspondence

Nil

### Business Items

#### 1. Superintendent's Report

The Superintendent presented the report for February 2019. He highlighted the Elementary School Think Tank as well as the Strategic Plan.

- School Calendars

MOVED            Danyluk  
2nd                Zitko

[“That the Board approve the school calendars as presented.”](#)

CARRIED

**2. Secretary-Treasurer’s Report**

Secretary-Treasurer Burdock presented the Operations/Transportation report for February, gave an overview of the Capital Projects, and presented the enrolment and expenditure reports to date.

**3. Update on Director of Learning and Principal Appointment**

Anna Lautard has accepted the position of Director of Learning as of August 1, 2019.

**4. Director of Learning**

Director of Learning Lacey reported on meetings in and out of the District, as well as the Early Action Initiative Grant. He also presented the Hills Are Alive Culture Event Field trip. The following motion was made:

MOVED            Danyluk  
2ND                Jepsen

[“That the Board approve in principle the Hills are Alive Field trip from June 5 to 10, 2019.”](#)

CARRIED

**5. Update on Budget Consultations**

Public forum responses have been posted to the website. Next Budget meeting is April 23<sup>rd</sup>.

**6. Presentations and Delegations**

Joanne Gidney, District Vice Principal of Student Services, presented an overview on the District’s Special Education Department.

**7. Talking Break**

Discussed the strength and stretches of our Special Education Program.

**8. Capital Plan Bylaw No. 2019/20-CPSD51-01**

The Board reviewed the Capital Plan as attached.

MOVED            Zitko  
2ND                Massey

“That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 2019/20-CPSD51-01 all three readings at this meeting of March 12, 2019.”

CARRIED

MOVED Massey  
2ND Van Marck

“A BYLAW by the Board of Education of School District No. 51 (Boundary) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated February 28, 2019, is hereby adopted.
- 2. This Bylaw may be cited as School District No.51 (Boundary) Capital Bylaw No. 2019/20-CPSD51-01.”

CARRIED

MOVED Van Marck  
2ND Massey

“That the Board of School District No. 51 (Boundary) approve the Capital Bylaw No. 2019/20-CPSD51-01 as read a first, second and third time, passed and adopted the 12<sup>th</sup> day of March.”

CARRIED

**9. Student Trustee**

Trustee Zitko presented information regarding the idea of having student trustees. She shared information from SD8 and the guidelines that they follow.

**10. Big White Preschool and Perley Rewilding Proposals**

Board Chair Strukoff shared that the Big White Preschool and Perley Rewilding proposals have received approval by the Board to move forward with next steps. Director of Learning Lacey shared that COINS was successful in their proposal for the Aboriginal HeadStart Program.

**11. Committee Reports**

AbEd Committee -- Trustee Danyluk reported out.

Policy Committee

MOVED  
2ND

Massey  
Jepsen

"That the Board approve that the following policy be deleted: No. 1210 -- Smoke Free Schools (now blended with Policy No. 4001)."

CARRIED

MOVED  
2ND

Massey  
Bird

"That the Board approve for circulation the following policies:

- Policy No. 5030 – Student Grade Retention/Acceleration
- Policy No. 4001 – Tobacco, Cannabis, and Vapour-Free Schools

CARRIED

**12. Trustee Reports**

- Trustee Massey reported out from the Rec Commission meeting.
- Trustee Zitko reported out from the BISM meeting.
- Secretary-Treasurer Burdock reported out from the OLRC AGM meeting in February.
- Trustee Van Marck reported out from the Hutton Pac Meeting.

**13. Around the Boundary**

Nil

Meeting adjourned at 8:31 p.m.

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Chairperson

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Secretary-Treasurer



**Ken Minette**  
**Superintendent of Schools**  
**Month-End Report March 2019**

### **School Visitations**

- I visited Hutton, Perley, Grand Forks Secondary and Walker Development Centre.

### **District Planning**

#### **2019-2020 School Calendar submitted to Ministry of Education**

- *Recommended that we develop a 3-year calendar next year*

### **Strategic Plan**

- **Recommendation:**
  - *May – June*
  - *Form a Strategic Plan Planning Committee*
  - *Develop a Timeline*
  - *Develop an engagement tool for an environmental scan of stakeholder groups related to FFESL, Facilities, Tech and HR.*



### **Interior Health Teleconference**

- *Ready Set Learn Update*
- *Measles Update*

The province is launching a measles immunization catch up program to help BC families ensure their children are protected from measles. The program will run from April through June 2019.

### **Staffing**

- *Preliminary student count & school organization*
- *Meetings with Principals*
- *110 minutes PREP time for elementary teachers*
- *High school have completed student course requests. Next they will timetable to see implications regarding CEF*

## Financial Framework for Supporting Student Success (Budget 2019/20)

### Process for 2019/2020 school year:

**Meeting #5** -- May 21, 2019 – Staffing, Budget and Budget Considerations

### **Meeting #6**

May/ June – Final Budget Decisions 2019-20

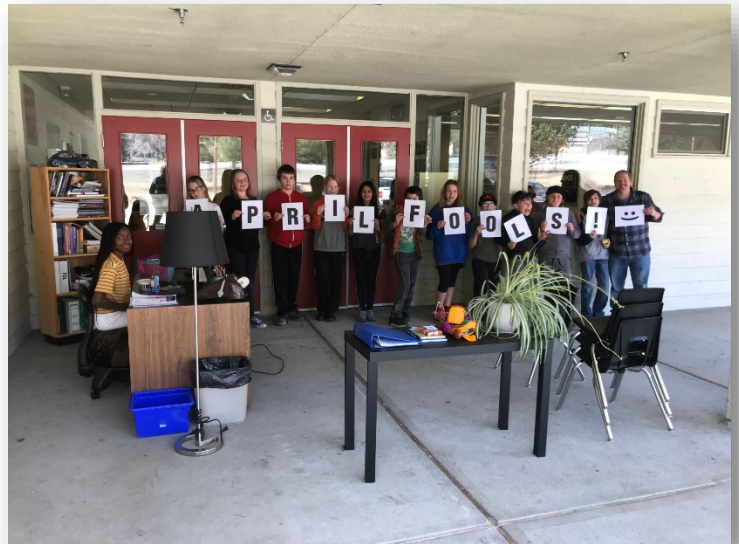
### Meetings out of the District

#### Upcoming:

- BCSTA AGM - April 25 - 27 – Sheraton Vancouver Hotel
- BCSSA Spring Conference – April 26 – Westin Bayshore Vancouver
- Superintendents Meeting - May 9 – Hilton Vancouver

### Meetings in District

- ✓ Mar 1
  - Disciplinary Meeting
- ✓ Mar 5
  - Meeting regarding Think Tank and Literacy conversation
  - Budget Meeting #4 – Public Information responses, budget requests and staffing
- ✓ Mar 12
  - Board Meeting
- ✓ Mar 13
  - Meeting with a parent
  - Talent Show at Hutton
- ✓ Mar 14
  - Meet with Teacher
- ✓ Mar 20
  - Discuss SD51 Trustee responses to BCSTA re: Provincial Funding Model Survey
- ✓ Mar 21
  - Reference check on 2 potential TTOC's
- ✓ April 1
  - BISM Meeting
- ✓ April 2
  - Interview with potential TTOC
- ✓ April 5
  - Tele-Conference with Interior Health







Miranda Burdock, CPA, CA  
Secretary-Treasurer's Report  
March 2019

**Budget/Finance**

***2019/20 Operating Grants***

On March 15<sup>th</sup>, the Ministry of Education announced the preliminary grants for the 2019/20 school year.

SD51 will receive the following operating grants:

1. Operating Block Funding grant: \$16,665,137
2. Pay Equity grant: \$105,245
3. Employer Health Tax grant: \$125,073
4. Student Transportation Fund grant: \$153,588

SD51 will also receive the following special purpose grants:

1. Classroom Enhancement Fund (CEF): \$845,567
  - a. Staffing - \$817,412
  - b. Overhead - \$28,155
2. Learning Improvement Fund (LIF): \$61,054
3. Community Link: \$140,845
4. Annual Facilities Grant: \$557,184
  - a. Capital portion - \$443,835
  - b. Operating portion - \$113,349



The operating block funding is based on our February enrolment projections. Final funding will be recalculated in December based on our actual enrolment count in September.

***Budget 2019/20 Preparation***

We are in the implementation phase of our new budgeting software, MyBudgetFile. It is a web-based program and is going to create many efficiencies as it will be integrated with our accounting software. We have been busy preparing staffing projections and I'm looking forward to using the new program to bring the budget together for Budget Meeting #5, scheduled for May 21<sup>st</sup>.

***Meetings/Conferences***

Dean Higashi and I attended a VFA Software Training session in Kelowna in March. VFA is a program used by the Ministry of Education to maintain a facilities condition index (FCI) for each facility in every district across the Province. The program tracks all systems within each facility and uses industry data to project both replacement and maintenance costs. Engineers perform physical assessments of each system every 5 years to maintain accurate estimates of useful life. This information, as well as information on capital projects completed each year is tracked by the program. Ultimately, the information will support both our 5-year Capital Plan and a Long-Range Facility Plan.

## Operations

The following Operations/Maintenance projects were completed throughout March:

- A new drivers/staff room at the Grand Forks Bus Garage
- GFSS Band Room painted
- New flooring at the Glanville Centre
- Sewing machines purchased/delivered for GFSS
- Stoves purchased for the foods room at BCSS
- On-going work orders
- Custodians performed 5 days of heavy spring cleaning at each school site

## Technology

The IT department has been busy over the past few months with the following projects:

- Datacenter work: Installed new servers, still need to set them up then remove decommissioned servers; Completed installation of replaced core switches; Investigated replacement of remote access hardware.
- Worked on GFSS auditorium lighting replacement project
- Worked on District security system audit and replacement project
- Renewing software contracts and licensing
- Investigating photocopier and printer replacements
- Set up Google G-Suite for Education for District implementation as requested. Looking to test with a couple of classes to start.
- We also did work for the City and the Recovery Center as part of their contract



# School District No. 51 (Boundary)

## Enrollment - Head Count

	March 31, 2019	February 28, 2019	Increase (Decrease)	September 30, 2018
Secondary				
BCSS	137	138	(1.0000)	136
GFSS	353	354	(1.0000)	359
Elementary				
BES	12	12	-	12
Big White	32	34	(2.0000)	28
CLES	92	92	-	91
GWD	26	27	(1.0000)	27
Hutton	228	228	-	229
MES	35	35	-	40
Perley	239	239	-	243
WBES	77	77	-	73
Alternate School				
Walker	35	32	3.0000	31
Total	1266.0000	1268.0000	-2.0000	1269.0000

Fund : 0 General Operating

OB	TITLE	MAR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	100,714.60	906,431.40		1,211,401	304,970	25
11	Teacher Salaries	591,428.13	4,073,371.41		5,867,580	1,794,209	31
12	Non-Teachers Salaries	270,202.88	2,248,185.75		3,328,228	1,080,042	32
13	Management Salaries	37,484.32	351,476.54		465,015	113,538	24
14	Substitute Salaries	49,547.20	313,888.47		425,013	111,125	26
19	Trustees Indemnity	7,195.63	62,087.74		80,711	18,623	23
21	Statutory Benefits	100,695.82	484,318.69		607,016	122,697	20
22	Pension Plans	107,551.99	852,578.95		1,346,229	493,650	37
23	Medical And Life Benefits	46,752.71	456,656.97		855,468	398,811	47
31	Services	36,166.57	276,715.81	60,102.95	583,470	246,651	42
33	Student Transportation	10,904.27	84,160.70		135,493	51,332	38
34	Training & Travel	27,283.81	151,403.54		271,773	120,369	44
36	Rentals & Leases	11,176.00	25,146.00		33,528	8,382	25
37	Dues And Fees	55.93	50,643.54		69,740	19,096	27
39	Insurance		51,284.00		59,400	8,116	14
51	Supplies	69,045.58	559,567.48	16,543.45	805,292	229,181	28
52	Learning Resources	1,059.94	27,875.02	227.73	45,658	17,555	38
53	Library Books	893.38	9,533.10	217.85	24,500	14,749	60
54	Electricity	44,799.44	200,045.36		320,000	119,955	37
55	Heat	16,099.52	73,274.37		107,000	33,726	32
56	Water And Sewage	4,376.83	17,825.87		24,500	6,674	27
57	Garbage And Recycling	2,400.02	15,007.47		20,000	4,993	25
58	Furn. & Equipment Replacement		11,845.78		58,500	46,654	80
59	Computer Equipment Replacement		91,169.01		100,000	8,831	9
TOTAL FOR Fund - 0		1,535,834.57	11,394,492.97	77,091.98	16,845,515	5,373,930	32
GRAND TOTAL		1,535,834.57	11,394,492.97	77,091.98	16,845,515	5,373,930	32



# March 2019 Report

Director of Learning

Doug Lacey

- March 4<sup>th</sup> – Chaired Regular Meeting of the Boundary Integrated Services Model (BISM) Table
- March 5<sup>th</sup> – Participated in the regular meeting of the Boundary Early Intervention Advisory Council
- March 5<sup>th</sup> – Participated in conference call meeting of the Kootenay-Boundary Environmental Education Steering Committee
- March 5<sup>th</sup> – Participated in Trustee Budget Meeting #4.
- March 7<sup>th</sup> – Met with representative of Educational Impact professional development online platform
- March 11<sup>th</sup> – Facilitated an education-focused data analysis learning session in School District 20 in Trail B.C.
- March 13<sup>th</sup> – Attended Hutton's Got Talent Show
- March 13<sup>th</sup> – Participated in the Closed and Regular meetings of the School Board
- March 13<sup>th</sup> -- Attended regular meeting of the Boundary Interagency Group
- March 15<sup>th</sup> – Completion of the Early Initiative Action Grant Provincial funding to focus on mental health and addiction prevention, early intervention, treatment and recovery programs and services (building school capacity). (See Below)

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## Boundary Early Initiative Action Grant

1. Mental Health First Aid Training for twenty-five school administrators, teachers, counsellors, and CYW's from all District schools. Two-day, 12-hour evidence-based course by the Mental Health Commission of Canada. To give participants:
  - a. Confidence and skills to engage someone with an emerging mental health problem or in a mental health crisis
  - b. Greater recognition of mental health problems  
(April 4<sup>th</sup> and 5<sup>th</sup> 2019)

2. Jesse Miller Social Media Literacy/Safety Presentations (April 30<sup>th</sup> – May 2<sup>nd</sup>)
  - a. Evening Parent/Family Presentation (April 30<sup>th</sup>)
  - b. Presentations for East Boundary students at GFSS (May 1<sup>st</sup>)
    - i. Grade 6 and 7
    - ii. Grade 8 and 9
    - iii. Grade 10 – 12
  - c. Afternoon Educator Facilitated Session (May 1<sup>st</sup>)
    - i. Invite to interested educators
    - ii. Hosted at GFSS Bistro with ZOOM participation for educators outside of Grand Forks
  - d. Presentations for West Boundary students at BCSS
    - i. Grade 6 to 8
    - ii. Grade 9 – 12
3. Trauma-Informed Practice online professional development platform for individual school staffs to engage together on professional learning to support trauma impacted children and youth in their schools and classrooms over the 2019-20 school year. There are also modules focused on parent learning to support children and youth demonstrating problematic behaviour.
4. Supporting the facilitation of six Gratitude Dinners – Table Talk Discussion Sessions to support a number of targeted struggling youth and their families in the Boundary (April and May 2019)
5. Commissioning of Shawn Larson of Child and Youth Mental Health to facilitate up to nine presentation sessions to support targeted youth and families, school staffs, our general student and the general parent community on Mental Health Literacy to combat risk-taking behaviours like self-harm and suicidal ideation (April and May 2019).
6. Supporting the BDTA Environmental Education Local Specialist Association (EEPSA) to send three members to a Kootenay-Boundary Regional Networking and Learning session with EEPSA counter parts to learn together and strategically plan for getting more children and youth outside for their learning and connecting to nature as part of Social-Emotional Learning and positive mental health (May 2019).
7. Support the travel of one early years community provider and a District staff member to attend a networking and learning session for the Changing Results for Young Learners (CR4YL) to kick off the 2019-20 Initiative (May 2019)