



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

December 14, 2021 at 6:00 p.m.

School Board Office

Agenda

Call to Order

Opening Acknowledgement

"With gratitude, we acknowledge that School District 51 resides on the unceded traditional territory of the Interior Salish people. We also acknowledge the enduring presence of all First Nations, Inuit and Métis people. May we always live and care for these lands with respect."

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

November 16, 2021 – Regular Meeting Minutes

Report on In-Camera Meeting from November 16, 2021

The Board discussed personnel issues, properties/facilities, and business items. Superintendent Lautard declared a pecuniary conflict of interest for a portion of the November 16, 2021 Board of Education Closed meeting.

Correspondence

Business Items

1. **Strategic Plan Update** (Attachment)
 - Equity, Inclusion & Belonging
 - Student Voice & Agency
 - Wellness & Resiliency
 - Community Connections
2. **Midway Elementary School Closure**
3. **Presentations/Delegations**
 - Highschool band/choir presentations
4. **Committee Reports**
 - FINANCE**
 - Expenditure Report (Attachment)

OPERATIONS

- Capital Projects Update (Attachment)
- Community Rentals (Attachment)

POLICY (Attachments)

MOTION: [“That the Board adopt Policy No. 3063 – StrongStart Early Learning Centres, as circulated.”](#)

MOTION: [“That the Board adopt Policy No. 1356 – Global Positioning Systems on District Vehicles, as circulated.”](#)

TRUSTEE ORIENTATION

5. Board Chair Report

6. Senior Management Reports

- Superintendent Report (Attachment)
 - Schools Report (Attachment)
- Secretary Treasurer Report (Attachment)

7. Trustee Reports

- | | |
|----------------------------------|----------------------|
| • Boundary Indigenous Education | • PAC Highlights |
| • Advisory Committee | • BCPSEA |
| • BCSTA Kootenay Boundary Branch | • OLRC |
| • Rec Commission | • Community Literacy |
| • BISM | • GFSSAG |

8. Around the Boundary

Trustee Activities and Upcoming Events

- Trustee Orientation Committee Meeting – January 11, 2022
- BCSTA Provincial Council Meeting – February 11/12, 2022
- BCSTA AGM – April 21-24, 2022
- BCSTA Provincial Council – April 23, 2022

Future Agenda Items

Next Board Meeting: **January 18, 2022**
 6:00 p.m. at the 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.

Agenda

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary)
held Tuesday, November 16, 2021 at the School Board Office

The Chairperson called the meeting to order at 6:10 p.m.

Present:	R. Zitko	Chair
	J. Massey	Vice Chair (Via Zoom)
	B. Bird	Trustee
	M. Danyluk	Trustee (Via Zoom)
	K. Jepsen	Trustee
	C. Strukoff	Trustee
	L. Van Marck	Trustee (Via Zoom)
	A. Lautard	Superintendent
	M. Burdock	Secretary-Treasurer

Absent: Nil

Acknowledgement of the Indigenous peoples and ancestors.

Student Trustees J. Colin, A. Segstro and P. Maffioli were sworn in.

Adoption of Agenda

MOVED Bird
2ND Strukoff

[“That the Agenda for November 16, 2021 be adopted as circulated.”](#)

CARRIED

Adoption of Minutes

MOVED Jepsen
2ND Van Marck

[“That the October 19, 2021 Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

Correspondence

Correspondence from North Fork Community Club was circulated.

Business Items

1. Strategic Plan Update

- Superintendent Lautard presented the Strategic Plan update.
- Student trustees introduced themselves; sharing some of their interests.

2. **Presentations/Delegations**

Sandy Podmoroff, StrongStart Coordinator, presented an overview of StrongStart programs in the Boundary.

3. **Committee Reports**

FINANCE

2021/22 Budget Proposals

Secretary-Treasurer Burdock presented the budget proposals. After discussion the following motion was made:

MOVED Bird
2ND Jepsen

"That the Board approve \$415,300 in budget proposals for 2021/22 to support Strategic Plan Initiatives and School Growth plans as recommended by the Finance Committee."

CARRIED

Expenditure Report

Secretary-Treasurer Burdock presented the expenditure report to date.

TRUSTEE ORIENTATION

Superintendent Lautard presented updates and changes to the trustee manual.

4. **Board Chair Report**

Board Chair Zitko reported out from the BCSTA Meeting of Board Chairs.

5. **Senior Management Reports**

- Superintendent Lautard presented her report for October. She also presented the School's reports submitted from each school in the District.
- Secretary-Treasurer Burdock presented her report for October.

6. **Trustee Reports**

Boundary Indigenous Education Advisory Committee – Superintendent Lautard reported out.

BISM – Superintendent Lautard reported out.

PAC Highlights – Board Chair Zitko and Trustee Van Marck reported out on PAC meetings attended.

BCPSEA – Secretary-Treasurer Burdock reported out.

OLRC – Trustee Bird reported out on the AGM.

Community Literacy – Trustee Strukoff reported out.

GFSSAG – Superintendent Lautard reported out.

7. **Description & Discussion of Elected Positions**

Descriptions of elected positions was circulated.

8. Election of Board Chair and Vice Chair

Superintendent Lautard assumed the role of Chair for the Board Chairperson and Vice Chairperson selection proceedings. Secretary-Treasurer Burdock called for nominations and conducted the vote by ballot.

Election of Board Chair

MOVED Strukoff
2ND Jepsen

“That the Board elect Rose Zitko as the Board Chair for November 16, 2021 to November 15, 2022.”
CARRIED

Election of Vice Chair

MOVED Zitko
2ND Strukoff

“That the Board elect Jamie Massey as the Board Vice-Chair for November 16, 2021 to November 15, 2022.”
CARRIED

MOVED Strukoff
2ND Massey

“That the ballots cast to nominate the Board Chair and Vice Chair be destroyed.”
CARRIED

Re-elected Board Chair Zitko chaired the remainder of the meeting.

9. Election of Board Representatives

Election of BCSTA Provincial Councilor and Alternate

MOVED Strukoff
2ND Massey

“That the Board elect Katie Jepsen as the Trustee Representative to the BCSTA Provincial Council and Bronwen Bird as the Alternate for 2022.”
CARRIED

Election of BCPSEA Representative and Alternate

MOVED Jepsen
2ND Strukoff

“That the Board elect Mark Danyluk as the BSPSEA Representative and Larisa Van Marck as the Alternate for 2022.”

CARRIED

Okanagan Labour Relations Council (OLRC) Representative

MOVED Strukoff
2ND Massey

“That the Board elect Bronwen Bird as the Trustee Representative to the Okanagan Labor Relations Council (OLRC) and Miranda Burdock, Secretary-Treasurer as the Alternate for 2022.”

CARRIED

10. Board Committees and Representatives

The list of committees and representatives was circulated. Further discussion will take place at the December meeting.

11. Around the Boundary

Around the Boundary for October was presented.

Meeting adjourned at 8:04 p.m.

Chairperson

Secretary-Treasurer

Strategic Plan Update

Each month, specific initiatives relating to School District 51's [Strategic Plan](#) will be reported on to assess the progress made thus far. Some of the initiatives can be found in [year one](#) of the district's strategic operational plan, while others may be imbedded into school structures.

- Student Trustee Reports (Student Voice & Agency; Community Connections; Equity, Inclusion & Belonging; Wellness & Resilience)
 - Abby Segstro
 - Jacob Colin
 - Payton Maffioli
- Katie White (Equity, Inclusion & Belonging; Student Voice & Agency; Wellness & Resilience)
 - District Leadership team had their final session with Katie White on Friday, November 25
 - These sessions have focused on the following
 - Develop a shared assessment language and literacy, including how assessment builds hope, efficacy, equity, and high achievement
 - Explore a five-stage process for strategically growing assessment practices and building capacity in teachers, students, and families
 - Engage in specific strategies and processes that can facilitate assessment reflection, change and clarity
 - Starting January 2022, schools will be having individual sessions with Katie
 - Will focus on specific areas of interest for schools such as learning continuums, formative assessment and feedback, self-assessment and goal setting, summative assessment, and systems of reporting
 - With the new reporting order coming into effect in September 2023, this work is very timely
 - We will have reports from schools about their sessions in June 2022
- LST Support (Equity, Inclusion & Belonging; Wellness & Resilience)
 - Support person has met with LSTs in two schools
 - Done presentations on scoring terminology, overview of specific assessments, interpretation of assessment results
 - Will be doing presentation at district special education meeting on the following in December
 - Executive functioning
 - Definition
 - Brain development
 - Standardized measures
 - School performance
 - Support will continue through rest of the year

- Outdoor Education (Equity, Inclusion & Belonging; Student Voice & Agency; Wellness & Resilience; Community Connections)
 - Classes from the following schools have participated this year so far
 - 16 intermediate classes
 - 17 primary classes
 - Locations
 - Boundary Creek (Old camp area used by the first Mr. Stewart)
 - Wilgress Lake Outdoor Education Centre (West Boundary Community Forest Site) – 5 visits
 - Boothman’s Oxbow Provincial Park (Grand Forks)
 - Marshall Lake - 6 visits
 - Kettle River Recreation Area
 - Kettle River in Midway
 - Fisherman Creek Bike Trails (North Fork)
 - Observation Mountain (Grand Forks)
 - Saddle Lake (Grand Forks)
 - Fall Activities
 - microscopic observations using microscopes from Hutton. Kids observed spiders, beetles, leaves, water droplets, charcoal, flowers, rocks, etc.,
 - forestry (tree planting, planning, harvesting, wildfire risk reduction)
 - nest building and a related game
 - local conifer identification
 - trail building (new snowshoe trails at Marshall Lake built by grade 6/7s from Hutton and Greenwood) and maintenance (mountain bike trails at Fisherman Creek with Perley 6/7s)
 - creating with bones (Jamie has three bins of animal bones and the kids create whatever they can with them - it's very popular)
 - Winter Activities
 - building snow shelters (quinzee) building in the new year
 - also dig snow pits to look at the layers and do a basic snow study
 - mostly at Marshall Lake but some classes go to Bonanza Pass on the Paulson as there is much more snow.
 - Through all the seasons: storytelling, nature walking and playing nature games.
- Open Parachute (Wellness & Resilience, Equity, Inclusion & Belonging)
 - Two schools are using this online mental health literacy/wellness program
 - Boundary Central Secondary
 - Started in September 2021
 - Integrated into the Grade 10 – 12 PE classes
 - Seven lessons for students with slide shows/videos
 - Teachers facilitate conversations that arise, using guiding questions
 - Supports teachers by having lessons available
 - Lessons are created by mental health clinicians and psychologists

- Teachers have confidence and ease when using
- Students are engaged and actively participating
- Principal Macfarlane grateful for the District's support
- Walker Development Centre
 - Started in March 2021
 - Allows staff to start conversations around mental health and friendship
 - Allows students to engage in hands-on activities that naturally evoke deep reflection into personal lives and helps them understand behaviour
 - Embedded videos in each lesson are relatable and allow the students to connect
 - Staff is noticing students come to one of the staff members after an Open Parachute session to engage in more self-reflection
 - Looking for more tools and time to reflect on what to do in their situation with a trusted adult's support
 - Open Parachute offers incredible support for educators in the form of virtual calls and email correspondence to support educator learning, reflection of practice, advice for creating healthy learning environments and taking care of own health
- HEK Yeah (Strategic Plan; all directions)
 - This initiative was to help with communication at the board level
 - The Crisis Communication Plan is almost complete
 - Comprehensive plan that details the expectations for communication during a crisis like a flood or fire – very timely document to have
 - Will soon be shared with senior management and district leadership team for consultation
 - Slower start to social media focus
 - Timing was an issue here
 - Too many new people in new roles
 - New plan
 - Road map for District Principal and District Vice Principals to follow regarding social media posts
 - News release for Student Trustees has gone out
 - Follow up interviews scheduled with radio
 - Recording of Joanie Holmes at West Boundary Elementary
 - Will create a variety of clips to be shared demonstrating the work of Elder in Residence as well as the Indigenous Education Advisory
 - That work will be profiled in January

Fund : 0 General Operating

OB	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	111,458.57	527,466.79		1,270,376	742,909	58
11	Teacher Salaries	678,997.86	2,024,168.24		6,429,247	4,405,079	69
12	Non-Teachers Salaries	371,646.72	1,315,124.49		4,037,759	2,722,635	67
13	Management Salaries	45,252.70	212,155.27		674,797	462,642	69
14	Substitute Salaries	51,779.67	143,115.20		509,195	366,080	72
19	Trustees Indemnity	7,769.67	38,848.35		91,408	52,560	58
21	Statutory Benefits	74,310.99	274,214.21		981,942	707,728	72
22	Pension Plans	120,958.33	414,976.78		1,364,667	949,690	70
23	Medical And Life Benefits	8,835.02	158,810.66		806,141	647,330	80
31	Services	31,254.74	182,639.51	1,890.00	654,564	470,034	72
33	Student Transportation	9,018.85	29,396.94		108,713	79,316	73
34	Training & Travel	8,378.05	31,975.23	28,407.75	254,609	194,226	76
36	Rentals & Leases	2,794.00	13,970.00		33,528	19,558	58
37	Dues And Fees	1,886.36	59,386.98		94,157	34,770	37
39	Insurance		41,922.79		45,075	3,152	7
51	Supplies	59,670.07	230,538.44	7,669.30	833,301	595,093	71
52	Learning Resources	1,328.18	9,074.01	338.10	47,259	37,847	80
53	Library Books	104.22	1,812.66		25,990	24,177	93
54	Electricity	33,196.06	92,929.92		277,070	184,140	66
55	Heat	10,635.32	20,627.43		160,810	140,183	87
56	Water And Sewage	2,604.13	6,678.10		22,820	16,142	71
57	Garbage And Recycling	2,233.31	8,753.09		27,440	18,687	68
58	Furn. & Equipment Replacement		1,993.01		31,900	29,907	94
59	Computer Equipment Replacement				10,100	10,100	100
TOTAL FOR Fund - 0		1,634,112.82	5,840,578.10	38,305.15	18,792,868	12,913,985	69
GRAND TOTAL		1,634,112.82	5,840,578.10	38,305.15	18,792,868	12,913,985	69

OBJECT				Year-to-Date	Budget	Unspent	% Unspent	NOTES
11/12	Salaries:	Teachers/Non-teachers	10 month employees	3,339,293	10,467,006	7,127,713	68.10%	3 out of 10 months, expect 70% unspent.
10/13/19		PVPs/Mgmt/Trustees	12 month employees	778,470	2,036,581	1,258,111	61.78%	5 out of 12 months, expect around 58% unspent
14		Substitues	Sick, Sick Family, LT Sick,	143,115	509,195	366,080	71.89%	Majority of costs associated with 10 month employees expect 70% unspent.
21	Benefits:	Staturtory benefits (EI, CPP)	Employer paid portion of CPP and EI ; as well as 1.95% Employer Health Tax (EHT)	274,214	981,942	707,728	72.07%	Majority of costs associated with 10 month employees (70% unspent); CPP/EI paid on calendar year - many employees max out by June.
22/23		Pension/Medical and Life	Employer paid portion of pension contributions (TPP and MPP); as well as employer paid premiums for extended health benefits and dental	573,787	2,170,808	1,597,021	73.57%	Mix of 10 and 12 month employees, but majority are 10 month (70% unspent)
31-39	Services:	Includes: Services, Student Transportation, Training/Travel, Rentals, Dues/Fees and Insurance		389,589	1,190,646	801,057	67.28%	See NOTE 1 below for details
51	Supplies:	Supplies		238,208	833,301	595,093	71.41%	Schoool budgets (supplies for instruction, SpEd, AbEd, Admin) as well as: SBO, Maintenance, Cusotidal and Transportation supplies
52/53		Learning Resources/Library Books		11,225	73,249	62,024	84.68%	School budgets for library books and learning resource
54/55		Electricity/Heat,		113,557	437,880	324,323	74.07%	5 out of 12 monthss (58% unspent) - coldest months to come, expect surplus
56/57		Water/Sewer and Garbage/Recycling		15,431	50,260	34,829	69.30%	5 out of 12 monthss (58% unspent) - coldest months to come, expect surplus
58/59		Furniture/Equipment & Computer Equipment Replacement		1,993	42,000	40,007	95.25%	School furniture/equipment budgets, as well as: equipment for Operations and all IT/tech replacements
				5,878,883	18,792,868	12,913,985	68.72%	

NOTE 1

These are expenses that are not necessarily incurred evenly throughout the year:

Object	Year-to-Date	Budget	Unspent	% Unspent	
31 Services	184,529.51	654,564.00	470,034.49	71.81%	Consulting, Legal, Audit, Telephone, Contract Software, Postage
33 Student transportation	29,396.94	108,713.00	79,316.06	72.96%	Schools transportation budgets (curricular, extra-curricular, and transportation grant)
34 Training/ Travel	60,382.98	254,609.00	194,226.02	76.28%	Training/travel across SD (instruction, District admin, O&M, transportation)
36 Rentals/Leases,	13,970.00	33,528.00	19,558.00	58.33%	525 monthly lease from City, 5 out of 12 months (58% unspent)
37 Dues/Fees	59,386.98	94,157.00	34,770.02	36.93%	Senior mgmt professional association fees, BCSTA, Make a Future, OLRC, SD23 re Claims Mgmt contract
39 Insurance	41,922.79	45,075.00	3,152.21	6.99%	SPP and fleet insurance (paid upfront)
	389,589.20	1,190,646.00	801,056.80		



Briefing Note

Capital Projects Update

The District has four main sources of capital funding for 2021/22:

1. School Enhancement Program (SEP)
 - a. To support capital projects to extend the life of district facilities through improvement projects such as roofing, exterior wall systems, interior construction, HVAC, electrical and plumbing.
2. Carbon Neutral Capital Program (CNCP)
 - a. To support energy-efficiency projects that lower the district's carbon emissions.
3. Playground Equipment Program (PEP)
 - a. To support the purchase and install of new or replacement playground equipment that is universal in design and in compliance with accessibility measures as defined through the *Canadian Standards Association*.
4. Annual Facilities Grant (AFG)
 - a. To support annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.

Project updated by program to November 30/2021 is as follows:

School Enhancement Program

- Grand Forks Secondary School – Science Lab update
 - Completed of any deficiencies, final invoicing and release of holdback in December 2021
- West Boundary Elementary – Roofing upgrade
 - Roof repairs completed
 - Tender out for roof tie in repairs, work to be completed March 2022
- Grand Forks Secondary School – HVAC upgrades
 - Partially completed, work to replace final rooftop exhaust fans outstanding

Carbon Neutral Capital Program

- Grand Forks Secondary School – LED Lighting upgrade
 - Completed
- Christina Lake Elementary – LED Lighting upgrade
 - Outstanding, scheduled to be completed March 2022
- Perley Elementary – HVAC upgrade
 - Make-up air unit installed and commissioning completed

Playground Equipment Program

- Hutton Elementary – Accessible playground upgrade and resurfacing
 - Completed

Annual Facilities Grant

District

1. Exterior wall system – Change all exterior locks in the East – complete
2. Interior construction – Replace locks – outstanding
3. Site upgrade – Marlex electric gate – complete
4. HVAC – HVAC replacement at KV bus garage – complete
5. Interior Construction – Hoist inspections at Marlex and both high schools – complete
6. HVAC – Dust collection systems cleaned – scheduled in December 2021

Big White Community School

1. Exterior Wall system - Paint and seal – complete
2. Interior construction – Refinishing flooring in hallways upstairs – complete
3. Site upgrades – Replace tennis posts and add basketball nets - complete

Beaverdell Elementary

1. Plumbing – Upgrades with HVAC and hot water tank – complete
2. Electrical – Lighting upgrades, exit signs – complete

West Boundary Elementary

1. Exterior wall system – Replace exterior logo that was damaged for envelope project – in process
2. HVAC - Energy Audit – complete
3. Interior Construction – Custodial room repairs – complete
4. Plumbing – Well pump replacement – complete

Midway Elementary

1. Site upgrades – Remove basketball court and replace concrete stairs - complete

Boundary Central Secondary School

1. Exterior wall systems – Stucco repair from science lab window install - complete
2. Interior Construction – Refinish gym floors – complete
3. Interior Construction – Library repairs (flooring and wall removal) – complete
4. Site upgrades – Roof drain repairs – planning for spring 2022

Greenwood Elementary

1. Site upgrades – Parking lot repairs – complete
2. Site upgrades – Replace parking lot drainage – complete
3. Accessibility access – Automatic door install – planning
4. Electrical – Lighting controls upgrade – planning

Hutton Elementary

1. Site upgrades – Irrigation design work – complete
2. Site upgrades – Flagpole replacement – complete
3. Electrical – Parking lot lighting – complete

Perley Elementary

1. Site upgrades - Replace flagpole – spring start

Grand Forks Secondary School

1. Interior Construction – Gym floor refinishing – complete
2. Site upgrades – Replace exterior sign and flagpole – complete
3. Site upgrade – Irrigation design work – spring start

Walker Development Center

1. Exterior wall system – Paint and remove sign on fascia – complete
2. Site upgrades – Repair fence - complete

Christina Lake Elementary

1. Site upgrades – Replace exterior sign and flagpole – complete
2. Exterior wall systems – painted and sealed exterior – complete

Unbudgeted/unplanned projects completed

GFSS

- Water meter design \$4,000
- Stucco audit \$4,100
- Paving repair \$1,500

Perley Elementary

- Roof repairs \$15,000

Hutton Elementary

- Door repairs \$8,000

Christina Lake Elementary

- Irrigation repairs \$4,000



Briefing Note

Community Rentals

In alignment with provincial health and safety guidelines at the time, the Board suspended all community rentals of District facilities in March 2020. Community rentals of District facilities remained suspended throughout the 2020/21 school year as we moved through various stages of the pandemic.

In preparation for return to school this Fall, the [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) were released in August. The updated guidelines supported after hours community use of facilities in alignment with other health and safety measures and with those activities permitted as per relevant local, regional, provincial and federal public health recommendations and Orders.

Interior Health subsequently issued notice of additional preventative measures regarding visitors in schools specific to our health region which stated: *Visitors entering the school should be limited to those supporting activities that are of benefit to student learning and wellbeing (e.g. Teacher candidates, immunizers, meal program volunteers etc.).* As such, the Board agreed to continue with the suspension of rentals of District facilities.

On December 1st, the Interior Health *Gatherings & Events Order* was lifted and the additional preventative measures for K-12 were removed. The Board can now consider whether District facilities will again be made available for community rental.

Factors for consideration:

- The Board has policy stating District facilities “should be used as extensively as possible by community/public organizations and other groups when not required for District educational programs”
- There are few available venues in our communities – many user groups rely on District facilities for events, especially during the winter months
- The pandemic has put pressure on custodial resources (personnel and supplies)
- The District does not currently have a framework/process for community rentals due to staffing changes
- Rental fees are set to be low-barrier and, thus, do not cover the costs to offer rentals

We look forward to a robust discussion with the Board on how to best move forward with the rental of District facilities to community groups.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 3063
EDUCATIONAL PROGRAMS/ SERVICES	<u>StrongStart Early Learning Centres</u>	

DATE ADOPTED: June 12, 2007

DATE AMENDED:

The purpose of StrongStart Centres is to provide school-based, high quality early learning programs for children younger than school age accompanied by a parent or caregiver, designed to support the success of students when they enter Kindergarten.

The years between birth and school-age are a critical time in a child's life. The experiences that children have in the early years influence their future health, well-being, and life-long learning. By investing in children's early years, we can positively affect the future lives of British Columbians. Children who have had exposure to language-rich environments and play-based early learning experiences are more likely to develop the skills, knowledge and dispositions to support their success in school.

R E G U L A T I O N S

The District must:

- Ensure each child who attends each Centre is assigned a Personal Education Number (PEN), using the PEN request process the District currently uses or the automated process built into MyEducation BC.
- Collect enrolment and attendance information about each child (by age) who attends each Centre including the child's name and age and his or her family's contact information
- Ensure positive attendance for each child attending is reported by entering that information into MyEducation BC
- Facilitators running the program are certified Early Childhood Educators
- StrongStart Early Learning Centres are situated in appropriate, available school space, preferably schools offering Kindergarten
- Designated space is or will be surplus to school district need and will be dedicated to the Centre
- A parent, family member, or caregiver accompanies the child in the StrongStart Centre at all times – the Service in the Strong Start Centre is not designated child care

The Ministry extracts attendance reports once a year on July 10 (attendance for September through June).

The District will submit to the Ministry an account of quality assurance measures practiced in the School Year using the Early Years Summary Report by the end of September.

Appendix 1

“StrongStart Early Learning Centres” - A free early learning program located in schools, for preschool children accompanied by parent, other adult family member or caregiver, created through an agreement between school districts and the Ministry of Education.

“StrongStart BC Early Learning Outreach Programs” – provide quality early learning experiences for children in rural and remote communities. Outreach programs operate on a reduced schedule to accommodate the many remote locations they serve.

“Early learning” – the knowledge, skills and dispositions that preschool children acquire in the years before school entry in key developmental domains: cognitive, physical, language and communication, social and emotional.

StrongStart BC facilitators provide a positive early learning experience for children (aged birth to five) and their families. Their goal is to create an interactive, play-based environment that supports caregivers and children to enjoy learning together, develop essential skills and prepare for a transition to school.

Facilitators influence, nurture and support our next generation reach its fullest potential by:

- Planning and leading early learning activities and curriculum based on the B.C. Early Learning Framework
- Offering thoughtful and creative play experiences
- Exploring language through story, music and word-play
- Fostering discovery through books, art and manipulatives
- Modelling healthy exercise and food choices
- Encouraging parents and caregivers to participate in activities
- Supporting and facilitating parent/caregiver and child relationships
- Referring and connecting families to community resources

General information on StrongStart Centres may be found at:

<https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/strongstart-bc>

<https://www2.gov.bc.ca/gov/content/education-training/early-learning/support/programs/strongstart-bc>

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1356
GOVERNANCE & COMMUNICATION	<u>Global Positioning Systems on District Vehicles</u>	

DATE ADOPTED: XXXXX

DATE AMENDED:

Scope

This GPS Policy (the “**Policy**”) applies to all School District 51 (“**SD51**” or the “**District**”) employees driving SD51 vehicles, including maintenance vehicles and buses (collectively, the “**Vehicles**”).

Purpose

SD51 is committed to ensuring the safety of employees, the protection of its property and the efficiency of its operations. In order to achieve these and related objectives, SD51 may track the location, movement and operation of Vehicles through the use of global positioning system transmitters and related technology (“**GPS**”).

SD51 also takes seriously its obligations to adopt responsible practices regarding the collection, use and disclosure of personal information about its employees and is committed to ensuring that the use of GPS is in full compliance with the *Freedom of Information and Protection of Privacy Act* (“**FIPPA**”).

The purpose of this Policy and related regulations is to provide employees with reasonable and appropriate notice of the use of GPS and to establish guidelines regarding the collection, use and disclosure of personal information of employees obtained under this Policy using GPS (“**GPS Data**”).

R E G U L A T I O N S

GPS is affixed to Vehicles and its functioning allows for the collection and monitoring of employee location, routes, mileage, speed, hours worked, whether the GPS feature has been disconnected, and irregular driving activities such as harsh acceleration, braking or cornering.

Such information collected using GPS may be used for purposes that include the following:

- i. employee safety purposes;
- ii. facilitating emergency response if required;
- iii. tracking Vehicle location to protect against loss, vandalism or theft;

- iv. tracking employee start and finish times to improve dispatching and scheduling;
- v. confirming service and delivery to sites;
- vi. identifying and addressing dangerous driving practices, including use of excessive speed;
- vii. improving efficiency by monitoring and evaluating driving patterns and routes;
- viii. monitoring fuel consumption and Vehicle idling time to reduce waste and gas emissions;
- ix. collecting data that will assist SD51 when investigating Vehicle collisions or similar accidents;
- x. assisting SD51 in investigating incidents involving SD51 Vehicles;
- xi. assisting in SD51's response to complaints;
- xii. assisting SD51 in the efficient maintenance of Vehicles and to reduce maintenance costs through early mechanical diagnosis; and
- xiii. assisting in compliance with SD51 legal and regulatory obligations, including occupational health and safety requirements.

Use of GPS Data, Investigative Purposes & Discipline

GPS Data may be subject to audits undertaken at periodic intervals or in response to identified risks, incidents or predetermined events. GPS Data will not be monitored in real-time on an ongoing continuous basis, but may be routinely accessed, audited or reviewed for the purposes described in this Policy and in accordance with FIPPA.

While the primary use of GPS is to increase employee safety and protect SD51 property, SD51 reserves the right to access, use and rely upon GPS Data for investigative, employment and disciplinary purposes (up to and including termination) in compliance with FIPPA, including, without limitation, in the following circumstances:

- i. where a Vehicle is operated outside of approved procedures or otherwise contrary to District policy;
- ii. where a Vehicle is operated contrary to applicable laws, including the *Motor Vehicle Act*, or contrary to prudent and careful standards for a trained operator holding a valid licence or certification to operate the Vehicle;
- iii. where an employee is involved in any sort of collision, incident or accident where there is or may be an allegation of fault against the employee or SD 51;
- iv. where a complaint has been made by a third party about the unsafe or unlawful operation of a Vehicle;
- v. where GPS Data may yield data relevant to an ongoing investigation; and
- vi. where an issue is identified through an audit of GPS Data that requires further investigation.

Any action to remove, bypass, disconnect or damage GPS equipment will be grounds for discipline up to and including termination.

Access, Storage and Security

GPS Data is protected by reasonable security measures and access is restricted by SD51 to authorized users who must have proper credentials to access the information. Authorized SD51 personnel will be permitted to access this data only on a need to know basis, and employees who are granted access are expected to keep this information confidential and to use it only in

accordance with this Policy. Failure of authorized personnel to keep confidential and safeguard this information appropriately and in accordance with this Policy may be subject to discipline.

GPS Data is stored by Geotab, a third-party service provider, using servers based in Canada. Geotab are also used to perform maintenance, troubleshooting and related services on GPS-related software and functions. SD51 only provides access to the information that is necessary for the applicable service to be performed. In addition, we require service providers to protect the information in a manner that is consistent with our privacy policies, security practices and *FIPPA*.

Individual Vehicle operator names will not be used or entered into any GPS equipment. Driving activity will be monitored and tracked using an identification number to ensure the Vehicle operator's name is protected from unauthorized access, use and disclosure.

Responsibility for the operation of the system and access to the GPS vests in the Secretary Treasurer. Any concern or complaints about the operation of the system should be directed to the Secretary Treasurer through the School Board Office.

Retention

SD51 maintains personal information for only as long as it is needed for employment, business, operational or legal reasons. Any personal information that is used to make a decision about an individual will be retained for at least one year in compliance with *FIPPA*. SD51 may be required by law to retain some personal information for longer periods.

Questions

Questions, concerns or complaints about this Policy or the use of GPS can be directed to the Secretary Treasurer.



Month-End Report
November 2021
Anna Lautard
Superintendent of Schools

BC School Superintendents Association Virtual Fall Conference November 18 & 19

- Topic: Renewing our Learning Organizations with Compassion and Equity
- Chief Christopher Derickson, Chief of the Westbank First Nation
- Jordan Tinney – Schools as Learning Organizations
 - How can schools continue to focus on equity?
 - How do we lead with compassion?
- Carolyn Roberts
 - How has the western colonial education system shaped and formed our understanding of colonization in Canada? What are the impacts on Indigenous people?
 - Deepen the understanding of the single-sided colonial narrative that is deeply embedded in the national consciousness and the school curricula.
 - Became an advocate for honouring and supporting Indigenous students and voices within the educational system as well as supporting my learning on how to decolonize my practices, personally and professionally.
- Chief Willie Sellars, Chief of the Williams Lake First Nation of the Secwepemc Nation
- Ilsa Govan: Social Justice in the 21st Century: Addressing Race Relations
 - To lead equity work in schools effectively, we must have the courage to unpack how we have been socialized to think about one another and the willingness to recognize institutional advantages and disadvantages employees, children, families, and communities face
 - This session was to develop participants' appreciation of their role in becoming anti-racist and contributing to positive change by providing a framework on how to address issues of equity and race. The framework of social justice looks at deepening awareness of self – moving from colour blindness to racial cognizance; increasing knowledge of others and their experiences of racism and oppression; developing skills to work effectively across cultures; and advocating and taking action to initiate change. Participants were to leave with greater skill and will to continue the long legacy of advocating for social justice.

Framework for Enhancing Student Learning Cohort Session

- The *Ministry of Education Framework for Enhancing Student Learning (FESL)* is intended to create a focussed system-wide approach to enhancing student learning for all students and closing the persistent gaps in student outcomes for specific groups of students.
- The Framework team has built a **Continuum of Supports** (*Communicate, Facilitate, Cooperate, Direct*) within which there are a variety of invitational opportunities to collaboratively support

continued capacity building and reciprocal learning through a strength based and formative approach for this important work.

- This year, the Cooperate structure is intended to bring Superintendents, and team members when relevant, together as a Community of Practice for a year-long deeper dive into Enhancing Student Learning through Strategic Planning and Continuous Improvement Planning. This structure will create time and space for us to do the following:
 - Reflect on the feedback received through the Peer Review process
 - Self-assess where each District is at
 - Learn together
 - Share and build on promising practices
 - Collaboratively address challenges arising from strategic planning and ongoing cycles of continuous improvement
- There will be opportunities for individual district sessions
- Specialists will share to further provoke our thinking and to consider current research on a variety of topics – to infuse important information, and perspectives acquired, into our work as change leaders
- Session topics include the following:
 - Equity
 - Data literacy
 - Strategic planning
 - Operational planning, and
 - Building on subject matter expertise and a culture of reflective practice
- The cooperate cohort will meet monthly for about 3 hours each time. The participants had to commit to a full year, January to December 2022.

Transformative Educational Leadership Program

- So far, we have had two 2-day sessions.
- First session was on inquiry as stance, story as transformer
 - Readings centred on the power of storytelling as an agent of change, both for systems and for individuals
 - The power of narrative to shape – and change - experiences
- Second session centred on systems thinking frameworks
 - Spirals, decision-making, learning organizations and Indigenous world views
 - Frameworks are important to build coherence and commitment – and the courage that is required to address hard truths
 - As leaders, how can we use inquiry and decision-making frameworks to develop a plan for system change?
 - What role does courage and vulnerability play in leadership?
- As part of the sessions, we do a leadership case studies
 - Allows participants to hear leadership stories from a variety of people
 - See how context and vision guide leaders as they do complex work
 - Dr. Blye Frank
 - Suzanne Hoffman

Meetings

Oct	1 st	Boundary Integrated Services Model
	2 nd	Agenda Setting Management Update
	3 rd	Boundary Indigenous Education Advisory Council
	4 th	BC Public Sector Employers Association Symposium Interior Health meeting with Superintendents
	8 th	Update with BCSS Student Advisory sponsor
	9 th	Compassionate System Leadership Call Agenda Setting Management Update Finance/Operations Committees
	10 th	District Leadership Team Update
	13 th	Transformative Educational Leadership Program Reading Group
	15 th	Visit Greenwood Elementary School Elder in Residence and Student Trustee Liaison meeting Assistant Deputy Minister McRae Session w/ Kootenay Boundary Superintendents
	16 th	Agenda Setting Management Update Board Meetings
	17 th	HEK Yeah planning session Health & Wellness Grand Forks Social Services Advisory Council
	18 th	BC Compassionate Systems Leadership: Community of Practice Framework for Enhancing Student Learning Cohort Session Neurosequential Model in Education Debrief BC School Superintendents Association Fall Conference
	19 th	BC School Superintendents Association Fall Conference Transformative Educational Leadership Session
	20 th	Transformative Educational Leadership Session
	22 nd	Visit West Boundary Elementary School Elder in-Residence Update
	23 rd	Compassionate Systems Leadership Call Agenda Setting Management Update Policy Committee The Governance Core book club with Trustees
	24 th	Mental Health Leads Zoom webinar Update with Minister Whiteside and Deputy Minister MacDonald District Leadership Team Update

- 25th BCSSA New Member webinar: Navigating Difficult Conversations
- 26th District Leadership Team session with Katie White
COVID Update
- 29th Global Compassionate Systems Leadership Call
Interview
- 30th Agenda Setting

SD 51 LEARNING TOGETHER

- November 26: Katie White and Assessment through a Leadership Lens, Session 3
- October 14: Katie White and Assessment through a Leadership Lens, Session 2
 - District Leadership Team
- September 27 – 30: Compassionate Systems Leadership
 - Four members of District Leadership team
- September 2: Katie White and Assessment through a Leadership Lens, Session 1
 - District Leadership Team
- August 30 – September 1: Non-Instruction Days
 - Big White Community School (2 days)
 - Indigenous Learning/Ripple Effect of Resiliency – Monique Gray Smith Course
 - School Growth Plan
 - Staff Professional Inquiries
 - 4-Schools (2 days)
 - School Community
 - Truth & Reconciliation
 - Outdoor Education
 - Boundary Central Secondary School (3 days)
 - Ripple Effect of Resiliency – Monique Gray Smith Course
 - Open Parachute – mental health literacy
 - School Growth Plan
 - Hutton Elementary (2 days)
 - Literacy – Katie White, guided reading, literature circles
 - Social Emotional Learning – student profiles, class profiles, school profiles
 - School Growth Plan
 - Perley Elementary (2 days)
 - Wellness & Resiliency
 - Calmness within the Storm, Leader in Me, breathing practice
 - Strategic Directions & School Growth Plan
 - School Culture & Climate
 - Walker Development Centre (2 days)
 - Ripple Effect of Resiliency – Monique Gray Smith Course
 - Open Parachute – mental health literacy

- School Growth Plan
- Grand Forks Secondary School (2 days)
 - Universal Design for Learning (UDL)
 - First Peoples Principles of Learning
 - School Growth Plan
- Christina Lake Elementary School (2 days)
 - Wellness & Resiliency
 - Calmness within the Storm, Leader in Me, breathing practice
 - Strategic Directions & School Growth Plan
 - School Culture & Climate



School District 51 Boundary

School Updates – November/December 2021



BEAVERDELL ELEMENTARY SCHOOL

- Students explored nature through art and also created portraits of themselves
- Had first 'art show' at the community hall to share their Remembrance Day pieces
- STEM challenges have been a regular part of their learning
- They celebrate Friday school days with waffles and pjs
- Continued their tradition of 'Dress like Jerry Day'
- Ginette Wheeler has continued sharing her gift of drumming with the students



BIG WHITE COMMUNITY SCHOOL

- Students and staff participated in a Remembrance Day Ceremony. Students did some writing about the topic and shared it orally.

- Staff created a common literacy block in order to support needs in all classes
- Students went on field trips to the air house and Parkinson Rec Centre pool
- BWCS Days of Christmas started December 1st - something festive happens each day to help build school spirit
- Annual Christmas Play is in progress – it will be performed live twice in order to keep the audience small



Boundary Central Secondary School

- The Spirit Club had their annual holiday dinner on November 25th including games, a meal, and preparing cards to give to seniors at the Manor in Midway, BCSS staff, and community volunteers.
- The yoga club met on the 1st and 15th
- BCSS PAC had their AGM on December 1st
- Students did community cleanup in response to some vandalism/destruction of property – we are so proud of them for this positive work!





CHRISTINA LAKE ELEMENTARY SCHOOL

- Term 1 ended November 25th and our first report cards went home that day
- Our virtual Christmas Concert was created, and the link went to families today
- We launched a new Passion Project initiative to take the place of our former Block Letter Program – students can choose to participate by following and documenting their learning about anything they want this year
- Lots of cool snow building happened in our field this month
- The volleyball season ended with a great play day at GFSS



DR. D.A. PERLEY ELEMENTARY SCHOOL

- Term 1 is complete, and our first set of report cards went home November 25th
- Teachers and EA's explored the arousal continuum in our December staff meeting as part of our focus on emotional regulation
- Students have been enjoying building with the snow – there are impressive forts and slides all over the grounds
- Our virtual Christmas Concert was created and shared with families



Grand Forks Secondary School

- Teachers met to share out the learning they did in small groups during their Pro-d session last month
- Students participated in a virtual Remembrance Day assembly
- We celebrated the 8 Days of Christmas with lots of fun theme days
- Volleyball teams from Grade 8-12 played tons of games and had some big wins!
- Female students interested in trades careers participated in a virtual meet and greet with tradeswomen from around BC





- Grade 4/5 class created a daily advent calendar for seniors at Parkview Manor. Items included recordings of each student reading Christmas stories, placemats, cookies, and ornaments. Students also had an opportunity to share jokes with the seniors on a surprise trip to the manor to deliver their presents.
- Grade 6/7 STEM Challenge - Can your building survive an earthquake? Buildings were created from graham crackers, royal icing, and an enormous amount of candy before they took on the earthquake simulator.
- Salve making with plants collected in the Spring with Elder, Jean Lloyd
- Virtual Winter Concert with MES with a link shared out to families
- Recognition Assembly honoring students' strengths in core competency areas
- Teachers have explored myBlueprint, e-portfolio basics, and also the importance of using visuals in classrooms in the first four-school in-person NID since Covid began
- Volleyball games in the gym with WBES visiting and BCSS students refereeing
- The mural has gone up on the front of the building
- GFSS band came for a visit to share their musical gifts with the grade 4/5 class





- Lunch 6/7 intramurals – volleyball and lots of games, mostly with Perley
- Remembrance Day Assembly – Ms. Foy's class and the band
- Virtual Christmas Concert
- Coding group starting up soon; Family groups starting soon
- Teachers have explored myBlueprint and are beginning to use it
- Approved for Guided Reading and LLI for reading support – training happening in December and roll out in January
- Student leadership group



Midway Elementary School

- Marshall Lake Adventure for the K-3 classes
- Lots of art-based activities to build fine motor skills
- Recognition Assembly complete with fun games for students to play
- Virtual Remembrance Day
- Salve making with Elder, Jean Lloyd
- Friendship groups have begun at lunch and during class time for various purposes
- Students drove Spheros all over the school in their first coding adventure
- K-1's investigated hot chocolate in a science experiment
- The grade 2/3 teacher returned from a maternity leave



WALKER
DEVELOPMENT CENTRE

- GreenThumb Theatre Presentation: Cranked – topics include addictions, mental health, social responsibility
- Hike up to the Dasha; skating
- Clay session with local potter; painting session with local artist
- Staff engaged in Pro-d in the areas of Fine Arts - Painting with Students & Outdoor Education with students.
- Remembrance Day – learning activities and small ceremony





- Afterschool yoga has been such a hit that they are looking at adding another series of weeks in the New Year
- Intermediate students have participated in several volleyball tournaments
- Virtual Winter Concert is in the works for families to enjoy
- Grade 2/3 teacher will soon retire
- School-wide door decorating to get into the spirit of the season





Secretary-Treasurer's Report
Miranda Burdock, CPA, CA
November 2021

Professional Development

BCASBO Fall Conference, December 1-2, Vancouver

- Denise Augustine, Superintendent of Indigenous Education, MoE - Truth & Reconciliation
- Ministry of Education and district partners - Finance and Reporting Roundtable
- Board Governance, presented by SD41/SD34
- Ministry of Education
 - Resource Management Division and FNEESC - Reconciliation
 - Services and Technology Division - Online Learning and Digital Services
 - Resource Management Division - Implementation of Financial Management & Surplus policies
- BCPSEA - Bargaining Update
- Janet Stewart - Demystifying the roadmap to inclusive workplace cultures
- ElectionsBC, MoE, Ministry of Municipal Affairs & LGMA - 2022 Trustee and Local Government Elections

BCSTA Trustee Academy, December 2 - 4, Vancouver

- Eddy Robinson - Students Have to be the Ones to Bring About Change
- Natalie Panek - Learning Should Know No Bounds
- Ann Makosinski - Reimagining the Future of Education
- Jennifer Charlesworth - Creating Belonging: Helping Children Thrive

Ministry Reporting

CEF - Initial Remedy 2021/22

Teachers with classes that exceed class size or composition limits as per the collective agreement are entitled to remedy of 180 minutes per month per count of remedy. The remedy can be taken as extra prep time, addition of enrolling or non-enrolling staff in the classroom, additional EA support etc. We submit the counts of remedy in our District to the MoE and then receive special purpose funding to cover these costs. As of October, we owed 16.438 (2020 - 13.4577) counts of remedy, equivalent to 2,959 minutes/month (2020 = 2,422 minutes/month).

GRE

The 2nd quarter GRE report is due December 10 for the period ending December 31/2021. This is quarterly financial information reported to the Ministry to be consolidated with the Provincial government's quarterly financial statements. Q2 is an interesting submission as we submit prior to period end and must accrue costs to December 31.

Statement of Financial Information (SOFI) Report

Under the *Financial Information Act*, all school districts in BC are required to prepare a SOFI report. The SOFI is a Public Accounts report that must be filed and made available to the public within 6 months of our fiscal year-end (December 31). The report includes:

- Audited financial statements,
- Schedule of debts,
- Schedule of guarantee and indemnity agreements,
- Schedule of Trustee remuneration and expenses,
- Schedule of employee remuneration and expenses (only employees earning over \$75,000 annually),

- Statement of severance agreements,
- Schedule of payments for the provision of goods or services (only vendors paid over \$25,000 during the period), and
- Statement of payments for purpose of grants and contributions (only organizations paid over \$25,000 during the period).

Charity Return - as a Registered Charity, the District is required to complete an annual information return and submit to Canada Revenue Agency within 6 months of our fiscal year-end (December 31).

Budget/Finance

2021/22 Annual Budget

The Ministry will release the recalculated operating grant for 2021/22 on December 17. We update the budget based on the recalculated grant information and add the \$415K of budget additions approved by the Board in November, as well as adjust for any other known changes. The amended annual budget for 2021/22 will be presented to the Board in February for submission to MoE by the end of the month.

Technology

We continue to actively recruit for two positions in our IT department: System Analyst and Network Analyst. We have engaged MakeAFuture in a targeted marketing campaign to increase exposure on technology-specific job platforms.

Technology projects that have continue throughout the Fall include:

- Verifying technology assets at schools. The following schools are now complete: DAPE, GES, MES, and Walker. Work at BCSS, Hutton, and Christina Lake is ongoing. Assets are being cited, added into inventory in WebHelp, and updated with purchasing information, refresh date, and approximate refresh cost.
- The refresh of Windows teacher laptops is now complete.
- The new science wing at GFSS is operational.
- Apple discontinued support for MacOS 10.14. All computers running that operating system have been upgraded to newer versions.
- Planning for lab refreshes at Hutton and Perley has begun. A demo kit of 7 Chromebooks is now available for each school to try out.
- Reviewing options to improve staff awareness around information security – eg: training to spot email scams, getting proposals for third party vulnerability assessments.