



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

December 8, 2015 at 6:00 p.m.

School Board Office

## Agenda

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### 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

- CLES Maker's Day Presentation

#### 10 Minute Comment Period

#### Adoption of Agenda

#### Adoption of Minutes

November 10, 2015 – Regular Meeting Minutes

#### Report on In-Camera Meeting from November 10, 2015

The Board discussed personnel issues, properties/facilities, business items, as well as the routine capital grant, planning for future, and the administrative saving process.

#### Correspondence

Nil

#### Business Items

##### 1. Superintendent's Report

- Report for November 2015 (Attachment)
- School Calendar

**MOTION:** "That the Board approve the amendment to the 2015/2016 School Calendar designating Friday, February 12, 2016 and Monday, April 18, 2016 as non-instructional days"

- Joint Curriculum Committee Update

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

- Report for November 2015 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

##### 3. Director of Learning Report

- Report for November 2015 (Attachment)

**4. Year In Review**

**5. Talking Break**

How do we embed the expertise and life experiences of parents and community members into our students learning?

**6. Capital Project Bylaw No. 127013**

For sawdust collection/system improvement for Boundary Central Secondary School.

MOTION: "That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 127013 all three readings at this meeting of December 8, 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. 127013.

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 \$208,000 for Project No. 127013 is hereby adopted.
- 2. This Bylaw may be cited as "School District No. 51 (Boundary) Capital Project Bylaw No. 127013.

MOTION: "That the Board of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 127013 as read a first, second and third time, passed and adopted the 8<sup>th</sup> day of December 2015."

**7. Financial Disclosure Statements (Attachment)**

These need to be returned to the Secretary-Treasurer between January 1 and January 15 of each year.

**8. Election of Board Chair and Vice Chair**

The Superintendent will assume the Chair for the Board Chairperson selection proceedings. The Secretary-Treasurer will call for nominations for the position of Board Chair and will conduct the vote by ballot. The process will then be repeated for Vice Chair.

- **Election of Board Chair** VOTE (Beige)

MOTION: "That the Board elect \_\_\_\_\_ as the Board Chair for December 8, 2015 to December 13, 2016."

- **Election of Vice Chair** VOTE (Grey)

MOTION: "That the Board elect \_\_\_\_\_ as the Board Vice-Chair for December 8, 2015 to December 13, 2016."

The newly elected chair will proceed to chair the remainder of the meeting.

**9. Board Representatives for 2016 (Attachment)**

Must be elected by January 15, 2016.

- **Election – BCSTA Provincial Councilor** VOTE (Baby Blue) and **Alternate** VOTE (Orange)

MOTION: "That the Board elect \_\_\_\_\_ as the Trustee Representative to the BCSTA Provincial Council and \_\_\_\_\_ as the Alternate for 2016."

- **Election – BCPSEA Representative Council/BCSTA Bargaining Council Representative** VOTE (Salmon) and **Alternate** VOTE (Light Pink)

MOTION: "That the Board elect \_\_\_\_\_ as the BSPSEA Representative Council/BCSTA Bargaining Council Representative and \_\_\_\_\_ as the Alternate for 2016."

- **Okanagan Labor Relations Council (OLRC)** VOTE (Dark Purple)

MOTION: "That the Board appoint \_\_\_\_\_ as the Trustee Representative to the Okanagan Labor Relations Council (OLRC) and Jeanette Hanlon, Secretary-Treasurer as the Alternate for 2016."

#### 10. Committee Reports

- Aboriginal Education Committee
- Finance Committee
- Operations Committee
- Policy Committee (Attachment)

**MOTION:** “That the Board approve the Policy No. 2060 Public Use of School Facilities for circulation.”

#### 11. Trustee Reports

Rec Commission

BISM

BCSTA Kootenay Boundary Branch

District Literacy

BCPSEA/BCSTA Rep Council (Attachment)

BCSTA Winter Academy

Okanagan Labour Relations Council

PAC Highlights

#### 12. Around the Boundary

#### Trustee Activities and Upcoming Events

#### Future Agenda Items

**Next Board Meeting:**            **January 12, 2016**  
   **6:00 p.m. at the Boundary Learning Centre**

#### 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, November 10, 2015 at the School Board Office

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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
	Mr. D. Reid	Trustee
	Mrs. C. Riddle	Trustee
	Mrs. R. Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer

Absent: Mr. D. Lacey Director of Learning

### Acknowledgement of the Aboriginal peoples and ancestors

### Presentations/Delegations

- Matt Grey, Teacher at GFSS gave a presentation on utilizing project based learning.

### Adoption of Agenda

MOVED Strukoff  
2ND Reid

[“That the Agenda for November 10, 2015 be adopted as circulated.”](#)

CARRIED

### Adoption of Minutes

MOVED Zitko  
2ND Jepsen

[“That the October 13, 2015 Regular Board Meeting minutes be adopted as circulated”](#)

CARRIED

### Report on In-Camera Meeting from June 9, 2015

The Board discussed personnel issues, properties/facilities, business items, as well as the implementation of the new curriculum training for teachers.

## **Correspondence**

Nil

## **Business Items**

### **1. Superintendent's Report**

The Superintendent reported on school visitations, the upcoming professional development for District teachers, class size, as well as meetings in and out of the District. Secretary-Treasurer Hanlon and Superintendent Argue gave an update on District initiatives.

MOVED      Riddle  
2ND          Strukoff

["That the Board approve in principle the Grand Forks Secondary School Global Citizen Club field trip as presented."](#)

CARRIED

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

The Secretary-Treasurer presented the Operations/Transportation report for October 2015 and reported on the enrolment and expenditures to date.

### **3. Director of Learning Report**

The Director of Learning reported on October school visitations and highlighted the work being done in the AbEd and Special Education programs.

### **4. Talking Break**

There was discussion on how projected based learning will provide opportunities for deeper learning.

### **5. Framework for Enhancing Student Learning**

The Superintendent presented the draft framework and timeline for the enhancing of student learning.

### **6. Provincial Meetings**

Trustee Strukoff, Chair Rezansoff and Secretary-Treasurer Hanlon all reported on the 1st Annual Education Liaison meeting held on October 21, 2015. Trustee Strukoff and Chair Rezansoff also reported out on the Board chair pro-d meeting held on October 22, 2015. Trustee Riddle reported on the Provincial Council meeting and sought input for

the BCSTA budget planning. Trustee Zitko and Secretary-Treasurer Hanlon reported on the BCPSEA Symposium held October 22-23, 2015.

**7. Reducing Red Tape**

Board Chair Rezansoff requested input into the *Reducing Red Tape for British Columbians* initiative.

**8. Committee Reports**

Trustee Danyluk provided an update from the AbEd Committee and Trustee Zitko reported out on the Policy Committee meeting. The Secretary-Treasurer gave an update from the Finance & Operations Committee meetings.

**9. Invitation to Ministry of Education**

The Board will send an invitation to the Ministry of Education to showcase our District.

**10. Trustee Reports**

Trustee Strukoff reported out on the BISM meeting. Trustees Jepsen, Danyluk, Strukoff and Zitko reported on the PAC meetings attended. There was nothing to report for the Rec Commission, BCSTA KBB or the District Literacy committees.

**11. Around the Boundary**

Around the Boundary for October, 2015 was presented.

Meeting adjourned at 8:17 p.m.

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Chairperson

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Secretary-Treasurer



**Kevin Argue**  
**Superintendent of Schools**  
**Month End Report**  
**November 2015**

***School Visitations***

- ***Perley Elementary School*** – Visited classrooms and met with Mr. Chapman. I facilitated grade 7 students completing the MDI. Observed Mr. McKinlay's grade 3/4 class participating in a 'coding' activity.
- ***Hutton Elementary School*** – Visited classrooms and met with Ms. Butler. I facilitate grade 7 students completing the MDI.
- ***Grand Forks Secondary School*** – Met with Mr. Stewart and Mr. Phelan. Visited classrooms during instruction and attended the school Remembrance Day ceremony. I participated in a Project Based Learning session for 51 teachers facilitated by Mr. Phelan
- ***Christina Lake Elementary School*** – Visited classrooms and met with Mr. Lockhart. Facilitated the grade 7 students completing the MDI.
- ***Boundary Central Secondary School*** – Visited classrooms, talked with students and met with Mr. Macfarlane.
- ***Fred Walker Development Centre*** – Visited students and staff and observed their individual learning programs.
- ***Greenwood Elementary School*** – Visited classrooms and facilitated grade 7 students completing the MDI.
- ***West Boundary Elementary School*** – Visited classrooms and facilitated grade 7 students completing the MDI.

***District Planning***

- *Develop plans for the new Framework for Enhancing Student Learning.*
- *District plans and timelines for the new Framework are to be made public by March.*
- *Planning has begun in conjunction with the BDTA for supporting teachers as they transition to the new K-9 Curriculum in September 2016 taking advantage of the two additional Non Instructional Days the Ministry of Education has placed into the 2015/16 calendar year.*
- *SD51 Board Planning for upcoming Community Consultations on the New Curriculum, School and District Plans and District Finance.*

***Achievement Contract***

*The 4 Goals of the SD51 Achievement Contract 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 Superintendent contact/Safe Schools Coordinator*

### ***Meetings out of the District***

- *BCSSA Fall Conference – Vancouver November 18 – 20, 2015*
- *BCSTA – Winter Academy – Vancouver November 26-28, 2015*

### ***Meetings in District***

- *District Leadership Team meeting - November 6th*
- *District New Curriculum Committee meeting – November 9th*
- *DPAC meeting – November 16th*
- *Meeting with RDKB Director Roly Russell – November 17<sup>th</sup>*
- *Meeting with Catherine McGregor of UVic re Inquiry – November 20th*
- *SD51 Policy Committee meeting – November 23rd*
- *Student Suspension meeting – November 24th*
- *TTOC interview – November 25th*
- *Meeting with SD 83 & 22 Superintendents re alternate timetables – November 27th*





## **Secretary-Treasurer's Report**

### **November, 2015**

**J. Hanlon, Secretary-Treasurer**

#### **Annual Facility Grant Projects**

The Operations Manager and I are working on putting together a plan for the projects that need to be done over Christmas break. These include the Perley Library and the dust collector systems. We have not spent all of our AFG monies to date.

#### **Attendance Support & Health & Wellness Provincial Committee**

I continue to work with this committee on a provincial level. Our District focus is prevention and wellness so we have a healthy functioning workplace.

#### **Operations & Transportation**

Dean Higashi our Operations Manager and I met with custodial staff at various schools over the month of November. We will need to order some new equipment as some of the older equipment is costing us too much in repairs. We are also looking at our work order system to see if it is meeting our needs and the needs of our staff and students in an effective way.



#### **Finances**

I continue to work on the amended budget. I am looking forward to getting our final funding for the 2015/2016 School Year. The big question being... "are we in or out of funding protection"? We are up by 17.125 FTE from the projections sent into the Ministry in January. During the month of December, I will begin looking at cost pressures for the 2016/2017 budget. I will give an update on the 2015/2016 Budget at the January Board meeting to give the status of the current year's finances. The Board will need to pass the amended budget at the February meeting or by February 28, 2016 when it is due to the Ministry of Education.

#### **Technology**

The Technology Department continues to work with the Ministry, IBM and Telus on getting ready for going onto the NGN Network in the next few months.

The Technology Department has set up an e-Bay account to try and sell some of the old phones, tech parts etc. that we no longer need but may be of value to someone else.



# School District No. 51 (Boundary)

## Enrolment

As of November 30, 2015

## Head Count

	November 30, 2015	October 31, 2015	Increase (Decrease)
<b>Secondary</b>			
BCSS	137	136	1.0000
GFSS	343	345	(2.0000)
<b>Elementary</b>			
BES	15	15	-
Big White	47	45	2.0000
CLES	71	72	(1.0000)
GWD	24	24	-
Hutton	261	260	1.0000
MES	35	35	-
Perley	227	227	-
WBES	96	96	-
<b>Alternate School</b>			
Walker	31	31	-
<b>Total</b>	<b>1287.0000</b>	<b>1286.0000</b>	<b>1.0000</b>

## Expenditure Report

Object	Title	November	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	83,055.26	407,206.29		1,028,138	620,932	60
11	Teacher Salaries	580,346.89	1,729,641.28		5,859,165	4,129,524	70
12	Non-Teachers Salaries	256,510.82	901,090.45		3,040,682	2,139,592	70
13	Management Salaries	32,747.17	163,735.85		417,303	253,567	61
14	Substitute Salaries	26,766.89	93,448.17		481,576	388,128	81
19	Trustees Indemnity	6,473.67	32,368.35		78,866	46,498	59
21	Statutory Benefits	34,049.14	132,210.15		600,790	468,580	78
22	Pension Plans	132,130.17	413,795.63		1,418,115	1,004,319	71
23	Medical And Life Benifits	53,898.27	222,068.67		688,838	466,769	68
31	Services	31,750.83	160,247.31	44,117.58	525,976	321,611	61
33	Student Transportation	8,836.63	24,823.06		80,990	56,167	69
34	Training & Travel	15,341.04	80,190.06		268,223	188,033	70
36	Rentals & Leases	2,794.00	13,970.00		33,528	19,558	58
37	Dues And Fees	460	53,612.58		71,790	18,177	25
39	Insurance		64,455.00		73,400	8,945	12
51	Supplies	70,925.26	310,588.18	38,076.15	1,030,330	681,666	66
54	Electricity	36,412.20	95,339.44		303,210	207,871	69
55	Heat	7,289.17	13,828.65		127,100	113,271	89
56	Water And Sewage	1,989.14	3,893.65		22,400	18,506	83
57	Garbage And Recycling	50	3,643.81		14,850	11,206	75
<b>Totals</b>		<b>\$1,381,826.55</b>	<b>\$4,920,156.58</b>	<b>\$82,193.73</b>	<b>\$16,165,270</b>	<b>\$11,162,920</b>	<b>69</b>



**Doug Lacey**  
**Director of Learning**  
**Month End Report**  
**November 2015**

***Staff Learning and School Visits***

<i>November 3rd</i>	<i>Facilitated Middle Years Development Instrument (MDI) survey with grade 4 students at Christina Lake Elementary</i>
<i>November 3rd</i>	<i>Attended MyEducationBC report card training and faculty staff meeting at GFSS</i>
<i>November 4th</i>	<i>Visited with school Principal and visited a number of intermediate classrooms at Hutton Elementary School</i>
<i>November 4th</i>	<i>Participated in District Leadership Team professional development conversation</i>
<i>November 9th</i>	<i>Participated in meeting of the newly-formed Joint Implementation of “new curriculum” Committee of BDTA and District Leadership members</i>
<i>November 10th</i>	<i>Facilitated the Remembrance Day ceremony at Walker Development Centre</i>
<i>November 12th</i>	<i>Facilitated Middle Years Development Instrument (MDI) survey with grade 4 students at Hutton Elementary</i>
<i>November 13th</i>	<i>Visited Mr. McKinlay’s grade 4/5 classroom at Perley Elementary to observe students learning to do digital “coding”</i>
<i>November 16th</i>	<i>Facilitated Middle Years Development Instrument (MDI) survey with grade 4 students at Perley Elementary</i>
<i>November 17th</i>	<i>Facilitated Middle Years Development Instrument (MDI) survey with grade 4 students at Greenwood Elementary School</i>
<i>November 17th</i>	<i>Jointly created a “New Curriculum Implementation” survey for all teaching staff with BDTA representatives</i>
<i>November 23rd</i>	<i>Facilitated Middle Years Development Instrument (MDI) survey with grade 4 students at West Boundary Elementary School</i>
<i>November 30th</i>	<i>Facilitated an all-day working session of the District Reading Assessment Team</i>



***Special Education and Student Services***

<i>November 16th</i>	<i>Met with Vice-Principal of Student Services and CUPE President to plan E.A. training day for the winter and spring of 2016</i>
<i>November 25th</i>	<i>Attended School-Based Team Meeting at Perley Elementary</i>

## ***Aboriginal Education***

- November 2<sup>nd</sup> Participated in hiring interviews for new Aboriginal Education Culture and Success Facilitator for GFSS*
- November 23<sup>rd</sup> Participated in hiring interview for new Aboriginal Education Culture and Success Facilitator for WBES, MES and BES*

## ***Provincial/Regional/Community Meetings***

- November 2<sup>nd</sup> Chaired meeting of the Boundary Integrated Services Model (BISM) meeting.*
- November 3<sup>rd</sup> Participated in Early Learning Advisory Council meeting*
- November 5<sup>th</sup> Attended the BC regional Innovation Workshop in Nelson, BC*
- November 6<sup>th</sup> Participated in District Leadership Team Meeting*
- November 18<sup>th</sup>-20<sup>th</sup> Attended annual Fall BCSSA Conference, "Engaging Each Learner: Transforming and Leading Together"*
- November 24<sup>th</sup> Participated in Local Action Team proposal with other community partners regarding Child Youth Mental Health and Substance Use*
- November 26<sup>th</sup>-28<sup>th</sup> Attended the BCSTA Winter Academy "Authentic Governance for Student Achievement: Boards Matter"*



# Statement of Disclosure

## Financial Disclosure Act

### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

### Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee?– s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text" value="last name"/>	<input type="text" value="first &amp; middle name(s)"/>
Street, rural route, post office box:	<input type="text"/>	
City:	Province:	Postal Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of government that applies to you:	<input type="radio"/> provincial <input type="radio"/> local government	
	<input type="radio"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)	creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

your capacity	name(s) of business(es)/organization(s)

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

legal description(s)	address(es)



## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☐ no ☐ yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_  
*signature of person making disclosure*

\_\_\_\_\_  
*date*

### Where to send this completed disclosure form:

#### Local government officials:

**... to your local chief election officer**

- with your nomination papers, and

**to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### School board trustees/ Francophone Education Authority directors:

**... to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

#### Designated Employees:

**... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 2060
FINANCE/FACILITIES	<u>Public Use of School Facilities</u>	

**DATE ADOPTED:** June 13, 2006

**DATE AMENDED:**

The following policy applies to all rentals of School District facilities except those for which the School Board has entered into a separate Joint Use Agreement.

The policy regarding community/public use of School District facilities shall be based on the following premise:

1. The School Board's first consideration for the use of school facilities is to meet the needs of students and school programs during daytime periods and such evening and weekend periods as may be required.
2. The Board agrees, however, that school facilities should be used as extensively as possible by community/public organizations and other groups when not required for District educational programs. Preference will be given to activities of educational, cultural or recreational value and to children's groups.
3. The School Board considers that the schedule of fees and accompanying terms and conditions for community use of school facilities should be governed by several principles:
  - Need for recognition by all groups of building-related costs.
  - Need for adequate control of use by School District officials.
  - Provision of graduated fees, with lowest rates charged to student related activities and highest to private or commercial activities.
4. The following priorities shall apply to community/public use of school buildings, grounds and facilities:

#### **Educational**

- A logical extension of the Board's educational programs, e.g. school co-curricular programs (free usage between 3:30 p.m. and 10:00 p.m. or one hour before the custodial shift ends on school days).
- Approved education or any other group, e.g. Fire Suppression Classes.

#### **Cultural/Recreational**

- Promoting cultural learning or physical fitness, e.g. art shows, concerts, etc.

**Community Service**

Community welfare as the primary objective, e.g. service clubs, class reunions, recognized political groups, etc.

**Other**

- Private and/or out of town profit-making programs, commercial organizations, government agencies, and religious groups.
- Private teaching or instruction of recreational activities other than those covered by the Recreation Commission.

School facilities will not be available for personal celebrations.

**NOTE:** Individuals or organizations sponsoring activities for recreational use or physical fitness may be sponsored through the Recreation Commission in the Grand Forks Geographical Area, however, arrangements for use of gymnasiums will be booked by the school office in liaison with the Recreation Director. Use of grounds is to be arranged through the Recreation Commission. Contact the Recreation Commission at 250-442-2202. It is to be noted that the Board's policy and regulations apply to the use of grounds.

To Bd. for Approval to Circulate Dec 8, 2015

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

SECTION	TITLE	NO. 2060
FINANCE/FACILITIES	<u>Public Use of School Facilities</u>	

### REGULATIONS

#### Terms & Conditions for Rental of School Facilities

The following terms and conditions shall apply to community/public use of all school buildings, grounds, and facilities.

1. No school facilities or grounds are to be used without a signed agreement. Applications for rental of school facilities must be completed at the School Board Office. A rental agreement must be signed by the user two (2) weeks prior to any reservation being accepted. THE PERSON OR GROUP USING THE SCHOOL DISTRICT BUILDINGS, GROUNDS, OR EQUIPMENT ARE RESPONSIBLE FOR BEING AWARE OF ALL REGULATIONS RELATING TO RENTAL OF SCHOOL FACILITIES.
2. The Principal of the school concerned shall be consulted before any rentals are finalized. Principals and/or designate may arrange all details for school and/or extra curricular activities, and shall advise the custodial staff and the School Board Office of all such arrangements.
3. The School Board reserves the right to request payment in advance of any rental and may require the posting of a damage deposit and/or proof of liability insurance. Depending on the user, documents referenced in Appendix E may be required.
4. Alcohol or non-prescription drugs are not to be brought onto nor consumed on School District premises.
5. Smoking is prohibited in the facility by the renting group or their customers.
6. No sprinklers or other irrigation equipment can be moved or tampered with.
7. All fire regulations shall be strictly observed.
8. Adequate adult supervision shall be provided for all youth activities.
9. The School Board reserves the right to refuse or to terminate any rental application.

10. In case of labour disputes (strikes, lockouts) resulting in the closure of schools, all rentals will be suspended.
11. No person or group shall use any School District buildings, grounds or equipment for any purpose other than normal school instruction without the permission of the Board through the Secretary-Treasurer. The exception to this regulation is for recreational or physical fitness users who arrange for use through the Recreation Commission. Costs for damages to school facilities will be billed to the user group. No goal posts or other fixtures or equipment, glass containers, line paint or other preparation shall be allowed on playing fields or lawns unless prior permission is obtained. No unauthorized vehicles are allowed on school grounds. Golfing is not allowed on School District property.
12. Outdoor Facilities – the use of the grounds is subject to the user being responsible for any damage to school property during the occupation of the grounds. Lessors must clean up litter or debris left on the grounds by spectators and others that may be present. The Board may request a deposit in the amount of \$100 refundable on satisfactory clean up of the grounds by the users.
13. The following terms and conditions shall apply to community/public use of all School District equipment.
- Equipment is not included except mats, badminton and volleyball nets and posts in gyms, and standard pianos in the auditorium.
  - If sound equipment and/or lighting equipment is required, the user must contact the School Board Office for the contact information of people authorized to set up and operate the sound and/or lighting equipment.
  - Organizations using equipment shall be responsible for all costs if lost or damaged.
  - The Board and/or the school reserve the right to refuse any application for the use of School District equipment.
14. All groups using school facilities shall provide adequate supervision of the participants in the activity by a mature person or persons. The right is reserved by school officials to evaluate the supervision. An individual appointed by the organization on duty throughout the occupancy will:
- Make him/herself known to the custodian-in-charge on duty in the building
  - Enforce all Board regulations
  - Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building
  - Limit activities to the area assigned to the group and restrict participants to these areas
  - Ensure that the specified time is adhered to or, if slight variation becomes necessary, advise custodian
  - Users are expected to make a reasonable effort to restore the facility to the order in which they found it
  - Ensure when activity ceases and in any event no later than 10:00 p.m or 1 hour before the custodial shift ends.
15. Telephone service will not be made available to parties using facilities.

16. Supervision – use of facilities on weekends, legal holidays, and other times where regular custodial staff are not on duty, will be contingent on the availability of appropriate supervision.

17. Advertising – no advertising may be done (for commercial purposes) through the school, nor can advertising be attached to the outside of the school.

18. Restricted Use

- Only areas specifically mentioned in the rental contract may be used when using grounds. Access to buildings not included unless previous approval has been granted by the Secretary-Treasurer or their designate.
- Libraries are not available for public use.
- Gymnasiums may be available during July and August subject to maintenance schedules and approval granted by the Secretary-Treasurer.
- School weight rooms are not available for public use.

19. Note that School District areas have maximum capacity ratings pursuant to local fire regulations – See Appendix A.

**General**

All users must complete a Facility Use Agreement – Appendix D

Fees for use of school facilities and/or equipment shall be administered by the School Board Office and reviewed periodically. District labour costs, calculated at the appropriate union rates, shall be charged for services exceeding normal duties (e.g. after normal custodial or maintenance shifts or the moving and set up of tables or chairs)

**Supervision and Clean-up Charges**

A School District employee must be on supervision for all after-school use of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity in which it is involved.

When an event necessitates overtime supervision by a School District employee, the rate charged shall be in accordance with the salary schedule in effect at the time the facilities are in use by the organization. No direct payment to School District personnel is to be made by the organization.

When an event is held on a non-instructional day, the cost of custodial services will be the responsibility of the renter.

## APPENDIX A FACILITY SIZES AND CAPACITIES

School	Dimensions	Maximum Capacity
<b>Grand Forks Secondary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> <li>Gymnasium Bleachers</li> <li>Auditorium</li> <li>Multi-Purpose Room</li> </ul>	85' x 91' or 25.9m x 27.74m  32' x 51' or 9.75m x 15.55m	675 350 345 100
<b>Dr. D.A. Perley Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	50' x 71' or 15.24m x 21.6m	435
<b>John A. Hutton Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	50' x 78' or 15.24m x 23.77m	435
<b>Christina Lake Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	50' x 56' or 15.24m x 17m	340
<b>School Board Office</b> <ul style="list-style-type: none"> <li>Board Room</li> </ul>	16' x 32' or 4.88m x 9.75m	35
<b>Boundary Central Secondary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> <li>Commons Room</li> </ul>	83' x 66' or 25m x 20m 35' x 45' or 10.67m x 13.7m	475 seated/1250 standing
<b>Midway Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	40' x 54' or 12.24m x 16.5m	185
<b>Greenwood Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	51' x 65' or 15m x 19.78m	400
<b>West Boundary Elementary</b> <ul style="list-style-type: none"> <li>Gymnasium</li> </ul>	48' x 83' or 14.78m x 25.4m	437 seated/1040 standing

## APPENDIX B GROUP CLASSIFICATIONS AND RENTAL RATES

### Group 1

Any individual or group that provides a non-profit service or activity that benefits students, youth or the community or humanitarian causes.

Facility	Hourly Rate
1. Gymnasiums – Secondary	No Charge
Gymnasiums – Elementary	No Charge
2. Multi-purpose room – Secondary	No Charge
3. Classroom	No Charge
Facility	Hourly Rate
Auditorium and dressing rooms	
• For production	\$25.00
• For recital	\$20.00
• Rehearsals/set-up/breakdown	\$10.00

### Group 2

Any individual or group conducting activities that benefit the individual or group but do not meet the criteria of Group 1.

Facility	Hourly Rate
1. Gymnasiums – Secondary	\$30.00
Gymnasiums – Elementary	\$20.00
2. Multi-purpose room – Secondary	\$15.00
3. Classroom Multi-purpose room kitchen – GFSS	\$25.00
4. Classroom	\$10.00
Facility	Hourly Rate
Auditorium and dressing rooms	
• For production	\$25.00
• For recital	\$20.00
• Rehearsals/set-up/breakdown	\$10.00

Note: Funds collected for the Auditorium rentals will be collected in a separate account and used to upkeep and refurbish the facility as needed.



### Group 3

**Commercial Users** – Individuals, partnerships, corporations, or other businesses set up for commercial or profit purposes, using the facilities with the intention of making a profit.

Facility	Hourly Rate
1. Gymnasiums – Secondary	\$50.00
Gymnasiums – Elementary	\$40.00
2. Multi-purpose room – Secondary	\$30.00
3. Multi-purpose room kitchen – GFSS	\$65.00
4. Classroom	\$35.00
Facility	Hourly Rate
Auditorium and dressing rooms	
• For production	\$50.00
• Rehearsals/set-up/breakdown	\$40.00

To Bd. for Approval to Circulate Dec 8, 2015

**APPENDIX D - EAST**  
**SCHOOL DISTRICT NO. 51 (BOUNDARY)**  
**FACILITY USE AGREEMENT**

<b>Name of User</b>										
<b>Address</b>										
<b>Contact Name</b>										
<b>Telephone No.</b>				<b>Activity</b>						
<b>School Requested</b>	<b>GFSS</b>		<b>DAP</b>		<b>JAH</b>		<b>Other</b>			
<b>Facilities</b>	<b>Auditorium</b> 350 maximum		<b>Gym</b>		<b>MPR</b>		<b>Other</b>			
<b>Date of Rental</b>										
<b>Time of Activity</b>										
<b>Lights/Sound</b>	Robotic		Conventional		Sound					
<b>Rental Fee</b>								<b>Inv #</b>		

**Note:** The person or group using the School District's facilities are responsible for being aware of all regulations relating to rental of school facilities.

1. SCHOOL HOLIDAYS - Facilities are not available on school holidays unless special arrangements are made in advance.
2. ENTRANCE - Entrance to the building will be as directed.
3. NO SMOKING - Smoking is not allowed in any part of the school buildings or grounds inclusive of corridors and washrooms.
4. NO ALCOHOL OR NON-PRESCRIPTION DRUGS - Alcoholic beverages and non-prescription drugs will not be permitted in any part of the school premises or grounds.
5. RESPONSIBILITY - The Board shall not be responsible for damage to or loss of clothing or equipment of the applicant or any person attending the function.
6. SIGNS & DECORATIONS - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling nor any defacing of building.
7. SPRINKLER SYSTEM - No sprinklers or other irrigation equipment can be moved or tampered with.
8. NO ADMITTANCE TO OTHER PARTS OF THE BUILDING - No persons will be allowed in any other part of the building other than that rented.
9. REPAIR OR REPLACEMENT OF DAMAGE TO BUILDING AND/OR EQUIPMENT - Any damage to furniture or fixtures will be paid for by the above organization.
10. AUTHORITY - The custodian on duty, or the School Principal, is the Board's on-the-spot authority and her/his instructions will be adhered to at all times.
11. HOURS OF USE - The specified times asked for and agreed upon will be strictly adhered to at all times. Except for weekends, schools are only available for public use after school hours, 3:30 p.m. to 10:00 p.m. or from afterschool until 1 hour before the end of the custodial shift.
12. GENERAL HIRING - Only the hirer's equipment will be used and no equipment of the Board's will be used with the exception of normal furnishings and fittings, unless specific arrangements are made.
13. COPYRIGHT - The Board shall not be responsible for the payment of copyright royalties and further; the lessee agrees to indemnify the Board for any actions resulting from breach of copyright laws by the lessee.
14. FOOTWEAR - Running shoes with non-scuff shoes must be worn in gymnasiums.
15. CANCELLATIONS - Notification of cancellation to Board Office one week in advance.
16. TERMINATION OF AGREEMENT - The Board reserves the right to terminate this Agreement at any time and all uses are subject to change at the Board's discretion. It is the Board's privilege to refuse a rental if the request is not received in due time to notify all parties involved.

\_\_\_\_\_  
School Board

\_\_\_\_\_  
Agent/Officer of Renter

\_\_\_\_\_  
Date Approved

**APPENDIX D - WEST**  
**SCHOOL DISTRICT NO. 51 (BOUNDARY)**  
**FACILITY USE AGREEMENT**

<b>Name of User</b>										
<b>Address</b>										
<b>Contact Name</b>										
<b>Telephone No.</b>				<b>Activity</b>						
<b>School Requested</b>	<b>BCSS</b>		<b>MES</b>		<b>WBES</b>		<b>GES</b>			
<b>Facilities</b>	<b>Theatre</b>		<b>Gym</b>		<b>Commons</b>		<b>Other</b>			
<b>Date of Rental</b>										
<b>Time of Activity</b>										
<b>Lights/Sound</b>	Robotic		Conventional		Sound					
<b>Rental Fee</b>								<b>Inv #</b>		

**Note:** The person or group using the School District's facilities are responsible for being aware of all regulations relating to rental of school facilities.

1. SCHOOL HOLIDAYS - Facilities are not available on school holidays unless special arrangements are made in advance.
2. ENTRANCE - Entrance to the building will be as directed.
3. NO SMOKING - Smoking is not allowed in any part of the school buildings or grounds inclusive of corridors and washrooms.
4. NO ALCOHOL OR NON-PRESCRIPTION DRUGS - Alcoholic beverages and non-prescription drugs will not be permitted in any part of the school premises or grounds.
5. RESPONSIBILITY - The Board shall not be responsible for damage to or loss of clothing or equipment of the applicant or any person attending the function.
6. SIGNS & DECORATIONS - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling nor any defacing of building.
7. SPRINKLER SYSTEM - No sprinklers or other irrigation equipment can be moved or tampered with.
8. NO ADMITTANCE TO OTHER PARTS OF THE BUILDING - No persons will be allowed in any other part of the building other than that rented.
9. REPAIR OR REPLACEMENT OF DAMAGE TO BUILDING AND/OR EQUIPMENT - Any damage to furniture or fixtures will be paid for by the above organization.
10. AUTHORITY - The custodian on duty, or the School Principal, is the Board's on-the-spot authority and her/his instructions will be adhered to at all times.
11. HOURS OF USE - The specified times asked for and agreed upon will be strictly adhered to at all times. Except for weekends, schools are only available for public use after school hours, 3:30 p.m. to 10:00 p.m. or from afterschool until 1 hour before the end of the custodial shift.
12. GENERAL HIRING - Only the hirer's equipment will be used and no equipment of the Board's will be used with the exception of normal furnishings and fittings, unless specific arrangements are made.
13. COPYRIGHT - The Board shall not be responsible for the payment of copyright royalties and further; the lessee agrees to indemnify the Board for any actions resulting from breach of copyright laws by the lessee.
14. FOOTWEAR - Running shoes with non-scuff shoes must be worn in gymnasiums.
15. CANCELLATIONS - Notification of cancellation to Board Office one week in advance.
16. TERMINATION OF AGREEMENT - The Board reserves the right to terminate this Agreement at any time and all uses are subject to change at the Board's discretion. It is the Board's privilege to refuse a rental if the request is not received in due time to notify all parties involved.

\_\_\_\_\_  
School Board

\_\_\_\_\_  
Agent/Officer of Renter

\_\_\_\_\_  
Date Approved

## APPENDIX E

### USER GROUP REQUIREMENTS

STANDARD CLAUSES	USER GROUPS		
	Group 1	Group 2	Group 3
Indemnification and Hold Harmless	X	X	X
Liability Insurance Requirement	X	X	X
Waiver of Subrogation	X	X	X
Certificates of Insurance	X	X	X
Incident Reporting Requirement	X	X	X

To Bd. for Approval to Circulate Dec. 8, 2015

## INDEMNIFICATION AND HOLD HARMLESS CLAUSE

The \_\_\_\_\_(user group) shall indemnify and hold harmless School District No. 51 (Boundary) (owner) and any of its officers, employees, servants, agents, and contractors from any and all loss, liability, claims, or expenses arising out of the use and/or occupation of the property belonging to School District No. 51 (Boundary) by \_\_\_\_\_ (user group) and any of its officers, employees, servants, agents, contractors, and volunteers except to the extent that such loss arises from the independent negligence of the School District.

\_\_\_\_\_  
Signature

To Bd. for Approval to Circulate Dec. 8, 2015

## LIABILITY INSURANCE CLAUSE

The \_\_\_\_\_ (user group) shall without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to School District No. 51 (Boundary).

General liability insurance with a limit of not less than One Million Dollars (\$1,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the \_\_\_\_\_ (user group), its officers, employees, servants, agents, contractors, and volunteers and shall include the School District, its officers, employees, servants, agents and contractors, and volunteers and shall include the School District, its officers, employees, servants, agents, and contractors as additional Insurers with respect to liability arising out of the use or occupation by the \_\_\_\_\_ (user group) of the property belonging to the School District.

\_\_\_\_\_  
Signature

To Bd. for Approval to Circulate Dec 8, 2012

## WAIVER OF SUBROGATION CLAUSE

The \_\_\_\_\_ (user group) hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the \_\_\_\_\_ (user group) of the premises described in the Agreement.

\_\_\_\_\_  
Signature

To Bd. for Approval to Circulate Dec. 8, 2015



This message was sent to Board Chairs, Trustee Representatives, Superintendents, Secretary Treasurers, HR Contacts

## Registration for 22nd Annual General Meeting

Registration is now open for the 22nd Annual General Meeting (AGM) of the British Columbia Public School Employers' Association scheduled for **Friday, January 29, 2016** at the Coast Coal Harbour Hotel in Vancouver.

The registration fee is \$150 + GST. To register for the AGM, please visit our [online registration site](#).

## Designated Trustee Representative

Each Board of Education is represented at the AGM by a Trustee Representative who must not be in a conflict of interest situation in accordance with the BCPSEA bylaws. The Trustee Representative carries the vote of their Board at the AGM. When registering online, please identify these representatives by selecting Trustee Representative from the Registrant Type drop down menu. The registration fee is automatically waived for the Designated Voting Trustee Rep.

## Submission of Proposed Resolutions

Please be reminded that the deadline for submitting special and ordinary resolutions for consideration at the AGM is December 10, 2015. Please e-mail the resolutions to [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca) or fax to 604 730 0787.

## Questions

If you have any questions about the AGM, please contact Donna Verones (604 730 4501; [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca)).

### Donna Verones

Administrative Assistant, Events  
400 – 1333 West Broadway Vancouver BC V6H 4C1  
D: 604 730 4501 | F: 604 730 0787  
[donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca) [www.bcpsea.bc.ca](http://www.bcpsea.bc.ca)

