



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

December 8, 2020 at 6:00 p.m.

School Board Office

Agenda

Call to Order

Opening Acknowledgement

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

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

November 10, 2020 – Regular Meeting Minutes

Report on In-Camera Meeting from November 10, 2020

The Board discussed personnel issues, properties/facilities, business items as well as succession planning.

Correspondence

Business Items

1. Superintendent's Report

- Report for November 2020 (Attachment)

2. Secretary-Treasurer's Report

- Report for November 2020 (Attachment)
- Expenditure Report (Attachment)
- ERP/SDS Modernization (Attachment)

3. Presentation

Response to Instruction (RTI)

(Michell Bennett, District Principal of Student Support Services)

4. Talking Break

What are the advantages of teachers applying the tenets of Response to Instruction (RTI)?

5. Framework for Enhancing Student Learning

- District Spirals of Inquiry

MOTION: "That the Board approve the District Framework for Student Enhanced Learning as presented."

6. BCSTA Trustee Academy Update

7. Board Committees and Representatives

8. Committee Reports

Indigenous Education Committee	GFSSAG
Finance/Operations Committee	Policy Committee
Student Trustee	

9. Trustee Reports

Rec Commission	BCPSEA
BISM	BCSTA Provincial Council
BCSTA Kootenay Boundary Branch	Okanagan Labour Relations Council
District Literacy	PAC Highlights
GFSSAG	BCSTA Trustee Academy
Student Trustee Highlights	

10. Around the Boundary

West Boundary and Beaverdell Elementary Schools

Trustee Activities and Upcoming Events

- MOE Joint Partners Liaison Meetings – postponed
- BCPSEA AGM – January 28, 2021
- BCSTA Provincial Council Meeting – February 19/20, 2021 (location tba)
- BCSTA AGM – April 16-18, 2021 (location tba)
- BCSTA Provincial Council – April 17, 2021 (location tba)

Future Agenda Items

Next Board Meeting: **January 12, 2021**
 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.

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, 2020 at Boundary Central Secondary School

The Chairperson called the meeting to order at 6:21 p.m.

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

Absent:	Ms. E. Burroughs	Student Trustee
	Mr. M. Hanlon	Student Trustee

Acknowledgement of the Indigenous peoples and ancestors.

Presentations/Delegations

Nil

Adoption of Agenda

MOVED	Danyluk
2ND	Jepsen

"That the Agenda for November 10, 2020 be adopted as circulated."

CARRIED

Adoption of Minutes

MOVED	Danyluk
2ND	Bird

"That the October 13, 2020 Regular Board Meeting minutes be adopted as circulated."

CARRIED

Report on In-Camera Meeting from October 13, 2020

The Board discussed personnel issues, properties/facilities, as well as business items.

Correspondence

Nil

Business Items

1. Superintendent's Report

- Superintendent Minette presented his report for October 2020.
- Anna Lautard, Director of Learning, reported on the importance of socio-emotional supports and learning in the early years.

2. Secretary-Treasurer's Report

- Secretary-Treasurer Burdock presented the Operations/Transportation report for October 2020. She also presented the expenditure plan to date and gave an update on the budget.

3. Presentations

Peter Scott, Principal at Midway and Greenwood Elementary, gave a presentation on digital portfolios.

4. Talking Break – 6:27 p.m.

Discussed the advantages of alternate forms of communicating student learning.

5. Strategic Planning

Superintendent Minette shared a briefing note on the development of SD51's Strategic Plan.

6. Board Committee Reports

GFSSAG – Director of Learning Lautard reported out.

Student Trustees Thornton and Ketler reported on school events and the strengths and stretches of the quarter system.

7. Committee Reports

BCPSEA – Trustee Danyluk reported out.

BISM – Director of Learning Lautard reported out.

BCSTA Provincial Council – Trustee Jepsen reported out.

BCSTA Kootenay Boundary Branch – Board Chair Strukoff reported out.

Okanagan Labour Relations Council – Trustee Bird reported out.

District Literacy – Board Chair Strukoff reported out.

8. Description & Discussion of Elected Positions

The Board discussed the positions up for election.

9. Election of Board Chair and Vice Chair

Superintendent Minette took over as meeting chair.

MOVED Zitko
2ND Danyluk

“That the Board elect [Rose Zitko](#) as the Board Chair for November 10, 2020 to November 9, 2021.”
CARRIED

Board Chair Zitko assumed the roll of chair for the rest of the meeting.

MOVED Strukoff
2ND Jepsen

“That the Board elect [Jaime Massey](#) as the Board Vice-Chair for November 10, 2020 to November 9, 2021.”
CARRIED

10. Board Representatives for 2021

MOVED Danyluk
2ND Massey

“That the Board elect [Katie Jepsen](#) as the Trustee Representative to the BCSTA Provincial Council and [Bronwen Bird](#) as the Alternate for 2021.”
CARRIED

MOVED Jepsen
2ND Strukoff

“That the Board elect [Mark Danyluk](#) as the BSPSEA Representative Council/BCSTA Bargaining Council Representative and [Jaime Massey](#) as the Alternate for 2021.”
CARRIED

MOVED Jepsen
2ND Danyluk

“That the Board appoint [Bronwen Bird](#) as the Trustee Representative to the Okanagan Labor Relations Council (OLRC) and **Miranda Burdock, Secretary-Treasurer** as the Alternate for 2021.”
CARRIED

MOVED Danyluk
2ND Jepsen

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

CARRIED

Page 3

Regular Minutes – November 10, 2020

11. Board Committees and Representatives

Board Chair Zitko requested the trustees to indicate to her which committees they are interested in. These positions will be decided in December.

12. Around the Boundary

Around the Boundary from Hutton Elementary was presented.

Meeting adjourned at 8:52 p.m.

Chairperson

Secretary-Treasurer

Agenda



Month-End Report for November 2020

Ken Minette
Superintendent of Schools

November has been a very good month. While these are still stressful times, as a school district we managed a full month without needing to report an over 10% absence rate. We continue to involve Interior Health Emergency Medical Officer in any unique situations that require guidance regarding COVID-19 guidelines at school sites.

Nov 3rd – Deputy Minister(DM) Meeting – A spike noted in COVID cases after Thanksgiving - not surprising but still worrisome. 80% of cases are in Fraser Health region, 2nd most in Coastal Health and a small proportion between the remaining Health regions. As of today, 27 of 60 school districts in BC had no COVID-19 cases in schools. DM reminds us that we still need to keep our focus on the learning agenda and as we work through the Framework for Enhancing Student Learning Policy, our provincial lens will be *continuous improvement*.

Nov 6th – Mette Miriam Bell and Peter Senge – Presenters in the Ministry of Ed Strategic Planning Series - “If you are not having an impact, what are you doing? If Intellectual understanding is disconnected from the heart, then we lack depth.” Leading from a place of moral imperative – bring people together around a bold vision of change. i.e. Grades are deficit based. Need to develop collective efficacy around shared purpose – “Will building relationships increase student engagement?” Need to shift from a discourse model that is safe and does not challenge status quo to one that does, one that challenges inequity and implicit bias.

Nov 10th – Meeting with Distance Learning teachers to make plans for weekly onsite connection time with any students that are planning to return to in-school learning in January 2021. It is looking like a 40-50% return. We will still require a DL teacher to get through the school year.

Deputy Minister Meeting – 90% of cases exist in Coastal and Fraser Valley Health Region. Dr. Reka Gustafson shares that this is not surprising for these densely concentrated regions. She further notes that the increase in transmission is not created by schools; most COVID transmissions occur in households and other non-controlled environments; basic safety measures consistently applied work most effectively. She sums up with *had we known in March what we know now, schools would not have been shut down*. While there is a potential vaccine, we will still need to maintain our vigilant COVID-19 behaviours for some time yet.

Nov 13th - Early Career Mentorship fund allocation based on Collective Agreement between BCPSEA and BCTF has been created for all BC teachers as part of last round of bargaining. Approximately \$30 000 allocated to SD51 so early career teachers can engage in mentorship opportunities.

Nov 17 - Deputy Minister Meeting - number of cases are increasing. Poll from Insights West indicated 70% of public feel BC school system is doing a good job during pandemic. Of 550 000 students, 33 000 students (6%) are in transition/DL programs. Bonnie Henry makes targeted health orders for Fraser Valley and Coastal regions.

Nov 17 & 18 – JCAM – Jointly Convened Advisory Meeting – Tripartite BC – Coordinated by FNEESC, BC Ministry of Ed and Federal Ministry of Indigenous Services. Big message, we all need to challenge “the racism of low expectations”. In 1970’s Indigenous grad rates were close to 25 % and now it is closer to 70%. Great to see improvement but there is still lots to do. Want to see parity in grad rates, FSA Grade 10 assessments scores and other pertinent indices as indicators of equity.

BC Declaration on Rights of Indigenous Peoples Act ([Declaration on the Rights of Indigenous Peoples Act \(bclaws.ca\)](https://www.bclaws.ca)) established Nov 2019 sets foundation for systemic change. However, it is recognized that community and school systems will be the bodies that are influential in real change. The document sets the tone that we have a collective responsibility and every citizen has a sphere of influence.

“Be brave enough to start a conversation that matters.” Margaret Wheatley

Ministry will be releasing an Indigenous Ed Targeted Funding Policy in 2021 that ensures that Indigenous Education Council (IEC) helps plan in the spending of Targeted Funds (designated to support improved success for Indigenous students) and ensuring there are no (or very minimal) carry overs each year. The IEC will also be responsible for co-approving district reporting regarding Indigenous success in the future. Their role will officially begin in the 2021-22 school year.

Nov 19 – Board Chairs ZOOM with Minister Fleming – “Collective sense of pride that majority of BC students are in schools learning. Schools are 4X safer than anywhere else.”

- 80% of cases are in 14 school districts
- 27 districts - not a single case of COVID
- 10 districts with only one case of COVID

Dr. Reka Gustafson – Washing hands regularly and substantially is one of the best ways to reduce transmission. There was chatter about early Christmas break or an extended break. Ministry of Health is trying to avoid this as school is considered one of the safest places for students and staff. Masks are low on hierarchy of pandemic controls but are a useful additional layer of protection especially if one can't maintain physical distancing between cohorts.

Nov 23rd – Meeting with facilitator for SD51 Strategic Plan. The Strategic Plan is a guiding document developed by School Trustees to guide their work for a 3-5 year period. The facilitator will create a way to invite authentic voice to the conversation with an open-ended question survey.

Strategic Plan Timeline

January – Big Net survey – shared with all stakeholders that wish to participate. Facilitator connecting with Trustees about their initial wonderings and observations of historical district practices.

February/March – Facilitator will compile results of survey and facilitate development of new Vision, Mission and updated Values.

April /May/June – Goals, Objectives, and Targets will be developed based on our new Vision, Mission and Values. There will be two distinct pathways of focus which are education and operations. These two pathways support the overall goal of improved student success.

June – Trustees will put on final touches and approve.

Nov 24th – Meeting with Trustees regarding Strategic Plan. Examined the **Framework for Enhancing Student Learning Policy**. It declares that Boards must:

- Create and maintain a Strategic Plan,
- Annually report on Student Outcomes,
- Put systems in place to continuously improve educational outcomes for all students,
- Ensure equity in learning for Indigenous students, child and youth in care and students with diverse abilities.

Nov 25th – Meeting with Indigenous Council – reviewing past events including:

- Monique Gray Smith presentation on Truth and Reconciliation,
- Indigenous Ed Targeted Funding Policy

- Murals with Indigenous content scheduled for installation at GFSS, Hutton, Perley, Greenwood, Midway and WBES this year. IEC provided feedback on elements that were required in each mural to make them more authentic and representative of the Boundary region.
- Jacqueline Lessard shared with IEC -- about 100 bags of primary and intermediate gifts from Indigenous Liaison RCMP Officer Susan Boyes were provided to SD51. These will be handed out just before Winter Break by Wanda Hecht and Ginette Wheeler.
- Taress Alexis, new Indigenous Culture and Student Success facilitator and Joan Holmes, Elder in Residence, were formally introduced to the IEC.



Nov 26th - Gearing Up - The Source and SharePoint Data - Ministry of Ed Strategic Planning Series – how to use SharePoint to access and go deeper into district data like: FSA, Provincial Gr 10 assessments, Student Survey, FAWD, grad rates and social service index.

Nov 27th – District Leadership Team – digging deeper into assessment practices, specifically around how to better assess curricular competencies. Also investigating Response to Instruction model initially shared by Shelley Moore who provided in service to teachers for 5 years on how to plan Inclusive lessons. Touching base about how things are going at each school site. Only 12 more school days until Winter Break!



Deputy Minister ZOOM – by 2023 BC would like to have daycare and after school programs in schools as well as a robust school meals program. These initiatives will require a well-defined provincial framework. Lots of conversations about masks – trying to find right balance where safe but not too prescriptive.

Recommended Budget process timeline for 2021/2022 school year:

Meeting #1 - January 19 – Budget Overview

Meeting #2 - February 16 – Public Information Meeting and World Café Agenda

Meeting #3 -February 23 – Consultation with Educational Partners

Meeting #4 – April 20 – Board reviews compiled results, Recommendations, Staffing and Budget

Meeting # 5 –Final Budget Approval 2020-21 at May or June Board Meeting

Meetings in District

- ✓ Nov2
 - Interview Indigenous Culture and Student Success Facilitator
- ✓ Nov 3
 - Deputy Minister Zoom
 - Finance and Operations
 - Strategic Planning
- ✓ Nov 4
 - Regional Roundtable
- ✓ Nov 5-6
 - BCSSA Conference
- ✓ Nov 9
 - ITA Grant Discussion with GFSS and BCSS
- ✓ Nov 10
 - Deputy Minister Zoom
 - Board Meeting with Deputy Minister
- ✓ Nov 17
 - Deputy Minister Zoom
 - Meeting with BDTA – Melding Collective Agreement
- ✓ Nov 18
 - Vital Life – Health and Wellness – Meeting 4 Schools Principals
- ✓ Nov 18&19
 - Jointly Convened Annual Meeting
- ✓ Nov 19
 - Minister Fleming Zoom with Board Chairs
- ✓ Nov 23
 - Interview Indigenous Culture and Student Success Facilitator
- ✓ Nov 24
 - Policy Meeting
 - Strategic Plan
- ✓ Nov 25
 - Indigenous Education Advisory Council
- ✓ Nov 26
 - Using Sharepoint
- ✓ Nov 27
 - District Leadership Team
 - Deputy Minister Zoom
- ✓ Nov 28
 - BCSTA Trustee Academy

Learning51 – 2020-2021

- Truth and Reconciliation – Monique Gray Smith – Sept 25, 2020
- Numeracy Teaching and Learning – Grade 4 -7 - Carole Fullerton – October 28th & 29th and February 23rd & 24th
- Literacy Assessment and Intervention K-3 – Starting January 2021
- Computational Thinking – Transitioning/Scope and Sequence for K-8 - Shawn Lockhart and SD51 teachers
- Trauma Informed Practice
- Compassionate Systems – starting this December
- Changing Results for Young Children

Mental Health and Well-being Promotion

(Anna Lautard, Director of Learning)

For the past three years, SD51 has received grant funding from the Ministry of Education to help build more capacity in mental health and well-being related knowledge, skills, and resources. With this funding as well as other initiatives, the district has sought to nurture learning environments in which all members of the school community are supporting individual resilience, creating supportive settings and addressing the impact of broader determinants of mental health.

The foundational elements of mental health promotion are social and emotional learning, trauma-informed practice, and mental health literacy, with the added focus this year of compassionate systems leadership and supporting adult well-being. An over-arching consideration is that these approaches are through the lens of Indigenous perspectives and are occurring in culturally safe and inclusive environments.

Some background:

- Social emotional learning is a set of specific skills that help individuals set goals, manage behaviour, build relationships, and process and remember information.
- Mental health literacy is the knowledge and understanding of how to develop and maintain mental well-being; identify risk factors and signs of mental health challenges; access help when needed; and reduce stigma around the topic of mental health.
- Trauma-informed practice promotes inclusive and compassionate learning environments; understanding coping strategies; supporting independence; and addressing students' need to minimize additional stress or trauma.
- Compassionate Systems Leadership is designed to support student well-being and resiliency through empowering adults to have the tools and practices to support their personal well-being. There are three core elements to support this endeavor: internal work which includes self-reflection and practice; relationship work with an emphasis on authentic connections; and system work that fosters connections between self, others and the broader system.

Some of SD 51's Mental Health and Well-being recent initiatives:

- SD51 Wellness Day for staff, jointly organized with the BDTA
- Two staff members from each school trained in Mental Health First Aid
- All school staff introduced to trauma-informed practice through the Trauma Academy Professional Development online program during spring 2020

- Train the trainer program in Non-violent Crisis Intervention so we have a person able to train staff in our district
- Train the trainer program with Dr. Bruce Perry's Neurosequential Model in Education to build understanding of trauma-informed practice and to build intervention skills to help teach students to regulate, relate, reason and reflect. Trainers will be able to train other staff members
- Food for Families program to ensure food safety for our students and families
- Vaping presentations for students and families
- Digital literacy presentations for students and families
- Cultural trip for Indigenous students
- Promotion of Outdoor Education with new 0.25 position
- Strengthening SAGA groups in high schools
- Wellness checks with Amy Allan for all staff in SD 51 with support available one-to-one and small groups
- Social emotional learning grants for schools to build capacity and strengthen current practice
- Starting a Directing Change program for older students to examine mental health and well-being through film, coordinated by Healthy Schools coordinator
- One-to-one counselling pilot project for students in the west end of the district where services harder to reach

This is by no means a complete list of all the supports available for students and staff, and it doesn't mean the work is done, either. The goal is to ensure our district has embedded mental health promotion in all aspects of our system, including culture, leadership, curriculum and learning environments.



Secretary-Treasurer's Report
Miranda Burdock, CPA, CA
November 2020

Professional Development

Although I haven't left Grand Forks in many months, I was still able to attend numerous professional learning events in November.

BCASBO Fall Conference, November 17-27

- Morneau Shepell - Mental Health & Wellbeing; Buildings Resilience in Uncertain Times; and Balance & Burnout - Unplugging During Challenging Times
- Ministry of Education/BCASBO - Capital Management Branch; Overview of Financial Management & Funding Equity Committees, SD Financial Reporting; Procurement Challenges; Payroll Continuity; HR Roundtable;
- Ministry of Citizens' Services - Public Procurement;
- Harris & Company - Diversity & Inclusion - Best Practices for Employers;

BCSTA Trustee Academy, November 27/28

- I attended the PHO, COVID-19 Response; Addressing Racism in an Inclusive Education Model; Enhancing Student Learning; and the KBB Branch Meeting.

BCPSEA Webinars, November 18 & December 2

- Duty to Accommodate
- Understanding Disability Management

Ministry Reporting

Daily Absence Reporting/ Weekly Workforce Reporting

We are still submitting daily employee absence reports to the MoE, as well as weekly workforce reports. There was an error in our data (format of the date), which has now been fixed and we will be receiving our first data report from the Ministry this week. Looking forward to sharing the information with the Board in January.

Federal Safe Return to Class Grant - Spending Plan

We submitted our spending plan for the Federal Safe Return to Class funding. We received \$223,992 in September and are projected to receive an additional \$223,992 in January for total funding of \$447,984. We are projecting to have \$177,046 spent by December 31st, and the full amount spent by June 30th. Spending highlights include:

- Learning Resources & Supplies:
 - Addition of 2 teachers and 2 EAs to our DL/Transition program;
 - Addition of an Elder in Residence (0.5 FTE);
 - Addition of outdoor education teacher (0.25 FTE)
 - Approximately 63 hours/week of additional custodial/cleaning time;
 - Mental health supports for employees (group and 1:1 sessions with registered psychologist and free access to LifeSpeak).
- Health & Safety:
 - Additional time for support staff to implement COVID-19 protocols;
 - Purchase of disposable and reusable facemasks, faceshields, and plexi-glass barriers;
 - Purchase of 2 misters.
- Transportation:
 - Additional time for drivers to clean/disinfect buses;
 - Purchase of Transportation Management Software.

CEF - Initial Remedy 2020/21

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 13.4577 counts of remedy (2,422 minutes/month).

GRE

The 2nd quarter GRE report is due on December 9 for the period ending December 31/2020. 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

2020-21 Amended Budget

As previously reported, the annual budget has been updated for actual staffing costs and entered into the accounting system to track the District's spending (see *November 2020 Expenditure Report*). We are expecting to receive the recalculated operating grants from the MoE in the next few weeks and will then make any additional adjustments to the budget required to align with actual funding. The 2020-21 amended budget will be presented to the Board for approval in February.

2021-22 Annual Budget

The 2021-22 proposed budget process/timeline is below for review. The suggested process starts in January and includes consultations with our many stakeholder groups, including our students, staff (BDTA and CUPE), District Leadership Team, parents, and other 3rd party agencies.

Meeting #1, January 19 - Budget Overview

Meeting #2, February 16 - Public Information Meeting and World Café Agenda

Meeting #3, February 23 - Consultation with Educational Partners

Meeting #4, April 20 - Board reviews compiled results, Recommendations, Staffing and Budget

Meeting # 5, Final 2021-22 Budget approval at May or June Board meeting

Operations

Traversa

We received the quote from Tyler Technologies for Traversa, a transportation management software and the associated hardware. At approximately \$62,000 CAD, it is within the budget set as part of the Federal Safe Return to Class spending plan and we are excited to move forward with implementation in early 2021!

District Operational Health & Safety

The District OH&S committee met on November 26. We reviewed school JOH&S minutes, the nature of any WSBC incidents occurring in November, the terms of reference of the District committee, training options for OH&S committee members, and any COVID-19 related concerns. There was healthy discussion amongst the group and a few action items including procuring hand soap with moisturizer and engaging BCFED to deliver OH&S - Part I training.

Other highlights for Operations in November include:

- Presentation by Amy Allen for maintenance crew at Midway bus garage
- Meeting with Fortis and Big White to discuss a charging plan for the resort
- Creating and sharing snow removal guidelines for the District
- West Boundary Elementary substantial completion meeting for building envelope project
- Registering all the District's water wells (9 in total)
- Completion of BCSS science lab gas and plumbing (waiting for fume hood)
- Repairing fire system at Marlex
- Plumbing system work at WBES to fix water hammer
- Safety program work (follow up on monthly reports)
- Security system work
- Posting and filling vacancies for bus drivers and custodians

Fund : 0 General Operating

OB	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	109,248.00	539,631.51		1,310,975	771,343	59
11	Teacher Salaries	615,914.48	1,836,355.08		6,081,805	4,245,450	70
12	Non-Teachers Salaries	318,042.69	1,128,527.45		3,792,379	2,663,852	70
13	Management Salaries	46,001.30	218,403.81		542,142	323,738	60
14	Substitute Salaries	46,235.71	141,719.47		636,015	494,296	78
19	Trustees Indemnity	7,617.37	38,086.81		91,408	53,321	58
21	Statutory Benefits	58,829.55	225,466.59		928,583	703,116	76
22	Pension Plans	114,841.78	397,271.99		1,303,242	905,970	70
23	Medical And Life Benefits	72,266.63	241,339.31		645,389	404,050	63
31	Services	20,649.50	137,527.44	2,562.64	589,162	449,072	76
33	Student Transportation	1,488.98	6,408.97		134,076	127,667	95
34	Training & Travel	13,804.31	44,855.30	1,600.00	285,630	239,175	84
36	Rentals & Leases	2,794.00	13,970.00		33,528	19,558	58
37	Dues And Fees	2,680.78	58,063.57		75,177	17,113	23
39	Insurance		48,584.79		48,100	485-	1-
51	Supplies	74,554.55	259,092.28	24,551.98	907,620	623,976	69
52	Learning Resources	3,628.81	15,328.08	1,107.71	45,838	29,402	64
53	Library Books	1,179.84	3,552.08	595.56	24,960	20,812	83
54	Electricity	33,735.47	73,768.07		320,000	246,232	77
55	Heat	9,458.43	16,084.27		107,000	90,916	85
56	Water And Sewage	3,323.11	6,680.05		33,000	26,320	80
57	Garbage And Recycling		8,153.62		12,500	4,346	35
58	Furn. & Equipment Replacement	6,318.95	12,489.35		20,850	8,361	40
59	Computer Equipment Replacement			4,048.56	62,000	57,951	93
TOTAL FOR Fund - 0		1,562,614.24	5,471,359.89	34,466.45	18,031,379	12,525,553	69
GRAND TOTAL		1,562,614.24	5,471,359.89	34,466.45	18,031,379	12,525,553	69

OBJECT				Year-to-Date	Budget	Unspent	% Unspent	NOTES
11/12	Salaries:	Teachers/Non-teachers	10 month employees	2,964,883	9,874,184	6,909,301	69.97%	3 out of 10 months, expect 70% unspent. Teacher retro pay processed in May.
10/13/19		PVPs/Mgmt/Trustees	12 month employees	796,122	1,944,525	1,148,403	59.06%	5 out of 12 months, expect around 58% unspent
14		Substitues	Sick, Sick Family, LT Sick,	141,719	636,015	494,296	77.72%	Majority of costs associated with 10 month employees expect 70% unspent. Fewer absences than expected (espeically compared to PY increase)
21	Benefits:	Statutrtory benefits (EI, CPP)	Employer paid portion of CPP and EI ; as well as 1.95% Employer Health Tax (EHT)	225,467	928,583	703,116	75.72%	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	638,611	1,948,631	1,310,020	67.23%	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		313,573	1,165,673	852,100	73.10%	See NOTE 1 below for details
51	Supplies:	Supplies		283,644	907,620	623,976	68.75%	Schoool budgets (supplies for instruction, SpEd, AbEd, Admin) as well as: SBO, Maintenance, Cusotidal and Transportation supplies
52/53		Learning Resources/Library Books		20,583	70,798	50,215	70.93%	School budgets for library books and learning resource
54/55		Electricity/Heat,		89,852	427,000	337,148	78.96%	5 out of 12 monthss (58% unspent) - coldest months to come
56/57		Water/Sewer and Garbage/Recycling		14,834	45,500	30,666	67.40%	5 out of 12 monthss (58% unspent) - expect surplus
58/59	Furniture/Equipment & Computer Equipment Replacement			16,538	82,850	66,312	80.04%	School furniture/equipment budgets, as well as: equipment for Operations and all IT/tech replacements
				5,505,826	18,031,379	12,525,553	69.47%	

NOTE 1

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

Object	Year-to-Date	Budget	Unspent	% Unspent	
31 Services	140,090.08	589,162.00	449,071.92	76.22%	Consulting, Legal, Audit, Telephone, Contract Software, Postage
33 Student transportation	6,408.97	134,076.00	127,667.03	95.22%	Schools transportation budgets (curricular, extra-curricular, and transportation grant)
34 Training/ Travel	46,455.30	285,630.00	239,174.70	83.74%	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	58,063.57	75,177.00	17,113.43	22.76%	Senior mgmt professional association fees, BCSTA, Make a Future, OLRC, SD23 re Claims Mgmt contract
39 Insurance	48,584.79	48,100.00	- 484.79	-1.01%	SPP and fleet insurance (paid upfront)
	313,572.71	1,165,673.00	852,100.29		



Briefing Note

SDS Modernization Project

Currently, we utilize SDS software as our Enterprise Resource Planning (ERP) system. We pay approximately \$41,000 annually in licensing for the following modules: accounting, absence management, payroll, purchasing, eServe and eFunds. We do not have licenses for the human resources module or for digital leave forms/employee expense reimbursements.

SDS is owned by Cayenta, a division of N. Harris Computer Corporation and, in 2018, Cayenta embarked on a project to upgrade the existing SDS software to the most current available version of Cayenta software. School District 51 signed a Statement of Work in March 2018 to purchase and implement the Cayenta ERP Product Suite for \$87,200. In addition, the District also initiated a purchase order for the human resources module of Cayenta for an additional \$31,200.

There were two school districts piloting the new software, which was then scheduled for phased implementation for other districts starting in 2020/21. Unfortunately, the project was terminated in Spring 2019.

Cayenta has subsequently proposed an SDS Modernization project, which would provide a modernized, web-browser-based version of the SDS Product Suite. We have been asked to sign a *Letter of Intent* ("LOI") to indicate our support of the project before January 31/2021. The total cost to the District would be \$300,000, with a 50% deposit required upon signing of the LOI, which would be funded through Local Capital. Ending balance in Local Capital per 2019/20 audited financial statements (Schedule 4) is \$1,090,857.

The updated software would be a phased implementation over 4 years and would include all modules (human resources included).

The project objectives are as follows:

- Provide a modernized SDS that sustains the existing business functionality
- Eliminate the Pro-IV development platform
- Protect departmental operations by preserving the existing business logic
- Protect Ad Hoc operations by preserving the MS SQL Server database schema
- Replace the traditional canned application reports with a business intelligence (BI) solution
- Deliver a minimum-effort implementation experience

OPTIONS

The Board has 3 options to consider in regard to our ERP system:

1. Do not sign the LOI and continue with SDS as is
2. Sign the LOI and commit to the SDS modernization project
3. Use a Request for Proposal (RFP) process to consider implementation of a new ERP system

	OPTION 1	OPTION 2	OPTION 3
PROS	No financial cost now	Financial cost is known	Opportunity to overhaul current system/processes
	No disruption to business cycle	Little disruption to business cycle	
	SDS has excellent support service	Opportunity for input in future enhancements	
		Many BC districts already committed - strength in numbers	
		Low risk - if project cancelled, deposit is fully refundable	
CONS	Increased licensing costs (unknown %)	Risk that software development and future enhancements won't meet our needs	Financial cost is unknown
	End of life is inevitable (simply deferring)		Non-financial costs are unknown, i.e. labour hours
	Any potential enhancements limited to what is achievable under Pro-IV language		Significant disruption to business cycle/workflow
	Current software not meeting our needs		Implementation puts significant pressure on resources/staff

Recommendation

My recommendation to the Board is to proceed with Option 2 - Signing the LOI and committing to the modernization of SDS. Although \$300,000 is a significant investment, we have intentionally transferred funds to Local Capital over the past 5 years to support a change in our ERP system. The phased project implementation is manageable with our current staffing levels, with one module planned for implementation in each of the next 4 years. As well, the project has been designed to protect the existing business structure (replacing workflow for workflow) and any additional enhancements will be added later. This results in very little disruption to the business cycle during implementation. And finally, we are familiar with Cayenta - they provide excellent customer service and we can continue to collaborate with other SDS districts in BC to provide input.